



12 February 2024

MEMORANDUM CIRCULAR NO. 26
Series of 2024

T O: All Concerned Faculty/Staff Across VSU System
R E: Attendance to the "Orientation for VSU Faculty/Staff Scholars"

All prospective scholars who are scheduled to go on study leave for CY 2024 are enjoined to attend the orientation on **February 14, 2024, Wednesday**, starting at **8:30 AM until 12:00 NN via Zoom platform**. This activity is of utmost importance as it covers critical information related to your contractual obligations, privileges, expectations, and other vital details essential for a smooth study leave period. It is a prerequisite before faculty/staff are granted approval to go on Study Leave.

Kindly make the necessary arrangements with your schedules to be available on the meeting via Zoom at the specified time. Your active participation in this orientation is crucial as it ensures that you are well-informed and fully prepared for your study leave, thereby contributing to a successful academic journey.

Refer to the Pre-Registration and Zoom link below:

Pre-registration link:

<https://forms.gle/Ljeg9TEfTcYHFUwH6>

Zoom Meeting Link:

<https://vsu-edu-ph.zoom.us/j/97531296252?pwd=ajVEYzZXtDRDQythK0VQL2dRbnNyQT09>

Meeting ID: 975 3129 6252

Passcode: 377257

For your guidance and compliance.

DANIEL LESLIE S. TAN
OIC-President



Orientation for USU Faculty/Staff Scholars

February 14, 2024
Via Zoom

You are cordially invited

PROGRAM

I. Preliminaries

08:30-09:00

Invocation

Overview &
Welcome Message

Opening Program

AV

Ms. Honey Sofia V. Colis
Director, HRMO

II. Program Proper

09:01-10:30

Presentation on Contractual
Obligations and Responsibilities
by **Atty. Rysan C. Guinocor**
OIC Legal Office

10:31-11:00

Preparations for Study Abroad
by **Dr. Anna Marquiza M. Quilicot**
Head, International Affairs Office

11:01-11:30

Q&A Session

11:31-12:00

Closing Program

Closing Message

by **Dr. Beatriz S. Belonias**
VP for Academic Affairs &
Chairperson, VSFC-AS

Lady of Ceremonies:

Ms. Arianne J. Caintic
Training Assistant, LDHRAO