



11 April 2023

**MEMORANDUM CIRCULAR NO. 64**  
Series of 2023

**T O: All Concerned**

**R E: Policy on the Flying of Drones in all VSU Campuses**

Professional and commercial drones have become popular in recent years since its technology has become more accessible to agencies and individuals.

The university has also been taking advantage of it for academic purposes, which also has its own challenges. The VSU Department of Geodetic Engineering and the GIS Laboratory, for example, coordinate regularly so that our students and staff are clear to fly drones in specific areas and times, ensuring that the space is safe from aerial collisions and other kinds of harm.

At the same time, there is a growing concern that the technology can be used by certain elements for unwelcome purposes like surveillance.

We believe it is important to institute a policy that puts premium on the safety and security of our constituents and our spaces.

Effective immediately, the following measures regarding professional and commercial drones are instituted in all campuses of the university system:

1. Flying of drones, both professional and commercial, shall be governed by relevant Philippine laws and pertinent policies by the Civil Aviation Authority of the Philippines (CAAP);
2. For non-VSU units and private entities to fly a drone over the main campus, permission must be sought from the **Office of the President** via a written request, stating the purpose of the activity, the area, and the proposed date, time, and duration. The letter must be coursed through and cleared with the following offices prior to submission:
  - a. 1 copy – GIS Laboratory
  - b. 1 copy – Department of Geodetic Engineering
  - c. 1 copy – University Integrated Media Center (UIMC)
  - d. 1 copy – University DRRM-Safety & Security Office (UDRRMSSO)
3. Copies of the approved letter must likewise be furnished to the abovementioned offices.
4. For VSU units in the main campus, a letter (using the QMS Communication Form) shall be sent to OP stating the purpose, area, date, time, and duration. Approval is not needed for official purposes provided, that proper coordination must be done **before flying** through

the four offices mentioned above.

5. For the component campuses, all letters must be submitted to the **Office of the Chancellor**, with prior coordination with its MIST and Security offices similar to Provisions 2-4.
6. As of today, no fees shall be collected for flying of drones.
7. The UDRRM-SSO (and its equivalent VITA office) is empowered to down and/or confiscate drones flown without a permit within the jurisdiction of VSU and shall report all incidents to OP.

For everyone's guidance and compliance for the safety of VSU.

  
**EDGARDO E. TULIN**  
President