



29 June 2023

**MEMORANDUM CIRCULAR NO. 102**  
Series of 2023

- T O: All graduating undergraduate and graduate students**  
**Department heads**  
**Thesis Advisers**
- R E: Binding of thesis manuscripts at the VSU Printing Press & VSU Learning Commons (Library) and Submission of Manuscript E-Copy**

Since the academic year is almost coming to a close, we are expecting the submission of thesis manuscripts as part of our students' graduation requirements now until the deadline next month.

As stipulated in the BOR-approved undergraduate and graduate thesis style manuals, both the **VSU Printing Press** and **VSU Learning Commons (Library)** may receive manuscripts for binding. As the official binderies of the university, they are the only offices allowed to use the university seal in manuscript. (Our seal is protected by copyright and according to VSU Brand Book guidelines.)

**Manuscript Submission Procedure**

1. Proceed to the bindery with copies of your approved manuscript. Students are advised to follow the recommended bindery assignments:
  - a. CAFS, CVM, CFES, CME - VSU Learning Commons
  - b. CoN, CoEd, CET, CAS, and Graduate School – VSU Printing Press (at the Multimedia Development Center)
  - c. VITA – to be arranged
2. Submit the copies and fill out the necessary forms. Note the *minimum* number of copies required according to BOR-approved policies that shall bear the seal of the university:
  - a. Undergraduate theses – 4 copies (student, adviser, department, library)
  - b. Graduate theses – 6-7 copies (student, graduate school, library, all GAC members)
3. Pay the binding fee & e-thesis/dissertation fee.
  - a. P250.00/copy – for manuscripts with up to 250 pages (VPP/Library)
  - b. P300.00/copy – for manuscripts with more than 250 pages (VPP/Library)
  - c. P50.00 – conversion fee at the Library
4. Submit the e-copy of your manuscript to the Library.
  - a. Attach the following files in an email:
    - i. Your approved manuscript with signed approval sheet and transmittal in Word (.docx) and PDF.
    - ii. Your recent ID photo (square)
  - b. Send it to [ethesis@vsu.edu.ph](mailto:ethesis@vsu.edu.ph)
  - c. Go to the Library and present proof of the email sent.

**OFFICE OF THE PRESIDENT**

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5. Secure your Acknowledgement Receipt from the VSU Learning Commons. For VSU Printing Press clients: Present your VPP Acknowledgement Receipt to the Library first. Then proceed with your clearance.

The bound manuscript is part of the administrative requirements for graduation for many programs and thus must be complied on or before July 14, 2023, Friday at 5 PM. You may direct inquiries to the VSU Printing Press & Learning Commons in person or thru phone or email.

For everyone's guidance.

  
**EDGARDO E. TULIN**  
President *OK 6/30/23*