



16 June 2021

MEMORANDUM NO. 482
Series of 2021

T O: Christian N. Bacolod
Part-time Instructor, DLABS

R E: Involvement in the Design of VSU Academic Regalia

Upon recommendation of **Mr. Jed Asaph Cortes**, Chairperson of the VSU Brand Book Task Force, and **Prof. Jude Nonie A. Sales**, Head, Culture and the Arts Center and Task Force member, you are hereby designated as sub-committee member of the VSU Brand Book Task Force in charge of the design and development of VSU Academic Regalia.

You are tasked to perform the following functions:

- Assist **Prof. Jude Nonie Sales** in the design and development of VSU Academic Regalia
- Conduct background research related to the designs
- Assist in the development of prototype/s of such regalia
- Assist in the development of guidelines for use and production of such regalia
- Submit pertinent documentation to the VSU Brand Book Task Force layout artist

Your involvement will be charged against your contact hours as part-time instructor, subject to pertinent rules and regulations related to your contract.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: Dr. Jett Quebec, Head, DLABS
OVPA
Mr. Jed Asaph Cortes, Head, VSU Printing Press
Prof. Jude Nonie Sales, Head, VSU Culture and the Arts Center