



23 May 2018

**MEMORANDUM CIRCULAR NO. 40**

Series of 2018

**T O: All Concerned**

**R E: Reiteration and Amendment to OP Memo No. 28 s 2018 dated Mar. 26, 2018 on Deadline of Graduation Requirements**

This office hereby reiterates and amends some sections of OP Memorandum No. 28 s. 2018 with subject *Deadline for Graduation Requirements*. This memorandum is issued in order for the concerned faculty, staff and students to effectively implement the deadline and new procedure on the processing of graduation requirements:

Reiteration

June 5, 2018 (5:00pm)	Deadline for Submission of All Academic Requirements (All grades, including that of the thesis/special problem/ dissertation, should already be at the Registrar's Office)
June 8, 2018 (5:00pm)	Deadline for Submission of Final Clearance

Amendment

Procedure on submission of thesis/ special problem/ dissertation manuscripts to the University Library:

1. The student shall submit microsoft-word copy in external drive or USB of the final version of the manuscript to the University Library IT staff for conversion to ebook format with a service fee of P100.00 per manuscript. He/she shall also bring the completely approved copy of his/her manuscript and submit the required number of copies:
  - i. For Undergraduate thesis: 3 copies  
1 for Library, 1 for Adviser, 1 for Department, 1 for Student (optional)
  - ii. For Graduate thesis/dissertation: 6 copies  
1 for Library, 1 for Adviser, 1 for Department, 3 for Graduate school, 1 for Student (optional)
2. The Univ. Library IT/ staff shall review the microsoft-word document page by page to check if the stored file is exactly the same as the approved hard copy of the manuscript.
3. Book binding of the manuscript shall be done only by the University Library and Printing Press as the VSU Seal is copyrighted (per BOR resolution No. 50 s. 2010). A binding fee of P150.00 per copy of the manuscript shall be collected with corresponding issuance of an official receipt.
4. The processing Library staff shall issue acknowledgement receipt to the student and the Chief Librarian signs the final clearance.

All OP issuances or portions thereof inconsistent with the provisions of this memorandum are considered amended or modified accordingly.

For your guidance.

**EDGARDO E. TULIN**  
President