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OFFICE OF THE
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MEMORANDUM CIRCULAR NO. 193
Series of 2025

TO: All Concerned

RE: Strict Compliance with Agenda Submission and Format for Board of Regents (BOR) Meetings

FROM: DR. PROSE IVY G. YEPES
University President

DATE: July 11, 2025

This is to formally relay the instruction from the Office of Commissioner Ether Agnes P. Valenzuela (OCEAPV) and the esteemed Chairperson of the Board, through the Office of the University and Board Secretary (OUBS), regarding the strict adherence to the approved format and procedures for the agenda of meetings of the Governing Board of Visayas State University, in line with the **Commission on Higher Education (CHED) Memorandum Order No. 6, series of 2014** on Standard **Format for the Agenda of Meetings of the Governing Boards of State Universities and Colleges**.

In accordance with this CMO, and to promote consistency, transparency, and proper governance, all concerned are reminded of the following key guidelines:

1. Once the official agenda has been submitted and finalized by OUBS for inclusion in the BOR Meeting, it shall no longer be subjected to further revisions, additions, and reshuffling.
2. In strict compliance with the directive of the Chairperson of the Board, no additional items will be accepted or entertained under the "Other Matters" portion of the agenda. This is to ensure that all items for deliberation undergo proper vetting and documentation.
3. Section 7 of CMO No. 6, s. 2014 explicitly provides a standard structure of agenda which includes:
 - a. Call to Order
 - b. Proof of Notice of Meeting
 - c. Determination of Quorum
 - d. Approval of the Agenda

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



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- e. Approval of the Minutes of the Previous Meeting
 - f. Matters Arising from the Minutes
 - g. President's Report
 - h. Agenda Proper (divided into Academic, Administrative, Financial, and Legal Matters)
 - i. Adjournment
4. The inclusion of "Other Matters" is not part of the prescribed structure unless previously approved during agenda setting.

Given this, we enjoin all offices and units to plan ahead and ensure that all agenda items for the Board deliberation are submitted within the prescribed deadlines and in the proper format, with complete staff work. Late submissions or last-minute requests will no longer be accommodated.

Let us uphold proper protocols and professional courtesy in support of effective governance.

For your information, strict compliance, and proper guidance.

cc: *All Vice Presidents*
 All Chancellors
 OUBS
 All Faculty Deans
 All Office Directors
 All Department/Unit Heads

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.