



26 August 2020

**MEMORANDUM NO. 410**

Series of 2020

**T O: Vice-Presidents, College Deans/Directors/Department/Office Heads,  
Concerned Faculty and Staff**

**R E: Virtual Presentation and oath taking ceremonies of the Newly Hired Faculty  
and Newly Hired/Promoted Administrative Staff**

In line with the University's 120th Philippine Service Anniversary Program, a virtual presentation and oath-taking ceremony for the newly hired faculty (including part-timers) and newly hired/promoted administrative staff will be held on September 7, 2020 at 8:00 am.

College Deans and Office/Unit Heads are requested to officially introduce their newly hired/promoted faculty and administrative staff. Oath taking for the newly hired faculty (under temporary and substitute status only) and the newly hired/promoted staff will follow. The google meet link for the virtual ceremony will be sent to all concern.

Kindly submit to ODHRM at [odahrd@vsu.edu.ph](mailto:odahrd@vsu.edu.ph) the following documents on or before September 3, 2020:

1. Email address of the newly hired faculty/staff to be invited during the virtual oath-taking ceremony.
2. Name of newly hired faculty and their picture wearing smart casual attire with 300 dpi.
3. Name of the department they belong to and courses they handle.

Furthermore, the assigned dDRCs in the various departments and offices with newly hired faculty and staff should provide a copy of the **Oath of Office** to the newly hired faculty and staff to be read by them during the oath-taking ceremony.

Please be guided accordingly.

**EDGARDO E. TULIN**  
President