



11 August 2022

MEMORANDUM CIRCULAR NO. 87
Series 2022

T O: Chancellors, College Deans, Director of Academic Affairs, Registrars, Department Heads, Academic Advisers, Department Enrolment Focal Persons, College Hotline Agents

R E: Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents

In preparation for the 1st semester AY 2022 - 2023, you are hereby directed to attend the **"Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents"** on **August 25, 2022 (Thursday)** via **Zoom**. This is a semestral activity needed to address online, and remote enrolment glitches caused by unfamiliarity with the platform and/or procedures both in the Main and VITA colleges. Also, this activity continuously aims to harmonize the enrolment system in the university.

To ensure maximum participation, the schedule is as follows:

9:00 AM Main Campus

Join Zoom Meeting

<https://vsu-edu-ph.zoom.us/j/93214500633?pwd=QINkYThBNFRUR1pJc3ErUGs1eTc0UT09>

Meeting ID: 932 1450 0633

Passcode: 014471

1:30 PM Component Colleges

Join Zoom Meeting

<https://vsu-edu-ph.zoom.us/j/94035734261?pwd=czNRd29JcmVRczZtWlJTUnVpZituQT09>

Meeting ID: 940 3573 4261

Passcode: 442784

Enclosed is the program of activities for your information and guidance.

Please direct any concerns or clarification to the Office of the University Registrar, Mrs. Marwen A. Castañeda.


EDGARDO E. TULIN
President

Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents



August 25, 2022 (Thursday)

<u>Time</u>	<u>Topic</u>	<u>Resource Speaker</u>
Main Campus		
9:00 – 9:10AM	Prayer Philippine National Anthem	
9:11 – 9:15	Opening Message	Dr. Beatriz S. Belonias <i>VP for Academic Affairs</i>
9:16 – 9:45	Roles and Responsibilities Academic Adviser and College Hotline Agents	Ms. Marwen A. Castañeda <i>University Registrar</i>
9:46 – 10:00	Enrollment Procedure Projected Student Enrollees 1 st sem AY 2022 - 2023	Ms. Joan Rosemarie Banzon
10:01 – 10:30	Cumulus Portal VSU Website (enrollment)	Mr. Christan Mikhael Restor/ Mr. Norman Villas
10:31 – 11:30	Open Forum	
11:31 – 12:00	Evaluation Closing Message	Dr. Jannet C. Bencure <i>Dean, CET</i>
Component Colleges		
1:30 – 1:40	Prayer Philippine National Anthem	
1:41 – 1:50	Opening Message	Dr. Beatriz S. Belonias <i>VP for Academic Affairs</i>
1:51 – 2:20	Roles and Responsibilities Academic Adviser and College Hotline Agents Graduate School	Ms. Marwen A. Castañeda <i>University Registrar</i>
2:21 – 3:40	Enrollment Procedure Per College	Ms. Angelyn F. Hermoso -Isabel Ms. Sharon A. Costelo – Alangala Mr. Frank Britz Cadavis – Tolosa Ms. Melina May Barro - Villaba
3:41 – 4:10	Cumulus Portal	Mr. Christan Mikhael Restor /
4:10 – 4:50	VSU Website (enrollment)	Mr. Norman Villas
4:51 – 5:00	Open Forum	
	Evaluation Closing Program	Dr. Luzviminda A. Tajos <i>Chancellor, Isabel Campus</i>

Master of Ceremonies: Mr. Mark Gil A. Vega