



# Visayas State University

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## Office of the President

6 April 2016

### MEMORANDUM CIRCULAR NO. 29

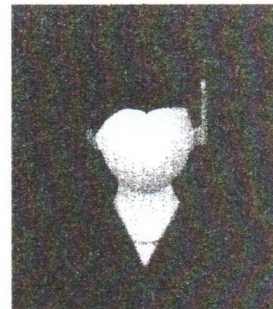
To: All Graduating Students

Subject: Submission of Graduation Photo to VSU Media Team % DDC

The VSU Media Team will create a video-display of photos of graduates as each receives the diploma during the graduation ceremony. In this connection, all graduating students are encouraged to submit their graduation photos. These consist of two photos in academic dress or toga, (1) one wearing the academic cap (or mortarboard), and (2), without the cap. These photos will also be compiled for use in the Transcript of Records and other official documents. Digital copy (JPG or PNG) of the photos should be submitted on or before April 10, 2016 to the VSU Media Team % Mr. Derek Alviola at the Department of Development Communication, or email as attachment to [mediateam@vsu.edu.ph](mailto:mediateam@vsu.edu.ph).

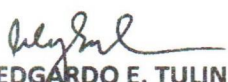
The photos must adhere to the following specifications:

- The graduate must wear the proper academic gown prescribed for the degree program. Graduates of bachelor's degrees, except for Doctor of Veterinary Medicine, must not wear a hood.
- The graduate must wear formal attire under the gown: long sleeves with tie (men), appropriate dress (women).
- The background should be a dark green to black gradient without any texture (please see attached graphics).
- The photos must not look too "photoshopped". While airbrushing is allowed to remove blemishes, it should not be overly done that the skin texture looks artificial.
- The photos must not contain any markings, design overlays or watermarks.
- The photos must be in high-resolution.
- The two photos will be named as follows:
  - With Cap: Student number + Surname + "CAP"  
Ex. **12-1-00001 DELA CRUZ CAP.JPG**
  - Without Cap: Student number + Surname  
Ex. **12-1-00001 DELA CRUZ.JPG**



The photos may be taken in any studios as long as the guidelines are strictly followed. However, for convenience, the Media Team has accredited Palm Printshop to take studio photos on April 7-9 at the ADE Rm. 123A from 9AM to 6PM. Palm Printshop will only collect P120.00 for this with printed copies of 18R, 1 3R and 2 passport size photos. The VSU Media Team reserves the right not to accept photos that do not follow the guidelines.

Everybody is encouraged to submit said photos.

  
EDGARDO E. TULIN  
President