



9 September 2020

**MEMORANDUM NO. 413**  
Series of 2020

**T O: All College Deans, Campus Chancellors, Department Heads**  
**R E: Departmental Collection of Graduation Videos from VSU Class of 2020**

To recognize the graduates of VSU Class of 2020, the Visayas State University will hold its 67<sup>th</sup> Commencement Exercises virtually on September 30, 2020. This will be a system-wide graduation ceremony where we will confer the degrees and make a fitting tribute to our graduates via online.

For the "virtual" distribution of diplomas, the College Deans will read the names of their graduates. Upon reading their names, a simultaneous video presentation of the graduates will be done. To make this happen, each academic department shall systematically collect the graduation videos of their graduates.

Each department shall assign at least one (1) faculty or staff as "VSU Grad 2020 Department Coordinator", who will:


1. Communicate to and coordinate with your 2020 graduates;
2. Collect their videos for the program via the assigned VSU email address created for this purpose;
  - a. All graduates must submit a video in Filipiniana for the distribution of diplomas
  - b. All honor graduates must submit a video in toga for the President's Tribute
  - c. Honor graduates and 2-3 other students of your choice in your program must submit a video in toga for the conferment of degrees
3. Find alternative videos or photos if a video is not submitted;
4. Organize the files for submission to the University Integrated Media Center (UIMC); and
5. Forward everything to the (UIMC) on or before September 21, 2020;

For the VITA component colleges, the coordination and collection shall be done by campus.

Please refer to the published guidelines and procedures in submitting the video for the graduation here: [bit.ly/VSUGrad2020-SubmitVideo](https://bit.ly/VSUGrad2020-SubmitVideo)

Submit the names and EDU accounts of your Department Coordinators to Ms. Jeanie Rose Deluza of the VSU Web Team ([jeanie.deluza@vsu.edu.ph](mailto:jeanie.deluza@vsu.edu.ph)) as soon as possible, for a proper briefing.

Looking forward to your utmost cooperation.

  
**EDGARDO E. TULIN**  
President