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MEMORANDUM CIRCULAR NO. 40
Series of 2025

TO: All Concerned Faculty/ Staff Across the VSU System

RE: Attendance to the Orientation for Scholars on the Provision of their Contracts

FROM: PROSE IVY G. YEPES, EdD
University President

DATE: February 3, 2025

All VSU Faculty/Staff scholars scheduled for study leave for CY 2025 based on the approved Faculty Development Plan per BOR Res. No. 167 s. of 2024 are hereby directed to attend the online orientation on the provision of your contracts on **Wednesday, February 12, 2025; 8:30 am.**

Please see the online meeting details below:

Zoom link:

<https://vsu-edu-ph.zoom.us/j/95843209887?pwd=bABbZny2axqBc663pUZ8bh5nXXA7Re.1>

Meeting ID: 958 4320 9887

Passcode: 179919

This orientation is important as this enlightens and provides clarity regarding your contractual obligations, privileges, expectations, and other necessary matters to ensure a seamless and productive study leave.

Please ensure to make necessary arrangements on your classes during the whole duration of this meeting.

Your active participation is highly appreciated.

For your guidance and compliance.

OFFICE OF THE PRESIDENT

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ORIENTATION FOR SCHOLARS ON THE PROVISION OF THEIR CONTRACTS

February 12, 2025 / 08: 30 AM

Meeting ID: 958 4320 9887

ORIENTATION FOR SCHOLARS ON THE
PROVISION OF THEIR CONTRACTS



TIME & PROGRAM

08:30 – 09:00 AM	• Registration	Activity Management
09:01 – 09:30 AM	• Opening Program	
	• Welcome Prayer and National Anthem	AV
	Welcome Remarks	Dr. Rotacio S. Gravoso VP, Academic and Student Affairs
	Overview of the Activity and Rationale	Dr. Rotacio S. Gravoso VP, Academic and Student Affairs
09:31 – 11:30 AM	• Program Proper	
	Orientation for Scholars on the Provision of their Contracts	Ms. Honey Sofia V. Colis Director, Human Resource Management and Development
	Q&A Session	
11:31 – 12:00 NN	• Closing Program	
	• Closing Remarks	Ms. Jennifer E. Ando Head, Learning and Development
	VSU Hymn	AV