



29 June 2023

**MEMORANDUM NO.** 687  
Series of 2023

**T O: All Academic Units in the VSU System with Graduating Students  
Vice President Aleli A. Villocino & OVPSAS Staff  
Dr. Ulderico B. Alviola & UIMC Staff**

**R E: 2023 Graduation Focal Persons (GFPs)**

It will be graduation season in the last weeks of July and the first week of August. About a year after things have gone back to normal since the pandemic, we are expecting our commencement exercises to bring in more people and we are planning to repeat the success of our previous graduation productions.

Our previous graduations have been successful, and one reason is that we harnessed the power of coordination and collaboration through our **Graduation Focal Persons** or GFPs. Let's do it again this year!

**Please identify a faculty or staff within your unit who can act as your GFP for the 2023 graduation.** The GFP shall serve the following functions effective immediately until the commencement exercises are conducted:

1. Coordinate with the upcoming graduates of Class of 2023 in the collection of necessary information (to be identified by the organizers).
2. Prepare the slides and other media materials which will be used during the Commencement Exercises;
3. Coordinate with the OVPSAS and the University Integrated Media Center in preparation for the event and supply all department-related needs for the production; and
4. Coordinate with the graduates as they participate in the commencement exercises;

In the main campus, there should be at least one (1) GFP for each undergraduate program (2 or 3 if there are relatively more graduates) and two (2) for the Graduate School. For the component colleges, the Chancellor may assign 1-3 for the whole campus as she deems fit.

Please submit the names, email addresses, and contact details of your GFPs to **Ms. Shanette Joy Vivian Amador** via email at [shang.amador@vsu.edu.ph](mailto:shang.amador@vsu.edu.ph) on or before June 30, 2023.

There will be a coordination meeting via Zoom at 3 PM tomorrow (the link will be sent by UIMC).

Thank you for your cooperation.

  
**EDGARDO E. TULIN**  
President *vic 6/30/23*