



7 February 2023

MEMORANDUM CIRCULAR NO. 22
Series of 2023

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

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

In preparation for the 2nd semester AY 2022 - 2023, you are hereby directed to attend the **"Mandatory Orientation and Re-Orientation of Academic Advisers, and Department Enrolment Focal Persons,"** on **February 10, 2023 (Friday)** at 8:30 AM **via google meet**. 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.


The Google Meet link is provided below:

meet.google.com/ubi-auri-fne

Attached herewith is the program of activities, and log-in at least 10 minutes before the time.

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

For your information and guidance.


EDGARDO E. TULIN
President *oic 2/7/23*

Mandatory Orientation and Re-Orientation of Academic Advisers, and Department Enrolment Focal Persons, 2nd Semester A.Y. 2022-2023



February 10, 2023 (Friday)

<u>Time</u>	<u>Topic</u>	<u>Resource Speaker</u>
8:30 – 8:40AM	Prayer Philippine National Anthem	OIMD
8:41 – 8:50	Opening Message	Dr. Beatriz S. Belonias <i>VP for Academic Affairs</i>
8:51 – 9:30	Roles and Responsibilities Academic Adviser and Dept Enrolment Focal Persons	Ms. Marwen A. Castañeda <i>University Registrar</i>
9:31 – 9:50	Enrollment Procedure Projected Student Enrollees 2nd Sem AY 2022 - 2023	Ms. Joan Rosemarie Banzon
9:51 – 10:50	Enrollment Procedure Per College	Ms. Angelyn F. Hermoso -Isabel Ms. Sharon A. Costelo – Alangalang Mr. Frank Britz Cadavis – Tolosa Ms. Carmella D. Maliper - Villaba
10:51 – 11:20	Cumulus Portal VSU Website (enrollment)	Mr. Christan Mikhael Restor/ Mr. Norman Villas
11:21 – 11:50	Open Forum Photo-opportunity	<i>Moderator</i>
11:31 – 12:00	Evaluation Closing Message	OIMD Dr. Bayron S. Barredo <i>Dean, COEd</i>

*Master of Ceremonies/Moderator: **Eugenio L. Permejo**
Academic Adviser, VSU - Tolosa*