MEMORANDUM CIRCULAR NO. _23_
Series of 2025

TO: **All Center/Institute/College/Department/Office/Unit Heads
and Component Colleges**

RE: **Submission of ICT Resource Requirements for Year 2027-2029**

FROM: **PROSE IVY G. YEPES, EdD**
University President

DATE: **January 20, 2025**

The University is currently in the process of formulating its Information System Strategic Plan (ISSP) for the year 2027-2029. The ISSP will serve as a comprehensive roadmap for the digitalization of the University's services, processes, governance, and administration, ensuring that our future ICT-related projects align with institutional goals and priorities.

As part of this initiative, all ICT resource requirements across various offices and component colleges must be included in the ISSP to be eligible for future funding. This ensures that the University's ICT investments are well-planned and aligned with our strategic objectives.

In this regard, we kindly request all offices of the university including component colleges to submit your ICT resource requirements for Year 2027-2029 to Ms. Elvie D. Balbarino **on or before February 14, 2025**. The soft copy of your submission may be sent to hris.admin@vsu.edu.ph.

For your reference, a template for the ICT resource requirements is attached to this memo.

Your cooperation and prompt submission are highly appreciated as we work together to strengthen the University's ICT infrastructure.

For information and guidance. Thank you.

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QS STARS RATING SYSTEM

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ICT Resource Requirements

Description	Qty.			
	2027	**2028**	**2029**	**Total**
Sample				
Hardware:				
Desktop computer	10	10	5	25
Laptop	5	10	5	20
Printer	5	5	5	15
Network switch	2	0	1	3
Software:				
ArcGIS	3	0	1	4
Turnitin Subscription	600	700	800	2,100
Microsoft Office	300	300	300	900
Windows Operating System	300	300	300	900

Prepared by:

Head/Director/Dean

Recommending Approval:

Vice President

Approved:

President