



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



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**Memorandum Circular No. 237**  
Series of 2024

**TO: All Concerned**

**RE: Pre-Approval Requirement for Scheduled Trainings/Seminars/Workshops  
Involving Faculty, Staff, and Students**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: October 23, 2024**

Please be informed that all scheduled trainings, seminars, workshops, and the likes involving a significant number of faculty, staff, and/or students must receive prior approval from the Office of the Vice President for Planning, Resource Generation, and Auxiliary Services (OVPPRGAS) to ensure a centralized schedule and to avoid overlapping events, which can disrupt the availability of participants and resources.

To facilitate this process, kindly submit your proposals, including the proposed date, time, and list of participants, to the OVPPRGAS for review and scheduling approval, prior to submitting them to the Office of the President for final approval.

For your information and guidance.

**OFFICE OF THE PRESIDENT**

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