



13 January 2017

MEMORANDUM CIRCULAR NO. 04

Series of 2017

T O: All College Deans, Department/Unit Heads, Center/Institute Directors, Faculty and Students

R E: Shortening of Classes

In view of the request of the VSU-Faculty Association of the main campus General Assembly (GA) meeting on **January 18, 2017 at 1:00 p.m., DASS Lecture Room**, all regular classes shall be shortened as follows:

	<u>Regular Time</u>	<u>Shortened Time</u>
Lecture	7:00 - 8:00	7:00 - 7:30
	8:00 - 9:00	7:30 - 8:00
	9:00 - 10:00	8:00 - 8:30
	10:00 - 11:00	8:30 - 9:00
	11:00 - 12:00	9:00 - 9:30
	12:00 - 1:00	9:30 - 10:00
	1:00 - 2:00	10:00 - 10:30
	2:00 - 3:00	10:30 - 11:00
	<u>3:00 - 4:00</u>	<u>11:00 - 11:30</u>
	4:00 - 5:00	11:30 - 12:00
	5:00 - 6:00	12:00 - 12:30
	6:00 - 7:00	12:30 - 1:00
or		
	7:00 - 8:30	7:00 - 7:45
	8:30 - 10:00	7:45 - 8:30
	10:00 - 11:30	8:30 - 9:15
	11:30 - 1:00	9:15 - 10:00
	1:00 - 2:30	10:00 - 10:45
	<u>2:30 - 4:00</u>	<u>10:45 - 11:30</u>
	4:00 - 5:30	11:30 - 12:15
	5:30 - 7:00	12:15 - 1:00
Laboratory	7:00 - 10:00	7:00 - 8:30
	10:00 - 1:00	8:30 - 10:00
	<u>1:00 - 4:00</u>	<u>10:00 - 11:30</u>
	4:00 - 7:00	11:30 - 1:00

For information and guidance.


EDGARDO E. TULIN
President