



16 July 2020

MEMORANDUM CIRCULAR NO. 75
Series of 2020

T O: College Deans, Campus Chancellors, and Heads of Departments and Academic Units
R E: Virtual Demo on Typesetting of Instructional Materials on Monday, July 20, 2020

We have just released our template for the Instructional Materials for flexible learning for the 1st Semester of SY 2020-2021 (OP Memorandum Circular # 73, series of 2020).

As agreed, the IMs will be typeset by college/department. Deans and heads should assign faculty/staff who will finalize the layout of the teaching guides, learning guides, instructional workbooks, and laboratory manuals following the template given.

The typesetters are required to attend a virtual demo by the VSU Printing Press on how to properly typeset these instructional materials, to ensure that VSU branding and the documented technical guidelines are followed.

Here are the details of the meeting:

Date and time:	July 20, 2020 from 2:30 to 4:30 PM
Meeting type and platform:	Virtual via Google Meet
URL:	meet.google.com/rur-gmny-bwq
Meeting code:	RURGMNYBWQ

For your guidance.


EDGARDO E. TULIN
President