



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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MEMORANDUM CIRCULAR NO. 160
Series of 2024

TO: College Deans and Department Heads (All Campuses)
HRMO Director (VSU Main)
HRMOs (VITA Campuses)

RE: Securing Duly Signed Contracts for Part-Time Faculty

FROM: DR. PROSE IVY G. YEPES
University President

DATE: July 29, 2024

To ensure a smooth and organized commencement to A.Y. 2024-2025, please be directed to secure duly signed contracts for part-time faculty atleast two (2) weeks before the start of classes. This measure is essential in order to maintain administrative efficiency and comply with the university policies.

For your information and usual support.

cc: VPAA
All Chancellors

OFFICE OF THE PRESIDENT

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