



7 November 2019

**MEMORANDUM CIRCULAR NO. 115**

Series of 2019

**T O: VSU Faculty Members and Staff**

**R E: 2019 Switching-On Ceremony of Christmas Lights**

As the holiday season approaches, we, in the VSU community welcome this joyous celebration by a festive lighting of Christmas figures on December 2, 2019 (Monday), 5pm. Everybody is invited to attend the said event.

In the spirit of love and thanksgiving, we will share snacks to the spectators. Hence, your generosity is solicited by either giving in-kind or cash as suggested:

**Regular Faculty Members:**

Instructors	-	P100.00
Assistant Professors	-	150.00
Associate Professors	-	200.00
Professors	-	300.00

**Regular Administrative Staff:**

Salary Grade 12-14	-	100.00
Salary Grade 15-18	-	150.00
Salary Grade 19-23	-	200.00
Salary Grade 24 and up	-	300.00

Contributions from other VSU personnel not categorized above will be appreciated. Likewise, I would like to appeal to all key officials with RATA to contribute P1,000.00 or more. Please remit your cash contribution by department/office/unit to the Office of the President on or before November 25, 2019 (5:00pm) while snack items can be turned over on December 2, 2019.

Your usual cooperation and generosity is highly appreciated. May the spirit of Christmas fill our hearts with inspiration and love!

  
**EDGARDO E. TULIN**  
President

