



Reference No. 03-53

15 March 2017

MEMORANDUM CIRCULAR NO. 16
Series of 2017

T O : All Academic and Research Units/Offices

R E : Shooting for the VSU Story Video & Course Billboards by the VSU Media Team

The VSU Media Team is currently producing two materials in preparation of the AACUP Institutional Accreditation on the last week of March: a new and updated VSU Story that will be presented during the Opening Program, and a new set of photos to be used in the Course Billboards at the VSU Main Entrance.

Please allow them to take photo and video footage of your staff, students, and facilities. For the team to get good shots, heads of offices are requested to ensure the following to be in order:

- Offices, classrooms, and laboratories should be properly cleaned and well-lit; equipment and other facilities should be arranged properly as well.
- Choose settings, activities, equipment, and facilities that will best represent our undergraduate courses for advertisement.
- Scout students and staff to be featured in the materials (up to 3 students for the billboard; up to 6 for the video). They should be photogenic, properly groomed, and with prepared uniforms/outfits.

Please coordinate with Ms. Aliana Gene Sarmiento (IP Messenger: AGSarmiento/VSU Web Team; Email: aliana.sarmiento@vsu.edu.ph; Mobile: +63 912 948 8449) for your available schedules. All shoots should be done by March 22, 2017.

Your usual cooperation is enjoined.


f: **EDGARDO E. TULIN** o/c
President 3/17/17