



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**

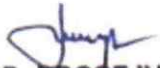


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MEMORANDUM NO. 15
Series of 2025

TO: All Vice Presidents, Chancellors, Deans, Directors, and Heads

RE: Preparation of Classrooms, Facilities, and Other University Resources for the Resumption of Classes

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: January 3, 2025

In preparation for the resumption of classes, all concerned offices and units are hereby directed to ensure the readiness of all classrooms, facilities, dormitories, laboratories, libraries, auditoriums, and other learning and recreational spaces within the university.

This directive aims to create a safe, secure, and conducive environment for our students, faculty, and staff. Specifically, you are requested to facilitate the following:

- Conduct thorough cleaning and maintenance of all classrooms and laboratories to ensure proper sanitation and safety standards are met.
- Inspect and repair, if necessary, facilities such as air conditioning units, lights, and sound systems to guarantee functionality.
- Ensure dormitories and student accommodations are clean, well-maintained, and equipped with essential utilities and safety measures.
- Ensure the readiness of libraries.
- Verify the condition of recreational and athletic facilities to ensure they are safe for use.
- Ensure the availability of emergency equipment such as fire extinguishers, first aid kits, and evacuation plans in all facilities.
- Revisit and enforce health and safety protocols.
- Provide signage and information materials where necessary to guide students and visitors effectively.
- Coordinate with relevant offices for waste management and pest control to maintain a hygienic environment.

For your compliance and usual support.

OFFICE OF THE PRESIDENT

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Page 1 of 1
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