



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM CIRCULAR NO. 116
Series of 2024

TO: All Concerned Personnel

RE: Approval Requirement for Dissemination of Documents, Files and Other Materials

FROM: DR. PROSE IVY G. YEPES
University President

DATE: June 11, 2024

In line with our commitment to ensuring the accuracy, integrity, and appropriateness of all information disseminated within and outside the university, the undersigned would like to remind all personnel that, effective immediately, any documents, files and other materials that need to be distributed within or outside the university must have been reviewed and approved by the committee in-charge, MANCOM, and/or the University President.

This is crucial to maintain the university's standards and to ensure that all information shared is accurate, reviewed and authorized.

For your information and usual support.

OFFICE OF THE PRESIDENT

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