



03 October 2019

**MEMORANDUM CIRCULAR NO. 102**

Series of 2019

**T O: All Offices/Colleges/Departments/Institutes/Centers**

**R E: Installation of Notice and Signages**

As much as we want to equip our campus with security measures, we still cannot fully rely safety especially of our belongings to malevolent entities. Hence, giving attention to our personal belongings and valuables wherever we are is one way to ensure safety against unfortunate incidents.

In this light, signages and or notices implying that VSU is not liable for any loss or theft of personal belongings and attention to personal valuables must be installed in every office/building/establishment especially in activity centers/area such as Gymnatorium, CCE, RDE Hall, Convention Center, Beach Resort among others.

Attached is the sample template for your reference.

For compliance.

  
**EDGARDO E. TULIN**  
President

# **NOTICE**

**DO NOT LEAVE  
VALUABLES  
UNATTENDED**

**THE MANAGEMENT IS  
NOT RESPONSIBLE FOR  
THEFT OR LOSS OF  
PERSONAL BELONGINGS**