



13 June 2022

MEMORANDUM CIRCULAR NO. 67
Series of 2022

T O: Office of the Vice President for Student Affairs and Services
VSU Graduate School
All Colleges and Departments with Graduates (2020-2022)
VITA Chancellors, Campus Registrars, and MIST Heads

R E: 2022 Graduation Focal Persons (GFPs)

It will be first face-to-face graduation since the onset of the COVID-19 pandemic this coming August. We are looking forward to seeing thousands of our graduates and the scale of the media production is expected to be bigger than our last two virtual graduations.

Considering that, it is important for us to work closely to ensure that no graduating Viscan is left behind in our graduation. We could not have done well in our virtual graduations had it not been for the immense support of our **Graduation Focal Persons** or GFPs.

So this year, we will do it again, building upon what we now know to work from previous graduations.

Please identify a faculty or staff within your unit who can act as your GFP for the 2022 graduation. The GFP shall serve the following functions effective immediately until the commencement exercises are conducted:

1. Coordinate with the graduates of Class of 2020, 2021, and 2022 in the collection of necessary information (to be identified by the organizers)
2. Prepare the slides and other media materials which will be used during the Commencement Exercises;
3. Coordinate with the OVPSAS and the University Integrated Media Center in preparation for the event and supply all department-related needs for the production; and
4. Coordinate with the graduates as they participate in the commencement exercises;

In the main campus, there should be at least one (1) GFP for each undergraduate program (2 or 3 if there are relatively more graduates) and two (2) for the Graduate School. For the component colleges, the Chancellor may assign 1-3 for the whole campus as she deems fit.

Please submit the names, email addresses, and contact details of your GFPs to **Mr. Jed Asaph D. Cortes** via email at jedcortes@vsu.edu.ph on or before June 16, 2022.

The OVPSAS and UIMC will call for a coordination meeting on June 17 for all GFPs.

OVPSAS will release a survey soon to gather data on the 2020 and 2021 graduates who will be interested to join in their special tribute event.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: Head, UIMC
University Registrar