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**Memorandum Circular No. 05**  
Series of 2025

**TO: All Concerned**

**RE: Submission of Office Logos Aligned with the Approved VSU Brandbook**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: January 6, 2025**

In preparation for the upcoming 2nd Surveillance Audit scheduled for February and upon the recommendation of the University Integrated Media and Public Affairs (UIMPA), all offices and units are required to ensure that their respective logos comply with the standards outlined in the **VSU Brandbook** which can be accessed here: <https://shorturl.at/rQAEM>

To facilitate this process, each office must design or align their logo with the approved branding guidelines and submit it to the UIMPA for review and approval through layers. Submissions must be no later than **January 17, 2024** to provide sufficient time for feedback and revisions.

For your information and usual support.

cc: Director, UIMPA

**OFFICE OF THE PRESIDENT**

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