



# Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

---

Office of the President

16 February 2016

MEMORANDUM CIRCULAR NO. 12

Series of 2016

- T O: All Deans, Heads and Directors of Academic Units, Faculty, Staff and Students**
- R E: Date of Graduation Ceremonies and Deadline for Submission of Graduation Requirements**

Please be informed that as approved in the University school calendar, the deadline for submission of all requirements for graduation is on **April 6, 2016, Wednesday, 5:00 p.m.** and that the date of the **63<sup>rd</sup> Commencement Exercises** is tentatively set on **April 13, one week after the deadline.**

Every year we have an increasing number of candidates for graduation and the Registrar's Office has only one week to prepare and finalize the program, diplomas, Transcript of Records, Certificates, etc. In view of this, there will be **NO EXTENSION** of the deadline for the submission of graduation requirements.

To ensure that our students will be able to beat the deadline, deans and department heads/directors are strongly advised to also set deadlines for submission and approval of thesis/special problem manuscripts at their respective units. Professors and instructors are also reminded to strictly follow the schedule of submission of final grades of graduating students, which is one week ahead of the schedule for non-graduating students.

Furthermore, all academic faculties are requested to refrain from travelling starting April 1, 2016 to give utmost time to assist their advisees.

For information, guidance and strict compliance.

  
**EDGARDO E. TULIN**

 President