



2 August 2021

MEMORANDUM NO. 522
Series of 2021

T O: Chancellors, College Deans, Department Heads of Academic Units with Candidates for Graduation

R E: Focal Persons for Coordination for the 2021 Virtual Graduation

The university has already started its preparations for the production of the 2021 virtual Commencement Exercises, which will be broadcast online on September 10, 2021.

We intend to continue and build upon our best practices from our first virtual graduation last year, one of which is the individual video submissions of our graduates for their recognition during the program. We were able to do it last year through the help of our department-based focal persons, who coordinated with their respective graduates and ensured their video submissions.

May we enlist your cooperation once again to make this year's ceremonies successful. Please assign a faculty or staff based on your department/college as **graduation focal person (GFP)** for degree programs with candidates for graduation. They shall:

1. Coordinate with the candidates to collect their videos for the virtual graduation;
2. Organize video submissions in coordination with the UIMC;
3. Prepare the slides with videos for reading of names by the dean (the template will be provided by UIMC); and
4. Proofread details such as spelling of names, latin honors, licenses and titles in the slides.

Component colleges and colleges with a rather manageable number of candidates may assign only GFP for multiple programs, as deemed necessary.

Please submit the name, VSU email, and contact number of your GFPs to Ms. Shanette Amador (shang.amador@vsu.edu.ph, on Workplace Chat, or VOIP 1089) on or before August 3, 2021.

There will be a mandatory meeting of GFPs on Wednesday, August 4, 2021 at 10 AM. Below are the meeting details:

URL: <https://vsu-edu-ph.zoom.us/j/85638131434?pwd=ai9oV0tjbnpDSkp4ZlBxZk1lMC9ZUT09>

Meeting ID: 856 3813 1434
Passcode: GRAD2021

You may direct inquiries related to the graduation production to UIMC thru Mr. Ulderico Alviola (ub.alviola@vsu.edu.ph or on Workplace Chat).

Thank you for your support.


EDGARDO E. TULIN
President