



29 June 2020

MEMORANDUM NO. 223
Series of 2020

T O: All Academic Units, Deans, Department Heads and Other Concerned Offices

R E: Revised Procedure in the Processing of Final Clearance of Graduating Students for 2nd Semester SY 2019-2020

Due to COVID-19 pandemic, the University allowed our students to graduate this second semester 2019-2020 even if they have not yet submitted their final clearance, provided that they have completed and submitted all the academic requirements for graduation on or before June 15, 2020. The increasing number of COVID-19 positive cases in the region and in the City of Baybay makes it difficult and unsafe for our students to come to the campus to process clearances for the release of their Diploma and Transcript of Records (TOR). Thus, all academic units and concerned offices are hereby directed to adopt the following guidelines to facilitate the processing of clearances and release of the diploma and TOR:

- A.** All academic and research units, including the Registrar's office and USSO will submit the names of graduates with accountabilities/deficiencies to the academic department where the graduates belong. Their accountabilities and how they can clear them should be clearly specified in the list. Student account with private individual payables in private boarding houses should not be in the list. **The deadline for submission of the lists to the department is July 3, 2020.**

The department will have the following responsibilities:

1. Inform their graduates of their accountabilities/deficiencies and specific instructions on how they can clear these deficiencies.
2. Receive documents, borrowed materials, payments of damaged instruments, student fines, etc. to clear deficiencies incurred by the student in units or offices other than the Cash Division, University Library and Central Analytical Services Laboratory.

Payments of accounts in these three (3) units will be done thru the following:

a. Cash division

For tuition (old accounts and tuition of students not qualified for free tuition), graduation fees, dorm accounts and alumni fees payment shall be sent to VSU thru **LBP (Baybay Branch), Account No. 3572-1000-13** under the Account Name: **VSU-FUND 164**. The validated deposit slip of payment shall be scanned and sent to the department and email to cash.division@vsu.edu.ph or may send it as photo to the cash division messenger account **VsuCash Baybay**. Payment through PayMaya, PayPal and G-Cash are also available as alternative payment modes or just choose the bank transfer services of these apps and transfer payment to our bank account. You may screen save the transfer confirmation or transaction slip and send to your



department and cash division email/messenger account for the Cash Division to issue the corresponding official receipt. **Please make sure that all the deposit slips/transaction slips indicate the name of the student for proper acknowledgement of payment.** The Finance and Management Office shall also arrange for other alternative payment modes such as Palawan Express and Cebuana Lhuillier, and will inform the academic departments once these are available.

For the Alumni Legacy Fund payment, deposit your payment to **LBP (Baybay Branch), Account No. 3572-1000-48** under the Account Name: **VSU - 101 TRUST**. The validated deposit slip of payment shall be scanned and sent to the department and emailed to cash.division@vsu.edu.ph or may take a photo and send to the cash division messenger account **VsuCash Baybay**. Payment through PayMaya, PayPal and G-Cash are also available as alternative payment modes. Just choose the bank transfer services of these apps and transfer payment to our bank account. You may screen save the transfer confirmation or transaction slip and send to your department and cash division email/messenger account for the Cash Division to issue the corresponding official receipt. **Please make sure that all the deposit slips/transaction slips indicate the name of the student and inform us that this is for Alumni Legacy Fund for proper acknowledgement of payment.**

b. University Library

For payment of the reproduction and binding of research manuscripts/internship reports/project report, payment shall be sent to the VSU Library thru **LBP (Baybay Branch), Account No. 3572-1000-13** under the Account Name: **VSU-FUND 164**. The validated deposit slip/transaction slip shall be scanned and sent to the department and emailed to cash.division@vsu.edu.ph or may sent as a photo to the cash division messenger account **VsuCash Baybay**. Payment through PayMaya, PayPal and G-Cash are also available as alternative payment modes. Just choose the bank transfer services of these apps and transfer payment to our bank account. You may screen save the transfer confirmation or transaction slip and send to your department and cash division email/messenger account for the Cash Division to issue the corresponding official receipt. **Please make sure that all the deposit slips/transaction slips indicate the name of the student, and message us that this is intended for library fees proper acknowledgement of payment.**

c. Central Analytical Services Laboratory

For payment of chemical analyses, payment shall be sent thru **LBP (Baybay Branch), Account No. 3572-1000-13** under the Account Name: **VSU-FUND 164**. The validated deposit slip/transaction slip shall be scanned and sent to the department and email to cash.division@vsu.edu.ph or may send it as a photo to the cash division messenger account **VsuCash Baybay**. Payment through PayMaya, PayPal and G-Cash are also available as alternative payment modes. Just choose the bank transfer services of these apps and transfer payment to our bank account. You may screen save the transfer confirmations or transaction slips and send to your department and cash division email/messenger account for the Cash Division to issue the corresponding official receipt. **Please make sure that all**



the deposit slips/transaction slips indicate the name of the student, and message us that this is for payment of chemical analyses for proper acknowledgement of payment.

3. Ask a written consent from the graduate on how his/her diploma and TOR will be sent to him/her by the Registrar's Office e.g. LBC, J&T, JRS Express, etc. The Registrar's Office shall arrange with the courier that the package will be paid upon pick-up by the recipient.
 4. Turn-over the received documents, payments etc. to the concerned unit or office of VSU.
- B. The University Library will no longer require graduates to submit the bound copies of their manuscript/OJT report/project report. The graduates shall pay an amount for the printing, reproduction and binding of the manuscript which will be done by the University Library, to be announced later.
- C. The academic departments shall assist in processing for signatures from other offices such as the Dean, University Registrar, and USSO and submit the completely signed clearance to the Registrar's Office.
- D. Upon receipt of the completely signed clearance, the Registrar's office shall send the diploma and TOR to the student using the student's preferred mode of delivery. If the student authorizes somebody in the campus to claim these documents, a Special Power of Attorney shall be presented to the Registrar's Office.
- E. Processing of clearance and release of diploma and TOR shall commence on August 17 to 31, 2020. However, the Certification of Graduation can be released earlier, even without the completely signed clearance upon written request.


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President