



10 November 2023

MEMORANDUM CIRCULAR NO. 166
Series of 2023

T O: All VSU Faculty Members and Staff
R E: VSU Christmas Lighting Ceremony 2023

As the holiday season approaches, the VSU community will once again welcome this joyous season with the traditional **University Christmas lighting ceremony**, a festive lighting of Christmas lights, figures, and the entries of the Christmas parol contest on **December 4, 2023 at 5:00 in the afternoon**.

To make these activities more memorable to our faculty, staff and most especially to our dear students who will be witnessing this University tradition, snacks will be shared to everyone.

Thus in the spirit of love and thanksgiving, I appeal for your kind hearts and generosity through your cash or in-kind contribution. Below is the contribution of each employee based on salary brackets.

Regular Faculty Members:

Instructors	-	P 150.00
Assistant Professors	-	200.00
Associate Professors	-	250.00
Professors	-	350.00
University Professors	-	400.00

Regular Administrative Staff:

Salary Grade 12-14	-	150.00
Salary Grade 15-18	-	200.00
Salary Grade 19-23	-	250.00
Salary Grade 24 and up	-	350.00

Moreover, contributions from other VSU personnel not categorized above will be appreciated. Likewise, I would like to appeal to **all key officials with RATA to contribute P1,000.00 or more** because we already have many students in the campus. Please remit your cash contributions by department/office/unit to the **Office of the President on or before December 1, 2023**.

Your usual cooperation and generosity is highly appreciated. May the spirit of Christmas fill our hearts with inspiration and love.

DANIEL LESLIE S. TAN
Officer-In-Charge

OFFICE OF THE PRESIDENT

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