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MEMORANDUM NO. 344

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R **E:** **Rewriting of VSU Code**

The VSU Code is the "Mother Code" of the University. It captures in a short and concise form the structure, governance, and operations of the university. The detailed policies, guidelines, and procedures are contained in the various manuals, handbooks, Graduate School Code, and other documents.

In view of the changes in VSU's organizational structure in 2017 and in 2021, many of the provisions in the 2015 edition of the VSU Code are no longer applicable. In the January 27, 2023 meeting of the Top Management, it was agreed that the university shall come up with an updated version before the year ends.

The new edition of the Code will consist of the following parts, and the following offices will spearhead in coming up with the revisions of these parts, as indicated below:

Book No.	Chapter & Section	Responsible Office
I. General Provisions	1. University Governance	OP, OUS
	2. The Organizational Structure	
	Section 1: Administration and Finance	OVPAF
	Section 2: Instruction	OVPA
	Section 3: Research, Extension and Innovation	OVPREI
	Section 4: Student Affairs and Services	OVPSAS
	Section 5: Planning, Resource Generation and Auxiliary Services	OVPPRGAS
	3. Human Resource Development and Management	OVPAF
	4. Business and Financial Administration	OVPAF
	5. Health and Wellness	
	6. Income Generation	OVPPRGAS
II. Academic Affairs	7. General Services	OVPAF
	1. Academic Calendar and Classes	OVPA
	2. Registration	

	3. Curricular Changes	
	4. Examination and Grading	
	5. Rules on Scholastic Standing	
	6. Graduation	
III. Student Affairs and Services	1. Admission Services	OVPSAS
	2. Scholarships and Grants	
	3. Consultation Services	
	4. Co-curricular Activities	
	5. Student Conduct and Discipline	
IV. Quality Assurance		OP
V. Faculty and Staff Affairs	1. Faculty and Staff Organizations and Activities	OVPAF
	2. Conduct and Discipline	
Concluding Chapter	Amendment and Repeal	OP

The responsible office shall involve the various unit heads under the office in rewriting the assigned parts and providing the needed documents for the Appendices section. The following materials can be used as references/resources in rewriting the Code:

1. VSU Code (2015 edition)
2. BOR Resolutions (see attached matrix of relevant BOR Resolutions)
3. Merit System for Faculty
4. Merit System for Administrative Staff
5. Employee Manual
6. Faculty Manual
7. Administrative Manual
8. Graduate School Code
9. Graduate School/Operations Manual
10. Graduate Student Handbook
11. Quality Manual
12. Student Handbook
13. Graduate Students Handbook
14. Research Manual
15. Extension Manual
16. IP Policy
17. IGP Manual
18. VSU Strategic Plan

The first draft of the VSU Code will be presented by the responsible office in a review workshop to be conducted on or before June 15, 2023.

For your guidance and compliance.


EDGARDO E. TULIN
 President