



28 January 2022

MEMORANDUM CIRCULAR NO. 12
Series of 2022

- T O: Chancellors, College Deans, Director of Academic Affairs, Registrars, Department Heads, Academic Advisers, Department Enrolment Focal Persons, College Hotline Agents**
- R E: Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents**

In preparation for the 2nd semester AY 2021 – 2022, you are hereby directed to attend the **“Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents”** on **February 3, 2022 (Thursday) via Zoom**. This activity is needed to address online, and remote enrolment glitches caused by unfamiliarity with the platform and/or procedures both in the main and component colleges. Also, this activity aims to harmonize the enrolment system in the university.

To ensure maximum participation, the schedule is as follows:

9:00 AM – 12:00 NN Main Campus

Join Zoom Meeting

<https://vsu-edu-ph.zoom.us/j/91395854653?pwd=UU1vRmhXR0FUU2VhWEJKSjNHaFlxdz09>

Meeting ID: 913 9585 4653

Passcode: 666598

1:30 PM – 5:00 PM Component Colleges

Join Zoom Meeting

<https://vsu-edu-ph.zoom.us/j/93295877359?pwd=c2htZTY0cis0Rmt4R1BXT3FIR05GZz09>

Meeting ID: 932 9587 7359

Passcode: 397650

Attached herewith is the program of activities for your information and guidance.

Please direct any concerns or clarification to the Office of the University Registrar, Mrs. Marwen A. Castañeda.


EDGARDO E. TULIN
President

Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents



February 03, 2022 (Thursday)

<u>Time</u>	<u>Topic</u>	<u>Resource Speaker</u>
Main Campus		
9:00 – 9:10AM	Prayer Philippine National Anthem	
9:11 – 9:15	Opening Message	Dr. Beatriz S. Belonias <i>VP for Academic Affairs</i>
9:16 – 9:45	Roles and Responsibilities Academic Adviser and College Hotline Agents	Ms. Marwen A. Castañeda <i>University Registrar</i>
9:46 – 10:00	Enrollment Procedure Projected Student Enrollees 2nd sem AY 2021-2022	Ms. Joan Rosemarie Banzon
10:01 – 10:30	Cumulus Portal VSU Website (enrollment)	Mr. Christan Mikhael Restor / Mr. Norman Villas
10:31 – 11:30	Open Forum	
11:31 – 12:00	Evaluation Closing Message	Dr. Victor B. Asio <i>Dean, CAFS</i>
Component Colleges		
1:30 – 1:40	Prayer Philippine National Anthem	
1:41 – 1:50	Opening Message	Dr. Beatriz S. Belonias <i>VP for Academic Affairs</i>
1:51 – 2:20	Roles and Responsibilities Academic Adviser and College Hotline Agents Graduate School	Ms. Marwen A. Castañeda <i>University Registrar</i>
2:21 – 3:40	Enrollment Procedure Per College	Ms. Angelyn F. Hermoso -Isabel Ms. Sharon A. Costelo – Alangalang Mr. Frank Britz Cadavis – Tolosa Ms. Melina May Barro - Villaba
3:41 – 4:10	Cumulus Portal VSU Website (enrollment)	Mr. Christan Mikhael Restor / Mr. Norman Villas
4:10 – 4:50	Open Forum	
4:51 – 5:00	Evaluation Closing Program	Dr. Judith Jomadiao <i>Chancellor, Alangalang</i>

Master of Ceremonies: Mr. Raymund M. Igcasama