



13 August 2020

**MEMORANDUM NO. 404**

Series of 2020

**T O: All Existing Faculty and Staff Pursuing Graduate Degrees under Fellowship and Other Financial Assistance**

**R E: Proof of Enrollment**

The 'new normal' has greatly affected the way of life such as the education system of the country in the coming school year. It is also expected to affect the University's Learning and Development programs especially our scholarship grants to faculty and staff pursuing graduate studies.

In this regard, please submit to the Office of the Director for Human Resource Management (ODHRM) your proof of enrollment every semester/trimester to ensure the continuance of salary, stipend, tuition fee and book allowance. If the scholar/grantee is enrolled during Summer or Mid-Year Term, you are required to submit a copy of the approved Plan of Course Work/Plan of Study. Please send your proof of enrollment at [odahrd@vsu.edu.ph](mailto:odahrd@vsu.edu.ph) or hard copy at the ODHRM ASAP.

For strict compliance.

**EDGARDO E. TULIN**  
President