



# Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

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## Office of the President

16 January 2013

MEMORANDUM NO. 12

Series of 2013

**T O: Engr. Cesar N. Escape**  
Owner, CNE Construction

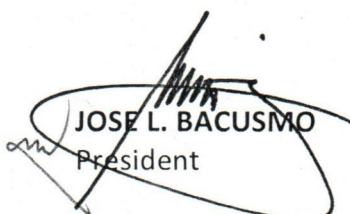
**R E: University Policies on Decency, Security and Safety**

It has been observed by this Office that some policies, rules and regulations of the university had been violated by some of your workers living on the construction site inside the campus. Attached are Memoranda issued by the Office of the President for your guidance.

In order to avoid violating said policies, the following guidelines should be strictly followed by your workers staying on the construction site:

1. Workers sleeping quarters should be closed if not provided with curtains especially when changing clothes and wash/bathrooms should be properly covered.
2. Everybody should refrain from working or roaming around the site even half-naked.
3. Whistling, boisterous calls and cat calls should not be done by workers to students.
4. ID must be worn by the construction workers/personnel at all times and their IDs must be brought with them most especially when roaming around the university premises.
5. Workers should be observed staying only at their vicinity midway within the nearest dorm and the construction site especially during the night.
6. No charging of cell phones at any nearest building should be done by any worker. Cell phone charging should be done only in their barracks/quarters.
7. Observance of the proper passage at the gates in going in and out of the campus should be observed by all workers/staff. No perimeter fence over or underpass should be done by the construction workers especially at night.
8. Smoking, drinking and gambling are absolutely prohibited inside the campus.

For your information, proper action and guidance.

  
**JOSE L. BACUSMO**  
President



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Office of the President

13 October 2009

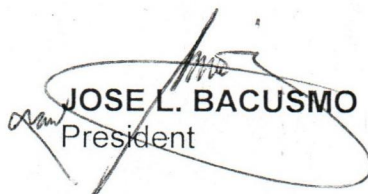
**MEMORANDUM CIRCULAR NO. 59**  
Series of 2009

**T O: All VSU Faculty, Staff, Students and Residents**

**R E: Prohibition to Roam Around Shirtless/Topless**

It has come to the attention of the VSU Administration that some residents, students and employees of the Main Campus roam the streets, play sports and work in offices and fields shirtless or half naked. The VSU administration hereby absolutely prohibits anyone to roam, play sports or work shirtless or half naked except in the beach, old dam area and inside their assigned dwellings.

The Security Office of VSU is hereby directed to call the attention, warn or if necessary escort to the national highway any person observed violating this memorandum. Moreover, Security Personnel are directed to ascertain the identity and record the names of violators and to report the same to the Office of the President for proper sanctions.

  
**JOSE L. BACUSMO**  
President





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Office of the President

3 August 2009

## MEMORANDUM CIRCULAR NO. 39

Series of 2009

- T O: All Students, Faculty Members, Staff, Residents and Visitors of VSU**
- R E: Prohibition of Littering, Throwing and Dumping of Waste Matter in Public Places within VSU Campuses**

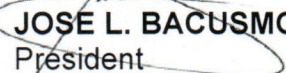
In compliance with Republic Act No. 9003 otherwise known as the "Ecological Solid Waste Management Act of 2000," any person caught littering, throwing, dumping of waste matters in public places within VSU Campuses, such as roads, sidewalks, beach or parks, and establishment, or causing or permitting the same shall be punished with a fine of not less than Three hundred pesos (P300.00) or render community service for not less than one (1) day.

The VSU General Services Office is hereby directed to maintain garbage receptacles/bins in strategic places of the campuses.

Also, the VSU Security Personnel are directed to secure the name(s) of students, faculty members, staff, residents, visitors or any person caught littering, throwing, dumping of waste matters in public places within VSU Campuses and to forward the same to the Office of the VSU President.

All VSU Faculty members, Staff and Residents are enjoined to report to the VSU Security Office any observed violation to this memorandum.

For guidance and immediate compliance of all concerned.

  
**JOSE L. BACUSMO**  
President



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Office of the President

3 August 2009

## MEMORANDUM CIRCULAR NO. 40

Series of 2009

**T O: All Students, Faculty Members, Staff, Residents and Visitors of VSU Campuses**

**R E: Prohibition on the Use, Sale, Distribution and Advertisements of Tobacco Products within VSU Campuses**

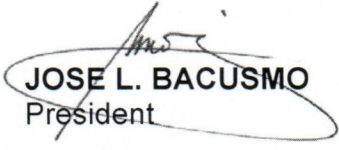
In compliance with Republic Act (R.A.) No. 9211 otherwise known as "An Act Regulating the Package, Use, Sale, Distribution and Advertisements of Tobacco Products and for Other Purposes", in accordance with CHED Memorandum Order No. 63, Series of 2007 on "Prohibition of Smoking in Higher Education Institutions" and in line with the Civil Service Commission (CSC) Memorandum Circular No. 17, Series of 2009 imposing an absolute smoking ban in all government premises that provide health, education, and social welfare and development services such as hospitals, health centers, schools and universities, the VSU Administration hereby:

1. Absolutely prohibits smoking by students inside VSU Campuses.
2. Prohibits smoking by faculty members, staff, residents and visitors in public places.
3. Prohibits the sale or distribution of tobacco products within the VSU Campuses.
4. Prohibits advertisement of tobacco products in billboard, murals within the VSU Campuses, in the VSU-owned radio station and in VSU websites.
5. Orders the VSU Security Office to refuse entry of any vehicle (public or private transport) when the driver or any of the passengers is smoking or when it is displaying advertisement of tobacco products.
6. Designates "assigned dwellings" and specific areas (to be determined later) within VSU campuses as "Smoking Area" for faculty, staff, residents and visitors only. In no case shall students be allowed to smoke even in



- "assigned dwellings" such as dormitories and apartments assigned to students, faculty and staff of VSU.
7. Orders the VSU IGP Director to terminate contracts and permits that allow private parties to enter and operate businesses inside the campus when these private parties or privately owned business operations within the VSU campuses are found knowingly allowing, abetting, or tolerating smoking.
  8. Orders the VSU Housing Committee to terminate contracts and permits granting dwelling units or space to VSU faculty, staff and private parties inside VSU campuses who are found knowingly allowing, abetting, or tolerating smoking by students.
  9. Orders the VSU Security Personnel to ascertain the identities and record the names of students, faculty members, staff and residents of VSU Campuses caught violating this memorandum and report the same to the Office of the President.
  10. Orders the VSU Security Personnel to advise visitors to refrain from smoking inside VSU campuses, extinguish lighted cigarettes and to proceed to designated "Smoking Area" if they really want to smoke.
  11. Directs the VSU Administrative Office to initiate investigation and implement disciplinary actions to anyone caught smoking inside VSU campuses outside of the duly designated smoking area and "assigned dwellings" and faculty and staff found knowingly allowing, abetting, or tolerating smoking. Disciplinary actions shall be in accordance with VSU Student Handbook, Civil Service Commission Rules and Republic Act No. 9211. Section 32 of the Republic Act No. 9211 states that the penalty on the first offense for smoking in public places will be a fine of not less than Five Hundred Pesos (Php500.00) but not more than One Thousand (Php1,000.00).

For guidance and immediate compliance of all concerned

  
**JOSE L. BACUSMO**  
President



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## Office of the President

22 August 2012

**MEMORANDUM CIRCULAR NO. 58**

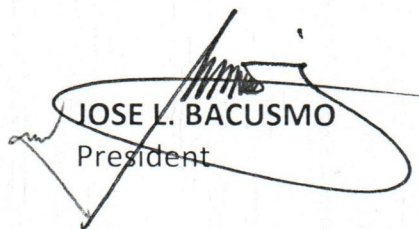
Series of 2012

**T O: All Faculty, Staff and Students**

**R E: Reiteration of OP Memo Circular on the Wearing of ID**

This Office hereby reiterates its request for everybody to always wear their ID inside the university premises for easier identification of all VSU constituents and safety purposes (OP Memorandum Circular No. 31, series of 2012). As such, all instructors/professors are requested to remind their students to wear their IDs inside the campus. Likewise, all office heads are also, requested to remind their staff to wear their IDs whenever inside the campus.

For strict implementation and compliance.

  
**JOSE L. BACUSMO**  
President





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## Office of the President

8 June 2012

MEMORANDUM CIRCULAR NO. 31

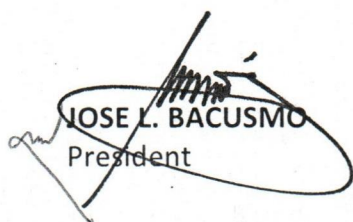
Series of 2012

**T O:** All VPs, College Deans, Department/Office Heads, Institute Directors,  
Faculty, Staff and Students

**R E:** Wearing of ID

Please be informed that one of the recommendations during the Level III accreditation of the agriculture and education programs is the wearing of ID of faculty/staff and students inside the campus. In this connection, everyone is requested to always wear their ID effective 1<sup>st</sup> Semester, SY 2012 – 2013 for easier identification of all VSU constituents and safety purposes within the university.

For information and compliance.

  
JOSE L. BACUSMO  
President