



10 November 2021

**MEMORANDUM CIRCULAR NO. 115**  
Series of 2021

**T O: All Offices/Units of the VSU System**  
**R E: Inventory of Vaccinated and Non-vaccinated Personnel**

In preparation for the limited face-to-face classes and other university activities, kindly submit to this office the inventory of vaccinated and non-vaccinated personnel in your respective offices/units on or before November 15, 2021. Kindly follow the attached format as your guide.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President