



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM CIRCULAR NO. 161**  
Series of 2024

**TO: All Concerned Personnel**

**RE: Submission and Approval Process for Scholarship Contracts**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: July 29, 2024**

To ensure timely and efficient processing of scholarship contracts, all concerned personnel and offices are directed to submit the said documents at least two (2) weeks prior to the scheduled admission date. All scholarship contracts must be approved by the Board of Regents (BOR). Additionally, please ensure that all documents are submitted with complete staff work to facilitate the approval process.

For your information and usual support.

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



Page 1 of 1  
**FM-OOP-02**  
V05 06-06-2024  
No. **24-161**