



26 October 2023

MEMORANDUM CIRCULAR NO. 8
Series of 2023

TO : VPs, Chancellors, Directors, Deans, Heads, University Registrar,
Student Regent

RE : Submission of the University Activities Calendar for 2024

The Planning Office will now be collecting your respective offices' proposed schedule of major activities for 2024. The collection of schedules will facilitate a more synchronized schedule and avoid conflicts that would hinder participants from attending major university activities for 2024.

In this regard, please submit a calendar of your proposed major activities to the Planning Office at planning@vsu.edu.ph. The deadline for the submission will be on November 17, 2023.

For your guidance.

DILBERTO O FERRAREN

Vice-President for Planning, Resource
Generation and Auxiliary Services