



9 February 2024

MEMORANDUM CIRCULAR NO. 24

Series of 2024

T O: VSU Faculty and Staff

R E: Extension of duty until 6:00 PM on February 12, 2024

In time for the face-to-face ISO Surveillance Audit on February 12, 2024, all faculty and staff are requested to wear the Monday uniform; Filipiniana/Barong for regular faculty & staff and part-timers while white polo shirt for the JOs.

The UAdCo Members are directed to attend the opening meeting at 9:00 o'clock in the morning at the RDE Hall.

Moreover, all are requested to remain in their respective offices until 6:00 PM on Monday, February 12, 2024, to facilitate the conduct of the ISO Surveillance Audit by TUV-Rheinland.

Your usual cooperation is appreciated.

DANIEL LESLIE S. TAN
OIC-President