

**MEMORANDUM CIRCULAR NO. 164**  
Series of 2024

**TO: All Heads of Offices/Departments/Centers/Institutes/Unit Leaders,  
Unit Workers and Project-Based Laborers**

**RE: Conduct of Alay Linis on August 2, 2024**

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

*For and on behalf:*

  
**DR. ALELI A. VILLOCINO**  
Vice President for Student Affairs and Services

**DATE: August 1, 2024**

In preparation for the 71<sup>st</sup> Commencement Exercises of Visayas State University, scheduled on August 6-7, 2024, a **campus-wide clean-up (Alay Linis) is scheduled on August 2, 2024 (Friday)**. This initiative is crucial to ensuring our university is in its best light for our esteemed guests, graduates, and their families. Therefore, all university members are strongly encouraged to participate and contribute to this important effort.

The following are the Focal Persons of the different areas:

FOCAL PERSONS	AREA ASSIGNMENT
Dr. Rotacio S. Gravoso – VPAA Atty. Rysan C. Guinocor- Director, ASO Dr. Antonio N. Polinar – Head, DFS	Upper campus (from DLABS, DTHM, CVM, USSO, CON, Old Library, OGS, to up to the College of Forestry and Environmental Science, RERC, Admissions Office, Admin Building, and COCOFED dormitories to DLABS pathway)
Dr. Santiago T. Peña – VPREI Dr. Neil Moises Neil V. Serião -VPPRGAS Dr. Andrew M. Mazo – Director, IHK	Upper campus (from Guard Post 1 to the OVPREI, including the area near the Dept. of Food Science and Technology, NARC, NCRC, DBS, DOH, DOH (demo farms), DA, DSS, VSU Gym and IHK, DTE, CME Building, New University Library, Canteen)
Dr. Aleli A. Villocino – VPSAS Dr. Elwin Jay V. YU - VPAF Engr. Marlon G. Burlas – Director, PPO Dr. Shalom Grace C. Sugano – Principal, VIHS VSU Hospital Beach Garden Resort Manager	The whole of the Lower campus, including the Beach areas, Apartelle, Guest House, Beach Resort, CCE, Hostel, and Infirmary, the road along the VSU Agro-Meteorological Station, RERC, Duplex

**OFFICE OF THE PRESIDENT**

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Apartelle and Seafront Suite Managers	residences, Warner Apartments, Killbourne Drive)
Concerned Deans, Heads, & Research Center Directors	Respective offices, centers, and surroundings

Additionally, Engr. Marlon G. Burlas, Director of PPO, is tasked with providing logistical support, including lawn mowers, tractors, trailers, dump trucks, and other necessary equipment. Designated areas should be cleared of unwanted vegetation and garbage. The Tree Management Committee is expected to prune trees with hanging branches to prevent accidents and potential hazards.

Your full support and cooperation in this endeavor are highly appreciated.