



27 July 2021

MEMORANDUM CIRCULAR NO. 79
Series of 2021

- T O: Chancellors, Director for Academic Affairs, Registrars, College Dean, Department Heads, Academic Advisers, Department Enrolment Focal Persons, College Hotline Agents**
- R E: Mandatory Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents for Component Colleges**

In preparation for the 1st semester AY 2021 – 2022, you are hereby directed to attend the “Mandatory Orientation and Re-Oriented of Academic Advisers, Department Enrolment Focal Persons, College Hotline Agents for Component Colleges” on August 2, 2021 (Monday) via Zoom. This activity is needed to address online, and remote enrolment glitches caused by unfamiliarity with the platform and/or procedures in the component colleges and to harmonize the enrolment system in the university.

To ensure maximum participation, the schedule is as follows:

August 2, 2021 (Monday)

9:00 – 11:00 AM Isabel and Villaba

2:00 – 4:00 PM Tolosa and Alangalang

Join Zoom Meeting

<https://vsu-edu-ph.zoom.us/j/83927538780?pwd=dE5mc3NMUmUvaTJGNuZORXJrL09ZUT09>

Meeting ID: 839 2753 8780

Passcode: 769606

Attached herewith is the program of activities for your information and guidance.

Please direct any concerns or clarifications to the Office of the University Registrar, Mrs. Marwen A. Castañeda.


EDGARDO E. TULIN
President



“Mandatory Orientation And Re-Orientation Of Academic Advisers, Department Enrolment Focal Persons, And College Hotline Agents for Component Colleges”

August 2, 2021 (Monday) via ZOOM

Zoom Meeting

<https://vsu-edu-ph.zoom.us/j/83927538780?pwd=dE5mc3NMUmUvaTJGNuZORXJrL09ZUT09>

Meeting ID: 839 2753 8780

Passcode: 769606

9:00 – 9:10 AM / 2:00 – 2:10 PM

Prayer

Philippine National Anthem

9:11 – 9:15 AM / 2:11 – 2:15 PM

Opening Message

Dr. Beatriz S. Belonias

VP for Academic Affairs

9:16 – 9:45 AM / 2:16 – 2:45 PM

Roles and Responsibilities

Academic Adviser and

College Hotline Agents

Mrs. Marwen A. Castaneda

University Registrar

9:46 – 10:00 AM / 2:46 – 3:00 PM

Enrollment Procedure

Per Component College

Ms. Angelyn Hermoso - Isabel

Dr. Melina May Barro - Villaba

Dr. Dexter Oberes - Tolosa

Ms. Sharon Costela - Alangalang

Component College Registrar

10:01 – 10:30 AM / 3:01 – 3:30 PM

Cumulus Portal

VSU Website (enrollment)

Mr. Christan Mikhael D. Restor

Mr. Jed Asaph D. Cortes

Head, Webteam

10:31 – 10:50 AM / 3:31 – 3:50 PM

Open Forum

10:51 – 11:00 AM / 3:51 – 4:00 PM

Evaluation

Closing Message

Dr. Quenstein Lauzon

Chancellor, Tolosa

Master of Ceremonies: Dr. Nancy D. Abunda