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**MEMORANDUM CIRCULAR NO. 102**  
Series of 2025

**TO: All Unit/Office Heads and dDRCs**

**RE: Attendance on the Re-Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services (AS)**

**FROM: PROSE IVY G. YEPES, EdD**  
University President

*For and on behalf of the University President:*

  
**MOISES NEIL V. SERIÑO**  
Vice President for Administration and Finance

**DATE: March 26, 2025**

Please be informed that the final schedule of the L&D activity on **Re-Orientation of Guidelines and Procedures on Processes/ Services of the Offices under Administrative Services (AS)** will be on **April 8, 2025, 8:00 am-5:00 pm** at **RDE Hall, VSU Main Campus**. All unit/office heads and dDRCs are invited to attend the said activity.

Your attendance is a must as this is an opportunity for familiarization of different standardized policies and procedures within the ASO particularly on new guidelines and changes in the system. This activity aims to enhance the understanding and knowledge of all staff for better streamlining of workflow processes within the administrative offices.

To those who will be joining, please fill out the pre-registration form using the link: <https://forms.gle/qtzW9voYhXuMVgXa9> on or before **April 3, 2025**. Pre-registration is encouraged as it will be used in the facilitation of snack arrangements and the preparation of attendance sheets for a smooth onsite attendance signing.

We highly encourage your active participation and cooperation. Attached are the program details for your reference.

For your guidance and compliance.

**OFFICE OF THE PRESIDENT**

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