



12 July 2022

MEMORANDUM CIRCULAR NO. 81

Series of 2022

T O: College Deans, Chancellors, Directors, Department Heads, Faculty and Graduating Students

R E: Submission of All Academic Requirements for Graduation and Final Clearance for 2nd Semester 2021-2022


The deadline for submission of all academic requirements for graduation is this coming Friday, July 15, 2022, 5:00 p.m. The following should be submitted to the Office of the University Registrar:

1. Grades in all subjects taken. Both online and hard copy submissions are required.
2. Grades for thesis, dissertation, internship, case study, project study, action research and other terminal requirements for graduation. Both online and hard copy submissions are required.
3. One (1) clean complete copy of the completely approved thesis, dissertation, case study, project study, manuscript with Approval Sheet, and Transmittal
4. Approval Sheet of Narrative Report and Action Research of BSEd and BEEd graduates

July 22, 2022 will be the deadline for submission of **FINAL CLEARANCE** to the Office of the University Registrar. See attached for the requirements of the University Library for approval of the final clearance.

Students who are able to comply with all academic requirements for graduation on July 15 shall already be considered graduates. However, **only those who will be able to pass their Final Clearance on July 22 will be allowed to participate in the Face-to-Face Commencement Exercises in August.**

For your guidance and compliance.


EDGARDO E. TULIN
President

LIBRARY REQUIREMENTS FOR GRADUATING STUDENTS

To Undergraduate (All BS Courses except BEED & BSSED) &
Graduate Students (M, MS, & PhD except M.Ed.) Graduating Students:

- 2 files of e-copy or soft copy of *Thesis, Dissertation, or Field Practice Report*.
1 in word format (**doc, .docx or .odt**) for e-book conversion and
1 in PDF that will serve as a master copy and will be used in printing.

Note:

- Word & PDF files should be merged into 1 file with an exact sequence from Cover Page to Appendices, including the scanned copy of the duly signed Transmittal for undergraduate manuscript and Approval sheet for graduate thesis manuscript (Colored and signed using Blue Pen).
- One 2x2 ID Picture in **.jpg or .png format**.
- Please send the complete softcopy requirements to asklibrary@vsu.edu.ph
- Borrower's Card (if the student secured one, to submit an Affidavit of Loss if the Borrower's card is lost)

For printing processing, please take note that we require the following copies:

3 copies for the Undergraduate student manuscript:

- 1 copy - Library
- 1 copy - Department
- 1 copy - Adviser
- 1 copy – *Personal (Optional)*

6 copies for Graduate student manuscript:

- 1 copy - Library
- 2 copies - Department
- 3 copies – Graduate School Office
- 1 copy – *Personal (Optional)*

For printing, please indicate or inform us ahead of time if the student/s wishes to include a personal copy so that we can proceed with the computation of their assessment form.

FEES:

Binding Fee:	P150.00/book
Printing fee:	P2.00/page
E-book Conversion Fee:	P50.00