



# VISAYAS STATE UNIVERSITY

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*Office of the President*

17 March 2009

**MEMORANDUM CIRCULAR NO. 16**  
Series of 2009

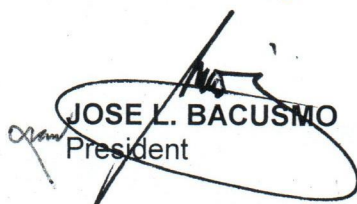
- T O: Deans, Department Heads, Academic Advisers and All Graduating Students**
- R E: Submission of E-Copy of Thesis/Dissertation, Special Problem, Field Practice Report, Industry Practice Case Studies, Apprenticeship Report, Case Studies**

Please be advised that all graduating students are required to submit one (1) electronic copy of his/her thesis/dissertation, special problem, field practice report, industry practice case studies, apprenticeship report, case studies aside from the hardbound copy to the Library. The graduating student must pay One Hundred Pesos (P100.00) to the Library to defray the cost of the branded CD-RW, casing and sticker label/printing of label and converting the file to an appropriate format.

The electronic copy must contain all the tables, figures, pictures, graphics and other illustrations **exactly** as it appears in the hardbound copy. A separate file of the 2 x 2 picture (white background) of the researcher and other pertinent photos of the research must be included.

Furthermore, all graduating students are advised to submit the electronic copy a few days before the deadline to allow the Library staff to validate the file.

For information, guidance and compliance.

  
**JOSE L. BACUSMO**  
President

cc: Library