



16 October 2023

MEMORANDUM CIRCULAR NO. 156
Series of 2023

T O: All Academic Units of the VSU Main Campus

R E: Reporting to Office During the PASUC Cultural Festival, SCUAA Meet and Wellness Week

During the PASUC Cultural Festival on October 17 - 19, SCUAA Meet on October 23 – 27 and Wellness Week on October 31 and November 3, 2023, academic departments will be occupied by cultural and athletic delegations from the various SUCs in the region. Because of this, conduct of online classes may not be convenient for the instructors/professors if they do these within their departments or units.

In this connection, please be informed that instructors/professors from academic departments, may opt not to report to office on the above dates. They can conduct online classes, check test papers, compute midterm grades, and do other work-related activities at home, subject to submission to their Department Head a list of specific activities that they will do during the whole duration, following the attached template: In cases when a department or a college has activities that need the presence of some faculty (e.g. syllabus-making workshop, documents review, accreditation, etc.) the concerned faculty will have to report to the office. Department Heads are directed to ensure the presence of concerned faculty performing these tasks.

Faculty in research units, as well as deans, directors, department heads and heads of academic, administrative and research offices, and their research and administrative staff shall regularly report to office in order not to disrupt office operations.

For your guidance and compliance.


EDGARDO E. TULIN
President