



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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MEMORANDUM CIRCULAR NO. 197

Series of 2025

TO: All VSU Employees and Students

RE: Work-From-Home Arrangement, Class Suspension, and Emergency Preparedness Measures due to Heavy Rainfall

FROM: DR. PROSE IVY G. YEPES
University President

DATE: July 17, 2025

Due to the continuing heavy rainfall and prevailing weather conditions, the following guidelines shall be observed across the entire VSU system effective July 17, 2025:

1. All work shall shift to a Work-From-Home (WFH) arrangement. This applies to all employees, including those under Job Order status.
 - If the nature of your work requires your physical presence, you may report to the office provided it is safe to do so.
 - Job Orders are reminded to submit accomplishment reports and other required documentation under WFH setup.
2. All classes are suspended to prioritize the safety and well-being of our students and faculty.
3. Employees performing essential services (e.g., medical response, emergency services, security, animal feeding, and electrical maintenance) shall remain on duty as applicable to sustain vital operations and public safety.
4. Evacuation of Dormitory Residents:
 - Residents of Molave, Mabolo, Mariposa, Mulberry, Kanlaon, and Sampaguita Dormitories are directed to evacuate immediately to the designated safe areas at the FME Classroom Buildings and Plant Science Building.
 - The Evacuation Committee shall facilitate the safe and orderly evacuation of affected students.
 - Residents of Mahogany and Ilang-Ilang Dormitories must stay on high alert and be ready for possible evacuation if conditions worsen.
5. For students staying in boarding houses:
 - Please assess your surroundings and take appropriate safety precautions.
 - Stay away from areas prone to flooding, landslides, rivers, beaches, and steep slopes.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 2
FM-OOP-02
V06 01-23-2025
No. 25-197

- Postpone outdoor activities until weather conditions improve.
- 6. Other evacuation centers identified by the university will be prepared as needed for use by other stakeholders.
- 7. All offices, laboratories, and research facilities are advised to secure equipment and important instruments from potential water-related damage. Animals and livestock must be relocated to safe and dry shelters.
- 8. The scheduled general rehearsals for the three graduation clusters are suspended and will be rescheduled to July 21, 2025, following the original schedule:
 - Cluster 1: 8:00 AM - 12:00 NN
 - Cluster 2: 1:00 PM - 5:00 PM
 - Cluster 3: 5:30 PM - 9:30 PM

The **VSU Incident Command Team is now activated**. The **Incident Command Post** is located at the **VSU Hospital**. For emergencies, please contact 0943-043-0874, (053) 565-0600 loc. 1047, and (053) 565-0606 / 565-0607

We urge everyone to remain vigilant and prioritize personal safety. This Office is closely coordinating with the Offices of the Vice Presidents and the VSU-Crisis Management Committee for necessary actions.

Please stay tuned for further advisories as we continue to monitor the evolving weather conditions.

For your information and proper guidance.