



24 September 2021

MEMORANDUM NO. 622

Series of 2021

- T O:**
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| Atty. Rysan C. Guinocor | - ODAS |
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| Dr. Judith B. Jomadiao | - VSU Alangalang, Chancellor Representative |
| Ms. Ma. Roberta S. Miraflor | - OVPAF, Secretary |
- R E:** **AdHoc Committee to Draft Guidelines on the Use of E-Signatures for Official Business of VSU Personnel**

There are instances that the use of e-signatures are necessary and could not be avoided especially now that many of our official transactions are done online. To harmonize this practice and in order to protect the owner and the University as a whole, a Committee is created with **Atty. Rysan C. Guinocor** as Chairperson, **Ms. Ma. Roberta S. Miraflor** as Secretary, and the rest as Members to brainstorm and draft guidelines on the above-mentioned matter.

Kindly submit your output to this office on or before October 15, 2021.


EDGARDO E. TULIN
President