



7 June 2021

**MEMORANDUM CIRCULAR NO. 64**  
Series of 2021

**T O: Vice Presidents, Deans, Directors, and Heads of VSU Units in the Main Campus**

**R E: Faculty & staff pictorials at the Multimedia Development Center**

There will be a series of pictorials to be held at the Multimedia Development Center, as part of the VSU Web Team's initiative to update its photo database of VSU faculty & staff, as well as in preparation for the rollout of the new VSU "Big ID" design effective July 1, 2021.

The following are the schedule of pictorials, from 10 AM to 4 PM:

- June 9, 2021, Wednesday - CAS, CVM, CFES
- June 11, 2021, Friday - CAFS (DFST, DDC, DAEEx, DAS)
- June 14, 2021, Monday - CAFS (DSS, DA, DPM, DOH)
- June 16, 2021, Wednesday - CET, CON
- June 17, 2021, Thursday - CME, OVPSAS
- June 18, 2021, Friday - CoEd (including IHK, IHS), OP, OVPA
- June 21, 2021, Monday - OVPAF, OVPPRGAS (including IGP staff)
- June 22, 2021, Tuesday - OVPREI, including Research Centers & Research Project Staff

All faculty & staff, including those on JO status, are enjoined to have their photos taken. Please take note of the following instructions and reminders for the pictorial:

1. Wear business formal attire, with light makeup or powder. Security and medical personnel (including our faculty veterinarians and nurses) may wear their uniforms. Officials and heads of units will have a second photo taken in Filipiniana attire.

You must bring your own attires and makeup as the photography team will not be able to provide these onsite. No specific footwear is prescribed since the photographers will only take medium shots (head to hips).

2. In the interest of time, the photographers will take only a minimal number of shots per person. Requests for group photos, takes using other cameras, reviews, and retakes are discouraged.

There will be a system to provide units with the photos of their staff, so there is no need to bring flash drives or to request that photos to be emailed.

3. Everyone is reminded to observe minimum health protocols, including social distancing and wearing of face masks and face shields. Heads of the sections must coordinate to stagger the ingress of their reports, aside from ensuring the protocols are followed.

Looking forward to your usual cooperation.

  
**EDGARDO E. TULÍN**  
President