



6 July 2020

**MEMORANDUM CIRCULAR NO. 71**  
Series of 2020

**T O: ALL VPs, Deans and Directors, Department/Unit/Office heads and dDRCs**  
**R E: Use of TUV Rheinland Test Mark**

Please be reminded that TUV Rheinland has issued us a test mark as part of our being ISO certified and for branding. However, there are general guidelines that we need to judiciously follow to avoid negative implication on our certification. Attached, please find a guideline for test mark use as provided by TUV Rheinland for your guidance and reference.

All offices have also been provided with the approved guideline on the Formatting of VSU Letterheads and Forms (GL-INF-01) which is also governed by the TUV Rheinland's provision on the use of test mark.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President