



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT




Management
System
ISO 9001:2015

www.tuv.com
ID 3108658749

MEMORANDUM NO. 278
Series of 2025

TO: Dr. Rotacio S. Gravoso, VPAA
Dr. Aleli A. Villocino, VPSAS
Dr. Christina A. Gabrillo, *Director for Student Affairs and Services*
All Faculty Deans
All Department Heads
All Students in VSU Main Campus

RE: Schedule of the Annual and Entrance Medical Examination

FROM: 
PROSE IVY G. YEPES
University President

DATE: January 31, 2025

As recommended by the University Health Services, this office has attached the schedule of the Annual and Entrance Medical Examination for students in VSU Main Campus.

This examination is a standard requirement to monitor and promote the health and well-being of the students. All concerned are required to undergo the medical examination as scheduled.

For your information and compliance.

cc: Chief, University Health Services

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 1
FM-OOP-01
V06 01-23-2025
No. 25-278



VISAYAS
STATE UNIVERSITY

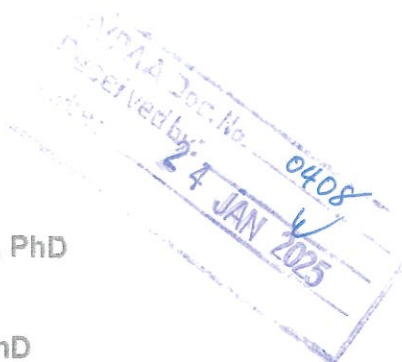
UNIVERSITY HEALTH SERVICE (UHS)

January 23, 2025

PROSE IVY GUASA-YEPES, EdD
President
VSU

Thru: **ROTACIO S. GRAVOSO, PhD**
VP for Academic Affairs

ALELI A. VILLOCINO, PhD
VP for Student Affairs and Services



Dear Dr. Yepes,

As we approach the 2025-2026 academic year, I would like to formally request your assistance in ensuring the smooth and efficient conduct of the Annual and Entrance Medical Examinations, which will run from February 3, 2025, until July 2025. Given the relatively small number of staff available at the University Health Service (UHS), as well as the number of activities that must be coordinated during this period, it is important that we work together to streamline the medical examination process.

In this regard, I kindly request that your office, in collaboration with the Vice President for Academic Affairs, the Vice President for Student Affairs and Services, and the Dean of Students' Office, advise or require students to present themselves for their Annual Medical Examination according to the following proposed schedule:

Year Level	Schedule	Number of working days	Expected Number of Students for Medical
INCOMING SENIORS	February 3-21, 2025	15 days	2,412
5TH Yr and up, VSU Laboratory Highschool, Graduate Students	February 24- March 7, 2025	10 days	1,104
INCOMING JUNIORS	March 10-28, 2025	15 days	2,394
INCOMING SOPHOMORE	April 1-May 9, 2025	17 days	2,586

***Holiday**

- Araw ng Kagitingan - April 9 (Wednesday)
- Maundy Thursday - April 17
- Good Friday - April 18
- Labor Day - May 1 (Thursday)

***101st Anniversary**

UNIVERSITY HEALTH SERVICE

Visayas State University, Pangasugan, Baybay City, Leyte
Email: usher@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1047



Management System
ISO 9001:2015

www.tuv.com
ID: 910655749



Blocked dates: April 14-25,
2025

FRESHMEN

May 12- June 23, 2025

30 days 2500

***Holiday**

June 12, 2025 -
Independence Day

Note:

Continuing Students – 200 students/Day

Freshmen – 120 students/ day

This schedule aims to accommodate all students while ensuring that the limited number of staff at the USHER can manage the examinations in an orderly and timely manner.

In addition, I would like to request the cooperation of the Admission Office in releasing the list of VSU-Qualified Freshmen for the AY 2025-2026 as early as possible. Early release of this list will allow incoming freshmen, particularly those residing near VSU, to promptly undergo their Entrance Medical Examinations. As the freshmen will also need to undergo additional laboratory tests and chest X-rays, it would be beneficial if they could submit themselves for examination as soon as the list is available. This will help avoid delays in their medical clearance and ensure that all necessary health requirements are met in time for the start of the academic year.

Your assistance in this matter is greatly appreciated. I am confident that with our coordinated efforts, we will be able to conduct these examinations in an efficient and timely manner, enabling our students to focus on their studies without unnecessary delays.

Thank you for your attention and support. I look forward to your favorable response.

Sincerely,


ELWIN JAY V. YU, MD, MPH
Chief of Hospital I

Recommending Approval:


Dr. ROTACIO S. GRAVOSO
VP for Academic Affairs


Dr. ALELI A. VILLOCINO, PhD
VP for Student Affairs and Services

Approved by:


PROSE IVY GUASA-YEPES, EdD
President