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MEMORANDUM CIRCULAR NO. 45
Series of 2016

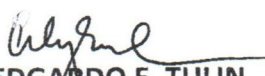
T O: All VSU Employees

R E: Guidelines on the Installation of Tarpaulins at the Main Entrance Billboards

To ensure an orderly view of our Main Entrance, all posters that will be hanged should be properly designed, printed, and installed. Effective today, the following guidelines in installing tarpaulins/posters should be observed:

1. Tarpaulins for events organized by or announcements from VSU or its units must follow VSU's branding guidelines.
2. All designs must be checked and cleared by the VSU Media Team c/o Mr. Ulderico Alviola (DDC).
3. Tarpaulins should fit snugly into the billboard, or a fraction of it. For your information, the billboards at the Lower Campus can accommodate four (4) 3ft high x 13 ft wide banners stacked vertically, while the billboards at the Upper Campus waiting shed can accommodate four (4) 7.5 ft high x 11.5 ft wide banners laid out horizontally.
4. All installations must likewise be approved by the VSU Media Team.

For your guidance.


EDGARDO E. TULIN
President