



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT
FOR INSTRUCTION**

2nd Floor, Administration Building
Visayas State University, Visca, Baybay City, Leyte
Telefax: (053) 563 7106
email: ovpi@vsu.edu.ph
Website: vsu.edu.ph

March 6, 2018

Memo Circular No. 13
Series of 2018

**T O: All College Deans, Department Heads/Institute Directors,
Faculty and Graduating Students**

R E: Submission of Thesis Outline Proposal

To ensure that all ~~graduate and~~ undergraduate students conducting a thesis have an approved thesis outline/proposal prior to preparation of the thesis manuscript, a copy of the completely approved thesis outline should be recorded at the Office of the Registrar on or before March 28, 2018. A copy of the recorded *Approval Sheet* shall be attached to the final clearance, together with the other graduation requirements.

Please be guided accordingly.


BEATRIZ S. BELONIAS
Vice President for Instruction

cc: OP
Registrar's Office
Records — 8643/8

VISION: A globally competitive university for science, technology and environmental conservation.
MISSION: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.