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## Office of the President

11 October 2011

**MEMORANDUM NO. 218**

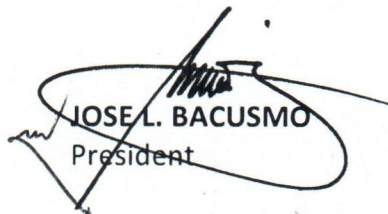
Series of 2011

**T O: Ms. Rebecca B. Napiere**

**R E: Undergraduate Theses at VSU**

To guide the use of the VSU Style Manual for Undergraduate Thesis, this office has created a committee to develop a handbook and template of the VSU Style Manual. To facilitate completion of the outputs, please make available the e-book (e-file) of the theses to the committee.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc: Dr. Rotacio S. Gravoso