

DEPARTMENT OF **METEOROLOGY**

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DEPARTMENT OF METEOROLOGY

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Note: A copy of the test paper with answer key shall be attached to the TOS for review of the DIMRC. After approval the test paper will be returned to the concerned faculty and will not be attached to the TOS when submitted to the College Dean and OHIMD.

REMINDER:

- 1. The author should not be part of the DIMRC.
- *If the author is the Department Head, he/she will be replaced by another chairperson from among the senior faculty members.
- 3. **If the author is the College Dean, the Head of Instructional Materials Development will approve.
- 4. Follow the next higher supervisor, no same person
- 5. For the component campuses, if the author is the College Dean, the Director for Academic Affairs will approve.
- 6. If the author is the Department Head and at the same time the College Dean, the Director for Academic Affairs will be the Chairperson of the DIMRC, and the Chancellor will approve it.

(3) Distribution of copies: OHIMD, Department, Faculty,

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