



## OUTCOMES-BASED EDUCATION (OBE) COURSE SYLLABUS

Humn12n  
Reading Visual Arts

### I. UNIVERSITY INFORMATION

#### 1. Vision of the University

A globally competitive university for science, technology, and environmental conservation

#### 2. Mission of the University

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

#### 3. VSU Quality Policy Statement

The Visayas State University (VSU), a globally competitive university of science and technology and environmental conservation, is created by law to develop highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Towards this end, we, at the Visayas State University, commit to:

- Produce highly competent, quality and world-class manpower in science and technology, especially for agriculture, environmental management and industry who are proficient in communication skills, critical thinking and analytical abilities;
- Generate and disseminate relevant knowledge and technologies that lead to improved productivity, profitability and sustainability in agriculture, environment and industry; and
- Satisfy the needs and applicable requirements of the industry, the community and government sectors who are in need of quality graduates and technology ready for commercialization through the establishment, operation, maintenance and continual improvement of a Quality Management System (QMS) which is aligned with the requirements of ISO 9001:2015.

It shall be the policy of the university that the quality policies and procedures are communicated to and understood by all faculty, staff, students and other stakeholders and that the system be continually improved for its relevance and effectiveness.

  
**EDGARDO E. TULIN**  
President  
v0 07-16-2019

#### 4. Quality Goals of the College of Arts and Sciences

- Sustained Excellence in Instruction. Produce highly competent and world-class manpower in science and technology (S&T), especially for agriculture, environmental management and industry who are proficient in communication skills, critical thinking, and analytical abilities,
- Innovative RDE System and Competitive S&T Products. Generate and disseminate relevant knowledge and technology that lead to improved productivity, profitability and sustainability in agriculture, environment, and industry,
- Adequate and Sustainable Resource Generation Activities. Generate adequate resources to support the University's instruction, research and extension pursuits and physical infrastructure needs in the face of declining government subsidy to state universities and colleges (SUCs),
- Efficient, Effective and Client-Centered Administrative Support Services. Provide a timely, accessible, acceptable and customer-friendly administrative support system that promotes partnership and sense of shared stewardship with students, faculty, alumni and other stakeholders.

#### 5. Quality Objectives of the Department of Liberal Arts and Behavioral Sciences

##### Vision:

A center of excellence in the humanities and behavioral sciences genuinely concerned in the total development of the individual as a catalyst for societal change.

##### Mission:

Provide dynamic leaders who are globally competent through a strong foundation in both knowledge and skills in communication, human behavior, and the arts.

##### Goals:

1. Provide high professional instruction in the shaping of individuals as human beings vis-à-vis with their exposure to agriculture, technical and allied fields.
2. Promote research, extension, and production geared towards countryside development.

##### General Objectives

1. Develop high caliber VSU graduates with strong background in the humanities and social sciences and who can provide effective leadership in scientific investigation.
2. Become a center in the application of new knowledge for cultural and social upliftment.

##### Specific Objectives

##### 1. Graduate Program

1. Provide a pragmatic leadership and expertise in language teacher training.
2. Promote productive scholarship through research-oriented projects and enriched curricular activities.

3. Encourage students to be self-reliant and practice independent thinking through extramural studies while still carrying out their jobs and other responsibilities.
2. General Preparatory Program

1. Provide basic liberal arts and social science courses such as English, Filipino, Humanities, Psychology, Social Science, Speech, Philosophy and Spanish, for all degree and non-degree programs of VSU.
2. Develop student's communication skills useful in their fields of specialization.
3. Provide students with experiences designed to enhance their fields of specialization.
4. Enliven teaching approaches by accelerating general teacher improvement through in-service trainings and professional exchange program.
5. Strengthen the development of instructional materials.
6. Continuously monitor and evaluate students' performance to seek venues for improving instructions.

### 3. Undergraduate Program

1. Prepare students for language and social science activities in agro-technical schools and colleges as well as language learning researches.
2. Expose students to language learning activities, theories and research methodologies in language, language acquisition, and language teaching.
3. Develop a sense of literary awareness, taste, and creativity and to promote appreciation of the performing arts.
4. Provide support to all students in understanding theories other courses through Instructional Materials (IM) that go across curriculum.

### 4. Research

1. Provide students and teachers a climate that inspires the development of research-oriented minds by leading them through instruction.
2. Conduct researches that are truly responsive to institutional, local, regional or national goals and studies that could strengthen the department's curricular programs.

### 5. Extension

1. Prepare, collect and evaluate scripts with environmental and developmental concerns.
2. Provide necessary training to target clientele for the development of the community's human resources for cultural and social development.
3. Present development plays, dramas with developmental themes that can really respond to the particular community needs.

4. Make all VSU staff available for consultancy and other services needed by target communities.

## II. PROGRAM INFORMATION

1. Name of the Program	General Education (Elective)
2. CHED CMO Reference	CMO 20, Series of 2013
3. BOR Approval	

### 4. Program Educational Objectives and Relationship to Institution Mission

Program Educational Objectives	Mission*		
	a	b	c
1. Provide basic liberal arts and social science courses such as English, Filipino, Humanities, Psychology, Social Science, Speech, Philosophy and Spanish, for all degree and non-degree programs of VSU.	/		
2. Develop student's communication skills useful in their fields of specialization.	/		
3. Provide students with experiences designed to enhance their fields of specialization.		/	
4. Enliven teaching approaches by accelerating general teacher improvement through in-service trainings and professional exchange program		/	
5. Strengthen the development of instructional materials.			/
6. Continuously monitor and evaluate students' performance to seek venues for improving instructions.	/		

\*a - development of a highly competitive human resource, b - cutting-edge scientific knowledge, c - innovative technologies for sustainable communities and environment

## III. COURSE INFORMATION

1. Course Code	Humn 12n
2. Course Title	Reading Visual Arts
3. Pre-requisite	None
4. Co-requisite	None
5. Credit	3 units
6. Semester Offered	1 <sup>st</sup> and 2 <sup>nd</sup> semester
7. Number of hours	3 hrs/ week
8. Course Description	Visual Arts including film as text, techniques of reading and analysis. (CMO. 20, S.2013)

9. Program Outcomes (POs) in relation to the Program Educational Objectives (PEOs)						
Program Outcomes (POs)		Program Educational Objectives				
		1	2	3	4	5
a	Higher level of comprehension (textual, visual, etc.)		/			/
b	Application to personally interpret human experience.	/		/		
c	Ability to appreciate and contribute to artistic beauty.			/		
d	Critical, analytical, and creative thinking.			/		/
e	Ability to reflect on moral norms/imperatives as they			/		/

	affect individuals and society.						
--	---------------------------------	--	--	--	--	--	--

10. Course Outcomes (COs) and Relationship to Program Outcomes (POs)					
After completing this course, the student must be able to perform the following COs:	Program Outcomes Code				
	a	b	c	d	e
<b>CO1:</b> Outline the nature and definition of the arts with particular stress on the visual arts.	<i>D</i>	<i>E</i>	<i>I</i>	<i>D</i>	<i>E</i>
<b>CO2:</b> Define and demonstrate the elements and principles of visual arts and analyze artworks using formal analysis.	<i>E</i>	<i>I</i>	<i>E</i>	<i>D</i>	<i>D</i>
<b>CO3:</b> Recognize and analyze the different subjects and genres of art and understand the content of an artwork through Iconography.	<i>I</i>	<i>E</i>	<i>D</i>	<i>D</i>	<i>E</i>
<b>CO4:</b> Survey the different periods of western art histories and examine the works of Filipino Artist using Stylistic Analysis.	<i>E</i>	<i>D</i>	<i>E</i>	<i>D</i>	<i>E</i>
<b>CO5:</b> Analyze and appraise artworks the value and meaning of an artwork.	<i>D</i>	<i>D</i>	<i>E</i>	<i>D</i>	<i>D</i>

*Legend: I – Introductory, E – Enabling, D – Demonstrative*  
*Each letter indicates the expected level of competency that each CO should provide for each PO.*

11. Course Content and Plan					
Week	Topics	Learning Outcomes	Teaching and Learning Activities		Assessment Tasks
			Teaching Activities	Learning Activities	
Class Orientation					
1	Orientation of the Vision, Mission, Quality Policy Statement, Goals & Objectives of the Graduate School	Acquire a deeper appreciation of the university vision, mission, quality policy statement, college goals and objectives.	<b>Virtual Meeting # 1:</b> <i>Q &amp; A for clarification, setting of expectations, and getting-to-know-each other</i>  <i>Class interaction</i>  <i>Sharing of Ideas</i>	<b>Online Mode:</b> Video Presentation (History of VSU)	Oral Recitation

			<i>Feedbacks</i>  <b>Virtual Classroom # 1:</b> Familiarization of the virtual classroom		
<b>CO1:</b> Outline the nature and definition of the arts with particular stress on the visual arts.					
2	<b>Module # 1:</b> Nature and Definition of Arts  Lesson # 1.1: Nature and Classification of Art	Characterize the nature of visual arts.  Differentiate art from crafts and know what art for art's sake is.	<b>Virtual Meeting # 2&amp;3:</b> Class interaction  Sharing of Ideas  Feedbacks  <b>Offline Mode/Online Mode:</b> Learning Guide (independent study)	<b>Virtual Classroom # 1:</b> Note-taking  Downloading resource materials  Independent study  <b>Learning Task 1:</b> Art Making Activity  <i>Artistic Expression</i>	<b>Assessment No. 1</b>  Essay  Module # 1: ( <i>Virtual Classroom: Learning Portal, Offline Mode: Learning Guide</i> )  <b>Due Date:</b> (Subject to changes)
3	Lesson # 1.2: Arts vs Craft and the Limitations of Art	Define the scope and limitation of arts, and how man is the measure of all things			
<b>CO2:</b> Define and demonstrate the elements and principles of visual arts and analyze artworks using formal analysis.					
4	<b>Module # 2:</b> Composition of Visual Arts  <b>Lesson # 2.1:</b> Elements of Visual Arts	Analyze the various elements present in visual, auditory, and combined arts  Determine	<b>Virtual Meeting # 4,5, &amp; 6</b> Class Interaction  Feedbacks  <b>Offline Mode:</b> Printed Learning	<b>Virtual Classroom # 2:</b> Download resource materials  Independent study	<b>Module # 2: Assessment Task #2.1</b>  Essay Writing  ( <i>Virtual Classroom:</i>



5	<b>Lesson # 2.2:</b> Principles of Design	dominant elements used in hybrid or modified art expressions  Identify the principles of design  Define and translate principles of design in an artwork  Create an artwork depicting the various principles of design.	Guide (independent study)  Online Mode: Virtual Meeting	<b>Learning Assessments # 2 (Art Activity)</b>  (Virtual Classroom: Learning Portal, Offline Mode: Learning Guide)  Artwork for Elements and Principles of Visual Arts	<i>Learning Portal, Offline Mode: Learning Guide)</i>  <b>Due Date:</b> (Subject to changes)  <b>Assessment Task #2.3</b> Writing a Formal Analysis  (Virtual Classroom: Learning Portal, Offline Mode: Learning Guide)  <b>Due Date:</b> (Subject to changes)
6	<b>Lesson # 2.3 :</b> Understanding Formal Analysis	Explore the elements of art and principles of design used by artists.  Discover how to identify the elements and principles, and evaluate their role in the composition of a work of art.			
<b>CO3:</b> Recognize and analyze the different subjects and genres of art and understand the content of an artwork through Iconography.					
7	<b>Module #3:</b> Art Iconography and Symbolism  <b>Lesson #3.1</b> Subject and Content of Art	Recognize the different subjects of Art.	<b>Virtual Meeting # 7,8, &amp; 9</b> Class Interaction  Feedbacks	<b>Virtual Classroom # 3:</b> Download resource materials  Independent study	<b>Module 3: Assessment Task # 3.1 Essay</b>  Art Critiquing

8	<b>Lesson #3.2</b> Genres of Visual Arts	Analyze the content of an Art.  Describe the different symbols and subjects found in Art.  Recognize and explain differences between subject and genre	<b>Offline Mode:</b> Printed Learning Guide (independent study)	<b>Learning Task # 3 (Art Activity)</b>  (Virtual Classroom : Learning Portal, Offline Mode: Learning Guide)	(Virtual Classroom : Learning Portal, Offline Mode: Learning Guide)  <b>Due Date:</b> (Subject to changes)
9	<b>Lesson #3.3</b> Iconographic Analysis	Identify the genre of a variety of works of art.  Establish the meaning a work of art had during the time it was made.  Describe, classify, and interpret subject matter of work of art, and understand meaning behind what is represented.		Art Making with emphasis on subject.	<b>Assessment Task # 3.3 Analysis</b>  Writing an Iconography  (Virtual Classroom : Learning Portal, Offline Mode: Learning Guide) <b>Due Date:</b> (Subject to changes)
CO4: Survey the different periods of western art histories and examine the works of Filipino Artist using Stylistic Analysis.					
	<b>Module #4.</b> Development of Visual Arts and Styles  <b>Lesson #4.1</b> Western Art History	Categorize and organize	<b>Virtual Meeting # 10-14</b> Class Interaction  Feedbacks  Sharing of	<b>Virtual Classroom # 4:</b> Download resource materials  Independent	<b>Assessment Task # 4.1</b>  Identification  (Virtual



10	<b>Lesson 4.1.1</b> Pre-Historic Art to Realism	information from different sources	ideas	nt study	<i>Classroom : Learning Portal, Offline Mode: Learning Guide)</i>
11	<b>Lesson 4.1.2</b> Impressionism to Contemporary Art	Identify the underlying history, philosophy of the era or movements	Online Mode: Virtual Meeting	<b>Learning Task # 4.1 (Art Activity)</b>  <i>(Virtual Classroom : Learning Portal, Offline Mode: Learning Guide)</i>	<b>Due Date:</b> (Subject to changes)
12	<b>Lesson #4.2</b> Visual Styles	Explore the elements of art and principles of design used by artists.	Offline Mode: Printed Learning Guide (independent study)	Art Appropriation  <b>Learning Task # 4.2 (Art Activity)</b>  <i>(Virtual Classroom : Learning Portal, Offline Mode: Learning Guide)</i>	<b>Assessment Task # 4.2</b>  Comparative Stylistic Analysis  <i>(Virtual Classroom : Learning Portal, Offline Mode: Learning Guide)</i>
13	<b>Lesson #4.3</b> Filipino Artist and their Artworks	Analyze The motivation of individual Filipino artists and how art expresses important aspects of time and culture.		Art Movement	<b>Due Date:</b> (Subject to changes)
14	<b>Lesson #4.4</b> Stylistic Analysis	Understand the different styles used by an artists in his/her work of art.  Deepen the capacity to research and understand historical context of every artwork analyzed.			
CO4: Analyze and appraise artworks the value and meaning of an artwork.					
	<b>Module #5.</b> Visual Art Criticism		<b>Virtual Meeting #</b>	<b>Virtual</b>	<b>Assessment Task</b>

15	<b>Lesson # 5.1</b> Ekphrasis	Explain an artwork by using literary elements and techniques.	15-16 Class Interaction Feedbacks Sharing of ideas	<b>Classroom # 5:</b> Download resource materials Independent study Note-taking	<b>5:</b> <b>(Analysis of Artwork)</b> (Virtual Classroom : Learning Portal, Offline Mode: Learning Guide) )
16	<b>Lesson #5.2</b> Visual Arts Criticism	Describe an artwork through the imaginative act of narrating and reflecting on the artwork's subject/s.  Respond to an artwork by evoking the students' emotional and personal styles.	Online Mode: Virtual Meeting  Offline Mode: Printed Learning Guide (independent study)	<b>Learning Task # 5 (Response Poem)</b> (Virtual Classroom : Learning Portal, Offline Mode: Learning Guide)  Response Poem to a painting	<b>Due Date:</b> (Subject to changes)

\* VSUEE/VC – VSU E-Learning Environment/ Virtual Classroom

## 12. Life-long Learning Opportunities

The students will be able to capture and express a wide array of values, beliefs and ideas embraced by people from around the world and from every period of history. Students will also be able to enhance their knowledge and skills in fostering their creativity and global understanding.

## 13. Contribution of Course to Meeting the Professional Component (%)

General Education: 100%  
Basic Education:  
Professional Education:

## 14. References and Other Learning Resources

- A. Textbook(s)
- B. Main References
  - Kleiner, Fred (2012). Gardner's Art Through the Ages: A Concise History of Western Art
  - Dewitte, et. Al. (2015). Gateways to Art. 2<sup>nd</sup> Edition. Thames and Hudson, New York.

**Vision:**  
**Mission:**

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

Page 10 of 14

TP-IMD-08  
v1 11-19-2021

No.2<sup>nd</sup>-21-22-11

Adams, Laurie Scheider ((2011). A History of Western Art 5<sup>th</sup> Ed. McGraw-Hill Book Company, New York

Mittler, G & Ragans, R. (2006). Glencoe Understanding Art, Student Edition (Time Art Scene) 4<sup>th</sup> ed. Edition. McGraw-Hill Publishing.

Cheney, S. (1947). A World History of Art. Viking Press, New York.

Hauser, A. (1999). The Social History of Art. Vol. IV. Routledge, London and New York

McMahon, A.P. (1939). The Art of Enjoying Art. McGraw-Hill Book Company, New York.

Narciso (2016). Soulmaking: A Creative Process

Pischel, G. (1968). A World History of Art. Guild Publishing, Italy.

Gardner, Helen (1948). Art Through the Ages. 3<sup>rd</sup> Edition. Harcourt, Brace, and Company.

Art History Timeline. Western Art Movements and Their Impact. Invaluable (April 12, 2019),

#### C. Other References

McMahon, A.P. (1939). The Art of Enjoying Art. McGraw-Hill Book Company, New York.

Perez, Cayas, & Narciso (2013). Alampat: An introduction to Art Appreciation

Schirato, T. & Webb, J. (2004). Reading the Visual. Allen & Unwin, Sydney

### 15. Course Assessment and Evaluation

The performance of students will be assessed and evaluated based on the following:

50% Midterm + 50% Final Term = 100% (Overall Final)

Item No,	Assessment Tasks	Percentage Contribution (1)	No. of Times in the Semester (2)	Individual Task % Contribution (1/2)
1	Assessment Task (TA)	30%	6	5%/CE
2	Learning Task (LT)	25%	5	5%/LT
3	Project/Output (P)	25%	2	12.5%/P
4	Term Examination (TE)	20%	2	10%/TE

COs	Assessment Tasks	Weight in Percent	Minimum Average for Satisfactory Rating	Target and Standards
CO 1	Class Exercise 1	5%	50%	At least 90% of the class should get ratings above 50%
	Learning Task 1	5%		
CO 2	Class Exercise 2	5%	50%	At least 90% of the class should get ratings above 50%
	Learning Task 2	5%		
	Project/Output 1	12.5%	50%	At least 90% of the class should get ratings above 50%
CO 1,	Term Examination 1		50%	At least 90% of the

CO 2,		10%		class should get ratings above 50%
CO 3	Class Exercise 3	5%	50%	At least 90% of the class should get ratings above 50%
	Learning Task 3	5%		
	Class Exercise 4	5%		
CO 4	Class Exercise 5	5%	50%	At least 90% of the class should get ratings above 50%
	Class Exercise 6	5%		
	Learning Task 4	5%		
	Learning Task 5	5%		
CO 5	Class Exercise 7	5%	50%	At least 90% of the class should get ratings above 50%
	Learning Task 6	5%		
	Project/Output 2	12.5%	50%	At least 90% of the class should get ratings above 50%
CO3, CO 4, CO 5,	Term Examination 2	10%	50%	At least 90% of the class should get ratings above 50%
<b>TOTAL</b>		<b>100%</b>		

#### Grading System (% Passing: 50% )

Range	Grade	Range	Grade
100.0 – 96.0	1.00	49.9 – 43.8	3.25
95.9 – 90.3	1.25	43.7 – 37.5	3.50
90.2 – 84.5	1.50	37.4 – 31.3	3.75
84.4 – 78.8	1.75	31.2 – 25.0	4.00
78.7 – 73.0	2.00	24.9 – 18.8	4.25
72.9 – 67.3	2.25	18.7 – 12.5	4.50
67.2 – 61.5	2.50	12.4 – 6.3	4.75

#### Course Policies

- 1) The official virtual classroom is VSU E-Learning Environment (VSUEE) (<https://elearning.vsu.edu.ph> ). A class orientation will be done in relation to the use and navigation of the platform.
- 2) ZOOM or Google Meet will be used for web-conferencing and real-time class meetings. Username and password link will be posted in VSUEE/VC.
- 3) Attending the virtual meeting is highly - encouraged but not compulsory. If you cannot attend due to internet connection limitation, there is no problem. Just keep up with the lessons and do all the necessary exercises that is required of you.
- 4) The virtual meeting is our avenue for synchronous learning. Class interaction and participation is encouraged, sharing of ideas, feedbacking of your outputs and other related concerns in the subject will be done during this time.
- 5) All requirements will be submitted preferably through the VSUEE or email during on or before the deadline set by the instructor. In case of late submission due to slow internet connectivity or other uncontrolled events, make sure to contact your instructor

immediately.

- 6) This Learning Guide is our official instructional material in this subject. It will serve as your guide for the whole semester. Whether you have internet connection or not, use it.
- 7) If you have any inquiries/clarifications, you may contact the course instructor/professor during official class schedule; Monday to Friday only.
- 8) Please be polite and respectful when sending messages, either thru email or messenger. Learn the basics of Netiquette. Always start your message with a greeting (Good morning/afternoon/day). Please be mindful of how you write your messages. Make sure that the tone is right; always spell out all the words; and ensure that the message you will send is understandable. In sending messages through email, always fill out the subject line for your instructor to easily know your concern.
- 9) Be honest in answering the activities given to you. Make sure that the activities you will produce should be based on your own idea. Plagiarized works will automatically get a zero mark.
- 10) All students are reminded to observe all policies, regulations, and rules of the university and other related laws of the land and are advised to read, understand, and practice the provisions of the VSU Student Manual.
- 11) Lastly, as we embark in this “new normal”. Let us have an open mind and heart as we adjust in this new way of delivering the teaching-learning process and still continue to aim for quality in education.

This class policy serves as our written agreement for the whole semester. If there are any changes to enhance the class learning opportunity within the semester, it will be communicated accordingly.

#### **17. Course Materials and Facilities Available**

- a. Handouts
- b. Lecture Notes
- c. PowerPoint Presentations
- d. Video Presentations
- e. Recorded Discussion

#### **18. Revision History**

<b>Revision number</b>	<b>Date of Revision</b>	<b>Date of implementation</b>	<b>Highlights of Revision</b>
01	January 07, 2020	2 <sup>nd</sup> Sem. SY 2019-2020 13 Jan 2020	<b>Content Information</b>
02	July 28, 2020	1 <sup>st</sup> Sem. 2020-2021 03 Aug 2020	<b>Content Information</b>
03	October 2, 2020	1 <sup>st</sup> Sem. 2020-2021 05 Oct 2020	<b>Content Information and Format</b>
04	February 8, 2022	2 <sup>nd</sup> Sem. SY 2019-2020 15 Feb 2022	<b>Content Information and Format</b>

19. Preparation			
Prepared by	Name	Signature	Date Signed
	<b>KAY T. JUANILLO</b> INSTRUCTOR		

#### IV. INSTRUCTOR/PROFESSOR INFORMATION

1. Name of Instructor/Professor	<b>KAY T. JUANILLO</b>
2. Office and Department	Department of Liberal Arts and Behavioral Sciences
3. Telephone/Mobile Numbers	09353630108
4. Email Address	<a href="mailto:juanillokay@gmail.com">juanillokay@gmail.com</a>
5. Consultation Time	MWF 1:00AM-2:00PM

#### 20. Department Instructional Materials Review Committee:

Committee	Name	Signature	Date Signed
Member:	<b>SHEENA MAE P. LUBRIO</b>		
Member:	<b>MICHAEL CARLO C. VILLAS</b>		
Chairperson:	<b>JETT C. QUEBEC</b>		

	Name	Signature	Date Signed
Verified by:	<b>MA. THERESA P. LORETO</b> DEAN, CAS		
Validated by:	<b>NANCY D. ABUNDA</b> Head, IMD		

#### Note:

- 1) The number of POs will depend on each degree program offered
- 2) COs and Relationship to POs
  - a. (I) - **Introductory** – an Introductory Course to an outcome
  - b. (E) - **Enabling** – an Enabling Course or a course that strengthens the outcome
  - c. (D) - **Demonstrated** – a Demonstrative Course or a course demonstrating an outcome.

#### REMINDER:

1. *The author should not be part of the DIMRC.*
2. *\*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*