SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Mr. MICHAEL ANTHONY JAY B. REGIS

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	
Instruction		4.71	
a. Head/Dean (50%)		4.78	
b. Students (50%) TOTAL for Instruction	60%	4.75	2.85
	10%	4.78	0.48
. Research	10%	5.00	0.50
Extension		5.00	0.50
Support Operations Administration	10%	4.00	0.40
TOTAL	100%		4.73

The state of the s	The same of the sa	
EQUIVALENT N	IUMERICAL	RATING:

4.73

Add: Additional Points, if any:

4.73

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Reviewed by:

Outstanding

Prepared by:

MICHAEL ANTHONY JAY B. REGIS

Name of Faculty

MAGDALENE C. UNAJAN

Department Head

Recommending Approval:

IANNET C. BENCURE

College Dean

Approved by:

ROTACIO S. GRAVOSO

Vice President for Instruction



December 31, 2024



DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY

Visca, Baybay City, Leyte, Philippines Telephone No.: (053) 565-0600 (loc 1022) Email Address: dcst@vsu.edu.ph Website: https://www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MICHAEL ANTHONY JAY B. REGIS, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2024

MICHAEL ANTHONY JAY B. REGIS Associate Professor II Date: 2 JAN 2025 MFO Description of No. MFO's/PAPs Success/ Performance Indicators (PI)	MAGDALENE C. UNA Department Head Date: 2 1 1AN 2021		Colle	ege D	ean	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES		-	+	+-	-		
OVPI MFO 2. Graduate Student Management Services		 	+-	+-	_		
UMFO 2. HIGHER EDUCATION SERVICES			-	-	-		
OWPI UMFO 3. Higher Education Management Services						1	1

F'1 5: Total FTE, coordinated, implemented and monitored *	My. Actual I south of the	Handles and teaches courses assigned	40	7016	5	5	5	5.00	Subj Hrs Studnts CSci 14 lec 2 33 CSci 104 lec 2 40 CSci 104 lec 2 40 CSci 104 lec 2 40 CSci 104 lec 2 41 CSci 121 lec 2 41 CSci 14 lec 2 24 CSci 14 lab 3 12 CSci 14 lab 3 22 CSci 14 lab 3 23 CSci 13 LEC 2 39 CSci 13 LEC 2 36 CSci 13 LAB 3 24 CSci 13 LAB 3 27 CSci 143 LAB 3 27 CSci 143 LAB 3 27 CSci 144 LAB 3 27 CSci 144 LAB 3 27
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	4	4	4	4.00	CSci 14 - 2 CSci 104 - 1 CSci 121 - 1 CSci 200.4 - 1
	A 11 . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							Libraria Diodivornity
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	International Biodiversity Conference, Related to CSci143 Computational Science

	examinations administered	Administers and checks long examination for subjects taught	4	12	4	5	5		Csci 104 - 2, Csci 121 - 2, Csci 14 - 2, Csci 13-2, Csci 143 - 2, Csci 144 - 2
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	25	5	5	5	5.00	Csci 104 - 4, Csci 121 - 5, Csci 14 - 5, Gsci 13-5, Csci 143 - 3, Csci 144 - 3
	A15 Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							ANADIA, WILBERT BAROTAC
Fil 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	4	9	5	5	5	5.00	BALURAN, NORBERT BONNIN UY- OCO BERDIN, DIOCEL MAE LAMADORA BIRON, DANIEL LORETO DAYUDAY, SHAWN MICHAEL ABRIGANA TUBIGON, NIÑA JANE VARRON, JHON ANTHONY ANDRAI VELOSO, JHUN CARLO ETIS ZABALA, DAN MARCO SUPLICO
	A17 . Number of students advised on thesis/ field practice/special problem:		2						
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	6	5	5	5	5.00	PASAMONTE, MARIELLA LYKA BORINAGA, MANAOG, CHRISTINE JOY DIGAS BALURAN, NORBERT BONNIN UY OCO DELA CRUZ, SHANMYKEL SALEM,MICHAEL CYE ESPANTO, ELGIN RAY
						_	_	-	PAJAL, CHRIS JOHN REX

	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	30	2	rb.	2	5.00	CSci 13, CSci 144, Csci 143, CSci 104, CSci 121, Osci 14 - students consulting on their class activities, lab exercises
							1		
FI 9: Number of student crganizations advised.	A19 . Number of Student organizations advised	Advises studeni organizations recognized by USOO							
nangaran Sasaran	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities:							
P1 10: Number of instructional materials ceveloped *	A 21: Number of on-line course ware developed and submitted:								
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	Ø	4	4	rO	4.33	CSci 13 Fundamentals of Programming - 1 CSci 143 Computational Science Programming - 1 CSci 144 Parallel and Distributed Computing - 1 CSci 104 Complexity and Algorithm-1 CSci 121 Computer Organization and Architecture - 1 CSci 14 Intermediate Programming - 1
	Flexible instructional materials		2		4	-			

Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	27	4	4	4	4.00	CSci 13 Fundamentals of Programming - 5 CSci 143 Computational Science - 3 CSci 144 Parallel and Distributed Computing - 4 CSci 104 Complexity and Algorithm - 5 CSci 121 Computer Organization and Architecture - 5 CSci 14 Intermediate Programming - 5 CSci 13 Fundamentals of
	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	36	4	4	4	4.00	Programming - 5 CSci 143 Computational Science Programming - 3 CSci 144 Parallel and Distributed Computing - 3 CSci 104 Complexity and Algorithm-5 CSci 121 Computer Organization and Architecture - 5 CSci 14 Intermediate Programming -5
A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							

		created and cperational	creates virtual classroom sing either Moddle or Google Classroom	2	6	4	5	5		CSci 13 Fundamentals of Programming - 1 CSci 143 Computational Science Programming - 1 CSci 144 Parallel and Distributed Computing - 1 CSci 104 Complexity and Algorithm-1 CSci 121 Computer Organization and Architecture - 1 CSci 14 Intermediate Programming -1
	Pl 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		accreditation/evaluation	Prepares documents and lor program profile and other materials equired during program/institut onal accreditation and/or evaluation	1	1	4	4	4	4.00	AACCLIP Level-4 Accreditation in-charge for Areal 1 Reseach
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSIJ							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal					-		
UMFO	3. RESEARCH SERVICES						+	+	+	
	FI 1. Number of research	A27. Number of research outputs in	Conducts research for possible utilization by industry or other beneficiaries							

F1 2. Number of resecutputs completed w	arch A 28. Number of research outputs thin the completed within the year *	Conducts and completes research orojed: within the year		1	4	4	5		Development of a Jackfruit quality Detector Using LiDAR, Joint Project of VSU and Tottor University, Japan
PI 3. Percentage of research outputs put in internationally-ref CHED recognized journithin the year (2%)	erred or CHED recognized journal within the urnal year	Writes publishable materials out of research outputs and submits for publication							
	In refereed int'l journals					-			
	In refereed nat'l/regional journals					-			3rd International Biodiversity
P1 4. Number of rescutputs presented in regional/national/ in fora/conferences	presented in regional/national/ int'l	Prepares, submits and presents research paper in scienfic for a/conferences	1	1	5	5	5	5.00	Conferer ce for Paper Presentation: Accuracy Assesment of Various Non- Linear Support Vector Machine Kernels for Forecasting the Monthly Rainfall of VSU
	In int'l fora/conferences				+	-	+	-	
	In nat'l/regional fora/conferences			and the same and t		-	-		
PI 5. Percent of re proposals approve		Prepares research proposals, submits and follows up its approval for immediate implementation							

	A 32. INo. of research-related awards research conducted by faculty or student w/ faculty)	Patent Award (1st Phase)	1	1	5	5	5		Patent Award for: "Automated Bacterial Colony Counter And Identifier For Staphylococcus Aureus" by: Michael James Rojas, Michael Anthony Jay Regis and Automated Detection and Counting of Glomerolus by: Christian Gal Salamanca, Michael Anthony Jay Regis
	articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of ournal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
	submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVI	CES				+-	+-	+-	-	
PI 1. Number of active partnerships with LGUs, industries, NGDs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with L3Us, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							

P1 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	programs/projects implemented	Implementes duly approved extension projects							
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
PI 5. Number of technical/expert services	services as/in:	Provides the technical and expert services requested by beneficiaries							
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists		1	1	5	5	5	5.00	E2P-ICT Batch 2023-2024 Project Final Defense
Resource Persons	Resource Persons			 -					
Convenor/Organizer	Convenor/Organizer					-			
Consultancy	Consultant			 			-		
Evaluator	Evaluator								
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
FO 5. SUPPORT TO OPERAT	ONS			-		-	-	+	
OVPLMEO 4. Program a	nd Institutional Accreditation Services	3							

requirements thru the established/adequate implementation, rnaintenance and improvement of the QIMS of the core processes of the College/department under	of theQMS core processes of the university under ISO 9001:2015*	faculty member	Zero non- comfor mity	0	5	5	5	5.00	
100 0004,0045*	of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the							
	On program accreditations				-	-		-	
	On institutional accreditations				_	-		-	
	Additional Outputs				_	-			
6. General Admin. & Suppor	t Services (GASS)			and the same of th	-		-	-	
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline	Provides customer friendly frontline services to clients	Zero % compla int	0	5	4	4	4.33	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies.* A 48. Other outputs implementing the new normal due to covid 19	Initiates/introduces improvements in performfing functions resulting to best practice. Designs administration/management related activities and							
		other outputs to							l estable
Total Over-all Rating		88.33		Mr. Regis has	been a	a grea	t help	o in the	smooth operation of the
Average Rating		4.65		department as	part o	f his	additi	onal tas	ks. He has extended great
		Outstanding		assistance to	the de	eparti	nent	especial Tanagen	lly in the equipment and

Evaluated & Rated by:

MAGDALENE C. UNAJAN
Department Head
Date; 2 1 JAM

JANNET C. BENCURE

Dean, College of Engineering and Technology

Date: 23 Jan. 2025

3 - Timeliness

4 - Average

ROTACIO S. GRAVOSO

Date:

Vice President for Academic Affairs

1 - Quality

2 - Efficiency

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q
/	2 nd	U
/	3 rd	R
/	4th	R

Name of Office: Department of Computer Science and Technolgy

Head of Office: Magdalene C. Unjan

Number of Personnel: 10 Regular Faculty, 1 regular admin staff, 1 dDRC,. 1 LabTech, 3 JOs, 2 Part-

time Instructors

Activity		Remarks			
Monitoring	Meet	ting	Memo	Others (Pls.	
og	One-on-One	Group	INICITIO	specify)	
Monitoring					
Faculty Meeting		Minutes of Meeting			Regular monthly meeting
Office & Class Attendance				Log book: DTR's, Personal check-up	DCST Faculty and Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	July to December 2024
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	

	T		T	 T T
Follow-up documents	Utility Workers/ Office Clerks			Daily and reporting of logs every Friday
Coaching				
Classroom Management & Teaching Methods, Evaluation Reports for Staff		Regular faculty members and part- time faculty members as well	Memo	July - December 2024
Mentoring				
Grade computation, TOS, Syllabus Preparation		All newly hired faculty and part-time instructors		September 2024 or the week after classes has started
Research and Extension activities		Regular faculty members	Department memo	Included in the agenda every monthly meeting

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

WAGDALENE C. UNAJA

Immediate Supervisor

Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

NA -1 Pit1	TASK	ASSIGNED	DURATION	TASK STATUS						
Major Final Output/Performa nce Indicator	IASK	то		July	August	Septemb er	October	Novem ber	December	Remarks
MFO 2. Advanced & Higher Education Services	Teaching	all Faculty				16				
Pi 1. Instruction	Instructional Materials Developed/Revised & Utilized and conduct online teaching using Moodle. Revises Course Outline, OBE Syllabi, PowerPoint presentations	All Faculty	July - December 2024		VC evaluation and submission s of syllabi		1 st VC Monitoring		2 nd VC Monitoring	1 st semester AY 2024 - 2025 Subjects
	Reviewed/Approves Thesis Outline/Manuscript		September - December 2024				Topic proposal defense		Final defense	Jimena, Sumodobila, Nierras
	Students On-line / Face to Face Consultations	ALL FACULTY	August - December 2024				Topic proposal defense		Final defense	As Academic Advisers, GAC Chairman and Members & other Committees involving studen consultations

-	Gives Assignments, Quizzes, Exams, Etc.	All Faculty	July - December 2024				Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	All Faculty	August - December 2024		Gives final grades (midyear 2023- 2024)		Midterm Grades (AY 2024 - 2025)		Final Grades (AY 2024 - 2025)	
	Submits research progress reports	Faculty involved in research	July – December 2024		3 rd quarter progress report for research conducted				4 th quarter progress report for research conducted	
	Attends training, Webinar and, workshops	All Faculty	July – December 2024	On- going	On-going	On- going	On-going	On- going	On-going	As resource persons, and participants
	Engages community services	All Faculty	July – December 2024			Impleme ntation of the extension activity				ICT Capability Building for High School Teachers of DepEd Baybay City Division
	Entertain clients through on-line consultation, walk-in consultation	All faculty	July – December 2024	On- going	On-going	On- going	On-going	On- going	On-going	As department
MFO 4. Administration	Signs appointments, requests, certificates, etc.	MUnajan	July – December 2024	On- going	On-going	On- going	On-going	On- going	On-going	head
Services	Attends ManCom	MUnajan	July – December 2024	Attended	Attended	Attended	Attended	Attended		As member of the CET ManCOM
	Attends meetings.	All Faculty	July – December 2024	Departme nt Meetings	Department Meetings	Departme nt Meetings	Department Meetings	Departm ent Meeting s	Department Meetings	Departments, College,

e. (c.										University Meetings
	Prepares minutes of meetings.	JMBarrer a	July – December 2024	NOM and minutes of the meeting prepare d	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepare d	NOM and minutes of the meeting prepared	NOM and minute s of the meetin g prepar ed	NOM and minutes of the meeting prepared	As Department Secretary
	Reviews communications, letters, requests, and appointments.	MCUnaja n	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	*Except when on official leave, the OIC takes charge
	Releases students' forms, certifications, permits and other communications.	MDag- uman JMartinez	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	Tommy Valenzon a	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job requests etc.
	Prepares letters, transmittal, acknowledgement letters and other communications.	MDag- uman JMartinez	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Transmittal For Graduating, Request Letters, Financial Reports, Vouchers, Purchase Requests
	Records and releases documents.	MDag- uman JMartinez	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communication s

· (v.	Files documents.	MDag- uman JMartinez	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communicatio ns Students Files, Files other offices.
	Photocopies documents and other communications.	MDag- uman JMartinez	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Quizzes, Test Papers, Payrolls, Memos, Letters and Appointments.
)	Facilitates students' evaluation. (TPES)	All faculty	July – December 2024				TPES			Or as scheduled by the university
	Performs Faculty Performance Evaluation	MUnajan	2024				FPES			Or as scheduled by the university
	(FPES) Clean the rooms and offices.	MBorci, TValenzo na	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing activities

Prepared by:

MAGDALENE C. UNAJAN Dept. Head, DCST

PERFORMANCE MONITORING FORM

Name of Employee: MICHAEL ANTHONY JAY B. REGIS

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen- dation
1	Teaches assigned subjects and performs other teaching related functions such as: prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts.	Very Satisfactory	August 2024	December 2024	August - December 2024	Very Impressive	Outstanding	Submit reports ahead or on time
2	Attends meetings and performs functions as member of different committees of the department	Very Satisfactory	August 2024	December 2024	August – December 2024	Impressive	Outstanding	Always meetings and participates actively
3	Performs other functions	Very Satisfactory	August 2024	December 2024	August – December 2024	Impressive	Outstanding	Active member of his assigned committee

^{*} Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MAGDALENE C. UNAJAN

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Associate Professor Michael Anthony Jay B. Regis

Performance Rating: Outstanding

Aim: Encourage to apply and possibly pursue a doctorate degree (PhDCS / DCS)

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: December 2024

First Step:

Encourage him to scout schools already for and scholarships for a doctorate

degree (PhDCS / DCS).

Result:

Applied for a scholarship and a possible admission to a school of choice.

Date: July 2024

Target Date: December 2024

Next Step:

Advise him to start scouting for schools and scholarship for a doctorate degree.

Outcome: Approved application in PhDCS / DCS

Final Step/Recommendation:

Instruct him to pursue PhDCS or DCS.

Prepared by:

Conforme:

MICHAEL ANTHONY JAY B. REGIS

Name of Ratee Faculty/Staff



INSTRUCTION AND EVALUATION OFFICE

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: REGIS, MICHAEL ANTHONY JAY B. Department: Dept. of Computer Science and Technology College: College of Engineering and Technology

	Course No. &	Lab/	The state of the s	RATING	% Evaluation
Descriptive Title		Lec	Numerical	Adjectival	Rating
CSci 14	INTERMEDIATE PROGRAMMING	LEC	5.00	Outstanding	100.0%
CSci 104	ALGORITHMS AND COMPLEXITY	LAB	5.00	Outstanding	100.0%
CSci 104	ALGORITHMS AND COMPLEXITY	LEC	5.00	Outstanding	100.0%
CSci 104	ALGORITHMS AND COMPLEXITY	LAB	5.00	Outstanding	100.0%
CSci 121	COMPUTER ORGANIZATION AND ARCHITECTURE	LEC	5.00	Outstanding	100.0%
CSci 14	INTERMEDIATE PROGRAMMING	LEC	4.00	Very Satisfactory	80.0%
CSci 14	INTERMEDIATE PROGRAMMING	LAB	4.00	Very Satisfactory	80.0%
CSci 14	INTERMEDIATE PROGRAMMING	LAB	5.00	Outstanding	100.0%
CSci 14	INTERMEDIATE PROGRAMMING	LAB	5.00	Outstanding	100.0%
	Ave	rage Rating	4.78	Outstanding	95.56%

Source: Results of Teaching Performance Evaluation by Students filed at IEO Legend:

Legend: 1.00 – 1.49 Poor (P) 1.50 – 2.49 Fair (F) 2.50 – 3.49 Satisfactory(S) 3.50 – 4.49 Very Satisfactory(VS)

4.50 - 5.00 Outstanding(O)

Prepared by:

VANESSAW NAZAL TPES in-Charge

Date: 11-08-2024

Received by:

REGIS, MICHAEL ANTHONY JAY B. Name and Signature of Faculty

11/27/24 Date:

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024



INSTRUCTION AND EVALUATION OFFICE 3/F Administration Building, Visayas State University Baybay City, Leyte Email: odie@vsu.edu.ph Website: www.vsu.edu.ph Phone/Fax: +63 053 565 0600 local 1104

Page 1 of 1 FM-ODI-04

No. 2nd23-24sr DCST-09