



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM CIRCULAR NO. 170
Series of 2024

TO: Chancellors, College Deans, Department Heads, Directors, Faculty

RE: VSU Faculty Onboarding for 1st Semester AY 2024-2025

FROM: DR. PROSE IVY G. YEPES
University President

DATE: August 5, 2024

VSU System Faculty Onboarding is a semestral process of preparing and equipping the teachers for the new academic year. It paves the way for a fresh start and creates the best possible environment in the university.

In preparation for the 1st semester, AY 2024-2025, you are all encouraged to attend the **VSU Faculty Onboarding with the theme "Building our Future Together" on August 12, 2024 (Monday), at 8:00 AM - 5:00 PM, RDEI Hall**. The onboarding provides various topics vital to the continued delivery of quality instruction and will present vast experiential learning opportunities for the VSU faculty.

All newly hired faculty members are required to attend, while other interested faculty members are encouraged to do so.

Attached is the program of activities for your reference.

Please be guided accordingly.

Padayon, VSU!

OFFICE OF THE PRESIDENT

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VSU Faculty Onboarding

Academic Year 2024-2025

Theme: ***“Building our Future Together”***

Date: August 12, 2024 (Monday)

Venue: RDEI Hall

Time	Topic	Resource Speaker
7:30 AM	Registration	
8:00 AM	House Rules and Other Introductory Videos	UIMC
	Opening Salvo	<i>VSU Culture and Arts</i>
8:20 AM	Welcome Message	Dr. Prose Ivy G. Yepes <i>University President</i>
8:30 AM	Individual Faculty Workload	Dr. Rotacio S. Gravoso <i>VP for Academic Affairs</i>
9:15 AM	VSU Academic Curriculum, Teaching Performance Evaluation by Students (TPES), and Faculty Performance Evaluation by Supervisor (FPES)	Dr. Ma. Rachel Kim L. Aure <i>Director, Instruction and Evaluation</i>
9:45 AM	<i>Coffee Break / Raffle / Game</i>	
9:55 AM	Instructional Materials Related Matters (<i>Course Syllabus, Table of Specifications, Learning Guide, Laboratory Manual, Instructional Workbook</i>)	Dr. Mark Gil A. Vega <i>Head, Instructional Materials Development</i>
10:30 AM	Open Forum	Dr. Glenn G. Pajares <i>Dean, CAS/Moderator</i>
11:00 AM	VSUEE and BMA	Assoc. Prof. Magdalene C. Unajan <i>Head, DCST</i>
11:30 AM	Cumulus One Teacher's Portal	Mr. Norman O. Villas <i>Computer Programmer</i>
	Photo Opportunity	
12:00	Lunch Break	
1:00 PM	Rules on Hiring and Renewal of Faculty	Ms. Honey Sofia V. Colis <i>OIC-Director, ODHRM</i>
2:00 PM	VSU Policies on Submission of Grades and other Registrar-Related Matters	Ms. Miriam M. De La Torre <i>University Registrar</i>
2:30 PM	Change of Grade Policy	Dr. Ma. Therese P. Loreto <i>Chairperson, Committee on Change of Grade</i>
3:00 PM	Open Forum	Dr. Suzette B. Lina <i>Dean, CAFS/Moderator</i>
3:30 PM	<i>Coffee Break / Raffle / Game</i>	
3:41 PM	Gender Awareness and Anti-Sexual Harassment Policy	Assoc. Prof. Maria Aurora Teresita W. Tabada <i>Head, Gender Resource Center</i>
4:30 PM	Open Forum	Dr. Lilian B. Nuñez <i>Dean, CME/Moderator</i>
4:30 PM	HATAW NA! Evaluation	IHK
	Impression from Participants	
4:50 PM	Closing Message	Dr. Rotacio S. Gravoso <i>VP for Academic Affairs</i>
	VSU Hymn	UIMC

Masters of Ceremonies: **Mr. Raymund M. Igcasama & Ms. Gernah May Santianes**