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Office of the President

21 November 2011

MEMORANDUM CIRCULAR NO. 66

Series of 2011

T O: All College Deans and Department Heads

R E: Conduct of Regular and Make-up Classes

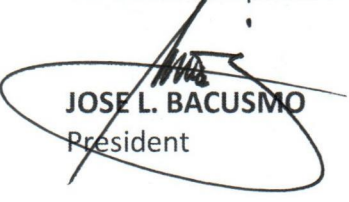
It has come to the attention of this office that there are faculty members who are not religiously conducting regular classes during the semester. Furthermore, some faculty members who missed classes due to their travel and other outside commitments are not conducting make-up classes. These violate Civil Service Rules and deprive the students of their right to learn.

You are, therefore, directed to monitor and report to this office any faculty member in your respective college/department who has not been conducting regular and make-up classes for appropriate action.

Likewise, you are directed to constantly remind faculty members in your college/department to be conscientious in their teaching and other responsibilities, give sufficient basis in evaluating student performance, and return examination results so that students may know their mistakes and learn from them.

The Vice President for Academic Affairs is directed to monitor the compliance of this Memorandum.

For strict compliance.


JOSE L. BACUSMO
President