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Office of the President

8 January 2013

MEMORANDUM NO. 3

Series of 2013

T O: Academic Department Heads and College Deans and Concerned Heads of Administrative Offices

R E: Briefing of Staff Involved in the Conduct of Teaching Evaluation of Academic Staff

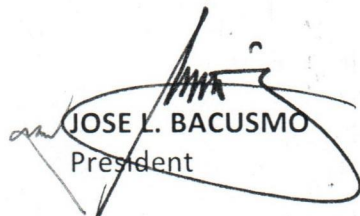
In order to ensure that the evaluation of the teaching effectiveness of our faculty members is conducted in the most accurate and reliable manner especially that its result is already considered in the over-all performance of an academic staff, a briefing among all clerks and other administrative staff who will become part of the pool of evaluators will be conducted on **January 14, 2013** at the **Center for Continuing Education** starting at **8:00 o'clock in the morning**.

Academic Department Heads and College Deans are therefore requested to allow their administrative staff who are always involved in the conduct of the teaching evaluation of faculty members to attend this briefing. In addition, office heads concerned are likewise requested to allow the attendance of the following administrative staff to this briefing:

- | | |
|----------------------------|----------|
| 1. Jeanette B. Israel | - Legal |
| 2. Asteria A. Sevilla | - Legal |
| 3. Vivian V. Balbarino | - OUS |
| 4. Arlin B. Flandez | - IASO |
| 5. Felicisima P. Israel | - ODAHRD |
| 6. Ma. Fe L. Limsiaco | - ODAHRD |
| 7. Miriam M. de la Torre | - PRPEO |
| 8. Ma. Roberta S. Miraflor | - ODF |
| 9. Celso F. Sacro | - ODF |

- | | | | |
|-----|------------------------|---|---------------|
| 10. | Lorna B. Abamo | - | OVPI |
| 11. | Connel D. Antipaso | - | OVPI |
| 12. | Nathaniel B. Rosolada | - | OVPI |
| 13. | Graciana M. Espinosa | - | Records |
| 14. | Sheila Marie C. Lemos | - | Information |
| 15. | Heide S. Lasquites | - | OGS |
| 16. | Nicolasa N. Florentino | - | VOU |
| 17. | Glenda E. Racho | - | VSU Hospital |
| 18. | Asuncion C. Arradaza | - | Security |
| 19. | Melianida C. Faelnar | - | OP |
| 20. | Adora Fe F. Baltazar | - | Library |
| 21. | Lucilyn L. Tabroza | - | VLHS |
| 22. | Cecil Joy Y. Duatin | - | OVPPRG |
| 23. | Redempta B. Soria | - | OVPPRG |
| 24. | Teresita Y. Cosares | - | ISRDS |
| 25. | Paulina P. Abing | - | NCRC |
| 26. | Pamela H. Urdaneta | - | NCRC |
| 27. | Ma. Zaida A. Flores | - | NARC |
| 28. | Ma. Helen P. Seco | - | NARC |
| 29. | Imelda A. Tidoy | - | PhilRootcrops |
| 30. | Fe Remedios L. Diaz | - | OVPRE |
| 31. | Elvira B. Gorre | - | ITEEM |

Please be guided accordingly.


JOSE L. BACUSMO
President