



20 April 2020

MEMORANDUM NO. 72

Series of 2020

T O: Dr. Beatriz S. Belonias, VP for Instruction
All Deans and Department Heads
All Faculty Members, Teaching Staff Including Part-Time Teachers

R E: Submission of Online-Ready Instructional Materials/Course Content

Pursuant to the extended class suspension until April 30, 2020 (MC No. 44 s 2020) and the possible extension thereof until the end of the academic calendar in May, all faculty members, teaching staff, and part-time teachers are hereby directed to commit to the preparation and production of online-ready instructional materials and/or comprehensive course content. This shall form part of your output in the work-at-home scheme. Assignment of outputs shall be coordinated by respective Department Heads, and completed instructional materials must be approved by their respective College Deans and VP for Instruction.

A separate committee on Online-Ready Instructional Materials and Classroom Design will provide assistance in recommending necessary tools, templates and/or platforms required to prepare, format and produce the said materials.

All outputs must be coursed through the Office of the Vice President of Instruction on or before 29 May 2020.

Please be guided accordingly.


EDGARDO E. TULIN
President