



8 March 2022

**MEMORANDUM NO. 431**

Series of 2022

**T O: Prof. Shereen A. Merro**

**R E: Designation as Director for Academic Affairs, VSU Tolosa Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Academic Affairs, VSU Tolosa Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Director you are directed to:

1. Spearheads in the implementation and monitoring of teaching performance evaluation by students.
2. Reviews the Office Performance Evaluation (OPCR) and Individual Performance Evaluation (IPCR) of all academic units and offices that support instruction.
3. Coordinate with OPIM for the submission of OPCR.
4. Plans and monitors implementation of policies and guidelines on the preparation, review and approval of course syllabi and other instructional materials.
5. Spearheads in the planning of instructional material development and coordinates the publication of the same.
6. Coordinates with the Vice President for Academic Affairs in supervising the improvement/updating of teaching materials used in different courses offered.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc:	VSU-Tolosa	OUS	Cash	File
	OVPA	ODHRM/OHRSPPR	COA	
	OVPAF	ODF/Budget	Registrar	
	OVPREI	OHIA	Deans	
	OVPSAS	Accounting	Directors	
	OVPPRGAS	Cash	Records	