



# Visayas State University

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## Office of the President

22 July 2014

MEMORANDUM CIRCULAR NO. 39

Series of 2014

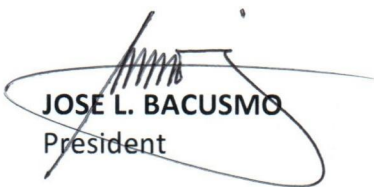
**T O: All College Deans, Department Heads & Center Directors**

**R E: Attendance to the Orientation of New Faculty Members**

As part of our desire to formally orient our new faculty members of the university policies about teaching at the same time inform them of their rights, duties and obligations as teachers, we are scheduling a one-day orientation on **July 25, 2014** at the **2ndFloor, CCE Building**.

In this connection, please require all new faculty members of your college/department/center to attend the said activity.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

cc: Dr. Edgardo E. Tulin

ORIENTATION OF NEW FACULTY MEMBERS  
2<sup>nd</sup> Floor, CCE Building  
VSU, Visca, Baybay City, Leyte  
July 25, 2014

**PROGRAM OF ACTIVITIES**

8:00 a.m.	-	8:30 a.m.	<b>Registration of Participants</b>	
8:30 a.m.	-	9:00 a.m.	<b>Opening Program</b> Invocation Pambansang Awit Welcome Remarks  Message	<b>Ms. Lorna B. Abamo</b> <b>Ms. Ma. Fe L. Gayanilo</b> <b>Dr. Edgardo E. Tulin</b> <i>VP for Instruction</i>  <b>Dr. Jose L. Bacusmo</b> <i>President</i>
9:00 a.m.	-	10:00 a.m.	<b>Human Dynamics Activity</b>	<b>Dr. Lourdes B. Cano</b> <i>Director, ODAHRD</i>
10:00 a.m.	-	11:00 a.m.	<b>VSU Policies on Submission of Grades &amp; Related Matters</b>	<b>Mr. Eleizer L. Velasco</b> <i>Registrar</i>
11:00 a.m.	-	12:00 noon	<b>NBC 461 &amp; Rights and Obligations as Teachers</b>	<b>Ms. Teresita L. Quiñanola</b> <i>Head, PRPEO</i>
12:00 noon	-	1:00 p.m.	<b>Lunch Break</b>	
1:00 p.m.	-	2:00 p.m.	<b>Teaching Strategies</b>	<b>Prof. Editha C. Alumbro</b> <i>Assistant Professor</i>
2:00 p.m.	-	3:00 p.m.	<b>How to Prepare Table of Specifications</b>	<b>Prof. Celso P. Ensoy</b> <i>Associate Professor</i>
3:00 p.m.	-	4:30 p.m.	<b>VSU Strategic Performance Management System</b>	<b>Dr. Lourdes B. Cano</b> <i>Director, ODAHRD</i>
4:30 p.m.	-	5:00 p.m.	<b>Closing Program</b> Impressions (2 participants)  <b>Closing Remarks</b>	<b>Dr. Roberto C. Guarte</b> <i>VP for Administration &amp; Finance</i>