



15 July 2020

MEMORANDUM CIRCULAR NO. 73

Series of 2020

T O: All Chancellors, Deans, Department Heads, Faculty and dDRCs under Academic Units

R E: Implementation of Quality Procedure, Guidelines and Forms in the Preparation, Evaluation and Reproduction of Instructional Materials (IMs) during the COVID-19 Pandemic Crisis

In the light of the COVID-19 pandemic crisis, the delivery of instructional activities is greatly affected. There is a need to respond to this situation as the usual mode of delivery of instruction (face-to-face) is not possible at this point in time. Hence, we are implementing an alternative way of delivering the instructional services to our valued students. Kindly refer to the cascaded documented information below:

1. Procedure on the Preparation, Evaluation and Reproduction of Instructional Materials during the COVID-19 Pandemic Crisis (PM-IMD-01)
2. Guideline on the Preparation and Evaluation of Instructional Materials during the COVID-19 Pandemic Crisis (GL-IMD-01)
3. Form for Evaluation Report of Instructional Materials (FM-IMD-01)
4. Form for Summary Evaluation Report of DIMRC (FM-IMD-02)
5. Template for Teaching Guide (TP-IMD-01)
6. Template for Learning Guide (TP-IMD-02)
7. Template for Workbook (TP-IMD-03)
8. Template for Laboratory Report (TP-IMD-04)

The above controlled documents were already disseminated to your respective deputy document and records controller (dDRC). The Head of the Department is responsible of communicating these controlled documents to the faculty under his/her unit. These documents serve as guide by the faculty in preparing the Instructional Material for the First Semester, SY 2020-2021 and serve as guide by the Department and the College in evaluating the Instructional Materials submitted by the faculty. You are also provided with the templates (TP-IMD-01, TP-IMD-02, TP-IMD-03 and TP-IMD-04) in making your Instructional Material.

Below is the timeline of activities in relation to the preparation, evaluation and reproduction of IMs for your guidance and reference.

TARGET DATE	ACTIVITY
July 14 – August 13, 2020	Department (1 st batch of Modules) <ul style="list-style-type: none">- Preparation- Evaluation- Printing- Distribution

August 14, 2020	College / Dean submit to OIMD the ff: List of modules produced and distributed to students One (1) Hard copy of module Soft copy of the module through email oimd@vsu.edu.ph Scanned copy of the evaluation form for each module reviewed
August 17 – 21, 2020	1 st Distribution of IMs to students through the VSU-LGU Kiosks
August 14 – September 14, 2020	Department (2 nd batch of Modules) - Preparation - Evaluation - Printing - Distribution
September 15, 2020	College / Dean submit to OIMD the ff: List of modules produced and distributed to students One (1) Hard copy of module Soft copy of the module through email oimd@vsu.edu.ph Scanned copy of the evaluation form for each module reviewed
September 21 – 30, 2020	2 nd Distribution of IMs to students through the VSU-LGU Kiosks

Please be informed that the official Virtual Classroom (VC) is VSU e-learning (<https://elearning.vsu.edu.ph>). However, for faculty who has set – up Google Classroom as VC, you may continue to use it this semester but you need to transition to VSU Moodle by 2nd semester of this school year.

For your guidance and compliance.


EDGARDO E. TULIN
President