



24 February 2022

**MEMORANDUM NO. 207**  
Series of 2022

**T O: Dr. Nancy D. Abunda**

**R E: Designation as Head, Instructional Materials Development**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the Instructional Materials Development effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Assist the Director for Instruction and Evaluation in the planning of instructional material development and coordinates the publication of the same;
2. Initiate in the creation, implementation and monitoring of guidelines and policies on the preparation, review and approval of instructional materials;
3. Spearhead in the editing and review of instructional materials developed by the faculty;
4. Assist the Director for Instruction and Evaluation and 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.

Please be guided accordingly.

**EDGARDO E. TULIN**  
President

cc: OVPAA	Deans
OVPAF	Directors
OVPREI	OHIA
OVPASAS	Cash
OVPPRGAS	COA
OUS	Registrar
ODHRM/RSPPRO	Records
ODF/Budget	VIHS
Accounting	File