



8 January 2024

MEMORANDUM NO. 13
Series of 2024

T O: Mr. Niño D. Dillera
**R E: Designation as Head for Instructional Material Development,
VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by Dr. Maria Jehan P. Libre, Chancellor of VSU Villaba, you are hereby designated as Head for Instructional Material Development of VSU Villaba effective immediately until a new President shall have been selected or unless sooner revoked or terminated by higher authorities.

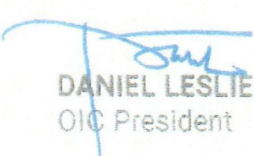
You are specifically tasked to do the following:

1. Plans and monitors implementation of policies and guidelines on the preparation, review and approval of course syllabi and other instructional materials;
2. Spearheads in the planning of instructional material development and coordinates the publication of the same;
3. Coordinates with the Director for Academic Affairs in supervising the improvement/updating of teaching materials used in different courses offered.

As Director, 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.

For compliance.


DANIEL LESLIE S. TAN
OIC President

cc: VSU-Villaba
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