




MEMORANDUM NO. 437

Series of 2024

TO: **Dr. Ma. Rachel Kim L. Aure**

RE: **Designation as Director, Instruction and Evaluation**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 21, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director, Instruction and Evaluation**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Spearhead in the implementation and monitoring of teaching performance evaluation by students;
2. Review the office performance evaluation (OPCR) and individual performance evaluation (IPCR) of all academic units and offices that support instruction;
3. Coordinate with OVPPRGAS in the online submission of data in CHED's HEMIS database;
4. Plan and monitor implementation of policies and guidelines on the preparation, review and approval of course syllabi and other instructional materials;
5. Spearhead in the planning of instructional material development and coordinates the publication of the same;
6. Assist the Vice President 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 designation will take effect on **May 22, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

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| cc: | OVPA | OVPREI | HRMO/RSPPRO | OUS | IAS | Records |
| | OVPAF | OVPSAS | Registrar | Accounting | Deans | File |
| | OVPPRGAS | Cash | ODF/Budget | COA | Directors | |

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