



20 April 2020

**MEMORANDUM NO. 71**

Series of 2020

**T O: Dr. Beatriz S. Belonias, VP for Instruction**  
**Dr. Editha G. Cagasan, Head, MMDC/OPO**  
**Prof. Winston M. Tabada, Head, DCST**  
**Mr. Jed Asaph D. Cortes, In-Charge, VSU Web Team**

**R E: Committee on Online-Ready Instructional Materials and Classroom Design**

The COVID-19 pandemic has showed us that we have to rethink our conduct of classes and our delivery of instruction in general, if we want to maintain quality and relevance in our teaching.

With this in mind, you are directed to compose the Committee on **Online-Ready Instructional Materials and Classroom Design** to perform the following:

- Develop university guidelines on how faculty will make their classes online-ready starting 1<sup>st</sup> Semester SY 2020-2021;
- Develop university templates for instructional materials;
- Recommend platforms and tools for both blended/flexible learning systems that can be delivered online/offline, and organize training courses/webinars for our faculty for their platform of choice.

As an ISO 9001 certified institution, it is best if the above-mentioned processes will be included in our Quality Management System. Please submit a report and proposal to implement online-ready instructional materials to this Office on or before April 30, 2020.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President