



Visayas State University

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Office of the President

10 June 2013

MEMORANDUM NO. 165

Series of 2013

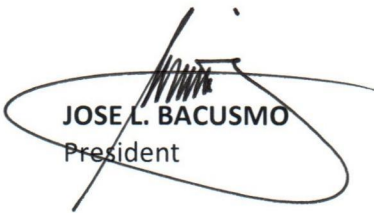
**T O: Department Heads, Deans, Center Directors and Faculty Members
including External Campuses**

R E: Orientation Seminar for New Faculty Members

It is a policy of the University to conduct an orientation seminar among newly hired faculty members to brief them on employment related policies and applicable CSC/CHED/DBM rules and regulations, provide them input to become better teachers such as teaching strategies and how to prepare table of specifications, etc.

Please require therefore newly hired faculty members in your department and those who have not attended similar activities to attend the orientation to be conducted on **June 13-14, 2013 at the Center of Continuing Education starting at 8:00 o'clock in the morning**. Part-time teachers who will attend said activity should be credited and paid their services as if they actually hold classes as scheduled. Please call ODAHRD at telephone number 335-2609 for confirmation of participants to this orientation. Participants are required to bring laptop during the second day.

Please be guided accordingly.


JOSE L. BACUSMO
President

PROGRAM OF ACTIVITIES
June 13-14, 2013
Center for Continuing Education

1st Day June 13, 2013

8:00 - 8:30 am **Registration**

8:30 - 9:00 am **Opening program**

Invocation
Pambansang Awit
Welcome Remarks & Rationale

Intermission Number
Message

Ms. Lorna B. Abamo

Dr. Lualhati M. Noriel
OIC, VP for Instruction

Dr. Jose L. Bacusmo
President

Orientation Proper

9:00 - 11:00 am Human Dynamics Activity
11:00 - 12:00 am CSC and VSU Policies relevant to teaching
 including Hiring Procedures
12:00 nn - 1:00 pm **LUNCH BREAK**
1:00 - 2:00 pm Orientation on VSU SPMS & teaching evaluation
 by students
2:00 - 3:00: pm NBC 461 & Rights & Obligations as Teachers
3:00 - 4:00 pm Personality Development
4:00 - 5:00 pm Uniformed Rules on Disciplinary Cases & Anti-
 Sexual Harassment Policies

Dr. Lourdes B. Cano
Director, ODAHRD

Dr. Lourdes B. Cano
Director, ODAHRD

Ms. Teresita L. Quiñanola
Head, PRPEO

Ms. Magnolia Lao
Faculty, DCHM

Atty. Rysan C. Guinocor
Attorney IV

2nd Day June 14, 2013

8:00 - 10:00 am Teaching Strategies
10:00 - 12:00 am How to Prepare Table of Specifications
12:00 nn - 1:00 pm Lunch Break
1:00 - 4:00 pm How to compute Grade/Class Record
 Management & Over View
4:00 - 5:00 pm **Closing Program**
 Impression
 Intermission
 Distribution of Certificates

Message

Prof. Editha Alumbro
Faculty, DSE

Prof. Celso Ensoy
Faculty, DSE

Engr. Winston M. Tabada
Head, DCST

2 Participants

Dr. Jose L. Bacusmo to be
assisted by
Dr. Jose L. Bacusmo
President

Emcee: **Ms. Jennifer E. Ando**