



2 January 2024

**MEMORANDUM NO.** 03  
Series of 2024

**T O: Dr. Ruth C. Amodia**

**R E: Designation as OIC Director for Academic Affairs, VSU Alangalang Campus**

In view of the retirement of the Dr. Lilibeth G. Miralles and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Director for Academic Affairs, VSU Alangalang Campus effective immediately until a new President shall have been selected or unless sooner revoked or terminated by higher authorities.

As OIC Director, you are directed to:

1. Administers the overall implementation of policies related to teaching and learning on the Campus.
2. Spearheads in the implementation and monitoring of the teaching performance evaluation by students.
3. Reviews the Office Performance Evaluation (OPCR) and Individual Performance Evaluation (IPCR) of all academic units and offices that support instruction.
4. Coordinates with OPIM for the submission of OPCR.
5. Plans and monitors implementation of policies and guidelines on the preparation, review, and approval of course syllabi and other instructional materials.
6. Spearheads in the planning of instructional material development and coordinates the publication of the same.
7. Coordinates with the Vice President for Academic Affairs in supervising the improvement/updating of teaching materials used in different courses offered.
8. Coordinates the planning, implementation, and evaluation of the instructional programs and activities at all level and in all colleges/units.
9. Spearheads in the review of recommendations for recruitment, selection, and placement of faculty members, as well as the implementation of the faculty development program of the campus.
10. Monitors implementation of policies and guidelines on the preparation, review and approval of course syllabi and other instructional materials.

Moreover, 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.

Please be guided accordingly.

  
**DANIEL LESLIE S. TAN**  
OIC President

cc: VSU-Aianga  
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OVPAF  
OVPREI  
OVPSAS  
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