



January 18, 2021

Memo Circular No. 06

Series of 2021

T O: All College Deans, Department Heads, Institute Directors and Faculty Members

R E: Course Syllabi and TOS

As of Jan. 15, 2021, the Office of the Director of Instruction and Evaluation (ODIE) has given the following updates on the submission of completely approved syllabi, TOS and Learning Guides with accomplished Evaluation Forms to the ODIE:

Documents	Total Subjects (Lab & Lec Combined)	% Submitted	Total Subjects (Lab & Lec separate)	% Submitted
Course Syllabus	94	10.5	85	7.2
Table of Specifications (TOS)	30	3.3	30	2.5
Printed Learning Guides	20	2.2	20	1.7

For percentage of virtual classrooms evaluated, we have the following data:

	Total Subjects (Lab & Lec Combined)	% Submitted	Total Subjects (Lab & Lec separate)	% Submitted
Virtual Classroom	218	24.3	218	18.4

All academic departments are required to submit the above documents on or before Jan. 25, 2021 to ODIE.

College Deans are hereby directed to ensure compliance by all academic departments under the college.

For compliance.

Thank you.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs