



# Visayas State University

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## Office of the President

27 April 2016

MEMORANDUM NO. 104

Series of 2016

**T O:** Dr. Lijueraj J. Cuadra  
Dr. Roberto C. Guarte  
Dr. Aleli A. Villocino  
Dr. Nancy V. Dumaguing  
Dr. Antonio P. Abamo

**R E:** Submission of Syllabi and Needed Reference Materials

Based on the result of the monitoring conducted by the CHED Regional Office, some programs have only partially complied with the requirements for a complete set of the necessary reference materials and syllabi for the courses being offered.

In this connection, please submit immediately to the University Library, a complete set of the syllabi and needed reference materials for each subject in the following courses offered by your unit:

MA Ed (English, Physical Education, Biology, Chemistry)  
BS Ed (major in Math, biological sciences, physical sciences, Filipino and MAPEH)  
BEED  
BS Economics  
BS Civil Engineering  
BSHRTM

CHED has set April 29, 2016 as deadline for the Library to comply this requirement.

For your immediate compliance.

  
**EDGARDO E. TULIN**

President