



January 20, 2021

**MEMORANDUM CIRCULAR NO. 07**

Series of 2021

**T O: All College Deans, Chancellors, Department Heads/Institute Directors**

**R E: Cascading of Additional ODIE and OHIMD Procedure Manuals**

Please be informed that QAC is now ready to distribute to the various academic units the following new and revised procedure manuals under the ODIE and OHIMD:

1. **PM-ODI-06 version 00** Conduct of Online Teaching Performance Evaluation by Students (TPES)
2. **PM-IMD-02 version 01** Review and Approval of Instructional Materials (IMs) formerly PM-VPI-08

College deans, chancellors, department heads/directors are reminded to cascade and discuss these procedures to the faculty and staff of their units. Don't forget to provide documentation of the discussion by preparing the minutes of the meeting.

For your guidance and compliance.

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs