



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

31 July 2024

MEMORANDUM CIRCULAR NO. 18
Series of 2024

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

R E: Preparation of OBE Course Syllabi for 1st Semester AY 2024-2025

This is to gently remind all faculty members that, as a matter of policy, course syllabi for all courses you teach should already be ready at the start of classes every semester. In addition, the course syllabi should follow the latest version PM-IMD-03 V03 12-12-2023, and the existing VSU Quality Policy Statement.

However, if the faculty has already submitted the syllabus/syllabi and no revision is necessary, there is no need to submit the syllabi again.

For your information and guidance.

Thank you very much.

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Vice President for Academic Affairs

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FOR ACADEMIC AFFAIRS**

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Page 1 of 1
FM-VSU-02
V3 06-06-2024
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