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Office of the President

22 August 2013

MEMORANDUM CIRCULAR NO. 40

Series of 2013

T O: All Deans/Department Heads/Unit Heads

**R E: Conduct of Teaching Performance Evaluation by Students for
First Semester SY 2013-2014**

This semester, all teaching faculty regardless of status will be evaluated by their students for their teaching performance. In order to facilitate and to have an orderly conduct of the evaluation, some of the staff under your unit is tapped for the said activity which will start on September 2, 2013 until all evaluation is finished before the final examination of the students this first semester SY 2013-2014.

Attached please find the list of staff and their appointment who are involved in the conduct of the evaluation under your unit. Kindly instruct them to coordinate with the Office of the Vice President for Instruction (OVPI) for their assignments.

Your continued support and cooperation is highly appreciated.


JOSE L. BACUSMO
President