



January 27, 2021

Memorandum Circular 09
Series of 2021

T O: All College Deans and Department Heads/Institute Directors

R E: Class Observation during the ISO Surveillance Audit

Attached is the updated list of lecture and laboratory classes scheduled at 1:00 – 3:00 p.m. Thursday, Feb. 4, 2021. Please check the columns on “Flexible Learning Modalities” and virtual classroom platform used. Submit the list to OVPA (not Registrar’s Office) tomorrow, Jan. 28. We will make the final list on Friday for uploading in the QMS Portal. Once uploaded, we will no longer entertain changes in the schedule. Classes in the list will have equal chances of getting picked by the auditor.

Once again, I would like to remind the teachers of the following:

1. Be sure all 1:00 – 3:00 p.m. classes have APPROVED SYLLABI and TOS. The department dDRC shall upload the e-files of these documents in these QMS Portal.
2. As much as possible, conduct the online class in the department to ensure there are no distractions, e.g. motor vehicles passing, people calling, etc.
3. Use Google Meet for your class. The ODIE will be asking for the links to the classes next week.
4. Inform in advance your students to try their best to be online during the class. Remind them to mute their MIC when they are not speaking to ensure we do not hear children crying, dogs barking and other distractions.
5. Wear appropriate clothes during the class. Be well-groomed.
6. Use the VSU template in your powerpoint slides for uniformity. You can download the templates from VSU Workplace.
7. Check your slides for grammar, spelling, and do not put too many words or font colors per slide. Make sure the font size is readable by the audience, including the auditor.
8. Conduct the class as normally as possible. Relax, be yourself and pretend that there is no ISO auditor watching. Get a good night sleep prior to the day of the audit.
9. The staff of the department should be on stand-by to assist the teacher when needed.
10. For faculty who were not able to attend the virtual demonstration/dry-run conducted today, the concerned department heads are strongly advised to conduct their own dry-run in their department.

For your guidance.

Thank you.


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Vice President for Academic Affairs