



30 January 2023

MEMORANDUM NO. 163

Series of 2023

T O: Dr. Nancy D. Abunda

R E: Designation as Head, Instructional Materials Development

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the Instructional Materials Development effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Assist the Director for Instruction and Evaluation in the planning of instructional material development and coordinates the publication of the same;
2. Initiate in the creation, implementation and monitoring of guidelines and policies on the preparation, review and approval of instructional materials;
3. Spearhead in the editing and review of instructional materials developed by the faculty;
4. Assist the Director for Instruction and Evaluation and the Vice President for Academic Affairs in supervising the improvement, updating of teaching materials used in different courses offered.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

EDGARDO E. TULIN
President

cc:	OVPA	Deans
	OVPAF	Directors
	OVPREI	OHIA
	OVPSAS	Cash
	OVPPRGAS	COA
	OUS	Registrar
	ODHRM/RSPPRO	Records
	ODF/Budget	VIHS
	Accounting	File