



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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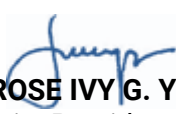
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MEMORANDUM NO. 1057

Series of 2024

TO: **Dr. Ma. Rachel Kim L. Aure**

RE: **Designation as Director, Instruction and Evaluation Office**

FROM: **DR. PROSE IVY G. YEPES**

University President

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director, Instruction and Evaluation Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Spearhead in the implementation and monitoring of teaching performance evaluation by students;
2. Coordinate with Office of the Vice President for Planning and Development in the online submission of data in CHED's HEMIS database;
3. Plan and monitor implementation of policies and guidelines on the preparation, review and approval of course syllabi and other instructional materials;
4. Spearhead in the planning of instructional material development and coordinates the publication of the same;
5. Assist the Vice President for Academic Affairs in supervising the improvement/updating of teaching materials used in different courses offered.

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

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

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

OFFICE OF THE PRESIDENT

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