



1 March 2023

**MEMORANDUM CIRCULAR NO. 41**

Series of 2023

**T O: All COLLEGE DEANS, DEPARTMENT HEADS, AND FACULTY MEMBERS**

**R E: Immediate Submission of Lacking OBE Course Syllabi**

Based on the result of the findings of the ISO Re-certification Audit conducted on February 27 – 28, 2023, we have 36 and 32 unsubmitted OBE Course Syllabi for 1<sup>st</sup> semester AY 2022-2023, and 2<sup>nd</sup> semester AY 2022-2023, respectively.

In view of this, all faculty members who have not submitted their syllabi are directed to submit them to the OHIMD not later than 10:00 AM, March 3, 2023.

College Deans and Department Heads must closely monitor submission and must ensure all the lacking syllabi will be on the set deadline.

Failure to submit on the deadline will result to withholding of the release of their overload pay for 1st Semester 2022-2023, and non-renewal of appointment of temporary and part-time instructors this 2nd Sem 2022-2023.

For your guidance and compliance.

**EDGARDO E. TULIN**  
President