



13 February 2023

**MEMORANDUM CIRCULAR NO. 29**  
Series of 2023

**T O: All Newly-Hired and Other Interested Faculty**  
**R E: Faculty Onboarding 2<sup>nd</sup> semester AY 2022-2023**

Visayas State University will be implementing a full-swing of face-to-face delivery of instruction this coming 2nd semester, AY 2022-2023. With more than 50 Newly-Hired Faculty of the VSU System, there is a need to orient and provide them with knowledge on some of the University Policies and Guidelines.

This 1-day orientation will equip newly-hired instructors and other interested faculty the knowledge on the development of the Outcomes-Based Education (OBE) Course Syllabus and Table of Specifications (TOS), know-how in navigating and engaging themselves to VSU's E-learning platform (VSUEE) and the Branded Moodle App (BMA), among others.

In connection, this onboarding will be on **February 17, 2023 (Friday) from 8:00 AM to 5:00 PM** at the **RDE Hall**. All newly hired faculty are required to attend. Other interested faculty are encouraged to attend as well.

Attached is the program of activities for your reference.

For your compliance.

  
**EDGARDO E. TULIN**  
President

# Faculty Onboarding

2<sup>nd</sup> sem AY 2022-2023

February 17, 2023 (Friday)

RDE Hall



Time	Topic	Resource Speaker
8:00 – 8:30 AM	Registration	ODIE/OHIMD
8:31 – 8:50 AM	House Rules and Other Introductory Videos Attendance Prayer National Anthem Opening Salvo	UIMC  <i>VSU Culture and Arts</i>
8:51 – 9:00	Welcome Message	Dr. Edgardo E. Tulin <i>University President</i>
9:01 – 10:00	Rules on Hiring and Renewal of Faculty VSU Strategic Performance Management System	Ms. Honey Sofia V. Colis <i>OIC-Director, ODHRM</i>
10:01 – 10:10	Individual Faculty Workload	Dr. Beatriz S. Belonias <i>VP for Academic Affairs</i>
10:11 – 10:20	<i>Coffee Break / Raffle / Game</i>	
10:21 – 10:50	VSU Policies on Submission of Grades and other Registrar-Related Matters	Ms. Marwen A. Castañeda <i>University Registrar</i>
10:51 – 11:20	VSU Academic Curriculum	Dr. Ma. Rachel Kim L. Aure <i>Director, Instruction and Evaluation</i>
11:21 – 11:59	Open Forum	Dr. Victor B. Asio <i>Dean, CAFS /Moderator</i>
<b>12:00</b>	<b>Lunch Break</b>	
1:01 – 2:30	OBE Course Syllabus Table of Specifications	Dr. Nancy D. Abunda <i>Head, Instructional Materials Development</i>
2:31 – 3:00	Open Forum	Dr. Maria Theresa P. Loreto <i>Dean, CAS/Moderator</i>
3:01 – 3:10	<i>Coffee Break / Raffle / Game</i>	
3:11 – 3:30	VSUEE BMA	Mr. Jomari Joseph T. Barrera <i>OIC-Head, DCST</i>
3:31 – 4:00	Cumulus Teacher's Portal	Mr. Norman O. Villas <i>Computer Programmer</i>
4:01 – 4:45	Open Forum	Dr. Santiago T. Peña <i>Dean, CVM</i>
4:46 – 5:00	HATAW NA! Evaluation Closing Message VSU Hymn	IHK  Dr. Beatriz S. Belonias <i>VP for Academic Affairs</i> UIMC

Masters of Ceremonies: Mr. Raymund M. Igcasama & Ms. Annie Famela B. Rodriguez