



22 February 2021

MEMORANDUM NO. 131

Series of 2021

T O: Dr. Ma. Rachel Kim L. Aure *ma 3/1/21*
R E: Designation as Director for Instruction and Evaluation

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Instruction and Evaluation effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Spearhead in the implementation and monitoring of teaching performance evaluation by students;
2. Review the office performance evaluation (OPCR) and individual performance evaluation (IPCR) of all academic units and offices that support instruction;
3. Coordinate with OVPPRGAS in the online submission of data in CHED's HEMIS database;
4. Plan and monitor implementation of policies and guidelines on the preparation, review and approval of course syllabi and other instructional materials;
5. Spearhead in the planning of instructional material development and coordinates the publication of the same;
6. Assist 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
EDGARDO E. TULIN
President

cc:	OVPA	Deans
	OVPAF	Directors
	OVPREI	Registrar
	OVPSAS	COA
	OVPPRGAS	IASO
	OUS	Cash
	ODAHRD/PRPEO	Records
	ODF/Budget	DTE
	Accounting	File