



26 July 2023

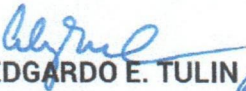
MEMORANDUM NO. 743
Series of 2023

- T O:**
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| Ms. Jennifer E. Ando | Chairperson |
| Ms. Carren Villar | Member |
| Mr. Sam Daclag | Member |
| Ms. Ashierah Rhyce B. Esco | Member |
| Ms. Jenefer B. Jayme | Member, Secretariat |
- R E:** **Designation as Secretariat of the Institutional Evaluation Committee on the SUC Faculty Position Reclassification (SFPR) pursuant to CHED-DBM Joint Circular No. 3 s. 2022**

With Ms. Jennifer E. Ando as Chairperson, you are hereby designated as Members of the Secretariat of the Institutional Evaluation Committee (IEC). As secretariat, you shall do the following functions:

1. Stamp evidences for certification as true copy from the original.
2. Assist in the creation of User's Account of applicants of the automated SFPR.
3. Assist IEC in receiving applications for reclassification from its faculty members on or before the 31st of July of the last semester of the evaluation period.
4. Assist IEC in the conduct of preliminary evaluation of the submissions and validation of the Individual Summary Sheet (ISS) of the points earned by every faculty based on the evaluation criteria.
5. Assist IEC in the preparation of Overall Summary Sheet (OSS) of points earned by all applicant faculty with the recommended faculty rank based on the template to be provided by CHED.
6. Assist submission of the OSS on or before the 31st of August and keep the other original copy in its file for future reference, to wit:
 - for Instructor up to Associate Professor positions, submit to the Regional Evaluation Committee (REC)
 - for Professor positions, submit to the Evaluation and Accreditation Committee (EAC)
 - for College/University Professor position, submit to the Certification Committee (CC)
7. Assist in the preparation and packaging of evaluation, accreditation and certification results and Accreditation Certificate for submission to the VSU Board of Regents.
8. Assist in the preparation of supporting documents on request for issuance of Notice of Organization, Staffing and Compensation Action (NOSCA) to implement the faculty position reclassification.
9. Take charge in the filing of documents.

For your guidance and compliance.


EDGARDO E. TULIN
President