



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

May 17, 2023

MEMORANDUM CIRCULAR NO. 24
Series of 2023

T O: College Deans, Dept. Heads
R E: Monitoring of Planned Actions

In January this year, the OVPAA sent the following memorandum circulars:

MC #03 s. 2023, dated January 24, 2023 – Discussion of Procedure Manuals (PM),
Guidelines (GL) and BOR Resolutions

MC #04 s. 2023, dated January 24, 2023 - Course Syllabi Preparation

MC #05 s. 2023, dated January 24, 2023 – Conduct of Orientation of Department
Heads and Directors

Please submit to this office your accomplishments in compliance to these MCs, as the Lead Auditor is already starting to check the status of implementation of our action plans related to the NCs we incurred during the last Internal Quality Audit.

Please submit the list of activities conducted with relative supporting documents (Notice of Meeting/Activity or Programme, Attendance and Minutes of Meeting) on or before May 31, 2023.

Furthermore, you are likewise reminded to check or monitor your own unit's action plans for your unit's NCs and OFIs to ensure that you are implementing them based on your target period of implementation.

For your guidance and compliance

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

**OFFICE OF THE VICE PRESIDENT
FOR ACADEMIC AFFAIRS**

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January 24, 2023

MEMORANDUM CIRCULAR NO. 03
Series of 2023

T O: College Deans and Department Heads
R E: Discussion of Procedure Manuals (PM), Guidelines (GL) and BOR Resolutions

In order for every faculty member and staff of colleges and academic departments/institutes to be aware, understand, and be able to follow approved procedures and guidelines, as well as relevant BOR Resolutions, all college deans and department heads are directed to make it a regular activity in each college or department/institute to discuss relevant PMs and GLs, as well as BOR Resolutions during college and department meetings at the beginning of every semester, and in subsequent meetings whenever a new or revised PM or GL is cascaded by the ODQA, or whenever a new BOR Resolution is released by the Office of the University Secretary. This regular activity should be reflected in the Supervisory Plan of the Dean or the Department Head every semester.

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs



January 24, 2023

MEMORANDUM CIRCULAR NO. 04
Series of 2023

T O: College Deans, Department Heads and Faculty
R E: Course Syllabi Preparation

The problem of late submission of course syllabi (new or revised) every semester has been a recurring problem. In fact, we have been called out during the ISO 9001:2015 external audit because of this. To prevent recurrence of the problem, college deans and department heads are directed to make it a regular activity to conduct a syllabus-writing/updating writeshop 2 to 3 weeks before the start of classes every semester. This activity must be reflected in the Supervisory Plan of the College Dean and Department Head/Director every semester.

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs



January 24, 2023

MEMORANDUM CIRCULAR NO. 05
Series of 2023

T O: All College Deans
R E: Conduct of Orientation of Department Heads and Directors

To ensure department heads and directors have a full understanding of their roles, duties and responsibilities, especially for the newly-appointed ones, each college is directed to conduct an orientation/re-orientation of department heads and directors under the college, preferably before the start of the 2nd semester every school year after official appointments are issued by the Office of the President. This activity shall be indicated in the Supervisory Plan of the College Dean.

During the orientation, the College Dean may invite the Director of the ODHRM and the VPAA to make clarifications on certain aspects of the headship.

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs