



12 JANUARY 2024

MEMORANDUM CIRCULAR NO. 03
Series 2024

T O: College Deans, Department Heads, Directors, Faculty
R E: VSU Faculty Onboarding (2nd semester AY 2023-2024)

To prepare for 2nd semester AY2023-2024, you are all encouraged to attend the VSU Faculty Onboarding on **January 15, 2024 (Monday) at 9:00 AM – 5:00 PM via Zoom.**

The onboarding provides additional and important topics that are vital for all faculty. It will also present vast experiential learning opportunities and give insights into the revised guidelines of the university to the faculty in the university system.

Attached is the program of activities for your reference and register in advance for the activity using the zoom link below:

Join Zoom Meeting

<https://vsu-edu->

[ph.zoom.us/j/93230377192?pwd=L0tzOUxqZFc0M2krdlF1YnpXRDZOUT09](https://vsu-edu-ph.zoom.us/j/93230377192?pwd=L0tzOUxqZFc0M2krdlF1YnpXRDZOUT09)

Meeting ID: 932 3037 7192

Passcode: 422509

Please be guided accordingly.

Thank you.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

FACULTY ONBOARDING

2nd semester AY 2023-2024
January 15, 2024 (Monday) | Via Zoom

8:45 A.M.	Preliminaries	
	Welcome Message	Dr. Daniel Leslie Tan OIC-President
9:10	Individual Faculty Workload (IFW)	Dr. Beatriz Belonias VP for Academic Affairs
10:00	Coffee break / Raffle	
10:10	Academic Calendar (2 nd semester AY 2023-2024), Submission of Grades & other related matters	Ms. Miriam Dela Torre OIC-University Registrar
11:10	Change of Grade Requests	Dr. Ma. Theresa Loreto Chairperson, COG & Dean, CAS
12:00 P.M.	Lunch	
1:00	Cumulus One Teacher's Portal	Mr. Norman Villas ICTMC
1:30	VSU E-Learning Environment and BMA	Assoc. Prof. Magdalene Unajan Head, DCST
2:30	Faculty Performance Evaluation By Supervisor (FPES) and Teaching Performance Evaluation By Students (TPES)	Dr. Ma Rachel Kim Aure Director, Instruction and Evaluation
3:00	Coffee Break/Raffle	
3:10	Preparation of the OPCR and IPCR, Application of Leave, and Submission of DTR	Ms. Honey Sofia Colis Director, HRMO
4:10	Closing Message	Dr. Beatriz Belonias
	Evaluation	
	VSU Hymn	
Master of Ceremonies/Moderator: Dr. Nancy Abunda		