



13 October 2022

MEMORANDUM NO. 718
Series of 2022

T O: Dr. Catherine L. Chan
R E: Designation as Director for Academic Affairs, VSU Isabel Campus

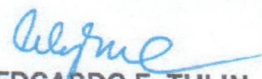
In view of the study leave of Prof. Ma. Cecilia L. Tarroza and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Academic Affairs, VSU Isabel Campus effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Administer the overall implementation of policies related to teaching and learning on the Campus.
2. Spearhead in the implementation and monitoring of the teaching performance evaluation by students.
3. Review the Office Performance Evaluation (OPCR) and Individual Performance Evaluation (IPCR) of all academic units and offices that support instruction.
4. Coordinate with OPIM for the submission of OPCR.
5. Plan and monitor implementation of policies and guidelines on the preparation, review, and approval of course syllabi and other instructional materials.
6. Spearhead in the planning of instructional material development and coordinates the publication of the same.
7. Coordinate with the Vice President for Academic Affairs in supervising the improvement/updating of teaching materials used in different courses offered.
8. Coordinate the planning, implementation, and evaluation of the instructional programs and activities at all level and in all colleges/units.
9. Spearhead in the review of recommendations for recruitment, selection, and placement of faculty members, as well as the implementation of the faculty development program of the campus.
10. Monitor implementation of policies and guidelines on the preparation, review and approval of course syllabi and other instructional materials.

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
President

cc: VSU-Isabel
OVPA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
ODHRM/OHRSPPR
ODF/Budget
OHIA
Deans
Directors
Accounting
Cash
COA
Registrar
Records
File