



February 15, 2023

MEMORANDUM CIRCULAR NO. 10

Series of 2023

T O: Deans, Heads, Directors, Faculty Members, Students
R E: Class Observation during the ISO 9001:2015 Recertification Audit

Please be advised that class observation during the ISO recertification audit is scheduled on **Monday, February 27, 2023 between 2:00-5:00 PM.**

This time, there are separate audits for undergraduate and graduate programs. Thus, it may be possible that the auditor will also observe graduate classes. The auditor will also observe lecture and laboratory classes.

Since the classes to be observed will be selected by the auditor at random, all faculty members having undergraduate and graduate classes in the afternoon of February 27, should prepare their approved syllabi and TOS, and conduct classes as scheduled. They are also gently reminded of the following:

1. Dress properly. Since it is Monday, wear a good/presentable Filipiniana.
2. Start the class on time.
3. Discuss a lesson in your syllabus. Do not discuss the VMGO or the class policies in this meeting.
4. Prepare very well for the class. Prepare good audio-visual materials, and try your best to make the class lively and interactive.
5. If the class is laboratory:
 - a. Be sure that the lab is clean and orderly, and that all laboratory equipment and materials needed to perform the experiment/exercise are available.
 - b. Broken or unserviceable laboratory equipment and other materials should be removed from the lab and stored somewhere else.
 - c. Lab. safety signages should be properly posted inside the lab. First aid kits should be stocked with alcohol and other needed materials.

The department is likewise reminded to ensure that the building premises, including the lobby, are clean and free of clutter like broken tables and chairs, wilting potted plants, etc.

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs