



02 March 2023

MEMORANDUM CIRCULAR NO. 44
Series of 2023

T O: COLLEGE DEANS, DEPARTMENT HEADS & FACULTY

R E: Submission of Course Syllabi

Based on the result of the recently-concluded ISO 9002:2015 Recertification Audit conducted on Feb. 27-28, VSU got a Minor Non-Conformity due to some OBE Course Syllabi which were not submitted.

In view of this, faculty members are informed that in order for us to get ISO-recertified, we need to immediately "correct" our non-conformity.

To do this, all faculty members who have either **not submitted their syllabi** or **who submitted only draft syllabi** should submit their course syllabi to the following for review and approval on the indicated dates, as agreed in a meeting called by the University President, attended by the college deans and department heads, among others, on March 1, 2023.

- Department Instructional Materials: March 10, 2023
- College Dean: March 12, 2023
- OIMD: March 15, 2023

I would like to reiterate that the ISO certification is one of the mandatory requirements for SUC Levelling and in order for SUCs to qualify for the grant of PBB. So I am appealing to all concerned Viscans for your help and cooperation.

College Deans and Department Heads are requested to provide all the needed support and assistance to their faculty in the preparation of their syllabi.


EDGARDO E. TULIN
President