



January 25, 2021

MEMORANDUM CIRCULAR NO. 08

Series of 2021

**T O: All Faculty Members Handling 1:00 – 3:00 p.m. Classes on Feb. 4, 2021,
College Deans, Department Heads/Institute Directors, Department dDRCs**

R E: Orientation on the Conduct of Class Observation by TUV Rheinland

Please be informed that there will be a virtual orientation on Jan. 26, 2021 (Tuesday) at 9:00 a.m. on how the class observation will be conducted on Feb. 4, 2021. Mr. Norman O. Villas will facilitate the activity. A link to the orientation will be sent to the College Deans and Department Heads who will be the one to forward the link to the teachers concerned.

For your guidance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs