



30 January 2023

MEMORANDUM NO. 162

Series of 2023

T O: Dr. Ma. Rachel Kim L. Aure
R E: Designation as Director for Instruction and Evaluation

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Instruction and Evaluation effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Spearhead in the implementation and monitoring of teaching performance evaluation by students;
2. Review the office performance evaluation (OPCR) and individual performance evaluation (IPCR) of all academic units and offices that support instruction;
3. Coordinate with OVPPRGAS in the online submission of data in CHED's HEMIS database;
4. Plan and monitor implementation of policies and guidelines on the preparation, review and approval of course syllabi and other instructional materials;
5. Spearhead in the planning of instructional material development and coordinates the publication of the same;
6. Assist the Vice President for Academic Affairs in supervising the improvement/updating of teaching materials used in different courses offered.

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: OVPA	Deans
OVPAF	Directors
OVPREI	Registrar
OVPSAS	COA
OVPPRGAS	OHIA
OUS	Cash
ODHRM/RSPPRO	Records
ODF/Budget	DTE
Accounting	File