



12 May 2020

MEMORANDUM CIRCULAR NO. 58
Series of 2020

T O: All College Deans and Department/Unit Heads
R E: List of Instructional Materials (IMs) and Virtual Classrooms

Please submit a list of distance education (DE)-ready instructional materials and virtual classrooms the faculty members of each department under the college were assigned to prepare using the attached format. Affiliate faculty members from other units should also be assigned outputs and included in the list. The signature of the faculty at the last column indicates his/her commitment to deliver such outputs.

For compliance.


EDGARDO E. TULIN
President

SAMPLE
ONLY

DE-READY INSTRUCTIONAL MATERIALS AND VIRTUAL CLASSROOMS

Department:

College:

Name of Faculty	Title of DE-Ready Instructional Material	Virtual Classroom(s)	Done Alone	Done with Other Faculty Members (Specify)	Deadline of Submission*		Remarks	Signature of Faculty
					May 29	June 30		
Faculty X	Instructional Module in Math 11 – Math in the Modern World	Lecture Class in Math 11 - Mathematics in the Modern World	x		x		Topics covered will be until midterm only	Signature of Faculty X
Faculty Y	Laboratory Manual in Biol 11 – General Biology	Laboratory Class in Biol 11 – General Biology		Working with Faculty X and Z		x	All topics will be completely covered	Signatures of Faculty X, Y and Z
Faculty Z								

* May 29 - For faculty not involved in checking research/project/OJT manuscripts

* June 30 - For faculty involved in the above tasks

Submitted by:

Recommending Approval:

Approved:

DEPARTMENT HEAD

COLLEGE DEAN

VP for INSTRUCTION

UNIVERSITY PRESIDENT

Date: _____

Date: _____

Date: _____

Date: _____