



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
VICE PRESIDENT FOR  
ACADEMIC AFFAIRS**

8 October 2024

**MEMORANDUM NO. 35**  
Series of 2024

**T O : Chancellors, College Deans, Directors, Department Heads**  
**R E : Faculty Performance Evaluation by Supervisor (1<sup>st</sup> Sem 2024-2025)**

The Faculty Performance Evaluation by Supervisor Quality Procedure (PM-ODI-09) is conducted every semester to ensure the quality of teaching and work performance of all faculty in the university. It will then be the basis for faculty continual improvement, renewal, rank promotion, and tenure.

In connection, all Chancellors, College Deans, Directors, and Department Heads are reminded to conduct this important activity and use the FM-ODI-14 v.01 12-08-2023. Based on the QP a faculty will be evaluated by their immediate supervisor.

Moreover, for College Deans, we will base your Class Schedule on your respective IFW to set a date and time for Class Observation.

Thank you very much.

For your compliance.

**ROTACIO S. GRAVOSO, PhD**  
Vice President for Academic Affairs