



10 January 2024

MEMORANDUM CIRCULAR NO. 02
Series of 2024

T O: Chancellors, College Deans, Director of Academic Affairs
R E: Submission of College Curriculum and Instruction Review Report

Happy New Year!

First of all, thank you for your very active cooperation in the conduct of the Curriculum and Instruction Review last year from July to September 2023.

Kindly submit your report of the activity using the attached template. Also, include the Course Checklist (old and revised). In the revised course checklist, highlight the proposed revision in red. Please also furnish the office with the Notice of Meeting, Minutes, Attendance Sheet, and photo documentation as supporting evidences of the activity.

Moreover, the 2024 Management Review will be on January 22-23, 2024. Part of the OVPAA report to be presented is the output of the University Curriculum and Instruction Review. Please submit a summary of the output, including the proposed revisions in the degree programs offered in your college to the Instruction and Evaluation Office (IEO) on or before January 15, 2024 (Monday), through email (in pdf file) at odie@vsu.edu.ph and one printed copy (ringbind/softbound).

For your compliance.


BEATRIZ S. BELONIAS *osc*
Vice President for Academic Affairs

Curriculum and Instruction Review Report

Campus: _____

College: _____

Department: _____

Degree Program: _____

Major: _____

A. Proceedings

B. Revised Course Checklist

	Existing	Proposed Revision
1	MATH11	MATH11n
2	First year – 1 st sem MATH11N	First year – 2 nd sem MATH11n
3	1 st sem – First year Pre-requisite: MATH111	To 2 nd sem – First year Pre-requisite: MATH111, MATH112

C. Old and Revised Course Checklist

D. Curriculum and Instruction Revisions

	Existing	Proposed Revision
	Department	
1	Quality Goals – College _____	
2	Objectives of the Department _____	
3	Program Outcome	
4	Program Educational Objectives	
5	No Course Syllabus, etc...	

E. Faculty and Staff Profile

Faculty	Highest Degree	Academic Rank
Department of _____		

F. Current status of the degree program in terms of facilities and equipment.

G. Strengths, weaknesses, and areas needing improvement for the degree program and the teaching-learning process.

H. Other Concerns (*if any*)

I. Supporting Documents

- a. Notice of Meeting
- b. Minutes of Meeting
- c. Attendance Sheet
- d. Photo Documentation