



April 3, 2023

**MEMORANDUM CIRCULAR NO. 17**

Series of 2023

**T O: All Academic Units**  
**R E: Conduct of Class Observation by Supervisor**

All College Deans and Department Heads/Directors are reminded about the Conduct of Class Observation of their faculty this 2<sup>nd</sup> semester 2022-2023.

Please refer to PM-ODI-08 v00 for the details.

Please be guided accordingly.

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