



January 24, 2023

MEMORANDUM CIRCULAR NO. 04

Series of 2023

T O: College Deans, Department Heads and Faculty

R E: Course Syllabi Preparation

The problem of late submission of course syllabi (new or revised) every semester has been a recurring problem. In fact, we have been called out during the ISO 9001:2015 external audit because of this. To prevent recurrence of the problem, college deans and department heads are directed to make it a regular activity to conduct a syllabus-writing/updating writeshop 2 to 3 weeks before the start of classes every semester. This activity must be reflected in the Supervisory Plan of the College Dean and Department Head/Director every semester.

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs