

## OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

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## MEMORANDUM CIRCULAR NO. <u>04</u> Series of 2023

T 0:

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