



114TH BOARD OF REGENTS MEETING

BOR RESOLUTION NO. 60
Series of 2024

**APPROVING THE PROPOSED INCLUSION OF THE COURSE SYLLABI AS A REQUIREMENT
FOR THE RELEASE OVERLOAD PAY FOR FACULTY MEMBERS**

WHEREAS, the Leyte State University was created by virtue of Republic Act 9158 which converted the then Visayas State College of Agriculture (VisCA) into a state university last 11 August 2001 which was later renamed Visayas State University (VSU) by virtue of R.A. 9437;

WHEREAS, Paragraph (a), Section 7 of R.A. 9158 provides: "To enact rules and regulations, not contrary to law, as may be necessary to carry out the purposes and functions of the University";

WHEREAS, Section 4 (i) of R.A. 8282 specifically empowers the Board of Regents of the University to "approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils";

WHEREAS, the course syllabus contains all essential information needed for the teaching-learning process and should be made available at the start of the semester for all courses, however, its submission has been a perennial issue in the university;

WHEREAS, the University Academic Council deemed it necessary to address audit findings on incomplete submission of the course syllabus by faculty members;

WHEREAS, in its meeting on February 2, 2024, the University Academic Council favorably endorsed the proposal to include the submission of the course syllabi as a requirement for the release of overload pay for approval by the Board;


WHEREAS, the Board recommended to review and redesign the format of the course syllabi, ensuring constructive alignment between course outcomes, student assessment and other elements in the teaching and learning process;


Now, therefore, on motion, duly seconded, and unanimously approved, be it;

Resolved, as it is hereby resolved, that the Board of Regents of Visayas State University approves the proposed inclusion of the course syllabi as requirement for the release of overload pay for faculty members.

IN WITNESS of our approval thereof, we hereby affix our signatures this 7th day of June 2024 at VSU, Baybay City, Philippines.

VSU BOARD OF REGENTS


HON. ETHEL AGNES P. VALENZUELA
CHED Commissioner and Chairperson
VSU-Board of Regents



HON. PROSE IVY G. YEPES
VSU President, Vice Chairperson
VSU-Board of Regents

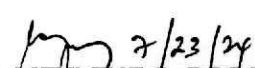
HON. ALLAN PETER S. CAYETANO
Chairperson, Senate Committee on Higher,
Technical and Vocational Education
Member, VSU BOR
Represented by:

(absent)


HON. BERNADETTE REMALLA-MAYBITUIN


HON. MARK O. GO
Chair, Committee on Higher & Technical Education
House of Representatives
Member, VSU BOR
Represented by:

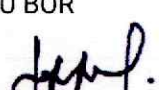

HON. MARK MICHAEL O. UNLU-CAY


HON. MEYLENE C. ROSALES
Regional Director, National Economic and
Development Authority Regional Office VIII
Member, VSU BOR

(absent)
HON. ANDREW RODOLFO T. ORAIS
Regional Executive Director, Department of
Agriculture-RO8
Member, VSU BOR


HON. ERNESTO F. BULAYOG
Faculty Regent - VSU System Faculty Union of
Baybay Leyte
Member, VSU BOR


HON. OSCAR B. POSAS
President, VSU Federated Alumni Association
Member, VSU BOR


HON. SHAINA MAE F. LACABA
Student Regent - VSU Student Council Federation
Member, VSU BOR

Private Sector Representatives:


HON. ALAIN CHARLES J. VELOSO
Member, VSU BOR
Villaba, Leyte


HON. RUPERTO O. APARRI, III
Member, VSU BOR
Tacloban City, Leyte



VISAYAS
STATE UNIVERSITY

**INSTRUCTIONAL
MATERIALS
DEVELOPMENT**



**PROPOSAL TO INCLUDE SUBMISSION OF COURSE SYLLABI AS REQUIREMENT FOR THE
RELEASE OF OVERLOAD PAY FOR TEACHING**

A course syllabus is a document about the course content, goals, and elements, and a guide for students to the teaching and learning they can expect in a class (PM-IMD-03). Typically, a syllabus contains all important information about the teaching-learning process in and outside the classroom. This pertinent document is also CHED-required in all degree programs, both undergraduate and graduate.

The Visayas State University is committed to delivering quality instruction to students. Since 2020, a series of document reviews have been conducted, approval and implementation of the procedure manual (PM-IMD-03), wide dissemination through the Faculty Onboarding, and seminar- workshops per department/college (upon request). All faculty members are informed of the importance of a course syllabus as this serves as a map of the curriculum and a contract between the faculty and students during the semester. As stipulated, all courses offered should have a course syllabus and be made available on or before the start of the semester.

During the ISO re-certification audit last February 28, 2023, VSU got a minor nonconformity and two nonconformities during the 5th Internal Quality Assurance because some courses have no course syllabi. With these findings, several courses of action were exerted, such as the issuance of a memorandum, sending communication letters, and follow-ups to the concerned departments. However, the same problem persisted.

Thus, it is proposed that the submission of course syllabi will be included as one of the requirements for the release of overload pay to teachers. Once the whole department has submitted a whole set of course syllabi, the overload pay for the whole department will be released. This proposal may help to achieve a 100% submission of course syllabi in the university system.


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VP for Academic Affairs

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