



22 June 2020

MEMORANDUM NO. 213

Series of 2020

T O: Dr. Ma. Rachel Kim L. Aure

R E: Designation as Head, Instructional Materials Development

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the Instructional Materials Development effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Assist the Director for Instruction and Evaluation in the planning of instructional material development and coordinates the publication of the same;
2. Initiate in the creation, implementation and monitoring of guidelines and policies on the preparation, review and approval of instructional materials;
3. Spearhead in the editing and review of instructional materials developed by the faculty;
4. Assist the Director for Instruction and Evaluation and the Vice President for Academic Affairs in supervising the improvement, updating of teaching materials used in different courses offered.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

EDGARDO E. TULIN
President

cc: OVPA A Cash
 OVPA F COA
 OVPREI Registrar
 OVPSAS Deans
 OVP Paux Records
 OUS File
 ODAHRD/PRPEO
 ODF/Budget
 IASO
 Accounting