



January 15, 2024

MEMORANDUM CIRCULAR 04
Series 2024

T O: All Chancellors, College Deans, Directors, Department Heads and Faculty Members

R E: Preparation of OBE Course Syllabi and Table of Specifications (TOS)

This is to gently remind all faculty members that, as a matter of policy, course syllabi for all courses handled should be ready at the start of classes every semester. However, if the faculty has already submitted and no revision is necessary, there is no need to submit again. Department Heads should monitor all courses offered this second semester, AY 2023-2024 and ensure that all these courses have approved course syllabi.

Furthermore, you are reminded to prepare a Table of Specifications (TOS) before giving the midterm and final examinations.

For your guidance and compliance.

Thank you.

BEATRIZ S. BELONIAS
Vice-President for Academic Affairs