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Office of the President

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MEMORANDUM NO. 9

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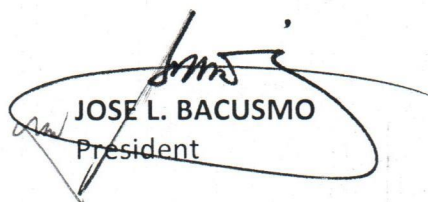
T O: All Concerned

R E: Updated Syllabi

During the post evaluation meeting conduct on November 26, 2012 regarding the Level IV Phase 1 AACCUP accreditation, one of the problems indentified in Area II (Faculty) and Area III (Curriculum) both in the undergraduate and graduate levels was the syllabi prepared by faculty. Not all faculty have submitted updated copy of their syllabi and other instructional materials (e.g. laboratory manuals).

The preparation of syllabi is not only required during AACCUP accreditation but also being asked for by representative/s from CHED during evaluation. Hence, all faculties are required to update their syllabi and submit to the Office of the Vice President for Instruction two months before enrollment period during the 1st Semester. The syllabi should be updated every two years.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPI