



MEMORANDUM

No. 09 s. 2024

TO : All Department Heads and Program Coordinators
FROM : Campus Director
DATE : 4 March 2024
SUBJECT : **Constitution of the Panel of Examiners for Thesis Defense and the Steps Involved Therein¹**

I am revoking all office orders related to the constitution of the panel of examiners for thesis defense, such as Office Order No. 13, series of 2023 issued to the Education Department of EVSU Ormoc. Please take note of the following then:

1. Department Heads will constitute the panel of examiners for thesis defense only when the thesis adviser recommends the output of her/his advisee(s) for defense to the Department Head; hence...
2. The thesis adviser, after a thorough review² of the final output of her/his advisee(s), must request to the Department Head for a defense in "written form".³
3. Once the request is received, the Department Head schedules the defense. **It is here where the Department Head constitutes the panel of examiners for the thesis.** In doing so, the Department Head shall write formally to the prospective members of the panel requesting for their approval/consent. Hence, **panel members are not predetermined**, but their membership must be based on the nature (including the discipline) of the research/thesis. It must be observed that all members of the panel must have the mastery over the subject matter under examination. For example, if the subject of the thesis/research is about the "effectiveness of Tawa-Tawa as an alternative to dengue", then only "science people" must sit in the panel. In relation to this, Department Heads shall not become automatic members of the panel, especially as chairs. If the discipline/subject is beyond their expertise or field of specialization, then they should appoint (again, in written form) faculty who have expertise or mastery over the subject matter as chairs.
4. The Department Heads must appoint a faculty member as "recorder" of the proceedings of the defense. Hence, the Panel, through the Chair, must come up with a "defense proceedings" (please see the attached file for the sample) and then give it to the research students after the defense. The purpose, inter alia, of this is for students to be guided properly in revising and finalizing their research/thesis.
5. Department Heads shall prioritize their faculty in selecting members of the Panel. They shall only tap external experts, such as teachers from DepEd, if necessary.

To make sure that all the above points are observed, I am requiring the Head of the Research Office to collect all the documents involved in the thesis defense and have them filed in his office for recording purposes.⁴

For your strict compliance.

In the service of God, country, and EVSU,


DR. JEFFRY OCAY

Copy furnished: Dr. Jereco Jims Agapito, Head, Research Office

¹ This is on top of the thesis defense process that the Head of the Research Office prepared.

² It must be noted that the adviser must guide the students throughout the conduct/writing of the thesis.

³ Needless to say, we need to put everything in writing for accreditation and faculty reclass purposes.

⁴ This is on top of the recording that each department must do.