



MEMORANDUM

No. 124 s. 2024

TO : All Department Heads and Prof. Georgina Orbeta, General Education Coordinator

FROM : Campus Director

DATE : 12 September 2024

SUBJECT : Departmental Exam Effective 1st Semester, AY 2024-2025

This is just to formally announce what I shared with you during our meeting right after our meeting with VPAA **Dr. Lydia M. Morante** last 23 August 2024. Please note that Dr. Morante ordered all campuses to practice “departmental examinations” (esp. Midterm and Final Exam) effective this 1st Semester, AY 2024-2025. This applies to all general education subjects as well as major subjects that have two or more sections.

In relation to this, I will request **Prof. Georgina Orbeta**, our General Education Coordinator, to facilitate the framing of the Midterm and Final Exam questions for all general education subjects, as well as the arrangements for the said major exams, like conducting them in the covered court or inside classrooms with proctors.

In case you have major subjects with two or more sections, please ask your program coordinators to prepare just one set of questions for both the Midterm and Final Exams.

Please note that I will create a team that will monitor the strict implementation of this memo.

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY
Campus Director