



## MEMORANDUM

No. 178 s. 2024

TO : **All General Education Faculty (Regular or Part-time)**  
FROM : Campus Director  
DATE : 14 October 2024  
SUBJECT : **Cooperation in preparing the syllabi**

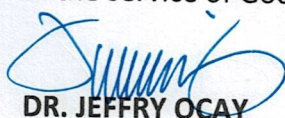
You are all required to participate in the revision of your respective course syllabus. Hence, please respond positively to any request(s) required of you from our General Education Coordinator, **Prof. Georgina Orbeta**. Appropriate action will be taken to address any act of disobedience.

Please note that starting next semester, that is, 2<sup>nd</sup> Semester, A.Y. 2024-2025, we will strictly implement the departmental exams; and for this reason, faculty are required to strictly cover what are stipulated in their course syllabus. Please note as well that one of the questions in the "faculty evaluation by the students" is whether or not the discussion of the faculty is based directly on the syllabus.

It must also be noted that by the end of the 2<sup>nd</sup> Sem, A. Y. 2024-2025, I will ask our Gen Ed Coordinator, Prof. Orbeta, for the names of those faculty who did not follow my Memo. And since my term as Campus Director will end by 7 August 2025, I will include this aspect when I orient the next Campus Director of EVSU OC about the overall operations of the campus.

For your strict compliance.

In the service of God, country, and EVSU,

  
**DR. JEFFRY OCAY**  
Campus Director

Copy furnished: \*

- Hgd, Admin and Finances Services
- All Department Heads
- SSG President

Engr. Dept: *Stuena* 10-14-24 1:39 PM  
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EDUC DEPT: *fy* 10/14/24 2:00 PM  
C/O *Jungh* 10/14/24 2:07 PM  
IND-TECH: *f* 10/14/24 1:50 PM