



## MEMORANDUM

No. 09 s. 2025

**TO : All Department Heads**  
**FROM : Campus Director**  
**DATE : 27 January 2025**  
**SUBJECT : New Syllabus Format**

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During our first Management Committee Coordination Meeting last Thursday, 16 January 2025, Vice President for Academic Affairs, **Dr. Lydia M. Morante**, required all faculty to prepare and submit their syllabi following the new format. For this reason, please require all your faculty to revise their syllabi as soon as possible. **Ms. Shaina Ompad** will send you the soft copy of the new syllabus format.

To ensure that this Memo is strictly followed, I will not be signing syllabi that do not follow the prescribed format.

Please see the attached syllabus that I prepared for our class in GE 006 (Ethics) for your reference.

For your strict compliance.

In the service of God, country, and EVSU,

**DR. JEFFRY OCAY**  
*Campus Director*