

**OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS**

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**MEMORANDUM NO. OVCAA ECA 19 – 330**

TO: DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS  
SAE OFFICERS

FROM: **(ORIGINAL SIGNED)**  
EVANGELINE C. AMOR, PhD  
Vice Chancellor for Academic Affairs

SUBJECT: UPDATED PROGRAM ASSESSMENT SCHEDULE

DATE: 19 MARCH 2019

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In reference to Memorandum No. OVCAA ECA 19 – 324 (Program External Assessment Schedule), please take note of the following changes for the upcoming series of workshops on program assessment:

<b>DATE &amp; TIME</b>	<b>TOPIC</b>	<b>VENUE</b>
22 April – 8:00am to 3:00pm	AUN-QA Criteria 1 – 3	SOLAIR Auditorium
20 May – 8:00am to 3:00pm	AUN-QA Criteria 4 – 6	SOLAIR Auditorium
25 June – 8:00am to 3:00pm	AUN-QA Criteria 7 – 9	TBA
26 June – 8:00am to 3:00pm	AUN-QA Criteria 10 – 11	TBA

Each degree-granting unit is expected to send two (2) representatives: the SAE Officer and preferably the unit/ department chair.

For 22 April, please refer to the attached table on what to prepare and bring during the workshop.

This is also to remind everyone who still haven't submitted their updated list of SAE Officer and Support Staff (Memorandum No. OVCAA ECA 19 – 321) to do so immediately as it will be the basis for the workshop attendance.

Google Form link: <https://forms.gle/2efa1Sc4CeMhB9WD8>