


OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 19-295

TO : ALL DEANS, DIRECTORS AND HEADS OF UNITS

FROM : 
EVANGELINE C. AMOR, Ph.D.
Vice Chancellor for Academic Affairs

SUBJECT : Submission of Syllabus

DATE : 13 February 2019

This is to request all faculty members to submit their syllabi for their courses beginning 2nd Semester AY 2018-2019. A new facility in CRS is made available so that all faculty members with assigned courses for the current semester will be able to upload their syllabi. Note that this facility shall serve as an online repository to allow units to easily submit syllabi.

Syllabus uploading is done through the UVLe Integration Dashboard of the CRS (faculty) page, so each faculty member shall be responsible for uploading his/her syllabi. For instructions on syllabus uploading, faculty members may refer to this link: dilc.info/uploadsyllabus. Please upload syllabi on or before Thursday, 28 February 2019.

Kindly disseminate to all faculty members.

Thank you for your cooperation.