



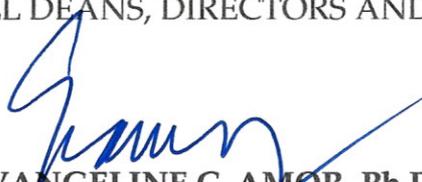
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA-ECA 20-548



TO : ALL DEANS, DIRECTORS AND HEADS OF UNITS

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

SUBJECT : Submission of Syllabus

DATE : 11 February 2020

This is to request all faculty members to submit their syllabi for their courses beginning 2nd Semester AY 2019-2020. 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 29 February 2020**.

Kindly disseminate to all faculty members.

Thank you for your cooperation.