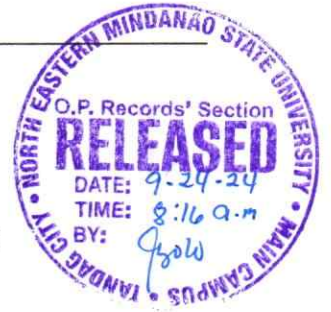




Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 09 - 043, s. 2024



TO : Dr. Maria Lady Sol A. Suazo - VP for Academic Affairs

DATE : September 23, 2024

SUBJECT : PREPARATIONS FOR GRADUATE SCHOOL COPC EVALUATION ON SEPTEMBER 26, 2024

Greetings of peace and solidarity.

In preparation for the upcoming **CHED Ocular Visit** scheduled for **September 26, 2024**, you are hereby directed to **facilitate all necessary arrangements, including accommodations for the evaluators on September 25-26**. This is to ensure timely housing for the evaluators and the successful conduct of the **Graduate School COPC evaluation**. The following program will be evaluated:

➤ **Master of Science in Computer Science (MSCS)**

In this regard, a **concise presentation must be prepared** for inspection in the following areas:

1. *Program description, program type, program outcomes, goals and objectives*
2. *Curriculum outline and description of courses*
3. *OBE requirement: complete set of learning outcomes, performance indicators, curriculum map, measurement system, syllabus and learning plan, program assessment, Continuous Quality Improvement, and learning continuity plan for flexible learning*
4. *Profile of the Dean and Department Chair*
5. *Faculty Profile: list of full-time faculty members, published works in professional journals, proof of employment, Diploma/TOR, proof of advanced trainings in the discipline*
6. *Research: Existence of Research and Creative Works Office, Policies, Agenda, Ethical Standards, Funding, RCW Collaboration, Partnership and Networks, and Graduate Program Manual of Operation*
7. *Library Resources: list of reference books per course, subscription to refereed journals, access to electronic databases of international and reputable journals*
8. *Laboratory and Facilities: equipment and facilities in the basic sciences (if applicable), instructional laboratories, ICT, subscription to various software*
9. *Admission and Retention Policy*
10. *HEI-Industry Partnership*

All personnel involved in this evaluation must collaborate effectively to ensure comprehensive coverage of these areas. Immediate issuance of directives from your office is requested.

Expenses incurred in this activity including transportation, token of gratitude, and representation expenses shall be charged to the local funds of the campus subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

For the grassroots and in the spirit of vibrant leadership,

NEMESIO G. LOAYON, Ph.D.
SUC President III

