



February 22, 2023

**ADMINISTRATIVE ORDER**

No. **00004** – IIT  
Series of 2023

**SUBJECT: Composition of the Support Groups and Committee for the Center for Pedagogical Innovations**

Upon the recommendation of the Vice Chancellor for Academic Affairs, the MSU-IIT support groups and committees for the Center for Pedagogical Innovation (CPI) are created, to be composed of the following:

**CPI Director:** Prof. Cenie M. Vilela-Malabanan

The Office of the CPI Director deals with external and internal affairs, and management concerns that are pertinent to the implementation of its mandates. The Director manages the smooth implementation of its mandates and recommends to the Vice Chancellor for Academic Affairs actions that are necessary for the center's operation and implementation of planned activities for the benefit of the University and its stakeholders. The Office of the Director is supported by the Administrative Officer in matters relating to CPI operation and financial administration.

**Acting Administrative Officer:** Asst. Prof. Nenen S. Borinaga

The administrative officer performs administrative work similar to that of secretary; assists the Director in the administration of the Center; keeps all records and documents of the Center in place; monitors activities of the Center, i.e. curriculum, instructional and materials development, teaching and learning evaluation, training, and information support sections; prepares budget proposals related to office supplies and materials, and work and financial plans; manages PO requests and recharges; and gives ample support in managing the e-learning system, among others.

**Teaching Enhancement Support (TES) Section**

**TES Section Head and TrS Team Leader:**

Prof. Lowell D. Lucero

**TrS Assistant Team Leader:**

Assoc. Prof. Roxan A. Consolacion

**Members:**

Asst. Prof. J-Roel B. Semilla

Assoc. Prof. Charity I. Mulig-Cruz





Promotes a dynamic and innovative community of practice around issues of teaching and learning; promotes technology enhanced learning among academics across the University and its partners; fosters and recognizes excellence and innovation in teaching and learning; enhances the student experience by providing flexible opportunities for continuous professional development for academics; facilitates sustainable change and teaching and learning innovations in partnership with academics and academic units.

**Teaching and Learning Evaluation (TLE) Team Leader:** Assoc. Prof. Erik Louwe R. Sala  
**TLE Assistant Leader:** Prof. Daisy Lou L. Polestico  
**Members:** Asst. Prof. Jerina Jean M. Ecleo  
Ms. Jelli Grace C. Luzano

Facilitates teaching evaluation and undertakes research on pedagogy and technology enhanced learning that can inform best practices among academics and the wider academic community.

#### **Instructional Materials Development Section (IMDS) Committee**

**IMDS Committee Chair:** Prof. Rizalina G. Gomez  
**IMDS Co-chair:** Asst. Prof. Joneil B. Medina  
**Members:** Instr. Loi Vincent C. Deriada  
Asst. Prof. Jean Taypa  
Asst. Prof. Jerame B. Beloy  
Asst. Prof. Maria Fe P. Bahinting  
Asst. Prof. Abhel Y. Ananoria  
Asst. Prof. Cherry Mae J. Galangque  
Assoc. Prof. Joana Marie C. Edera - CEBA  
Asst. Prof. Gilceline L. Dingding - CEBA  
Asst. Prof. Djamae L. Manzanares - CSM  
Assoc. Prof. Michael B. Frondoza - CSM  
Asst. Prof. Reya T. Seno - CHS

This section supports the development of inclusive and accessible instructional and learning materials. As recognized mentors in their colleges, they shall assist their colleagues in their respective colleges on developing relevant materials based on inquiry-transactional processes. This committee works closely with the committees on Curriculum Development and Program Evaluation Section (CDPES) and Teaching Enhancement Support (TES) Section

#### **Curriculum Development and Program Evaluation Section (CDPES) Committee**

**CDPES Committee Chair:** Renato V. Crisostomo - CCS  
**CDPES Co-chairs:** Irish Mae F. Dalona - CASS, CGEM Director  
Jun Karren V. Caparoso - CED, CAELL Director





**Ex Officio:**

Prof. Amelia T. Buan  
Assoc. Prof. Monera A. Salic-Hairulla

**Members:**

Assoc. Prof. Chem A. Pantorilla - CASS  
Prof. Hilton J. Aguja - CASS  
Asst. Prof. Primitivo C. Ragandang III - CASS  
Assoc. Prof. Maria Pia M. Sison - CASS  
Assoc. Prof. Rodel D. Guerrero - COE  
Prof. Vanie Joy T. Resabal - COE  
Asst. Prof. Leah May P. Madjus - CHS  
Assoc. Prof. Gloria Sheila Coyoca- CHS  
Assoc. Prof. Erik Louwe R. Sala - CCS

Prof. Sheila M. Menchavez - CSM  
Prof. Mylah V. Tabelin - CSM  
Assoc. Prof. Jessa Mae S. Banse - CEBA  
Asst. Prof. Donnavic A. Dumapias - CEBA  
Assoc. Prof. Angiline L. Teatro - COE  
Assoc. Prof. Shelanee Theresa P. Ruales - CED  
Asst. Prof. Eigen John T. Ignacio - CED  
Assoc. Prof. Vanessa B. Zabala - CED

This committee oversees the overall framework for curricular development and revisions based on institutional guidelines and standards and supports the innovation and design of industry-responsive and socially-driven curricula and programs. This committee shall closely work with the committee on Instructional Materials Development Section (IMDS).

**Technology and Learning Support (TLS) Section**

**TLS Section Head + Acting Administrative Officer:**

Asst. Prof. Nenen S. Borinaga

**Technology Support Team Leader:**

Instr. Vincent Q. Malales

**Members:**

Programmer, Job Order

Technical Assistant, Job Order

Provides technical support and maintenance of hardware and software facilities. Supports all other sections that require technical/programming needs.

**Learning Support Team Leader:**

Camilla R. Llamas, CCS

Media Production Specialist, Job Order

Technical Assistant, Job Order

Provides advice to faculty members and students in using the virtual learning environment (VLE) system or MOLE and other teaching-learning needs of the University; maintains the VLE and its contents; and updates the CPI web pages.





Further, the following entitlements shall be given during the period of services rendered:

- Director - 12 units
- Acting Administrative Officer/Technology Learning Support Head - 6 units
- Section Heads/Coordinators/Chairs/Team Leaders- 6 units
- Co-chairs/Asst. Team Leaders and Team Members - 3 units

This Order takes effect immediately, and shall remain in force, unless revoked by competent authority.

  
**ALIZEDNEY M. DITUCALAN**  
Chancellor

