



July 14, 2023

MEMORANDUM CIRCULAR NO. 30
Series of 2023

T O: All Colleges and Academic Departments
R E: Class Schedule for 1st Sem. 2023-2024

A meeting was conducted this morning with the heads and deans of academic units offering general education courses to discuss the class schedule especially for General Education courses and discuss possible ways to alleviate the problem of conflicts in schedule.

Based on the discussion, it was agreed that:

1. Academic departments will first prepare and submit to the Registrar's Office, the tentative class schedule for their **major subjects** that are to be conducted within their building. Mr. Mikhael Restor will furnish the departments with the projected number of enrollees for the department to determine the number of lecture and lab sections to be opened.

Subject with Lecture only – at least 45 students

Subject with Lecture and Lab :

Lecture : at least 60 students

Lab : at least 30 students

2. Mr. Restor will then complete the class schedule by inserting the General Education classes in the vacant time slots and rooms, and make some rearrangements to resolve conflicts in schedule.
3. Only undergraduate courses will be included in the tentative schedule. We will deal with the graduate courses after the undergraduate courses are already in place.

The above scheme was already tested in the College of Nursing and College of Veterinary Medicine and were found to be effective.

Please submit your tentative class schedule (hardcopy and e-copy) to Mr. Mikhael Restor on or before Wednesday July 19, 2023.

For your guidance and compliance

BEATRIZ S. BELONIAS
Vice President for Academic Affairs