



May 28, 2018

Memo Circular No. 29
Series of 2018

T O: All College Deans, Department Heads and Institute Directors

R E: Update on COPC Application

In relation to the Certificate of Program Compliance (COPC) application, please take note of these latest updates from CHEDRO8:

1. There is no prescribed application form. We only need to write a Letter of Intent to the Regional Director, Dr. Maura Consolacion D. Cristobal. Only one letter for each campus will do. Thus, I am preparing now the letter for all the programs in the main campus that we will apply for COPC. The deans of external campuses shall also prepare their letters of intent for the programs they offer.
2. The following documents are needed per program to support the application. You can extract them from your recent curriculum proposal and from your AACCUP documents:
 - a. The New Curriculum (for those with new CMOs); Old Curriculum (for those without new CMOs). This document should contain:
 - Coursework Summary
 - Program of Study
 - List of Courses indicating the Course No., Course Title, Description, Credit, Pre-requisite
 - Curriculum Map
 - b. Sample OBE-Compliant Syllabi (you can use OBE-compliant syllabi from your old curriculum if you have not yet prepared syllabi for the new curriculum)
 - c. Curriculum Vitae of the College Dean and Department Head/Director
 - d. Faculty Profile, listing the faculty with their degree finished, fields of specialization, license number and validity (if applicable), courses taught/handled
 - e. List of Publications of the faculty
 - f. List of Library Holdings
 - g. List of Facilities for Instruction (lecture and lab)
3. Programs that are on COD and COE status can re-use their documents submitted for COD/COE application.
4. Ring-bind the document and submit to OVPI. We will submit the documents for all the programs to CHEDRO 8 on May 31, 2018, the deadline of the application.
5. In order for us to meet the deadline, please submit your documents to OVPI on or before 5:00 pm of May 30.

Looking forward to your full cooperation.


BEATRIZ S. BELONIAS
Vice President for Instruction