



05 January 2022

MEMORANDUM NO. 03

Series of 2022

T O: All Chancellors, College Deans, Department Heads, Directors and Faculty

R E: Submission of Course Syllabi for 2nd Semester 2021-2022

Please be reminded that the submission of course syllabi should be done not later than two (2) weeks after the start of classes. Classes in the 2nd semester 2021-2022 will start on February 15, 2022, so all course syllabi should reach the OHIMD by March 1, 2022. Those who have already submitted their syllabi with no changes/revisions need not submit again.

To ensure prompt submission, unit heads are advised that if possible, they will not assign new subjects to newly-hired faculty or those who have just returned from study leave or sabbatical leave as they may not have enough time to make the syllabus.

Department heads/institute directors shall strictly monitor and check submission of course syllabi by their faculty using a checklist (see attached). The checklist shall be submitted to the OHIMD on or before March 1, 2022. Faculty members who will submit late shall be issued a Corrective Action Report (CAR) by the University Quality Management Representative.

Faculty members are reminded that instruction is a core process in the ISO external audit and the course syllabus is a major requirement for the delivery of instruction.

For your guidance and compliance.

EDGARDO E. TULIN
President