CENTRAL MINDANAO UNIVERSITY
UNIVERSITY
UNIVERSITY TOWN, MUSUAN, BUKIDNON

MANUAL
OF OPERATIONS

for

CURRICULUM DEVELOPMENT, REVIEW, AND REVISION

REVISED 2019

Republic of the Philippines
CENTRAL MINDANAO UNIVERSITY
University Town, Musuan, Bukidnon
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EXCERPT FROM THE MINUTES OF THE REGULAR MEETING OF THE CENTRAL MINDANAO UNIVERSITY BOARD OF REGENTS ON DECEMBER 13, 2019 AT CHED CONFERENCE ROOM, HEDC BUILDING, U.P. DILIMAN, QUEZON CITY

TITLE: The proposed **Manual of Operations for Curriculum Development, Review, and Revision.** The proposal has been approved by the Academic Council.

"xxx..."

Resolution No. 136, s. 2019

Approving the **Manual of Operations for Curriculum Development, Review, and Revision.**

APPROVED

I hereby certify to the correctness of the above-quoted resolution.

BOBBY D. VISAYAN
Board Secretary V

Copy furnished:

VP for Academic Affairs
Director of Instruction
University Registrar
Deans of Colleges

MANUAL OF OPERATIONS
for Curriculum Development, Review, and Revision

This manual contains the basic information on how to conduct curricular development, review, and revision of programs. This shall serve as a guide to the members of the Department, College, and the University Curriculum Committee in formulating and implementing the curricular programs of Central Mindanao University.

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TABLE OF CONTENTS

Page #

THE
UNIVERSITY CURRICULUM COMMITTEE

DIRECTOR OF INSTRUCTION
Chair

VP for ACADEMIC AFFAIRS
Ex-Officio Chair

MEMBERS

DEAN College of Agriculture	**DEAN** College of Arts and Sciences
DEAN College of Business and Management	**DEAN** College of Education
DEAN College of Engineering	**DEAN** College of Forestry and Environmental Science
DEAN College of Human Ecology	**DEAN** College of Nursing
DEAN College of Veterinary Medicine	**UNIVERSITY REGISTRAR** Office of the University Registrar

DEFINITION OF TERMS and ACRONYMS

stakeholders   Parties that are either directly or indirectly affected by the success or failure of an education system (e.g. faculty members, students, parents, alumni, industry partners, and other members of the community)

minor aspects   Refers to aspects relating to the course syllabus, change in course code, semestral distribution of courses, admission and retention policies, and other minor aspects as may be determined by the University Curriculum Committee

major aspects   change in the number of units or addition of a new course, and other major aspects as may be determined by the University Curriculum Committee

minor revision   Revisions relating to course syllabus, change in course code, semestral distribution of courses, and admission and retention policy

major revision   Revisions relating to the change in the number of units, addition of a new course, and/or revision due to the release of a new PSG by the Commission on Higher Education (CHED)

DCC   Department Curriculum Committee

CCC   College Curriculum Committee

UCC   University Curriculum Committee

BOR   Refers to the Central Mindanao University Board of Regents, the highest policy-making body of the University

OUR   Office of the University Registrar

UR   University Registrar

UAC   University Academic Council

CHEDRO   Commission on Higher Education Regional Office

GUIDELINES I

GUIDELINES

DEPARTMENT CURRICULUM COMMITTEE

Composition: The Department Curriculum Committee (DCC) shall be composed of the Department Chair and four (4) other faculty members of the proponent department who shall be designated by the Department Chair.

For a department with multiple programs (i.e. Agriculture, Social Sciences, Behavioral Sciences, etc.), the proponents shall nominate three (3) faculty per program as members of the DCC. Programs with board courses must have licensed DCC members.

The Chair of the Department Curriculum Committee may be the Department Chair or one of the members of the Department Curriculum Committee.

Duties and Functions
The Department Curriculum Committee shall have the following duties and functions:

A.1. Curriculum Development

1) The Department Chair shall call upon the faculty members of the department to present and discuss the new/revised policies, standards, and guidelines (PSGs) issued by the Commission on Higher Education (CHED) for the respective programs under his/her department.

2) The DCC Chair shall spearhead the drafting the new curriculum which will be presented to the faculty members of the department for deliberation.

3) The concerned department shall conduct a stakeholders meeting for the presentation of the new curricular program to obtain feedbacks/comments from the various stakeholders.

4) The DCC must ensure that the comments and suggestions solicited from the stakeholders meeting be incorporated in the new curriculum prior to its submission to the College Curriculum Committee (CCC) Coordinator for further deliberation and evaluation.

5) The proponent department shall ensure that the necessary forms/checklists must be accomplished, signed, and submitted to the CCC Coordinator.

These forms/checklists include the following:

   a. CHED C1 (Program Application Checklist)
   b. Minutes of the meetings (department and stakeholders involving curriculum development)
   c. F1 (Attendance Sheet-Department Meeting)
   d. F2 (Attendance Sheet-Stakeholders Meeting)
   e. F3 (Comments/Suggestions from Department Faculty)
   f. F4 (Comments/Suggestions from Stakeholders)

A.2. Curriculum Review

1) Curriculum review of the existing program/s under a department is spearheaded by the Department Curriculum Committee (DCC).

2) The DCC Chair shall spearhead the review of the department's existing curricular offerings.

3) For a new curricular program, review shall be done after 2 cycles or on the 6th year from the offering of the program (2 batches have already graduated) and took the licensure examination (for programs with licensure exams).

4) For existing curricular programs, the DCC shall conduct review *every semester* for minor aspects and *every year* for major aspects during the month of August.

5) The DCC shall utilize the feasibility study presented during the offering of the curricular program (only for new curricular program review) and shall compare it with existing data like the number of students enrolled, the employability of graduates, and the availability of experts to handle the courses. Based on their analysis, the committee shall recommend for the revision or moratorium or the abolition of the program. The recommendation shall be submitted to the CCC Coordinator for evaluation.

6) For minor reviews, findings of the review shall be forwarded to the Department Chair for appropriate action. The DCC shall furnish the College Dean and the CCC Coordinator a copy of its findings.

7) For major reviews of existing curricular programs, the DCC shall review the program based on the following criteria:

   a. number of students currently enrolled
   b. number of graduates for the past three (3) years
   c. availability of experts to handle the courses
   d. faculty workload
   e. performance in licensure examination (for courses with licensure examination)
   f. graduate employability rate

8) The DCC shall utilize the Program Review Checklist as their guide in conducting the review of the curricular programs.

9) The proponent department shall provide the necessary requirements and documents requested by DCC during the course of the review.

10) The DCC shall submit the initial review results to the concerned department.

A.3. Curriculum Revision

1) The Department shall comply with the necessary actions recommended by the DCC based on the review findings.

2) For Simple/Minor Revisions, (syllabus, course code, semestral distribution of courses, and admission and retention policies), the proponent department shall comply with the recommendations made by the DCC according to the review findings. A copy of the revised syllabus or prospectus shall be submitted to the DCC Chair and the College Dean.

2.1. The Department Chair shall ensure that the concerned faculty members of the department act upon results of the reviews.

2.2. The DCC shall furnish the College Secretary and the College Dean a copy of the changes in course code, semestral distribution of courses, and other minor changes made.

3) For Major Revisions, the DCC shall draft a proposed revised curriculum (provisions in the PSG for a program should be followed in case a revised/new PSG is issued by CHED).

3.1. The DCC Chair shall draft the proposed revised curriculum for presentation to the faculty members of the department.

3.2. The DCC Chair shall incorporate all the comments/suggestions of the faculty members in the improved version of the initial draft prior to the presentation of the revised curriculum to the stakeholders.

3.3. The Department shall conduct a stakeholders meeting for the presentation of the revised curricular program to obtain feedbacks/ comments from the various stakeholders.

3.4. The DCC Chair must ensure that the comments and suggestions solicited from the stakeholders meeting be consolidated in the revised curriculum prior to its submission to the College Curriculum Committee (CCC) Coordinator for further deliberation and evaluation.

4) For program moratorium or abolition, the DCC shall submit the accomplished Form No. 5 (F5-Program Closure Form) to the CCC. The DCC shall furnish the College Dean a copy of the form.

COLLEGE CURRICULUM COMMITTEE

Composition: The College Curriculum Committee (CCC) shall be composed of the Chairs of the Department Curriculum Committee and shall be headed by the College Curriculum Committee Coordinator who is chosen from among the members who shall be designated by the College Dean.

Duties and Functions
The College Curriculum Committee (CCC) shall have the following duties and functions:

B.1. Curriculum Development

1) Review the new curriculum submitted by the DCC before its presentation to the College Academic Council for deliberation and approval.

2) Ensure that the legal bases of the new curriculum are met.

These include but not limited to:
  a. Latest CHED Memorandum Order (CMO) for the curriculum
  b. Mandate of Central Mindanao University
  c. Feasibility study conducted by the department to determine if the curriculum is feasible in the Region
  d. Evidences of the stakeholders meeting to support the feasibility study conducted (e.g. F2, F4, pictures from the stakeholders meeting)
  e. Evidences of the thorough deliberation in the department level:
    ✓ minutes of the meetings conducted
    ✓ the draft of the curriculum presented to the stakeholders
    ✓ the improved version of the proposed curriculum after being presented to the stakeholders
    ✓ pictures during the meetings if available
  f. Other documents that may be deemed necessary

3) Ensure that all the necessary steps in the department level are strictly followed.

4) Ensure that the following requirements are complied with:

  a. Curriculum analysis
  b. Course analysis
  c. Syllabus per course
  d. Course Map
  e. Curriculum Map

5) Ensure that all forms/checklists required are signed.

  These Forms/Checklists include the following:
    ✓ CHED C1 (Program Application Checklist)
    ✓ F1 (Attendance Sheet-Department Meeting)
    ✓ F2 (Attendance Sheet-Stakeholders Meeting)
    ✓ F3 (Faculty Comments/Suggestions)
    ✓ F4 (Stakeholders Comments/Suggestions)

6) Ensure that there is no duplication of courses, course numbers, and ensure the balance of course offering every semester which affects the different departments.

7) The CCC Coordinator shall submit the new curriculum to the College Dean and shall be presented to the College Academic Council. The proponents of the program shall serve as resource persons during the curriculum presentation at the College Academic Council.

B.2. Curriculum Review

1) The College Curriculum Committee (CCC) shall conduct a regular curriculum review of their College's existing curricular offerings.

2) The College Curriculum Committee shall:

  a. ensure that the DCC conducts a regular curriculum review of the department's existing degree offering;

  b. spearhead the semestral review of the minor curricular components/ aspects and yearly review for the major aspects; and

c. endorse a final recommendation to the Dean through the College Academic Council appropriate action based on the review results/findings of the DCC.

B.3. Curriculum Revision

1) The College Curriculum Committee (CCC) shall evaluate the results/findings of the DCC and forward it to the College Dean for deliberation of the College Academic Council .

2) The results/findings of the DCC shall be presented to the University Curriculum Committee by the concerned College Dean.

3) The approved proposed revision or moratorium or abolition of the curriculum at the college level shall be submitted to the University Curriculum Committee through the recommendation of the respective Dean.

UNIVERSITY CURRICULUM COMMITTEE

Composition: The University Curriculum Committee (UCC) shall be composed of the University Registrar, all College Deans, and shall be headed by the Director of Instruction (Book 3, Chap. III, Article 1, Sec. 1.a, University Code) with the Vice President for Academic Affairs as *Ex-officio Chair* (Book 3, Chap. I, Article 2, Sec. 1.a, University Code).

Duties and Functions
The University Curriculum Committee (UCC) shall have the following duties and functions:

C.1. Curriculum Development

1) Formulate development and action plans relevant to curriculum development, review, and revision.

2) Review the proposed curriculum submitted to the committee before its presentation to the University Academic Council for deliberation and approval.

3) Ensure that the legal bases for the possible offering of the program are met.

These shall include but not limited to:
   a. Latest CHED Memorandum Order for the curriculum
   b. Mandate of Central Mindanao University
   c. Permit to Operate
   d. Feasibility study conducted by the department to determine if the curriculum is feasible in the Region
   e. Evidences of a thorough deliberation in the college level.
      ✓ minutes of the meetings conducted
      ✓ pictures during meetings if available

4) Ensure that all the necessary steps in the college level are followed strictly.

5) Ensure that the following are complied with:

a. Curriculum analysis
b. Course analysis
c. Syllabus per course
d. Course Map
e. Curriculum Map

6) Ensure that all forms required are signed.

These Forms include:

- ✓ CHED C1 (Program Application Checklist)
- ✓ F1 (Attendance Sheet-Department Meeting)
- ✓ F2 (Attendance Sheet-Stakeholders Meeting)
- ✓ F3 (Faculty Comments/Suggestions)
- ✓ F4 (Stakeholders Comments/Suggestions)

7) Must ensure the balance of course offerings per semester.

8) The Director of Instruction or his/her authorized representative shall be responsible for the presentation of the proposed curricular offering to the University Academic Council. The CCC Coordinator and committee members together with the experts from the proponent department will serve as resource persons during the presentation.

9) The Director of Instruction shall be responsible for the on-time submission of the proposed curriculum to the Commission on Higher Education Regional Office (CHEDRO) and to secure CHEDRO endorsement for action of the Board of Regents.

10) The Director of Instruction shall be responsible for the on-time submission of the proposed curriculum with CHEDRO endorsement to the University President.

C.2. Curriculum Review

1) The University Curriculum Committee (UCC) shall ensure the regular review of the curricular programs.

2) The UCC shall:

a. ensure that the CCC conducts a regular curriculum review of the college's existing degree offerings;

b. spearhead the semestral review of the minor curricular components/ aspects and yearly review for the major aspects; and

c. endorse to the University President through the University Academic Council appropriate action based on the review results/findings.

3) The UCC shall evaluate the proposed revision or moratorium or abolition of the existing curriculum based on the final recommendations submitted by the College Curriculum Committee.

4) The UCC shall convene by the month of October to review the proposed revision or moratorium or abolition of curricular offerings of the University.

5) The UCC Chair shall ensure that any revision or moratorium or abolition of the program will be submitted to the Vice President for Academic Affairs by the month of December.

6) The UCC shall conduct an evaluation of the existing review process to meet the original objectives and to adjust to the changing needs of the program. The evaluation shall be done every four (4) years or if there is an urgent need to evaluate the review process.

C.3. Curriculum Revision

1) The UCC shall evaluate the proposed revision of a curricular program submitted by the College Curriculum Committee.

2) Once approved by the UCC, the proposed revision shall be submitted for deliberation at the University Academic Council.

3) The proposed revision shall be presented to the University Academic Council during the month of January. This is to give ample time for the proponents to consolidate the inputs of the University Academic Council. The polished proposed revision shall be submitted back to the UCC for submission to the CHEDRO.

4) The Director of Instruction shall submit the proposed revision to the CHEDRO and to secure an endorsement from CHEDRO.

5) The Director of Instruction shall secure a Certificate of Program Compliance (COPC) from CHEDRO on the third year from the start of the implementation of a program.

6) The Director of Instruction shall be responsible for the on-time submission of the proposed revision of the curriculum with CHEDRO endorsement to the University President during the month of March.

7) The approved revised curriculum shall be implemented in the first semester of the following school year.

FLOWCHARTS II

A. FLOWCHART FOR CURRICULUM DEVELOPMENT
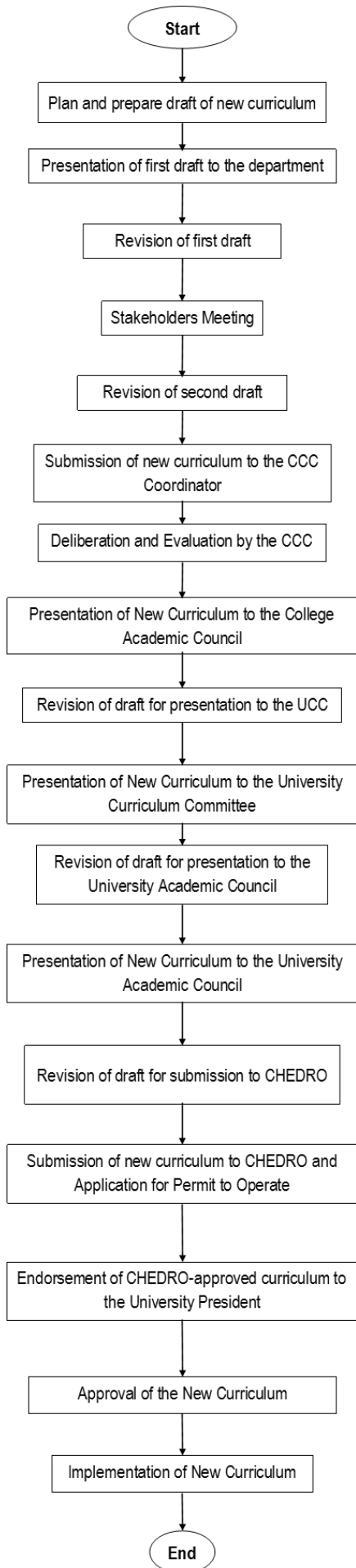
Flowchart	Responsible Person/s	Details
Start		
Plan and prepare draft of new curriculum	DCC	Plans and prepares draft of new curriculum for presentation to the Department faculty members
Presentation of first draft to the department	DCC Chair, Department Faculty Members	Presentation of draft to Department faculty members for feedback and additional inputs
Revision of first draft	DCC	Revision of first draft prior to presentation to the stakeholders
Stakeholders Meeting	All Stakeholders of the program	Presentation of new curriculum to the stakeholders for feedback and additional inputs
Revision of second draft	DCC	Consolidation of the comments/suggestions from stakeholders in the second draft of the new curriculum
Submission of new curriculum to the CCC Coordinator	DCC Chair, CCC Coordinator	Submission of the new curriculum to the CCC Coordinator for deliberation and evaluation by the CCC
Deliberation and Evaluation by the CCC	CCC	CCC deliberates and evaluates the submitted new curriculum and documentary requirements
Presentation of New Curriculum to the College Academic Council	College Academic Council	Presentation of the new curriculum at the College Academic Council for deliberation and evaluation
Revision of draft for presentation to the UCC	DCC Chair	DCC Chair revises draft of the new curriculum prior to submission and presentation at the University Curriculum
Presentation of New Curriculum to the University Curriculum Committee	DCC Chair, College Dean, UCC	New curriculum is presented in the UCC for deliberation and evaluation
Revision of draft for presentation to the University Academic Council	DCC Chair	Consolidation of the comments/suggestions from the UCC in the draft for presentation to the University Academic Council
Presentation of New Curriculum to the University Academic Council	College Dean, DCC Chair, CCC, Members of the UAC	New curriculum is presented in the University Academic Council for deliberation and evaluation
Revision of draft for submission to CHEDRO	DCC Chair	Consolidation of the comments/suggestion from the University Academic Council in the draft prior to submission to CHEDRO
Submission of new curriculum to CHEDRO and Application for Permit to Operate	DI, DCC Chair	Bound copy and other documentary requirements are submitted to CHEDRO for review and endorsement. The Director of Instruction must also submit application for Permit to Operate for the first two years
Endorsement of CHEDRO-approved curriculum to the University President	Director of Instruction	DI endorses the CHEDRO-approved new curriculum to the University President for presentation and approval by the Board of Regents
Approval of the New Curriculum	CMU Board of Regents	BOR Approves the proposed new curriculum
Implementation of New Curriculum	University President,	Implementation of the new curriculum
End		

B. FLOWCHART FOR CURRICULUM REVIEW

Flowchart	Responsible Person/s	Details
Start → Minor or Major Review?	DCC	The DCC conducts a minor and/or major review as scheduled
Minor → Review course syllabus → Submit results to Department Chair and Dean → End		
Major → Fill out Program Review Checklist (C2)	DCC	DCC members fills out the Program Review Checklist (C2)
Submit C2 to DCC Chair	DC	Submission of C2 to DCC Chair *For minor reviews (syllabus), a copy of the findings is submitted to the Dept. Chair and Dean
Fill out the Program Review Summary (F7)	DCC Chair	DCC Chair fills out F7 and checks all necessary supporting documents
Submit review findings to CCC and Dean	DCC Chair	DCC submits the initial review findings (F7) to the CCC and the respective college Dean
CCC to endorse appropriate action to College Academic Council	CCC	CCC Coordinator endorses the appropriate action based on the findings of the review. Findings are presented to the College Academic Council for evaluation
Dean endorses appropriate action to UCC	College Dean	College Dean endorses the appropriate action to the UCC after deliberation of the review findings by the College Academic Council
Evaluation of proposed action by UCC	UCC	UCC evaluates the proposed action by the CCC
Endorse results of the evaluation to University President for appropriate action	UCC	UCC through the UCC Chair endorses the results of the evaluation to the University President
End		

Manual of Operations for Curriculum Development, Review, and Revision

C. FLOWCHART FOR CURRICULUM REVISION

Start

Minor or Major or Moratorium/Abolition

Minor

A (Syllabus) or **B** (Change in course code and/or Semestral Distribution)

A

Revise syllabus

Furnish copy of revised syllabus to College Secretary and College Dean

End

B

Submit proposed changes in course code and/or semestral distribution of courses to CCC

CCC evaluates the proposed changes

CCC submits proposed changes to UCC for deliberation

UCC deliberates and evaluates proposed changes

Approved or Disapproved?

Yes / No

Implement changes

End

Major

Plan and prepare draft of revised curriculum

Presentation of first draft to the department

Revision of first draft

Stakeholders Meeting

Revision of second draft

Submission of revised curriculum to the CCC Coordinator

Deliberation and Evaluation by the CCC

Presentation of revised curriculum to the College Academic Council

Revision of draft for presentation to the UCC

Presentation of Revised Curriculum to the University Curriculum Committee

Revision of draft for presentation to the University Academic Council

Presentation of Revised Curriculum to the University Academic Council

Revision of draft for submission to CHEDRO

Submission of revised curriculum to CHEDRO

Endorsement of CHEDRO-approved curriculum to the University President

Approval of the Revised Curriculum

Implementation of Revised Curriculum

End

Moratorium/Abolition

Submission of accomplished F5 (Program Closure Form) to CCC Coordinator

Prepare draft of proposed program moratorium or abolition

Submission of proposed program moratorium or abolition to the CCC

Deliberation and Evaluation by the CCC

Presentation of proposed program moratorium or abolition to the College Academic Council

Submission of proposed program moratorium or abolition to the University Curriculum Committee

Presentation of proposed program moratorium or abolition to the University Academic Council

Endorsement of proposed program moratorium or abolition to BOR

Approval of proposed program moratorium or abolition by BOR

Submission of BOR-approved program moratorium or abolition to CHEDRO

Endorsement from CHEDRO

Implementation of program moratorium or abolition

End

MINOR REVISION (A)

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        ( Minor )  ◀──────── MINOR REVISION (A)
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           ▼
      ╱─────────╲
     ╱ A (syllabus)╲
 A ◀╱  or B (change ╲
(A) ╲ in course code, ╱
     ╲ semestral     ╱
  │   ╲distribution,╱
  │    and/or
  ▼   admission and
Revise  retention
syllabus  policies)
  │          │
  ▼          ▼
Furnish copy  ( B )
of revised
syllabus to
College
Secretary and
College Dean
  │
  ▼
( End )
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Responsible Person/s	Details
DCC Chair, Department Chair	The DCC Chair recommends to the Department Chair the revision of the course syllabi
Department Chair, Faculty Members, Dean	The concerned faculty members shall revise the course syllabi accordingly as recommended by the DCC Chair
Department Chair	The Department Chair shall furnish the Dean and the College Secretary a copy of the revised syllabi for implementation in the following semester

MINOR REVISION (B)

Minor

A (Syllabus) or
B (Change in course code and/or Semestral Distribution)

A

B

Flow	Responsible Person/s	Details
Submit proposed changes in course code and/or semestral distribution of courses to CCC	DCC Chair	DCC Chair submits the proposed changes in course code and/or semestral distribution of courses to the CCC
CCC evaluates the proposed changes	CCC	The CCC evaluates the proposed changes submitted by the DCC
CCC submits proposed changes to UCC for deliberation	CCC Coordinator	CCC Coordinator submits the proposed changes to the UCC for further deliberation and evaluation
UCC deliberates and evaluates proposed changes	UCC	UCC evaluates the proposed changes by the CCC
Approved or Disapproved? — Yes / No	UCC, College Dean, University Registrar	If approved, the proposed changes are implemented by the concerned department and the University Registrar

Implement changes

End

MAJOR REVISION

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      ┌─────────┐
      │  Start  │
      └────┬────┘
           │
      ╱────┴────╲
     ╱  Minor or  ╲
────◄  Major or   ►────
     ╲ Moratorium/╱
      ╲ Abolition╱
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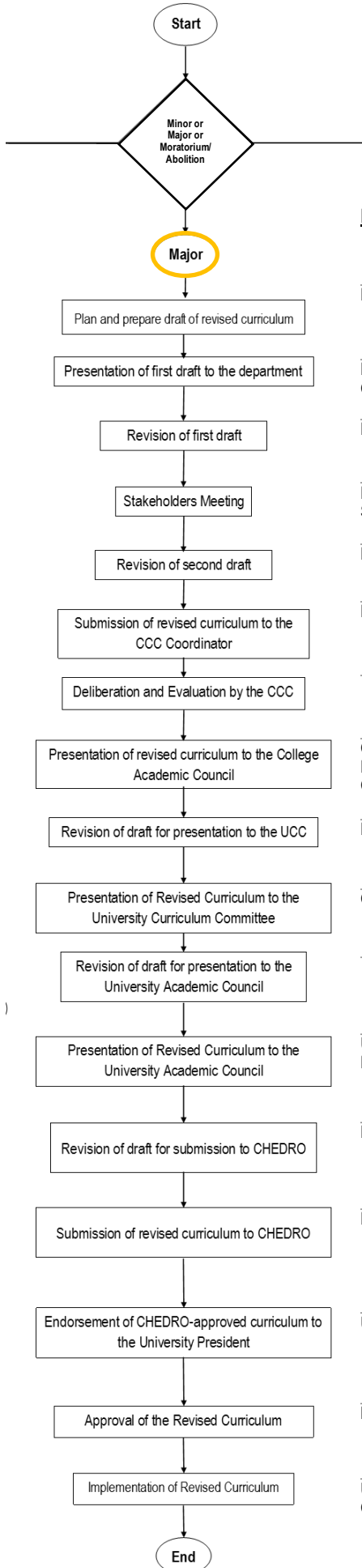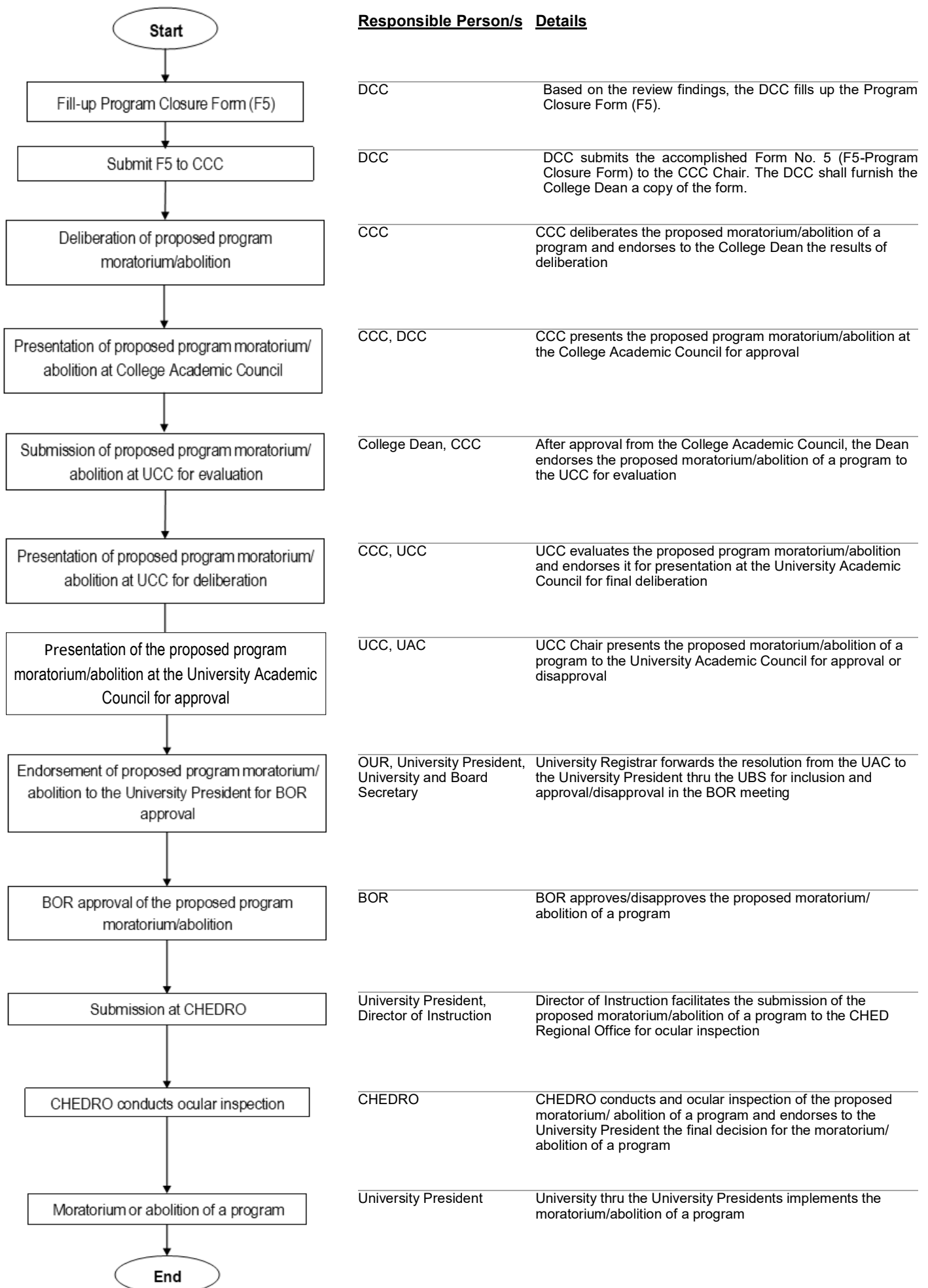
	Responsible Person/s	Details
Plan and prepare draft of revised curriculum	DCC, Department Concerned	The DCC Chair initiates and prepares the first draft of the revised existing curriculum based on the review results or upon the receipt of a new PSG from CHED
Presentation of first draft to the department	DCC Chair , Department Concerned	1st draft is presented by the DCC Chair to all faculty members of the Department for comments/suggestions
Revision of first draft	DCC	After deliberation, the DCC revises the first draft based on the comments/suggestions given by the members of the Department concerned
Stakeholders Meeting	DCC, Dean, UR, DI, Stakeholders of the program	Department conducts a stakeholders meeting and presents the proposed revised curriculum (2nd draft) for deliberation
Revision of second draft	DCC	DCC revises the presented curriculum according to the comments/ suggestions of the stakeholders
Submission of revised curriculum to the CCC Coordinator	DCC Chair	DCC Chair submits the 3rd draft of the proposed revised curriculum to the CCC Coordinator for deliberation
Deliberation and Evaluation by the CCC	CCC	CCC evaluates the 3rd draft and prepares it for presentation to the College Academic Council (CAC)
Presentation of revised curriculum to the College Academic Council	CCC, DCC, Program Proponents, College Academic Council, College Dean	DCC Chair presents 3rd draft of the proposed revised curriculum to the members of the College Academic Council for deliberation
Revision of draft for presentation to the UCC	DCC	DCC revises the 3rd draft based on the comments of the CAC prior to presentation to the UCC
Presentation of Revised Curriculum to the University Curriculum Committee	CCC Chair, DCC	CCC Chair, with the DCC as resource persons, presents the 4th draft to the members of the UCC for deliberation
Revision of draft for presentation to the University Academic Council	DCC	DCC revises the 4th draft prior to presentation to the University Academic Council (UAC)
Presentation of Revised Curriculum to the University Academic Council	UCC Chair, DCC, UAC, Proponents of the Program	UCC Chair presents the 5th draft to the UAC for final deliberation
Revision of draft for submission to CHEDRO	DCC	DCC finalizes the proposed revised curriculum and submits 2 copies of the curriculum analysis (bound copy) to the Director of Instruction for submission to CHEDRO
Submission of revised curriculum to CHEDRO	DI, University President	DI submits a bound copy of the curriculum analysis to CHEDRO for endorsement
Endorsement of CHEDRO-approved curriculum to the University President	University President	Upon receipt of the CHEDRO endorsement, the University President endorses the proposed revised curriculum to the BOR for final approval and implementation
Approval of the Revised Curriculum	BOR	Members of the BOR approves or disapproves the proposed revised curriculum for implementation the following semester
Implementation of Revised Curriculum	UR, Proponent Department, College Dean	Upon approval of the BOR, the newly revised curriculum would be implemented the at the start of the following school year

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      │   End   │
      └─────────┘
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MORATORIUM OR ABOLITION OF A PROGRAM

Flowchart Step	Responsible Person/s	Details
Start		
Fill-up Program Closure Form (F5)	DCC	Based on the review findings, the DCC fills up the Program Closure Form (F5).
Submit F5 to CCC	DCC	DCC submits the accomplished Form No. 5 (F5-Program Closure Form) to the CCC Chair. The DCC shall furnish the College Dean a copy of the form.
Deliberation of proposed program moratorium/abolition	CCC	CCC deliberates the proposed moratorium/abolition of a program and endorses to the College Dean the results of deliberation
Presentation of proposed program moratorium/abolition at College Academic Council	CCC, DCC	CCC presents the proposed program moratorium/abolition at the College Academic Council for approval
Submission of proposed program moratorium/abolition at UCC for evaluation	College Dean, CCC	After approval from the College Academic Council, the Dean endorses the proposed moratorium/abolition of a program to the UCC for evaluation
Presentation of proposed program moratorium/abolition at UCC for deliberation	CCC, UCC	UCC evaluates the proposed program moratorium/abolition and endorses it for presentation at the University Academic Council for final deliberation
Presentation of the proposed program moratorium/abolition at the University Academic Council for approval	UCC, UAC	UCC Chair presents the proposed moratorium/abolition of a program to the University Academic Council for approval or disapproval
Endorsement of proposed program moratorium/abolition to the University President for BOR approval	OUR, University President, University and Board Secretary	University Registrar forwards the resolution from the UAC to the University President thru the UBS for inclusion and approval/disapproval in the BOR meeting
BOR approval of the proposed program moratorium/abolition	BOR	BOR approves/disapproves the proposed moratorium/abolition of a program
Submission at CHEDRO	University President, Director of Instruction	Director of Instruction facilitates the submission of the proposed moratorium/abolition of a program to the CHED Regional Office for ocular inspection
CHEDRO conducts ocular inspection	CHEDRO	CHEDRO conducts and ocular inspection of the proposed moratorium/ abolition of a program and endorses to the University President the final decision for the moratorium/abolition of a program
Moratorium or abolition of a program	University President	University thru the University Presidents implements the moratorium/abolition of a program
End		

Manual of Operations for Curriculum Development, Review, and Revision

APPENDICES III

Manual of Operations for Curriculum Development, Review, and Revision

Appendix A. <u>Format for Curriculum Analysis</u> *(For both graduate and undergraduate programs)*

I.   PROPONENT
II.   DESCRIPTIVE INFORMATION
    A. Title
    B. Number of semesters/midyear
    C. Total Number of units
    D. Objectives (competencies desired to be developed)
    E. Content summary (Curriculum thrust/emphasis)
    F. Admission requirements
    G. Semester/academic year of effectivity
    H. Other features

III. RATIONALE
IV.   CURRICULUM
V.   ANALYTICAL INFORMATION
    A. Course/units distribution
        A.1.General Education courses (for undergraduate curricula)
        A.2. Core courses (required of all students in a curriculum)
        A.3. Major courses (course for specialized fields)
        A.4. Cognates (courses related to the major field
        A.5. Electives

    B. New courses to be instituted (Attach course analysis)

    C. Additional resources and cost required
        C.1. Facilities
        C.2. Staff
        C.3. Others

    D. Relation and linkages to other programs
        D.1. Offered by the unit
        D.2. Offered by other units

    E. Employment and Enrollment projections
        E.1. Projected employment
            E.1.1. Basis of projection
            E.1.2. Employment by year and by types of job

        E.2. Projected Enrollment
            E.2.1. Basis of Projection
            E.2.2. Yearly enrollment by class (1st year, 2nd year. . . 5th year)

Appendix B. <u>*Format for Course Analysis*</u>

I. DESCRIPTIVE INFORMATION

A. Rationale
The rationale should include the following:

1. the need for offering the course
2. the role of the course in the education of the students
3. the broad objectives which the university/college/department seeks to attain in offering the course
4. the role (as a major/cognate/elective/required) of the course in relation to degree programs

B. Catalog Course Description
1. Course Number
2. Course Title
3. Course Description

The description should not be a simple repetition of the course title. It should give a clear idea of the content coverage of the course including points of emphasis but should be stated in a concise manner.

4. Prerequisite
5. Semester Offered
6. Credit
7. Number of hours (_____ class, _____ lab)

C. Outline
1. Objectives - The course objectives should state in general terms what the student should be able to do after completing the course (behavioral)

2. Topics to be covered, type and amount of work expected of students, course requirements to be met.
a. Lecture and number of hours.
b. Laboratory exercises and number of meetings.

3. References (follow the APA latest edition)

II. ANALYTICAL INFORMATION

A. Instructional Model
B. Special or additional resources and personnel required
1. Special facilities
2. Library and other learning resources
3. Special staff competencies required
4. Courses replaced by this course
5. Prerequisite course
6. Courses for which this course is prerequisite
7. Course containing some of the same content
7.1. topics found in both courses
7.2. approximate number of hours corresponding to overlap

C. Size and source of enrolment
1. Department majors
2. Majors in other departments, curricula or colleges
3. Anticipated enrolment in first and second year offering

D. Estimated funds required by addition of this course
1. Salaries
2. Supplies and materials
3. Equipment

FORMAT	
Font Style	: Arial
Page Orientation	: Portrait
Font Size	: 11
Paper Size	: Long (8.5x13)
Spacing	: 1.5
Margin	: 1 inch (left, right, top, bottom)
Paging Format	: Hindu Arabic Page x of y (right; bottom)

Appendix C. Format for Course Syllabi

NEW format for Course Syllabi (revised 2020) may be secured from the Office of the Director of Instruction upon request.

Appendix D. Format for Prospectus

Note:
- Course numbers should be written in ALL CAPS and a space should follow the letters (e.g. GEC 12)
- Course numbers should contain a maximum of four (4) letters only
- Font style in prospectus: Arial
- Prospectus should be one page only
- Course, major, date of revision, and the BOR resolution for the approved revision should be seen in the heading of the prospectus
- Number of units in lecture and laboratory should be specified correctly
- NO two course numbers should carry the same descriptive title
- Prospectus must be signed by the College Secretary, Department Chair, and the Dean
- Double check prerequisites

COURSE NUMBERING

Types of Courses	Description	Number
General Education ***Core** ***Elective**	These are the subjects listed in CHED Memorandum Order No. 20, series of 2013 These courses are offered by the following Colleges: Arts and Sciences, Forestry & Environmental Science, and Business and Management	**30-39**
Basic	These are the subjects upon which the major courses are built	**40-49**
Core Courses	These are the subjects which form the specialization of the students Note: New and old courses with the same descriptive titles/content may use the same (existing/old) course number	**50-79** **95** - all Research Courses **97** - all Competency Enhancements **98** - all Supervised Field Experienced/practicum courses **99** - all Seminar courses **100** - Undergraduate Thesis in..(1st Sem) **100.1 –** Undergraduate Thesis in
Other Electives	These are the subjects, of students' interest, which they can choose/ take from other disciplines.	**80-89**
Laboratory	Laboratory Courses are generally tied up with lecture	If the grade for laboratory is separate from the lecture, lab is numbered with additional digit. (e.g., Lec – Nat Sci 30; Lab – Nat Sci 30.1)
Master's Degree	These are all core and major subjects for the master's degree students	**200-300**
Doctoral Degree	These are the core and major subjects for the doctoral students	**301-400**

NEW GE COURSES	**GEC 11**	Understanding the Self
	GEC 12	Readings in Philippine History
	GEC 13	The Contemporary World
	GEC 14	Mathematics in the Modern World
	GEC 15	Purposive Communication
	GEC 16	Art Appreciation
	GEC 17	Science, Technology, and Society
	GEC 18	Ethics

NEW GE ELECTIVES	**GEE 11**	Environmental Science
	GEE 12	People and the Earth's Ecosystem
	GEE 13	Living in the IT Era
	GEE 14	Philippine Indigenous Communities
	GEE 15	Gender and Society
	GEE 16	The Entrepreneurial Mind
	GEE 17	Human Reproduction
	GEE 18	Great Books
	GEE 19	Philippine Popular Culture
	GEE 20	Indigenous Creative Crafts
	GEE 21	Reading Visual Arts

SAMPLE PROSPECTUS

Republic of the Philippines
CENTRAL MINDANAO UNIVERSITY
University Town, Musuan, 8710 Bukidnon

COLLEGE OF HUMAN ECOLOGY

PROSPECTUS

Course:	Bachelor of Science in Hospitality Management
Major:	
Revised (MM/YYYY):	02/2018
Approved BOR No.:	10, s. 2018

FIRST YEAR

First Semester

SUBJECT	TITLE	HOURS Lec	HOURS Lab	Units	Pre-requisite/s
GEC 16	Art Appreciation	3.0	0.0	3.0	None
GEC 11	Understanding the Self	3.0	0.0	3.0	None
FIL 30	Wika at Kultura sa Mapayapang Lipunan	3.0	0.0	3.0	None
AC 46	Fundamentals of Acounting/Business and Management	3.0	0.0	3.0	None
HM 51	Risk Management Applied to Safety, Security and Sanitation	3.0	0.0	3.0	None
HM 53	Macro Perspective of Tourism and Hospitality	3.0	0.0	3.0	None
PE 31	Movement Enhancement	2.0	0.0	2.0	None
NSTP 1	National Service Training Program I	3.0	0.0	3.0	None
	TOTAL	23.0	0.0	23.0	

Second Semester

SUBJECT	TITLE	HOURS Lec	HOURS Lab	Units	Pre-requisite/s
GEC 15	Purposive Communication	3.0	0.0	3.0	None
GEC 18	Ethics	3.0	0.0	3.0	None
BA 21	Organization and Management	3.0	0.0	3.0	None
HM 40	Operation Management	3.0	0.0	3.0	None
HM 52	Philippine Culture and Tourism	3.0	0.0	3.0	None
HM 54	Kitchen Essentials and Basic Food Preparation	1.0	6.0	3.0	None
PE 32	Fitness Exercise	2.0	0.0	2.0	PE 31
NSTP 2	National Service Training Program II	3.0	0.0	3.0	NSTP 1
	TOTAL	21.0	6.0	23.0	

SECOND YEAR

First Semester

SUBJECT	TITLE	HOURS Lec	HOURS Lab	Units	Pre-requisite/s
GEC 13	The Contemporary World	3.0	0.0	3.0	None
GEC 14	Mathematics in the Modern World	3.0	0.0	3.0	None
FIL 32	Inobasyon sa Wikang Pilipino	3.0	0.0	3.0	None
BA 22	Business Marketing	3.0	0.0	3.0	None
HM 41	Strategic Management and Total Quality Management	3.0	0.0	3.0	None
HM 55	Fundamentals in Lodging Operations	2.0	3.0	3.0	None
HM 81	Culinary Fundamentals	2.0	3.0	3.0	HM 54
PE 33	Physical Activities Towards Health and Fitness I (PATH-Fit I)	2.0	0.0	2.0	PE 32
	TOTAL	21.0	6.0	23.0	

Second Semester

SUBJECT	TITLE	HOURS Lec	HOURS Lab	Units	Pre-requisite/s
GEC 12	Reading in Philippine History	3.0	0.0	3.0	None
GEC 19	The Life, Works, and Writings of Rizal	3.0	0.0	3.0	None
FIL 33	Kontemporaneong Panitikan sa Filipinas	3.0	0.0	3.0	None
BA 23	Business Finance	3.0	0.0	3.0	None
HM 56	Professional Development and Applied Ethics	3.0	0.0	3.0	GE 11
HM 58	Fundamentals in Food Service Operations	2.0	3.0	3.0	HM 54
HM 82	Housekeeping Operations	2.0	3.0	3.0	HM 55
PE 34	Physical Activities Towards Health and Fitness II (PATH-Fit II)	2.0	0.0	2.0	PE 33
	TOTAL	21.0	6.0	23.0	

THIRD YEAR

First Semester

SUBJECT	TITLE	HOURS Lec	HOURS Lab	Units	Pre-requisite/s
ELS 67	English for Employment Across Professions 1	3.0	0.0	3.0	None
GEC 17	Science, Technology, and Society	3.0	0.0	3.0	None
ECON 30	Applied Economics	3.0	0.0	3.0	None
FL 11	Foreign Language 1	3.0	0.0	3.0	None
HM 57	Micro Perspective of Tourism and Hospitality	3.0	0.0	3.0	HM 53
HM 59	Applied Business Tools and Technologies	2.0	3.0	3.0	None
HM 83	Food and Beverage Operation	2.0	3.0	3.0	HM 58
HM 95	Research in Hospitality	2.0	3.0	3.0	None
	TOTAL	21.0	9.0	24.0	

Second Semester

SUBJECT	TITLE	HOURS Lec	HOURS Lab	Units	Pre-requisite/s
ELS 68	English for Employment Across Professions 2	3.0	0.0	3.0	ELS 67
FL 12	Foreign Language 2	3.0	0.0	3.0	FL 11
HM 60	Supply Chain Management in Hospitality Industry	3.0	0.0	3.0	HM 40 & 41
HM 62	Ergonomics and Facilities Planning for the Hospitality Industry	2.0	3.0	3.0	None
HM 64	Entrepreneurship in Tourism and Hospitality	3.0	0.0	3.0	HM 40 & 41
HM 66	Legal Aspects in Tourism and Hospitality	3.0	0.0	3.0	None
HM 84	Bread and Pastry	1.0	6.0	3.0	HM 54
	TOTAL	18.0	9.0	21.0	

Midyear

SUBJECT	TITLE	HOURS Lec	HOURS Lab	Units	Pre-requisite/s
HM 98.1	Practicum - BSHM (Restaurant Phase)	0.0	300.0	3.0	All Third Year Subjects
	TOTAL	0.0	300.0	3.0	

FOURTH YEAR

First Semester

SUBJECT	TITLE	HOURS Lec	HOURS Lab	Units	Pre-requisite/s
HM 63	Introduction to Meetings Incentives, Conferences and Events Management (MICE)	2.0	3.0	3.0	None
HM 65	Quality Service Management in Tourism and Hospitality	3.0	0.0	3.0	HM 40 & 41
HM 67	Multicultural Diversity in Workplace for the Tourism Professional	3.0	0.0	3.0	HM 40 & 41
HM 69	Tourism and Hospitality Marketing	3.0	0.0	3.0	HM 40 & 41
HM 85	Front Office Operation	2.0	3.0	3.0	HM 55
HM 87	Catering Management	3.0	0.0	3.0	HM 83
HM 89	Bar and Beverage Management	2.0	3.0	3.0	HM 83
	TOTAL	18.0	9.0	21.0	

Second Semester

SUBJECT	TITLE	HOURS Lec	HOURS Lab	Units	Pre-requisite/s
HM 98.2	Practicum - BSHM (Hotel Phase)	0.0	600.0	6.0	All Subjects
	TOTAL	0.0	600.0	6.0	

List of Major Electives:

SUBJECT	TITLE	HOURS Lec	HOURS Lab	Units	Pre-requisite/s
	N/A				

Summary of Units

General Education Courses	36.0
National Service Training Program Courses	6.0
Physical Education Courses	8.0
Accounting, Business, and Management Courses	15.0
English for Employment Across Profession Courses	6.0
Basic Core	6.0
Common Core	30.0
Professional Courses	30.0
Professional Electives	21.0
Practicum	9.0
TOTAL	**167.0**

Prepared by:

RUBIE A. ARROYO, DM
Department Chairman

Certified by:

JOHNICK OLIVER M. FRIAS, MSci.
College Secretary

Approved by:

QUEENIE ANN L. CURAYAG, Ph.D.
Dean

Appendix E. Format for Course Map

COURSE MAPPING
[insert Course Code and Course Title]

OUTCOMES

Common to all Programs

Common to all Clusters

Specific to Program

Institutional

Appendix F.   Format for Curriculum Map

CURRICULUM MAP

FIRST YEAR

SUBJECTS 1st Semester	COMMON TO ALL PROGRAMS			COMMON TO ALL CLUSTERS			SPECIFIC TO PROGRAM			INSTITUTIONAL		
					OUTCOMES							
Subject 1												
Subject 2												
2nd Semester												
Subject 1												
Subject 2												

SECOND YEAR

SUBJECTS 1st Semester	COMMON TO ALL PROGRAMS			COMMON TO ALL CLUSTERS			SPECIFIC TO PROGRAM			INSTITUTIONAL		
					OUTCOMES							
Subject 1												
Subject 2												
2nd Semester												
Subject 1												
Subject 2												

THIRD YEAR

SUBJECTS 1st Semester	COMMON TO ALL PROGRAMS			COMMON TO ALL CLUSTERS			SPECIFIC TO PROGRAM			INSTITUTIONAL		
					OUTCOMES							
Subject 1												
Subject 2												
2nd Semester												
Subject 1												
Subject 2												

FOURTH YEAR

SUBJECTS 1st Semester	COMMON TO ALL PROGRAMS			COMMON TO ALL CLUSTERS			SPECIFIC TO PROGRAM			INSTITUTIONAL		
					OUTCOMES							
Subject 1												
Subject 2												
2nd Semester												
Subject 1												
Subject 2												

LEGEND:
   I – Introduced
   L – Learned
   D – Demonstrated with supervision
   P – Practiced with minimal supervision

*common to all programs and institutional outcomes
**common to a specific program and institutional outcomes
***common to three different outcomes (specify)

FORMS IV

Note: Soft/hard copy of the forms
may be requested from the Office of the Director of Instruction.

CENTRAL MINDANAO UNIVERSITY
University Town, Musuan, Bukidnon
www.cmu.edu.ph

ATTENDANCE SHEET (Department Meeting)

Department: _____

College: _____

Date: _____

Venue: _____

No.	NAME	SIGNATURE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

Noted:

_____
Department Chair

F1 – ATTENDANCE SHEET (Department Meeting)

ATTENDANCE SHEET (Stakeholders Meeting)

Date: _____

Department: _____   College: _____   Venue: _____

No.	Name	School/Company/Organization	Contact Number	Email Address	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

F2 – ATTENDANCE SHEET (Stakeholders Meeting)

FORM No.	3	Comments/Suggestions Matrix (Department Meeting)		Date:
Program:		*name of program	College	*name of College
No.	COMMENTS/SUGGESTIONS		ACTION TAKEN	REMARKS
1				
2				
3				
4				
5				

Note: Use separate sheet if necessary

Prepared by:

_____
Chair, DCC

Noted:

_____   _____
Department Chair   College Dean

F3 – COMMENTS/SUGGESTIONS (Department Meeting)

CENTRAL MINDANAO UNIVERSITY
University Town, Musuan, Bukidnon
www.cmu.edu.ph

F4

FORM No.	4	Comments/Suggestions Matrix (Stakeholders Meeting)	Date:

Program:	*name of program	College	*name of College

No.	COMMENTS/SUGGESTION	ACTION TAKEN	REMARKS
1			
2			
3			
4			
5			

Note: Use separate sheet if necessary

Prepared by:

_____
Chair, DCC

Noted:

_____   _____
Department Chair   College Dean

F4 – COMMENTS/SUGGESTIONS (Stakeholders Meeting)

Republic of the Philippines
CENTRAL MINDANAO UNIVERSITY
University Town, Musuan, Bukidnon

PROGRAM CLOSURE FORM

INSTRUCTIONS: This form is required to be submitted to the College Curriculum Committee (CCC) Coordinator if a Department is seeking to deactivate a curricular program based on the results/findings of the DCC. Program closure can only be requested if all students have graduated or transferred into another program. Reasons for deactivating may include but are not limited to the following:

1. Enrolment in the last five (5) years are no longer sufficient to justify the cost of instruction, facilities, and equipment; or the program duplicates other offerings at Central Mindanao University.
2. The program is no longer aligned with the mission or strategic goals of the University.
3. The program or degree no longer meets the needs of the citizens of Bukidnon in providing a viable education.

Title of Program: _____

Provide a narrative rationale for the program closure request (a separate page may be used):

Provide an explanation of the manner in which the University intends to accommodate any students, faculty, and staff who are currently active in the program scheduled to be closed (a separate page may be used):

Provide the number of students enrolled in the program in the last five (5) years:

Year 1 _____   Year 2 _____   Year 3 _____   Year 4 _____   Year 5 _____

Provide a number of students currently enrolled in the program: Semester _____   Count _____

_____   _____
DCC Chair   Department Chair

_____
College Dean

Republic of the Philippines
CENTRAL MINDANAO UNIVERSITY
University Town, Musuan, Bukidnon

FACULTY PROFILE

Department	
College	
Semester		School Year	

Name	Educational Qualification		Area/s of Specialization	Subjects to be Taught	Employment Status (tenure) with years of Experience	Teaching Performance Evaluation (average for the last 2 semesters)
	PHD					
	MS					
	BS					
	PHD					
	MS					
	BS					
	PHD					
	MS					
	BS					

F6 – FACULTY PROFILE

REVIEW SUMMARY FORM

Areas of Evaluation	General Rating (max. points)	Actual Rating				Average
		E1	E2	E3	E4	
A. Number of Students Enrolled	xx					
B. Number of Graduates	xx					
C. Availability of Experts to Handle the Course	xx					
D. Faculty Workload	xx					
E. Performance in Licensure Examination	xx					
F. Graduate Employability Rate	xx					
G. Other Related Factors	xx					
TOTAL	100 pts.					

Strength/s of the Program:

_____
_____
_____
_____
_____
_____

Additional Comments:

_____
_____
_____
_____

GENERAL RECOMMENDATION:

☐ Revision of the Program

☐ Moratorium of the program

☐ Abolition of the program

EVALUATORS

_____   _____
Member, Dept. Curriculum Committee   Member, Dept. Curriculum Committee

_____   _____
Member, Dept. Curriculum Committee   Member, Dept. Curriculum Committee

_____
Chair, Department Curriculum Committee

V.
CHECKLISTS

Republic of the Philippines
CENTRAL MINDANAO UNIVERSITY
University Town, Musuan, Bukidnon

PROGRAM APPLICATION CHECKLIST

Name of HEI	: CENTRAL MINDANAO UNIVERSITY
Address	: University Town, Musuan, Bukidnon
Program being Applied For	:
Academic Year	:

For HEI applying for initial permit or recognition, the following documents should be submitted:

No.	DOCUMENTS	With	W/O	REMARKS
1	HEI's application letter duly signed by Chairman of Board of Trustees/President or authorized representative including notarized affidavit			
2	For private HEI: Articles of Incorporation and By-Laws duly registered with Securities and Exchange Commission For local college: Copy of original Ordinance approving establishment For SUCs: Copy of Charter			
3	Copy(ies) of Transfer of Certificate(s) Title (TCT)/Lease Contract/Ownership of School Building			
4	Certificate of Occupancy for building(s) to be used in the name of HEI and indicated for educational purpose issued by City/Municipality's Office of Building Officials			

5	Feasibility study to include:
	• Brief description of proposed program
	• Institutional mandate and philosophy and goals of proposed program
	• Management viability such as:
	  ➢ Management capability and administrative competence as reflected in Organizational chart and qualifications of Management personnel
	• Market viability in terms of:
	  ➢ Demand for graduates/employment opportunities (at least in the next 5 years)
	  ➢ Prospective students (enrolment projection)
	  ➢ Presence of existing higher education institutions (HEIs) offering same course within the area
	• Financial viability in terms of sustainability of operation such as:
	  ➢ Financial soundness
	  ➢ Projected income and expenditure
	  ➢ Schedule of proposed tuition & other fees
	• Other operational aspects
	  ➢ Location of schools in relation to factors that are not conducive to learning such as cockpits, dancing halls, bars or recreational places of questionable character, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, jails, cemeteries, and others			

6	School Administrators (President, Vice President(s), Director(s), Dean(s), Program Chair(s)/Head(s), Coordinator(s), etc.) a. Spreadsheet should include following information: • Name • Position/Designation • Educational qualifications (where and when obtained) • Professional License Number & Expiration date (if applicable) • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) b. Certified true copy of Transcript of Records c. Certified true copy of Professional License (if applicable) d. Copy of Resume/Curriculum Vitae e. Copy of notarized appointment/contract of employment (to be submitted if already hired) f. Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition) g. Approved resignation from previous employer (to be submitted before issuance of initial permit/recognition)			
7	Faculty Members a. Spreadsheet should include following information (separate spreadsheet for faculty handling General Education subjects and Professional subjects): • Name • Educational qualification (where and when obtained) • Professional License Number & Expiration date (if applicable) • Field specialization • Subjects to be taught • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) b. Certified true copy of Transcript of Records c. Certified true copy of Professional License (if applicable) d. Copy of Resume/Curriculum Vitae e. Copy of notarized appointment/contract of employment (to be submitted if already hired) f. Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition) g. Approved resignation from previous employer (to be submitted before issuance of initial permit/recognition)			
8	Non-teaching personnel (Registrar, Guidance Counselor, Administrative staff, etc) a. Spreadsheet should include following information: • Name			

	• Educational qualification (where and when obtained) • Professional License Number & Expiration date (if applicable) • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) b. Certified true copy of Transcript of Records c. Certified true copy of Professional License (if applicable) d. Copy of notarized appointment/contract of employment			
9	**Curriculum** • Distribution of subjects per term • Summary of units • Course description (by subject) • Course Syllabus (by subject)			

10	**Library**
	a. Librarian (copy of Transcript of Record, appointment, professional license)
	b. Facilities (floor space in sq.m.) – to include pictures
	c. Seating capacity (combined number of students & faculty at one time)
	d. Library collections (books, journals, magazines, dictionaries, almanacs, etc.)
	  • List of 5 non-duplicated book titles per subject in the curriculum published within the last 5 years
	  • List of book collections/accessioned books
	    ➢ Start-up – 3,000 library collections (for initial permit)
	    ➢ Minimum of 5,000 library collections (for recognition)
	  • List of subscription relevant to professional journals
	Note: List should be in spreadsheet to include author, title of book, year of publication and number of volumes			

11	**Physical facilities to be used exclusively for tertiary programs (to include pictures)** • School site • Total floor area (in sq. m.) • Buildings • Number & size of classrooms/lecture rooms • Number & types of laboratories *Note: Refer to PSG for the Program applied for*			
12	List of equipment and other instructional devices/aids			
13	**Support Facilities** • Audio-visual room • Sports and recreational, if outsourced to include notarized MOA • Canteen • Faculty lounge • Student lounge			

14	Support Services
	   a. Guidance and counseling
	   b. Medical and dental services for students and faculty, it outsourced to include notarized MOA			

15	NSTP
	   a. Coordinator (copy of Transcript of Records and Appointment)
	   b. NSTP office
	   c. Affiliation to Accredited NSTP Provider, if outsourced, to include notarized MOA			

16	School bond in the amount of One Hundred Thousand Pesos (P100,000.00) per CHED AO No. 4 s.2014			
17	Application fee in the amount of eight thousand pesos (P8,000) in cash or check payable to CHED-X per CHED AO No. 4 s.2014			
18	Inspection fee in the amount of Fifteen Thousand Pesos (P15,000) in cash or check payable to CHED-X per CHED AO No. 4 s.2014			

Evaluated by: _____

Position: _____

Date: _____

MANUAL OF OPERATIONS for
Curriculum Development, Review, and Revision
Revised 2019 (per BOR 136, s. 2019)