**COMMISSION ON HIGHER EDUCATION**

**Caraga Region**

**REGIONAL MEMORANDUM**

**No. 17 , s.2014**

**F O R        :  The Presidents/Heads**

**Private and Public HEIs**

**SUBJECT : SUBMISSION OF REVISED CURRICULA FOR CONTENTS**

**NOTATION**

**D A T E    :  APRIL 30, 2014**

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the “Higher Education Act of 1994”, all Higher Education Institutions (HEIs) that have revised their curricula for their undergraduate program offerings effective Academic Year 2014-2015 are required to submit same for contents notation of this Office. Revision of curricula for graduate programs are forwarded to CHED Central Office for contents notation.

Request for contents notation for curriculum revision should be submitted at least one month prior to the start of the opening of classes of the intended academic year of implementation. Each revised curriculum to be submitted shall include the following:

**A. Program of Study / Prospectus in matrix form, with the following information:**

1. Name of program, Academic Year for the effectivity of the curriculum and the specific CHED Memorandum Order which served as the basis in the revision;

2. Descriptive title, course number, total number of units credit, number units - lecture and laboratory, number of contact hours per week, pre-requisite(s) and co-requisite(s), and

3. Names, signatures and positions of the ones who prepared, reviewed and

Approved the curricula.

**B. Summary in matrix form showing the total number of units for:**

1. General Education Curriculum (GEC) Courses

2. Institutional Courses

3. Basic or Core Courses

4. Professional Courses

5. Others

**C. Course specifications including:**

1. Course Number

2. Descriptive Title

3. Course Description

Attached is the sample template for your reference.

For your information and guidance.

**(SGD) MARICAR R. CASQUEJO, Ph.D., CESE**

Acting Director IV