



**SYLLABUS PREPARATION IN THE
NEW NORMAL**


Doc Control No.	PRMSU-ASA-COMSP014	
Effectivity Date	May 4, 2021	
Revision No.	03	Page 1 of 4

Revision History

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DATE: MAY 10 2021

Rev. No.	Originator	Details of Revision	Approval Date	Effectivity Date
00	SANTI A. MAGTALAS	Original Issue	May 3, 2021	May 4, 2021

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Prepared by: <p align="center">SANTI A. MAGTALAS, Ed. D. Dean, College of Arts and Sciences</p>	Reviewed and Approved by:  <p align="center">FELIPA M. RICO, Ph. D. VP, Academic and Student Affairs</p>
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 BY: GERRY DE BRAYA
 DATE: MAY 04 2021

1.0 OBJECTIVE

To establish and maintain a documented procedure that provides clear-cut policies and guidelines for the preparation of syllabus.

2.0 SCOPE

This procedure is applied to all faculty members regardless of their appointment status – regular, temporary, contract of service (full-time and part time).



3.0 REFERENCES

Academic Manual
 Respective CMOs of all curricular programs offered at Iba Campus

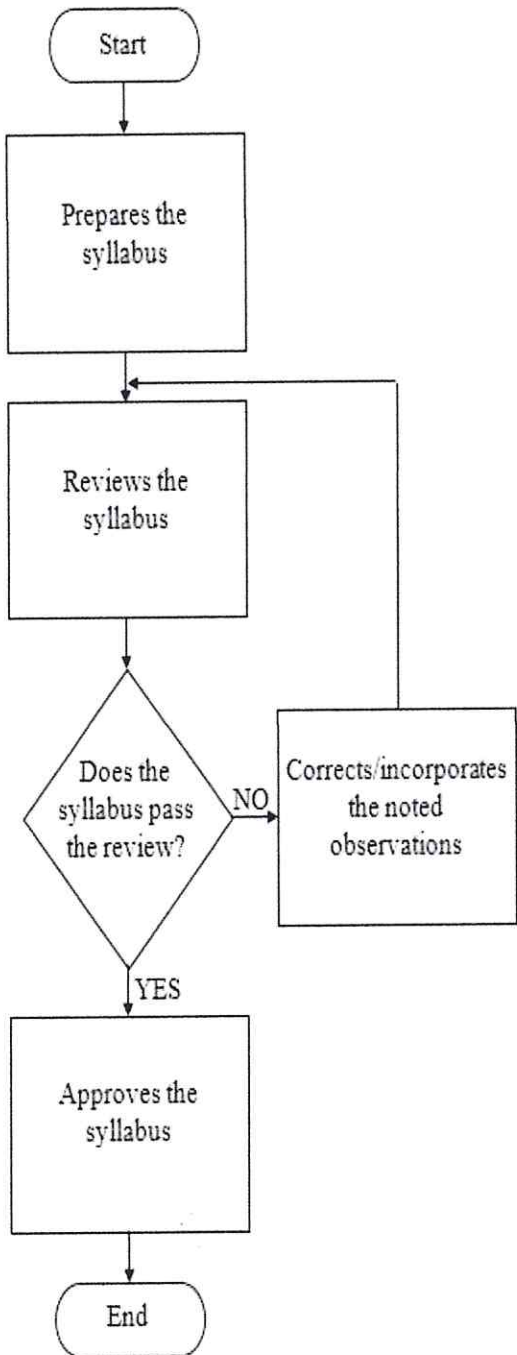
4.0 DEFINITION OF TERMS

Syllabus – is a document that communicates information about a specific course that includes but not limited to course description, course outline, time frame, teaching methodologies/strategies, policies, rules and regulations, required texts, and others.

Teaching Load – means the amount of teaching (expressed in number of course sections or credits) assigned to a faculty member during a given semester as part of workload.

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**5.0 PROCEDURES
FLOWCHART**



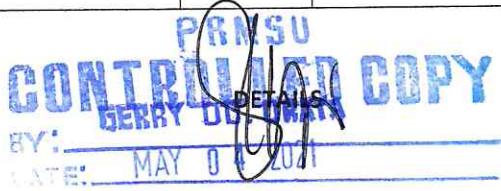
RESPONSIBLE

- Faculty** Prepares the syllabus based on the approved teaching load and submits it to the concerned Program Chair/General Education Department Head in printed or e-copy form for content review.

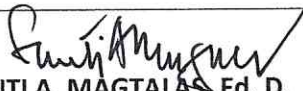

- Program Chair/ GE Dept. Chair** Reviews the submitted syllabus. If there are corrections, suggestions and inputs, the program chair/department chair returns it to the faculty to incorporate the noted observations.


If not approved, return with notation for modification

- College Dean** Approves the syllabus



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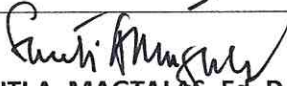

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6.0 ATTACHMENT/FORMS

- Syllabus Template

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