	SOUTHERN LEYTE STATE UNIVERSITY Sogod, Southern Leyte		DOCUMENT CODE	P-AC07
	QUALITY PROCEDURES MANUAL		REVISION	00
			EFFECTIVITY DATE	20 October 2015
	PROCEDURE IN MAKING AN OBEDIZED SYLLABUS VIS-A-VIS CMO			

1. Purpose

To prepare and formulate a well-developed course syllabus that will help students know what is expected of them from the start of the course and allow students to plan their semester efficiently.

2. Scope

This procedure covers the making of OBE-dized syllabus with reference to existing CHED Memorandum Order.

3. Reference

CHED Memorandum Orders
Faculty Manual
Student Manual
Prospectus

4. Definition of Terms

CHED- Commission on Higher Education

CMO- CHED Memorandum Order

Course- Subject


ILO- Intended Learning Outcomes

Program- Degree


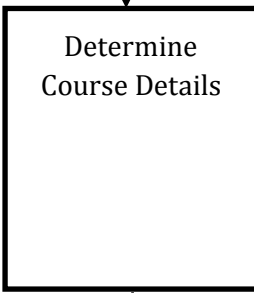
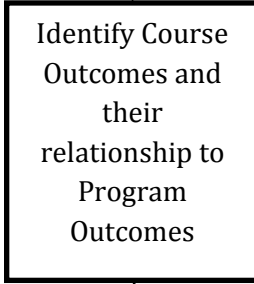
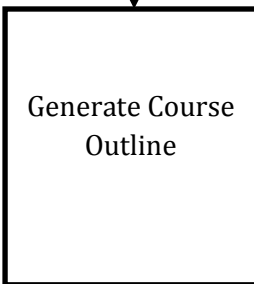

Prospectus- A book or document that provides information about a school, business,


Syllabus- a list of the topics or books that will be studied in a course.

TLA- Teaching Learning Assessment

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V. Process Flow

Step No.	Process Flow	Details	Forms	Criteria	Responsible Person
					
1		<ul style="list-style-type: none"> Draft course details (course name, course description, number of units and pre-requisites, policies) 		CMO & Prospectus	Instructor
2		<ul style="list-style-type: none"> Relate the course outcomes based on the program outcomes 		CMO and Faculty Manual	Instructor
3	 	<ul style="list-style-type: none"> For Academic, identify ILO, Topics, Time-frame, Teaching Strategies, Assessment Tools, Values, References and Instructional materials. If with Laboratory, Generate Laboratory Learning Plan such as: Topics, Timeframe, TLA, Assessment Tools, Laboratory Materials, References, ILO, and Values. 		CMO	Instructor

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4	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Apply Appropriate Grading System </div>	<ul style="list-style-type: none"> Identify the appropriate criteria of grading system based on program. General Rule: For Academic subjects, 40% Term Exam & 60% Class Standing (quizzes, oral, project, assignment, reporting) For Laboratory/Shop, 60% Term Exam & 40% Class Standing. Exception: For Board program, use grading system based on your standard. 		Faculty & Student Manual	Instructor
5	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Check and Review Syllabus </div>	<ul style="list-style-type: none"> Review Syllabus 		Signature of the Program Chair	Program chair
6	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Recommend </div>	<ul style="list-style-type: none"> Recommend for approval to the College Dean 		Signature of the Department Head	Department Head
7	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; position: relative;"> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%);"> <p>Approved?</p> </div> <div style="position: absolute; bottom: 10%; left: 10%;">YES</div> <div style="position: absolute; top: 10%; right: 10%;">NO</div> </div>	<ul style="list-style-type: none"> If disapproved, comply the recommended lacking. If approved, proceed to next process 		Signature of the College Dean	College Dean
8	<div style="border: 2px solid orange; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;"> End </div>				