



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE I

April 4, 2023

CHED REGIONAL MEMORANDUM ORDER

No. 02, s. 2023

REITERATION OF GUIDELINES FOR COLLEGIATE AND GRADUATE SCHOOL CALENDARS FOR THE ACADEMIC YEAR 2023-2024

FOR : ALL PRESIDENTS / HEADS
Public and Private Higher Education Institutions (HEIs)
Region 1

1. Pursuant to the **Manual of Operations for Private Higher Education (MORPHE) of 2008**, which was also made applicable to State Universities and Colleges (SUCs), and Local Universities and Colleges (LUCs) by virtue of **CHED Memorandum Order (CMO) No. 30, series of 2009**, and **CMO No. 1, series of 2011** entitled "*Guidelines on Adoption of School Calendar*," this Office is reiterating the provisions of the aforementioned guidelines for collegiate and graduate school calendars starting Academic Year 2023-2024.
2. The calendar requirements are as follows per term (*CMO No. 1, s. 2011*):

Term	Lecture/Recitation	Laboratory
semestral system	The academic year for collegiate courses shall consist of not less than thirty-six (36) weeks, or eighteen weeks a semester, or its equivalent of normally six (6) school days each week, exclusive of approved vacations and inclusive of legal and special holidays and days for special activities. In any case, the total number of days on which regular school sessions are held shall not be less than hundred (200) per calendar year or hundred (100) each semester, exclusive of all holidays and registration days, and class days suspended due to natural or man-made causes.	A total of not less than seventeen (17) hours in a term shall be equivalent to one (1) unit of college credit. Two (2) or three (3) hours of laboratory work, drafting, shop or field work shall be equivalent to one (1) hour of classroom lecture or recitation work.
summer, trimestral or quarterly terms	Submit particular schedules and the required minimum number of class hours and class days	

3. The national and local holidays, registration days and class days suspended due to natural or man-made causes are **excluded** from the total number of days per term. (*Section 2 of CMO No. 1, s. 2011*)
4. For any changes in the approved school calendar, HEIs are requested to inform this Office in writing **at least two (2) weeks prior to its implementation**.

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