



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
COLLEGE OF ENGINEERING  
**COMPUTER ENGINEERING DEPARTMENT**

PC S.1

**PARAMETER C: FACULTY ADEQUACY AND LOADING**

**SYSTEM-INPUTS AND PROCESSES**

S.1. Faculty-student ratio is in accordance with the program requirements and standards as follows:

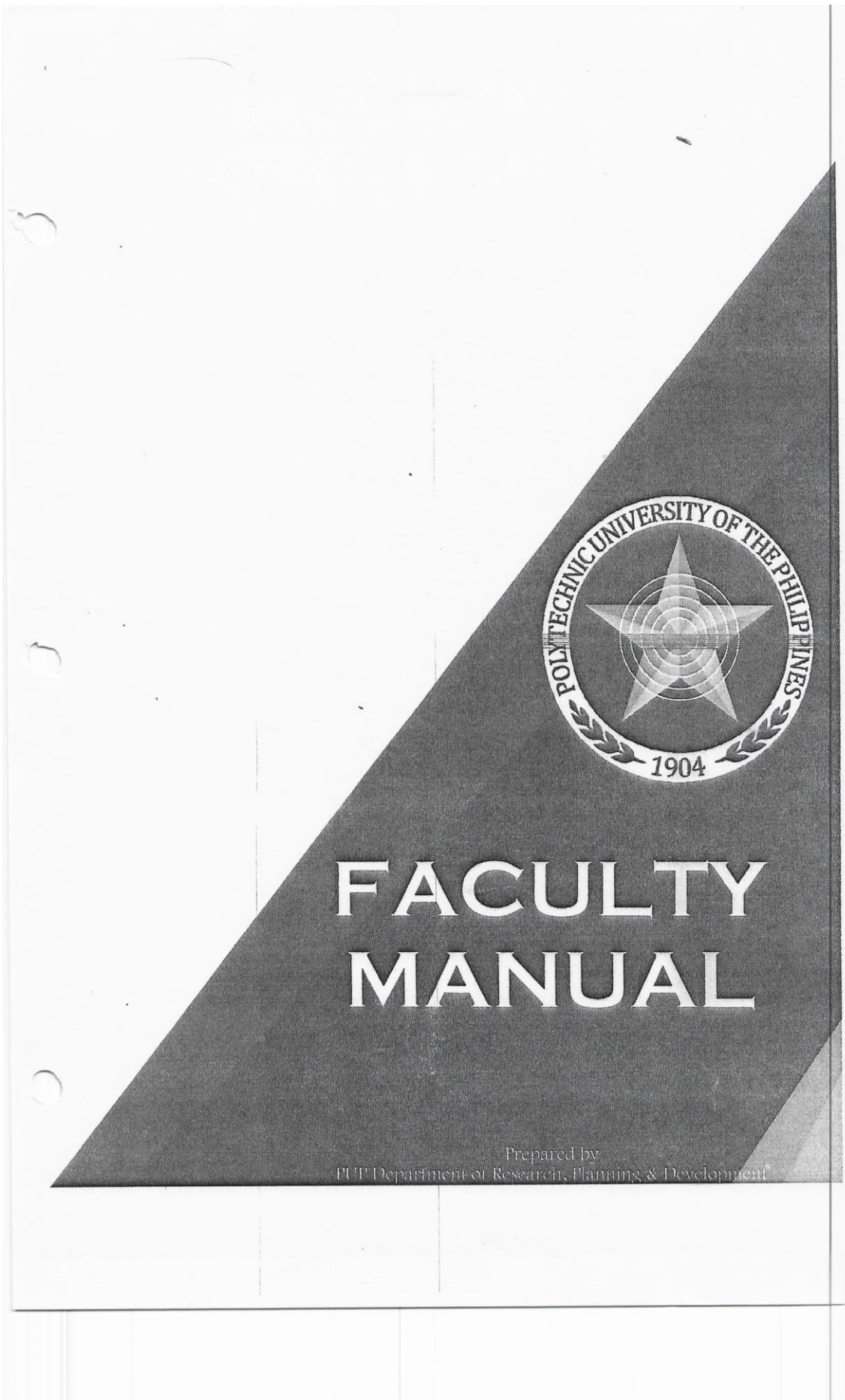
S.1.1. lecture (1:40)

Documents attached:

- FACULTY MANUAL
- SAMPLE CLASS LIST



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
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7.2.4.2 Grade Sheets and Grade Cards

Grade cards checked against the grade sheets of non-graduating students shall be submitted to the Office of the Dean/Director on a specific date set by the University.

7.2.4.3 List of students with Incomplete/Failing Grades and those who Dropped the Course

Faculty members are enjoined to submit to the Office of the Dean/Director the grade sheets, grade cards and a list in duplicate of students who have dropped the course, together with the date and cause of dropping, also, students who have incomplete and/or failing grades.

7.3 Academic Calendar and Classes

7.3.1 Academic Calendar

7.3.1.1 An academic calendar is annually prepared before the beginning of the school year. Any adjustment which shall be made to meet contingencies shall be prepared by the Office of the Registrar and officially communicated to the Dean/Director and faculty members.

7.3.1.2 Each semester shall consist of at least fifty (50) class hours, including examination days. Summer session shall be equivalent to that of a semester. All activities of the University shall be reported to the Registrar so that he may be able to prepare a calendar in coordination with the Vice President for Academic Affairs and in consultation with other University officials.

7.3.2 Schedule of Classes

7.3.2.1 Schedule of classes shall be prepared and issued jointly by the College Deans/Institute Director and the Vice President for Academic Affairs, subject to the approval of the President or in his absence, of the Executive Vice President.

7.3.2.2 Unless so approved by the President, no change in the official schedule of classes shall be made.

7.3.2.3 Meeting time per subject depends upon the unit course as well as the nature of the subject.

7.3.3 Class Size

7.3.3.1 The size of a class shall depend on available school facilities and the nature of the subject matter. Unless otherwise authorized by the President, class size shall be 35 to 45, except in the following:



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7.3.3.1.1 Classes with small attendance on account of specialization authorized by the curriculum in force at the time the class is opened;

7.3.3.1.2 Instances where limited space or equivalent makes holding of a large class impossible;

7.3.3.1.3 Graduate courses where classes of even one student may be allowed if authorized by the Dean of the Graduate School and approved by the President and if the course requires small enrollment.

7.3.3.2 No class shall be split for either of the following reasons:

7.3.3.2.1 To suit the personal preference of the individual faculty member in regard to time and place; and

7.3.3.2.2 To enable the instructor to comply with the regulations governing teaching load.

The Vice President for Academic Affairs, Registrar, Deans/Directors and Department Heads are charged with enforcement of the rules.

7.3.3.3 At the end of every academic year, each Dean or Director, shall present to the President through channels a report together with his recommendations on class size in his faculty. These reports and other available data shall be the basis for recommendations of the Vice President for Academic Affairs in consultation with the Registrar on the problem of class size.

Any departure from the foregoing rules may be initiated by the faculty members with the recommendation of his Dean or Director, to the Vice President for Academic Affairs, through the Executive Vice President, and to the President for his approval.

7.3.4 Suspension and Postponement of Classes

7.3.4.1 President or Vice President for Academic Affairs, has the authority to suspend classes.

7.3.4.2 No faculty member shall postpone the holding of his class to any other hour or day than that officially scheduled nor shall he meet his students for class or consultation purposes in any unscheduled room or place except when expressly permitted to do so by his Dean/Director and/or the Vice President for Academic Affairs.



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Sample Class List





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S.1.2. laboratory (1:25)

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# FACULTY MANUAL

Prepared by  
PUP Department of Research, Planning & Development



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Sample Class List

























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Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
COLLEGE OF ENGINEERING

MASTER LIST

ACADEMIC YEAR: 2019 - 2020 TERM: First Semester

PROGRAM: BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

PROGRAM CODE: BSCOE SECTION: BSCOE 2-1

SUBJECT: COMPUTER ENGINEERING TECHNOLOGY 3

SUBJECT CODE: CMPE 40032 SCHEDULE: T/F 07:30AM-10:30AM/07:30AM-10:30AM

| #  | STUDENT NUMBER  | COMPLETE NAME                           | SECTION   | SIGNATURE |
|----|-----------------|---|-----------|-----------|
| 1  | 2018-08338-MN-0 | ABAINZA, MARIE ANNE KATHLEEN MIRANDA    | BSCOE 2-1 |           |
| 2  | 2018-11774-MN-0 | ALEJO, ALVIN DALE GRANDE                | BSCOE 2-1 |           |
| 3  | 2018-02941-MN-0 | ANDALLO, MARC CHRIS CAULAN              | BSCOE 2-1 |           |
| 4  | 2018-02847-MN-0 | ANDES, MARK ROBERT                      | BSCOE 2-1 |           |
| 5  | 2018-03793-MN-0 | ANGULO, MICHAELA LOUISE SUIAISO         | BSCOE 2-1 |           |
| 6  | 2018-02260-MN-0 | BALAGTAS, PAULINE HERNANDEZ             | BSCOE 2-1 |           |
| 7  | 2018-04762-MN-0 | BALDEVINO, NATHANIEL VALDEZ             | BSCOE 2-1 |           |
| 8  | 2018-02363-MN-0 | BOCANOG, VERLANNE PAUL PAJARILLO        | BSCOE 2-1 |           |
| 9  | 2018-02573-MN-0 | BUENAVENTURA, CELINE JOIE VELASCO       | BSCOE 2-1 |           |
| 10 | 2018-00772-MN-0 | CASAMORIN, JAY VALLEJOS                 | BSCOE 2-1 |           |
| 11 | 2018-15598-MN-0 | CHIU, JOHN KRISTIAN QUINSAAT            | BSCOE 2-1 |           |
| 12 | 2018-03868-MN-0 | CRUZ, RYAN IVAN CAPII                   | BSCOE 2-1 |           |
| 13 | 2018-10341-MN-0 | DE GUZMAN, JASMIN ROSE SARMIENTO        | BSCOE 2-1 |           |
| 14 | 2018-02085-MN-0 | DEL ROSARIO, MAUBREY HUERTAS            | BSCOE 2-1 |           |
| 15 | 2018-00091-MN-0 | DELA CRUZ, FRANZ JOSHUA DEL ROSARIO     | BSCOE 2-1 |           |
| 16 | 2018-02126-MN-0 | DIZON, GEM JASON NERO                   | BSCOE 2-1 |           |
| 17 | 2018-00471-MN-0 | ESTEBAN, AYESHA ASHLYN VILLAPA          | BSCOE 2-1 |           |
| 18 | 2018-04161-MN-0 | FORCADELA, PATRICK JAN ARIAS            | BSCOE 2-1 |           |
| 19 | 2018-01383-MN-0 | FROGOSA, ALEA BENITEZ                   | BSCOE 2-1 |           |
| 20 | 2018-01338-MN-0 | GUALLAR, JOEL BOAS                      | BSCOE 2-1 |           |
| 21 | 2018-00572-MN-0 | HAGOS, PHILIP PELEGLORIO                | BSCOE 2-1 |           |
| 22 | 2018-03105-MN-0 | HERNANDEZ, HEAVEN LEE BENEDICT MARTINEZ | BSCOE 2-1 |           |
| 23 | 2018-10626-MN-0 | MAAÑO, AUDREY CAMILLE MANSIA            | BSCOE 2-1 |           |
| 24 | 2018-07368-MN-0 | MEDIAVILLO, CARL LEWIS PELAYO           | BSCOE 2-1 |           |
| 25 | 2018-00161-MN-0 | NAKAMURA, TIMOTHY IVENZ DEVERA          | BSCOE 2-1 |           |
| 26 | 2018-01070-MN-0 | NAÑOLA, CHRISTINE JOY BALAGTAS          | BSCOE 2-1 |           |
| 27 | 2018-01638-MN-0 | NUARIN, GEORGE ANTHONY SOMBILLO         | BSCOE 2-1 |           |
| 28 | 2019-13802-MN-1 | OCTAVIO, MARK ANDRIAN BOLA              | BSCOE 1-0 |           |
| 29 | 2018-02175-MN-0 | POMARIJOS, DIETHER BANSIL               | BSCOE 2-1 |           |
| 30 | 2018-11048-MN-0 | REBUENO, PRICHELE SORIA                 | BSCOE 2-1 |           |
| 31 | 2018-05488-MN-0 | RIBAYA, SEDY KRISTAN BAOALAN            | BSCOE 2-1 |           |
| 32 | 2018-11274-MN-0 | RICAFORT, NOEL ANGELO VALEN ANDAL       | BSCOE 2-1 |           |
| 33 | 2018-05257-MN-0 | SACABON, JOSHUA CALUMAG                 | BSCOE 2-1 |           |
| 34 | 2018-04486-MN-0 | SANTIAGO, JARED SEVILLA                 | BSCOE 2-1 |           |
| 35 | 2018-03324-MN-0 | SARMIENTO, JONIL MARK LLAMERA           | BSCOE 2-1 |           |
| 36 | 2018-04007-MN-0 | SINANG, JOHN AUGUSTINE RAMOS            | BSCOE 2-1 |           |
| 37 | 2018-03754-MN-0 | TANGONAN, JAN ARVIN JOSE                | BSCOE 2-1 |           |
| 38 | 2018-02483-MN-0 | TEOXON, EMMANUEL ALEJANDRO              | BSCOE 2-1 |           |
| 39 | 2018-00026-MN-0 | VALENCIA, JOHN KENNETH VILLAR           | BSCOE 2-1 |           |
| 40 | 2018-07562-MN-0 | VALERIO, ANGELIKA CARCHA                | BSCOE 2-1 |           |

\* THE STUDENTS LISTED BELOW ARE NOT YET PAID AND NOT OFFICIALLY ENROLLED

41 2018-02199-MN-0 \* CONCEPCION, SEAN VINCENT AGUILAR BSCOE 1-1

JULIUS CANSINO TRIA, ROMAN ANGELO GARCIA

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