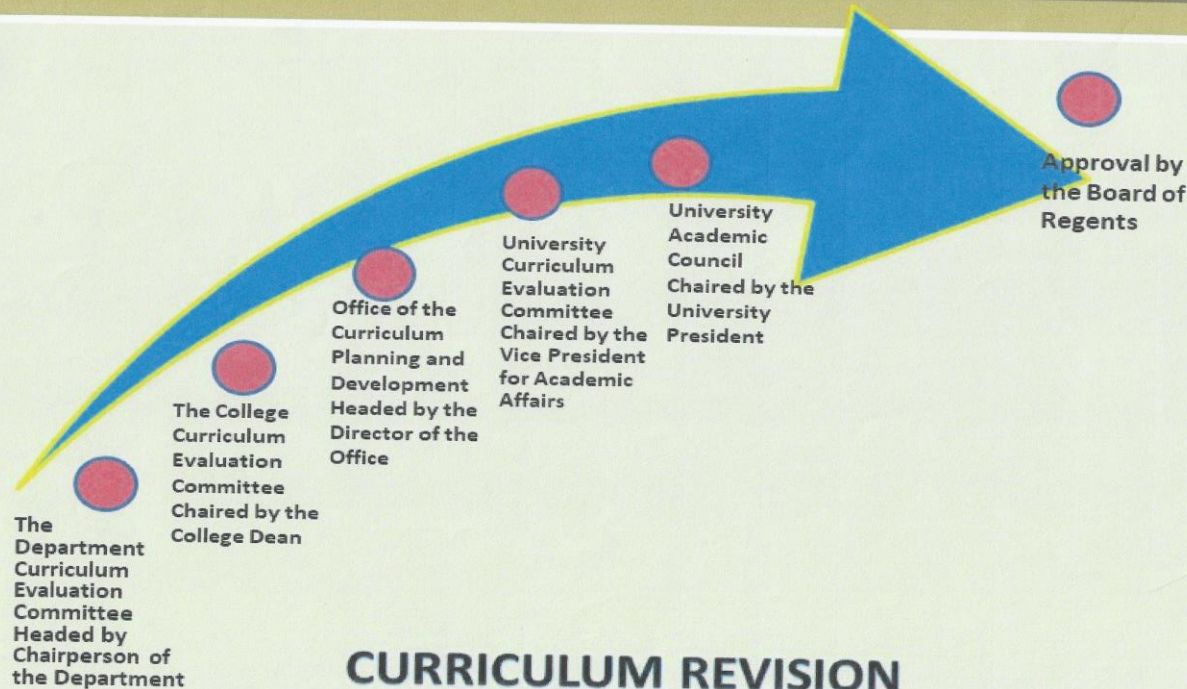
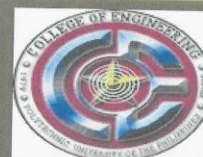




# POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT

## STAGES IN CURRICULUM REVISION



(02) 8713 5968 | [dcoe\\_chair@gmail.com](mailto:dcoe_chair@gmail.com)  
RM322 CEA BLDG. NDC COMPOUND,  
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





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**COLLEGE OF ENGINEERING**  
**COMPUTER ENGINEERING DEPARTMENT**



Republic of the Philippines  
 Polytechnic University of the Philippines  
 Office of the Vice President for Academic Affairs  
**QUALITY ASSURANCE CENTER**

**BACHELOR OF SCIENCE IN \_\_\_\_\_**  
 (Complete Name of the Academic Program and Year of Implementation)

**FIRST YEAR**

First Semester			Second Semester		
Course Code	Course Title	Course Credit (Units)	Course Code	Course Title	Course Credit (Units)
Total Academic Units			Total Academic Units		

**SECOND YEAR**

First Semester			Second Semester		
Course Code	Course Title	Course Credit (Units)	Course Code	Course Title	Course Credit (Units)
Total Academic Units			Total Academic Units		

**THIRD YEAR**

First Semester			Second Semester		
Course Code	Course Title	Course Credit (Units)	Course Code	Course Title	Course Credit (Units)







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**FOURTH YEAR**

Course Code	<i>First Semester</i>		<i>Second Semester</i>		
	Course Title	Course Credit (Units)	Course Code	Course Title	Course Credit (Units)
<b>Total Academic Units</b>			<b>Total Academic Units</b>		

Prepared by:

Noted by:

Approved by:

\_\_\_\_\_



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**PROPOSED CURRICULUM FOR \_\_\_\_\_**

*(Name of the Academic Program & Proposed  
Year of Implementation)*

**RATIONALE**

*(Brief discussion of the underlying reasons or explanation of the controlling principles opinions, beliefs, practices or phenomena for offering the curricular program)*

**PROGRAM OUTCOMES**

*(Broad statements of the knowledge, skills and attitudes that students are expected to develop as a result of overall academic and nonacademic experience from the program of study. It should be logical enumeration of the desired program outcomes in coherence with the University's approved Institutional Learning Outcomes and Program and Standard Guidelines issued by the Commission on Higher Education. The program can enhance the minimum stated program objectives in the CMO of the academic program)*

**MATRIX OF BENCHMARKING**

*(Matrix of classified courses of the proposed curricular program in comparison with the old curriculum, CHED's PSG, local institutions of COE/COD status, and other local and international academic institutions with exemplary recognition)*

**PROPOSED CURRICULUM OR CURRICULA**

*(Presentation of the proposed curriculum by year level and by semester showing the course titles with the corresponding number of course credits, lecture and laboratory hours, corresponding course prerequisites and corequisites, and the total number of credits per semester. If a curricular program has specialization option, a separate distinct curriculum should be presented for each option. And if the program is of ladderized scheme, the certificate or diploma earned should be indicated per year level)*

**SUMMARY OF MATRIX OF COURSES**

*(Matrix of the summary of all courses of the proposed curricular program classified according to CHED's PSG with corresponding course credits)*

**JOB TARGETS**

*(Listing of job targets of the curricular program and matrix of the job targets for ladderized programs)*

**PROPOSED ENTRANCE AND GRADUATION REQUIREMENTS**

*(Listing of entrance requirements to qualify for admission in the proposed curricular program and listing of graduation requirements to earn certificates and diploma of the academic degree of the proposed curricular program)*



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### EXECUTIVE SUMMARY

<b>SUBJECT</b>	: Title of the subject/topic/program/project/activity to be approved by the Board of Regents
<b>LEGAL BASIS</b>	: Legal basis of the subject/topic/program/project/activity
<b>ACTION TO BE TAKEN</b>	: For Approval
<b>COMPREHENSIVE BACKGROUND</b>	: Brief discussion about the subject/topic/program/project/activity, its rationale and the process it underwent
<b>ATTACHMENTS</b>	: List of attached relevant supporting documents about the subject/topic/program/project/activity
<b>PROPONENT</b>	: Name of the Author of the subject/topic/program/project/activity and signature
<b>ENDORSED BY</b>	: Name of endorsing University official and signature





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CPDO Control No. \_\_\_\_\_

**Curriculum Planning and Development Activity:**

- Proposing a New Academic Program
- Revising an Academic Program

**Type of Academic Program**

- Diploma Program
- Undergraduate Program
- Post baccalaureate Program
- Graduate Program

Name of the Proposed New or Revised Program: \_\_\_\_\_

Name of the Department/College Proponent: \_\_\_\_\_

**FORM FOR BENCHMARKING MATRIX**

FORM FOR BENCHMARKING MATRIX of Courses Titles and Course Credits of Proposed Curriculum with existing curriculum, with CHED policies and standards, with an institution recognized as COE/COD, and/or academic institutions with exemplary recognition

Course Title	Course Credit Units				
	Proposed Curriculum	Old Curriculum	CHED/TESDA Curriculum	COD/COE	Others School
<b>A. General Education Core Courses</b>					
Subtotals					
<b>B. General Education Elective Courses</b>					
Subtotals					
<b>C. Physical Education Courses</b>					
Subtotals					
<b>D. National Service Training Courses</b>					
Subtotals					
<b>E. Fundamental/Basic/Core Courses</b>					
Subtotals					
<b>F. Professional/Major/Specialization Courses</b>					
Subtotals					
<b>G. Elective Courses</b>					



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Subtotals					
<b>H. Research/Practicum/On-the-Job Training</b>					
Subtotals					
Grand Total					

Prepared by:

\_\_\_\_\_  
 Chair, Department Curriculum Evaluation Committee

Noted by:

\_\_\_\_\_  
 Department Chair

Endorsed by:

\_\_\_\_\_  
 College Dean





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**QUALITY ASSURANCE CENTER**

CPDO Control No. \_\_\_\_\_

**Curriculum Planning and Development Activity:**

- Proposing a New Academic Program
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**Type of Academic Program**

- Diploma Program
- Undergraduate Program
- Post baccalaureate Program
- Graduate Program

Name of the Proposed New/Revised Program: \_\_\_\_\_

Name of the Department/College Proponent: \_\_\_\_\_

**FORM FOR SUMMARY OF COURSES MATRIX**

Course Title	Proposed Curriculum		
	Total Course Credits	Course Credit	
		Lecture	Laboratory
<b>A. General Education Core Courses</b>			
Subtotals			
<b>B. General Education Elective Courses</b>			
Subtotals			
<b>C. Physical Education Courses</b>			
Subtotals			
<b>D. National Services Training Courses</b>			
Subtotals			
<b>E. Basic/Fundamental/Core Courses</b>			
Subtotals			
<b>F. Professional/Major/Specialization Courses</b>			
Subtotals			
<b>G. Elective Courses</b>			
Subtotals			
<b>H. Research/Practicum/On-the-job-Training</b>			
Subtotals			
<b>GRAND TOTALS</b>			

Prepared by:





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**QUALITY ASSURANCE CENTER**

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Noted by:

\_\_\_\_\_  
Department Chair

Approved by:

\_\_\_\_\_  
College Dean







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 Office of the Vice-President for Academic Affairs

*CE*

**MEMORANDUM ORDER**  
 No. 17, Series of 2017

**TO :** ALL DEANS AND PROGRAM CHAIRPERSONS  
**FROM :** VPAA MANUEL M. MUHI  
**SUBJECT :** REQUIRED DOCUMENTS FOR CURRICULUM REVISION  
**DATE :** JULY 25, 2017

*In all deans,  
 For your AA.  
 Thanks  
 F-*

The Department Curriculum Evaluation Committee is hereby directed to comply with all the required documents as specified in the Revised University Curriculum Development Guidelines, to wit:

1. Framework for Outcomes-Based Education for the Proposed Program;
2. Benchmarking Matrix of Course Titles and Course Credits of Proposed Curriculum;
3. Approved Institutional Learning Outcomes, Proposed Desired Program Learning Outcomes, and Proposed Course Learning Outcomes;
4. Proposed Curriculum Map;
5. Summary of Course Credits Categorized in Terms of:
  - General Education Core Courses
  - General Education Elective Courses
  - General Education Mandated Courses
  - Basic/Core/Tool/Technical Courses
  - Required/Professional/Major Courses
  - Seminar Courses
  - Elective Courses, Free Electives and Cognates
  - Foreign Language
  - Practicum/Thesis/Oral Comprehensive Examination and Synthesis Paper
  - Physical Education Courses
  - Civil Welfare Training Service
6. Matrix of Changes of Course Titles, Course Credits, Repositioned Courses, Additional Courses, Merged Courses, Deleted Courses, and other forms of changes in the curriculum; and
7. Minutes of Meetings with Attendance and Action Photos

*ES - [Signature]  
 CE - [Signature]  
 EE - [Signature]  
 IB - [Signature]  
 ECE - [Signature]  
 Cpl - [Signature] (SA)  
 ME - [Signature]*

Furthermore, it is advised that six (6) units of Filipino courses be added to General Education Core Courses.

Attached are the sample templates for your references.

These documents must be compiled and be readied for presentation to the University Curriculum Evaluation Committee (UCEC) and to the Academic Council. Also, copy of the compilation shall be submitted to our Quality Assurance Center for documentation and future reference purposes.

For your guidance and compliance.

2nd Floor, South Wing, A. Mabini Campus, Anonas Street, Sta. Mesa, Manila  
 Tel.Nos. 713-3532; 335-1718 local 206; 722  
 Website: www.pup.edu.ph



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QUALITY ASSURANCE CENTER

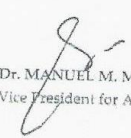
FOR : ALL CONCERNED DEANS AND DEPARTMENT CHAIRS  
FROM : Dr. SANJAY P. CLAUDIO  
Director  
SUBJECT : CHED'S REQUIREMENTS FOR APPROVAL OF NEW OR  
REVISED CURRICULAR OFFERINGS  
DATE : November 27, 2018

The mandatory requirements for the approval of the New or Revised curriculum by the Commission on Higher Education are the following:

- Rationale, Program Description and Program Outcomes of the New or Revised Curricular Offering;
- Copy of the New or Revised Curriculum with Summary of Courses with corresponding course prerequisites or course corequisites, course credits, number of hours for lecture and laboratory;
- Copies of the approved Course Syllabi of the New or Revised Curricular Offering;
- Copy of the Old Curriculum with Summary of Courses with corresponding course prerequisites or course corequisites, course credits, number of hours for lecture and laboratory; and
- Comparative Matrix of the Old and New or Revised Curriculum in terms of course credits, number of hours for lecture and laboratory.

Kindly submit the aforementioned documents to Quality Assurance Center on or before December 10, 2018.

Noted by:


  
Dr. MANUEL M. MUHI  
Vice President for Academic Affairs

Ground Floor, Ninoy Aquino Library and Learning Center, Main Campus, Sta. Mesa, Manila, Philippines  
"THE COUNTRY'S 1<sup>ST</sup> POLYTECHNICU"





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

	<b>PROCESS MANUAL</b>	<b>PUP-QMS-PM 05-01</b>	
		Revision Code: 0	Page 1
Section: <b>SUPPORT</b>		Effectivity Date:	
Subject: <b>SYLLABUS PREPARATION</b>			

**1. PURPOSES:**

- 1.1 To ensure that syllabi are prepared in conformance to CHED and curriculum requirements
- 1.2 To ensure that syllabi preparation is carefully handled by the chairperson and faculty members of each department, to be supervised by the Dean..
- 1.3 To ensure that the faculty members are provided with proper training and orientation on the latest information and trends specifically the Outcomes Based Education.
- 1.4 To ensure that the faculty members follow the guidelines and procedures in the formulation of the syllabi.
- 1.5 To ensure that the faculty members finalize and submit the completed syllabus to the Chairperson for evaluation and approval.

**2. SCOPE:**

This procedure starts from the order of the Vice president for Academic Affairs to formulate the syllabi following the newly approved curriculum, which shall be followed with the meeting and orientation of the faculty members on the need to create and/or revise syllabi based on the OBE format, and ends with the deliberation, evaluation and approval of the same.

**3. DEFINITION OF TERMS:**

- 3.1 Syllabus – a written document which contains an outline of a course of study, indicating the topics for discussion, schedule, activities, methodologies, assessment, and list of references.
- 3.2 Course Content – the specific topics to be discussed on a particular subject for the whole semester.
- 3.3 Reference – a list of books, journal, magazine, newspapers and other electronic materials which were used as bases for the topics identified in the syllabus which will be discussed in the class.
- 3.4 OUTCOMES Based Education – is an educational theory that bases each part of an educational system around goals (outcomes). It is expected that at the end of an educational experience, the students must have achieved their educational goals.
- 3.5 Methodologies – the teaching strategies used by the teachers to deliver the intended learning for students.
- 3.6 DCC – Documented Control Custodian who is in-charge of ensuring that the procedure for control of documented information is followed and complied by the process owners.

**4. RECORDS**

TITLE/ CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1. Memorandum Order	OVPAA	CHED MEMO	Four (4) years	Shred after Scanning
2. Notice of Meeting	OVPAA	CHED MEMO	Four (4) years	Shred after Scanning
3. Interview Guide/Questionnaire	OVPAA	CHED MEMO	Four (4) years	Shred after Scanning
4. Minutes of the Meeting	OVPAA	CHED MEMO	Four (4) years	


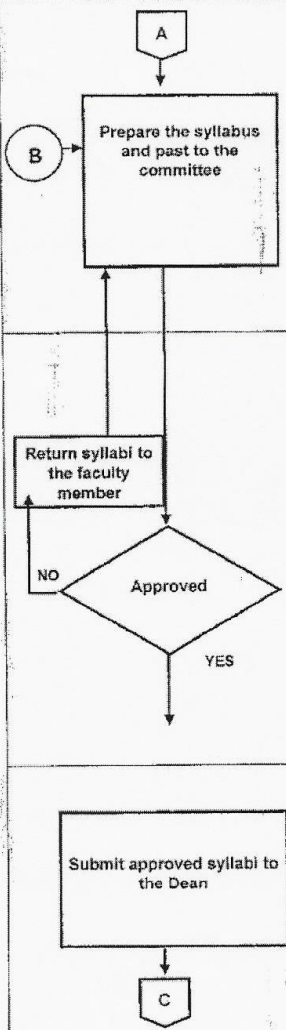
**5. REFERENCES:**

- 5.1 ISO 9001:2015 Clause 7.5 Documented Information and Clause of Operation
- 5.2 Related documents linked to the procedure
  - 5.2.1 Procedure for Control of Nonconformity and Corrective Action Planning, PUP-QMS-PM 05-XX
  - 5.2.2 Curriculum Design and Development

Prepared by: DCC	Reviewed by: QMR	Approved by: XXXX
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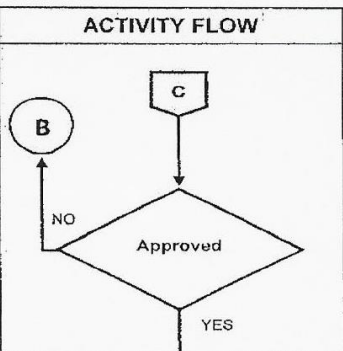
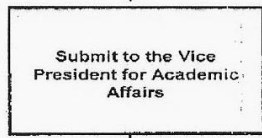
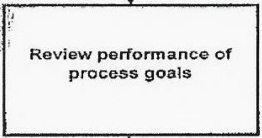
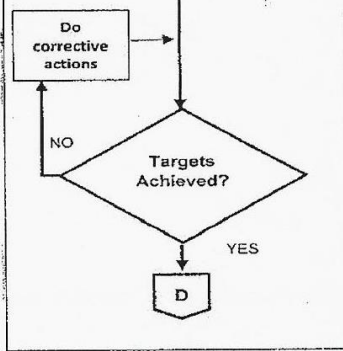
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 COLLEGE OF ENGINEERING  
**COMPUTER ENGINEERING DEPARTMENT**

	<b>PROCESS MANUAL</b>	<b>PUP-QMS-PM 05-01</b>	
		Revision Code: 0	Page 3
Section: <b>SUPPORT</b>		Effectivity Date:	
Subject: <b>SYLLABUS PREPARATION</b>			
ACTIVITY FLOW	RESPONSIBLE	DETAILS	
	Program Chair and Faculty Members	The faculty members draft the course syllabi and submit them to the chairperson for further evaluation and presentation to the committee.	
	Chairperson and faculty member	The course syllabi if not approved by the committee, shall be returned to the assigned faculty for further revisions	
	Deans Chairs Faculty	The course syllabi if approved, shall be submitted to the dean  If not approved, the Dean will return the syllabi to the committee, for further revision.	
Prepared by: DCC		Reviewed by: QMR	
		Approved by: XXXX	






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	<b>PROCESS MANUAL</b>		<b>PUP-QMS-PM 05-01</b>	
			Revision Code: 0	Page 4
Section: <b>SUPPORT</b>			Effectivity Date:	
Subject: <b>SYLLABUS PREPARATION</b>				
<b>ACTIVITY FLOW</b>	<b>RESPONSIBLE</b>	<b>DETAILS</b>		
				
	Deans	The dean shall submit the syllabi to the Vice President for Academic Affairs		
	Deans Staff	Monitor and Review Performance of process goals.		
	Dean Staff	If targets are not met, do corrective actions		
Prepared by: DCC	Reviewed by: QMR	Approved by: XXXX		



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	<h2 style="margin: 0;">PROCESS MANUAL</h2>	<b>PUP-QMS-PM 05-01</b>	
		Revision Code: 0	Page 5
Section: <b>SUPPORT</b>		Effectivity Date:	
Subject: <b>SYLLABUS PREPARATION</b>			
ACTIVITY FLOW	RESPONSIBLE	DETAILS	
<pre> graph TD     D[D] --&gt; A[Prepare monthly reports and submit to QMR for collation]     A --&gt; E([END])           </pre>	Deans Staff	If targets are met, the dean shall prepare monthly reports and submit to QMR for collation	
Prepared by: DCC	Reviewed by: QMR	Approved by: XXXX	

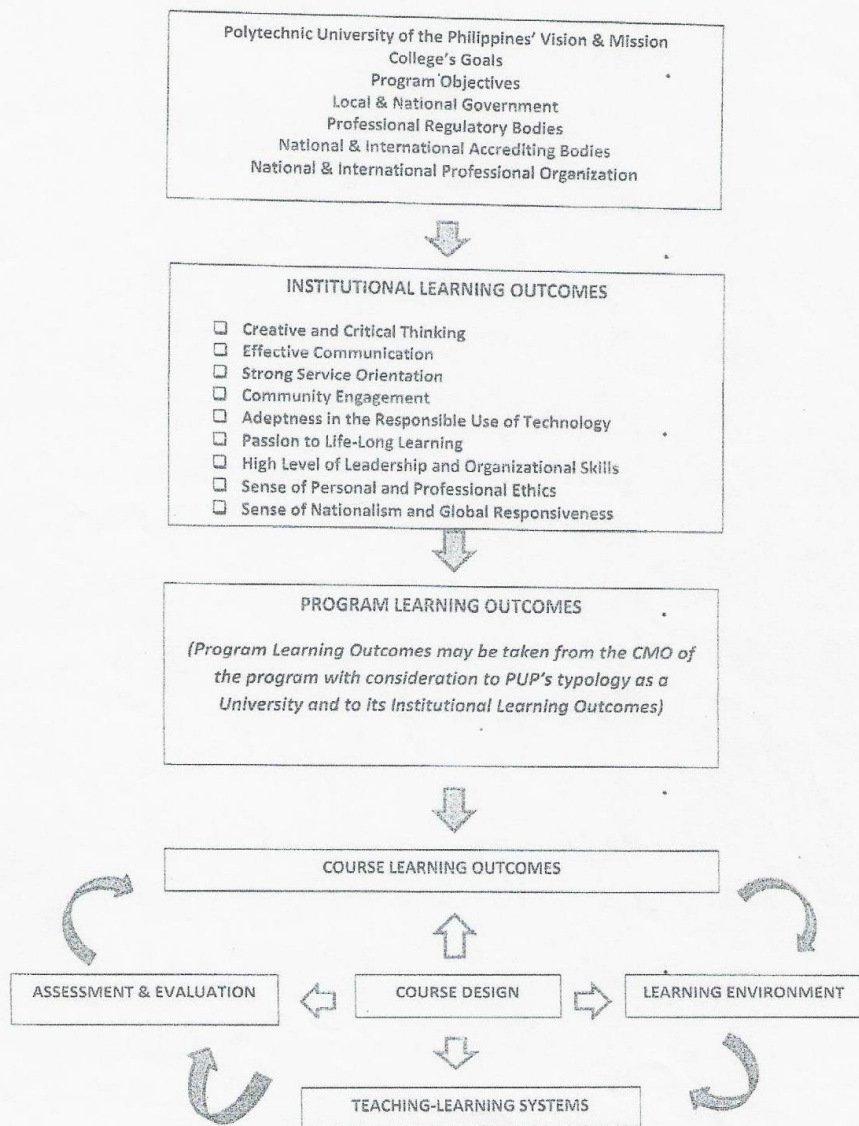


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College of \_\_\_\_\_

Proposed Framework for Outcomes-Based Education in (Program)



"THE COUNTRY'S 1<sup>ST</sup> POLYTECHNICU"