



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**.



5. Attached are sample school calendar templates for **semestral, summer and trimestral terms**. Said templates are attached in Annex A to Annex P in Excel format, for easy reference.

6. Below is the **document layout template** for size consistency:

PAPER SIZE	MARGIN			
	top	bottom	left	right
User-defined 8.5" x 13" 215.9 x 279.4mm	2"	0.6"	0.6"	1.5"

7. There will be a **separate school calendar for collegiate and graduate school** if the institution is offering both levels. The school calendar duly-signed by authorized signatories is requested to be filed to this Office **not later than thirty (30) days before the opening of the school year** to give this Office ample time to process and review the same.

8. Filing is requested to be in **two (2) original sets** per level together with the official transmittal letter signed by the head of the HEI or his/her duly-authorized representative. Likewise, **please include in said letter the learning modality to be used** (e.g. offline, blended, online, etc.).

9. This CRMO shall **take effect beginning SY 2023-2024**.

10. Compliance of all concerned is desired.

  
**DANILO B. BOSE, PhD**  
OIC-Director IV

**Attachments:**

For Collegiate Level	For Graduate School
<b>Annex A</b> – Semestral beginning June 2023	<b>Annex I</b> – Semestral beginning June 2023
<b>Annex B</b> – Semestral beginning July 2023	<b>Annex J</b> – Semestral beginning July 2023
<b>Annex C</b> – Semestral beginning August 2023	<b>Annex K</b> – Semestral beginning August 2023
<b>Annex D</b> – Semestral beginning September 2023	<b>Annex L</b> – Semestral beginning September 2023
<b>Annex E</b> – Trimestral beginning June 2023	<b>Annex M</b> – Trimestral beginning June 2023
<b>Annex F</b> – Trimestral beginning July 2023	<b>Annex N</b> – Trimestral beginning July 2023
<b>Annex G</b> – Trimestral beginning August 2023	<b>Annex O</b> – Trimestral beginning August 2023
<b>Annex H</b> – Trimestral beginning September 2023	<b>Annex P</b> – Trimestral beginning September 2023

/01, /09, /13, /17, /19

