



COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE I

February 26, 2024

CHED REGIONAL MEMORANDUM ORDER
No. 03, s. 2024

**GUIDELINES FOR COLLEGIATE AND GRADUATE SCHOOL CALENDARS
FOR THE ACADEMIC YEAR 2024-2025**

FOR : ALL PRESIDENTS/SCHOOL HEADS
Public and Private Higher Education Institutions
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 for Academic Year 2024-2025.
2. The calendar requirements are as follows per term (CMO No. 1, series of 2011):

Term	Requirement
semestral system	<p>The academic year for the collegiate courses shall consist of not less than thirty-six (36) weeks, or eighteen (18) 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 two hundred (200) days per calendar year or hundred (100) days each semester, exclusive of all holidays and registration days, and class days suspended due to natural or man-made causes.</p> <p>A total of not less than seventeen (17) hours in a term shall be equivalent to one (1) unit of college credit.</p>

3. For summer, trimestral or quarterly terms, please submit particular schedules and the required minimum number of class hours and class days, guided by the above guidelines.
4. The national and local holidays, registration days and class days suspended due to natural (*such as typhoons, earthquakes and the like*) or man-made (*rally, bomb threat and the like*) causes **are excluded** from the total number of days per term. (Section 2 of CMO No. 1, series of 2011).

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- For any changes in the approved school calendar, HEIs are requested to inform this Office in writing **at least two (2) weeks prior to the implementation.**
- The template of the school calendar can be accessed through this link <https://bit.ly/SchoolCalendarRegion1>.
- The step-by-step procedures on how to use the said link are as follows:

A. SELECT FROM DROPDOWN:

Academic Starting Year: **2024** ▾

Starting Month: **August** ▾

B. Go to Calendar Sheet (Semestral/Trimestral)

Collegiate-Semestral ▾ Grad-Semestral ▾ Collegiate-Trimestral ▾

C. Properly fill out Institution's Name, Address, Contact Details, Holidays, and Institutional Events.

Logo **NAME OF HIGHER EDUCATION INSTITUTION** Address
Contact Details
COLLEGIATE CALENDAR A.Y. 2024-2025 Legend
1 - Holiday
1 - Activity

2024 Holidays		2025 Holidays	
Jan 12	Independence Day	Jan 1	New Year's Day
Jan 17	Eid al-Adha (Feast of the Sacrifice)	Jan 29	Lunar New Year's Day
Aug 21	Ninoy Aquino Day	Mar 1	People Power Anniversary
Aug 25	National Heroes Day	Mar 20	Ramadan Start (Tentative Date)
Nov 1	All Saints' Day	Mar 31	Eidul-Fitar (Tentative Date)
Nov 2	All Souls' Day	Apr 9	The Day of Valor
Nov 30	Bonifacio Day	Apr 17	Maundy Thursday
Dec 8	Feast of the Immaculate Conception	Apr 18	Good Friday
Dec 24	Christmas Eve	Apr 19	Black Saturday
Dec 25	Christmas Day	May 1	Labor Day
Dec 30	Rizal Day		

Local Holidays

22-Jan	Ilocos Sur Day
2-Feb	Ilocos Norte Day
2-Mar	La Union Day
5-Apr	Pangasinan Day
	City Fiesta
	Patronal Fiesta

Institutional Activities

14-Feb	Foundation Day

28-Jul	Nutrition Day Celebration



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D. Format using the legend:

Legend:

- 1 - Holiday
- 31 - Activity

8. Below is the document layout template for size consistency:

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

9. There should be a **separate school calendar for collegiate, medicine, law and graduate school** if the institution is offering all programs/levels.
10. The school calendar duly signed by the authorized signatories is requested to be filed to this Office **not later than thirty (30) calendar days before the opening of the school year** to give the Office ample time to process and review the same.
11. Filing is requested to be in **two (2) original sets** per program/level together with the official transmittal letter signed by the head of the HEI or his/her duly authorized representative.
12. A copy of the **Learning Continuity Plan (LCP)** to be implemented to indicate the following information in compliance with **Section 3.1 of CMO No. 4, series of 2023** entitled "*Updated Guidelines on Onsite Learning in Higher Education*" should be submitted:
 - a. learning modality (*offline, blended, online, etc.*); and,
 - b. percentage (%) of *onsite* and *offsite* delivery of courses.
13. This CRMO shall **take effect beginning SY 2024-2025**.
14. Compliance of all concerned is desired.


CHRISTINE NABOR-FERRER, EdD
Director IV

01/17



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