


VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 4.2
	DOCUMENT NAME COURSE PREPARATION AND IMPLEMENTATION	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
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1.0 OBJECTIVES

- 1.1 To prepare a subject implementation plan that is aligned with the prescribed curriculum, and prepared ahead of time.
- 1.2 To ensure that the subject implementation plan is implemented and monitored.


2.0 SCOPE

This process applies to the preparation and review of the subject implementation plan.

3.0 POLICIES

- 3.1 The faculty member shall prepare a subject implementation plan before the scheduled classes.
- 3.2 The Academic Unit Head concerned shall check or review the subject implementation plan before its implementation.
- 3.3 The faculty member shall implement the subject implementation plan within the prescribed time.
- 3.4 The Academic Unit Head shall monitor the implementation of the subject implementation plan.
- 3.5 The faculty member shall document the difference between plan and actual implementation.
- 3.6 The Academic Unit Head shall ensure the delivery of the prescribed curriculum despite deviations from the subject implementation plan.




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4.0 PROCEDURES

4.1 Preparation of the Subject Implementation Plan

Responsibility	Activity
CID Chief	1. Distributes the Curriculum Guide to the Academic Unit Head.
Academic Unit Head	2. Distributes Curriculum Guide to subject teacher.
Faculty Member	3. Prepares a subject implementation plan based on the content of the Curriculum Guide.
	4. Submits the subject implementation plan to the Academic Unit Head for review of the content.
Academic Unit Head	5. Approves the content of the subject implementation plan based on the Curriculum Guide.
	6. Returns the final subject implementation plan to the faculty member.
Faculty Member	7. Revises the subject implementation plan as recommended by the Academic Unit Head, if applicable.



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4.2 Implementation of the Subject Implementation Plan

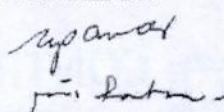
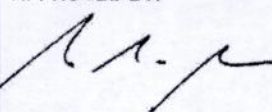


Responsibility	Activity
Faculty Member	1. Implements the subject implementation plan on the prescribed time.
	2. Reviews the implementation of the subject implementation plan if everything has been covered.
Academic Unit Head and CID Chief	3. Monitors actual implementation of the plan and gives feedback to the faculty member.
Faculty Member	4. Discusses with the Academic Unit Head any deviation from the plan.

5.0 LIST OF FORMS AND REPORTS

5.1 Forms
None

5.2 Reports

5.2.1 Subject Implementation Plan

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