



MEMORANDUM

No. 110 s. 2024

TO : Department Heads
FROM : Campus Director
DATE : 14 August 2024
SUBJECT : Reiteration of Memo No. 94 on Class Scheduling

While signing the "Certificate of Registration" of our students, I noticed that there are many class schedules that did follow what is stipulated in my memo numbered 94, dated 11 April 2024, series of 2024, namely, that class schedules should follow this scheme:

7:00am-8:30am	10:00am-11:30am	2:30pm-4:00pm	7:00pm-8:30pm
8:30am-10:00am	11:30am-1:00pm	4:00pm-5:30pm	
10:00am-11:30am	1:00pm-2:30pm	5:30pm-7:00pm	

As you can see in the attached COR, there are classes that start at 5:15pm and end at 7:15pm. Others start at 9:00am and end at 12:00nn, and 8:00am-9:00am. Needless to say, this will create conflict of time resulting in students having difficulties in enrolling in their preferred classes. For this reason, I am requiring you all to review your class schedules and correct all those inconsistencies.

For 2-hour classes, please just use, for example, 7:00am-9:00am, or 8:30am-10:30am, or 10:00am-12:00nn. In this way, students can easily connect to the next class.

Lastly, please note that I will not be signing workloads with inconsistent class schedules.

For your strict compliance.

In the service of God, country, and EVSU,


DR. JEFFRY OCAY
Campus Director