



Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
Nayon, Lamut, Ifugao

**Memorandum Order No. 21 - 2013**

**TO : VICE PRESIDENT FOR ACADEMIC AFFAIRS & PLANNING AND  
RESOURCE GENERATION, ALL CAMPUS DIRECTORS, DEANS AND  
PROGRAM CHAIRPERSONS, CAMPUS REGISTRARS**  
This University



  
**FROM : SERAFIN L. NGOHAYON**  
University President


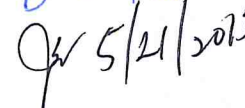
**SUBJECT: Strict implementation of the required class size before a course/  
class is to be opened.**



**DATE : May 20, 2013**

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- The University Code, Chapter 2 (Faculty Manual) Section 2.1.3 prescribes the appropriate class size or minimum number of students required for a class to be opened per course as follows:
    - Undergraduate – minimum of thirty five (35) students;
    - Undergraduate in Specialization classes (BSE English majors) – fifteen (15) students;
    - Masters – seven (7) students;
    - Doctoral – five (5).
  - The same section further stipulates that should the class size fall below the minimum number, the College Dean should be informed immediately to decide whether to dissolve the class or to maintain it as a special class approved by the VPAA. Should the class be dissolved, faculty members should advise the students to transfer to other classes. Should the students really need to enroll, they have to submit a written request.
  - All concerned officials are hereby instructed to strictly implement the aforementioned policy specifically on the minimum number of students required before a class is opened.**
  - As presented and discussed in the recent meeting of the Administrative Council, officials of the following programs found to have opened classes in the past even without meeting the required number of students must ensure compliance to said policy, to wit:
    - BS Computer Sciences in IFSU Lagawe Campus;
    - BS Civil Engineering in IFSU Lagawe Campus;
    - BS HRM in IFSU Potia and Lagawe Campuses;
    - BS Home Technology in IFSU Potia Campus; and
    - BS Nursing in IFSU Main CampusShould these programs still fail to meet the required number of students but the Campus Directors and Deans wish to continue offering them, a written request must be submitted along with a position justifying the action vis-à-vis financial viability of the program, economic impact to students, and the university's pursuit of its goals and objectives and compliance to higher education reforms and present specific strategies to address the lack of enrollment. Among the justifications that can be used is the weight given to every student enrolled in the program by virtue of them being considered by CHED as a priority program, e.g. 1 student enrolled in BSA has a weighted equivalent of 1.5 student (refer to normative financing formula or CHED CMO on priority courses).
  - The Vice President for Planning and Resource Generation is instructed to monitor strict compliance hereof and present progress report to the University President.
  - Compliance and commitment of all concerned is earnestly enjoined.

DAF - 

VPAA -  5-21-13  
Reg. -  5/21/13

CHS -  5/21/13  
HS -  5/21/2013

CVE -  5/21/13  
DHSI -  5/21/13