



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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24 April 2018

MEMORANDUM ERJ 2018-01

TO: All College Secretaries

FROM: *E. Jalao*
EUGENE REX L. JALAO, PhD

Assistant University Registrar for Academic Information System

This is in relation to the parent-child encoding processes as currently done by the offering units in the Class Submission Module of CRS. It has come to our attention that courses with a parent-child structure (e.g: one large class lecture section, multiple lab sections) are encoded together as independent. For example:

Class and Section Name	Schedule and Teachers	Slots
Chem 16 THR/THUV1	TTh 8:30AM-0AM lec IC 305-306; TTh 10AM-1PM lab IC 105-106 dela Cruz, Juan; San Juan, Maria	15
Chem 16 THR/THUV2	TTh 8:30-10AM lec IC 305-306; TTh 10-AM-1PM lab IC 107-108 dela Cruz, Juan; Snow, Jon	15

We note that there is a single lecture section for Chem 16 offered every TTh 8:30AM taught by Juan dela Cruz. Furthermore, this lecture section is broken down into two laboratory child classes with time TTH 10AM-1PM and in different rooms with different lecturers, Maria San Juan and Jan Snow respectively.

This current encoding procedure would lead to problems in reckoning the teaching load, course credit multipliers, and overload when the faculty involved accomplishes the Faculty Service Record (FSR). This would be solve when parent-child courses are encoded as follows:


Class and Section Name	Schedule and Teachers	Slots
Chem 16 THR	TTh 8:30AM lec IC 305-306; dela Cruz, Juan	30
Chem 16 THUV1	TTh 10AM-1PM lab IC 107-108 San Juan Maria	15
Chem 16 TTUV2	TTh 10AM-1PM lab IC 105-106 Snow, Jon	15

In this manner, individual classes are encoded independently but the two laboratory sections are linked to the main Chem 16 parent lecture class, Furthermore, if there are multiple teachers on each scheduled section, then percentage of contribution during class submission can be easily computed and submitted.

If you have any questions, please feel free to contact us at 981-8500 local 4560 through crssupport@list.upd.edu.ph.

For strict compliance.

NOTED:


MA. THERESA T. PAYONGAYONG, PhD.
University Registrar

cc: Deans

/ebc