

GUIDELINES IN THE CONDUCT OF SUMMER CLASSES

LEB MEMORANDUM ORDER NO. 13, S. 2018, March 20, 2018

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Adopted: 15 March 2018

Date Filed: 20 March 2018

In accordance with the provisions of Republic Act No. 7662 entitled the “Legal Education Reform Act of 1993,” and pursuant to LEB Resolution No. 2018-204 adopted during the 81st En Banc meeting of the Legal Education Board (LEB) on February 13, 2018, these guidelines in the conduct of summer classes are hereby issued:

- 1) General policy - Consistent with the academic freedom enjoyed by all higher education institutions, the Legal Education Board (LEB) hereby affirms that law schools may offer classes in the summer term, subject only to the parameters prescribed herein.
- 2) Coverage - This Memorandum Order shall govern the offering by law schools in the summer term of classes not scheduled to be regularly offered in the summer term pursuant to the law curriculum approved by the LEB.
- 3) Permit to conduct summer classes - Law schools shall first obtain a permit from the LEB before conducting classes in the summer term. No credit shall be earned for classes conducted in the summer term without a permit from the LEB.
- 4) Summer term duration - The summer term shall consist of not less than six (6) consecutive weeks, inclusive of legal and special holidays, and days for midterm and final examinations and special activities.
- 5) Maximum academic load - The maximum academic load that a student can enroll in during the summer term shall be nine (9) units. In no case shall overload be allowed.
- 6) Number of class hours - In all classes offered during the summer term, the required minimum number of hours for lecture and practicum/apprenticeship subjects per credit unit as prescribed in LEB Memorandum No. 10, Series of 2017 shall be satisfied.
- 7) Application period - All applications for permit to offer or conduct classes in the summer term shall be filed with the LEB not later than fifteen (15) days before the scheduled start of the summer term. The period shall be counted from the date of actual receipt of the written application by the LEB. Applications not acted upon by the LEB shall be presumed approved by the LEB after the lapse of the 15-day period, without prejudice to adjustments or corrections that the LEB may actually direct.
- 8) Application form and contents - The application shall be filed in triplicate copies using the form prescribed by the Chairman of the LEB, and shall contain the following information:
 - a) Title of the subjects to be offered;
 - b) Academic weight of each of the subjects;
 - c) Class days and time schedules of every subject; and d) Total class hours of each subject.

9) Required signatories - All applications shall be prepared and signed by the Registrar, countersigned by the Dean of the law school, and noted by the President (or the substitute authorized to act in his/her absence) of the

higher education institution to which the law school forms part of.

10) Recommended offerings - Due to the limited duration of the summer term, only elective subjects, and subjects with two (2) units or lesser academic units or lesser academic weight are recommended to be offered in the summer term.

11) Incomplete application - Applications received with incomplete information, or not signed by all the required signatories, or not in proper form shall not be deemed filed and will not be processed.

12) Penalty clause - The following violations of this Memorandum Order shall be imposed the penalty indicated:

a) The filing of an application after the prescribed deadline in Section 7 above shall be imposed a fine of P100 per day of delay; and

b) Any violation of Sections 3, 4, 5, or 6 above shall be considered as an unlawful act of a law school and imposed the penalty provided in Section 32 of LEB Memorandum Order No. 2, and/or a fine of not less than P5,000 but not more than P50,000.

13) Effectivity - This Memorandum Order shall become effective fifteen (15) days after its publication in a newspaper of general circulation and deposit of its copy in the National Administrative Register of the University of the Philippines Law Center.

Issued under the seal of the Legal Education Board this March 15, 2018 in Quezon City, Philippines.

(SGD) EMERSON B. AQUENDE
Chairman

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