



Republic of the Philippines  
Office of the President  
**LEGAL EDUCATION BOARD**  
Red Cross Building, Carlos P. Garcia Avenue,  
Diliman, Quezon City 1104

**Legal Education Board Memorandum Circular  
No. 138, Series of 2023**

**SUBJECT: 2023-2024 CALENDAR OF COMPLIANCE FOR LEGAL EDUCATION INSTITUTIONS**

To assist and facilitate the complete and timely submission of the relevant transactions and applications, the Legal Education Board (LEB) has approved the following calendar of compliance for Legal Education Institutions (LEIs) this Academic Year 2023-2024:

SCHOOL COMPLIANCE / APPLICATION		DEADLINE FOR COMPLIANCE				Compliance Officer
		<i>Based on the Start of Academic Year</i>				
		If June	If July	If August	If September	
Tuition and other school fee increase	Notice of consultation to LEB	15 days before consultation	15 days before consultation	15 days before consultation	15 days before consultation	Office of the Vice President for Finance
	Last day of consultations	February 28, 2023	March 31, 2023	April 30, 2023	May 31, 2023	Office of the Vice President for Finance
	Submission of application documents (public LEIs)	March 15, 2023	April 15, 2023	May 15, 2023	June 15, 2023	Office of the Vice President for Finance
	Submission of application documents (private LEIs)	April 15, 2023	May 15, 2023	June 15, 2023	July 15, 2023	Office of the Vice President for Finance
	Report of TOSFI implementation of previous academic year, if applicable	April 30, 2023	May 31, 2023	June 30, 2023	July 31, 2023	Office of the Vice President for Finance
Curriculum Revision		April 30, 2023	May 31, 2023	June 30, 2023	July 31, 2023	Dean's Office
Notice of Electives		April 30, 2023	May 31, 2023	June 30, 2023	July 31, 2023	Dean's Office
Refresher Course		April 30, 2023	May 31, 2023	June 30, 2023	July 31, 2023	Dean's Office
List of Graduates		April 30, 2023	May 31, 2023	June 30, 2023	July 31, 2023	Law Registrar
Government Authority to Operate Law Program / Branch / Extension		June 30, 2023	June 30, 2023	June 30, 2023	June 30, 2023	Office of the LEI President
Academic Calendar		July 1, 2023	August 1, 2023	September 1, 2023	October 1, 2023	Law Registrar
First Semester LSIR		August 1, 2023	September 1, 2023	October 1, 2023	November 2, 2023	Law Registrar
Second Semester LSIR		January 1, 2024	February 1, 2024	March 1, 2024	April 1, 2024	Law Registrar



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For further information about the guidelines, requirements, and forms of the abovementioned applications, LEIs are advised to visit our website at **leb.gov.ph** or to reach out through our official email **contact@leb.gov.ph**.

Issued on January 09, 2023, Quezon City

**ANNA MARIE MELANIE B. TRINIDAD**  
*Chairperson*