



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER (CMO)

No. 31

Series of 2001

SUBJECT : REVISED MINIMUM CURRICULAR  
REQUIREMENT FOR THE BACHELOR OF  
SCIENCE IN HOSPITALITY MANAGEMENT (HM)/  
TOURISM

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," the following Minimum Curricular Requirement for the Bachelor of Science in Hospitality Management (HM)/Tourism are hereby adopted and promulgated by the Commission.

This CMO shall remain in force and effect until otherwise revoked.

Pasig City, Philippines September 24, 2001

ESTER A. GARCIA  
Chairperson

**Bachelor of Science in Hospitality Management  
(Tourism, Hotel, Restaurant, Travel and Related Fields)**

**Minimum Curricular Requirements**

I.	General Education Core (GEC-B)		51
	Language and Humanities Cluster	21	
	Mathematics, Computer and Natural Science Cluster	15	
	Social Science Cluster	12	
	Mandated Subject	3	
II.	Hospitality Management Core		24
	Tourism Management	9	
	Food and Nutrition	9	
	Hotel Operations	3	
	Travel Management	3	
III.	Business Education Core		18
	Management	3	
	Entrepreneurship	3	
	Marketing	3	
	Accounting	3	
	Finance	3	
	Computer	3	
IV.	Major Subjects		36
	PRACTICUM		3
	PE		8
	ROTC		
	TOTAL UNITS (EXC. ROTC)		140

SUGGESTED SUBJECTS FOR EACH CORE:

1. GENERAL EDUCATION CORE- B		51
A. Humanities Cluster		21
English Language or Communication Arts 1	3	
English Language or Communication Arts 2	3	
Filipino Language 1	3	
Filipino Language 2	3	
Literature	3	
Humanities	3	
Philosophy	3	
B. Mathematics, Computer & Natural Science Cluster		15
Algebra	3	
Mathematics of Investment	3	
Introduction to Natural Science	3	
General Chemistry	3	
Basic Computer	3	
C. Social Sciences Cluster		12
Philippine History w/ Gov't & Constitution	3	
Basic Economics	3	
General Psychology	3	
Sociology	3	
D. Mandated Subject		3
Life & Works of Rizal	3	
2. HOSPITALITY MANAGEMENT CORE		24
A. Tourism Core		9
Principles of Tourism	3	
Tourism Planning & Development	3	
Languages	3	

B. Food & Nutrition Core	9	
Principles of Food Preparation & Selection (w/ lab)	3	
Meal Management (w/ lab)	3	
Hygiene, Sanitation & Environmental Concerns	3	
C. Hotel Operations Core	3	
Hotel Operations	3	
D. Travel Management Core	3	
Travel & Tour Operations	3	
3. BUSINESS EDUCATION CORE		18
A. Management	3	
Principles of Management	3	
B. Marketing	3	
Principles of Marketing	3	
C. Entrepreneurship	3	
Entrepreneurship & Business Planning	3	
D. Accounting	3	
Accounting Appreciation for Non-accountants	3	
E. Finance	3	
Basic Finance	3	
F. Computer	3	
Computer Application for the Hospitality Industry (w/ Lab.)	3	
4. MAJOR SUBJECTS		36
5. PRACTICUM		3

6. PHYSICAL EDUCATION	8
7. ROTC	
TOTAL UNITS (EXC ROTC)	140

## 2. HOSPITALITY MANAGEMENT CORE

### A. TOURISM CORE

#### Principles of Tourism (3 units)

This course presents an overview of the hotel, restaurant and travel sectors, their development, trends, composition and roles in the Hospitality industry. It introduces the students to the basic theories, concepts and principles of tourism at the behavioral, sociological, political, economic, psychological and cultural levels and applies them to the local as well as the international tourists.

#### Tourism Planning and Development (3 units)

This course examines the different models of tourism planning and development and their impact on the host country and the implications to domestic and the global markets.

#### Languages (3 units)

A choice of any foreign language, such as French, Mandarin, Niponggo. The course allows the students to gain knowledge and conversational proficiency of a foreign language as well as an insight into the socio-culture environment of its people.

### B. FOOD AND NUTRITION CORE

#### Principles of Food Selection and Preparation (3 units with laboratory)

This course studies the principles involved in the selection, preparation and cooking of different classes of food to ensure proper nutrition and value. It discusses the chemical composition of different food, their structure and their reaction to different cooking processes.

#### Meal Management (3 units with laboratory; pre-requisite: Prin. of Food Prep.)

This course exposes the students to the different types meal services; the selection of the menu and the dining set-up appropriate for such services.

#### Hygiene, Sanitation & Environmental Concerns

This course provides the students with the basics in food and personal hygiene. The students learn the practices of hygiene, sanitation and safety in the production and handling of food and in the maintenance of a sanitary environment.

They learn the different ways food can get contaminated, their causes and their prevention. This course also exposes students to issues of waste management and environmental concerns.

### C. HOTEL OPERATIONS CORE

Introduction to Hotel Operations (3 units with Front Office and Mock Room Demo)

This is a basic course in hotel operations for front and the back of the house departments. Students learn the functions and procedures of these departments, their relationship to each other; and to the efficiency of the hotel operation in general. Students are given the opportunity to have hands-on "mock" experience in accepting reservations, registering guests and cleaning a hotel room.

### D. TRAVEL MANAGEMENT CORE

Introduction to Travel and Tour (3 units)

This course introduces students to tour operation, both for outbound and inbound tourists. The study of local and international geography, and the familiarity with major tourist destination areas are included in the course.

### 3. BUSINESS EDUCATION CORE

Principles of Management (3 units)

This is an introductory course in management exposing the students to the basic principles and theories. The emphasis will be on the major functions of planning, organizing, staffing, directing and controlling as they apply to day to day business activities. An orientation towards the hospitality industry and the importance of human resource development is incorporated into the discussion.

Principles of Marketing (3 units)

An overview of marketing focusing on the four P's of product, price, people and promotion. An emphasis on the role of marketing in the hospitality industry will be the orientation of the lecture. Applications of the marketing concepts in the hospitality business will be provided.

Entrepreneurship and Business Planning (3 units)

The personality of an entrepreneur is examined in the light of inherent and developed entrepreneurial qualities. The students are encouraged to look at entrepreneurship as an alternative to employment. The students walk through the process of conceptualizing a business idea, developing it and setting up an enterprise using proper planning and procedure.

Accounting Appreciation for Non-Accountants (3 units)

This is an appreciation course in accounting and its importance to the business concern, particularly to the hospitality industry.

#### Basic Finance (3 units)

This is a basic course introducing the concepts of corporate finance. The course looks into the determination of need for capital, both short and long term and the application of financial tools and techniques in arriving at basic financial/investment decisions.

#### Computer Application for the Hospitality Industry (3 units with hands-on activities)

This is a survey course on the different computer softwares that are currently available and used by the Hospitality industry. Particular attention is focused on software on hotel operations. Hands-on experience and field trips to hotels to observe actual software application are recommended.

#### 4. MAJOR SUBJECTS (36 units)

Choice of major subjects will be left to the discretion of the school depending on what the school perceives to be the relevant subjects that will serve the needs of their area/region.

#### 5. PRACTICUM (3 units)

Minimum of 200 hours for each area of specialization. (e.g., for Hotel and Restaurant Management majors, at least 200 hours in hotel operations and another 200 hours in restaurant operations.)

### QUALIFICATIONS OF ADMINISTRATOR AND FACULTY MEMBERS IN THE HOSPITALITY MANAGEMENT PROGRAM

1. Administrator, Dean, Chair or Head of the BSHM program must:
  - a. be at least a Masters Degree holder, and must have a degree in Hospitality Management or related fields either in the undergraduate or the graduate studies;
  - b. have at least three (3) years of teaching experience in the tertiary level;
  - c. have taken a skills based competency training course, seminar or workshop;
  - d. be full time; and
  - e. be an active member of a hospitality related professional/educational association.
2. Faculty Members teaching in the program must be:
  - a. at least be a Masters Degree holder, and must have a degree in Hospitality Management or related fields either in the undergraduate or the graduate studies; or an equivalent in terms of number of years of professional experience in the field of specialization or the industry;
  - b. at least 25% of the total number of faculty members teaching the professional subjects must be MA degree holders; and
  - c. At least 40% of the total number of units of professional subjects must be taught by a full-time faculty core.

## MINIMUM REQUIREMENTS FOR KITCHEN LABORATORIES: FACILITIES, EQUIPMENT AND APPLIANCES:

ALL HOSPITALITY MANAGEMENT AND RELATED PROGRAMS MUST COMPLY WITH THE GENERAL REQUIREMENT FOR KITCHEN LABORATORY.

### I. GENERAL REQUIREMENT

The Kitchen Laboratory shall have facilities for both hot and cold preparations as well as baking activities. It should be subdivided into completely equipped unit kitchens. The kitchen laboratory must have provisions for cooking demonstration and dining area for eating and evaluation of the cooking activities.

The recommended class size for a kitchen laboratory is 20-25 students.

Laboratory classes with more than 25 students should have additional laboratory assistants.

#### 1. FOR THE KITCHEN LABORATORY:

- fully equipped individual kitchen units
- 1- 8 cu. ft. refrigerator for every 2 unit kitchens
- 1 demonstration table with overhead mirror
- dining table(s) with chairs for at least twelve people / appropriate for the size of class
- exhaust fans/hoods
- tape measures
- weighing scale
- length boards

#### 2. INDIVIDUAL UNIT KITCHEN

The unit kitchen should comply with standard measure of 1.5m<sup>2</sup> per student. Each unit kitchen should accommodate no more than 7 students per unit.

Each unit kitchen should be fully equipped with:

- work counter(s) (preferably made of continuous, impervious material such as stainless steel)
- 4 burner range
- baking oven with temperature control
- two compartment sink (preferably stainless steel)
- cabinets and drawers

Listing of small kitchen gadgets and appliances ( 1 per unit kitchen)

- 1 set of measuring cups for dry and liquid ingredients
- 1 set of measuring spoons
- dietetic scale
- 1 set of kitchen knives (paring, bread, butcher, French)
- knife sharpening block
- potato peeler
- cleaver
- grater
- strainer
- chopping board
- utility plates
- wooden spoons
- rubber scraper
- rotary egg beater
- flour sifter
- colander
- turners



- ladles
- kitchen toags
- frying pans
- saucepans (1 qt., 3 qts., & 4 qts.).
- double boiler
- skillet
- bottle & can opener
- dish pans
- utility can for silverware
- garbage can
- utility/mixing bowls
- kitchen scissors
- oven thermometer
- candy thermometer

### 3. GENERAL STOREROOM

- 4 sets of pint and quart measuring cups
- 1 pc. grinder
- 4 pcs. steak hammers
- 4 sets utility bowls- 1 qt., 1qts., 3 qts., & 4 qts.
- 4 sets pie pans- 6", 8", & 9"
- 4 pcs. 8" layer cake pans
- 4 pcs. Square pans
- 4 pcs. Rectangular pans 8", 13-1/2"
- 4 pcs. Tube pans 4" x 10"
- 4 pcs. Muffin pans
- 4 pcs. Tea cake pans
- 4 pcs. Cake coolers
- 4 pcs. Cookie sheets
- 4 doz. Custard cups
- 2 units Osterizer/blender
- 1 pc. Coffee percolator (12 cups)
- 2 units Pressure cooker
- 2 units Electric mixer
- 4 pcs. All-purpose thermometers
- 2 pc. Meat thermometer
- 2 pc. Fat thermometer
- 2 pcs. Timers
- 1 pc. Fire extinguisher
- 4 pcs. Rolling pins
- 4 pcs. Pastry blenders
- 4 pcs. Griddles
- 5 set racks- assorted to fit saucepans
- 2 tea kettle
- 2 steamers
- 2 thermos

#### 4. DINING AREA

The kitchen laboratory should have provisions for dining.

- table(s) and chairs for sit down service for at least 12 people

Individual service ware should include

- Plates such as:
  - dinner plates
  - soup plates
  - salad plates
  - bread & butter plate
  - entrée plate
  - dessert plate/bowl
  - cup and saucer
- Silverware:
  - soup spoons
  - dinner forks
  - dinner knives
  - salad forks
  - entrée forks
  - butter knives
  - teaspoons
  - dessert spoons
- Glassware:
  - water goblets
  - wine glasses
  - juice glasses
  - table cloth
- Service ware:
  - serving platters
  - serving utensils- spoons, forks, soup ladles, sauce ladles
  - soup tureens
  - gravy bowls
  - service trays
  - pitchers
  - salt & pepper shakers
  - coffee/tea set with sugar and creamer containers
  - napkin holders
  - glass racks
  - plate racks
- Linens
  - table napkins
  - placemats

## II. SPECIAL KITCHEN LABORATORIES

There should be provisions for each of the major subjects that require specific/specialized kitchen facilities, equipment, utensils and appliances.

### I. COMMERCIAL KITCHEN FOR QUANTITY FOOD PRODUCTION

Quantity food production is defined as food production for at least 40 people. Each unit of commercial kitchen should have:

- at least 2 high pressure burners / 4 open top burners
- pots and pans appropriate for the size of production
- 1 broiler
- 1 griddle
- 1 commercial size oven
- 1 commercial mixer
- 1 commercial weighing scale
- chafing dishes for buffet service
- additional chiller/freezer/refrigerator appropriate for the size of production (at least 12 cu. ft. refrigerator)
- dining area for at least 40 people with corresponding tables and chairs
- dinnerware and service for at least 40 people
- complete set of dinnerware, utensils, glassware and service wares for at least 40 people for sit-down service or buffet set-up.
- tablecloth and linens for sit-down service or buffet set-up

\*production for more than 100 persons, additional commercial kitchen unit is needed.

### 2. BAR SET-UP FOR BEVERAGE MANAGEMENT

The bar setup should have:

Front bar or long table for cocktail mixing drills  
work counter  
sink

cabinets & drawers for bar utensils and accessories

A fully-equipped bar shall be provided with the following for at least 12 people:

Bar glasses

- assorted cocktail glasses
- brandy snifters
- assorted wine glasses- white/red, champagne, liqueur, aperitif, dessert
- whiskey glasses
- highball glasses
- Collins glasses
- Martini glass
- Pilsner/ Beer mugs

Bar Tools:

- Jiggers
- Barspoon
- Cutting board
- Paring knife
- Shakers
- Measuring cups
- Waiter's friend/ Corkscrews
- Stirrers
- Coasters

- Bar napkins
- Ice buckets
- Tongs
- Bar trays

Ingredients for the minimum cocktail recipes (see attached)

- Brandy
- Rum
- Tequila
- Vodka
- Gin
- Whisky
- Liqueurs or cordials
- Red and white wine

### 3. FOOD AND BEVERAGE MANAGEMENT AND OPERATION

The kitchen laboratory should have provisions, facilities, equipment and appliances for the activities specified in the syllabus of Food and Beverage Management and Operation.

- complete set of dinnerware, utensils and service wares for:
  - i. Russian service
  - ii. French service
  - iii. English High Tea
  - iv. Buffet service
  - v. Blue-plate service
  - vi. A la carte service
  - vii. Brunch service
  - viii. Other services

### 4. INTERNATIONAL CUISINE; SPECIALTY CUISINE

The kitchen laboratory should have provisions, facilities, equipment and appliances appropriate for the activities specified in the syllabus of International Cuisine and/or Specialty Cuisine.

### 5. BAKING

The kitchen laboratory should have provisions, facilities, equipment and appliances appropriate for the activities specified in the syllabus of Baking.

- Sink
- Marble top work counter
- Cabinets and drawers
- Mixer- hand held and commercial
- Commercial oven
- mixing bowls
- sets of measuring cups for dry and liquid ingredients
- sets of measuring spoons
- spatula
- cake and baking pans
- baking sheets
- cookie cutters
- icing paraphernalia
- rolling pins

3. FOR HOTEL OPERATIONS COURSES (such as Hotel Operation, Housekeeping, etc.)

A reception area outside the mock hotel room

Mock hotel room set up with full bathroom

- 1 bed (single or double)
- hotel room furnishings and accessories
  - night table with lamp
  - dresser
  - writing table
  - clothes cabinet
- complete linens (pillows, bed sheets, pillow cases, bed covers, blanket) and towels
- housekeeper's cart/basket

5. FOR TRAVEL MANAGEMENT

Mock-up travel counter with the following:

- desks and counters
- filing cabinets
- telephone and communication facilities
- waiting area
- accounting machine
- computer

Revised: September, 2001  
RSC