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(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

March 7, 1983

MECS O R D E R
No. 12, s. 1983

RULES AND STANDARDS FOR BUSINESS EDUCATION

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities

1. The inclosed set of rules and standards, approved by this Office upon the recommendation of the Philippine Association of Colleges and Schools of Business (PACSB) and the Bureau of Higher Education, embodies the general principles and guidelines for the establishment and operation of business education program.
2. Each business school, in order to align its programs to the goals and mission of the institution and the nation and to make business education responsive to the growing demands for manpower in the business and industrial world should have:
 - a. the built-in mechanism for a continuous self-assessment of its instructional, research and extension service capabilities and program-thrusts; and
 - b. the necessary flexibility and adaptability to improve its internal operation and curricular programs toward meeting the needs of the students, the business and industrial world and the nation.
3. Every business school should give these rules and standards the widest publicity possible among the academic community and its clientele.
4. This Order supersedes BPrS Circular No. 9, s. 1974 and other related circulars on business education of the defunct Bureau of Private Schools, and will take effect beginning the school year 1983-84.

5. Compliance with these rules and standards by all concerned is requested.

(SGD.) ONOFRE D. CORPUZ
Minister

Incl.:
As stated

Reference:
BPrS Circular: (No. 9, s. 1974)

Allotment: 1-3-4--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

CHANGE
CURRICULUM
RULES & REGULATIONS
SOCIETY or ASSOCIATIONS
UNIVERSITIES and COLLEGES

(Inclosure to MECS Order No. 12, s. 1983)

RULES AND STANDARDS FOR BUSINESS EDUCATION

The following rules and standards shall govern the operation of Business Education courses in colleges and universities in the Philippines:

Article I

Authorization

Section 1. Only colleges and universities duly authorized by the Minister of Education, Culture and Sports shall conduct Business Education courses. For brevity, such institutions that offer business education programs either as separately organized schools or as colleges of business administration and/or commerce in the universities and colleges of the Philippines, shall hereafter be referred to in general term as "Business Schools".

Section 2. All curricular programs in Business Education must have prior authorization from the Ministry of Education, Culture and Sports.

Article II

Mission Statement and Objectives

Section 1. Business Education should be geared towards the preparation of the student to adequately meet the growing demands of manpower in business, in industry, and in the government service.

Section 2. Business Education aims to provide the student with:

- 2.1 a common foundation of knowledge and understanding concerning modern business through a core program consisting of general education and professional business education;
- 2.2 a sufficient exposure to relate academic instruction to the realities of the business world;
- 2.3 an adequate training to make the college graduate immediately employable and/or engage in either entrepreneurship or self-employment; and
- 2.4 proper motivation for professional growth.

Article III

Administration

Section 1. Business schools shall be administered by a full-time Dean with the following qualifications:

- 1.1 Must be a holder of at least a Master's degree with orientation in his baccalaureate and/or graduate degree in business; and
- 1.2 Must have teaching experience of at least three (3) years in the tertiary level and at least two (2) years of administrative experience.
- 1.3 A full-time dean is one whose services are available for the efficient administration of his school.

Section 2. The general functions and responsibilities of the Dean are:

- 2.1 to assist the School head in all matters affecting general academic and administrative policies of the institution;
- 2.2 to prepare, with qualified assistance from all possible sources the curricular programs for the different major fields of concentration in business education; and to keep these programs attuned with current trends and developments in education and with practices in business;
- 2.3 to exercise educational leadership among his faculty, among which are:
 - 2.3.1 to initiate and institute a faculty development program;
 - 2.3.2 to assign subject teaching loads of faculty members of his school; and
 - 2.3.3 to select and recommend appointment of qualified faculty members in the school and subsequently, to evaluate and recommend promotion, retirement and separation.
- 2.4 to assign faculty to direct and advise students in their program of study and approve their subject loads;
- 2.5 to coordinate with the office concerned with student services;
- ~~2.6 to institute a definite program of supervision to keep the efficiency of instruction at the highest possible level;~~
 - 2.6.1 by exercising supervision over classroom strategies for instructional improvement;
 - 2.6.2 by supervising co-curricular activities of the school; and
 - 2.6.3 by implementing a system of faculty evaluation.

2.7 to undertake research studies in collaboration with faculty and/or students; and

2.8 to perform such other functions as may be assigned to him.

Section 3. The Dean may be assisted by an Assistant Dean, Associate Dean or Vice-Dean as the need arises with the same qualifications as that of the Dean.

Section 4. The Dean may be further assisted by academic Department Chairman/Heads with the following qualifications:

4.1 Must have a master's degree in the appropriate discipline; and

4.2 Must have teaching experience of at least three (3) years in their respective disciplines.

Section 5. As a general rule, in cases where the Dean teaches, his teaching load should not exceed twelve (12) units.

Article IV

Faculty

Section 1. The teaching personnel in business education must be holders of the master's degree. In line with the MECS requirements, they should teach largely in their major field and/or allied subjects.*

In cases of difficulty in complying with this provision, exception may be requested of the Minister of Education, Culture and Sports, or through his duly authorized representative.

Section 2. When vacancies occur in the teaching force of the school during the school year, substitutes or replacements with similar or higher qualifications should be employed.

Section 3. The following qualifications of employment should be observed:

3.1 The remuneration paid to business faculty as a general rule, may be comparable to current minimum salary rates for corresponding ranks in government schools in the locality;

3.2 The probationary employment for full-time faculty who is academically-qualified should be for a period of not more than three (3) years. Faculty members who have successfully passed this probation period shall be considered permanent;

3.3 It is highly desirable that schools employ only full-time instructors. A full-time instructor is one whose total working day is devoted to the school, who has no other remunerative employment elsewhere during regular

*Any exception to this rule may be authorized in those fields of concentration, which require government examination to practice as CPA, law, etc.

working hours, who is paid on a regular monthly basis, or its equivalent, and has requisite academic qualification. At least sixty (60) percent of the subjects offered should be taught by full-time instructors, except in highly technical or specialized courses where the proportion shall be regulated by the Ministry of Education, Culture and Sports.

Section 4. The instructors in the school through its faculty ranking system, shall be assigned academic ranks in accordance with their academic training and scholarship. The usually recognized ranks of collegiate faculty members are instructors, assistant professors, associate professors and professors.

Suggested criteria for ranking:

4.1 Professor -

- a. Training - Doctor's degree
- b. Teaching competence - outstanding
- c. Experience - Ten (10) or more years related to teaching of a highly specialized nature
- d. Efficiency - evidence of successful work in position held, past and present
- e. Productive scholarship
- f. Good moral character

4.2 Associate Professor -

- a. Training - Doctor's degree preferred, but at least a Master's degree
- b. Teaching competence - very satisfactory
- c. Experience - seven (7) to ten (10) years related to teaching or eminence in a profession of highly specialized nature
- d. Efficiency - evidence of successful work in position held, past and present
- e. Productive scholarship
- f. Good moral character

4.3 Assistant Professor -

- a. Training - Doctor's degree preferred, but at least a Master's degree
- b. Teaching competence - very satisfactory
- c. Experience - Five (5) to seven (7) years related to educational work and/or in profession related to teaching
- d. Efficiency - evidence of successful work in position held, past and present
- e. Productive scholarship
- f. Good moral character

4.4 Instructor -

- a. Training - Master's degree preferred/or at least working towards a master's degree
- b. Good moral character

As a general rule, a new member of the faculty begins as instructor and is subsequently promoted, if deserving. However, he may be appointed as assistant professor, associate professor, or professor if his appointment/designation is warranted by his training and scholarship.

Section 5. Faculty Development Program. The faculty plays a major role on the effective operation of the school and shares in delegated responsibilities; hence, there is need to maintain a developmental program, to wit:

- 5.1 For faculty of more than hundred, an annual scholarship grant should be given to a full-time faculty member who is permanent for a year of graduate study in his major field.
- 5.2 If the school itself offers a doctoral or master's degree, it should allow its faculty members to finish the minimum degree that it requires for the level of his responsibilities in the school, with tuition for privileges and other forms of assistance.
- 5.3 Attendance at in-service training programs on official time shall be encouraged, and records of such attendance shall be filled at the office of the Dean.

Section 6. The teaching load of collegiate faculty members should be as follows:

- 6.1 As a general rule, the regular full-time load of a faculty member is eighteen (18) unit hours per week. A faculty with an outstanding performance rating may handle twelve more unit hours per week provided that subject preparation is limited to not more than two, and subject to availability of teaching loads. Any excess above this number should have prior approval from the Ministry of Education, Culture and Sports on a case-to-case basis.
- 6.2 A part-time instructor employed elsewhere may carry a total of not more than 12 units in all the schools in which he teaches.
- 6.3 A faculty member teaching in more than one school must give formal notice of his teaching assignment to all schools concerned.

Section 7. It is recommended that every school have a faculty manual containing information and policies on all matters pertaining to faculty.

Article V

Curriculum

Section 1. The curriculum for business schools should reflect the mission statement of business education expressed in Article II.

Section 2. The general education course should give the student reasonable competence in organizing and expressing his thought orally and in writing, and in understanding the expressions of others in the behavioral and social sciences, in philosophy, in the natural sciences and mathematics. Professional courses should provide him with the adequate foundation to advance to a more specialized major field of his own choice.

Section 3. The business education curriculum should help achieve the national goals. The major field of concentration should be responsive to the changing demand of business.

Section 4. The ideal curriculum for the undergraduate business education program would be a total of 162 academic units for majors in accounting, 156 units for all other major fields of concentration. The breakdown of the curricular requirement into subject areas are as follows:

	<u>Accounting Majors</u>	<u>All Other Majors</u>
I. General Education		
1. English	15 Units	15 Units
Communication Skills	6	
Business Report Writing	3	
Speech	3	
Elective	3	
2. Spanish	12	12
3. Filipino	6	6
Sining ng Pakikipag-talastasan	3	
Panitikang Filipino	3	
4. Social Sciences	15	15
Phil. History	3	
Phil. Gov't and New Const.	3	
Business Psychology/Sociology/Psychology	3	
Contemporary Nat'l Development	3	
Logic/Ethics	3	
5. Natural Sciences	6	6
6. Mathematics	12	9
Elements of Bus. Math.*		
College Algebra	3	
Math. of Investment	3	

*Only students who pass the qualifying test in Elements of Business Mathematics shall be admitted to take higher Business Math course. Otherwise, they have to take the remedial non-credit course as prerequisite.

Quantitative Techniques in Business	3	
Mathematical Analysis for Business #	3	
7. Rizal Course	<u>3</u>	<u>3</u>
TOTAL	69 Units	66 Units
II. Business Education Core	51	48
1. Accounting	12	12
2. Economics	6	6
3. Management	6	6
4. Finance	6	6
5. Marketing	3	3
6. Taxation	6	6
7. Business Law	9	6
8. Statistics	3	3
III. Major	30	18
IV. Professional Electives	6	9
V. Free Electives	6	9
VI. Practicum	-	6
VII. Physical Education	(4) Units	(4) Units
VIII. DCME/WATC	(6)	(6)
IX. YCAP 120 hours minimum		
GRAND TOTAL	<u>162 Units</u>	<u>156 Units</u>

Section 5. Notwithstanding the provisions of the foregoing section and realizing the variations in human, financial and physical endowments of the business schools themselves, universities and colleges shall maintain a flexible approach and may structure their business education curriculum in line with their institutional philosophy and objectives provided that (a) the number of units required shall in no instance be less than 144 units, (b) requirements for admission to take government examinations are complied with, (c) general education and business fundamentals should not be sacrificed for the sake of specialized knowledge and skills that may soon be obsolete such as Filipino, Spanish, Rizal's Life and Works, and Phil. Government under the New Constitution, are provided for.

Article VI

Instructional Standards

Section 1. The undergraduate courses in Business Education and the major fields of concentration must show evidence of having developed strength in their respective areas.

#For accounting major only.

Section 2. The college at all times should maintain a high standard of instruction. A system of supervision should be instituted and implemented for the purpose of evaluating teacher competence.

Section 3. The different curricular programs in Business Education may adopt any textbook which is of fairly recent edition, and which reflects current trends in the business education, up-to-date in methods of presentation and in content, does not violate the laws of the Philippines and preferably written by Filipino authors.

Schools may at their option seek the approval of the Board of Textbooks for books and instructional materials they would like to adopt for classroom use.

Section 4. The Dean of Commerce/Business Administration should see to it that instructors and students must have the necessary textbooks and instructional materials. Arrangements shall be made to enable the student to acquire them.

Section 5. Colleges may change their textbooks only once every three (3) years.

Article VII

Library

Section 1. Universities and colleges offering the Business Education program should have library resources relevant to business education, adequate in quality and quantity, helpful in serving the needs of scholarship and research, and progressively developing and growing in accordance with institutional development and expansion plans.

- 1.1. Quality refers to such factors as breadth and depth of coverage, representativeness of authority in the various disciplines, extent of correlatives depending upon the field of concentration.
- 1.2. Quantity refers to the number of holdings and reference materials which should be in proportion to the commerce/business administration enrolment and responsive to the needs of the students.

Section 2. The following are the minimum staff requirements:

- 2.1 A college should have a full-time librarian who has a major in library science in the undergraduate course and a master's degree holder.

- 2.2 In terms of enrolment there should be one professional librarian for the first 500 students, two for an enrolment of 1000. For every increase of 1000 students or a fraction thereof, a professional librarian should be added to the staff.
- 2.3 For a college with an enrolment of less than 500, a bachelor's degree holder with Library Science as major, having at least three years of experience in library work as an assistant librarian or as librarian is considered qualified.
- 2.4 Non-professional or clerical assistants must be provided at a ratio of 2 non-professional to 1 professional.

Section 3. A library collection should consist of the following:

- 3.1 A basic collection of 5,000 well-selected relevant books is deemed adequate to support the curricular needs of a college with an enrolment of not more than 500 students. In cases of schools offering only the first two curricular years a starting collection of 2,500 is considered adequate.
- 3.2 For an enrolment of more than 500 the requirement is as follows:

<u>Enrolment</u>	<u>Volumes per Student</u>	<u>No. of Volumes</u>
500 or less	10	5,000
501 - 1,000	10	10,000
1,001 - 3,000	8	24,000
3,001 - 5,000	6	30,000
5,000 - above		

- 3.3 At least five (5) per cent of the total book collection should be in Filipiniana and Orientalia or Asiana.
- 3.4 At least forty-five (45) per cent of the book collection should be professional books.
- 3.5 The curriculum must have appropriate and adequate library support. Every discipline should be provided with enough books in proportion to the required number of volumes. The number of titles must be supportive of the curricular programs.
- 3.6 The library resources should include, in addition to books, a substantial number of appropriate professional publication, such as journals, bibliographies, annuals, monographs, serials, periodicals, and magazines, in varied quantity and pamphlets, document, newspapers and non-book materials.

3.7 At least twenty (20) per cent of the total book collection should be of recent edition (published during the last five years).

3.8 In the field of social sciences and in pure and applied sciences the collection must consist of books of recent edition.

3.9 There should be at least one (1) subscription to a professional magazine or periodical supportive of each of the major fields of concentration.

Section 4. The following are the minimum requirements for library quarters:

4.1 There should be adequate reading space for the student population.

4.2 The reading room should be able to accommodate at one seating a minimum of 15% to 20% of the student enrolment. The reading room should provide at least 2.79 sq.m. per reader, a space that includes allowance for furniture and equipment.

4.3 The library and reading space should be well-lighted, well-ventilated, and provided with easily accessible safety devices.

Section 5. The open-shelf system should be encouraged.

Article VIII

Physical Facilities

Section 1. Colleges and universities offering the Business Education program should provide facilities for practicum courses.

Section 2. Laboratory facilities with the necessary furniture and equipment should be adequate to meet requirements for both general and professional subjects.

Section 3. The following are required for commerce/business administration facilities for practicum courses:

3.1 Rooms -

~~3.1.1 Rooms should provide adequate working space and free space for the convenience of the students.~~

3.1.2 They should be well-lighted and well-ventilated.

- 3.2 Equipment and supplies -
 - 3.2.1 Filing equipment
 - 3.2.2 Indexing equipment
 - 3.2.3 Calculating machines
 - 3.2.4 Properly maintained typewriters
 - 3.2.5 Mimeographing machine/duplicating machine for stencil; ink
 - 3.2.6 Business Forms
 - 3.2.7 Other relevant office equipment

Article IX

Admissions Requirements

Section 1. Every student enjoys the right to enrol in any school, college or university, upon meeting its specific requirements and regulations as expressed in printed publications and/or other written material, which should be made available to interested parties for the benefit of the applicant. Except in cases of academic delinquency and violation of disciplinary regulation, the student who qualifies for enrolment is presumed to be allowed to stay for the entire period he is expected to complete his course, without prejudice to his right to transfer to other schools within the prescribed period.

Section 2. As a general rule, no applicant shall be enrolled in any approved course unless he presents the proper credentials required by the school before the end of the enrolment period. Students who believe that they have been unduly deprived of their transfer credentials by officials of the school they are leaving may seek assistance from the Ministry of Education, Culture and Sports, through appropriate regional offices.

Section 3. Requirements in the retention of students in the college of commerce/business education shall be determined by the Dean of the college, and/or the admissions and the standard committee.

Article X

Research

Section 1. The institution should undertake research and operate with a competent and qualified research staff, institutional research may be either one regarding the school itself, or one on any of the disciplines offered by the school or on any of the government thrusts.

Article XI

Residence and Unit Requirements

Section 1. As a general rule, no degree should be conferred upon a student unless he has taken the last curriculum year of the course in the institution which is to confer the degree.

Section 2. No student should be permitted to take any subject until he has satisfactorily passed the prerequisite subjects. Special cases should be referred to the Ministry of Education, Culture and Sports through the regional office for the decision/approval.

Section 3. As a general rule, a student shall be allowed to carry a maximum load of twenty-one (21) units each semester. Units in excess of this requirement shall need a permit from the Ministry of Education, Culture and Sports through the regional office.

Section 4. If a student obtain a grade of incomplete for non-compliance with some requirements of the course, he should not be given any credit for the subject or course unless he satisfactorily removes the incomplete grade within one year from the date it was obtained. The completion grade and the incomplete grades not removed within one year shall be recorded and immediately submitted on a supplementary Form XIX. No school shall give a final grade of "4" or Conditioned.

Article XII

Effectivity

Section 1. These rules and standards shall take effect school year 1983-84.

Section 2. This order supersedes all previous rules and standards.