

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

May 23, 1983

MECS O R D E R
No. 22, s. 1983

POLICIES AND STANDARDS FOR CRIMINOLOGY EDUCATION

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

1. The inclosed set of Policies and Standards, approved by this Office upon the recommendation of the National Police Commission (NAPOLCOM), Philippine Constabulary and the Integrated National Police (PC/INP), Bureau of Higher Education (BHE), and the presidents and deans of criminology schools embodies the revised general principles and guidelines for the establishment and operation of criminology schools/courses.
2. The criminology education is the only formal study recognized by the Ministry of Education, Culture and Sports which prepares students for careers in professional law enforcement work, scientific crime detection, and crime prevention. Its pragmatic value has direct relevance to the strengthening of the law enforcement agencies of the government, the enhancement of public safety, and the effective administration of criminal justice.
3. Every criminology school/department should give these policies and standards the widest publicity possible among the academic community and its clientele.
4. This Order supersedes Department Order No. 13, s. 1969 and other related rules on criminology education of the defunct Bureau of Private Schools and will take effect beginning the school year 1983-1984.
5. For a more systematic implementation of the program, the effectivity of the prescribed curriculum shall be on a staggered basis as follows:

<u>Curriculum Year</u>	<u>School Year</u>
First	1983-84
Second	1984-85
Third	1985-86
Fourth	1986-87

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

(SGD.) ONOFRE D. CORPUZ
Minister

Incl.:
As stated

References:
Department Order: No. 13, s. 1969
B.Pr.S. Circular: No. 14, s. 1969

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

CHANGE
Course of Study, COLLEGIATE
CURRICULUM
POLICY
SOCIETY or ASSOCIATIONS
STUDENTS
UNIVERSITIES and COLLEGES

(Inclosure to MECS Order No. 22, s. 1983)

POLICIES AND STANDARDS FOR CRIMINOLOGY EDUCATION

The following policies and standards shall govern the operation of Criminology Education in colleges and universities in the Philippines:

A. AUTHORIZATION

1. No criminology course of any kind shall be allowed to operate unless a prior authority is secured from the Ministry of Education, Culture and Sports (MECS).

1.1 Colleges with government recognition for the four-year courses in Liberal Arts and Law shall be given preference in the grant of authority (permit, recognition) to operate the four-year criminology course.

2. The following procedures shall be followed for the opening of new schools or programs:

2.1 A letter of request should be submitted to the MECS regional office concerned in accordance with existing regulations preceding the school year when such school/course will start to operate. The request should be accompanied with a notarized feasibility study comprehensively covering the following factors and supported with pertinent evidence:

2.1.1 Rationale and mission statement of proposed criminology course.

2.1.2 Goals, purposes, and objectives of proposed school course.

2.1.3 Resources in relation to -

(a) School site and buildings;

- (b) Floor plans showing allocation of classrooms and other quarters for instructional purposes for existing and new programs;
- (c) Financial statement certified by a CPA showing annual and itemized expenditures for existing programs;
- (d) Financial statement certified to by the school head showing itemized pre-operational and proposed annual operational expenditures for new school/course;
- (e) Facilities available, including program for acquisition of additional resources; and
- (f) Proposed faculty line-up and administrative and supervisory staff, together with their respective bio-data, transcripts of record and agreements to serve the school.

2.2. The above request, together with the supporting papers in quadruplicate copies, as evaluated by the MECS Regional Director, and the Napolcom shall be submitted to the MECS for action and/or decision.

3. No announcement or advertisement shall be made of any new Criminology program until permit or authority to operate is given by the MECS.

4. Upon receipt of the requirements provided for under Section 2 hereof, the MECS/BHE with the assistance of qualified Personnel of the Inspection, Investigation and Intelligence Branch, National Police Commission, Ministry of National Defense, shall inspect, check and report on the resources and facilities of the applicant school to determine the merits of each application as Stated in Section 2. Periodic audits of existing school/courses shall likewise be undertaken to insure compliance with the provisions of an authority or recognition already extended.

B. OBJECTIVES

1. General:

- 1.1 To enable the students to acquire the basic and technical knowledge and skills in organization, administration and operation of public or private law enforcement in order to raise service professionalism and efficiency so that peace and order may be maintained more effectively.
- 1.2 To prepare the students for careers in crime prevention, law enforcement and scientific crime detection work.
- 1.3 To provide the students with a broad cultural background and an understanding of constitutional guarantees and due process of law in so far as it affects the total administration of justice.
- 1.4 To foster higher concepts of citizenry and leadership, and an understanding of one's moral and legal responsibilities to his fellowmen, his community and his country.
- 1.5 To encourage research and inquiry along the field of Criminal Justice, Criminology, Corrections Police Science, Fire Technology, and Social Defense.

2. Specific:

- 2.1 To provide fundamental knowledge and skills in management of law enforcement and public safety.
- 2.2 To provide the students the basic knowledge and skills in the various law disciplines applicable to the proper and efficient attainment of the Criminal Justice System processes.

- 2.3 To provide the students the basic knowledge and skills and develop the attitudes towards improving community participation in crime prevention and control.
- 2.4 To provide the students the basic knowledge in the various principles pertaining to correction and the sound implementation of the child and adult probation laws.
- 2.5 To provide the students basic knowledge and skills in the various disciplines involved in jail/prison management and operation; further to develop their attitudes towards the formulation of generally accepted principles of sound jail management.
- 2.6 To provide the necessary knowledge on the principles and techniques of fire investigation, prevention and fire fighting.
- 2.7 To develop in the students communication skills.
- 2.8 To provide the students with adequate proficiency and technical knowledge of the different forensic sciences.
- 2.9 To develop proper attitudes towards the use of integrated approach in social defense of criminal justice and crime prevention.
- 2.10 To provide knowledge and skills, in better understanding of the workings of criminal justice system, with emphasis on the role of the five pillars/components.
- 2.11 To enhance vision so that in his enforcement task he would know how to abstract between justice, law and order.

C. ADMINISTRATION

1. Criminology 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 or its equivalent with orientation in his baccalaureate and/or graduate degree in Criminology/Public Safety.
- 1.2 Must have teaching experience of at least three (3) years in the tertiary level and three (3) years experience in public safety work or administration of school or college.
- 1.3 Must be available for the efficient administration of the criminology school, college, department or institution.

2. The general functions and responsibilities of the Criminology 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 program and to keep these programs updated with current trends and developments in criminology education.
- 2.3 To exercise educational leadership among the faculty.
- 2.4 To assign faculty to direct and advise students to their program of study and approve their subject loads.
- 2.5 To coordinate with the office concerned with students services.
- 2.6 To institute a definite program of supervision to keep the efficiency of instruction at the highest possible level.

- 2.7 To undertake research studies in collaboration with faculty and/or students.
- 2.8 To perform such other functions as may be assigned to him.
3. The Dean may be assisted by an Assistant Dean or Vice-Dean as the need arises with the same qualification as that of the Dean.
4. As a general rule, in cases where the Dean teaches, his teaching load should not exceed twelve (12) units.

D. FACULTY

1. As a general rule, a majority of the faculty members should be holders of earned master's degree or its equivalent in criminology education.
2. In specific fields of study which require special and technical training, a faculty member without the appropriate degree may be allowed to teach provided he has gained demonstrated competence and recognized scholarship in his field of endeavor.
3. Every criminology school should have faculty members who should devote full-time service to the school; however, part-time faculty members may also be hired and should likewise be required to undertake related work like consultation with students and research.
4. The teaching load of a regular full-time faculty member shall be eighteen (18) units. Part-time instructors may be allowed to carry a maximum of twelve (12) units.
5. Faculty members should teach largely in their respective majors or fields of concentration.
6. Every faculty member should undertake research and other related development activities for purposes of professional growth.
7. Faculty members should be given remuneration commensurate to their professional qualifications and standing in order to maintain the dignity of their profession.

E. CURRICULUM

1. The curriculum for criminology schools shall define its mission orientation, goals and objectives for the information and guidance of its clientele and the academic community.

2. The curriculum for the four-year course leading to the degree of Bachelor of Science in Criminology (B.S.Crim.) should contain a minimum of 164 units distributed as follows:

2.1 General Education ----- 70 units

English

English Fundamentals -----	3	units
English Composition -----	3	"
Speech, Argumentation and Debate -----	3	"
Philippine Literature -----	3	"
Technical English -----	3	"
	<u>15</u>	units

Pilipino

Sining ng Pakikipagtalastasan-----	3	units
Panitikang Pilipino -----	3	"
	<u>6</u>	"

Spanish

Elementary Spanish -----	3	units
Intermediate Spanish -----	3	"
Advanced Spanish -----	3	"
Selected Writing of Pilipino Heroes -----	3	"
	<u>12</u>	units

Mathematics

Algebra with Applied Statistics -----	3	units
Plane Trigonometry -----	3	"
	<u>6</u>	units

Natural Science

General and Qualitative ----- 5 units
Forensic Chemistry and Toxicology - 5 "
10 units

Social Science

General Sociology with Family
Planning ----- 3
General Psychology ----- 3
Philippine History ----- 3
Phil. Gov't. & New Constitution -- 3
Rizal Course ----- 3
Logic: Deductive/Inductive----- 3
Principles of Economics with
Investigative Accounting ----- 3
21 units

.2 Professional Courses - - - - - 94 units

Criminology

Introduction to Criminology ----- 3
Juvenile Delinquency ----- 3
Human Behavior and Crisis
Management ----- 3
9 units

Law Enforcement Administration

Administration of Police Organ-
ization ----- 3
Traffic Operation and Accident
Investigation ----- 3
Industrial Security Management --- 3
Patrol Organization and Operation- 3
Police Ethics and Community
Relations ----- 3
Police Operational Planning ----- 3
Intelligence & Secret Service ---- 3
Drug Education & Vice Control ---- 3
Seminar on Contemporary Police
Problems ----- 3
27 units

Police Science

Police Photography -----	3
Personal Identification -----	3
Fundamentals of Criminal Investigation -----	3
Fire Technology & Investigation --	3
Forensic Medicine -----	3
Lie Detection & Interrogation ----	2
Forensic Ballistics -----	3
Questioned Documents -----	3
Special Crime Investigation -----	3
	<u>26 units</u>

Law

Criminal Law -----	3
Criminal Evidence -----	3
Criminal Procedure -----	2
Practice Court -----	2
Taxation, Agrarian Reform & Current Issues in National Development -----	3
	<u>13 units</u>

Criminal Justice System ----- 3

Corrections:

Penal Management, Correction and Rehabilitation System -----	3
Probation -----	3

Police Internships:

On-the-job Training on Basic Police Duties -----	2
On-the-job Training on Investi- gation and Criminalistics -----	2
	<u>4 units</u>

Defensive Tactics ----- 6

Total --- 164 units

Summary Graduation Requirements for the Degree of Bachelor of Science in Criminology (B.S. Crim.)		
Subject Area	:	Total Number of Units
General Education	:	70
Professional Education	:	94
Total	:	164

3. The Revised Curriculum which will be adopted beginning the SY 1983-1984 for the four-year course leading to the degree of Bachelor of Science in Criminology is attached as Annex "A", the approved revised curriculum and Annex "B", description of courses.

4. No school, college/university offering the 4-year criminology course shall deviate from the approved revised curriculum. Any proposed revision in the approved curriculum needs the prior approval of MECS.

F. INSTRUCTIONAL STANDARDS

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

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.

3. The different curricular programs in Criminology Education may adopt any textbook and/or syllabi which is of fairly recent edition, and which reflects current trends in criminology 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 approval of the Board of Textbooks for books and instructional materials they should like to adopt for classroom use.

4. The Dean of the College of Criminology 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 or recommend foreign books for reprinting in the Philippines for a low cost reproduction.

G. LIBRARY

1. Every school of criminology should have a library with books, materials and facilities, which in term of quantity and quality, are reasonably adequate. Depth and breadth of coverage, representativeness of authority and recency of editions shall be determinative of quality. Library resources shall respond to the changing and growing needs of criminology education.

2. The library should contain appropriate reading and reference materials in proportion to its enrolment, the minimum requirements of which are as follows:

<u>Enrolment</u>	<u>Number of Professionally Prepared Librarians</u>	<u>Number of Professional Books</u>	<u>Number of Cultural Books</u>
50 or less	1 full-time	940	1,000
51 to 100	1 full-time	1,410	1,500
101 to 200	1 full-time	1,875	2,000
201 to 300	1 full-time	2,500	2,500
301 to 400	1 full-time	3,125	3,000
401 to 500	1 full-time	3,750	3,500
501 to 1,000	2 full-time	5,625	5,000
1,001 to 3,000	2 full-time	8,125	7,000
over 3,000	3 full-time	10,625	9,000

3. There should be appropriate and corresponding library support in terms of books in proportion to the required number of volumes.
4. At least ten (10) percent of the total book collection should be in Filipiniana, Orientalia or Asiana.
5. In addition to reference books, the library resources should include a substantial number of appropriate professional annuals, publications such as journals, magazines, bibliographies, monographs, periodicals, pamphlets, documents, and newspapers. Provision should be made for the gradual acquisition of back issues of professional publications.
6. The open shelf system providing enough reading space commensurate with the population of criminology schools may be adopted.

H. PHYSICAL FACILITIES

1. Colleges and universities offering the criminology program should provide laboratory facilities with the necessary furniture and technical equipment. It should be adequate to meet requirements for both general and professional criminology subjects.
2. A government authority for the operation of the criminology courses of recognition shall not be granted unless the college or school concerned has Police Science supplies for use in dactyloscopy, ballistics, questioned documents, police photography, forensic chemistry and police communications, and other basic police equipment training aids necessary for instruction in police operations and administration.
3. The school or college of criminology should likewise have a gymnasium for training of students in defensive tactics and an appropriate target range for firearms practice.

I. ADMISSION REQUIREMENTS

1. Every student enjoys the right to enroll in any school, college or university, upon meeting specific requirements and regulations as expressed in printed publications and/or written materials which should be made available to interested parties for the benefits 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 term. He is expected to complete his course, without prejudice to his right to transfer to other schools within the prescribed period.
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.
3. Students seeking admission to a college or school of criminology must be graduated from the secondary course and must submit the valid entrance or transfer credentials or equivalent, issued by the school or college concerned. He must pass the NCEE.

J. RESIDENCE AND UNITS REQUIREMENTS

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.
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 MECS through the Regional Office for decision/approval.
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 requirements shall need a permit from the MECS through the Regional Office.
4. If a student obtains a grade of incomplete for non-compliance with some requirement 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 shall be recorded and submitted immediately on a supplementary form. No school shall give final grade of "0" or "conditioned."

K. MISCELLANEOUS

1. These policies and standards shall take effect beginning the school year 1983-1984.
2. Non-compliance with these policies and standards will be administratively dealt with.
3. Compliance with these policies and standards by all concerned is enjoined.

ANNEX A

REVISED FOUR-YEAR CURRICULUM LEADING TO THE DEGREE OF
BACHELOR OF SCIENCE IN CRIMINOLOGY - (B.S. CRIM.)
(GENERAL CRIMINOLOGY COURSE AS OF SY 1983-1984)

FIRST YEAR

First Semester

<u>COURSE NO.</u>	<u>DESCRIPTIVE TITLE</u>	<u>UNITS</u>
Pilipino 1	Sining ng Pakikipagtalastasan	3
English 1	English Fundamentals	3
Philippine History	Roots and Development	3
Mathematics 1	Algebra with Applied Statistics	3
Sociology	General Sociology with Family Planning	3
Criminology 1	Introduction to Criminology	3
Defense Tactics 1	Fundamental of Martial Arts	1
C.M.T. 1	Citizen Military Training	(1.5)
		<u>19</u>

Second Semester

Pilipino 2	Panitikang Pilipino	3
English 2	English Composition	3
Mathematics 2	Plane Trigonometry	3
Psychology	General Psychology	3
Criminal Justice	Introduction to Criminal Justice System	3
Political Science	Philippine Government and the New Constitution	3
Defense Tactics 2	Disarming Technique	1
C.M.T. 2	Citizen Military Training	(1.5)
		<u>19</u>

SECOND YEAR

First Semester

<u>COURSE NO.</u>	<u>DESCRIPTIVE TITLE</u>	<u>UNITS</u>
English 3	Speech, Argumentation and Debate	3
Economics	Principles of Economics with Invest- gative Accounting	3
Criminology 2	Juvenile Delinquency	3
Law Enforcement Administration 1	Administration of Police Organization	3
Law Enforcement Administration 2	Traffic Operation and Accident Investigation	3
Police Science 1	Police Photography	3
Police Science 2	Personal Identification	3
Defense Tactics 3	Fundamentals of Markmanship	1
C.M.T. 3	Citizen Military Training	(1.5)
		<u>22</u>

Second Semester

English 4	Philippine Literature	3
Rizal Course	Life/Works of Dr. Jose Rizal	3
Corrections	Penal Management, Correction and Rehabilitation System	3
Police Science 5	Fundamentals of Criminal Investigation	3
Law Enforcement Administration 3	Industrial Security Management	3
Law Enforcement Administration 4	Patrol Organization and Operation	3
Law 1	Criminal Law	3
Defense Tactics 4	Combat Shooting	1
C.M.T. 4	Citizen Military Training	(1.5)
		<u>22</u>

THIRD YEAR

First Semester

<u>COURSE NO.</u>	<u>DESCRIPTIVE TITLE</u>	<u>UNITS</u>
Spanish 1	Elementary Spanish	3
Philosophy 1	Logic: Deductive and Inductive	3
Chemistry 1	General and Qualitative Chemistry	5
Police Science 4	Fire Technology and Investigation	3
Police Science 5	Forensic Medicine	3
Law 2	Criminal Procedure	2
Defense Tactics 5	First Aid/Water Safety	1
		<u>20</u>

Second Semester

Spanish 2	Intermediate Spanish	3
Technical English	Police Report Writing	3
Chemistry 2	Forensic Chemistry and Toxicology	5
Criminology 3	Human Behavior and Crisis Management	3
Police Science 6	Lie Detection and Interrogation	2
Police Science 7	Forensic Ballistics	2
Law 3	Criminal Evidence	3
Defense Tactics 6	Arnis and Boxing	1
		<u>23</u>

FOURTH YEAR

First Semester

<u>COURSE NO.</u>	<u>DESCRIPTIVE TITLE</u>	<u>UNITS</u>
Spanish 3	Advanced Spanish	3
Police Science 8	Questioned Documents	3
Police Science 9	Special Crime Investigation	3
Law Enforcement Administration 5	Police Ethics and Community Relations	3
Law Enforcement Administration 6	Police Operational Planning	3
Law 4	Practice Court	2
Police Internship 1	On-the-job Training on Basic Police Duties	2
		<u>19</u>

Second Semester

Spanish 4N	Selected Writings	3
Probation Law Enforcement Administration 7	Probation System	3
Law Enforcement Administration 8	Intelligence and Secret Service	3
Law Enforcement Administration 9	Drug Education and Vice Control	3
Law 5	Seminar on Contemporary Police Problems	3
Police Internship 2	Taxation, Agrarian Reform and Current Issues in National Development	3
	On-the-job Training on Investigation and Criminalistics	2
		<u>20</u>

RESUME

1. First Year	-	38
2. Second Year	-	44
3. Third Year	-	43
4. Fourth Year	-	<u>39</u>
		164 units

ANNEX "B"

DESCRIPTION OF COURSES

PILIPINO 1 - Sining ng Komunikasyon
(Communication Arts)

Pagtalakay sa mga sanaysay (Essay), artikulo (articles), maikling kuwento (short story), dula (drama), tula (poem), at iba pang uri ng panitikang bilang landayan ng mga tuntuning pangretorika at mga pagsasanay na sa apat (4) na kasanayang pang wika; (1) Kakayahang bumasa, (2) Kakayahang umunawa, (3) Kakayahang magsalita at (4) Kakayahang sumulat.

3 hours a week; 1 semester; 3 units

PILIPINO 2 - Panitikang Pilipino: Pahapyaw na Kasaysayan at mga Piling Katha
(Survey and Readings of Literature in Filipino)

Pag-aaral ng mga katutubo at angking panitikang Pilipino sa iba't ibang panahon sa kasaysayan ng kultural ng Pilipinas upang mabatid ang mga tradisyong bumubuhay sa panitikan ng mga Pilipino at mapahalagahan ang mga ito sa pamamagitan ng pagpapahalaga sa lalong makabuluhang kathang kumakatawan sa mga panahon sa kasaysayan ng panitikan.

3 hours a week; 1 semester; 3 units

ENGLISH 1 - English Fundamentals

A preparatory course in College English which will provide the students a better grasp of grammar and its usages; identification of parts of speech in sentences; agreement between subject and predicate; properties of pronouns; principal parts of verbs; distinction between adverbs and adjectives, and their controlled application in police report writing.

3 hours a week; 1 semester; 3 units

ENGLISH 2 - English Composition

Principles of English form and grammar; inductive study of idioms; correction of typical errors in sentence structure; paragraph construction; punctuation, capitalization. Written composition on police topics; familiarizing students in the use of police terms and phraseologies.

3 hours a week; 1 semester; 3 units

ENGLISH 3 - Speech, Argumentation & Debate

Principles of argumentation including the writing and delivery of argumentative pieces; intensive practice in the use of principles underlying convincing and effective discussion and debate; also covers the principles of public speech and practice in the writing and delivery of speeches to train students in eloquent expression and proper platform behavior.

3 hours a week; 1 semester; 3 units

ENGLISH 4 - Philippine Literature

A course devoted to the study of outstanding Pilipino writers in English from the inception of the American education system to the present; local masterpieces in poetry; analysis of the short story, the one-act play, the novel and the essay.

3 hours a week; 1 semester; 3 units

TECHNICAL ENGLISH - Police Report Writing

The first phase distinguishes the types and purposes of police reports; selection and use of police terms and phraseologies; spelling, capitalization, and numbers, punctuations, sentence structure and paragraph construction; manner of accomplishing standard forms. The second phase covers the mechanics and techniques of writing reports on cases investigated; form and content; the initial or advance investigative report, progress or follow-up reports and the final investigative report; application of the three essentials of narrative - setting, character and action in presenting the facts sequentially; application

of the principles of good report writing - brevity, clarity, completeness, accuracy of facts; presentation of the investigative report according to prescribed schedule.

3 hours a week; 1 semester; 3 units

SPANISH 1 - Elementary Spanish

This course aims to develop in the beginners an understanding of the fundamentals of the Spanish language through the functional study of nouns, articles, adjectives, the simple tenses of common regular and irregular verbs in the indicative mood, pronouns, simple adverbs, and the simple imperative. Emphasis should be on the development of the listening-speaking skills through practical conversation lessons, oral readings of simple selections, and oral exercises. Some vital aspects of morphology (the alphabet, syllabication, diphthongs, and triphthongs, etc.) should be taken up.

3 hours a week; 1 semester; 3 units

SPANISH 2 - Intermediate Spanish

The scope of this includes: (1) a brief but systematic review of Spanish 1 through its practical applications; (2) a functional study of the compound tenses of regular verbs in the indicative mood; the imperative mood; the progressive tense; irregular reflexible and reciprocal verbs, comparison of adjectives and adverbs; prepositions, conjunctions and interjections. Stress must be laid on vocabulary building, sentence construction, and further graduated or all reading exercises. All these are geared towards expanding the students' working knowledge and manipulation of the language.

3 hours a week; 1 semester; 3 units

SPANISH 3 - Advanced Spanish

This course introduces the subjunctive mood in simple situations; expressions and verbs that govern the use of the subjunctive verbs force; and the use of the potential with the subjunctive mood under different conditions of possibility and probability; the application of the functional knowledge of Spanish in oral and written composition will be taken up with stress on

sentenced structures, organization of ideas, and harmonious relationship of word forms on the sentence; refinements of letter writing and examples of each kind of letter classification to give the students an idea of correspondence in Spanish.

3 hours a week; 1 semester; 3 units

SPANISH 4-N - Philippine Literature in Spanish
(Selected Writings)

The literary works of renowned Filipino heroes, scholars, writers and poets, especially those of Rizal and Mabini; aim of fostering wholesome attitudes of patriotism, nationalism, and respect for Filipino institutions, custom and traditions; emphasis is on the development of reading comprehension and oral participation; vocabulary study, question and answer sessions, research work, individual reports, group discussions and appreciation lessons.

3 hours a week; 1 semester; 3 units

POLITICAL SCIENCE 1 - Philippine Government and the
New Constitution

An introductory study of Philippine history as a background and foundation of the course - from the Spanish regime to the advent of the Commonwealth; a brief survey of the history of Philippine government from the Colonial to the Presidential; the elements of political science with emphasis on recent trends in the Philippine setting; the state and its international relations; sovereignty, citizenship, suffrage and public administration; the doctrine of separation of powers, forms of government; the origin of state; public opinion; elections; the establishment of the Parliamentary form of government under the New Constitution; structure of local governments; the Metro-Manila Commission.

3 hours a week; 1 semester; 3 units

MATHEMATICS 1 - College Algebra with Applied Statistics

A study of fundamental operations in pure and applied mathematics involving algebraic expressions, fractions, linear and quadratic equations; basic statistical concepts involving collection of crime data, tabular and graphical presentation of data, measure of central tendencies and dispersion, variance and sampling procedures.

3 hours a week; 1 semester; 3 units

MATHEMATICS 2 - Plane Trigonometry

Logarithms; trigonometric functions; singular measurements; solution angles.

3 hours a week; 1 semester; 3 units

SOCIOLOGY - Principles of Sociology with Family Planning

Sociology from its basic elements - concepts, theories, values and beliefs; research into contemporary sociological perspectives; insight study of the family as the basic structure of human society, its culture and conditions and the nature of interactions in social groups in which lawbreaking occurs and of which the criminal and his victims are members; ensuing social change and resultant social tension.

3 hours a week; 1 semester; 3 units

ECONOMICS W/ACCOUNTING - Principles of Economics with Investigative Accounting

Part I of this study deals with our economic system and how it works; production, distribution, consumption, medium of exchange; taxation and governmental activities aiding or regulating business. Part II includes labor problems, nature and origin; primary objectives of labor organizations; roles played by the police, the workers and the unions in labor disputes and industrial unrests. Part III is a study of contemporary theories dealing with the economics of crime as an aid to criminology students in the areas of economics, sociology and criminal justice, as this relates to various labor

laws and social legislation. Part IV covers the white collar crimes connected with business and finance; study of accounting methods and financial statements as it relate to cash and accrual basis.

3 hours a week; 1 semester; 3 units

RIZAL Course - Life/Works of Dr. Jose Rizal

In-depth study of the life of Rizal with emphasis on his concept of nationalism and of the Philippine Nation; his religious belief and political views, and their significance to the conditions in the country today; also the study of the Noli Me Tangere and the El Filibusterismo, and other writings by Rizal.

3 hours a week; 1 semester; 3 units

PHILOSOPHY - Logic: Inductive and Deductive

A course designed for students who have had no background in logic; dwells on ideas, judgments, deductive and inductive inferences as elements that enter into the operation of the mind and its search of truth; aims to infuse this art in Criminology in order to use it as a foundation in their study of the methodology of interviews and interrogations - inductive and deductive process of questioning and reasoning; touches lightly on the philosophy of law to help Criminology students understand the truth and principles of human conduct and the concepts of justice, morality and responsibility, which are relevant to the assessment of criminal behavior.

3 hours a week; 1 semester; 3 units

CHEMISTRY 1 - General & Qualitative Chemistry

General and inorganic chemistry dealing with the basic concepts in elementary chemistry and principles of chemical reactions; includes the study of common elements with particular attention to application in criminal investigation; also the study of descriptive chemistry of metals, chemistry of carbon and carbon compounds and the principles, and laboratory techniques used in the identification of metallic elements. Requires lecture, recitation and laboratory.

Lecture 3 hours a week; laboratory 6 hours a week, 1 semester; 5 units

CHEMISTRY 2 - Forensic Chemistry & Toxicology

Deals with the application of chemistry in the identification and examination of physical evidence; includes study of blood, semen and other body fluids, gunpowder and explosives, hair and textile fibers, chemical aspects of document examinations, problems of glass fragments and glass fractures, moulage, metallurgy and petrography as applied to crime investigation; study of nature, physiological action, chemical and physical properties, dosage, treatment and detection of poisons. Lecture, recitation and laboratory.

Lecture 3 hours a week; laboratory 6 hours a week, 1 semester; 5 units

LAW 1 - Criminal Law

Study of the Revised Penal Code, special criminal statutes of the Philippines, Presidential Decrees, and Letters of Instructions; analysis of the elements of crime and the circumstances which affect criminal liability; persons criminally liable for felonies and crimes, such as offenses against national security and the law of nations; fundamental laws of the state, public order, public interest, public morals, public officers, opium and prohibited drugs, crimes against persons and property; crime against chastity, liberty and security; crimes against civil status, honor, and criminal imprudence and negligence; study of criminal jurisdiction.

3 hours a week; 1 semester; 3 units

LAW 2 - Criminal Procedure

Study of the Rules of Court and Criminal Procedure covering the law of arrest, search and seizures; rules of preliminary investigation and the granting of bail to accused persons; rights of accused persons during the trial and manner of prosecution of criminal offenses; procedures in arraignment and trial and discharge of one or several defendants as state witnesses; rules governing arrest without warrant and the use of firearms in case of resistance to arrest; study of court decisions regarding arrest, search and seizure.

2 hours a week; 1 semester; 2 units

LAW 3 - Criminal Evidence

Study of the fundamental principles of criminal evidence as embodied in the Rules of Court; distinction of the various kinds of evidences and their credibility and relevance; requirements of dying declaration as parts of the "res gestae"; effect of admission by co-conspirator, co-partner of third party; public documents as evidence and irremovability of public records; disputable presumptions and burden of proof in criminal cases.

3 hours a week; 1 semester; 3 units

LAW 4 - Practice Court

Practical instruction in the trial of criminal cases with emphasis on court behavior, testimony, preparation and introduction of evidence by police officers; attitude and impartiality of witnesses; review and arrangement of notes before trial; appearance and conduct on the witness stand; manner of answering questions during direct and cross-examinations; language to be used and avoidance of contradictory statement; mock trial to be held in class with professors playing the lead roles, and students acting as complainants, witnesses, accused, and as fiscals, private prosecutors and defense counsels.

2 hours a week; 1 semester; 2 units

LAW 5 - Taxation, Agrarian Reform and Current Issues in National Development

General principles and concepts of taxation; study of the agrarian reform and other current issues in national development; the development of the Philippine Agrarian Law; the emancipation of tenants; the CAR; Credit and farmer's cooperatives; and the study of KKK (livelihood) programs.

3 hours a week; 1 semester; 3 units

CORRECTIONS - Penal Management, Corrective and Rehabilitation System

The first phase covers the management and operation of city and municipal jails, provincial prisons, and correctional institutions; diagnosis, classification, handling and treatment of inmates and prisoners; study

of the U.N. standards on minimum rules and treatment of offenders. The second phase involves the implementation of punishment and application of modern theories and principles of corrections; penal rationales and procedures in correctional institutions; the new penology administration and rehabilitation programs undertaken by the Office of Jail Management and Penology, Integrated National Police.

3 hours a week; 1 semester; 3 units

CRIMINAL JUSTICE - Introduction to Criminal Justice System

Comparative study of the evolution of the Philippine police system with the British and American policing; various levels of development of law enforcement in the Philippines with emphasis on PC-Police Integration; basic enforcement purposes and functions; basic techniques in enforcing the law as a means of legal and social control; a study of the principles, procedures and practices of the criminal justice system with its linkages to police law enforcement service, the prosecution, the courts, corrections and the community; the scientific study of crime, criminals, and societal responses to their behavior in penal and non-penal settings; the administration of criminal justice - correction, including probation and parole, criminal law and law enforcement in so far as this interacts with the collective and individual tendencies towards criminal behavior.

3 hours a week; 1 semester; 3 units

PSYCHOLOGY - General Psychology

Introduction to general psychology as basis of in-depth study of behavioral science as applied to law enforcement; scientific techniques for exploring basic psychological factor that effects behavior; linkages between psychology, sociology and law enforcement in the process of crime investigation; police role and community relations.

3 hours a week; 1 semester; 3 units

PROBATION - Probation Law

Presidential Decree No. 968 as amended otherwise known as the Probation Law of 1976, establishing a probation system in the Philippines, its historical background concept, and mechanics as a new correctional method; investigation, selection, and conditions of probation; distinction between incarceration, parole and probation; total involvement of probation in the administration of the criminal justice system.

3 hours a week; 1 semester; 3 units

CRIMINOLOGY 1 - Introduction to Criminology

An overview of the study of crime, criminals and victims; factors that precipitate crime repression and control of crime; criminal etiology - causes or predisposing factors and producing elements of crime; analysis of the social, psychological, physical, biological, and personality traits that make a particular act a crime, thus making the person a criminal/victim; the role of the police, the probation and parole officers, and social workers in the criminal justice system.

3 hours a week; 1 semester; 3 units

CRIMINOLOGY 2 - Juvenile Delinquency

An etiology of delinquent and criminal behavior and the factors that cause juvenile delinquency; prevention and control of teenage crimes; influences of home, school, church and community on delinquency; influence of government sports and youth development programs in character building; the value of recreational facilities in every city, town, barrio and municipality for the use of the youth; establishment of counselling and guidance clinics for police juvenile control activities; study of juvenile courts, probation service, correctional rehabilitation practices; study of the workings of the Peace and Order Council.

3 hours a week; 1 semester; 3 units

CRIMINOLOGY 3 - Human Behavior and Crisis Management

The application of behavioral science in law enforcement; factors in behavioral change and implications to the study of the modus operandi of criminals; techniques of psychological investigation; psychiatric and psychological linkages in behavioral change in the interrogation of witnesses, suspects and victims; the principle of conditioned behavior in the process of learning; analysis of various mental ailments and their relation to crime; criminal responsibility and its determinants; application of psychiatric and psychological techniques in negotiating for hostage/barricaded persons situations.

3 hours a week; 1 semester; 3 units

POLICE SCIENCE 1 - Police Photography

Use and care of different types of cameras; principles of photography as applied in police work; photographic optics; tonal relations, fidelity violet and infra-red photography; color problems and the use of films, filters, and polarizing screens; techniques in the preparation of photographic evidence in court.

3 hours a week; 1 semester; 3 units

POLICE SCIENCE 2 - Personal Identification

The fundamentals of dactyloscopy, the Bertillon System, the Henry-Galton System, the Scotland Yard System in relation with scientific methods in the identification of persons, living or dead; the classifications of fingerprints; methods and techniques of lifting latent prints, poroscopy and moulage, and their application to crime investigation, scars, tatoos, and other visible marks as means of identifications; other methods of anthropological reconstruction.

3 hours a week; 1 semester; 3 units

POLICE SCIENCE 3 - Fundamentals In Criminal Investigation

The concepts and principles of criminal investigation; modern techniques in crime detection and investigation; the crime scene - sketching and photographing; the physical evidence - what to look for, how to mark, preserve, pack and transport; techniques of obtaining information; the application of criminal psychology in interview and interrogation; methods of surveillance, stake-out, apprehension of wanted persons.

3 hours a week; 1 semester; 3 units

POLICE SCIENCE 4 - Fire Technology and Investigation

Characteristic and behavior of fire; basic definitions for certain physical properties and certain chemical terms applicable to the chemistry and physics of fire; principles of fire, heat measurement, heat transfer, and heat energy; general information on the nature of wood and its ignition and burning characteristics; common industrial equipment and processes and fire hazards associated with them; knowledge in the use of different fire equipment and apparatus; study of the Fire and Building Code.

3 hours a week; 1 semester; 3 units

POLICE SCIENCE 5 - Forensic Medicine

The application of medical science in crime investigation with emphasis on the medico-legal aspects of physical injuries, death, sex crimes, abortion, infanticide, paternity and filiation, impotency, sterility and poisoning; study of the nature and characteristics of wounds in relation with possible identification of types of weapons used; study of causes of death, possible time of death; rigor mortis; autopsy demonstration.

3 hours a week; 1 semester; 3 units

POLICE SCIENCE 6 - Lie Detection and Interrogation

Techniques in the operation and application of the lie-detector machine (the Polygraph) in the interrogation of persons involved in criminal investigation; analysis of deceptive responses, deception criteria and diagnostic techniques; obtaining the psycho-galvanic skin

reflex or electrodermal response ; behavior systems of subject and practical utility of lie-detector tests; study of the ethics of questioning and law concerning extra-judicial confessions. Laboratory work and demonstration.

3 hours a week; 1 semester; 3 units

POLICE SCIENCE 7 - Forensic Ballistics

A scientific study of firearms, powder-propelled weapons, missiles, and explosives; techniques in identifying cartridges and bullet markings; use of instruments and equipment in ballistics examination; study of firearm laws and court decisions; laboratory work in forensic ballistics.

3 hours a week; 1 semester; 3 units

POLICE SCIENCE 8 - Questioned Documents

A scientific study of the detection of forgery with emphasis on types of handwriting materials; methods and procedures of restoring and deciphering erasures and obliterations; examinations of documents by means of visible light, ultra-violet and infra-red radiation and colored powders; graphology and the identification of handwriting; laboratory work in the examination of questioned documents and applied subjects.

3 hours a week; 1 semester; 3 units

POLICE SCIENCE 9 - Special Crime Investigation

A special study of modern techniques in the investigation of serious and specific crimes including murder, homicide, rape, abortion, robbery, arson, kidnapping, blackmail, carnapping, and criminal negligence; emphasis on physical evidence rather than on extrajudicial confession; scientific techniques in identifying, collecting and preserving of physical evidence; treatment/handling of physical evidence in the laboratory; relationship between the special crime investigator and criminalist; methods and procedures in conducting and recording interviews and interrogations.

3 hours a week; 1 semester; 3 units

LAW ENFORCEMENT ADMINISTRATION 1 - Administration of Police Organization

Study of the principles underlying the organization and management of police departments under Section 21, Article XV of the Constitution; the hierarchical structure of local police in relation to the Integrated National Police per Presidential Decrees 421, 482, 531, 585, 641, 765 and 855; direction, supervision, coordination and control of all local police forces as a homogenous body under a single command; problems in budgeting; personnel management, including recruitment, selection and training; rules in production, position classification compensation, fringe benefits; rules in suspension, dismissal, retirement; methods and procedures in handling administrative records, preparation of statistical reports, the Decimal System of reports, and the accomplishment of numerous types of police forms.

3 hours a week; 1 semester; 3 units

LAW ENFORCEMENT ADMINISTRATION 2 - Traffic Operation and Accident Investigation

Fundamentals in traffic safety education, enforcement, engineering techniques in vehicular and pedestrian direction and control; techniques in point and intersectional vehicle-volume determination for emergency and priority control; study of different traffic decrees, codes and ordinances for uniform and coordinated enforcement on both national and local levels; techniques in selective enforcement; preparation of plans and policies for special and emergency traffic situations; methods and procedures in the use of hand-signals and electric signal lights; techniques in accident investigation; determination of reaction-time and brake-in-time; application of scientific aids in hit-and-run cases.

3 hours a week; 1 semester; 3 units

LAW ENFORCEMENT ADMINISTRATION 3 - Industrial Security Management

A study of different aspects of industrial plant protection and security management; various organization and functions of security detective/guard agencies and

special police units; protection of banks and financial establishments from internal and external hazards; credit investigation techniques for insurance companies and commercial establishments; safety measures for labor and industry; security inspections and safety checks on commercial, manufacturing plants and transportation companies; aspects of labor relations and personnel problems affecting business and industry; study of provisions of the Labor Code affecting industrial security.

3 hours a week; 1 semester; 3 units

LAW ENFORCEMENT ADMINISTRATION 4 - Patrol Organization and Operation

The organization set-up of a patrol force; its operational and functional duties and responsibilities; different types of patrols; tactics and techniques of foot and mobile patrols; the psychological impact of uniformed patrolmen and conspicuously marked patrol cars as crime deterrents; sociological study of the impact of uniformed policemen constantly in a day-to-day contact with the public; image building of the police through uniformed policemen on patrol duty in the community; human relations with emphasis on police community participation thru the barangays.

3 hours a week; 1 semester; 3 units

LAW ENFORCEMENT ADMINISTRATION 5 - Police Ethics & Community Relations

A humanity-oriented discipline intended to develop an understanding of the norms of action in law enforcement such as the underlying philosophy of "normo agenci" on what is permitted and what is prohibited; the study of the code of Ethics and Professional Conduct as embodied in Section 1, Rule III of the INP Rules and Regulations; study of police discipline, ethics of law enforcement, and community involvement to attain respect and cooperation; techniques in handling people and winning public confidence; the underlying principles in the organization of the barangay intended to achieve mutual understanding and cooperation; legal and moral duties of police officers towards the community and the citizens; human rights and obligations of law enforcement officers; formulation of responsive community relations programs.

3 hours a week; 1 semester; 3 units

LAW ENFORCEMENT ADMINISTRATION 6 - Police Operational Planning

The planning process for police operations; the value of planning (strategy and tactics) in attaining police operational objectives; application of special methods and procedures in making arrests, search and seizures during raids; techniques in undercover work, surveillance, and stake-outs; methods and procedures in establishing roadblocks and check points; crowd, mob, and riot control during parades, disasters, and jailbreak; strategy and tactics during raids on criminal hideouts; dispersal of unlawful assemblies; use of appropriate weapons and equipment; techniques in VIP security and escorting; handling and transporting persons placed under custody/arrest; techniques in handling hostage crisis and suicide situations.

3 hours a week; 1 semester; 3 units

LAW ENFORCEMENT ADMINISTRATION 7 - Intelligence and Secret Service

A comparative study of military and police intelligence; types of police intelligence; nature of police intelligence operations; intelligence theory and principal areas of intelligence interest; intelligence reporting and recording system; fundamentals of cryptography, encoding and decoding; classification of secret documents; handling classified security information; identification of subversive, communistic, and secret societies and organizations and of impostors, assassins, and crackpots, study of the MO and OBR systems of criminal identification and threats to national security.

3 hours a week; 1 semester; 3 units

LAW ENFORCEMENT ADMINISTRATION 8 - Drug Education and Vice Control

The Drug Abuse Prevention and Education program of the government; aspects that include recognition, nature and extent of drug problems; causes of influences of drug abuse; origin, identification, and classification

of commonly abused drugs; symptoms of drug abuse and dependency; the three-pronged approach in the solution of the drug problems, namely (1) law enforcement activities including intelligence gathering and evaluating surveillance, undercover and raids; collection, preservation and handling of evidence; modus operandi of pushers, drug cult lingo; local and international illicit drug traffic; development, investigation and filing of narcotics cases; drug field testing; salient provisions of the Dangerous Drug Act of 1972 (6425); (2) preventive drug abuse education and information program in schools and communities, and (3) treatment and rehabilitation programs for drug dependents; criminal activities related to drug dependency including moral and physical corruption in prostitution, sex perversion, white slavery, homosexuality, racketeering, gambling, swindling, and organized gangs; enforcement of anti-vice laws and ordinances; techniques in apprehension, investigation, and prosecution.

3 hours a week; 1 semester; 3 units

LAW ENFORCEMENT ADMINISTRATION 9 - Seminar on Police Problems

An analytical discussion of current police problems in the Philippines which affect law enforcement and the administration of criminal justice; research on factors and conditions which cause problems; PC-INP involvement in police administrative and operational processes; priorities in crime prevention, crime investigation and traffic control; development of manpower resources and professional growth through the merit system; improvement of police community relations; required term papers for every project-study assigned on pre-scheduled dates featuring a seminar following every report.

2 hours a week; 1 semester; 2 units

POLICE INTERNSHIP 1 and 2 - On-the Job Training

A course intended to develop an insight into the actual operation of a police station/department jail, or penal institution as a supplement to and in conjunction with the academic program; planned off-campus or on-the-job training program in selected police agencies; actual field work, observation, and practice of police tasks, activities, operations, including patrol, traffic; crime investigation, criminalistics, performed in the field,

police headquarters, police stations, or crime laboratory; internship requiring observations in penal institutions, jails and reformatories.

(36 hours required)

DEFENSIVE TACTICS 1 - Fundamentals of Martial Arts

The study and practice of the art of Judo as a means of self defense; instructions in safety falls, kick-back throws, fighting stances, pushing and open hand strikes, hand grips and clothes grabbing, hair grasp and head lock, full Nelson and hammer lock, tackles and fist fighting. Training and conditioning of the body thru calisthenics.

1 hour a week; 1 semester; 1 unit

DEFENSIVE TACTICS 2 - Disarming Techniques

Study and practice of Karate as a means of self-defense for law enforcement officers; special instructions in physical conditioning; unarmed defense tactics; offensive and defensive procedures; pistol disarming; defense against knife, blackjack, and club attacks; application of the principles of jiu-jitsu, karate, aikido and yawara.

1 hour a week; 1 semester; 1 unit

DEFENSIVE TACTICS 3 - Fundamentals of Marksmanship

The FBI Practical Pistol Course for law enforcement officers; training in the basic principles in the use and care of firearm (grip, stance, sighting, trigger control); firing instructions and range practice; safety precautions and firearms nomenclature.

1 hour a week; 1 semester; 1 unit

DEFENSIVE TACTICS 4 - Combat Shooting

The FBI Combat Shooting Course for police officers; practice in the use of handguns, riotguns, armalites, and machineguns in defensive combat; firing at moving and stationary targets; range practice at bobbing and silhouetted targets; training in firearms shooting positions (kneeling, prone and standing); practice in quick draw techniques and night firing.

1 hour a week; 1 semester; 1 unit

DEFENSIVE TACTICS 5 - First Aid and Water Safety

The basic principles of first aid in emergencies; application of artificial respiration and treatment of shock; first aid in cases involving injuries to bone, joints and muscles; first aid in cases involving burns, poisoning, stroke, fainting and convulsions; transportation of the injured to hospitals. Special instruction in swimming and forms of rescue and resuscitation in the recovery of submerged victims; safety measures and accident prevention in bathing places.

1 hour a week; 1 semester; 1 unit

DEFENSIVE TACTICS 6 - Arnis and Boxing

Study and practice of Arnis and Boxing as means of self-defense for law enforcement officers; principles of offense and defense in the use of the police baton and the aikido long stick; defense against fist attack, armlock, front choke, back trip, arms and neck locks.

1 hour a week; 1 semester; 1 unit