

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
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MECS O R D E R  
No. 35 s. 1984

POLICIES AND STANDARDS FOR ARTS AND SCIENCES EDUCATION

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

1. The enclosed set of policies and standards as proposed by the Association of Philippine Colleges of Arts and Sciences (APCAS) and the Bureau of Higher Education (BHE) embodies the general principles and guidelines relative to arts and sciences education. The standards have been developed after a national conference and series of consultative meetings and workshops joined by school heads, deans of arts and sciences from government and private colleges and universities, professional societies and other concerned regulating agencies and organizations.
2. As approved by this Office and as part of the approved policies and standards for arts and sciences education are the following components:  
(a) Minimum Curricular Program (Annex A); Suggested Professional Courses and Electives for Arts and Sciences Education (Annex B); and (C) List of Suggested Equipment, Apparatuses and Supplies for Arts and Sciences Education (Annex C).
3. The general education component of Arts and Sciences Education refers to a program of non-specialized and non-vocational learning appropriate and essential for all in a free society.
  - a. It is continuation of general education started at the elementary level and carried through the secondary level;
  - b. In terms of curriculum, it refers to a program of studies that provides a foundation for advancement into a major field of specialization;
  - c. It seeks to develop critical thinking, effective communication, sound judgment and formation of values;
  - d. It must seek to promote a sense of national identity, cultural consciousness, moral integrity and spiritual vigor  
(Education Act of 1982)

4. Each degree program shall generally have a common general education component as provided for in Section 2, Article 6 of the policies and standards (Annex A).
5. All concerned are required to prepare and make the necessary adjustments of their programs and facilities based on the enclosed guidelines and standards.
6. Wide dissemination of the contents of this Order is desired of all higher education institutions.
7. This Order supersedes all existing policies and standards related to Arts and Sciences Education and will take effect beginning the school year 1984-1985.
8. Compliance with this Order by all concerned is enjoined.

(SGD. ) JAIME C. LAYA  
Minister

Incl.:

As stated

References:

MEC Order or B.Pr.S. Circular No. 7, s. 1973

Allotment: 1-3-4

Subjects:

C/S, Collegiate  
Curriculum

Society or Associations  
Universities & Colleges

ARTICLE II

AUTHORIZATION

Section 1. Only colleges and universities duly authorized by the Minister of Education, Culture and Sports shall operate Arts and Sciences courses.

Section 2. All curricular program in Arts and Sciences Education must have prior authorization from the Ministry of Education, Culture and Sports.

ARTICLE III

Organization

Section 1. The Colleges of Arts and Sciences is composed of administrators, faculties and students working together for effective education and research.

Section 2.3 Courses in the Arts and Sciences are generally classified into the following three areas:

- 2.1 The Humanities which encompasses languages, literature, philosophy, arts, and music;
- 2.2 The Social Sciences which encompasses history, political science, sociology-anthropology, psychology and economics; and
- 2.3 The Natural Sciences which encompasses the biological sciences, the physical sciences, and mathematics.

Section 3. The College of Arts and Sciences (CAS) should offer baccalaureate degrees in any of the areas stated in Section 2, Article III.

ARTICLE IV

Administration

Section 1. The College of Arts and Sciences should generally be administered by a full-time dean with the following qualifications:

- 1.1 must be a holder of an appropriate masteral degree, or preferably doctoral degree whose baccalaureate orientation is either in the humanities or the social sciences or in the sciences;
- 1.2 must have the rank of at least associate professor (see suggested criteria, Article V, Section 4, subsection 4.2);
- 1.3 must have at least three (3) years of administrative experience in the management and operation of a college; and

## POLICIES AND STANDARDS FOR ARTS AND SCIENCES EDUCATION

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

### ARTICLE I

#### Mission Statement

Section 1. Education in the Arts and Sciences, as in other professional disciplines, to facilitate the integral development of an individual in order to enable him to effect changes in himself and his environment to realize fullness in human life. It is geared towards the preparation of students for responsible leadership, and for creative as well as useful membership society.

Section 2. The general education component of Arts and Sciences Education refers to a program of non-specialized and non-vocational learning appropriate and essential for all in a free society.

- 2.1 It is continuation of general education started at the elementary level and carried through the secondary level;
- 2.2 In terms of curriculum, it refers to a program of studies that provides a foundation for advancement into a major field of specialization; and
- 2.3 It seeks to develop critical thinking, effective communication, sound judgment and formation of values.

Section 3. At the end of a 4-year Arts and Sciences degree course, a student should have:

- 3.1 attained a broad general education in the humanities, the natural sciences and the social sciences so that he would have:
  - 3.1.1 the ability to think critically;
  - 3.1.2 the essential foundation for his development into a productive and well-rounded citizen;
  - 3.1.3 the ability to investigate and analyze questions and problems carefully and to present his results and ideas clearly on the basis of solid data and study;
  - 3.1.4 the appreciation for human values and cultural heritage; and
  - 3.1.5 the development of his own ideals, attitudes, and habits desirable for his improvement as a human being.
- 3.2. developed competence in his chosen field of specialization either in the humanities or the social/natural sciences necessary for immediate gainful employment, or as a foundation for further training beyond the baccalaureate degree.

- 1.4 the above provisions (1.1 and 1.2) shall not be applicable to those who, at the time these policies and standards are made effective, occupy the position of dean; provided, however, that any incumbent dean who has not satisfied the required educational qualifications shall fulfill the prescribed requirements within a period of three (3) years.

Section 2. In general the functions and responsibilities of the Arts and Sciences dean may be:

- 2.1 To advise the school head in all matters affecting general policies of the entire institution.
- 2.2 To exercise educational leadership among his faculty, by:
  - 2.2.1 initiating and instituting a faculty development program;
  - 2.2.2 recommending the appointment, promotion or separation of faculty members in his college; and
  - 2.2.3 preparing and recommending the teaching loads of faculty members in his college.
- 2.3 To direct and to assign faculty to advise students in their program of studies and to approve their subject loads.
- 2.4 colleges/department head (s) of student personnel services.
- 2.5 To prepare and/or revise, with the assistance of qualified faculty members, curricula with different major field of concentration.
- 2.6 To institute a definite program of supervision in order to raise the efficiency of instruction.
  - 2.6.1 To supervise and evaluate classroom strategies with the purpose of improving them when necessary.
  - 2.6.2 To supervise and evaluate co-curricular activities of the college.

Section 3. As a general rule, the dean of the Arts and Sciences offering two or more fields of concentration may be assisted by a Department Head with the following qualifications:

- 3.1 must have an appropriate Master's degree;
- 3.2 must have the rank of at least an assistant professor or its equivalent relative to institutional policies; and
- 3.3 must have at least five (5) years of teaching experience in his discipline.

ARTICLE V

Faculty

Section 1. All college faculty members should be, preferably holders of a Master's degree, or its equivalent, to teach largely in their major field and/or allied subject(s). Credentials of teachers should be on file and made available when need demands.

Section 2. When vacancies occur in the teaching force of the college replacements with similar or higher qualifications should be employed.

Section 3. The following conditions of employment be observed:

- 3.1 The remuneration paid to college faculty, as a general rule, shall at least be equal to current minimum salary rates for corresponding ranks in government schools in the locality. Salaries must be paid in full or regular basis and on time. No salary shall be paid on the basis of class enrolment or in the force of shares of stocks.
- 3.2 A probationary period of not more than three (3) years shall be required of full-time faculty. Faculty members who have successfully passed this probationary period shall be considered permanent.
- 3.3 It is highly desirable that schools employ full-time faculty members. A full time teacher is one whose working day is devoted totally to the school, with permanent/regular remunerative employment and is paid on a regular, monthly basis or its equivalent relative to the institutional policies.
- 3.4 At least sixty (60) per cent of the subjects offered should be taught by full-time faculty members, except in highly technical or specialized courses where the proportion shall be determined by the needs of the school and the availability of qualified professional practitioners in the locality.

Section 4. The faculty in the College of Arts and Sciences through its faculty-ranking system, shall be assigned academic ranks in accordance with the established criteria in ranking. The usually recognized ranks of college faculty members are instructors, assistant professors, associate professors, and professors.

Suggested criteria for ranking:

4.1 Professor

- 4.1.1 Training - Doctor's degree preferred
- 4.1.2 Teaching Competence - Outstanding
- 4.1.3 Length of service - Ten (10) or more years related to teaching of a highly specialized nature
- 4.1.4 Efficiency - evidence of successful work in positions held, past and present

- 4.1.5 Productive scholarship
- 4.1.6 Community extension services
- 4.1.7 Good moral character

4.2 Associate Professor

- 4.2.1 Training - Doctor's degree preferred, but at least a Master's degree or its equivalent
- 4.2.2 Teaching competence - very satisfactory
- 4.2.3 Length of service - Seven (7) to ten (10) years related to teaching or eminence in a profession of highly specialized nature
- 4.2.4 Efficiency - evidence of successful work in position held, past and present
- 4.2.5 Productive scholarship
- 4.2.6 Community extension services
- 4.2.7 Good moral character

4.3 Assistant Professor

- 4.3.1 Training - Doctor's degree preferred but at least a Master's degree or its equivalent
- 4.3.2 Teaching competence - very satisfactory
- 4.3.3 Length of service - Five (5) to seven (7) years related to educational work and/or in profession related to teaching
- 4.3.4 Efficiency - evidence of successful work in position held, past and present
- 4.3.5 Productive scholarship
- 4.3.6 Community extension services
- 4.3.7 Good moral character

4.4 Instructor

- 4.4.1 Training - Master's degree or its equivalent; honor graduates such as Cum Laude, Magna Cum Laude or Summa Cum Laude provided he fulfills the requirement of a masteral degree within a period of three (3) years. In situation where there are no qualified applicants (Master's Degree and Honor graduates) the school may consider a baccalaureate degree holder provided he possesses the necessary teaching competence and fulfills the requirement of a masteral degree within a period of three (3) years.

4.4.2 Good moral character

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

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

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

- 6.1 As a general rule, regular full-time faculty members may carry a maximum load of 24 unit hours per week.
- 6.2 A part time faculty member employed by the government or elsewhere may carry a load of not more than 12 units in all the schools in which he/she teaches.
- 6.3 Faculty members teaching in more than one school may teach an aggregate of 24 units per week and must give formal notice to their teaching assignments 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 VI

Curriculum

Section 1. The curricula for Arts and Sciences education should reflect the aforementioned mission statement of liberal education.

Section 2. A total of 144 academic units is required for graduation, categorized into the following subject areas:

CURRICULAR REQUIREMENTS FOR A.B. AND B.S.  
AND THE NEW GENERAL EDUCATION PROGRAM

1. GENERAL EDUCATION (See Annex A)

<u>Language and Literature</u>		21
English	15	
Pilipino	6	
<u>Mathematics and the Natural Sciences</u>		21
Mathematics	6	
Natural Sciences	12	
Computer Education (Optional)	(3)	
<u>Humanities and the Social Sciences</u>		24
Humanities	6	
Philosophy		
Logic		
Ethics		
Art		
Music		
Social Sciences	18	
Psychology		
Sociology-Anthropology		
Economics		
Political Science		
(with Phil. Const. integrated)		
Philippine History and Culture		
Asian/Western Civilization		

2. PROFESSIONAL COURSES ( See Annex B )

Major Field	30	36*
Electives from related areas	<u>15</u>	<u>9</u>
	45	45

3. OTHER COURSES

Spanish	12
Rizal	3
Agrarian Reform and Taxation	3
Courses to be determined by the school	<u>15</u>
	33

GRAND TOTAL 144

\*Any combination of requirements for the major field and elective courses within the specified ranges is acceptable as long as the total number of units is 45.

\*Upon approval of legislative reform doing away with all legislated courses, all courses under this heading will be determined by the school.

Section 3. The General Education program, which forms the broad base of knowledge stressing the commonality of all academic concerns, is the same for both A.B. and B.S.

3.1 As a general rule, the General Education program shall be offered in the first two years of college; 33 units in the freshman year, and 33 in the sophomore year.

3.2 After the second year, the program divides into two alternatives curricular tracks - the arts and the sciences.

Section 4. The scope of the two alternatives curricular tracks is as follows:

4.1 The A.B. program should have emphasis on the humanities and the social sciences, such as Anthropology, Communication, Economics, History, Journalism, Literature, Philosophy, Political Science, Psychology, Religious Studies or Theology, and Sociology.

4.2 The B.S. program should have emphasis on science or deal with some technical specialization, such as Biology/Botany/Zoology, Business Administration, Chemistry, Commerce, Computer Science, Management, Mathematics, Physics, and Statistics.

4.3 Certain programs may be classified under the A.B. or B.S. depending on the emphasis/orientation of the courses such as Psychology, Economics and Tourism.

ARTICLE VII

Instructional Standards

Section 1. The college should at all times maintain a high standard of instruction and a system of evaluation of teaching competence. A system of supervision shall be adopted for compliance with rules and regulations governing academic standards.

Section 2. The different curricular programs in Arts and Sciences may adopt any textbook which is up to date in methods of presentation and in content, and does not violate the laws of the Philippines, preferably written by Filipino authors.

Section 3. The Dean of Arts and Sciences should see to it that instructors and students have the necessary textbooks. Arrangements shall be made to enable the students to acquire them.

Section 4. Colleges may change their textbooks only once in every three (3) years.

ARTICLE VIII

Library

Section 1. Every college offering the Arts and Sciences programs should have library resources relevant to Arts and Sciences adequate in quality and quantity, helpful in serving the needs of scholarship and research, as well as 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 and representativeness of authority in the various disciplines.
- 1.2 Quantity refers to the number of holdings and reference materials which should be proportionate to the total number of enrolment, and be 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 is a holder of Master of Library Science degree or its equivalent.
- 2.2 In terms of enrolment there should be one full-time 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.

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

- 3.1 A basic collection of 5,000 titles should be deemed adequate to support the curricular needs of a college with an enrolment of not more than 500 students.

- 3.2 For an enrolment of more than 500 requirement is as follows:

<u>Enrolment</u>	<u>Title Per Student</u>	<u>No. of Volumes</u>
500 or more	10	5,000
501 - 1,000	10	10,000
1001 - 3,000	8	24,000
3001 - 5,000	6	30,000
5001 - above	5 per cent	

- 3.3 At least five (5) per cent of the book collection should be Filipiniana and Orientalia.
- 3.4 At least forty-five (45) per cent of the book collection should be on the major fields.
- 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.
- 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, documents, newspapers and nonbook materials.
- 3.7 It is required that at least twenty (20) per cent of 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 as well as applied sciences the collection must consist of books of recent edition.
- 3.9 There should be at least 1 subscription to 10 different magazine titles and/or periodicals for each of the different disciplines.

Section 4. The following are the minimum requirements for library quarters either as part of the main library or as separate CAS library:

- 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.

Section 5. The open shelf system should be encouraged.

ARTICLE IX

Laboratory Facilities

Section 1. Colleges of Arts and Sciences should provide for adequate laboratories and lecture rooms (See Annex C).

- 1.1 Colleges of Arts and Sciences offering laboratory science courses should be equipped with adequate laboratory facilities for the particular courses being offered. For all laboratory courses there should be adequate laboratory space to accommodate the largest class using the laboratory room.
- 1.2 Laboratory classes for the various science courses should be conducted in the college laboratory designed for such classes.

Section 2. The following are required of science laboratories:

2.1 Staff

- 2.1.1 A college should have a full time qualified laboratory custodian.

2.2 Rooms

- 2.2.1 Laboratory rooms should provide adequate working space for the convenience of the students.
- 2.2.2 Rooms should be well-lighted, well ventilated and be provided with easily accessible safety devices as well as first aid facilities.
- 2.2.3 There should be appropriate laboratory rooms for biology, physics, chemistry, zoology and botany.

2.3 Equipment and Supplies

- 2.3.1 There should be enough supplies and apparatuses for each laboratory course, based on the types of experiments and the number of students. (See Annex C)
- 2.3.2 Equipment should be in good working order at all times. (See Annex C)

ARTICLE X

Admission Residence and Other Requirements

Section 1. As a general rule, no applicant shall be enrolled in any approved course unless he is a high school graduate, has passed the NCEE (National College Entrance Examination) and has satisfied all respective institutional internal requirements.

Section 2. As a general rule, no applicant shall be enrolled in any approved course unless he presented the 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 may seek assistance from the Ministry of Education, Culture and Sports, through the appropriate regional office of the said Ministry.

Section 3. Each school should publish its requirements for admission.

Section 4. As a general rule, no academic 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 5. No student should be permitted to take any subject until he has satisfactorily passed the required background for the course. Special cases should be referred to a responsible official in the school delegated with such responsibility and authority.

Section 6. As a general rule, a student may 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 Ministry of Education, Culture and Sports except for graduating students who may be allowed in special cases by the school head in accordance with existing regulations.

ARTICLE XI

Effectivity

Section 1. These policies and standards shall take effect School Year 1984-1985.

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

SGD. JAIME C. LAYA  
Minister