

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

July 20, 1989

DECS ORDER
No. 65, s. 1989

POLICIES AND MINIMUM STANDARDS FOR THE ONE-YEAR CERTIFICATE
IN ENTREPRENEURSHIP FOR PRIVATE AND PUBLIC POST-
SECONDARY TECHNICAL-VOCATIONAL SCHOOLS

To: Bureau Directors
Regional Directors
Presidents, State Colleges and Universities
Technical and Vocational School Superintendents/
Administrators

1. This Office, cognizant of the need for the development of the countryside through self-employment, has approved the enclosed policies and minimum standards for the one-year Certificate in Entrepreneurship.
2. The policies and standards were evolved after a series of consultation meetings and workshops with entrepreneurship experts, technical-vocational administrators and instructors as well as representatives from various sectors directly involved in entrepreneurship programs.
3. The pilot implementation of the one-year Certificate in Entrepreneurship will commence in June, SY 1990-1991. The pilot school is selected from the list of priority schools embodied in DECS Order No. 50, s. 1988 and upon the recommendation of the Chief of Technical-Vocational Education Division in the respective regional offices.
4. It is desired that this Order be widely disseminated.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incls.:

As stated

Reference:

DECS Order (No. 50, s. 1988)

Allotment: 1-3-4 (M.O. 1-87)

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

Course of Study, COLLEGIATE
POLICY
RULES & REGULATIONS

TECHNICAL EDUCATION
VOCATIONAL EDUCATION

(Inclosure No. 1 to DECS Order No. 65, s- 1989)

POLICIES FOR THE ONE-YEAR CERTIFICATE IN ENTREPRENEURSHIP COURSE

Overall Policies

1. The one-year course leads to a Certificate in Entrepreneurship.
2. The course is open to anyone who has at least finished secondary education and has passed the NTUE.
3. The curriculum is focused on the concept of self-employment and the skills to be developed shall be geared towards productivity.
4. Skills development shall be complemented with strategies/approaches that would enhance student's desire to become a successful entrepreneur.

Guidelines for the Implementation of the Course

1. Goal

The course is aimed at preparing the students to become successful entrepreneurs or self-employed in order to contribute to the national campaign for productivity and countryside development.

2. Objectives:

- a. To internalize desirable Filipino values and work ethics as essential factors in self-development.
- b. To train students towards developing human and non-human resources by putting theories into practice and at the same time assisting them how to improve such practice.
- c. To provide students with technical knowledge and skills that would enhance their capability in practicing entrepreneurship.
- d. To provide a general education that will enable the students to relate the scientific significance of the non-technical subjects to the performance of jobs in various technology areas.

d. Programs

a. Guiding Principles

The one-year program in Entrepreneurship is specifically designed based on the following principles:

- (1) The concept of self-productivity encompasses the total conceptual framework of the entrepreneurship program alongside with the countryside development.
- (2) Positive work values are integrated in all aspects in order to attain total development of the individual entering the entrepreneurship program.
- (3) Though the one-year course is terminal in nature, the skills are developed in a spiral but unified scheme.
- (4) The entrepreneurship program is based on the concept that revolution must come from within where self-help becomes the focus of all entrepreneurial activities.

b. The Curriculum

The Curriculum is characterized by the following relevant concepts:

- (1) Supportive of the Educational and National Goals:

In the development process, the educational and national goals serve as the ultimate phenomena which gives direction to the overall technical components in all courses. The activities/requirements of all courses are in consonance with the thrusts of the government towards immediate economic recovery.

- (2) Production-Oriented

The one-year course is predominantly a production-oriented course. The knowledge and skills covered in the course are basic to the technician and managerial levels which are relevant to the development of entrepreneurial abilities. The approaches and strategies highly motivate the students to undergo training in planning and business ventures.

(3) Flexibility and Functionality

The one-year course is a combination of structured and unstructured programs and activities to suit the individual needs of students. All courses emphasize the functionality of concepts in relating trends and issues in entrepreneurship. The one-year course allows the integration of current issues in the economy in both the national and local levels in order to create a truly Filipino-economy atmosphere.

(4) Complementation of Theory and Practice

The one-year curriculum provides a wide range of opportunities for learning and mastering entrepreneurship skills. There is a strong coherence in between entrepreneurship and tool subjects. Actual practice is closely identified as a direct application of the theory. Strategies in teaching is directed towards the principle of dual training in technology.

ONE-YEAR CERTIFICATE IN ENTREPRENEURSHIP

CODE	SUBJECT	Hrs./Week		Total No. of Hrs. per Semester
		Lecture	Practice	
FIRST SEMESTER				
Entre 1	Basic Elements of Entrepreneurship	3	0	54
Entre 2	Business Planning & Related Laws	3	0	54
Entre 3	Human and Non-human Resources Management and Related Laws	3	0	54
Entre 4	Production Planning and Quality Control	3	0	54
Bus. Eng. I	Business Communication	3	0	54
Business Math I	Business Accounting	3	0	54
P.E. I		(1)	(1)	(36)
C.M.T. I		(1)	(1)	(72)
TOTAL		18	0	324
		(2)	(4)	(108)
SECOND SEMESTER				
Entre 5	Marketing Strategies and Approaches	3	0	54
Entre 6	Financing Schemes and Analysis	3	0	54
Entre 7	Development of Project Feasibility Study and Business Project Implementation	2	9	198
P.E. 2		(1)	(1)	(36)
C.M.T. 2		(1)	(3)	(72)
TOTAL		8	9	306
		(2)	(4)	(108)

(3) Flexibility and Functionality

The one-year course is a combination of structured and unstructured programs and activities to suit the individual needs of students. All courses emphasize the functionality of concepts in relating trends and issues in entrepreneurship. The one-year course allows the integration of current issues in the economy in both the national and local levels in order to create a truly Filipino-economy atmosphere.

(4) Complementation of Theory and Practice

The one-year curriculum provides a wide range of opportunities for learning and mastering entrepreneurship skills. There is a strong coherence in between entrepreneurship and tool subjects. Actual practice is closely identified as a direct application of the theory. Strategies in teaching is directed towards the principle of dual training in technology.

ONE-YEAR CERTIFICATE IN ENTREPRENEURSHIP

CODE	SUBJECT	Hrs./Week		Total No. of Hrs. per Semester
		Lecture	Practice	
FIRST SEMESTER				
Entre 1	Basic Elements of Entrepreneurship	3	0	54
Entre 2	Business Planning & Related Laws	3	0	54
Entre 3	Human and Non-human Resources Management and Related Laws	3	0	54
Entre 4	Production Planning and Quality Control	3	0	54
Bus. Eng. I	Business Communication	3	0	54
Business Math I	Business Accounting	3	0	54
P.E. I		(1)	(1)	(36)
C.M.T. I		(1)	(1)	(72)
TOTAL		18	0	324
		(2)	(4)	(108)
SECOND SEMESTER				
Entre 5	Marketing Strategies and Approaches	3	0	54
Entre 6	Financing Schemes and Analysis	3	0	54
Entre 7	Development of Project Feasibility Study and Business Project Implementation	2	9	198
P.E. 2		(1)	(1)	(36)
C.M.T. 2		(1)	(3)	(72)
TOTAL		8	9	396
		(2)	(4)	(108)

DESCRIPTION OF COURSES FOR THE ONE-YEAR CERTIFICATE
IN ENTREPRENEURSHIP

Basic Elements of Entrepreneurship - This course covers the nature, growth and development of a business enterprise on a small-scale basis. Work Ethics is integrated in this course.

Business Planning and Related Laws - This course covers the basic steps in planning, implementation and evaluation of the business structures. It also includes the legal aspects of business.

Human and Non-human Resources Management and Related Laws - This course covers the management of business staff and its physical resources. It also includes labor laws relating to employer-employees' rights and obligations.

Production Planning and Quality Control - This course covers the analysis of theories and principles involving supply and demand, design of product and product standard.

Marketing Strategies and Approaches - This course covers the study of market supply and demand in the local and national levels, marketing styles, market outlets and pricing. It also includes the different approaches employed in marketing.

Financing Schemes and Analysis - This course covers the techniques in financing an entrepreneurship venture, preparation of financial reports, analysis and interpretation of financial statements.

Development of Project Feasibility Study and Business Project Implementation - This course covers the basic steps in developing and conducting a feasibility study. It also includes the actual implementation and management of an entrepreneurship project.

Business Communication - This course is designed primarily to enhance the development of the student's skills to communicate effectively the language of entrepreneurship. Different basic business correspondence, development of memorandum of agreement, contracts, and other business-related communication will be emphasized.

Business Accounting - This course covers the total accounting cycle in a sole proprietorship and partnership business. Selected topics in Mathematics of Investment is integrated in this course.