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

November 15, 1991

DECS ORDER
No. 127, s. 1991

POLICIES AND STANDARDS FOR AB PHILOSOPHY/THEOLOGY
(For Seminaries, Bible Colleges, and Theological Schools)

To: Bureau Directors
Regional Directors
Heads of Private Schools, Colleges and Universities
Heads of Seminaries, Bible Colleges, and Theological
Schools

1. The inclosed set of policies and standards as proposed by the Bureau of Higher Education and the Technical Committee on Theological Education embodies the general principles and guidelines for the establishment and operation of AB Philosophy/Theology programs. The standards have been developed after a series of national consultation meetings joined by the members of the technical committee, school heads and deans of seminaries, bible colleges, and theological schools.
2. All concerned are required to prepare and make the necessary adjustments of their AB Philosophy/Theology programs and facilities based on the inclosed guidelines and standards.
3. Wide dissemination of the contents of this order to all seminaries, bible colleges, and theological schools is desired.
4. This order supersedes DECS Order No. 351, s. 1982 and shall take effect beginning school year 1992-1993.
5. Compliance with this order by all concerned is enjoined.

(SGD.) HENRICO D. CARINO
Secretary

Incl.:

As stated

Reference:

MECS Order: (No. 35, s. 1984)

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

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

- ✓ AMENDMENT
- ✓ CHANGE
- ✓ COMMITTEES
- ✓ COURSE OF STUDY, COLLEGE
- ✓ CURRICULUM
- ✓ POLICY
- ✓ RULES & REGULATIONS

POLICIES AND STANDARDS FOR AB PHILOSOPHY/THEOLOGY
(For Seminaries, Bible Colleges and Theological Schools)

The following policies and standards shall govern the operation of AB Philosophy/Theology courses for seminaries, bible colleges and theological schools in the Philippines:

ARTICLE I

MISSION STATEMENT

Section 1. Undergraduate programs in Philosophy/Theology will seek to:

- 1.1 Promote the spiritual, moral and intellectual formation of the students;
- 1.2 Provide a basic and integrated knowledge of biblical revelation and christian doctrine considered in the light of issues and problems of the times, in a manner relevant to the local culture; and
- 1.3 Provide opportunities to acquire skills in evangelistic, pastoral, preaching, religious education and missionary work for those called to the christian ministry.

ARTICLE II

AUTHORIZATION

Section 1. Only seminaries, bible colleges and theological schools duly authorized by the Secretary of the Department of Education, Culture and Sports shall operate AB Philosophy/Theology programs.

Section 2. AB Philosophy/Theology courses for seminaries, bible colleges and theological schools must have prior authorization from the Department of Education, Culture and Sports.

ARTICLE III

ADMINISTRATION

Section 1. Seminaries, bible colleges and theological schools offering AB Philosophy/Theology shall generally be administered by a full-time dean with the following qualifications:

- 1.1 Must be a holder of an appropriate master's degree or doctoral degree and whose orientation is either in Philosophy or Theology;
- 1.2 Preferably, must have the rank of at least associate

professor or its equivalent relative to institutional policies; and

- 1.3 Must have taught full time for at least three (3) years in a seminary, bible college or theological school.

Section 2. In general, the functions and responsibilities of the dean are:

2.1 To advise the head of the seminary, bible college or theological school on 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; and

2.2.3 preparing and recommending the teaching loads of faculty members.

2.3 To direct and to assign faculty to advise students in their program of studies and to approve their subject loads;

2.4 To coordinate and consult with the heads of other departments and head(s) of student personnel services;

2.5 To prepare and/or revise curricula with the assistance of qualified faculty members; and

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 for the purpose of improvement; and

2.6.2 To supervise and evaluate co-curricular activities of the seminary, bible college or theological school.

Section 3. As a general rule, the dean of a seminary, bible college or theological school offering BS Philosophy/Theology may be assisted by department head(s) 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 three (3) years of teaching experience in the discipline.

ARTICLE IV

FACULTY

Section 1. At least sixty (60) percent of the faculty members shall be holders of a master's degree or the equivalent and no member shall be employed on a part-time basis unless he or she has been recommended by the faculty. The salary of a part-time member shall be based on the full-time salary of a member in the same discipline.

Section 2. When vacancies occur in the teaching force of the seminary, bible college or theological school, replacements with similar or higher qualifications shall be employed.

Section 3. The following conditions of employment shall be observed:

3.1 The remuneration paid to the faculty of seminaries, bible colleges and theological schools, as a general rule, shall be equal to that of similar academic positions in government schools. In addition, the faculty shall be paid in full or regular salary and no part-time salary shall be paid on the basis of hours worked or in the form of shares or stocks.

3.2 A probationary period of not more than three (3) years shall be required for full-time faculty. Faculty members who have successfully completed their probationary period shall be considered permanent.

3.3 It is highly desirable that seminaries, bible colleges and theological schools employ full-time faculty members. A full-time teacher is one whose working day is devoted totally to the seminary, bible college and theological 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) percent of the subjects offered shall be taught by full-time faculty members; and

3.5 At least sixty (60) percent of the regular faculty members shall be Filipino citizens.

Section 4. The faculty in seminaries, bible colleges and theological schools shall be organized through the faculty senate or similar body. The senate shall be composed of elected representatives and shall exercise its powers and functions in accordance with the established policies and procedures of the institution. The senate shall be composed of elected representatives and shall exercise its powers and functions in accordance with the established policies and procedures of the institution.

Suggested criteria for rankings:

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/church 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- Five (5) to seven (7) years related to teaching or experience in a profession of highly specialized nature
- 4.2.4 Efficiency- Evidence of successful work in positions 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 - Three (3) to five (5) years related to educational work and/or in profession related to teaching
- 4.3.4 Efficiency - Evidence of successful work in positions 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 requirements of a master's 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 master's degree within a period of three (3) years.

4.4.3 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 a seminary, bible college and theological school and shares in delegated responsibilities, hence, there is need to maintain a development program.

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

- 6.1 As a general rule, regular full-time faculty members may carry a maximum load of twelve (12) hours per week;
- 6.2 A part-time faculty member may carry a load of not more than six (6) units in all the schools in which he/she teaches; and
- 6.3 Part-time faculty members teaching in more than one school may teach an aggregate of not more than fifteen (15) units per week and must give formal notice of 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 V

CURRICULUM

Section 1. The curricula for AB Philosophy/Theology education shall reflect the aforementioned mission statement of this program.

Section 2. A total of 102 academic units is required for graduation categorized into the following subject areas:

1. GENERAL EDUCATION

54

Language and Literature

21

English
Filipino

15
6

Mathematics and Natural Sciences	9
Mathematics	3
Natural Sciences	6
(Optional Laboratory)	
Humanities (Philosophy, Arts and Music)	6
Social Sciences	10
Political Science (w/ Constitution)	
PP History and Culture *	
Sociology, Psychology, Anthropology**	
Economics, Asian/Western Civilization	
II PROFESSIONAL COURSES	54
Major Field: Theology/Philosophy	36
Electives	18
III OTHER COURSES	44
Bible *	4
Agrarian Reform and Taxation *	4
To be determined by the school	36
Physical Education (P.E.)	0
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GRAND TOTAL	153***

Maximum Requirements = 155 units
 * Mandated Obligatory Courses
 ** Population Education Integrated
 *** CMT is excluded in the academic requirements

ARTICLE VI

INSTRUCTIONAL STANDARDS

Section 1. The seminary, bible college and theological school shall 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. Seminaries, bible colleges and theological schools 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 Theology/Philosophy shall see to it that instructors and students have the necessary textbooks. Arrangements shall be made to enable the students to acquire them.

Section 7. Seminaries, Bible colleges and theological schools may change their textbooks only once in every three (3) years.

ARTICLE VII

LIBRARY

Section 1. Seminaries, Bible colleges and theological schools shall have library resources relevant to Theology and Philosophy adequate in quality and quantity, helpful in serving the needs of scholars 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 enrollment and be responsive to the needs of the students.

Section 2. The following are the minimum staff requirements:

- 2.1 A seminary, Bible college and theological school shall have a full-time librarian who is a holder of Master of Library Science degree or its equivalent; and
- 2.2 In terms of enrollment, there shall be one full-time librarian for the first fifty (50) students, two for an enrollment of five hundred (500). For every increase of five hundred (500) 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 2,000 titles shall be deemed adequate to support the particular needs of a seminary, Bible college or theological school with an enrollment of not more than 50 students.
- 3.2 For an enrollment of more than 50, requirement is as follows:

Enrollment	Title Per Student	Volumes
50 or less	10	2,000
50-100	10	4,000
100-500	8	12,000
500-500	8	18,000
500-above	5	Above 18,000

- 3.3 At least five (5) percent of the book collection shall be Filipiniana and Orientalia.
- 3.4 At least forty-five (45) percent of the book collection shall be on the major fields.
- 3.5 The curriculum must have appropriate and adequate library support. Every discipline shall be provided with enough books in proportion to the required number of volumes.
- 3.6 The library resource shall include, in addition to books, a substantial number of appropriate professional publications such as journals, bibliographies, annals, 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) percent of total book collection shall 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 shall be at least one (1) subscription to ten (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 Theology/Philosophy Library:

- 4.1 There shall be adequate reading space for the student population.
- 4.2 The reading room shall be able to accommodate at one seating a minimum of 20% of the student enrollment. The reading room shall provide at least 2.79 sq.m. per reader, a space that includes allowance for furniture and equipment.

Section 5. The open shelf system shall be encouraged.

ARTICLE VIII

LABORATORY FACILITIES

Section 1. Seminaries, bible colleges and theological schools shall provide for adequate laboratories and lecture rooms:

- 1.1 Seminaries, bible colleges and theological schools offering laboratory science courses shall be equipped

with adequate laboratory facilities for the particular courses being offered. For all laboratory courses there shall be adequate laboratory space to accommodate the largest class using the laboratory room.

1.2 Laboratory classes for the various science courses shall 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 seminary, bible college and theological school shall have a full-time qualified laboratory custodian.

2.2 Rooms

2.2.1 Laboratory rooms shall provide adequate working space for the convenience of the students.

2.2.2 Rooms shall be well-lighted, well-ventilated and be provided with easily accessible safety devices as well as first aid facilities.

2.2.3 There shall be appropriate laboratory rooms for Biology, Physics, Chemistry, Zoology and Botany.

2.3 Equipment and Supplies

2.3.1 There shall be enough supplies and apparatuses for each laboratory courses based on the types of experiments and the number of students.

2.3.2 Equipment shall be in good working order at all times.

ARTICLE IX

ADMISSION, RESIDENCE AND OTHER REQUIREMENTS

Section 1. As a general rule, no applicant shall be enrolled in BS Philosophy/Theology courses unless he is a High school graduate, has passed the NCSE (National College Entrance Examination) and has satisfied all respective institutional internal requirements.

Section 2. As a general rule, no applicant shall be enrolled in BS Philosophy/Theology courses unless he presents the credentials required by the school before the end of the enrollment period. Students who believe that they have been unduly deprived of their transfer credentials may seek assistance from the Department of Education, Culture and Sports,

through the appropriate regional office of the said Department.

Section 3. Each seminary, bible college and theological school shall publish its requirements for admission.

Section 4. As a general rule, no academic degree shall 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 shall be permitted to take any subject until he has satisfactorily passed the required pre-requisite subjects. Special cases shall 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 Department of Education, Culture and Sports except for graduating students who may be allowed in special cases by the school need in accordance with existing regulations.

ARTICLE X

EFFECTIVITY

Section 1. These policies and standards shall take effect school year 1992-1993.

Section 2. Opening or establishment of schools shall be governed by the Manual of Regulations for Private Schools and other related DECS rules and regulations.

Section 3. Non-compliance with these policies and standards shall be administratively dealt with.