



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

**CHED MEMORANDUM ORDER (CMO)**

**NO. 61 :**

**Series of 2006**

**SUBJECT: POLICIES, STANDARDS AND GUIDELINES (PSG) FOR THE BACHELOR OF SCIENCE IN ARCHITECTURE**

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the “Higher Education Act of 1994,” and by the virtue of Resolution No. 783-2006 of the Commission en banc dated November 13, 2006, and upon the recommendation of the Technical Panel for Engineering, Technology and Architecture, for the purpose of rationalizing Architecture Education in the country, both for the private and government institutions, and in view of keeping the architecture program attuned to the goals and mission of the Commission and the nation and thus make architecture education responsive to the growing demands for human resources in business and industrial world, the following policies, standards and guidelines are hereby adopted and promulgated by the Commission, thus:

**ARTICLE I - INTRODUCTION**

**Section 1. Rationale and Background**

Architectural education is concerned with providing the students with comprehensive knowledge, skill and competence in architecture and their total growth and development within the framework of democratic ideals and values; and the preservation, conservation, and promotion of the Filipino Architecture heritage within the global context, thus making the architecture curriculum relevant to the present needs and latest international trends

The Architecture Education Policies, Standards and Guidelines (PSG) was reviewed in accordance with the recent approved CMO's, industry needs, latest trends and technology in the field of architecture and in compliance with the requirements of the APEC Architect Project. The revision of the PSG emerged as result of consolidated effort of the academe, government regulatory board, industry and other related agencies.

**ARTICLE II - AUTHORITY TO OPERATE**

**Section 2.** All private higher education institutions (PHEIs) intending to offer **Bachelor of Science in Architecture** must first secure proper authority from the Commission in accordance with existing rules and regulations. State Universities and Colleges (SUCs), and local colleges and universities should likewise strictly adhere to the provisions in this policies and standards.

**Section 3.** Advertisement shall be made of any architecture program only after its authority to operate has been issued by the CHED

**Section 4. Compliance To PSG for Architecture Education**

**4.1. Issuance of Renewal Permit.**

Permit may be issued or renewed upon compliance with the requirements prescribed herein.

**4.2. Recognized/ Under permit Architecture Programs.**

The herein Policies, Standards and Guidelines for Architecture Education shall be observed in the implementation of the requirements for recognized/ under permit architecture program.

**ARTICLE III – DEFINITION OF TERMS**

1. ***Integrated Accredited Professional Organization of Architects (IAPOA) which is the United Architects of the Philippines (UAP.)*** The official national organization of all architects of the Philippines, accredited by the Professional Regulation Commission, in which all registered Filipino architects shall be members.
2. ***Architect.*** A person professionally and academically qualified, registered and licensed with a certificate of registration and a valid professional identification card issued by the Board of Architecture of the Professional Regulation Commission, and who is responsible for advocating the fair and sustainable development, welfare, and cultural expression of society's habitat in terms of space, forms, and historical context.
3. ***Architectural education.*** The training and development of the students' proficiency on the theories, practices and techniques of the architectural profession in accordance with the scope of the practice of architecture as provided for in Republic Act No. 9266, and its implementing rules and regulations.
4. ***Architectural firm.*** A sole proprietorship, a partnership or a corporation registered to practice architecture with the Department of Trade and Industry, and/or Securities and Exchange Commission and then with the Board of Architecture and Professional Regulations Commission.
5. ***Architectural Institutions.*** A department, school or college that offers programs in architectural education duly accredited by the Commission on Higher Education.
6. ***Architecture.*** The art, science, and profession of planning, designing and constructing buildings in their totality taking into account their environment, in accordance with the principles of utility, strength and beauty.
7. ***Architecture related programs.*** Courses or fields of study related to architecture such as interior design, landscape architecture, urban design, urban planning, regional planning, environmental planning, housing, real estate development, educational management, business management, project management, construction management and technology, building administration and maintenance,

engineering, architectural research, as embodied in RA 9266 including its implementing rules and regulations and the Architects' National code.

8. **Architects' National Code.** Code of ethical conduct and the standards of practice in the architectural profession to include all codes of professional practice as approved by the Board of Architecture of the Professional Regulation Commission.
9. **Author.** The signing architect responsible for the preparation of a set of plans and specifications whether made by him/her personally or under his/her immediate supervision.
10. **Board.** The Board of Architecture of the Professional Regulation Commission.
11. **College.** An academic institution offering a Bachelor of Science in Architecture program; may also refer to an institute, school or department
12. **Institutions.** A university with a Bachelor of Science program in Architecture.
13. **Commission.** The Commission on Higher Education of the Republic of the Philippines.
14. **Contract Documents.** A final set of plan and specifications for a building that normally include: architectural design: vicinity map, site plans, floor plans, elevations; sections, perspective/isometric presentations, foundation plans, roof plans, roof and floor framing plans and their details; structural, electrical, mechanical and plumbing design, specifications and related calculation as appropriate in accordance with the Building Code and all other documents required to obtain a building permit.
15. **General Practice of Architecture.** The act of planning and architectural designing, structural conceptualization, specifying, supervising and giving general administration and responsible direction to the erection, enlargement or alterations of buildings and building environments and architectural design in engineering structures or any part thereof; the scientific, aesthetic, and orderly coordination of all the processes which enter into the production of a complete building or structure, performed through the medium of unbiased preliminary studies of plans, consultations, specifications, conferences, evaluations, investigations, contract documents and oral advice and directions regardless of whether the persons engaged in such practice are residents of the Philippines or have their principal office or place of business in this country or another territory, and regardless whether such persons are performing one or all of these duties, or whether such duties are performed in person or as the directing head of an office or organization performing them.
16. **Implementing rules and regulations.** All rules and regulations formulated by the Board of Architecture, approved by the Professional Regulation Commission and published in the Official Gazette which will implement the provisions and specifications of RA 9266.
17. **Professional practice.** The activities performed by a registered architect with regards to his / her profession, as embodied in RA 9266 including its implementing rules and regulations.

18. **Republic Act No.9266.** The Act regulating the practice of architecture in the Philippines.
19. **Scope of practice of architecture.** The provision of professional services in connection with the site, physical planning and the design, construction, enlargement, conservation, renovation, remodeling, restoration or alteration of a building or a group of buildings. Services may include, but are not limited to:
  - (a) Planning, architectural designing and structural conceptualization;
  - (b) Consultation, consultancy, giving oral or written advice and directions, conferences, evaluations, investigations, quantity surveys, appraisals and adjustments, architectural and operational planning, site analysis and other pre-design services;
  - (c) Schematic design, design development, contract documents and construction phases including professional consultancies,
  - (d) Preparation of preliminary, technical, economic and financial feasibility studies of plans, models and project promotional services;
  - (e) Preparation of architectural plans, specifications, bills of materials, cost estimates, general conditions and bidding documents;
  - (f) Construction and project management, giving general management, administration, supervision, coordination and responsible direction or the planning, architectural designing, construction, reconstruction, erection, enlargement, or demolition, renovation, repair, orderly removal, remodeling, alteration, preservation or restoration of buildings or structures or complex buildings, including all their components, sites and environs intended for private or public use;
  - (g) The planning, architectural lay-outing and utilization of spaces within and surrounding such buildings or structures, including housing design and community architecture, architectural interiors and space planning, architectural detailing, architectural lighting, acoustics, architectural lay-outing of mechanical, electrical, electronic, sanitary, plumbing, communications and other utility systems, equipment and fixtures;
  - (h) Building programming, building administration, construction arbitration and architectural conservation and restoration;
  - (i) All works which relate to the scientific, aesthetic, and orderly coordination of all works and branches of work systems and processes necessary for the production of a complete building or structure, whether for public or private use, in order to enhance and safeguard life, health and property and the promotion and enrichment of the quality of life, the architectural design of engineering structures or any part thereof; and
  - (j) All other works, projects and activities, which require the professional competence of an architect, including teaching of architectural subjects and architectural computer-aided design (CAD).

20. ***Structural design/Structural Conceptualization.*** The act of conceiving, choosing and developing the type, disposition, arrangement and proportioning of the structural elements of an architectural work giving due consideration to safety, functionality and aesthetics.

## **ARTICLE IV- PROGRAM SPECIFICATIONS**

### **Section 5. Degree Name**

- 5.1. The program herein shall be called **BACHELOR OF SCIENCE IN ARCHITECTURE.**

### **Section 6. Program Description**

#### **6.1 Objectives**

The objectives of the Bachelor of Science in Architecture are to:

- 6.1.1 Ensure mastery of comprehensive architectural knowledge, both in theory and practice, and proficiency of skills by the graduates in accordance with the scope of the practice of architecture as provided for in the Republic Act 9266 and its implementing rules and regulations.
- 6.1.2 Inculcate to the students an abiding faith in God, the value of honor and sense of responsibility, sanctity of home, dignity of labor and love of country and fellowmen.
- 6.1.3 Promote academic freedom and congenial atmosphere that is conducive to effective teaching and learning process and receptiveness to new ideas and knowledge through scientific research;
- 6.1.4 Direct and focus the thrust of architecture education to the needs and demands of society and its integration into the social, economic, cultural and environmental aspects of nation building.
- 6.1.5 Infuse a high sense of intellectual capability to seek for the truth, experience new fields and endeavor to enhance the quality of life;
- 6.1.6 Develop the ability and the capacity to analyze facts, to think critically and to express ideas effectively;
- 6.1.7 Instill appreciation of the basic philosophy and the fundamental principles of the multi-dimensional aspects of architecture, understanding of the direct relationship between man and his environment, and the role of the architect in the furtherance of this objective;
- 6.1.8 Engender the importance of preserving, conserving and promoting the nation's heritage and culture, customs and tradition.

#### **6.2 Specific Professions/ Careers/ Occupations or trades that the graduates may go into**

##### **6.2.1 Architectural Design**

- 6.2.2 Housing
- 6.2.3 Physical Planning
- 6.2.4 Urban Design
- 6.2.5 Community Architecture
- 6.2.6 Facility Planning
- 6.2.7 Construction Technology
- 6.2.8 Construction Management
- 6.2.9 Building Administration and Maintenance
- 6.2.10 Real Estate Development
- 6.2.11 Education
- 6.2.12 Research and Development
- 6.2.13 Restoration/Conservation

**6.3 Program Major :** None

**6.4 Allied Programs :** Engineering, Landscape Architecture, Urban Planning, Interior Design

## ARTICLE V - COMPETENCY STANDARDS

**Section 7.** The graduates Competency Standards for the Bachelor of Sciences in Architecture are as follows:

### GRADUATES COMPETENCY STANDARDS FOR ARCHITECTURE EDUCATION

DUTIES	COMPETENCIES
1. DEVELOP COMMUNICATION SKILLS	1.1 Able to use various forms of ICT media for design concept presentations.
	1.2 Able to prepare basic communication, and present technical narrative reports and other project documentation in written and oral form.
DUTIES	COMPETENCIES
2. INITIATE AND CONDUCT ARCHITECTURAL RESEARCH AND DEVELOPMENT FOR THE ADVANCEMENT OF THE PROFESSION	2.1 Can formulate Guidelines on research and development programs including sourcing of funds.
	2.2 Able to identify needs and problems for architectural research.
	2.3 Able to apply research or appropriate data methodologies in information gathering

	2.4 Able to process, analyze, interpret and derive conclusions and make recommendations.
	2.5 Able to present and defend the research output.
	2.6 Able to evaluate architectural research based on established criteria.
3. DESIGN THE BUILT ENVIRONMENT IN THE CONTEXT OF ECOLOGICAL BALANCE AND SUSTAINABLE DEVELOPMENT; AND CONSERVATION OF CULTURAL AND HISTORICAL HERITAGE	3.1 Able to relate history and theories of arts and architecture, technologies and human sciences to ecology and sustainable development.
4. PROVIDE PROFESSIONAL SERVICES IN THE REALM OF THE SCOPE OF PRACTICE OF ARCHITECTURE	4.1 Can efficiently and effectively deliver services in response to the needs of clients within the context of the practice of architecture.
	4.2 Able to conduct post evaluation of completed projects / services.
5. MAINTAIN ACTIVE MEMBERSHIP IN THE ACCREDITED PROFESSIONAL ORGANIZATION TO ESTABLISH LOCAL AND INTERNATIONAL LINKAGES AND NETWORKS	5.1 Able to possess leadership quality.
	5.2 Able to cooperate and collaborate with colleague.
	5.3 Able to plan and organize activities.
	5.4 Able to network with local and international agencies and institutions
<b>DUTIES</b>	<b>COMPETENCIES</b>
6. PARTICIPATE ACTIVELY IN LEGISLATIVE AND POLICY MAKING CONCERNS AFFECTING THE PROFESSION.	6.1 Know the laws, rules and regulations relevant to the practice
	6.2 Able to develop awareness of relevant laws, rules and regulations.
7. PARTICIPATE IN THE EVALUATION OF THE ARCHITECTURAL EDUCATION PROGRAM AND ITS RELEVANCE TO CURRENT TRENDS AND DEVELOP	7.1 Able to participate actively in the evaluation process for the improvement of architectural education programs.
8. ACT AS MENTORS TO THE ASPIRANTS OF THE PROFESSION THROUGH	8.1 Able to initiate the development of a systematic linkage between the academe and the accredited professional organization.

DIVERSIFIED TRAINING AND APPRENTICESHIP PROGRAM.	8.2 Able to guide and supervise the diversified training of aspirants to the profession
9. UPHOLDS THE DIGNITY AND INTEGRITY OF THE PROFESSIONAL AND PROMOTES THE HIGHEST ETHICAL STANDARDS IN THE PRACTICE OF THE PROFESSION	9.1 Able to observe and abide by the code of ethical conduct and standards of professional practice.
	9.2 Able to report violations of professional laws and codes to appropriate authorities.
10. DEVELOP CONCEPTUAL KNOWLEDGE IN BUILDING SCIENCE AND TECHNICAL SYSTEM.	10.1 Able to study the fundamentals of building utilities and systems.
	10.2 Able to promote awareness of and apply in practice the principles of public safety.
11. UNDERSTAND ARCHITECTURAL BUSINESS AND ORGANIZATION	11.1 Able to understand the basic concepts, tools and areas of application of business and office management.
	11.2 Able to supervise and monitor the performance of project milestone and operational targets.
	11.3 Able to plan and allocate resources.
	11.4 Able to plan and deploy workload.
	11.5 Able to prepare budgets and monitor utilization.
	11.6 Able to comply with quality, cost and delivery standards.

## ARTICLE VI - CURRICULUM

### Section 8. Curriculum Description

- 8.1 The BS Architecture program has a total of 232 credit units. The program includes general education, technical courses (mathematics, natural sciences, basic engineering sciences, professional, allied, and technical elective courses , architecture comprehensive course and the non-academic courses-PE and NSTP).
- 8.2 The general education courses are in accordance with the requirements of the CHED Memorandum Order No. 59, s. 1996 - The New General Education Curriculum B (GEC -B).
- 8.3 The technical courses include a total of 13 units Mathematics; 9 units of Natural Sciences and 18 units of Basic Engineering Courses.
- 8.4 The curriculum has 36 professional courses with a total of 115 units, three specialization courses with a total of 9 units and a 3 units architecture comprehensive course.
- 8.5 The architecture comprehensive course must be taken on the fifth year level.



Section 9. Curriculum outline:

CLASSIFICATION/FIELD/COURSE	Total No. of Hours		Total No. of Units
	Lecture	Lab/Studio	
<b>I. TECHNICAL COURSES</b>			
<b>A. Mathematics</b>			
College Algebra	3	0	3
Plane Trigonometry	3	0	3
Analytic Geometry	2	0	2
Solid Mensuration	2	0	2
Differential and Integral Calculus	3	0	3
<b>Sub-Total</b>	<b>13</b>	<b>0</b>	<b>13</b>
<b>B. Natural Science</b>			
Physics 1	2	3	3
Physics 2	2	3	3
Science, Environment and Society	3	0	3
<b>Sub-Total</b>	<b>7</b>	<b>6</b>	<b>9</b>
<b>C. Basic Engineering Courses</b>			
Statics of Rigid Bodies	3	0	3
<b>CLASSIFICATION/FIELD/COURSE</b>	<b>Total No. of Hours</b>		<b>Total No. of Units</b>
	<b>Lecture</b>	<b>Lab/Studio</b>	
Strength of Materials	3	0	3
Theory of Structures	3	0	3
Steel and Timber Design	3	0	3
Architectural Structures	3	0	3
Surveying	2	3	3
<b>Sub-Total</b>	<b>17</b>	<b>3</b>	<b>18</b>
<b>D. Allied Courses</b>			
Architectural Visual Communications 1- Graphics 1	1	6	3
Architectural Visual Communications 2- Visual Techniques 1	1	3	2
Architectural Visual Communications 3 - Graphics 2	1	6	3
Architectural Visual Communications 4 - Visual Techniques 2	1	3	2

Architectural Visual Communications 5 - Visual Techniques 3	1	3	2
<b>Sub-Total</b>	<b>5</b>	<b>21</b>	<b>12</b>
<b>E. Professional Courses</b>			
Architectural Design 1 - Introduction to Design	1	3	2
Architectural Design 2-Creative Design Fundamentals	1	3	2
Architectural Design 3 – Creative Design in Architectural Interiors	1	6	3
Architectural Design 4 - Space Planning 1	1	6	3
Architectural Design 5 - Space Planning 2	1	9	4
Architectural Design 6 - Site Development Planning and Landscaping	1	9	4
Architectural Design 7 - Community Architecture and Urban Design	1	12	5
Architectural Design 8 - Design of Complex Structures	1	12	5
Architectural Design 9 - Thesis Research Writing	1	12	5
Architectural Design 10-Thesis Research Application	1	12	5
Theory of Architecture 1	2	0	2
<b>CLASSIFICATION/FIELD/COURSE</b>	<b>Total No. of Hours</b>		<b>Total No. of Units</b>
	<b>Lecture</b>	<b>Lab/Studio</b>	
Theory of Architecture 2	3	0	3
Architectural Interiors	2	3	3
Building Technology 1 – Building Materials	3	0	3
Building Technology 2-Construction Drawings in Wood, Steel and Concrete (1 Storey Building)	2	3	3
Building Technology 3 - Construction Drawings in Wood, Steel and Concrete (2 Storey Building)	2	3	3
Building Technology 4 - Specification Writing and Quantity Surveying	2	3	3
Building Technology 5 - Alternative Building Construction Systems	2	3	3
Building Utilities 1 (BU 1) - Plumbing and Sanitary Systems	3	0	3
Building Utilities 2 (BU 2) – Electrical, Electronics and Mechanical Systems	3	0	3
Building Utilities 3 (BU 3) - Acoustics and Lighting Systems	3	0	3

History of Architecture 1	3	0	3
History of Architecture 2	3	0	3
History of Architecture 3	3	0	3
History of Architecture 4	3	0	3
Professional Practice 1 (Laws Affecting the Practice of Architecture)	3	0	3
Professional Practice 2 (Administering the Regular Services of the Architecture)	3	0	3
Professional Practice 3 (Global Practice for the 21st Century)	3	0	3
Planning 1 - Site Planning and Landscape Architecture	3	0	3
Planning 2 - Fundamentals of Urban Design and Community Architecture	3	0	3
Planning 3 - Introduction to Urban and Regional Planning	3	0	3
Computer-Aided Design & Drafting for Architecture 1	1	6	3
Computer-Aided Design & Drafting for Architecture 2	1	6	3
Research Methods for Architecture	3	0	3
<b>CLASSIFICATION/FIELD/COURSE</b>	<b>Total No. of Hours</b>		<b>Total No. of Units</b>
	<b>Lecture</b>	<b>Lab/Studio</b>	
Tropical Design	3	0	3
Housing	3	0	3
<b>Sub-Total</b>	<b>78</b>	<b>111</b>	<b>115</b>
<b>F. Architecture Comprehensive Course</b>	3	0	3
<b>G. Specialization Courses</b>			
Specialization 1	3	0	3
Specialization 2	3	0	3
Specialization 3	3	0	3
<b>Sub-Total</b>	<b>9</b>	<b>0</b>	<b>9</b>
<b>TOTAL (Technical Courses)</b>	<b>132</b>	<b>141</b>	<b>179</b>
<b>II. NON- TECHNICAL COURSES (ALTERNATIVE GEC-B)</b>			
<b>A. Languages, Humanities and Literature</b>			

English 1	3	0	3
English 2	3	0	3
English 3- Technical Report Writing	3	0	3
Pilipino 1	3	0	3
Pilipino 2	3	0	3
Philosophy	3	0	3
Humanities	3	0	3
Literature 1	3	0	3
<b>Sub-Total</b>	<b>24</b>	<b>0</b>	<b>24</b>
<b>B. Social Sciences</b>			
General Psychology	3	0	3
Taxation and Agrarian Reform	3	0	3
Politics and Governance with New Constitution	3	0	3
CLASSIFICATION/FIELD/COURSE	Total No. of Hours		Total No. of Units
	Lecture	Lab/Studio	
Sociology/ or Anthropology	3	0	3
<b>Sub-Total</b>	<b>12</b>	<b>0</b>	<b>12</b>
<b>C. Mandated Subject</b>			
Life and Works of Rizal	3	0	3
<b>Sub-Total</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>TOTAL (Non- Technical Courses)</b>	<b>39</b>	<b>0</b>	<b>39</b>
<b>III. NON- ACADEMIC ( MISCELLANY ) COURSES</b>			
PE 1			2
PE 2			2
PE 3			2
PE 4			2
NSTP 1			3
NSTP 2			3
<b>Sub-Total</b>			<b>14</b>
<b>TOTAL (Non- Academic Courses)</b>			<b>14</b>

<b>GRAND TOTAL</b>	<b>171</b>	<b>141</b>	<b>232</b>
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### Suggested Specialization Courses

- Community Planning Development
- Urban Design
- Construction Management
- Project Management
- Facilities /Building Administration
- Geographic Information System (GIS)

### Summary of Total Number of Units of the BS Architecture Curriculum

<b>Courses</b>	<b>Lec Hrs</b>	<b>Lab/ Studio Hrs</b>	<b>Credit Units</b>
<b>I. TECHNICAL COURSES</b>	<b>132</b>	<b>141</b>	<b>179</b>
<i>A. Mathematics</i>	13	0	13
<i>B. Natural Sciences</i>	7	6	9
<i>C. Basic Engineering Sciences</i>	17	3	18
<i>D. Allied Course</i>	5	21	12
<i>E. Professional Courses</i>	78	111	115
<i>F. Correlation course</i>	3	0	3
<i>G. Specialization Courses</i>	9	0	9
<b>II. NON-TECHNICAL COURSES</b>	<b>39</b>	<b>0</b>	<b>39</b>
A. Languages, Humanities and Literature	24	0	24
B. Social Sciences	12	0	12
C. Mandated Subject	3	0	3
<b>III. NON-ACADEMIC (MISCELLANY) COURSES</b>			
<i>A. P.E.</i>			8
<i>B. NSTP</i>			6
<b>GRAND TOTAL</b>	<b>171</b>	<b>141</b>	<b>232</b>

### Section 10. Sample/ Model program of study

The institution may enrich the sample/model program of study depending on the needs of the industry, provided that all prescribed courses/competencies

required in the curriculum outlines are offered and pre-requisite are observed.  
Any proposed resequencing of courses must be acknowledged by CHED.

## FIRST YEAR

### 1<sup>ST</sup> YEAR – 1<sup>ST</sup> SEMESTER

Subjects	Units			Hours/Week			Total No. of units	Prerequisite/ (Corequisite)
	Lec	Lab	Studio	Lec	Lab	Studio		
College Algebra	3	0		3	0		3	None
Plane Trigonometry	3	0		3	0		3	None
English 1	3	0		3	0		3	
Pilipino 1	3	0		3	0		3	
Architectural Design 1 - Introduction to Design	1		1	1		3	2	None
Architectural Visual Communications 1- Graphics 1	1		2	1		6	3	None
Architectural Visual Communications 2 - Visual Techniques 1	1		1	1		3	2	None
Theory of Architecture 1	2	0		2	0		2	None
PE 1							2	None
NSTP 1							3	None
<b>Sub-total</b>	<b>17</b>	<b>0</b>	<b>4</b>	<b>17</b>	<b>0</b>	<b>12</b>	<b>26</b>	

### 1<sup>ST</sup> YEAR – 2<sup>ND</sup> SEMESTER

Subjects	Units			Hours/Week			Total No. of units	Prerequisite/ (Corequisite)
	Lec	Lab	Studio	Lec	Lab	Studio		
Analytic Geometry	2	0		2	0	0	2	College Algebra and Plane Trigonometry
Solid Mensuration	2	0		2	0	0	2	College Algebra and Plane Trigonometry
Physics 1	2	1		2	3	0	3	College Algebra and Plane Trigonometry
English 2	3	0		3	0	0	3	
Pilipino 2	3	0		3	0	0	3	
Architectural Design 2 - Creative Design and Fundamentals	1		1	1	0	3	2	Architectural Design 1 and Theory of Architecture 1

Architectural Visual Communications 3- Graphics 2	1		2	1	0	6	3	Architectural Visual Communications 1
Architectural Visual Communications 4 - Visual Techniques 2	1		1	1	0	3	2	Architectural Visual Communications 2
Theory of Architecture 2	3	0		3	0	0	3	Theory of Architecture 1
PE 2							2	
NSTP2							3	
<b>Sub-total</b>	<b>18</b>	<b>1</b>	<b>4</b>	<b>18</b>	<b>3</b>	<b>12</b>	<b>28</b>	

## SECOND YEAR

### 2<sup>ND</sup> YEAR- 1<sup>ST</sup> SEMESTER

Subjects	Units			Hours/Week			Total No. of units	Prerequisite/ (Corequisite)
	Lec	Lab	Studio	Lec	Lab	Studio		
Differential and Integral Calculus	3	0		3	0	0	3	College Algebra and Plane Trigonometry
Physics 2	2	1		2	3	0	3	Physics 1
Science, Environment and Society	3	0		3	0	0	3	None
Architectural Design 3 - Creative Design in Architectural Interiors	1		2	1	0	6	3	Architectural Design 2 and Theory of Architecture 2
Building Technology 1 - Building Materials	3	0		3	0	0	3	None
Architectural Visual Communications 5 - Visual Techniques 3	1		1	1	0	3	2	Architectural Visual Communications 4
Architectural Interiors	2	0	1	2	0	3	3	Theory of Architecture 2
History of Architecture 1	3	0		3	0	0	3	None
PE 3							2	
<b>Sub-total</b>	<b>18</b>	<b>1</b>	<b>4</b>	<b>18</b>	<b>3</b>	<b>12</b>	<b>25</b>	

### 2<sup>ND</sup> YEAR- 2<sup>ND</sup> SEMESTER

Subjects	Units			Hours/Week			Total No. of units	Prerequisite/ (Corequisite)
	Lec	Lab	Studio	Lec	Lab	Studio		

Statics of Rigid Bodies	3	0		3	0	0	3	Physic 1, Differential and Integral Calculus
Surveying	2	1		2	3	0	3	College Algebra and Plane Trigonometry
General Psychology	3	0		3	0	0	3	
Architectural Design 4- Space Planning 1	1	0	2	1	0	6	3	Architectural Design 3
Building Technology 2 - Construction Drawings in Wood, Steel and Concrete (1- Storey)	2	0	1	2	0	3	3	Building Technology 1,/ ( <i>Building Utilities 1</i> )*
Building Utilities 1 - Plumbing and Sanitary Systems	3	0		3	0	0	3	None
Tropical Design	3	0		3	0	0	3	Physics 2
History of Architecture 2	3	0		3	0	0	3	History of Architecture 1
PE 4							(2)	
<b>Sub-total</b>	<b>20</b>	<b>1</b>	<b>3</b>	<b>20</b>	<b>3</b>	<b>9</b>	<b>26</b>	

\* Co-requisite course

***“Certificate in Drafting Technology shall be granted upon completion of all prescribed courses from 1st year- 1st semester to 2nd year -2<sup>nd</sup> semester”***

## THIRD YEAR

### 3<sup>rd</sup> YEAR – 1<sup>ST</sup> SEMESTER

Subjects	Units			Hours/Week			Total No. of units	Prerequisite/ (Corequisite)
	Lec	Lab	Stu- dio	Lec	Lab	Stu- dio		
Strength of Materials	3	0		3	0	0	3	Statics of Rigid Bodies
Literature 1	3	0		3	0	0	3	
Architectural Design 5- Space Planning 2	1	0	3	1	0	9	4	Architectural Design 4
Building Technology 3 - Construction Drawings in Wood, Steel and Concrete (2 storey Res. Structure)	2	0	1	2	0	3	3	Building Technology 2 and Building Utilities 1
Building Utilities 2 (BU 2) – Electrical, Electronics and Mechanical Systems	3	0		3	0	0	3	Physics 2



History of Architecture 3	3	0		3	0	0	3	History of Architecture 2
Professional Practice 1 (Laws Affecting the Practice of Architecture)	3	0		3	0	0	3	None
<b>Sub-total</b>	<b>18</b>	<b>0</b>	<b>4</b>	<b>18</b>	<b>0</b>	<b>12</b>	<b>22</b>	

### 3<sup>rd</sup> YEAR – 2<sup>nd</sup> SEMESTER

Subjects	Units			Hours/Week			Total No. of units	Prerequisite/ (Corequisite)
	Lec	Lab	Stu- dio	Lec	Lab	Stu- dio		
Architectural Design 6- Site Development Planning and Landscaping	1	0	3	1	0	9	4	Architectural Design 5
Theory of Structures	3	0		3	0	0	3	Strength of Materials
Building Technology 4- Specification Writing and Quantity Surveying	2	0	1	2	0	3	3	Building Technology 3
Building Utilities 3 (BU 3) - Acoustics and Lighting Systems	3	0		3	0	0	3	Physics 2
History of Architecture 4	3	0		3	0	0	3	History of Architecture 3
Professional Practice 2 (Administering the Regular Services of the Architect)	3	0		3	0	0	3	Professional Practice 1
Planning 1 – Site Planning & Landscape Architecture	3	0		3	0	0	3	Surveying; and Science, Environment and Society
<b>Sub-total</b>	<b>18</b>	<b>0</b>	<b>4</b>	<b>18</b>	<b>0</b>	<b>12</b>	<b>22</b>	

## FOURTH YEAR

### 4<sup>TH</sup> YEAR – 1<sup>ST</sup> SEMESTER

Subjects	Units			Hours/Week			Total No. of units	Prerequisite/ (Corequisite)
	Lec	Lab	Stu- dio	Lec	Lab	Stu- dio		
English 3 - Technical Report Writing	3	0		3	0	0	3	
Steel and Timber	3	0		3	0	0	3	Theory of

Design								Structures
Computer-Aided Design & Drafting for Architecture 1	1	0	2	1	0	6	3	Architectural Visual Communications 5
Architectural Design 7- Community Architecture and Urban Design	1	0	4	1	0	12	5	Architectural Design 6
Building Technology 5 -Alternative Building Construction Systems	2	0	1	2	0	3	3	Building Technology 3
Planning 2 - Fundamentals of Urban Design & Community Architecture	3	0		3	0	0	3	Planning 1
<b>Sub-total</b>	<b>13</b>	<b>0</b>	<b>7</b>	<b>13</b>	<b>0</b>	<b>21</b>	<b>20</b>	

**“Certificate in Building Technology and Utilities shall be granted after completion of all prescribed courses from 1<sup>st</sup> year - 1<sup>st</sup> semester to 4<sup>th</sup> year - 1<sup>st</sup> semester”**

#### 4<sup>TH</sup> YEAR – 2<sup>ND</sup> SEMESTER

Subjects	Units			Hours/Week			Total No. of units	Prerequisite/ (Corequisite)
	Lec	Lab	Studio	Lec	Lab	Studio		
Computer-Aided Design & Drafting for Architecture 2	1	0	2	1	0	6	3	Computer-Aided Design & Drafting for Architecture 1
Architectural Design 8- Design of Complex Structures	1	0	4	1	0	12	5	Architectural Design 7
Planning 3 - Introduction to Urban & Regional Planning	3	0		3	0	0	3	Planning 2
Professional Practice 3 (Global Practice in the 21st Century)	3	0		3	0	0	3	Professional Practice 2
Architectural Structures	3	0		3	0	0	3	Steel and Timber Design
Research Methods for Architecture	3	0		3	0	0	3	Junior Standing, English 3
Specialization 1	3	0		3	0	0	3	Architectural Design 7
<b>Sub-total</b>	<b>17</b>	<b>0</b>	<b>6</b>	<b>17</b>	<b>0</b>	<b>18</b>	<b>23</b>	

**“Certificate in CADD shall be granted after completion of all prescribed courses from 1<sup>st</sup> year- 1<sup>st</sup> semester to 4<sup>th</sup> year- 2<sup>nd</sup> semester”**

## FIFTH YEAR

### 5<sup>TH</sup> YEAR - 1<sup>ST</sup> SEMESTER

Subjects	Units			Hours/Week			Total No. of units	Prerequisite/ (Corequisite)
	Lec	Lab	Stu-dio	Lec	Lab	Stu-dio		
Philosophy	3	0		3	0	0	3	
Humanities	3	0		3	0	0	3	
Sociology or Anthropology	3	0		3	0	0	3	
Housing	3	0		3	0	0	3	Planning 2 and Professional Practice 1
Architectural Design 9 - Thesis Research Writing	1	0	4	1	0	12	5	All courses in 1 <sup>st</sup> year - 4 <sup>th</sup> year level
Specialization 2	3	0		3	0	0	3	Architectural Design 8
Architecture Comprehensive Course	3	0		3	0	0	3	All courses in 1 <sup>st</sup> year - 4 <sup>th</sup> year level
<b>Sub-total</b>	<b>19</b>	<b>0</b>	<b>4</b>	<b>19</b>	<b>0</b>	<b>12</b>	<b>23</b>	

### 5<sup>TH</sup> YEAR - 2<sup>ND</sup> SEMESTER

Subjects	Units			Hours/Week			Total No. of units	Prerequisite/ (Corequisite)
	Lec	Lab	Stu-dio	Lec	Lab	Stu-dio		
Life and works of Rizal	3	0		3	0	0	3	
Taxation and Agrarian Reform	3	0		3	0	0	3	
Politics and Governance with new Constitution	3	0		3	0	0	3	
Architectural Design 10 - Thesis Research Application	1	0	4	1	0	12	5	Architectural Design 9
Specialization 3	3	0		3	0	0	3	Architectural Design 9
<b>Sub-total</b>	<b>13</b>	<b>0</b>	<b>4</b>	<b>13</b>	<b>0</b>	<b>12</b>	<b>17</b>	

**GRAND TOTAL**

**232 units**

## **Section 11. Curriculum Guiding Principles.**

The architecture education program shall be oriented towards collaborative action for a broader involvement in nation building. This can be achieved by focusing the curricular contents on the following:

- 11.1 Cultural Heritage
- 11.2 Advanced/Futuristic Technology
- 11.3 Sustainable Development
- 11.4 Socio-Economic Equity
- 11.5 Ecological Balance
- 11.6 Human Resource Development
- 11.7 Aesthetic Design Excellence

## **Section 12. Basic Academic Skills.**

If the circumstances of students so require, remedial measures may be taken to improve cognitive and communication skills.

## **Section 13. Design and Studio Activities**

The school/college of architecture shall ensure that the faculty follow a program or set of activities based on the approved course syllabi.

## **Section 14. Supplementary Studies.**

It shall be the policy of the Architectural institutions to support and encourage the following:

- 14.1 Field visitations to any appropriate on-going construction site and architectural and heritage tours.
- 14.2 Participation of students in design competitions, relevant seminars, culture and educational activities outside the school for the enhancement of their skills.
- 14.3 Invitation of leading practicing architects and allied professionals to conduct informative lectures on current architectural trends and engineering technologies.
- 14.4 Participation in the design of community-based projects including public buildings and sites.
- 14.5 Other activities which shall enhance student competence and proficiency.

## **Section 15. Continuing Education.**

The school/college of architecture shall make available its facilities to local industries and societies for continuing education development programs for practicing architects on current architecture technologies.

#### **Section 16. Revisions.**

Each school/college of architecture shall have a continuing curriculum development program.

### **ARTICLE VII- COURSE SPECIFICATIONS**

**Section 17.** The course specifications for the BS Architecture program are contained in **Annex I** of this Memorandum.

1. Course Name
2. Course Description
3. Number of units for lecture and laboratory
4. Number of contact hours per week
5. Prerequisites
6. Course Objectives
7. Course Outline
8. Laboratory/Studio Equipment
9. Suggested Textbooks and References

### **ARTICLE VIII - GENERAL REQUIREMENTS**

#### **Section 18 : Administration**

Composition.- The effective implementation of a functional architectural program shall be administered by a well – organized and highly competent staff and faculty, with appropriate professional degrees and credentials relevant to their duties as required under existing rules of the Commission on Higher Education.

Each architectural institution shall have at least a dean/head and whenever needed, a vice / assistant dean/ head.

#### **18.1 Dean**

Dean/Head of the Institution/Program - A dean/head shall be appointed to provide general administration, leadership and direction to the architectural education program of the institution.

#### **18.1.1 General Qualifications:**

- a. Must be a holder of a Bachelors' degree in architecture and holder of a Master's degree in architecture or any related field.
- b. Preferably, holder of doctorate degree in architecture or in any related field or with 30 units in doctorate degree in architecture or any related field.
- c. Must be a registered architect with valid license and an active member of a professional organization duly accredited by the Professional Regulation Commission.
- d. Must have ten (10) years experience in professional practice with at least two (2) years teaching experience and 2 years of satisfactory administrative experience.
- e. Must have proven exceptional leadership quality and active involvement in the furtherance of the profession and exemplary service to the community.
- f. Must possess the highest integrity and honesty, must command respect and confidence and must adhere to the highest standards of ethical and moral conduct.

#### **18.1.2 Teaching load**

The assignment of the teaching load per term of the dean shall be an internal policy of the institution provided it does not exceed fifty percent (50% ) of the regular teaching load of the full-time faculty.

#### **18.1.3 Duties**

- a. Assists in the formulation of school/ university policies, curriculum development and offerings.
- b. Initiates and institutes faculty and staff development programs.
- c. Evaluates and recommends changes in the employment status of academic personnel such as promotion, retention, termination and disciplinary actions.
- d. Prepares and assigns teaching load of faculty members.
- e. Prescribes textbook adoption, and initiates college activities.
- f. Plans curriculum development programs with the assistance of qualified faculty members.

- g. Institutes a defined program of supervision aimed at upgrading the quality of instruction and other administrative support services.
- h. Prepares and manages budget and finances.
- i. Initiates programs in research and extension services.
- j. Exercises overall supervision of activities of all academic personnel of the college.
- k. Enforces the school rules and laws affecting education and the procedure, policies, rules and regulation promulgated by the Commission on Higher Education.
- l. Initiates foreign and local linkages.

## **18.2 Vice/Assistant Deans/ Head of the Institution/Program**

A Vice / Assistant Dean / Head shall be employed whenever his/her services may be required to support the administrative functions of the dean/head.

### **18.2.1 General Qualifications**

Must be holder of a Master's degree in architecture or any architecture-related course with a minimum of five (5) years experience in professional practice.

### **18.2.2 Teaching load**

The teaching load of the Vice/Assistant Dean/Head shall be an internal policy of the institution but shall not exceed seventy-five percent (75%) of the regular teaching load of the full-time faculty .

### **18.2.3 Duties of Vice/ Assistant Dean/Head.**

The Vice/assistant Dean shall assist the Dean in carrying out his/her function.

## **Section 19 : Faculty**

### **19.1 Qualifications of Faculty**

#### **19.1.1 General Faculty**

Hiring - The architectural institution shall have an established procedure for recruitment of new faculty members which shall involve the administration and qualified members of the staff and faculty.

**a. Qualifications**

- ii. Academic Preparation. A qualified faculty member shall have earned a Bachelor of Science degree in Architecture and Master's Degree in Architecture or in any architecture-related field.
- iii. Professional Preparation. A qualified member shall be a registered architect by the Professional Regulation Commission (PRC) and have acquired three (3) years experience in professional practice.
- iv. Involvement in Associations. A qualified faculty member shall be an active member of a professional architectural organization duly accredited by the Professional Regulation Commission (PRC) and have proven exemplary participation in convention, seminars, education pursuits, leadership and professional enrichment training.

**b. Duties**

It shall be the policy of the architectural institution to require its faculty to:

- i. Comply with the prescribed syllabus for each course which shall be issued to the students at the beginning of the term;
- ii. Initiate enhancement in the prescribed syllabi;
- iii. Use instructional materials and facilities such as computer and audiovisual resources for effective teaching;
- iv. Participate in committee, faculty /departments and college meetings;
- v. Administer regular students' performance evaluation and graded requirements and shall be returned to the students within two (2) weeks from the submission day;
- vi. Follow the established grading system, which should be announced and explained to students at the beginning of each course;
- vii. Perform additional functions as may be assigned by the dean/head.

- c. **Teaching Load.** The teaching load and responsibility of each faculty member shall be limited only within the area of his/her specific training and /or professional experience.



d. **Composition.** Within three years upon the issuance of this memorandum order, twenty percent (20%) of the academic staff shall have attained a Master's degree in architecture or in any architecture-related field. As an alternative, the holders of the master's degree, may be set at ten percent (10%) provided that twenty percent (20%) of the faculty have ten (10) years experience in professional practice.

e. **Evaluation of Faculty Performance**

i. It shall be the responsibility of the administration of each architectural institution to adopt a definite set of procedures for improving the classroom performance of its faculty members.

ii. Faculty evaluation shall cover peers, students, and Dean's evaluation rating regularly conducted at least once a year or as prescribed by the internal policy of the institution.

iii. Faculty members shall be evaluated by a set of criteria.

f. **Faculty Substitutes.** Each architectural institution should have a policy on faculty substitution.

**19.1.2 Full-time Faculty**

A full time faculty member shall carry the regular teaching load as prescribed by the internal policy of the respective institution.

a. **Minimum Academic Qualification.** Each full-time faculty member shall:

i. have earned a Master's degree in Architecture or in architecture related course. However, a faculty member with exceptional professional practice performance but without a Master's degree shall be provided a period not exceeding five (5) years from the start of his/ her teaching career, within which to earn a Master's degree either in architecture or in any related-course; and provided further, that a full-time faculty member who had ten (10) years experience in professional practice and consistent with having an outstanding performance rating, may be considered as having satisfied the Master's degree requirement for the purpose of ranking and employment benefits as may be allowed under the school rules ; and

ii. Preferably earned a minimum aggregate attendance of (40) hours in three (3) years from professional development seminars undertaken by professional architectural organizations duly accredited by the Professional Regulation Commission.

b. **Teaching Load.** The regular teaching load per term of a full-time faculty member shall not exceed twenty-four (24) units.

### **19.1.3 Part-time Faculty**

a. **Academic Qualification.** Preferably, each part-time member shall have earned a Master's degree in architecture or in any architecture-related course and must be in active architecture practice professional practice.

b. **Teaching Load.** A part-time faculty member shall have a maximum teaching load per term as prescribed in the internal policy of the institution.

## **Section 20 : Support Services**

**20.1 Administrative.** To handle correspondence and general office work, there shall be at least one (1) secretary for the office of the dean and clerical assistance whenever applicable and necessary.

**20.2 Faculty.** The general faculty may request for clerical assistance whenever necessary and/ or the services of student assistant may also be allowed for this purpose.

## **Section 21: Staff Development**

**Programs.** Each administrator and full-time architecture faculty member shall be encouraged to participate in a school-approved program of professional development.

**21.1 Leave of Absence.** A set of policy and procedures permitting every full-time architecture faculty member a leave of absence for professional development with or without pay, at the discretion of the administration, and a provision to ensure that the faculty shall be returned to his/her regular position at the end of the leave period. This provision shall be published or defined in the school rules.

**21.2 Assistance.** There shall be an announced program of the architectural institution, on the basis of its financial resources, for

full-time faculty members to pursue advanced degrees or undertake graduate studies and continuing education programs, including attendance to seminars, conventions, workshops, etc.

**21.3 Contractual terms.** A full-time faculty member granted either a paid or unpaid leave of absence or provided assistance by the school in pursuit of graduate studies shall be governed by contract, by and between the school and the faculty member concerned.

## **Section 22. Academic Functions**

Faculty shall be expected to contribute in the implementation of the effective performance of the following academic institutional functions:

### **22.1 Instruction**

22.1.1 Classroom / studio lectures and supervision activities

22.1.2 Out-of-classroom consultation and supervision on school-based activities

### **22.2 Research**

22.2.1 Architectural and Scientific Researches – published and unpublished works, whether local or international.

22.2.2 Built-Creative Works – documented projects undertaken and completed in relation to professional practice and experience in architectural designing, planning and building of structures (and as defined in the General practice of architecture). For performance evaluation purposes, this may be equivalent to a refereed and/or published academic research output.

### **22.3 Extension Services**

22.3.1 Socio-civic responsiveness – participation to socio-civic groups

- a. Membership and active participation to socio-civic groups
- b. Initiate and supervise community projects
- c. Active participation with the accredited professional organization and attendance to their conventions, conferences, seminars, and other related activities either as speaker or delegate

22.3.2 Continuing Professional Development

- a. Formal – attendance and completion of degree courses in Architecture and/or other related field
- b. Non-formal – attendance and active participation to local and international conferences and seminars

## Section 23 : Library

**23.1 Status.** In a multi-program school setting, the architecture library may be set-up and maintained as a part but separate and distinct unit or section within the institutions main library. Provided, however that the architecture library shall be located within two hundred meters (200m) from each of the following:

23.1.1 The majority of the architecture classrooms and design and technical studios;

23.1.2 The architecture faculty offices.

**23.2 Capacity.** The architecture library shall provide suitable chairs with back supports and tables or other flat writing surfaces which can seat five percent (5%) of the maximum school attendance of architecture students at any one time with at least 0.64 sq. m. space of floor area per reader.

**23.3 Design.** The furniture and facilities of the architecture library shall be arranged to promote easy use and smooth flow of traffic and that all materials shall be arranged for quick and easy access by the students.

There shall be a walk space of no less than 60 cm. (24in.) behind each occupied chair in the architecture library.

A separate architecture library shall be provided with an office for the librarian and staff, a control desk for checking out materials, shelf-space for all processed materials, a display space for bulletins, a storage for library supplies, an appropriate typewriter/computer, one large English unabridged dictionary with stand, at least on English science and technology dictionary with stand, and one telephone if available in the locality.

**23.4 Personnel.** The architecture library, if physically separated from the main library and has a reading capacity of more than 50, shall have one architecture head librarian with a degree in library science and registered librarian and adequate number assistant librarians who have acquired proper training in library work.

The librarian shall participate in architecture faculty meeting and shall serve on architecture faculty planning committee dealing with educational programs.

The librarian shall be encouraged to join the librarian societies and attend conference and seminars directly related to library matters.

**23.5 Funding and Book Collection.** The funding of the architecture library development program stated herein should allow the gradual attainment of these goals through the use of the architecture library fees exclusive of salaries of library personnel should be allocated for the purpose indicated.

23.5.1 The library should have design books and coffee table books on architecture, local and international publications, and other technical handbooks;

23.5.2 The library should have at least two (2) technical non-duplicate books with copyrights of less than (10) years old per technical subjects;

23.5.3 The library should have at least two (2) professional architecture non-duplicate books with copyright of less than ten (10) years old for each course of the last three (3) years of each architecture curriculum in which a degree is offered;

23.5.4 Copyrights of at least fifty percent (50%) of the professional architecture and another 50% of the other technical non-duplicate books shall not be more than fifteen (15) years old;

23.5.5 The library should be accessioning additional non-duplicate technical books at a rate of at least 0.1 book per full-time equivalent architecture student per year.

23.5.6 Thesis collection; and

23.5.7 Faculty portfolio.

The architecture library fee should be spent exclusively for the proposed indicated herein. However, if the finance of the school warrants, an additional amount shall be allotted for its library development program.

## **23.6 Definitions**

A “technical book” is defined as a book classified under one of the Library of Congress headings.

## **23.7 Periodical Collection**

The library of each school/college of architecture should have a program for the acquisition and maintenance of at least two (2) periodical subscriptions to specialized architectural journals and one (1) general interest technical periodical subscription for each curricular area in architecture.

For every 1000 full-time equivalent architecture students beyond 2000, each of the above figures should be increased by 2 unless there are restrictions that prevent compliance.

### **23.8 Accessibility**

23. 8.1. Control. An effective control system for users of library materials should be established and maintained by the library staff. This control system however, should not restrict students' access to the library resources.

23.8.2. On line Public Access Catalogue (OPAC) /Card Catalogue. An On line Public Access Catalogue (OPAC) and card catalogue of architecture library resources shall be maintained with author, title and subject (cards) for each title heading which shall be updated annually along with both a current shelf list and accession records. Preferably all collections shall be accessed by students through computers.

23.8.3. Periodicals. Current periodicals subscription along with an index of periodical available shall be on display and readily accessible to students for browsing.

23.8.4. Physical. The library control system shall include the following provisions:

- a. No more than twenty percent (20%) of the architecture library book collection shall be on reserve at any one time.
- b. No more than forty percent (40%) of the architecture library book collection shall be caged, or behind locked doors or closed counters or otherwise inaccessible to student browsing.
- c. At least sixty percent (60%) of the architecture library book collection shall freely be accessible to students for browsing, and the remainder available on call.
- d. To eliminate pilferage from the library, the books or materials that the student shall carry to or from the library may be monitored.
- e. Internet access

**23.9 Loan System.** Books not on reserve shall be allowed to be checked out by the students from the architecture library for at least one (1) class day with the opportunity for renewal following the said period.

**23.10 Inter-Library Cooperative.** Cooperative relations, including inter-library loan services and inter-library accessibility of resources, with other libraries shall be established and maintained to augment and enhance the architecture library services.

The cooperative relations, with respect to subscriptions to special uses or specialized technical journals, shall include jointly planned purchases and the sharing of periodical resources among architecture libraries within a given locality, if feasible.

**23.11 Library Hours.** The architecture library shall be open at least during the regular schools days.

**23.12 Orientation of Students.** There shall be a functional library orientation program for all new students at the start of each semester.

**23.13 Announcement.** The library shall have a system of announcing all new acquisitions at least once every two months to all architecture faculty and students.

**23.14 Preservation of Resources.** The library shall take measures for the preservation of periodicals and the refurbishing of books including moisture control, binding of periodicals and rebinding of worn books, pest control, proper shelving and storage, anti-theft practices, and availability copy services to reduce damage resulting from lost or torn pages.

**23.15 Storage.**

23.15.1 A readily accessible dead book storage, not taking up study space, shall be provided for seldom-used books.

23.15.1 At least 5 cubic meter (176 cubic feet) per 100 books shall be provided for the storage in the library.

**23.16 Safety.** There shall be one fire extinguisher per 200 sq. m. (2150 sq. ft.) of library floor space or fraction thereof.

## **Section 24: Facilities And Equipment**

### **24.1 General Standards.**

24.1.1 Area. The size of the school/college of architecture should be adequate to meet the needs of its present population and future expansion.

24.1.2 Adherence to Codes. Unless otherwise stated, the physical plan of the architectural institution shall conform with the National Building Code and all other applicable codes and ordinances.

#### 24.1.3 Health and Safety

- a. All classrooms, lecture rooms, studios and laboratories in the architectural institution shall be clean and properly maintained to meet public health and safety regulations.
- b. Physical education and recreational areas shall conform with all rules and regulations pertaining to safety and suitability.
- c. Actual occupancy load of instructional rooms shall be properly observed and maintained.
- d. All stairways/ corridors shall be free of obstruction. All stairways shall not be used for storage.
- e. There shall be a working fire alarm system and fire fighting system.
- f. Each instructional space shall be easily evacuated by all of its occupants within sixty (60) seconds. All external and laboratory doors shall open outward.

24.1.4 Acoustics. The sound levels inside the school facility shall generally conform with standard building practices, as follows:

<b>Maximum Sound Level in decibels (dB)</b>	<b>Use</b>
50	Classrooms
80	Laboratories
80	Design Studios
56	Offices
42	Library

24.1.5 Ventilation. The classrooms, libraries, laboratories, and offices shall conform to the existing code.



24.1.6 Lighting. Illumination levels inside the school shall be adequate and shall conform to the existing code.

24.1.7 Capacities. The classroom and laboratory facilities of the school/college shall conform with the following requirements:

<b>Net Ratio</b>	<b>Facility</b>
1 sqm per student	Lecture room
2 sqm per student	Studio/ Design facilities

The classroom standard shall apply to instructional portions of laboratories and the laboratory standard shall apply to experimental areas only (exclusive of space occupied by equipment, laboratory benches and classroom areas in the laboratories).

24.1.8 Electrical Services. The laboratory and non-laboratory instructional space of the institution shall be provided with an average of ten (10) watts / square meter of electrical power.

24.1.9 Water Supply. The Laboratory and non-laboratory instructional space of the institution shall be provided with adequate potable water supply in accordance with the national building code.

24.1.10 Custodial Support. Adequate custodial support services should be provided.

## **Section 25. Instructional Space**

### **25.1 Types**

25.1.1 The architectural institution shall provide a variety of spaces, which can accommodate tutorial sessions as follows

- a. Audio-Visual
- b. Lecture/Seminar rooms
- c. Consultation rooms

25.1.2 The instructional spaces should be marked for specific purposes.

**25.2 Facilities.** All instructional spaces for lecture, recitation, demonstration or tutorial purposes shall be provided with at least:

25.2.1. One (1) lecture board which shall extend at least 80% of the length of the front wall;

25.2.2. One (1) functioning dual electric outlet;

25.2.3. One (1) comfortable seat with back support for each student;  
and

25.2.4. One (1) designated place for posting of bulletins and  
announcement.

## **Section 26. Laboratory Instructions**

**26.1 Laboratory Requirements.** In the absence of the architecture laboratories, architecture institutions shall have access to the following laboratories:

26.1.1 Physics Laboratory

26.1.2 Material Testing Laboratory

26.1.3 Multi-purpose Laboratory e.g. scale modeling, utilities and building  
technology

26.1.4 Computer Laboratory

**26.2 Design Studio.** The design studio shall have facilities to handle/  
accommodate lecture, drafting and modeling

**26.3 Student-Faculty Ratio.** The faculty-student ratio shall not exceed 40:1

**26.4 Technical Personnel.** There shall be one full-time laboratory technician or  
assistant per laboratory.

"Full-time" laboratory technicians means at least six (6) hours of work for  
any individual laboratory, plus such other additional hours, as that  
laboratory may require in actual use.

**26.5 Equipment Requirement.** To enhance the learning process of the  
students, the school shall provide sufficient functional equipment,  
apparatus, supplies, tools and other materials inside the architecture  
laboratories, in order to achieve the following objectives:

26.5.1. To allow every student to perform the entire basic laboratory  
exercises.

26.5.2. To maintain a situation wherein no laboratory student work  
group shall exceed five (5) students working on the same laboratory  
equipment at the same time.

## **26.6 Maintenance of Equipment**

26.6.1. Each school/college of architecture shall have an announced  
program for the regular preventive maintenance, repair and calibration  
of laboratory equipment.

26.6.2. The said program shall have an adequate annual allocation in  
an amount to be determined by the school concerned.

26.6.3. The school/college of architecture shall maintain a systematic record of repairs and expenditures incurred.

26.6.4. The school/college of architecture shall make available additional funds necessary for emergency repairs of essential equipment to ensure the continuing operation of the instructional program of the laboratories and design studios.

**26.7 Modernization of Equipment.** Each school/college architecture shall have a program for the continuing modernization and upgrading of its instructional laboratories, facilities and equipment. The said program shall have an adequate annual allocation in accordance with the financial capability of the school.

**26.8 Inventory of Equipment.** Each architectural institution shall maintain inventories of laboratory equipment, which shall be updated annually. The inventory shall contain the following information:

- a) Name of the item
- b) Quantity on hand
- c) Operational status (operational, not operational, under repair, unrepairable);
- d) Year of purchase; if known, and
- e) Original purchase price, if known.

**26.9 Laboratory Safety.** Each architectural institution shall have a program on safety which shall include the following components and/or requirements:

26.9.1. Annual training program in laboratory safety for both the students and staff using or working in the laboratories.

26.9.2. Provisions for fire extinguisher of proper classification as required by the Fire Code which shall be commercially inspected and recharged;

26.9.3. Provision for evacuation drills at least once per year to train students and staff in fire and earthquake evacuation procedures.

26.9.4. Provision for specific warning signs specifically in laboratories where chemical, electrical or radiation experiments are performed.

26.9.5. Posting of safety rules and regulations and evacuation procedures in conspicuous places.

**26.10 Storage.** There shall be adequate storage room in the school/college of architecture to stow all equipment, apparatus and supplies not in use.

## **Section 27. Office Space**

27.1 The school/college of architecture shall provide adequate office space for the administration of the architecture program.

27.2 The school/college of architecture shall provide and maintain Faculty Conference, Study and Consultation rooms.

## **Section 28. Audiovisual Facilities**

### **28.1 Personnel**

28.1.1. There shall be one full-time audiovisual technician or assistant for maintenance and distribution of audiovisual Electro-mechanical equipment or fraction thereof. Electro-mechanical equipment includes projector, audio-video players, amplifiers, TV monitors and similar major audio-visual equipment items.

28.1.2. There shall be one full-time audiovisual technician or assistant for audiovisual production and faculty assistance for every 120 architecture faculty member or fraction thereof.

28.1.3. "Full-time" for audiovisual technician means that the required number of audiovisual technicians or assistants are present at all times when classes are being conducted on campus.

**28.2 Equipment.** The school/college of architecture shall have at least one of each type of the following AV equipment:

28.2.1. Overhead Projectors;

28.2.2. Projection Screens;

28.2.3. 35mm Slide Projectors (optional);

28.2.4. Video-tape / Digital Players with television monitor;

28.2.5. LCD multi-media projector/Laptop computer;

28.2.6. Replacement Bulb Stock and

28.2.7. Copying Machine

**28.3 Supplies.** The school administration shall provide architectural faculty members with materials for the production of visual aids. This requirement should be a line item in the school budget.

**28.4 Maintenance.** All audiovisual equipment shall be maintained in good working condition or shall be replaced if beyond repair.

**28.5 Staff Training.** The school administration shall provide for all architecture faculty members at least an annual training program in the use of

audiovisual equipment and in the production of sample audiovisual instruction materials.

**28.6 Storage and Cataloguing.** All audiovisual materials shall be stored, catalogued and classified.

### **Section 29. Student Services.**

Each school/college of architecture shall provide and maintain the following student services programs:

- 29.1 Career Guidance and Testing Program;**
- 29.2 Program of Students Admission and Retention;**
- 29.3 Medical and Dental Care (diagnostic, first-aid, preventive) program;**
- 29.4 Employment Information Programs; and**
- 29.5 Financial Assistance/ Educational Loans and Scholarship Programs.**

### **Section 30. Guidance.**

The guidance program shall involve both initial and continuing evaluation of students' aptitude for architecture education, which may be conducted within the institution's overall guidance program. This should include the following:

- 30.1 Students' orientation program;**
- 30.2 Placement testing;**
- 30.3 Psychological counseling; and**
- 30.4 Career choice assistance.**

### **Section 31. On the Job Training Program.**

The school/college of architecture shall have an active and organized program for *on-the-job/ diversified training* for its students which shall include:

- 31.1 Assistance in organizing student employer interviews;
- 31.2 Maintenance of a job-available card file with an index of potential local employers;
- 31.3 If needed, assistance to employers, and fast transfer of students' academic transcripts to speed up the employment process.

## **Section 32. Co-curricular Activities.**

The school/college of architecture shall have student co-curricular architecture activities directed towards individual development and entrance into profession. Participation of students in the activities of the professional organization of architects accredited by the Professional Regulation Commission shall highly be encouraged.

## **Section 33. Community Services.**

The administration of each school/college of architecture shall maintain close relations with local industries, professional organization and the general public for recruitment and placement of graduates as well as providing educational services to these groups.

## **Section 34. Publications**

### **34.1 Course-Catalogue.**

The administration of each school/college of architecture shall publish a college course catalogue, which shall contain information that would fully advise the public of its policies, programs and procedures. Such a catalogue shall be updated at least once every five years.

### **34.2 Class Schedule.**

The school/college of architecture shall publish the schedule of classes for the information of the students and faculty prior to the enrolment period of each semester.

### **34.3 Staff Handbook.**

The school/college of architecture shall provide all professional staff members with a handbook updated at least once every five (5) years containing the following:

- 34.3.1 Employment requirements;
- 34.3.2 Employment benefits (such as salary, rank, fringe benefits, etc.)-
- 34.3.3 Classrooms and laboratory teaching procedures and practices;
- 34.3.4 Available teaching resources;
- 34.3.5 Textbook selection procedures;
- 34.3.6 Procurement policies and procedures;
- 34.3.7 Promotion policies; and

34.3.8 Evaluation policies and instruments.

#### **34.4 Student Handbook.**

The administration of each school/college of architecture shall provide all students with a student handbook updated at least once every five (5) years containing the school policies and regulations pertaining to all students enrolled in architecture courses.

#### **34.5 Laboratory Manuals.**

The institution shall have printed laboratory manuals available for loan to, or purchase by, all students in all architecture laboratory courses.

#### **34.6 Faculty manual.**

The administration of each school/college of architecture shall publish a faculty manual updated at least once every five years and a current directory or faculty roster.

#### **34.7 Budget.**

The school budget shall include allocation for research, faculty development, and extension services in addition to the usual expenditures like equipment, supplies, maintenance and repair.

#### **34.8 Procurement.**

An established procedure for procuring new laboratory equipment, consumable supplies and teaching materials shall be published, distributed to faculty members and to be followed by all concerned.

#### **34.9 Organization Structure.**

There shall be a published organizational structure which specifies the lines of authority and responsibilities among administrative personnel.

#### **34.10 Policies and Regulations.**

Each architecture faculty member shall be provided with school policies and regulations update at least once every five (5) years.

#### **34.11 Long-Range Plan.**

There shall be a written long-range development plan for the school/college of architecture. Provided, however, that its implementation and use shall be dependent on the decision of the governing board of the school.

## **Section 35. Student Records**

### **35.1 Enrolment.**

A record system of students' enrolments for all lectures, studio and design courses shall be maintained by the Registrar's office and shall be made accessible to the college.

### **35.2 Student Profile.**

- 37.2.1 A permanent database of students shall include:
- a. Personal information
  - b. Grades
  - c. Achievement/ delinquency records

### **35.3 Board Examination Records**

An updated record of the school's examinees and results of the board examination for architects administered by the Board of Architects of the Professional Regulation Commission shall be maintained by the institution.

## **Section 36. Academic Standards**

### **36.1 Admission.**

The college shall require all applicants for admission to pass an aptitude & skill entrance examinations.

### **36.2 Residency and Unit Requirements**

As a general rule, no degree shall be conferred upon a student unless he/she has taken the last curriculum year in the college which is to confer the degree and has completed a minimum of thirty percent (30%) of the total academic units of the program in the same college, or subject to the existing admission policies of the concerned institution.

As a general rule, a student shall be allowed to carry a maximum load as prescribed in the curriculum each term. However, graduating students may be allowed to carry additional units in excess of the requirement subject to the approval of the Dean.

A student shall be permitted to take a subject only after passing its pre-requisite subject(s).

A student shall be given a grade of Incomplete for non-compliance of the requirements of a subject. An incomplete grade shall not be given an academic credit and shall be completed within a period specified by the school but not to exceed one (1) year, otherwise the incomplete grade automatically becomes a failing grade.

### **36.3 Graduation.**



Each student shall satisfy all requirements for graduation as provided by the institution and CHED rules and standards before being conferred a degree in architecture.

#### **Article IX - TRANSITORY PROVISION**

**Section 37** HEIs that have been granted permit or recognition for Bachelor of Science in Architecture program are given a non-extendable period of three (3) years from the date of effectivity hereof to fully comply with all the requirements in the CMO.

A student currently enrolled in the Bachelor of Science in Architecture program shall be allowed to graduate under the old curriculum. However, students enrolling for the abovementioned program beginning school year 2007-2008 shall be covered by this CMO.

#### **Article X - REPEALING CLAUSE**

**Section 38.** All issuances, including but not limited to the CMO 13, S 1998 and/or any part thereof inconsistent herewith, are deemed repealed or modified accordingly.

#### **Article XI- EFFECTIVITY CLAUSE**

**Section 39.** This CMO shall take effect starting 1<sup>st</sup> semester of SY 2007-2008 after publication in an official gazette or in a newspaper of general circulation.

**Section 40.** An educational institution applying to offer new architecture program shall likewise comply with all the provisions of this CMO. (see Article II – Authority to Operate of this Memorandum)

Pasig City, Philippines, \_\_\_\_\_, 2007

For the Commission:

**(SGD.) CARLITO S. PUNO, DPA**  
Chairman