



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



CHED MEMORANDUM ORDER

No. 86

Series of 2017

SUBJECT: POLICIES, STANDARDS AND GUIDELINES FOR REQUIREMENTS COMMON TO ALL BACHELOR OF SCIENCE IN ENGINEERING AND BACHELOR OF ENGINEERING TECHNOLOGY PROGRAMS

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "*Higher Education Act of 1994*," to serve as the framework for the program-specific policies, standards and guidelines in engineering and engineering technology, and in pursuance of an outcomes-based quality assurance system as advocated under CMO 46 s. 2012, "*Policy-Standard to Enhance Quality Assurance (QA) in Philippine Higher Education through an Outcomes-Based and Typology-Based QA*" and by virtue of Commission *en banc* Resolution No. 788-2017 dated October 24 2017, the following Policies, Standards and Guidelines (PSG) for requirements common to all Bachelor of Science (BS) in Engineering and Bachelor of Engineering Technology (BET) programs are hereby adopted and promulgated by the Commission.

INTRODUCTION

This set of Policies, Standards and Guidelines shall apply to all higher educational institutions (HEI), both government and private, offering BS in Engineering and Bachelor of Engineering Technology programs.

**ARTICLE I
OBJECTIVES**

Section 1. General Objectives

Every engineering and engineering technology program shall define its vision, mission, goals and objectives along the following general objectives:

- 1.1 To produce graduates with the necessary theoretical knowledge of mathematics and natural sciences as well as the background knowledge needed by them to acquire the experience and practical skills required of professional engineers and technologists.
- 1.2 To educate students for their careers as engineers and technologists, to enable them to contribute to the developmental effort of the country as entrepreneurs or competent professionals.

- 1.3 To educate students imbued with good moral and ethical values and the acute sense of awareness of the conservation of the environment for the sustainable development of the country.
- 1.4 To provide students instruction in both theoretical and practical aspects of engineering and engineering technology and exposure to industrial setting in the form of field experience.

ARTICLE II MINIMUM CRITERIA FOR REQUIRED RESOURCES

Section 2. Instructional Program Quality

2.1 Faculty

College administration shall encourage the development of the faculty to obtain their master's and doctoral degrees in relevant fields so that the school will exceed the minimum requirements stated below for all engineering and engineering technology schools.

2.1.1 Full-Time and Part-Time Faculty Qualifications

- 2.1.1.1 Only faculty members meeting both governmental and institutional standards or requirements shall be hired for any teaching position.
- 2.1.1.2 All full-time faculty members handling General Education courses must have appropriate master's degrees. At least fifty percent (50%) of the courses in the Mathematics, Natural and Physical Sciences, Liberal Arts and General Education areas of study shall be taught by full-time academic personnel.
- 2.1.1.3 All full-time faculty members handling professional and basic engineering/engineering technology courses must have their appropriate graduate degrees and industry experience. Appropriate degrees, other requirements or equivalencies for faculty members are included in the respective program PSGs. At least thirty-five percent (35%) of the total faculty must be full time.
- 2.1.1.4 Faculty members teaching professional courses must be registered engineers with valid licenses or certified engineers, where applicable.

2.1.2 Assignment

The teaching assignment and responsibility of each faculty member shall be limited to the area of his/her specific training and/or field experience. The maximum number of academic



preparation shall preferably be no more than four (4) different regular course offerings per academic term/semester.

2.1.2.1 Full-time faculty

- a. The semestral academic workload of the faculty members shall be defined by the HEI, preferably with a maximum academic workload of 24 units per semester. The academic workload shall include teaching, research, and extension work.
- b. A full-time faculty member shall conduct relevant research work.
- c. A full-time faculty member shall devote time for community and other extension services.

2.1.2.2 Part-time faculty

A part-time engineering/engineering technology faculty member shall have a maximum teaching load of not more than half of the academic load of a full-time faculty member, preferably not more than 12 units per semester.

2.1.3 Duties

It shall be the announced policy and practice of the school/college of engineering/engineering technology to require its faculty members to:

- a. follow a written course syllabus for each course;
- b. use library and audio-visual resources in teaching;
- c. participate in scheduled departmental meetings;
- d. participate in professional engineering/engineering technology society meetings, conferences and conventions;
- e. administer effective assessment measures to evaluate student achievement;
- f. follow the established grading system, which should have been explained to the students at the beginning of each course;
- g. improve teaching efficiency using innovative methods; and
- h. participate in service training programs for faculty members.

2.1.4 Teaching Performance

The evaluation result should show that majority of the faculty has, as a whole, good or better performance.

2.1.4.1 Evaluation system

- a. The faculty evaluation shall include students and supervisor's evaluation.



- b. The dean or his designate shall observe and evaluate the teaching capabilities of the faculty members at least once during every school year.
- c. The evaluation shall include at least the following aspects:
 - i. actual observation of the faculty member's performance in the classroom;
 - ii. written summary of observation, a copy of which shall be provided the faculty member; and
 - iii. evaluation criteria that will be distributed to each faculty member at the start of the semester which may include: subject-matter competence; suitability of examinations; the ability to identify and respond to student needs; punctuality and regularity of attendance; classroom management and delivery of instructions; and practice of the profession.

2.1.5 Hiring Policies

The school/college of engineering/engineering technology shall have an established procedure for recruitment of new faculty members. The recruitment process shall involve the president or his authorized representative, the dean(s) and department heads.

2.1.5.1 Faculty Development Plans/Activities

A faculty development plan shall be developed and implemented by the institution. There shall be sufficient funds allotted to support the faculty members in pursuing graduate studies and professional trainings or seminars. An assessment mechanism shall be developed to evaluate the faculty development plan on a regular basis.

a. Programs

- i. Each administrator and full-time engineering/engineering technology faculty member shall be encouraged to participate in a school-approved program of professional development.
- ii. Every full-time engineering/engineering technology faculty member shall be encouraged to attend professional meetings, workshops and conferences.
- iii. Each full-time engineering/engineering technology faculty member should have a career-path development program.



b. Leave of Absence

There shall be a set of policies and procedures permitting every full-time engineering/engineering technology faculty member a leave of absence for professional development with or without pay at the discretion of the administration, and provision to ensure that the faculty member shall be allowed to return to his/her regular position at the end of the leave period. Such policy shall be published or defined in the school rules and regulations.

c. Financial Assistance

There shall be a program in the school/college of engineering/engineering technology which shall provide support to full-time engineering/engineering technology faculty members to pursue advanced degrees or undertake graduate study and continuing education programs.

d. Substitutes

Each school/college of engineering/engineering technology shall have a system of providing suitable substitutes for faculty members who cannot attend to their regular teaching assignments.

2.2 Laboratories

2.2.1 Main Laboratories

The HEI shall provide laboratories with areas that will suit the class size. They shall be adequate and conform to relevant codes and/or standards particularly to safety, ventilation, lighting, utilities, capacity, and other requirements.

2.2.1.1 Compliance with Minimum Standards

The HEI shall conform with the support facilities required for the laboratory courses.

- a. Equipment Requirement - There shall be sufficient functional equipment, apparatus, supplies, tools, and other materials inside the engineering/engineering technology laboratories, in order to achieve the following objectives:
 - i. To allow every student to perform all the basic laboratory exercises required for each laboratory course, as provided in the approved curriculum



of the engineering/engineering technology program offered by the school.

- ii. 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.
 - iii. To allow every student to design and perform experiments, as provided in the approved curriculum of the engineering/engineering technology program offered by the school.
- b. Modernization of Equipment - Each school/college of engineering/engineering technology shall have a program for the maintenance and 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.

2.2.1.2 Personnel/Maintenance/Safety

a. Faculty Requirement

Engineering/engineering technology laboratory courses shall be taught preferably by a qualified full-time faculty member.

b. Technician Requirement

There shall be one full-time qualified, preferably with a valid and appropriate license, laboratory technician or assistant for maintenance and distribution of apparatus and equipment per two laboratories per engineering/engineering technology program.

c. Maintenance of Equipment

- i. Each school/college of engineering/engineering technology shall have a program for the regular preventive maintenance, repair, and calibration of laboratory equipment.
- ii. The said program shall have an adequate annual allocation of funds to be determined by the school concerned.
- iii. The school/college of engineering/engineering technology shall maintain a systematic record of repairs and expenditures incurred.



iv. The school/college of engineering/engineering technology shall make available additional funds necessary for emergency repairs of essential laboratory equipment to ensure the continuing operation of the instructional program of the laboratories.

d. Calibration of Equipment

The calibration of equipment is covered in the program PSGs.

e. Inventory of Equipment

Each school/college of engineering/engineering technology shall maintain inventories of laboratory equipment, which shall be updated annually. The inventory shall contain the following information:

- i. name of the item;
- ii. quantity on hand;
- iii. operational status (operational / not operational / under repair / unrepairable);
- iv. year of purchase, if known; and
- v. original purchase price, if known.

f. Laboratory Safety

Each school/college of engineering/engineering technology shall have a program of laboratory safety, which shall include the following components and/or requirements:

- i. Annual training program in laboratory safety shall be provided for both the students, faculty and staff using or working in the laboratories and shops.
- ii. Secured, well-ventilated, separate storage for gas cylinders, radioactive materials, chemicals and flammables shall be provided. All materials shall be in closed container, labeled as hazardous and shall be properly shelved with restraining bars.
- iii. Shelves shall be provided for the proper storage of chemicals and proper places (not adjacent to stairways) for flammable materials shall also be provided.
- iv. Fire extinguishers with proper specifications required by the National Fire Code and are



commercially inspected and recharged shall be provided.

- v. Annual training/orientation on fire and earthquake evacuation procedures including evacuation drills for students and staff shall be provided.
- vi. Specific warning signs shall be posted in laboratories where chemical, electrical or radiation experiments are performed or where machinery with moving parts is used. Gas, steam, air, and vacuum lines must be color-coded.
- vii. Adequate ventilation for the removal of dust and chemical fumes in all laboratories and shops shall be provided.
- viii. Appropriate personal protective equipment (PPE) shall be available and must be required during performance of activities and experiments, e.g., masks, gowns, eye protection, etc.
- ix. Safety rules, regulations, and evacuation procedure shall be posted in conspicuous places and shall be included in the orientation of classes.
- x. Emergency shower and eyewash shall be provided in laboratories where there is possible exposure to chemicals.
- xi. Disposal of hazardous wastes shall be provided and shall be in coordination with authorized agencies.

g. Storage

There shall be an adequate, secured, and appropriately ventilated storage room in the school/college of engineering/engineering technology to store or shelve all equipment, apparatus and supplies not in use.

h. Laboratory References

Laboratory manuals, catalogs, and other references shall be made available for use/loan to, or purchase by all students in all engineering/engineering technology laboratory courses. The laboratory



manuals shall include instructions for each experiment in the courses covered. Appropriate safety warnings must be stated clearly as part of the experimental procedures, which may be hazardous. The manual shall include procedures and equipment lists that match the actual equipment in the institution's laboratories in which the courses are conducted.

The laboratory manuals shall include provisions for design experiments which may be performed, subject to the approval of the supervising faculty and the availability of equipment.

2.2.2 Computer Laboratory

All engineering/engineering technology schools shall comply with the facilities/equipment specified in the Curricular Guidelines.

2.2.2.1 Utilization/Software/License

The school shall provide adequate computer hardware and licensed software to respond to the objectives of the subject/course specified in the curriculum and to maximize the utilization of the equipment.

2.2.2.2 Personnel

There shall be one (1) full-time qualified technician assigned to the computer laboratory.

2.2.2.3 Computer-Student Ratio

The computer-student ratio in a computer laboratory class shall be 1:1.

2.2.2.4 Connectivity and Networking

The computer laboratory shall be a multi-user or a networked system. Internet access shall be made available to all students and faculty and in other places such as the library.

2.3 Library

Library personnel, facilities, and holdings shall conform to existing CHED requirements for libraries which are embodied in a separate CHED issuance. The library must maintain a collection of updated and appropriate/suitable textbooks and references used for the core courses in the curriculum. Library resources should complement curriculum delivery to optimize the achievement of the program outcomes for the baccalaureate degrees in engineering and engineering technology.



The library services and other learning resources shall be adequate to support the scholarly and professional activities of the students and faculty.

2.4 Instructional Facilities

2.4.1 Classrooms

2.4.1.1 Capacity

The capacity of the classroom shall be linked to its floor area using the National Building Code.

2.4.1.2 Non-Laboratory Instructional Space

Sufficient spaces shall be made available for the counselling, advising, and tutoring of students.

2.4.2 Environment

All facilities must comply with the National Building Code.

2.4.3 Audio-Visual Facilities

2.4.3.1 Personnel

- a. There should be an adequate number of full-time technicians or assistants for the maintenance of audio-visual equipment.
- b. "Full-time" for audio-visual personnel means that the required number of audio-visual technicians or assistants are present at all times when classes are being conducted on campus.

2.4.3.2 Equipment

The school/college of engineering shall have a sufficient number of audio-visual equipment for showing videos, pictures, audio-visual presentations, and lectures to groups of students.

There shall be a maintenance and replacement program for the audio-visual equipment.



2.5 Instructional Materials, Methods and Support

2.5.1 Instructional Materials and Support

2.5.1.1 Materials

Instructional materials are any or all of the following: online tutorials and learning environments, books and manuals, multimedia presentations in adequate storage media or form.

2.5.1.2 Curriculum / Revision

- a. The curricular design for all BS in Engineering and Bachelor of Engineering Technology programs shall be aligned with the revised basic education program (K-12) and shall have a four-year program of study.
- b. The curriculum for a BS in Engineering and Bachelor of Engineering Technology program shall be provided in its program PSG.
- c. There shall be a periodic review of the curriculum to take into account the needs of the industry, locally and internationally.

The curriculum review committee shall include the following: faculty, administrators, students, alumni, and industry practitioners.

2.5.1.3 Basic Skills

- a. If the circumstances of students and the school finances so warrant, the school may offer remedial courses in basic mathematics and English language skills.
- b. Prior to admission to any BS in Engineering and Bachelor of Engineering Technology program, non-STEM Strand Grade 12 graduates shall take a bridging program to be designed and provided by the HEI.

2.5.1.4 Laboratory and Field Experience

- a. The Laboratory and Field Experience for a BS in Engineering and Bachelor of Engineering Technology program shall be prescribed in its program PSG.
- b. The use of applicable simulation software shall be encouraged.



2.5.1.5 Continuing Professional Development

The school/college of engineering/engineering technology shall make available its facilities for continuing education development programs for practicing engineers/technologists on current technologies in each field of engineering/engineering technology for which it is authorized to operate.

2.5.2 Use of Outcomes-Based Teaching and Learning

Outcomes-based teaching and learning (OBTL) shall be used in the delivery of the curriculum in all BS in Engineering and Bachelor of Engineering Technology programs. OBTL is an approach where teaching and learning activities are developed to support the learning outcomes. It is a student-centered approach for the delivery of educational programs where the curriculum topics in a program and the courses contained in it are expressed as the intended outcomes for students to learn. It is an approach in which teachers facilitate and students find themselves actively engaged in their learning. Teaching and Learning Activities (TLA) must be designed appropriately.

2.5.3 Support for Improving Teaching and Learning Activities

The administration of each institution and of the engineering/technology school shall encourage faculty to participate in the development of teaching and learning activities and to improve their teaching efficiency by using more innovative teaching methodologies.

Section 3. Research

Faculty Research

The HEI shall have adequate policies allowing faculty members to be engaged in research activities. The department shall have a program of research activities for faculty members and students.

3.1 Personnel

The HEI shall have a qualified research director or coordinator with sufficient staff.

3.2 Organization / Budget

The HEI shall have a system of coordination and funding for research activities.

3.3 Facilities



Facilities and resources shall be made available by the school for the use of students and faculty for research work.

3.4 Output

Research output must be in accordance with the Horizontal Typology Classifications of HEIs.

3.4.1 Documentation

There shall be a system for documenting research activities and output.

3.4.2 Publication

Researchers shall be encouraged to publish their research output in reputable scientific and engineering/engineering technology journals.

3.4.3 Funding Support

Whenever possible, the HEI shall look for external funding support for research.

Section 4. Community Involvement

4.1 Personnel

A staff member or faculty member shall be formally appointed to coordinate extension projects.

4.2 Organization/Budget

Community extension projects must be aligned with the program's vision and mission. The projects must be properly coordinated with the beneficiary and the program.

4.3 Facilities

There shall be adequate facilities for community extension projects.

4.4 Output

4.4.1 Community Extension Services

The HEI shall have demonstrable relations with industry and professional societies for the placement of graduates and for providing educational and training services to these groups.

4.4.2 Consultancy



Policies must be in place allowing engineering/engineering technology faculty members to engage in consultancy services without conflict with their class schedules.

4.4.3 Industry-Academe Linkage

The school/college shall establish and maintain satisfactory relationship with the industry for on-the-job training of their students.

4.4.4 School Linkages

The school/college shall be encouraged to maintain linkages with other schools.

4.4.5 Faculty Exchange

The school/college shall be encouraged to have a faculty exchange program with other schools.

Section 5. Administration and Support

5.1 Personnel Qualifications and Performance

5.1.1 College/Department Administrators

The administration of the school/college of engineering/engineering technology shall provide academic governance and leadership to engineering and engineering technology programs by exerting efforts to achieve program educational objectives and program outcomes.

The school/college of engineering/engineering technology shall have a full-time dean, a full-time department or program head in each curricular/program area on reduced teaching loads, and a full-time assistant or associate dean, whenever needed, to adequately support the administrative functions of the dean.

5.1.1.1 Qualifications

The dean of the school/college of engineering/engineering technology shall:

- a. preferably be a Filipino citizen
- b. possess at least a master's degree and a bachelor's degree in engineering for a school/college of engineering and engineering technology; preferably in the fields/programs being offered by the school; at least a master's degree and a bachelor's degree in engineering technology for a school/college of



engineering technology; preferably in the fields/programs being offered by the school;

- c. preferably be a holder of doctorate degree in engineering or related field;
- d. have managerial competence or have a background of demonstrated service and competence in his/her previous field of endeavor (administration, teaching, and field experience);
- e. preferably have a prior academic administrative experience;
- f. be of reputable character; and
- g. be a registered engineer and holder of a valid professional license or a certified engineer, where applicable.

The qualifications for department or program head of an engineering/engineering technology program shall be defined in its program PSG.

5.1.1.2 Duties

All administrators shall provide leadership in the following:

- a. curriculum development and coordination of curricular offerings, textbook adoption, evaluation procedures, methodologies of instruction, departmental activities, and professional development for school personnel;
- b. recruitment, placement, and promotion of faculty members and administrative staff in the school/college of engineering/engineering technology;
- c. budgeting, allocation, and requisitions.

5.1.1.3 Teaching Load

The semestral academic workload of the dean and assistant or associate deans shall be defined by the HEI.

5.2 Organization

There shall be a governing body responsible for the formulation of general policies of the institution. A published organizational structure, which



specifies the lines of authority and responsibilities among administrative personnel, must be available.

5.3 Governance

5.3.1 Administrator-Faculty Involvement

5.3.1.1 The dean shall be involved in the formulation and implementation of an Institutional Development Plan for the school/college.

5.3.1.2 The faculty members shall be consulted and involved in the development and revision of the curriculum.

5.3.2 Student Services

The following student services programs must be available to the students and properly administered by the HEI. Provision of student services must comply with CMO No. 9, series of 2013 – Enhanced Policies and Guidelines on Student Affairs and Services.

5.3.2.1 Medical and Dental Care (diagnostic, first aid, preventive) Program

5.3.2.2 Support for Career Guidance and Job Placement

5.3.2.3 Support for Co-Curricular Activities

5.3.3 Policies for Selection and Retention

Each institution shall have a clear selection and retention policy.

5.3.3.1 Admission Requirements

a. Admission

The administration of the school/college of engineering/engineering technology shall require all students to meet the following entrance standards:

- i. Only Senior High School STEM Strand graduates are eligible for direct admission to the four-year BS in Engineering and Bachelor of Engineering Technology programs.
- ii. For non-STEM Strand graduates, the HEI shall provide a bridging program prior to admission to the four-year BS in Engineering and Bachelor of Engineering Technology programs.



- iii. The school may add other requirements to ensure that students are qualified for admission to any BS in Engineering and Bachelor of Engineering Technology program.

b. Graduation

Each student shall satisfy all requirements for graduation as provided by existing school and CHED rules and standards before being awarded a degree in a specific field of engineering/engineering technology education program.

5.3.3.2 Retention Policies

There shall be written retention policies being implemented by the school for both the students and faculties to maintain quality academic standards.

5.3.3.3 Transferees

Students who transfer to the school/college shall have their records evaluated so that subjects taken by the students in other institutions can be credited.

5.3.4 Publications

5.3.4.1 Course Catalog

The administration of each school/college of engineering/engineering technology shall publish a course catalog, which shall contain information that would fully inform the public of its policies, programs, and procedures. Such a catalog shall be updated at least once every five (5) years.

5.3.4.2 Class Schedule

The school/college of engineering/engineering technology shall publish a schedule of classes for student and faculty use prior to the enrolment period of each semester.

5.3.4.3 Staff Handbook

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

- a. employment requirements;
- b. employment benefits (such as salary, rank, fringe benefits, etc.);



- c. classrooms and laboratory teaching procedures and practices;
- d. available teaching resources;
- e. textbook selection procedures;
- f. procurement policies and procedures;
- g. promotion and retention policies; and
- h. evaluation policies and instruments.

5.3.4.4 Student Handbook

The administration of each school/college of engineering/engineering technology 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 engineering and engineering technology programs, the institution's vision and mission statements, its basic academic and disciplinary policies, rules and regulations, and the activities and services at the institution.

5.3.4.5 Faculty Manual and Roster

The administration of each school/college of engineering/engineering technology shall publish a current faculty directory or faculty roster that contains the institution's vision and mission statements, objectives, its basic academic and disciplinary policies, rules and regulations, faculty status, appointments and advancement in rank, duties and responsibilities of faculty members, and benefits and services for faculty members.

5.3.4.6 Administrative Manual

The administration shall publish a manual which contains information regarding the institution's incorporation and governing Board of Regents/Trustees and the roles and responsibilities of the officers of the institution.

5.3.4.7 Budget

The dean of engineering/engineering technology shall be informed about the amount of funds available for equipment acquisition, maintenance, repair, and supplies allocated to the school/college.

5.3.4.8 Procurement

There shall be written established procedures for the procurement of equipment, supplies, and services.



5.3.4.9 Policies and Regulations

Each engineering/engineering technology faculty member shall be provided with school policies and regulations, updated at least once every five (5) years.

5.3.5 Records

5.3.5.1 Enrolment

A record system of student enrolment by engineering/engineering technology program and enrolments for all classes and laboratory courses shall be maintained by the institution's administrative office.

5.3.5.2 Achievement

A permanent record system of student grades shall be maintained.

5.3.6 Sustainability

The administration should allow the school/college of engineering/engineering technology to undertake additional improvement of its human and material resources without relying solely on tuition fees. The methods that can be used for undertaking a sustainability program may be any of the following:

- 5.3.6.1 establishment of endowment funds;
- 5.3.6.2 scholarships donated for students or faculty;
- 5.3.6.3 outright gifts and grants given by alumni and friends;
- 5.3.6.4 donations from external funding institutions and the government;
- 5.3.6.5 donations in kind (books, journals, equipment, etc.);
- 5.3.6.6 matching grants;
- 5.3.6.7 sharing of expertise in the form of undertaking seminars, conferences, and lectures;
- 5.3.6.8 academe-industry programs which will help the school;
- 5.3.6.9 assistance of alumni and friends in soliciting aid from external sources; and
- 5.3.6.10 any other form of assistance to help the school upgrade itself.



5.4 Site and Buildings

5.4.1 Institutional Site and Buildings

The site and buildings must conform with CMO No. 40, series of 2008 – Manual of Regulation for Private Higher Education of 2008.

5.4.2 School/College Site and Buildings

5.4.2.1 Site

The site and size of the school/college of engineering/engineering technology shall be adequate to meet the needs of its present population and future expansion.

5.4.2.2 Adherence to the Codes

School buildings shall be designed and constructed in conformity with the provisions of the current National Building Code and the National Fire Code.

5.4.2.3 Office Space

- a. The school/college of engineering/engineering technology shall provide adequate office space for the administrators of the engineering/engineering technology program.
- b. The school/college of engineering/engineering technology shall provide and maintain faculty rooms and conference rooms.

5.4.3 Health and Safety

All classrooms and laboratories in the school/college of engineering/engineering technology shall be clean and properly maintained to meet public health and safety regulations.

5.4.3.1 Adequate custodial support services shall be provided to ensure that toilets, classrooms, and other facilities shall be kept clean and properly maintained to meet public health and safety regulations, and shall be free of obnoxious odors.

5.4.3.2 Physical education and recreational areas shall conform with all rules and regulations pertaining to safety and suitability.



- 5.4.3.3 All corridors shall be free of obstructions. Spaces under stairs shall not be used for storage of combustibles. All stairways shall have handrails and non-skid surfaces.
- 5.4.3.4 There shall be a working fire alarm and firefighting system.
- 5.4.3.5 Each instructional space shall be easily evacuated by all of its occupants within 60 seconds. All external and laboratory doors, except in corridors, shall open outward.

ARTICLE III NON-COMPLIANCE WITH STANDARDS

Section 6. Issuance of Renewal Permit

Upon denial of the application for recognition or for additional year level(s) due to non-compliance with the requirements, a renewal permit may be issued for one (1) academic year only.

Section 7. Recognized/Unrecognized Engineering/Engineering Technology Program

The curricular guidelines for Engineering/Engineering Technology Education shall be observed in the implementation of the requirements for recognized and unrecognized engineering/engineering technology programs.

Section 8. Offering of Program

An engineering/engineering technology program shall be offered under the school/college of engineering/engineering technology.

Section 9. Advertisement of Program

No announcement or advertisement shall be made of any engineering or engineering technology program until its authority to operate has been given by the CHED.



**ARTICLE IV
REPEALING CLAUSE**

Section 10. All issuances, including but not limited to CMO No. 25, series of 2005 and/or any part thereof inconsistent herewith, are deemed repealed or modified accordingly.

**ARTICLE V
EFFECTIVITY CLAUSE**

Section 11. This CMO shall take effect starting Academic Year 2018-2019.

Quezon City, Philippines December 4, 2017.

For the Commission:



PATRICIA B. LICUANAN, Ph.D.
Chairperson

