

UNIVERSITY OF THE PHILIPPINES BAGUIO
COLLEGE OF SOCIAL SCIENCES
INSTITUTE OF MANAGEMENT



Bachelor of Science in Management Economics
Student Handbook
2021

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Front Cover

The chain of ubiquitous *sari-sari* stalls captures the vibrancy of neighborhood stores and portrays the reliable cash or credit retail of a variety of goods and services in *tingi*. The unsigned painting is from the collection of the University of the Philippines Baguio.

Table of Contents

UP's Philosophy of Education and Ideal Graduate Attributes	1
UP Baguio Vision and Mission	1
College of Social Sciences Mission	1
Institute of Management Vision-Mission	2
Program Learning Outcomes	2
Program of Study	3
General Education Courses	3
Business Administration Courses	4
Economics Courses	5
Integrating Courses	6
Other Required Courses	7
PE and NSTP Requirements	7
Content and Structure	9
Program Checklist	11
Flowchart of Courses	12
Information on Admission	13
Classification of Students	13
Admission	13
Beginning Freshmen	13
UP College Admission Test (UPCAT)	13
Deferment of Enrolment	13
Cross Registration	14
Within the University	14
Additional UP Baguio Policies on Cross-registration	14
From another Institution	14
To Another Institution	14
Course and Program Policies	14
Academic Year	14
Course Numbering	14
Course Selection Code	14
Credit Unit	14
Academic Load	15
Language Policy	15
Waiver of Prerequisite	15
Dropping of Courses	15
Substitution of Courses	15
Attendance	15
Grading System	16
Clearing of Grades of "Incomplete" or "4"	16
Change of Grades	16
Leave of Absence	17
Maximum Residency Rule	17
Readmission	17
Honorable Dismissal	17
BS Management Economics Retention Policy	17
UP Baguio Rules on Scholastic Delinquency for Undergraduate Students	18
Floating Status	18
Rules on Scholastic Delinquency Flowchart	19
Graduation Requirement	19
Honorific Academic Awards	20
Commencement Exercises	21
Transcripts	21
Faculty	21
Approved Checklist	23
Student Retention Monitoring Form	24
Student Progress Monitoring Form	25



UNIVERSITY OF THE PHILIPPINES BAGUIO

BS MANAGEMENT ECONOMICS PROGRAM STUDENT HANDBOOK

UP's PHILOSOPHY OF EDUCATION AND IDEAL GRADUATE ATTRIBUTES

A UP education seeks to produce graduates with an abiding sense of responsibility to their people and nation, the skills and mindset to improve human life, and a commitment to the freedom and welfare of all.

Aside from mastery of knowledge in their specific disciplines, UP graduates must possess breadth of mind, strength of character, and generosity of spirit, fostered by a firm grounding in both the arts and sciences, and such specialist courses as their programs may require.

They must be prepared to inclusively engage with society and the world at large, mindful of their people's needs and capabilities, and keen to the challenges and opportunities of national development in this century of rapid global change.

UP aims to achieve this through the General Education program, one that develops mind, body, and spirit, which familiarizes all its students with their culture and history and fosters a sense of shared citizenship while equipping them with critical thinking, discernment and technical skills they will need to excel in their chosen professions.

UP BAGUIO VISION

As a constituent of the University of the Philippines System, UP Baguio will sustain its lead position in the delivery of tertiary education in the north.

UP Baguio will continue to nurture and develop innovative programs in the arts and sciences.

UP Baguio will also continue to develop the niche it has created over the past decade in Cordillera Studies.

UP BAGUIO MISSION

UP Baguio's mission, therefore, as a unit of the UP system and as the leading institution of higher learning in Northern Luzon, is to spearhead the offering of the highest standard of education and to contribute to the overall upgrading of the quality of instruction in the region.

UP Baguio seeks to create an impact by informing its programs with a regional perspective, at the same time that these are informed by a national and global outlook.

COLLEGE OF SOCIAL SCIENCES MISSION

The mission of the College of Social Sciences (CSS) is to offer multi-disciplinary undergraduate and graduate programs in the social sciences. These programs are guided by the faculty's mission to offer a socially-committed social science education that:

1. Produces graduates who are not passive receptors of knowledge, but informed and competent agents of social change. Their knowledge and capacities, therefore, are directed outward to the actual life of communities proceeding from the critical life of their disciplines;
2. Addresses the social development needs of peripheral communities that the regional unit serves by providing a counterpoint to the centralized, standardized, and often fragmentary understanding of development;
3. While grounded on the scientific study of society, is tempered by a consciousness of the many ways that our personal and disciplinary biases can overlap with the process of producing knowledge; and,
4. Expands the opportunities for exercising human freedom.

INSTITUTE OF MANAGEMENT VISION-MISSION

The Institute of Management, in maintaining itself as the premier professional management education center in Northern Luzon, nurturing competent and flexible professionals dedicated to:

1. develop and enrich a responsive, updated and relevant curriculum;
2. attract and maintain a pool of qualified and competent academic and support staff;
3. pursue a selective process of student admission;
4. provide facilities conducive to learning; and
5. conduct research and public service.

PROGRAM LEARNING OUTCOMES

The Bachelor of Science in Management Economics (BSME) program provides knowledge and training in business management that is anchored on conceptual foundations developed in the field of economics. The program is envisioned to respond to the growing needs of Northern Luzon for managerial skill and expertise with solid grounding in economics.

Students of the program shall learn the skills for effective business practices adapted to a prevailing context, but responsive to change and conducive to innovation. In addition to learning about the fundamental business management areas of operations, marketing, finance, and human resources, the program covers macro- and micro-economic tools of analysis for management and decision making. Equipped with these tools and with the knowledge on how to wield them with flexibility, the student is prepared to analyze business operations and the economic situation of an organization, an industry, and the country. The student shall not only be trained in managerial decision making and economic theory, but shall also acquire an understanding of the political and socio-cultural context of organizations. The program shall respond to the demand for business practitioners with a more holistic perspective in decision making and business operations, preparing students for careers in professional management, corporate planning, technical analysis, and industry analysis.

The program shall also hone the student's research skills, not often given importance in undergraduate programs in management and business-related courses. The advantage of the program is the

combination of theory and application from business and economics courses as well as research training. The inclusion of a thesis requirement, business practice, and several courses developing research skills will not only equip the student to perform research functions in the context of business enterprises but also to prepare them to pursue graduate studies in business management or economics.

In this account, the BSME program is designed to achieve the following learning outcomes for its graduates:

PLO 1: Demonstrate critical and creative thinking to personal and professional life;

PLO 2: Analyze fundamental management functions grounded in economic theory;

PLO 3: Apply business and economics theory in organizations and industry through case studies, projects and research;

PLO 4: Integrate strategic management in social innovation and business inclusion;

PLO 5: Develop lifelong learning and ethical practices.

PROGRAM OF STUDY

The program requires 137 units, consisting of 42 units of business administration courses, 27 units of economics, and 21 units of integrating courses of business administration, economics and management economics. The program requires 36 units of General Education courses and 11 units of other required courses.

GENERAL EDUCATION	36 units
Arts 1, Comm 10, Wika 1, AH Elective, Ethics 1, SAS 1, Hist I/Kas 1, SSP Elective, Science 10, Science 11, STS 1, NSM Elective	
BUSINESS ADMINISTRATION	42 units
Accounting 1 BA 101, 105, 115, 141, 142, 151, 152, 161, 162, 170, 180.1; Any 2 BA electives from BA 107, 145, 172, 173,181, 192, 198	
ECONOMICS	27 units
Econ 101, 102, 106, 121, 131, 141; Any 2 Econ electives from Econ 151, 171, 181, 191, 194, 198	
INTEGRATING COURSES	21 units
BA 190, 199 Econ 161 Mgt Econ 143, 199.1, 199.2, 200,	
OTHER REQUIRED COURSES	11 units
Math 100, Soc Sci 101, P.I. 100	
TOTAL	137 units

GENERAL EDUCATION COURSES (36 units)

The University of the Philippines General Education (GE) Program is a basic general education or liberal arts program which makes up the first two years of a baccalaureate curriculum. In general, it aims to provide students grounding in the arts and sciences. Liberal arts education makes UP student a well-rounded person, ready for lifelong learning skills. The objectives of the GE program are to: broaden intellectual and cultural horizons; hone critical and creative thinking; develop a passion for learning and scholarship; cultivate a high sense of intellectual and moral integrity; and, foster commitment to nationalism and social justice. The methods shall be learning-centered, making appropriate use of learning resources and technologies to develop critical, creative and reflective thinking skills; and adopt an interdisciplinary pedagogy. The UP GE program hopes to achieve the following competencies: oral and written communication skills; independent and critical thinking; and, creative thinking. The UP GE courses fall under three domains: Arts and Humanities (AH); Social Sciences and Philosophy (SSP); and, Natural Science and Mathematics (NSM).

Arts and Humanities Domain

Core Courses (9 Units Required)

Arts 1 Critical Perspectives in the Arts. A critical study of the experience, language, and the context of art. 3u.

Communication 10 Critical Perspectives in Communication. Theories and frameworks of communication in various contexts. 3u.

Wika 1 Wika, Kultura at Lipunan. Pagsusuri sa ugnayan ng wika, kultura at lipunan. 3u.

Elective Courses (3 Units Required)

PhilArts 1 Philippine Arts and Culture. Approaches to Philippine Arts and Culture. 3u.

Media Studies 11 Reading Media. Critical approaches to the mass media; the ideological,

political, economic, and cultural aspects of the media; strategies in reading media as texts. 3u.

Social Sciences and Philosophy Domain

Core Courses (9 Units Required)

Ethics 1 Ethics and Moral Reasoning in Everyday Life. The nature and development, sources and frameworks of ethics and moral reasoning and their application to various issues and contexts. 3u.

SAS 1 Self and Society. Understanding the self by examining the interaction of biological, psychological and socio-cultural dimensions and appreciating human agency and the emergence of the self in different social contexts. 3u.

(Students to choose either Kas 1 or History I)

Kas 1 Kasaysayan ng Pilipinas. Ang pampulitika, pang-ekonomya, panlipunan, at pangkalinangang pagsulong ng Pilipinas. 3u.

History I Philippine History. The political, economic, social & cultural development of the Philippines. 3u.

Elective Courses (3 Units Required)

History 3 History of Philippine Ethnic Minorities. An introduction to the history, society and institutions of Philippine Ethnic Minorities. 3u.

Philosophy 27 Philosophizing on Being Human. Various philosophical notions and interpretations of human identity and the human condition. (Preferred year level: 2nd year and above). 3u.

Social Science 30 Notions of Justice. Various notions of justice, its elements, applications and critique. (Preferred year level: 2nd year and above). 3u.

Natural Sciences and Mathematics Domain

Core Courses (9 Units Required)

Science 10 Probing the Physical World. Understanding the origin of the universe, synthesis of the elements, formation of the earth and the various critical issues affecting our world view and our planet through the methods and interconnected concepts of the physical sciences. 3u.

Science 11 Living Systems: Concepts and Dynamics. Principles, interactions, and contemporary issues concerning living systems. 3u.

STS 1 Science, Technology and Society. Analyses of the past, present and future of science and technology in society (including their nature, scope, role and function) and the social, cultural, political, economic and environmental factors affecting the development of science and technology, with emphasis on the Philippine setting. 3u.

Elective Courses (3 units required)

Math 10 Mathematics, Culture and Society. Appreciation of the beauty and power of mathematics through the examination of its nature, development, utility, and relationship with culture and society. 3u.

BUSINESS ADMINISTRATION COURSES (42 units)

Required Business Administration Courses (36 units)

Accounting 1 Introduction to Financial Accounting. Accounting concepts & principles applied to service, merchandising & manufacturing operations; partnerships & corporations; the analysis, interpretation & uses of accounting data for management. Prereq: SYS. 3u.

BA 101 Introduction to Business Management. Principles & practices in business management; an overview of the functional areas of business; an introduction to case-problem solving. Prereq: JS; JS, COI (for non-BSME students). 3u.

BA 105 Operations Management. Introduction to the strategic & tactical decisions in manufacturing & service operations. Prereq: BA 101. 3u.

BA 115 Management Accounting. Uses of accounting information for managerial planning & control. Prereq: Accounting 1. 3u.

BA 141 Business Finance I. Introduction to principles governing financial management of business enterprises with emphasis on short-range planning & management of working capital. Prereq: Accounting 1. 3u.

BA 142 Business Finance II. Long-range planning & management of the long-term financial position of a business organization; recapitalization & liquidation. Prereq: BA 115. 3u.

BA 151 Human Behavior in Organizations. The concepts & principles of behavior in business organizations. Prereq: JS; JS, COI (for non-BSME students). 3u.

BA 152 Human Resources Management. Basic principles & frameworks in the management of acquisition, development & movement of human resources in organizations. Prereq: BA 101, 151. 3u.

BA 161 Law on Business Transactions. The Constitution, Obligations & Contracts, sales, quasidelicts, damages, lease, all special laws including presidential decrees & administrative regulations pertinent thereto. 3u.

BA 162 Law on Business Organizations. Agency, single proprietorships, partnerships, corporations, conglomerates, joint ventures, multinationals, securities act, insolvency law, civil code provisions on orders of preference and concurrence of credits, licensing of foreign corporations and cooperatives, and pertinent laws, rules and regulations administered by the Securities and Exchange Commission, Board of Investment, Central Bank, Board of Domestic Trade and other government agencies. Prereq: BA 161/ COI. 3u.

BA 170 Marketing Management. Principles, practices & development of integrated marketing programs. Prereq: BA 101. 3u.

BA 180.1 Information Technology in Business I. Information & communication technology concepts & tools; business process applications of software packages. Prereq: SYS. 3h (2 lec, 1 lab). 3u.

Business Administration Electives (any two of the following to total 6 units)

BA 107 Management of Technology. Effective management of technological advances especially planning & control for the benefit of the firm & society. Prereq: BA 105. 3u.

BA 145 Investments. Principles & practice with special emphasis on the evaluation of project studies, security analysis & the establishment of standards for the selection of industry, issue & security. Prereq: Econ 121, SS. 3u.

BA 172 Marketing Communication. Planning, managing & evaluating the communication mix-advertising, sales promotion, packaging, public relations & personal selling. Prereq: BA 170. 3u.

BA 173 Consumer Behavior. Psychological, economic, anthropological and sociological perspectives in understanding the consumer and in designing marketing programs. Prereq: BA 170. 3u.

BA 181 Management Science I. Analysis and solution of management problems; deterministic models such as linear and integer programming, transportation, assignment, inventory management, and project management models. Prereq: Math 100, Soc Sci 101. 3u.

BA 192 Entrepreneurship. Principles, problems, & practical aspects of entrepreneurship & intrapreneurship; innovation & new business formations in start-up or corporate settings. Prereq: JS. 3u.

BA 198 Special Topics in Business Administration. Special topics in the field of business administration. 1-3u., may be taken for credit more than once.

ECONOMICS COURSES (27 units)

Required Economics Courses (21 units)

Econ 101 Macroeconomics. National income accounting; consumption & investment decisions; income and employment determination; monetary and fiscal policies; international policy; growth. 4u.

Econ 102 Microeconomics. Demand and supply; price determination in competitive markets; income distribution; general equilibrium and welfare. 4u.

Econ 106 Elements of Mathematical Economics. Mathematical approaches to elementary economic theory. Prereq: Econ 101, 102; Math 100. 3u.

Econ 121 Monetary Economics. Nature and role of money; banks and other financial intermediaries;

central banking and banking regulations; open economy issues; efficient markets theory; development finance. Prereq: Econ 101, 102. 3u.

Econ 131 Introduction to Quantitative Economics Representation of economic phenomena in terms of elementary mathematical and statistical models. Prereq: Econ 101, 102; Math 100; Soc Sci 101. 4 u.

Econ 141 International Economics. International trade and finance; commercial policy and the macroeconomics of an open economy. Prereq: Econ 101, 102. 3u.

Economics Electives (any two of the following to total 6 units)

Econ 151 Public Economics. Market failure; collective choice; theory of government expenditures and taxation. Prereq: Econ 101, 102. 3u.

Econ 171 Economics of Agriculture. Agriculture in strategies for economic development; economics of rural institutions; analysis of agricultural policy. Prereq: Econ 101, 102. 3u.

Econ 181 Labor Economics. Determinants of wage levels and wage structure; employment; non-wage aspects of employment; aspects of human capital theory. Prereq: Econ 101, 102. 3u.

Econ 191 Development Economics. Theories and problems of economic development; survey of the development experience in low-income and high-income countries. Prereq: Econ 101, 102. 3u.

Econ 194 Economic Anthropology. Conceptual and empirical features of traditional economies, their place in the social system, and their responses to the spread of monetary and industrial economy from the perspective of economics. Prereq: Econ 101, 102. 3u.

Econ 198 Special Topics in Economics. Prereq: Econ 101, 102. 3u. May be taken twice provided the topics are not identical.

INTEGRATING COURSES (21 units)

The integrating courses demonstrate the complementation of both management and economics in the analysis of many real-world situations that affect business. Global and local events have shown that business survival does not only depend on sound internal management but also on how business copes with economic forces. The ability to identify fundamental trends and critical factors in business in the context of rapid changes in national as well as global environments is a skill that the student of this program is expected to acquire.

BA 190 Strategic Management. An integrated approach to decision making viewed from a top management perspective; discussion of comprehensive problems of organization. Prereq: BA 105, 141, 170. 3u.

BA 199 Business Practice. Supervised field work or internship. Prereq: JS. 3u.

Econ 161 Industrial Organization. Firm and industry behavior under different market conditions; public policies toward business. Prereq: Econ 101, 102. 3u.

Mgt Econ 143 Managerial Economics. The application of fundamental economic tools of analysis in management. Prereq: BA 101, Econ 101, 102. 3u.

Mgt Econ 199.1 Methods for Management Economics Research I. Concepts, principles and processes of research as applied to management economics and formulation of research framework. Prereq: JS. 3u.

Mgt Econ 199.2 Methods for Management Economics Research II. Formulation of research design and application of select methods in management economics research. Prereq: SS. 3u.

Mgt Econ 200 Thesis. Prereq: Mgt Econ 199.2, SS. 3u.

OTHER REQUIRED COURSES (11 units)

Math 100 Introduction to Calculus. Limits; derivatives; integrals; applications. Prereq: Math 17/COI. 4u.

Social Science 101 Fundamental Statistics for the Social Sciences. Basic statistical concepts & tools for social science measurements. 4u.

Philippine Institutions 100 The Life & Works of Rizal. The significance of the life & writings of Rizal in the life of the Filipino people. Prereq: JS. 3u.

PE AND NSTP REQUIREMENTS

PE Requirements

Basic Physical Education is a prerequisite for graduation. All students should comply with this requirement during their freshman and sophomore years.

Eight units of PE are required of all undergraduates, except for the following:

1. Students who hold the Associate in Arts or Bachelor's degree;
2. Those who are 30 years old or more;
3. Veterans of the armed forces, navy or air force;
4. Those who have served on a full-time basis for at least 2 years in the armed forces, navy, or air force.

The required PE courses are PE 1 and any three courses classified as PE 2, 3, or 4, provided the PE 2 or 3 courses are for different activities.

- PE 1 Foundation of Physical Fitness
- PE 2 Physical education activities (beginners)
- PE 3 Physical education activities (advanced)
- PE 4 Physical education exclusively for varsity athletes

Physical Education Proficiency Examination

The Human Kinetics Program administers the Physical Education Proficiency Examination (PEPE) to enable students who are able to demonstrate knowledge and skills for a particular activity and earn advanced credits by undergoing an examination. The

PEPE consists of a physical (skills test) and mental (written) test about a specific sport or dance course. It is administered by a faculty or group of faculty whose field of specialization includes the said course. Students must pass both the skills and written components of the PEPE. Successful examinees earn a credit of (2) units equivalent to one P.E. 2 course.

PEPE is also for the benefit of entering freshmen who had good/ excellent PE programs in high school. It is a way of decreasing the number of students wanting to get into a PE class to free more slots for enlistment by those who really want to learn a new physical activity. The PEPE may also be taken by graduating students who need to complete their PE requirements without having to go to class the whole semester.

There are two kinds of PEPE- the regular PEPE for non-graduating students and the special PEPE. In the regular PEPE, once a student passes the exam, the PE course will be credited during the following semester.

The special PEPE, on the other hand, is taken only by graduating students and their PE subject is therefore credited during the semester. Courses for which a PEPE is done are given a mark of "Pass" grade. Failure to successfully accomplish the PEPE will not be indicated in the student's transcript of record.

NSTP Guidelines

The National Service Training Program (NSTP) was created by a virtue of RA 9163 which was passed by the House of Representatives and the Senate on December 19, 2001 and the implementation commenced in the school year of 2002-2003. It is a "program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of services and patriotism while undergoing training in any of its three (3) program components. Its various components are especially designed to enhance the youth's active contribution to the general welfare."

The NSTP of UP Baguio aims to achieve the following goals:

- For students to develop an appreciation for their ability to become agents of change;

- For the students to be able to develop the knowledge, skills, and attitudes about the Cordillera as (a) major watershed cradle for NL; (b) home to diverse indigenous communities; and (c) a national resource base, facing various threats and challenges;
- For the NSTP Program to be a vehicle for UPB to respond to community-defined problems that match UP Baguio's expertise towards long-term impact in communities that UP Baguio serves; and
- For NSTP to complement the existing advocacies of UP Baguio.

These goals are consistent with the spirit of the NSTP Law, the mandate of the University of the Philippines as a Service University, and the institutional goals of UP Baguio as a constituent unit of UP in northern Luzon. (*NSTP Revisioning Workshop 2014*)

National Service Training Program (NSTP) is part of the curricula of all baccalaureate degrees and is a requisite for graduation. All students, male and female are required to complete one (1) of the NSTP components as requisite for graduation. UPB students can choose from among the following three components:

- "Literacy Training Service" is a program designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth, and other segments of society in need of their service.
- "Civic Welfare Training Service" refers to program or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those developed to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.
- "Reserve Officers' Training Corps (ROTC) is a program designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness.

The NSTP syllabus is composed of common & specific modules. All students first take the common modules which cover about 25 hours of the first semester, after which they may choose from either of the three components: the LTS, CWTS or the ROTC which each have specific modules.

Each of the aforementioned NSTP program components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester, for fifty-four (54) to ninety (90) training hours per semester. In practice, all UPB students are encouraged to enroll & finish their NSTP requirements in their sophomore (2nd) year.

Earned NSTP units shall not be included in the computation of Grade Point Average (GPA) grades of college graduating students. Fees for the NSTP covers only basic tuition fees, which is not more than fifty percent (50%) of what is currently charged by school per unit. All enrolled NSTP students are covered by a group insurance for health and accident.

RA 9163 states that a National Service Reserve Corps is to be composed of the graduates of the non- ROTC components. Members of this Corps may be tapped by the State for literacy and civic welfare activities through the joint effort of the DND, CHED, and TESDA. Graduates of the ROTC shall form part of the Citizens Armed Forces, pursuant to Republic Act No. 7077.

BS MANAGEMENT ECONOMICS PROGRAM CONTENT AND STRUCTURE

Business Administration (42 units)

Required Courses	Course Title	36 units	Pre-requisite(s)
Accounting I	Introduction to Financial Accounting	3	SYS (Second Year Standing)
BA 101	Introduction to Business Management	3	
BA 105	Operations Management	3	BA 101
BA 115	Management Accounting	3	Accounting 1
BA 141	Business Finance I	3	Accounting 1
BA 142	Business Finance II	3	BA 115
BA 151	Human Behavior in Organizations	3	JS; JS, COI (for non-BSME students)
BA 152	Human Resources Management	3	BA 101, BA 151
BA 161	Law on Business Transactions	3	
BA 162	Law on Business Organizations	3	BA 161/COD
BA 170	Marketing Management	3	BA 101
BA 180.1	Information Technology in Business I	3	SYS
Electives	Any two (2) of the following:	6 units	
BA 107	Management of Technology	3	BA 105
BA 145	Investments	3	Econ 121, SS
BA 172	Marketing Communication	3	BA 170
BA 173	Consumer Behavior	3	BA 170
BA 181	Management Science I	3	Math 100, Soc Sci 101
BA 192	Entrepreneurship	3	JS
BA 198	Special Topics in Business Administration	1-3	

Economics (27 units)

Required Courses	Course Title	21 units	Pre-requisite(s)
Econ 101	Macroeconomics	4	
Econ 102	Microeconomics	4	
Econ 106	Elements of Mathematical Economics	3	Econ 101, 102, Math 100
Econ 121	Monetary Economics	3	Econ 101, 102
Econ 131	Introduction to Quantitative Economics	4	Econ 101, 102, Math 100, Soc Sci 101
Econ 141	International Economics	3	Econ 101, 102
Electives	Any two of the following:	6 units	
Econ 151	Public Economics	3	Econ 101, 102
Econ 171	Economics of Agriculture	3	Econ 101, 102
Econ 181	Labor Economics	3	Econ 101, 102
Econ 191	Development Economics	3	Econ 101, 102
Econ 194	Economic Anthropology	3	Econ 101, 102
Econ 198	Special Topics in Economics	3	Econ 101, 102

Integrating Courses (21 units)

Required Courses	Course Title	21 units	Pre-requisite(s)
BA 190	Strategic Management	3	BA 105, 141, 170
BA 199	Business Practice	3	JS
Econ 161	Industrial Organization	3	Econ 101, 102
Mgt Econ 143	Managerial Economics	3	BA 101, Econ 101, 102
Mgt Econ 199.1	Methods for Management Economics Research I	3	JS
Mgt Econ 199.2	Methods for Management Economics Research II	3	SS
Mgt Econ 200	Thesis	3	Mgt Econ 199.2, SS

General Education Courses (36 units)

Domains	36 units
Arts and Humanities	12
Social Sciences and Philosophy	12
Natural Sciences and Mathematics	12

Other Required Courses (11 units)

Other Required Courses	Course Title	11 units	Prerequisites
Math 100	Introduction to Calculus	4	Math 17/COI
Social Science 101	Fundamental Statistics for the Social Sciences	4	
P.I. 100	The Life and Works of Rizal	3	JS

BS MANAGEMENT ECONOMICS PROGRAM CHECKLIST

First Year			
First Semester	Units	Second Semester	Units
GE 1 AH I (Wika 1)	3	GE 6 SSP III (Ethics 1)	3
GE 2 AH II (Comm 10)	3	GE 7 SSP IV (Elective)	3
GE 3 NSM I (Science 10)	3	GE 8 NSM II (Science 11)	3
GE 4 SSP I (Hist I/Kas 1)	3	BA 101	3
GE 5 SSP II (SAS 1)	3	Math 100	4
P.E. 1	(2)	P.E. 2**	(2)
Total	15	Total	16

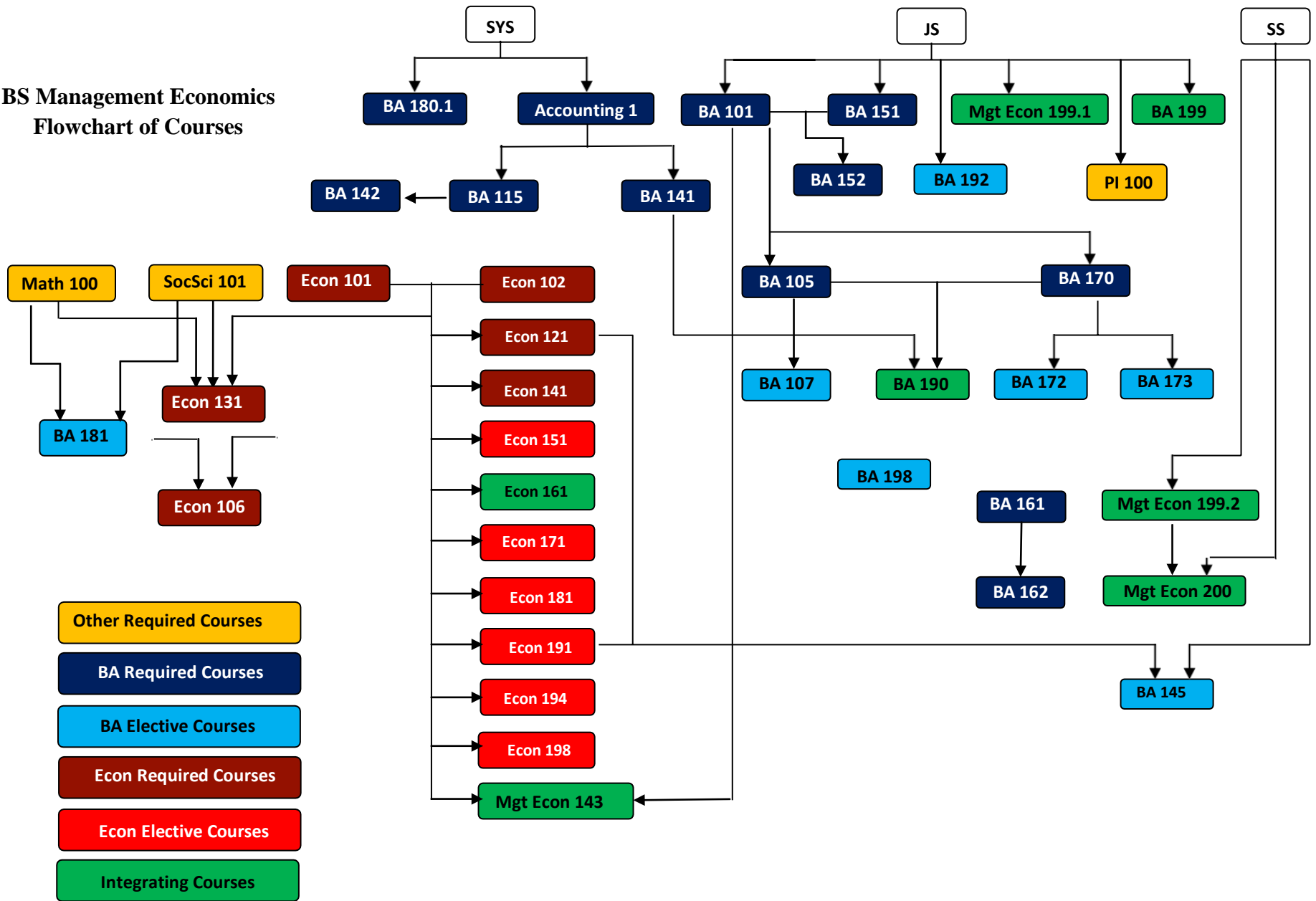
Second Year			
First Semester	Units	Second Semester	Units
GE 9 AH III (Arts 1)	3	GE 11 AH IV (Elective)	3
GE 10 NSM III (STS 1)	3	GE 12 NSM IV (Elective)	3
Accounting 1	3	BA 115	3
BA 151	3	BA 141	3
BA180.1	3	BA 152	3
Econ 101	4	Econ 102	4
P.E. 2**	(2)	P.E. 2**	(2)
NSTP 1	(3)	NSTP 2	(3)
Total	19	Total	19

Third Year			
First Semester	Units	Second Semester	Units
BA 142	3	BA 105	3
BA 170	3	BA 161	3
Econ 106	3	Mgt Econ 143	3
Econ 121	3	Mgt Econ 199.1	3
Econ 161	3	Econ 131	4
Soc Sci 101	4	Econ 141	3
Total	19	Total	19
		Midyear Term	Units
		BA 199	3
		Total	3

Fourth Year			
First Semester	Units	Second Semester	Units
BA 162	3	BA Elective 2	3
BA 190	3	Econ Elective 2	3
BA Elective 1	3	P.I. 100	3
Econ Elective 1	3	Mgt Econ 200	3
Mgt Econ 199.2	3		
Total	15	Total	12

**PE 2 should be taken in different events.

**BS Management Economics
Flowchart of Courses**



INFORMATION on ADMISSION

Classification of Students

Undergraduate and graduate students are designated as regular and non-regular. Regular undergraduate students follow organized programs of study and comply with requirements which lead to the bachelor's degree or undergraduate diploma/certificate. They carry the full semestral load called for by their respective curricula, and for registration and classification purposes are divided generally into freshmen, sophomores, juniors, and seniors.

Non-regular students are: (1) non-degree students, with credits; (2) non-majors, with credits; (3) cross-registrants, with credits; or (4) special students, without credit.

Admission

The BS Management Economics program admits UPCAT qualifiers during the 1st semester of the academic year. Transfer students and UP Baguio students who would like to shift to the BSME program shall be governed by existing University/College rules and regulations.

No student shall be denied admission to the University by reason of age, sex, nationality, religious belief, or political affiliation.

Every applicant for admission shall undergo a thorough health examination. No person shall be admitted to this University who is found by the University Health Service to be suffering from dangerous, communicable, contagious, or infectious disease or who is physically unfit to take courses in any college of the University.

Every student shall, upon admission, sign the following pledge: "In consideration of my admission to the University of the Philippines and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and in the college or school in which I am enrolled." Refusal to take this pledge or violation of its terms shall be sufficient cause for denial of admission or summary dismissal.

No person who has not duly matriculated may be admitted to the classes. In exceptional cases, the University Registrar may, on recommendation of the Dean concerned, authorize the admission of a visitor to a class for not more than five sessions.

Beginning Freshmen

Graduates of accredited high schools may be admitted as freshmen on the basis of their (1) performance in the UP College Admission Test (UPCAT), (2) weighted average in the first three years of high school, and (3) choice of UP campus and the quota for specific courses/colleges set by the University.

UP College Admission Test (UPCAT)

The UPCAT is a 4-hour examination consisting of sub-tests in language proficiency, reading comprehension, mathematics and science. It is administered in English and Filipino.

All freshman applicants are required to take the UPCAT, including honor graduates, recipients of scholarships (public and private), and Filipino and foreign graduates of secondary schools abroad. The only exceptions to this rule are applicants for admission into the pre-baccalaureate certificate or diploma programs. There are also courses which require students to pass a talent test.

Eligible to take the UPCAT are:

1. Students of DepEd-accredited high schools who have not taken the UPCAT previously and are senior high school (i.e. Grade 12) expecting to graduate at the end of the school year; or high school graduates who have not taken and/or are not taking any college subject;
2. Those declared eligible for admission to college *after* taking the Philippine Educational Placement Test (PEPT).

In both 1 and 2 above, the applicants must have final grades corresponding to the First, Second, and Third Year of the 4-year secondary school curriculum in DepEd-accredited high schools (or grades 9, 10 and 11 for international/foreign and similar schools.)

The UPCAT is usually administered on the first weekend of August in Diliman, Quezon City, and in other test centers all over the country.

Deferment of Enrollment

A qualified freshman applicant who for a valid reason cannot enroll during the semester originally applied for may apply for deferment of enrollment to the next succeeding semester by writing to the University Registrar. Such applicant must not take any academic college subject prior to enrollment in the University. The maximum period allowed by the University for deferment of enrollment is one year.

CROSS-REGISTRATION

Within the University

A student who wants to register in another UP campus must fill out the cross-registration form. The total number of units of credit for which students may register in another campus in this university should not exceed the maximum allowed by the rules on academic load.

Full cross-registration in any other UP campus shall be allowed only when a graduating student that particular semester needs required subject/s which is/are not offered in the student's mother campus or health reasons necessitating prolonged medical treatment.

NOTE: Units earned as cross-registrant in another UP campus are not counted towards the 30-unit requirement for admission as a transfer student to other UP campuses. Freshmen are not allowed to cross-register.

Additional UP Baguio Policies on Cross-registration

1. A student may cross-register only for a maximum of two semesters (excluding summer).
2. He/she must be in good standing during the semester immediately preceding his/her cross-enrollment.
3. He/she must not have been subject to any disciplinary action.

From Another Institution

Students who are registered in another institution and who wish to cross-register in UP must present a permit from their Dean or Registrar. The permit should state, in writing, the total number of units for which the student is to be registered and the subjects that he/she is authorized to take in the University.

To Another Institution

The University gives no credit for any course taken by any of its students in any other institution unless the taking of such course was authorized by the Chancellor. Such cross-registration may be authorized if the student is graduating and the course necessary for his/her graduation is not offered in UP in that particular semester. This written authorization is to be recorded by the University Registrar and should specify the subjects authorized. Courses taken outside the University under these rules need not be validated.

COURSE and PROGRAM POLICIES

Academic Year

The Academic Year is divided into two semesters of at least 16 weeks each, exclusive of registration and final examination periods. A midyear of 6 weeks follows the second semester.

Course Numbering

In general, courses in the lower division (freshman and sophomore years) are numbered 1 to 99; courses in the upper division (junior and senior years) are numbered 100 to 200; and graduate courses are numbered 201 to 400. Courses numbered 301 and above are generally courses in the doctoral program.

Course Section Code

Regular classes are from Tuesdays to Fridays. The following code guides the assignment of course sections. For example, if there are three classes in BA 101 with the same day (WF) and time slot (1:30 – 3:00), the section codes will be denoted as P1, P2 and P3, respectively.

<i>Days/Time</i>	<i>Section</i>
Wednesday and Friday	
7:30 – 9:00 am	A
9:00 – 10:30	B
10:30 – 12:00 nn	C
12:00 – 1:30 pm	D
1:30 – 3:00	P
3:00 – 4:30	Q
4:30 – 6:00	R
6:00 – 7:30	S
Tuesday and Thursday	
7:30 – 9:00 am	E
9:00 – 10:30	F
10:30 – 12:00 nn	G
12:00 – 1:30 pm	H
1:30 – 3:00	X
3:00 – 4:30	Y
4:30 – 6:00	Z
6:00 – 7:30	ZZ

Credit Unit

The unit of credit is the semester hour. Most classes taught at the University meet 3 hours a week; these classes carry 48 clock hours of instruction and 3 units of credit.

Each unit of credit is at least 16 semester-hours of instruction in the form of lecture, discussion, seminar, tutorial or recitation or any combination of these forms.

Academic Load

For undergraduate students the academic load is a maximum of 18 non-laboratory units, or 21 units including laboratory, except in courses where the normal semestral load is more than 18 units. However, graduating students with very good academic record may be permitted to carry heavier load in their last year. During the midyear term, the normal load is 6 units, but in justifiable cases the Dean may allow up to 9 units.

Language Policy

The UP Language Policy provides for the development and use of the Filipino language while maintaining English as a global lingua franca. The Policy states that Filipino shall be the medium of instruction in the University at the undergraduate level, within a reasonable time-frame or transition period. Graduate courses of study shall be in English, though there could very well be graduate courses of study in which the medium of instruction is Filipino. English shall be maintained as the primary international language in the University to serve as its chief medium of access to the world's intellectual discourse. [1021st BOR meeting, May 29, 1989]

Waiver of Prerequisites

Courses approved by the University Council as prerequisites to other courses may not be waived.

However, in meritorious cases, a student who has previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enroll and attend the latter course for credit, without having passed or earned credit for the prerequisite course.

No permission shall be granted except upon application by the student. The application shall be accompanied by a certification that the student had fully attended the prerequisite course from the student's instructor in said course. The application, furthermore, shall be accompanied by a certification from the Director for Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed on him. Each college or school shall be authorized to grant the permission, and shall act through a Dean's committee which shall determine the merit of the application, said committee to include the College Secretary.

The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.

The permission which may be granted under these rules does not apply to courses in the General Education Program.

Dropping of Courses

A student may, with the consent of his/her instructor and the Dean, drop a subject by filling out the prescribed UP Form 26 before 3/4 of the hours prescribed for the semester have lapsed, and not later. Any student who drops a course without the approval of the Dean shall have his/her registration privileges curtailed or entirely withdrawn. If a subject is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either "Passing" or "Failing" solely for administrative guidance.

Substitution of Courses

Every substitution of subjects must be based on at least one of the following:

1. when a student's curriculum has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
2. when there is conflict of hours between two required subjects; or
3. when the required subject is not offered during the semester the student needs it.

Every Substitution

1. must involve subjects within the same department; if not, the two subjects concerned must be allied to each other;
2. must be between subjects in which the subject substituted carries a number of units equal to or greater than the units of the required subject;
3. must be recommended by the adviser and by the heads of the departments concerned.

All petitions for substitution must be submitted to the Office of the Dean concerned before 12% of the regular class meetings have been held. No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5," except when, in the opinion of the department offering the prescribed subject, the proposed substitution covers substantially the same subject matter as the required subject.

Attendance

Any student who, for unavoidable cause, absents him/herself from class must obtain an excuse slip from the Dean to be presented to the instructor concerned not later than the second class session following the student's return. In addition, in case the absence is due

to illness, a certification to this effect must be secured from the medical officer of the College.

Excuses are for time missed only. All work covered by the class during the absence shall be made up for the satisfaction of the instructor within a reasonable time from the date of absence. When the number of hours lost by absence of a student reaches 20% of the hours of the scheduled work in one class, he/she shall be dropped from the class. However, a faculty member may prescribe a longer attendance requirement to meet special needs.

If the majority of the absences are excused, the student shall not be given a grade of "5" upon being thus dropped; otherwise, he/she shall be given a grade of "5". Time lost by late enrollment shall be considered as time lost by absence.

Grading System

The work of students shall be graded at the end of each semester/midyear term in accordance with the following system:

1	Excellent
1.25	
1.5	Very Good
1.75	
2	Good
2.25	
2.5	Satisfactory
2.75	
3	Pass
4	Conditional
5	Fail
INC	Incomplete

"4" means conditional failure. It may be made up for by successful repetition of the course, or by passing a re-examination. Students are given a grade of "3" if they pass the re-examination, "5" if they fail. Only one re-examination which must be taken within the prescribed time is allowed. If a student does not remove the grade of "4" within the prescribed time, he/she may earn credit for the course only by repeating and passing it. A grade of "4" given for the first semester work of a two-semester course shall be converted to a grade of "3" if the student passes the second semester part of the same course in the same academic year; if he/she fails, the grade of "4" which he/she received for the first semester work shall be converted to a grade of "5".

The grade of "INC" is given if a student whose class standing throughout the semester is "Passing," fails to take the final examination or fails to complete other requirements for the course due to illness or other

valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5" is given. Removal of the "INC" must be done within the prescribed time by passing an examination or meeting all the requirements for the course, after which the student shall be given a final grade based on his/her overall performance.

Clearing of Grades of "Incomplete" or "4"

Examinations for the completion or removal of grades of "Incomplete (INC)" or "4" may be taken without fee: (1) during the regular examination period, if the subject is included in the schedule of examinations, and (2) during the removal examination period, viz., the period covering ten days preceding the registration in each semester during which case, the examination is taken at the time it is scheduled.

Clearing examinations may be taken at other times on the recommendation of the Dean and upon payment of the clearing fee. Students not in residence shall pay the registration fee besides the examination fee in order to be entitled to take the removal/completion examination.

There shall be a regular period for clearing grades of "4" and "INC" before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. A grade of "4" received after clearing a grade of "INC," however, must be removed within the remaining portion of the prescribed period for the clearing of the original grade of "INC."

Note:

1. No removal/completion examination should be given without a duly approved permit to take such examination (NO PERMIT, NO EXAM).
The Office of the University Registrar will not accept any removal/completion grade without the accompanying approved permit for examination.
2. The removal or completion grades and the date of the examination must be hand-written on the report of grades by the instructor.
3. Removal/completion grades shall be submitted one week after the examination is given.

Change of Grades

A student who has received a passing grade in a given course is not allowed a reexamination for the purpose of improving his/her grade.

No faculty member shall change any grade after the report has been filed with the Secretary of the college

or with the University Registrar. In exceptional cases, as where an error has been committed, the instructor may request authority from the faculty of his/her college to make the necessary change. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the University Registrar for recording and filing.

Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by a committee of the Dean of the college if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by the faculty member concerned. Should the change of the grade on said paper affect the final grade of the student, the committee may request authority from the faculty of the college to make the necessary change in the final grade. The request for reconsideration shall be made within 30 days after the receipt of the final grade by the student concerned.

No student of the University shall directly or indirectly ask any person to recommend him/her to his/her professor/s for any grade in his/her class record, examination paper, or final report of grades. Any student violating this rule shall lose credit in the subject/s regarding which such recommendation is made. The fact that a student is thus recommended shall be *prima facie* evidence that the recommendation is made at the request of the student concerned.

Leave of Absence

A leave of absence should be requested in a written petition to the Dean. The petition should state the reason for which the leave is desired and specify the period of the leave. The leave should not exceed one year, but may be renewed for at most another year. When not taken in two successive years, the aggregate leave of absence should not exceed two years.

For leave of absence availed of during the second half of the semester, the faculty members concerned shall be required to indicate the class standing (passing or failing) of the student at the time of the application for the leave. No application for leave of absence shall be approved without indication of the student's class standing by the instructors concerned. This, however, should not be entered in the Official Report of Grades. Students who withdraw after 3/4 of the total amount of hours prescribed for the course has already lapsed, may be given a grade of "5" if their class standing up to the time of their withdrawal is below "3."

No leave of absence shall be granted later than two weeks before the last day of classes during the semester. If the inability to continue with classes is due to illness or similar justifiable causes, the student's absence during this period shall be considered excused. In such cases, the student shall be required to present an excuse slip to the faculty members concerned.

Students who withdraw from the College without formal leave of absence shall have their registration privileges curtailed or entirely withdrawn.

Maximum Residency Rule

An undergraduate student must finish the requirements of a course within a period of actual residence equivalent to 1 1/2 times the normal length prescribed for the course; otherwise, he/she shall not be allowed to register further.

Readmission

Applications for readmission on the undergraduate level must be filed with the Committee on Admission, Readmission, and Student Progress for proper action and recommendation to the Chancellor. The deadline for such application is set one month before the first day of the regular registration period.

Honorable Dismissal

A student in good standing who desires to sever connection with the University shall present a written petition to this effect to the University Registrar signed by his/her parent or guardian. If the petition is granted, the student shall be given honorable dismissal.

Generally, honorable dismissal is voluntary withdrawal from the University with the consent of the University Registrar or his/her representative. All indebtedness to the University must be settled before a statement of honorable dismissal can be issued. The statement indicates that the student withdrew in good standing as far as scholastic performance is concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal. Students who leave the University for reason of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should they be permitted to receive their transcript of records or the certification of their academic status in the University, it shall contain a statement of the disciplinary action rendered against them.

BS Management Economics Retention Policy

To be retained in the BS Management Economics program, a student must maintain a cumulative average of 2.50 or better in accounting, business administration, economics, and management economics courses taken at the end of the sophomore year. Thereafter, the student has to maintain a cumulative average of 2.5 in accounting, business administration, economics and management economics courses every semester until his/her second semester of third year standing. A student who fails to meet this retention grade will be put on probation. This probation can be lifted by earning a cumulative average of 2.5 or better at the end of the semester when the student was placed on probation. Failure to meet this requirement disqualifies the student from the program.

UP Baguio Rules on Scholastic Delinquency for Undergraduate Programs (as of May 2004)

1. **First Probation.** Undergraduate students, who, at the end of the semester, fail to pass at least 50% of the total number of academic units they are enrolled in as of the last day of late registration shall be placed on first probation for the succeeding semester.

To revert to good standing in the succeeding semester, students on first probation should pass at least 50% of the total number of academic units they are enrolled in as of the last day of late registration during the semester that they are on first probation.

2. **Second Probation.** Students on first probation who, at the end of the semester, again fail to pass at least 50% of the total number of academic units they are enrolled in as of the last day of late registration shall be placed on second probation.

To revert to good standing in the succeeding semester, students on second probation should pass 100% of the total number of academic units they are enrolled in as of the last day of late registration during the semester that they are on second probation.

3. Dismissal

a. Undergraduate students who, at the end of the semester, fail in more than 75% but less than 100% of the total number of academic units they are enrolled in as of the last day of late registration shall be dropped from the rolls of the College.

b. Students on second probation who fail to pass 100% of the total number of academic units they are enrolled in as of the last day of late registration shall also be dropped from the rolls of the College.

c. Students who fail to earn 21 units in one school year (including midyear term) registration shall be dropped from the rolls of the College.

d. Finally, students are considered dismissed from the College if they, upon failing to enroll in any semester, fail to secure an approved Leave of Absence from the University.

Dismissed students may appeal to the Chancellor through Committee on Admission, Readmission, and Student Progress. Should they be readmitted, they are placed on last probation, and required to pass 100% of their total load, with no "Drp" or "4" or "INC"; neither are they allowed to go on Leave of Absence (LOA) in the semester they are on probation. Deadlines for such appeals are set in the academic calendar for each academic year.

4. Permanent Disqualification

a. Students who, at the end of the semester, do not earn any academic credit shall be permanently barred from readmission to any college or school of the University System, provided that this shall not apply to students who receive final grades in less than 12 academic units.

b. Permanent disqualification does not apply in cases where the faculty certifies that the grades of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grade of "5" shall be counted against him/her for the purpose of this rule on scholastic delinquency.

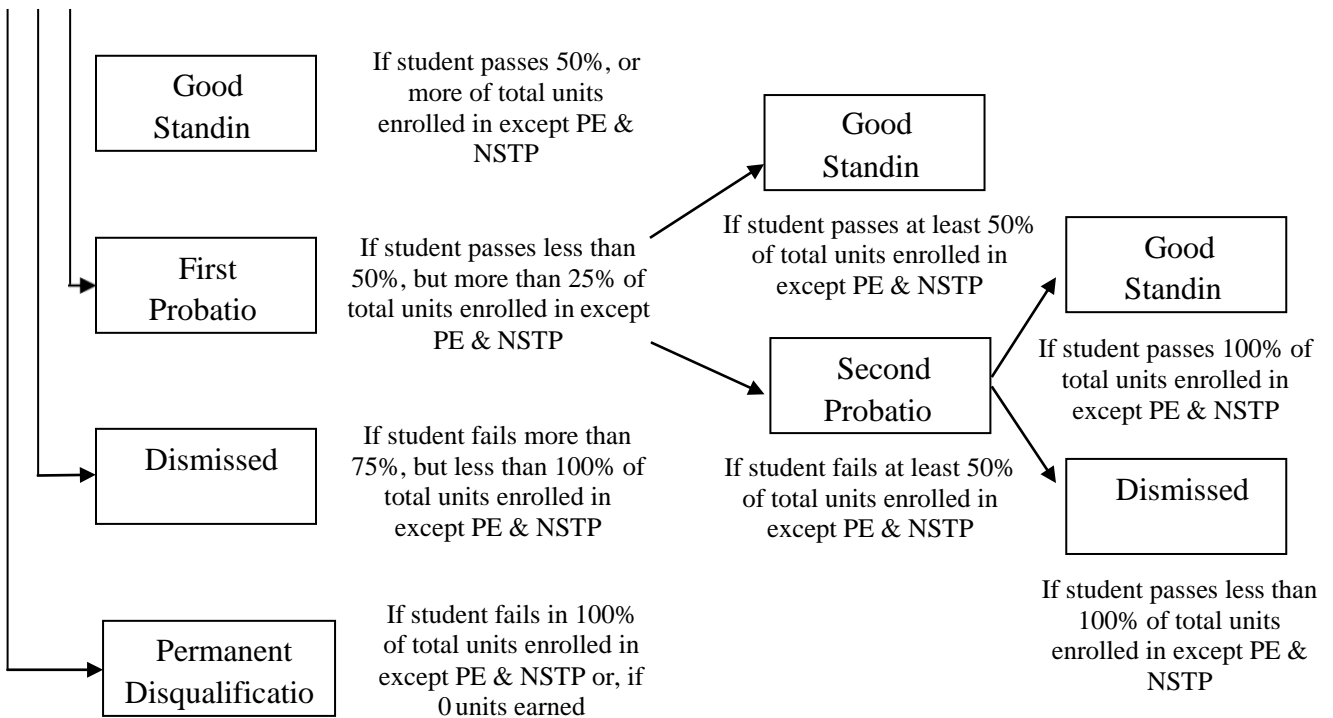
It is the Office of the College Secretary and the Office of the University Registrar that determine whether a student is in good standing or not. A student in good standing is given a pink admission slip. Students who are on first or second probation are given a blue admission slip. The diagram on the rules on scholastic delinquency is shown on the next page.

Floating Status (as of 06 December 2010)

A student who has been dismissed from a program but not from the University and who has not been accepted into another program shall be given a maximum of one semester to be accepted into another program. He/she shall be advised by the College Secretary under his/her old program and will be referred for counseling to the Guidance and Counseling Office. The student can also apply for LOA for one semester, look for a program to accept him/her and then can return the following semester

Rules on Scholastic Delinquency Flowchart

Status of the student at the end of the semester



GRADUATION REQUIREMENTS

No student shall be recommended for graduation unless he/she has satisfied all academic and other requirements prescribed for graduation.

Candidates for graduation who began their studies under a curriculum more than 10 years ago shall be governed by the following rules:

1. Those who had completed all the requirements of the curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.
2. Those who had completed all but two or three subjects required by a curriculum shall be made to follow any of the curricula enforced from the time they first attended the University to the present.

All candidates for graduation must have their deficiencies made up for and their records cleared not later than five weeks before the end of their last

semester, with the exception of those courses in which the student is enrolled in during that semester.

No student shall be graduated from the University unless he/she has completed at least one year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation.

No student who fails to pay the required graduation fee within the specified period set by the University Registrar shall be conferred any title or degree. Such a student may, however, upon request and payment of the necessary fees, be given a certified copy of credentials without specifying completion of the requirements toward any title or degree.

Students may file formal applications as candidates for graduation in the office of the Dean of their respective colleges. Failure to do this will require special permission from the Chancellor and payment of the corresponding fine.

Graduation with Honors

Students who complete their courses with the following absolute minimum weighted average shall be graduated with honors:

Summa Cum Laude	1.20
Magna Cum Laude	1.45
Cum Laude	1.75

provided that all the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade; provided further that in cases where the electives taken are more than those required in the program, the following procedures will be used in selecting the electives to be included in the computation of the weighted average grade:

1. For students who did not shift programs, the required number of electives shall be selected in chronological order.
2. For students who shifted from one program to another, the electives to be considered shall be selected according to the following order of priority:
 - a. Electives taken in the program where the student is graduating will be selected in chronological order.
 - b. Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
 - c. Prescribed courses taken in the previous program which qualify as electives in the second program will be selected in chronological order.

In the case of students graduating with honors in courses whose prescribed length is less than four years, the English equivalent, namely, "With Honors," "With High Honors," and "With Highest Honors," shall be used instead.

Candidates for graduation with honors must have completed in the University of the Philippines at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two years immediately prior to graduation. In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included.

Students who are candidates for graduation with honors must have taken during each

semester/trimester/quarter less than 15 units of credit, or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of the courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student. If a student has only 15 units remaining in his/her curriculum but one of the courses equivalent to 3 units is offered only the following semester, he/she must enroll in all the remaining 12 units during the current semester, as required of him/her. In this case, his/her chances of graduating with honors shall not be jeopardized.

To justify underloading, the submission of pertinent documents is required, as follows:

1. For health reasons, medical certification to be confirmed by the University Health Service.
2. For unavailability of courses, certification by the major adviser and copy of schedule of classes.
3. For employment, copy of payroll and appointment papers indicating among others duration of employment.

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his/her light loading. Documents submitted to establish the cause(s) of his/her light loading, such as certificate of employment and /or medical certificate, must be sworn to. These documents must be submitted during the semester of underloading.

HONORIFIC ACADEMIC AWARDS

University Academic Awards

At the end of the semester any undergraduate student who obtains a weighted average of 1.45 or better is given this honorific academic award. University academic awardees are listed in the President's List of Scholars.

College Academic Awards

Any undergraduate student who, not being classed as a University Academic awardee, obtains at the end of the semester a weighted average of 1.75 or better is given this honorific academic award. College academic awardees are listed in the Dean's List of Scholars.

Additional Requirements for Honorific Awards

In addition to the general weighted average prescribed, a student must have taken at least 15 units of academic

credit or the normal load prescribed during the previous semester; and, must have no grade below “3” in any academic or non-academic subject. Grades of “Inc” must be completed by the end of the semester. (The end of the first semester is the day before the registration for the second semester. The end of the second semester is commencement day.)

These honorific awards shall last only for one semester, renewable for the succeeding semester if the student meets the prescribed conditions. Honorific awards do not entitle the holders to any tuition fee waiver, either partial or full.

COMMENCEMENT EXERCISES

Attendance at general commencement exercises shall be optional. Graduating students who choose not to participate in the general commencement exercises must so inform their respective deans or their duly designated representatives at least ten days before the commencement exercises.

Graduating students who absent themselves from the general commencement exercises shall obtain their diplomas, or certificates, and transcript of records from the Office of the University Registrar provided that they comply with the above provision and upon presentation of the receipt of payment of graduation fee and student’s clearance.

Academic Costumes

Candidates for graduation with degrees or titles which require no less than four years of collegiate instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University.

TRANSCRIPTS

Student records are confidential and information is released only at the request of the student or of appropriate institutions. “Partial” transcripts are not issued. Official transcripts of records obtained from other institutions and which have been submitted to the University for admission and/or transfer of credit become a part of the student’s permanent record and are issued as true copies with the UP transcript.

Application for transcript of records should be accompanied by a student clearance. Clearance should be applied for immediately after the last semester/trimester/term of enrollment.

FACULTY

The BS Management Economics program is administered by the Institute of Management under the supervision of the Dean of the College of Social Sciences. The program is implemented in coordination with the Chair and Economics Faculty of the Department of Economics and Political Science. Faculty from other departments in areas such as psychology, sociology, anthropology, political science, mathematics and computer science, and communication shall be tapped to teach other courses in the program.

Institute of Management

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GLADYS A. CRUZ

Associate Professor of Economics

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RAINER RIC B. DELA CRUZ

Assistant Professor of Economics

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M.A., University of the Philippines, 2016

LORELEI C. MENDOZA

Professor of Economics

A.B., *magna cum laude*, M.A.,

University of the Philippines, 1976, 1981;

M.A. (*with distinction*), Ph.D.,

Katholieke Universiteit te Leuven, 1988, 1997



UNIVERSITY OF THE PHILIPPINES BAGUIO
BS MANAGEMENT ECONOMICS PROGRAM
APPROVED CHECKLIST (25 October 2017)

Name: _____
 SAIS No.: _____
 Sem & AY Admitted: _____
 Adviser _____

Student No. _____
 Email _____
 Contact No. _____

FIRST YEAR							
First Semester	Units	Sem & AY Taken	Grade	Second Semester	Units	Sem & AY Taken	Grade
GE 1 - AH I (Wika 1)	3			GE 6 - SSP III (Ethics 1)	3		
GE 2 - AH II (Comm 10)	3			GE 7 - SSP IV (Elective)	3		
GE 3 - NSM I (Science 10)	3			GE 8 - NSM II (Science 11)	3		
GE 4 - SSP I (Kas 1/Hist I)	3			BA 101	3		
GE 5 - SSP II (SAS 1)	3			Math 100	4		
P.E. 1	(2)			P.E. 2**	(2)		
Total	15			Total	16		

SECOND YEAR							
First Semester	Units	Sem & AY Taken	Grade	Second Semester	Units	Sem & AY Taken	Grade
GE 9 - AH III (Arts I)	3			GE 11 - AH IV (Elective)	3		
GE 10 - NSM III (STS 1)	3			GE 12 - NSM IV (Elective)	3		
Accounting 1	3			BA 115	3		
BA 151	3			BA 141	3		
BA 180.1	3			BA 152	3		
Econ 101	4			Econ 102	4		
P.E. 2**	(2)			P.E. 2**	(2)		
NSTP 1	(3)			NSTP 2	(3)		
Total	19			Total	19		

THIRD YEAR							
First Semester	Units	Sem & AY Taken	Grade	Second Semester	Units	Sem & AY Taken	Grade
BA 142	3			BA 105	3		
BA 170	3			BA 161	3		
Econ 106	3			Mgt Econ 143	3		
Econ 121	3			Mgt Econ 199.1	3		
Econ 161	3			Econ 131	4		
Soc Sci 101	4			Econ 141	3		
Total	19			Total	19		
				Midyear Term	Units		
				BA 199	3		
				Total	3		

FOURTH YEAR							
First Semester	Units	Sem & AY Taken	Grade	Second Semester	Units	Sem & AY Taken	Grade
BA 162	3			BA Elective 2	3		
BA 190	3			Econ Elective 2	3		
BA Elective 1	3			PI 100	3		
Econ Elec 1	3			Mgt Econ 200	3		
Mgt Econ 199.2	3						
Total	15			Total	12		

**P.E. 2 should be taken in different events

TOTAL NUMBER OF UNITS: 137 units

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