



COMMISSION ON HIGHER EDUCATION  
**REGIONAL OFFICE VIII**



September 4, 2025

**DR. DENNIS C. DE PAZ**

University President

Eastern Visayas State University- Main Campus

Tacloban City

Dear **Dr. De Paz**:

Attached is the CHED noted Revised Curriculum Checklist for the **Bachelor of Science in Office Administration (BSOA)** effective Academic Year (AY) 2025-2026.

The curricula meet the minimum requirement of units and number of courses stipulated in the CMO No. 19, Series of 2017 "Revised Policies and Standards for Bachelor of Science in Office Administration", CMO No. 20 s. 2013 "General Education Curriculum: Holistic Understandings, Intellectual and Civic Competencies" and CMO No. 39, Series of 2021 "Policies, Standards and Guidelines on the Implementation of Tertiary Physical Education: Physical Activity Towards Health and Fitness (PATHFIT) Courses".

The course syllabi, profile of dean/program head, matrix of faculty profile (GE & Professional courses), and the updated list of library holdings as well as the necessary facilities should be made available during the conduct of CHEDRO VIII's monitoring and evaluation visit. Moreover, please note the following in the syllabus preparation:

- The topic, "Philippine Constitution" can be integrated in "Readings in Philippine History."
- Discussion of population education in the context of population and Demography can be covered in "The Contemporary World," while the mandated topic on family planning can be covered in "Understanding Self."
- The ethics of taxation, the obligation of citizens to pay taxes, and the state's duty to spend and utilize taxes properly can be covered in "Ethics." Also, the discussion of taxation as an instrument of the state can be covered in "Readings of Philippine History."
- The discussion on climate change and environmental awareness, as well as the implementation of the different environmental protection laws, can best be covered in "Science, Technology and Society."

Finally, please note that CMO 43 s. 2007 "Guidelines in the Determination of Courses Curriculum" provides that the "curriculum which contains the new subjects shall be applicable only to incoming freshman students of the HEIs." The implementation of the attached Bachelor of Science in Office Administration (BSOA) curriculum will be effective Academic Year (AY) 2025-2026.

For your guidance and compliance.

Very truly yours,

**MAXIMO C. ALJIBE, Ph.D., DPM, J.D, CESO III**  
Director IV



cbs090425



COLLEGE OF BUSINESS AND ENTREPRENEURSHIP

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION (BSOA)

Effective Date of Implementation: 1<sup>st</sup> Sem AY 2025-2026  
Per CMO No. 19 Series of 2017  
Per Board Resolution Number \_\_s. \_\_

| FIRST YEAR |            | First Semester                       | No. of hours/week |     |       | Pre-Requisite |
|------------|------------|--------------------------------------|-------------------|-----|-------|---------------|
| CAT No.    |            | Descriptive Title                    | Lec               | Lab | Units |               |
|            | FAR 113    | Financial Accounting and Reporting   | 3                 | 0   | 3     | None          |
|            | GEN ED 007 | The Contemporary World               | 3                 | 0   | 3     | None          |
|            | GEN ED 008 | Science, Technology and Society      | 3                 | 0   | 3     | None          |
|            | GEN ED 005 | Art Appreciation                     | 3                 | 0   | 3     | None          |
|            | OMC 113    | Keyboarding and Documents Production | 1                 | 6   | 3     | None          |
|            | NSTP 113   | NSTP 1                               | 3                 | 0   | 3     | None          |
|            | PATHFIT 1  | Movement Competency Training         | 2                 | 0   | 2     | None          |
| TOTAL      |            |                                      |                   |     | 20    |               |

| FIRST YEAR |            | Second Semester                          | No. of hours/week |     |       | Pre-Requisite |
|------------|------------|------------------------------------------|-------------------|-----|-------|---------------|
| CAT No.    |            | Descriptive Title                        | Lec               | Lab | Units |               |
|            | GEN ED 001 | Malayuning Komunikasyon                  | 3                 | 0   | 3     | None          |
|            | OMC 123    | Personal and Professional Development    | 3                 | 0   | 3     | None          |
|            | OMC 125    | Business Integrated Software Application | 1                 | 6   | 3     | OMC 113       |
|            | GEN ED 002 | Understanding the Self                   | 3                 | 0   | 3     | None          |
|            | RIZAL 001  | Rizal's Life and Works                   | 3                 | 0   | 3     | None          |
|            | NSTP 123   | NSTP 2                                   | 3                 | 0   | 3     | NSTP 113      |
|            | PATHFIT 2  | Exercise-Based Fitness Activities        | 2                 | 0   | 2     | None          |
| TOTAL      |            |                                          |                   |     | 20    |               |

| SECOND YEAR |                 | First Semester                                                                        | No. of hours/week |     |       | Pre-Requisite |
|-------------|-----------------|---------------------------------------------------------------------------------------|-------------------|-----|-------|---------------|
| CAT No.     |                 | Descriptive Title                                                                     | Lec               | Lab | Units |               |
|             | OMC 213         | Administrative Office and Procedures Management                                       | 3                 | 0   | 3     | None          |
|             | OMC 215         | Foundations of Shorthand                                                              | 3                 | 0   | 3     | None          |
|             | GEN ED 003      | Readings in Philippine History                                                        | 3                 | 0   | 3     | None          |
|             | Gen Ed Elec 001 | General Education Elective                                                            | 3                 | 0   | 3     | None          |
|             | PATHFIT 3       | Menu of Dance, Sports, Martial Arts, Group Exercise, Outdoor and Adventure Activities | 2                 | 0   | 2     | None          |
| TOTAL       |                 |                                                                                       |                   |     | 14    |               |

| SECOND YEAR |            | Second Semester                                                                       | No. of hours/week |     |       | Pre-Requisite |
|-------------|------------|---------------------------------------------------------------------------------------|-------------------|-----|-------|---------------|
| CAT No.     |            | Descriptive Title                                                                     | Lec               | Lab | Units |               |
|             | CBMEC 001  | Operations Management                                                                 | 3                 | 0   | 3     | None          |
|             | OMC 223    | Advanced Shorthand                                                                    | 3                 | 0   | 3     | OMC 215       |
|             | OMC 225    | Office Administration Internship (300 hours)                                          | 1                 | 6   | 3     | OMC 213       |
|             | GEN ED 004 | Mathematics in the Modern World                                                       | 3                 | 0   | 3     | None          |
|             | PATHFIT 4  | Menu of Dance, Sports, Martial Arts, Group Exercise, Outdoor and Adventure Activities | 2                 | 0   | 2     | None          |
|             | PR 223     | Public and Customer Relations                                                         | 3                 | 0   | 3     | None          |
| TOTAL       |            |                                                                                       |                   |     | 17    |               |

| THIRD YEAR |                 | First Semester             | No. of hours/week |     |     | Pre-Requisite |
|------------|-----------------|----------------------------|-------------------|-----|-----|---------------|
| CAT No.    |                 | Descriptive Title          | Lec               | Lec | Lec |               |
|            | LAW 313         | Business Law               | 3                 | 0   | 3   | None          |
|            | OM ELEC 313     | Events Management          | 3                 | 0   | 3   | OMC 225       |
|            | OMC 313         | Machine Shorthand 1        | 1                 | 6   | 3   | OMC 223       |
|            | OMP 313         | Medical Office Procedures  | 1                 | 4   | 3   | OMC 225       |
|            | OMP 315         | Legal Office Procedures    | 1                 | 4   | 3   | OMC 225       |
|            | Gen Ed Elec 002 | General Education Elective | 3                 | 0   | 3   | None          |
| TOTAL      |                 |                            |                   |     | 18  |               |

**NOTED**  
CYDRIC B. SUYOM  
EDUCATION SUPERVISOR II  
DATE: 09/04/25

| THIRD YEAR |                 | Second Semester                           | No. of hours/week |     |        | Pre-Requisite |
|------------|-----------------|-------------------------------------------|-------------------|-----|--------|---------------|
| CAT No.    |                 | Descriptive Title                         | Lec               | Lab | Unit s |               |
|            | OMC 323         | Entrepreneurial Behavior and Competencies | 3                 | 0   | 3      | None          |
|            | GEN ED 006      | Ethics                                    | 3                 | 0   | 3      | None          |
|            | OMP 323         | Project Management                        | 3                 | 0   | 3      | None          |
|            | DRRM 323        | Disaster Risk Reduction Management        | 3                 | 0   | 3      | None          |
|            | OMP 323         | Machine Shorthand 2                       | 1                 | 6   | 3      | OMC 313       |
|            | Gen Ed Elec 003 | General Education Elective                | 3                 | 0   | 3      | None          |
|            | OMC 325         | Business Report Writing                   | 3                 | 0   | 3      | None          |
| TOTAL      |                 |                                           |                   |     | 21     |               |

| FOURTH YEAR |             | First Semester                                     | No. of hours/week |     |       | Pre-Requisite |
|-------------|-------------|----------------------------------------------------|-------------------|-----|-------|---------------|
| CAT No.     |             | Descriptive Title                                  | Lec               | Lab | Units |               |
|             | OM ELEC 413 | Seminar in Current Trends in Office Administration | 3                 | 0   | 3     | None          |
|             | CBMEC 002   | Strategic Management                               | 3                 | 0   | 3     | CBMEC 001     |
|             | TAX 413     | Income Taxation                                    | 3                 | 0   | 3     | None          |
|             | OMP 413     | International Studies                              | 3                 | 0   | 3     | None          |
|             | OMC 413     | Customer Analytics                                 | 3                 | 0   | 3     | None          |
|             | OMC 415     | Internet Research for Business                     | 1                 | 4   | 3     | None          |
| TOTAL       |             |                                                    |                   |     | 18    |               |

| FOURTH YEAR |         | Second Semester                                         | No. of hours/week |     |       | Pre-Requisite     |
|-------------|---------|---------------------------------------------------------|-------------------|-----|-------|-------------------|
| CAT No.     |         | Descriptive Title                                       | Lec               | Lab | Units |                   |
|             | OMP 423 | Legal/Medical/Fundamental Office Internship (300 hours) | 1                 | 6   | 3     | 4th year standing |
| TOTAL       |         |                                                         |                   |     | 3     |                   |

General Education Electives:

|                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Arts and Humanities</b><br>Elements of Understanding Gender and Development<br>Great Books<br>Indigenous Creative Crafts<br>Philippine Popular Culture<br>Reading Visual Art<br>Society and Literature/ Soymedad at Literatura<br>Technical Writing across Professions<br>Teknikal na Pagsulat sa iba't ibang Larang<br>Waray Culture and the Arts | <b>Social Science &amp; Philosophy</b><br>Economics for Everyday Life<br>Entrepreneurship for Professionals<br>Gender and Society/ Kasarian at Lipunan<br>Hermeneutics<br>Logic<br>Philippine Indigenous Community<br>Philosophy of Man<br>Religion, religious experiences and Spirituality<br>Symbolic Logic<br>The Entrepreneurial Mind<br>World History and Civilization | <b>Mathematics, Science &amp; Technology</b><br>Chemical Commodities<br>Drugs: Discovery, Benefits and Illegal Uses<br>Environmental Data Analysis<br>Environmental Science<br>Finite Mathematics<br>Global Climate Change- Resilience and Vulnerability<br>History of Mathematics<br>Living in IT Era<br>Urban Environments<br>Writing for Scientific Research |
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Summary of Program Components

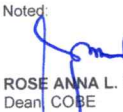
|                                                       | CHED CMO NO. 19 S 2017 | BSOA (UNITS) |
|-------------------------------------------------------|------------------------|--------------|
| General Education                                     | 36                     | 36           |
| National Service Training Program                     | 6                      | 6            |
| Physical Education                                    | 8                      | 8            |
| Core Business and Management Education Course (CBMEC) | 6                      | 6            |
| Office Administration Core Courses                    | 45                     | 45           |
| Professional Elective Courses                         | 18                     | 24           |
| Accounting Subject                                    |                        | 3            |
| DRRM                                                  |                        | 3            |
| TOTAL                                                 | 119                    | 131          |

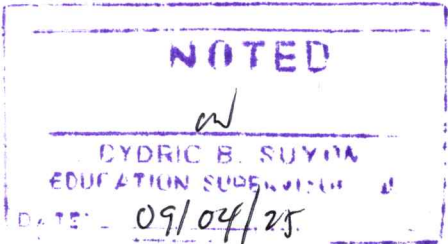
**Note:**  
No student will be allowed to graduate unless he/she completed his/her OJT that is related to his/her specific field of interest.

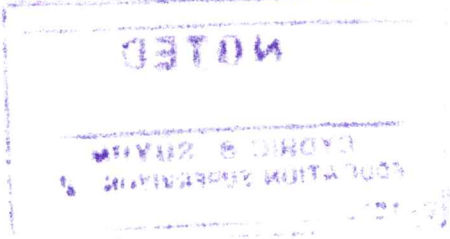
**Retention Policy:**  
Failure in any two core or professional courses equivalent to six (6) units in a consecutive semester would mean automatic elimination from the program.

**Shiftees and Transferees:**  
Students who will transfer of shift to BSOA program will not be accommodated if the General Weighted Average is below 3.0.

Prepared:  
  
 MELANE A. AGUILAR, DM  
 Head, Office Administration Department

Noted:  
  
 ROSE ANNA L. REFUERZO, DM  
 Dean, COBE

  
 NOTED  
 CYDRIC B. SUYON  
 EDUCATION SUPERVISOR  
 DATE: 09/04/25

  
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