



# **ACM Admissions Kit**

Management and Organization Department  
Ramon V. del Rosario College of Business  
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## 1.0 ATTRIBUTES OF AN ACM STUDENT

- 1.1 The ideal ACM student is one who is intelligent, who is able to learn quickly and think fast. This is generally reflected in a student's academic record. It should be noted that students with a below satisfactory cumulative grade point average (CGPA) are not necessarily excluded from applying into the program. Neither does high academic standing guarantee a slot. Besides the CGPA, the Management and Organization Department (MOD) relies on a test administered by the Institutional Testing and Evaluation Office (ITEO). The test determines whether a student is a critical thinker or not and likewise measures an individual's planning and judgments skills, which are necessary for the workplace.
- 1.2 The ideal ACM student exhibits strong leadership ability. This is reflected in the active involvement of a student in extra-curricular activities whether at school or in a community. Membership in a long list of organizations by itself is not an evidence of leadership ability. The MOD looks for students who have a strong desire to achieve and deliver beyond expectations and who can motivate others to perform their best.
- 1.3 The ideal ACM student is a good communicator. The student is expected to have a good command of the English language and can express ones thought clearly and to the point, whether this be in oral or written form. The ITEO administers a test to verify the written ability and the Department of English and Applied Linguistics (DEAL) assesses the quality of the written output. The oral communication skill is judged during the interview process.
- 1.4 The ideal ACM student is mature and is able to adjust well to different circumstances. The student should have foresight and good self-control. This person must exercise good judgment and must have the ability to take responsibility for mistakes. The MOD looks for students who work well with others and who are willing to be flexible. This quality is reflected in the psychological tests taken as well as in the interview process.
- 1.5 The ideal ACM student is internally motivated. This means that a student is driven, and can rise above the challenges normally experienced by university students. The student must be able to work under extreme pressure and get good results. These are again evident in the written test and personal interview.

- 1.6 To wrap up the entire profile, an ideal ACM student shows positive attitudes. The student is neither over-bearing nor overly shy. Instead, the student is enthusiastic, believes in oneself and believes in the worth of others. Moreover, the student must be conscientious and must show initiative. These traits are reflected in the ITEO test and should be evident during the interview.

## 2.0 QUALIFICATIONS FOR APPLICATION

- 2.1 All students, who are interested to graduate with a degree of BS Applied Corporate Management, singly or as part of a second degree, must apply for acceptance into the Applied Corporate Management program, administered by the MOD.
- 2.2 All applicants must meet the following requirements:
  - 2.2.1 Has had at least two trimesters of enrollment in the current program
  - 2.2.2 Has successfully passed ACTBAS1 and ACTBAS2 (or its equivalent course)
  - 2.2.3 Has a clean record with the Discipline's office
  - 2.2.4 Has not been previously disqualified from the ACM program
- 2.3 In addition, the precondition for acceptance into the program requires a grade of 2.0 in Business Organization (BUSORGA).
  - 2.3.1 A student who has received a grade below 2.0 must re-take the subject to meet the grade requirement prior to being accepted into the program.
  - 2.3.2 A student currently enrolled in BUSORGA may still apply. Similarly, acceptance into the program is dependent on garnering the 2.0 grade requirement.
- 2.4 Further, students who do not belong to the MOD during the freshman year, must have a cumulative grade point average of 2.0, as the basic requirement to shift.
- 2.5 For students applying in the second trimester, they must have passed, or are currently enrolled, in and subsequently pass, Human Behavior (HUMABEH). A student who does not pass HUMABEH will be unable to enroll in the ACM major and will be deferred a whole year.

### 3.0 SCREENING PERIOD

- 3.1 The application period for the ACM Program is open only during the first and second trimesters of every academic year. Usually, students who are on stream in their respective programs apply during the first trimester where the number of applications is numerous. The second trimester normally accommodates irregular students. Thus during this time, there are a fewer number of applicants. Applying in the second trimester does not necessarily increase or decrease the chances for acceptance.
- 3.2 Students enrolled in a double-degree program can apply for major either in their sophomore or junior years.
- 3.3 The application period officially opens on the first day of class. It remains open for a period of 2-3 weeks, depending on the academic calendar. The deadline for submission, as well as all other announcements, is posted in the MOD faculty room (LS 322) and in the MOD bulletin board located in the hallway of the 3<sup>rd</sup> Floor, LS Building. It is also circulated by the department's professional organization, the Business Management Society (BMS).
- 3.4 All documents submitted shall be reviewed by the Vice Chair. Students who pass the initial screen of the Vice Chair of the MOD are allowed to take the ITEO test. The written test is scheduled one week after the deadline of document submission. The results of the test are known after 2-3 weeks.
- 3.5 The interview of applicants who passed the ITEO test is usually scheduled on weeks 7 and 8 of the academic calendar.
- 3.6 The screening process for ACM majors ends on week 9. This allows a student to pre-enroll, on the tenth week, in the appropriate subjects for the next trimester.
- 3.7 A student who wishes to question any of the decisions of the MOD must set an appointment with the Vice Chair within one week from the announcement of Accepted ACM Majors.

### 4.0 DOCUMENT SUBMISSIONS

- 4.1 The list of documents an applicant submits is summarized in the ACM Applicant's Checklist (ACM-F001) that is downloadable from the ACM and BMS web pages. Each applicant must download the form and tick-mark on the box beside the document title included in the application.

- 4.2 Each applicant must submit a word-processed letter of application addressed to the MOD Chair. Please indicate your ID number below your signed name.
- 4.3 Each applicant must submit a word-processed resume highlighting his/her academic and leadership accomplishments during high school and university years. The resume must have a 2 x 2 photo and should indicate the complete contact details. It is advised to always indicate a cellular phone number as it would be commonly used for communication.
- 4.4 Each applicant must submit a printout copy of the MyLasalle grades showing GPA and CGPA for each trimester at DLSU as well as secure and submit a CGPA certification from the Office of the University Registrar (OUR). The CGPA should be the latest that includes all terms prior to the term of application. Note that the CGPA comprises 30% of the total score.
- 4.5 Each applicant must secure and submit an unofficial transcript of records that reflects grades in the following subjects:
- |         |                        |                                 |
|---------|------------------------|---------------------------------|
| ACTBAS1 | Basic Accounting 1     | passed                          |
| ACTBAS2 | Basic Accounting 2     | passed                          |
| BUSORGA | Business Organization, | at least 2.0 (if already taken) |
- 4.6 Each applicant must submit a copy of his/her current Enrollment Assessment Form (EAF). If an applicant qualifies after the first screening, the Vice Chair uses the EAF information to schedule the interviews. This ensures the interview schedule does not conflict with an applicant's class schedule.
- 4.7 Each applicant must submit a copy of the freshman ACM flowchart/checklist that would apply to him/her should he/she be accepted into the program. On the flowchart, an applicant must apply orange highlights on all subjects already taken and indicate the grade received. Then, the applicant highlights with color green, all subjects currently enrolled.
- 4.8 Each applicant must submit a certification from the Discipline's Office that he/she has no disciplinary offense.
- 4.9 Each applicant must submit enlarged copies of government-issued photo identification cards (passport preferred) of both parents, where the signatures are clearly distinguishable. In addition, if the applicant is under guardianship, the applicant must submit a letter of guardianship signed by the parents plus a photocopy of a government-issued photo ID of the guardian. Note that the MOD

uses these signatures to compare with future documents that parents will sign in relation to the internship component of the program.

- 4.10 Each applicant must insert all documents in a plain short folder (without plastic covers). Secure the documents at the top with plastic fasteners in the order listed in ACM-F001. An applicant must indicate, using black marker, his/her name in the folder tab in the format “FAMILY NAME, FIRST NAME”, written in a manner that the name can be easily read when pulled from a filing cabinet. The applicant should submit the folder with complete requirements to the secretary at the MOD within the allowed period.

## 5.0 SCREENING PROCESS

- 5.1 The MOD uses the same selection standards regardless of the period of application.
- 5.2 The MOD will officially open the application period in the first week of the first/second trimester. Interested students must submit complete documents during the prescribed period.
- 5.3 The Vice Chair will pre-screen document submissions. If there are any deficiencies, the Vice Chair, through the Department secretary will notify the applicant. The same is true if the Vice Chair wishes to clarify any item on the application. Applicants must report to the Vice Chair immediately upon notification.
- 5.4 Unless an applicant violates the qualifications for application, usually all applicants are invited to take the ITEO test. The written test measures reasoning skills, critical thinking ability, written communication skills, and a personality profile, reflective of an ideal ACM student. This comprises 30% of the total score.
- 5.5 Before an applicant takes the test, the applicant must secure a payment slip from the ITEO office and pay the corresponding examination fee. The fee is currently set at P150 per student but may change per ITEO regulations.
- 5.6 Once an applicant secures an Official Receipt, the applicant must present this to the ITEO who will issue a Test Permit. The applicant must also present the Official Receipt and the Test Permit to the MOD secretary who will take note of the official receipt (OR) number. Applicants should bring the permit during the testing date.

- 5.7 Unless otherwise announced, testing shall be conducted in the ITEO testing room, from 8:00 a.m. to 12:00 noon. The ITEO test administrators expect applicants to be at the testing room no later than 7:45 a.m. Applicants who fail to take the ITEO testing on the designated date and time are deemed no longer interested in pursuing their application.
- 5.8 Once the ITEO releases the test results, the Vice Chair combines the scores with the preliminary scores on record. At this point, the highest possible score is 60. The Vice Chair then invites applicants who have garnered at least 35 points to an interview. Those not invited are no longer eligible for the program. Historical data shows that about 15% of those who take the test are eliminated at this point.
- 5.9 The Vice Chair posts a list of applicants who qualify for interview, presented according to rank, based on tabulated scores. The Vice Chair presents only ID numbers on the list to protect the identity of the applicants. The MOD purposely provides the ranking so that applicants know exactly their current standing. The ranking should provide information for applicants at the bottom of the list who must prepare for the interview. Over the years, the MOD has seen that applicants in the bottom of the list actually rank better after the interviews. Similarly, the MOD has seen applicants at the top of the list who not only slip down the ranking but who end up not being accepted into the program. Consequently, students on the top should not be overconfident as well.
- 5.10 Two MOD faculty members interview qualified applicants. When permissible, one faculty member, usually the program head, will sit in all interviews to ensure consistent standards.
- 5.11 For efficiency purposes, the interview is scheduled so that an applicant needs to report only once. Thus in one sitting, the two interviewers shall be present. However, there are instances where a panel interview cannot be scheduled. In this case, the applicant must report for interview twice.
- 5.12 An interview lasts between 10-15 minutes and is scheduled during the time where an applicant has no classes based on the EAF submission. Thus, it is imperative that the schedule is adhered to as rescheduling for fortuitous events unduly delays the process for everyone. To know the schedule and the venue of the interview, a qualified applicant must approach the MOD secretary.
- 5.13 During the interview, the faculty members assess the personality fit of the applicant as well as the applicants' communication ability, using behaviorally-defined interview questions. The interviewers use an interview rubric (ACM-F002) that may be downloaded from the ACM website. An applicant may review the rubric to gain familiarity with the standards that the interviewers use in

comparing applicants. The interview comprises 40% of the applicant's score. Previous data shows that exceptional students can garner the complete 40 points at this stage, assuring acceptance into the program.

- 5.14 When schedules are met, the interview process is usually accomplished within two weeks. Immediately after the last interview, the Vice Chair prepares the list of applicants accepted into the ACM program. Do note that the MOD accepts as many students as are qualified based on validated criteria. The cut-off score is 70 points. Historical data shows that about 50% of those interviewed are eliminated.
- 5.15 The Vice Chair shall post the List of Applicants Accepted into the ACM Program before the pre-enrollment period. Note that those currently enrolled in BUSORGA shall receive a conditional acceptance. Failure to meet the conditional requirements shall mean the automatic removal of the applicants name in the roster of Accepted ACM Applicants.
- 5.16 Applicants accepted into the ACM Program must secure their Letter of Acceptance from the MOD secretary. The newly accepted ACM majors are advised not to lose this Letter of Acceptance since it may be used as evidence later, should there be confusion about the applicant's qualification to major.
- 5.17 Applicants who are conditionally accepted into the program must sign the Letter of Acceptance and return the signed copy to the Department secretary.
- 5.18 Applicants who are not part of the ACM freshmen block should apply for shifting into the program during the shifting period immediately after conditional acceptance.
- 5.19 Newly accepted ACM majors are required to attend the General Assembly to be arranged by the Business Management Society (BMS) during the second trimester of the academic year. This serves as the first program orientation. Attendance is important as it is the venue by which students may understand the ACM program better.
- 5.20 Finally, newly accepted ACM majors are required to accept the invitation to the ACM Yahoo! Group and update their profile in the database. The Yahoo! Group is the venue by which all announcements and files shall be posted. Announcements made in the respective batch Yahoo! Group are deemed sufficient notice to ALL ACM majors.
- 5.21 All applicants who are part of the APC block as freshmen and who are not accepted into the ACM program, must officially shift out of the ACM program at



the soonest time to ensure sufficient time to meet the requirements of a different program on a timely basis.

- 5.22 Any applicant who wishes to know the reason for his/her rejection may seek an appointment with the Vice Chair, who will explain the applicant's area of weakness.

## 6.0 FREQUENTLY ASKED QUESTIONS

- 6.1 I am a double-major and would like to drop one degree but retain my ACM. Can I apply for shifting into the program?

The MOD requires that all students who intend to major in Applied Corporate Management as a single or double-degree, must apply for acceptance into the ACM program. You cannot simply drop your first degree and apply for shifting into MOD. Once you are officially accepted into the ACM program, as evidenced by the Acceptance Letter, you may officially shift into MOD and drop your second major.

- 6.2 How many students does MOD accept into the program?

The MOD assigns no limit to the number of students accepted into the ACM program. The MOD strictly abides by the 70-point cut-off. An analysis of 5-year data shows that only 50% of those who apply are accepted. The largest class size to date has been 61 students.

- 6.3 I am now a freshman, how can I prepare myself so that I increase my chances of being accepted into the program?

There are very specific attributes that the MOD looks for in the ideal ACM student. We advise you to perform well in all your classes so that your CGPA is relatively high. The standard minimum CGPA upon application for most degrees is 2.0. Thus, if you can strive to be in the Dean's List, then that would be ideal. Otherwise, just perform your best. Then, we encourage you to be active in extra-curricular activities and assume leadership roles. Try to be more than just a member who participates in the organization activities. Moreover, you must enhance your written and oral communication skills. If you are weak in the written form, practice your writing or enroll in a writing class. If you are weak in oral presentations, get yourself more exposed perhaps by joining the Debate Society, Toast Masters club, or even volunteering during class participation.

- 6.4 I am already in the APC freshman block, do I still have to apply to major in Applied Corporate Management?

Students who are accepted into APC block during their freshman year have not yet been pre-screened for the program. This is explained well during the Freshman Orientation scheduled in the first trimester of the academic year. ALL students must apply for acceptance into the APC program.

- 6.5 When can I apply? Is the application period open during the three trimesters?

The MOD processes applications for the ACM program only on the first and second trimesters of each academic year. The submission of documents is on the first two weeks of class. Please check the announcements in the MOD bulletin board.

- 6.6 I am a double-degree major. When do I apply?

Double-degree majors, whether Liberal Arts-Business or Economics-Business, can apply for acceptance either in their sophomore or junior years. Regardless, the students fulfill the academic requirements of their first degree before pursuing the ACM degree.

- 6.7 I am a double-degree major. What flowchart do I use in the application package?

Applicants are required to highlight in the ACM flowchart, the subjects they have taken. If you are a double-major, you would have to use the ACM flowchart with your major.

- 6.8 What other requirements must I meet if I apply on the second trimester?

The bulk of applications are on the first trimester. Irregular students normally apply during the second trimester. To stay on stream, we require these students to be enrolled in HUMABEH so that they may proceed with the ACM major on the third trimester, if accepted.

- 6.9 Do I increase my chances of acceptance if I apply on the second trimester?

The MOD uses the same screening standards regardless when the student applies. The only advantage of applying in the second trimester is that you have an additional trimester to either improve your CGPA, practice your leadership abilities, enhance your communication skills, or be psychologically prepared for the screening process. If you think that you will have better chances of acceptance simply because there are fewer applications, the perception is wrong.

6.10 Do I increase my chances of acceptance if I am a Junior Officer of BMS?

Being an active office in any organization does increase your chance of being accepted into the program, not so much because you have the title, but more because it opens many opportunities for you to show your leadership skills. While MOD wholeheartedly supports the BMS, we do not discriminate against those who have exhibited leadership abilities in other organizations. For instance, students who are active in the Student Government gain leadership exposure and thus have good chances for acceptance.

6.11 If I have a CGPA of at least 3.0, am I guaranteed acceptance into the program?

CGPA is only one of the criteria used in screening applicants although it has a 30% weight. We look at the total profile of an applicant. We have accepted an applicant with a CGPA of 2.0 and rejected an applicant with a CGPA of 3.8.

6.12 What happens if I failed ACTBAS1 or ACTBAS2, can I still apply?

Fortunately, the program does not discriminate against students who fail any course. If you fail your basic accounting courses, you must re-enroll and pass. Do this immediately since we open our application period only in the first and second trimesters of each term. If need be, take advantage of the summer breaks to catch up with any academic deficiencies.

6.13 I am applying to shift from another major, when can I apply?

The ACM program accepts direct shifting. You may apply together with other students on the first and second trimester of an academic year. If you are accepted, then you must officially shift by accomplishing required forms.

6.14 I belong to a different college and I would like to apply for the ACM program. However, I am not allowed to take any business course since it is not in my curriculum. What do I do?

To qualify into the ACM program, a student must have had exposure in the basic business courses. Consequently, if you are from a different College, you may have to shift into a business degree program and then apply for ACM when you have earned your business credits.

6.15 I am currently enrolled in BUSORGA, when should I apply for major?

BUSORGA is normally offered during the second trimester of the freshman year. Thus, we expect that APC students have complied with this requirement. However, shiftees would take BUSORGA on an off-season. Thus, it is possible that you are enrolled in BUSORGA either on the first or second trimester. If so, you may still apply. If you meet the 70-point cut-off score, you will receive a conditional acceptance. You must garner a grade of 2.0 in BUSORGA.

6.16 What if I received a grade below 2.0 in BUSORGA, may I still apply for the ACM major?

It is essential that you understand the basics of organization, which is covered in BUSORGA. If you receive a grade lower than 2.0 in BUSORGA and are interested to apply for ACM major or have been conditionally accepted, you may re-take BUSORGA until you receive a 2.0.

6.17 I have a minor offense with the Discipline's office, may I still apply?

The MOD seeks students who have a clean discipline record. However, we acknowledge that in the freshman year, students are not completely aware of the school policies and thus are penalized for minor offenses such as littering or eating in the wrong places. This is still acceptable especially if a student has only one record. Major offenses are automatic disqualifications.

6.18 I noticed the document requirements for submission, one of which is a photocopy of my parent's government-issued ID. I don't live with one my parents (e.g. parent is abroad or deceased), how do I comply with this requirement?

The MOD acknowledges that not all students live with their parents. If it is impossible to present a photocopy of a parent's ID, you must indicate so, on the page where the photocopy should be. If you are under guardianship, we need a copy of the Guardianship Agreement as well as photocopy of the ID of your guardian.

6.19 What kind of written test do we have to take? Do we have to prepare for it?

The test administered by the ITEO provides the MOD administrators with an unbiased assessment of an applicants' critical thinking and planning skills. It also provides information about the personality profile of an applicant. In these areas, there is nothing to prepare for. However, ITEO through the Department of English and Applied Linguistics (DEAL) will evaluate your ability to compose your thoughts and relay this in a clear logical manner. You may wish to practice on your composition as the DEAL evaluators are very exacting.

6.20 What happens if I do not pass the screening? Can I re-apply?

There are three points where an applicant can be rejected. The first is in the initial submission of documents, the second after the ITEO test, and the third after the interview. Applicants who are rejected can no longer re-apply.

6.21 How will I know if I am qualified to take the ITEO test?

The MOD shall make announcements of qualified applicants. Please check the MOD bulletin board on the third week of the trimester.

6.22 What if I become sick during the scheduled ITEO test, can I reschedule?

The MOD deems that applicants who do not show up for the ITEO test are no longer interested. However, we acknowledge that some students may get sick on the examination day. If so, please provide a medical certificate and an excused absence form as cleared by the Vice Dean. Submit this to the MOD secretary and officially request for a reschedule. Be proactive. Make sure you that your request is attended to posthaste.

6.23 How will I know if I am qualified for the interview process?

Applicants who garner at least 35 points after the ITEO test are eligible for interview. The MOD shall post a list of students, arranged according to rank, who the faculty members will interview. Students listed on the top score higher than those listed on the bottom. If your name is on the list, immediately proceed to the MOD and secure your interview schedule from the MOD secretary.

6.24 How can I prepare myself for the interview?

The interview is a critical point in the selection process and 50% can readily be eliminated at this stage. Try to relax during the interview. Be comfortable with yourself. Try to speak confidently and avoid rambling. Also, avoid using the vernacular and watch yourself with the use of coping words such as “uh”, “actually”, “hmm”. Practice in front of a mirror or before friends or family members. On the day of the interview, come 15 minutes before your schedule so that you do not look harassed. Besides, some interviews finish ahead of schedule and your interviewers will appreciate your early arrival.

6.25 What types of questions do evaluators ask during the interview?

MOD is very transparent in its selection process. While we do not disclose the questions we ask during the interview process, we do present our criteria. Download a copy of the ACM Interview rubric (ACM-F002) from the website.

6.26 What if I am sick during my schedule interview, can I reschedule?

Rescheduling of interviews is discouraged as it disrupts the entire process. It inconveniences not only the interviewers, but all applicants since announcement of accepted applicants is done only after ALL applicants have been interviewed. Nonetheless, we do acknowledge that some of you may become sick. If so, please present a medical certificate with the Vice Dean's approval. Submit this to the Department secretary and officially request for a reschedule. Make sure you are informed of your rescheduled interview date. The MOD follows a two-day turnaround period.

6.27 Do I have to come in business attire for the interview?

We do not have any attire requirements during the interview. However, there are students who come in business attire and therefore present themselves to be professional looking. This thus helps create an impression. Should you be in business attire, ensure that you are properly groomed and do not look sloppy. For females, avoid short skirts and revealing clothes. Comply with acceptable dress code.

6.28 I heard some talk that the interview is the deciding factor in the selection process. Is this true?

The interview by itself does not determine whether an applicant is qualified for the program. The weight of the interview is only 40%. By the time an applicant is interviewed, 60% of the grade has already been computed. You will know how you compare with others with respect to the 60%. The MOD posts a list of applicants eligible for interview in the order of their ranking. If you find yourself at the bottom of the list, this means you have to prepare for the interview so that you will impress the evaluators. If you are on top of the list, this does not mean you can relax either since there are those in the top who could be removed from the final list.

6.29 Does a student's extra-curricular activities play a big part in the application?

A student's involvement in extra-curricular activities per se is not the deciding factor in determining qualification in the program. What is more important is how the applicant has used the experience in becoming more mature, in exhibiting better leadership abilities, and in setting high standards.

6.30 Is there a limit to the number of students accepted into the program?

MOD strictly abides by a 70-point cut-off. This means that only students who are able to hurdle the score will be accepted, whether the number is 1 or 100. Do know that we do not round scores and have in the past rejected applicants with an average score of 69.9. Acceptance rates vary per application period but it would be safe to say that in the overall only 50% of applicants qualify for the program.

6.31 How will I know if I am accepted into the program?

After all applicants have been interviewed, the Vice Chair shall release a list of applicants who are accepted into the program. This list is presented in alphabetical order. The Vice Chair will post the list in the MOD bulletin board by the end of the 9<sup>th</sup> week. This allows you to pre-enroll in the appropriate subjects on the 10<sup>th</sup> week. Aside from the list, you will receive a Letter of Acceptance that you may secure from the MOD secretary.

6.32 Can I question my disqualification from the program?

Any student not accepted may inquire as to their areas of weakness. Set an appointment with the Vice Chair who will discuss your grade points with you. As we strive to be very objective in our selection process, we do not alter your scores nor do we accept students with scores lower than 70. We do not round up.

6.33 If I belong to the APC freshman block but am not accepted, what are the next steps?

If you belong to the APC freshman block and you do not get officially accepted into the program, you must shift out of the program. MOD, through the College Academic Assistant, will not allow you to take HUREONE, which is the first major subject of the program. Neither will the other departments allow you to take major subjects of other degree programs. Please note that for most degree programs in the College of Business, the minimum CGPA for shifting is 2.0.