University Vision

A globally recognized institution of higher learning that develops competent and morally upright citizens who are active participants in nation building and responsive to the challenges of the 21st century.

University Mission

Batangas State University is committed to the holistic development of productive citizens by providing a conducive learning environment for the generation, dissemination and utilization of knowledge through innovative education, multidisciplinary research collaborations, and community partnerships that would nurture the spirit of nationhood and help fuel national economy for sustainable development.
University Core Values

Faith

The University’s initiatives and activities are guided by a strong faith in a Supreme Being. These are anchored on high regard and respect for the beliefs and orientation of each member of the academic community for a productive and meaningful co-existence.

Patriotism

This value extends from promoting love of country to taking pride in being a Filipino. The University advocates a strong sense of commitment to national ideals through its active promotion of the Philippine culture and heritage, as well as concern for the environment and the nation’s natural biodiversity, all of which lead to the creation of a pool of professionals who are instrumental for nation building.

Human Dignity

This value affirms the uniqueness, inherent worth, and distinction of every member of the community, with high respect to equality, social justice, and human rights. This is seen as the most effective way to prevent or resolve conflicts, and is thus necessary to ensure a harmonious University environment.

Integrity

This pertains to the University’s steadfast adherence to morally-sound principles and ideals in the pursuit of institutional goals and objectives. It covers the values of accountability, honesty, righteousness, incorruptibility, and decency in the governance and implementation of academic, administrative, financial policies.

Mutual Respect

This refers to the recognition and acceptance of individual and professional differences in the exercise of academic freedom and the freedom of expression. It is exhibited by a community that is progressive-minded and receptive to growth and positive change.

Excellence

A strong commitment to excellence in the areas of instruction, research and extension services, as well as in the management of financial resources and in the general administration of the University, is the most significant factor in ensuring the successful attainment of the University’s vision. Excellence results to continuous quality improvement in the services offered by the university to its clientele and stakeholders.
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Part I.

ACADEMIC AFFAIRS MANUALS
FOREWORD

The BSU Graduate School operates according to a set of guidelines concerning graduate education. These guidelines have been issued from time for the information and guidance of faculty and students of the department.

Compliance with the guidelines on the operation of graduate education assures to some extent quality management of the disciplines offered. They provide management with the directions toward the attainment of the desired level of productivity, efficiency, effectiveness and economy. Thus, both the professors and students of the department will benefit from the strict adherence to these guidelines. It is in light that this Handbook was put to its final point.

The Graduate School administration assures everyone that it will always keep up with the latest development in policies on graduate education. That being the case, this Handbook may change according to future evolving developments in this state of art.

BATANGAS STATE UNIVERSITY: A BRIEF HISTORY

More than nine decades ago, in 1903, the Batangas State University was established as the Manual Training School. It was headed by an American principal, Mr. Sheer and was tasked primarily to train young men for more gainful occupations in woodworking.

From its humble beginnings, the school has been transformed into a multi-campus institution of higher learning which is duly recognized as one of the best in the Southern Tagalog region. It enjoys the trust and respect of the general public as it continues to perform the challenging task of empowering the Filipino youth for the demands of globalization in the new millennium.

The history of the school is a saga in itself. It is about the men and women who gave their best to make it the institution that it is today. Two years after its initial founding, it was renamed Batangas Trade School. Messrs. Schwarts, Zacarias Canent, Isaias Maclang and Pascual Magcamit held the post of school principal successively.

The school was destroyed by fire in 1928 and so classes were held temporarily at the old government building adjacent to the city’s Roman Catholic Church. In 1932, the construction of the school building in its present site in Rizal Ave. began. Messrs. Romulo Mendoza, Guillermo Mendoza, Santiago Pascasio and Pedro Catuncan served successively as school principal until the outbreak of the World War II in 1941.

On September 10, 1945, the school once again resumed its activities, this time with Mr. Vicente Mendoza as principal. In 1948, Female students were finally admitted in 1948 when additional courses in food trades, garments trades and cosmetology were offered to supplement the emerging need for qualified female manpower. Also in 1948, Mr. Eugenio Ingco became head of related subjects department. In 1955, Mr. Felix Aguda headed the vocational department. Under the Rehabilitation Act of 1946 and through assistance from the War Damage Commission, the school was rebuilt to better serve the growing needs of the studentry.
A Congressional Act authored by then Congressman Babao and subsequently approved by the President of the Philippines bestowed upon the school a national status. With this new development, it also changed its name to Pablo Borbon Memorial National Trade School in honor of Gov. Pablo Borbon, a prominent Batangueño.

On July 1, 1957, the school became the Pablo Borbon Regional School of Arts and Trades. It also started offering technical courses under the able stewardship of Mr. Arsenio Galauran. He served as superintendent from August 1957 to November 1962, until he was transferred to the Marikina School of Arts and Trades. Mr. Vicente Mendoza was designated officer-in-charge and acted in this capacity from November 1962 to June 8, 1963.

Mr. Rosauro de Leon succeeded Mr. Galauran in 1963. Upon assumption of office, he immediately initiated innovative plans to build-up efficient citizen-workers. Thus, the inclusion of opportunity classes in the curriculum were realized July of that year. These included courses in automechanics, machine shop practice, electricity, radio mechanics, cosmetology and dressmaking.

The school earned another laurel with enactment of RA 4582 on June 19, 1965 which authorized the offerings of teacher-training course known as the Bachelor of Science in Industrial Education. It became the country’s 23rd college on June 15, 1968. Mr. Rosauro de Leon was sworn in as its first president. In 1971, it started offering mechanical and electrical engineering courses. The offering of civil engineering followed suit in 1973.

Initially, the Graduate School offered Master of Arts in Industrial Education with specialization in administration and supervision. In 1975, the program was expanded. MAT-Science and MAT-Mathematics were offered. In 1976 the MAT-Vocational Education was added. A Master of Management program with specialization in business management and public management was offered in 1978 in consortium with the UP College of Public Administration.

The College also boosts of significant achievements in the technical education curricula such as instruction of new courses in stationary and marine engineering, refrigeration and air-conditioning and the implementation of a two-year post secondary curriculum for petroleumrefinery technician with subsidy from Caltex (Philippines), Inc.

In 1978, the three-year industrial technician education curriculum, patterned after Manila Technician Institute, was introduced. It was the brainchild of Dr. Mariano Albayalde, the Dean of Instruction. He served as college president from 1986-89. The program was later revised to the Diploma of Technology under the Technical-Vocational Education Project of the Department of Education, Culture and Sports (DECS).

In 1983, the College acquired a three-hectare site in Barrio Alangilan, Batangas City through the initiative of Mr. Isabelo Evangelio, who are at that time has assumed the college presidency. This campus is now the center of engineering technology program. In 1986, the College expanded its undergraduate programs. Three new
courses were offered: Bachelor of Science in Chemistry, in Mathematics and in Home Economics. The following year, the College also introduced a pilot science class in the secondary department.

An addition to the advanced education curriculum programs was the introduction of a Doctor of Education degree with specialization in Industrial Education Management. The program was introduced during the first semester of SY 1988-89 in consortium with the Technological University of the Philippines.

Three years later in 1990, under the leadership of the new college president, Dr. Ernesto de Chavez, more courses were added: Bachelor of Arts in major in English, Bachelor of Secondary Education, Bachelor of Elementary Education and Associate in Computer Science, a ladderized course leading to Bachelor of Science in Computer Science.

The Graduate School introduced in June 1992 the Master of Public Administration and Master of Business Administration in lieu of the Master of Management curriculum. It also expanded its courses offerings with the introduction of the Master of Arts in Education major in Educational Management.

The Laboratory School, with an initial batch of 94 students, introduced a novel curriculum devised by the Science Education Institute of the Department of Science and Technology (DOST), the Department f Education, Culture and Sports (DECS) and the Philippine Science High School. Aside from PBMIT and PSHS, the other school tapped to pioneer the technology-based curriculum was the Quezon City Science High School.

The College has likewise established the School of Development Communication with four areas of specialization for the BS Development Communication program – Journalism, Broadcasting, Educational Communication and Audio-Visual Communication. The other new departments are the school of Human Kinetics and the School of Governance and Development Studies.

Consistent with its research function, the Batangas Center for Research and Special Studies has been engaged in pioneering endeavors since its creation on Sept. 7, 1990. The Center is tasked to coordinate, rationalize and prioritize research endeavors by private and public agencies and all units of the College and its service area. On August 1991, the Center for Skills Training and Development was established to provide training programs for industrial workers, technicians, technologists and management leaders that will enable them to acquire the skills and management competence required by the industries. This was followed with the setting up of the Industry Academe Cooperative Education Program Office (IACEPO) in order to establish strong linkages between the educational and employment systems.

The following have been established to further strengthen the Research Office: Math and Science Center, Engineering and Technology Center, Teacher Education Center, Language Center, Social Science Center, Center for Policy and Development Studies and Center for Gender and Poverty Studies.

PBMIT was finally converted into the Batangas State University by the virtue of RA 9045 on March 22, 2001. This development did not only bring to fruition the Batangueños’ cherished dream of having a state university named in honor of their
beloved province, but it gave the academe the support necessary to more effectively serve the needs of close to 20,000 students enrolled in its main and satellite campuses.

On July 17, 2006, Dr. Nora L. Magnaye, a Ph.D. Major in Mathematics graduate, succeeded Dr. Ernesto M. De Chavez as the second University President.

Now, Batangas State University is the foremost science and technology institution of higher learning in the Southern Tagalog region. It remains faithful to its mandate to make quality and affordable education accessible to the poor and marginalized. Proud of its tradition of excellence, the University is determined to soar to even greater heights.

MILESTONES IN THE BSU GRADUATE SCHOOL

1974 – 1975 - Birth of Graduate School with the opening of the Master of Arts in Industrial, major in Administration and Supervision (MAIE) under Dr. Leoncia P. Sulit, the first dean of the department


1978 – 1979 - Linkage with the University of the Philippines College of Public Administration until 1983 for the degree of Master in Management (MM) with specialization in:

Business Management (MM-BM)
Public Management (MM-PM)
-Opening of Master of Arts in Industrial Education

1988 – 1989 - Consortium agreement with the Technological University of the Philippines until 1991 for the degree of Doctor of Education, major in Industrial Education Management (ED.D.IEM)

1990 - 1997 - Dr. Virginia Baes was appointed Graduate School Dean

1992 – 1993 - Conversion of Master of Management Program into:

Master in Business Administration (MBA)
Master in Public Administration (MPA)


- Conversion of the M.A.T. Program into:

Master of Arts in Education major in:
Science Teaching
Mathematics Teaching

Technical-Vocational Education

1997 – 1998 - Opening of the Master of Engineering and Master in Engineering Education

1999 – 2000 - Additional offering of Master’s programs under the deanship of Dr. Ernesto De Chavez in:

- Master of Arts in English
- Master of Arts in Education major in:
  - Administrative and Supervision
  - English Language Teaching
  - Mathematics Teaching
  - Science Teaching
  - Filipino Language Teaching
- Master of Arts in Industrial Education Major in:
  - Administration and Supervision Livelihood and Technology Education

- Opening of the Doctor of the Public Administration, Doctor of Business Administration and Doctor of Technology
- Offering of Master of Science in Information Technology

2000 – 2001 - Offering of Doctor of Philosophy major in the following:

- English Straight Program
  - Mathematics
- Offering of Master of Science in Computer Engineering

2001 – 2002 - Appointment of Dr. Amador Lualhati as Dean during SY 2001
- Designation of Dr. Rolando Lontok Sr. as fifth Dean of the department

2002 – 2003 - Birth of Master of Science in:

- Mathematics
- Civil Engineering
- Computer Science
- Electrical Engineering
- Electronics and Communication Engineering
Mechanical Engineering

Information Technology

Computer Science

Master of Engineering Management

- Offering of Master of Arts in Education, Major: Computer Education


2005 – 2006 - Dr. Severa Pagcaliwan acted as officer-in-charge of the department

2006 – 2007 - Designation of Dr. Leticia T. Macalalad as Dean of Graduate School under new University President, Dr. Nora Magnaye

- Streamlining of courses

- Offering of Master in Chemistry (Non-thesis) and Master in Industrial Technology

- Offering of Master of Arts in Education, major in Educational Management in Lobo and Lemery Campuses

- Offering of Doctor of Public Administration, Master of Engineering and Master of Technology in Consortium with Romblon State University

VISION

A university which shapes a global Filipino imbued with moral courage nurtured through values and excellent education

MISSION

Batangas State University is committed to implement its mandates of quality and excellence, relevance and responsiveness, access and equity and efficiency and effectiveness through instruction, research, and extension and production to meet the growing needs of the country and the world for globally competitive and morally upright professionals, scientists, technologists, technicians, skilled workers and entrepreneurs.

GRADUATE SCHOOL GOALS

The BSU Graduate School is committed to:

- provide graduate students with learning opportunities in the areas of education and management, public service, business and economics, Philippine and development studies, language and literature, engineering and information technology, and peace & security studies;
- promote research in their field of specialization;
- involve the organizational and communal activities in line with its fields of specialization;
- turn out graduates who are not only equipped with theoretical knowledge and technical skills but also imbued with the values, virtues, and ideals of the Filipino and his profession; and
- enhance indigenous arts of for cultural enrichment.
Academic Guidelines for the Doctoral Program

I. ADMISSION REQUIREMENTS

1. An applicant with an average rating of at least 1.5 in the masteral course is eligible for admission to the doctoral program.

2. An applicant for admission to the Doctor of Technology should be a graduate of any engineering course.

3. An applicant for admission to the Doctor of Education major in Educational Management (Ed.D.E.M.) program should be a graduate of any master’s program in education. For non-education master’s degree holders, the following subjects (18 units) in education should be completed before enrollment in the major courses:

   Educ 500  Seminar in College Teaching (with principles and methods in education)
   Educ 504  Advanced Educational Administration and Supervision (w/ Educational Legislation)
   Educ 505  Psychology of Teaching and Learning
   Educ 506  Curriculum Development and Academic Planning
   EM 501   Educational Leadership (with Foundation of Education)
   EM 502   Organization and Management (w/ Total Quality Management)

   Two of the above may be taken together with one basic subject in the Ed.D.E.M. Program

4. All applicants for the doctoral program must pass the Graduate School Admission test.

5. All applicants for admission to the doctoral program should submit the following:

   5.1  Original copy of the transcript of records
   5.2  Two pictures (1” x 1”)
   5.3  Authenticated marriage contract, when needed

II. ENROLLMENT

1. Students shall complete their enrollment within the prescribed schedule.

2. Late registration may be allowed provided it does not exceed nine (9) hours of semestral work starting from the official opening of classes in the Graduate School.

3. Students who have paid the required fees and have submitted the enrollment form to the different offices concerned are the only ones considered officially enrolled.

4. Only officially enrolled students are entitled to the class cards which should be submitted to their respective professors immediately.
III. ACCREDITATION

1. All the academic units earned by a student from any state college or university with similar course description and credit equivalency in this university may be credited subject to the following conditions:

   1.1 The subject in question was taken not more than three (3) years on the date of enrollment in this University.

   1.2 The grade given to the subject in question is not lower than 1.5

   1.3 The student should earn in this University a total of 24 units, or an equivalent of one year academic work excluding dissertation writing.

2. Applicants who have earned units from private graduate schools are granted not more than one-third (1/3) of the total number of academic units subject to the following conditions:

   2.1 The subject in question is similar in course description and credit equivalency in this University

   2.2 The grade given to the subject in question should not be lower than 1.5

   2.3 The subject in question was taken not more than three (3) years on the date of enrollment in this University.

   An applicant transeree may be granted more than the allowable credit unit by requesting the Graduate School Committee for reconsideration.

3. A BSU graduate school student who has passed the Comprehensive Examinations without having defended his/her dissertation after three (3) years is required to enroll as audit in nine (9) units, subject to the advisement of the dean. The student concerned should observe the policy for enrollment and attendance. Having completed this requirement, he/she is given two (2) years to defend his/her dissertation.

4. A BSU graduate student who has completed the academic requirements but failed to take the Comprehensive Examinations after three (3) years is required to enroll as audit in at least twelve (12) units.

5. A BSU graduate student who has completed the academic requirements but failed to take the Comprehensive Examinations for more than three (3) years from the last term of enrollment without finishing the academic requirement may be readmitted to the program subject to the evaluation of the subjects taken against the existing curriculum.

6. Any student who is on MA Public Administration and MA Business Program (Non-Thesis) has to enroll in Thesis I and Thesis II and defend his/her thesis before he/she can enroll in any of the doctoral degree program.

IV. ATTENDANCE

Prompt and regular attendance of students is required.
V. CHANGING, ADDING, DROPPING OF SUBJECTS

1. A student may be allowed to change / or add subject provided that the class which he/she intends to join has not held classes for more than six (6) class hours. This should be made official by accomplishing the required form and submitting it to the offices concerned.

2. A student will be automatically dropped out of his/her enrollment in any subject where he/she incurs nine (9) class hours unexcused absences. In no case shall a student be allowed more than fifteen (15) hours of absences during the term as he/she will be dropped from the list of enrollees or given a remark of NO CREDIT.

3. A student who dropped a subject or subjects should accomplish the official dropping form duly signed by proper officials.

VI. ACADEMIC LOAD

Part-time graduate students who hold a regular full-time job are allowed a maximum load of nine (9) units per semester. However, a maximum load of twelve (12) academic units may be allowed of students who have to complete the academic requirements during the regular semester, subject to prior approval of the dean.

VII. CROSS REGISTRATION

1. No student shall be allowed to cross enroll in another institution without a written permit from the dean of the Graduate School and the registrar.

2. The total study load a student may register in shall not exceed the maximum allowed by the rules on academic load.

VIII. GRADING SYSTEM

1. The BSU Graduate School adopts the following numerical grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>1.25</td>
<td>Very Good</td>
</tr>
<tr>
<td>1.50</td>
<td>Good</td>
</tr>
<tr>
<td>1.75</td>
<td>Meritorious</td>
</tr>
<tr>
<td>2.0</td>
<td>Passing</td>
</tr>
<tr>
<td>Lower than 2.0 - Inc.</td>
<td>No Credit</td>
</tr>
<tr>
<td>Inc.</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

2. A student, although with a passing standing will be given a grade of Incomplete (Inc.) if he/she fails to comply with all the requirements of the course.

3. A grade of Incomplete must be completed within one (1) year. Students who fail to complete their deficiency / deficiencies at the end of one (1) year shall be required to re-enroll in the same course or its substitute, if any.
IX. SCHOLASTIC DELINQUENCY

A student is automatically disqualified / dismissed from the program if he/she obtains a grade lower than 2.0 in two (2) subjects.

X. COMPREHENSIVE EXAMINATIONS

1. Students who have completed all course requirements shall be allowed to take the Comprehensive Examinations.

2. Passing the Comprehensive Examinations is a requirement for enrollment in dissertation writing.

3. The passing mark for Comprehensive Examinations for each area (Basic, Major, Cognate) is 75.00 percent

4. A Certificate of Proficiency is given after the candidates passes the comprehensive examination.

5. Examinees who failed in the Comprehensive Examinations shall be allowed up to two (2) reexaminations or a total of three (3) reexaminations in the course area (Basic, Major and Cognate) where they failed.

A student who fails to pass the second re-examination shall be required to enroll for audit in the subject/s where he failed.

A Special Examination shall be scheduled for this purpose or they may take the reexamination during the regular comprehensive examinations.

Comprehensive examinations are given once a year or as scheduled by the dean.

XI. DURATION OF GRADUATE STUDY

After completion of all the academic requirements, a candidate for graduation to the master’s degree program shall be given a maximum period of three (3) years within which to finish all requirements. Failure to complete the thesis/special problem within the stipulated period will require the candidate to enroll formally for audit. The regulation for audit should be observed.

XII. DISSERTATION WRITING

1. A student should enroll first in Seminar in Dissertation Writing (4 units) and defend his/her dissertation proposal before the Dissertation Committee organized for this purpose.

2. Subject to the approval of the Dissertation Committee, the student may enroll in Dissertation Writing (8 units) the following semester. He/she has the option to choose his/her adviser from among the members of the Dissertation Committee subject to the approval of the dean.

XIII. OTHER PROVISIONS

1. The foregoing implementing guidelines may be revised, modified or amended or supplementary guidelines may be issued subject to the approval by higher authority.
2. These guidelines previous issuances, guidelines, rules and regulations of the BSU Graduate School.

POLICY GOVERNING APPLICANTS FOR GRADUATION FOR THE DOCTORAL DEGREE

1. The applicant shall have passed the comprehensive examinations.

2. The applicant shall have successfully defended his/her dissertation proposal, pre-orals and final orals.

3. The applicant shall have prepared a draft of her dissertation, incorporating therein all the suggestions / comments made by the defense panelists and properly edited by a grammarian.

4. The draft shall be submitted to the panelists within such a period as to allow them to read the dissertation in full. The panelists and the adviser shall affix their signatures to the draft if it meets all their requirements.

5. The dissertation shall be finalized in five-bound copies, and these shall again be presented to the panelists and adviser for their signatures.

6. The final book-bound copies shall then be presented to the academic council as a requirement prior to the inclusion of the applicant’s name among those to whom degrees will be conferred during the commencement exercises.

7. No applicant for graduation leading to the doctoral degrees shall be conferred the degree unless he / she has met these a forecited requirements.
Secure clearance form and records request slips from the Registrar’s Office

Fill up clearance form

Have the form approved by your Dean and the Accountant

Submit the Official Receipt (OR) and clearance form to the Registrar’s Office

Pay the amount indicated in the records’ request slip at the Cashier’s Office

Transfer credentials / honorable dismissal can be claimed upon submission of OR and clearance form if the original transcript of records of the student has already been submitted to the Registrar’s Office. If the transcript of records of the student has NOT been submitted to the Registrar’s Office, he/she should submit the needed request form for transcript of records to the college / university where he/she last attended.
GRADUATE SCHOOL
ENROLMENT PROCEDURE FOR TRANSFEREES

Present to the Dean your Admission Slip, one colored ID picture (1x1), original copy of transcript of records from college/university last attended

Copy the subjects you are to enroll in from the list posted at the GS Bulletin Board.

Have the registration form printed at the (internet lab/café)

Proceed to the Registrar’s Office for the final approval and issuance of class cards

Pay your fees at the Cashier’s Office

Secure the approval of your Dean

Secure the library card at the University Library

Submit Dean's Copy

Proceed to the ID room (designated area) for your ID card
GRADUATE SCHOOL
APPLICATION PROCEDURES FOR GRADUATION

Have the form approved by the professors of subjects presently enrolled and your Dean.

Undergo evaluation of subjects taken at the Registrar’s Office before taking the Comprehensive Examination and before the scheduled final defense of Thesis or Dissertation.

Fill up application form for graduation.

File the application for graduation at the Registrar’s Office.
GRADUATE SCHOOL
ENROLMENT PROCEDURE FOR NEW STUDENTS

- Present to the Dean your Admission Slip, one colored ID picture (1x1), original copy of transcript of records from college/university last attended.

- Copy the subjects you are enrolling in from the GS Bulletin Board.

- Have the registration form printed at the (internet lab/café).

- Proceed to the Registrar’s Office for the final approval and issuance of class cards.

- Pay your fees at the Cashier’s Office.

- Secure the approval of your Dean.

- Secure the library card at the University Library.

- Submit Dean’s Copy.

- Proceed to the ID room (designated area) for your ID card.
GRADUATE SCHOOL
ENROLMENT PROCEDURE FOR OLD STUDENTS

1. Present your clearance to the Dean
2. Copy the subjects you are enrolled in from the list posted at the GS Bulletin Board
3. Proceed to the Registrar’s Office for the final approval and issuance of class cards
4. Renew your library card at the University Library
5. Submit Dean’s Copy
6. Pay your fees at the Cashier’s Office
7. Have the registration form printed at the (internet lab / café)
8. Secure the approval of your Dean
9. Proceed to the Registrar’s Office for the final approval and issuance of class cards
CURRICULAR OFFERINGS
GRADUATE SCHOOL
2ND Semester 2006-2007

DOCTORAL PROGRAMS
Doctor of Education in Educational Management
Doctor of Philosophy
  - Mathematics
  - English (Language and Literature)
Doctor of Public Administration
Doctor of Business Administration
Doctor of Technology

MASTER’S PROGRAMS
Master of Arts in Education
  - Psychology
  - English Language Teaching
  - Educational Management
  - Mathematics Teaching
  - Science Teaching
  - Filipino Language Teaching
  - Computer Education

MASTER’S PROGRAMS
Master of Arts in English
Master of Business Administration
Master of Public Administration
Master of Science in Civil Engineering
Master of Science in Computer Engineering
Master of Science in Electrical Engineering
Master of Science in Electronics & Communication Engineering
Master of Science in Mechanical Engineering
Masters of Science in Information Technology
Master of Science in Computer Science
Master of Technology
Master of Engineering
Master in Industrial Technology
Master in Chemistry
BSU HYMN

Hail to you dear BSU
Hail alma mater mine
Onward to the sunrise
Onward to the best

Refrain
With dignity we’ll carry your name
With pride we shall proclaim
Your honor and your vision
To the nation and the world

Chorus
Hail the red and white
Hail the heroes’ blood
Hail Batangas State University
Forever, we shall shine.

Repeat Refrain & Chorus
The CAS graduate school operates according to a set of guidelines concerning graduate education. These guidelines have been issued from time for the information and guidance of faculty and students of the department.

Compliance with the guidelines on the operation of graduate education assures to some extent quality management of the disciplines offered. They provide management with the directions toward the attainment of the desired level of productivity, efficiency, effectiveness and economy. Thus, both the professors and students of the department will benefit from the strict adherence to these guidelines. It is in this light that this Handbook was put to its final point.

The Graduate School administration assures everyone that it will always keep up with the latest development on policies of graduate education. That being the case, this handbook may change to address future developmental needs of graduate students for relevance and responsiveness.

More than nine decades ago, in 1903, the Batangas State University was established as the Manual Training School. It was headed by an American principal, Mr. Sheer and was taken primarily to train young men for more gainful occupations in woodworking.

From its humble beginnings, the school has been transformed into a multi-campus institution of higher learning which is duly recognized as one of the best in the Southern Tagalog region. It enjoys the trust and respect of the general public as it continues to perform challenging task of empowering the Filipino youth for the demands of globalization in the new millennium.

The history of the school is a saga itself. It is about the men and women who gave their best to make the institution that it is today. Two years after its initial founding, it was renamed Batangas Trade School. Messrs. Schwarts, Zacarias Canent, Isaias Maclang and Pascual Magcamit held the post of school principal successively.

The school was destroyed by fire in 1928 and so classes were held temporarily at the old government building adjacent to the city’s Roman Catholic Church. In 1932, the construction of the school building in its present site in Rizal Ave. began. Messrs. Romulo Mendoza, Guillermo Mendoza, Santiago Pascasio and Pedro Catuncan served successively as school principal until the outbreak of the World War II in 1941.

On September 10, 1945, the school once again resumed its activities, this time with Mr. Vicente Mendoza as principal. In 1948, Mr. Eugenio Ingco became head of related subjects department. In 1955, Mr. Feliz Aguda headed the vocational department. Under the Rehabilitation Act of 1946 and through assistance from the War Damage Commission, the school was rebuilt to better serve the growing needs of the studentry.
A Congressional Act authored by then Congressman Babao and subsequently approved the President of the Philippines bestowed upon the school a national status. With this new development, it also changed its name to Pablo Borbon Memorial National Trade School in honor of Gov. Pablo Borbon, a prominent Batangueño.

On July 1, 1957, the school became the Pablo Borbon Regional School of Arts and Trades. It also started offering technical courses under the able stewardship of Mr. Arsenio Galauran. He served as superintendent from August 1957 to November 1962, until he was transferred to the Marikina School of Arts and Trades. Mr. Vicente Mendoza was designated officer-in-charge and acted in this capacity from November 1962 to June 8, 1963.

Mr. Rosauro de Leon succeeded Mr. Galauran in 1963. Upon assumption of office, he immediately initiated innovative plans to build-up efficient citizen-workers. Thus, the inclusion of opportunity classes in the curriculum were realized July of that year. These include courses in auto mechanics, machine shop practice, electricity, radio mechanics, cosmetology and dressmaking.

The school earned another laurel with enactment of RA 4582 on June 19, 1965 which authorized the offerings of teacher-training course known as the Bachelor of Science in Industrial Education. It became the country’s 29th college on June 15, 1968. Mr. Rosauro de Leon was sworn in as its first president. In 1971, it started offering mechanical and electrical engineering courses. The offering of civil engineering followed suit in 1973.

Initially, the Graduate School offered Master of Arts in Industrial Education with specialization in administration and supervision. In 1975, the program was expanded. MAT-Science and MAT-Mathematics were offered. In 1976 the MAT-Vocational Education was added. A Master of Management program with Specialization in business management and public management was offered in 1978 in consortium with the UP College of Public Administration.

The College also boost of significant achievements in the technical education curricula such as instruction of new courses in stationary and marine engineering, refrigeration and air-conditioning and the implementation of a two-year post secondary curriculum for petroleum refinery technician with subsidiary from Caltex (Philippines), Inc.

In 1978, the three-year industrial technician education curriculum, patterned after Manila Technician Institute, was introduced. It was the brainchild of Dr. Mariano Albayalde, the Dean of Instruction. He served as college president from 1986-89. The program was later revised to the Diploma of Technology under the Technical-Vocational Education Project of the Department of Education, Culture and Sports (DECS).

In 1983, the College acquired a three-hectare site in Barrio Alangilan, Batangas City through the initiative of Mr. Isabelo Evangelio, who was at that time assumed the college presidency. This campus is now the center of engineering technology program. In 1986, the College expanded its undergraduate programs. Three new courses were offered: Bachelor of Science in Chemistry, in Mathematics and in Home Economics. The following year, the College also introduced a pilot science class in the secondary department.

An addition to the advanced education curriculum programs was the introduction of Doctor of Education degree with specialization in Industrial Education Management. The program was introduced during the first semester of SY 1988-89 in consortium with the Technological University of the Philippines. The Graduate School introduced in June 1992 the Master of Public Administration and Master of Business Administration in lieu
of the Master of Management curriculum. It also expanded its courses offerings with the introduction of the Master of Arts in Education major in Educational Management.

Three years later in 1990, under the leadership of the new college president, Dr. Ernesto de Chavez, more courses were added: Bachelor of Arts major in English, Bachelor of Secondary Education, Bachelor of Elementary Education and Associate in Computer Science, a ladderized course leading to the Bachelor of Science in Computer Science.

The Graduate School introduced in June 1992 the Master of Public Management curriculum. It also expanded its courses offerings with the introduction of the Master of Arts in Education major in Educational Management.

The Laboratory School, with an initial batch of 94 students, introduced a novel curriculum devised by the Science Education Institute of the Department of Science and Technology (DOST), the Department of Education, Culture and Sports (DECS) and the Philippine Science High School. Aside from PBMIT and PSHS, the other school tapped to pioneer the technology-based curriculum was the Quezon City Science High School.

Through the years the College’s courses offerings continued to expand with the inclusion of BS Computer Engineering, BS Electronics and Communication Engineering, BS Chemical Engineering, BS Biology, BS Environmental Science, Bachelor of Arts major in Development Communication, Bachelor of Technology, two-year Plant Maintenance Operator Technician course.


The recently established school of Accountancy, Business and Economics offers BS courses in Accountancy, Business Administration Economics, Entrepreneurship and Secretarial Administration.

The School of Food Science, Technology and International Hospitality offer course offerings in Food Engineering, Food Science, Food Engineering Technology, Hotel and Restaurant Management and Food Technician Course. The College of Agriculture now offers Bachelor of Science in Agricultural Technology, Agri-Engineering, Fisheries and Forestry.

There are also new courses in the Graduate School. These are Doctor of Philosophy in Peace and Security Administration, Public Administration and Business Administration. The masters program also lists Business Administration, Public Administration, Engineering Education, Development Studies, Asian Studies, Computer Engineering, information Technology, Computer Education and Peace and Security Administration.

The College has likewise established the School of Development Communication with four areas of specialization for the BS Development Communication program – Journalism, Broadcasting, Educational Communication and Audio-Visual Communication. The other new departments are the School of Human Kinetics and the School of Governance and Development Studies.

Consistent with its research function, the Batangas Center for Research and Special Studies has been engaged in pioneering endeavors since its creation on
September 7, 1990. The Center is tasked to coordinate, rationalize and prioritize research endeavors by private and public agencies and all units of the College and its service area. On August 1991, the Center for Skills Training and Development was established to provide training programs for industrial workers, technicians, technologists and management leaders that will enable them to acquire the skills and management competence required by the industries. This was followed with the setting up of the Industry Academe Cooperative Education Program Office in order to establish strong linkages between the educational and employment systems.

The following have been to further strengthen the Research Office: Math and Science Center, Engineering and Technology Center, Teacher Education Center, Language Center, Social Science Center, Center for Policy and Development Studies and Center for Gender and Poverty Studies.

PBMIT was finally converted into the Batangas State University by the virtue of RA 4590. This development did not only bring to fruition the Batangueños’ cherished dream having a state university named in honored of their beloved province, but it gave the academe the support necessary to more effectively serve the needs of close to 20,000 students enrolled in its main and satellite campuses.

On July 17, 2006, Dr. Nora L. Magnaye, a Ph.D. major in Mathematics graduate, succeeded Dr. Ernesto de Chavez as the second University President.

Batangas State University is the foremost science and technology institution of higher learning in the Southern Tagalog Region. It remains faithful to its mandate to make quality and affordable education accessible to the poor and marginalized. Proud of its tradition of excellence, this university is determined to soar to even greater heights.

As the third President of the University, Dr. Tirso A. Ronquillo was elected on July 16, 2014.

MILESTONES IN THE BSU GRADUATE SCHOOL

1974 - 1975 - Birth of Graduate School with the opening of the Master of Arts in Industrial, major in Administration and Supervision (MAIE) under Dr. Leonica P. Sulit, the first dean of the department

- Science
- Mathematics
- Vocational Education

1978 - 1979 - Linkage with the University of the Philippines College of Public Administration until 1983 for the degree of Master in Management (MM) with specialization in:
- Business Management (MM-BM)
- Public Management (MM-PM)
- Opening of Master of Arts in Industrial Education

1988 - 1989 - Consortium agreement with the Technological University of the Philippines until 1991 for the degree of Doctor of Education, major in Industrial
Education Management (ED.D.IEM)

1990 - 1997 - Dr. Virginia Baes was appointed Graduate School Dean

1992 - 1993 - Conversion of Master of Management Program into:
    Master in Business Administration (MBA)
    Master in Public Administration (MPA)

    Conversion of the M.A.T. Program into:
    Science Teaching
    Mathematics Teaching
    Technical-Vocational Education

1997 - 1998 - Opening of the Master of Engineering and Master in Engineering Education

1999 - 2000 - Additional offering of Master’s programs under the deanship of Dr. Ernesto de Chavez in:
    Master of Arts in English
    Master of Arts in Education major in:
    Administrative and Supervision
    English Language Teaching
    Mathematics Teaching
    Science Teaching
    Filipino Language Teaching
    Master of Arts in Industrial Education
    Major in: Administration and Supervision
    Livelihood and Technology Education

- - Opening of the Doctor of the Public Administration, Doctor of Business Administration and Doctor of Technology

- - Offering of Master of Science in Information Technology

2000 - 2001 - Offering of Doctor of Philosophy major in the following:
    English Straight Program
    Mathematics

- - Offering of Master of Science in Computer Engineering

2001 - 2002 - Appointment of Dr. Amador Lualhati as Dean during SY 2001
- - Designation of Dr. Rolando Lontok Sr. as fifth Dean of the department

2002 - 2003 - Birth of Master of Science in:
    Mathematics
    Civil Engineering
Computer Science  
Electronics and Communication Engineering  
Mechanical Engineering  
Information Technology  
Computer Science  
Master of Engineering Management

- Offering of Master of Arts in Education, Major: Computer Education

2004 - 2005 - Offering of Master of Arts in Education, Major in Psychology

2005 - 2006 - Dr. Severa Pagcaliwagan acted as office-in-charge of the department

2006 - 2007 - Other offerings of master's program under the deanship of Dr. Leticia T. Macalalad

- Master of Chemistry (Non-thesis), Master of Technology

- Master of Arts in Education, major in Educational Management in Lobo and Lemery Campuses

June 2007 - Present - Designation of Dr. Matilda H. Dimaano as Dean of the Graduate School.

VISION

A leading University in the region which shapes a globally competent citizen imbued with moral courage nurtured through values and quality education.

MISSION

Batangas State University commits to develop productive citizens by providing the highest standard of instruction, research and extension service and production through value-laden learning experiences, community partnerships and internationalization initiatives.

BSU GRADUATE SCHOOL GOALS:

- Provide graduate students with learning opportunities in the area of education and management, public service, business and economics, Philippine and development studies, language and literature, engineering and information technology, peace and security services;
- Promote research in their field of specialization;
- Involve the organizational and communal activities in line with its fields of specialization;
- Turn out graduates who are not only equipped with theoretical knowledge and technical skills but also imbued with the values, virtues and the ideas of the Filipino and his profession; and
- Enhance indigenous arts for culture enrichment.

BSU GRADUATE SCHOOL OBJECTIVE:

- Provides graduate students with learning opportunities for leadership on their own fields toward excellence, efficiency and effectiveness in the pursuit of global competitiveness in the attainment of national and regional goals;
• Keep abreast with evolving demands for research for advancement of knowledge;
• Harness the capacity of the Graduate School in sustaining extension program of the college; and
• Intensify institutional efforts in cultural enhancement and values development.

ACADEMIC GUIDELINES FOR THE MASTER’S PROGRAM

I. ADMISSION REQUIREMENTS

1. An applicant for admission to the master’s program should be a graduate of any baccalaureate degree. Applicants with an average rating of at least 80 percent or 2.5 in their baccalaureate degree are eligible for admission to the master’s program.

2. Students admitted to the program on probationary basis who failed to obtain an average rating of 2.0 in the first 12 units are automatically disqualified from any program in the Graduate School.

3. An applicant for the master’s program must pass the GS Admission Test.

4. All applicants for admission to the Master’s Program should submit the following:
   4.1. Original copy of transcript of records;
   4.2. Authenticated copy of NSP Birth Certificate;
   4.3. Photocopy of Marriage Contract (for married female applicants only);
   4.4. Four (4) latest 2” x 2” colored ID picture with applicant’s signature at the back;
   4.5. Special Order (SO) number for private school graduate applicant’s;
   4.6. Notice of Passing the BSU Graduate School Admission Test;
   4.7. Transfer Credits from last school attended; and
   4.8. Study Permit (for foreign students)

5. Requirements for admission to a specific master’s program:
   5.1. Master of Science in Mathematics
       • Graduate of BS Mathematics or its equivalent is qualified to enter the Master of Science in Mathematics Program
       • Non-mathematics graduate is required to take the following undergraduate non credit courses:
         Math 304 Fundamental Concepts of Mathematics
         Math 309 Linear Algebra
         Math 308 Advanced Calculus

       Note: Equivalency shall be determined by the Graduate Committee.

   5.2. Master of Arts in English
       • Automatic admission of an applicant with the bachelor’s degree major in English (AB, BSE, BEED).
• For non-English major graduate, the following subjects (12 units) should be taken as bridging courses.
  Lang 503  Structure of the Language
  Lang 504  The Teaching of Reading
  Lang 507  Teaching the Language Arts
  Litt 505  Studies in English and American Literature

II. ENROLLMENT

1. Students shall complete their enrollment within the prescribed schedule.

2. Late registration may be allowed provided it does not exceed nine (9) hours of semestral work starting from the official opening of classes in the Graduate School.

3. Students who have paid the required fees and have submitted the enrollment form to the different offices concerned are the only ones considered officially enrolled.

4. Only officially enrolled students are entitled to the class cards which should be submitted to their respective professors immediately.

III. TRANSFER OF CREDITS

1. All the academic units earned by a student from any state college or private higher education institution with similar course description and credit equivalency in this university may be credited to the following conditions:
   1.1. The subject in question was taken not more than three (3) years on the date of enrollment in this University;
   1.2. The grade given to the subject in question is not lower than 1.5;
   1.3. The subject in question was taken not more than three (3) years on the date of enrollment in this University.
   1.4. The student should earn in this University a total of 24 units, or an equivalent of one year academic work excluding thesis writing.

2. A BSU graduate school student who has passed the Comprehensive Examinations without having defended his/her thesis after three (3) years is required to enroll as audit in nine (9) units, subject to the advisement of the dean. The student concerned should observe the policy for enrollment and attendance. Having completed this requirement, he/she is given two (2) years to defend his / her dissertation.

3. A BSU graduate student who has completed the academic requirements but failed to take the Comprehensive Examinations after three (3) years is required to enroll on audit in at least nine (9) units.
IV. ATTENDANCE

Prompt and regular attendance of students is required.

V. CHANGING, ADDING, DROPPING OF SUBJECTS

1. A student may be allowed to change / or add subject provided that the class which he / she intends to join has not held classes for more than six (6) class hours. This should be made officially by accomplishing the required form and submitting it to the offices concerned.

2. A student will be automatically dropped out of his / her enrollment in any subject where he / she incur nine (9) class hours’ unexcused absences. In no case shall a student be allowed more than fifteen (15) hours of absences during the term as he / she will be dropped from the list of enrollees or given a remark of NO CREDIT.

3. A student who dropped a subject or subjects should accomplish the official dropping form duly signed by proper officials before midterm exams.

VI. ACADEMIC LOAD

Part-time graduate students should hold a regular full-time job is allowed a maximum load of nine (9) units per semester. However, a maximum load of twelve (12) academic units may be allowed to full-time students and those students who have to complete the academic requirements during the regular semester, subject to prior approval of the Dean.

VII. CROSS REGISTRATION

1. No student shall be allowed to cross enroll in another institution without a written permit from the dean of the Graduate School and the registrar.

2. The total student load a student may register shall not exceed the maximum allowed by the rules on academic load.

VIII. GRADING SYSTEM

1. The BSU Graduate School adopts the following numerical grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>1.25</td>
<td>Very Good</td>
</tr>
<tr>
<td>1.50</td>
<td>Good</td>
</tr>
<tr>
<td>1.75</td>
<td>Meritorious</td>
</tr>
<tr>
<td>2.0</td>
<td>Passing</td>
</tr>
<tr>
<td>Inc.</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
2. A student, although with a passing standing will be given a grade of Incomplete (Inc.) if he/she fails to comply with all the requirements of the course.

3. A grade of Incomplete must be completed within one (1) year. Students who fail to complete their deficiency/deficiencies at the end of one (1) year shall be required to re-enroll in the same course or its substitute, if any.

4. Students admitted to the program on probationary basis who failed to obtain an average rating of 2.0 in the first 12 units are automatically disqualified from any program in the Graduate School.

IX. COMPREHENSIVE EXAMINATIONS

1. Students who have completed academic requirements shall be allowed to take the Comprehensive Examinations.

2. Passing the Comprehensive Examinations is a requirement for enrollment in Seminar Thesis Writing I.

3. The passing grades for the Comprehensive Examinations for each area (Basic, Major, Cognate) is 75% for all master's programs.

4. A certificate of Proficiency is given after the candidate passed the comprehensive examinations.

5. Examinees who failed in the Comprehensive Examinations shall be allowed up to two (2) reexaminations or a total of three (3) examinations in the course area (Basic Courses and Major Courses) where they failed. A student who fails to pass the second re-examination shall be required to enroll for audit in the subject/s where he failed. Comprehensive examinations are given every semester as scheduled by the dean.

X. DURATION OF GRADUATE STUDY

1. After completion of all academic requirements, a candidate for graduation of master’s degree program shall be given a maximum period of three (3) years within which to finish all requirements. Failure to complete the thesis/special problem within the stipulated period will require the candidate to enroll formally for audit. The regulation for audit should be observed.

2. The student must officially enroll in the Graduate School for at least one year prior to the conferment of his/her degree.

XI. THESIS WRITING
1. A student should enroll first in Thesis Writing I (3 units) and defend his / her thesis proposal before the Thesis Committee organized for this purpose before he / she can enroll in Thesis Writing II (3 units) a total of six (6) units.

2. A graduate student who is working on her master’s thesis is required to enroll thesis writing every term.

**POLICY GOVERNING APPLICANTS FOR GRADUATION FOR THE MASTER’S DEGREE**

1. The applicant shall have passed the comprehensive examinations.

2. The applicant shall have successfully defended his / her thesis, pre-orals and final orals.

3. The applicant shall have prepared a draft of her thesis, incorporating therein all suggestions / comments made by the defense panelists and properly edited by a grammarian.

4. The draft shall be submitted to the panelists within such a period as to allow them to read the thesis in full. The panelists and the adviser shall affix signatures to the draft if it meets all their requirements.

5. The thesis shall be finalized in six-bound copies, and theses shall again be presented to the adviser and panelists for their signatures.

6. The applicant after defending his thesis successfully is required to submit his thesis abstract for publication in the Graduate School Research Journal and is also required to present his study in a forum conducted regularly in the Graduate School.
NORMS OF CONDUCT FOR COLLEGE STUDENTS

Batangas State University
Office of Student Affairs and Services
AY 2014 - 2015

Lifted from the BSU University Student Handbook as amended on May 14, 2009 under Resolution No. 198 series of 2009 during the 22nd regular meeting of the Batangas State University Board of Regents held at SLSU, Lucban, Quezon.

Gov. Pablo Borbon Main Campus I
Rizal Avenue, Batangas City
Tel. # 300 2202 loc. 105

Gov. Pablo Borbon Main Campus II
Alangilan, Batangas City
Tel. # 300 4404 loc. 223

Balayan Campus
Tel. # 300 2202 loc. 105

Don Claro M. Recto Campus
Tel. # 300 4404 loc. 223

Caloocan, Balayan, Batangas
Tel. # 921 3013

Marauoy, Lipa City
Tel. # 312 2822

Lemery Campus
Raja Matanda Street,
Bagong Sikat, Lemery,
Batangas
Tel. # 411 0660

JPLPC Malvar Campus
Governor Leviste Street
Malvar, Batangas
Tel. # 778 6633 loc. 111

Jose B. Zuño Campus
San Juan Campus
Tel. # 411 0660

Barangay Namunga
Rosario, Batangas
Tel. # 321 0861

Barangay Talahiban
San Juan, Batangas
Tel. # 575 5192

Arasof Nasugbu Campus
Lobo Campus
Tel. # 931 3815

Barangay Bukana
Nasugbu, Batangas
Tel. # 931 3815

Brgy. Masaguitsit
Lobo, Batangas
Tel. # 0915 312 5538
NORMS OF CONDUCT FOR COLLEGE STUDENTS

Upon admission to the Batangas State University, the student agrees to abide by the policies, rules and regulations of the University and to accept responsibilities towards all members of the University Community (administration officials, faculty members, co-academic and non-academic staff, fellow students, security personnel, campus visitors, employees and all other categories of workforce). Failure on his part in this respect empowers the University to impose sanctions in accordance with its norms of conduct.

Discipline is anchored on the principle of self-respect, acceptance of legitimate authority, and respect for the rights of others. The University cultivates and nurtures a strong sense of self-discipline in the student, for a well-disciplined student provides conditions conducive to the development of peace and harmony, unity and cooperation necessary in a healthy school environment.

1. Bill of Rights of Students

1.1. Every student has the right to receive relevant quality education in line with national goals and vision, mission, and core values of the University.

1.2. Every student officially admitted by the University has the right to continue and pursue his course of study up to graduation except in cases of academic delinquency and violation of disciplinary regulation.

1.3. Every student shall have the right to avail copy of his scholastic records for the purpose of determining his class standing. The University shall maintain and preserve such records.

1.4. Every student shall enjoy academic freedom guided by the standards set by the academic community of this University.

1.5. Every student is entitled to guidance and counseling services to enable him to know himself, to make decisions and to select from the alternatives in the fields of work in line with his potentialities.

1.6. Every student shall have the right to be assisted by the University through current and adequate information on work opportunities.

1.7. Every student shall be entitled to prompt issuance of certificates, diplomas, transcript of records, grades and transfer credentials.

1.8. Every student shall have the right to participate in co-curricular or extra-curricular activities.

1.9. Every student, in the exercise of the constitutional guaranty of free speech and press, has the right to express and pursue his opinions on any subject, provided that the expression and dissemination of such views do not disrupt the work and discipline of the University.

1.10. Every student shall have the right to receive a copy of every publication paid for by him.

1.11. Students shall have the right and freedom to organize and join student associations to promote their common interests.

1.12. Students shall have the right to organize, promote and participate in a representative form of student government.

1.13. Every student shall have the right to receive reasonable protection within the University premises.

1.14. Every student shall have the right to be informed of the University policies, rules and regulations affecting him.

1.15. Every student shall have the right to file complaints or redress of grievances, in accordance with the defined-channels of authority, against any wrong or injustice committed against him by any member of the University community.

1.16. No student shall be subjected to disciplinary action without due process.

1.17. No student shall be subjected to morale degradation, public humiliation,
exploitation, involuntary servitude, and cruel or unusual punishment.

1.18. No student shall be subjected to discrimination because of his/her cultural and ethnic background, religious belief, creed, political conviction, gender, gender identity, gender expression, sexual orientation, physical/emotional disability, age, marital status, race, color, national origin.

1.19. Every student is entitled to be respected as a person with human dignity, to full physical, social, moral and intellectual development, to humane and healthful conditions of learning.

2. Duties and Responsibilities of Students

2.1. Strive to lead an upright, virtuous and useful life.

2.2. Love, respect, obey and cooperate with their parents, to keep the family harmonious and united.

2.3. Exert their utmost effort to develop their potentials for service, particularly by undergoing an education suited to their abilities, in order that they may become an asset to themselves and society.

2.4. Respect the customs and traditions of our people, the duly constituted authorities, the laws of our country, and the principles of democracy.

2.5. Participate actively in civic affairs and in the promotion of the general welfare of the community.

2.6. Help in the observance and exercise of individual and social rights, strengthening of freedom everywhere, and fostering of cooperation among nations in the pursuit of progress, prosperity and world peace.

2.7. Exercise their rights/responsibilities with regard for the rights of others.

2.8. Observe practices that recognize the value of being genuinely concerned for the environment in terms of management, conservation, preservation and protection.

2.9. Respect and cooperate with members of the faculty, fellow students and University authorities in the attainment and preservation of order in the University and in the society. Each one is expected to adhere to the following norms and inherent policies:

2.9.1. Observe the usual norms of politeness, etiquette and courtesy in dealing with all members of the University community.

2.9.2. Show utmost respect with members of the opposite sex at all times.

2.9.3. Provide leadership to encourage fellow students to follow established University policies and practices.

2.9.4. Promote good human relations and build bridges of understanding among members of the University community.

2.9.5. Behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn.

2.9.6. Dress up according to the conventions of good grooming, avoiding wearing of attires considered offensive to the sensibility of other members of the University community.

2.9.7. Obey usual classroom policies and procedures pre-set by the faculty (provided these are communicated and accepted beforehand by the concerned).

2.9.8. Use properly but discreetly personal mobile phones and other electronic communication and media devices to avoid unnecessary disturbances while within University premises.

2.9.9. Follow the regulations on the use of campus facilities for social, cultural and recreational activities and/or business meetings.

2.9.10. Keep in mind always that he/she carries with him/her the good name of the University especially outside its premises.
3. Attendance

3.1 At the start of each term, the student shall present his/her registration form and/or submit the class card to the class instructor before he/she is allowed to attend any class session.

3.2 Prompt and regular attendance of students is required. Total unexcused absences shall not exceed 10% of the maximum number of hours required per subject per semester (or per summer term). A semester has 18 weeks. For example, a semestral subject with:

- 3 units (3 hrs lec), 10% x 3 x 18 = 5.4 hrs or 6 hrs.
- 3 units (2 hrs lec, 3 hrs lab), 10% x 5 x 18 = 9 hrs.
- 5 units (3 hrs lec, 6 hrs lab), 10% x 9 x 18 = 16.2 hrs or 16 hrs.

Students exceeding the allowable maximum number of hours of absences before Midterm Examination, as officially scheduled in the University calendar, shall be dropped from the class roll. They shall be given a failing grade if such absences are incurred after the Midterm exam.

3.3 A student who had been absent shall present to the instructors concerned an admission slip secured from the Office of Guidance and Counseling (OGC), either of the Campus or of the College/Department.

3.4 Students are not excused from complying with the missed requirements during their absence.

3.5 Tardiness of students is not tolerated. Students who arrive in class ten minutes late in one- to three-hour classes and fifteen minutes late beyond three-hour classes are considered tardy. Four (4) instances of tardiness are equivalent to one absence.

3.6 Students who report in class after the grace period mentioned in item # 3.5 are considered absent.

3.7 The student who has accumulated four (4) times of tardiness in a class is required to report to the OGC, either of the Campus or of the College/Department.

3.8 In case the instructor is not yet around at the beginning of the period, students shall not leave the room until after the first 10 minutes for classes held one to three hours; and until after the first 15 minutes for classes held more than 3 hours. In every class, the instructor shall designate the class president or a class leader responsible for the conduct of his class during waiting time. The class president/leader should report the matter to the Department Head / Assoc. Dean / College Dean.

3.9 Students who cut classes will be considered absent. The instructor shall report the matter to the OGC and/or Office of Student Discipline (OSD) for possible violation of item # 6.1.1.

3.10 The following are considered in determining if the absence of the student is excused:

3.10.1. When he/she represents the University in any off-campus/in-campus activities duly authorized by the University President or his/her authorized representative.

3.10.2. Occurrence of illness, accidents, death in the family or calamities. In any case, presentation of a corresponding certification is required.

3.10.3. Absences incurred by students for enrolling late due to valid reasons. The College Dean or his/her duly authorized representative will determine the validity of the reason.

3.11 Notice of excused absence shall be secured from the OSD or SOA.

3.12 A student who has incurred half the total number of unexcused shall be notified or warned by the Instructor.

3.13 The Director for Academic Affairs / College Dean / Associate Dean / Department Chair is authorized to adjudicate all problems arising from
absences of students from their regular scheduled classes.

4. ID Requirement
4.1 An official Identification (ID) Card shall be issued to every student in the University.
4.2 If the ID Card is torn, defaced or severely damaged, the student must surrender it to the SOA for replacement. A Temporary ID (or Gate Pass) shall be issued for a definite time limit.
4.3 In case the ID card is lost, the student should immediately report the matter to the SOA. The first instance of reported loss shall not require an affidavit of loss. Any succeeding loss thereafter shall require one.
4.4 Any student who reports loss of ID more than three (3) times in a semester may be investigated by the SOA or OSD for possible violation of Item # 5.2.
4.5 Procedures for ID replacement in cases of Items # 4.2 and # 4.3 above:
4.5.1 Apply for a new ID in the SOA and secure a Temporary ID (or Gate Pass).
4.5.2 Proceed to the Cashier’s Office and pay for the corresponding fee for ID replacement.

NOTE: Any BatStateU personnel who lost a student ID while in his/her custody shall be liable for the payment of its replacement.
4.5.3 Proceed to the Encoding Office for picture taking.
4.6 Any student wearing a Temporary ID (or Gate Pass) may be asked anytime by any University authority to show his/her Registration Form.

5. Proper Uniform, Dress Code, and Related Rules/Regulations
5.1 Wearing of the prescribed University uniform
   a) is compulsory for all students during the first and second semesters
      ✓ from Monday to Friday except on wash day,
      ✓ on special occasions when officially required, and
      ✓ on Saturdays considered as regular school days;
   b) may be waived during enrolment period and during Summer terms.

NOTE: The prescribed University uniform being waived does not mean item # 5.5 is also waived.
5.1.1 For Male Students
   a) Plain white polo with BatStateU water marked design and BatStateU pin on the left collar
   b) Plain white undershirt
   c) Dark green pants
   d) Black leather shoes with black socks
5.1.2 For Female Students
   a) White short sleeved blouse with BatStateU water marked design and BatStateU pin on the left collar
   b) Knee-length chequered skirt
   c) Black closed shoes with heels
5.2 The official Student ID card is required to be worn at all times through its ID card holder upon entry into the University.
5.3 On wash day, students can wear ordinary (or civilian) outfits/clothes and appropriate footwear.
5.4 On Saturdays and Sundays, students with no classes but allowed by proper authorities to enter the campus, can wear ordinary (or civilian) outfits/clothes and appropriate footwear.
5.5 Wearing of the following are strictly prohibited:
5.5.1 slippers of any material, kind or form within University premises;
5.5.2 caps/hats inside the building/classroom;
5.5.3 patched and/or torn pants, shirts, etc.;
5.5.4 improper, vulgar, and similar offensively-designed pants, shirts, etc.;
5.5.5 spaghetti-strapped, sleeveless, haltered, see-through blouses; midriffs; tubes; backless; plunging necklines; sando/sleeveless shirts; skirts with slits reaching the upper thighs; micro-mini skirts; shorts, walking shorts, short shorts; low waist or hip hugging pants;
5.5.6 heavy make-up;
5.5.7 flashy hair style and loud hair color for female and male students;
5.5.8 hair style for male students that tend to conceal its true and actual length;
5.5.9 earrings for males, and any form of piercing for males/females; and
5.5.10 skin tattoo with vulgar design, image and undertone.

5.6 PE uniforms
5.6.1 P.E. uniforms are allowed only during days with scheduled P.E. class.
5.6.2 P.E. t-shirts can only be replaced by plain white/organization shirts after attending P.E. class.
5.6.3 Students who will attend academic classes in P.E. uniform should present their class schedule to the guard on duty and faculty concerned.
5.6.4 P.E. uniforms allowed in academic classes are PE T-shirts and PE Jogging Pants but not PE shorts, sleeveless shirts, sweatshirts, martial arts kimono garbs, and other inappropriate outfits.
5.6.5 Colleges or Departments may disregard item # 5.6.2 to item # 5.6.4 provided they have coordinated with the Office of Student Services (OSS) so that students who may be affected would be properly informed at the beginning of the semester or term.

5.7 NSTP uniforms
5.7.1 NSTP activities (in-campus and off-campus), and NSTP classes if held during weekends, require the wearing of prescribed NSTP t-shirts, pants (any color), rubber shoes, and socks.
5.7.2 NSTP authorities may include additional “Dress Code and Related Rules/Regulations” intended for its off-campus activities in order to properly exercise its mandated functions.

5.8 Other uniforms required by certain Colleges/Departments should have the prior approval of the University President via the defined-channels of authority (College Dean / Director for Academic Affairs / Executive Director, Director for Student Services, Vice-president for Academic Affairs).

5.9 Non-wearing of the prescribed uniform may be allowed with the following reasons:
   a) classes with fieldwork or workshop;
   b) classes that require prolonged standing (such as architectural drafting classes);
   c) foreign students who are enrolled only on short special courses;
   d) students who are pregnant;
   e) special cases, e.g.: students who are temporarily incapacitated or with permanent physical disability, students who are on special training for sports/cultural events, etc.; and
   f) force majeure (fire, flood, other emergency situations);
      {Presentation of a corresponding certification from the barangay/police/etc. is required.}
   g) students who are enrolled in Internship Training Program (ITP) or On-the Job Training (OJT) (whose training company or office is not BSU itself) and enter the campus for various purposes during the training period;

Note: There must be a written request by the concerned
student/students, duly noted by the class adviser/coordinator, recommended for approval by the Campus SOA Head (or Coordinator / In-charge) and consequently approved by any of the following: Executive Director, Dean/Asso. Dean, Director for Academic Affairs, Director for Student Services. The request may be approved for the entire term/semester or for a certain definite time period only.

5.10 Male students should have proper hair cut. A proper hair cut is one where the hair line does not touch the ears or the collar of polo-shirts.

**Note:** The OSAS shall publish and circulate (or display prominently in the bulletin boards) pictures / graphical illustrations necessary to emphasize Item 5 (Proper Uniform, Dress Code, and Related Rules/Regulations).

5.11 Students on vehicles

5.11.1. Students entering the campus on vehicles are not exempted from the policy “Proper Uniform, Dress Code, and Related Rules/Regulations”

5.11.2. The immediate display of the student ID is mandatory whether the student is simply a passenger in the vehicle or the driver himself/herself

5.11.3. The guards-on-duty may request all student passengers of the vehicle to alight for reasons of routine inspection of uniforms, etc.

**Note:** The Security Office reserves the right to allow only the student driver of the vehicle to pass through the vehicular gate while the other student passengers should alight and enter through the student gate.

6. **Offenses and Sanctions:**

University rules and regulations on student formation are geared to maintain an orderly, efficient, and effective school environment conducive to learning. The following directives of discipline are measures which shall be imposed to erring students.

6.1. **Minor Offenses** are light violations of rules and regulations that call for sanctions of no entry, written warning, written reprimand, one- to two-day suspension, or disciplinary probation. The sanctions to be imposed would depend on instances of the act which could be First, Second, or Third.

The sanction for offenses where there are properties damaged or persons injured (physically/emotionally) shall include replacement/restoration and/or restitution/ compensation and/or public apology.

As a general rule, any University official, faculty member, co-academic/non-academic staff and security personnel may warn or reprimand a misbehaving student. However, care and caution should be exercised not to violate the rights of the student.

*For offense 6.1.1, this sanction shall be imposed:*

- **First offense:** Written Warning
- **Second offense:** Written Reprimand
- **Third offense:** One-day suspension

6.1.1 **Violation of the usual classroom rules and regulations, such as cutting of classes, set by the instructor**

**Note:** The classroom instructor may not report offense # 6.1.1 to the OSD provided he/she strongly issues his/her own verbal warning or reprimand and makes note of it.

*For offenses 6.1.2 to 6.1.12, these sanctions shall be imposed:*

- **First offense:** Written Reprimand
- **Second offense:** Written Reprimand to One-day suspension
- **Third offense:** Two-day suspension, may include Disciplinary
Probation

NOTE: If offense # 6.1.2 takes place at the gates, the sanction, if applicable, is: NO ENTRY.

6.1.2 Violation of Item # 5 (Proper Uniform, Dress Code and Related Rules/Regulations)

6.1.3 Unauthorized use of chalk, board marker, board, and other materials, in classrooms, laboratory rooms, library, audio visual room, auditorium, amphitheatre, chapel, and other function rooms

6.1.4 Making all forms of disturbances such as excessive noise, loud use of mobile phones and other gadgets that tend to disrupt classes, meetings, the general peaceful atmosphere, and the like, of hallways, corridors, classrooms, laboratory rooms, library, audio visual room, auditorium, amphitheatre, chapel, and other function rooms

6.1.5 Posting, distributing or disseminating notices, posters, leaflets, broadsheets, opinionaires, questionnaires, streamers, tarpaulins, etc. without prior approval of University authorities through the OSA (although the content is legal and not in any way vulgar, defamatory, slanderous, libellous, etc.)

6.1.6 Unauthorized removal of official notices, posters, streamers, tarps and the like

6.1.7 Littering and/or spitting within University premises

6.1.8 Smoking outside within 30-meter radius from the campus perimeter

6.1.9 "Gate-crashing" such as breaking into a class or University-sponsored activities (in-campus/off-campus) without the permission of those concerned

6.1.10 Acts of mischief and/or misbehaviour during in-campus/off-campus University-sponsored activities

6.1.11 Unjust vexation or annoying/pestering any individual in the University

6.1.12 Provocation to a fight (quarrel or fistfight)

6.2. Major offenses are grave infractions of University rules and regulations which warrant a sanction of suspension, non-readmission, re-admission probation, dismissal or expulsion.

The sanctions to be imposed would depend on instances of the act which could be First, Second, or Third. If applicable, the Fourth instance will be penalized with outright dismissal.

SET A (2 items): These sanctions shall be imposed for offenses 6.2.1 to 6.2.2:

1st offense: Two- to three-day suspension (2-3)
2nd offense: Three- to four-day suspension (3-4)
3rd offense: Four- to five-day suspension (4-5), may include Re-admission Probation

6.2.1 Committing more than three (3) minor offenses of any nature within a semester/term, and/or more than three (3) instances of any minor offense or any combination thereof within a semester/term

6.2.2 Acts of defiance to any legal order of any University authority such as (but not exclusively) refusing to identify himself when asked lawfully to do so by an officer of the University, or refusal to receive the Memorandum of Disciplinary Action (MDA)

SET B (7 items): These sanctions shall be imposed for offenses 6.2.3 to 6.2.9:

1st offense: Three- to five-day suspension (3-5)
2nd offense: Five- to seven-day suspension (5-7), may include Re-
admission Probation

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<thead>
<tr>
<th>Offense</th>
<th>Sanction</th>
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<tbody>
<tr>
<td>3rd offense:</td>
<td>Seven- to nine-day suspension (7-9), may include Non-readmission</td>
</tr>
</tbody>
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6.2.3 Smoking anytime within University premises
6.2.4 Possession of and/or intoxication with alcoholic beverages within University premises or during any off-campus University-sponsored activities
6.2.5 Entering University premises or attending off-campus University-sponsored activities in a drunken state
6.2.6 Illegal or unauthorized entry to or exit from the University premises or facilities
6.2.7 Illegal and/or unauthorized use or misuse of University facilities and properties
6.2.8 Acts, such as (but not limited to) intentionally initiating false alarm/warning (shouting “fire” when there occurs none) or exploding firecrackers or unauthorized use of fireworks, which endanger the safety of any individual within University premises or during any off-campus University-sponsored activities, and that which may cause damage to property owned by the University or any member of the University community
6.2.9 Possession of any gambling paraphernalia and/or engaging in any form of gambling within University premises or outside within a 50-meter radius from the campus perimeter or during any off-campus University-sponsored activities

SET C (6 items): These sanctions shall be imposed for offenses 6.2.10 to 6.2.15:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Sanction</th>
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<tbody>
<tr>
<td>1st offense:</td>
<td>Three- to six-day suspension (3-6)</td>
</tr>
<tr>
<td>2nd offense:</td>
<td>Six- to eight-day suspension (6-8), may include Re-admission Probation</td>
</tr>
<tr>
<td>3rd offense:</td>
<td>Eight- to ten-day suspension (8-10), may include Non-readmission</td>
</tr>
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6.2.10 Misuse of the official student uniforms or IDs other than for its intended obvious purpose inside/outside the University
6.2.11 Using the ID, registration form, examination permit, clearance form, official receipt (and other official school documents) of another student and/or lending the same for somebody else to use
6.2.12 Unauthorized use of the University's name and seal/logo in connection with any activity, advertisement, merchandise or publication
6.2.13 Involvement in any off-campus activity such as (but not limited to) contest, play, band, choir, conference, congress, forum, seminar/workshop, training, association, society, or group, claiming as representative of the University or any of its recognized student organizations without written authorization from the respective University authority
6.2.14 Abusive behavior such as (but not limited to) use of rude language (utterances or written), offensive gestures, threatening remarks, intimidating acts, or bullying, within University premises or during any off-campus University-sponsored activities
6.2.15 Membership, affiliation or mere association to organizations such as fraternities or sororities not otherwise recognized by the University, even outside its jurisdiction, and which are notorious for hazing and other violent or humiliating rites as a pre-requisite for admission

SET D (6 items): These sanctions shall be imposed for offenses 6.2.16 to 6.2.21:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Sanction</th>
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<tbody>
<tr>
<td>1st offense:</td>
<td>Four- to eight-day suspension (4-8)</td>
</tr>
<tr>
<td>2nd offense:</td>
<td>Eight- to ten-day suspension (8-10), may include Re-admission Probation</td>
</tr>
</tbody>
</table>
**3rd offense:** Ten- to twelve-day suspension (10-12), may include Non-readmission

6.2.16 Use of the internet, mobile phones and other electronic communication/media devices with an extremely malicious and morally offensive content directed specifically against any individual

6.2.17 Destructive acts, due to vandalism or drunkenness or recklessness, that destroy campus property especially inside buildings such as (but not limited to) defacing painted walls, wrecking toilet fixtures, smashing glass windows; or property inside the campus owned by any member of the University community

6.2.18 Instigating any activity leading to: stoppage of classes; preventing students and faculty members from attending classes; hindering employees/officials from entering the University premises/offices

6.2.19 Soliciting funds elsewhere using the name of the University and/or soliciting funds using any method and for any cause or purpose within University premises or during any off-campus University-sponsored activities, without prior written approval from University authorities

6.2.20 Acts that cause slight physical injury which may include damage to property, such as reckless driving of vehicles inside the campus or participation in brawls or physical assault against any individual, within University premises or during any off-campus University-sponsored activities

6.2.21 Bringing bladed objects, brass/metal knuckles and similar objects (without explicit permission from authorities) inside University premises or during any off-campus University-sponsored activities

**SET E (5 items): These sanctions shall be imposed for offenses 6.2.22 to 6.2.26:**

1st offense: Six- to ten-day suspension (6-10), may include Non-readmission

2nd offense: Ten- to twelve-day suspension (10-12), may include Non-readmission

3rd offense: Twelve- to fourteen-day suspension (12-14), may include Non-readmission

6.2.22 Simple theft, qualified theft, or stealing any personal property (money, cellphone, calculator, laptop, etc.) owned by any member of the University community within University premises or during any off-campus University-sponsored activities

6.2.23 Attempting to bribe or actually giving money, gift, or token of any kind or giving a treat to any University authority and/or any person acting for and in his behalf, in order to obtain any kind of favor or benefit related to any academic requirements (grades, thesis, projects, etc.), other various transactions in the University, and the like

6.2.24 Engaging in lewd, indecent, obscene or immoral conduct (such as necking, petting, peeping, exhibitionism, sexual solicitation, lasciviousness, etc.) within University premises or during any off-campus University-sponsored activities

6.2.25 Producing, possessing, distributing, publishing, exhibiting and/or disseminating literature, films, prints, plays, shows or similar forms such as (but not limited to) pornographic materials, of all kinds and types, which are offensive to morals, contrary to law, public order, good custom, and University policies

6.2.26 Making, publishing or circulating false information, in any form, means or kind, about the University, and any member of the University community with an extremely libelous, defamatory, slanderous, scandalous or morally offensive content
SET F (3 items): These sanctions shall be imposed for offenses 6.2.27 to 6.2.29:

1st offense: Eight- to twelve-day suspension (8-12), may include Non-readmission
2nd offense: Twelve- fourteen-day suspension (12-14), may include Non-readmission
3rd offense: Fourteen- to sixteen-day suspension (14-16), may include Non-readmission

6.2.27 Acts that cause serious physical injury which may include damage to property, such as dangerous driving of vehicles inside the campus or participation in brawls or physical assault against any individual, within University premises or during any off-campus University-sponsored activities

6.2.28 Furnishing false or fraudulent information to the University in connection with official documents he/she submits or with any official investigation or fact-finding activities; and/or submission of fake or spurious document as an academic requirement and/or forgery, alteration or misuse of University documents, records or credentials

6.2.29 Acts that bring into disrepute the name of the University such as (but not limited to) participation to any illegal activity inside/outside the University; public or malicious imputation of a crime or of a vice or defect, real or imaginary; any action, omission, condition, status or circumstances really tending to cause dishonor, discredit or contempt to the name of the University

SET G (3 items): These sanctions shall be imposed for offenses 6.2.30 to 6.2.32:

1st offense: Ten- to fourteen-day suspension (10-14), may include Non-readmission
2nd offense: Fifteen- to seventeen-day suspension (15-17), may include Non-readmission
3rd offense: Eighteen- to twenty-day suspension (18-20), may include Non-readmission

6.2.30 Student protests whose distinctive character is intimidation, obstruction and/or destruction.

6.2.31 Hooliganism or other serious acts of willful destruction of large assets and property owned by the University (inside or outside its premises)

6.2.32 Bulgary, robbery, pilfering (or other serious acts of thievery) of any property owned by the University (inside or outside its premises) or property inside the campus owned by any member of the University community

SET H (3 items): These sanctions shall be imposed for offenses 6.2.33 to 6.2.35:

1st offense: Ten- to twenty -day suspension (10-20), may include Non-readmission
2nd offense: Twenty-one- to thirty-day suspension (21-30), may include Non-readmission
3rd offense: Dismissal and/or Expulsion

6.2.33 Involvement in hazing (even outside the jurisdiction of the University) which is an initiation rite used as a prerequisite for admission in a fraternity, sorority or organization by placing the applicant, recruit or neophyte, either by force or deception, in humiliating situations or subjecting him/her to psychological suffering or physical injury

6.2.34 Possession, illegal use, selling and/or distribution of dangerous drugs or prohibited chemicals/substances and their derivatives, including but not
limited to narcotic elements such as marijuana, heroin, cocaine, opium, morphine, amphetamine-based drugs within University premises or during any off-campus University-sponsored activities

6.2.35 Unlawful possession of firearms, explosives, incendiary devices, chemical or biological substances, or other various deadly weapons, within University premises or during any off-campus University-sponsored activities

SET I (3 items): These sanctions shall be imposed for offenses 6.2.36 to 6.2.38:

1st offense: Twenty- to thirty-day suspension (20-30), may include Non-readmission

2nd offense: Dismissal and/or Expulsion

Note: For these offenses, the student may be immediately placed under preventive suspension during the pendency of the disciplinary proceedings against him/her.

6.2.36 Serious threat on someone else’s life

6.2.37 Acts that constitute high crime, whether attempted or consummated, such as (but not limited to) prostitution, rape, arson, etc., within University premises or during any off-campus University-sponsored activities

6.2.38 Conviction of a criminal offense before any court of law involving moral turpitude against any person or property other than through reckless imprudence

6.3. Academic dishonesty or cheating during examination:

For offenses 6.3.1 to 6.3.14, these sanctions shall be imposed:

1st offense: Grade of zero (0) in the test/exam/requirement and one-day (1) suspension

2nd offense: Failure in the subject or Failure in the academic requirement and three-day (3) suspension

3rd offense: Failure in the subject or Failure in the academic requirement and Non-readmission

6.3.1 Use of mobile phones during examinations

6.3.2 Talking with one another during examinations

6.3.3 Assisting or dictating answers to fellow examinees

6.3.4 Possession or passing of lecture notes or any materials during examination

6.3.5 Receiving information related to the exam from outside the examination room

6.3.6 Facilitating/aiding in the dissemination of leakage

6.3.7 Buying or selling of test questionnaires/papers or any portion thereof

6.3.8 Copying from or allowing another to copy from one’s examination paper

6.3.9 Use of improvised or covert means/devices to carry out a cheating act during examination

6.3.10 Having somebody else to take the examination in his/her behalf

6.3.11 Passing as one’s work any assigned report, case analysis, reaction paper, experiment report, laboratory report, research homework, term paper, thesis, projects, and the like when copied from another

6.3.12 Asking another person to attend symposium, seminar, exams, etc. in his/her behalf

6.3.13 Plagiarism in connection with any academic work

6.3.14 Misdeeds “caught in the act” or reported by the faculty, student or any member of the University community which may be determined by the OSD or Discipline Board as academic dishonesty
For offense 6.3.15, this sanction shall be imposed:

Any nth instance of offense: Four-day (4) day suspension to Non-readmission

6.3.15 Aiding or abetting a cheating act when he/she is not a member of the class where the examination (or other forms of test) is taking place

6.4. Miscellaneous Notes/Provisions:

6.4.1. Supplementary to offenses/sanctions

6.4.1.(a) The OSD, Discipline Board or University authorities shall have the power to determine whether or not offenses not mentioned in this document shall be considered minor or major.

6.4.1.(b) Sanctions to be imposed on offenses not covered in this document shall be recommended by the OSD or Discipline Board without prejudice to the rights of students to due process.

6.4.1.(c) The sanction for offenses where there are properties damaged or persons injured (physically or emotionally) shall include replacement/restoration and/or restitution/compensation.

6.4.1.(d) The sanction for offenses when there are stolen properties not returned or when returned have been substantially damaged or when money itself is stolen shall include replacement/restoration and/or restitution/compensation.

6.4.1.(e) If applicable, students who have been sanctioned or undergone disciplinary action may be required to issue a written public apology.

6.4.1.(f) Violation of rules and regulations promulgated by the Commission on Higher Education (CHED) duly implemented by the University shall be evaluated based on #6.4.1(a) above.

6.4.1.(g) Commission of any two major offenses within a semester/term shall place the sanctioned student (if applicable) on a Re-admission Probation status for the next semester/term.

6.4.1.(h) Students who are undergoing disciplinary action and are recipients of or would receive honors/awards (academic, leadership, etc.) in the same time frame shall be forfeited/withdrawn/annulled/rescinded.

6.4.2. Offenses/Sanctions under unusual circumstances

6.4.2.(a) Students enrolled in OJT or ITP are subject to the disciplinary process implemented by the training company when they violate company policies/rules/regulations. However, once an official report is forwarded to the University, the latter’s disciplinary procedures shall be used to evaluate the matter. If found guilty, the sanction shall be served immediately despite the training.

6.4.2.(b) Students undergoing OJT or ITP who have been penalized by their training companies for breaking company policies/rules/regulations shall not anymore undergo the University’s disciplinary process.

6.4.2.(c) The disciplinary record of students (undergoing OJT or ITP) provided by the training company to the University shall be entered into his/her school records.

6.4.2.(d) Students undergoing OJT or ITP but found guilty of breaking University rules/regulations while in its premises shall be meted out sanction effective immediately despite the training.

6.4.2.(e) Offenses committed by students during off-campus University-sponsored activities (field trips, extension projects, junior-senior proms, outreach activities, etc.) or while officially attending activities (seminars, competitions, sports/cultural events, etc.) sponsored by other entities, shall be evaluated on the strength of the official report or complaint submitted to the OSD by the concerned third-parties. If the wrongdoing is caught in the act (in flagrante delicto) by any University
authority, the disciplinary proceedings shall be acted upon promptly.

6.4.3. Consequences to disciplinary actions

6.4.3.(a) If warranted and applicable, students who have been sanctioned or undergone disciplinary action, shall be required to see the Guidance Counselor immediately

6.4.3.(b) Regardless of the sanction imposed, the student respondent will not be re-admitted to class, allowed to take the examination, proceed with the accomplishment of any assignment or enroll without a certification from the OSD that the case has been investigated and that appropriate actions have been taken. The complainant shall be informed by the OSD of pertinent actions taken on the case.

6.4.3.(c) Students who have been sanctioned or undergone disciplinary action shall be allowed to take a special exam only for any major examination missed; and be given considerable time to submit assignments only for major academic requirement missed on deadline.

6.4.4. Complementary to offenses/sanctions

6.4.4.(a) If a disciplinary proceeding (or investigation process) for a certain student accused of any offense may not be immediately pursued by reason of “end of term or semester”, then it shall be held in abeyance until the next term or semester shall have officially commenced, unless otherwise this temporary cessation of disciplinary process may impair the right of the parties to a speedy hearing thereby compromising the ends of justice.

6.4.4.(b) Any student found guilty of any offense whose sanction may not be served immediately by reason of “end of term or semester” shall be meted out the disciplinary action the following term or semester which shall begin in the first day of the 2nd week after the first official day of classes, unless otherwise this temporary suspension of sanction implementation may impair the right of the offended party to a speedy and prompt administration of justice.

6.4.4.(c) When sanctions, specifically suspension days, to be imposed to erring students do not have sufficient implementation time for valid reasons, then an equivalent community service may be served during Saturdays and/or Sundays. In lieu of the community service, a corresponding extension project of the college where he/she belongs may be rendered. Days of service may be equivalent to the number of days of suspension or prorated depending upon the weight of the project.

6.4.4.(d) If a disciplinary proceeding conducted upon any graduating student accused of any offense shall extend beyond Graduation Day, the process shall be finished regardless whether he/she actually graduates or not. If found guilty, and the student has graduated, the sanction shall be to render community service corresponding to the extension project of the college where he/she belongs which may be equivalent to the number of days of suspension or prorated depending upon the weight of the project. If the student did not graduate but found guilty then the usual procedures for the implementation of sanction shall be followed.

6.4.4.(e) The matter of any offense (such as, but not limited to, falsification of school documents) committed by any student who has just graduated but whose school credentials have not yet been obtained shall be considered as unusual and the same shall be forwarded to higher authorities as an administrative case or a criminal offense for appropriate action.

The OSD shall officially recommend that if the said student is found guilty, and he/she is a recipient of honors/awards (academic,
leadership, scholarship, etc.), then these should be forfeited/withdrawn/annulled/rescinded.

6.4.4.(f) In any disciplinary proceeding, settlement between the student respondent and the complainant may be pursued only if the offense involved is personal such as “acts of mischief or unjust vexation or provocation to a fight or physical injury” against any individual. This does not mean that the respondent when found guilty shall not be meted out disciplinary action. What shall be settled is the matter of replacement/restoration and/or restitution/compensation to properties damaged or persons injured.

6.4.4.(g) In any disciplinary proceeding, if the complainant withdraws the complaint, the OSD or the Discipline Board reserves the right to pursue the case in the interest of the University and the University community and the public at large especially if there is a semblance of coercive pressure from any third party against the complainant.

6.5. Definitions Of Terms:

6.5.1. Written Warning – a formal notice to the student that continuation or repetition of the specified conduct may be a cause for other disciplinary actions

6.5.2. Written Reprimand – a severe form of formal rebuke and final warning that continued transgression of the rules shall be subjected to a higher form of penalty

6.5.3. Re-admission Probation – the student is admitted for the next semester on the condition that any major offense committed during that period shall mean outright dismissal

6.5.4. Disciplinary Probation – exclusion from participation in school privileges for a specified length of time which is set forth in the Memorandum of Disciplinary Action (MDA)

6.5.5. School Privileges – privileges in the University enjoyed by the student other than academic rights such as: participation to co-curricular activities, extra-curricular activities, varsity sports events, cultural presentations; membership to specific student organizations; holding of leadership positions either in student organizations, student government; receiving of scholarship and/or financial assistance; and the like.

6.5.6. Dismissal (aka exclusion) – the immediate removal of the undesirable student from the University rolls, hence he/she is prevented from finishing the current term/semester and will not be re-admitted

6.5.7. Non-readmission – the removal of the undesirable student from the University rolls in the immediate semester or term following disciplinary action, hence he/she is not prevented from finishing the current term or semester but will not be re-admitted

6.5.8. Expulsion – an extreme administrative sanction debarring offending students from all public and private schools

6.5.9. Preventive suspension – suspension in a number of days without first complying with academic due process in student disciplinary cases in order to avert the disruption of normal University operations because of the incident or to protect the student respondent from acts of vindictiveness by the offended party (and vice-versa)

6.5.10. University community - administration officials, faculty members, co-academic and non-academic staff, security personnel, students, visitors, employees and all other categories of workforce in the university

6.5.11. University authority - administration officials, faculty members, security personnel, other officials/officers of colleges/departments/offices

6.5.12. University premises – the bounded property, land, including buildings
Academic freedom – the freedom of faculty members and students to teach or learn, or to express their ideas in school, or to search for truth and conduct research, subject to the norms and standards of scholarly inquiry, without unreasonable institutional restrictions or unjustifiable interference from authority.

Extracurricular activities - programs and activities which are not part of the academic curriculum, do not take place during regular class time, and without any academic credit.

Co-curricular activities - programs and activities which may be associated with the curriculum, but no academic credit, and may or may not take place during regular class time.

Plagiarism – the “use or close imitation of the language and thoughts of another author and the representation of them as one's own original work” (1995 Random House Compact Unabridged Dictionary).

Disciplinary Process

In cases of academic dishonesty, the faculty concerned (or the proctor of the examination) is immediately required to report the matter to the OSD and the Dean’s office.

Any complaint against any student can be reported to any University authority but should be properly directed and filed to the OSD of the respective Campus or College/Department where the subject student is registered. The written complaint should be properly signed by the complainant with course, year, section, home address and contact number.

If warranted, the ID of the student subject of complaint shall be confiscated and turned over to the OSD.

All student disciplinary proceedings shall observe due process such as: clear notice of charges in unambiguous and comprehensible language; enough time given to answer the charges; right to receive all pieces of evidence against him/her; right to face the accuser/s and witness/es and counter-present pieces of evidence/witnesses; right to counsel choosing from any faculty or school official or legal counsel; right to the presence of parent/guardian.

All student disciplinary proceedings shall be conducted informally and open to public, provided that the Discipline Board, upon instance of a party requests for close-door hearings in the interest of privacy, decency or public morals.

All student disciplinary proceedings shall be properly logged and documented, and all records (duly signed by the Discipline Board and other parties involved) be put in safekeeping and its confidentiality preserved.

If the student respondent readily admits guilt in writing during the preliminary investigation/hearing, the case may be summarily acted upon by the OSD or Discipline Board. The formal investigation/hearing shall be dispensed with and after clarificatory questions, the OSD or Discipline Board shall decide on the case.

Minor offenses shall be handled by the Local Student Discipline Board (LDB).

Any minor offense committed if caught in the act (in flagrante delicto)
shall be dealt with by the OSD with urgency and exigency

6.6.8.2. The OSD/LDB shall inform the parent/guardian of the student being charged as it deems necessary

6.6.8.3. Any minor offense reported and properly filed in the OSD shall be submitted to the LDB which shall then be convened to conduct a preliminary investigation

6.6.8.3 (a) If the complaint is substantial, the OSD shall notify the student in writing of the charges against him/her, including evidences and witnesses.

6.6.8.3 (b) Depending on the nature of and circumstances surrounding the offense, the LDB may or may not conduct an actual hearing

6.6.8.3 (c) If the complaint is without merit, a Notice of Case Dismissal shall be given in writing

6.6.8.3 (d) If hearing is warranted, the student shall be given the opportunity to answer the charges, including counter-presentation of pieces of evidence/witnesses; otherwise, the LDB shall summarily resolve the case/complaint

6.6.8.3 (e) Sanction, if called for, shall be decided upon by the LDB and a Memorandum of Disciplinary Action (MDA) shall be recommended for implementation

6.6.8.4. The MDA for minor offenses meted out to erring students shall be implemented by the OSD.

6.6.8.5. Sanctions for minor offenses are unappealable.

6.6.9. Major Offenses shall be handled by the Campus Student Discipline Board (CDB) or the University Student Discipline Board (UDB), depending on the gravity of the offense.

6.6.9.1. The complainant or aggrieved party or University authority shall submit a formal complaint/report to the OSD complete with facts (pieces of evidences, names of witnesses, etc.); upon receipt by the OSD, the same shall be submitted to the Chairman of the CDB or UDB not later than two working (2) days

6.6.9.2. If the complaint is substantial, the OSD or the Chairman of the CDB or UDB shall send a Notice of Formal Charges to notify the student in writing of the charges against him/her, including evidences and witnesses; who then shall be required to reply in writing not later than three (3) working days upon receipt thereof.

6.6.9.3. The CDB or UDB shall inform the parent/guardian of the student being charged as it deems necessary

6.6.9.4. The CDB or UDB shall be convened not later than two (2) working days after receipt of the student respondent’s answer or after the expiration of the period within which the respondent should answer on the day and hour set by the Chairman of the CDB or UDB, to hear both parties and their witnesses. For this purpose, the board may issue summons for the personal appearance of parties and witnesses.

6.6.9.5. All parties concerned shall be notified of the date set for the hearing at least two (2) working days before such hearing. The student respondent may defend himself personally or by counsel of his own choice.

6.6.9.6. The CDB or UDB shall hold hearings continuously or at least three times a week until the case has been resolved. The board shall arrive at a resolution of the case within fifteen (15) working days from the day it convenes on the first hearing, and at the discretion of the Chairman, be extended not to exceed five (5) working days except in clearly reasonable situations. The complainant who has the burden of proof shall be heard first and the student respondent may submit
counter pieces of evidences, if he/she so desires.

6.6.7. Refusal/failure of any party or witnesses to appear in compliance with the summons without sufficient cause, the board shall note this fact and thereafter proceed to hear the case ex-parte without prejudice to their appearance in subsequent hearings.

6.6.8. The board, on the application of either the complainant or the respondent, may in its discretion and for cause, postpone the hearing for such period of time provided the ends of justice and the right of the parties to a speedy hearing will not be compromised.

6.6.9. The records of the hearing with the report of findings and the recommendation shall be signed by the majority of the members of the CDB or UDB. The official report shall state the specific regulations and procedures followed, the findings on the facts, the final decision and recommendation whether the case is dismissed or the respondent shall be meted out sanction.

6.6.10. If the board finds the complaint without merit, a Notice of Case Dismissal shall be given in writing. If the case stands, a Memorandum of Disciplinary Action (MDA) shall be recommended by the board.

6.6.11. The official report shall be submitted to the Office of Academic Affairs or the Office of the Executive Director and shall be reviewed if warranted.

6.6.12. The MDA to students found guilty of committing any major offense shall be implemented by the OSAS (or OSD) for sanctions less than 15-day suspension.

6.6.13. The MDA to students found guilty of committing any major offense with 15-day suspension or stiffer penalty shall be implemented by the Office of Academic Affairs or the Office of the Executive Director. However, the implementation of the sanction of expulsion shall be vested upon the Office of the University President.

6.6.10. The parent/guardian shall be notified of the disciplinary action (or sanction) for any and all offenses committed by the student.

6.6.11. The student subjected to or meted out with disciplinary action for major offenses has the right to appeal.

6.6.11.1. The appeal shall be made on the following grounds:

   a) Due process was not provided to the student, (i.e., there is evidence that some aspect of the investigation/hearing was prejudicial, arbitrary, or capricious);
   b) Significant new information, not reasonably available at the time of the investigation/hearing, has become available; and
   c) The disciplinary action (or sanction) imposed is not proportionate to the nature and seriousness of the offense.

6.6.11.2. The student must submit a written Notice of Appeal to the issuing authority within twenty-four hours upon receipt of the MDA. Appeal shall only be allowed after a motion for reconsideration is filed and decided upon by the Discipline Board or OSD.

6.6.11.3. The Vice-president for Academic Affairs or the Executive Director shall create a 5-man Student Appeals Committee (SAC) composed of two (2) administration officials, two (2) faculty members, and the University Legal Counsel. Item # 6.7.6 shall be adopted here.

6.6.11.4. Pending appeal, the MDA shall not be implemented yet.

6.6.11.5. The Student Appeals Committee (SAC) shall determine the merit of the appeal if the grounds exist and whether or not to accept the appeal. If the SAC
a) decides not to accept the appeal, the student will be notified in writing and the MDA will take effect immediately;
b) accepts the appeal, on the matter of due process or that significant new information has become available, the case shall be scheduled for a new hearing with instructions to correct the deficiencies;
c) accepts the appeal, on the grounds that the sanction imposed is not proportionate to the nature and seriousness of the offense, then it may recommend to the OSAS/OSD or Discipline Board a reduction or altering of (not to exceed) the original sanction.

The MDA will take effect immediately as soon as (b) or (c) above has been complied with.

6.6.11.6. The SAC shall decide the appeal within five (5) days from its acceptance.

6.6.12. The decision on any case involving sanction of suspension exceeding twenty percent (20%) of the prescribed school days for a school year or semester or term shall be forwarded to the CHED Regional Office concerned for its information within ten days from the termination of the investigation/hearing.

6.6.13. The decision on any case involving the penalty of expulsion, together with the supporting documents, shall be forwarded to the CHED Regional Office concerned within ten days from the termination of the investigation/hearing.

6.7. The Board of Discipline

6.7.1. The Board of Discipline is a fact-finding body tasked to hear, investigate, and decide cases in order to either dismiss the charges or recommend sanctions to student respondents found guilty as charged. The University President or his/her representative appoints the composition of the Board of Discipline.

6.7.2. University Student Discipline Board (UDB)

The area of jurisdiction of the UDB is University-wide. It functions when a major offense committed is directed to it by the Campus Student Discipline Board or when grave situations arise that its convening is so required.

It shall be appointed by the University President for a certain prescribed period. The 5-man board shall be composed of the: Director of the Office of Student Affairs and Services; Asst. Director, Office of Student Discipline; a representative from the Administration; a representative from the Faculty; and any one from among these three (3) officials: Dean or Assoc. Dean of the College where the student respondent is registered or Director for Academic Affairs of the campus where the student comes from.

The board shall choose from among themselves the Chair and Co-chair. The elected Chair may request for a competent staff (recorder, secretary, etc.) to assist the board.

Two students may sit with the UDB without right to vote: the SSCC President or the SSC President (of the campus where the respondent is registered) or their authorized representative, and another bonafide student chosen by the student respondent.

6.7.3. The Campus Student Discipline Board (CDB)

The area of jurisdiction of the CDB is within the particular campus.

It shall be appointed for a certain prescribed period by the VPAA (or his/her representative) or the Executive Director of the campus. The 5-man board shall be composed of the: Campus Head, Office of Student Discipline; Coordinator/In-charge, Office of Student Discipline of the College where the respondent is registered; a representative from the Faculty; a
representative from the Administration and any one from among these three (3) officials: Dean or Assoc. Dean of the College where the student respondent is registered or Director for Academic Affairs.

The board shall choose from among themselves the Chair and Co-chair. The elected Chair may request for a competent staff (recorder, secretary, etc.) to assist the board.

In any disciplinary case, two students may sit with the board without right to vote: the SCC President (of the campus where the respondent is registered) or his/her authorized representative, and another bonafide student chosen by the student respondent.

6.7.4. The Local Student Discipline Board (LDB)

The area of jurisdiction of the LDB is within the particular College or Department.

It shall be appointed by the Director of the Office of Student Services for a certain prescribed period. The 3-man board shall be composed of the following: Coordinator/In-charge, Office of Student Discipline (College or Department); Coordinator/In-charge, Office of Student Organizations and Activities (College or Department) or any competent faculty member; Assoc. Dean or any Department Chair (College or Department) or any competent faculty member.

In any disciplinary case, two students may sit with the board without right to vote: the College Council President or his/her authorized representative from the College Council; and another bonafide student chosen by the student respondent.

6.7.5. In any student disciplinary proceedings, the Council President (or the authorized representative) may participate in the discussion. The other student is just an observer.

6.7.6. No individual shall be a member of any Discipline Board in any particular case in which he is related to either party within sixth degree of consanguinity or affinity, to whom he has fraternity/sorority relation to either party or to whom he has been counsel. In such situations, the appointing authority shall make the necessary new appointments or replacements.

6.8. Legal Counsel of the University. The legal counsel of the University shall always be consulted in any student disciplinary proceedings.

7. Student Grievance

Students have the right to air their grievance against any member of the University community. Though grievances are best settled through dialogue and discussion between the parties involved, formal grievance may be pursued to thresh out officially and properly opposing issues and concerns.

Grievance refers to any controversy between a student as the aggrieved party and a member of the University community as respondent. A grievance is considered informal when made orally. It becomes formal when a grievance is reduced into writing and duly signed to make it an official complaint.

Any formal grievance/complaint should be settled officially following a definite set of procedures.

7.1. The grounds for grievance generally include allegations of unfair treatment, discrimination, curtailment of rights, unequal application of a written campus policy or an established practice, such as (but not limited to):

a. discrimination in membership in and/or admission to student organizations, sports/cultural groups, etc.;

b. arbitrary decision by an administrator or official regarding permitting individual or group activities;

c. unjust academic practices such as, unreturned test papers, unevaluated homework or assignments, coverage of exams not
included in the syllabus, favoritism by faculty members, questionable grades given, late submission of grades by faculty members, etc.;

d. prejudiced decision in the academic evaluation of a student’s performance as in thesis defense, etc.;

e. misuse of faculty authority such as pressuring students into supporting a political or social cause;

f. failure by a University personnel to perform his task/function promptly;

g. unfair or irregular or negligent or improper conduct by a University personnel;

h. failure by the University and/or the University personnel to make a decision within a timely manner;

i. arbitrary disciplinary actions without regard to due process;

j. discrimination in the access to University resources and facilities;

7.2. A Student Grievance Board (SGB) shall be established in every campus or cluster.

The Vice-president for Academic Affairs or the Executive Director shall appoint the members of the SGB. The five-member board consists of the following: College Dean or Associate Dean, an administration official, a competent member of faculty, an official from the Office of Student Affairs and Services (or SOA or OSD), and a representative from the Supreme Student Council (SSC).

No individual shall be a member of the SGB in which he/she is related to either party (complainant and respondent) within sixth degree of consanguinity or affinity, to whom he/she has fraternity/sorority relation to either party. In such situations, the appointing authority shall make the necessary new appointments.

The SGB shall choose from among themselves the Chair and Co-chair. The elected Chair may request for a competent staff (recorder, secretary, etc.) to assist the SGB.

The SSC representative may ask the VPAA for a review of board membership for valid reasons.

7.2.1. The SGB has the following tasks:

a) To hear and decide all grievances officially filed by students against any member of the University community

b) To define procedural tasks in the conduct of its hearings.

c) To call on witnesses whose assistance is necessary to arrive at a just and fair decision.

d) To have access to all information and documents pertinent to the case.

e) To recommend to the appropriate authority measures relevant and consistent to its findings.

7.2.2. If the grievance is informal, the parties shall settle it informally by face-to-face meeting and dialogue. The head of the office (see #7.3) where the complaint is referred to shall assist/mediate the two opposing sides to reconcile their differences.

7.2.3. If the dialogue fails, and the student decides to pursue the grievance formally, the following steps are to be taken:

    ✓ The student files a written complaint with the SGB at anytime during the term but not later than two (2) weeks after the start of the following term.

    ✓ The complaint should be duly signed by the student with course, year, section, home address, contact number.

7.2.4. The formal complaint should contain the following:
✓ The name of the person/office subject of complaint
✓ Narration of the facts and circumstances surrounding the complaint
✓ The action desired to be taken

7.2.5. Upon receipt of the complaint, the respondent shall be required to answer the complaint in writing within three (3) working days from receipt of the letter. A copy of the complaint should be attached to the letter.

7.2.6. Failure of the respondent to answer the complaint in writing within the period required shall not preclude the SGB to pursue the case.

7.2.7. Upon receipt of the written answer by the respondent, the SGB evaluates the complaint and the answer. If clarification is warranted, the parties may be called to meet for this purpose within three (3) working days.

7.2.8. Within three (3) working days after the meeting in which sufficient facts and pieces of evidence exist on which to base a resolution, the SGB resolves the case. The resolution shall be in writing stating the supporting reasons.

7.2.9. Either party, when dissatisfied with the decision, may file an appeal to the next higher academic/administrative office or body.

7.2.10. If in case the respondent fails to participate in the proceedings despite repeated summons, then the full weight of the University code and other pertinent policies shall be utilized to effect authority.

7.3. The student complaint against whom and to which office shall be filed with:

…Against …Office
Non-Academic Personnel Administrative Office
Co-Academic Personnel Department Chair or Dean
Faculty Member Department Chair or Dean
Department Chair or Asso. Dean Dean

7.4. If the subject of complaint is either the Executive Director, Dean, Vice-President or any Administration Official, the student shall refer it to the Supreme Student Councils Confederation through its President who shall then forward the matter to the University President.

7.5. The implementation of the decision or resolution of the case by the SGB, when adverse to the official/faculty/employee respondent, shall be subject to the provisions of the University Code and other pertinent codes of the University.

7.6. If the complaint by students against non-students in the University community (except campus visitors) does not fall in the category as stated in item # 7.1, and it constitutes grave matter such as harassment (of all kinds, types and methods), illegal solicitation, and other personal violations somewhat akin to most offenses mentioned in item # 6.2, then this shall be formally filed to the higher administration office such as the Office of the Executive Director or Office of the Vice-president.

7.7. In such case, the matter of investigation/hearing/resolution including procedural tasks and appeals shall use the available policies/rules/regulations stipulated in the Faculty Code, Employee Code, University Code, and those in the CHED or the Civil Service.

7.8. The circumstances surrounding the complaint should be within University premises or during any off-campus University-sponsored activities.

7.9. If the complaint by students is against campus visitors, then any University authority should assist the student in lodging the report or complaint to the Administration where the best legal remedy should be made available with the help of the University legal counsel.

7.10. In all instances of the grievance hearing process, the student complainant shall be granted privilege to be accompanied by his/her best friend (as observer only) for moral support aside from the possible presence of his/her parent/guardian.
7.11. Any act of intimidation, threat of retaliation or retaliatory behavior, verbal or written, on the part of the respondent against the student complainant is forbidden and may be regarded as a basis for disciplinary action.

7.12. A student must proceed with a complaint in good faith. Abuse of process, malicious or frivolous complaints may be basis for disciplinary action in accordance with item # 6.2.28.

7.13. In case of withdrawal of complaint, the Grievance Board shall determine whether or not the case shall continue in the interest of the University.

7.14. If the subject of complaint is a fellow student, and the complaint is not considered minor nor major offense as determined by the authorities and/or as stipulated in this Norms, then the SSC/SSCC may form its own Student Grievance Committee composed mainly of students. The SSC/SSCC and the OSAS shall carry out the parallel tasks under this section (including formulation of grounds, appeals, format and procedures) to resolve the matter.

8. Application and Effectivity

8.1. The Norms of Conduct for College Students shall also be valid for the students of College of Law and the Graduate School where applicable.

8.2. The Norms of Conduct for College Students shall not apply to high school students nor to elementary pupils.

8.3. In case of conflict between the provisions stated here, especially Item # 6 Offenses and Sanctions, and the provisions of other equally approved student manuals/handbooks/guidebooks/booklets adopted, published, circulated and implemented by other colleges/departments University-wide for college students, the provisions of the Norms of Conduct for College Students shall prevail.

8.4. If any section or provision of the Norms of Conduct for College Students shall be officially declared invalid or null or void, the other sections or provisions not affected thereby shall remain in full force and effect.

8.5. Any revision of the Norms of Conduct for College Students shall take effect immediately upon approval by the Board of Regents and adoption by the University.
PLEDGE OF STUDENT RESPONSIBILITY

As a mature individual, duly enrolled at Batangas State University, I declare that I am personally responsible for my actions and the consequences of my actions, whether on campus or off campus, especially pertaining to the policies, rules and regulations that are specified in the “Norms of Conduct for College Students”.

Accordingly, I give my word of honor to abide by its content and principles; acknowledging that failing to keep faith with this pledge can lead to disciplinary measures so stipulated herein.

____________________________________________    ___ ________________
Name of Student (in print) and Signature                      SR Code

(Please photocopy this page; fill it up; and return it to the Office of Student Discipline.)
REGISTRAR’S MANUAL
ACADEMIC POLICIES AND PROCEDURES
REGISTRAR’S OFFICE

1.0 Policy Statement

It is the policy of the Registrar’s office to provide effective, efficient, systematic and quality service to students in all levels of discipline through prompt action to their needs by serving them through willingness to work constructively, innovatively and diligently with commitment in the achievement of the university’s goals and national aspirations.

2.0 Scope

This covers all the policies, procedures, services done in the Registrar’s Office of the University System.

3.0 Responsibility

Registrar’s Office is the repository of highly important, delicate and confidential documents, and is also responsible for the school records of students and for the discharge of duties and responsibilities stipulated in section 2-C of the BSU University code.

4.0 Definition of Terms

4.1 **Academic Council** – composed of faculty members whose rank is from Assistant Professor to Professor. All policies of the university shall be approved by the academic council which are then subject for approval of the Board of Regents.

4.2 **Academic Load** – refers to subjects and total units enrolled by the students during a particular summer or semester.

4.3 **BSU Campus Transferees** – students who transferred from one campus of the university to another campus.

4.4 **Credentials** – are attestations of qualifications, competence, or authority issued to an individual by a third party with a relevant or de facto authority or assumed competence to do so. (e.g. diploma, transcript of records, Form 138/137 and certifications)

4.5 **Cross-enrolment** – the registration of a student of Batangas State University in specific courses at other educational institutions or vice versa, without earning a degree or completing a program.

4.6 **Drop from the roll** – status of students who are dismissed from the department or from the university due to delinquencies in grade requirements and other valid reasons.

4.7 **Inactive students** – these are the students who are not enrolled or took a leave of absence in the previous semesters/years.

4.8 **Irregular Students** – refer to students who are registered for formal credits, but who carry less than the full load called for by the curriculum in a given semester.

4.9 **Leave of Absence (LOA)** – refers to an absence in the university during particular semester or academic year.

4.10 **Letter of Accommodation** – a letter duly signed by the Dean and the Vice-President for Academic Affairs/Executive Director allowing the student to enroll after the scheduled period of enrolment.
4.11 **Pre-requisite subject** – refers to the subject that must be initially taken before a particular advanced subject

4.12 **Regular Students** - refer to students who are registered for formal academic credits, follow an organized program of study, and comply with regulations leading to a degree or a certificate. They carry the full semestral load prescribed by their respective curricula.

4.13 **Transferees** - refer to students from other schools who opted to enroll in this institution subject to year level classification based on the majority of subjects enrolled and accreditation of subjects for transferees (see section 6.2)

4.14 **“Unofficially Dropped”** - grade to be given to the student who fails to file approved dropping form at the Registrar’s Office and also fails to attend classes after midterm examination.

**5.0 Academic Calendar**

The Registrar’s Office shall prepare the details of the academic calendar, subject to the approval of the Vice-President for Academic Affairs and confirmation by the University President. The academic calendar shall prescribe the number of class days in the regular semesters and summer session, as well as the preliminary, midterm, semi-final and final examinations.

Each College shall prepare its own calendar of activities which shall include the schedule of review classes and co-curricular activities, such as field trips, convocations, seminar-workshops, retreats, exhibits, academic contests and *extra-curricular activities* such as sports tournaments, beauty and popularity contests, fund-raising activities and other similar activities. Such calendar of activities shall be subject to the approval of the VPAA.

CHED Memo order (CMO) no. 33 series of 2005

Collegiate school days shall consist of not less than eighteen (18) weeks per semester and six (6) weeks for summer classes, excluding Christmas, Semestral and Summer Breaks. The said school days shall include examination days and class days which may be suspended due to natural or man-made causes.

**6.0 Requirements for Admission and Enrolment**

**6.1 Freshmen**

- 6.1.1 Admission Slip
- 6.1.2 Form 138 (Report Card)
- 6.1.3 Certificate of Good Moral Character
- 6.1.4 Photocopy of NSO Birth Certificate/*Marriage Contract for Married female students
- 6.1.5 1 copy of 2x2 ID picture

**6.2 Old Students**

- 6.2.1 Printout of Grades
- 6.2.2 Proposal Slip

**6.3 Transferees**

- 6.3.1 Admission Slip
- 6.3.2 Approved Evaluation Form for Transferees
- 6.3.3 Original Copy of Transcript of Records/Certification of Grades
- 6.3.4 Honorable Dismissal/Transfer Credentials
- 6.3.5 Certificate of Good Moral Character
6.3.6 Photocopy of NSO Birth Certificate/ *Marriage Contract for Married female students
6.3.7 1 copy of 2x2 ID picture

6.4 Shiflers
   6.4.1 *Exit Interview Form
   6.4.2 Approved Evaluation Form for Shiflers
   6.4.3 Proposal Slip

6.5 Foreign Students
   6.5.1 Photocopy of student passport and visa
   6.5.2 Reference and affidavit of support
   6.5.3 Authentication of the following documents from Consular Section of the Embassy of the Philippines in the country of origin:
   6.5.3.1 Birth Certificate
   6.5.3.2 Medical Certificate
   6.5.3.3 Police Clearance Certificate from the country of origin
   6.5.3.4 Upper Secondary School Certificate with grade equivalent issued by the Department of Education of the country of origin; and
   6.5.3.5 Certificate of good moral character

6.6 Cross Enrollees
   6.6.1 Approved Permit to Cross Enroll Form from the school of origin

7.0 *Enrolment Procedures

7.1 Freshmen
   7.1.1 Secure admission slip from the Testing and Admission Office (TAO).
   7.1.2 Proceed to Infirmary for medical examination and X-ray.
   7.1.3 Secure an account or SR Code from the Information and Communication Technology (ICT) at the CABEIHM Building
   7.1.4 Go to the respective college for encoding, assessment and printing of subjects to be enrolled.
   7.1.5 Pay fees to the Cashier's Office and other fees such as PTA and Insurance to the assigned collectors.
   7.1.6 Proceed to the Registrar's Office for printing of Registration forms with marked “Enrolled” and submission of credentials. (See Requirements for Admission and Enrolment for Freshmen)
   7.1.7 For scholars, present all scholarship requirements to the Scholarship and Financial Assistance Office (SFAO) and reassessment of fees in the Assessment Office.

7.2 Old Students
   7.2.1 Go to the respective college for printing of grades, for securing proposal slip, encoding, assessment and printing of subjects to be enrolled.
   7.2.2 Pay fees to the Cashier's Office and other fees such as PTA and Insurance to assigned collectors.
   7.2.3 Proceed to the Registrar's Office for printing of Registration forms with marked “Enrolled” and submission of proposal slip.
   7.2.4 For scholars, present all scholarship requirements to the Scholarship and Financial Assistance Office (SFAO) and reassessment of fees in the Assessment Office.

7.3 Transferees
7.3.1 Go to the Department Chair of the respective college for TOR pre-evaluation.
7.3.2 Proceed to the Registrar’s Office for verification and final approval of the Evaluation Form for Transferees.
7.3.3 Proceed to TAO for entrance examination.
7.3.4 Proceed to Infirmary for medical examination and X-ray.
7.3.5 Go to the respective college for the issuance of proposal slip, encoding, assessment and printing of subjects to be enrolled.
7.3.6 Pay fees to the Cashier’s Office and other fees such as PTA and Insurance to assigned collectors.
7.3.7 Proceed to the Registrar’s Office for printing of Registration forms with mark “Enrolled” and submission of credentials, proposal slip and Evaluation Form for Transferees.
7.3.8 For scholars, present all scholarship requirements to the Scholarship and Financial Assistance Office (SFAO) and reassessment of fees in the Assessment Office.

7.4 Shifters
7.4.1 Go to the Guidance Office for exit interview and have the Exit Form signed by the former dean and the Guidance counselor.
7.4.2 Go to the Department Chair of the shifted program for pre-evaluation of grades.
7.4.3 Proceed to the Registrar’s Office for verification and final approval of the Evaluation Form for Shifters.
7.4.4 Go to the respective college for the issuance of proposal slip, encoding, assessment and printing of subjects to be enrolled.
7.4.5 Pay fees to the Cashier’s Office and other fees such as PTA and Insurance to assigned collectors.
7.4.6 Proceed to the Registrar’s Office for printing of Registration forms with marked “Enrolled” and submission of proposal slip and Evaluation for Shifter form.
7.4.7 For scholars, present all scholarship requirements to the Scholarship and Financial Assistance Office (SFAO) and reassessment of fees in the Assessment Office.

7.5 Foreign Students
7.5.1 Present documents/credentials to the Registrar’s Office for verification.
7.5.2 Proceed to External Linkages Office (ELO) for verification of passport and visa.
7.5.3 Take the entrance examination from the Testing and Admission Office.
7.5.4 Upon passing the entrance examination, secure Admission Slip from the Testing and Admission Office and Notice of Acceptance from the Registrar’s Office.
7.5.5 Submit the Notice of Acceptance to the External Linkages Office (ELO) for student visa processing.
7.5.6 After having the approved student visa, proceed to Infirmary for medical examination and X-ray.
7.5.7 Secure an account or SR Code from the Information and Communication Technology (ICT) at the CABEIHM Building.
7.5.8 Go to the respective college for encoding, assessment and printing of subjects to be enrolled.
7.5.9 Pay fees to the Cashier’s Office.
7.5.10 Proceed to the Registrar’s Office for printing of Registration forms with marked “Enrolled” and submission of credentials.
7.6 Cross Enrollees

7.6.1 Cross Enrolment of Students to Other Campus/Schools

7.6.1.1 Secure Cross Enrolment Form from the Registrar’s Office and reproduce two copies.
7.6.1.2 Fill up these forms and secure approval from the college dean and the University Registrar.
7.6.1.3 Submit one copy to the Registrar’s Office, one copy to the school where one intends to cross enroll and the student to keep the other copy.

7.6.2 Cross Enrolment of Students from Other Schools

7.6.2.1 Present approved Cross Enrollment form to the Registrar’s Office.
7.6.2.2 Secure an account or SR Code from the Information and Communication Technology (ICT) at the CABEIHM Building
7.6.2.3 Present approved cross enrolment form from school of origin to the Registrar’s Office for verification
7.6.2.4 Proceed to the respective college for verification, encoding, assessment and printing of subjects to be enrolled.
7.6.2.5 Pay fees at the Cashier’s Office.
7.6.2.6 Proceed to the Registrar’s Office for the printing of registration forms marked “Enrolled” and submission of Proposal Slip and approved Permit to Cross Enroll Form.

8.0 Policies

8.1 Enrolment Policies

8.1.1 Students shall complete their enrolment within the prescribed schedule. In case of incoming freshmen, enrolment dates are specified in their admission slips issued by the Testing and Admission Office (TAO).

8.1.2 Late registration is allowed only within one (1) week after the official opening of classes. Beyond this period, late enrollees shall provide the Registrar’s Office a Letter of Accommodation noted by the Dean and approved by the VPAA/Executive Director.

8.1.3 Only students who have paid the corresponding fees and whose registration forms have been validated and approved by the University Registrar are considered enrolled.

8.1.4 *Cancellation of enrolment shall be allowed before the start of classes.

8.1.5 Cancellation of subject beyond registration period can be allowed if classes has been dissolved.

8.1.6 *No shifting of course should be allowed after the registration period.

8.1.7 Policies on Crediting of Subjects

8.1.7.1 Subjects taken from State Colleges and Universities will be credited based on the course descriptions of the subjects taken and corresponding number of units earned from the school of origin. Applicants’ year level classification shall be based on the accredited subjects.

8.1.7.2 Crediting of subjects will be based on the following:

8.1.7.2.1 a final grade of 3.0 and higher in all subjects of applicants from SUCs will be credited
8.1.7.2.2 a final grade of 2.5 and higher in all subjects of applicants from universities with accreditation status will be credited
8.1.7.2.3 a final grade of 2.25 and higher in all subjects of applicants from other CHED accredited colleges/universities

8.1.7.2.4 passing grades for Physical Education and NSTP automatically be credited. For NSTP 1 and 2 to be credited, both of them should have the same component (Literacy Training Service; ROTC; CWTS).

8.1.7.2.5 transfeerees who have been credited with 3-unit basic English course shall be exempted from taking the English Proficiency Test.

8.1.8 Cross Enrolment Policies

8.1.8.1 No student shall be allowed to cross-enroll in another institution without the approval of his respective Dean and Registrar.

8.1.8.2 The total study load for which a student may cross-enroll shall not exceed the maximum number of units allowed by the rules on academic loading.

8.1.8.3 Cross-enrolment may be granted under the following conditions:

8.1.8.3.1 The subjects are not offered in the mother school during the particular semester the student is enrolled.

8.1.8.3.2 The subjects are offered but are in conflict with the other subjects enrolled by the student.

8.2 Academic Load

8.2.1 Full-time/regular students are allowed to carry the maximum load prescribed by their curriculum.

8.2.2 Part-time/irregular students should have their subject load approved by the Dean of their respective college before they are allowed to enroll.

8.2.3 Only graduating students may be permitted to a subject overload of six (6) units in excess of the regular load during the last term/semester with prior approval of the dean and the University Registrar provided that it shall not exceed 29 units for a regular semester and 12 units for the summer term.

8.2.4 In the summer term, the normal load shall be nine (9) units, but in justifiable cases, the Dean/Director for Academic Affairs with the approval of the VPAA, may allow a student to take 12 units, subject to University rules and regulations.

8.2.5 No academic subject shall be allowed to enroll together with On-the-Job Training unless it is stipulated in the approved curriculum

8.3 Prerequisite Subject Regulation

8.3.1 As prescribed by the CHED, subjects taken and completed without satisfying the prescribed prerequisite will not be given credit regardless of the grade obtained.

8.3.2 Students who receive a conditional grade of 4.0 and Incomplete (Inc.) shall not be allowed to take advanced subjects. They must complete the grade in the prerequisite subject before they are allowed to take any of the advanced subjects in the next semester.

8.4 Dropping

8.4.1 *Dropping must be made official by accomplishing a dropping form signed by instructors of subject enrolled as well as the College
Dean and the University Registrar and submitting it at the Registrar’s Office before the midterm examination. Students who officially drop out of class shall be marked “Officially Dropped”/OD whether he took the preliminary examination or not and irrespective of their preliminary grades.

8.4.2 A student who unofficially drops out of class shall be given a mark of “UD” by the subject teacher.

8.4.3 Students who officially dropped all their subjects before midterm examinations are entitled for a refund the amount of which will be based on the computation of the Assessment Office.

8.5 Adding/Changing Of Subjects

8.5.1 Adding, changing and cancellation of subjects shall be made only within one week for summer and three weeks for a regular semester from the official opening of classes by accomplishing form provided at the Registrar’s Office.

8.5.2 A student shall be allowed to add or change subject provided that the class he intends to join has not exceeded the maximum number of students and has not held classes for more than nine (9) class hours and if the student does not exceed the total number of units for the regular load.

8.5.2 Changing of subject shall be allowed if there is a conflict of schedule and when the enrolled subject is dissolved. Changing of subject shall be also allowed for working students whose hours of work have been changed provided that he presents certification from his employer.

8.6 Substitution of Subjects in Cases of Curricular Changes

8.6.1 Substitution of subject may be allowed when the students are pursuing a curriculum that has been superseded by a new one and the subject/ s included in the old curriculum can no longer be found in the new curriculum. The substitute subjects must be related to the subjects being substituted, or cover substantially the same subject matter.

8.6.2 All applications for substitution of subjects shall be acted upon by the Dean/Vice President for Academic Affairs/Executive Director.

8.7 Curricular Changes

Curricular changes must be studied with care and shall require the approval of the Board of Regents upon recommendation of the Academic Council.

8.8 Grading System

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

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Percentage Equivalent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>98-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>1.25</td>
<td>94-97</td>
<td>Superior</td>
</tr>
<tr>
<td>1.50</td>
<td>90-93</td>
<td>Very Good</td>
</tr>
<tr>
<td>1.75</td>
<td>88-89</td>
<td>Good</td>
</tr>
<tr>
<td>2.00</td>
<td>85-87</td>
<td>Meritorious</td>
</tr>
<tr>
<td>Grade</td>
<td>Score</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>---------------------</td>
</tr>
<tr>
<td>2.25</td>
<td>83-84</td>
<td>Very Satisfactory</td>
</tr>
<tr>
<td>2.50</td>
<td>80-82</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>2.75</td>
<td>78-79</td>
<td>Fairly Satisfactory</td>
</tr>
<tr>
<td>3.00</td>
<td>75-77</td>
<td>Passing</td>
</tr>
<tr>
<td>4.00</td>
<td>70-74</td>
<td>Conditional Failure</td>
</tr>
<tr>
<td>5.00</td>
<td>Below 70</td>
<td>Failure</td>
</tr>
<tr>
<td>Inc.</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>*OD</td>
<td></td>
<td>Officially Dropped</td>
</tr>
<tr>
<td>*UD</td>
<td></td>
<td>Unofficially Dropped</td>
</tr>
</tbody>
</table>

8.9 Submission of Report of Grades

8.9.1 Every faculty member shall submit all reports of grades through online uploading not later than seven (7) days from the last day of examination period.

8.9.2*Faculty members who fail to meet the deadline for submission of grades shall be reported by the Dean to the VPAA and Human Resource Management Office (HRMO). The delinquencies shall be entered in the personnel records of the erring faculty members after giving them a chance to explain and when their explanation is found unsatisfactory.

8.10 Correction of Grades

Correction of grade must be made by the faculty concerned within one semester or one hundred fifty (150) days after error is recognized by downloading online correction form. The accomplished form which is approved by the Dean, together with a copy of corrected grade of student shall be submitted by the faculty concerned at the Registrar’s Office. No request for correction of grade will be entertained after the stipulated period.

8.11 Incomplete Grades and Conditional Failure

8.11.1 A grade of “Incomplete” must be complied with by the student within one (1) semester or one hundred fifty (150) days. A student who fails to complete the deficiency/deficiencies at the end of the semester shall automatically obtain a grade of 5.0 in the course.

8.11.2 The grade of 4.0 shall be removed by passing a re-examination. If the requirement is not met within the prescribed time of one semester or one hundred fifty (150) days after the deadline of submission of grades, it automatically becomes a grade of 5.0 for the course.

8.11.3 The concerned faculty can make necessary change online in the grading sheet with “Incomplete” grade or a grade of 4.0 only within one semester or one hundred fifty (150) days after the deadline of the submission of grades.

8.12 Retention and Readmission

A student’s continued stay in the university is governed by the following rules:

8.12.1 Any student who at the end of the semester obtained final grades below 3.0 in at least 25 percent of the total number of academic units shall be warned, if 50 percent, the student
will be on probation and if 75 percent, the student will be dropped from the department.

8.12.2 The student on probation shall write a promissory letter and sign a waiver signed by the parent and the student at the Guidance Office to be approved by the Dean.

8.12.3 Probation may be removed by passing the subject/s with grades of 3.00 or better in more than 50 percent of the units in their final grades in the succeeding semester.

8.12.4 If a student under probation fails again in at least 50 percent of the total number of units enrolled, he will be dropped from the roll of the university.

8.12.5 Any student who obtained final grades below 3.0 in at least 75 percent of the total number of academic units will mean non-readmission in the program but can be admitted to other programs of the university provided he qualifies.

8.12.6 Any student of good standing who dropped out or became inactive in the previous semester/s must apply in writing for readmission to the Dean of Colleges. The criteria for readmission shall be scholastic records and deportment. The said student will be evaluated based on the existing curriculum.

8.13 Leave of Absence (LOA)

8.13.1 Undergraduate students are assumed to enroll on a continuous basis until their program is completed. Any break in enrolment requires the filing of a Leave of Absence.

8.13.2 The leave of absence may be for one semester or one year as specified.

8.13.3 The leave of absence may be extended upon approval of the Office of the Dean but in no case should the leave be beyond two years.

8.13.4 Students on LOA are not enrolled in any course, are not considered bonafide students, and are not allowed to enter the campus except as occasional visitors to transact with certain offices.

8.13.5 Students on LOA are not permitted to enroll and study in another educational institution. No course taken by students on LOA from another school may be credited towards the completion of the program in this university.

8.13.6 The application for LOA shall be considered valid upon the signature of the College dean and the University Registrar.

8.13.7 To return, the student with a valid LOA for all the semesters of absence, must proceed to the Dean’s Office at least two weeks before the start of the term he intends to enroll for.

8.13.8 Returning students who had leave of absence beyond two years shall be evaluated in the new curriculum.

8.13.9 LOA Procedure

8.13.9.1 The student shall fill up LOA form from the Registrar’s Office in triplicate copies and have it signed by parent/guardian of the student, Discipline Office and the Office of the Dean.

8.13.9.2 The approved forms shall be submitted to the Dean and Registrar’s Office.

8.13.9.3 The remaining copy should be kept by the student for future reference.
8.14 Residency

8.14.1 A student who is enrolled in any five – year course should finish the course within five to six years period. If a student is enrolled in any four – year course, he should finish the course within four to five years.

8.14.2 If the student goes beyond the prescribed residency requirement, he must write a letter of reconsideration subject for approval by the VPAA/ED.

8.14.3 Students who are candidates for graduation must have completed in the Batangas State University at least 50% of the total number of academic and shop units required for graduation and must have been in continuous residence in the university for at least two and a half (2.5) years for a five-year course and two (2) years for a four-year course.

8.14.4 Students who shifted from one course to another must have completed at least 50% of the total number of academic and shop units required in the present course for at least three (3) years for a five-year course and two and a half (2.5) years for a four-year course.

8.14.5 The same is applied to shifters and transferees. In case of students with OJT abroad, an approved program of study should support the residency requirement.

8.15 Graduation

8.15.1 A candidate for graduation must satisfy the following requirements:

8.15.1.1 Filled up application form one month before the end of the semester

8.15.1.2 Photocopy of the Approval Sheet of thesis before Academic Council Meeting

8.15.1.3 Clearance issued by the Accounting Office

8.15.1.4 NSO Birth Certificate for updates

8.15.2 Candidates for Graduation with Honors

8.15.2.1 Filled up Application Form for Honors

8.15.2.2 Authenticated copy of curriculum with grades

8.16 Commencement and Baccalaureate Exercises

8.16.1 Attendance at general commencement shall be optional. Graduating students who choose not to participate in the general commencement exercises must inform their respective Deans or their duly designated representatives at least ten (10) days before the commencement exercises. Graduating students who will attend commencement program must pay the corresponding graduation fee.

8.16.2 The diploma shall bear only one date which shall be the date of the commencement exercise.

8.17 Academic Gowns

Candidates for graduation for the master’s, doctoral and other
degree programs shall be required to wear an academic gown with hood and cap with tassel during the commencement exercises in accordance with the rules and regulations of the University. Those graduating in non-degree programs shall be required to wear an academic gown without hood but they are required to wear cap with tassel.

9.0 Issuance of Credentials and Other Documents

9.1 Credentials such as Transcript of Records, Honorble Dismissal, Certifications and other documents are issued to students upon request. The following procedures are followed:

9.1.1 Fill up a request slip at the Registrar’s Office.
9.1.2 Proceed to Assessment Office for signing of clearance.
9.1.3 Pay fees at the Cashier’s Office.

9.2 Provide the representative with authorization letter and valid IDs of both student and representative if the student cannot claim personally the requested document.

9.3 Provide documentary stamp for each copy of requested document.


All scholastic records of students and official documents are kept on file at the Registrar’s Office and only the Registrar and personnel of the office have access to these records. Transcript of Records, Form 137, certifications and other documents are electronically encoded and printed with only the Registrar and personnel of the office having access to the files. The following policies on confidentiality of students’ records shall be observed:

10.1 A student is entitled to a transcript of record, but he is not entitled to know other records in his file which are confidential in nature.
10.2 A student has the right to see his academic record, from which a copy was made, and is entitled to an explanation of any information recorded on it.
10.3 The student’s file or folder cannot be taken out of the office unless specifically authorized by the Registrar, depending on the purpose for which it is needed.
10.4 School officials and faculty members of the institution may be permitted to look at the academic records of any student if needed in the evaluation of the academic standing of the student concerned.
10.5 Requests for the production of a student’s record from the court are usually on a duly issued subpoena duces tecum, but the student must be notified of said subpoena if he is available or if he can be reached through any media of communication.
10.6 Records or grades may be released to parents or guardians without prior approval of the student concerned if he is still a minor or has not yet been emancipated from parental authority.
10.7 Requests for academic information from a company or firm to whom a student has applied for employment or where he is employed, shall be honored, if they are of vital importance to his being employed or his being promoted in position.
10.8 The same consideration should be accorded to requests from research or civic organizations or government agencies granting scholarship to student concerned.
10.9 Requests for information on a student’s record, made in an official communication by an official of any government office or agency, should be honored even without the prior approval of the person concerned, as long as the information sought for is limited to his enrolment, academic standing or school work, for the purpose of ascertaining his qualification or eligibility as employee of this particular government agency.

10.10 All requests regarding disclosure of the student’s academic records should be in writing and filed with his envelope or folder.

References:

University Code
Registrar’s Manual with BOR Resolution no.12 s. 2010
DLSU Registrar Policies and Procedures (http://www.dlsu.edu.ph/offices/registrar)
ACURLO Manual for School Registrars
Graduate School Handbook approved BOR Resolution no. 41 s. 2007
MORPHE (Manual Of Regulations for Private Higher Education)
The task of educating the youth is a noble responsibility that demands only the best. It is the mission of every faculty member to promote a culture of excellence that allows the full development of both the intellect and the individual’s moral fiber. He must likewise nurture a deep faith in the Almighty and steadfast confidence in the Filipinos’ capacity for greatness.

Professionalism among educators not only requires intellectual excellence but also moral and ethical competence. In this regard, the University guided by the Civil Service Laws, has set up its own rules and regulations which are marks of being a true professional and the very essence of professionalism that will direct the University faculty during the course of his work. This is also the essence of excellence.

This Faculty Manual aims to provide the guideposts that will enable each mentor to pursue his duties in accord with the highest standard of professionalism so that with greater resolve he can help the University fulfill its mandate of making life better for all through quality education.
I. GENERAL INFORMATION

Batangas State University is an institution of higher learning located in Batangas City, Philippines.

VISION

A University which shapes a global Filipino, imbued with moral courage nurtured through values and excellent education

The University Mission responds to the expanded course offering and to address the shared values spelled out in the vision and the logo of the University, to wit:

Batangas State University is committed to implement its mandates of quality and excellence, relevance and responsiveness, access and equity and efficiency and effectiveness through instruction, research, and extension and production to meet the growing needs of the country and the world for globally competitive and morally upright professionals, scientists, technologists, technicians, skilled workers and entrepreneurs.

UNIVERSITY GOALS

1. To enhance the corporate image of the University as the center for the promotion of wisdom, excellence, human dignity and national pride in the Filipino

2. To provide enriching learning experiences that would make Batangas State University students and graduates acquire the competitive advantage in the local and global labor market

3. To translate corporate values in instruction, research and extension toward the making of the Filipino

4. To lead in the generation of research-based knowledge and innovations for sustainable development of the University, the communities it serves, the industries in the service area, and in the nation as a whole

BSU: A BRIEF HISTORY

More than nine decades ago, in 1903, the Batangas State University was established as the Manual Training School. It was headed by an American principal, Mr. Sheer and was tasked primarily to train young men for more gainful occupations in woodworking.

From its humble beginnings, the school has been transformed into a multi-campus institution of higher learning which is duly recognized as one of the best in the Southern Tagalog region. It enjoys the trust and respect of the general public as it continues to perform the challenging task of empowering the Filipino youth for the demands of globalization in the new millennium.
The history of the school is a saga in itself. It is about the men and women who gave their best to make it the institution that it is today. Two years after its initial founding, it was renamed Batangas Trade School. Messrs. Schwarts, Zacarias Canent, Isaias Maclang and Pascual Magcamit held the post of school principal successively.

The school was destroyed by fire in 1928 and so classes were held temporarily at the old government building adjacent to the city’s Roman Catholic Church. In 1932, the construction of the school building in its present site in Rizal Ave. began. Messrs. Romulo Mendoza, Guillermo Mendoza, Santiago Pascasio and Pedro Catuncan served successively as school principal until the outbreak of the World War II in 1941.

On September 10, 1945, the school once again resumed its activities, this time with Mr. Vicente Mendoza as principal. In 1948, Female students were finally admitted in 1948 when additional courses in food trades, garments trades and cosmetology were offered to supplement the emerging need for qualified female manpower. Also in 1948, Mr. Eugenio Ingco became head of related subjects department. In 1955, Mr. Felix Aguda headed the vocational department. Under the Rehabilitation Act of 1946 and through assistance from the War Damage Commission, the school was rebuilt to better serve the growing needs of the studentry.

A Congressional Act authored by then Congressman Babao and subsequently approved by the President of the Philippines bestowed upon the school a national status. With this new development, it also changed its name to Pablo Borbon Memorial National Trade School in honor of Gov. Pablo Borbon, a prominent Batangueños.

On July 1, 1957, the school became the Pablo Borbon Regional School of Arts and Trades. It also started offering technical courses under the able stewardship of Mr. Arsenio Galauran. He served as superintendent from August 1957 to November 1962, until he was transferred to the Marikina School of Arts and Trades. Mr. Vicente Mendoza was designated officer-in-charge and acted in this capacity from November 1962 to June 8, 1963.

Mr. Rosauro de Leon succeeded Mr. Galauran in 1963. Upon assumption of office, he immediately initiated innovative plans to build-up efficient citizen-workers. Thus, the inclusion of opportunity classes in the curriculum were realized July of that year. These included courses in auto mechanics, machine shop practice, electricity, radio mechanics, cosmetology and dressmaking.

The school earned another laurel with enactment of RA 4582 on June 19, 1965 which authorized the offerings of teacher-training course known as the Bachelor of Science in Industrial Education. It became the country’s 23rd college on June 15, 1968. Mr. Rosauro de Leon was sworn in as its first president. In 1971, it started offering mechanical and electrical engineering courses. The offering of civil engineering followed suit in 1973.

Initially, the Graduate School offered Master of Arts in Industrial Education with specialization in administration and supervision. In 1975, the program was expanded.
MAT-Science and MAT-Mathematics were offered. In 1976 the MAT-Vocational Education was added. A Master of Management program with specialization in business management and public management was offered in 1978 in consortium with the UP College of Public Administration.

The College also boosts of significant achievements in the technical education curricula such as instruction of new courses in stationary and marine engineering, refrigeration and air-conditioning and the implementation of a two-year post secondary curriculum for petroleum refinery technician with subsidy from Caltex (Philippines), Inc.

In 1978, the three-year industrial technician education curriculum, patterned after Manila Technician Institute, was introduced. It was the brainchild of Dr. Mariano Albayalde, the Dean of Instruction. He served as college president from 1986-89. The program was later revised to the Diploma of Technology under the Technical-Vocational Education Project of the Department of Education, Culture and Sports (DECS).

In 1983, the College acquired a three-hectare site in Barrio Alangilan, Batangas City through the initiative of Mr. Isabelo Evangelio, who at that time has assumed the college presidency. This campus is now the center of engineering technology program. In 1986, the College expanded its undergraduate programs. Three new courses were offered: Bachelor of Science in Chemistry, in Mathematics and in Home Economics. The following year, the College also introduced a pilot science class in the secondary department.

An addition to the advanced education curriculum programs was the introduction of a Doctor of Education degree with specialization in Industrial Education Management. The program was introduced during the first semester of SY 1988-89 in consortium with the Technological University of the Philippines.

Three years later in 1990, under the leadership of the new college president, Dr. Ernesto de Chavez, more courses were added: Bachelor of Arts in major in English, Bachelor of Secondary Education, Bachelor of Elementary Education and Associate in Computer Science, a ladderized course leading to Bachelor of Science in Computer Science.

The Batangas Center for Research and Special Studies was established on September 7, 1990. Barely a year later, on April 1991, the Center for Skills Training and Development was created. This was followed with setting up of the Industry-Academe Cooperative Education Program Office.

The Graduate School introduced in June 1992 the Master of Public Administration and Master of Business Administration in lieu of the Master of Management curriculum. It also expanded its courses offerings with the introduction of the Master of Arts in Education major in Educational Management.

To make quality education more accessible to poor but deserving young people, the PBMIT Balayan campus was opened in SY 1994-1995. The same year the College forged a consortium with the Batangas Eastern Academy in San Juan, Batangas for the
offering skills training program. The year 1995 witnessed the strengthening of the College’s bid for technological excellence when it introduced the BS Architecture and BS Chemical Engineering degrees. Likewise, The College of Liberal Arts, Science and Computer Studies were created in 1995. More courses were opened: BS Environmental Studies, BS Agri-Business Management, BS Food Engineering, AB Economics, AB Entrepreneurship and the ladderized course in Industrial Technology.

The Laboratory School, with an initial batch of 94 students, introduced a novel curriculum devised by the Science Education Institute of the Department of Science and Technology (DOST).

Another campus in Lobo, Batangas was established in June 1997.

In the Graduate School, Education Management was introduced as the second specialized in the doctoral program. The Master of Arts in teaching program was enriched and strengthened by converting it into Master Arts in Education major in Science Teaching, Mathematics Teaching and Technical-Vocational Education.

In response to the demand of an industrializing region and country, the Master of Engineering and Master of Engineering Education were opened. In the undergraduate, BS Statistics, BS Physics, AB Behavioral Science, AB Sociology, AB Public Administration and BS Information System Management were added. The Graduate School now offers a number of specializations under the Ph.D. and Ed.D. programs.

In 1998, additional courses as BS Information Technology and BS Instrumentation and Control Engineering were introduced. The year 1999 was highlighted by six new courses – BS Environmental Engineering, BS Food Science, BS Accountancy, BS Business Administration, BS Economics and BS Computer Education.

The School of Food Science and Technology, later renamed School of Food and International Hospitality Management, was also established.

Year 1998 witnessed the setting up of additional campuses in San Pascual, Calaca, Taysan, Rosario and Padre Garcia. The School of Accountancy Business and Economics (SABE) was also created. Meanwhile, the new millennium ushered in the opening of the Claro Mayo Recto Lipa City campus. At the main campus, the School of Development of Communication was established. Another big gain was the creation of the College of Physical Education and Human Kinetics.

On March 22, 2001 by virtue of RA 9045 signed by her Excellency Gloria Macapagal-Arroyo, the Pablo Borbon Memorial Institute of Technology was elevated into Batangas State University. The Jose P. Laurel Polytechnic College in Malvar and the Apolinario R. Apacible School of Fisheries in Nasugbu are now integrated into Batangas State University.

The University at present has approximately 15,000 students enrolled in the two campuses in Batangas City and in satellite campuses strategically located in the municipalities of Balayan, Lobo, San Pascual, Rosario, Taysan, Lemery, San Juan and Lipa City.
On June 17, 2006, Dr. Nora L. Magnaye, a Ph.D. Major in Mathematics graduate, succeeded Dr. Ernesto M. de Chavez as the second University President.

Now, Batangas State University is the foremost science and technology institution of higher learning in the Southern Tagalog region. It remains faithful to its mandate to make quality and affordable education accessible to the poor and marginalized. Proud of its tradition of excellence, the University is determined to soar to even greater heights.

Governance

The Board of Regents

Republic Act No. 9045

Sec. 5 The governing body of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

(a) The Chairman of the Commission on Higher Education (CHED), chairman;

(b) The president of the University, vice chairman;

(c) Chairman of the Committee on Education, Arts and Culture of the Senate, member;

(d) Chairman of the Committee on Higher and Technical Education of the House of Representatives, member;

(e) The Regional Director of the National Economic and Development Authority (NEDA) where the main campus of the University is located, member;

(f) The Regional Director of the Department of Science and Technology (DOST) where the main campus of the University is located, member;

(g) The president of the federation of faculty associations of the University, member;

(h) The president of the federation of student councils of the students’ representative elected by the federation of student councils of the University, member;

(i) The president of the federation of the alumni associations of the University, member; and

(j) Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization, chosen from among a list of at least (5) qualified persons in the Province of Batangas, as recommended by the search committee constituted by the president in consultation with the Chairman of the CHED based on the normal standards and qualifications of the position, members.
The term of office of the president of the federation of faculty associations, the president of the federation of student councils and the president of the federation of alumni associations shall be coterminous with their respective terms of office.

For the purpose of the provisions of this section, the associations of faculty, alumni and student councils in each branch of the University shall organize themselves to form their respective federations, which in turn shall elect their federation officials.

The two (2) prominent citizens shall serve for a term of two (2) years.

In case of vacancy in the office of the president, the officer-in-charge of the University designated by the Board shall serve for the unexpired term only.

Sec. 6. The Board shall promulgate and implement policies in accordance with the declared State policies on education and other pertinent provisions of the Constitution on education, agriculture, science and technology, as well as the policies, standards and thrusts of the CHED under Republic Act. No. 7722.

Sec. 7. The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercises of all powers granted to the Board of Directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines:

(a) To enact rules and regulations not contrary to law, as may be necessary to carry out the purposes and functions of the University;
(b) To receive and appropriate all sums as may be provided, for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University;
(c) To receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the University, subject to limitations, directions and instructions of donors, if any. Such donations shall exempt from all taxes and shall be considered as deductible items from the income tax of the donor;
(d) To fix the tuition fees and other school fees and charges, such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as it may deem proper and reasonable to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue there shall form part of the same fund for the use of the University.

Any provisions of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University, and may
be disbursed by the Board for instruction, research, extension or other program/projects of the University: Provided, That all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If, for reasons beyond its control, the University, shall not be able to pursue any projects for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purposes which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the university;

(e) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;

(f) To authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties, including necessary supplies, material and equipment. Purchase and other transactions entered into by the University through the Board shall be exempt from all taxes and duties;

(g) To appoint, upon recommendation of the president of the University, vice presidents, deans, directors and heads of departments, faculty members and other officials and employees;

(h) To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

(i) To approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;

(j) To set policies on admission and graduation of students;

(k) To award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the University and to authorize the award of certificate of non-degree and non-traditional courses;

(l) To establish and absorb tertiary institutions within the Province of Batangas as branches, centers, stations, etc., in coordination with the CHED and in consultations with the Department of Budget and Management (DBM), and to offer therein programs of courses, to
promote and carry out equal access to educational opportunities mandated by the Constitutions;

(m) To establish research and extension centers of the University where such will promote the development of the latter;

(n) To establish chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;

(o) To delegate any of its powers and duties provided for herein above to the President and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;

(p) To authorize an external management audit of the institution, to be financed by the CHED, and to institute reforms, including academic and structural changes, on the basis of audit results and recommendations;

(q) To collaborate with other governing boards of state universities and colleges within Region IV, where it may be feasible, under the supervision of the CHED in consultation with the DBM, the restructuring of said colleges and universities to become more efficient, relevant, productive and competitive;

(r) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds from which shall be used for the development and strengthening of the same;

(s) To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purpose and objectives of the University;

(t) To develop academic arrangements for institutions capability building with appropriate institutions and agencies, public or private, local or foreign and to appoint experts/specialists as consultants or visiting or exchange professors, scholars, researchers, as the case may be;

(u) To set up the adoption of modern and innovative modes of transmitting knowledge, such as the use of information technology, the dual system, open-learning, community laboratory, etc., for the promotion of greater access to higher education;

(v) To establish policy guidelines and procedures for participate decision-making and transparency within the University;
(w) To privatize, where most advantageous to the University, management of non-academic services such as health, food, building, grounds or property maintenance and such other similar activities; and

(x) To extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation of the search committee.

The Academic Council

There shall be an Academic Council of the University with the President of the University as Chairman and all faculty members from the rank of professor to assistant professor as members.

1. The Academic Council shall have the power to prescribe the curricula and rules and discipline of the University subject to the approval of the Board of Regents. It shall fix the requirements for admission to the University as well as for graduation and the conferring of degrees, subject to review of the Board of Regents.

2. The Council shall likewise have the power to recommend students to be recipient of degrees.

3. Through the University President or his duly authorized representative, the Council shall have disciplinary power over the students of the University within the limits prescribed by the rules on discipline as approved by the Board of Regents.

4. The Council shall deliberate and approve policies and rules pertaining to academic matters of the University.

The Administrative Council

The Administrative Council is composed of designated officials consisting of the Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Research, Extension, Planning and Development, Administrative Office, University and Board Secretary, Executive Assistants, Department Deans, Directors, University Registrar and Head of Units.

These officials are charged with the duties and responsibilities incumbent to their respective positions.

II. COMMITMENT OF THE BSU FACULTY

A. Commitment of Faculty

1. Teaching is a personal commitment of oneself to others with the intention to fulfill these obligations to satisfaction.
1.1 as such, the professor/instructor should be the embodiment of mental, social emotional, and professional maturity wherein he recognizes his strengths as well as his weaknesses

1.2 share ideas, instructional resources to fellow teachers especially those which have been found to be effective

1.3 rise above personal feelings and biases in the interest of group action and group results

1.4 enhance his credibility in the classroom by quality teaching and adequate preparation

2. Teaching as a commitment recognizes the centrality of the learner in the educative process.

In recognition of this fact, the professor/instructor should:

2.1 have faith in the learner’s value as a person and to value him as such;

2.2 enhance the learner’s capacity for growth and create the proper climate for that growth;

2.3 accept the learner as he is; when he shows ignorance, not ridicule him; when he differs, not to reject him; and when he is proved wrong, not to condemn him;

2.4 inspire the best effort from his students because his standards of performance are in themselves the motivation to do one’s best;

2.5 never allow himself to be influenced by personal friendships, pressure from vested groups and consideration other than achievement in giving grades to students;

2.6 recognize the difference among students and seek to meet their individual needs;

2.7 encourage students to formulate and work for high individual goals of their physical, intellectual, creative and spiritual endowments;

2.8 respect the right of every student to have confidential information withheld except when its release is to authorized agency or is required by law.

3. The professor/instructor should share with parents the task of shaping the student’s purposes and acts towards these socially acceptable ends.

3.1 seek to establish friendly and cooperative relationships with the parents;

3.2 provide parents with information that will serve the best interests of their children and to be discreet about information received from parents; keep parents
informed about the progress of their children as interpreted in terms of the purpose of the university.

3.3 exercise tact and the utmost candor in appraising parents deficiencies and shortcomings of their children.

4. The teacher as a vanguard of change needs to be responsibly involved in the development of the country and its people.

In recognition of this, the professor/instructor should:

4.1 recognize that the University belongs to the people, therefore, strives to serve the public with genuine concern and dedication;

4.2 participate in community extension activities and assume leadership roles as the need arises;

4.3 discuss national concerns in the community in order to improve the lives of the people especially the poor and the disadvantaged.

B. Code of Ethics

In pursuit of these truths, the officials and personnel of Batangas State University have adopted a Code of Ethics as a demonstration of their willingness and capacity to set appropriate guides for ethical conduct.

1. Every official and personnel of the University shall constantly uphold the honor and dignity of his positions in all his actions and relationships with all other members of the University. In fulfilling these obligations, he shall:

1.1 Accept his responsibility to maintain a professional level of service. To do this, he should:

1.1.1 strive to do his work to the best of his knowledge and ability;

1.1.2 know the full range of responsibility of his position and accept the changes and/or added functions and responsibilities incumbent upon the position that are clearly a result of the expansion and development of the University;

1.1.3 demonstrate a willingness to try new and innovative procedures that will bring about a more efficient and expeditious handling of official matters;

1.1.4 seek and make professional growth continuous by such procedures as study, research, conferences and attendance at professional meetings.
1.2 Inspire respect because he respects the worth and dignity of each member of the University. This means he should:

1.2.1 refrain from discussing confidential information with and / or releasing official documents to unauthorized persons;
1.2.2 refuse to make derogatory remarks about a colleague or the school system in general except in official relationships where his professional opinion is required;
1.2.3 conduct professional business through the proper channels;
1.2.4 be willing to consider another person’s point of view and withhold judgment about the official actuations of a colleague until he has considered all the acts of the case. In instances, however, where his decision differs from the proponent, he should maintain an open mind and a tolerant view that no one infallible.
1.2.5 be guided only by meritorious considerations in the formulation of policies and decisions. He shall not allow himself to be influenced knowingly by biased information nor of his own persuasions;
1.2.6 air and seek redress of grievances by giving testimony and applying evidence thereof without malice only to the proper authorities;
1.2.7 encourage democratic interactions on matters pertinent to their functions and responsibility;
1.2.8 give criticisms that clearly reflect an honest and sincere desire to uphold the standard and dignity of the profession and to improve the educational service.

1.3 Integrate individual goals with University and national development goals. To achieve this, he should:

1.3.1 carry out in good faith all policies adopted by the duly constituted authorities even when they are not in conformity with his own personal views, provided that those policies do not in anyway jeopardize his general welfare;
1.3.2 cooperate willingly and actively in extra-curricular activities without mental reservations;
1.3.3 engage in no gainful employment outside where the employment affects adversely his official work or impair his standing with students, associates and the community.

2. The relationship between the college official and the personnel should be characterized by mutual respect and courtesy.
III. University Policies

A. Faculty Official Time

1. All school personnel shall strictly observe their official time in order to promote efficiency and avoid any disciplinary action as a consequence of non-observance thereof.

2. Bundy clock or biometrics must be used to indicate the arrival and departure time. Logbook must be used if the Bundy clock is not available.

3. Bundy card or biometrics must be checked and approved by the signing officer and submitted to the HRD office two days after the end of each month.

4. Faculty members shall render not less than eight (8) hours of service a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch, six hours of which shall be the maximum actual teaching load a day.

5. The six-hour actual teaching load a day for teacher shall not apply to the following:
   
   5.1 those designated to perform supervisory functions including deans, program directors and college/school heads;
   
   5.2 those performing mainly auxiliary service like guidance, library, canteen management, etc;
   
   5.3 all other assigned in performing administrative functions who are on vacation and sick leave basis.

6. Faculty members in the above categories are generally required to handle classes of at least 2 to 9 hours per week to justify their academic rank.

7. When the nature of the duties to be performed or the interest of the public service so requires, university personnel may be required to work beyond the official hours of work herein specified or on shift without reduction in the prescribed working hours, or on Saturdays, Sundays and public holidays without additional compensation unless otherwise provided by law.

8. Faculty members are not allowed to leave the school premises during official hours of service without prior approval of the Vice President for Academic Affairs or the respective deans. Faculty whose request to leave her post for personnel reason is allowed during official duty but shall record his time of departure and return at the logbook provided for that purpose.

9. The prescribed loads of a faculty may, however, exceed in case of emergency when a fellow faculty –

   9.1 is on leave that would require redistribution of loads.

   9.2 resigns, retires or separated for any cause.
10. The excess of the prescribed loads shall be considered overload teaching which shall entitle the faculty to payment of honorarium.

B. FACULTY ATTENDANCE AND ABSENCE

1. Faculty members are to hold classes on time in their designated room assignments.

2. Faculty members are not allowed to dismiss their classes early.

3. Undertime in excess of fifteen minutes shall be considered as an absence in the particular class.

4. Substitute faculty for another teacher can only be arranged by the Dean of the College / School. Only qualified instructors shall be assigned to take over the class of the absent instructor/professor.

C. Faculty ID and Uniform

1. Faculty members are required to wear identification cards.

2. Identification cards must be pinned by the faculty upon entering the University.

3. The identification card shall not be transferable.

4. Loss of ID must immediately be reported to the HRD for replacement upon payment of its fee.

5. Both male and female faculty must wear the required uniform.

D. Assignment of the Teaching Load

1. The Dean of the College/School and Area Chairpersons are responsible in the assignment of teaching loads with the approval of the Vice President for Academic Affairs.

2. The teaching load shall be assigned on the basis of expertise of faculty and/or availability of offerings.

3. Faculty and members may be invited to teach in another College/School to complete the required number of teaching load.

E. Syllabus Preparation
The syllabus is a written plan of action, which serves as a teaching and learning guide designed to achieve the goals and objectives of the school program. The goals and objectives emanate from the mission/vision statement and philosophy statement of the school system. The syllabus includes all the learning experiences and interactions that individuals encounter in the teaching-learning process. Its major components consist of:

I. Vision
II. Mission
III. Course Description
IV. Scope
V. Objectives
VI. Methods of Evaluation
VII. Course Requirements
VIII. Content Schedule

<table>
<thead>
<tr>
<th>Week No.</th>
<th>Topics</th>
<th>Suggested Reading</th>
</tr>
</thead>
</table>

IX. Reference

1. Each subject offered by the University should have a syllabus approved by the Dean and Area Chair of the College/School. It has to be updated and periodically revised in accordance with the advances in knowledge, goals of the University and the condition of the society.

2. Teachers handling common subjects in the College/Department are encouraged to work together in making the syllabus for the purpose of attaining standardized curriculum content.

3. The teacher must be made accountable for the outcome of his teaching activities. The teacher must follow the subject matter included in the syllabus considering the moral, cultural, social values embodied in the statement of mission, goals and objectives of the University.

**F. Classroom Management**

1. At the start of the semester, the professor/instructor shall determine those who are officially enrolled in his class by checking and signing the students registration form. Students who are not officially enrolled must not be accepted inside the classroom.
2. The professor/instructor must provide classroom environment that is conducive to teaching and learning activities.

3. The instructor must make sure that proper decorum is observed inside the classroom. Likewise, only students wearing ID’s and the prescribed uniform must be allowed to attend classes.

4. The professor/instructor must encourage interaction among his students. He must also allow students to raise questions related with the subject matter clarifications.

5. The professor/instructor shall not engage in activities not related with the subject matter being taught.

6. The professor/instructor shall refrain from asking students to do personal favors during and outside class hours.

7. Proper guidance shall be given to students. However, individual guidance and tutoring during class hours are not allowed.

8. The professor/instructor shall be prohibited to collect dues, fees and other monetary contributions unless sanctioned by proper authorities.

9. The professor/instructor shall not be allowed to seek material things or monetary favor in exchange for a passing grade.

10. The professor/instructor shall refer to disciplinary cases to the discipline committee of the College as prescribed in the student handbook.

G. Grading Sheets and Other Academic Records

1. The official grading sheets to be used by the faculty will be provided by the Registrar’s Office.

2. Three (3) copies of grading sheets shall be submitted to the Department Deans, seven days after the scheduled final examination day. Two copies of the same must be transmitted to the Registrar’s Office on the same day they are submitted to the Dean’s Office.

3. The College or Department may or may not require the submission of class records and examination papers.

4. Only those officially enrolled in the subject shall appear in the grading sheets.

5. No alterations nor change of grade will be made except for justifiable reasons once submitted to the Dean’s Office.

6. Student classcards with ratings must be given to the students before or during the enrolment period for the succeeding term. The record from the
Registrar’s Office must always prevail in case of the occurrence of discrepancies.

H. Participation in the Faculty Meetings, Seminars and Workshops, School Affairs/Programs Committee Work

1. Faculty members shall be required to attend lectures, seminars and workshops, school affairs/programs, and committee works sponsored by the University in line with its personnel development program.

2. Faculty members are required to attend the meeting which will be called from time to time such as the faculty and academic council meetings.

3. The University Vice President/University Secretary and the College of/School Deans are responsible for the announcement of the suspension of classes when the situation (ex. Bad weather conditions, other unfurtuitous events) so requires.

4. Faculty members must actively participate in committee work assigned to them in specified time of a particular activity of the University.

5. Faculty members are required to attend academic functions such as convocations, flag raising ceremonies, graduation and other special activities sponsored by the University.

I. Faculty Library Regulations and Privileges

1. Faculty must acquire a library card in order to borrow library materials. Faculty ID Card and a letter of introduction for new faculty members from the College/School Dean should be presented to be able to get a library card.

2. Faculty members are allowed a one-week loan period of library materials except for the general collections with very limited copies. However, more books which are requested by users can be recalled by the library from faculty members.

3. Periodicals are for room use only in the Periodical Section of the library.

4. A faculty member is allowed to borrow not more than five books. He is responsible for all materials charge out under his name until such are returned. Records of faculty members should be cleared at the end of every semester.

5. The University librarian must provide letter of introduction to the faculty members who intend to use the library facilities of other institutions.

J. Health Services
The Health Services of the University include medical and dental service of faculty.

1. Medical Services

   a. Medical Services include consultation, treatment on accidents, illness and emergency cases occurring in the school premises including minor ailment of faculty and students.

   b. University physician and nurse shall determine the physical fitness of faculty to participate in programs of athletic activities and exclusion from other classes when sick.

   c. Health information dissemination must be conducted in the campus.

   d. The University medical team must coordinate with the DOH regarding control and prevention of communicable diseases.

   e. University clinic must keep medical records of faculty.

   f. It shall provide yearly medical check up of faculty.

2. Dental Services undertake the following functions and policies:

   1. Performs dental services to faculty which include:
      1.1 temporary filings and tooth extraction.
      1.2 Simple gum treatment

   2. Keeps individual dental records of faculty.

K. Security Services

The Security Office extends its services to faculty. It should act on complaints or reports from faculty. On the other hand, faculty members must respect the rules and regulations as regard to security as follows:

1. Faculty members must pin their ID’s upon entry to the campus. The Security Officer can demand ID from faculty when necessary.

2. Faculty members must secure car pass/stickers for entry or parking at the campus.

3. All properties brought in and out of the school premises and its movements shall be subjected to inspection by the assigned security guard.

L. Faculty Classification and Promotion
A Committee is constituted to review and evaluate faculty positions. This committee on evaluation shall be chaired by the Vice President for Academic Affairs and Administrative Officer as the Vice Chairman. Each department is represented by a selected faculty member.

Faculty evaluation shall adhere to the guidelines set by PASUC and DBM known as the National Compensation Circular (NCC). This Instrument is focused on the development of expertise of faculty.

The procedure for evaluation:

1. Documents and credentials of faculty shall be presented and evaluated by the committee following NBC criteria.
2. After the evaluation of the committee, the results are submitted to the PASUC Evaluation Faculty Report Team for computerization and final Zonal print – out.

Implementing Guidelines for NBC 461

General Guidelines

1. All faculty members in higher education programs and heads/administrators of public higher education institutions (HEIs) composed of the State Universities and Colleges (SUCs) and CHED Supervised Higher Education Institutions (HEIs), including TESDA Technician Education Institutions (TEIs) shall be evaluated in accordance with the revised and updated Common Criteria for Evaluation (CCE) and the Modified Point Allocation (MPA).

2. All claims for CCE points shall be supported by the appropriate and pertinent primary documents. Secondary documents shall not be accepted except in situations where the primary documents have been lost or damaged through force majeure.

3. Personal Data Sheets (PDS) accomplished and submitted for evaluation shall be subscribed and sworn to.

4. The following mechanics of implementation shall be observed:

4.1 The HEI concerned shall reproduce the Personal Data Sheet

4.2 The faculty member or the administrator shall accomplish the form and attached all supporting documents.

4.3 The HEI shall form two Committees – One of Evaluators and One of Reviewers who shall sit en banc to evaluate and review faculty credentials.

4.4 The evaluators shall center the points in – Summary Sheet and shall sign the same.
4.5 The Review Committee shall review the evaluation of all documents and submit the evaluated Personal Data Sheet and supporting documents to the Head of school for official transmittal to the PASUC/Zonal CCE Center, which shall process the documents using approved computer program.

4.6 Where the two committees differ in their faculty assessment, they shall sit down together and come to a collegial decision.

4.7 The official printout from the PASUC CCE Computerization Center shall be released to the President/Administrator or the authorized represented Representative of the HEIs concerned.

5. During the quadripartite Meeting on NBC 461acu held on December 12, 2001 attended by representatives of DBM, CHED, TESDA and PASUC, BSU was designated as the Faculty Computerization Zonal Center for Region IV.

6. For purposes of implementing the National Budget Circular, cut–off date shall mean the most recent date of documents considered in the evaluation cycle.

7. Foregoing provisions for faculty classification and promotion should be subject to current National Budget Circular.

Revised Point Allocation

Consistent with the modified CCE and Quantitative Contribution (QCE) jointly formulated and prescribed by Chairman of CHED and the President of PASUC, the following point allocation for faculty positions is adopted.

<table>
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<tr>
<th>Faculty Rank</th>
<th>Sub-Rank</th>
<th>Salary Grade</th>
<th>Point Bracket</th>
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<tr>
<td>Instructor</td>
<td>I</td>
<td>12</td>
<td>65 - below</td>
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<td></td>
<td>II</td>
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<td>III</td>
<td>14</td>
<td>77 -87</td>
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<tr>
<td>Assistant Professor</td>
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<td>15</td>
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<td>IV</td>
<td>18</td>
<td>115 – 123</td>
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<tr>
<td>Associate Professor</td>
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<td>124 - 130</td>
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<td>II</td>
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<td>26</td>
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<td>IV</td>
<td>27</td>
<td>177 - 182</td>
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Other NBC 461 provisions are as follows:

Section 3.3 The Accreditation of Professors in SUC’s and Associate Professors, in the case of HEIs and TEIs, shall be governed by Section 4.4 of NCC No.33.

Section 3.5 Faculty members who merited higher academic ranks but were constrained to occupy lower ranks due to the quota limitation shall be evaluated based on the modified CCE and QCE prescribed herein.

Section 4.0 Appointment to College / University Professor Positions

4.1 The following are deemed qualified for appointment to College / University Professor positions:

4.1.1 Deserving faculty members occupying Professor positions duly accredited by the PASUC Accreditation Committee who have complied satisfactory with Section 3.1 hereof.

4.1.2 SUC Presidents and Vice –Presidents who opt to receive the basic salary pertaining to their assigned academic rank under the CCE, provided that they have complied with the requirements mentioned under Sec 3.0 hereof and those who opt to return to the academe due to their resignation/retirement not for cause before the expiration of their fixed terms of office.

Section 5.0 Modified Quota System

5.1 Effective upon implementation of this Circular, the quota for the rank of Associate Professor shall be withdrawn.

5.2 The quota for the rank of Professor shall be adjusted to 20% of the total number of faculty positions of each SUC.

5.3 Only one (1) position of College/University Professor per College/University shall be authorized for every six years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC. Candidates to said rank shall be required to undergo screening as stipulated in Section 4.3 of NCC No.69.

Section 6.0 Exercise of Presidential Discretion
The exercise of presidential discretion under Section 6.0 of NCC 69 is hereby extended to head of HEIs and TEIs. To ensure standard implementation of the presidential discretion, the Chairman of CHED and President of PASUC shall formulate and prescribe separate guidelines which shall be observed by the heads of HEIs and TEIs.

**Section 7.0 Evaluation Cycle**

The evaluation cycle shall be undertaken every odd year starting 1999 for SUCs. In the case of HEIs and TEIs, the evaluation shall be undertaken every even year starting 1998.

**Section 8.0 Funding Source**

Funds needed to implement this Circular shall be included in the budgets of the respective institutions concerned in the annual General Appropriations Act. For this purpose, the evaluation results as evidenced by the computer print-out shall be submitted to DBM not later than May 31 of the preceding budget year.

**M. The Conduct of Performance Appraisal of BSU Faculty**

1. The appraisal system assesses two major areas namely, Role Expectation and Critical Factors. Role Expectation is objectively measured by three aspects: instruction, classroom environment, and miscellaneous outputs. Critical Factors refer to public relations, attendance, punctuality and potentials.

Instruction includes teaching competencies where mastery of subject matter, ability to explain the lessons clearly and meaningfully, ability to express ideas clearly and correctly, ability to stimulate students' critical and creative thinking, use of effective teaching strategies, methods, procedures, techniques and instructional materials among others are the points to be rated.

Classroom environment refers to classroom management or how the teacher maintains order in classroom, discipline and classroom atmosphere that is conducive to teaching and learning.

Miscellaneous outputs refer to the tangible accomplishments done by students as a result of the teaching – learning process and these take the form of meaningful projects, experiments, term papers, research, feasibility studies, thesis, etc. On the part of the faculty, the miscellaneous outputs include instructional materials, research study conducted or extension services performed like being invited by outside agencies to act as resource speakers, facilitators, judges in academic and non-academic competitions and the like.

Public relations refer to the smooth interpersonal relationship between faculty and students, faculty and dean, co-teachers, faculty and college officials and other people in and outside of the University.

Attendance refers to the regular performance of duties and responsibilities eight (8) hours a day for five (5) days as prescribed by law. It also includes attendance in all
activities of the department and the University, where attendance is required.

Punctuality is coming to the University on time, promptness in reporting to classes, submitting reports and other requirements on time.

Potential takes into account the capability of becoming or developing into the best that one can become as a faculty as well as that of higher and more responsible positions. This being so it considers factors such as leadership qualities, human relations and other personal attributes.

Role Expectation is given 70 percent while Critical Factors, 30 percent. The former is given a much bigger weight because the major role of the faculty is to carry out the teaching function effectively and efficiently.

2. The performance of the faculty is appraised or evaluated in every rating period of no longer than one year and not shorter than three months.

3. Performance is rated by the respective Dean, Vice President for Academic Affairs, Peers, Self and the Students.

The Dean as the head of the learning department/college has the right to take part in the evaluation process because he is also in touch with the teaching-learning activities. The Dean, as the immediate supervisor who is virtually on the spot where the teaching – learning situation takes place, is given the biggest share of the rating, 40 percent.

The Vice President for Academic Affairs whose major task is to see to it that quality education is provided is allocated a 10 percent weight.

The Peer is given ten (10) percent weight in performance evaluation of his fellow teacher since he is in constant association with the rate.

The Self is given a twenty (20) percent weight since the teacher himself has full knowledge of capability and capacity in the performance of his function.

The students who are the subject and the object of instruction are also given the chance to be heard through the Questionnaire on Students' Evaluation of Faculty Members, administered about two or three weeks before the final examinations for each term. This questionnaire consists of items that correspond to the aspect given in the Faculty Performance Appraisal such as instruction, classroom environment, public relations, attendance and punctuality where he is given 30 percent weight.

4. The following constitute the procedures in determining the performance of a faculty member:

4.1 The questionnaire on Students’ Evaluation of Faculty Members is administered to the student about two or three weeks before the final examination. Each class participates in rating all its instructors. Usually the procedure is to divide the number of the students in a class. The teacher to be evaluated is assigned
randomly to the groups. For more objective student assessment, at least three classes evaluate a faculty member.

4.2 To find the performance rating based on the students’ evaluation, the weighted means for each area of student is computed. The weighted means of the responses of all the students who participated in evaluating a certain teacher are summed up and divided by the number of students. To this result is added five (5) points since the questionnaire uses a five-point scale. This now becomes the basis for computing the 20 percent share of the students in the area evaluated. The same procedure for computing the quantitative date generated by the questionnaire is followed for the other items.

4.3 The dean rates each member of the faculty. The highest point that a faculty can receive on any item is ten (10) and the lowest is one (1). The rating for the item considered is multiplied by 40 percent or 40.

4.4 The dean then forwards the Performance – Rating Form to the VP for Academic Affairs who gives his own ratings. For his part, the ratings which range from one to 10 is multiplied by 10 percent or .10.

4.5 From the office of the Vice President for Academic Affairs, the Faculty Performance Appraisal form is sent back to the dean who completes the computations.

4.6 The accomplished Faculty Performance Appraisal is presented to the faculty member concerned for confirmation. He affixes his signature (Ratee) if he conforms with the performance rating given to him. However, in instances which the faculty member does not conform, a conference is called for the purpose of clarifying the differences.

5. Computations are done as follows: Using the percentage allocated for each rater, the ratings which range from one to ten are multiplied by the corresponding percentage. The results are then added to get the Total Point Score. This Total Point Score is divided by the number of aspects rated, with three (3) as the divisor for Role Expectation and Four (4) for Critical Factors. This becomes the Average Point Score. To find the Equivalent Point Score, 70 percent of the Average Point Score is taken for Role Expectation and 30 percent for Critical Factors, the result is the Overall Point Score.

Additional point score is given for performing task worthy to be considered plus factor. This additional point is added to get the Total Numerical Rating which is converted to descriptive rating by using this scale:

<table>
<thead>
<tr>
<th>Rating Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.30 and above</td>
<td>Outstanding</td>
</tr>
<tr>
<td>7.50 – 9.29</td>
<td>Very Satisfactory</td>
</tr>
<tr>
<td>5.00 – 7.49</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3.00 – 4.99</td>
<td>Fair</td>
</tr>
<tr>
<td>1.00 – 2.99</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

IV. RIGHTS, PRIVILEGES AND BENEFITS
A. Academic Freedom

The University exercises academic freedom in accordance with the provisions stated in Article XIV Sec. V of the Philippine Constitution and with due respect to its mission, goals and objectives including the policies or rules and regulations of the institution.

The institution is the center of intellectual activity where the independent search for truth and the communication for truth is encouraged.

With the concept of truth for the common good, advancement of knowledge and quest for academic excellence, faculty members are allowed to exercise academic freedom. The following policies distinguish the extent of the academic freedom.

1. Teach what is true and good, but not what is evil or bad. However, the classroom cannot be used a venue for indoctrination of acts contrary to the laws of the land or to the rules and regulations of the University.

2. Conduct research studies, investigate, discuss problems and make conclusions either for publication or for instruction, unless otherwise found by qualified members of the same profession as contrary to professional ethics.

3. Moreover, Education Act of 1982, Sec. II states a teacher’s obligations as follows:

   3.1. Performs his duties to the school in accordance with the philosophy, goals and objectives of the school.

   3.2. Be accountable for the efficient and effective attainment of specific learning objectives in pursuance to national development goals within limits of school guidelines.

   3.3. Renders report on the performance of each student to his parents or guardians.

   3.4. Assumes responsibility to maintain professional growth and advancement at all times.

   3.5. Refrains from making deduction in students’ rating for acts not manifesting poor scholarship.

   3.6. Participates as an agent of constructive social, economic, cultural and political change in school and in community within context of national policies.

B. Scholarship Grants
Scholarship grants shall be determined according to the needs of the university programs through the scholarship office of the University. Unless, otherwise provided, a scholar is granted study leave of absence on official time.

Criteria for Selection of Scholars

Omnibus Rule of Executive Order No. 292, rule VIII, Section 15, 16, 17, 18 and 19 be considered as guidelines for scholarship grants.

Foreign and Local Scholarship Grant

1. A scholarship consisting of fully subsidized tuition and other fees is awarded to any qualified personnel of the university for an initial period of 12 months which may be extended by the Board of Regents upon recommendation of the University President, subject to satisfactory scholastic performance to a maximum of two years for masteral and four years for doctoral candidates.

2. The Scholarship period starts from the day the scholar enrolls at UP, PNU TUP and other accredited college/university as approved by the Board. Any faculty either permanent or contractual maybe recommended for foreign scholarship provided he qualifies for the grant.

3. The extension of scholarship for one or more years maybe recommended by the University President in the light of the following circumstances:

   3.1. Satisfactory academic performance and general conduct of scholar.

   3.2. Availability of funds.

4. A reasonable monthly stipend determine by the Board shall be granted to a scholar who is enrolled during the term. Part-time scholars are allowed official travelling expenses in lieu of stipend. The stipend approved by the Board shall be given to each scholar at the beginning of the scholarship period if funds are readily available.

5. A scholar shall be granted a reasonable amount approved by the Board for book allowance per term/semester.

6. A scholar shall also be granted a fixed allowance for the preparation and production of his thesis or dissertation in the amount not exceeding P10,000.00 for master’s degree and P20,000.00 for doctorate degree.

7. A faculty scholar is under obligation to submit reports about his academic ratings, status, problems, etc. to the Office of the President at the end of every term. Same report shall be submitted to the Scholarship Office. Failure to comply with this requirement shall be ground for suspending the stipend during the succeeding term. Scholarship reports and other official reports should always be documented.
8. A prospective scholar should enroll in a course and institution specified under the program. Any deviation from this is a violation of the term of scholarship contract and shall be ground for its abrogation.

9. While undergoing scholarship, a scholar shall not undertake jobs for income or engage in other activities which may adversely affect his studies.

10. A scholar shall submit a report which shall include an Action Program upon expiration of his scholarship contract.

11. A scholar is under obligation to serve the University for three years for every year of full time scholarship and one year for every year of part time scholarship.

12. The scholarship awardees shall first accomplish a notarized contract before departure of a scholarship. No disbursement of funds (salaries, stipend, allowance, etc.) shall be made if this requirement has not been complied with.

13. The University reserves the right to withdraw its grant if a scholar’s work or conduct proves unsatisfactory or temporarily recall him if his services are urgently need.

14. Full time faculty members shall be admitted to the graduate courses beyond official hours of the appropriate college as full scholars but without stipend and other allowances and reduction of regular load.

15. Attendance to seminars, workshops, in-plant training, etc. shall entitle the faculty members to either official travelling expenses or the same amount stipend and other allowances college scholars receive at the discretion of the University President. Any faculty whether contractual or permanent maybe recommended for possible scholarship provided is qualified.

16. Recipients of special scholarships in foreign countries secured through the NEDA shall be entitled to such benefits provided under the law.

17. Leave of absence on official time maybe granted by the University President subject to approval by the Board of Regents for the purpose of undertaking research under the terms and conditions to be prescribed by the proper authorities.

The BSU Personnel Scholarship Program

The BSU Scholarship Program is given as implementation of the Incentive Program for Academic and Non-Academic Personnel who are either casual, substitute, temporary and permanent in status to enroll in any of the graduate courses offered in the university.
1. The grantee enjoys free tuition and miscellaneous fees.

2. The grantee must obtain a grade not lower than 1.75.

3. A grantee who is enrolled in the masteral level is given three (3) years to finish the course, while those in the doctoral program are given five (5) years.

4. Non compliance of numbers two (2) and three (3) provisions will mean cancellation of grant.

5. The grantee shall be granted a fixed allowance for the preparation and production of his thesis or dissertation in the amount not exceeding P10,000.00 for master’s degree and P20,000.00 for doctorate degree.

The BSU Educational Benefit Program

The BSU Educational Benefit Program is designed to provide educational benefits to dependents of BSU academic and non-academic who are either permanent, temporary, casual or contractual in status

1. A total of not more than two (2) legitimate dependents for each employee shall be granted simultaneously.

2. The University academic admission, retention and promotion policies shall be applied.

3. The dependent-grantee may enroll in any course offered by the school.

4. The dependent – grantee must be of good moral character.

5. The dependent – grantee is not allowed to change program during the entire privilege or grant.

6. The dependent grantee must have any failing grade and with no grade lower than 3.0. A grade of 5.0 or “dropped” automatically disqualifies the grantee. If for valid reasons he get an “incomplete” this must be removed on or before the last day of late registration for the following semester.

7. the dependent- grantee must have no deficiencies in the required non-academic subject of his program.

8. The dependent grantee must not be the subject of any disciplinary action in the University. He must not get involved in any organization or incident inside/outside the university that will put himself and the institution in bad light.

9. These rules and regulations maybe changed, amended or modified at anytime the administration deems it necessary.
C. Leave Privileges and Benefits

(a) Vacation / Sick Leave

1. Every permanent faculty is entitled to 70 days vacation leave with pay in each academic year during the long vacation in addition to the usual Christmas vacation of 14 days provided the faculty is still connected with the university at the end of the school year.

2. The vacation service credit of a permanent faculty member maybe converted to vacation and sick leave in case of transfer from teaching to the non-teaching service. Likewise, the vacation sick leave earned under the non teaching services may be converted to vacation service credit in case of transfer to a teaching position. Proportional vacation of a teacher cannot be converted to a vacation and sick leave case of transfer to a non-teaching position.

3. When a permanent faculty members transfers form one government agency to another or vice-versa, his unused vacation and/or sick leave credit be likewise transferred but not its corresponding value.

4. Application for vacation leave shall be accomplished in CS Form 6 in advance. Since Faculty members are entitled only to sick leave. Vacation leave of absence of faculty is without pay. Vacation leave of absence may/or may not be granted if the services are needed.

5. Sick leave shall be granted only on account of illness on the part of the concerned faculty or of any member of his immediate family leaving under the same roof and dependent upon the employee for support.

6. Application for sick leave of absence for one (1) full or more shall be made on C.S. Form 6 and shall be accompanied by a medical advice. No application is required for a half day sick leave.

7. Application for sick leave already taken shall be accompanied by a medical certificate on the date when the applicant returns to duty, provided that in the case of faculty members charging leave of absence to service credits, a medical certificate shall be required regardless of the duration of absence.

8. Leave of absence for any reason other than serious illness of the employee or of any member of his immediate family must be contingent upon the needs of the service.

9. Permanent employee maybe granted one (1) year leave with or without pay depending upon the discretion of the agency head.
CSC Rule XVI
Leave of Absence

Sec. 6. Teacher’s Leave – Teachers shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school without incurring absences without pay of not more than 1 ½ days is entitled to 84 days of proportional vacation pay.

Sec. 8. Teachers who are designated to perform non-teaching functions. – Teacher who are designated to perform non-teaching functions and who render the same hours of service as other employees shall be entitled to vacation and sick leave.

Sec. 9. Vacation service credits of teachers. - Teachers vacation service credits refer to the leave credits earned for services rendered on activities, during summer of Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of a teacher due to illness of to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.

Sec. 33. Leave of absence without pay on a day immediately preceding or succeeding Saturday, Sunday or Holiday. – When an employee, regardless of whether he has leave credits or not in absent on a day immediately preceding or succeeding a Saturday, Sunday or Holiday whether such absence on said Saturdays, Sundays, and Holidays and shall not be deducted leave credits. He shall neither receive salary for those.

Sec. 45. Conversion of Vacation Service Credits of Teachers to Vacation and Sick Leave Credits and Vice – Versa; Payment Thereof. – Teachers and other school personnel on the teachers’ leave basis who resigned, retired or are separated from the service through no fault of their own on or after January 16, 1986 shall be paid value of their unused vacation service credits converted into vacation and sick leave.

Sec. 46. Transfer from teaching to non-teaching service during summer vacation/entitlement to proportional vacation pay.- A teacher who transfers to the non-teaching service or who resigned from government: service ten (10) days before the close of the school year is entitled to proportional vacation pay in as much as his right thereto has already accrued: provided that the service will not be prejudiced and provided further that he fulfills his responsibilities and obligations.

Sec. 54. Approval of sick leave. – Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or of any member of his immediate family.

Approval of sick leave, whether with pay or without pay, is mandatory provided proof of sickness or disability is attached to the application in accordance with the requirements prescribed under the preceding section. Unreasonable delay in the approval thereof or non – approval without justifiable reason shall be a ground for appropriate sanction against the official concerned.
Sec. 61. Effect of pending administrative case against an official or employee. An official or employee with pending administrative cases is not barred from enjoying leave privileges.

Sec. 63. Effect of absences without approved leave. – An official or an employee who is continuously absent without an approved leave for at least thirty (30) WORKING days shall be considered on absence without official leave (AWOL) and shall be compensated from the service or dropped from the rolls without prior notice. He shall however, be informed, at his address appearing on his 201 file OR AT HIS LAST KNOWN WRITTEN ADDRESS of his separation from the service, not later than five (5) days of effectivity.

If the number of unauthorized absences incurred is less than thirty (30) WORKING days, written Return-to-Work Order shall be served to him at his last known WRITTEN address on record. Failure on his part to report to work within period stated in the order shall be valid ground to drop him from the rolls.

Sec. 65. Effect of Decision in Administrative Case. – An official or employee who has been penalized with dismissal from the service is likewise not barred from entitlement to his terminal leave benefits.

Sec. 68. Study Leave. Officials, and employees, excluding those in the teaching profession who are covered by different provisions of law, may be entitled to study leave subject to the following conditions:

a. The study leave is a time off from work not exceeding six (6) months with pay for the purpose of assisting qualified officials and employees to prepare for a bar or board examinations or to complete their masteral degree. The leave shall be covered by a contract between the beneficiaries thereof and the agency head or his representative.

b. The beneficiary for such leave shall be selected based on the following qualification requirements:

1) The official/employee must have graduated with a bachelor’s degree which consequently requires the passing of government bar and board licensure examinations. For thesis writing or comprehensive examination, the official/employee must have completed all the academic requirements for a master’s degree.

2) The profession or field of study to be pursued must be relevant to the agency or the official duties and responsibilities of the concerned official or employee.

3) He must be a permanent employee. However, non permanent but deserving faculty maybe allowed to attend local or foreign scholarship grant as provided for under Sec. 15 of Executive Order No. 292.
4) He must have rendered at least two years of service with at least very satisfactory performance for the last two rating periods immediately preceding the application.
5) He must have no pending administrative and criminal charges.
6) He must not have any current foreign or local scholarship grant.
7) He must have fulfilled the service obligation or any previous scholarship and training contract.

(b) Maternity Leave

1. Married women who are permanently, provisionally or temporary employed, shall in addition to the vacation and sick leave which she enjoys, maybe entitled in case of pregnancy to maternity leave of sixty (60) days subject to the following:

   1.1 Permanent and regular employees who have rendered two or more years of continuous service shall be entitled to 60 days with full pay. The two or more years of service should be under regular and permanent appointment exclusive of service under provisional or temporary status.
   1.2 Permanent and regular employees who have rendered less than two years or more years of continuous service shall be entitled to 60 days with half pay.
   1.3 Provisional or temporary employees who have rendered two or more years accumulated service shall be entitled to 60 days with half pay.
   1.4 Provisional or temporary employees who have rendered less than two years of accumulated service shall be entitled to 60 days maternity leave but shall only receive full pay for a number of days based on the ratio of 30 days to two(2) years of continuous service.

2. For the purpose of granting maternity leave, a gap of not more than three months between the separation and the reemployment of a regular, provisional or temporary employee may be disregarded without violating the legislative intent, especially when the interruption was not of the employee’s own choosing.

CSC Rule
Leave of Absence

Sec.11. Conditions or the grant of maternity leave. – Married women in the permanent service who have rendered an aggregate of two (2) years of continuous service, shall, in addition to the vacation and sick leave granted them, be entitled to maternity leave of sixty (60) calendar days with full pay.

Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided, that those who have served for less than one (1) year shall be entitled to 60-maternity leave with half pay.
It is understood that enjoyment of maternity leave cannot be deferred but should be enjoyed within the actual period of delivery in a continuous and uninterrupted manner not exceeding 60 days calendar days.

Sec. 13. A married woman maybe granted maternity leave more than once a year. – Maternity leave shall be granted for female married employees in every instance of pregnancy irrespective of its frequency.

Additional Provisions and Amendments to CSC
Memorandum Circular No. 41, 1998

Sec. 14. Married women may go on maternity leave for less than sixty (60) days.- When an employee wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so provided she presents a medical certificate that she is physically fit to assume the duties of her position.

The commuted money value of the unexpired portion of the leave need not be refunded and that when the employee returns to work before the expiration of her maternity leave, she may receive both the benefits granted under the maternity leave law and the salary for actual services rendered effective the day she reports BACK for work.

(c) Paternity Leave (Republic Act 8187, Sec. 4)

Paternity leave refers to the privileges granted to a married male employee allowing him not to work for seven (7) days while continuing to earn compensation thereof, on condition that his legitimate spouse has delivered a child or suffered a miscarriage for purposes of effective lend support to his wife in her period of recovery and/or in the nursing of the newly born.

1. Every married male government employee shall be entitled to paternity leave of benefits of seven (7) days with full pay for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting under such terms and conditions as hereinafter provided.

2. A married male employee shall be entitled to paternity leave by filling the requisite leave application form within a reasonable period prior to the expected delivery except in cases of miscarriage and abnormal deliveries which were unforeseen. Approval of the leave application shall be mandatory on the part of the approving authority unless the services of the male employee are urgently needed to preserve life and property in which case the male employee shall be entitled to overtime pay.

3. The paternity benefits set forth herein maybe enjoyed by the qualified male employee on the days immediately before, during and after the childbirth or miscarriage of his legitimate spouse.

4. Any employee who has availed of the paternity leave maybe required to furnish his office a copy of his marriage contract; the pathology reports in case of miscarriage duly signed by the attending physician or midwife showing the actual date of birth or miscarriage.
5. The benefits specified hereunder shall be non-cumulative and strictly non-convertible to cash.

6. Any government official or employee found violating any provision of RA 8187 or these Rules shall be punished by fine not exceeding twenty five thousand Pesos (P25,000.00) or imprisonment of not less than thirty (30) days nor more than six (6) months. Any government officials or employee who files a fraudulent claim shall be punished with separation from the service for dishonesty.

Additional Provisions and Amendments to CSC
Memorandum Circular No.41, 1998

Sec. 20. Paternity Leave – non cumulative / non commutative. Paternity leave of seven (7) days shall be non–cumulative and strictly non-convertible to cash. The same maybe enjoyed either in continuous or in an intermittent manner by the employee on the days immediately before, during or after the childbirth or miscarriage of his legitimate spouse.

(d) Service Credits

1. Service Credits are granted to faculty members if service is rendered during long vacations and/or Christmas break. However, these service credits are granted only to offset absences due to illness.

(e) Program on Awards and Incentives for Service Excellence

In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC resolution No. 010112 and CSC MC No. 01, s 2001 Batangas State University adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as BSU PRAISE.

I. OBJECTIVES

1.1 General

Encourage, recognize and reward employees, individually and in groups for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest in other personal efforts which contribute to the efficiency, economy improvement in government operations, which lead to organizational productivity.

1.2. Specific

1.2.1 Establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees at the start of each year;
1.2.2 Identify outstanding accomplishments and best practices of employees on a continuing basis;
1.2.3 Recognize and reward accomplishments and innovations periodically or as the need arises; and
1.2.4 Provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

II. SCOPE

The University system shall apply to all employees of the University.

III. DEFINITION OF TERMS

- **AWARD** – Recognition which may be monetary or non-monetary conferred on individual or group of individuals ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.

- **CAREER** - Positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

- **CONTRIBUTION** – Any input which can be made in the form of an idea or performance (See also idea type and Performance type contribution).

- **DISCOVERY** – Uncovering of something previously existing but found or learned for the first time which will improve public service delivery.

- **EMPLOYEE** – Academic and non-academic staff and faculty members of the University.

- **IDEA TYPE CONTRIBUTION** - An idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.

- **INCENTIVE** – Monetary or non–monetary motivation or privilege given to an official or employee for contributions, suggestion, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.

- **INVENTION** – The creation of something previously non-existent which will benefit the government.

- **NON – CAREER** – Positions expressly declared by law to be in the non career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual test of merit and
fitness utilized for the career service and (2) tenure which is limited to the
duration of a particular project for which purpose employment was made.

- **PERFORMANCE TYPE CONTRIBUTION**
  Performance of an extraordinary act or service in the public interest in
  connection with, or related to one’s official employment; or outstanding
  community service or heroic acts in the public interest; or sustained work
  performance for a minimum period of one year which is over and above
  the normal position requirement of the individual or group.

- **SUGGESTION** – Idea or proposal which improves work performance,
  systems and procedures and economy in operations that will benefit the
  government.

- **SYSTEM** - The BSU awards and incentives program for employees.

IV. TYPES OF AWARDS

4.1 National Awards

The University shall participate in the search for deserving employees who
maybe included in the screening of candidates for awards given by other government
agencies, private entities, NGOs and other award giving bodies such as the:

4.1.1 Presidential or Lingkod Bayan Award- Conferred on an individual for
consistent, dedicated performance exemplifying the best in any profession
or occupation resulting in the successful implementation of an idea or
principally effect to the public or principally affects the national interest,
security and patrimony.

4.1.2 Outstanding Public Official/ Employee or Dangal ng Bayan Award –
Granted to any public official or employee in government who has
demonstrated exemplary service and conduct on the basis of his or her
observance of one more of the eight (8) norms of behavior described
under Republic Act No. 6713 or the Code of Conduct and Ethical
Standards for Government Officials and Employees

4.1.3 Civil Service Commission or the PAGASA Award – Conferred on a group
of individuals or team who has demonstrated outstanding teamwork
and cooperation, which resulted in the successful achievement of its goal or
has greatly improved public service delivery, economy in operation,
improved working conditions or otherwise benefited the government in
many other ways.

4.1.4 Other Awards – Given by other government agencies, private institution or
NGOs to an individual or team for contributions of an idea or performance
that directly benefited the government.

4.2 Institutional Level Awards

The University shall develop and initiate the search for deserving employees who
may be included in the screening of candidates for awards to be given such as:
4.2.1 Best Employee Award – Granted to an individual or individuals who excelled among peers in a functional group, position or profession. A cash award of not less than the amount provided under relevant existing laws shall be given to outstanding employees plus a certificate or other forms of incentives as the committee may decide, eg, Best Division Chief, Best Secretary, Best legal Officer, Best Driver, Best Utility Worker and other similar awards.

4.2.2 Gantipala Agad Award – Given outright to employees commended by clients for their courtesy promptness, efficiency and dedication to duty.

4.2.3 Exemplary Behavior Award – Based on the eight norms of conduct as provided under RA 6713 (Code of conduct and Ethical Standards). The awardee will be automatically nominated by the agency PRAISE Committee to the Dangal ng Bayan Award

4.2.4 Best Organizational Unit Award – Granted to the top organizational unit which may be a section, division or office on the basis of meeting the organization’s performance targets and other predetermined criteria.

4.2.5 Cost Economy Measure Award – Granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in savings in terms of manhours and cost or otherwise benefit the agency and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.

4.2.6 Service Award – Conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.

4.2.7 Such other awards which the University may decide to give.

V. TYPES OF INCENTIVES

The university shall continuously search, screen and reward deserving employees to motivate them to improve the quality of their performance and still excellence in public service. As such the following types of incentives shall be regularly awarded:

5.1 Loyalty Incentive – Granted to an faculty who has served continuously and satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to a cash reward of not less than Php 500.00 but not more than Php 1,000.00 per year during the first ten years. Succeeding awards shall be given every five years thereafter. Besides cash award, a lapel emblem/loyalty pin shall be given:

- 10 and 15 years – Bronze
- 20 and 25 years – Silver
- 30, 35 & 40 years – Gold

Other tokens such as wristwatch, ring and others.
5.2 **Length of Service Incentive** – Given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1, s. 1990.

5.3 **Productivity Incentive** – Given to all employees who have performed at least satisfactorily for the year covered in accordance with the agency’s CSC-approved PES. This incentive shall follow relevant existing guidelines.

5.4 **Career and Self-Development Incentive** – Granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one’s own expense. A plaque of recognition may be given to a qualified individual during the university’s anniversary celebration.

5.5 **Other incentives** which the University’s PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

**VI. FORMS OF AWARDS AND INCENTIVES**

6.1 **Compensatory Time Off** – Granted to an employee who has worked beyond his regular office hours on an approved project without overtime pay.

6.2 **Flexiplace** – Work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.

6.3 **“Salu-salo” Together** – Meal hosted by superiors or supervisors for employees who have made significant contributions.

6.4 **Personal Growth Opportunities** – Incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel packages and other learning opportunities.

6.5 **Tropies, Plaques and Certificates**

6.6 **Monetary Award**

6.7 **Travel Packages**

6.8 **Other Incentives** – Incentives in kind which may be in the form of merchandise, computers, pagers, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in University publication, and others.

**VII. PRAISE Committee**

The BSU PRAISE Committee shall have the following specific responsibilities and composition. It shall be responsible for the development, administration monitoring
and evaluation of the awards and incentives system of the University. As such the Committee shall meet periodically to perform the following tasks:

- Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct.
- Formulate adopt and amend internal rule, policies, and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- Determine the forms of awards and incentives to be granted;
- Monitor implementation of approved suggestions and ideas through feedback and reports;
- Prepare plans identity resources and propose budget for the system on an annual basis;
- Develop produce distribute a system policy manual and orient the employees on the same;
- Document best practices innovative ideas and success, stories which will sustain interest and enthusiasm;
- Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;
- Monitor and evaluate the System, implementation every year and make essential improvements to ensure its sustainability to the University; and
- Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

The University President or his authorized representative shall be responsible in overseeing the Systems operations and the Human Resource Management Unit shall serve as the System Secretariat.

The University may however employ an external or independent body to assist the BSU PRAISE Committee to judiciously and objectively implement the system of incentives and awards.

(f) Uniform Allowance

Faculty members whether permanent, temporary/contactual or substitute are entitled to uniform allowance provided they have rendered six months continuous service.

D. Resignation and Retirement
1. No resignation presented by any member of the faculty shall be considered unless notice thereof has been given to the President through channels at least 60 days before it takes effect. In addition, no resignations of faculty members maybe accepted during the school semester/term.

2. The preceding rule shall not apply to resignation on account of serious illness, or when in the judgment of the President, it is in the interest of the university that the resignation does not carry any waiver of the financial and property obligation to the university or the person concerned.

3. The retirement of members of the academic staff of the university shall be governed by existing retirement laws.

4. Retired members of the faculty shall enjoy university library privileges and shall receive upon request, publications of the university which are generally furnished to the faculty. They may also be entitled to other privileges which, in the opinion of the President, the university is in a position to grant. They shall be invited to participate in major university programs, commencement exercises and other activities.

E. Administrative Sanctions and Grievance Machinery

1. The following shall be grounds for disciplinary action:

   1.1 Dishonesty
   1.2 Oppression
   1.3 Misconduct
   1.4 Neglect of duty
   1.5 Disgraceful and immoral conduct
   1.6 Being notoriously undesirable, which is of common knowledge
   1.7 Discourtesy in the course of official duties
   1.8 Inefficiency and incompetence in the performance of official duties
   1.9 Receiving for personal use of fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment

   2.0 Conviction of a crime involving moral turpitude
   2.1 Improper or unauthorized solicitation of contributions from subordinate employees and by teachers or school officials from school children.
   2.2 Violation of existing civil service law and rules or reasonable office regulations.
   2.3 Frequent unauthorized absences or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours.
   2.4 Falsification of official document
   2.5 Habitual drunkenness
   2.6 Gambling prohibited by law
   2.7 Refusal to perform official duty or render overtime service
   2.8 Disgraceful, immoral or dishonest conduct prior to entering the service
   2.9 Physical or mental incapacity or disability due to immoral or vicious habits
2.10 Borrowing money by superior officers from subordinate or lending by subordinates to superior officers
2.11 Lending money or usurious rates of interest
2.12 Willful failure to pay just debts or willful failure to pay taxes due to the government.
2.13 Contracting loans of money or other property from persons with whom the office of the employee concerned has business relations
2.14 Pursuit of private business, vacation or profession without the permission required by these rules and existing regulations
2.15 Insubordination
2.16 Engaging directly or indirectly in partisan political activities
2.17 Conduct prejudicial to the best interest of the service
2.18 Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases if there is no prior authority.
2.19 Nepotism as defined in Section 30 of the Civil Service Law as amended
2.20 Willful violation of duly promulgated rules and regulations
2.21 Acts punishable under the anti graft laws.

3 Administrative proceedings may be commenced against a subordinate officer or employee by the University President motu proprio or upon complaint of any other person, provided, that no complaint against any personnel shall be given due course unless the same is in writing and subscribed and sworn to by the complainant.

4 The procedure in any administrative proceedings shall be as follows:

4.1 The respondent shall be notified in writing of the charges against him by the University President and allowed not less than 72 hours after receipt of the complainant to answer the charges in writing.

4.2 The respondent may request a formal investigation if he so elect and appear and defend himself in person or by counsel, to confront and cross-examine the witnesses and the production of documentary evidence in his favor through the compulsory process of subpoena duces tecum.

4.3 The investigation shall be conducted solely to ascertain the truth and without necessarily adhering to the technical rules of judicial proceedings.

4.4 The investigation shall be filled within thirty (30) days from the date of commencement thereof.

4.5 The University President shall give his decision within 15 days after the termination of the formal investigation.

5 The University President shall have the authority to remove, suspend and otherwise discipline officers and employees under his jurisdiction. His decision shall be final,
except in the case of removal which is under the jurisdiction of the Civil Service Commission. In case the penalty imposed is removal, the respondent may appeal the decision from being executory, and in event that the respondent wins the appeal, he shall be considered as having been under suspension during the pendency of the appeal.

6 The Vice President for Academic Affairs of the University may be authorized by the University President to investigate the decided administrative complaint against employees under his jurisdiction. His decision shall be final if the penalty imposed is suspension without pay for not more than thirty (30) days or fine of not more than 30 days salary. If the penalty sought is heavier, the case shall be forwarded to the Executive Vice President for decision except when the penalty is removal which shall be decided by the Service Commission.

7 An investigation may be entrusted to the proper department heads or official of similar rank who shall make the necessary report and recommendation to the University Vice President who has jurisdiction over the respondent within five (5) days from termination of the investigation.

8 No formal investigation is necessary and the respondent may be immediately removed or dismissed if any of the following circumstances is present:

8.1 When the charge is serious and the evidence of guilt is strong.

8.2 When the respondent is a recidivist or has been repeatedly charges and there is a reasonable ground to believe that he is guilty of the present charge.

8.3 When the respondent is notoriously undesirable.

9 Records in administrative cases are confidential in nature and any information as to the charges or accusations or facts adduced may not be released and such records may not be available except to proper authorities or upon request by the parties in interest or their authorized representatives.

10 The University President shall create a Complaints and Grievance Committee who will evaluate the grievance and complaints referred thereto after passing through the procedures enumerated in the subsequent sections thereof.

11 Employees shall have the right to present their complaint and/or grievances to the management and have them adjusted as expeditiously as possible in the best interest of the employee concerned, the university and the government as a whole.

12 “Grievance procedure” refers to the method of determining and finding the best way to remedy the specific cause or causes of complaint and grievances. The “grievance procedure” shall be applied when the dissatisfaction arises in the day to day working relationships between employees or between employee and supervisor; provided, that it shall not be used in cases of dissatisfaction with the official action finally taken by the university, nor in disciplinary cases which shall be governed by this rule.
13 The grievance procedure in the university shall be as follows:

13.1 An employee may, without resort to formal grievance procedures, discuss informally any problem relating to his employment condition with his supervisor.

13.2 In presenting a complaint or a grievance, the employee shall be assured freedom from coercion, discrimination or reprisal and of a speedy and impartial of such complaint or grievance.

13.3 Complaints and/or grievances shall be resolved at the lowest possible echelon in the agency.

13.4 Grievance proceedings shall be bound by legal rules or technicalities.

13.5 An employee shall have the right to appeal decision on grievances to such competent authorities as provided in this rule.

13.6 A complaint or grievance shall be considered not only in relation to its alleged but also in relation to the personal situation of the complainant.

14 The grievance procedure shall include the following:

14.1 Oral discussion. A complaint shall be presented orally in the first instance to the employee’s immediate supervisor who shall within three (3) days from date of presentation inform the employee orally of his decision.

14.2 Grievance in writing. If the employee is not satisfied with the decision of the immediate supervisor, he may submit his grievance in writing through his immediate supervisor to the chief of the primary unit or to the next higher supervisor as the case may be, who shall within five (5) days from the date of receipt of the written grievance inform in writing the employee through his immediate supervisor of his decision.

14.3 Appeal to the University President. If the employee is not satisfied with prior decisions relative to his grievance, he may submit, through channels, his grievance in writing to the University President who may refer it to the grievance committee constituted for that purpose.

14.4 Processing the Grievance. The method of reviewing and processing the grievance for expeditious and satisfactory adjustment shall be prescribed by the University President.

F. Rules and Regulation for Contractual Faculty

In addition to the conditions set forth in the contract of employment, the following shall be observed:
1.1 The contract of employment shall take effect upon assumption of office/duties and responsibilities, usually the beginning of the semester; the same shall terminate at the end of every semester;

1.2 In cases where their services are required before the beginning or after the semester, a written request from the Dean or Head of Department, duly approved by the University President shall be submitted to the offices of the Vice President for Academic Affairs and Human Resource Management Officer for appropriate action;

1.3 Basic salary and allowance shall be equal to the basic monthly salary and allowance of Instructor I (plantilla position) under existing compensation circular in each year exclusive of other forms of compensation paid in addition to the usual basic salary and allowance;

1.4 The amount of cash gifts shall remain fixed at P1000 until this circular is amended;

1.5 The amount of clothing allowance authorized shall be equal to the amount fixed by the national government for all regular employees under existing regulation at the time of payment.

1.6 The contract of employment may be terminated for a cause.

**New Policies on the Payment of Salaries and Other Benefits of Contractual Faculty Members**

**Coverage**

In accordance with the new policies, the following contractual faculty members are entitled to the salary and other benefits authorized herein:

1. Those who have rendered a total of 176 hours a month shall be paid a maximum basic salary of P11,167.00 or P63.45 per hour.

1.1.1 A maximum allowance of P1000 per month or P5.68 per hour of services rendered shall likewise be paid;

1.1.2 Those who have rendered services beyond their official time shall be paid an honorarium on an hourly rate of P63.45

1.1.3 The computation of basic salary and allowance can be subject to change.

2. Those who are still in the services as of November 15 of each year and have rendered at least a total of four (4) months of service from January 1 to November 15 of the same year are entitled to a year-end bonus equivalent to their average monthly basic pay/salary and a cash gift of P1000. The payment shall be made not earlier than November 30 of each year.
3. Annual clothing allowance in the amount of P4000 shall be given to those who are in the service for at least one semester, provided he shall served the university for another semester from the day he receives the allowance. The payment shall be made not earlier than November 30 of each year.
Excerpts from the Minutes of the Special Meeting of the Board of Regents of BSU held at CHED Conference Room, DAP Building, San Miguel Avenue, Pasig on April 26, 2007.

Resolution No.

Approving the BSU Faculty Manual subject to ____________________

APPROVED

CERTIFIED CORRECT:

Att. Jellie Molino
University and Board Secretary
I. POLICY STATEMENT

It is the policy of the Batangas State University to provide accessible and quality higher education through the performance of its four fold functions of instruction, research, extension and production. Guided by its core values of: Faith; Patriotism; Human Dignity; Integrity; Mutual Respect; and Excellence the university advocates for good governance and efficiency in public service.

The university recognizes that to realize these objectives, it must strive to have and maintain a competent, efficient, responsive, contributing, courteous and motivated workforce.

The Strategic Performance Management System is an important human resource management tool to address the gaps and weaknesses found in previous performance evaluation systems. The SPMS gives emphasis to the strategic alignment of the university’s thrusts with the day-to-day operations of the different units. The SPMS focuses on measures of performance results that are reviewable over the period of the implementation of the University Strategic Plan and the Higher Education Roadmap. It shall provide a scientific and verifiable basis in assessing organizational performance and the collective performance of individuals within the university.

The SPMS is based on the mandate of Civil Service Commission, as stipulated in Memorandum Circular No. 8, s. 2013 that institutionalized the Result Based Performance Management System by directing all government agencies to create a Performance Management Team (PMT) that will serve as the counterpart of Inter-Agency Task Force (IATF) in the development of agency’s internal guidelines in the implementation of performance-based incentive system and in the review of performance indicators, targets and accomplishments from the office down to the individual level. This is consistent with CSC Memorandum Circular No. 6, s. 2012 on the Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System.

This shall set the university’s internal policies and procedures in the implementation of SPMS in the university. It shall serve as a foundation for achieving the university goal of increased employee achievement and more productive performance.

II. THE SPMS CONCEPT

The SPMS is focused on linking individual performance vis-a-vis the agency’s organizational vision, mission and strategic goals. It is envisioned as a technology composed of strategies, methods and tools for ensuring fulfillment of the functions of the offices and its personnel as well as for assessing the accomplishments. It is a mechanism that ensures that the employee achieves the objectives set by the organization and the organization, on the other hand, achieves the objectives that it has set itself in its strategic plan.

The SPMS follows the four-stage PMS cycle: performance planning and commitment, performance monitoring and coaching, performance review and
evaluation, performance rewarding and development planning.

III. OBJECTIVES OF THE SPMS

Generally, Batangas State University shall prepare and administer the SPMS to ensure the attainment of university’s goals as an institution of higher learning through managing performance. Specifically, the objectives of SPMS are the following:

a) Concretize the linkage of organizational performance with the Philippine Development Plan, the Agency Strategic Plan, and the Organizational Performance Indicator Framework;

b) Ensure organizational effectiveness and improvement of individual employee efficiency by cascading institutional accountabilities to the various levels of the organization anchored on the establishment of rational and factual basis for performance targets and measures; and

c) Link performance management with other HR systems and ensure adherence to the principle of performance-based tenure and incentive system.

IV. BASIC ELEMENTS OF SPMS

The SPMS includes the following basic elements:

a) **Goal aligned to agency mandate and organizational priorities.** Performance goals and measurement are aligned to the national development plans, agency mandate/mission/vision, and strategic priorities and/or organizational performance indicator framework. Standards are predetermined to ensure efficient use and management of inputs and work processes. These standards are integrated into the success indicators as organizational objectives are cascaded down to operational level.

b) **Output/Outcome-based.** The system puts premium on major final outputs that contributes to the realization of organizational mandate, mission/vision, and strategic priorities.

c) **Team-approach to performance management.** Accountabilities and individual roles in the achievement of organizational goals are clearly defined to give way to collective goal setting and performance rating. Individual's work plan or commitment and rating form is linked to the division/unit/office work plan or commitment and rating form to establish clear linkage between organizational performance and individual performance.

d) **User-friendly.** The forms used for both the organizational and individual performance are similar and easy to accomplish. The organizational and individual major final output and success indicators are aligned to facilitate cascading of organizational goals to the individual staff members and the harmonization of organizational and individual performance ratings.

e) **Information System that supports Monitoring and Evaluation.** Monitoring and evaluation mechanisms and information system are vital components of the SPMS in order to facilitate linkage between organizational and employee performance. The M & E and Information
System will ensure generation of timely, accurate, and reliable information for both performance monitoring/tracking, accomplishment reporting, program improvement, and policy decision making.

f) **Communication Plan.** A program to orient agency officials and employees on the new and revised policies of the SPMS shall be implemented. This is to promote awareness and interest on the system, generate employees' appreciation for the agency SPMS as a management tool for performance planning, control, and improvement, and guarantee employees' internalization of their role as partners of management and co-employees in meeting organizational performance goals.

V. KEY PLAYERS AND RESPONSIBILITIES

A. The University President being the SPMS Champion shall:
   1. Be primarily responsible and accountable for the establishment and implementation of the SPMS.
   3. Determines university target setting period.

B. Performance Management Team shall be composed of the following:

   1. Vice-President designated by the University President as Chairperson
   2. Highest Human Resource Management Officer or the career service employee directly responsible for human resource management
   3. Highest Human Resource Development Officer or the career service employee directly responsible for personnel training and development
   4. Highest Planning Officer or the career service employee directly responsible for organizational planning
   5. Highest Finance Officer or the career service employee directly responsible for financial management
   6. President of the accredited non-teaching staff association in the agency or his/her representative.
   7. President of the Faculty Confederation or his/her representative

The PMT shall have the following functions and responsibilities:

   1. Sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form.
   2. Ensures that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/units is rationalized.
   3. Recommends approval of the office performance commitment and rating to the University President.
   4. Acts as appeals body and final arbiter for performance management issues of the university.
   5. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.
6. Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.

The Planning Office shall serve as the PMT Secretariat.

C. Planning Office

The Planning Office shall:

1. Monitor submission of Office Performance Commitment and Review Form and schedule the review/evaluation of Office Commitments by the PMT before the start of a performance period.

2. Consolidate review, validate and evaluate the initial performance assessment of the Heads of Offices based on reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be the basis of PMT’s recommendation to the University President who shall determine the final Office rating.

3. Conduct an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices. This shall include participation of the Financial Office as regards budget utilization.

4. Provide each Office with the final Office Assessment to serve as basis of offices in the assessment of individual staff members.

D. Human Resource Management Office

The Human Resource management Office shall:

1. Monitor submission of Individual Performance Commitment and Review Form by heads of offices.

2. Review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the University President.

3. Provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans.

4. Coordinate developmental interventions that will form part of the HR Plan.

E. Head of Office (President, Vice-Presidents and Executive Directors)

The Head of Office shall

1. Assume primary responsibility for performance management in his/her Office.

2. Conduct strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the Office Performance Commitment and Review
3. Review and approves individual employee's Performance Commitment and Review form for submission to the HRM Office/Personnel Office before the start of the performance period.

4. Submit a quarterly accomplishment report to the Planning Office based on the PMS calendar.

5. Do initial assessment of office's performance using the approved Office Performance Commitment and Review form.

6. Determine final assessment of performance level of the individual employees in his/her office based on proof of performance.

7. Inform employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs.

8. Recommend and discuss a development plan with the subordinates who obtain unsatisfactory performance during the rating period not later than one (1) month after the end of the said period and prepares written notice/advice to subordinates that a succeeding unsatisfactory performance shall warrant their separation from the service.

9. Provides preliminary rating to subordinates showing Poor performance not earlier than the third (3rd) month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.

F. Division Chief or equivalent (Deans, Directors, Associate Deans or Assistant Directors)

The Division Chiefs shall:

1. Assume joint responsibility with the Head of Office in ensuring attainment of performance objectives and targets.

2. Rationalize distribution of targets/tasks.

3. Monitor closely the status of the performance of their subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the Division/Unit and individual employee.


5. Recommend developmental intervention

G. Faculty Members and Staff

The faculty members and staff shall act as partners of the management and their co-employees in meeting organizational performance goals.

VI. THE SPMS CYCLE

The SPMS shall follow the same four-stagePMS cycle that underscores the
importance of performance management namely: **Performance Planning and Commitment**; **Performance Monitoring and Coaching**; **Performance Review and Evaluation** and **Performance Rewarding and Development**.

**Four-Stage Performance Management Cycle Framework:**

- **PERFORMANCE PLANNING & COMMITMENT**
  - A. Performance Planning and Commitment
    
    This is done at the start of the performance period where the Heads of Offices meet with their respective department and agree on the outputs that should be accomplished based on the goals/objectives of the organization.

    During this stage, **success indicators** are determined. Success indicators are performance level yardsticks consisting of performance measures and performance targets. This shall serve as bases in the office and individual employee's preparation of their performance contract and rating form.

    Performance measures need not be many. Only those that contribute to or support the outcomes that the University aims to achieve shall be included in the office performance contract, i.e., measures that are relevant to university's core functions and strategic priorities. The performance measures must be continuously refined and reviewed.

    Success indicators should be S-M-A-R-T, which stands for:

    a) **Specific**: the indicators clearly indicate that which should be achieved and easily understood.

    b) **Measurable**: the indicators are quantifiable or verifiable to determine whether the office/individual is meeting the objectives or not.

    c) **Achievable**: the indicators are attainable and realistic given the office’s resources.

    d) Result-Oriented: the indicators focus on outputs geared towards realization of organizational outcomes.
e) **Time-bound**: there is a time frame to achieve or complete the deliverables. It advances efficiency in delivering services.

Performance measures shall include any one, combination of, or all of the following general categories, whichever is applicable:

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<thead>
<tr>
<th>Category</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Effectiveness/Quality</td>
<td>The extent to which actual performance compares with targeted performance. The degrees to which objectives are achieved and the extent to which targeted problems are solved. In management effectiveness relates to getting the right things done</td>
</tr>
<tr>
<td>Efficiency</td>
<td>The extent to which time or resources is used for the intended task, or purpose. Measures whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort.</td>
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<tr>
<td>Timeliness</td>
<td>Measures whether the deliverable was done on time based on the requirements of the law and/or clients/stakeholders. Time-related performance indicators evaluate such things as project completion deadlines, time management skills and other time-sensitive expectations.</td>
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The University shall set the performance goals/objectives and performance measures of the organization as early as September of the current year for targets and measures for the next year. This shall serve as basis in the office’s preparation of the Office Performance Commitment and Review (OPCR). Commitments for the year shall be strategically designed and cascaded to division level and down to individual were semestral targets/activities are reflected as specific milestones for projects that would be completed in six (6) months or more so that progressive outputs are identified and rated accordingly.

The OPCR from different offices shall be submitted to the Performance Management Team (PMT) during the first week of October. The PMT shall review and recommend approval by the President within thirty (30) days from receipt of the said OPCR. The PMT shall ensure that the performance targets and measures and the budget are aligned with those of the organization, and that work distribution of offices is rationalized. Should modification be necessary in the submitted OPCR, the PMT shall inform the concerned department head of the proposed changes. Where there are adjustments or changes recommended by the PMT the Head of Office shall have fifteen (15) days to comply with the said changes.

Once recommended by the PMT for approval, the University President shall approve/disapprove the OPCR within thirty (30) days from receipt otherwise, the same shall be deemed approved.

The target setting period for faculty members shall be the whole month of September for First Rating and Second Rating Period while for administrative officials and non-teaching staff it shall be the whole month of November for first rating period and May for the second rating period. Except for newly-hired faculty members.
and staff, all Individual Performance Commitment and Review Forms (IPCR) with targets and measures should be submitted to the Head of Office and then to Human Resource Management Office not later May 30 of every year for non-teaching staff and not later than October 30 for faculty.

The University Strategic Plan, Higher Education Roadmap, Major Final Output, Normative Funding and SUC Leveling Guidelines shall be the bases of the targets of offices. In no case however, shall the core functions of Instruction, Research and Extension be excluded from the targets.

In the case of faculty members, the target for Research and Extension Service shall be for the year in terms of quality, quantity and timeliness.

The targets shall take into account any combination of, or all of the following:

1. **Historical data.** The data shall consider past performance.
2. **Benchmarking.** This involves identifying and comparing the best agencies or institutions or units within the agency with similar functions or processes. Benchmarking may also involve recognizing existing standards based on provisions or requirements of the law.
3. **Client demand.** This involves a bottom-up approach where the Office sets targets based on the needs of its clients. The Office may consult with stakeholders and review the feedback on its services.
4. **OPES Reference Table** - list of major final outputs with definition and corresponding OPES points
5. **Top Management instruction.** The University President may set targets and give special assignments.
6. **Future trend.** Targets may be based from the results of the comparative analysis of the actual performance of the Office with its potential performance.

In setting work targets, the Office shall likewise indicate the detailed budget requirements per expense account to help the agency head in ensuring a strategy driven budget allocation and in measuring cost efficiency. The Office shall also identify specific division/unit/group/individuals as primarily accountable for producing a particular target output per program/project/activity. These targets, performance measures, budget and responsibility centers are summarized in the approved **Office Performance Commitment and Review Form (OPCR)** shall serve as basis for individual performance targets and measures to be prepared in the **Individual Performance Commitment and Review Form (IPCR)**

Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees.

Individual employees’ performance standards shall not be lower than the agency’s standards in its approved Office Performance Commitment and Review form.

**B. PERFORMANCE MONITORING AND COACHING**

During the performance monitoring and coaching phase, the performance of the Offices and every individual shall be regularly monitored at various levels: i.e., the
University President, Heads of Offices, Planning Office, Division Head and individual, on a regular basis.

For non-teaching staff, a monitoring of the work and coaching of each employee shall be conducted by the immediate supervisor at least once every rating period. A Monitoring and Coaching Form shall be used to document such activities. The Monitoring Form shall indicate the:

1. Date and place of monitoring
2. Activity/ies observed/monitored
3. Approach used (i.e. face to face, telephone conversation)
4. Apparent output
5. Comments and Suggestions of the Supervisor
6. Interventions Made by the Coach or Supervisor

The Monitoring and Coaching Form shall be submitted to the Head of the Office for his/her information.

For teaching staff, performance of instruction function may be in the form of classroom observation, in which case, a Classroom Observation Form shall be used. For research and extension service, the monitoring and coaching of faculty performance shall be based on the submitted project/action plan attached to the IPCR. A separate monitoring and coaching form shall be used for research and extension.

An information system that will support data management to produce timely, accurate and reliable information for program tracking and performance monitoring/reporting shall be developed to serve as vital tool for this stage.

C. Performance Review and Evaluation

This phase aims to assess both Office and individual employee's performance level based on performance targets and measures as approved in the office and individual performance commitment contracts.

The results of assessment of Office and individual performance shall be impartial owing to scientific and verifiable basis for target setting and evaluation.

1. Office Performance Assessment

The Planning Office shall consolidate, review, validate and evaluate the initial performance assessment of the office based on reported office accomplishments against the success indicators, and the allotted budget against the actual expenses. The Division Chiefs shall submit their OPCR to the Planning Office not later than January 30 of the succeeding year. The result of the assessment shall be submitted to the PMT for calibration and recommendation to the University President who shall determine the final rating of offices/units.

A performance review conference shall be conducted annually by the Planning Office for the purpose of discussing the Office assessment with the President, Vice-Presidents, Executive Directors, Directors and Deans. This shall include participation of the Financial Office as regards budget utilization. To ensure complete and comprehensive performance review, all Offices shall submit a quarterly accomplishment report to the Planning Office based on the SPMS calendar.

Any issue/appeal/protest on the Office assessment shall be articulated by the concerned Vice-President, Executive Director, Deans or Directors and decided by the president during this conference; hence the final rating shall no longer be
appealable/contestable after the conference.

The Planning Office shall provide each Office with the final Office Assessment to serve as basis of offices in the assessment of individual staff members.

2. Performance Assessment for Individual Employees

The immediate supervisor shall assess individual employee performance based on the commitments made at the beginning of the rating period. The performance rating shall be based solely on records of accomplishment; hence, there is no need for self-rating and peer rating.

The SPMS puts premium on major final outputs towards realization of organizational mission/vision. Hence, rating for planned and/or intervening tasks shall always be supported by reports, documents or any outputs as proofs of actual performance. In the absence of said bases or proofs, a particular task shall not be rated and shall be disregarded.

The immediate supervisor shall indicate qualitative comments, observations and recommendations in the individual employee's performance commitment and review form to include competency assessment and critical incidents which shall be used for human resource development purposes such as promotion and other interventions.

Employee's assessment shall be discussed by the immediate supervisor with the concerned ratee prior to the submission of the individual employee's performance commitment and review form to the Head of Office.

The Head of Office shall determine the final assessment of performance level of the individual employees in his/her Office based on proof of performance. The Final assessment shall correspond to the adjectival description of Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory or Poor.

The Head of Office may adopt appropriate mechanism to assist him/her distinguish performance level of individuals, such as but not limited to peer ranking and client feedback.

The average of all individual performance assessments shall not go higher than the collective performance assessment of the Office.

The Head of Office shall ensure that the employee is notified of his/her final performance assessment and the Summary List of Individual Ratings with the attached Individual Performance Commitment and Review (IPCR) are submitted to the Human Resource Management Office/Personnel Office within the prescribed period.

D. Performance Rewarding and Development Planning

Part of the individual employee's evaluation is the competency assessment vis-a-vis the competency requirements of the job. The result of the assessment shall be discussed by the Heads of Offices and supervisors with the individual employee at the end of each rating period. The discussion shall focus on the strengths, competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives.
The result of the competency assessment shall be treated independently to the performance rating of the employee. Appropriate developmental interventions shall be made available by the Head of Office and supervisors in coordination with the HRM Office/Personnel Office.

A professional development plan to improve or correct performance of employees with Unsatisfactory and Poor performance ratings must be outlined, including timelines, and monitored to measure progress.

The results of the performance evaluation/assessment shall serve as inputs to the:
1. Heads of Offices in identifying and providing the kinds of interventions needed, based on the developmental needs identified;
2. HRM Office/Personnel Office in consolidating and coordinating developmental interventions that will form part of the HR Plan and the basis for rewards and incentives;
3. PMT in identifying potential PRAISE Awards nominees for various award categories; and
4. PRAISE Committee in determining top performers of the university who qualify for awards and incentives.

V. RATING PERIOD

Performance evaluation shall be done semi-annually. However, if there is a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum is not longer than one (1) calendar year.

For faculty members, the first rating period for the year shall be from November to March and second shall be from March to October. In the case of non-teaching staff, the first rating period shall be from January to June and the second shall be from July to December.

The performance of the faculty members on research and extension service shall be rated yearly.

A five-point rating scale (1 to 5), 5 being the highest and 1, the lowest shall be used for specific sets of measure.

<table>
<thead>
<tr>
<th>SPMS RATING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Numerical</strong></td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>
targets. However, if it involves deadlines required by law, it should be 100% of the planned targets.

| 2 | Unsatisfactory | Performance only met 51% to 89% of the planned targets and failed to deliver one or more critical aspects of the target. However, if it involves deadlines required by law, the range of the performance should be 51% to 99% of the planned targets. |
| 1 | Poor          | Performance failed to deliver most of the targets by 50% and below. |

**VII. USES OF PERFORMANCE RATINGS**

**A.** Security of tenure of those holding permanent appointments is not absolute but is based on performance.

Employees who obtained Unsatisfactory rating for one rating period or exhibited poor performance shall be provided appropriate developmental intervention by the Head of Office and supervisor (Division/Unit Head), in coordination with the HRM Office/Personnel Office, to address competency-related performance gaps.

If after advice and provision of developmental intervention, the employee still obtains Unsatisfactory ratings in the immediately succeeding rating period or Poor rating for the immediately succeeding rating period, he/she may be dropped from the rolls. A written notice/advice from the head of office at least 3 months before the end of the rating period is required.

**B.** The PMT shall validate the Outstanding performance ratings and may recommend concern employees performance-based awards. Grant of performance incentives shall be based on the final ratings of employees as approved by the University President.

**C.** Performance ratings shall be used as basis for promotion, training and scholarship grants and other personnel actions.

Employees with Outstanding and Very Satisfactory performance ratings shall be considered for the above mentioned personnel actions and other related matters.

**D.** Officials and employees who shall be on official travel, approved leave of absence or training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance commitment and rating report before they leave the office.

For purposes of performance-based benefits, employees who are on official travel, scholarship or training within a rating period shall use their performance ratings obtained in the immediately preceding rating period.

**E.** Employees who are on detail or secondment to another office shall be rated in their present or actual office, copy furnished their mother office. The ratings of those who were detailed or seconded to another office during the rating period shall be consolidated in the office, either the mother (plantilla) office or present office, where the employees have spent majority of their time during the rating period.

**VIII. MISCELLENEOUS PROVISIONS**
A. Sanctions

Unless justified and accepted by the PMT, non-submission of the Office Performance Commitment and Review form to the PMT, and the Individual employee’s Performance Commitment and Review forms to the HRM Office/Personnel Office within the specified dates shall be a ground for:

1. Employees’ disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training or scholarship grants and performance enhancement bonus, if the failure of the submission of the report form is the fault of the employees.

2. An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the office and individual performance commitment and review report.

3. Failure on the part of the Head of Office to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.

B. Appeals

1. Office performance assessment as discussed in the performance review conference shall be final and not appealable. Any issue/appeal on the initial performance assessment of an Office shall be discussed and decided during the performance review conference.

2. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Head of Office. An office/unit or individual employee, however, shall not be allowed to protest the performance ratings of other office/unit or co-employees. Ratings obtained by other office/unit or employees can only be used as basis or reference for comparison in appealing one’s office or individual performance rating.

3. The PMT shall decide on the appeals within one month from receipt.

4. Officials or employees who are separated from the service on the basis of Unsatisfactory or Poor performance rating can appeal their separation to the CSC or its regional office within 15 days from receipt of the order or notice of separation.

IX. EFFECTIVITY

This SPMS Guidelines and Procedure shall take effect immediately upon approval by the Civil Service Commission.
## Appendix A1

### Batangas State University Success Indicators With Target

**Based on University Strategic Plan and University’s MFOs**

<table>
<thead>
<tr>
<th>Goals</th>
<th>Major Final Output</th>
<th>P/As</th>
<th>Performance Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To create and sustain a culture that supports teaching excellence in all academic units</td>
<td>MFO 1 – Higher Education MFO 2- Advanced Education</td>
<td>Total number of graduates in mandated and priority programs</td>
<td>Effectiveness /Timeliness</td>
</tr>
<tr>
<td>2. To strengthen the capability and competitiveness of faculty and staff in the effective delivery of instruction</td>
<td></td>
<td>Program Accreditation</td>
<td>Effectiveness /quality</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduation rate per program</td>
<td>Timeliness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Licensure Passing Rate</td>
<td>Effectiveness /quality</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employment status of graduates (Higher Education)</td>
<td>Effectiveness /Timeliness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employment status of graduates (Advanced)</td>
<td>Effectiveness /Timeliness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate education delivery</td>
<td>Timeliness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Compliance to OBE</td>
<td>Effectiveness /quality</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Industry Advisory Council (IAC)</td>
<td>Effectiveness /quality</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Established quality assurance</td>
<td>Effectiveness /quality</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Center of development/center of excellence</td>
<td>Effectiveness /quality</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Curriculum review</td>
<td>Effectiveness /quality</td>
</tr>
<tr>
<td>Curriculum review for mutual recognition agreement (MRA)</td>
<td>Effectiveness /quality</td>
<td>Number of programs reviewed in consideration of MRA</td>
<td>At least 2 programs reviewed in consideration of MRA within a year</td>
</tr>
<tr>
<td>Certificate of Program Compliance</td>
<td>Effectiveness /quality</td>
<td>Percentage of programs issued with COPC</td>
<td>75% of programs issued with COPC within 2 years</td>
</tr>
<tr>
<td>Curriculum review of IS</td>
<td>Effectiveness /quality</td>
<td>IS curriculum reviewed in consideration of new technology such as robotics, programming, and sensorics</td>
<td>IS curriculum reviewed in consideration of new technology such as robotics, programming, and sensorics within a year</td>
</tr>
</tbody>
</table>

| MFO 3 – Research Services | Research produced and completed | Quality/Timeliness | Number of research studies completed | At least 12 studies completed within a year |
| Research completed on time | Timeliness | Percentage of research projects completed in the last 3 years | 85% of research projects completed in the last 3 years |
| Research published in refereed journal or submitted for patenting or patented | Effectiveness /quality | Percentage of research output published in refereed journal or submitted for patenting or patented | 40% of research output published in refereed journal or submitted for patenting or patented |
| Research projects completed on schedule | Timeliness | Percentage of research projects conducted and completed on schedule | 87.5% of research projects completed on schedule |
| Research and development culture in the academe | Effectiveness /quality | Percentage of faculty trained for writing publishable research paper | 60% of faculty trained in writing publishable research paper |
| Effectiveness /quality | Percentage of faculty involved in research in science, technology, engineering, agriculture and mathematics | 5% of faculty are involved in research in science, technology, engineering, agriculture and mathematics |
| Research presentation | Effectiveness /quality | Number of research paper presented in regional/national/international fora | 100 papers presented in regional/national fora At least 50 papers presented in international fora |
| Research collaboration | Effectiveness /quality | Number of research collaboration with local or foreign institutions | At least 3 researches proposed, implemented and completed through collaboration within 3 years |
| CHED accredited Research Journal | Effectiveness /quality | Number of research journal published and accredited by CHED | At least 1 research journal published and accredited by CHED |

| MFO 4– Extension Services | Adopted barangay | Effectiveness /quality | Number of barangay adopted and turn into self-reliant member of | At least 10 barangays adopted and improve their |

3. To promote and facilitate the effective dissemination and utilization of research outputs

4. To strengthen multidisciplinary /interdisciplinary research to generate high impact research outputs

5. To provide high-impact and quality
extension service and modality that caters to various stakeholders in partnership with local, national, and international organizations and agencies.

6. To provide extension service programs through various trainings and technology applications that will address the needs of concerned stakeholders

7. To establish and sustain linkage with other government agencies and civil society organizations in assisting, planning and conducting diverse extension service modalities to promote economic development

<table>
<thead>
<tr>
<th>Service</th>
<th>Effectiveness/quality</th>
<th>Timeliness</th>
<th>Operational Efficiency</th>
<th>8. To provide extended support to students through the provision of enhanced services and of enriching academic, co-curricular and extra-curricular experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training conducted</td>
<td>Effectiveness/quality</td>
<td>Timeliness</td>
<td>Percentage of persons trained weighted by length of training</td>
<td>At least 7,429 persons trained weighted by length of training</td>
</tr>
<tr>
<td>Quality of training conducted</td>
<td>Effectiveness/quality</td>
<td>Timeliness</td>
<td>Percentage of trainees/clients who rate the training course as good or better</td>
<td>85% of trainees/clients rated training course as good or better</td>
</tr>
<tr>
<td>Advisory Services</td>
<td>Effectiveness/quality</td>
<td>Timeliness</td>
<td>Percentage of clients who rate advisory services as good or better</td>
<td>85% of clients rated advisory services as good or better</td>
</tr>
<tr>
<td>Technical Advice</td>
<td>Effectiveness/quality</td>
<td>Timeliness</td>
<td>Number of persons provided with technical advice</td>
<td>6,087 persons provided with technical advice</td>
</tr>
<tr>
<td>Request for training delivery</td>
<td>Effectiveness/quality</td>
<td>Timeliness</td>
<td>Percentage of requests for training that are responded to within 3 days of request</td>
<td>86% of requests for training are responded to within 3 days of request</td>
</tr>
<tr>
<td>Request for technical advice delivery</td>
<td>Effectiveness/quality</td>
<td>Timeliness</td>
<td>Percentage of requests for technical advice that are responded to within 3 days of request</td>
<td>86% of requests for technical advice are responded to within 3 days of request</td>
</tr>
<tr>
<td>Service delivery</td>
<td>Effectiveness/quality</td>
<td>Timeliness</td>
<td>Percentage of persons who receive training or advisory services who rate timeliness of service delivery as good or better</td>
<td>83% of persons who received training or advisory services rated timeliness of service delivery as good or better</td>
</tr>
<tr>
<td>High impact extension program</td>
<td>Effectiveness/quality</td>
<td>Timeliness</td>
<td>Number of high impact programs conducted that create outcomes and impacts among beneficiaries</td>
<td>At least 1 extension program conducted create outcomes and impacts among beneficiaries within 3 years</td>
</tr>
<tr>
<td>Adoption/utilization of universities developed technologies</td>
<td>Effectiveness/quality</td>
<td>Timeliness</td>
<td>Number of developed technologies adopted or commercialized</td>
<td>At least 1 developed technologies are adopted or commercialized within 3 years</td>
</tr>
<tr>
<td>Linkages and collaboration (PPP)</td>
<td>Effectiveness/quality</td>
<td>Timeliness</td>
<td>Number of linkages forged between the university and external agencies or institutions</td>
<td>At least 2 linkages are forged within a year</td>
</tr>
<tr>
<td>Support to Operation</td>
<td>Efficiency</td>
<td>Efficiency</td>
<td>Percentage increase in journal subscriptions</td>
<td>5% increase in journal subscriptions</td>
</tr>
<tr>
<td>Library Services</td>
<td>Efficiency</td>
<td>Efficiency</td>
<td>Percentage increase in book acquisition/program/year</td>
<td>5% increase in book acquisition/program/year</td>
</tr>
<tr>
<td>Efficiency</td>
<td>Efficiency</td>
<td>Efficiency</td>
<td>Percentage of students who availed the library services</td>
<td>50% of students availed the library services</td>
</tr>
<tr>
<td>Registrar Services</td>
<td>Efficiency/Timeliness</td>
<td>Efficiency/Timeliness</td>
<td>Percentage of student requests are acted upon on time</td>
<td>100% of requests are acted upon within the prescribed period</td>
</tr>
<tr>
<td>Student Services</td>
<td>Efficiency/Timeliness</td>
<td>Efficiency/Timeliness</td>
<td>Availability of flexible payment facility</td>
<td>Flexible payment facility established within a year</td>
</tr>
<tr>
<td>Effectiveness</td>
<td>Number of info-board constructed in BatStateU campuses and made available for student information within the year</td>
<td>At least 2 info-board are constructed in Main I &amp; II campuses and made available for student information within the year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Efficiency/Timeliness</td>
<td>Availability of the online student pre-registration</td>
<td>online student pre-registration made available by the second semester 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectiveness/Timeliness</td>
<td>Availability of book reservation system within two years</td>
<td>A book reservation system is established within two years and made available to students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectiveness/Timeliness</td>
<td>Establishment of students’ and graduates’ profile repository within two years and made available to enhance job placement of graduates</td>
<td>Students and graduates’ profile repository is established within two years and made available to enhance job placement of graduates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Efficiency/Timeliness</td>
<td>Percentage of students provided with counselling, mentoring, and career advising</td>
<td>100% of students who sought counselling, mentoring, and career advising are attended to within the prescribed period.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Sustainable income generating projects to support the development programs of the university</td>
<td>Support to Operations</td>
<td>Internal income generation</td>
<td>Efficiency</td>
<td>Percentage increase in annual income</td>
</tr>
<tr>
<td>11. Enhance administration and governance for greater effectiveness and efficiency</td>
<td>General administration</td>
<td>Publication/posting of invitations/awards of projects through Philgeps and transparency seal</td>
<td>Timeliness</td>
<td>Percent of invitation/awards published/posted in Philgeps and transparency seal on time</td>
</tr>
<tr>
<td></td>
<td>Repair and maintenance of physical facilities development</td>
<td>Timeliness</td>
<td>Percentage of requests for repairs attended and accomplished within the prescribed schedule</td>
<td>100% of requests for repairs attended and accomplished within the prescribed schedule</td>
</tr>
<tr>
<td></td>
<td>Liquidation of cash advances</td>
<td>Timeliness</td>
<td>Percentage of cash advances liquidated within reglementary period</td>
<td>100% of cash advances liquidated within reglementary period</td>
</tr>
<tr>
<td></td>
<td>Posting of</td>
<td>Timeliness</td>
<td>Percentage of</td>
<td>100% of budget</td>
</tr>
</tbody>
</table>
MFOs 1 to 4 are delivered by the university through colleges and other academic offices such as research and extension service. However, administrative offices/units that do not directly deliver services to external clients contribute to the delivery of the university’s MFOs through Support to Operations (STO) or General Administration and Support (GAS) activities.

**STOs** refer to activities that provide technical and substantive support to the operations and projects of the agency. By themselves, these activities do not produce the MFOs but they contribute or enhance the delivery of services to University’s clientele.

**GAS** refers to activities that deal with the provision of overall administrative management support to the entire Batangas State University operation.

**Success Indicator for Individual Faculty**

Member of the faculty will be evaluated based on their core, strategic and support functions in accordance with the weight allocation indicated in the Appendix B. Individual targets for strategic functions are based on the target of the office.
2. To strengthen the capability and competitiveness of faculty and staff in the effective delivery of instruction

<table>
<thead>
<tr>
<th>Development of instructional materials</th>
<th>Effectiveness</th>
<th>Number of instructional materials prepared and used for effective delivery of the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timely return of test paper</td>
<td>Effectiveness</td>
<td>Timely return of test paper with comments and feedback Test papers with comment and feedback are return 2 weeks after examinations</td>
</tr>
<tr>
<td>Number of students who pass the course</td>
<td>Effectiveness</td>
<td>Percentage of students who passed the course 85% of the students pass the course</td>
</tr>
<tr>
<td>Upgrading of grades</td>
<td>Effectiveness</td>
<td>Percentage of grade requirement uploaded within a given time frame 100% of grade requirement were uploaded within the given time frame</td>
</tr>
<tr>
<td>Attendance to seminar</td>
<td>Effectiveness</td>
<td>Percentage of approved seminars attended. 75% of the approved seminars are attended</td>
</tr>
</tbody>
</table>

**STRATEGIC FUNCTIONS**

3. To promote and facilitate the effective dissemination and utilization of research outputs

<table>
<thead>
<tr>
<th>MFO 3 – Research Services</th>
<th>Research produced and completed</th>
<th>Quality/Timeliness</th>
<th>Number of research studies completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research projects completed on schedule</td>
<td>Timeliness</td>
<td>Percentage of research projects conducted and completed on schedule % of research projects conducted and completed on schedule</td>
<td></td>
</tr>
<tr>
<td>Research presentation</td>
<td>Effectiveness</td>
<td>Quality of research paper presented in regional/national/international fora</td>
<td></td>
</tr>
<tr>
<td>Research published</td>
<td>Effectiveness</td>
<td>Number of research paper published in regional/national/international referred journal</td>
<td></td>
</tr>
</tbody>
</table>

4. To strengthen multidisciplinary / interdisciplinary research to generate high impact research outputs

<table>
<thead>
<tr>
<th>Research published</th>
<th>Effectiveness</th>
<th>Number of research paper published in regional/national/international referred journal</th>
</tr>
</thead>
</table>

5. To provide high-impact and quality extension service and modality that caters to various stakeholders in partnership with local, national, and international organizations and agencies.

<table>
<thead>
<tr>
<th>MFO 4 - Extension Services</th>
<th>Adopted barangay</th>
<th>Effectiveness</th>
<th>Number of barangay adopted and turn into self-reliant member of the community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training conducted</td>
<td>Effectiveness</td>
<td>Number of persons trained weighted by length of training At least persons trained weighted by length of training</td>
<td></td>
</tr>
<tr>
<td>Quality of training conducted</td>
<td>Effectiveness</td>
<td>Percentage of trainees/clients who rate the training course as good or better 85% of trainees/clients rated training course as good or better</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advisory</th>
<th>Effectiveness</th>
<th>Percentage of</th>
<th>85% of clients</th>
</tr>
</thead>
</table>
6. To provide extension service programs through various trainings and technology applications that will address the needs of concerned stakeholders.

7. To establish and sustain linkage with other government agencies and civil society organizations in assisting, planning and conducting diverse extension service modalities to promote economic development.

<table>
<thead>
<tr>
<th>Services</th>
<th>Effectiveness /quality</th>
<th>clients who rate advisory services as good or better</th>
<th>rated advisory services as good or better</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Advice</td>
<td></td>
<td>Number of persons provided with technical advice</td>
<td>persons provided with technical advice</td>
</tr>
<tr>
<td>Request for training delivery</td>
<td></td>
<td>Percentage of requests for training that are responded to within 3 days of request</td>
<td>86% of requests for training are responded to within 3 days of request</td>
</tr>
<tr>
<td>Request for technical advice delivery</td>
<td></td>
<td>Percentage of requests for technical advice that are responded to within 3 days of request</td>
<td>86% of requests for technical advice are responded to within 3 days of request</td>
</tr>
<tr>
<td>Service delivery</td>
<td></td>
<td>Percentage of persons who receive training or advisory services who rate timeliness of service delivery as good or better</td>
<td>83% of persons who received training or advisory services rated timeliness of service delivery as good or better</td>
</tr>
<tr>
<td>High impact extension program</td>
<td></td>
<td>Number of high impact programs conducted that create outcomes and impacts among beneficiaries</td>
<td>At least 1 extension program conducted create outcomes and impact among beneficiaries within 3 years</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPPORT FUNCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. To provide extended support to students through guidance and counselling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support to Operation</th>
<th>Guidance and counselling</th>
<th>Effectiveness /quality</th>
<th>Percentage of students who failed in the examinations were provided with guidance and counselling that support their course performance, review their progress, set academic goals, as well as implement academic interventions</th>
<th>75% of the students who failed the examinations were provided with guidance and counselling that supports their school performance, and review their progress, and set academic goals, as well as implement academic interventions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation assignments</td>
<td>Effectiveness /Quality/Time line</td>
<td>Completeness of documents in particular area.</td>
<td>85% of accreditation documents are collected and filed.</td>
<td></td>
</tr>
<tr>
<td>Liquidation of cash advances</td>
<td>Timeliness</td>
<td>Percentage of cash advances liquidated within reglementary period</td>
<td>100% of cash advances liquidated within reglementary period.</td>
<td></td>
</tr>
</tbody>
</table>

** Individual target will be determined during performance planning and commitment where the OPCR of the Dean are cascaded down to the individual faculty.
### Appendix A-2

**Batangas State University Success Indicators with Methods of Verification**

<table>
<thead>
<tr>
<th>Goals</th>
<th>Major Final Output</th>
<th>P/As</th>
<th>Performance Standard</th>
<th>Methods of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To create and sustain a culture that supports teaching excellence in all academic units</td>
<td>MFO 1 – Higher Education</td>
<td>Total number of graduates in mandated and priority programs</td>
<td>Effectiveness/Timeliness</td>
<td>Percentage increase in graduation rates/program/year</td>
</tr>
<tr>
<td>2. To strengthen the capability and competitiveness of faculty and staff in the effective delivery of instruction</td>
<td>MFO 2- Advanced Education</td>
<td>Program Accreditation</td>
<td>Effectiveness/quality</td>
<td>Percentage of program accredited to total number of programs/year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduation rate per program</td>
<td>Timeliness</td>
<td>Percentage of graduates who finished their academic programs according to the prescribed timeframe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Licensure Passing Rate</td>
<td>Effectiveness/quality</td>
<td>Average percentage passing in licensure exams by SUC graduates/national average % passing in board programs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employment status of graduates (Higher Education)</td>
<td>Effectiveness/Timeliness</td>
<td>Percentage of graduates who engaged in employment within 1 year from graduation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employment status of graduates (Advanced)</td>
<td>Effectiveness/Timeliness</td>
<td>Percentage of graduates who engaged in employment within 6 months of graduation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate education delivery</td>
<td>Timeliness</td>
<td>Percentage of students who rate timeliness of education delivery/supervision as good or better</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Compliance to OBE</td>
<td>Effectiveness/quality</td>
<td>Number of programs with established POs and SOs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Industry Advisory Council (IAC)</td>
<td>Effectiveness/quality</td>
<td>Number of programs with established IAC.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Established quality assurance</td>
<td>Effectiveness/quality</td>
<td>Number of programs with established quality assurance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Center of development/center of excellence</td>
<td>Effectiveness/quality</td>
<td>Number of programs considered as center of excellence/development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Curriculum review</td>
<td>Effectiveness/quality</td>
<td>Number of programs reviewed to include entrepreneurship and GAD courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Curriculum review for mutual recognition agreement</td>
<td>Effectiveness/quality</td>
<td>Number of programs reviewed in consideration of MRA</td>
</tr>
<tr>
<td>MFO</td>
<td>Activity</td>
<td>Effectiveness/quality</td>
<td>Measurement</td>
<td>Report</td>
</tr>
<tr>
<td>-----</td>
<td>----------</td>
<td>-----------------------</td>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>3. To promote and facilitate the effective dissemination and utilization of research outputs</td>
<td>Research produced and completed</td>
<td>Quality/Timeliness</td>
<td>Number of research studies completed</td>
<td>Research office report, Individual research accomplishment report</td>
</tr>
<tr>
<td>4. To strengthen multidisciplinary / interdisciplinary research to generate high impact research outputs</td>
<td>Research completed on time</td>
<td>Timeliness</td>
<td>Percentage of research projects completed in the last 3 years</td>
<td>Research office report</td>
</tr>
<tr>
<td></td>
<td>Research published in refereed journal or submitted for patenting or patented</td>
<td>Effectiveness/quality</td>
<td>Percentage of research output published in refereed journal or submitted for patenting or patented</td>
<td>Research office report</td>
</tr>
<tr>
<td></td>
<td>Research projects completed on schedule</td>
<td>Timeliness</td>
<td>Percentage of research projects conducted and completed on schedule</td>
<td>Research office report</td>
</tr>
<tr>
<td></td>
<td>Research and development culture in the academe</td>
<td>Effectiveness/quality</td>
<td>Percentage of faculty trained for writing publishable research paper</td>
<td>Research office report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Effectiveness/quality</td>
<td>Percentage of faculty involved in research in science, technology, engineering, agriculture and mathematics</td>
<td>Research office report</td>
</tr>
<tr>
<td></td>
<td>Research presentation</td>
<td>Effectiveness/quality</td>
<td>Number of research paper presented in regional/national/international fora</td>
<td>Research office report</td>
</tr>
<tr>
<td></td>
<td>Research collaboration</td>
<td>Effectiveness/quality</td>
<td>Number of research collaboration with local or foreign institutions</td>
<td>Research office report</td>
</tr>
<tr>
<td></td>
<td>CHED accredited Research Journal</td>
<td>Effectiveness/quality</td>
<td>Number of research journal published and accredited by CHED</td>
<td>Research office report</td>
</tr>
<tr>
<td>5. To provide high-impact and quality extension service and modality that caters to various stakeholders in partnership with local, national, and international organizations and agencies.</td>
<td>Adopted barangay</td>
<td>Effectiveness/quality</td>
<td>Number of barangay adopted and turn into self-reliant member of the community</td>
<td>Extension office report</td>
</tr>
<tr>
<td></td>
<td>Training conducted</td>
<td>Effectiveness/quality</td>
<td>Number of persons trained weighted by length of training</td>
<td>Extension office report</td>
</tr>
<tr>
<td></td>
<td>Quality of training conducted</td>
<td>Effectiveness/quality</td>
<td>Percentage of trainees/clients who rate the training course as good or better</td>
<td>Evaluation Report, Extension office report</td>
</tr>
<tr>
<td></td>
<td>Advisory Services</td>
<td>Effectiveness/quality</td>
<td>Percentage of clients who rate advisory services as good or better</td>
<td>Extension office report</td>
</tr>
</tbody>
</table>
6. To provide extension service programs through various trainings and technology applications that will address the needs of concerned stakeholders

7. To establish and sustain linkage with other government agencies and civil society organizations in assisting, planning and conducting diverse extension service modalities to promote economic development

<table>
<thead>
<tr>
<th>Service</th>
<th>Indicators</th>
<th>Measurement</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Advice</td>
<td>Effectiveness/quality</td>
<td>Number of persons provided with technical advice</td>
<td>Extension office report</td>
</tr>
<tr>
<td></td>
<td>Timeliness</td>
<td>Percentage of requests for training that are responded to within 3 days of request</td>
<td>Extension office report</td>
</tr>
<tr>
<td></td>
<td>Timeliness</td>
<td>Percentage of requests for technical advice that are responded to within 3 days of request</td>
<td>Extension office report</td>
</tr>
<tr>
<td>Service delivery</td>
<td>Timeliness</td>
<td>Percentage of persons who receive training or advisory services who rate timeliness of service delivery as good or better</td>
<td>Extension office report</td>
</tr>
<tr>
<td>High impact</td>
<td>Effectiveness/quality</td>
<td>Number of high impact programs conducted that create outcomes and impacts among beneficiaries</td>
<td>Extension office report</td>
</tr>
<tr>
<td>Adoption/utilization</td>
<td>Effectiveness/quality</td>
<td>Number of developed technologies adopted or commercialized</td>
<td>Extension office report</td>
</tr>
<tr>
<td>Linkages and</td>
<td>Effectiveness/quality</td>
<td>Number of linkages forged between the university and external agencies or institutions</td>
<td>Extension office report</td>
</tr>
<tr>
<td>collaboration (PPP)</td>
<td>Timeliness</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. To provide extended support to students through the provision of enhanced services and of enriching academic, co-curricular and extra-curricular experiences

<p>| Library Services       | Efficiency                             | Percentage increase in journal subscriptions | Library Holdings report            |
|                        | Efficiency                             | Percentage increase in book acquisitions/program/year | Extension office report            |
|                        | Efficiency                             | Percentage of students who availed the library services | Extension office report            |
| Registrar Services     | Efficiency/Timeliness                  | Percentage of student requests are acted upon on time | Registrar’s Office logbook/report  |
| Student Services       | Efficiency/Timeliness                  | Availability of flexible payment facility     | Student access the flexible payment system, Accounting Report |
|                        | Effectiveness                          | Number of info-board constructed in BatStateU campuses and made available for student information within the year | Info-board installed              |
|                        | Efficiency/Timeliness                  | Availability of the online student pre-registration | Student access to online pre-registration, ICT Report |</p>
<table>
<thead>
<tr>
<th>Effectiveness / Timeliness</th>
<th>Availability of book reservation system within two years</th>
<th>Student avail of the book reservation system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effectiveness / Timeliness</td>
<td>Establishment of students’ and graduates’ profile repository within two years and made available to enhance job placement of graduates</td>
<td>Graduate profile repository present in the website and used by industry</td>
</tr>
<tr>
<td>Efficiency / Timeliness</td>
<td>Percentage of students provided with counselling, mentoring, and career advising</td>
<td>Log book/ Guidance Office Report</td>
</tr>
</tbody>
</table>

10. Sustainable income generating projects to support the development programs of the university

<table>
<thead>
<tr>
<th>Support to Operations</th>
<th>Internal income generation</th>
<th>Efficiency</th>
<th>Percentage increase in annual income</th>
<th>Average ROI</th>
<th>Finance Report</th>
</tr>
</thead>
</table>

11. Enhance administration and governance for greater effectiveness and efficiency

<table>
<thead>
<tr>
<th>General administration</th>
<th>Publication/ posting of invitations/ awards of projects through Philgeps and transparency seal</th>
<th>Timeliness</th>
<th>Percent of invitation/awards published/posted in Philgeps and transparency seal on time</th>
<th>Compliance certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair and maintenance of physical facilities development</td>
<td>Timeliness</td>
<td>Percentage of requests for repairs attended and accomplished within the prescribed schedule</td>
<td>Log book and work acceptance of end-user</td>
<td></td>
</tr>
<tr>
<td>Liquidation of cash advances</td>
<td>Timeliness</td>
<td>Percentage of cash advances liquidated within reglementary period</td>
<td>Finance Report</td>
<td></td>
</tr>
<tr>
<td>Posting of budget report in university transparency seal</td>
<td>Timeliness</td>
<td>Percentage of budget report posted in transparency seal</td>
<td>ICT Report/ Compliance certification</td>
<td></td>
</tr>
<tr>
<td>Budget utilization</td>
<td>Effectiveness / Efficiency</td>
<td>Percentage of actual utilization of budget inclusive of income to total operating budget</td>
<td>Finance Report</td>
<td></td>
</tr>
<tr>
<td>Submission of financial reports</td>
<td>Efficiency / Timeliness</td>
<td>Percentage of financial statements and reports/documents submitted to COA, CHED, DBM and other agencies within mandated time</td>
<td>Finance Report/ COA Report</td>
<td></td>
</tr>
</tbody>
</table>

12. Strategic human resource

<table>
<thead>
<tr>
<th>Support to Operation</th>
<th>Faculty and staff capability building</th>
<th>Effectiveness / Efficiency</th>
<th>Percentage of faculty and staff trained</th>
<th>Attendance to training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post graduate</td>
<td>Efficiency</td>
<td>Percentage of</td>
<td>Scholarship</td>
<td></td>
</tr>
</tbody>
</table>
## Success Indicator for Individual Faculty

<table>
<thead>
<tr>
<th>Goals</th>
<th>Major Final Output</th>
<th>P/As</th>
<th>Performance Standard</th>
<th>Methods of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE FUNCTIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. To create and sustain a culture that supports teaching excellence in all academic units</td>
<td>MFO 1 – Higher Education</td>
<td>Delivery of classroom instruction</td>
<td>Effectiveness /quality</td>
<td>Effective delivery of classroom instructions</td>
</tr>
<tr>
<td>2. To strengthen the capability and competitiveness of faculty and staff in the effective delivery of instruction</td>
<td>Preparation of syllabus</td>
<td>Effectiveness /quality</td>
<td>Percentage of the total number of syllabus required are prepared, completed, submitted and presented to the students at the start of the class</td>
<td>Office File, Student evaluation</td>
</tr>
<tr>
<td>Development of instructional materials</td>
<td>Effectiveness /quality</td>
<td>Number of instructional materials prepared and used for effective delivery of the course</td>
<td>Office File, Student evaluation</td>
<td></td>
</tr>
<tr>
<td>Timely return of test paper</td>
<td>Effectiveness /Timeliness</td>
<td>Timely return of test paper with comments and feedback</td>
<td>Student evaluation</td>
<td></td>
</tr>
<tr>
<td>Number of students who pass the course</td>
<td>Effectiveness /quality</td>
<td>Percentage of students who passed the course</td>
<td>Grading Sheets/Class Records</td>
<td></td>
</tr>
<tr>
<td>Upgrading of grades</td>
<td>Effectiveness /timeliness</td>
<td>Percentage of grade requirement uploaded within a given time frame</td>
<td>Report of ICT/Student Feedback</td>
<td></td>
</tr>
<tr>
<td>Attendance to seminar</td>
<td>Effectiveness /quality</td>
<td>Percentage of approved seminars attended.</td>
<td>Certificate of Attendance/Certificate of Recognition/Liquidation Report</td>
<td></td>
</tr>
<tr>
<td><strong>STRATEGIC FUNCTIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. To promote and facilitate the effective</td>
<td>MFO 3 – Research Services</td>
<td>Research produced and completed</td>
<td>Quality/Timeliness</td>
<td>Number of research studies completed</td>
</tr>
<tr>
<td>Research</td>
<td>Timeliness</td>
<td>Percentage of</td>
<td>Research office</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>development</th>
<th>education</th>
<th>faculty approved for advanced education</th>
<th>Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Administration</td>
<td>Updated personnel records</td>
<td>Timeliness</td>
<td>Percent records updated</td>
</tr>
<tr>
<td>Processing of personnel documents</td>
<td>Timeliness</td>
<td>Percent of documents processed within the prescribed period</td>
<td>Log book/receipt of documents by the concerned unit or individual</td>
</tr>
<tr>
<td>dissemination and utilization of research outputs</td>
<td>projects completed on schedule</td>
<td>research projects conducted and completed on schedule</td>
<td>report</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>--------------------------------</td>
<td>-------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>4. To strengthen multidisciplinary / interdisciplinary research to generate high impact research outputs</td>
<td>Research presentation Effectiveness /quality</td>
<td>Number of research paper presented in regional/national/international fora</td>
<td>Research office report</td>
</tr>
<tr>
<td></td>
<td>Research published Effectiveness /quality</td>
<td>Number of research paper published in regional/national/international referred journal</td>
<td>Journal where research paper is published</td>
</tr>
<tr>
<td>5. To provide high-impact and quality extension service and modality that caters to various stakeholders in partnership with local, national, and international organizations and agencies.</td>
<td>MFO 4- Extension Services Adopted barangay Effectiveness /quality</td>
<td>Number of barangay adopted and turn into self-reliant member of the community</td>
<td>Extension office report</td>
</tr>
<tr>
<td></td>
<td>Training conducted Effectiveness /quality</td>
<td>Number of persons trained weighted by length of training</td>
<td>Extension office report</td>
</tr>
<tr>
<td></td>
<td>Quality of training conducted Effectiveness /quality</td>
<td>Percentage of trainees/clients who rate the training course as good or better</td>
<td>Extension office report</td>
</tr>
<tr>
<td></td>
<td>Advisory Services Effectiveness /quality</td>
<td>Percentage of clients who rate advisory services as good or better</td>
<td>Extension office report</td>
</tr>
<tr>
<td></td>
<td>Technical Advice Effectiveness /quality</td>
<td>Number of persons provided with technical advice</td>
<td>Extension office report</td>
</tr>
<tr>
<td>6. To provide extension service programs through various trainings and technology applications that will address the needs of concerned stakeholders</td>
<td>Request for training delivery Timeliness</td>
<td>Percentage of requests for training that are responded to within 3 days of request</td>
<td>Extension office report</td>
</tr>
<tr>
<td></td>
<td>Request for technical advice delivery Timeliness</td>
<td>Percentage of requests for technical advice that are responded to within 3 days of request</td>
<td>Extension office report</td>
</tr>
<tr>
<td></td>
<td>Service delivery Timeliness</td>
<td>Percentage of persons who receive training or advisory services who rate timeliness of service delivery as good or better</td>
<td>Extension office report</td>
</tr>
<tr>
<td></td>
<td>High impact extension program Effectiveness /quality</td>
<td>Number of high impact programs conducted that create outcomes and impacts among beneficiaries</td>
<td>Extension office report</td>
</tr>
<tr>
<td>Economy Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUPPORT FUNCTIONS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. To provide extended support to students through guidance and counselling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support to Operation</td>
<td>Guidance and counselling</td>
<td>Effectiveness/quality</td>
<td>Percentage of students who failed in the examinations were provided with guidance and counselling that support their course performance, review their progress, set academic goals, as well as implement academic interventions</td>
</tr>
<tr>
<td>Accreditation assignments</td>
<td>Effectiveness/Quality/Time/Line</td>
<td>Completeness of documents in particular area.</td>
<td>IAU Report</td>
</tr>
<tr>
<td>Liquidation of cash advances</td>
<td>Percentage of cash advances liquidated within reglementary period</td>
<td>Accounting Report</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B – Performance Weight Allocation

As part of the Performance Planning and Commitment, the President meets with the PMT and agrees on the outputs that should be accomplished for the following year based on the goals/objectives of the organization. Outputs can be classified as:

- **Core Output** – pertains to outputs linked to the main services or products of the university
- **Strategic Output** – pertains to outputs that are linked to the priority deliverables of the university
- **Support Output** – pertains to those that are linked to providing assistance to other offices/units.

### A. Faculty with Designations

<table>
<thead>
<tr>
<th>Designations</th>
<th>Core/Support Functions</th>
<th>Administrative</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Presidents</td>
<td></td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>Executive Directors</td>
<td></td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>Dean of Colleges</td>
<td></td>
<td>75</td>
<td>25</td>
</tr>
<tr>
<td>Director/College Deans</td>
<td></td>
<td>75</td>
<td>25</td>
</tr>
<tr>
<td>Asst. Dir./Associate Dean</td>
<td></td>
<td>65</td>
<td>35</td>
</tr>
<tr>
<td>University Chairs</td>
<td></td>
<td>60</td>
<td>40*</td>
</tr>
<tr>
<td>Heads (w/9hrs deloading)</td>
<td></td>
<td>40</td>
<td>60*</td>
</tr>
<tr>
<td>Heads (w/6hrs de loading)</td>
<td></td>
<td>25</td>
<td>75*</td>
</tr>
<tr>
<td>Faculty with special assignments (w/21hrs de loading)</td>
<td></td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>Faculty with special assignments (w/18hrs de loading)</td>
<td></td>
<td>75</td>
<td>25</td>
</tr>
<tr>
<td>Faculty with special assignments (w/15hrs de loading)</td>
<td></td>
<td>60</td>
<td>40*</td>
</tr>
<tr>
<td>Faculty with special assignments (w/12hrs de loading)</td>
<td></td>
<td>50</td>
<td>50*</td>
</tr>
<tr>
<td>University/Board Secretary</td>
<td></td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>Coordinators</td>
<td></td>
<td>25</td>
<td>75*</td>
</tr>
<tr>
<td>Department Chairs</td>
<td></td>
<td>50</td>
<td>50*</td>
</tr>
<tr>
<td>In-Charge</td>
<td></td>
<td>10</td>
<td>90*</td>
</tr>
</tbody>
</table>

* With research and extension depending on the academic rank

### B. Faculty without designations

<table>
<thead>
<tr>
<th></th>
<th>Core Functions</th>
<th>Strategic Functions</th>
<th>Support</th>
</tr>
</thead>
</table>

*With research and extension depending on the academic rank.*
### Research and Extension Rating Scale

<table>
<thead>
<tr>
<th>Research</th>
<th>Rating Scale</th>
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</thead>
<tbody>
<tr>
<td><strong>Research</strong></td>
<td><strong>Numerical</strong></td>
</tr>
<tr>
<td>1 research paper published in referred journal</td>
<td>Max 5</td>
</tr>
<tr>
<td>1 research paper presented</td>
<td>5</td>
</tr>
<tr>
<td>1 research paper approved and completed within the original time frame</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Below</td>
</tr>
</tbody>
</table>

#### C. Non-Teaching Personnel

<table>
<thead>
<tr>
<th>Rank</th>
<th>Core/Support Functions</th>
<th>Strategic Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
<th>(Instruction)</th>
<th>Research</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructors to Assistant Professor</td>
<td>75</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Associate Professor to Professor</td>
<td>65</td>
<td>20</td>
<td>10</td>
</tr>
</tbody>
</table>
## Appendix C - Strategic Performance Management System (SPMS) Calendar

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>OUTPUT</th>
<th>RESPONSIBLE</th>
<th>SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec</td>
</tr>
<tr>
<td>1. SPMS Orientation and Pilot Testing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orientation</td>
<td>SPMS Communicated</td>
<td>PMT</td>
<td></td>
</tr>
<tr>
<td>Pilot Testing</td>
<td>SPMS Piloted</td>
<td>PMT</td>
<td></td>
</tr>
<tr>
<td>2. Performance Planning and Commitment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPCR Review and Approval by the President</td>
<td>OPCR with targets and measures duly signed by the Executive Directors</td>
<td>Executive Directors</td>
<td>Oct Nov Dec</td>
</tr>
<tr>
<td>Faculty IPCR Review and Approval</td>
<td>IPCR review by the Deans and Executive Directors</td>
<td>Deans and Executive Directors</td>
<td>Oct Nov Dec</td>
</tr>
<tr>
<td>Faculty IPCR Submission to HRMO</td>
<td>IPCR duly endorsed by the Head of Office</td>
<td>Offices</td>
<td>Oct Nov Dec</td>
</tr>
<tr>
<td>Non-Teaching Staff IPCR Review and Approval</td>
<td>IPCR review by the Directors and Division Chiefs</td>
<td>Offices</td>
<td>Oct Nov Dec</td>
</tr>
<tr>
<td>Non-Teaching Staff IPCR Submission to HRMO</td>
<td>IPCR duly endorsed by the Head of Office</td>
<td>Offices</td>
<td>Oct Nov Dec</td>
</tr>
<tr>
<td>2. Performance Monitoring and Coaching</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitoring of Performance and Coaching</td>
<td>Duly Accomplished Monitoring Form</td>
<td>President</td>
<td>Once a year</td>
</tr>
</tbody>
</table>
### 3. Performance Review and Feedback

<table>
<thead>
<tr>
<th>Activity</th>
<th>Review and Approval</th>
<th>Review by the Immediate Supervisor</th>
<th>Submission to HRMO</th>
<th>Approval by the Head of Office</th>
<th>Submitted to HRMO</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPCR Review and Approval by the President</td>
<td>Duly Accomplished OPCR Reviewed and Approved by the President</td>
<td>Executive Directors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty IPCR Review by the Immediate Supervisor</td>
<td>Assessment by the Immediate Supervisor and discussion of the result with faculty concerned</td>
<td>Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty IPCR Review by the Head of Office and Submission to HRMO</td>
<td>Approval by the Head of Office and Submitted to HRMO</td>
<td>Head of Office</td>
<td>1st</td>
<td>2nd</td>
<td></td>
</tr>
<tr>
<td>Non-Teaching Staff IPCR Review and Approval by the Immediate Supervisor</td>
<td>Assessment by the Immediate Supervisor and discussion of the result with the staff concerned</td>
<td>PMT</td>
<td>2nd</td>
<td>1st</td>
<td></td>
</tr>
<tr>
<td>Non-Teaching Staff IPCR Review and Approval by the Head of Office and Submission to HRMO</td>
<td>Approval by the Head of Office and Submitted to HRMO</td>
<td>Head of Office</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4. Performance Rewarding and Development Planning

<table>
<thead>
<tr>
<th>Activity</th>
<th>List of Top Performers</th>
<th>PRAISE Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of List of Top Performers</td>
<td>List of Top performers duly signed by the PMT Chairman and Members</td>
<td>PMT</td>
</tr>
<tr>
<td>PRAISE Meeting</td>
<td>Minutes of the Meeting</td>
<td>PRAISE</td>
</tr>
<tr>
<td>Submission of PRAISE Recommendation</td>
<td>Proposed List of Awardees/Grantees duly received by the Office of the President</td>
<td>PRAISE</td>
</tr>
<tr>
<td>Approval of the Proposed List</td>
<td>List of Awardees/Grantees duly approved by the President</td>
<td>President</td>
</tr>
<tr>
<td>Giving of Awards/Incentives</td>
<td>Office of the President/PRAISE</td>
<td>President and Staff/ PRAISE</td>
</tr>
<tr>
<td>Preparation of Individual Development Plan</td>
<td>Individual Development Plan</td>
<td>Faculty Members and Staff</td>
</tr>
<tr>
<td>Review and Endorsement of the IDP</td>
<td>IDP duly signed by Staff and endorsed by the Deans and Directors</td>
<td>Directors</td>
</tr>
<tr>
<td>Review and Consolidation of the IDP into HRD Plan</td>
<td>Consolidated HRD Plan</td>
<td>HRMO and Planning</td>
</tr>
<tr>
<td>Submission of HRD Plan</td>
<td>Finalized HRD Plan</td>
<td>HRMO and Planning</td>
</tr>
<tr>
<td>Approval of the HRD Plan</td>
<td>Duly Approved HRD Plan</td>
<td>President</td>
</tr>
</tbody>
</table>
## OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, _________________________, Head of the _________________________________, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period ________________________________.

<table>
<thead>
<tr>
<th>Major Final Output (MFOs) / Programs, Projects &amp; Activities (PPAs)</th>
<th>SUCCESS INDICATORS (TARGETS + MEASURES)</th>
<th>Allotted Budget</th>
<th>Divisions/ Individuals Accountable</th>
<th>Actual Accomplishments</th>
<th>Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ADMINISTRATIVE/STRATEGIC FUNCTIONS

- 
- 
- 

### CORE FUNCTIONS

- 
- 
- 

### Average Rating

- 
- 
- 

### Total Overall Rating

- 
- 
- 

### Final Average Rating

- 
- 
- 

### Adjectival Rating

- 
- 
- 

### Assessed by:

<table>
<thead>
<tr>
<th>Planning Office</th>
<th>Date</th>
<th>PMT</th>
<th>Date</th>
<th>Head of Agency</th>
<th>Date</th>
</tr>
</thead>
</table>

### Final Rating by:

<table>
<thead>
<tr>
<th>Date</th>
<th></th>
</tr>
</thead>
</table>

### Legend: 1 – Quality 2 – Efficiency 3 – Timeliness 4- Average
## Individual Performance Commitment and Review (IPCR)

I, ___________________________ of the ___________________________ (Name of Office / Unit) ___________________________ commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period ___________________________ to ___________________________, 20________.

<table>
<thead>
<tr>
<th>Rate</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Outstanding</td>
</tr>
<tr>
<td>2</td>
<td>Very Satisfactory</td>
</tr>
<tr>
<td>3</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>4</td>
<td>Needs mentoring</td>
</tr>
<tr>
<td>5</td>
<td>Needs development</td>
</tr>
</tbody>
</table>

Reviewed by: ___________________________ Date: ________________

Approved by: ___________________________ Date: ________________

**INSTRUCTION**

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

**STRATEGIC**

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

**SUPPORT**

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

**Final Average Rating**

- Satisfactory: 90%-114%
- Needs mentoring: 61%-89%
- Needs development: 50% and below
- Outstanding: 130% and above

**Comments and Recommendations for Development Purposes**

Discussed with: ___________________________ Date: ________________

Assessed by: ___________________________ Date: ________________

Final Rating by: ___________________________ Date: ________________

- [ ]
- [ ]
- [ ]
- [ ]

Legend: 1 – Quality  2 – Efficiency  3 – Timeliness  4 – Average
## Appendix F – Sample Performance Monitoring and Coaching Journal

**Section**: _______________________________

**Supervisor**: _______________________________

**Number of Personnel in the Section**: __________________

<table>
<thead>
<tr>
<th>Activity</th>
<th>Mechanisms</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One-in-One</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Group</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Memo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Pls.Specify)</td>
<td></td>
</tr>
</tbody>
</table>

**Mentoring**

**Coaching**

Please indicate the date in the appropriate box when monitoring was conducted.

**Conducted By**: 

**Date**: 

**Noted By**: Prof. Rogelio A. Antenor

**Date**: Executive Director
## Appendix G – Performance Monitoring and Coaching
(Tool for Monitoring Progress)

<table>
<thead>
<tr>
<th>Major Final Output</th>
<th>Tasks</th>
<th>Assigned To</th>
<th>Duration</th>
<th>Tasks Status</th>
<th>Remarks</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Week 1</td>
<td>Week 2</td>
<td>Week 3</td>
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</table>
Appendix H – Performance Monitoring and Coaching  
(Tool for Monitoring Assignments)

<table>
<thead>
<tr>
<th>Task ID No.</th>
<th>Subject</th>
<th>Action Officer</th>
<th>Output</th>
<th>Date Assigned</th>
<th>Date Accomplished</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>
Appendix I – Performance Rewarding and Development  
(Professional Development Plan)

Date: ______________________

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Received Date</th>
<th>Achieved Date</th>
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</table>

<table>
<thead>
<tr>
<th>Aim</th>
<th>Objective</th>
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</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Next Step</th>
</tr>
</thead>
</table>

<p>| Comments | |
|----------| |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Aim</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Objective</td>
<td></td>
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<tr>
<td>Target Date</td>
<td></td>
</tr>
<tr>
<td>Review Date</td>
<td></td>
</tr>
<tr>
<td>Achieve Date</td>
<td></td>
</tr>
<tr>
<td>Comment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
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<td>Task</td>
<td></td>
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<tr>
<td>Outcome</td>
<td></td>
</tr>
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</tr>
<tr>
<td>Next Step</td>
<td></td>
</tr>
</tbody>
</table>
Appendix K
BATANGAS STATE UNIVERSITY PERFORMANCE MANAGEMENT TEAM (PMT)
INTERNAL RULE

WHEREAS, Item 1(d) of the Joint Resolution No. 4 (Governing Principles of the Modified Compensation and Position Classification System and Base Pay Schedule of the Government) of the Congress of the Philippines, states that “a performance–based incentive scheme which integrates personnel and organizational performance shall be established to reward exemplary civil servants and well performing individuals and institutions”;

WHEREAS, Item 4 of Joint Resolution No. 4 also provides that “Step increments– an employee may progress from Step 1 to 8 of the salary grade allocation of his/her position in recognition of meritorious performance based on performance management system approved by the Civil Service Commission (CSC) and/or through length of service, in accordance with the rules and regulations to be promulgated jointly by the DBM and the CSC”;

WHEREAS, Item 17(c) of Joint Resolution No. 4 likewise states that “the CSC, in developing the Performance Management System, shall ensure that personnel performance shall be linked with organizational performance in order to enhance the performance orientation of the compensation system”;

WHEREAS, Section 5 of Administrative Order No. 241 provides that “agencies shall institute a Performance Evaluation System based on objectively measured output and performance of personnel and units, such as the Performance Management System–Office Performance Evaluation System developed by the CSC”;

WHEREAS, Civil Service Commission promulgated Memorandum Circular No. 6, s. 2012 directing all agencies to establish and implement a Strategic Performance Management System (SPMS) to concretize the linkage of organizational performance

WHEREAS, Memorandum Circular No. 8, s. 2013 institutionalized the Result Based Performance Management System by directing all government agencies to create a Performance Management Team (PMT) that will serve as the counterpart of Inter-Agency Task Force (IATF) in the development of agency’s internal guidelines in the implementation of performance-based incentive system and in the review of performance indicators, targets and accomplishments from the office down to the individual level.

WHEREAS, the University President established the University Performance Management Team (PMT) through an office Memorandum No. 315 Series of 2014.

WHEREFOR, the Performance Management Team (PMT) hereby adopts these internal rules, procedures and strategies in carrying out the above responsibilities to wit:

RULE I
Composition of the PMT

Section 1. The composition of the key players/Performance Management Team shall be as follow:

a) DR. TIRSO A. RONQUILLO, University President –SPMS Champion
b) The Performance Management Team
   1. DR. JESSIE A. MONTALBO………………Chairman
   2. DR. CYNTHIA Q. MANALO………………Member
   3. DR. ERMA B. QUINAY………………….Member
   4. ATTY. LUZVIMINDA C. ROSALES………Member
   5. PROF. ROGELIO A. ANTENOR…………...Member
   6. DR. ARACELI H. LUNA……………………Member
   7. PROF. CORAZON BUNO…………………..Member
   8. PROF. LEANDRO A. DALHAG……………Member
   9. MRS. LYDIA M. MACATANGAY…………Member

RULE II
DUTIES AND RESPONSIBILITIES

Section 2. The duties and responsibilities of the Key Players/PMT shall be:

1. The University President being the SPMS Champion shall:
   a. Be primarily responsible and accountable for the establishment and implementation of the SPMS.
   b. Sets the university performance goals/objectives and performance measures.
   c. Determines the university target setting period.
   d. Approves office performance commitment and rating.
   e. Assesses performance of Offices.

6. The PMT shall have the following functions and responsibilities:

2.1 Sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form.

2.2 Ensures that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/units is rationalized.

2.3 Recommends approval of the office performance commitment and rating to the University President.

2.4 Acts as appeals body and final arbiter for performance management issues of the agency.

2.5 Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.

2.6 Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.
2.7 Intensify an efficient, effective and responsive governance and implementation of the SPMS;

2.8 Strict enforcement of penalties/sanctions.

2.9 Policy Review and Enhancement.
   1) Revise existing guidelines as the need arises to conform to the provisions of MC 6, s.2012;
   2) Develop appropriate monitoring tools;
   3) Develop appropriate performance standards;
   4) Recommend new policies as necessary.
   5) Implement the provisions of Awards and Recognition for deserving faculty and staff.

7. The Planning Office shall:

   a. Monitor submission of Office Performance Commitment and Review Form and schedule the review/evaluation of Office Commitments by the PMT before the start of a performance period.
   b. Consolidate review, validate and evaluate the initial performance assessment of the Heads of Offices based on reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses.
   c. Conduct an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices.
   d. Provide each Office with the final Office Assessment to serve as basis of offices in the assessment of individual staff members.
   e. Serve as the Secretariat of the PMT.

8. The Human Resource Management Office shall:
   a. Monitor submission of Individual Performance Commitment and Review Form by heads of offices.
   b. Review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the University President.
   c. Provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans.
   d. Coordinate developmental interventions that will form part of the HR Plan.

9. Head of Office (President, Vice-Presidents and Executive Directors)
   The Head of Office shall
a. Assume primary responsibility for performance management in his/her Office.

b. Conduct strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the Office Performance Commitment and Review Form to the Planning Office.

c. Review and approves individual employee's Performance Commitment and Review form for submission to the HRM Office/Persone Office before the start of the performance period.

d. Submit a quarterly accomplishment report to the Planning Office based on the PMS calendar.

e. Do initial assessment of office's performance using the approved Office Performance Commitment and Review form.

f. Determine final assessment of performance level of the individual employees in his/her office based on proof of performance.

g. Inform employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs.

h. Recommend and discuss a development plan with the subordinates who obtain unsatisfactory performance during the rating period not later than one (1) month after the end of the said period and prepares written notice/advice to subordinates that a succeeding unsatisfactory performance shall warrant their separation from the service.

i. Provides preliminary rating to subordinates showing Poor performance not earlier than the third (3rd) month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.

10. Division Chief or equivalent (Deans, Directors, Associate Deans or Assistant Directors)

   The Division Chiefs shall:

   a. Assume joint responsibility with the Head of Office in ensuring attainment of performance objectives and targets.

   b. Rationalize distribution of targets/tasks.

   c. Monitor closely the status of the performance of their subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the Division/Unit and individual employee.

   d. Assess individual employees’ performance.

   e. Recommend developmental intervention
RULE III
Meeting

Section 3. Schedule. The PMT regular meeting shall be done quarterly to discuss issues and concern in the effective implementation of the SPMS and similar activities appertaining thereto. Emergency meeting shall be called as the need arises;

Section 4. Quorum/. In any scheduled meeting for the PMT, fifty percent plus 1 (50%+1) shall constitute a quorum.

Section 5. Order of Business.
   a) Call to order;
   b) Roll Call;
   c) Approval of the minutes of the previous meeting;
   d) Matters arising from the minutes;
   e) Chairman’s report
   f) New business;
   g) Other matters; and
   h) Adjournment.

RULE IV
Amendments

Section 6. These rules may be amended at any time with mutual consent of the majority.

RULE V
Effectivity

Section 7. This rule shall take effect immediately upon approval.

DONE in the Batangas State University (BatStateU), this 5th day of December in the year of our Lord 2014.

UNANIMOUSLY APPROVED:

DR. JESSIE A. MONTALBO
Chairman

DR. CYNTHIA Q. MANALO
DR. ERMA B. QUINAY
     Member       Member

ATTY. LUZVIMINDA C. ROSALES
     Member

PROF. ROGELIO A. ANTENOR
     Member

DR. ARACELI H. LUNA
     Member

PROF. CORAZON BUNO
     Member

PROF. LEANDRO A. DALHAG
     Member

MRS. LYDIA M. MACATANGAY
     Member
APPENDIX L: Batangas State University Classroom Observation Form

CLASSROOM OBSERVATION FORM

Course Title/Section: _______________________________________________ Instructor: _______________________________

______________________________________________________________

Length of Course: Length of Observation: __________________

______________________________________________________________

Observer: Date: ________________________________

______________________________________________________________

Subject Matter Treated in Lesson: ________________________________

Directions: Below is a list of instructor behaviors indicative of effective teaching that may occur within a given class or course. Please use it as guide to making observations, not as a list of required characteristics. Please keep in mind that the observation reflects a "snapshot" of teaching and is not intended as a representation of overall teaching practices. The following rating scale may be used to measure the level of quality the instructor demonstrate the following behaviors.

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>NA</td>
</tr>
</tbody>
</table>

The intent of this numeric ratings is that each subset of teaching practices stands alone. There is no overall rating given to the instructor at the end of the observation form. Use NA if an item is not relevant for the class or for this instructor.

Content Organization

1. Made clear statement of the purpose of the lesson 5 4 3 2 1 NA

2. Defined relationship of this lesson to previous lesson 5 4 3 2 1 NA
3. Presented overview of the lesson | 5 4 3 2 1 NA  
4. Presented topics with logical sequence | 5 4 3 2 1 NA  
5. Paced lesson appropriately | 5 4 3 2 1 NA  
6. Summarized major points of lesson | 5 4 3 2 1 NA  
7. Responded to problems raised during lesson | 5 4 3 2 1 NA  
8. Related today's lesson to future lessons | 5 4 3 2 1 NA  

**Comments:**

Presentation

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Projected voice so easily heard</td>
<td>5 4 3 2 1 NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Used intonation to vary emphasis</td>
<td>5 4 3 2 1 NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Explain things with clarity</td>
<td>5 4 3 2 1 NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Maintained eye contact with students</td>
<td>5 4 3 2 1 NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Listen to students questions and comments</td>
<td>5 4 3 2 1 NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instruction</td>
<td>Rating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------------</td>
<td>--------</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>14</td>
<td>Projected nonverbal gestures consistent with intentions</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>15</td>
<td>Defined unfamiliar terms, concepts and principles</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>16</td>
<td>Presented examples to clarify points</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>17</td>
<td>Related new ideas to familiar concepts</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>18</td>
<td>Restated important ideas at appropriate times</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>19</td>
<td>Varied explanation for complex and difficult material</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>20</td>
<td>Used humor appropriately to strengthen retention and interest</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>21</td>
<td>Limited use of repetitive phases and hanging articles</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

Comments:

Instructions/Student Interactions
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>22 .</td>
<td>Encourage student questions</td>
</tr>
<tr>
<td>23 .</td>
<td>Encourage student discussion</td>
</tr>
<tr>
<td>24 .</td>
<td>Maintained student attention</td>
</tr>
<tr>
<td>25 .</td>
<td>Monitor students' progress</td>
</tr>
<tr>
<td>26 .</td>
<td>Gave satisfactory answers to questions</td>
</tr>
<tr>
<td>27 .</td>
<td>Responded to nonverbal clues of confusion, boredom, and curiosity</td>
</tr>
<tr>
<td>28 .</td>
<td>Paced lesson to allow time for note taking</td>
</tr>
<tr>
<td>29 .</td>
<td>Encouraged students to answer difficult questions</td>
</tr>
<tr>
<td>30 .</td>
<td>Asked probing questions when necessary</td>
</tr>
<tr>
<td>31</td>
<td>Restated questions and answers when necessary</td>
</tr>
<tr>
<td>32</td>
<td>Suggested questions of limited interest to be handled outside class</td>
</tr>
</tbody>
</table>

Comments:  

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>Maintained adequate classroom facilities</td>
</tr>
<tr>
<td>34</td>
<td>Prepared students for the lesson with appropriate assigned readings</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>35.</td>
<td>Supported lesson with useful classroom discussion and exercises</td>
</tr>
<tr>
<td>36.</td>
<td>Presented helpful audio-visual material to support lesson organization and major points</td>
</tr>
<tr>
<td>37.</td>
<td>Provided relevant written assignments</td>
</tr>
</tbody>
</table>

**Comments:**

**Content Knowledge and Relevance**

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>38.</td>
<td>Presented material worth knowing</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>39.</td>
<td>Presented material appropriate to student knowledge and background</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>40.</td>
<td>Cited authorities to support statements</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>41.</td>
<td>Presented material appropriate to stated purpose of the course</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>42.</td>
<td>Made distinction between fact and opinion</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>43.</td>
<td>Presented divergent viewpoints when appropriate</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>44.</td>
<td>Demonstrated command of subject matter</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
45. What overall impressions do you think the students left this lesson with in terms of content or style?

46. What were the instructor's major strengths as demonstrated in this observation?

47. What suggestions do you have for improving upon this instructor's skills?

APPENDIX M
BATANGAS STATE UNIVERSITY
Batangas City

PERFORMANCE EVALUATION INSTRUMENT FOR TEACHING EFFECTIVENESS
BY THE STUDENTS

Faculty Name: _________________________ Semester: ________________ School Year: ___________
Subject: ______________________________

Academic Rank: (Please tick √)

√ Professor       √ Assistant Professor
√ Associate Professor  Instructor

**Instruction:** Please evaluate the faculty member involved by encircling the number that corresponds to the given parameter/dimensions at the scale of 5, where five is the perfect score and one is the lowest score.

<table>
<thead>
<tr>
<th>Numerical Rating</th>
<th>Descriptive Rating</th>
<th>Qualitative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.0</td>
<td>Outstanding</td>
<td>Exhibits the behavior described at all times when the occasion occurs.</td>
</tr>
<tr>
<td>4.0</td>
<td>Very Satisfactory</td>
<td>Exhibits the behavior described most of the time when the occasion occurs.</td>
</tr>
<tr>
<td>3.0</td>
<td>Satisfactory</td>
<td>Exhibits the behavior described sometimes when the occasion occurs.</td>
</tr>
<tr>
<td>2.0</td>
<td>Fair</td>
<td>Exhibits the behavior described rarely when the occasion occurs.</td>
</tr>
<tr>
<td>1.0</td>
<td>Poor</td>
<td>The behavior described has not been exhibited at all times when the occasion</td>
</tr>
</tbody>
</table>

I. TEACHING EFFECTIVENESS

<table>
<thead>
<tr>
<th>A Commitment</th>
<th>Average Point Score (APS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Demonstrates sensitivity to students' ability to attend and absorb content information</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>2 Integrates sensitively his/her learning objectives with those of the students in a collaborative process</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>3 Makes self available to students beyond official time</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>4 Regularly comes to class on time, well-groomed and well-prepared to complete assigned responsibilities</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>5 Keeps accurate records of students' performance and prompt submission of the same</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

B Knowledge of Subject
<table>
<thead>
<tr>
<th></th>
<th>Demonstrates mastery of the subject matter and not relying solely on the prescribed textbook</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Draws and share information on the state of the art of theory and practice in his/her discipline</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Integrates subject to practical circumstances and learning intents/purposes of students</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Explains the relevance of present topics to the previous lessons, and relates the subject matter to relevant current issues and/or daily life activities</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Demonstrates up-to-date knowledge and/or awareness on current trends and issues of the subject</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

C Teaching for Independent Learning

<table>
<thead>
<tr>
<th></th>
<th>Creates teaching strategies that allow students to practice using concepts they need to understand (interactive discussion)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enhances student self-esteem and/or gives due recognition to students’ performance/potentials</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Allows students to create their own course with objectives and realistically defined student-professor rules and make them accountable for their performance</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Allows students to think independently and make their own decisions and holding them accountable for their performance based largely on their success in executing decisions</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Encourages students to learn beyond what is required and help/guide the students how to apply the concepts learned</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

D Management of Learning

|   | Creates opportunities for intensive and/or extensive contribution of students in the class activities (e.g. breaks class into dyads, triads or buzz/task groups) | 1 | 2 | 3 | 4 | 5 |
2 | Assumes roles as facilitator, resource person, coach, inquisitor, integrator, referee in drawing students to contribute to knowledge and understanding of the concepts at hands | 1 2 3 4 5 |
---|---|---|
3 | Designs and implements learning conditions and experience that promotes healthy exchange and/or confrontations | 1 2 3 4 5 |
---|---|---|
4 | Structures/re-structures learning and teaching–learning context to enhance attainment of collective learning objectives | 1 2 3 4 5 |
---|---|---|
5 | Uses instructional materials (audio/video materials, fieldtrips, film showing, computer aided instruction, etc.) to reinforces learning processes | 1 2 3 4 5 |
---|---|---|

Check the most appropriate level of satisfaction:

| My instructor discussed the course syllabus content i.e., philosophy of the course, learning objectives, learning outcomes, course requirements, grading system, assessment and its constructive alignment with the learning outcomes, and the rubrics that will be used in evaluating assignments, examinations and projects at the start of the semester. | Extremely Satisfied | Very Satisfied | Moderately Satisfied | Slightly Satisfied | Not at All Satisfied |
---|---|---|---|---|---|
| | 5 | 4 | 3 | 2 | 1 |
PERFORMANCE EVALUATION INSTRUMENT FOR TEACHING EFFECTIVENESS

Faculty Name: _________________________ Semester: ____________________ School Year: ___________
Academic Rank: (Please tick √)

________Professor                                 _______Assistant Professor
            _______Associate Professor         __ _____Instructor

**Instruction:** Please evaluate the faculty member involved by encircling the number that corresponds to the given parameter/dimensions at the scale of 5, where five is the **perfect score** and one is the lowest score.

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</tr>
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</table>

### I. TEACHING EFFECTIVENESS

#### Average Point Score (APS)

<table>
<thead>
<tr>
<th></th>
<th>Average Point Score (APS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Commitment</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
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<tr>
<td>3</td>
<td>5</td>
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<tr>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

#### Knowledge of Subject

<table>
<thead>
<tr>
<th></th>
<th>Average Point Score (APS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>textbook</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2</td>
<td>Draws and share information on the state of the art of theory and practice in his/her discipline</td>
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<td>3</td>
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<td>5</td>
<td>Demonstrates up-to-date knowledge and/or awareness on current trends and issues of the subject</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td><strong>Teaching for Independent Learning</strong></td>
</tr>
<tr>
<td>1</td>
<td>Creates teaching strategies that allow students to practice using concepts they need to understand (interactive discussion)</td>
</tr>
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<td>2</td>
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</tr>
<tr>
<td><strong>D</strong></td>
<td><strong>Management of Learning</strong></td>
</tr>
<tr>
<td>1</td>
<td>Creates opportunities for intensive and/or extensive contribution of students in the class activities (e.g. breaks class into dyads, triads or buzz/task groups)</td>
</tr>
<tr>
<td>2</td>
<td>Assumes roles as facilitator, resource person, coach,</td>
</tr>
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<td></td>
<td></td>
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</tr>
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<td>4</td>
<td>Structures/re-structures learning and teaching–learning context to enhance attainment of collective learning objectives</td>
</tr>
<tr>
<td>5</td>
<td>Uses instructional materials (audio/video materials: fieldtrips, film showing, computer aided instruction and etc.) to reinforces learning processes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>AVERAGE (TE)</th>
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</thead>
</table>

### II. Emotional Competence

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sensitive to students feelings and ideas and open-minded on current social issues that affects the learning continuum</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Show friendly character despite under stress or pressure that affects the learning situation</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Maintains pleasant and harmonious relationship with students, peers, supervisors and other members of the academe</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s Rating</th>
<th>Rating = 0.90<em>TE+0.10</em>EC</th>
<th>Supervisor’s Signature</th>
</tr>
</thead>
</table>
Part II.

ACADEMIC AFFAIRS POLICIES
AND GUIDELINES
FACULTY LOADING, DELOADING, QUALITY ASSURANCE AND MERIT SYSTEM AMENDMENTS

Pertinent provisions in the 1987 Constitution assert that the State “shall protect and promote the right of all citizens to quality education at all levels”… (Article XIV Section 1) and “establish, maintain and support a complete, adequate and integrated system of education relevant to the needs of the people and society” (Article XIV Section 2). Cognizant of these, all higher education institutions are mandated to comply fully to the policy-standard issued by the Commission on Higher Education (CHED) “to enhance the quality assurance system of Philippine higher education through learning competency based standards and an outcomes-based system of quality assurance that is differentiated by type of HEI” (CMO No. 46, s. 2012).

Adherence to these mandates is reflected in the Vision and Mission of Batangas State University.

Vision

A globally-recognized institution of higher learning that develops competent and morally upright citizens who are active participants in nation building and responsive to the challenges of the 21st century.

Mission

Batangas State University is committed to the holistic development of productive citizens by providing a conducive learning environment for the generation, dissemination and utilization of knowledge through innovative education, multidisciplinary research collaborations, and community partnerships that would nurture the spirit of nationhood and help fuel national economy for sustainable development.

The Challenge

The University, as affirmed in its Strategic Plan, has consistently pursued the path to excellence by exerting its best effort in optimizing all resources to merit an AUTONOMOUS UNIVERSITY status from CHED. As defined in CMO No. 46, s. 2012, compliance to the following is necessary:

1. The presence of graduate students manifests the training of experts, who will be involved in professional practice and/or discovery of new knowledge.

2. Academic degree programs should be comprehensive and manifest the pursuit of new knowledge.

3. There are at least twenty (20) active academic degree programs with enrollees, at least six of which is at the graduate level.

4. There is at least one doctoral program in three different fields of study (disciplines or branches of knowledge) with enrollees.

5. All graduate programs and at least 50% of baccalaureate programs require the submission of a thesis/project/or research papers.
6. There should be a core of permanent faculty members. All full-time permanent faculty members and researchers have the relevant degrees as required by CHED. All faculty members teaching in the doctoral programs have doctoral degrees. All other faculty should have the relevant degrees, professional licenses (for licensed programs), and/or relevant experience in the subject areas they handle.

7. At least thirty (30) full-time faculty members or 20% of a full-time faculty whichever is higher, are actively involved in research.

8. Any one of these conditions:

8.1 Annual research cost expenditure for the past five years is equivalent to at least Php75,000.00 x the number of faculty members involved in research; or

8.2 At least 5% of full-time faculty members engaged in research have patents, articles in refereed journals, or books published by reputable presses in the last ten years.

9. Comprehensive learning resources and support structures allow students to explore basic, advanced and even cutting edge knowledge in a wide range of field of study/disciplines or professions.

10. Links with other research institutions in various parts of the world ensure that the research activities of the university are functioning at the current global standards.

11. Outreach activities allow the students, faculty, and research staff to apply the new knowledge they generate to address specific social development problems, broadly defined.

These minimum requirements should be reviewed by 2017, to see if these are responsive to the development needs of the country.

**Horizontal Typology**

The operationalization of the horizontal typology for a University lists, among others, the requisites cited below:

<table>
<thead>
<tr>
<th>Evidences by 2014</th>
<th>Evidences by 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 50 full-time faculty members or at least 30% of full-time faculty, whichever is higher, have been actively engaged in scholarly work (research or creative work) in the last two years. (Evidence of this includes completed/progress reports, approved research grants, presentation at conferences, books and anthologies, and documented creative work.)</td>
<td>At least 50 full-time faculty members or at least 30% of full-time faculty, whichever is higher, have been actively engaged in scholarly work (research or creative work) in the last five years. (Evidence of this includes completed/progress reports, approved research grants, presentation at conferences, books and anthologies, and documented creative work.)</td>
</tr>
</tbody>
</table>
At least 10% of full-time faculty members have patents or publications in refereed journals. Of these, at least 5% of full-time faculty members have publications in internationally indexed journals and/or books published in reputable academic presses in the last five years.

### Centers of Excellence/Centers of Development

The strong focus on Research and Publications as well as Extension and Linkages are evident in the Selection Criteria (quantitative and qualitative) for Centers of Excellence (COE) and Centers of Development (COD) formulated by the Commission on Higher Education.

CMO No. 19 s. 2012 (revised on June 27, 2012), CMO No. 16, s. 2015 and CMO No. 17, s. 2015 show that a total score of 50% is allotted to Research and Publications and Extension and Linkages. (Pls. refer to Annexes A, B and C.)

#### Criteria for Centers of Excellence / Centers of Development

(for all Programs)

<table>
<thead>
<tr>
<th>General Criteria</th>
<th>Percentage</th>
<th>Number of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Quality</td>
<td>45%</td>
<td>45 points</td>
</tr>
<tr>
<td>Research and Publication</td>
<td>30%</td>
<td>30 points</td>
</tr>
<tr>
<td>Extension and Linkages</td>
<td>20%</td>
<td>20 points</td>
</tr>
<tr>
<td>Institutional Qualification</td>
<td>5%</td>
<td>5 points</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
<td><strong>100 points</strong></td>
</tr>
</tbody>
</table>

These requirements make it necessary for the University to explore all avenues and possibilities to rationally formulate and implement policies that would ensure compliance to CHED requirements on excellence in the areas of instruction, research, extension and production.

### The Proposal

The current scenario at Batangas State University where the regular teaching load of permanent, temporary and contractual faculty members without designations is pegged at 24 hours a week impinges with the University’s mission “of providing a conducive learning environment for the generation, dissemination and utilization of knowledge through ... multidisciplinary research collaborations and community partnerships...”

A reduction in the teaching load of permanent and temporary faculty members within the purview of its resources is deemed feasible. Likewise, it will afford the faculty members more time to engage in scholarly works and thus produce more quality
researches that are aligned with the thrusts and priorities of the University and pursue more meaningful extension service programs that are responsive to the development needs of the community. All these are certain to enhance the University’s culture of excellence.

Attached are the documents that support the proposal on the reduction of teaching load for permanent and temporary faculty members from 24 to 18 hours per week.

Annex A

Table of Criteria for COE / COD Selection for Development Communication

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. INSTRUCTIONAL QUALITY</strong></td>
<td></td>
</tr>
<tr>
<td>A. Administration</td>
<td>2</td>
</tr>
<tr>
<td>B. Faculty</td>
<td>10</td>
</tr>
<tr>
<td>C. Curriculum</td>
<td>8</td>
</tr>
<tr>
<td>D. Laboratories, Facilities and Equipment</td>
<td>8</td>
</tr>
<tr>
<td>E. Library</td>
<td>5</td>
</tr>
<tr>
<td>F. Student Support System</td>
<td>4</td>
</tr>
<tr>
<td>G. Student Performance</td>
<td>5</td>
</tr>
<tr>
<td>H. Graduate Profile / Employment of Graduate / Tracer Study</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>45</strong></td>
</tr>
<tr>
<td><strong>II. RESEARCH AND PUBLICATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>A. Discipline –Specific Research Plan</td>
<td>5</td>
</tr>
<tr>
<td>B. Research Outputs Published in Journals</td>
<td>5</td>
</tr>
<tr>
<td>C. Research Papers Presented in Conferences</td>
<td>3</td>
</tr>
<tr>
<td>D. Academic Rigor in Research Outputs</td>
<td>5</td>
</tr>
<tr>
<td>E. National / International Relevance of Research Outputs</td>
<td>2</td>
</tr>
<tr>
<td>F. Production of Instructional Materials</td>
<td>5</td>
</tr>
<tr>
<td>G. Publication of Peer-Reviewed Journal by College / Department</td>
<td>5</td>
</tr>
</tbody>
</table>
## III. EXTENSION AND LINKAGES

<table>
<thead>
<tr>
<th>A. Academic Linkages</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Extension Programs</td>
<td>3</td>
</tr>
<tr>
<td>C. Leadership in Organizations and Participation as Resource Persons in National and International Conferences</td>
<td>4</td>
</tr>
<tr>
<td>D. Consultancy to Public or Private Institutions</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

## IV. INSTITUTIONAL QUALIFICATIONS

| A. Level of Program Accreditation or its equivalent | 2  |
| B. Peer Recognition as COE/COD | 1.5 |
| C. Industry / Recognition as COE/COD | 1.5 |
| **TOTAL** | **5** |
| **GRAND TOTAL** | **100** |
Annex B

Criteria and Scoring Guide for Selection of COEs and CODs in Teacher Education

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>NUMBER OF POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. INSTRUCTIONAL QUALITY – 45%</td>
<td></td>
</tr>
<tr>
<td>1. Quality Performance of Graduates</td>
<td></td>
</tr>
<tr>
<td>a. At least 75% passing percentage of first takers in the Licensure Examination for Teachers (LET) for the past 3 years (6 examinations) for COE, 65% passing percentage for COD</td>
<td>15</td>
</tr>
<tr>
<td>2. Graduate Profile</td>
<td></td>
</tr>
<tr>
<td>a. At least 5 graduates in leadership positions in education, whether local or national positions within the last 15 years</td>
<td>10</td>
</tr>
<tr>
<td>b. 85 % of graduates are employed as teachers within 6 months after graduation in both public and private schools, local or international</td>
<td>10</td>
</tr>
<tr>
<td>3. Curriculum and Instruction</td>
<td></td>
</tr>
<tr>
<td>a. At least 1 documented innovation in curriculum and instruction including development of Instructional Materials</td>
<td>5</td>
</tr>
</tbody>
</table>
b. All Teacher Education programs are OBE –compliant | 5

### B. RESEARCH AND PUBLICATION- 30%

#### 1. Research

a. At least 3 institutional researches for institutional policy development and program improvement in the past 5 years | 5

b. At least 50% of full-time faculty had researches published in refereed journals and/or peer-reviewed creative works or at least one trade book (Textbooks, manuals, workbooks, modules) with ISBN and at least 3 articles in journal with ISSN for the past 3 years | 10

c. The college has a research journal or related form of academic publication (e.g., research monograph, etc.) published at least once a year for faculty and students | 5

d. At least 25% of faculty have paper/poster presentations and/or demonstration teaching in local, national and/or international for a | 5

e. Leads or participates in at least one collaborative research across colleges within the institution, among institutions, and/or GOs and NGOs at least once a year | 5

### C. INSTITUTIONAL QUALIFICATION – 5 %

#### 1. Faculty and Staff

a. Faculty and staff continuing professional development with relevant monitoring and evaluation mechanisms in place | 1

b. All faculty members have master’s degrees aligned to what they are teaching in the undergraduate level and must be doctoral degree holders for the graduate program | 1

c. Has a graduate program in Teacher Education | 1

d. There should be at least 5 specializations in the undergraduate program | 0.5
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>e. At least 1 faculty member is a recipient of national awards in education or related field and/or leader in national professional organizations in education</td>
<td>1</td>
</tr>
<tr>
<td>2. Student Support System</td>
<td></td>
</tr>
<tr>
<td>a. Must have met the requirements for a Level II accreditation</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>D. EXTENSION AND LINKAGES - 20%</strong></td>
<td></td>
</tr>
<tr>
<td>1. Has at least one (1) very strong community outreach and extension programs with measurable impact aligned to teacher education</td>
<td>10</td>
</tr>
<tr>
<td>2. Has at least five (5) strong linkages with local and at least two (2) international institutions in the area of teacher education</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>
Office of the President

Memorandum Order No. 339
Series of 2015

TO: Dr. CYNTHIA Q. MANALO
    Vice President for Academic Affairs

SUBJECT: Board Resolutions for Implementation

Your office is hereby furnished with the certified true copy of the original of
the following resolutions of the Batangas State University Board of Regents in its
47th Regular Meeting on October 27, 2015 at the Executive Lounge, 4th Floor,
HEDC Building, Quezon City.

1. Resolution No. 249, S. 2015, “Approving the Proposed Faculty Loading
   Scheme effective First Semester of Academic Year 2016-2017”.
   of Contractual Faculty Members effective Year 2016”.
   No. 261, s. 2011, to increase the existing rate of honorarium for overload
   teaching subject to the overload teaching policy of the University”.
4. Resolution No. 254, S. 2015, “Approving the Proposed Amendments in the
   BatStateU Merit System”.

For implementation.

DR. TIRSO A. RONQUILLO
University President

cc: Office of the University and Board Secretary
    Records Office
EXCERPT FROM THE MINUTES OF THE FORTY-SEVENTH (47th) REGULAR MEETING OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS HELD AT THE EXECUTIVE LOUNGE, 4th FLOOR, HEDC BUILDING, QUEZON CITY ON OCTOBER 27, 2015 AT 5:00 PM

PRESENT:

HON. ALEX B. BRILLANTES, JR.  
CHED Commissioner  
Chairman

HON. TIRSO A. RONQUILLO  
University President  
Vice-Chairman

HON. PILAR JUANITA PIA'S. CAVETANO  
Chairman, Senate Committee on Education, Arts and Culture  
Member

Represented by: Gen. Ramon Santos

HON. ALEXANDER R. MADEROS  
Director, DOST R.O. IV  
Member

HON. LUIS G. BANUA  
Director, NEDA, R.O.IV-A  
Member

HON. CESAR V. ATHENZA  
Alumni Regent  
Member

HON. ANGELITO ARELLANO  
Faculty Regent  
Member

HON. LIEW S. CABREROS  
Student Regent  
Member

PROF. ENRIQUE M. DALANGIN  
Board and University Secretary  
Head Secretariat

OTHERS PRESENT:

DR. JESSE A. MONTALBO  
VP, Administration and External Affairs

ATTY. LUCOMENDIA C. ROJASLES  
VP, Finance and Resource Generation

ATTY. EDGARO E. VALDEZ  
Director, Project Management Office

INGRE. ANTONIO A. CAMBRA  
Technical Staff

MR. MICHAEL ALVEYAH A. ACUÑAR  
Technical Staff

MR. LOUWELYN A. LUSTRO  
Technical Staff

MR. ARISTEO G. EMBASECA  
Technical Staff

Res. No. 249, S. 2015

WHEREAS, pursuant to CHED Memorandum Order No. 46, S. 2012, all higher education institutions are mandated to comply fully to the policy-standard issued by the Commission on Higher Education (CHED) to enhance the quality assurance system of Philippine higher education through learning competency based standards and an outcomes-based system of quality assurance that is differentiated by type of HEI;

WHEREAS, the University President created a committee that will study the feasibility of the proposed faculty loading scheme in relation to quality assurance;

WHEREAS, the proposed loading scheme for permanent and temporary faculty members in the undergraduate programs shall be classified as follows:

1. Instruction-based
   18 hrs. – Instruction
   12 hrs. – Preparation
   10 hrs. – Quasi-assignment
   Total – 40 hrs. per week
Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City
Tel. Nos. (043) 980-0385 loc. 1546 & 1122 Telefax (043) 723-0339
E-mail Address: info@basu.edu.ph Website Address: http://www.batstate-u.edu.ph

2. Research-based
12 hrs. – Instruction
8 hrs. – Preparation
10 hrs. – Research
10 hrs. – Quasi-assignment
Total – 40 hrs. per week

WHEREAS, the contractual faculty members shall retain the 24-hours full teaching load and shall not be precluded from conducting researches;

WHEREAS, the maximum overload teaching for undergraduate programs is six (6) hours within official time, beyond which no honorarium shall be given;

WHEREAS, the maximum overload teaching for Graduate School is six (6) hours beyond which no honorarium shall be given;

WHEREAS, the maximum weekly teaching load for summer classes will be:

1. Permanent and temporary faculty members
   • Maximum load is 24 hrs. beyond which no honorarium shall be given

2. Contractual
   • 24 hrs. regular load + 6 hrs. overload within official time beyond which no honorarium shall be given

3. Designated Senior and Junior officials
   • 18 hrs. (aggregate of undergraduate and graduate teaching load) all outside of their 40-hour official time beyond which no honorarium shall be given

WHEREAS, the proposal was presented to the Administrative and Academic Councils of the University and was duly approved through Res. No. 09-02, S. 2015;

WHEREAS, the same was presented to the Board’s Committee on Finance in a meeting held September 22, 2015 and was approved for endorsement to the Board through Res. No. 010, S. 2015;

WHEREAS, the Board on its 47th Regular Meeting accepted the endorsement of the Committee on Finance;

NOW, THEREFORE, in view of the foregoing premises, the Board approved, as it is hereby approved, the proposed faculty loading scheme effective First Semester of Academic Year 2016-2017.

APPROVED.

Certified Correct:

Prof. ENRICO M. DALANGIN
Board and University Secretary
WHEREAS, as per various CHED Memorandum Orders for the offering of academic programs, faculty members must have a graduate degree in the discipline that they are going to teach;

WHEREAS, due to lack of faculty plantilla positions in the University, contractual faculty members remain in their entry position as Instructor I even though they possess relevant master’s Degree and are qualified for higher academic rank based on evaluation;

WHEREAS, a committee was created by the University President to study the feasibility of the proposed academic ranking of contractual faculty members in the University;

WHEREAS, the outputs of the committee was presented to the members of the Executive Committee and the Council of Deans and Associate Deans of the University;
WHEREAS, the evaluation of the contractual faculty members shall be in accordance with the regular cycle of the NBC 461;

WHEREAS, the same was presented to the Administrative and Academic Councils of the University and was approved through Res. No. 09-03, S. 2015;

WHEREAS, the proposal was presented to the Committee on Finance and was approved for endorsement to the Board through Res. No. 011, S. 2015;

WHEREAS, the Board during its 47th Regular Meeting accepted the endorsement of the Committee on Finance;

NOW, THEREFORE, in view of the foregoing premises, the Board approved, as it is hereby approved, the proposed academic ranking of contractual faculty members of the University to grant the salary attached to it.

It is understood that only the salary attached to the academic rank shall be enjoyed by the contractual faculty members.

APPROVED.

Certified Correct:

Prof. ENRICO M. DALANGIN
Board and University Secretary
EXCERPT FROM THE MINUTES OF THE FORTY-SEVENTH (47th) REGULAR MEETING OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS HELD AT THE EXECUTIVE LOUNGE, 4TH FLOOR, HEDC BUILDING, QUEZON CITY ON OCTOBER 27, 2015 AT 5:00 PM

PRESENT:

HON. ALEX R. BUELLANTES, JR. - Chairman
CHED Commissioner

HON. TEREO A. RONQUILLO - Vice-Chairman
University President

HON. PILAR JULIANA "PA" S. CAYETANO - Member
Chairman, Senate Committee on Education, Arts and Culture
Represented by Gen. Ramon Santos

HON. ALEXANDER R. MADERIAL - Member
Director, DOET R.O. IV

HON. LUIZ G. RAMOS - Member
Director, NEDA, R.O.IVA

HON. CESARIO V. ATienza - Member
Alumni Regent

HON. AGNES D. ARELLANO - Member
Faculty Regent

HON. BRYAN S. CABREROS - Member
Student Regent

PROF. ENRICO M. DALANGIN - Head Secretary
Board and University Secretary

OTHERS PRESENT:

DR. JESUS A. MONTEGRANZO
ATTY. LUZVIMINDA C. ROJAS
ATTY. EDGARDO E. VALDEZ
ENGR. ANTONIO A. GAMBIA
MR. MICAH ALEJANDRA A. ACUÑA
MR. ROGWELYN A. LOZANO
MR. ARISTEDO G. DIMASACAT

WHEREAS, Paragraph (b), Section 7 of the Republic Act 9045 states that the Board has the authority to fix and adjust salaries of faculty members and administrative officials;

WHEREAS, the Board during their 31st Regular Meeting approved the hourly rate of honorarium for overload teaching through Res. No. 261, S. 2011;

WHEREAS, in consonance to limiting the maximum overload teaching for all to only six (6) hours within official time, there was a proposal to amend Res. No. 261, S. 2011, increasing the existing rate of honorarium for overload teaching;

WHEREAS, the President endorsed to the Executive Committee for discussion and after studying the financial implications, 70-80% of the Prime Hourly Teaching Rate (PHTR) prescribed by the DBM may be given by the University;

Res. No. 251, S. 2015

VP, Administration and External Affairs
VP, Finance and Resource Generation
BAC Chairman
Director, Project Management Office
Technical Staff
Technical Staff
Technical Staff
WHEREAS, the proposal suggests the following rate for overload teaching:

<table>
<thead>
<tr>
<th>Academic Rank</th>
<th>Proposed Rate</th>
<th>Undergraduate Programs</th>
<th>Graduate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>with Master’s</td>
<td>with Doctorate</td>
</tr>
<tr>
<td>Instructor</td>
<td>155.00</td>
<td>289.00</td>
<td>309.00</td>
</tr>
<tr>
<td>Assistant</td>
<td>202.00</td>
<td>377.00</td>
<td>404.00</td>
</tr>
<tr>
<td>Professor</td>
<td>287.00</td>
<td>534.00</td>
<td>572.00</td>
</tr>
<tr>
<td>Professor</td>
<td>439.00</td>
<td>817.00</td>
<td>876.00</td>
</tr>
</tbody>
</table>

WHEREAS, the proposal was presented to the Administrative and Academic Councils of the University and was approved through Res. No. 09-04, S. 2015;

WHEREAS, the same was presented to the Committee on Finance and was approved for endorsement to the Board through Res. No. 012, S. 2015;

WHEREAS, the Board during its 47th Regular Meeting accepted the endorsement of the Committee on Finance;

NOW, THEREFORE, in view of the foregoing premises, the Board approved, as it is hereby approved, the amendments to Board Res. No. 261, S. 2011, to increase the existing rate of honorarium for overload teaching subject to the overload teaching policy of the University.

APPROVED.

Certified Correct:

Prof. ENRICO M. DALANGIN
Board and University Secretary
EXCERPT FROM THE MINUTES OF THE FORTY-SEVENTH (47th) REGULAR MEETING OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS HELD AT THE EXECUTIVE LOUNGE, 4TH FLOOR, HEDC BUILDING, QUEZON CITY ON OCTOBER 27, 2015 AT 5:00 PM

PRESENT:

RON. ALEX B. BRILLANTES, JR. - Chairman
CIOED Commissioner
ORON. TIRSO A. RONQUILLO - Vice-Chairman
University President
Ron. PILAR JULIANA "PIA" S. CAYETANO - Member
Chairman, Senate Committee on Education, Arts and Culture
Represented by: Dr. Ramon Santos
Ron. ALEXANDER R. MADRIGAL - Member
Director, DOST R.O. IV
Ron. LUIS G. BANUA - Member
Director, NEDA, R.O.IV-A
Ron. CESARO V. ATENZA - Member
Alumni Regent
Ron. AGNES D. ARELLANO - Member
Faculty Regent
Ron. BRYAN S. CABREROS - Member
Student Regent
PROF. ENRICO M. DALANGIN - Head Secretary
Board and University Secretary

OTHERS PRESENT:

DR. JESSE A. MONTALBO - VP, Administration and External Affairs
ATTY. LUXURMINDA C. ROSALES - VP, Finance and Resource Generation
ATTY. REYNALDO V. VALDERRAMA - Director, Project Management Office
ENGR. ANTONIO A. GARRIDO - Technical Staff
MS. MARIA ALEJANDRA A. ACUAR - Technical Staff
MS. LOUIEVELYN A. ALDABA - Technical Staff
MS. ARISTEDA O. DIMASACAY - Technical Staff

Res. No. 254, S. 2015

WHEREAS, the BatStateU Board of Regents approved Res. No. A48, S. 2006, otherwise known as “Approving the Batangas State University Merit System”;

WHEREAS, in order to ensure proper implementation of the University Policy in allowing public servants to make full use of their potentials while still in the government service, the University President created a committee to review the BatStateU Merit System;

WHEREAS, the committee presented the evaluation and proposed revisions of the Merit System pursuant to CSC Memorandum Circular No. 6, S. 2012, NBC 461 S. 1998, CSC Memorandum Circular No. 1 S. 2012 and PASUC Guidelines for Accreditation of Full Professors to the Administrative and Academic Councils of the University and was approved through Res. No. 10-07, S. 2015;

WHEREAS, the proposal was presented to the Administrative and Academic Councils of the University and was approved through Res. No. 10-04, S. 2015;
WHEREAS, the same was presented to the Committee on Finance and was approved for endorsement to the Board through Res. No. 049, S. 2015;

WHEREAS, the Board during its 47th Regular Meeting accepted the endorsement of the Committee on Finance;

NOW, THEREFORE, in view of the foregoing premises, the Board approved, as it is hereby approved, the proposed amendments in the BatStateU Merit System.

APPROVED.

Certified Correct:

Prof. ENRICO M. DALANGIN
Board and University Secretary
GUIDELINES FOR THE CREATION OF INDUSTRY ADVISORY COUNCILS FOR ALL ACADEMIC PROGRAMS OF BATANGAS STATE UNIVERSITY

Rationale

In a globally competitive economy, internationalization is an increasingly important factor in the function of universities and other higher education institutions. Universities are confronted with mounting challenges as demand grows for a better qualified and more flexible workforce in a dynamically changing environment. Globalization and further expansion of the different economic regions require updated knowledge and new forms of professional expertise. The need for new competencies and capacity building becomes more crucial and areas of sustainable development where problems transcend national boundaries necessitate new forms of cooperation and strategies.

In view of these developments, accreditation agencies are now moving from process-based assessment to outcomes-based assessment. Academic programs are now required to set up objectives, determine ways to measure them, and demonstrate that the objectives are being reached and that their graduate possess the required skills. The shift to outcomes based assessment requires continuous improvement of programs.

The Batangas State University proposes the creation of an Industry Advisory Council for each program to ensure the participation of external stakeholders in the development of curriculum to respond to the expanding demands of the industries.

Benefits of the Creation of Industry Advisory Council (IAC)

The Council can assist the University in the development of graduates with needed competency and attributes to perform the following:

1. Identify, formulate and analyze academic problems to arrive at substantiated conclusions for the enrichment of the profession.
2. Conduct investigation of problems using research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of information to provide valid conclusions.
3. Create, select and apply appropriate techniques, resources, and modern tools to complex academic activities.
4. Apply reasoning informed by contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the practice of the profession.
5. Understand the impact of professional solutions in societal and environmental context and demonstrate knowledge of the need for sustainable development.
6. Apply ethical principles and commit to professional ethics and responsibilities.
7. Function effectively as an individual, and as a member or leader in diverse and multidisciplinary settings.
8. Communicate effectively with the community, such as being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
9. Demonstrate knowledge and understanding of management principles and apply these to one's own work and as a member or team leader in managing programs/projects in multidisciplinary environments.
10. Recognize the need for, and have the preparation and ability to engage in independent and life-long learning.

Composition of the Industry Advisory Council

An Industry Advisory Council is a team of external stakeholders for a particular academic program in the University. It consists of alumni, employers and representatives from an Accredited Professional Organization (APO) for board programs and from a national professional organization (NPO) for non-board programs. Alumni members are graduates of the program with at least supervisory position at the time of Council assignment while employers are managers or directors of industries/companies where a number of program alumni are employed. The Council shall also include two internal stakeholders from the program – one (1) faculty member and one (1) student.

The department managing the program shall be responsible for identifying and evaluating the nominees to the Council.

Colleges in different campuses offering the same program shall be clustered under one Industry Advisory Council. Extension campuses shall be represented by their alumni.

Qualifications of Council members:

Alumni (2)

1. Must have graduated from the program for at least 3 years
2. Holds at least a supervisory or managerial position in his/her current employment
3. Possesses good moral character and strong support to the University
4. Preferably assigned within the region in most of his working time

Employer

1. A company/industry/business/corporation employing many graduates of the program
2. Line of business is within the program’s area or field of specialization
3. Willing to send representatives who are graduates of the University on official travel during Council meetings and gatherings
4. Has active social responsibility programs and initiatives

APO

1. National organization/association of professionals in the identified areas of practice of the program duly accredited by the Professional Regulations Commission
2. Willing to send a representative (preferably one of its national officers) on official travel during Council meetings and gatherings
3. Has active social responsibility programs and initiatives

NPO

1. A national organization/association of professionals in the identified areas of practice of the program
2. Willing to send a representative (preferably one of its national officers) on official travel during Council meetings and gatherings
3. Has active social responsibility programs and initiatives

Duties of the Industry Advisory Council

The Industry Advisory Council shall perform the following duties:

- Assist the University in curriculum development
- Update the University with the trends, issues and emerging technologies in the industry to give prospective graduates the required competence in the actual workplace
- Meet twice annually to address the different concerns in the program or area they represent
- Support the University’s effort for Continuous Quality Improvement – a periodic feedback process for changing any aspect of a program
- Confirm that proposed program educational objectives reflect industry needs
- Provide general advice on curricular matters
- Provide advice on practical training for students
- Suggest suitable topics for faculty and student researches
- Discuss global trends in the practice of the program

Functions and Privileges of the Industry Advisory Council:

1. Elect a Council chairperson and assign the individual terms of reference
   - Note that the alumni member, the employer member and the National Program Organization (NPO) representative shall serve a two-year term of duty.
   - The elected chairman shall be responsible for the following:
     - act as committee spokesperson whenever needed
     - coordinate with the program chairman or department head on matters pertinent to committee decisions and recommendations

2. Attend a maximum of two meetings annually arranged by the department and mutually approved by all members

3. Participate in the development, review and monitoring processes of:
   a. Program educational objectives
   b. Student outcomes
   c. Curriculum
   d. On-the-job training/internship programs

4. Recommend plans and actions for continuous program improvement

5. Provide consultations and assistance to the department whenever necessary

6. Participate in University/departmental gatherings to provide opportunity for student-faculty-industry interactions

7. Propose suitable areas for faculty and student projects and researches

8. Advocate activities for extension and community service
Procedure for the Formation of the Industry Advisory Council:

1. The Department shall identify three potential alumni members and three industries/companies. Technically, there shall only be one APO/NPO. The contact details for each of these must be reviewed by the Dean/Vice President for Academic Affairs prior to submission to the University President.

2. The University President shall send letters of invitation and request approval from the respective HR manager/department head of the company/corporation/agency for the official participation of shortlisted alumni members.

3. The Vice President for Academic Affairs/Dean/Department Head/Program Coordinator shall provide clarifications and assistance whenever necessary during the waiting period.

Cost for the University

Each member of the IAC is entitled to a per diem of P2, 500.00 (standard rate for external member) per meeting and together with the internal stakeholders shall be provided with meals and snacks subject to auditing and accounting rules and regulations.
Dissertation/Thesis Requirements & Guidelines

The thesis or dissertation entails an in-depth study and an extensive investigation of a problem. It must show originality and should contribute to the existing field of knowledge, preferably in conformity with institutional goals, thrusts, and objectives, and should manifest the student's competence in research. A master's thesis/doctoral student who passes the required comprehensive examination advances to the thesis/dissertation stage, and shall be eligible to enroll in the appropriate thesis/dissertation course the following semester as a requisite to the thesis/dissertation proposal.

A. Topic Approval

1. A thesis/dissertation topic must be approved by the Thesis/Dissertation Topic Committee before actual research may be done.

2. A thesis/dissertation topic form (GS Form 1) must be filled out by the proponent. This form should be submitted to the College Dean for endorsement to the Thesis/Dissertation Topic Evaluation Committee.

2.1 The Thesis/Dissertation Topic Form should contain the following information:

a. Name of the Proponent
b. Program
c. Proposed Title/Topic
d. Background of the Study
e. General Objectives
f. Significance of the Study
g. Research Methodology

2.2 In the event that there are two or more topics proposed by one student, one form must be filled out for each of the proposed topics.

3. The Thesis/Dissertation Committee shall be composed of four (4) members as follows:

a. Vice President for Research, Development & Extension or Representative
b. The Dean of the College
c. Graduate School Coordinator/Program Chair
d. Faculty Expert

4. Expert faculty must have expert knowledge and experience within the subject or topic of the thesis/dissertation.

5. Once the members of the Thesis/Dissertation Topic Evaluation Committee have assessed the details of the topic proposal expressed in the Form, they will write their remarks (whether approved or not) or suggestions/comments on the same Form. They may convene should they see the need for a thorough discussion of the proposal. Otherwise, they will affix their signature to the Form.

6. Once the proponent has received the Thesis/Dissertation Topic Form duly signed by the members of the Thesis/Dissertation Topic Evaluation Committee, he/she shall now request for the appointment of a thesis/dissertation adviser.
B. Appointment of Adviser

Having an Adviser appointed to supervise one’s thesis/dissertation work is the initial step. The recommendation for the appointment of a particular Adviser must emanate from the department. In recommending the appointment of a particular Adviser for a student, the department shall be guided by the principle of matching the competence of the faculty with the student’s thesis/dissertation topic. The department, in consultation with the student, shall recommend to the Dean the appointment of a particular person to serve as the student’s Adviser, but it is the Dean who officially appoints the Adviser to a thesis/dissertation. The department is not precluded to hire the services of faculty from outside institution as the student’s Adviser when deemed necessary. A faculty from the department may be appointed as co-adviser. Following is the procedure for the appointment of a Thesis/Dissertation Adviser:

1. The student fills out an Adviser Request Form (GS Form 2);
2. The department chair or the department Graduate Program Coordinator, confers with the student about the student’s thesis/dissertation topic, and about possible persons to be appointed as Adviser;
3. The department chair or the department Graduate Program Coordinator, secures the approval of the person it will recommend to serve as the student’s Adviser, and the department chair submit to the Dean the recommendation of his/her formal appointment;
4. The Dean acts on the department’s recommendation;
5. The Office of the Graduate Program notifies the student of the decision of the Dean.

C. Duties and Responsibilities of Adviser

1. The Adviser is responsible for advising the student in the preparation of the thesis/dissertation. It is the function of the Adviser to supervise the preparation by the student of a complete initial draft of the manuscript.
2. The task includes guiding the student in the research entailed by the thesis/dissertation plan, making critical comments and suggestions on the manuscript drafts, and holding discussions and consultations with the student about how to improve or complete the manuscript.
3. It is the duty of the Adviser to make request for approval of the thesis/dissertation oral defense with the exact date, time, and venue.

D. The Proposal Defense

1. To schedule a thesis/dissertation proposal defense, the Adviser shall fill out and submit GS Form 3 (Request for Thesis/Dissertation Proposal Defense) to the Office of the Graduate Program. Within one week from the receipt of the request and upon approval by the Dean, the Office of the Graduate Program shall then formally set the date, time, and venue of the proposal defense.
2. If revisions in the thesis/dissertation are required by the proposal defense panel, the revised version should be submitted to the members of the proposal defense panel, through the adviser, not later that the end of the semester.
3. The One-Semester Rule will be applied that requires a period of one semester or eighteen (18) calendar weeks shall elapse from the date of the thesis/dissertation proposal defense to the date of the oral defense for the thesis/dissertation.
4. A student who will defend a thesis/dissertation proposal must have previously enrolled or be currently enrolled in the pertinent thesis/dissertation course.


1. Once the Adviser deems the manuscript satisfactory, the Adviser must request for approval of the thesis/dissertation oral defense with the exact date, time, and venue (GS Form 4). The composition of the defense panel is determined after
consultations among the Dean, Department Chair/Graduate Program Coordinator, faculty adviser and students. Following are the steps involved:

a. The Adviser confers with the student about a possible date, time, and venue for the oral defense;

b. The Adviser writes to the Dean thru Channels, at least a month before the requested defense date, formally requesting the scheduling of the oral defense and the appointment of the members of the panel.

c. Within 10 working days, and upon the approval of the Dean of the proposed schedule and constitution of the panel, the Office of the Graduate Program makes the official appointment of all members of the panel including external member (GS Form 5).

d. The submission of the thesis/dissertation drafts to all members of the panel including the Dean, is covered by the 15-Day Rule which states that: “At least fifteen (15) calendar days must elapse, from the date the members of the oral defense panel receive their copies of the thesis/dissertation, to the date of the oral defense.” The rule will ensure that all the members of the oral defense panel will have sufficient time to study the thesis/dissertation manuscript before the oral defense.

F. The Members of the Oral Defense Panel


The composition of the Thesis Oral Defense Panel is subject to the following university rule:

The Thesis Oral Defense Panel shall consist of four (4) full-time faculty members who are Master's degree holders except in meritorious cases. They shall be appointed by the Dean upon the recommendation of the appropriate bodies. The panel members must have relevant experience in writing a thesis or scholarly research paper. One member of the Oral Defense Panel must come from external institution.

2. Composition of Dissertation Oral Defense Panel

The composition of the Dissertation Oral Defense Panel is subject to the following university rule:

The Thesis Oral Defense Panel shall consist of five (5) full-time faculty members who are Doctoral degree holders except in meritorious cases. They shall be appointed by the Dean upon the recommendation of the appropriate bodies. The panel members must have relevant experience in writing a dissertation or scholarly research paper. One member of the Oral Defense Panel must come from external institution.

G. The Oral Defense

In conducting the oral defense, the Oral Defense Panel shall be chaired by any of its members. The selection of the chair for the oral defense shall be done by consensus before the oral defense begins. Following is the procedure for the conduct of the oral defense:

1. At the start of the session, the candidate is asked to present an overview of the thesis/dissertation;
2. The candidate is then questioned and examined by each member of the panel;
3. When the candidate has responded to all questions, and when no more questions are forthcoming from the panel members, he/she is asked to leave while the panel deliberates on the grade for the oral defense;
4. When the grade has been decided by the panel, each member signs on the Oral Defense Grade Sheet (GS Form 6) to be provided by the Office of the Graduate Program;
5. The candidate is then called back in, and formally notified of the decision of the panel.

H. Grades for the Oral Defense

The University mandates the following grades for the thesis/dissertation oral defense: Pass, Provisional Pass, and Fail. The interpretation of these grades as follows:

Pass:
(a) No panel member requires any major revisions; or,
(b) No more than one panel member requires minor revisions;

Provisional Pass:
(a) One member requires major revisions; or,
(b) At least two members require minor revisions;

Fail: Two or more members require major revisions.

A major revision is defined as one that: (a) requires a change in the conceptual framework of the thesis/dissertation; (b) involves a flaw in the research methodology of the paper; or (c) involves a logical error in the main argument of the paper. Thus, the grade of Fail is given whenever, in the judgment of at least two of the members of the oral defense panel, the revisions necessary to the thesis/dissertation are tantamount to requiring the manuscript to be rewritten and/or restructured in toto. The grade of Fail may also be given whenever, in the judgment of a panel member, the candidate was not able to defend the thesis/dissertation during the oral defense. A minor revision is one which does not require altering the conceptual or methodological thrust of the thesis/dissertation, or the fulfillment of which does not nullify the paper’s central argument. Typical minor revisions include the following: (a) correcting improper citations; (b) re-sequencing certain sections of the manuscript; (c) adding a small section of text (e.g., an Appendix) in order to further clarify the discussion.

The chair of the oral defense panel shall indicate in the Oral Defense Report/Approval Sheet (GS Form 6) the grade for the oral defense. All revisions required to the manuscript shall also be itemized on a separate sheet to be appended to the report and submitted to the Dean.

I. University Policy on the Grade of “Fail” in the Oral Examination

Students who fail in the oral defense shall submit to a second oral defense within one academic year after the first defense. Failure to retake the oral examination within the prescribed period or to pass the second oral defense disqualifies the student from his/her current Master’s or Doctoral program and from being admitted into other Master's or Doctoral programs offered by the same unit.

J. University Policy on Serving Refreshments During the Oral Defense

The serving of meals or refreshments by the candidate, right after an oral defense is not permitted by the university.

K. Revising and Submitting the Thesis/Dissertation

1. The Revision Process

A student who gets a grade of Provisional Pass, or a grade of Pass with one member of the panel requiring minor revisions, will need to revise the
thesis/dissertation before the manuscript is approved for final submission. If the grade is **Pass** with **minor revisions**, the student will have to submit the revised version of the thesis/dissertation to the member or members designated by the panel to supervise and approve the revisions. This designation is subject to the consensus of the members of the oral defense panel in their deliberation after the oral defense. Upon submission of the revised manuscript by the student, the panel reaches a decision on the acceptability of the manuscript within fourteen (14) days. After such decision of the acceptability of the manuscript (GS Form 7a- Approval for Binding), the student must submit five (5) bound copies to the Graduate Program Office within 30 days.

On the other hand, a student who gets a grade of **Provisional Pass** for the oral defense shall submit the full, revised version of the manuscript to all the members of the panel. Upon submission, each member of the panel shall sign the Approval for Binding Form (GS Form 7b). If the revisions required are categorized as major revisions, the panel shall reach a decision on the acceptability of the revised manuscript within two (2) months of their receipt of the manuscript. In cases when the panel requires a major revision of the thesis/dissertation, the candidate will be given up to the end of the following semester but within the maximum residence rule to finish the revision and re-submit the revised manuscript to the panel.

**L. Residency Requirement during Thesis/Dissertation Revision**

Graduate students engaged in revising their theses or dissertations should be in residence in the college until they submit the final copy of the thesis/dissertation either during the regular residency period or during the maximum residency period. Accordingly, students who go beyond or who expect to go beyond the regular residency period in revising the thesis or dissertation shall apply for extension of residency taking into consideration the maximum residence rule. This is a university policy monitored by the Office of the University Registrar.

**M. Schedule of Fees for the Proposal & Oral Defense**

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<tr>
<th></th>
<th>Master Proposal Defense Fee</th>
<th>Final Defense Fee</th>
<th>Doctoral Proposal Defense Fee</th>
<th>Final Defense Fee</th>
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</thead>
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<tr>
<td>Chairperson</td>
<td>P 1,500.00</td>
<td>P1,500.00</td>
<td>P2,000.00</td>
<td>P2,000.00</td>
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<tr>
<td>Members</td>
<td>P1,000.00 each</td>
<td>P1,000.00 each</td>
<td>P1,500.00</td>
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<tr>
<td>Adviser</td>
<td>P2,500.00</td>
<td>P2,500.00</td>
<td>P3,500.00</td>
<td>P3,500.00</td>
</tr>
<tr>
<td>External Member</td>
<td>P1,500.00</td>
<td>P1,500.00</td>
<td>P2,000.00</td>
<td>P2,000.00</td>
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<tr>
<td>Recording Secretary</td>
<td>P500.00</td>
<td>P500.00</td>
<td>P1,000.00</td>
<td>P1,000.00</td>
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</table>
Policies/Criteria on Hiring Lecturers in the Graduate School

CMO No. 46 Series 2012 – Policy Standard to Enhance Quality Assurance (QA) in Philippine Higher Education Through Outcomes-Based and Typology-Based QA and the CHED continuous challenges to strengthen tertiary education through the accreditation of courses and curricula are crucial to upgrade the quality of teaching and learning in the higher education institutions in the country, including getting ready for globalization. Regional Quality Assessment Team (RQUAT) is a body tasked by CHED to inspect and evaluate schools and their curricular offerings and recommend to CHED if they should be given recognition and compliance certificate in the operation of both undergraduate and graduate programs. In compliance to this requirement and to insure quality assurance in teaching and learning in the operation of graduate programs, Batangas State University sees to it that only qualified and competent faculty members are assigned to teach courses in the graduate school within their line of expertise. The faculty is assessed primarily based on the professional qualifications of its members such as relevant degrees or licenses earned and relevant work experiences in their areas of specialization. These indicators fall both under faculty qualifications upon entry and competence or expertise developed as a faculty. Faculty competence includes observed expertise in teaching, research, and practice. Hence, to ensure quality teaching and learning in the graduate school the following requirements must be met in selecting and hiring faculty.

1. The minimum number and qualifications of lecturers are clearly articulated in the CMO’s for graduate programs.

2. Only full-fledged doctor’s degree holder with adequate experiences and exposures relevant to his work are assigned to teach courses in the doctoral programs.

3. Lecturers with at least master’s degree and adequate experiences and exposures relevant to their work are assigned to courses in the master’s programs.

4. Lecturers with specialized skills may be assigned to teach in the master’s level courses that require demonstration of technical knowledge and expertise.

5. The services of highly qualified lecturers from the industry are sought as Industrial Lecturer in special courses that need industry applications to enrich students learning experiences. Lecturers from the industry should have at least a master’s degree or a minimum three-year supervisory/managerial experience and exposures to practical industry environment whose works are relevant to the subjects being offered by the graduate school.

6. The academic rank of lecturers in the graduate school must be at least Assistant Professor except in meritorious cases.
7. Lecturers (except those who are considered Industrial Lecturer) should undergo FSB screening before being given teaching load, hence, application of prospective applicant should be addressed to the President and endorse to the Human Resource Office for evaluation.

8. Classifications of Lecturers (except those who are considered Industrial Lecturer) shall be based on NBC 461 evaluation. Salaries will be based on the approved rate of the university.
EXCERPT FROM THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON OCTOBER 30, 2015, 8:00 AM AT THE LECTURE ROOM, INTERNATIONAL AFFAIRS OFFICE, CITE BUILDING, GPB MAIN CAMPUS I, BATANGAS CITY

RESOLUTION NO 10-15, S.2015
APPROVING THE POLICIES/Criteria ON HIRING LECTURERS IN THE GRADUATE SCHOOL

WHEREAS, a Committee on the Selection of Lecturers in the Graduate School was created by the University President by virtue of Memorandum No. 310, s. 2015;

WHEREAS, a proposal for the policies/criteria on hiring lecturers in the Graduate School was presented by the Director for Administration before the members of the Academic Council during its meeting on October 30, 2015 for approval, to wit:

1. The minimum number and qualifications of lecturers are clearly articulated in the CMO’s for graduate programs;

2. Only full-pledged doctor’s degree holder with adequate experiences and exposures relevant to his work are assigned to teach courses in the doctoral programs;

3. Lecturers with at least master’s degree and adequate experiences and exposures relevant to their work are assigned to courses in the master’s programs;

4. Lecturers with specialized skills may be assigned to teach in the master’s level courses that require demonstration of technical knowledge and expertise;

5. The services of highly qualified lecturers from the industry are sought as Industrial Lecturer in special courses that need industry applications to enrich students learning experiences. Lecturers from the industry should have at least a master’s degree or a minimum three-year supervisory/managerial experience and exposures to practical industry environment whose works are relevant to the subjects being offered by the graduate school;

6. The academic rank of lecturers in the graduate school must be at least Assistant Professor except in meritorious cases;

7. Lecturers (except those who are considered Industrial Lecturer) should undergo FSB screening before being given teaching load, hence, application of prospective applicant should be addressed to the President and endorse to the Human Resource Office for evaluation;

8. Classifications of Lecturers (except those who are considered Industrial Lecturer) shall be based on NBC 461 evaluation. Salaries will be based on the approved rate of the university;

WHEREAS, after careful discussion and deliberation by the body, the Academic Council of the University resolved to approve the proposed policies/criteria on hiring lecturers in the Graduate School.
EXCERPT FROM THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON OCTOBER 30, 2015, 8:00 AM AT THE LECTURE ROOM, INTERNATIONAL AFFAIRS OFFICE, CITE BUILDING, GPB MAIN CAMPUS I, BATANGAS CITY

NOW THEREFORE, BE IT RESOLVED, that the members of the Academic Council of the University, with substantial purpose pursuant to the terms and provisions for the considerations provided, approved as it is hereby approved the proposed policies/criteria on hiring lecturers in the Graduate School.

APPROVED.

Certified Correct:

ENRICO M. DALANGIN
Board and University Secretary
Head Secretariat - Academic Council
GUIDELINES ON THE APPROVAL OF REQUESTS AND FUND ALLOCATION FOR ATTENDANCE TO SEMINARS, CONFERENCES, CONVENTIONS, LAKBAY-ARAL, TEAM-BUILDING ACTIVITIES AND IN-HOUSE TRAINING

Coverage. These guidelines shall apply to all requests to attend seminars, conferences, conventions, educational tours and team-building activities held outside the University but within the Philippines as provided in the approved Investment Plan. These apply only to employees and to non-designated faculty members. Designated faculty members refer to those designated by the University President.

Objectives. It shall be the objective of these guidelines to give the faculty members and staff equal opportunity to attend seminars, conferences, and conventions. It also aims to ensure that the utilization of University fund for training and development will give the institution the maximum benefit possible.

Definition of Terms. For purposes of these guidelines, the following terms shall be understood to mean as:

- **Conference** is a meeting of people that confer about a topic usually for the purpose of pursuing a common objective or goal in a particular field such as academics, business, cultural affairs or athletics.
- **Convention** is a meeting or formal assembly of representatives or delegates, for discussion of and action on particular matters of common concern
- **Seminar** is any form of academic or non-academic discussion on a particular subject conducted by a renowned thinker or lecturer which is usually offered by an academic, commercial or professional organization.

Invitations to Attend. All invitations to the University to send faculty members and employees to a seminar, conference or convention should be directly addressed to the University President by the inviting institution or organization. However, in case the invitation was sent directly to the Directors, Deans, Executive Directors or Vice Presidents, the same should be forwarded to the Office of the President at least fifteen (15) working days before the conduct of the conference/convention.

No faculty member or employee shall attend a seminar, conference or convention on official business unless a request to attend the same is made, and duly approved by the University President or other authorized officials.

Approval of Request. The approval of requests to attend seminars, conferences and conventions shall be subject to the following general guidelines:

1. No request to attend shall be received by the approving authority unless it has been endorsed by the proper immediate supervisor and recommended for approval by the Executive Director and Vice President/s concerned.
2. The immediate supervisors should provide equal opportunity to subordinates to attend seminars. Hence, endorsements by the immediate supervisor should always be based on the need of the college/department/office, the need of the faculty member/employee, and the benefits that the University will derive therefrom.

3. Only attendance to seminars which are related to the functions and specialization of the requesting party and relevant to the mandates of the University shall be approved except when other significant benefits may be derived from such attendance as determined by the approving authority.

4. Faculty members and employees who would like to attend seminars which are related to their functions or field of specialization at their own expense may be allowed to attend on official time, subject to evaluation of the approving authority.

5. Faculty members or employees invited by an external agency to serve as resource speaker/facilitator in a seminar or convention may be allowed only on official time. Expenses shall be shouldered by the sponsoring agency.

Procedure. The procedure herein provided shall be observed in requesting and approving requests to attend seminars, conferences and conventions:

1. A letter/invitation shall be sent by the sponsoring institution/organization to the University President.

2. The University President shall endorse the invitation to the proper college/department/office for the selection and recommendation of possible attendee/s.

3. The college/department/office shall endorse the attendee/s to the University President for approval through an application form to be prepared for this purpose. The immediate supervisor endorsing the possible attendee/s should state in the nomination letter the following:
   a. name of the attendee/s;
   b. justifications for choosing the faculty member or employee (i.e. need of the department, need of the faculty and the benefits that the University will receive);
   c. agreement with the faculty such as his/her counterpart and/or the commitment to echo whatever will be learned from the seminar;
   d. approximate amount of expenses of the attendance to the seminar;
   e. fund source.

4. All endorsements shall be addressed to the University President and recommended by the concerned Vice President/s.

5. To ensure that equal opportunities are extended to faculty members and employees, the endorsement should be noted by the concerned Executive Director.
6. The immediate supervisor shall ensure that no member of the faculty or staff shall repeatedly attend seminars which are of the same subject, relevance and advantage.

7. In case of conventions and conferences where the sponsor is an organization to which a faculty member or employee of the University is either an officer permanent member, officer, assigned coordinator or focal person, and where attendance to the said activity will give significant advantage to the University, the said faculty member or employee may be allowed to attend.

8. The Deans and Directors shall submit a monthly report to the HRMO specifying the attendance of the faculty/employees under their direct supervision to seminars and conferences. The following information should be part of the report:
   8.1 title of the seminar;
   8.2 name of attendee/s;
   8.3 date and venue of the seminar;
   8.4 sponsoring agency;
   8.5 expenses incurred by the University; and
   8.6 fund source.

9. The HRMO shall maintain a database of the seminars attended by the faculty members and employees. The Faculty Training and Development Committee, with the HRMO as its Secretariat, shall convene at least once every semester to assess and evaluate the attendance of faculty to seminars and conventions.

Responsibilities of Attendee/s. Immediately upon return from the seminar, conference or convention the following are the duties of the attendee/s:

1. Submit a narrative report of the activity attended following the format provided in Annex B or Annex C;
2. Conduct a seminar with co-faculty or co-employees for purposes of echoing what has been learned from the seminar, conference and convention
3. Liquidate the cash advance and attach the necessary documentary requirements.

Failure to comply with the abovementioned shall be ground for denial of future requests to attend similar activities.

Fund Allocation

1. Attendance to Seminars, Conferences and Conventions and Forums
   1.1 The annual fund allotment for each faculty member is P10,000.00 regardless of employment status;
   1.2 A faculty member/employee may attend several seminars in her/his field of specialization provided that the total cost shall not exceed P10,000.00 per annum or academic year.

2. Lakbay Aral
   2.1 Each faculty member/employee with permanent, temporary or contractual status shall be entitled to a maximum of P2,500 subsidy
allowable by law, inclusive of the actual cost of transportation, for three (3) days and two (2) nights provided that the University/ies identified for benchmarking have attained higher accreditation levels than Batangas State University in the program/s to be visited;

2.2 Expenses in excess of the allowed subsidy shall be shouldered by the faculty member/employee.

3. Team Building

3.1 Each faculty member/employee shall be entitled to a maximum of P1,700 subsidy allowable by law, inclusive of the actual cost of transportation, for the conduct activities in a venue that is more than 50 km away from the campus of origin.

3.2 Expenses in excess of the allowed subsidy shall be shouldered by the faculty member/employee.

4. In-House Training

All expenses shall be shouldered by the University.

5. Other requirements

5.1 All expenses are subject to availability of funds and to the usual auditing and accounting rules and regulations.

5.2 A narrative report must be submitted for every seminar, conference, and convention attended, and for Lakbay Aral and team building activities conducted.

5.3 Expenses for Lakbay Aral and Team Building activities shall be deducted from the P10,000 annual fund allotment of each participating faculty/employee.
ANNEX A

APPLICATION FORM FOR ATTENDANCE TO SEMINAR / CONFERENCE / CONVENTION

I. Personal Profile

Name of Applicant: ____________________________
Academic Rank: ____________________________
College / Department / Office: ____________________________
Field of Specialization: ____________________________
Employment Status: ____________________________
Campus: ____________________________
No. of Years in the University: ____________________________

II. Details of the Seminar / Conference / Convention to be attended

Name of the Conference: ____________________________
Venue of the Conference: ____________________________
Conference Date(s): ____________________________
Conference Theme: ____________________________
Name and Address of Sponsoring Organization / Institution:
___________________________________________________
___________________________________________________
Website: ____________________________ Email Address: ____________________________

Nature of Request (Pls. check the option that applies.):

☐ Official Business  ☐ Official Time

Nature of Participation (Pls. check the option that applies.):

☐ Participant  ☐ Officer  ☐ Permanent Member  ☐ Facilitator  ☐ Resource Speaker
☐ Others (please specify): ____________________________

III. Details of the assistance to be requested from the University

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Registration</td>
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<tr>
<td>Inclusions:</td>
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<tr>
<td>Transportation</td>
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<td>Accommodation</td>
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<td>Incidental Expenses</td>
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<tr>
<td>Please specify:</td>
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</tbody>
</table>
I hereby declare that all the details in this application form are accurate. I have not hidden any relevant information as must be necessarily brought to the attention of the University. I will satisfy all the terms and conditions prescribed in the guidelines of the University for attendance to seminars/conferences/conventions.

Signed:

___________________________________    ____________ ________________
Signature over Printed Name of Applicants          Date

Noted:

College Dean                                      Executive Director

Vice President for ______________
ANNEX B

FORMAT - NARRATIVE REPORT (SEMINAR / CONFERENCE / CONVENTION)

I. Background of the Seminar / Conference / Convention
   i. Title of the Seminar / Conference / Convention
   ii. Sponsor of Host Institution / Agency
   iii. Venue and Date
   iv. Objectives
   v. General Participants
   vi. BatStateU Participants

II. Program and Highlights of Activities
   i. Brief Overview of the Seminar / Conference / Convention
      Speakers, their profile and highlights of their discussion
   ii. BatStateU participants’ level / nature of participation

III. Implications to Professional Development and Support to the University
   i. Contribution to Attendees’ Professional Development
      i.1 in relation to their specific discipline
      i.2 in relation to the nature of their work
   ii. Action Plan to Re-echo / Cascade Learning and Skills Acquired

IV. Plan of Action on the cascading of competencies acquired, with focus on:
   i. timetable for the conduct of re-echo
   ii. contribution to professional development of colleagues
   iii. contribution to the University in general

Prepared by:

Attendee/s

Noted:

Program Chair                      College Dean
ANNEX C

FORMAT - NARRATIVE REPORT (MEETINGS SPONSORED BY EXTERNAL AGENCIES)

I. Background of the Meeting
   i. Title / Nature of the Meeting
   ii. Sponsor or Host Institution / Agency
   iii. Venue and Date
   iv. Objectives
   v. General Attendees
   vi. BatStateU Attendees

II. Agenda and Highlights of Discussion
   i. Brief Overview of the Meeting
   ii. Specific Agenda
   iii. Main Facilitator(s)
   iv. Highlights of the Discussion
   v. BatStateU Attendees’ Level / Nature of Participation

III. Future Action
   i. Outputs, Resolutions and Future Actions agreed upon in the Meeting
   ii. Information on Follow-up Meeting (if necessary)

Prepared by:

Attendee/s

Noted:

Program Chair  College Dean
POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND FIELD TRIPS OF COLLEGES AND GRADUATE STUDENTS

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

CHED Memorandum Order
No. 17
Series of 2012

SUBJECT: POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND FIELD TRIPS OF COLLEGE AND GRADUATE STUDENTS

In accordance with the pertinent provisions of Batas Pambansa Blg. 222, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1984, provisions in the Constitution which states that "The State shall exercise reasonable supervision over all higher education institutions", and pursuant to Commission on Higher Education Resolution No. 122-2012 dated June 11, 2012, the following the policies and guidelines and procedures are hereby adopted:

ARTICLE I
STATEMENT OF POLICIES

Section 1. It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education's contribution to boost tourism and generate more employment is recognized towards the attainment of the goals of human development.

Section 2. It is also the policy of the state to continuously promote the law to restrain certain acts of public officials and private persons alike which constitute graft or corrupt practices or which may lead thereto.

ARTICLE II
COVERAGE

Section 3. These policies and guidelines shall cover the educational tours and/or field trips in the Philippines duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students and the faculty duly authorized by the concerned HEI to handle educational tours and/or field trips. Other trips to be conducted after the student has graduated are not covered by these policies and guidelines.

Section 4. For purposes of this CHED, the terms below are defined as follows:

Educational Tour- an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip;
Field Trip— an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.

ARTICLE III
OBJECTIVES

Section 3. These set of policies and guidelines aims to rationalize the Conduct of Educational Tours and/or Field Trips among Higher Education Institutions (HEIs) in order to:

5.1. provide access to efficient and interactive learning of students through meaningful educational tours and/or field trips as required in their program requirement embedded in the approved curriculum; and

5.2. ensure that all Higher Education Institutions provide quality educational tours and/or field trips relevant to the acquisition of the necessary knowledge, skills, and values for student welfare and development.

ARTICLE IV
ACADEME-INDUSTRY LINKAGE

Section 5. Educational Tours and Field trips in general are part of the curriculum enhancement, hence, broadens the students’ learning opportunities and a feel of the real world, and therefore serves as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

ARTICLE V
STUDENTS

Section 7. Higher education students are considered as young adults, thus they shall assess their capability to undertake such educational tours and/or field trips. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given educational tours and/or field trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

Section 8. For students who cannot join the educational tours and/or field trips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

Section 9. For students undergoing internship, practicum or on-the-job training program, the same shall be governed by CHED Memorandum Order No. 23 s. 2003 “Guidelines for Student Internship Program in the Philippines (SIPP) for all programs with practicum subject. Educational tours and field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.
ARTICLE VI
DESTINATION

Section 10. As much as practicable, destination of educational tours and/or field trips should be near the concerned HEI in order to minimize cost. Be guided by CMU 11, s. 1997 for the places where they should visit among others, the registered museums, cultural sites and landmarks which should be in line with the objectives of the educational tours and/or field trips.

Section 11. When the educational tours and/or field trips require additional cost on the part of students, prior consultation with concerned students shall be undertaken as much as possible. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of Freshmen before the start of classes, including the details of the educational tours and/or field trips.

Section 12. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with appropriate clearance from the concerned governmental and non-governmental offices shall be secured before the scheduled dates of the educational tours and/or field trips.

ARTICLE VII
ROLES OF THE HIGHER EDUCATION INSTITUTIONS

Section 13. HEI shall implement the appropriate educational tours and/or field trips in accordance with the specific degree program requirement.

Section 14. Briefing and debriefing program shall be undertaken by the concerned HEI before and/or after the educational tours and field trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians if the student is a minor. Also, Risk Assessment Procedures for educational tours and/or field trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit the parent’s and/or guardians consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal.

Section 15. As part of the Curriculum/course, a Prototype Observation Guide during educational tours and/or field trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system.

Section 16. HEIs shall inform the CHEDROs on the nature of the educational tours and/or field trips to include purpose, schedule, destinations, cost and submit a report on the matter to the CHED Regional Offices concerned at least one month before the opening of classes for every academic year. HEI’s report should include among others the filled-in undertaking form that the field trip is not
conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of educational tours and/or field trips. In turn, all CHEDROCs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Services).

Section 17. In the event that tour guides will be utilized, only accredited Tour Operators and Tour Guides from the Department of Tourism shall be engaged by the HEIs. To ensure quality and professional conduct of tours, only travel and tour operators and tour guides accredited by the Department of Tourism should be engaged by the HEIs (a list of DOT-accredited tourism enterprises can be obtained from the DOT Main & Regional Offices).

Section 18. Security of the students should be the foremost responsibility of the higher education institutions concerned. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of educational tours and/or field trips.

Section 19. HEI guidelines for educational tours and/or field trips or on-the-job training shall be written in their students handbook, and copies of the same shall be given to students and displayed in conspicuous places for their students’ guidance and reference.

Section 20. It shall be unlawful for an HEI employee to personally profit from an educational tours and/or field trips. HEI employees who violates this section may be terminated for Grave Misconduct.

Section 21. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

ARTICLE VIII
FUNDING

Section 22. Prior consultation including the manner, time and duration of the educational tours and/or field trips shall be done by the concerned HEIs with the concerned students and stakeholders. If the educational tours and/or field trip is included in the internship, this shall be fully explained to the concerned students. Enclosed is Annex A for the checklist of requirements.

ARTICLE IX
SANCTIONS

Section 23. In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission on Higher Education may, upon the recommendation of the Regional Offices and CHED Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of Higher Education Institutions.
Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

1st Offense, a written warning;
2nd Offense, suspension from conducting educational tours and field trips for a period of time as determined by the Commission on Banks, and
3rd Offense,
  - disapprove the application for other school fees increase and introduction of new fees of HEIs;
  - administrative and criminal charges against it and/or its responsible officers under existing laws;
  - imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

ARTICLE X
REPEALING CLAUSE

Section 24. CHED Memorandum Order No. 11 s. 2007 “Enjoining all HEIs in the Country to Make it a Rule as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and outdents for Studies and Researches is hereby amended. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

ARTICLE XI
EFFECTIVITY

Section 25. These guidelines shall take effect 15 days after publication in newspaper of general circulation and shall be observed by all HEIs starting AY 2012-2013 and shall remain in force and effect until revoked or amended.

Issued this 5th day of July 2012 in Cebu City.

[Signature]

PATRICIA B. LIGUANAN, Ph.D.
Chairperson
# Checklist of Requirements

**For OMO No. 17: Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students**

<table>
<thead>
<tr>
<th>A. Before the Educational Visit or Field Trip</th>
<th>Complied Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Included in the curriculum</td>
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<tr>
<td>- Corresponding unit credits and leave</td>
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<td></td>
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<tr>
<td>attachment whether whether lecture or</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>laboratory hours</td>
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<tr>
<td>- Specific course title and unit credits</td>
<td></td>
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</tbody>
</table>

| 2. Guidelines of concerned HEI included in the student’s handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen |            |    |         |
|                                                                                       |            |    |         |
| - Updated Guidelines of concerned HEI included in the student’s handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen |            |    |         |
| - Outline of Assessment Report to be filed in by the concerned faculty and students. |            |    |         |

<table>
<thead>
<tr>
<th>3. Faculty-in-charge</th>
<th>Complied Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Present designation</td>
<td></td>
<td></td>
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<tr>
<td>6. with letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the educational tours and field trips</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Advanced and properly coordinated with the Local Government and other concerned non-government offices</th>
<th>Complied Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced and properly coordinated with the Local Government and other concerned non-government offices with letter received by the sending HEI and acknowledged/approved by LGUs/NGOs</td>
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<tr>
<td>No.</td>
<td>Requirement</td>
<td>Description</td>
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<td>-----------------------------------------------------------------------------</td>
<td></td>
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<tr>
<td>1.</td>
<td>Consultation conducted to concerned students, faculty and</td>
<td>Consultation conducted to concerned students, faculty and stakeholders with</td>
<td></td>
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<tr>
<td></td>
<td>stakeholders.</td>
<td>attached minutes of consultation and attendee's signature</td>
<td></td>
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<tr>
<td>2.</td>
<td>Destination chosen, considering cost and benefit</td>
<td>Destination chosen, considering cost and benefit requirements, safety, and</td>
<td></td>
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<tr>
<td></td>
<td>requirements.</td>
<td>relevance with the subject matter</td>
<td></td>
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<tr>
<td>3.</td>
<td>Fund and other resources properly secured</td>
<td>Fund and other resources properly secured</td>
<td></td>
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<tr>
<td>4.</td>
<td>Briefing to concerned faculty and students</td>
<td>Briefing to concerned faculty and students and provide the needed info</td>
<td></td>
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<td></td>
<td></td>
<td>materials</td>
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<td>5.</td>
<td>Written plans submitted to Hals</td>
<td>Written plans by the accredited travel agency (if appropriate) with attached</td>
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<td></td>
<td></td>
<td>Gala Chart duty-approved by the HEI</td>
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<td>Copy of the itinerary and Travel Agency's or Tour Operator's</td>
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<td></td>
<td></td>
<td>Accreditation Certificate issued by DOT</td>
<td></td>
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<tr>
<td>6.</td>
<td>Insurance for students, faculty, and other concerned</td>
<td>Individual or group insurance for students, faculty, and other concerned</td>
<td></td>
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<tr>
<td></td>
<td>stakeholders.</td>
<td>stakeholders</td>
<td></td>
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<tr>
<td>7.</td>
<td>Format of Learning journals given to students</td>
<td>Standard Format of Learning journals given to students</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Announcement to students, faculty and parents</td>
<td>Announcement to students, faculty and parents made one (1) to two (2)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>months before the scheduled date of educational trip</td>
<td></td>
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<tr>
<td>9.</td>
<td>Risk Assessment plans in place</td>
<td>Risk Assessment plans and preventive measures given to students and</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>stakeholders</td>
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<tr>
<td>14. Medical clearance of students</td>
<td>Medical clearance of students and medical aid kits are provided</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Medical clearance duly signed by the Parent or Physician or Monitor</td>
<td></td>
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<tr>
<td>15. schedule of fees (including its details)</td>
<td>Written schedule of fees disseminated to concerned stakeholders.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 16 Paren
guardian consent duty-registered be required before the educational tour or field trip | Duty statement memorandum submitted before the activity |   |
|   |   |   |
| G. During the Educational Visit or Field Trip |   |   |
|   |   |   |
| 1. Security of the students | Concerned parents or guardians were properly informed of the HIEI guidelines on the conduct of educational tours and/or field trips |   |
|   |   |   |
| 2. Proper implementation of educational visit or field trip | Program of activities submitted to principal or activity chairperson on the most pressing |   |
|   |   |   |
| 3. Properly coordinated with concerned LGU and/or government or non-government office | Letter or MOA stating the coordination with concerned LGUs or NGOs |   |
|   |   |   |
| G. After the Educational Visit or Field Trip |   |   |
|   |   |   |
| 1. Conducted Debriefing program including among others reflection of the learning experiences duly documented in the learning journal | Debriefing of Debriefing Program |   |
|   |   |   |
| 2. Assessment report by faculty and submitted including details of amount expended | Assessment report by faculty and submitted including details of amount expended to be submitted to CHED. |   |
|   |   |   |
| 3. Assessment report by students and students concerned | Assessment report by students submitted to concerned fili |   |

Prepared by: ___________________________

Reviewed by: ___________________________
ADMISSION, REQUIREMENTS AND PROCEDURES
FOR FOREIGN STUDENTS

I. GENERAL REQUIREMENTS

A. Bachelors Degree

A foreign applicant who graduated from a high school abroad and has not enrolled in college may be admitted to the University provided that the following requirements are met: (1) completed secondary education from his country; (2) passing rate in a college-qualifying national or international foreign-administered examination such as General Certificate of Education (GCE) and the Scholastic Aptitude Test (SAT) or equivalent examination:

- GCE: 3 ordinary level passes and 2 advanced level passes
- SAT: minimum total score of 1200 in Critical Reading (Verbal) and Math
- International Baccalaureate (IB) Diploma

B. Masters and Doctoral Degree

A foreign applicant who has completed his bachelors degree may be admitted to the masters program while an applicant who has completed masters degree may be admitted to the doctoral program provided that: (1) the academic requirements for the graduate degree applying for were met and (2) passed the required English Proficiency Test.

C. English Proficiency Test

Applicants whose native language or whose medium of instruction is not English are required to have a minimum score of 46-59 iBT (and its equivalent PBT) in the Test of English as a Foreign Language (TOEFL) and 5.5 iBT (and its equivalent PBT) in the International English Language Testing System (IELTS). Applicants must request that a copy of his scores be sent to the Office of the University Registrar, Batangas State University, GPB Main Campus I, Rizal Ave., Batangas City, 4200, Philippines.

Applicants who did not pass the TOEFL and IELTS requirements will undergo the Intensive English Language Program administered by the English Department.

D. BatStateU Admission Test

A bachelor's degree applicant who fails to satisfy the required foreign-administered examination described Item I.A shall take the BatStateU Admission Test.

Applicants who are required to take the BatStateU Admission Test are advised to apply for examination two months prior to the beginning of a particular semester. The university has two (2) semesters and one (1) summer in an academic year. The first semester is from June to October while second semester is from November to March. Summer classes are from April to May. Special Admission test may be given upon request. The BatStateU Admission Test fees are located at the Schedule of Fees section.
Test consists of subtests in English, Mathematics, Science and Abstract Reasoning.

E. Filipino Applicants from Abroad

Filipinos who graduated from schools abroad applying for (bachelors, masters and doctoral) admission to the University must also satisfy the same requirements as those for foreign students.

F. Application for Deferment of Enrollment

A qualified applicant who, for a valid reason, cannot enroll in the semester originally applied for may apply for deferment in the succeeding semester by writing to the University Registrar. Such applicant must not have taken any academic college subject prior to enrolment.

G. Transfer Students From Other Universities and Colleges

Applicants who previously enrolled in other universities and colleges may be allowed to transfer to the University provided that all necessary general requirements specified in Section I.A to I.D are fulfilled together with the following:

1. Accomplished Foreign Students Admission Application Form
2. Original Transcript of Records with equivalent grading system from the university last attended
3. Original copy of Commission on Higher Education (CHED) Clearance
4. Honorable dismissal from the institution last attended or release letter from previous institution or university
5. Reference or recommendation letter (applicable to graduate school applicants only)
6. Photocopy of passport (bio-page and latest visa)
7. Certificate of birth

II. CHECKLIST OF REQUIREMENTS TO BE SUBMITTED

1. Accomplished admission foreign students application form. Applicants may download the form online at www.batstate-u.edu.ph
2. A non-refundable application fee of Php 300 for resident foreign students and US$20 for non-resident foreign students in cash, money order, cashier’s or manager’s check payable to Batangas State University
3. Upper secondary school certificate with a grade equivalent issued by the Department of Education of the country origin (if freshman) or TOR with equivalent grading system (if transferee)
4. For applicants in the graduate school, official transcript of records (1 official transcript of records and 3 xerox copies) from schools or universities last attended and duly authenticated by the Philippine Foreign Service Post located in the student applicant’s country of origin or legal residence and official examination certificates (certified English translations of documents must also be submitted), if any (duly designated authorities in the country of origin of the applicant shall authenticate the photocopied documents)
5. Notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student’s accommodation and subsistence as well as school dues and other incidental expenses (proof of financial capability)
6. Photocopy of the student’s passport datapage showing the date and the place of birth
7. Photocopy of birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post
8. Authentication from Consular Section of the Embassy of the Philippines in the country of origin
9. Certificate of Good Moral Character from the country of origin
10. Clearance issued by the national (or federal, whichever is applicable) police authorities in the student's country of origin or legal residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place
11. Medical health certificate issued by an authorized physician (from country of origin) including but not limited to chest x-ray, HIV and Hepatitis B clearance and drug test
12. Official TOEFL or IELTS results

**Documents and credentials required for admission become the property of Batangas State University. They will not be returned to the applicant. Applicants (if accepted for admission) are urged to apply four months prior to the beginning of a semester or summer to give them ample time in securing their documents.**

### III. SCHEDULE OF FEES

The fee for examination of applicants (bachelors) is PhP 1,800 (or its US dollar equivalent). For graduate students, the application fee is PhP 2,000 (or its US dollar equivalent).

If an applicant gets accepted, he will pay the tuition fees and miscellaneous fees which are as follows:

#### A. Bachelor's

**Regular Semester (First and Second Semesters)**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount (PhP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fee</td>
<td>250.00 per unit</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>260</td>
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<tr>
<td>Library fee</td>
<td>622</td>
</tr>
<tr>
<td>Athletic fee</td>
<td>380</td>
</tr>
<tr>
<td>Publication fee</td>
<td>380</td>
</tr>
<tr>
<td>Medical and dental fee</td>
<td>380</td>
</tr>
<tr>
<td>Laboratory fee</td>
<td>751</td>
</tr>
<tr>
<td>NSTP</td>
<td>375</td>
</tr>
<tr>
<td>ID (one-time fee)</td>
<td>235</td>
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<tr>
<td>Anti-TB</td>
<td>15</td>
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<tr>
<td>SCUAA</td>
<td>130</td>
</tr>
<tr>
<td>Cultural fee</td>
<td>173</td>
</tr>
<tr>
<td>Security fee</td>
<td>173</td>
</tr>
<tr>
<td>HEMF/unit</td>
<td>86/unit</td>
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<tr>
<td>Internet</td>
<td>300</td>
</tr>
<tr>
<td>SSC</td>
<td>25</td>
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<tr>
<td>Insurance</td>
<td>55</td>
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</tbody>
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2 All fees are subject to change
### Summer

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount (PhP)</th>
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<tbody>
<tr>
<td>Tuition fee</td>
<td>250.00 per unit</td>
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<td>Miscellaneous</td>
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<tr>
<td>Registration</td>
<td>260</td>
</tr>
<tr>
<td>Library fee</td>
<td>622</td>
</tr>
<tr>
<td>Medical and dental fee</td>
<td>380</td>
</tr>
<tr>
<td>Guidance fee</td>
<td>260</td>
</tr>
<tr>
<td>Non-Resident fee</td>
<td>10,000.00</td>
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### On-the-job Training

<table>
<thead>
<tr>
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<tbody>
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<td>Registration</td>
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<tr>
<td>RLEF</td>
<td>500</td>
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<td>SSC</td>
<td>25</td>
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<tr>
<td>Non-resident fee</td>
<td>10,000.00</td>
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### Graduate Program (Masters and Doctoral)

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<th>Particulars</th>
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<td>Miscellaneous</td>
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<td>Registration fee</td>
<td>380</td>
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<tr>
<td>Library fee</td>
<td>751</td>
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<td>Journal fee</td>
<td>751</td>
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<td>ID</td>
<td>235</td>
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<tr>
<td>Medical and dental fee</td>
<td>547.20</td>
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<tr>
<td>Graduate development</td>
<td>86/unit</td>
</tr>
<tr>
<td>Non-Resident fee</td>
<td>20,000.00</td>
</tr>
</tbody>
</table>

### Intensive English Language Proficiency Course

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount (PhP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program fee (60 hours)</td>
<td>27,000 (plus 10% administrative cost)</td>
</tr>
</tbody>
</table>

### B. Estimated Personal Expenses

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Estimated amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>PhP 2,500/mo.</td>
</tr>
<tr>
<td>Personal allowances</td>
<td>PhP 5,000/mo.</td>
</tr>
<tr>
<td>Laundry</td>
<td>PhP 1,500/mo.</td>
</tr>
<tr>
<td>Books, supplies in school</td>
<td>PhP 5,000/mo.</td>
</tr>
</tbody>
</table>
C. Financial Assistance

Foreign students’ scholarships are allowed to have scholarships from their country or from an international funding institution. BatStateU-Funded and Local Government-Funded scholarships are not available for foreign students.

IV. OTHER IMPORTANT INFORMATION

A. Academic Year

Batangas State University’s Academic Year has two regular semester (first semester, June to October and second semester, November to March) and summer (April and May).

B. Mediums of Instruction

English is the medium of instruction at the University

C. Living Accomodations inside the University

Batangas State University has hostel and dormitories at the GPB Main Campus I, GPB Main Campus II and at BatStateU Nasugbu.

D. About the Philippines

Climate

There are two seasons in the Philippines. They are rainy season (June to October) while dry season is from November to May.

Currency

The monetary unit is the Philippine peso. Conversion rates depend upon the Central Bank at the time of enrolment

Additional Information

An applicant will be allowed to enroll at the University provided that he has a student visa.

Batangas State University’s External Affairs Office (EAO) assists foreign students in obtaining their study permits, student visa and academic preparation program. Applicants may contact the External Affairs Office at (63) (043) 980-0385 local 1143 and via email at elo@batstate-u.edu.ph. Said office offers assistance in visa processing and this shall be paid over and above the tuition, miscellaneous and non-resident fees. A certain date shall be fixed by the office for the processing of student visa. A payment shall be made to the Cashier’s Office for visa processing, exclusive of the actual visa fee to be made to the Bureau of Immigration. The payment will be dependent on what is required by the Immigration.

3The details about the living accommodations are included in the Policies for Foreign Students which will be given once applicants are accepted to the University.
Meanwhile, the following are the requirements by the Bureau of Immigration:

For new applicants (Student Visa Conversion):

1. National intelligence Coordinating Agency (NICA) Clearance from the Bureau of Immigration
2. Medical Certification from the Bureau of Quarantine
3. National Bureau of Investigation (NBI) Clearance
4. Duly accomplished Personal Data Sheet
5. Photocopy of Passport (Bio-page, latest arrival, latest admission with valid authorized stay and valid Bureau of Quarantine Clearance)
6. Bureau of Immigration Clearance Certificate

For transferees (Student Visa Extension):

1. Commission on Higher Education Clearance Certificate
2. Honorable Dismissal or Certificate of Transfer from previous school
3. Photocopy of applicant’s ACR I-Card
4. Bureau of Immigration Clearance Certificate
5. Photocopy of Passport (Bio-page, and latest admission with valid authorized stay and visa implementation page)
6. Barangay Clearance Certificate

Foreign students may be allowed to enroll if they have the following types of visa:

1. 9 (f) – Student visa
2. 9 (e), 9 (e-1) or 9 (e-2) – Foreign government official or dependent
3. 47 (a) (2) – Exchange fellow or scholar sponsored by an international organization
4. 9 (g) – Pre-arranged employment (Working visa/Missionary)
5. PD 218 – Foreign investor
6. 9 (d) – Treaty trader
7. 13, 13 (a) to 13 (g) – Permanent resident
8. SRRV – Special Resident Retiree Visa
9. SIRV – Special Investor Resident Visa
POLICIES AND GUIDELINES OF THE UNIVERSITY LIBRARY

1.0 Policy Statement

It is the policy of the University to ensure client satisfaction through efficient and effective delivery of library services to the academic community. The institution thrives on clear policies concerning access to and provision of information, hence it takes an active role in the development and implementation of these policies.

The policies aim to improve the quality of service that are at par with the standards set of other libraries nationwide achievable through consultation with the administrators and other stakeholders.

2.0 Scope

The policy and procedure covers the services provided by the library such as Customer Service, Services in the Depository Counter, Circulation Services, Online Public Access Catalog (OPAC) Services, Internet Services, Issuance of Referral Letters, Issuance of Certification, Dissemination of New Acquisition, Current Awareness Bulletin Board, Library Orientation, Library Tour, Use of Library and its Facilities and Photocopying Services which are measured by its effectiveness in meeting the user’s need.

3.0 Responsibility

The Director of Library Services in consultation with the Vice President for Academic Affairs, the College Librarians and Librarians-in-Charge in the Extension Campuses and all Library Staff are responsible in the implementation of the policies and procedures.

4.0 Definition Of Terms

4.1 Customer Service. Customer Service is a service provided to the clients by the library staff in the Information and Control Desk. The staff provides personal assistance and answer queries regarding library, its services and resources.

4.2 Services in the Depository Counter. A service offered by library staff and student assistant to the clients who enter the library with bags and other belongings. These things are deposited in the Depository Counter for certain period of time and when they are through with their research they will claim their bags again in the counter.

4.3 Circulation Services. Circulation Services is the type of service delivered by library staff in borrowing and returning books. It may either be automated circulation or the manual circulation process.

4.4 Online Public Access Catalog (OPAC) Services. A type of library service wherein computerized searching of library materials is done for fast and easy access and retrieval of materials. In this service, the library staff will give personal assistance to students, faculty and other researchers and guide them on how to use the OPAC.

4.5 Internet Services. Services offered by the library to the academic community of Batangas State University. Students and faculty have free access to global information with the use of computers in the E-Library with internet connections.
4.6 **Issuance of Referral Letters.** Issuance of referral letter is a service offered by the library to faculty and students of the University who want to conduct their research to other libraries in Batangas Province and Metro Manila.

4.7 **Issuance of Certification.** Issuance of Certification is a service given to students and faculty of Batangas State University upon submission of their theses and dissertations in the library.

4.8 **Dissemination of New Acquisition.** A type of service wherein the list of Newly Acquired books or library materials are disseminated in the Bulletin Board of Information and also posted in the bulletin board of the different colleges.

4.9 **Current Awareness Bulletin Board.** A service wherein the current issues and announcements is being posted including some activities of the library.

4.10 **Library Orientation.** Services offered by the library to freshmen students and transferees regarding the entire library including its rules, policies, regulations, services and resources.

4.11 **Library Tour.** The services offered to Batangas State University students and to the faculty and personnel of other Universities and Organizations in the country who conduct Benchmarking Tour in the University Library.

4.12 **Use of Library and its Facilities.** Services offered to the academic community by using the library as venue in holding meetings, seminars and Job Fairs. Library facilities such as LCD, wide screen, tables, chairs, etc. are borrowed for certain purposes.

4.13 **Photocopying Services.** A service offered by the library in photocopying reserved books, theses and dissertations, since these materials are for room use only and cannot be taken outside the library.

5.0 **Policies And Procedures**

5.1 **Benchmarking**

The Office of the Director of Library Services through the supervision of the Vice President for Academic Affairs will assess the need for the enhancement of the existing services with the following considerations:

5.1.1 Adopts the recent technology in the workplace  
5.1.2 Adopts the best practices on clientele service  
5.1.3 Educates library user on how to access to information  
5.1.4 Financial Considerations  
5.1.5 Quality of Resources/Collections  
5.1.6 Interpersonal Relationship to Library Users

5.2 **Library Rules and Regulations**

5.2.1 The following are allowed to use the library:

5.2.1.1 All bonafide students (enrolled for the semester)  
5.2.1.2 BatStateU Faculty and Employees  
5.2.1.3 University Officials  
5.2.1.4 Alumni and Visiting Users with Proper Identification Card and Referral Letter from their Librarian

5.2.2 **School IDs/Registration Forms**

5.2.2.1 Library privileges shall be granted only to students with valid school IDs/registration forms who are enrolled for the semester. This ID/registration form is necessary for charging out books for home use and for
photocopying purposes. It will be kept in the library when books/other library materials are borrowed until these are returned.

5.2.2.2 Students are absolutely prohibited from lending their IDs/registration forms. Violation of such is subject to disciplinary action.

1st Offense: Warning
2nd Offense: Suspension of library privileges for one (1) week
3rd Offense: Students will be reported to the Office of Student Discipline

5.2.3 Proper Conduct/Policies in the Library

5.2.3.1 Silence must be observed in the library at all times. (Engaging in conduct that disrupts or interferes with normal operation of the Library, or that disturbs staff or other Library visitors such as making unreasonable noise, including loud talking on a cell phone is not allowed)

5.2.3.2 All library users are requested to present their IDs.
5.2.3.3 Users of the card catalog should refrain from detaching the card from the file.
5.2.3.4 Students are not allowed to sleep, eat, entertain visitors, speak and laugh loudly in the library.
5.2.3.5 Unbecoming behavior of the students to the library staff will be subjected to disciplinary action.
5.2.3.6 Food and drinks are not allowed inside the library.
5.2.3.7 Seat or table reservation for expected incoming users is prohibited.
5.2.3.8 Users are not allowed to hold discussion sessions with classmates inside the library.
5.2.3.9 Cell phones and other communication devices should be put off in a silent mode while inside the library.
5.2.3.10 Public display of affection (PDA) or any form of intimacy manifested by library users is prohibited.
5.2.3.11 Photography and recording are not allowed on Library premises without prior permission.
5.2.3.12 The Library reserves the right to limit the number of individuals who may sit together. (Eight (8) students are allowed per table)
5.2.3.13 The librarian or library staff may recall any book from the borrower any time and the borrower shall return the same immediately.
5.2.3.14 Students are required to handle the books/journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
5.2.3.15 Theft and mutilation of library materials is a criminal offense. Anyone caught attempting to steal, stealing or to have stolen library materials will be reported to the Librarian and to the office of Student Discipline for appropriate action.
NOTE: Violation of the above is subject to disciplinary action

1st Offense : Warning
2nd Offense : Confiscation of school ID and Suspension of library privileges for one (1) week
3rd Offense : Students will be reported to the Office of Student Discipline

5.2.4 Loan Policies

5.2.4.1 Circulation Books. These books may be borrowed one at a time for one day. Overnight books may be charged at 3:00pm and must be returned the following day before 9:00am. Failure to comply with the declared deadline of return will be fined PhP10.00 per day.

5.2.4.2 Reference Books. These books are on open shelves and should be used in the reference area only. These may be taken out only for photo duplication.

5.2.4.3 Filipiniana Books. Books with only one copy are for room use only.

5.2.4.4 Reserved Books. These may be checked out one at a time and for library room use only.

5.2.4.5 Vertical File Collection. These collections may be used within the library premises and borrowers are allowed to have them photocopied.

5.2.4.6 Theses and Dissertations. Graduate theses and dissertations and undergraduate theses are for room use only. They cannot be brought out for photocopying or overnight use.

5.2.5 Loss

A lost book must be reported immediately to the section from where it was borrowed and must be replaced with the same title or any related material of the latest edition. A grace period of 1 month is given to the student to replace the lost material.

5.2.6 Library Clearance

Library clearance is required of students, faculty or employees who intend to leave the University temporarily or permanently for reasons such as transfer to other school, sick/vacation leave, retirement or separation from service.

5.3 Customer Service

When one enters the library, he/she is free to ask assistance from the library staff at the Information Desk. The library staff will offer library reference assistance to clients regarding the library, its resources, services, policies, rules and regulations.

5.4 Depository Counter

5.4.1 Policies
5.4.1.1 All students (Undergraduate and Graduate Students) are required to deposit their personal books, bags, jackets and other things in the Depository Counter. Don’t leave valuables (wallet, calculator, cell phones, etc.) inside the bag deposited in the counter. Library personnel are not liable for any loss.

5.4.1.2 Number tag should be kept properly. If the student/researcher lost the number tag, he/she is required to report the matter immediately to the library staff, because he/she cannot claim his/her bag if he/she has no number to be presented. Lost number tag will have a fine of P20.00.

5.4.2 Procedures (Depositing Bags)

5.4.2.1 Student/researcher will log in the log sheet or he/she will press the tally counter and log in the computer (OPAC).

5.4.2.2 Student/researcher will give his/her bag and other belongings to the staff on duty or to student assistant at the Depository Counter.

5.4.2.3 The staff or student assistant will give a number tag to the student/researcher.

5.4.2.4 The student/researcher will go directly to the shelves or reading area.

5.4.3 Procedures (Claiming Bags)

5.4.3.1 The student/researcher will return the number tag to the staff on duty.

5.4.3.2 The library staff or student assistant will give back the bag/other things deposited.

5.5 Circulation Services

5.5.1 Borrowing and Returning of Books/Periodicals/Audio Visual Materials (Library Use and Photocopying)

5.5.1.1 Policies/Requirements

5.5.1.1.1 Student’s valid school ID is required

5.5.1.1.2 For freshmen, with no ID yet, registration form is accepted

5.5.1.2 Procedures:

5.5.1.2.1 The student/researcher will get the book/periodicals/AV Materials they want to borrow.

5.5.1.2.2 He/she will fill up and sign the borrower’s card.

5.5.1.2.3 He/she will give his/her ID/Registration Form and the borrower’s card to the library staff.

5.5.1.2.4 The library staff will log in and scan the borrowed material (OPAC)
5.5.1.2.5 In returning the book and other materials, return the book/material to the library staff and claim the ID or registration form.

5.5.1.2.6 The library staff will cancel the borrowed materials.

5.5.2 Borrowing and Returning Books (Overnight Use)

5.5.2.1 Requirements

5.5.2.1.1 Student’s valid school ID is required.
5.5.2.1.2 For freshmen with no ID yet, registration form is accepted.

5.5.2.2 Policies

5.5.2.2.1 Three to four books are allowed to borrow for overnight use (depending on the availability and number of copies of books).
5.5.2.2.2 Charging of books will start at 3:00 pm and will be returned the following day at 9:00 am.
5.5.2.2.3 A ten peso (P10.00) fine shall be charged per day including Saturdays and Sundays for failure to return the books on time. **Note:** Subject to evaluation and frequency of fines.
5.5.2.2.4 Borrowing of books for overnight use is not allowed one week after the final examination (Signing of Clearance).

5.5.2.3 Procedures

5.5.2.3.1 The student will get the book he needs and will fill up and sign the book card.
5.5.2.3.2 Give the book card/s and the ID to the Library staff.
5.5.2.3.3 The Library staff will issue a temporary gate pass to the student/s.
5.5.2.3.4 In returning the book/s, the student/s will give the borrowed materials to the library staff including the temporary gate pass.
5.5.2.3.5 The library staff will check the book and then return the ID and cancel the borrowed materials in the computer.

5.5.3 Borrowing of Theses/Dissertation

5.5.3.1 Policies

5.5.3.1.1 Theses/dissertations are for room use only.
5.5.3.1.2 Only abstracts are allowed for photocopying.
5.5.3.1.3 Taking pictures on theses/dissertations is not allowed and violators are subject to disciplinary action.
5.5.3.1.4 Three (3) theses/dissertations per student are allowed to bring in the Reading Area.

5.5.3.2 Procedures
5.5.3.2.1 The student will get the theses/dissertation he needs and will fill up and sign the book card
5.5.3.2.2 Give the book card/s and the ID to the Library staff
5.5.3.2.3 In returning the theses/dissertations, the student/s will give the borrowed materials to the library staff
5.5.3.2.4 The library staff will check the theses/dissertations and then return the ID and cancel the borrowed materials in the computer

5.5.4 Book Loan Policy for Officials/Employees/Faculty

5.5.4.1 Requirement

5.5.4.1.1 Valid ID

5.5.4.2 Policies

5.5.4.2.1 Three to four books are allowed to borrow for a week and can be renewed twice depending on the availability and number of copies
5.5.4.2.2 A ten peso (P10.00) fine shall be charged per day including Saturdays and Sundays for failure to return the books on time.

5.5.4.3 Procedures

5.5.4.3.1 The faculty/officials/employees will get the book he needs and will fill up and sign the book card
5.5.4.3.2 Give the book card/s and the ID to the Library staff
5.5.4.3.3 In returning the book/s, the faculty/officials/employees will give the borrowed materials to the library staff
5.5.4.3.4 The library staff will check the book and then return the ID and cancel the borrowed materials in the computer

5.6 Online Public Access Catalog (OPAC)

5.6.1 Requirement: Valid School ID / Registration Form

5.6.2 Procedures:

5.6.2.1 Present the ID/Registration Form to the library staff
5.6.2.2 The Library staff will scan the ID using the barcode reader
5.6.2.3 The student/researcher will search in the computer (OPAC) what book/s is needed
5.6.2.4 Go to the shelves and get the book needed
5.6.2.5 Go back to the circulation desk for scanning and charging
5.6.2.6 In returning the book, proceed again to the circulation desk for cancellation of book/s

5.7 Internet Services

Use of internet in the Library is free.
5.7.1 Policies

5.7.1.1 Observe silence inside the internet room.
5.7.1.2 Food and drinks are not allowed inside the room.
5.7.1.3 Any act of vandalism is strictly prohibited.
5.7.1.4 Only one student per computer is allowed.
5.7.1.5 Use of computer is limited to one (1) hour per student per week. Users should vacate the computer if the time allotted is over to give chance to the next user.
5.7.1.6 In case there are problems with the computer, notify the staff.
5.7.1.7 Do not remove, rearrange or deface the hardware /peripherals, i.e. the mouse, keyboard and monitor.
5.7.1.8 Only scholarly websites are allowed to access in the internet.
5.7.1.9 Do not install third party software to the computer assigned.
5.7.1.10 Do not create your own password.
5.7.1.11 Finalize and save your work five minutes before the allotted time ends.
5.7.1.12 Internet users who violate these rules will be subjected to disciplinary action.

5.7.2 Procedures

5.7.2.1 Present valid School ID.
5.7.2.2 Sign in the logbook
5.7.2.3 Ask the library staff for assistance in using the computer

5.8 Dissemination of New Acquisitions

5.8.1 Policies

5.8.1.1 Post the list of new acquisitions in the bulletin board of the library and to the bulletin boards of the different colleges.
5.8.1.2 Disseminate the list of new acquisitions to the Deans of the different colleges.

5.9 Issuance of Referral Letter

5.9.1 Policies

5.9.1.1 Student/s who will get referral letter should inform the library staff three (3) days before conducting research to other libraries
5.9.1.2 Five students per institution are allowed to get referral letter in the library

5.9.2 Procedures

5.9.2.1 File the request for referral letter three (3) days before the scheduled conduct of research
5.9.2.2 Make sure that the library staff reserves the slot.
5.9.2.3 Get the referral letter a day before the scheduled research

5.10 Issuance of Certification (For Submission of Theses and Dissertation)
5.10.1 Policies

5.10.1.1 All students who conducted and completed their graduate and undergraduate theses are required to submit one (1) copy of their research to the Office of the Director for Library Services.

5.10.1.2 A soft copy of the abstract is required.

5.10.2 Procedures

5.10.2.1 Bring a copy of thesis/dissertation and present to the library staff.

5.10.2.2 Give the soft copy of the abstract or send thru email (batstateumainlib@yahoo.com/batstateumainlib@gmail.com).

5.10.2.3 Get the certification signed by the Director as a proof of submission of a copy of his/her thesis in the library.

5.11 Library Orientation

5.11.1 Policies

5.11.1.1 The Library personnel should conduct library orientation to freshmen and transferees regarding the library, its resources, services, policies, rules and regulations.

5.11.2 Procedures

5.11.2.1 The Office of the Student Affairs and Services (OSAS) in coordination with the Director of Library Services and the Deans of the different colleges will be the one to organize the Orientation of Freshmen students and Transferees.

5.12 Library Tour

5.12.1 Procedures

5.12.1.1 The Library Staff will assist the visitors or anyone who wants to explore and know more about the library, the different sections, services and resources of the library and share their best practices.

5.12.1.2 The Library Staff will give flyers/handbook to the visitors.

5.13 Use of Library and Its Facilities/Equipment

The University Library also serves as a venue of some important activities held in the university like Job Fair, seminar-workshop, meetings, etc.

5.13.1 Procedures

5.13.1.1 The user or the facilitator will provide the Director written requests that indicate his/her purpose.

5.13.1.2 The Director will approved/disapproved the request.

5.13.1.3 In case of equipment, the borrower will sign in the logbook.
5.13.1.4 In returning, the librarian or library staff will cancel the borrowed equipment in the logbook.

5.14 Outside Researches

5.14.1 Requirements

5.14.1.1 Valid School ID
5.14.1.2 Referral Letter

5.14.2 Policies

5.14.2.1 The schedule for outside researchers is Friday and Saturday, 8:00 AM to 5:00 PM, regular semester
5.14.2.2 Five students/researchers per institution are allowed to conduct research
5.14.2.3 Outside Researchers will not be accommodated to research in the library during Examination Week.

5.14.3 Procedures

5.14.3.1 Present the referral letter and valid ID to the library staff.
5.14.3.2 The library staff will check the ID and referral letter for validation.
5.14.3.3 Upon validation, the outside researcher will log and proceed to the research area.

5.15 Usage of Electricity for Laptop

5.15.1 Policies

5.15.1.1 Usage of electricity for laptop charging is for one(1) hour only.
5.15.1.2 Charging of cell phone and the other gadgets is strictly prohibited.

5.15.2 Procedures

1. Proceed to library staff at the circulation section and present Id
2. The library staff will scan the id, login the computer and inform the student / researcher about the charging hour
3. After hour the student / researcher will approach the staff for logging out
4. The library staff will then log out in the computer
5. If the student / researcher exceeds the one (1) charging policies he/she will be notified by the library staff.

6.0 References

Existing policies/procedures/guidelines

7.0 Records
POLICIES AND GUIDELINES ON STUDENT AFFAIRS AND SERVICES

GUIDELINES FOR THE TESTING AND ADMISSION OFFICE OF BATANGAS STATE UNIVERSITY

In accordance with Resolution No. 278, S. 2011 – Approval on the amendments on the Student Handbook, the following guidelines for the Testing and Admission Office of Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

ARTICLE I
POLICY STATEMENT

Section 1. It is the policy of the Testing and Admission Office to help the University in providing quality excellent, relevant and responsive education. It is in this mandate that the office provides effective testing and admission services designed to support and promote the university’s vision and mission of academic excellence.

Section 2. The TAO assist students in the discovery, exploration and unveiling of their potentials and make use of such towards holistic, quality and competent based education in all levels and discipline. The office provides testing services to students, teachers and non-academic personnel. It interprets examination to screen qualified students and applicants.

ARTICLE II
SCOPE AND COVERAGE

Section 3. The policy and procedure covers the testing and admission services rendered by the office, the requirements for all applicants (students/teaching and non-teaching personnel), steps in taking qualifying tests, the process of releasing the test results, and the requirement for enrolment.

Section 4. The Office of the OSAS Director, TAO Assistant Director, heads, coordinators, in-charge of BatStateU main and extension campuses, registrar’s office, office of the deans, faculty evaluators, human resource management office, are responsible for the implementation of the policies and procedure.

ARTICLE III
DEFINITION OF TERMS

Section 5. To fully understand the following content, these definitions have been provided.

- **Admission** – Refers to the process through which students enter pre-elementary, elementary, junior high, vocational, college, graduate program and law.

- **Admission Slip for Registration** – The form which indicates the college or course where students are to be enrolled or admitted.

- **Admission Test** – This refers to measure student’s capacity to learn. It is a test given to students who wish to study and enroll at BatStateU.
• **Applicant Assessment** – This refers to the administration, scoring and interpretation of any measurement that yields quantitative data such as standardized tests for BatStateU teaching and non-teaching applicants.

• **Classification Test** – This refers to the test used to classify people such as an aptitude test when employed for the purpose of classifying students into instructional sections (Chaplin 1985). It is administered to students under the Engineering, Business Administration and Education program.

• **Notice of Passing** – The form issued to students who passed the entrance examination.

• **Testing** – This refers to the administration, scoring and interpretation of any measurement that yields quantitative data such as standardized tests and locally-made tests.

**ARTICLE IV**

**RESPONSIBILITIES OF OFFICIALS/PERSOENNEL**

**Section 6. Assistant Director, TAO.** Under the supervision of the Director for Office of Student Affairs and Services, the Assistant Director for Testing and Admission shall be responsible for planning, directing, and administering the testing and admission programs in all ten campuses of the University.

6.1. Implement a marketing plan for prospective students.

6.2. Initiate the development or revision of college brochures, departmental leaflets, application forms and bulletin board posters.

6.3. Prepare and review reports related to Testing and Admission before submitting it to the different offices.

6.4. Prepare and monitor the department budget; develop staffing plans to meet future enrollment requirements; interview and evaluate professional and office staff members.

6.5. Recommend changes or adjustments in the admission policies and requirements.

6.6. Disseminate information on the schedule of filing of application forms for admission and testing administered in Main I and II campuses.

6.7. Supervise and monitor in the administration and checking of admission test.

6.8. Review the preparation and distribution of test results to avoid misinterpretation.

6.9. Attend to the logistic needs of the ten campuses related to testing and admission.

6.10. Attend meetings called by the university Administrators/officials.

6.11. Perform other related tasks assigned.
Section 7. Head/Coordinator/In-Charge, TAO (Campus/District). Under the supervision of the Director for Office of the Student Affairs and Services, and Assistant Director, the Head/Coordinator/In-Charge for Testing and Admission shall be responsible for assisting the Director and Assistant Director in planning, directing, and administering the testing and admission program of the campus:

7.1. Visit public and private high schools to promote the programs of the University.

7.2. Disseminate information on the schedule of filing of application forms for admissions and testing administered in the respective campuses.

7.3. Supervise and monitor the administration and scoring of admission test.

7.4. Act as a representative during school meetings, seminars and forum regarding admission policies in the absence of the Assistant Director.

7.5. Coordinate with the deans of the respective colleges regarding the testing and admission policies and classification test schedule.

7.6. Administer classification test for students in the extension campuses.

7.7. Inform the public of the admission policies and test schedules of the University.

7.8. Coordinate with the Assistant Director regarding the logistic needs of the respective campuses related to admission and testing.

7.9. Perform other related duties assigned.

ARTICLE V
POLICIES AND PROCEDURES

Section 8. Application Procedure for Taking the Entrance Examination of the following applicants. The following are the steps to be followed by the applicants for taking the entrance examination:

8.1 Pre-elementary, Elementary, and Grade 7. Applicants in these levels must do the following procedures:

8.1.1 Secure an application form from TAO personnel or download the form online at www.batstate-u.edu.ph
8.1.2 Fill out the application form and submit the same for evaluation at TAO.
8.1.3 Pay the testing fee of Php 250.00 at the cashier’s office.
8.1.4 Proceed to the TAO to secure schedule of examination.
8.1.5 Take the entrance examination on the given scheduled date and time.
8.1.6 Inquire about the result of the exam after five (5) working days.

8.2 College Applicants. The following procedures are for college applicants. Some programs with distinct screening procedures must be observed and followed by the applicants who intend to enroll in those programs before they are allowed to take the entrance examination and be admitted in the university.
8.2.1 Secure an application form from TAO personnel or may download the form online at www.batstate-u.edu.ph
8.2.2 Fill out the application form and submit the same for evaluation at TAO.

For BS Tourism and Associate in Tourism
a. Proceed to the Infirmary for height screening.
b. Proceed to the office of the Dean of CABEIHM for interview/screening purposes.
c. Submit the filled-out application to the TAO with the Dean’s signature indicating that the applicant passed the initial screening.

For BS Nursing
a. Proceed to the office of the Dean of CONAHS for interview/screening purposes.
b. Submit the filled-out application to the TAO with the Dean’s signature indicating that the applicant passed the initial screening.

8.2.3 Pay the testing fee of Php 250.00 at the cashier’s office and additional Php 100.00 for English Proficiency Test.
8.2.4 Proceed to the TAO to secure schedule of examination.
8.2.5 Take the entrance examination on the given scheduled date and time.
8.2.6 Inquire about the result of the exam after five (5) working days

8.3 College Transferees. The following procedures must be followed by the college transferees:

8.3.1 Procedures for college transferees:

8.3.1.1 Secure an application form from TAO personnel or download the form online at www.batstate-u.edu.ph
8.3.1.2 Secure transferee evaluation form from TAO personnel.
8.3.1.3 Fill out the application form and submit for evaluation at TAO.
8.3.1.4 Proceed to the Dean of the college and the Registrar’s office along with the Transcript of records or Certification of Grades for evaluation purposes.
8.3.1.5 Submit the filled-out application, photocopy of Transcript of Records or Certification of Grades and Transferee Evaluation form to the TAO with the Dean and Registrar’s verification and approval of credited subjects.
8.3.1.6 Pay the testing fee of Php 250.00 at the cashier’s office and additional Php 100.00 for English Proficiency Test for non-credit English subject.
8.3.1.7 Proceed to the TAO to secure the schedule of examination.
8.3.1.8 Take the entrance examination on the given scheduled date and time.
8.3.1.9 Inquire about the result of the exam after five (5) working days

8.3.2 Policies for college transferees:

8.3.2.1 Transferees from private colleges or universities must have a grade of at least 2.25 in all academic subjects.
8.3.2.2 All subjects of transferees from other state colleges and universities are credited.
8.4 Shifter and Returning Applicants. The succeeding procedures must be followed by the shifter and returning applicants prior to their admission:

8.4.1 Secure shifter evaluation form at TAO personnel.
8.4.2 Secure and accomplish the clearance form from the Registrar’s office.
8.4.3 Report to the college where the student last enrolled for clearance and exit interview purposes.
8.4.4 Proceed to the college where the student intends to enroll for evaluation along with the printed grades and shifter evaluation form.
8.4.5 Proceed to the Registrar’s office for verification and approval of credited subjects.
8.4.6 Present an accomplished exit form and evaluation form signed by the Dean or faculty evaluator to the TAO before the issuance of an admission slip.

8.5 Graduate School and Law Students. To be admitted in this program, applicants must do the following procedures:

8.5.1 Proceed to the office of the Dean of their respective departments where they intend to enroll for evaluation and issuance of application form.
8.5.2 Submit the filled-out application form at the TAO personnel.
8.5.3 Pay the testing fee of Php 250.00 at the cashier’s office.
8.5.4 Proceed to TAO for entrance examination.
8.5.5 Inquire about the test result after 30 minutes from their respective department.
8.5.6 Secure an admission slip at the TAO personnel.

8.6 Entrance Examination Application Procedure for Foreign Students. The following steps must be accomplished first by foreign students to be admitted in the university:

8.6.1 Report to the Public Relations and International Linkages Office for evaluation purposes.
8.6.2 Secure an application form from the TAO personnel.
8.6.3 Submit the filled-up application form to the TAO personnel for verification purposes.
8.6.4 Pay the testing fee of Php 1,800.00 at the cashier’s office.
8.6.5 Proceed to the TAO to get the schedule of the examination.
8.6.6 Take the entrance examination on the given scheduled date and time.
8.6.7 Inquire about the result of the said examination after five (5) working days.

8.7 Requirements For all Applicants. The following documents must be completed and submitted to the TAO prior to the entrance examination schedule:

8.7.1 Application Form (Pre-elementary and Elementary, Secondary, and College)
8.7.2 Two (2) recent copies of 2”x2” ID picture with applicant’s signature at the back (Pre-elementary and Elementary applicants).
8.7.3 One (1) recent copy of 2”x2” and 1”x1” ID Picture with applicant’s signature at the back (Secondary and College applicants).
8.7.4 Certified true copy of final grades from 1st to 3rd year high school signed by the principal/registrar or certified true copy of Form 138 (report card) if graduated from high school (College applicants)

8.7.5 Non-refundable testing fee of Pphp 250.00 (Pre-elementary and Elementary, Secondary, and College)

8.7.6 English Placement Test Fee of Pphp 100.00 (College applicants)

8.8 Additional Requirement for Specific Applicants (Undergraduate/College Program). The following qualifications are required by the succeeding programs/department to their aspiring applicants:

8.8.1 General Engineering
8.8.1.1 A grade of at least 80% in Mathematics, Science and English is required for applicants (BOR Resolution No.278, S.2011)
8.8.1.2 Applicants who do not meet the grade requirements mentioned above are advised to choose another program where their abilities, skills and talents are suited.

8.8.2 BS Architecture
8.8.2.1 Certified true copy of grades from 1st year to 3rd year with at least 80% in Mathematics, Science and English is required for applicants and a photocopy of Report card if a High School graduate.

8.8.3 BS Education and BE Education
8.8.3.1 The student applicants must have a computed final grade of 80% from 1st to 3rd year grades or fourth year card if available.
8.8.3.2 A grade of at least 80% in Mathematics, Science, English and Filipino is required.

8.8.4 BS Accountancy and BS Customs Administration
8.8.4.1 The student applicants must have a computed final grade of 80% from 1st year to 3rd year grades or fourth year card if available.
8.8.4.2 No grades lower than 80% in Mathematics and English.

8.8.5 BS Tourism
8.8.5.1 A height of 5'2" for females and 5'4" for male applicants is required.

8.8.6 BS Nursing and BS Nutrition and Dietetics
8.8.6.1 No grades lower than 80% in Mathematics, Science and English.

8.8.7 BS Criminology
8.8.7.1 The student applicants must have a computed final grade of 80% from 1st year to 3rd year grades or fourth year card if available.
8.8.7.2 No grades lower than 80% in Mathematics, Science and English.

8.8.8 Junior High School Applicants (Grade VII)
8.8.8.1 Certified true copy and photocopy of report card in the previous grade level.

8.8.8.2 In BatStateU-Integrated School (main campus) a grade of 80% and above in Math, Science, English and Filipino in the previous grade level is required *(approved by the BatStateU Academic Council last December 3, 2014).*

8.8.8.3 In BatStateU-Laboratory School (Nasugbu campus) an average grade of 87% and above in Math, Science, English and Filipino in the previous grade level is required.

8.8.9 Pre-Elementary and Elementary Applicants

8.8.9.1 Original and Photocopy of NSO-authenticated Birth Certificate

8.8.9.2 Certification of grades in Math, Science, English and Filipino having a final grade of 83% and above in their previous grade level signed by the school Principal/Registrar (For Transferees)

8.8.9.3 Age requirement (must reach the following age requirement by the 31st of October of the Academic Year)

- Nursery: 3 years old
- Kinder I: 4 years old
- Kinder II: 5 years old
- Grade I: at least 6 years old

8.8.10 Foreign Students

8.8.10.1 Transcript of Records

8.8.10.2 Non-refundable testing fee of Php 1,800.00

8.8.11 Students from Alternative Learning System (ALS)

8.7.8.1 Grades/Card from ALS

8.8.12 Filipinos who studied abroad (Non-Filipino School)

8.7.9.1 Grades from the previous school evaluated by the registrar

8.9 Requirements and steps for taking the entrance examination. The following are the requirements and steps that the applicant must comply before taking the entrance examination:

8.9.1 Bring the following:

8.9.1.1 Test Permit

8.9.1.2 Official Receipt of Testing Fee

8.9.1.3 Pencil and/with Eraser

8.9.1.4 School ID or any valid IDs

8.9.2 Steps for taking the entrance exam

8.9.2.1 On the scheduled day of examination, proceed to the assigned room and have your test permit checked.

8.9.2.2 Sign the attendance sheet.

8.9.2.3 Listen to test instructions.

8.9.2.4 Answer the test questions within the specified time allotment.

8.10 Policies for taking the entrance examination. The following policies must be observed by the applicants before and during the entrance examination:
8.10.1 Students who did not bring their test permit will be rescheduled on the next examination date.
8.10.2 Calculators, cellphones and other similar gadgets are not allowed during the examination.
8.10.3 Testing fee is non-refundable or transferrable.

8.11 Grounds for disqualification from taking the entrance examination. The disqualification is valid for one semester only. The following are the grounds for the said disqualification.
8.11.1 Tampered school records and documents such as but not limited to Transcript of Records, school records, identification and the like.
8.11.2 Allowing another person other than the applicant to take the entrance exam.
8.11.3 Tampering of English Proficiency Test/ Entrance result for enrollment.
8.11.4 Any form, manner and method of cheating during the examination.

8.12 Administration of Classification test/Aptitude Tests for majoring students. This is a test given to the incoming third year Engineering, BS Business Administration and incoming second year Education students to determine their area of specialization.

8.12.1 Engineering Classification Test is administered to all second year General Engineering students and is conducted every 2nd week of February to regular students and every last week of May to irregular students.

8.12.1.1 Procedures for the Engineering Classification Test. The following are the procedures for engineering students to comply:

8.12.1.1.1 Attend the Orientation for incoming 3rd year engineering or majoring students to be scheduled and conducted by the General Engineering Department.
8.12.1.1.2 Secure an application form for taking the classification test at the Testing and Admission Office.
8.12.1.1.3 Submit a printed copy of grades from the University portal to the authorized GE faculty evaluators.
8.12.1.1.4 Proceed to the authorized faculty evaluators and have grade evaluation.
8.12.1.1.5 Pay the testing fee of Php 200.00 at the cashier’s office.
8.12.1.1.6 Submit the filled up application form, report of grades and official receipt of testing fee to the TAO personnel fifteen days before the scheduled examination.
8.12.1.1.7 Two working days before the scheduled examination, read the schedule of exam that will
be posted at the GE bulletin board wherein the batch number, date and time of examination, room assignment and name of proctor/examiner are indicated.

8.12.1.1.8 Take the classification test on the given scheduled date and time.

8.12.1.1.9 February examinees may inquire about the result of the examination at the department/college on April while the results of the May examination will be release on the last week of May.

8.12.1.2 Requirements for filing. The following requirements must be submitted to the TAO by the incoming third year engineering students before taking their classification test:

8.12.1.2.1 Engineering Classification Test form
8.12.1.2.2 Two (2) recent copies of “2x2” ID picture with applicant’s signature at the back.
8.12.1.2.3 Testing fee of Php 200.00
8.12.1.2.4 A printed copy of grades from the University portal.
8.12.1.2.5 Accomplished evaluated grades indicating the general weighted average and an authorized faculty evaluator’s signature.

8.12.2 CABEIHM Classification Test is conducted every 2nd week of February to regular students and every 2nd week of May to irregular Business Administration student as part of determining the area of specialization to be taken.

8.12.2.1 Procedures of CABEIHM Classification Test. The succeeding steps must be followed by the incoming third year BS Business Administration students in their classification test.

8.12.2.1.1 Submit the filled out application form, report of grade and official receipt of testing fee to the TAO personnel before the scheduled examination.
8.12.2.1.2 Submit a printed copy of grades from the University portal to the authorized CABEIHM faculty evaluators and Testing Coordinator.
8.12.2.1.3 Pay the testing fee of Php 200.00 at the cashier’s office.
8.12.2.1.4 Take the classification test on the given scheduled date and time.
8.12.2.1.5 February examinees may inquire about the result of the examination at the department/college on April while the results of the May examination will be release on the last week of May.

8.12.2.2 Requirements for filing. These are the requirements to be submitted by the incoming third year BS Business
Admission students at the TAO before taking their classification test.

8.12.2.2.1 CBEIHM Classification Test form
8.12.2.2.2 Two (2) recent copies of 2”x2” ID picture with applicant’s signature at the back.
8.12.2.2.3 Testing fee of Php 200.00
8.12.2.2.4 A printed copy of grades from the University portal.
8.12.2.2.5 Accomplished evaluated grades indicating the general weighted average and an authorized faculty evaluator’s signature.

8.12.3 CTE Classification Test is administered every 1st week of March to regular students and every 1st week of April to irregular 1st year BSED Students.

8.12.3.1 Procedures of CTE Classification Test. Incoming second year education students must comply with the following procedures for their classification test.

8.12.3.1.1 Submit the filled out application form, report of grades and official receipt of testing fee to the TAO personnel before the scheduled examination.
8.12.3.1.2 Submit a printed copy of grades from the University portal to the authorized CTE faculty evaluators.
8.12.3.1.3 Pay the testing fee of P200.00 at the cashier’s office.
8.12.3.1.4 Take the classification test on the given scheduled date and time.
8.12.3.1.5 March examinees may inquire about the result of the examination at the department/college on April while the result of the April examination will be released on the first week of May.

8.12.3.2 Requirements for filing. These are the requirements to be submitted by the incoming second year Education students at the TAO before taking their classification test.

8.12.3.2.1 CTE Classification Test form
8.12.3.2.2 Two (2) recent copies of “2x2” ID picture with applicant’s signature at the back.
8.12.3.2.3 Testing fee of Php 200.00
8.12.3.2.4 A printed copy of grades from the University portal.
8.12.3.2.5 Accomplished evaluated grades indicating the general weighted average and an authorized faculty evaluator’s signature.

8.12.4 Requirements and steps for taking the Classification Test. Applicants must bring the following requirements before taking the
classification test and must observe the following steps for taking the test.

8.12.4.1 Bring the following:
   8.12.4.1.1 Test Permit
   8.12.4.1.2 Official Receipt of Testing Fee
   8.12.4.1.3 Pencil and/or Eraser

8.12.4.2 Steps for the taking the Classification Test
   8.1.1.4.2.1 On the scheduled day of examination, proceed to the assigned room and have your test permit checked.
   8.1.1.4.2.2 Sign the attendance sheet.
   8.1.1.4.2.3 Listen to test instructions.
   8.1.1.4.2.4 Answer the test questions within the specified time allotment.

8.12.5 Policies on the test result of the Classification Test. Stated below are the policies on the result of Classification test. Observance of confidentiality must be applied.

8.12.5.1 The test results may only be utilized by the academic adviser, career guidance counselor, dean and associate dean for classification purposes, academic advising and career guidance.

8.12.5.2 The qualifying assessment scheme to be utilized in the student selection for programs with specialization and majors is as follows:
   General weighted average (GWA) 60%
   Qualifying Examination Results 30%
   Interview 10%

8.12.5.3 Test results must be treated with utmost confidentiality.

8.12.5.4 Students with submitted and duly evaluated GWA will be ranked.

Section 9. Steps for the Assessment of Teaching and Non-Teaching Applicant. The following are the procedures to be followed by the teaching and non-teaching applicants:

9.1 Report to the TAO on the scheduled date and time.
9.2 Log on to the record book for their transaction.
9.3 Submit the folder/envelope containing their resume and credentials.
9.4 Take the test on the given scheduled date and time.
9.5 Inquire about the result of the exam at the Human Resource Department after one to three working days.

Section 10. Procedures for Securing the Admission Test Results. The following procedures must be followed by the applicants in securing the test results.

10.1 For Pre-elementary, Elementary and College Applicants
   10.1.1 Proceed to the Testing and Admission Office to check if the name is on the list of qualifiers
   10.1.2 If listed in the qualifiers, present the test permit to claim the Notice of Passing.
10.1.3 If the test permit is not available/was misplaced or the applicant has a representative, the following may be presented to TAO:

10.1.3.1 Valid Identification Card of the representative and the student
10.1.3.2 Authorization Letter from the examinee (if the examinee is of legal age)
10.1.3.3 Authorization Letter from the parent’s examinee (if the examinee is not of legal age)

10.1.4 Pay the reservation fee of Php 1000.00 at the Cashier’s office.

10.1.5 Upon payment of Reservation fee, present the Notice of Passing and receipt of Reservation fee to TAO and claim an Admission Slip with the date of enrollment.

10.1.6 Proceed to the Infirmary for the schedule of X-ray, medical and dental examination.
10.1.7 Return to BatStateU on the date of enrollment written on the admission slip and bring all the necessary requirements for enrollment.

10.2 For Graduate School and Law School student applicants
10.2.1 Test Results are forwarded to the respective department after taking the test.
10.2.2 Secure an admission slip.
10.2.3 Proceed to the respective department for enrollment.

10.3 Policy on the test result
10.3.1 The Entrance Test Result is valid for one (1) year for college applicants only.
10.3.2 Applicants who misplaced/lost their Notice of Passing and Admission Slip must secure first an affidavit of loss before the issuance of 2nd copy of the said documents.

ARTICLE VI
EFFECTIVITY

Section 12. These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

References:
BSU Student Handbook
AY 20017-2008, Resolution No.12, Series 2008

Minutes of the fourth special meeting, S. 2011 of the BatStateU Board of Regents
Resolution No. 278, S. 2011

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GUIDELINES FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE
OF BATANGAS STATE UNIVERSITY

In accordance with the provision of Article XIV, Section 1 of the Philippine Constitution “to protect and promote the rights of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all” and Article XIV, Section 2(3) “to establish and maintain a system of scholarship grants, student loan programs, subsidies and other incentives which shall be available to deserving students in both public and private schools”, and CHED Memorandum Orders No. 29, s. 2006 (Implementing Rules and Regulations for Scholarship and Grants-in-Aid programs) No. 13, s. 2014 (Revised Guidelines for the Implementation of Student Financial Assistance Programs), the following guidelines on Scholarships and Financial Assistance for students in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

ARTICLE I
POLICY STATEMENT

Section 1. It is the policy of the University to provide enhanced access to quality education by giving grants and financial assistance to the deserving but financially challenged students.

Section 2. The University in constant collaboration and partnership with the local and international philanthropist, alumni, government and private agencies caters scholarships and financial assistance to aspiring and deserving students from Batangas and in nearby provinces as part of its aim of making quality education accessible to the youth.

ARTICLE II
SCOPE AND COVERAGE

Section 3. The guidelines set herein shall be applicable to all students of the University who are enjoying Internally or Externally Funded scholarship and financial assistance. Externally Funded scholarships which are guided by Memorandum of Agreement (MOA) shall also be guided by such MOA.

ARTICLE III
DEFINITION OF TERMS

Section 4.

- **Internal Funded Scholarship** – This refers to the scholarship grants which are sponsored by the University.

- **External Funded Scholarship and Financial Assistance** – This refers to the scholarship and financial assistance which are sponsored by local and international philanthropist, alumni, and government and private agencies.

- **Certificate of Scholarship** – This refers to the document bearing the scholarship grant a student – scholar during a specific semester of a particular academic year.
• **Certificate of Indigence** - This refers to the document usually an affidavit swearing that your income / assets fall below a certain level.

• **Scholarship Coordinator** – This refers to the designated personnel from each campuses authorized to receive, evaluate, approve scholarship grants of students.

• **Selection Committee** - it refers to the team/group appointed by the University President to deal in the selection and evaluation of the documents of students applying for scholarship.

• **4.5 Scholars Identification Card** – This refers to the card identifying the bearer of a scholarship grant which shall be used in all transactions in the University.

• **Scholars Orientation Seminar** – This refers to the seminar given to the incoming freshmen scholars to make them familiar with the policies, procedures and documentary academic requirement for their grant.

• **Scholars/grantees/recipient**s – This refers to students who are endorsed by the sponsor and enjoying the benefits of the grant.

ARTICLE IV
RESPONSIBLE OFFICIALS/PERSONNEL

Section 5. **Assistant Director, Scholarship and Financial Assistance.** Under the supervision of the Director for Office for Student Affairs and Services, the Assistant Director for Scholarship and Financial Assistance shall be responsible for the implementation of the BatStateU Funded and Externally Funded scholarships and financial assistance of the University. Specifically, Asst. Director of Scholarship and Financial Assistance has the following duties and responsibilities:

5.1. Implement regulations, regulations, policies and procedures related to scholarship and financial assistance.

5.2. Supervise the Heads/Coordinators and staff of Scholarship and Financial Assistance offices on evaluation of grades, approval and renewal of scholarships and in preparation of pertinent reports.

5.3. Maintain master lists of scholars and sponsors.

5.4. Evaluate programs and services on scholarships and financial assistance.

5.5. Assist and facilitate in the signing of Memorandum of Agreement for scholarship and financial assistance.

5.6. Spearhead orientation for scholars of the University.

5.7. Disseminate and promote scholarship and financial assistance services of the University.
5.8. Coordinate with the Accounting Office the financial report, liquidation transfer of funds and release of stipend of internal and external grant and scholarship.

5.9. Conduct activities for scholars and sponsors.

5.10. Establish linkages for scholarship and financial assistance.

5.11. Perform other tasks as may be assigned by higher authorities.

Section 6. Campus Head/Coordinator. Under the supervision of the Director of Student Affairs and Services and Assistant Director of SFAO, the Head/coordinator, shall be responsible for the following in their respective campuses:

6.1. Assist in the implementation regulation, policies and procedures related to scholarship and financial assistance.

6.2. Evaluate and verify the authenticity of the required documents submitted by the applicants based on the rules and policies of the University and criteria stipulated in the Memorandum of Agreement of the sponsors.

6.3. Attend to the needs of the campus scholars in the renewal and approval of their scholarships during enrollment and as the need arises.

6.4. Prepare and maintain the campus data bank of the list, contact details of all scholarship sponsors and its scholars and grantees.

6.5. Submit the Master list of scholars to the accounting office to facilitate the preparation of accounting/billing statement/release of stipend.

6.6. Orient the scholars on their duties and responsibilities and on the policies and guidelines of the University on scholarships and financial assistance.

6.7. Facilitate and supervise the campus election of officers of scholars and grantees and act as adviser of the scholarship organizations.

6.8. Provide information and promote the Scholarship programs through the conduct of orientation to the graduating high school students in the province of Batangas and nearby provinces.

6.10. Prepare and submit reports and other pertinent documents related to scholarship and financial assistance.

6.11. Perform other tasks as may be assigned by higher authorities.
ARTICLE IV
POLICIES AND PROCEDURES

Section 7. Application for Scholarship and Financial Assistance. A student applying for BatStateU Funded and External Funded scholarship and financial assistance shall submit the following documentary requirements at the Scholarship and Financial Assistance Office.

7.1. Filled-up application form.

7.2. Photocopy of Form 138 (for incoming freshmen), report of ratings from the previous semester (for old students)

7.3. Certificate of Good Moral

7.4. Certificate of Tax Exemption from BIR, Latest Income Tax Return of parents/guardian, Cert. of Indigency or Affidavit of No Income.

7.5. Certification from the School Principal (for elementary: valedictorian and salutatorian, for high school: valedictorian, salutatorian and with honorable mention with at least 100 number of graduates)

Section 8. Renewal of Scholarship and Financial Assistance. A student enjoying scholarship and financial assistance either BatStateU Funded or Externally Funded shall renew their grant every semester during enrollment period. The renewal and approval of the BatStateU Funded scholarships shall be done upon enrollment until the first day of the scheduled preliminary examination, while Externally Funded scholarship and financial assistance shall entertained until the first day of scheduled midterm examinations of the University.

8.1. Present the registration form, CHED StuFaPs, ESGP-PA, Tulong-TulongDunong, PWD Identification Card to the Scholarship and Financial Assistance Office for verification and evaluation of their grades and General Weighted Average (GWA).

8.2. Proceed to the Assessment Office.

ARTICLE V
GENERAL GUIDELINES

Section 9. BatStateU Funded and External Funded Scholarships and Financial Assistance

9.1. Shall be a Filipino citizen.

9.2. Shall pass the BatStateU entrance examinations.

9.3. Shall enroll in a regular academic load prescribe by their respective course curriculum.

9.4. Shall not receive a grade of 4.0, 5.0, dropped or incomplete.

9.5. Shall conform to the grade requirement and maintain a general weighted average (GWA) prescribed by the scholarship grant they are enjoying.

9.6. Shall not be found guilty of committing any major offense as define in the Norms of Conduct for College Students.
9.7. For BatStateU Funded scholarships and financial assistance, renewal of the grant shall be made on or before enrolment. If the student failed to renew on or before enrollment schedule, students will be entertained only until the **first day of the scheduled preliminary examination of every semester and a week after the start of the summer classes.** Only those with regular summer subjects offerings prescribe by their course can avail the scholarship grants during summer provided all the guidelines are followed.

9.8. For external funded scholarship and financial assistance, renewal is based on the submitted Master List of the sponsor and on the terms and conditions specified in the Memorandum of Agreement (MOA).

9.10. A student can avail a BatSateU-funded scholarship and an External-funded grant simultaneously, but not two (2) BatStateU funded/External Funded scholarships simultaneously unless otherwise specified by the external funded scholarship sponsor.

9.7. **Shall not enroll in OJT during the previous semester except for dual training.**

**ARTICLE VI**

**TERMS AND CONDITIONS, GENERAL WEIGHTED AVERAGE AND BENEFITS**

**Section 10. BatStateU Funded Scholarship and Financial Assistance**

<table>
<thead>
<tr>
<th>Title</th>
<th>Intended Beneficiaries</th>
<th>Terms and Conditions/General Weighted Average (GWA)</th>
<th>Financial Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Entrance Scholarship (Old Scheme)</td>
<td>• Valedictorian</td>
<td>Must be an elementary or high school valedictorian of at least 100 graduates (except for BatStateU graduates).</td>
<td>College: Free tuition fee for one semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>High School: 100% discount on the full assessment for one year.</td>
</tr>
<tr>
<td></td>
<td>• Salutatorian</td>
<td>Must be an elementary or high school salutatorian of at least 100 graduates (except for BatStateU graduates).</td>
<td>College: 50% discount on tuition fee for one semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>High School: 50% discount on the full assessment for one year.</td>
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<tr>
<td></td>
<td>• Entrance</td>
<td>• Must obtain</td>
<td>College: 100%</td>
</tr>
<tr>
<td>Examination Topnotcher</td>
<td>the highest score in the entrance examination in any program, including the Integrated School of at least 200 applicants.</td>
<td>tuition fee discount for one semester High School: 100% discount on the full assessment for one year</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
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<td></td>
</tr>
<tr>
<td><strong>2. Entrance Scholarship (New Scheme)BOR Res. No. 424, Series of 2012</strong></td>
<td>• Valedictorian • Salutatorian • First Honorable to Third Honorable Mention • Entrance Topnotcher</td>
<td>• Must be an elementary or high school valedictorian, salutatorian, or top five of at least 100 graduates (except for BatStateU IS graduates and Science High School and Special Schools for the Arts/Technology but subject to verification and mandate from CHED. • Shall present a certificate signed by the school principal stating the honors received. • Shall enroll in a degree program with Licensure Examination.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For College: Valedictorian – Full scholarship + Php 4,000.00 allowance for one semester. Salutatorian- Full scholarship for one semester First-Third Honorable Mention – 100% tuition fee discount and 50% miscellaneous for one semester.</td>
<td>Incoming High School: Valedictorian- Full scholarship for one year. Salutatorian- 50% discount on full assessment for one year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For Entrance Examination Topnotcher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. University President Scholarship</td>
<td>Entrance Scholarship recipient</td>
<td>Shall have a general weighted average of the following with no grade below 2.50 (80-82) in all subjects.</td>
<td>College-Full scholarship for one semester. High school-full scholarship for one year.</td>
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<td>------------------------------------</td>
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</tr>
<tr>
<td></td>
<td>1.0-1.25</td>
<td>Full scholarship for one semester + Php 4,000.00 allowance for one semester.</td>
<td></td>
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<tr>
<td></td>
<td>1.26-1.50</td>
<td>Full scholarship for one semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.51-1.75</td>
<td>100% tuition fee discount and 50%miscellaneous for one semester.</td>
<td></td>
</tr>
<tr>
<td>4. University Scholarship</td>
<td>Entrance Scholarship recipient</td>
<td>1.0-1.25</td>
<td>Full assessment for one semester</td>
</tr>
<tr>
<td></td>
<td>1.251-1.75</td>
<td>Free tuition fee for one semester</td>
<td></td>
</tr>
<tr>
<td>5. Student Assistants</td>
<td>Bonafide students of the University</td>
<td>Shall satisfied the terms and conditions set by SOA. *</td>
<td>50% discount on tuition fee and a Php 25.00 rate per hour.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shall at least have a passing rate in all enrolled subjects at the end of the semester.</td>
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<tr>
<td>6. Government Officials and Employees</td>
<td>Government employees and officials</td>
<td>Shall present a certificate of employment</td>
<td>3 years for Masters level-non-thesis</td>
</tr>
<tr>
<td><strong>Government Institutions/ Agencies other than Batangas State University (for Graduate School)</strong></td>
<td><strong>who wish to enroll in the Graduate school.</strong></td>
<td><strong>from his/her agency upon enrollment every semester.</strong>&lt;br&gt;• Shall be casual, temporary, or permanent (not applicable to contractual)&lt;br&gt;• Shall maintain a grade not lower than 1.75 in each subject at the end of the semester&lt;br&gt;• Shall not change the program.</td>
<td><strong>program</strong>&lt;br&gt;4 years for masters level-thesis program and 5 years for Doctorate level&lt;br&gt;50% discount on tuition fee.</td>
</tr>
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<tr>
<td><strong>7. BatStateU System Alumni Scholarship</strong>&lt;br&gt;• Alumni of the University (graduate and undergraduate)&lt;br&gt;• <em>not applicable to IS students</em></td>
<td><strong>shall present proof that he/she is a BatStateU graduate.</strong>&lt;br&gt;• Shall maintain a grade of 1.75 in all subjects in the graduate school.&lt;br&gt;• Shall avail the grant for 3 years (Masters Level-Non-thesis program), for 4 years (Masters Level-thesis program), and for 5 years (Doctoral Level).&lt;br&gt;• Alumni enrolled in the undergraduate level shall avail the grant until the completion of the course</td>
<td><strong>20% discount on tuition fee</strong></td>
<td></td>
</tr>
</tbody>
</table>
provided that the grade and other requirements are met.

- Shall maintain a general weighted average (GWA) of 2.0 at the end of the semester for the undergraduate level.

### B. Financial Assistance

#### 8. BSU SPORTS AND CULTURAL MEMBERSHIP

**FINANCIAL ASSISTANCE**

- Shall be an active member and participant of the University BSU Choir, Dance Troup and Sports Team and University/School band (University Group/Troup means, the group is recognized by the University or campus wide).
- Shall not be a recipient of any BSU funded scholarship.
- Shall be enrolled in a minimum required load of eighteen units (18) every semester (or regular load prescribed by the

*Discounts are based on the endorsements from the Director of Sports and Cultural Affairs Office.*

**National Level:**
- Gold Medalist – 100% discount on full assessment
- Silver Medalist – 50% discount on full assessment
- Bronze Medalist – 25% discount on full assessment

**Regional Level:**
- Gold Medalist – 100% discount on tuition fee
- Silver Medalist – 50% discount on tuition fee
| 9. BatStateU Financial Assistance for Government Officials and Employees of Government Institutions/Agencies other than BaStateU (College of Law students) | • Must present a duly signed certificate upon enrollment from the Office of Sports and Cultural Affairs. | Bronze Medalist – 25% discount on tuition fee
Local Level:
Gold Medalist – 50% discount on tuition fee
Silver Medalist – 30% discount on tuition fee
Bronze Medalist – 15% discount on tuition fee |
|---|---|---|
| 10. BatStateUModified Socialized Tuition Fee Program | CTE students from the extension campuses
BS Agricultural
BS Forestry | • Shall enroll in full load prescribe by the course. • Shall avail within a maximum of four (4) years. | 25% discount on tuition fee |
| 11. NROTC Financial Assistance | active NROTC officer | • Shall maintain a general weighted average (GWA) of 2.5 (80-82) at the end of semester. • Shall not shift to any course otherwise he/she loses the scholarship. | 50% discount on tuition fee |
| | | • Shall enroll in 100% discount on tuition fee. | |
| 12. Family Tuition Fee Privileges (not applicable to Nasugbu and Malvar) | Bonafide students of the University | the minimum required load of eighteen (18) units every semester.  
- Must present certification from the NROTC Office upon enrollment.  
- Must be enrolled in full academic load every semester except for IPTP participants.  
- Only those who are in college level can avail the discount.  
- Must present birth certificate and proof of the siblings' enrollment in BSU.  
- Two (2) children enrolled – 20% discount on tuition fee (each)  
- Three (3) children enrolled – 25% discount on tuition fee (each)  
- Four (4) or more children enrolled – one (1) child free tuition fee and the rest will pay the full amount. |
|---|---|---|
| 13. BatStateU Tuition Fee Discount for Cooperating Teachers (for graduate school only) | Certified Cooperating Teachers of the University | Shall be a cooperating teacher during the last semester prior to enrollment.  
- Not a recipient of any government scholarship.  
- Scholarship grant is good for one semester only.  
- Shall submit a certification as cooperating teacher.  
- 50% tuition fee discount |
| 14. Qualified Dependent of BatStateUF faculty and Personnel | Legal Dependent of BSU Faculty and Personnel enrolled in the University | A total of not more than two (2) (legal) dependents for each (full time) faculty (regardless of status as long as in active office) and casual and  
| | | College: 100% tuition fee discount  
Integrated School: 30% discount |
regular employee shall be granted simultaneously.
- The dependent-grantee may enroll in any course offered by the school.
- Grantees are not allowed to change program. If they shifted to another course, the grant will be suspended for that semester.
- Must take the required load of the course per semester except for IPTP participants.

| 15. Qualified Dependent of the Armed Forces of the Philippines, Qualified Dependent of Philippine National Police | • Limited only to two (2) qualified dependents of the aforementioned officials within the Batangas province and shall enroll in the campus proximate to their jurisdiction.
- Must present a certification from the concerned office upon enrollment.
- Must maintain a general weighted average of 2.25 (83-84) at the end of the semester.
- Must be enrolled in the regular load prescribed by the course except for IPTP participants | 100% tuition fee Discount. Limited to the priority courses specified by the university**
** Priority Courses
- College of Teacher Education
- College of Arts and Sciences
- BS Agriculture
- BS Fisheries
- BS Forestry
- BS Food Technology
- BS Food Nutrition and Dietetics
- BS Entrepreneurship
- BIT – Drafting Technology
- BIT – Civil Engineering Technology
- BIT – Automotive Technology
<table>
<thead>
<tr>
<th>Engineering</th>
<th>Important Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT – Electrical Technology</td>
<td></td>
</tr>
<tr>
<td>BIT – Welding – Fabrication Technology</td>
<td></td>
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<tr>
<td>BS Tourism</td>
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<tr>
<td>BS Industrial Education</td>
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<tr>
<td>Sea Farer’s Course</td>
<td></td>
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<tr>
<td>BS Agribusiness Management</td>
<td></td>
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<tr>
<td>BS Applied Economics</td>
<td></td>
</tr>
<tr>
<td>BS Information Management</td>
<td></td>
</tr>
</tbody>
</table>

| 16. Barangay officials, Barangay Health Worker, Qualified Dependent of Barangay Officials and Barangay health Workers and Sanggunian gKabataan Officials. | Limited only to the aforementioned officials and two of their qualified dependents. |
|                                                                                                                                             | Must present certification from the Office of the Municipal Mayor attested by the DILG officer upon enrollment. |
|                                                                                                                                             | Must maintain a general weighted average (GWA) 2.25 (83-84) at the end of the semester. |
|                                                                                                                                             | Must apply only to the aforementioned officials and two of their qualified dependents within the Batangas Province, provided that they should enroll in the campus proximate to their jurisdiction |
|                                                                                                                                             | Limited to the priority courses specified by the university** |

<p>| 100% tuition fee Discount.                      |                                                                                  |
| ** Priority Courses                             |                                                                                  |
| College of Teacher Education                    |                                                                                  |
| College of Arts and Sciences                    |                                                                                  |
| BS Agriculture                                  |                                                                                  |
| BS Fisheries                                    |                                                                                  |
| BS Forestry                                     |                                                                                  |
| BS Food Technology                              |                                                                                  |
| BS Food Nutrition and Dietetics                 |                                                                                  |
| BS Entrepreneurship                             |                                                                                  |
| BIT – Drafting Technology                       |                                                                                  |
| BIT – Civil Engineering Technology              |                                                                                  |
| BIT – Automotive Engineering                   |                                                                                  |
| BIT – Electrical Technology                     |                                                                                  |
| 17. DND-CHED PASUC | Limited only to two qualified dependents of AFP who were killed-in-action and with disability within the Batangas Province, provided that they should enroll in the campus proximate to their jurisdiction. | Must present certification from the DND office upon enrollment. Must maintain a general weighted average (GWA) 2.25 (83-84) at the end of the semester | 100% tuition fee Discount. ** Priority Courses | College of Teacher Education | College of Arts and Sciences | BS Agriculture | BS Fisheries | BS Forestry | BS Food Technology | BS Food Nutrition and Dietetics | BS Entrepreneurship | BIT – Drafting Technology | BIT – Civil Engineering Technology | BIT – Automotive Engineering | BIT – Electrical Technology | BIT – Welding Fabrication Technology | BS Tourism | BS Industrial |</p>
<table>
<thead>
<tr>
<th>Education</th>
<th>Students of Main and Alangilan under the following Priority Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. All College of Teacher Education courses</td>
</tr>
<tr>
<td></td>
<td>2. BS Mathematics</td>
</tr>
<tr>
<td></td>
<td>3. BS Biology</td>
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<td></td>
<td>4. BS Chemistry</td>
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<td></td>
<td>5. BA English</td>
</tr>
<tr>
<td></td>
<td>6. BS Food Technology</td>
</tr>
<tr>
<td></td>
<td>7. BS Food Nutrition and Dietetics</td>
</tr>
<tr>
<td></td>
<td>8. BS Food Engineering**</td>
</tr>
<tr>
<td></td>
<td>9. BS Environmental and Sanitary Engineering**</td>
</tr>
<tr>
<td></td>
<td>10. Bachelor of Science major in Interior Design</td>
</tr>
<tr>
<td></td>
<td>11. Bachelor of Fine Arts major in Visual Communication</td>
</tr>
<tr>
<td></td>
<td>12. BS Mechatronics Engineering**</td>
</tr>
<tr>
<td></td>
<td>13. BS Petroleum Engineering**</td>
</tr>
<tr>
<td></td>
<td>14. BIT major in Electronics Technology</td>
</tr>
<tr>
<td></td>
<td>15. BIT major in Mechatronics Technology</td>
</tr>
<tr>
<td></td>
<td>**Third Year</td>
</tr>
</tbody>
</table>

- Open to students enrolled in the priority courses specified by the university in the Main Campuses.*
- Shifters, transferees and students with failures shall be accepted based on the university policy on residency.

- 50% tuition fee discount
<table>
<thead>
<tr>
<th>No.</th>
<th>Program Description</th>
<th>Eligibility Requirements</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>One Town One Scholar</td>
<td>Bonafide students of the University Must present certification and contract from the CHED office upon enrollment. Must maintain a general weighted average (GWA) 2.00 (85-87) at the end of every semester. The lowest grade in any subject from the previous semester must be 2.75. Must apply only to the CHED “One Town one Scholar” scholars within the Batangas Province, provided that they should enroll in the campus proximate to their hometown. Limited to the priority courses specified by the university**</td>
<td>100% tuition fee Discount.</td>
</tr>
<tr>
<td>20</td>
<td>Presidential Educational Grant (PD 577)</td>
<td>Must present an endorsement letter from the University President. Must pass all subjects enrolled per semester. Limited to five grantees.</td>
<td>Free full assessment for one semester</td>
</tr>
<tr>
<td>21</td>
<td>Scholarship for Student Leaders</td>
<td>Supreme Student Council and Supreme Student Council Confederation Officers Must be a bonafide student of Batangas State University. Must be a duly elected officer of the Supreme Student Councils Confederation and</td>
<td>Full Assessment 100% Tuition Fee discount 50% Tuition Fee Discount</td>
</tr>
</tbody>
</table>
Supreme Student Council.

Shall enroll a minimum academic load of 18 units per semester or as prescribed by their respective curriculum.

Shall present a certification from the Office of the Student Affairs and Services duly signed by the Assistant Director for SOA.

| 22. Scholarship for Persons with Disabilities | Must be a Filipino citizen |
|                                            | Must pass the BatStateU Entrance Examination |
|                                            | Must present a PWD Identification Card issued by the city or municipal mayor or the barangay captain of the place where the persons with disability resides or issued by the National Council for the Welfare of Disabled persons (NCWDP) |
|                                            | Must present a certificate of good moral character. |
|                                            | 100% Tuition Fee Discount |
The Office of Guidance and Counseling (OGC) is one of the service offices of this University, which extends assistance & guidance to students pertaining to problems in academics and career options, personal problems which concern his/her personality, family problems that affects his/her own peers, his/her teachers and other individuals, problems with school personnel, psychological problems, educational & job placement needs. Every student is a unique individual, who has rights to discover his/her innate potentials to understand, accept & direct himself/herself towards self actualization.

The office of guidance and counseling assists in the total growth and development of the students through the various services of the office that assists them in establishing their educational goals, developing a career direction and making personal adjustments to get the most from their college experience. All the services offered by the office are geared towards the attainment of the Batangas State University’s mission and vision.

ARTICLE I
POLICY STATEMENT

The Office of Guidance and Counseling (OGC) ensures that the students' developmental needs are met through organized activities, program and services. The office implements policies and plans set by the Office of Student Affairs and Services (OSAS) in terms of guidance and counseling. Counseling is the core function of the office. The office is gender sensitive and non-discriminative.

Section 1. It is the aim of the guidance and counseling office to help students in facing major challenges in their development from adolescence to adulthood.

Section 2. Assist the students to know their capabilities and potentials; meet and resolve their problems; and use their knowledge, skills and potentials for themselves, their family and for the service of common people.

Section 3. To satisfactorily render the services offered by the office.

Section 4. Provide assistance to other members of the University.

ARTICLE II
SCOPE AND COVERAGE

Section 1. The policies and procedures set herein shall be applicable to client of the office of guidance and counseling including students and other members of the University.

Section 2. The proposed policies and procedures cover the steps in the guidance and counseling services namely: Individual Inventory/Analysis, Counseling, Placement, Evaluation, Public Relations and Consultation.

ARTICLE III
DEFINITION OF TERMS

1. Individual Inventory/Analysis Service. It is the collection of extensive information about the individual for proper understanding, decision making, and placement. It is
conducted through the distribution, retrieval and filing of student information sheet and student information updating forms; and individual interview.

2. Counseling. It is the personal interaction between a counselor and counselee/s, where the counselor employs methods, approaches or techniques to enhance the counselee’s interpersonal and intrapersonal development, career counseling and competencies. Counseling may be conducted individually or in groups. Students avail of the counseling service by routine interview, walk-in or by referrals. Follow-up and issuance of admission slip is also part of counseling service. It is gender sensitive and non-discriminative.

3. Placement. It provides assistance for student’s movement to the appropriate educational program; entry into the appropriate co-curricular and extra-curricular; pursuit of further education or employment upon leaving the institution. Placement service includes issuance of Certificate of Good Moral Character and Career Guidance.

4. Evaluation. It is the determination of whether the services offered by the OGC have attained their objectives and are meeting the needs of the clientele; the personnel have satisfactorily performed their functions; and facilities have been adequate. Evaluation services include Exit Interviews for shifters, transferees, and majoring students; Counselor’s Evaluation Form and Evaluation of Guidance Services.

5. Public Relations. It is the explanation of guidance’s roles and functions, program and services, and benefits to insiders and outsiders leads to an understanding of Guidance activities and services. Public Relations are done through seminars, workshops, for new faculty counselors/ guidance counselor, peer counselors, and parents through different linkages.

6. Consultation. It refers to the mutual sharing and analysis of information with the administration/ management, faculty and parents to facilitate decision making and learning about strategies for helping the counselee.

7. Concerned Individuals. It refers to any person/s aside from faculty, parents, university officials and students who is/are involved in helping the student cope up with his/her problem/s and attain his/her total growth and development.

8. Admission Slip. A form used by the office to inform the teacher/s concerned the reason/s of the student/s’ absences and serves as a pass in order for the student to be admitted in class.

ARTICLE IV
RESPONSIBILITY OF OFFICIALS/PERSOENNEL

Section 1. Assistant Director, Office of Guidance and Counseling. Under the supervision of the office of director of student services, the assistant director of the office of the guidance & counseling shall be responsible for assisting the director in directing and coordinating all guidance and counseling needs of the students of university:

1.1 Assist in the administration and clarification of policies and procedures related to OGC.

1.2 Assist in the supervision of the Heads/Coordinators and staff in the monitoring of students, and preparation of pertinent reports and coordination of all activities with the concerned offices.
1.3 Promote the aim of the University to cause the formation of young men and women for intellectual, moral and professional competence as prerequisites to living a fully human life with a responsible involvement in the development of the community.

1.4 Plan and prepare the guidance and counseling program, together with the heads/coordinators/persons-in-charge of campuses/colleges/departments in accordance with the University vision and mission.

1.5 Make a proposal to the higher authorities that a budget allocation be made annually to finance all the guidance and counseling programs and activities of the university.

1.6 Assess needs for research and program development.

1.7 Ensure that ethical standards are observed by the guidance personnel.

1.8 Identify programs for student development and value formation.

1.9 Gather valid and reliable bases of information on matters pertaining to student behavior and other concerns.

1.10 Extend assistance and guidance to students in matters pertaining to personal problems that affect their behavior, academic performance and relationship with others.

1.11 Conduct activities on issues and concerns to enhance the students’ holistic development.

1.12 Delegate these duties and responsibilities mentioned above, when warranted and applicable, to the OGC heads/coordinators/persons-in-charge of campuses/colleges/departments.

1.13 Recommend to the proper authority to designate counselors in each college/department.

1.14 Perform other related tasks as required by higher authorities.

Section 2. Head, Office of Guidance and Counseling (Campus/District).
Under the supervision of the Director of OSAS and Assistant Director of Office of Guidance and Counseling, the Head shall be responsible for directing and implementing all OGC programs and activities of the university in their respective campuses:

2.1 Monitor the performance and activities conducted by the guidance personnel.

2.2 Coordinate with the offices under the office of student affairs and services in the conduct of orientation services for freshmen students, transferees and old students in their respective campus.

2.3 Gather complete student data for individual inventory as basis for counseling services.

2.4 Conduct consultation with parents on updates on student’s problems related to academic performance, behavior and social relationships.

2.6 Spearhead case conference with the guidance head, coordinators and facilitators in the guidance office.
2.7 Monitor peer facilitators group activities and services.

2.8 Assist students who voluntarily sought for planning and implementing his/her immediate and long range academic goals.

2.9 Participate in the conduct of career orientation lectures/talk, seminars for students and career guidance related seminars and workshops

2.10 Provides recommendations, conducts exit interview and issues good moral certificates.

2.11 Participate in the formulation of action plan and submit reports pertaining to OGC services.

2.12 Perform other tasks which may be assigned by the higher authorities.

Section 3. Coordinator, Office of Guidance and Counseling(College/Department). Under the supervision of the Director of OSAS and Assistant Director of Office of Guidance and Counseling, the coordinator/In-Charge shall be responsible for directing and implementing all OGC programs and activities in their respective department:

3.1 Coordinates with the office of student affairs and help in the orientation services for students.

3.2 Gathers and records the student information sheet (SIS) which serves as basis for counseling.

3.3 Coordinates training programs for the holistic growth and development of the students and other members of the University.

3.4 Attends career guidance related seminars and workshops.

3.5 Issues recommendations, good moral certificates and conducts exit interviews in the absence of the guidance Head.

Section 4. Guidance Facilitator, Office of Guidance and Counseling. Under the supervision of the Director of OSAS, Assistant Director of Office of Guidance and Counseling and the Guidance Head, the duties and responsibilities of the Guidance Facilitator are the following:

4.1 Conducts guidance orientation for students and faculty.

4.2 Distributes, retrieves and organizes student information sheets (SIS)

4.3 Maintains and updates students’ cumulative records

4.4 Conducts routine interview with freshmen and transferees

4.5 Conducts exit interviews for transferees, shifters and graduating students

4.6 Facilitates student appraisal through referrals.

4.7 Issues certificate of good moral character in the absence of the guidance head and coordinator.

4.8 Evaluates the Guidance services
4.9 Conducts educational seminars on the holistic development of the students.

4.10 Coordinates guidance activities with the College Deans.

4.11 Facilitates case consultations.

4.12 Identifies students requiring further assessment, counseling, interventions, and outside referral.

4.13 Partakes in the planning, development, implementation and evaluation of plan of action and calendar of activities.

4.14 Collaborates with the Office of Student Organizations and Activities (SOA) and the Office of Student Discipline (OSD) in the planning and conduct of orientation for freshmen and transferees.

4.15 Conducts students’ needs assessment.

4.16 Communicates students’ assessment and feedback on student appraisal to the Guidance Head.

4.17 Conducts classroom visitations and group dynamic activities.

4.18 Conducts individual and group guidance.

4.19 Participates in career guidance activities organized for high school and college students in the University and of the private and public schools in and outside the Batangas province.

4.20 Maintains and updates bulletin boards.

4.21 Issues admission slip.

4.22 Maintains logsheet/logbook for clienteles and visitors.

4.23 Attends regular meetings.

4.24 Participate in the employee development and cultural activities of the University.

4.25 Attends and conducts echo trainings and seminar-workshops for guidance personnel.

4.26 Submits evaluation, summary reports, and accomplishment reports to the guidance head.

4.27 Gives the counselor’s evaluation form to student/s after every session.

4.28 Retrieves and tallies the result of the evaluation forms.

4.29 Maintains harmonious working relationships among stakeholders of the University.

4.30 Practices ethics in guidance and counseling (see ACA Code of Ethics).

4.31 Performs other related tasks that may be assigned by higher authorities.

ARTICLE V
PROCEDURES

Section 1. Distribution, Retrieval and Filing of Student Information Sheet (SIS). The Student Information Sheet (SIS) is being used to gather pertinent information about the first year college students and transferees regarding their educational background, personal information, family background, motivations, health and others.

1.1 The Testing and Admission Office provides freshmen students information sheet to gather general information about the first year students and transferees regarding their general information.

1.2 The information sheets shall then be forwarded to the guidance office of the college/department where the student is enrolled.

1.3 The guidance counselor/ coordinator/ In-charge files and organizes the SIS.

Section 2. Distribution, Retrieval and Filing of Student Information Updating Form (SIUF). This form is being used to update some of the basic information in the student information sheet.

2.1 The OGC provides all extension campuses with the SIUF to update basic information of the student.

2.2 The guidance counselors/ coordinators/ In-charge of guidance and counseling in coordination with the class adviser and class officers distributes and retrieves the SIUF from 2nd year to 4th/ 5th year students of their respective department/college.

2.3 The guidance counselor files and organizes the SIUF together with the SIS in the guidance office of each campus/college/department.

Section 3. Individual/Routine Interview. The Office of Guidance and Counseling conducts Individual/Routine Interview for basic information gathering, history taking, establishing a good rapport and encourages students to visit the guidance office of the department or college.

3.1 The guidance counselor/facilitator coordinates with the Deans/ Executive Directors to ensure a systematic scheduling of individual interview sessions and informs the students through class visits or through call slips.

3.3 Students are required to visit the office before and after having their On-The-Job Training (OJT) for briefing, assessment, evaluation and career counseling.

3.4 Interview sessions per student may take 10 to 20 minutes.

3.5 Remarks of the session shall be properly logged.

Section 4. Walk-in/Intake Interview.

4.1 Students may visit the office for assistance.
4.2 Individual counseling is conducted in the guidance nook to ensure confidentiality.

4.3 Guidance counselor/facilitator guides individual student with his/her holistic development by facilitating meaningful understanding of self and his/her environment.

4.4 Guidance counselor/facilitator shall use accepted theories and counseling techniques.

Section 5. Group Counseling. Group counseling aims to assist individuals with the same concern/s in understanding themselves so that they can work out and collectively address their concerns.

5.1 The guidance counselor/facilitator identifies students with similar personal needs and concerns.

5.2 The group of students meet with the guidance counselor/facilitator in the guidance office to ensure privacy and confidentiality.

5.3 Before the mutual sharing, the guidance counselor/facilitator informs the nature and extent of confidentiality in group counseling.

5.4 The member of the group discuss personal experiences pertaining to a specific concern through the help of the guidance counselor/facilitator.

5.5 Guidance counselor/facilitator use accepted theories and counseling techniques.

5.6 Schedules for group counseling sessions are predetermined.

5.7 Schedules of visits to the guidance office shall be strictly observed.

Section 6. Referral for Counseling. Faculty, parents, university officials, students and concerned individuals may make referrals to the guidance office. Referrals are advisable to students who need assistance from the counselor/facilitator who have have learning difficulties, absenteeism, have difficulty with inter-personal relationships, manifest observable changes in behavior and the like.

6.1 The guidance counselor/facilitator provides faculty members/class advisers of counseling referral forms which are also available at the dean’s office and faculty room.

6.2 If the instructor/professor see a need for counseling, referral for counseling is done.

6.3 The guidance counselor/facilitator issues a call slip to the concerned student or through the class adviser.

6.4 Individual or group counseling is conducted as scheduled.

6.5 The guidance counselor/facilitator provides a copy of the referral form with counselor’s remarks to the teacher concerned.

Section 7. Referral for Further Assistance from Outside Agencies/Organization.
7.1 Referral for further assistance from outside agencies/organization occurs when the guidance counselor/facilitator assesses and sees that the case at hand is beyond his/her capacity.

7.2 In cases professional help is needed, further assistance is sought in coordination with outside agencies and organizations.

7.3 Parents and guardians must be notified in writing.

7.4 Faculty, concerned individuals, guidance counselor and members of the administration can initiate the referral process with due notification to the assistant director of the office of guidance and counseling. They may assume responsibility of making referrals to outside agencies for further assistance.

7.5 A referral form is filled out by the adviser/concerned teacher/parent/guidance counselor and concerned individuals that observed or felt the need to refer their students to outside agencies/organizations/individuals.

7.6 Documents and procedures done for referrals are logged in the guidance log book.

Section 8. Issuance of Admission Slip. The admission slip is being issued to student/s who was absent/late. This is one way to prevent absenteeism and tardiness and determine its cause/s.

8.1 Upon the discretion of the faculty concerned, any student who was absent or late is required to get an admission slip from the guidance office.

8.2 Admission slip shall at all times be issued by the office upon the request of any faculty concerned.

8.3 The student must present an excuse letter and medical certificate to the guidance office with the photocopy of his/her parent/s or guardian/s I.D. who signed the excuse letter in case of health reason/s.

8.3.1 In case of death of a relative, the student must provide a death certificate.

8.3.2 For school related activities, the student must provide the approved letter of the activity.

8.4 The guidance counselor/facilitator checks and validates the presented documents.

8.5 The student will be interviewed regarding his/her tardiness and/or absences and reminded about the university’s policies regarding attendance.

8.6 The guidance counselor/facilitator evaluates the reason/s for being tardy and/or absent.

8.7 The guidance counselor/facilitator fills out and signs the admission slip.

8.8 The student signs in the logbook.

8.9 The student presents the admission slip to his/her instructor for him/her to be admitted in class.
**Section 9. Follow-up.** Follow-up shall be conducted by the Office of Guidance and Counseling to check the condition of the student/s, particularly those in difficult or critical condition in need of additional intervention/s. It also gives the office the opportunity to evaluate the effectiveness of its services.

9.1 The guidance counselor/facilitator may conduct follow up to determine whether further assistance is necessary.

9.2 The guidance counselor/facilitator reviews records and chooses a counselee to visit or a faculty adviser to follow up the student’s status.

9.3 The actions taken are logged in the OGC log book.

**Section 10. Issuance of Certificate of Good Moral Character (CGMC).**

10.1 The student gets request for certificate of good moral character (CGMC) from the office of guidance and counseling. The CGMC shall only be issued for educational and employment purposes.

10.2 For school requirement, students must observe the following procedures and requirements.

10.2.1 Secure an exit interview questionnaire and exit interview form from the OGC.

10.2.2 Fill out the forms and secure signatures from the parent/guardian, school adviser and college Dean.

10.2.3 Submit the accomplished forms to the OGC, attached is the photocopy of the parent’s/guardian’s I.D.

10.2.4 The student will undergo an exit interview with the guidance counselor/facilitator.

10.2.5 Secure a request slip for Certificate of Good Moral Character (CGMC).

10.2.6 Secure the signature of the Discipline Head/Coordinator.

10.2.7 Secure a request slip for CGMC at the registrar’s office.

10.2.8 Pay thirty pesos (Php 30.00) at the cashier’s office.

10.2.9 Secure a documentary stamp.

10.2.10 Submit the accomplished exit interview form, request slip for CGMC and official receipt to the OGC.

10.2.11 The student must log in the OGC logbook after receiving the CGMC.

10.2.12 Secure the university’s dry seal at the registrar’s office.

10.2.13 Provide the OGC a photocopy of the CGMC.

10.3 For employment, licensure examinations and further studies, the concerned individual must observe the following procedures and requirements.

10.3.1 Secure a request slip for CGMC from the OGC.

10.3.2 Secure the signature of the Discipline Head/Coordinator

10.3.3 Secure a request slip for CGMC at the registrar’s office.

10.3.4 Pay thirty pesos (Php 30.00) at the cashier’s office.
10.3.5 Secure a documentary stamp.

10.3.6 Submit a photocopy of diploma or transcript of records, request slip for CGMC and official receipt to the OGC.

10.3.7 The concerned individual must log in the OGC logbook after receiving the CGMC.

10.3.8 Secure the university's dry seal at the registrar's office.

10.3.9 Provide the OGC a photocopy of the CGMC.

10.4 For scholarship purposes, scholars must observe the following procedures and requirements.

10.4.1 Secure a request slip for CGMC from the OGC.

10.4.2 Secure the signature of the Discipline Head/Coordinator

10.4.3 Secure a request slip for CGMC at the registrar's office.

10.4.4 Pay thirty pesos (Php 30.00) at the cashier's office.

10.4.5 Secure a documentary stamp.

10.4.6 Submit a photocopy of application form of scholarship, registration form (current semester), grades from previous semester, request slip for CGMC and official receipt to the OGC.

10.4.7 The scholar must log in the OGC logbook after receiving the CGMC.

10.4.8 Secure the university's dry seal at the registrar's office.

10.4.9 Provide the OGC a photocopy of the CGMC.

10.5 For Ten Outstanding Students Awardees (TOSA) and other Honors and Awards.

10.5.1 Secure a request slip for CGMC from the OGC.

10.5.2 Secure the signature of the Discipline Head/Coordinator

10.5.3 Secure a request slip for CGMC at the registrar's office.

10.5.4 Pay thirty pesos (Php 30.00) at the cashier's office.

10.5.5 Secure a documentary stamp.

10.5.6 Submit a photocopy of TOSA application form, any proof of application of honor/award to any organization (e.g. invitation or application form), registration form (current semester), request slip for CGMC and official receipt to the OGC.

10.5.7 The student must log in the OGC logbook after receiving the CGMC.

10.5.8 Secure the university's dry seal at the registrar's office.

10.5.9 Provide the OGC a photocopy of the CGMC.

10.6 For students who will undergo On-the-Job Training (OJT).

10.6.1 Secure a request slip for CGMC from the OGC.

10.6.2 Secure the signature of the Discipline Head/Coordinator

10.6.3 Secure a documentary stamp.

10.6.4 Submit a photocopy of registration form (current semester) to the OGC.

10.6.5 The student must log in the OGC logbook after receiving the CGMC.

10.6.6 Secure the university's dry seal at the registrar's office.

10.6.7 Provide the OGC a photocopy of the CGMC.

10.7 For students who will represent the University in regional/national/international competitions.
10.7.1 Secure a request slip for CGMC from the OGC.
10.7.2 Secure the signature of the Discipline Head/Coordinator
10.7.3 Secure a documentary stamp.

10.7.4 Submit a photocopy of proof of being part of the competition (e.g. invitation, application form, line-up of players, etc.), and an approved letter of the event.
10.7.5 Submit a photocopy of registration form (current semester) to the OGC.
10.7.6 The student must log in the OGC logbook after receiving the CGMC.
10.7.7 Secure the university’s dry seal at the registrar’s office.
10.7.8 Provide the OGC a photocopy of the CGMC.

10.8 Non issuance of CGMC may occur if the student/s has not yet completed the requirements needed in requesting CGMC.

Section 11. Career Guidance Activities to Develop Study Skills.

11.1 Guidance heads/coordinators/In-charge shall plan activities or strategies for career guidance in coordination with the assistant director/college dean/executive director.

11.2 Targets for career guidance are incoming first year college students.

11.3 A letter of request is prepared by the guidance head/coordinator/In-charge noted by the OGC assistant director, with recommending approval of the OSAS Director, VP for academic affairs and VP for finance and resource generation should the request include funding.

Section 12. Exit Interview. The office of guidance and counseling conducts exit interviews to students who want to shift or transfer to another college or school.

12.1 The student must secure an exit interview form and exit questionnaire form from the OGC.

12.2 The student must secure a signature from the adviser/program chair and college Dean using the exit interview form.

12.3 The student must submit the accomplished form and questionnaire signed by the parent/guardian to the OGC for proper recording and filing.

12.4 The guidance counselor/facilitator will conduct the exit interview.

12.5 Students shall log in the OGC logbook for proper recording.

Section 13. Evaluation of Guidance Services. To determine the quality services rendered and adequacy of facilities available.

13.1 The OGC main office provides the evaluation forms to guidance counselor/heads/coordinator/in-charge of each campus/department.
13.2 Counselor’s evaluation forms are given to the students after every counseling session. The forms are dropped in a secured drop box.

13.3 Client feedback forms are also available in the OGC. The forms are also dropped in a secured drop box.

13.4 The results are forwarded to the assistant director of OGC, director of OSAS, and the VPAA

Section 15. Consultation. It is a process by which sharing and analyzing gathered information with the administration, faculty and parents/guardians to facilitate decision making and think of ways on how to help the student/s better. This is necessary for program development and improvement of services.

15.1 Guidance counselor/facilitator informs the concerned administrator, faculty and parent/guardian regarding consultation.

15.2 Guidance counselor/facilitator arranges the meeting of the concerned administrator, faculty and parent/guardian and finding their common time of availability.

15.3 Consultation may take place in the OGC or any secure place.

15.4 The guidance counselor/facilitator together with the concerned administrator, faculty and parent/guardian discuss the concern/s of the student/s and facilitate decision making and strategies on how to better help the student/s.

15.5 Feedback is solicited to the concerned student, faculty and parent/guardian that can serve as a basis for program development and improvement of services.

GUIDELINES IN MAINTAINING THE CONFIDENTIALITY AND SECURITY OF STUDENT RECORDS

To safeguard the confidentiality and security of student records, the following are implemented:

1. The Office of Guidance and Counseling (OGC) collects and retrieves the Student Information Sheet (SIS), Student Information Updating Form (SIUF), Counseling Notes and other forms of clients and are placed in their respective cumulative records folder.
2. The cumulative record folders are placed or kept in a secure filing cabinet to ensure confidentiality and security of the records.
3. Maintenance of Records. Guidance Counselors/Facilitators maintain records in sufficient detail to track the sequence and nature of professional services rendered and consistent with any legal, regulatory, agency, or institutional requirement. They secure the safety of such records and, create, maintain, transfer, and dispose of them in a manner compliant with the requirements of confidentiality and other articles of this Code of Ethics.
4. Access to Records. Guidance Counselors/Facilitators understand that clients have the right to access their counseling records. Disclosure of such information to others is allowed only through the clients’ informed consent and/or if there is imminent changes to life properly.
5. Release of Information Form. The Office of Guidance and Counseling is using this form in order to disclose information with the consent of its owner.
6. Confidentiality. The counselor must preserve and safeguard the confidentiality of the clients except:
   - When disclosure is required to prevent clear and imminent danger to the client or others;
   - When legal requirements demand that confidential matter be revealed;

Philippine Guidance And Counseling Association (nos. 3, 4 & 6)
2) OGC Policy

ARTICLE VI
EFFECTIVITY

The policies and procedures of the Office of Guidance and Counseling shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

References

Batangas State University Student Handbook
http://www.schoolcounselor.org/
http://www.nationalforum.com/

Records

Copy of the Batangas State University Student Handbook
Copy of American School Counselor Association Program and Activities
Pdf School Guidance and Counseling Services, Fred C. Lunenburg, Journal Sam Houston State University SCHOOLING VOLUME 1, NUMBER 1, 201
POLICIES AND GUIDELINES FOR INTERNSHIP TRAINING PROGRAM

In accordance with CHED Memorandum Order No. 23, s. 2009 (Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs with Practicum Subject), CHED Memorandum Order No. 22, s. 2013 (Revised Policies, Standards and Guidelines on Student Internship Abroad Program) and Batangas State University Norms of Conduct for College Students, the following policies and guidelines for Internship Training in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

ARTICLE I
POLICY STATEMENT

Section 1. It is the policy of the University to facilitate local and international practical exposure for student trainees for them to gain related learning experiences and opportunities to become better professionals of global standard.

Section 2. The Internship Training program aims to cater quality, relevant and responsive related learning experiences for all bona fide students through a carefully planned, progressive and closely monitored actual work experiences required in a globally competitive labor market.

ARTICLE II
SCOPE AND COVERAGE

Section 3. The guidelines set herein shall be applicable to all students of the University who are enrolled in the Internship Training subject. This also covers all local internship training program and student internship abroad program (SIAP) entered into by the BatStateU students. University courses/programs which internship program is guided by a different order by the Commission on Higher Education shall be guided by such order.

ARTICLE III
OBJECTIVES

Section 4. General Objectives

4.1. The Program aims to:

- Provide students the opportunity to acquire practical knowledge, skills and desirable attitudes and values in reputable local and international establishments/industries;
- Enhance the students’ work competencies, and discipline as they relate to people in the workplace;
- Promote competitiveness of students through their training;
- Strengthen and enrich the degree programs in the university;
- Provide opportunities to learn from and network with experienced professionals;
- Handle new challenges and complex tasks or problems; and
- Identify future career directions and become candidates for future job opening.

ARTICLE IV
DEFINITION OF TERMS

Section 5.

- Acceptance Letter – This refers to the communication issued by the host training establishment to the university confirming the acceptance of the student trainees
• **Certificate of Completion** – This refers to the certificate issued to the student-trainee upon completion of the internship training.

• **Host Training Establishment** – This refers to any establishment, private or government, including industrial firms, agencies, schools or hospitals, which accommodate student-trainees for practical exposure.

• **Foreign Partner Agency** – This refers to any registered and qualified foreign partner entity, lawfully represented by the local partner agency in the Philippines, which deploys qualified students for internship training in the foreign country through their host establishment and companies.

• **Internship Training Plan** – This refers to the outline which consists of the different phases of training related to the field of specialization given to student-trainees.

• **Local Internship Training** – This refers to on-the-job training conducted in any establishments located in the Philippines.

• **Local Partner Agency** - This refers to any registered and qualified manpower placement agency based in the Philippines which provides International Training Program to undergraduate students in recognized Philippine Higher Education Institution (HEIs).

• **OJT Coordinator** – This refers to person who is responsible in the placement, monitoring, guidance and evaluation of student-trainees.

• **OJT Time Frame** – This refers to the time table indicating the date of the start and end of internship training in any establishment.

• **Internship Training** – This refers to training or practical exposure include the in the course curriculum which is conducted in any establishment given to student-trainees.

• **Internship Training Orientation Seminar** – This refers to the seminar given to the incoming student-trainees to make them familiar with the policies and procedures in the conduct of internship training.

• **Pre-departure Orientation Seminar** – This refers to the seminar or meeting given to Student Internship Abroad Program (SIAP) selected students before the date of departure to the host country.

• **Recommendation/Endorsement Letter** – This refers to the communication letter which endorses or recommends student-trainees to any establishment for internship training.

• **Related Learning Experience Journal** – This refers to a journal issued to student-trainees upon completion of the preliminary requirements before training that acts like a diary or record of activities in their internship training experience.

• **Student Internship Abroad Program (SIAP)** – This refers to internship training conducted in reputable establishments in foreign country.
• **Student – trainees** – This refers to students who are enrolled in internship training subject

• **Training Agreement and Liability Waiver** – This refers to a legal form or statement that absolves both the University and host training establishment from financial or legal responsibility for a variety of eventualities during the conduct of internship training.

• **Training Partner** – This refers to a duly qualified and registered employment agency authorized by the host government to conduct foreign placement activities.

**ARTICLE V**
**RESPONSIBLE OFFICIALS/PERSONNEL**

**Section 6. Assistant Director, On-the-Job Training.** Under the supervision of the Director for Office of Student Affairs and Services, the Assistant Director for On-the-Job Training shall be responsible for assisting the Director in directing and coordinating all student internship trainings and placements of the University:

6.1. Assist the Director in the administration and interpretation of laws, regulation, policies and procedures related to internship training and placement.

6.2. Assist the Director in the supervision of the Heads/Coordinators and staff of On-the-Job Training Office in the monitoring of student trainees, internship training and placement, preparation of pertinent reports and coordination of all activities with the concerned offices.

6.3. Assist the Director in receiving and screening applications for internship training; interviewing and advising students by recommending them to trainings available based on need and ability of the students and; reviewing over-all performance of student trainees.

6.4. Assist the Director in the assessment and study of applications on linkage of host training establishments related to internship Training.

6.5. Assist in coordination of interviews and data assessments of students for international internship training placement.

6.6. Assist the Director in maintaining official master lists linkages and their profile, student trainees of all campuses and maintain current knowledge of all SIAP and local internship program regulations.

6.7. Assist the Director in the review and revision of policies and procedures regarding programs and services on internship Training.

6.8. Organize the schedule of all orientations for internship training.

6.9. Manage the conduct of Pre-Departure Orientation Seminar (PDOS) to SIAP participants and parents.
6.10 Perform other duties as assigned

Section 7. Head, OJT Office (Campus/District). Under the supervision of the Director of Student Affairs and Services and Assistant Director of On-the-Job Training, the Head of OJT Office, shall be responsible for directing and coordinating all internship trainings of the university in their respective campuses:

7.1. Assist in the administration and interpretation of laws, regulation, policies and procedures related to internship training.

7.2. Evaluate and verify the qualifications of OJT applicants for placement to host training establishments.

7.3. Consolidate, prepare, provide and the keep master list of the campus’ Student Trainees for placement.

7.4. Prepare and submit required reports as scheduled.

7.5. Spearhead the campus orientation of student trainees regarding internship training placement and requirements.

7.7. Support the conduct of Pre-Departure Seminar (PDS) to SIAP participants and parents.

7.8. Attend meetings related to internship training.

7.9 Perform other duties as assigned

Section 8. OJT Coordinator. Under the supervision of the Director for Office of Student Affairs and Services, Assistant Director of On-the-Job Training and Head, OJT Office, the OJT Coordinator shall be responsible for directing and coordinating all internship trainings and placements of the university in their respective campuses/colleges:

8.1. Scout for prospective companies that may accommodate internship training placement.

8.2. Evaluate and verify the qualifications of student-trainee applicants for placement to host training establishments.

8.3. Spearhead the college orientation of students regarding Internship Training placement and requirements.

8.4. Maintain a data bank of accredited host companies, evaluation of student-trainees, and other pertinent documents necessary for the conduct of the Internship Training program.
8.5. Communicate and regularly visit the host training establishment at least twice every semester for purposes of administration, assistance, monitoring and evaluation of the student-trainees’ performance.

8.6. Facilitate the monitoring of student-trainees using Training Supervisors’ Feedback Form and Student-trainees’ Feedback Form.

8.7. Serve, if and when necessary, as a mediator between the host company and the student-trainee.

8.8. Submit all necessary documents to OJT Office for completion of reports and other evaluation in relation to the Internship Training program as scheduled.

8.9. Prepare monitoring plan and authority to travel prior to the scheduled dates of OJT visitation.

8.10. Perform other duties as assigned

ARTICLE VI
POLICIES AND PROCEDURES

Section 9. Local Internship Training Program. To be admitted to this program, a student must have the following qualifications:

a. A bona fide student of the University who is pursuing a degree program;

b. Must be currently enrolled in the Internship Training subject required by his/her curriculum

c. Must be recommended by his/her College Dean and by the Assistant Director for OJT/Dean of the Colleges (in extension campuses)

d. Must be physically, mentally, and emotionally fit

e. Must have completed all his/her subjects prior the internship training as per the curriculum. However, a student who is currently enrolled in other subjects other than the internship training may take his/her OJT subject provided that his/her petition or request is approved by the College Dean concerned.

9.1. An admitted student-trainee must abide with the rules and regulations set forth by the university and the host training establishment where he or she is undergoing internship. Further, he/she is expected to perform the assigned task as provided in the Internship Training Plan.

9.2. The training placement/company may be assigned by OJT Coordinator or chosen by the student-trainee provided that the latter case is approved by the concerned authority.

9.3. The student-trainee must have to accomplish the Related Learning Experience Journal. This journal must be noted by his/her training supervisor.
and approved by the OJT Coordinator. This journal shall be issued by the OJT Coordinator once the requirements stated in Section 9.6 are complied with.

9.4. The student-trainee must attend the scheduled Internship Training Orientation Seminar. Students who are not able to attend the orientation seminar may request for another scheduled orientation provided that their request indicates a valid reason as to cause of their absence and the said request is duly approved by the On-the-Job Training Office.

9.5. The required number of hours of internship training shall be in accordance with the approved curriculum of each program. (eight (8) hours per training per day).

9.6. **Required documents prior the start of the training.** The following documents must be submitted to the respective OJT Coordinators before the start of the program:

a. Received copy of the Recommendation Letter/Endorsement Letter for Training. A student is allowed to secure only one (1) endorsement letter for training at a time. A second endorsement will be released if the establishment where the student was previously endorsed to could not accommodate the student; or the establishment has not replied for two (2) weeks after the endorsement.

b. Copy of Acceptance Letter from the host training establishment

c. Photocopy of the Notarized Training Agreement and Liability Waiver;

d. Photocopy of Student-Trainee’s Personal History Statement/Resume;

e. Photocopy of Enrolment/ Registration Form;

f. Photocopy of Insurance Certificate;

g. Copy of OJT Time Frame certified by the Host Training Establishment;

h. Medical Certificate;

i. Copy of Grades from the Registrar’s Office for the subjects taken from Freshmen to previous semester or a copy of evaluation of the grades signed by the Department Chairs or Adviser;

j. Certificate of Good Moral Character; and

k. Copy of Internship Training Plan

l. Certificate of employment with attached job description (in the case of working student who wants to consider their employment as their internship training)
Students are not allowed to start their internship training if they failed to complete and submit the documents stated in Section 9.6. Further, the training hours of students who have started their training without first completing the said requirements will not be honored or credited. A grade of dropped (DRP) may be given to students if they fail to comply with the said requirements before the deadline set by the OJT Office.

In case of working student, where the internship training subject is concurrent with the job, and his/her job description is relevant to the program enrolled, the employment of the said student may be considered as his/her internship training, provided that, he/she submits the requirement stated in Section 9.6 and 9.7 of these guidelines.

9.7. Required Documents after the completion of the training. The following documents must be submitted to the respective OJT Coordinators after the completion of the training:

a. Duly accomplished Related Learning Experience (RLE) Journal

b. Original and photocopy of Certification of Completion of Training from the company,

c. Duly accomplished Student-Trainee’s Performance Appraisal Report

d. Copy of the Technical Report/Narrative Report (Format depends on the requirement of each College)

e. Post OJT Counseling Slip signed by the Guidance Counselor/Guidance Facilitator

The student-trainee should submit the above documents/requirements to the respective OJT Coordinator on or before the schedule of final examinations as per the Collegiate Calendar. Student-trainees who failed to finish his/her internship training or failed to submit the above requirements on the required period will be given a grade of (INC) incomplete. The student may complete the OJT subject on the following semester subject to the provisions set by Sections 12.1 and 12.2 of these guidelines.

Section 10. Student Internship Abroad Program (SIAP). The participation to this program is voluntary. To be qualified, a student-applicant must meet the following requirements:

a. Bona fide student of Batangas State University who volunteered to participate in Student Internship Abroad Program and qualified to enroll the internship training subject.

b. Must have consent from their parents to participate in Student Internship Abroad Program
c. Must be recommended by the Heads/Department Chair and College Dean/Dean of the Colleges.

d. Must be a passport holder

e. Must be articulate in English or the language spoken in the host country

f. Must have the right work attitude towards practicum/training

g. Must be physically, mentally and emotionally fit

h. Must have attended the internship training orientation Seminar

10.1. Initial Evaluation of Applicants. Applicants are subject to screening by the Department Chair, Guidance Counselor and the College Dean/Dean of the Colleges. The following documents will be the bases of the evaluation (needed to be submitted by the applicants to their OJT Coordinators):

a. Copy of Passport

b. Copy of Resume (the format depends upon the requirement of the Partner Agency)

c. Copy of Certificate of Good Moral Character

d. Copy of Report of Grades evaluated by the Registrar’s Office

e. Letter of Consent from the parents

f. Certification that the applicant is a regular student signed by the University Registrar, Department Chair and the College Dean

g. Recommendation Letter signed by the College Dean/Dean of the College

h. Other requirements as may be required by Partner Agencies

10.2. Preliminary Interview. Applicants who passed the initial evaluation shall be scheduled for a preliminary interview by the OJT Office. Announcement and information about the preliminary interview will be posted and given to the colleges and campuses concerned.

The names and the documents of the applicants who passed the preliminary interview will be submitted to the Local and Foreign Partner Agencies. These Local and Foreign Partners will then send the applicant’s name and documents to their Foreign Partner Establishments for evaluation.

10.3. Successful applicants who underwent the procedure stated in the last paragraph of the immediately preceding provision shall be scheduled for foreign employer’s interview.
10.4. Once selected, qualified applicants will be scheduled by the Local Partner Agency for Visa Interview and Medical Examination.

10.5. Once the application of the selected trainee has been processed by the Partner Agencies, a pre-departure seminar or meeting will be scheduled for the selected trainee and their parents by On-the-Job Training Office.

10.6. Seven (7) days before departure, the following documents must be submitted by the students to the OJT Coordinator and OJT Office for the issuance of the RLE Journal and a copy of the air ticket:

a. Program of Study
b. Copy of Registration or Enrolment Form with enrolled subject OJT or Practicum

c. Letter of Indemnity or Training Waiver
d. Resume

10.7. An admitted student-trainee must comply with all the rules and regulations of the host establishment, training partner and the University. Further, he/she must complete the agreed duration of the training.

10.8. Required Documents after the completion of the training. The following documents must be submitted to the respective OJT Coordinators within two (2) weeks after their arrival from the host country for the issuance of grades:

a. Duly accomplished Related Learning Experience (RLE) Journal;
b. Original and Photocopy of Certification of Completion of the Training from the Host Training Establishment;
c. Duly Accomplished Student-Trainee’s Performance Appraisal Report
d. Copy of the Technical Report/Narrative Report (Format depends on the requirement of each College)
e. Post OJT Counseling Slip signed by the Guidance Counselor/Guidance Facilitator

Section 11\(^4\). Rendering of Overtime Hours. Student-trainees may render overtime hours subject to the following procedures:

11.1 Upon the Request of the Host Establishment. The authorized representative of the company has to write a request letter addressed to the Director of Student Affairs and Services with an attached parents’ consent. It is the discretion of the Director of the Office of Student Affairs and Services if the

\(^4\) Applies to both Local OJT and the SIAP
students will be allowed to serve overtime hours for the company. Once approved, the student is only allowed for a maximum of two (2) overtime hours per training day.

Section 12. Grading System. The grading system shall consist of the evaluation of the Host Training Establishment and the evaluation of the OJT Coordinator.

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<th>Evaluation given by the Company through Student-Trainees’ Performance Appraisal Report</th>
<th>60 %</th>
</tr>
</thead>
<tbody>
<tr>
<td>OJT Coordinator’s Evaluation</td>
<td></td>
</tr>
<tr>
<td>• Departmental Technical Report/Narrative Report Evaluation</td>
<td>30%</td>
</tr>
<tr>
<td>• Assessment of the Requirements submitted to OJT Coordinator</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>40 %</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100 %</td>
</tr>
</tbody>
</table>

Numerical Grades will be based on the following ranges:

<table>
<thead>
<tr>
<th>NUMERICAL</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>98 - 100</td>
</tr>
<tr>
<td>1.25</td>
<td>94 – 97</td>
</tr>
<tr>
<td>1.50</td>
<td>90 – 93</td>
</tr>
<tr>
<td>1.75</td>
<td>88 - 89</td>
</tr>
<tr>
<td>2.00</td>
<td>85 – 87</td>
</tr>
<tr>
<td>2.25</td>
<td>83 – 84</td>
</tr>
<tr>
<td>2.50</td>
<td>80 – 82</td>
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<tr>
<td>2.75</td>
<td>78 – 79</td>
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<tr>
<td>3.00</td>
<td>75 – 77</td>
</tr>
<tr>
<td>4.00</td>
<td>70 – 74</td>
</tr>
<tr>
<td>5.00</td>
<td>Below 70</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

12.1. Student’s failure to finish the program and to submit the requirements on the required period shall render him/her a grade of INC (Incomplete). Completion of the OJT must be done on the following semester.

12.2. If the program is not completed on the following semester, failure of the subject or a grade of 5.0 will be the given grade for his/her OJT and the OJT subject must be re-enrolled. A grade of (DRP) dropped in OJT means the OJT subject must also be re-enrolled. In cases of misbehavior, upon evaluation, a grade of dropped (DRP) or 5.0 may be given depending upon the gravity of the violation.

Section 13. Offenses.

13.1 Violations by the Host Training Establishment

5 Applies to both Local OJT and the SIAP
Any Host Training Establishment that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Section 14.1 of these guidelines:

- Changing provisions of signed agreement without the consent of the student trainees and the university.
- Non – compliance with prescribed internship training plan
- Placing student trainees in unsuitable training venues
- Such other acts similar or analogous to the foregoing and activities classified as harassment that is in violation of the provisions herein

13.2 Violation of Student Trainees

- Any act in violation of the Norms of Conduct for College Students related in the conduct of internship training (as defined by 6.4.2 (a), (b), (c) and (d) in the Norms os conduct for College Students)
- Any act in violation of the Host Training Establishment’s rules and regulations
- Any act in violation of the provisions herein

Section 14. Sanctions

14.1. Any host training establishment found guilty of violating any of the provisions contained under Section 13.1 of these guidelines shall be subjected to deprivation of sending/getting of student trainees.

14.2. Any student trainee found guilty of violating any of the provisions contained under Section 13.2 of these guidelines shall be subjected to sanctions in accordance with the university’s and host training establishment’s rules and regulations. Sanctions to be given shall be determined jointly by the university and the host training establishment.

ARTICLE VII
DUTIES AND RESPONSIBILITIES OF THE PARTIES

Section 15. Duties and Responsibilities of the University. The following must be performed by the University:

15.1. Pre – qualify student trainees in accordance with the school off campus training policies and requirements as specified herein and from the receiving host training establishment.

15.2. Select Host Training Establishment and ensure acceptability of internship training plan and practicum venue in order to protect the student interest.

15.3. Execute memorandum of agreement with host training establishment.

15.4. Monitor and evaluate performance of the student trainees jointly with the Host Training Establishment based on the prescribed internship training plan.

15.5. Monitor the student trainee and attend to his/her needs and concerns by coordinating with host training establishment.

15.6. Conduct general orientation for qualified student trainees.
15.7. Conduct initial and regular visit/inspection to ensure safety of students.

15.8. Issue a final grade to the student trainee upon completion of requirements on prescribed period.

15.9 Designate academically qualified OJT Coordinators (1 OJT coordinator per 80 student trainees) who will supervise, monitor and evaluate student trainees

Section 16. Duties and Responsibilities of the Host Training Establishment. The following must be performed by the Host Training Establishment:

16.1. Facilitate the processing of the documents of the student trainee in coordination with the university.

16.2. Provides training and activities to student trainees in accordance with internship training plan

16.3. Assign a competent training supervisor responsible for the implementation of all phases of internship training plan.

16.4. Conduct a post training review and evaluation of the training program

16.5 Issue Certificate of Completion of the student trainees.

16.6. Provide safe and healthful working/training environment

16.7. May provide necessary incentives to the student trainee as contained in the memorandum of agreement, such as free duty meals, travel allowance and uniform if possible.

Section 17. Duties and Responsibilities of the Student Trainee. The following must be performed by the Student Trainee:

17.1. Complete the agreed duration of his/her internship

17.2. Undergoes the required orientation program conducted by the university and host training establishment.

17.3. Submit the necessary documents in the conduct of training.

17.4. Follow and abide with the rules and regulations of the university and the host training establishment in the conduct of internship training.

ARTICLE VIII
EFFECTIVITY

Section 18. These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.
POLICIES, PROCEDURES & GUIDELINES FOR JOB PLACEMENT
OFFICE OF BATANGAS STATE UNIVERSITY

An SUC–Based Public Employment Service Office (PESO)

The Public Employment Service Office (PESO) is a NON-FEE charging multi-
employment service facility or entity established or accredited pursuant to Republic Act
No. 8759 otherwise known as the PESO Act of 1999.

To carry out full employment and equality of employment opportunities for all,
and for this purpose, to strengthen and expand the existing employment facilitation
service machinery of the government particularly at the local levels there shall be
established in all capital towns of provinces, key cities, and other strategic areas a
Public Employment Service Office, Hereinafter referred to as PESO, which shall be
community-based and maintained largely by local government units (LGUs) and a
number of non-governmental organizations (NGOs) or community-based organizations
(CBOs) and STATE UNIVERSITIES AND COLLEGES (SUCs).

The PESOs shall be linked to the regional offices of the Department of Labor and
Employment (DOLE) for coordination and technical supervision, and to the DOLE
central office, to constitute the national employment service network.

Batangas State University signed a Memorandum of Agreement (MOA) with the
Department of Labor and Employment (DOLE) – Regional Office IV-A last June 11,
2013 committing its staff and facilities for the establishment, organization and operation
of a University-Based Public Employment Service Office. The said MOA remain in full
force and effect until revoked or terminated by both parties in writing.

Batangas State University is classified as Category 2 or Operational PESO
which is defined as- in existence by virtue of a MOA with DOLE and performing at least
one core function of PESO on a daily basis.

Batangas State University is an institutional member of the Batangas Provincial
Federation of PESO Managers, Inc. All municipal, city and provincial PESOs as well as
HEIs in Batangas City are not charging any amount to employers they invite in their
respective job fair activities.

ARTICLE I
POLICY STATEMENT

The Job Placement Office ensure the prompt, timely and efficient delivery of
employment service and provision of information on other DOLE programs.

Section 1. It is the aim of the Job Placement Office to provide useful assistance to both
alumni, graduating and undergraduate students of the University in their search for
employment related to their field of education, and compatible to their skills and
specializations. Furthermore, the office aims to provide clients with adequate
information on employment and labor market situation in the area;

Section 2. Network with other PESOs within the province/region on employment for job
exchange purposes.

Section 3. The Job Placement proposed policies and procedures intend to provide
career development and job search education to alumni and graduating students,
implement pre-employment activities to improve their chances of getting a job and equip
them with a network of job openings.
ARTICLE II
SCOPE AND COVERAGE

Section 1. The policies and procedures set herein shall be applicable to clients of the Job Placement Office including partner industries/agencies/companies, alumni, undergraduate and graduating students of the University.

Section 2. The proposed policies and procedures cover the steps of the activities of the Job Placement Office which includes: posting and dissemination of job openings, request for the list of graduates, pre-employment activities, job fairs, industry-academe dialogues and recognitions.

ARTICLE III
DEFINITION OF TERMS

Job exchange – This refers to the exchange and/or exchange of job vacancies or hiring of different Public Employment Service Office.

Job Fair - This refers to the activity of the University in facilitating immediate hiring to cater to the needs of graduating students and alumni and the different industries as well. This is also referred to as career fair or career expo.

Public Employment Service Office (PESO) – This refers to a non-fee charging multi-employment service facility or entity established or accredited pursuant to Republic Act No. 8759 otherwise known as the PESO Act of 1999.

Job openings - This refers to the information received by the office from the partner industries/agencies/companies, both private and public regarding opportunities/vacancies for posting and dissemination.

Employment – This refers to the relationship between two parties, usually based on a contract, one being the employer and the other being the employee.

Exclusive Job Fair - is referred commonly as a career fair or career expo but there is only one employer or recruiter involved in the recruitment of applicants.

Memorandum of Agreement (MOA) – This refers to a document written between the University and another industry/agency/company to cooperate on a project or meet an agreed objective. The purpose of an MOA is to have a written understanding of the agreement between parties.

Partner industries/agencies/companies – This refers to any establishment who is in partnership with the University in facilitating employment to alumni, undergraduate and graduating students.

Pre-employment activities - This refers to various lecture-seminars and orientation for students which are integral part to their future career. Topic includes resume making, power dressing, handling job interviews, basic rights privileges of employees, career development and education and lastly, personal and professional adaptability.

List of graduates – This refers to the masterlist of students who graduated from the University.

Republic Act No. 8759 – Also known as the Public Employment Service Office Act of 1999 which an act institutionalizing a national facilitation service network through the establishment of a public employment service office in every province, key city and other strategic areas throughout the country, including SUCs.
Requesting for the list of graduates - This refers to the request of partner industries for the list of graduating students and alumni for immediate job placement.

Industry-Academe dialogue/linkage – This may refer to dialogues between key industry executives and school administrators to provide avenues for important feedback necessary to create and design relevant and updated curricular offerings of the university to the needs of the industry.

Company Profile Bank - This refers to the company profiles of the partner industries of the university for the students and alumni who wish to know the background and nature of business of companies they wish to apply for.

Recognition – The Job Placement Office in coordination with the concerned offices and colleges of the University will hold recognition every five years to show gratitude and deep appreciation to the University’s partner industries/agencies/ establishments in their continuous support in providing training and job opportunities to our students and alumni.

ARTICLE IV
RESPONSIBILITY OF OFFICIALS/PERSONNEL

Section 1. Assistant Director, Job Placement Office.

Under the supervision of the Director for Office of Student Affairs and Services, the Assistant Director for Job Placement shall be responsible for assisting the Director in directing and coordinating job placements of alumni, undergraduate and graduating students:

1.1 Act as a point of reference for all communication concerning job openings. Regularly post on bulletin boards job openings from various establishments and industries.

1.2 Establish and maintain harmonious relationship with industry, public and private agencies.

1.3 Assist the Director in the administration and interpretation of laws, regulation, policies and procedures related to job placement.

1.4 Assist the Director in maintaining official master lists of linkages and their profile.

1.5 Assist the Director in the review and revision of policies and procedures regarding programs and services of the Job Placement Office.

1.6 Assist the Director in requesting to higher authority all documents, supplies and equipment needed in the facilitation of job placement related activities, works or assignment, subject to availability of fund.

1.7 Assist the Director in granting of rewards and recognition to the different cooperating industries/agencies/companies.

1.8 Assist the Director in endorsing to higher authority transactions regarding Job Placement.

1.9 Organize the schedule of all Job Placement activities and orientations for the office.
1.10 Coordinate and submit reports to the Department of Labor and Employment with regards to programs and accomplishments of the office.

Section 2. Head, Job Placement Office (Campus/District).

Under the supervision of the Director of OSAS and Assistant Director of Job Placement Office, the Head shall be responsible for directing and coordinating all job placements of the university in their respective campuses:

2.1 Assist in the administration and interpretation of laws, regulation, policies and procedures related to job placement.

2.2 Evaluate and verify the qualifications of applicants for placement to schools, hospitals, and companies.

2.3 Consolidate, prepare, provide concerned offices and keep master list, resume and other credentials of the campus graduates and graduating students for placement.

2.4 Prepare and submit required reports as scheduled.

2.5 Entertain/Answer queries on regarding job placement concerns.

2.6 Spearhead the campus orientation, pre-employment seminars/symposium to prepare the students in the network of job market.

2.7 Scout for possible partnership related to Job Placement both local and international.

2.8 Disseminate and post the received job vacancies to the bulletin boards in the University and in concerned colleges and departments.

2.9 Maintain the data bank of the alumni and graduating students per college for future reference and the manpower needs of the partner establishments.

2.10 Maintain and update a job placement bulletin board of information.

2.11 Coordinate with the partner establishment on their request for the list of alumni and graduating students.

2.12 Assist in the Career Fair of the university and other campus recruitment.

2.13 Consolidate the reports of the job placement coordinators in the campus and submit them to JPO Assistant Director every month.

2.14 Other duties related to job placement as maybe assigned by OSAS Director, JPO Assistant Director.

Section 3. Coordinator, Job Placement Office (College/Department).

Under the supervision of the Director of OSAS and Assistant Director of Job Placement Office, the Coordinator/In-Charge shall be responsible for directing and coordinating all job placements of the university in their respective departments:

3.1 Assist in the administration and interpretation of laws, regulation, policies and procedures related to job placement.
3.2 Evaluate and verify the qualifications of applicants for placement to schools, hospitals, industries and companies.

3.3 Spearhead the college orientation/seminars to graduating students regarding labor laws, resume making, handling job interviews and power dressing. Keep master list of graduates for placement and provide those list to requesting agencies/industries.

3.4 Maintain the data bank of the alumni and graduating students per college for future reference and the manpower needs of partner establishments.

3.5 Collect and consolidate the resume of the graduating students per college.

3.6 Evaluate the credentials and skills of the students for referrals.

3.7 Accommodate job placement concerns.

3.8 Assist in the Career Fair of the University and other exclusive campus recruitment.

3.9 Scout for possible partnership related to job placement both local and international.

3.10 Perform other duties as maybe assigned by higher officials.

ARTICLE V
PROCEDURES

Section 1. Posting and Dissemination of Job Openings.

The objective of the job posting policies and procedures is to make sure that alumni, graduating and undergraduate students of the University are made aware of and have the opportunity to apply for open positions available in the job market. All job postings will be made available at the Job Placement bulletin board in all campuses and Job Placement social media account (Facebook – BatStateU Job Placement).

1.1 The requesting establishment should submit a letter of request addressed to the University President for approval.

1.2 Job advertisements/openings can be forwarded directly to the office or via e-mail to batstateu_iacepo@yahoo.com.

1.3 The received job advertisements/openings shall be double checked before posting and dissemination.

1.4 The Job Placement Office reserves the right to accept or reject the posting content.

1.5 The posting and dissemination of the received job advertisement/openings is free of charge.

1.7 The college heads/coordinators/in-charge is expected to post the job advertisement immediately to the designated bulletin of information for each college/departments.

1.8 Resume and other credentials of interested applicants maybe submitted to batstateu_iacepo@yahoo.com for referral to the requesting company.

1.9 The partner establishment should provide the Job Placement Office the following information for job posting:

   Job title
   Job description
1.10 Job advertisement/openings will be filed and consolidated by the office for future reference.

1.11 Job postings will be discarded from bulletin boards 2 months after their stamped date of posting.

Section 2. Requesting for list of graduates/alumni.

The Job Placement Office also assists the University’s partner industries/agencies/establisments on their request for the list of graduating students and alumni for immediate job placement.

2.1 The requesting establishment should submit a letter of request addressed to the University President.

2.2 Upon approval, the list and complete details of the graduates/alumni will be forwarded to the requesting industries/agencies/establisments for free via email or fax. (preferred email address should be a yahoo or gmail account, corporate email address of companies usually can’t accommodate file sizes of more than 2 megabytes)

2.3 After 30 days of receipt of the requested documents, the Job Placement office will conduct a follow up to the industries/agencies/establisments on the status of their hiring activity through a survey form which will be sent and retrieved via email.

2.4 Prepare a database of hired graduates from the retrieved survey form.

2.5 In case the company asks for the top performing students of the University who could fill in their vacant positions, the Job Placement Office will coordinate the matter to the Deans of the concerned colleges/departments before referring them to the requesting industries/agencies/establisments.

Section 3. Pre-employment Activities.

The Job Placement Office sponsors various lecture-seminars, orientation and symposia which can contribute to their employability. Topic includes resume making, power dressing, handling job interviews, basic rights and privileges of an employee, career development and education, personal and professional adaptability.

3.1 A request letter addressed to the University President for the conduct of such activity must be prepared ahead of time. Estimated budget for expenses should also be attached for reference including the token and professional fee of the guest speaker/lecturer.

3.2 Once approved, proper communication should be done to the concerned offices/departments of the University for the use of venue and for the dissemination of information to concerned students.

3.2.1 A competent resource speaker/lecturer will be invited to talk on the topic. If the speaker will come from outside, a formal communication letter signed by the University President and program should be given to speaker one week before the event. On the
other hand, if the resource speaker is a member of the BatStateU community, the Job Placement office will seek an approval through a formal letter of communication to his/her immediate supervisor. The Office of the Vice President for Academic Affairs and Executive Director will be furnished a copy of the approved communication.

3.2.2 Students from third year and fourth year college of the University are qualified to attend the training and seminar.

3.2.3 The campus head/coordinator will determine the number and eligibility of the participants. They may also suggest for the possible resource speakers to be invited.

3.3 Representatives from the office should welcome the guest speaker/lecturer upon arrival and accompany him/her in going to the venue.

3.4 Registration for trainings and lecture-seminars are free. Pre-registration for the participant from the satellite campuses should be facilitated by the placement heads/coordinators/in-charge to ensure maximum or full participation the number of participants.

3.5 Certificates of Participation, Certificates of Appearance and certificate of recognition signed by the university officials shall be given to the students, heads/coordinators/in-charge and guest speaker/lecturer respectively right after the event.

3.6 An acknowledgement receipt should be presented and signed by the resource speaker upon receiving his/her professional fee and token of appreciation for the purpose of liquidation.

3.7 Accomplishment report should be prepared and submitted to the OSAS immediately after the event. Liquidation of expenses should also be prepared and submitted to the accounting office subject to its usual accounting and auditing procedures 30 days after the event.

3.8 All expenses must be supported by an official receipt.

3.9 Conduct a post evaluation of the Pre-Employment Activity. Get the key players comments and suggestions for the betterment of the future conduct of the activity.

Section 4. The annual career fair and campus recruitment is conducted to facilitate immediate hiring for both employers and job seekers.

Before the Career Fair

4.1 Plan ahead before the scheduled Career Fair to ensure its smooth conduct. Things like venue, budget allocation, participants, committees, tokens, certificates, foods and invitations should be considered.

4.2 Identify the key players and their respective roles, duties and responsibilities in carrying the smooth conduct of the event.

4.3 Prepare and secure approval of its conduct to the concerned university officials through formal communication letters, estimated budget of expenses to be incurred for the conduct of the event, committees, program, and invitation letter should be attached for reference.

4.4 Once approved, seek for the technical assistance and the approval for the use of venue to the concerned university officials through a formal communication letter.
4.5 Advertise the conduct of the annual Career Fair.

4.6 Coordinate with the Alumni Affairs Office and seek assistance for dissemination of information of the Career Fair and recruitment activity to the alumni of the university who are still seeking for a job.

4.7 Prepare the invitation letter to be given to the partner companies, schools, and hospitals, private and public agencies which will be signed by the University President. Dissemination of the invitation letter can be done through fax and email address.

4.8 The invitation letter should include the details of the Career Fair, the registration fee, and the deadline of payment and confirmation slip.

4.9 Conduct follow up to the partner establishment through phone calls and email, accept confirmations and entertain queries from the company and students on the conduct of the event.

4.10 Meet the key players before the event and conduct a pre-evaluation of their assigned tasks.

4.11 Inform all the satellite campuses through its respective Executive Director on the details of the event.

4.12 Conduct a pre-registration to all the undergraduate, graduating and alumni of the university through its respective heads, coordinators or in-charge per college/campus.

4.13 Prepare the program and disseminate them to the concerned key players of the event.

4.14 Prepare name tags, certificates of recognition, program and CD containing the list of graduates to be given to the participating company.

4.15 Prepare the examination and interview rooms, computer laboratory if the company request for the use of such facilities a day before the event. The requesting party should be informed about the payment and the terms and conditions for the use of such University facilities.

4.16 There will be no fee to be collected to each participating company in the career fair organized by the University. However, if the company is the one who requested for an exclusive career fair, the requesting company will be charged three thousand pesos (P 3,000.00) to defray expenses for the venue and electricity consumption. They will also be charged with an additional amount in case of special needs/additional facilities such as use of computers for simulation examinations. The amount for the use of additional facilities will be determined in coordination with concerned offices (e.g. Information and Communication Technology Office and Income Generating Project Office). The payment will be made directly to the Cashier’s Office of the University.

During the Career Fair:

4.17 Attend the Career Fair.

4.18 Facilitate the registration.

4.19 Warmly and courteously welcome all the participants and escort them to their designated areas.
4.20 Distribute the envelope for each member of the participating company containing the program, CD containing the list of graduates, name tag and Certificates of Recognition.

4.21 Assist participants to their designated area or table.

4.22 Supervise the conduct of the Career Fair and provide assistance to the needs of those who are seeking for a job and the participating companies.

4.23 Provide enough utility personnel who will supervise for the overall maintenance of electrical connections, cleanliness and orderliness of the venue and perform errand task during the entire event.

4.24 Distribute the evaluation instrument to the participants randomly.

After the event:

4.25 Conduct a post evaluation of the Career Fair. Gather the key players and get their comments and suggestions for the betterment of the future conduct of the same event.

4.26 Summarize and evaluate the comments and suggestions of the students, companies, and university officials for modification and incorporation for the next Career Fair.

4.27 Prepare and submit accomplishment report and liquidate the expenses incurred on the conduct of the Career Fair.

4.28 Evaluate the status of employment of the graduates in their respective job placement.

Section 5. Industry-Academe dialogue/linkage.

The Job Placement Office may assist in the schedules of dialogues between key industry executives and school administrators to provide avenues for important feedback necessary to create and design relevant and updated curricular offerings of the university to the needs of the industry.

5.1 Establish and maintain harmonious relationship with industry, private and public agencies for mutual benefits in the CALABARZON area, Metro Manila and nearby provinces.

5.2 Assist the university and the industry in the signing of Memorandum of Agreement to strengthen university linkages.

5.3 Scout for other prospective establishments for future partnership by visiting new industries where students are having their OJTs.

Section 6. Company Profile Bank.

The office shall maintain file of company profiles for students and alumni who wish to know the background and nature of business of companies they wish to apply for.

6.1 Encode and maintain the list and contact details of the University’s partner industry, private and public agencies for future placement of students and alumni.

6.2 Make this company profile available to students and alumni for reference for job placement.
Section 7. Recognition.

The Job Placement Office in coordination with the concerned offices and colleges of the University shall hold recognition every five continuous years to show gratitude and deep appreciation to the university’s partner industries/agencies/establishments in their continued support in providing training and job opportunities to students and alumni.

ARTICLE VI
EFFECTIVITY

These procedures/guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

References:
Republic Act No. 8759
CHED Memo No. 21 s. 2006
University Code

SERVICES

For Alumni and Students:
✓ Local Recruitment Activities
  (Job Fairs & Exclusive Job Fairs)
✓ Job Postings
✓ Job Vacancy Referrals
✓ Labor Education Seminars
✓ Career Talks/Orientations
✓ Labor Market Information
✓ Career Counselling
(in coordination with OGC)

For Industries:
✓ Local Recruitment Activities
✓ (Job Fairs & Exclusive Job Fairs)
✓ Job Postings
✓ Job Vacancy Referrals
✓ Career Talks/Orientations
✓ Request for Alumni List
✓ Industry-Academe Linkage/Dialogue
GUIDELINES FOR THE OFFICE OF STUDENT DISCIPLINE
BATANGAS STATE UNIVERSITY

Lifted from the BSU University Student Handbook as amended on May 14, 2009 under Resolution No. 198 series of 2009 during the 22nd regular meeting of the Batangas State University Board of Regents held at SLSU, Lucban, Quezon, the following guidelines for the Office of Student Discipline of Batangas State University are hereby adopted for the information, guidance, and compliance of all the students of Batangas State University.

ARTICLE I
POLICY STATEMENT

Section 1. It is the policy of Batangas State University that upon admission to the University, the student agrees to abide by the policies, rules and regulations and to accept responsibilities towards all members of the University Community.

Section 2. The Office of Student Discipline is anchored on the principle of self-respect, acceptance of legitimate authority, and respect for the rights of others and nurtures a strong sense of self-discipline in the student to provide peace and harmony, unity and cooperation necessary in a healthy school environment.

ARTICLE II
SCOPE AND COVERAGE

Section 3. These guidelines set herein shall be applicable to all students of the University; these shall not only be valid for college students, but also for the students of College of Law and the Graduate School where applicable. The Norms and Conduct for College Students (NCCS) shall not apply to high school students, nor to elementary pupils. This also covers the students who are undergoing local on-the-job training (OJT) program and student internship abroad program (SIAP).

ARTICLE III
DEFINITION OF TERMS

Section 4.
- Academic freedom – This is the freedom of faculty members and students to teach or learn, or to express their ideas in school, or to search for truth and conduct research, subject to the norms and standards of scholarly inquiry, without unreasonable institutional restrictions or unjustifiable interference from authority
- Co-curricular activities – These are the programs and activities which may be associated with the curriculum, but no academic credit, and may or may not take place during regular class time
- Corporate Attire – This refers to the uniform that conforms to the student’s field of specialization, usually used by the 3rd and 4th year students.
- Disciplinary Probation – This refers to the exclusion from participation in school privileges for a specified length of time which is set forth in the Memorandum of Disciplinary Action (MDA)
- Disciplinary Proceeding - The due process such as: clear notice of charges in unambiguous and comprehensible language; enough time given to answer the charges; right to receive all pieces of evidence against him/her; right to face the accuser/s and witnesses and counter present pieces of evidence/witnesses;
right to counsel choosing from any faculty or school official or legal counsel; right
to the presence of parent or guardian.

- **Dismissal (aka exclusion)** – This is the immediate removal of the undesirable
  student from the University rolls, hence he/she is prevented from finishing the
  current term/semester and will not be re-admitted.

- **Expulsion** – This refers to the extreme administrative sanction excluding
  offending students from public and private schools

- **Extracurricular activities** - programs and activities which are not part of the
  academic curriculum, do not take place during regular class time, and without
  any academic credit

- **Flashy Hair cut/style** - This refers to the unusual hairstyle/cut

- **Loud Hair Color** - This refers to the color of the hair other than the natural hair
  color.

- **Major offense** - This refers to the grave infractions of University rules and
  regulations which warrant a sanction of suspension, non-readmission, re-
  admission probation, dismissal or expulsion. It shall be handled by the Campus
  Student Discipline Board (CDB), or University Discipline Board (UDB)

- **Memorandum of Disciplinary Action (MDA)** This refers to the memorandum
  issued to students who committed minor or major offense

- **Minor offense** - This refers to the light violations of rules and regulations that call
  for sanctions of no entry, written warning, written reprimand, one to two-day
  suspension, or disciplinary probation. It shall be handled by the Local Student
  Discipline Board (LDB)

- **Non-readmission** – This refers to the removal of the undesirable student from
  the University rolls in the immediate semester or term following disciplinary
  action, hence he/she is not prevented from finishing the current term or semester
  but will not be re-admitted

- **Plagiarism** – This refers to the "use or close imitation of the language and
  thoughts of another author and the representation of them as one's own original
  work" *(1995 Random House Compact Unabridged Dictionary)*

- **Preventive suspension** – This refers to the suspension in a number of days
  without first complying with academic due process in student disciplinary cases in
  order to avert the disruption of normal University operations because of the
  incident or to protect the student respondent from acts of vindictiveness by the
  offended party (and vice-versa)

- **Public display of affection (PDA)** - Actions, attitude or behavior which manifest
  indecency or vulgarity

- **Re-admission Probation** – This refers to the condition that the student is
  admitted for the next semester on the condition that any major offense committed
  during that period shall mean outright dismissal

- **School Privileges** – This refers to the privileges in the University enjoyed by the
  student other than academic rights such as: participation to co-curricular
  activities, extra-curricular activities, varsity sports events, cultural presentations;
  membership to specific student organizations; holding of leadership positions
  either in student organizations, student government; receiving of scholarship
  and/or financial assistance

- **Student Grievance Board (SGB)** – This refers to the five-man board appointed
  by the VPAA tasked to investigate the complaints of the students to any member
  of the University community

- **Students on vehicles** – This refers to the students who come to school with
  their cars or motorcycles personally driven by the students themselves, or the
  students who come to school with the cars driven by their parents/relatives/family
  drivers.

- **University authority** – This refers to the administration officials, faculty members, security personnel, other officials/officers of
  colleges/departments/offices
• **University community** – This refers to the administration officials, faculty members, co-academic and non-academic staff, security personnel, students, visitors, employees and all other categories of workforce in the university

• **University premises** – This refers to the bounded property, land, including buildings and their appurtenances

• **Written warning** - A formal notice to the student, that continuation or repetition of the specified conduct may be a cause for other disciplinary actions.

• **Written reprimand** - A severe form of formal rebuke and final warning that continued transgression of the rules shall be subjected to a higher form of penalty.

• **OSAS** – Office of Student Affairs and Services

• **OSD** - Office of Student Discipline

• **OGC** - Office of Guidance and Counseling

• **OJT** – On-the-Job training

• **SOA** - Student Organizations and Activities

**ARTICLE IV
RESPONSIBILITIES OF OFFICIALS/PERSONNEL**

Section 5. **Assistant Director, Office of Student Discipline.** Under the jurisdiction and supervision of the Director of the Office of Student Affairs and Services, the Assistant Director for Office of Student Discipline shall be responsible for assisting the Director in coordinating and directing all unit offices of student discipline in all the ten campuses of the University. More specifically, the Assistant Director of the Student Discipline shall:

5.1 Oversee the management of local policies on student formation in the entire University

5.2 Enforce all rules and regulations of the University as well as the Commission on Higher Education (CHED) with respect to the students’ general conduct, behavior and discipline.

5.3 Monitor the dissemination of the Norms of Conduct for College Students (NCCS) of the University and coordinate with the Security Personnel in the proper implementation of the NCCS

5.4 Conduct programs and activities in relation with the Norms of Conduct for Students to enhance the students’ comprehension and understanding.

5.5 Inform and / or dialogue with the parents about the Norms of Conduct for Students through the PTA or PTCA.

5.6 Receive and accept the complaint/s of any aggrieved party whenever norms of discipline are contravened by any student/s.

5.7 Coordinate with or assist the Discipline Board with regard to the investigation of cases of students accused of breach of discipline.

5.8 Coordinate with the Student Organization and Activities(SOA) and Office of Guidance and Counseling(OGC) to identify and implement programs on preventive measures that will deter violation of rules on discipline

5.9 Coordinate with the Student Grievance Board (SGB) in the formal investigation or hearing of any member of the University community whenever a formal grievance complaint is filed by any student.

5.10 Review and evaluate regularly the Student Handbook, especially the Norms of Conduct for Students, in cooperation with the Supreme Student Councils of every campus.

5.11 Perform other related tasks as required by higher authority.
Section 6. Head, OSD (Campus/District). Under the jurisdiction and supervision of the Director of the Office of Student Affairs and Services(OSAS) and the Assistant Director for Office of Student Discipline(OSD), the Head shall be responsible for assisting the Director and Asst Dir. in coordinating and directing all unit offices of student discipline in the respective campus. The jurisdiction of the Head is only within its campus. More specifically, the Head shall:

6.1 Disseminate extensively the Norms and Conduct for College Students (NCCS) to all the members of the University community in the campus. In campuses where there are no OSD coordinators, the Head of OSD per campus shall oversee and monitor the said dissemination in the campus.

6.2 Monitor the over-all implementation of the rules and regulations of the University as stipulated in the Norms and Conduct for College Students (NCCS).

6.3 Assist the OSD Coordinator in implementing the order of discipline sanction to any student/s found guilty of violating the Norms of Conduct for College Students (NCCS).

6.4 Coordinate with the Head of SOA and OGC to identify and implement programs on preventive measures that will deter violation of rules on discipline.

6.5 Take action on recommendations by coordinators/in charge whenever norms of discipline are contravened by any student/s.

6.6 As needed, coordinate with the Student Grievance Board in the formal investigation or hearing of any member of the university community whenever a formal grievance complaint is filed by the students.

6.7 Supervise directly the college discipline officers and offices.

6.8 Serve as the chief discipline officer of the campus and a member of the 5-man Campus Discipline Board.

6.9 Sign the notice of suspension of students in the respective campus.

6.10 Inspect postings/announcements/up-dates of the OSD bulletin board.

6.11 Perform other related tasks as required by higher authority.

Section 7. OSD Coordinator. Under the jurisdiction and supervision of the OSD Head, the Coordinator/In-charge shall be responsible for coordinating with the other offices in implementing/imposing discipline to students in the respective college/department. More specifically, the OSD Coordinator shall:

7.1 Disseminate extensively the Norms and Conduct for College Students (NCCS) to all the students of the college/department.

7.2 Coordinate with the SOA Coordinator and College Guidance facilitator to identify and implement programs on preventive measures that will deter violation of rules on discipline.

7.3 Take action on referrals by the faculty members/employees/students whenever norms of discipline are contravened by any student/s.
7.4 Serve as the chief discipline officer of the college and a member of the 3-man Local Discipline Board.
7.5 Inform the parents concerned regarding disciplinary cases of students.
7.6 Issue Written Warning, Written Reprimand and Letter of Suspension of students.
7.7 Perform other related tasks as required by higher authority.

It is understood that the provisions under this section shall only apply to campuses having an OSD Coordinator.

ARTICLE V
POLICIES AND PROCEDURES
on STUDENT DISCIPLINE

Section 8. Attendance. At the start of each term, the student shall present her/his registration form to the class instructor before she/he be allowed to attend any class session. A student must observe the following:

8.1 Punctuality
8.2 Regular attendance to classes.

8.2.1 Total unexcused absences shall not exceed 10% of the maximum number of hours required per subject per semester (or per summer term). A semester has 18 weeks. For example, a semestral subject with:

- ✓ 3 units (3 hrs lec), 10% x 3 x 18 = 5.4 hrs or 6 hrs.
- ✓ 3 units (2 hrs lec, 3 hrs lab), 10% x 5 x 18 = 9 hrs.
- ✓ 5 units (3 hrs lec, 6 hrs lab), 10% x 9 x 18 = 16.2 hrs or 16 hrs.

8.2.2 Students exceeding the allowable maximum number of hours of absences before Midterm Examination, as officially scheduled in the University calendar, shall be dropped from the class roll. They shall be given a failing grade if such absences are incurred after the Midterm exam.

8.2.3 A student who had been absent shall present to the instructors concerned an admission slip secured from the Office of Guidance and Counseling (OGC), either of the Campus or of the College.

8.3 Students are not excused from complying with the missed requirements during their absence.

8.4 Tardiness of students is not tolerated. Students who arrive in class ten minutes late in one- to three-hour classes and fifteen minutes late beyond three-hour classes are considered tardy.

8.5 Four (4) instances of tardiness of students are equivalent to one absence.
8.6 Students who report in class after the given time mentioned in item # 8.5 are considered absent.

8.7 The student who has accumulated four (4) times of tardiness in a class is required to report to the OGC.
8.8 In case the instructor is not yet around at the beginning of the period, students shall not leave the room until after the first 10 minutes for classes.
held one to three hours; and until after the first 15 minutes for classes held more than 3 hours. In every class, the instructor shall designate the class president or a class leader responsible for the decorum or behavior of the class during waiting time. The class president/leader should report any untoward incident to the Dean.

8.9 Students who cut classes will be considered absent. The instructor shall report the matter to the OGC and/or Office of Student Discipline (OSD) for possible violation of item # 11.1.1. after proper determination

8.10 The following are the instances in determining if the absence of the student is excused

8.10.1 When she/he represents the University in any off-campus/in-campus activities duly authorized by the University President or her/his authorized representative.

8.10.2 Occurrence of illness, accidents, death in the family or calamities. In any case, presentation of a corresponding certification is required.

8.11 Absences incurred by students for enrolling late shall be determined or evaluated by the Dean or her/his duly authorized representative.

8.12 Notice of excused absence shall be secured from the OSD, SOA, or OGC whichever is applicable.

8.13 A student who has incurred half the total number of unexcused absences shall be warned by the Instructor for the consequence/s.

8.14 The Dean is authorized to adjudicate all problems arising from absences of students from their regular scheduled classes.

Section 9. ID Requirement

9.1 An official Identification (ID) Card shall be issued to every student of the University.

9.2 If the ID Card is torn, defaced or severely damaged, the student must surrender it to the SOA. A Gate Pass shall be issued until the issuance of the new ID card.

9.3 In case the ID card is lost, the student should immediately report the matter to the SOA. The first instance of reported loss shall require an affidavit of loss.

9.4 The report of lost ID more than three (3) times in a semester may be investigated by the OSD for possible violation of Item # 10.4

9.5. Procedures for ID replacement in cases of Items # 9.2 and # 9.3 above

9.5.1 Apply for a new ID at the SOA and secure a Gate Pass.

9.5.2 Proceed to the Cashier’s Office and pay for the corresponding fee for ID replacement.

9.5.3 Proceed to the Encoding Office for picture taking.

9.6 Any University personnel who lost a student ID while in her/his custody shall be liable for the payment of its replacement.
9.7 Any student issued with a Gate Pass should always bring her/his Registration form everytime in the University.

9.8 The ID shall be validated every semester upon enrolment.

Section 10. Proper Uniform, Dress Code, and Related Rules/Regulations

10.1 The students must wear clothes that should adhere to the conventions of decency and good grooming during wash day. It is compulsory for all students to wear the prescribed University uniform during the first and second semesters

✓ from Monday to Friday except on wash day,
✓ on special occasions as may be required, and
✓ on Saturdays considered as regular school days.

10.1.1 It may be waived during enrolment period and during Summer terms.

10.1.2 The prescribed University uniform being waived does not mean item #10.7 is also waived.

10.2 The prescribed uniform for Male Students:

10.2.1 Plain white polo with BatStateU water marked design and BatStateU pin on the left collar

10.2.2 Plain white undershirt

10.2.3 Dark green pants

10.2.4 Black leather shoes with black socks

10.3 The prescribed uniform for Female Students

10.3.1 White short sleeved blouse with BatStateU water marked design and BatStateU pin on the left collar

10.3.2 Knee-length chequered skirt

10.3.3 Black closed shoes with heels

10.4 The official Student ID card is required to be worn at all times through its ID card holder upon entry into the University.

10.5 On wash day, students can wear civilian clothes and prescribed appropriate footwear.

10.6 On Saturdays and Sundays, students with no classes but authorized to enter the campus, can wear appropriate civilian clothes and appropriate footwear.

10.7 Wearing of the following is strictly PROHIBITED inside the University

10.7.1 slippers of any material, kind or form within University premises;

10.7.2 caps/hats inside the building/classroom;

10.7.3 patched and/or torn pants, shirts, etc.;

10.7.4 improper, vulgar, and similar offensively-designed pants, shirts, etc.;

10.7.5 spaghetti-strapped, sleeveless, haltered, see-through blouses; midriffs; tube backless; plunging necklines;

10.7.6 sando/sleeveless shirts;

10.7.7 skirts with slits reaching the upper thighs; micro-mini skirts;

10.7.8. shorts, walking shorts, shortshorts;

10.7.9 low waist or hip hugging pants; leggings or tights

10.7.10 heavy make-up; make-up for male

10.7.11 flashy hair style and loud hair color
10.7.12 wearing of earrings for males,
10.7.13. skin tattoo with vulgar design, image and undertone.
10.7.14 Cross-dressing

10.8 Male students should have proper hair cut
10.8.1 A proper hair cut is one where the hair line does not touch the ears or the collar of polo-shirts.

10.9 PE uniforms
10.9.1 P.E. uniforms are allowed only during the days with scheduled P.E. class.
10.9.2 P.E. t-shirts can only be replaced by plain white / organization shirts after attending P.E. class.
10.9.3 P.E. uniforms allowed in academic classes are PE T-shirts and PE Jogging pants only.
10.9.4 Class schedule shall be presented to the guard on duty and faculty concerned by the students who will attend academic classes in P.E. uniform.
10.9.5 Colleges or Departments may reconsider item # 10.9.2 to item # 10.9.3 provided they have coordinated with the Office of Student Affairs and Services (OSAS) so that students who may be affected would be properly informed at the beginning of the semester or term.

10.10 NSTP uniforms
10.10.1 NSTP activities (in-campus and off-campus), and NSTP classes if held during weekends, require the wearing of prescribed NSTP t-shirts, pants, rubber shoes, and socks.
10.10.2 NSTP authorities may include additional “Dress Code and Related Rules/Regulations” intended for its off-campus activities in order to properly exercise its mandated functions.

10.11 Corporate Attire or Other uniforms
10.11.1 The Program Chair or the Dean shall make a letter of request for the approval of the wearing of the corporate attire.
10.11.2 Attached to the request letter are the sketch/description, cost, corresponding shoes and other details about the uniform.
10.11.3 For the female, the skirt or the dress shall be two inches above the knee.
10.11.4 For the male, the pants shall be the regular cut of the slacks.
10.11.5 A name plate and/or the prescribed school ID shall still be used.
10.11.6 The corporate attire shall be worn on the 1st and 3rd Wednesday of the month.
10.11.7 The letter will be countersigned by the SOA and OSD Coordinators,(extension campuses) SOA and OSD Heads, (Main Campus 1 & 2) noted by the Executive Director, recommending approval by the OSAS Director and the VPAA.
10.12 Non-wearing of the prescribed uniform

10.12.1 Non-wearing of the prescribed uniform may be allowed on the following instances:

10.12.1.1 classes with fieldwork or workshop;
10.12.1.2 classes that require prolonged standing (such as architectural drafting classes);
10.12.1.3 foreign students who are enrolled only on short special courses;
10.12.1.4 students who are pregnant;
10.12.1.5 special cases, e.g. students who are temporarily incapacitated or with permanent physical disability, students who are on special training for sports/cultural events; and any analogous case
10.12.1.6 force majeure (fire, flood, other emergency situations); (Presentation of a corresponding certification from the barangay, police or any proper authorities is required)
10.12.1.7 students enrolled in On-the Job Training (OJT) who enter the campus for various purposes during the training period;
10.12.2 Students requesting for the non-wearing of uniform must accomplish the form available at the OSD.
10.12.3 A copy of the approved request must be furnished to the guard-on-duty

10.13 Only vehicles with stickers are allowed to enter the campus

10.13.1 Students entering the campus on vehicles are not exempted from the policy “Proper Uniform, Dress Code, and Related Rules/Regulations”
10.13.2 The immediate display of the student ID is mandatory whether the student is simply a passenger in the vehicle or the driver herself/himself
10.13.3 The guards-on-duty may request all student passengers of the vehicle to alight for reasons of routine inspection of uniforms
10.13.4 The student driver/driver must observe the SLOW DOWN Policy with the speed limit of 10 KPH
10.13.5 The student driver/driver must not make any form of class disturbances such as excessive noise, loud music, blowing of horn

10.14 Code of Conduct

To ensure discipline, the students are expected to:
10.14.1 Follow and cooperate in ordinary classroom procedures.
10.14.2 Avoid boisterous conduct, whistling, shouting, or any action that tend to distract other students from on-going activities in class
10.14.3 Show respect to everyone in school
10.14.4 Observe the “Clean as You Go Policy” in all areas of the university premise
10.14.5 Observe the “Keep Right Policy” in walking along the stairs and other pathways.
10.14.6 Keep off the feet on furniture and walls.
10.14.7 Equipment should be handled with care
10.14.8 Show proper ethics toward one another inside the campus
10.14.9 Scandalous display of intimacy at any place inside or outside the campus, especially while still in school uniform is strictly prohibited.
10.14.10 Students should be polite at all times.

ARTICLE VI

Offenses and Sanctions

Section 11. University rules and regulations on student formation are geared to maintain an orderly, efficient, and effective school environment conducive to learning. The following directives of discipline are measures which shall be imposed to erring students.

Section 12. Minor Offenses are light violations of rules and regulations that call for sanctions of no entry, written warning, written reprimand, one- to two-day suspension, or disciplinary probation. The sanctions to be imposed would depend on instances of the act which could be First, Second, or Third.

The sanction for offenses where there are properties damaged or persons injured (physically/emotionally) shall include replacement/restoration and/or restitution/compensation and/or public apology whatever may be decided by the Discipline Board after proper determination.

As a general rule, any University official, faculty member, co-academic/non-academic staff and security personnel may warn or reprimand a misbehaving student. However, care and caution should be exercised not to violate the rights of the student.

For offense 11.1.1, this sanction shall be imposed:

First offense: Written Warning
Second offense: Written Reprimand
Third offense: One-day suspension

12.1.1 Violation of the usual classroom rules and regulations, such as cutting of classes set by the instructor.
The classroom instructor may not report offense #11.1.1 to the OSD provided the instructor issues her/his own verbal warning or reprimand.

For offenses 11.1.2 to 11.1.14, these sanctions shall be imposed:

First offense: Written Reprimand
Second offense: Written Reprimand to One-day suspension
Third offense: Two-day suspension, may include Disciplinary Probation

If offense #11.1.2 takes place at the gates, the sanction, if applicable, is: NO ENTRY

12.1.2 Violation of Section 10 (Proper Uniform, Dress Code and Related Rules/Regulations)

12.1.3 Unauthorized use of chalk, board marker, board, and other materials, in classrooms, laboratory rooms, library, audio visual room, auditorium, amphitheatre, multi-faith chapel, and other function rooms

12.1.4 Making all forms of disturbances such as excessive noise, loud use of mobile phones and other gadgets that tend to disrupt classes, meetings, the general peaceful atmosphere, and the like, of hallways,
corridors, classrooms, laboratory rooms, library, audio visual room, auditorium, amphitheatre, multi-faith chapel, and other function rooms

12.1.5 Posting, distributing or disseminating notices, posters, leaflets, broadsheets, opinionaires, questionnaires, streamers, tarpaulins without prior approval of University authorities through the OSAS (although the content is legal and not in any way vulgar, defamatory, slanderous, libellous)

12.1.6 Unauthorized removal of official notices, posters, streamers, tarpaulins; and the like

12.1.7 Littering within University premises

12.1.8 Smoking outside within 30-meter radius from the campus perimeter

12.1.9 Breaking into a class or College-sponsored activities (in-campus/off-campus) without the permission of the organizer.

12.1.10 Acts of mischief and/or misbehaviour during in-campus/off-campus University-sponsored activities

12.1.11 Unjust vexation or annoying/pestering any individual in the University

12.1.12 Provocation to a fight (quarrel or fistfight)

12.1.13 Public Display of Affection (PDA)

12.1.14 Failure to attend required university activities and programs

Section 13. Major offenses are grave infractions of University rules and regulations which warrant a sanction of suspension, non-readmission, re-admission probation, dismissal or expulsion.

The sanctions to be imposed would depend on instances of the act which could be First, Second, or Third. If applicable, the Fourth instance will be penalized with outright dismissal.

SET A (2 items): These sanctions shall be imposed for offenses 11.2.1 to 11.2.2:

1st offense: Two- to three-day suspension (2-3)
2nd offense: Three- to four-day suspension (3-4)
3rd offense: Four- to five-day suspension (4-5), may include Re-admission Probation

13.1 Committing more than three (3) minor offenses of any nature within a semester

13.2 Refusal to obey legal order of a person of authority such as (but not exclusively) refusing to identify himself when asked lawfully to do so, or refusal to receive the Memorandum of Disciplinary Action (MDA).

SET B (7 items): These sanctions shall be imposed for offenses 11.2.3 to 11.2.9:

1st offense: Three- to five-day suspension (3-5)
2nd offense: Five- to seven-day suspension (5-7), may include Re-admission Probation
3rd offense: Seven- to nine-day suspension (7-9), may include Non-readmission

13.3 Smoking anytime within University premises

13.4 Possession of and/or intoxication with alcoholic beverages within University premises or during any off-campus University-sponsored activities

13.5 Entering University premises or attending off-campus University-
sponsored activities in a drunken state

13.6 Unauthorized entry to the University premises or facilities

13.7 Unauthorized use of University facilities and properties

13.8 Acts which endanger the safety of any individual within University premises or during any off-campus University sponsored, and that which may cause harm to persons or cause damage to property of any member of the University community.

13.9 Possession of any gambling paraphernalia and/or engaging in any form of gambling within University premises or outside within a 50-meter radius from the campus perimeter or during any off-campus University-sponsored activities

SET C (5 items): These sanctions shall be imposed for offenses 11.2.10 to 11.2.14:

1st offense: Three- to six-day suspension (3-6)

2nd offense: Six- to eight-day suspension (6-8), may include Re-admission Probation

3rd offense: Eight- to ten-day suspension (8-10), may include Non-readmission

13.10 Using the ID, registration form, examination permit, clearance form, official receipt (and other official school documents) of another student and/or lending the same for somebody else to use

13.11 Unauthorized use of the University's name and seal/logo in connection with any activity, advertisement, merchandise or publication

13.12 Involvement in any off-campus activity such as (but not limited to) contest, play, band, choir, conference, congress, forum, seminar/workshop, training, association, society, or group, claiming as representative of the University or any of its recognized student organizations without written authorization from the respective University authority

13.13 Abusive behavior such as (but not limited to) use of rude language (utterances or written), offensive gestures, threatening remarks, intimidating acts, or bullying, within University premises or during any off-campus University-sponsored activities

13.14 Membership, affiliation or mere association to organizations such as fraternities or sororities which are not duly recognized by the University

SET D (6 items): These sanctions shall be imposed for offenses 11.2.15 to 11.2.20:

1st offense: Four- to eight-day suspension (4-8)

2nd offense: Eight- to ten-day suspension (8-10), may include Re-admission Probation

3rd offense: Ten- to twelve-day suspension (10-12), may include Non-readmission

13.15 Use of the internet, mobile phones and other electronic communication/media devices with an extremely malicious and morally offensive content directed specifically against any individual

13.16 Destructive acts, due to vandalism or drunkenness or recklessness,
that destroy campus property or property inside the campus owned by any member of the University community

13.17 Instigating any activity leading to: stoppage of classes; preventing students and faculty members from attending classes; hindering employees/officials from entering the University premises/offices

13.18 Soliciting funds elsewhere without written permit or approval

13.19 Acts that result to slight physical injury against any individual within the University premises or during any University-sponsored activities

13.20 Bringing bladed objects and similar objects require written permission from concerned instructors

SET E (5 items): These sanctions shall be imposed for offenses 11.2.21 to 11.2.25:

1st offense: Six- to ten-day suspension (6-10), may include Non-readmission

2nd offense: Ten- to twelve-day suspension (10-12), may include Non-readmission

3rd offense: Twelve- to fourteen-day suspension (12-14), may include Non-readmission

13.21 Stealing any personal property (money, cellphone, calculator, laptop.) owned by any member of the University community within University premises or during any off-campus University-sponsored activities

13.22 Bribery of any nature given to any employee of the University or facilitate office transactions and the like to obtain favor

13.23 Engaging in lewd, indecent, obscene or immoral conduct (such as necking, petting, peeping, exhibitionism, sexual solicitation, lasciviousness, etc.) within University premises or during any off-campus University-sponsored activities

13.24 Producing, possessing, distributing, publishing, exhibiting and/or disseminating literature, films, prints, plays, shows or similar forms such as (but not limited to) pornographic materials, of all kinds and types, which are offensive to morals, contrary to law, public order, good custom, and University policies

13.25 Making, publishing or circulating defamatory information, in any form, means or kind, about the University, and any member of the University community with an extremely libelous, defamatory, seditious content

SET F (3 items): These sanctions shall be imposed for offenses 11.2.26 to 11.2.28:

1st offense: Eight- to twelve-day suspension (8-12), may include Non-readmission

2nd offense: Twelve- fourteen-day suspension (12-14), may include Non-readmission

3rd offense: Fourteen- to sixteen-day suspension (14-16), may include Non-readmission

13.26 Acts that cause serious physical injury which may include damage to property, such as dangerous driving of vehicles inside the campus or participation in brawls or physical assault against any individual, within University premises or during any off-campus
13.27 University-sponsored activities. 

Furnishing false or fraudulent information to the University in connection with official documents he/she submits or with any official investigation or fact-finding activities; and/or submission of fake or spurious document as an academic requirement and/or forgery, alteration or misuse of University documents, records or credentials.

13.28 Acts that bring into disrepute the name of the University 

SET G (3 items): These sanctions shall be imposed for offenses 11.2.29 to 11.2.31:

1st offense: Ten- to fourteen-day suspension (10-14), may include Non-readmission
2nd offense: Fifteen- to seventeen-day suspension (15-17), may include Non-readmission
3rd offense: Eighteen- to twenty-day suspension (18-20), may include Non-readmission

13.29 Student protests whose distinctive character is intimidation, obstruction and/or destruction.

13.30 Hooliganism or other serious acts of willful destruction of assets and properties owned by the University

13.31 Burglary, robbery or other serious acts of thievery of any property owned by the University or property inside the campus owned by any member of the University community

SET H (3 items): These sanctions shall be imposed for offenses 11.2.32 to 11.2.34:

1st offense: Ten- to twenty-day suspension (10-20), may include Non-readmission
2nd offense: Twenty-one- to thirty-day suspension (21-30), may include Non-readmission
3rd offense: Dismissal and/or Expulsion

13.32 Involvement in hazing (even outside the jurisdiction of the University) which is an initiation rite used as a prerequisite for admission in a fraternity, sorority or organization by placing the applicant, recruit or neophyte, either by force or deception, in humiliating situations or subjecting him/her to psychological suffering or physical injury

13.33 Possession, illegal use, selling and/or distribution of dangerous drugs or prohibited chemicals/substances and their derivatives, including but not limited to narcotic elements such as marijuana, heroin, cocaine, opium, morphine, amphetamine-based drugs within University premises or during any off-campus University-sponsored activities

13.34 Unlawful possession of firearms, explosives, incendiary devices, chemical or biological substances, or other various deadly weapons, within University premises or during any off-campus University-sponsored activities

SET I (3 items): These sanctions shall be imposed for offenses 11.2.35 to 11.2.38:
1st offense: Twenty- to thirty-day suspension (20-30), may include Non-readmission

2nd offense: Dismissal and/or Expulsion

Note: For these offenses, the student may be immediately placed under preventive suspension during the pendency of the disciplinary proceedings against him/her.

13.35 Serious threat on someone else’s life and/or property.

13.36 Acts that constitute high crime, whether attempted or consummated, such as (but not limited to) prostitution, rape, arson, etc., within University premises or during any off-campus University-sponsored activities.

13.37 Conviction of a criminal offense before any court of law involving moral turpitude against any person or property other than through reckless imprudence.

Section 14. Academic dishonesty or cheating during examination:

For offenses 11.3.1 to 11.3.15, these sanctions shall be imposed:

1st offense: Grade of zero (0) in the test/exam/requirement and one-day (1) suspension

2nd offense: Failure in the subject or Failure in the academic requirement and three-day (3) suspension

3rd offense: Failure in the subject or Failure in the academic requirement and Non-readmission

14.1 Use of mobile phones during examinations

14.2 Talking with one another during examinations

14.3 Assisting or dictating answers to fellow examinees

14.4 Possession or passing of lecture notes or any materials during examination

14.5 Receiving information related to the exam from outside the examination room

14.6 Facilitating/aiding in the dissemination of leakage

14.7 Buying or selling of test questionnaires/papers or any portion thereof

14.8 Copying from or allowing another to copy from one’s examination paper

14.9 Use of improvised or covert means/devices to carry out a cheating act during examination

14.10 Having somebody else to take the examination in his/her behalf

14.11 Passing as one’s work any assigned report, case analysis, reaction paper, experiment report, laboratory report, research homework, term paper, thesis, projects, and the like when copied from another

14.12 Asking another person to attend symposium, seminar, exams in his/her behalf

14.13 Plagiarism in connection with any academic work
14.14 Misdeeds “caught in the act” or reported by the faculty, student or any member of the University community which may be determined by the OSD or Discipline Board as academic dishonesty after due process

For offense 11.3.15, this sanction shall be imposed:
Any instance of offense: Four-day (4) day suspension to Non readmission

14.15 Aiding or abetting a cheating act when she/he is not a member of the class

ARTICLE VII
Miscellaneous Notes/Provisions

Section 15. Supplementary to offenses/sanctions

15.1 The OSD, Discipline Board or University authorities shall have the power to determine whether or not offenses not mentioned in this document shall be considered minor or major.

15.2 Sanctions to be imposed on offenses not covered in this document shall be recommended by the OSD or Discipline Board to the VPAA without prejudice to the rights of students to due process.

15.3 The sanction for offenses where there are properties damaged or persons injured (physically or emotionally) shall include replacement/restoration and/or restitution/compensation without prejudice to other sanctions under this policy under Art. VI.

15.4 The sanction for offenses when there are stolen properties not returned or when returned have been substantially damaged or when money itself is stolen shall include replacement/restoration and/or restitution/compensation without prejudice to other sanctions under this policy under Art. VI.

15.5 If applicable, students who have been sanctioned or undergone disciplinary action may be required to issue a written public apology.

15.6 Violation of rules and regulations promulgated by the Commission on Higher Education (CHED) duly implemented by the University shall be evaluated based on #12.1.1 above.

15.7 Commission of any two major offenses within a semester/term shall place the sanctioned student (if applicable) on a Re-admission Probation status for the next semester/term.

15.8 Students who are currently serving major disciplinary sanction and are qualified to receive honors/awards (academic, leadership, etc.) shall have the honors/awards forfeited/withdrawn/ annulled/rescinded.

15.9 Upon request of the office concerned, the OSD shall provide the Information regarding the disciplinary record of the student recipient of awards.
Section 16. Offenses/Sanctions under unusual circumstances

16.1 Students enrolled in On-the-Job Training (OJT) are subject to the disciplinary process implemented by the training company for violating the company policies/rules/regulations. However, once an official report is forwarded to the University, the latter's disciplinary procedures shall be used to evaluate the matter. If found guilty, the sanction shall be served immediately despite the training.

16.2 Students undergoing OJT who have been penalized by their training companies for breaking company policies/rules/regulations shall not anymore undergo the University’s disciplinary process.

16.3 The disciplinary record of students undergoing OJT provided by the training company to the University shall be entered into her/his school records.

16.4 Students undergoing OJT but found guilty of breaking University rules/regulations while in its premises shall be meted out sanction effective immediately despite the training.

16.5 Offenses committed by students during off-campus University-sponsored activities (field trips, extension projects, junior-senior proms, outreach activities, etc.) or while officially attending activities (seminars, competitions, sports/cultural events, etc.) sponsored by other entities, shall be evaluated on the strength of the official report or complaint submitted to the OSD by the concerned third-parties. If the wrongdoing is caught in the act (in flagrante delicto) by any University authority, the disciplinary proceedings shall be acted upon promptly without prejudice to due process.

16.6 Students undergoing OJT who were found guilty of using social media, mobile phones, and other communication devices to post malicious and morally offensive content against any individual in the company, employee of the company, group of people in the company, or the company itself, where the student is undergoing the OJT, shall not be allowed to continue the training and may be given a grade of DROPPED.

Section 17. Consequences to disciplinary actions

17.1 If warranted and applicable, students who have been sanctioned or undergone disciplinary action shall be required to see the Guidance Counselor immediately.

17.2 Regardless of the sanction imposed, the student respondent will not be re-admitted to class, allowed to take the examination, proceed with the accomplishment of any assignment or enroll without a certification from the OSD that the case has been investigated and that appropriate actions have been taken. The complainant shall be informed by the OSD of pertinent actions taken on the case.

17.3 Students who have been sanctioned or undergone disciplinary
action shall be allowed to take a special exam only for any major examination missed.

Section 18. Complementary to offenses/sanctions

18.1 If a disciplinary proceeding (or investigation process) for a certain student accused of any offense may not be immediately pursued by reason of “end of term or semester”, then it shall be held in abeyance until the next term or semester shall have officially commenced, unless otherwise this temporary cessation of disciplinary process may impair the right of the parties to a speedy hearing thereby compromising the ends of justice.

18.2 Any student found guilty of any offense whose sanction may not be served immediately by reason of “end of term or semester” shall be meted out the disciplinary action the following term or semester which shall begin in the first day of the 2\textsuperscript{nd} week after the first official day of classes, unless otherwise this temporary suspension of sanction implementation may impair the right of the offended party to a speedy and prompt administration of justice.

18.3 When sanctions, specifically suspension days, to be imposed to erring students do not have sufficient implementation time for valid reasons, then an equivalent community service may be served during Saturdays and/or Sundays. In lieu of the community service, a corresponding extension project of the college where he/she belongs may be rendered. Days of service may be equivalent to the number of days of suspension or prorated depending upon the weight of the project.

18.4 Community service shall also be allowed to students who are given suspension during summer classes.

18.4.1 A student who has been suspended but allowed to render community service is permitted to attend classes

18.4.2 The student’s request for community service shall be signed by both the student and her/his parent or guardian.

18.4.3 The letter shall be submitted to the OSD prior to the effectivity of the sanction.

18.4.4 The student shall be assigned by the OSD to her/his designated work area.

18.4.5 The student is required to submit Certificate of Accomplishment of her/his community service from the office where she/he was assigned.

18.5 If a disciplinary proceeding conducted upon any graduating student accused of any offense shall extend beyond Graduation Day, the process shall be finished regardless whether he/she actually graduates or not. If found guilty, and the student has graduated, the sanction shall be to render community service corresponding to the extension project of the college where he/she belongs which may be equivalent to the
number of days of suspension or prorated depending upon the weight of the project. If the student did not graduate but found guilty then the usual procedures for the implementation of sanction shall be followed. The credentials of the erring student will be released after the suspension/community service has been served.

18.6 The matter of major offense committed by any student who has just graduated but whose school credentials have not yet been obtained shall be considered as unusual and the same shall be forwarded to higher authorities as an administrative case or a criminal offense for appropriate action.

The OSD shall officially recommend that if the said student is found guilty, and he/she is a recipient of honors/awards (academic, leadership, scholarship, etc.), then these should be forfeited/withdrawn/annulled/rescinded.

18.7 In any disciplinary proceeding, settlement between the student respondent and the complainant may be pursued only if the offense involved is personal such as “acts of mischief or unjust vexation or provocation to a fight or physical injury” against any individual. This does not mean that the respondent when found guilty shall not be meted out disciplinary action. What shall be settled is the matter of replacement/restoration and/or restitution/compensation to properties damaged or persons injured.

18.8 In any disciplinary proceeding, if the complainant withdraws the complaint, the OSD or the Discipline Board reserves the right to pursue the case in the interest of the University and the University community and the public at large especially if there is a semblance of coercive pressure from any third party against the complainant.

ARTICLE VIII
Disciplinary Process

Section 19. Any complaint against any student can be reported to any University authority but should be properly directed and filed to the OSD of the respective Campus or College where the subject student is registered. The written complaint should be properly signed by the complainant with course, year, section, home address and contact number.

19.1 Filing of Complaint to Erring Students

19.1.1 The complainant fills-out the incident report or makes a narrative report duly signed, with course, year, section, home address, and contact number.

19.1.2 The incident report/narrative report shall immediately be forwarded to the OSD Coordinator/In-charge

19.1.3 The ID of the student subject of complaint shall be turned over to the OSD Coordinator/In-charge
19.1.4 The OSD Coordinator informs the student to report through the Call Slip for investigation
19.1.5 The complaint shall be acted upon based from the preliminary investigation
19.1.6 Filing of complaint to erring students shall observe the disciplinary process.

19.2 In cases of academic dishonesty, the faculty concerned (or the proctor of the examination) is immediately required to submit an incident report to the OSD Coordinator.

19.3 If warranted, the ID of the student subject of complaint shall be confiscated and turned over to the OSD.

19.4 All student disciplinary proceedings shall observe due process such as: clear notice of charges in unambiguous and comprehensible language; enough time given to answer the charges; right to receive all pieces of evidence against him/her; right to face the accuser/s and witness/es and counter-present pieces of evidence/witnesses; right to counsel choosing from any faculty or school official or legal counsel; right to the presence of parent/guardian

19.5 All student disciplinary proceedings shall be conducted informally in a close-door hearings in the interest of privacy, decency or public morals

19.6 All student disciplinary proceedings shall be properly logged and documented, and all records (duly signed by the Discipline Board and other parties involved) be put in safekeeping and its confidentiality preserved

19.7 If the student respondent readily admits guilt in writing during the preliminary investigation/hearing, the case may be summarily acted upon by the OSD or Discipline Board. The formal investigation/hearing shall be dispensed with and after clarificatory questions, the OSD or Discipline Board shall decide on the case

19.8 Minor offenses shall be handled by the OSD Coordinator/In-charge

19.8.1 Any minor offense committed if caught in the act (in flagrante delicto) shall be dealt with by the OSD with urgency and exigency subject to due process

19.8.2 The OSD shall inform the parent/guardian of the student being charged depending on the gravity of the offense.

19.8.3 Any minor offense reported and properly filed in the OSD shall be submitted to the OSD Coordinator to conduct a preliminary investigation

19.8.3.1 If the complaint is substantial, the OSD shall notify the student in writing of the charges against her/him, including evidences and witnesses.

19.8.3.2 Depending on the nature of and circumstances surrounding the offense, the Coordinator may or may not conduct an actual hearing

19.8.3.3 If the complaint is without merit, a Notice of Case Dismissal shall be given in writing
19.8.3.4 If hearing is warranted, the student shall be given the opportunity to answer the charges in three (3) working days, including counter-presentation of pieces of evidence/witnesses; otherwise, the OSD shall summarily resolve the case/complaint.

19.8.3.5 Sanction, if called for, shall be decided upon by the OSD and a Memorandum of Disciplinary Action (MDA) shall be recommended for implementation.

19.9 The MDA for minor offenses meted out to erring students shall be implemented by the OSD.

19.10 Major Offenses shall be handled by the Local Discipline Board (LDB), Campus Student Discipline Board (CDB) or the University Student Discipline Board (UDB), depending on the gravity of the offense.

19.10.1 The complainant or aggrieved party or University authority shall submit a formal complaint/report to the OSD complete with facts (pieces of evidences, names of witnesses); upon receipt by the OSD, the same shall be submitted to the Chairman of the CDB or UDB, as the case may be, not later than two working (2) days.

19.10.2 If the complaint is substantial, the OSD or the Chairman of the CDB or UDB shall send a Notice of Formal Charges to notify the student in writing of the charges against him/her, including evidences and witnesses; who then shall be required to reply in writing not later than three (3) working days upon receipt thereof.

19.10.3 The CDB or UDB shall inform the parent/guardian of the student being charged.

19.10.4 The CDB or UDB shall be convened not later than two (2) working days after receipt of the student respondent’s answer or after the expiration of the period within which the respondent should answer on the day and hour set by the Chairman of the CDB or UDB, to hear both parties and their witnesses. For this purpose, the board may issue summons for the personal appearance of parties and witnesses.

19.10.5 All parties concerned shall be notified of the date set for the hearing at least two (2) working days before such hearing. The student respondent may defend himself personally or by counsel of his own choice.

19.10.6 The CDB or UDB shall hold hearings continuously or at least three times a week until the case has been resolved. The board shall arrive at a resolution of the case within fifteen (15) working days from the day it convenes on the first hearing, and at the discretion of the Chairman, be extended not to exceed five (5) working days except in clearly reasonable situations. The complainant who has the burden of proof shall be heard first and the student respondent may submit.
counter pieces of evidences, if he/she so desires.

19.10.7 Refusal/failure of any party or witnesses to appear in compliance with the summons without sufficient cause, the board shall note this fact and thereafter proceed to hear the case ex-parte without prejudice to their appearance in subsequent hearings.

19.10.8 The board, on the application of either the complainant or the respondent, may in its discretion and for cause, postpone the hearing for such period of time provided the ends of justice and the right of the parties to a speedy hearing will not be compromised.

19.10.9 The records of the hearing with the report of findings and the recommendation shall be signed by the CDB or UDB. The official report shall state the specific regulations and procedures followed, the findings on the facts, the final decision and recommendation whether the case is dismissed or the respondent shall be meted out sanction.

19.10.10 If the board finds the complaint without merit, a Notice of Case Dismissal shall be given in writing. If the case stands, a Memorandum of Disciplinary Action (MDA) shall be recommended by the board.

19.10.11 The official report shall be submitted to the Office of the Executive Director and shall be reviewed if warranted by the Vice President for Academic Affairs (VPAA).

19.10.12 The MDA issued to students found guilty of committing any major offense shall be implemented by the OSD for sanctions less than 15-day suspension.

19.10.13 The MDA to students found guilty of committing any major offense with 15-day suspension or stiffer penalty shall be implemented by the Office of Academic Affairs or the Office of the Executive Director. However, the implementation of the sanction of expulsion shall be vested upon the Office of the University President.

19.10.14 The parent/guardian shall be notified of the disciplinary action (or sanction) for the offenses committed by the student.

19.10.15 The student subjected to or meted out with disciplinary action for major offenses has the right to appeal.

19.10.16 The appeal shall be made on the following grounds:

19.10.16.1 Due process was not provided to the student, (there is evidence that some aspect of the investigation/hearing was prejudicial, arbitrary, or capricious);

19.10.16.2 Significant new information, not reasonably available at the time of the investigation/hearing, has become available; and

19.10.16.3 The disciplinary action (or sanction) imposed is not proportionate to the nature and seriousness of the offense.
19.10.17 The student must submit a written Notice of Appeal to the issuing authority within two (2) working days upon receipt of the MDA. Appeal shall only be allowed after a motion for reconsideration is filed and decided upon by the Discipline Board or OSD.

19.10.18 The Vice-president for Academic Affairs upon recommendation by the Executive Director shall create a 5-man Student Appeals Committee (SAC) composed of two (2) administration officials, two (2) faculty members, and the University Legal Counsel. Item # 14.6 shall be adopted here.

19.10.19 Pending appeal, the MDA shall not be implemented yet.

19.10.20 The Student Appeals Committee (SAC) shall determine the merit of the appeal if the grounds exist and whether or not to accept the appeal. If the SAC decides not to accept the appeal, the student will be notified in writing and the MDA will take effect immediately;

19.10.20.1 accepts the appeal, on the matter of due process or that significant new information has become available, the case shall be scheduled for a new hearing with instructions to correct the deficiencies;

19.10.20.2 accepts the appeal, on the grounds that the sanction imposed is not proportionate to the nature and seriousness of the offense, then it may recommend to the OSD or Discipline Board for review of the original sanction.

The MDA will take effect immediately as soon as (b) or (c) above has been complied with.

19.10.21 The SAC shall decide the appeal within five (5) working days from its acceptance.

19.10.22 The decision on any case involving sanction of suspension exceeding twenty percent (20%) of the prescribed school days for a school year or semester or term shall be forwarded to the CHED Regional Office concerned for its information within ten days from the termination of the investigation/hearing.

19.10.23 The decision on any case involving the penalty of expulsion, together with the supporting documents, shall be forwarded to the CHED Regional Office concerned within ten days from the termination of the investigation/hearing.

ARTICLE IX
The Board of Discipline

Section 20. The Board of Discipline is a fact-finding body tasked to hear, investigate, and decide cases in order to either dismiss the charges or recommend sanctions to student respondents found guilty as charged. The University President or his/her representative appoints the composition of the Board of Discipline until a decision or recommendation is disposed.

20.1 University Student Discipline Board (UDB)
The area of jurisdiction of the UDB is University-wide. It functions when a major offense committed is directed to it by the Campus Student Discipline Board or when grave situations arise that its convening is so required.

It shall be appointed by the University President for a certain period until a decision or recommendation is disposed. The 5-man board shall be
composed of the Director of the Office of Student Affairs and Services (OSAS) who shall serve as the Chair; Asst. Director, Office of Student Discipline (OSD); Legal Officer; representative from the Students; Dean of the College where the student respondent is registered.

The Chair may request for a competent recording secretary to assist the board.

20.2 The Campus Student Discipline Board (CDB)
The area of jurisdiction of the CDB is within the particular campus. It shall be appointed for a certain period until a decision or recommendation is disposed upon recommendation by the Executive Director of the campus. The 5-man board shall be composed of the: Campus Head (OSD) who shall serve as the Chair; Coordinator/In-charge (OSD) of the College where the respondent is registered; the Supreme Student Council president; a representative from the Administration and the Dean of the College where the student respondent is registered.

The Chair may request for a competent recording secretary to assist the board.

20.3 The Local Student Discipline Board (LDB)
The area of jurisdiction of the LDB is within the particular College.
It shall be appointed by the Director of the Office of Student Affairs and Services (OSAS) for a certain period until a decision or recommendation is disposed. The 3-man board shall be composed of the following: Coordinator/In-charge, OSD who shall serve as the Chair; the College Council President; and the Assoc. Dean of the College.

20.4 In the student disciplinary proceedings, there shall be two (2) students present, the Council President (or the authorized representative) who shall participate in the discussion, and another student chosen by the student offender who shall sit as observer.

20.5 No individual shall be a member of any Discipline Board in any particular case in which he is related to either party within sixth degree of consanguinity or affinity, to whom he has fraternity/sorority relation to either party or to whom he has been counsel. In such situations, the appointing authority shall make the necessary new appointments or replacements.

ARTICLE X

POLICY ON MAINTAINING THE CONFIDENTIALITY AND SECURITY OF STUDENT DISCIPLINE RECORDS

Section 21 All referrals to the Office of Student Discipline (OSD) are considered student discipline records, and are therefore confidential.
Section 22  Disciplinary records are kept by the Office of Student Discipline in the Office of Student Affairs and Services and are separate from all other educational records, including academic transcripts. The length of time a disciplinary record is maintained depends on the level of sanction issued, and/or the incidence of any additional violations while the initial record is currently on file. Additional violation(s) may result in file(s) being maintained for an extended period of time.

Section 23  Disciplinary records for minor offenses are maintained for at least six(6) years; disciplinary records for major offenses are kept permanently, including those involving as assessed sanction of suspension, expulsion, denial or revocation of a degree, dismissal from an academic program, or withdrawal of a diploma.

ARTICLE XI
Application and Effectivity

Section 24  In case of conflict between the provisions stated here, especially Item # 6 Offenses and Sanctions, and the provisions of other equally approved student manuals/handbooks/guidebooks/booklets adopted, published, circulated and implemented by other colleges/departments University-wide for college students, the provisions of these guidelines shall prevail.

Section 25  Should any section or provision of these guidelines be officially declared invalid or null or void, the other sections or provisions not affected thereby shall remain in full force and effect.

Section 26  Any revision of these guidelines shall take effect immediately upon approval by the Board of Regents and shall be effective unless otherwise repealed or amended.
GUIDELINES FOR THE STUDENT ORGANIZATIONS AND ACTIVITIES

In accordance with CHED Memorandum Order No. 09, s. 2013 (Enhanced Policies and Guidelines on Student Affairs and Services) and CHED Memorandum Order No. 17, s. 2012 (Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students), the following guidelines for the Student Organizations and Activities in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

ARTICLE I
POLICY STATEMENT

Section 1. It is the policy of the University to implement university programs, policies, rules and regulations insofar as activities and welfare of the students are concerned.

ARTICLE II
SCOPE AND COVERAGE

Section 3. The guidelines set herein shall be applicable to all students of the University who are members of recognized student organizations.

ARTICLE III
DEFINITION OF TERMS

Section 4.
- **Commission on Student Elections (COMSELEC)**. This refers to the committee in the SSCC election chaired by the Director of the Office of Student Affairs and Services with the following as his/her appointed members from the Heads/Coordinator/In-charge of the Office of Student Organizations and Activities: Vice-Chair, Secretary, and Committee Chairs for Screening, Finance, Publicity and Canvassing. Two (2) non-partisan students may be included in the committee as observers.
- **Educational Tour**- an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of long duration usually lasting for more than one day and relatively more places of destination than a field trip;
- **Field Trip**- an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.
- **Supreme Student Council (SSC)**. This refers to the student organization composed of duly elected officers in each campus, with special participatory powers in the University affairs, as provided by law and pertinent rules and regulations.
- **Supreme Student Council Confederation (SSCC)**. This refers to the highest student organization in the University composed of duly elected officers from SSC, with special participatory powers in the University affairs, as provided by law and pertinent rules and regulations.
- **Ten Outstanding Student Award (TOSA)**. This refers to the annual search for the Ten Outstanding Batangas State University Students.
- **University Organizations**. This refers to duly recognized organizations whose members come from different colleges in the University including the Supreme Student Councils in different campuses.
ARTICLE IV

RESPONSIBLE OFFICIALS/PERSONNEL

Section 1. Assistant Director, Student Organizations and Activities. Under the supervision of the Director for Office of Student Affairs and Services, the Assistant Director shall be responsible in monitoring and ensuring the delivery of basic student welfare and development programs and services to the studentry regularly and equitably in all campuses. Specifically, the Assistant Director shall have the following duties and responsibilities:

1.1 Monitors, reviews, evaluates the basic student services which are put into operation by student organizations in all campuses.

1.2 Oversees the management of student organizations and activities in the entire University System through the unit offices of student affairs in every campus (headed by the SOA Head) including, but not limited to, such tasks as
   1.2.1 issuing of gate pass, excuse slip, waiver, etc.
   1.2.2 processing of requests for student ID replacements, certifications for students and advisers related to student organizations and activities, etc.
   1.2.3 approving/disapproving of the application for renewal and/or recognition of the various student organizations
   1.2.4 safekeeping/posting/returning of the lost-and-found item

1.3 Monitors the implementation of the action plans submitted by the SOA Heads of all campuses.

1.4 implements policies as provided for and in accordance with the Student Handbook especially in matters affecting the students' daily affairs in the University.

1.5 Reviews and evaluates the Student Handbook regularly in cooperation with the Supreme Student Councils of every campus

1.6 Recommends personnel under SOA to the Director of Student Affairs and Services to attend pertinent seminars/workshops.

1.7 Sets and implements policies and guidelines for the application, recognition, and operation of all campus-based organizations

1.8 Supervises the operation of student organizations in all campuses especially ascertaining that handling of finances, fund-raising activities, involvement in community projects are done professionally, and that their constitution and by-laws are dutifully followed

1.9 Evaluates the activities of student organizations in all campuses to guarantee that
   1.9.1 their implementation conform to their primary goals
   1.9.2 these are carried out according to plan
   1.9.3 resources are used economically
   1.9.4 proper documentation is done
   1.9.5 authorities are duly informed

1.10 Delegates/Assigns the duties and responsibilities of the advisers of student organizations:

1.11 Ensures that at least once every semester the Supreme Student Council of every campus, together with its student organizations, has linked with certain professional organizations for a seminar-workshop activity whose subject matter is relevant to the current community/national issues

1.12 Requires student organizations, singly or jointly, to accomplish at least once a school year an outreach activity targeting any community sector which is in dire need of assistance of any kind, manner, mode and type.
1.13 Serves as the Supervisor or Chairman of the Student Electoral Board whose task is to oversee the election of officers for the Supreme Student Councils Confederation.

1.14 Spearheads the evaluation and selection process for the recognition of the Most Outstanding Student Organization, Student Leader, Faculty Adviser and the Ten Outstanding Students for a given Academic year.

1.15 Delegates these duties and responsibilities mentioned above, when warranted and applicable, to the SOA heads/coordinators/persons-in-charge of campuses/colleges/departments

1.16 Performs other related tasks as may be required by higher authority.

Section 2. Head, SOA Office (Campus/District). Under the supervision of the Director of Student Affairs and Services and Assistant Director of Student Organizations and Activities (SOA), the Head of the Campus shall be responsible for delivery of basic student welfare and development program and services in the campus. Specifically, the Head shall have the following duties and responsibilities:

2.1 Monitors, reviews, evaluates and make a regular report on the basic student services put into operation in his/her Campus

2.2 Ensures the management of student affairs works in the entire Campus through the unit offices of student affairs in every College/Department (headed by the SOA College/Department In-charge) including, but not limited to, such tasks as

2.2.1 issuing of gate pass, excuse slip, waiver, etc..

2.2.2 directing the assigned organizations or offices to keep their bulletin boards properly utilized, updated and maintained

2.2.3 processing of requests for student ID replacements.

2.2.4 reviewing of the application for renewal and/or recognition of the various student organizations

2.2.5 endorsing the list of accredited/recognized student organizations.

2.2.6 receiving documents of Student Assistants (SA) and endorsing the report on the total number of hours rendered by the student assistants.

2.2.7 approving/disapproving of requests for posting of announcements

2.2.8 safekeeping/posting/returning of the lost-and-found items

2.2.9 assisting requests of companies/agencies in their promotional activities such as product and events endorsement, etc. in the campus

2.2.10 conducting orientation programs for freshman students at the beginning of the semester

2.2.11 assisting the academic departments in running the various programs and activities

2.3 Executes the Action Plan submitted to the SOA Asst. Director.

2.4 Implements policies as provided for and in accordance with the Student Handbook especially in matters affecting the students’ daily affairs in the Campus.

2.5 Establishes and maintains a student information data system in every Campus

2.6 Implements policies and guidelines for the application, recognition, and operation of all campus-based organizations

2.7 Supervises the operation of student organizations in his/her campus especially ascertaining that handling of finances, fund-raising activities,
involvement in community projects are done professionally, and that their constitution and by-laws are dutifully followed.

2.8 Regularly monitors and evaluates the activities of student organizations in his/her campus to guarantee that
2.8.1 their implementation conform to their primary goals
2.8.2 these are carried out according to plan
2.8.3 resources are used economically
2.8.4 proper documentation is done
2.8.5 authorities are duly informed

2.9 Ensures that the duties and responsibilities of the advisers of student organizations are executed/done.

2.10 Serves as the Supervisor or Chairman of the Student Electoral Board/Campus Electoral Committee whose task is to oversee the election of officers for the Supreme Student Council

2.11 Serves as Adviser of the Supreme Student Council of his/her Campus

2.12 Endorses the result of evaluation for the recognition of the Most Outstanding Student Organization, Student Leader, Faculty Adviser and the Ten Outstanding Students for a given Academic year.

2.13 Performs other related tasks as may be required by higher authority

Section 3. SOA College Coordinator. Under the supervision of the Director of the Office of Student Affairs and Services (OSAS) and the Assistant Director of the Office of Student Organizations and Activities (SOA) and the Head of the Campus, the College Coordinator/ In-Charge of the Campus shall be responsible for delivery of basic student welfare and development programs and services in the colleges/campuses. Specifically, the College Coordinator shall have the following duties and responsibilities:

3.1 Coordinates with corresponding offices institutionally assigned on these student services if there are problems so that these can be assessed immediately in order to recommend solutions to proper authorities.

3.2 Ensures the management of student affairs works in the entire College including, but not limited to, such tasks as:
3.2.1 Assuring that the assigned student organizations keep their bulletin boards properly utilized, updated and maintained.
3.2.2 Reviewing of the application for renewal and/or recognition of the various student organizations from his/her College.
3.2.3 Assisting the academic departments/College in running the various programs and activities of the University

3.3 Executes the Action Plans submitted to the SOA Asst. Director.

3.4 Ensures the implementation of the policies as provided for in the Student Handbook especially in matters affecting the students’ daily affairs in the Campus.

3.5 Supervises the operation of student organizations in his/her College/Department especially ascertaining that handling of finances, fund-raising activities, involvement in community projects are done professionally, and that their constitution and by-laws are dutifully followed.

3.6 Regularly monitors and evaluates the activities of student organizations in his/her College to guarantee that
3.6.1 their implementation conform to their primary goals
3.6.2 these are carried out according to plan
3.6.3 resources are used economically
3.6.4 proper documentation is done
3.6.5 authorities are duly informed

3.7 Serves as Adviser of the Student College Council.
3.8 Ensures that the following duties and responsibilities of the advisers of student organizations are executed/done:

3.9 Serves as the Supervisor or Chairman of the Student Electoral Board/ Campus Electoral Committee whose task is to oversee the election of officers for the Supreme Student Council.
3.10 Receives and counter-checks the filled-up forms submitted to him/her in their Campus for the recognition of the Most Outstanding Student Organization, Student Leader, Faculty Adviser and the Ten Outstanding Students for a given Academic year.
3.11 Performs other related tasks as may be required by higher authority.

ARTICLE V
POLICIES AND PROCEDURES

Section 1. Student Organizations

1.1 Application for Recognition

1.1.1 University student organizations shall, for purposes of recognition and/or as a pre-condition for their operation, submit a written application a month before the beginning of the academic year.

Recognition of student organizations granted for the first semester shall be valid for the whole academic year.

1.1.2 Application shall be submitted on the date set by the Office of Student Organizations and Activities (SOA). Failure to meet the deadline automatically deprives the organization the privileges to operate and use the University facilities and will have to wait for the application period for the next Academic year.

Non-recognized Student Organizations that shall operate and conduct activities under the name of the University, when found-out, shall be notified and be ordered to immediately stop operating. Failure to comply will result to losing the right to be recognized for the next two academic years.

1.1.3 All the necessary documents for recognition and/or renewal of every organization shall be submitted to the Office of Student Organizations and Activities (per campus) and the head/coordinator/in-charge shall forward them to the SOA central office.

a. A letter of application addressed to the Assistant Director, Office of Student Organizations and Activities (SOA).

b. Personal profile of officers.

c. Members’ information sheet: name, course, year level, cell phone number, etc.

d. Faculty advisers information sheet: name, rank, campus/college/school, home address, contact number, etc.
e. A letter of acceptance by the faculty advisers.
f. Specimen signatures of officers and advisers.
g. Program of projects/activities for implementation in the coming academic year.
h. Ratified Constitution and By-Laws of the organization (may be waived if not seeking recognition for the first time or if there are no amendments or revisions)
i. History of the Organization
j. Declaration of the Organization’s Revolving Fund

1.1.4 Inactive organization during one academic year must justify in writing its failure to seek recognition and to operate during inactive years. In case that the organization concerned cannot present valid explanation, it shall mean the lost of its privilege to be recognized and to use the University facilities.

1.1.5 Organization that seeks recognition for the first time shall meet the following requirements:
   a. Name, course, year and signature of at least thirty (30) founding members;
   b. Organization Name, Acronym and Organization logo.
   c. A statement of the Organization’s goals and objectives;
   d. and all the seven (10) items mentioned in 1.1.3 above

1.1.6 All newly organized student organizations shall be placed on probation for one academic year after which they must show proof of growth in terms of activities, expansion in membership and organizational stability; otherwise, their application for recognition shall not be acted upon.

1.1.7 The Organizational Fund shall be deposited in a reputable bank or if not possible due to bank requirements, fund shall be entrusted to the Executive Director/College Dean at the end of the academic year. The Organization’s Adviser, President and Treasurer shall be the signatories to all withdrawals of the organization.

1.1.8 Officers of the organization shall be bonafide students who qualified in the grade requirement set by the organization and/or without pending disciplinary case. A student can be President, Vice-President, Secretary or Treasurer of only two (2) recognized campus organizations. If he/she is elected to assume the office more than what is allowed by the Student Organizations and Activities, he/she shall be forced to give up the position in excess of the two organizations to which he/she belongs.

1.1.9 Changes in the list of officers, members, faculty advisers or provisions (as amendments) in the Constitution and By-Laws shall be reported immediately to the Head of the Office of Student Organizations and Activities in the campus where the Organization is based through a resolution.

1.1.10 Student organizations must submit the following reports:
   a. A report of projects or activities undertaken during the semester. Such report should reflect the activities planned and submitted by the organization for the academic year. Failure to carry out any of the planned activities should be supported by written explanation;
   b. Financial statement shall be submitted by the organization’s treasurer duly audited and signed by the organization’s president every end of the semester;
   c. Bank Book and/or Cash balance shall be submitted to the Executive Director/College Dean/Cashier’s Office at the end of the academic year.

1.1.11 Failure to satisfy 1.1.3 above may be ground for disapproval of request for renewal for the next academic year.
1.1.12 Any student organization which fails to comply with the University policies and violates its own statement of purpose shall have its certificate of recognition revoked after an investigation by a Committee to be created by the Director of Student Affairs and Services and the Asst. Director of Student Organizations and Activities.

1.1.13 Organizations or publications of students that exist or operate outside of the University shall abide the university rules and regulations.

1.1.14 Expenses to be incurred by members/officers of an Organization/Council attending as representatives shall be partly shouldered by the same Organization/Council subject to the discretion of the Organization.

1.1.15 Accomplishment reports must be submitted to the Campus SOA Head/Coordinator/In-charge for clearance purposes.

1.2 Faculty Advisers

1.2.1 Every student organization shall have faculty adviser/s to be chosen and recommended by the student organization in coordination with the College to be recommended for approval by the Asst. Director, Student Organizations and Activities to the Director of Student Affairs and Services.

1.2.2 The faculty adviser shall serve the organization for a period of one (1) year. The term of office is renewable after a year. In case an adviser gives up his position even before the termination of the period of operation of the organization, a new faculty adviser shall be recommended by the organization to the Director of the Office of Student Affairs and Services to serve the unexpired term.

1.2.3 The selection of the faculty adviser shall be based on the following qualifications:

a. He/she must be a full time faculty member of the University.

b. In case the organization prefers an adviser who is not a full-time faculty member, the Office of Student Affairs and Services may allow it on a certain basis.

c. He/she must be connected with the particular academic area.

d. If the organization is not academic in nature, the faculty adviser shall be able to assist in the attainment of its goals and objectives.

e. A faculty adviser can simultaneously serve only two (2) organizations.

f. His/Her acceptance of the position of faculty adviser must be done in writing by signing the form letter of acceptance available at the Office of Student Organizations and Activities. The said letter shall be vested with the SOA.

g. The faculty adviser has the following principal duties and responsibilities:

   g.1 makes himself/herself available for regular consultation to officers and members of the organization;

   g.2 attends the meetings of the organization; If the adviser is unable to attend, he/she shall be fully informed of what transpired during the meeting – a verbal account of the meeting shall be used to supplement the minutes of the meeting but never to take the place of the official minutes;
g.3 assists in the planning of activities for the organization making sure that the activities serve to actualize the objectives of the organization;

g.4 shall be present if the organization’s activity is held off-campus or when the organization is representing the University; if the faculty adviser would be unable to attend, he/she shall request another faculty member to take his/her place – making sure the safety of all members of the organization and all others who may be involved in the activity;

g.5 full compliance in CHED Memorandum Order (CMO) No. 12 series 2012 Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students;

g.6 periodically evaluates the performance of the organization and in turn submits a report to the Asst. Director of the Student Organizations and Activities; and

g.7 acts as liaison between the organization and the administration.

1.3 Student Activities

1. The President of the Organization must register all campus activities and file an application to hold any activity or affair duly signed by him and the faculty adviser.

A written request to conduct an activity shall be addressed to the University President or to her/his authorized representative (if the activity is to be held outside the campus or activity scheduled beyond 10:00 p.m.) . For activities to be held inside the University/Campus a letter of request shall be written to the Vice President for Academic Affairs /Executive Director.

Class activities shall be approved by the College Dean through their respective subject professor.

For program/activities that include religious practice like mass/religious service, the letter shall also be noted by the Asst. Director of Multi-faith Services.

2. The organization shall not schedule activities one (1) week before periodical examinations.

3. Activities or programs shall be conducted in such a day and time that will not disrupt classes or deprive students for attendance to regular classes.

4. Student Organizations shall conduct at least two (2) major activities per semester.

5. Activity shall not be conducted if there is a pending liquidation on the previous activity.

6. Evaluation of the activity shall be done by the participants, organizers,
and adviser/s. Results shall be included on the accomplishment report to be evaluated/noted by the Head/Coordinator/In-charge and submitted to the Asst. Director of Student Organizations and Activities (SOA).

1.3.1 Attachments for letter of request for student activities/programs:
   a. Program
   b. Budget Proposal (prepared by the organization president, noted by the organization adviser
   c. Resolution of the Organization (e.g. about fees) if necessary
   d. Copy of the Approved Plan of Activities
   e. Notarized Waiver (if the activity is outside the campus/, scheduled on weekends or beyond 10:00 p.m.)
   f. For Educational Tours and Field Trips, full compliance of CHED Requirements.

1.4 Fund Raising Activities

1.4.1. Any organization shall seek permission to conduct a fund raising activity.

   The letter shall contain the following:

   1.4.1.1 The nature and purpose of the activity;
   1.4.1.2 The date(s), time, venue of the activity;
   1.4.1.3 When deemed necessary, an approval from the Department of Social Welfare and Development (DSWD) indicating the beneficiary(ies) of the fund to be raised;
   1.4.1.4 The manner in which the fund raised shall be used; and
   1.4.1.5 The target amount of fund to be raised and the indicated means of control.
   1.4.1.6 The names of the students directly in charge of the fund raising activities.

   The letter must be submitted to the Office of the University President or any of her/his authorized representatives at least two (2) weeks before the date of the said activity.

1.4.2 Raffles on Campus shall be governed by the following rules:

   1.4.2.1 The application to conduct raffles for fund raising shall be accompanied by the permit issued by the Department of Social Welfare and Development (DSWD) or other concerned offices.
   1.4.2.2 The application shall indicate the prizes, the price of the ticket, the date, time and place of the raffle draw and the beneficiaries. Widest dissemination of information regarding this fund-raising shall be done.
   1.4.2.3 Financial records including Bank Deposit shall be made available to the Office of Student Affairs and Services for spot-checking.

1.4 Posting Announcements

   a. All postings and displays in the campuses, other than those from the Office of the University President/Executive Directors/Vice-Presidents, Deans shall bear the approval stamp of the Office of Student Organizations and Activities of that campus.
b. Postings such as advertisements from companies, political propaganda and the like, and others are not allowed and hence, they are determined by the Office of the University President/Executive Director.

c. The duration of postings is one (1) week. In any case, the organization shall seek the permission of the Head of Student Organizations and Activities Office to extend the period of posting, this shall be done in writing indicating the purpose for which the request is made.

d. Organizations shall see to it that all postings made by them are removed after the duration of the activity.

e. Postings in the form of tarpaulins, banners and the likes are allowed for a maximum of one (1) month only.

f. Posting shall only be placed on designated areas and bulletin boards. Painted walls, doors, windows and trees shall not be used for posting on said areas. Postings shall be removed and the organizations concerned shall be disallowed from putting up further postings.

1.5 Proposed Policies and Guidelines on Student Activities to be held Outside the University

General Guidelines

a. Only bonafide students of the University who enrolled in the current term shall be eligible to attend these activities.

b. Officers of the Student Organization shall conduct a survey/ canvass on the preferred venue with price quotation.

c. The president of the Organization shall write a request letter to the University President or his/ her authorized representative which must be supported by Approved Resolution of the Organization and project proposal based from the survey result.

d. Full Compliance of the Requirements on CHED Memo Order No. 17 Series of 2012 to be verified by the SOA Head/ Coordinator.

*Educational Tours and Field Trips* shall be guided by the provisions of CHED Memo Order No. 17 Series of 2012.

1.6 Search for The Ten Outstanding Batangas State University Students

Application Procedures:

All interested applicants:

a. must be bonafide graduating BatStateU students with at least two (2) academic year of residency in the University;

b. (For College) must have a General Weighted Average (GWA) of at least 2.25 for all the semesters attended with no deficient grades (Inc., Dropped, 5.0)

c. (For High School) must have a General Weighted Average of at least 87%, with no grade lower than 83%;

d. must be enrolled with an academic load of at least 18 units for last semester/term attended or as prescribed by their respective curriculum;

e. must have an outstanding record in Academic, Leadership and Co-Curricular and Extra-Curricular activities;

f. must be of good moral character and;
g. Qualified students must accomplish the Nomination/Application Form, which will be available at the Student Organizations and Activities Office in their department/college/campus.
h. The applicant shall submit the following documents:

h.1 Properly filled-up nomination/application form with 2 X 2 picture;
h.2 Certified copy of grades (from the University Registrar);
h.3 An authenticated list of academic semestral awards (from the Dean/Principal);
h.4 Certified documents of membership and participation of applicants in seminars/workshops and in his/her Organizations’ activities outside the University;
h.5 Certified photocopy of Certificates and/or Awards duly identified and labeled;
h.6 List of Leadership positions and Awards from Freshman up to present.
i. Each Applicant is to be assessed by two (2) advisers of Campus Organization, one (1) Student Organizations and Activities Coordinator/In-Charge of his/her department. All three shall be of the current school year.
j. The Student Organization Adviser and the SOA In-Charge shall accomplish the official Assessment Forms. A faculty assessor may assess for more than one applicant. The assessment forms shall be placed in two separate sealed white envelopes with the Assessor's signature across the flap.
k. The SOA Head/Coordinator/In-Charge in each campus shall form a local screening committee to evaluate the applicants based from the TOSA Guide to Point System. Result of the screening and the supporting documents shall be endorsed to the Office of Student Organizations and Activities located at the Office of Student Affairs and Services Building, Gov. Pablo Borbon Main Campus 1, upon which the applicant shall be scheduled for an interview with the Assistant Director of Student Organizations and Activities with the TOSA Screening Committee.
l. All duly accomplished application forms shall be evaluated and screened by a Search Committee based on the following standards:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades/Scholastic Record</td>
<td>20%</td>
</tr>
<tr>
<td>Academic Honors/Awards/Citations received</td>
<td>20%</td>
</tr>
<tr>
<td>Workshops/Seminars Attended and Participation in contests</td>
<td>15%</td>
</tr>
<tr>
<td>Leadership in Organizations (key positions only)</td>
<td>20%</td>
</tr>
<tr>
<td>Community Involvement and Civic Activities</td>
<td>15%</td>
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<tr>
<td>Panel Interview</td>
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<td><strong>Total</strong></td>
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### Grade Equivalence For TOSA

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#### COLLEGE

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<td>2.9</td>
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**FORMULA:** GRADE - 75%

b. AHCA (Academic Honors/Citations/Contest Awards)

a. Academic Honors (Semestral)
First honors 5 points  
Second honors 3 points  

b. Citations

<table>
<thead>
<tr>
<th>Award</th>
<th>Local</th>
<th>Provincial</th>
<th>Regional</th>
<th>National</th>
<th>International</th>
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<td>• Excellence award</td>
<td>5</td>
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<tr>
<td>• Model award</td>
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<tr>
<td>• Merit award</td>
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<tr>
<td>• Outstanding achievement award</td>
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<td>• Research Paper Presentations</td>
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<td>• Other related awards</td>
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c. Contest Awards

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c. CECA (Co- And Extra-Curricular Activities)  
Contest/quiz bee participant (non-winner)  
One-tenth (1/10) of the full score by level

<table>
<thead>
<tr>
<th>Seminars and trainings participations</th>
<th>Contests participations</th>
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<tbody>
<tr>
<td>International</td>
<td>5 points</td>
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<td>National</td>
<td>4 points</td>
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<td>Regional</td>
<td>3 points</td>
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<tr>
<td>Provincial/district</td>
<td>2 points</td>
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<tr>
<td>Local</td>
<td>1 point</td>
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</table>

Page | 341
### d. LP (Leadership Positions in organizations)

#### d.1 School/Local (Municipal and Barangay)

**University/Campus Wide**

<table>
<thead>
<tr>
<th>Position</th>
<th>Points</th>
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<tbody>
<tr>
<td>President</td>
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<tr>
<td>V-President</td>
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<tr>
<td>Treas./Sec.</td>
<td>3</td>
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<td>Other Positions</td>
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**Local Student Organizations**

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<th>Points</th>
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</thead>
<tbody>
<tr>
<td>President</td>
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</tr>
<tr>
<td>V-President</td>
<td>3</td>
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<tr>
<td>Treas./Sec.</td>
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<tr>
<td>Other Positions</td>
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#### d.2 Provincial/District

<table>
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<th>Position</th>
<th>Points</th>
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</thead>
<tbody>
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<td>President</td>
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<td>V-President</td>
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<tr>
<td>Treas./Sec.</td>
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<td>Other Positions</td>
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<tr>
<td>Member</td>
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#### d.3 Regional

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<tr>
<td>V-Presdent</td>
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<tr>
<td>Treas./Sec.</td>
<td>7</td>
</tr>
<tr>
<td>Other Positions</td>
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<td>Member</td>
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#### d.4 National

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<tr>
<td>V-Presdent</td>
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<tr>
<td>Treas./Sec.</td>
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<tr>
<td>Other Positions</td>
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<td>Member</td>
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### e. CICA (COMMUNITY INVOLVEMENT AND CIVIC ACTIVITIES)

#### e.1 School/Local (Municipal and Barangay)

<table>
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<th>Role</th>
<th>Points</th>
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<tr>
<td>Participant/Performer</td>
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</tbody>
</table>

#### e.2 Provincial/District
ORGANIZER/TEAM LEADER  10 PTS  
PARTICIPANT/PERFORMER  5 PTS 

e.3 Regional  
ORGANIZER/TEAM LEADER  15 PTS  
PARTICIPANT/PERFORMER  7.5 PTS 

e.4 National  
ORGANIZER/TEAM LEADER  20 PTS  
PARTICIPANT/PERFORMER  10 PTS 

e.5 International  
ORGANIZER/TEAM LEADER  25 PTS  
PARTICIPANT/PERFORMER  12.5 PTS 

1.7 GUIDELINES ON ACCREDITATION OF STUDENT ORGANIZATIONS 

a. Article 1. University Policy on Accreditation  
It shall be the policy of the University:  

a.1 To recognize student organization as an essential sector in the university that supports the attainment of its vision, mission, goals and objectives;  
a.2 To provide a system of accrediting student organizations as a means of determining the nature of assistance that can be extended, and of ensuring the smooth and orderly operation of said organization;  
a.3 To establish, promote and support the activities, projects and programs of duly accredited student organizations for which they were organized.  
a.4 To foster among student organizations by providing an atmosphere conducive to the holistic development of students.  

b. Article 2. Objectives  
The following are the objectives of accrediting student organizations:  

b.1 To foster excellence among students organizations through the development of standard criteria and guidelines for assessing their organization efficiency and effectiveness  
b.2 To encourage improvement of the activities and services of the student organizations through planning.  
b.3 To provide assistance to student organizations in achieving their goals and objectives. 
c. **Article 3. Criteria for Accreditation**

The following are the criteria for accreditation:

**c.1 Proof of Recognition**

- c.1.1 Legal existence/recognition (at least one (1) year of existence
- c.1.2 Clearly defined vision and mission
- c.1.3 Duly adopted constitutions and by-laws by the general membership
- c.1.4 Clearly defined organization structure
- c.1.5 Conduct of regular election
- c.1.6 Financial Report
- c.1.7 Inventory Report of the List of Equipment

**c.2 Sustainability of Organization**

- c.2.1 Income generating projects
- c.2.2 Regular income for fund sourcing

**c.3 Action Plan/Program of the year**

- c.3.1 Year-round calendar of activities
- c.3.2 Presence of an Action Plan duly adopted by the Officers

**c.4 Community Outreach Program**

- c.4.1 Conduct of Community Outreach Program
- c.4.2 Community Involvement/partnership with other community organizations

d. **Article 4. Student Organization Accreditation Board (SOAB) Composition**

There shall be created an accreditation board as the student Organizations Accreditation Board which shall be in charge of administering the faithful implementation of these guidelines.

**d.1 Composition.** The SOAB shall be composed of the following:

- d.1.1 Chairman – Director, Office of Student Affairs and Services,
  Co – Chair – Asst. Director, SOA
d.1.2 Members – SOA Head/Coordinator/In-Charge recommended by the SOA Asst. Director, Director, OSAS (to be approved by the Vice President for Academic Affairs)

d.1.2.2 Two (2) representatives from the members of Supreme Student Council Confederation (SSCC) (to be designated by the Council through a resolution)

e. **Article 5. Duties and Function**

The SOAB shall have the following power and duties:

e.1 To accept and process application for accreditation;

e.2 To investigate and recommend disciplinary action to the Office of Student Discipline (OSD) against erring student organization duly accredited by it.

e.3 To conduct accreditation visit to offices of student organizations applying for accreditation to verify the authenticity and veracity of submitted documents;

e.4 To develop and administer appropriate measurement or instrument for accreditation purposes in accordance with the guidelines;

e.5 To recommend to the OSAS Director the issuance of appropriate accreditation status

e.6 To perform such other functions duly delegated to the Board.

f. **Article 6. Revalidation of Accreditation Status**

f.1 Every accredited student organization is subject to revalidation and/or upgrading to maintain its accredited status.

f.2 To revalidate or update accreditation, an accredited organization must voluntarily submit itself through written manifestation and submission of updated documents as required by the SOAB.

f.3 An accredited student organization seeking to be upgraded to higher level shall simply submit the documents required for higher level. This can be done only every 6 months reckoned from the date the accreditation certificate was issued.

g. **Article 7. Suspension or Termination of Accreditation Status**

Any of the following shall be sufficient ground or cause to suspend or terminate the accreditation status of any student organization.

g.1 Willful and deliberate misrepresentation of a material or substantial fact required in the application documents.

g.2 Conducted an activity without prior approval by concerned offices having jurisdiction over the affairs of student organizations

g.3 Patent disregard of duly established SOA protocol;

g.4 Gross disrespect against college officials committed by its officers
g.5 Non-submission of year – end reports for two consecutive years
h. **Article 9. Incentives/privileges of Accredited Student Organizations**

The following incentives and privileges shall be available to accredited student organizations:

**i.1 Level I Accredited**

i.1.1 Preference in the use of school facilities in case of conflict with non-accredited organization.

i.1.2 Provisions for Basic Office Facilities (subject to availability of resources)

i.1.3 Membership in the Council of Accredited Organizations

**i.2 Level II Accredited**

i.2.1 All incentives/privileges enjoyed by Level I accredited organization

i.2.3 Preference of sponsorship of income generating activities initiated by the University

i.2.4 Preference in Attendance to Seminar/trainings for their officers on official business.

i.2.5 Eligible to apply for Institutional award

i.2.6 Revalidation of accreditation every 3 years.

**i.3 Level III Accredited**

i.3.1 All Incentives/privileges enjoyed by Level I and II accredited organizations

i.3.2 Equitable share in the student development fund

i.3.3 Revalidation of accreditation for every five (5) years

**i.4 Level IV Accredited**

i.4.1 All Incentives/privileges enjoyed by Level I, II, and III accredited organizations

i.4.2 Financial support from the university in its activities

i.4.3 Revalidation of accreditation in every seven (7) years

**ARTICLE VI**

**EFFECTIVITY**

**Section 1.** These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.
GUIDELINES FOR STUDENT ORGANIZATIONS AND ACTIVITIES

In accordance with CHED Memorandum Order No. 09, s. 2013 (Enhanced Policies and Guidelines on Student Affairs and Services) and CHED Memorandum Order No. 17, s. 2012 (Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students), the following guidelines for the Student Organizations and Activities in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

ARTICLE I
POLICY STATEMENT

Section 1. It is the policy of the University to implement university programs, policies, rules and regulations insofar as activities and welfare of the students are concerned.

ARTICLE II
SCOPE AND COVERAGE

Section 3. The guidelines set herein shall be applicable to all students of the University who are members of recognized student organizations.

ARTICLE III
DEFINITION OF TERMS

Section 4.

- **Commission on Student Elections (COMSELEC).** This refers to the committee in the SSCC election chaired by the Director of the Office of Student Affairs and Services with the following as his/her appointed members from the Heads/Coordinator/In-charge of the Office of Student Organizations and Activities: Vice-Chair, Secretary, and Committee Chairs for Screening, Finance, Publicity and Canvassing. Two (2) non-partisan students may be included in the committee as observers.

- **Educational Tour** - an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of long duration usually lasting for more than one day and relatively more places of destination than a field trip;

- **Field Trip** - an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.

- **Supreme Student Council (SSC).** This refers to the student organization composed of duly elected officers in each campus, with special participatory powers in the University affairs, as provided by law and pertinent rules and regulations.

- **Supreme Student Council Confederation (SSCC).** This refers to the highest student organization in the University composed of duly elected officers from SSC, with special participatory powers in the University affairs, as provided by law and pertinent rules and regulations.

- **Ten Outstanding Student Award (TOSA).** This refers to the annual search for the Ten Outstanding Batangas State University Students.

- **University Organizations.** This refers to duly recognized organizations whose members come from different colleges in the University including the Supreme Student Councils in different campuses.
ARTICLE IV
RESPONSIBLE OFFICIALS/PERSOONEL

Section 1. Assistant Director, Student Organizations and Activities. Under the supervision of the Director for Office of Student Affairs and Services, the Assistant Director shall be responsible in monitoring and ensuring the delivery of basic student welfare and development programs and services to the student body regularly and equitably in all campuses. Specifically, the Assistant Director shall have the following duties and responsibilities:

1.17 Monitors, reviews, evaluates the basic student services which are put into operation by student organizations in all campuses.

1.18 Oversees the management of student organizations and activities in the entire University System through the unit offices of student affairs in every campus (headed by the SOA Head) including, but not limited to, such tasks as
   1.18.1 issuing of gate pass, excuse slip, waiver, etc.
   1.18.2 processing of requests for student ID replacements, certifications for students and advisers related to student organizations and activities, etc.
   1.18.3 approving/disapproving of the application for renewal and/or recognition of the various student organizations
   1.18.4 safekeeping/posting/returning of the lost-and-found item

1.19 Monitors the implementation of the action plans submitted by the SOA Heads of all campuses.

1.20 Implements policies as provided for and in accordance with the Student Handbook especially in matters affecting the students’ daily affairs in the University.

1.21 Reviews and evaluates the Student Handbook regularly in cooperation with the Supreme Student Councils of every campus

1.22 Recommends personnel under SOA to the Director of Student Affairs and Services to attend pertinent seminars/workshops.

1.23 Sets and implements policies and guidelines for the application, recognition, and operation of all campus-based organizations

1.24 Supervises the operation of student organizations in all campuses especially ascertaining that handling of finances, fund-raising activities, involvement in community projects are done professionally, and that their constitution and by-laws are dutifully followed

1.25 Evaluates the activities of student organizations in all campuses to guarantee that
   1.25.1 their implementation conform to their primary goals
   1.25.2 these are carried out according to plan
   1.25.3 resources are used economically
   1.25.4 proper documentation is done
   1.25.5 authorities are duly informed

1.26 Delegates/Assigns the duties and responsibilities of the advisers of student organizations:

1.27 Ensures that at least once every semester the Supreme Student Council of every campus, together with its student organizations, has linked with certain professional organizations for a seminar-workshop activity whose subject matter is relevant to the current community/national issues
1.28 Requires student organizations, singly or jointly, to accomplish at least once a school year an outreach activity targeting any community sector which is in dire need of assistance of any kind, manner, mode and type.

1.29 Serves as the Supervisor or Chairman of the Student Electoral Board whose task is to oversee the election of officers for the Supreme Student Councils Confederation.

1.30 Spearheads the evaluation and selection process for the recognition of the Most Outstanding Student Organization, Student Leader, Faculty Adviser and the Ten Outstanding Students for a given Academic year.

1.31 Delegates these duties and responsibilities mentioned above, when warranted and applicable, to the SOA heads/coordinators/persons-in-charge of campuses/colleges/departments

1.32 Performs other related tasks as may be required by higher authority.

Section 2. Head, SOA Office (Campus/District). Under the supervision of the Director of Student Affairs and Services and Assistant Director of Student Organizations and Activities (SOA), the Head of the Campus shall be responsible for delivery of basic student welfare and development program and services in the campus. Specifically, the Head shall have the following duties and responsibilities:

2.14 Monitors, reviews, evaluates and make a regular report on the basic student services put into operation in his/her Campus

2.15 Ensures the management of student affairs works in the entire Campus through the unit offices of student affairs in every College/Department (headed by the SOA College/Department In-charge) including, but not limited to, such tasks as

2.15.1 issuing of gate pass, excuse slip, waiver, etc.

2.15.2 directing the assigned organizations or offices to keep their bulletin boards properly utilized, updated and maintained

2.15.3 processing of requests for student ID replacements.

2.15.4 reviewing of the application for renewal and/or recognition of the various student organizations

2.15.5 endorsing the list of accredited/recognized student organizations.

2.15.6 receiving documents of Student Assistants (SA) and endorsing the report on the total number of hours rendered by the student assistants.

2.15.7 approving /disapproving of requests for posting of announcements

2.15.8 safekeeping/posting/returning of the lost-and-found items

2.15.9 assisting requests of companies/agencies in their promotional activities such as product and events endorsement, etc. in the campus

2.15.10 conducting orientation programs for freshman students at the beginning of the semester

2.2.11 assisting the academic departments in running the various programs and activities

2.16 Executes the Action Plan submitted to the SOA Asst. Director.

2.17 Implements policies as provided for and in accordance with the Student Handbook especially in matters affecting the students’ daily affairs in the Campus.
2.18 Establishes and maintains a student information data system in every Campus
2.19 Implements policies and guidelines for the application, recognition, and operation of all campus-based organizations
2.20 Supervises the operation of student organizations in his/her campus especially ascertaining that handling of finances, fund-raising activities, involvement in community projects are done professionally, and that their constitution and by-laws are dutifully followed.
2.21 Regularly monitors and evaluates the activities of student organizations in his/her campus to guarantee that
   2.21.1 their implementation conform to their primary goals
   2.21.2 these are carried out according to plan
   2.21.3 resources are used economically
   2.21.4 proper documentation is done
   2.21.5 authorities are duly informed
2.22 Ensures that the duties and responsibilities of the advisers of student organizations are executed/done.
2.23 Serves as the Supervisor or Chairman of the Student Electoral Board/ Campus Electoral Committee whose task is to oversee the election of officers for the Supreme Student Council
2.24 Serves as Adviser of the Supreme Student Council of his/her Campus
2.25 Endorses the result of evaluation for the recognition of the Most Outstanding Student Organization, Student Leader, Faculty Adviser and the Ten Outstanding Students for a given Academic year.
2.26 Performs other related tasks as may be required by higher authority

Section 3. SOA College Coordinator. Under the supervision of the Director of the Office of Student Affairs and Services (OSAS) and the Assistant Director of the Office of Student Organizations and Activities (SOA) and the Head of the Campus, the College Coordinator/ In-Charge of the Campus shall be responsible for delivery of basic student welfare and development programs and services in the colleges/campuses Specifically, the College Coordinator shall have the following duties and responsibilities:

3.1 Coordinates with corresponding offices institutionally assigned on these student services if there are problems so that these can be assessed immediately in order to recommend solutions to proper authorities.
3.2 Ensures the management of student affairs works in the entire College including, but not limited to, such tasks as:
   3.2.1 Assuring that the assigned student organizations keep their bulletin boards properly utilized, updated and maintained.
   3.2.2 Reviewing of the application for renewal and/or recognition of the various student organizations from his/her College.
3.2.3 Assisting the academic departments/ College in running the various programs and activities of the University
3.3 Executes the Action Plans submitted to the SOA Asst. Director.
3.4 Ensures the implementation of the policies as provided for in the Student Handbook especially in matters affecting the students’ daily affairs in the Campus.
3.5 Supervises the operation of student organizations in his/her College/Department especially ascertaining that handling of finances, fund-raising activities, involvement in community projects are done professionally, and that their constitution and by-laws are dutifully followed.

3.6 Regularly monitors and evaluates the activities of student organizations in his/her College to guarantee that:
   3.6.1 their implementation conform to their primary goals
   3.6.2 these are carried out according to plan
   3.6.3 resources are used economically
   3.6.4 proper documentation is done
   3.6.5 authorities are duly informed

3.7 Serves as Adviser of the Student College Council.

3.8 Ensures that the following duties and responsibilities of the advisers of student organizations are executed/done:

3.9 Serves as the Supervisor or Chairman of the Student Electoral Board/Campus Electoral Committee whose task is to oversee the election of officers for the Supreme Student Council.

3.10 Receives and counter-checks the filled-up forms submitted to him/her in their Campus for the recognition of the Most Outstanding Student Organization, Student Leader, Faculty Adviser and the Ten Outstanding Students for a given Academic year.

3.11 Performs other related tasks as may be required by higher authority.

ARTICLE V
POLICIES AND PROCEDURES

Section 1. Student Organizations

1.1 Application for Recognition

1.1.1 University student organizations shall, for purposes of recognition and/or and as a pre-condition for their operation, submit a written application a month before the beginning of the academic year.

Recognition of student organizations granted for the first semester shall be valid for the whole academic year.

1.1.2 Application shall be submitted on the date set by the Office of Student Organizations and Activities (SOA). Failure to meet the deadline automatically deprives the organization the privileges to operate and use the University facilities and will have to wait for the application period for the next Academic year.

Non-recognized Student Organizations that shall operate and conduct activities under the name of the University, when found-out, shall be notified and be ordered to immediately stop operating. Failure to comply will result to losing the right to be recognized for the next two academic years.

1.1.3 All the necessary documents for recognition and/or renewal of every organization shall be submitted to the Office of Student Organizations and Activities (per campus) and the head/coordinate/in-charge shall
forward them to the SOA central office.

a. A letter of application addressed to the Assistant Director, Office of Student Organizations and Activities (SOA).

b. Personal profile of officers.

c. Members’ information sheet: name, course, year level, cell phone number, etc.

d. Faculty advisors information sheet: name, rank, campus/college/school, home address, contact number, etc.

e. A letter of acceptance by the faculty advisors.

f. Specimen signatures of officers and advisers.

g. Program of projects/activities for implementation in the coming academic year.

h. Ratified Constitution and By-Laws of the organization (may be waived if not seeking recognition for the first time or if there are no amendments or revisions)

i. History of the Organization

j. Declaration of the Organization’s Revolving Fund

1.2.4 Inactive organization during one academic year must justify in writing its failure to seek recognition and to operate during inactive years. In case that the organization concerned cannot present valid explanation, it shall mean the lost of its privilege to be recognized and to use the University facilities.

1.2.5 Organization that seeks recognition for the first time shall meet the following requirements:

   e. Name, course, year and signature of at least thirty (30) founding members;

   f. Organization Name, Acronym and Organization logo.

   g. A statement of the Organization’s goals and objectives;

   h. and all the seven (10) items mentioned in 1.1.3 above

1.2.6 All newly organized student organizations shall be placed on probation for one academic year after which they must show proof of growth in terms of activities, expansion in membership and organizational stability; otherwise, their application for recognition shall not be acted upon.

1.2.7 The Organizational Fund shall be deposited in a reputable bank or if not possible due to bank requirements, fund shall be entrusted to the Executive Director/College Dean at the end of the academic year. The Organization’s Adviser, President and Treasurer shall be the signatories to all withdrawals of the organization.

1.2.8 Officers of the organization shall be bonafide students who qualified in the grade requirement set by the organization and/or without pending disciplinary case. A student can be President, Vice-President, Secretary or Treasurer of only two (2) recognized campus organizations. If he/she is elected to assume the office more than what is allowed by the Student Organizations and Activities, he/she shall be forced to give up the position in excess of the two organizations to which he/she belongs.

1.2.9 Changes in the list of officers, members, faculty advisers or provisions (as amendments) in the Constitution and By-Laws shall be reported immediately to the Head of the Office of Student Organizations and Activities in the campus where the Organization is based through a resolution.

1.2.10 Student organizations must submit the following reports:

   a. A report of projects or activities undertaken during the semester. Such report should reflect the activities planned and submitted by the organization for the academic year. Failure to carry out any of the planned activities should be supported by written explanation;

   b. Financial statement shall be submitted by the organization’s
treasurer duly audited and signed by the organization’s president every end of the semester;

c. Bank Book and/or Cash balance shall be submitted to the Executive Director/ College Dean/ Cashier’s Office. at the end of the academic year.

1.2.11 Failure to satisfy 1.1.3 above may be ground for disapproval of request for renewal for the next academic year.

1.2.12 Any student organization which fails to comply with the University policies and violates its own statement of purpose shall have its certificate of recognition revoked after an investigation by a Committee to be created by the Director of Student Affairs and Services and the Asst. Director of Student Organizations and Activities.

1.2.13 Organizations or publications of students that exist or operate outside of the University shall abide the university rules and regulations.

1.2.14 Expenses to be incurred by members/officers of an Organization/Council attending as representatives shall be partly shouldered by the same Organization/Council subject to the discretion of the Organization.

1.2.15 Accomplishment reports must be submitted to the Campus SOA Head/Coordinator/ In-charge for clearance purposes.

1.3 Faculty Advisers

1.2.4 Every student organization shall have faculty adviser/s to be chosen and recommended by the student organization in coordination with the College to be recommended for approval by the Asst. Director, Student Organizations and Activities to the Director of Student Affairs and Services.

1.2.5 The faculty adviser shall serve the organization for a period of one (1) year. The term of office is renewable after a year. In case an adviser gives up his position even before the termination of the period of operation of the organization, a new faculty adviser shall be recommended by the organization to the Director of the Office of Student Affairs and Services to serve the unexpired term.

1.2.6 The selection of the faculty adviser shall be based on the following qualifications:

a. He/she must be a full time faculty member of the University.

b. In case the organization prefers an adviser who is not a full–time faculty member, the Office of Student Affairs and Services may allow it on a certain basis.

c. He/she must be connected with the particular academic area.

d. If the organization is not academic in nature, the faculty adviser shall be able to assist in the attainment of its goals and objectives.

e. A faculty adviser can simultaneously serve only two (2) organizations.

f. His/Her acceptance of the position of faculty adviser must be done in writing by signing the form letter of acceptance available at the Office of Student Organizations and Activities. The said letter shall be vested with the SOA.

g. The faculty adviser has the following principal duties and responsibilities:

   g.1 makes himself/herself available for regular consultation to officers and members of the organization;

   g.2 attends the meetings of the organization; If the adviser is
unable to attend, he/she shall be fully informed of what transpired during the meeting – a verbal account of the meeting shall be used to supplement the minutes of the meeting but never to take the place of the official minutes;

g.3 assists in the planning of activities for the organization making sure that the activities serve to actualize the objectives of the organization;

g.4 shall be present if the organization’s activity is held off-campus or when the organization is representing the University; if the faculty adviser would be unable to attend, he/she shall request another faculty member to take his/her place – making sure the safety of all members of the organization and all others who may be involved in the activity;

g.5 full compliance in CHED Memorandum Order (CMO) No. 12 series 2012 Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students;

g.6 periodically evaluates the performance of the organization and in turn submits a report to the Asst. Director of the Student Organizations and Activities; and

g.7 acts as liaison between the organization and the administration.

1.3 Student Activities

1. The President of the Organization must register all campus activities and file an application to hold any activity or affair duly signed by him and the faculty adviser.

A written request to conduct an activity shall be addressed to the University President or to her/his authorized representative (if the activity is to be held outside the campus or activity scheduled beyond 10:00 p.m.) . For activities to be held inside the University/Campus a letter of request shall be written to the Vice President for Academic Affairs /Executive Director.

Class activities shall be approved by the College Dean through their respective subject professor.

For program/activities that include religious practice like mass/ religious service, the letter shall also be noted by the Asst. Director of Multi-faith Services.

2. The organization shall not schedule activities one (1) week before periodical examinations.

3. Activities or programs shall be conducted in such a day and time that will not disrupt classes or deprive students for attendance to regular classes.

4. Student Organizations shall conduct at least two (2) major activities per semester.
5. Activity shall not be conducted if there is a pending liquidation on the previous activity.
6. Evaluation of the activity shall be done by the participants, organizers, and adviser/s. Results shall be included on the accomplishment report to be evaluated/noted by the Head/Coordinator/In-charge and submitted to the Asst. Director of Student Organizations and Activities (SOA).

1.3.1 **Attachments for letter of request for student activities/ programs:**
   a. Program
   b. Budget Proposal (prepared by the organization president, noted by the organization adviser
   c. Resolution of the Organization (e.g. about fees) if necessary
   d. Copy of the Approved Plan of Activities
   e. Notarized Waiver (if the activity is outside the campus/, scheduled on weekends or beyond 10:00 p.m.)
   f. For Educational Tours and Field Trips, full compliance of CHED Requirements.

1.4 **Fund Raising Activities**

   1.4.1 Any organization shall seek permission to conduct a fund raising activity. The letter shall contain the following:

   1.4.1.1 The nature and purpose of the activity;
   1.4.1.2 The date(s), time, venue of the activity;
   1.4.1.3 When deemed necessary, an approval from the Department of Social Welfare and Development (DSWD) indicating the beneficiary(ies) of the fund to be raised;
   1.4.1.4 The manner in which the fund raised shall be used; and
   1.4.1.5 The target amount of fund to be raised and the indicated means of control.
   1.4.1.6 The names of the students directly in charge of the fund raising activities.

   The letter must be submitted to the Office of the University President or any of her/his authorized representatives at least two (2) weeks before the date of the said activity.

   1.4.2 Raffles on Campus shall be governed by the following rules: 

   1.4.2.1 The application to conduct raffles for fund raising shall be accompanied by the permit issued by the Department of Social Welfare and Development (DSWD) or other concerned offices.
   1.4.2.2 The application shall indicate the prizes, the price of the ticket, the date, time and place of the raffle draw and the beneficiaries. Widest dissemination of information regarding this fund-raising shall be done.
   1.4.2.3 Financial records including Bank Deposit shall be made available to the Office of Student Affairs and Services for spot-checking.

1.8 **Posting Announcements**

   a. All postings and displays in the campuses, other than those from the Office of the University President/Executive Directors/Vice-Presidents, Deans shall bear the approval stamp of the Office of Student Organizations and Activities of that campus.
   b. Postings such as advertisements from companies, political propaganda and the
like, and others are not allowed and hence, they are determined by the Office of the University President/Executive Director.

c. The duration of postings is one (1) week. In any case, the organization shall seek the permission of the Head of Student Organizations and Activities Office to extend the period of posting, this shall be done in writing indicating the purpose for which the request is made.

d. Organizations shall see to it that all postings made by them are removed after the duration of the activity.

e. Postings in the form of tarpaulins, banners and the likes are allowed for a maximum of one (1) month only.

f. Posting shall only be placed on designated areas and bulletin boards. Painted walls, doors, windows and trees shall not be used for posting on said areas. Postings shall be removed and the organizations concerned shall be disallowed from putting up further postings.

1.9 **Proposed Policies and Guidelines on Student Activities to be held Outside the University**

**General Guidelines**

a. Only bonafide students of the University who enrolled in the current term shall be eligible to attend these activities.

b. Officers of the Student Organization shall conduct a survey/ canvass on the preferred venue with price quotation.

c. The president of the Organization shall write a request letter to the University President or his/ her authorized representative which must be supported by Approved Resolution of the Organization and project proposal based from the survey result.

d. Full Compliance of the Requirements on CHED Memo Order No. 17 Series of 2012 to be verified by the SOA Head/ Coordinator.

*Educational Tours and Field Trips* shall be guided by the provisions of CHED Memo Order No. 17 Series of 2012.

1.10 **Search for The Ten Outstanding Batangas State University Students**

**Application Procedures:**

All interested applicants:

a. must be bonafide graduating BatStateU students with at least two (2) **academic year** of residency in the University;

b. ( For College ) must have a General Weighted Average (GWA) of at least **2.25** for all the semesters attended with no deficient grades (Inc., Dropped, 5.0)

c. ( For High School ) must have a General Weighted Average of at least **87%**, with no grade lower than **83%**;

d. must be **enrolled** with an academic load of **at least 18 units** for last semester/term attended or as prescribed by their respective curriculum;

e. must have an **outstanding record** in Academic, Leadership and Co-Curricular and Extra-Curricular activities;

f. must be of **good moral character** and;

g. Qualified students must accomplish the Nomination/Application Form, which will be available at the Student Organizations and Activities Office in their department/college/campus.

h. The applicant shall submit the following documents:
h.1 Properly filled-up nomination/application form with 2 X 2 picture;

h.2 Certified copy of grades (from the University Registrar);

h.3 An authenticated list of academic semestral awards (from the Dean/Principal);

h.4 Certified documents of membership and participation of applicants in seminars/workshops and in his/her Organizations’ activities outside the University;

h.5 Certified photocopy of Certificates and/or Awards duly identified and labeled;

h.6 List of Leadership positions and Awards from Freshman up to present.

i. Each Applicant is to be assessed by two (2) advisers of Campus Organization, one (1) Student Organizations and Activities Coordinator/In-Charge of his/her department. All three shall be of the current school year.

j. The Student Organization Adviser and the SOA In-Charge shall accomplish the official Assessment Forms. A faculty assessor may assess for more than one applicant. The assessment forms shall be placed in two separate sealed white envelopes with the Assessor’s signature across the flap.

k. The SOA Head/Coordinator/In-Charge in each campus shall form a local screening committee to evaluate the applicants based from the TOSA Guide to Point System. Result of the screening and the supporting documents shall be endorsed to the Office of Student Organizations and Activities located at the Office of Student Affairs and Services Building, Gov. Pablo Borbon Main Campus 1, upon which the applicant shall be scheduled for an interview with the Assistant Director of Student Organizations and Activities with the TOSA Screening Committee.

l. All duly accomplished application forms shall be evaluated and screened by a Search Committee based on the following standards:

Grades/Scholastic Record -------------------------------20%

Academic Honors/Awards/Citations received ----------------20%

Workshops/Seminars Attended and Participation in contests---15%

Leadership in Organizations ( key positions only ) --------20%

Community Involvement and Civic Activities -----------15%

Panel Interview ------------------------------------------10%

100%

m. TOSA Guide to Point System

f. Grade Equivalence For TOSA
## HIGH SCHOOL

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### FORMULA: GRADE- 75%

### g. AHCA (Academic Honors/Citations/ Contest Awards)

- **a. Academic Honors (Semestral)**
  - First honors: 5 points
  - Second honors: 3 points

- **b. Citations**
  - c.
<table>
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<tr>
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<td>• Other related awards</td>
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**d. Contest Awards**

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**h. CECA (Co- And Extra-Curricular Activities)**

Contest/quiz bee participant (non-winner)
One-tenth (1/10) of the full score by level

- Seminars and trainings: Contest participations
  - International: 25 points
  - National: 20 points
  - Regional: 15 points
  - Provincial/district: 10 points
  - Local: 5 points

- Contests
  - International: 5 points
  - National: 4 points
  - Regional: 3 points
  - Provincial/district: 2 points
  - Local: 1 point

**i. LP (Leadership Positions in organizations)**

d.1 School/Local (Municipal and Barangay)

University/Campus Wide
PRESIDENT 7 PTS
V-PRESIDENT 5 PTS
TREAS. /SEC. 3 PTS
OTHER POSITIONS 2 PTS

Local Student Organizations
PRESIDENT 5 PTS
V-PRESIDENT 3 PTS
TREAS. /SEC. 2 PTS
OTHER POSITIONS 1 PT

d.2 Provincial/District
PRESIDENT 10 PTS
V-PRESIDENT 7 PTS
TREAS. /SEC. 5 PTS
OTHER POSITIONS 2 PTS
MEMBER 1 PT

d.3 Regional
PRESIDENT 15 PTS
V-PRESIDENT 11 PTS
TREAS. /SEC. 7 PTS
OTHER POSITIONS 3 PTS
MEMBER 1.5 PTS

d.4 National
PRESIDENT 20 PTS
V-PRESIDENT 15 PTS
TREAS. /SEC. 10 PTS
OTHER POSITIONS 5 PTS
MEMBER 2.5 PTS

j. CICA (COMMUNITY INVOLVEMENT AND CIVIC ACTIVITIES)
e.1 School/Local (Municipal and Barangay)
ORGANIZER/TEAM LEADER 5 PTS
PARTICIPANT/PERFORMER 2.5 PTS

e.2 Provincial/District
ORGANIZER/TEAM LEADER 10 PTS
PARTICIPANT/PERFORMER 5 PTS

e.3 Regional
ORGANIZER/TEAM LEADER 15 PTS
PARTICIPANT/PERFORMER  7.5 PTS

e.4 National

ORGANIZER/TEAM LEADER  20 PTS
PARTICIPANT/PERFORMER  10 PTS

e.5 International

ORGANIZER/TEAM LEADER  25 PTS
PARTICIPANT/PERFORMER  12.5 PTS

1.11 GUIDELINES ON ACCREDITATION OF STUDENT ORGANIZATIONS

a. Article 1. University Policy on Accreditation

It shall be the policy of the University:

a.1 To recognize student organization as an essential sector in the university that supports the attainment of its vision, mission, goals and objectives;

a.2 To provide a system of accrediting student organizations as a means of determining the nature of assistance that can be extended, and of ensuring the smooth and orderly operation of said organization;

a.3 To establish, promote and support the activities, projects and programs of duly accredited student organizations for which they were organized.

a.4 To foster among student organizations by providing an atmosphere conducive to the holistic development of students.

b. Article 2. Objectives

The following are the objectives of accrediting student organizations:

b.1 To foster excellence among students organizations through the development of standard criteria and guidelines for assessing their organization efficiency and effectiveness

b.2 To encourage improvement of the activities and services of the student organizations through planning.

b.3 To provide assistance to student organizations in achieving their goals and objectives.

c. Article 3. Criteria for Accreditation

The following are the criteria for accreditation:

c.1 Proof of Recognition

c.1.1 Legal existence/recognition (at least one (1) year of existence

c.1.2 Clearly defined vision and mission

c.1.3 Duly adopted constitutions and by-laws by the general membership

c.1.4 Clearly defined organization structure
c.1.5 Conduct of regular election

c.1.6 Financial Report

c.1.7 Inventory Report of the List of Equipment


c.2 Sustainability of Organization

c.2.1 Income generating projects

c.2.2 Regular income for fund sourcing


c.3 Action Plan/Program of the year

c.3.1 Year-round calendar of activities

c.3.2 Presence of an Action Plan duly adopted by the Officers


c.4 Community Outreach Program

c.4.1 Conduct of Community Outreach Program

c.4.2 Community Involvement/partnership with other community organizations


d. Article 4. Student Organization Accreditation Board (SOAB) Composition

There shall be created an accreditation board as the student Organizations Accreditation Board which shall be in charge of administering the faithful implementation of these guidelines.

d.1 Composition. The SOAB shall be composed of the following:

d.1.1 Chairman – Director, Office of Student Affairs and Services,

Co – Chair – Asst. Director, SOA

d.1.2 Members – SOA Head/Coordinator/In-Charge recommended by the SOA Asst. Director, Director, OSAS (to be approved by the Vice President for Academic Affairs)

d.1.2.2 Two (2) representatives from the members of Supreme Student Council Confederation (SSCC) (to be designated by the Council through a resolution)


e. Article 5. Duties and Functions

The SOAB shall have the following power and duties:

e.1 To accept and process application for accreditation;
e.2 To investigate and recommend disciplinary action to the Office of Student Discipline (OSD) against erring student organization duly accredited by it.
e.3 To conduct accreditation visit to offices of student organizations applying for accreditation to verify the authenticity and veracity of submitted documents;
e.4 To develop and administer appropriate measurement or instrument for accreditation purposes in accordance with the guidelines;
e.5 To recommend to the OSAS Director the issuance of appropriate accreditation status

e.6 To perform such other functions duly delegated to the Board.

f. **Article 6. Revalidation of Accreditation Status**

f.1 Every accredited student organization is subject to revalidation and/or upgrading to maintain its accredited status.
f.2 To revalidate or update accreditation, an accredited organization must voluntarily submit itself through written manifestation and submission of updated documents as required by the SOAB.
f.3 An accredited student organization seeking to be upgraded to higher level shall simply submit the documents required for higher level. This can be done only every 6 months reckoned from the date the accreditation certificate was issued.

**g. Article 7. Suspension or Termination of Accreditation Status**

Any of the following shall be sufficient ground or cause to suspend or terminate the accreditation status of any student organization.

g.1 Willful and deliberate misrepresentation of a material or substantial fact required in the application documents.
g.2 Conducted an activity without prior approval by concerned offices having jurisdiction over the affairs of student organizations
g.3 Patent disregard of duly established SOA protocol;
g.4 Gross disrespect against college officials committed by its officers
g.5 Non-submission of year – end reports for two consecutive years

**h. Article 9. Incentives/privileges of Accredited Student Organizations**

The following incentives and privileges shall be available to accredited student organizations:

i.1 Level I Accredited

i.1.1 Preference in the use of school facilities in case of conflict with non-accredited organization.
i.1.2 Provisions for Basic Office Facilities (subject to availability of resources)
i.1.3 Membership in the Council of Accredited Organizations
i.2 Level II Accredited
i.2.1 All incentives/privileges enjoyed by Level I accredited organization
i.2.3 Preference of sponsorship of income generating activities initiated by the University
i.2.4 Preference in Attendance to Seminar/trainings for their officers on official business.
i.2.5 Eligible to apply for Institutional award
i.2.6 Revalidation of accreditation every 3 years.

i.3 Level III Accredited
i.3.1 All Incentives/privileges enjoyed by Level I and II accredited organizations
i.3.2 Equitable share in the student development fund
i.3.3 Revalidation of accreditation for every five (5) years

i.4 Level IV Accredited
i.4.1 All Incentives/privileges enjoyed by Level I, II, and III accredited organizations
i.4.2 Financial support from the university in its activities
i.4.3 Revalidation of accreditation in every seven (7) years

ARTICLE VI
EFFECTIVITY

Section 1. These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.
POLICIES AND PROCEDURES OF THE OFFICE OF STUDENT PUBLICATIONS

In accordance with the pertinent provisions of Republic Act (RA) No. 7079, otherwise known as the “Campus Journalism Act of 1991,” and of CHED Memorandum Order No. 9, series of 2013, Batangas State University hereby adopts and promulgates the following Policies and Procedures for the Office of Student Publications:

ARTICLE I
POLICY STATEMENT

Section 1. Declaration of Policy. It has been a declared policy of the Commission on Higher Education (CHED) to promote quality education; take appropriate steps to ensure that education shall be accessible to all; and ensure and protect academic freedom for the continuing intellectual growth, the advancement of learning and research, the development of responsible and effective leadership, the education of high level professionals, and the enrichment of historical and cultural heritage. In furtherance of this policy, Batangas State University shall provide academic support services that are concerned with academic experiences of students to attain holistic student development.

Republic Act No. 7079, otherwise known as the “Campus Journalism Act of 1991,” declares that, it is the duty of school/college/university heads, campus paper teacher-advisers, and personnel involved in the campus journalism program in the elementary, secondary and tertiary levels of education, to support and promote the campus journalism programs, policies and objectives as under Republic Act No. 7079 and existing laws embodied as principles in the Constitution.”

The rules and regulations for the effective implementation of the Campus Journalism Act of 1991 shall be observed in all affairs and services of student publications preferably within the framework of “self-management.”

Section 2. Accountability. There is a corresponding duty and accountability for every right exercised by students.

ARTICLE II
SCOPE AND COVERAGE

Section 3. Scope and Coverage. These policies and procedures shall cover all categories of student publications (elementary, secondary and tertiary) of Batangas State University. These shall apply to college, campus and/ or university student journalists, faculty advisers and other officials duly authorized to handle affairs and programs related to student publications.

ARTICLE III
OBJECTIVES

Section 4. Objectives. This set of policies and procedures aims to provide guidance in administering programs and activities in the University related to student publications in order to:

A. Establish balance between the rights of administering officials and rights of students;
B. Improve the quality of student publication services;
C. Support the exploration, enhancement and development of the students’ full potential for personal development, leadership and social responsibility;
D. Support and promote campus journalism activities.

ARTICLE IV
DEFINITION OF TERMS

Section 5. Definition of Terms. Definition of terms used in this policies and procedures are based on the definitions provided in Republic Act No. 7079.

ARTICLE V
RESPONSIBLE OFFICIALS/PERSONNEL

Section 6. Executive Editorial Board. The Executive Editorial Board, formed for tertiary level publication, shall be composed of the publication advisor, the editor in chief, the associate editor and the managing editor.

The Executive Editorial Board shall act as the management arm of each publication. The responsibilities of each member shall be to:

A. Editor in chief
   1. Occupy the highest position in the Editorial Board;
   2. Preside over regular and special meetings;
   3. Act as liaison officer between the Editorial Board and the Advisory Board;
   4. Edit edition after it has been edited by the Associate Editor;
   5. Write an opinion column in every issue;
   6. Evaluate and endorse requisitions to proper authorities;
   7. Verify and certify the accuracy of reports and documents prepared by the publication staff;
   8. Perform other duties as may be assigned by higher officials.

B. Associate editor
   1. Occupy the second highest position in the Editorial Board;
   2. Perform the functions of the editor in chief during the latter’s absence, impeachment, death, permanent disability, resignation, or disqualification;
   3. Write an opinion column in every issue;
   4. Copyread and edit the publication;
   5. Perform other duties as may be assigned by higher officials.

C. Managing editor
   1. Occupy the highest position among the Publication Staff;
   2. Write an opinion column in every issue;
   3. Prepare all edited articles for lay out;
   4. Keep the minutes of meetings;
   5. Perform other duties as may be assigned by higher officials.

Section 7. Editorial Board. The editorial board shall be composed of the circulation manager, news editor, opinion editor, features editor, development communication editor, literary editor, sports editor, art editor and chief photographer.

The responsibilities of each member of the editorial board shall be to:

A. Circulation manager
   1. Take charge of business transactions but not limited to printing;
2. Prepare staff bulletins and announcements from the Editor in Chief and the Advisory Board;
3. Write assigned articles;
4. Supervise the day-to-day operations of the publication office including maintenance of supplies and facilities;
5. Keep a journal of meetings, record of attendance, and official correspondence;
6. Supervise the delivery and distribution of printed editions;
7. Perform other duties as may be assigned by higher officials

B. News editor (Internal and external)
1. In charge of campus and community news articles;
2. Assign staff writers to cover beats and other related articles;
3. Edit news articles prior to submission to the Associate Editor;
4. Write a regular column;
5. Perform other duties as may be assigned by higher officials.

C. Opinion editor
1. In charge of the opinion pages;
2. Coordinate with the Managing editor for the layout of articles;
3. Assign staff to write opinion articles, columns or commentaries;
4. Edit opinion articles prior to submission to the Associate Editor;
5. Perform other duties as may be assigned by higher officials.

D. Features editor
1. In charge of the features page;
2. Coordinate with the Managing Editor on the layout of feature articles;
3. Assign staff to write feature articles;
4. Edit feature articles prior to submission to the Associate Editor;
5. Perform other duties as may be assigned by higher officials.

E. Development communication editor
1. In charge of the development communication pages;
2. Coordinate with the Managing Editor on the layout of articles;
3. Assign staff to write development communication articles;
4. Edit development communication articles prior to submission to the Associate Editor;
5. Perform other duties as may be assigned by higher officials.

F. Literary editor
1. In charge of the literary pages;
2. Coordinate with the Managing Editor for the layout of articles;
3. Assign staff to write articles on particular theme, kind or genre;
4. Accept literary contributions from students of the University;
5. Edit literary articles prior to submission to the Associate Editor;
6. Perform other duties as may be assigned by higher officials.

G. Sports editor
1. In charge of the sports page;
2. Coordinate with the Managing Editor for the layout of articles;
3. Assign staff to cover important sports event;
4. Edit sports-related articles prior to submission to the Associate Editor;
5. Perform other duties as may be assigned by higher officials.

H. Art editor
1. Be held responsible for all editorial cartoons and artworks;
2. Assign artists for specific articles in coordination with the section editor and/or writers;
3. Perform other duties as may be assigned by higher officials.

I. Chief photographer.
   1. Be held responsible for photos required for every issue;
   2. Coordinate with section editors regarding photos that are needed;
   3. Assign photographers to cover events in and out of the University;
   4. Check all photos before submission to the Associate Editor;
   5. Perform other duties as may be assigned by higher officials.

Section 8. Publication Staff. The publication staff shall be composed of the photojournalist, artist, layout artist, reporters and multimedia correspondents.

The responsibilities of each member of the publication staff shall be to:

A. Photojournalist
   1. Be in charge of providing photos for a specific article;
   2. Coordinate with the Chief Photographer regarding assignments;
   3. Perform other duties as may be assigned by higher officials.

B. Artist
   1. Be in charge of providing editorial cartoon and/or artwork for a specific article;
   2. Coordinate with the Arts Editor regarding assignments;
   3. Perform other duties as may be assigned by higher officials.

C. Layout Artist
   1. Be in charge of the overall layout of the edition in coordination with the Editorial Boards;
   2. Coordinate with the printer regarding the finalization of the layout and the approval of the digital proof;
   3. Perform other duties as may be assigned by higher officials.

D. Reporters
   1. Cover beats and write articles about them;
   2. Assist the Circulation Manager in distributing copies of the editions;
   3. Perform other duties as may be assigned by higher officials.

E. Multimedia Correspondent
   1. Cover assigned events inside and outside campus and make an audiovisual presentation about them;
   2. Publish/Post articles, updates, AVPS, and announcements on the official page the publication;
   3. Perform other duties as may be assigned by higher officials.

Section 9. Advisory Board. There shall be a Student Publication Advisory Board that shall supervise and monitor the activities of university-wide student publications. The Student Publication Advisory Board shall be composed of the Director of Student Affairs and Services, the Assistant Director of the Office of Student Publications, the Editorial Consultant/s, the Publication Advisor/s, the Critic/s and the Technical Consultant. The Student Publication Advisory Board shall not engage in prior restraint of any editorial expression.

Members of the board shall serve a one-year term. The Board shall function as an independent committee and will communicate its decisions concerning student publications to the Vice President for Academic Affairs.
The Student Publications Advisory Board shall meet on a regular basis, at a time and place to be determined by the board. All members are required to attend these meetings.

The agenda for each meeting shall be set by the Assistant Director. Any member of the board may request an item to be placed on the agenda, preferably before the meeting, but up the opening of the meeting with the consent of the board.

The responsibilities of the board shall be to:

A. Make the final decision on the selection of student editor(s);
B. Decide on matters pertaining to disciplinary actions/removal for/of delinquent staff members;
C. Review publication staff policy and procedures;
D. Review the publication's editorial operation;
E. Review the publication's routine operations;
F. Make recommendations regarding topics or courses of actions by student editor(s);
G. Review complaints by news sources, recipients of editorial criticism or readers;
H. Advise student editor(s) regarding publication problems;
I. Approve final drafts of major publications;
J. Hear reports from the Executive editorial board about problems, concerns, and plans that will affect the total process of publications;
K. Review proposals and policy changes from any member of the board which would change the format, production process, or fiscal well-being of existing and future student publication/s;
L. Act as a personnel grievance review board for matters that cannot be resolved within the organizational structure of the various student publications.

Section 10. Director of Student Affairs and Services. The Office of Student Publications shall support and promote the campus journalism program, policies and objectives under Republic Act No. 7079 and existing laws embodied as principles in the Constitution. Also, it shall facilitate the design of programs and activities that aim to enhance and deepen leadership skills and social responsibility of members of student publications.

The Director of Student Affairs and Services shall act as the Director of Student Publications and shall perform the following functions:

A. Approve requests for budget;
B. Approve requests for attendance of student journalists, publications advisers and other OSP officials in conferences, trainings, workshops and other similar activities;
C. Approve requests for the printing and distribution of university student publications and other related activities;
D. Coordinate the administrative and technical needs of student journalists
E. Implement activities that shall ensure an optimal learning experience among student journalists and promote the development of campus journalism.
F. Perform other functions that may be assigned by higher authorities.

Section 11. Assistant Director. Under the supervision of the Director of Student Affairs and Services, the Assistant Director of the Office of Student Publications shall be appointed by the University President. He/She shall be responsible for assisting the Director in directing, coordinating, supervising and monitoring activities relating to student publication.
The Assistant Director shall be responsible for directing, coordinating, supervising and monitoring activities relating to student publication shall perform the following functions:

A. Oversee the production, delivery and distribution of major editions;
B. Monitor and evaluate the performance of staff members;
C. Support and promote attendance of staff members and concerned officials to conferences, seminar-workshops, training, symposia, lecture series and other similar activities;
D. Assist the Director of Student Affairs and Services in managing the student publications fund;
E. Monitor and enforce the policies of the office and the Editorial Board;
F. Facilitating student expression and participation in campus journalism;
G. Enhance journalistic skills of students by facilitating training workshops and other similar activities;
H. Perform other functions that may be assigned by higher authorities.

Section 12. Editorial Consultant. The Editorial Consultant shall be chosen by the Executive Editorial Board from a list of nominees submitted by the Editorial Board. He/She shall be chosen based on his/her proven journalistic skills, good moral character and willingness to perform the duties and responsibilities of the position.

The Editorial Consultant shall perform the following functions:

A. Provide general and technical guidance;
B. Give comments and suggestions on the final draft of editions;
C. Attend press conferences, trainings, seminar/workshops and other similar activities with the staff members.

Section 13. Publication Adviser. The publication adviser of a tertiary student publication shall be chosen based on proven journalistic skills, good moral character; and, willingness to perform the duties and responsibilities of the position by the concerned Assistant Director from a list of recommended candidates submitted by the Executive Editorial Board. The function of the adviser (university/campus/college) shall be one of technical guidance.

For campus publication adviser, he/she shall be chosen by the Executive Director based on the same qualifications.

For college publication adviser, he/she shall be chosen by the dean based on the same qualifications.

Specifically, the faculty adviser shall:

A. Provide technical guidance on assigned publication/s;
B. Join staff members in attending press conferences, seminars/workshops, and the likes;
C. Attend/monitor meetings and other activities of the publication;
D. Note/approve requests of the publication’s staff for supplies and other journalism-related needs and activities;
E. Approve final copy of issue before submission to the printer;
F. Read printer’s proof in order to detect and mark errors to be corrected;
G. Approve digital proof before the mass production of an issue;
H. Receive delivered copies by printers;
I. Ensure that copies are distributed systematically;
J. Perform other functions that may be assigned by higher authorities

Section 14. Critic. The critic shall be chosen based on proven proofreading and copy reading skills, good moral character; and, willingness to perform the duties and responsibilities of the position by the Assistant Director. The function of the critic shall be one of technical guidance.

Specifically, the critic shall:

a. Provide technical guidance on assigned publication/s;
b. Join staff members in attending press conferences, seminars/workshops, and the likes;
c. Serve as grammarian for an issue;
d. Read the final copy before submission to the publication adviser in order to detect and mark errors to be corrected;
e. Other functions that may be assigned by higher authorities

ARTICLE VI
OFFICE POLICIES AND PROCEDURES

Section 15. Establishing a Student Publication. Students/pupils in the elementary, secondary and tertiary levels of BatStateU shall be encouraged to establish a student publication.

Section 16. Categories of Student Publication. There shall be three categories of student publications in the University, namely:

a) Elementary level student publication;
b) Secondary level student publication;
c) Tertiary level student publication.

For tertiary level student publication, once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication’s funds.

Section 17. Responsibility of Student Publication. The members of the editorial board of the tertiary student publication shall be responsible to Batangas State University and to third parties for its decisions, actions, policies and legal consequences arising from such.

Section 18. Aims and Purposes of Student Publications. Student publications shall be utilized to train interested students in:

A. the application of the communication arts in journalism;
B. the basic mechanism and technical skills in journalism;
C. the responsibilities and privileges in journalism in relation with the contents of articles to be published;
D. the use of the student publication in support of the educational development of the learner/student, the school, the community and the country;
E. train interested students in the application of the art and science of journalism for technological development;
F. develop intelligent and responsive student leadership and good citizenship in a free and democratic society;
G. serve as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives;
H. serve as a pool of all learning experiences of student journalists;
I. advocate social consciousness and uphold the interests of the Filipino people; and
J. advance students’ rights and responsibilities as well as promote their general welfare.”

Section 19. Funding of Student Publication. The source of funding for elementary and secondary levels shall be from publication fees, subsidy sourced from savings realized from the school’s appropriations, revenues realized from donations and from grants, and advertisements.

All student publication funds shall be automatically released to the student publication staff one month after the last day of enrolment.

Section 20. Preparation of Student Publication Budget. The editorial board, with the assistance of the student publication staff, shall prepare the student publications budget for each fiscal year. The budget shall be posted on bulletin boards and published in the student publication. The budget shall include expenses for the printing costs of the student publication, transportation and needs of the staff and the teacher-adviser during their work at the printing press, office and photo supplies, attendance of the student publication representatives at the annual divisional, regional and national press conferences/workshops, honoraria/allowances for staffers and teacher-adviser, and other incidental expenses.

Disbursements of student publications funds shall be made according to accounting and auditing regulations.

Section 21. Publication Fee. The editorial board, in coordination with the school administration, may provide a mechanism for the collection of publication fees from the students. The publication fees shall be determined by the editorial board in consultation with the student body. In the elementary and secondary schools, the publication fee for each individual student shall in no case be more than what is provided for in DECS Order No. 40, s. 1989.

The publication funds shall be deposited in the account of the student publication in an authorized depository bank through at least two (2) authorized signatories of the editorial board.

Section 22. Printing of Student Publication. The printing of the student publication by a private printer shall be conducted by the editorial board and the student publication staff through canvass or public bidding whichever is applicable.

Section 23. Financial Report of Expenses. A financial report of expenses shall be prepared by the editorial board and the student publication staff at the close of the school year for the elementary and secondary levels, and every semester for the tertiary level properly audited by a COA/authorized auditor for the public schools.

Section 24. Use of Student Publication Funds. Publication fees, savings, donations, grants and other funds collected from other sources for the student publication shall be for its exclusive use. The money collected shall not be spent for purposes other than those cited in Section 6 of the Rules and Regulations for the Implementation of Republic Act No. 7079.

Section 25. Work/Advising Load. In the public elementary and secondary schools, student publication advising/task assignment shall be considered as one (1) teaching/work load.
Section 26. Security of Tenure of Board Members. Members of the Student Publications Advisory Board, the Executive Editorial Board and the Editorial Board shall hold office for one academic/fiscal year and may be reappointed.

Section 27. Security of Tenure of Student Staffers. A member of the student publication staff shall have a term of one academic year except in cases of resignation, disqualification and other compelling grounds. He/she must maintain his/her satisfactory academic standing in order to retain membership in the staff. A student shall not be expelled or suspended solely on the basis of articles he/she has written, or on the basis of the performance of his/her duties in the publication staff.

Section 28. Press Conferences and Training Seminars. Student-editors/writers and other staff members together with teacher-advisers of student publications on the elementary, secondary and tertiary levels shall participate in periodic competitions, press conferences, and training seminars/workshops.

Section 29. Expenses of Student Publication Staff and their Teacher-Adviser at Press Conferences and Training Seminars. Expenses relative to the attendance of the student publication staff and their teacher-adviser in the divisional, regional and national press conferences and training seminars shall be subsidized from the student publication funds and from appropriations when funds are available.

Section 30. Attendance of Other Officials in lieu of the Teacher-Adviser. In case the teacher-adviser is not available to accompany the student journalists in attending press conferences and training seminars, other officials may be allowed to attend on their stead.

Section 31. Monitoring and evaluation of affairs and services. Feedback mechanism on the effectiveness of student publication services shall be established. This may include:

A. Procedures for regular monitoring and evaluation on the implementation of services and submission of reports regarding the same to CHEDROs

B. Procedures to ensure sustainability of effective programs and submission of reports on student publication affairs and services to the CHEDROs for the purpose of improving existing policies, guidelines and procedures dealing with student affairs and services.

C. Dissemination and utilization of evaluation results and outputs

D. Development and issuance of monitoring and evaluation instruments

ARTICLE VII.
THE LATHE EDITORIAL POLICIES AND PROCEDURES

Section 32. Name and Nature of The LATHE. The official student publication of Batangas State University shall be known as “The LATHE Group of Publications.” There shall be six (6) college editions: The LATHE Broadsheet, The LATHE Tabloid, The LATHE Newsletter, The LATHE Literary Folio, The LATHE Journal and The LATHE Special Edition. There shall be an online magazine (Baybay Online Magazine) that will operate whole year round. There shall be separate edition for the Integrated School (The LATHE High School Edition) and another for the elementary department (The LATHE Junior).
The LATHE shall be a student-funded, student-run, written and produced group of publications that attempts to bring comprehensive coverage of the news, issues, trends and events affecting the campus. The LATHE also serves as an avenue to train students in various areas enumerated in Section 4 of the Rules and Regulations for the Implementation of Republic Act No. 7079, otherwise known as the Campus Journalism Act of 1991.

Section 33. Objective of the Policies. The objective of these policies and procedures is to guide officials and staffers in the conduct of their duties and responsibilities for the effective and efficient management of programs and activities related to the publication.

Section 34. Policies. This policy consists of principles of general application: the development of responsible and effective leadership, the education of high level professionals, the enrichment of historical and cultural heritage, and the holistic development of students. It is the framework upon which the editorial procedures are implemented in the day-to-day operation of the paper.

The general principles are:

A. to serve as a training ground for responsible journalists towards fair, balanced, honest and ethical scholastic journalism;

B. to continue the best traditions of The LATHE, including the publication of special editions, in the context of evolving journalistic standards where appropriate;

C. to maintain and protect the status as an independent publication particularly in respect of editorial content;

D. to ensure that the editorial content is researched, written, confirmed, edited and approved for publication in accordance with acceptable journalistic standards and best practices, and with the goal of continuous improvement in all aspects, but without prejudice to, or the diminishment of style of the newspaper;

E. to inform, educate, entertain and provoke discussion and thought on the part of BatStateU students by the publication of interesting, relevant, accurate, objective, funny, critical, satirical, creative, insightful, and well-researched articles and graphics on matters of academic, local, national and international concerns;

F. to promote the journalistic education and fulfillment of every contributing member, both on an individualistic and team basis;

G. to uphold the spirit and intent of the Philippine Human Rights Code and the Code of Ethics of Journalists in all of its content, administration and operations, as applicable to its readership, writers, staff, BatStateU, the community, and the City of Batangas;

H. to welcome contributions from bona fide students of the University;

I. to serve with the highest sense of justice, right conduct, objectivity and responsibility;

J. to not engage in any partisan, political activities except to vote;

K. to adopt an official logo and slogan;
L. to have its own office rules consistent with these Editorial Policies and those of the University;

M. to publish the editions periodically;

N. to impose disciplinary action against erring members, with the approval of the Advisory Board and subject to due process;

O. to have the final authority and responsibility for all editorial content of each paper on the editor in chief, with or without consultation or consensus of the Editorial Board; and,

P. to stand as a publication in the service of students, the University and the community.

Section 35. Procedures. These procedures shall be observed in the conduct of certain affairs relative to student publications:

A. Membership. An annual qualifying examination shall be conducted to select students who shall be part of the publication. Eligibility to participate in the competitive examination shall be limited to students who meet the following qualifications: a bona fide student; not an elected officer of three (3) student organizations; not holding any position in the Supreme Student Council (SSC) and/or Supreme Student Council Confederation (SSCC); and, no records in the Office of Student Discipline for more than two minor offenses nor any major offense.

1. Announcement regarding the Annual Qualifying Examination shall be posted on official bulletin boards and web accounts one month before its conduct.

2. The Annual Qualifying Examination shall be held not later than the first Saturday of July.

3. Interested students shall secure a copy of the application form from the office of student publications.

4. Accomplished application form shall be submitted to the Office of the Editor in Chief.

5. The list of applicants who have passed the documentary screening shall be posted on official bulletin boards and web accounts.

6. Successful applicants shall take the written/technical examinations on the scheduled date. They shall undergo panel interview on the same day. Applicants who fail to arrive on the examination and interview date shall not be given special arrangement.

7. A structured interview shall be conducted with the applicants. The list of questions shall be prepared by the publication staff, recommended by the publication adviser and approved by the Assistant director for student publications.

8. As for the written/technical examination, the type of exam given to an applicant shall be appropriate for the position being applied for.

9. Results of examination and interview shall be deliberated upon by the steering committee. No final results shall be released unless deliberation is conducted.

10. Notice of passing and list of passers shall be posted on official bulletin boards and web accounts one week after the date of examination.

11. New members shall be selected based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and technical examinations</td>
<td>50%</td>
</tr>
<tr>
<td>Oral examination and personal interview</td>
<td>20%</td>
</tr>
<tr>
<td>Relevant previous experience</td>
<td>20%</td>
</tr>
<tr>
<td>Personality</td>
<td>10%</td>
</tr>
</tbody>
</table>
For the oral examination, the criteria are as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluency</td>
<td>10%</td>
</tr>
<tr>
<td>Soundness of ideas</td>
<td>10%</td>
</tr>
</tbody>
</table>

**B. Promotion.** A Committee shall prepare, conduct and supervise the selection of the editor in chief and other members of the staff of tertiary student publications through competitive examinations. The committee shall be composed of the Assistant Director for Student Publications, Publication Advisor/s, one mass media practitioner who is acceptable to both (Assistant Director and Editorial Board) and two past editors to be chosen by the outgoing Editorial Board.

The EEB reserves the right to promote an eligible staffer and is subject to deliberation with the rest of the staffers and the Advisory Board.

Staffers shall be promoted based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written examination</td>
<td>40%</td>
</tr>
<tr>
<td>Oral examination and personal interview</td>
<td>30%</td>
</tr>
<tr>
<td>Performance rating</td>
<td>20%</td>
</tr>
<tr>
<td>Work ethics and values</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total 100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

For the oral examination, the criteria shall be as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluency of verbal expression</td>
<td>10%</td>
</tr>
<tr>
<td>Values/judgment analysis</td>
<td>15%</td>
</tr>
<tr>
<td>Personality traits</td>
<td>5%</td>
</tr>
</tbody>
</table>

**C. Meetings.** There shall be regular and special meetings for the publication.

1. The publication staff shall meet as a General Assembly not later than the second Saturday of the month, at a time and day specified in the House Rules.

2. Special meetings with the staff or with the Advisory Board may be called by the Editor in Chief. The EEB shall meet to talk about important matters concerning the publication at a time convenient to them.

3. The Editor in Chief shall be the presiding officer in every meeting. However, in his incapacity, the Associate Editor shall take over.

4. One half of the total members of the staff plus one member shall constitute a quorum and is enough to officially transact a business.

5. The Circulation Manager shall keep a journal of their meeting and a record of attendance.

When preparing for weekend press work, meeting and when attending seminars and conferences, staffers shall secure a notarized waiver signed by the staffer, parent/guardian, publication adviser, and as deemed necessary, by the Assistant Director.

**D. Manner of Selecting Articles, Features and other Similar Matters.** Students who wish to contribute news, articles or photos may submit such to the Editorial Staff (Publication Office, 3rd floor Media Studies and Publication Bldg., BatStateU Main I) (from The LATHE Editorial Policies Article IX, 2: The staff shall welcome contributions
from other bonafide students of the University (subject to the approval of the Editorial Staff/Executive Editorial Board).

Final decisions regarding the inclusion of certain article, feature and other similar matters shall be decided upon by the EEB.

E. Editing. Editors especially editors in chief shall make sure that articles, photos, and others shall be edited not only for grammar, format and originality as the case may be but most importantly for accuracy and prevention of libel and plagiarism.

F. Deadlines. Deadlines shall be strictly met. Staffers who fail to comply with this requirement may be charged for delinquency and may be subjected to disciplinary action.

G. Frequency of Publication. The editions shall be published once a year, every first semester.


I. Letters to the Editor. Students shall be encouraged to give their feedback to the edition through the provision of a column on Letters to the Editor and through other means.

J. Corrections and Complaints. Any correction or complaint regarding the content of the edition shall be published through an Errata/um page.

K. Online Edition. An online edition shall be encouraged. It shall be up-to-date and shall cover more themes and topics on students’ interests and other student-related topics, and University-related topics.

L. Disciplinary Measures. The LATHE staff members maybe demoted, suspended or terminated due to unexcused absences, negligence of duty, immoral behavior, misconduct and violations of the provisions of the rules and regulations and those of the University.

The following procedure shall be observed in dealing with any delinquent staff member to ensure due process:

1. He/She shall receive a letter of notice from the Editor in Chief informing him/her of the pending disciplinary measure should the delinquency continue even after notice.
2. Should the delinquency persist, the Editor in Chief shall call for a special meeting to discuss the necessary course of action that should be taken.
3. In all cases, the delinquent staff members shall be given the right to due process.
4. The majority must ratify all decisions of the staff. The decision shall then be sent to the advisory board for notification.
5. In case of suspension, the Editor in Chief shall point an interim staffer to fill the vacant position. The interim shall serve only during the duration of the suspension.
6. In cases of termination, the staff members next in line will ascend to the vacated position, subject to the provisions of Articles V and VI hereof.
7. Termination decisions may be revoked only by a two-thirds (2/3) vote of the entire staff.
8. If a member of the Executive Board is the subject of the impeachment, the matter shall be brought before the Advisory Board shall apply the preceding rules, if possible, in the disposition of the matter.
9. In imposing disciplinary action, justice and fair play shall be observed. The accused shall be given access to procedural and substantive due process.
10. Generally, proceedings herein shall be treated with utmost confidentiality.

M. Documentation of Events. If the Office is assigned to document a special event, budget for this purpose may be requested and shall be subject to auditing and accountancy rules and regulations. Staffers involved in this activity may be issued an excuse letter by the proper authorities upon request.

When academic standing and publication deadlines are perceived to be compromised, documentation of events shall not be a priority.

N. Requisitions and Other Financial Matters. The following shall be observed with regard to requisitions and other financial matters:

1. The LATHE staff through the Circulation Manager shall submit a proposed appropriation of fund for the operations of the publication every academic year.
2. The advisers shall assist in determining the financial requirements prior to submission to the Assistant Director for Student Publications.
3. The proposed appropriation of the fund shall be presented to the Editorial Board and must be approved by 2/3 of the entire staff.
4. The funds shall be released as the need arises upon approval of the 2/3 of the entire staff.
5. The LATHE Student Publication shall reserve the right to propose an increase in the publication fee as the need arises in consultation with the Vice President for Finance and Resource Generation.
6. Budget appropriation shall be approved by the Advisory Board in compliance with R.A. 7079 and other pertinent laws and regulations.

O. The Honoraria. The Honoraria is a form of financial assistance given to staffers who have rendered services for the production of each edition. It may be availed by staffers as provided by R.A. 7079, otherwise known as the Campus Journalism Act of 1991. Officials may also receive honoraria. Payment of honoraria shall depend on the availability of funds and shall be subject to the auditing and accounting rules and regulations of the university.

**Honoraria of Officials and Staff**

<table>
<thead>
<tr>
<th>Official</th>
<th>Honoraria</th>
</tr>
</thead>
<tbody>
<tr>
<td>University President</td>
<td>Php 5,000.00</td>
</tr>
<tr>
<td>Director, Office of Student Affairs &amp; Services</td>
<td>Php 5,000.00</td>
</tr>
<tr>
<td>Asst. Dir., Office of Student Publications</td>
<td>Php 6,000.00</td>
</tr>
<tr>
<td>Editorial Consultant</td>
<td>Php 5,000.00</td>
</tr>
<tr>
<td>Critic</td>
<td>Php 5,000.00</td>
</tr>
<tr>
<td>Faculty Adviser</td>
<td>Php 8,000.00</td>
</tr>
<tr>
<td>Editor in Chief</td>
<td>Php 10,000.00</td>
</tr>
<tr>
<td>Associate Editor</td>
<td>Php 9,000.00</td>
</tr>
<tr>
<td>Managing Editor</td>
<td>Php 8,000.00</td>
</tr>
<tr>
<td>Circulation Manager</td>
<td>Php 7,000.00</td>
</tr>
<tr>
<td>News Editor (Internal and External)</td>
<td>Php 7,000.00</td>
</tr>
<tr>
<td>Opinion Editor</td>
<td>Php 7,000.00</td>
</tr>
<tr>
<td>Features Editor</td>
<td>Php 7,000.00</td>
</tr>
<tr>
<td>Literary Editor</td>
<td>Php 7,000.00</td>
</tr>
<tr>
<td>Development Communication Editor</td>
<td>Php 7,000.00</td>
</tr>
<tr>
<td>Sports Editor</td>
<td>Php 7,000.00</td>
</tr>
<tr>
<td>Art Editor</td>
<td>Php 5,000.00</td>
</tr>
</tbody>
</table>
Chief Photographer     Php 7,000.00  
Photojournalist      Php 3,000.00  
Artist             Php 3,000.00  
Layout Artist      Php 7,000.00  
Reporter           Php 3,000.00  
Multimedia Correspondent Php 5,000.00

P. Honoraria for elementary and high school student publication officials. The honoraria for The LATHE (High School Edition) and The Junior LATHE shall only be applicable to the Faculty Adviser, Publication Assistant and Critic.

ARTICLE VIII.  
EFFECTIVITY

Section 36. Effectivity. These policies, procedures and guidelines shall take effect immediately upon the approval of the Vice President for Academic Affairs and shall be effective unless otherwise repealed or amended.
POLICIES AND PROCEDURES OF THE OFFICE
OF NATIONAL SERVICE TRAINING PROGRAM

ARTICLE I
Policy Statement

Section 1. It is the policy or mandate of the University to conduct the training under NSTP to ensure compliance to R.A. 9163 also known as the NSTP Act of 2001.

Section 2. The training program seeks to develop civic consciousness and defense preparedness among the students while enhancing their total well being as model and agent of community development, institutionalize the NSTP structure, systems and procedure in the operation of the program and to build a pool of qualified trainers and volunteers among the students and faculty members with the program core values.

Section 3. All tertiary education institutions are required to offer the program and thus, students are required to undergo this training program.

ARTICLE II
Scope and Coverage

Section 4. The policy and procedure cover the management and operation of the NSTP program and activities in the University with its three components namely; Civic Welfare Training Service (CWTS), Literacy Training Service (LTS) and Reserve Officers Training Corps (ROTC) units of the University extension campuses. The NSTP offices in the Main Campus 1 and 2 and in the extension campuses in collaboration with other University offices are responsible in the implementation of these policies and procedures.

ARTICLE III
Definition of Terms

Section 5. When used, the following terms shall mean as provided herein.

5.1. “National Service Training Program” (NSTP) is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components such as ROTC, CWTS and LTS. Its various components are specially designed to enhance the youth's active contribution to the general welfare. (Sec.3, para. a, R.A. 9163)

5.2. “Civic Welfare Training Service” or CWTS refers to programs 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 devoted to improving health, education, environment, entrepreneurship, safety, recreation, and morals of the citizenry. (Sec.3, para. d, R.A. 9163)

5.3. “Reverse Officers’ Training Corps” (ROTC) refers to the program component, institutionalized under Section 38 and 39 of Republic Act No.7077, designed to provide military training to tertiary level students
in order to motivate, train, organize and mobilize them for national defense preparedness. (Sec.3 (b), R.A. 9163)

5.4. “Literacy Training Service” (LTS)–refers to the Program component designed to train the student to teach literacy and numeracy skills to school children, out-of-school youths and other segments of society in need of their services. (Sec.3 (c), R.A. 9163)

5.5. “NSTP Asst. Director/Head ” is a duly qualified and experienced personnel assigned by the school authority as Chief or Head of the National Service Training Program Office of the concerned institution. The same has adequate training and experience on the different components of NSTP offered by the institution. (CHED Memo Order(CMO) April 25, 2002)

5.6. “CWTS/LTS Head” is a duly qualified and experienced personnel assigned by school authority as Coordinator for Civic Welfare Training Service/Literacy Training Service component of NSTP. The same has adequate training and experience in civic welfare activities and programs. (CMO April 25, 2002; CMO #5, S. 2003)

5.7. “Instructor” is a duly qualified and experienced person assigned to handle any of the NSTP components offered by the institution.

5.8. “NSTP Student” is a tertiary level student officially enrolled in any of the components of NSTP conducted by the institution.

5.9. “CWTS Student” is a tertiary level student officially enrolled particularly in Civic Welfare Training Service component of NSTP conducted by an institution.

5.10. “LTS Student” is a tertiary level student officially enrolled in Literacy Training Service component of NSTP conducted by an institution.

5.11. “ROTC Student” is a tertiary level student officially enrolled in NSTP ROTC conducted by an institution.

5.12. “NSTP Office” is an office which administers and supervises the implementation of the different NSTP components conducted by an institution.

5.13. “Institution” is a duly authorized establishment of learning that offers and conducts the National Service Training Program as part of students’ curriculum in strict compliance with Republic Act No. 9163, other pertinent laws, rules and regulations.

ARTICLE IV
Responsible Officials/Personnel

Section 6. The University NSTP office shall be under the Office of the Students Affairs and Services. The office of the University NSTP shall be composed of University assistant director, component heads/coordinators/in-charge, or campus heads/coordinators/in-charge, administrative staff and faculty to teach. The University NSTP office shall be the coordinating body that is composed of coordinators, faculty and administrative staff.
Section 7. The general functions of the University NSTP Office shall consist of the following:

a. It shall consolidate, coordinate and operationalize the NSTP activities of the University including its extension campuses in accordance with the approved programs.
b. It recommends policies related to NSTP concerns.
c. It is also charged with the function of planning, coordinating, monitoring and evaluating the University NSTP activities.
d. It shall exercise academic and administrative supervision over the design, formulation adoption and implementation of the different components offered by the institution (Sec. 8, para. a, IRR – NSTP)

Section 8. The specific function of the University NSTP Office shall consist of the following:

a. Leads in the formulation and implementation of University NSTP policies, rules, standards and basic procedure;
b. Academic and administrative supervision over the design and adoption of the areas of concerns of the program;
c. Coordinates, monitors and reviews the University NSTP activities of the various campuses to ensure proper implementation;
d. Establishes linkages with GO’s and NGO’s and other outside funding agencies;
e. Coordinates with DND for the ROTC program of instruction;
f. Reviews and recommends amendments to the established policies and guidelines of NSTP program;
g. Plans and recommends projects that will encourage the participation of all students and trainees; and
h. Manages the use of NSTP funds for the University.

Section 9. The University NSTP Assistant Director shall:

a. Exercise of academic and administrative supervision over the design, formulation, adoption and implementation of the different NSTP components offered in the institution". (Sec. 8 (a), IRR - NSTP)
b. coordinate, monitor and evaluate the program for the university system.
c. render periodic reports to CHED Regional Office, TESDA Provincial/District Office and DND-AFP (through the Major Service Reserve Commands) for them to oversee and monitor the implementation of the NSTP of the University, to determine if the trainings conducted are in consonance with the Act. (Sec. 8 (d), IRR - NSTP)
d. recommend to school authorities budget for programs, activities and including compensation (honoraria) and facilities for the effective and efficient implementation of the program.
e. communicate with school authorities on matters relating to the National Service Training Program (NSTP) subject for final actions and approval, which shall be communicated further to all concerned offices or agencies.

Section 10. The ROTC/CWTS/LTS Program Component Heads shall:

a. Plan, coordinate, organize, implement, supervise, evaluate NSTP component activities as assigned in the University;
b. Coordinate closely with the University NSTP Office for the smooth implementation of the program;

c. Coordinate with other agencies for possible assistance needed for the program;

d. Recommend activities that will enhance NSTP projects in the campus level; and

e. Perform other related tasks as assigned by the office (UNSTP); and

f. Submit consolidated report of the campus to the UNSTP level for monitoring and evaluation purposes. (ref. BatState-U Code)

Section 11. The ROTC Commandant shall be equivalent to the other component Heads in performing the functions expressed in the preceding section.

Section 12. The Extension Campus Heads/Coordinator/In-charge shall:

a. serve as Coordinator for NSTP component in the campus/college, provided that he may also serve as Instructor/Lecturer on any component.

b. render report to the University NSTP Assistant Director through the Deans/Campus Director for consolidation and for monitoring purposes.

c. Communicate with the NSTP Assistant Director/Program Coordinator for the activities and programs of the NSTP component.

Section 13. The Instructors, which shall include NROTC Drill Instructors, CWTS Instructors and LTS Instructors, shall:

a. directly implement instruction based on NSTP component syllabi to students enrolled in their respective assignments.

b. submit reports of grades to the Registrar office and furnish the NSTP Office copies of such reports through their respective coordinators for consolidation,

c. Submit reports of students’ projects as may be defined by school authorities,

d. submit list of students, list of community projects to the Coordinator during second semester for consolidation for submission to CHED.

f. communicate with his or her heads/coordinators/in-charge for consultation and clarifications on new program or activities, and other related purposes.

Section 14. The University NSTP Office shall have an Administrative Aide, who shall:

a. assist in the administrative requirements of the NSTP Office.

b. assist in other requirements of the NSTP Office as may be prescribed by school authorities and concerned offices.

ARTICLE V
NSTP Policies and Procedures
Section 15. The specific program processes include enrollment, dropping of NSTP subject, transfer from one component to another or campus to campus transfer, consideration of exemption from training and special privilege to be excused from scheduled trainings.

Section 16. NSTP student shall observe these guidelines regarding enrolment to the training program:

16.1. All incoming freshmen students, male and female, starting School Year (SY) 2002-2003, enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP component of their choice, as a graduation requirement. (Sec. 4 (a), IRR of RA 9163)

16.2. Any student who has taken ROTC but wishes to take CWTS or LTS is allowed to enroll provided that he will finish CWTS 1 and 2 or LTS 1 and 2. (Sec. 13, R.A. 9163)

16.3. Clustering of students from different colleges during semestral or summer periods may be done for NSTP-CWTS/LTS components, taking into account logistics branch of service and availability of geographical locations. (Sec. 7 (a) , IRR of RA 9163)

16.4. NSTP 1 is a prerequisite to NSTP 2, this must be taken one at a time for an academic period of two semesters. (Sec. 6 (a), IRR of RA 9163)

Section 17. Each NSTP student shall be required to attend the NSTP Orientation Program held during the first training day. For this purpose, NSTP students shall be notified of the date, time and venue of the orientation program by posting announcements in bulletin boards, and other means for wider dissemination of information. Attendance in the orientation shall be checked.

Section 18. During the orientation, every student shall choose and enlist in the component he wish to join. There shall be official sign-up sheets for each component. Enlistment in any component shall be on a FIRST-COME-FIRST-SERVED basis, provided that the University shall consider allocating students in the three components for, economy and efficiency.

Section 19. Enrollment in NSTP after the set date for the same shall be considered unauthorized, unless otherwise strongly justified or covered by special guidelines or notice.

Section 20. A student may drop his NSTP subject provided that the following rules are observed.

20.1. Official dropping of the student from the NSTP course while enrolled in academic subjects shall not be allowed unless there is due and enough cause of dropping his subject. (BatState-U Student Handbook)

20.2. Dropping for scholarship purposes shall not be allowed or tolerated, instead, the student shall be given the opportunity to re-enroll his deficiency up to his second year level.

20.3. Dropping from the course shall be approved by the NSTP head of office upon submission of pertinent papers related thereto.

20.4. The accomplished dropping form shall be submitted to the University Registrar & fully acknowledged. A duplicate copy shall be retained in the NSTP Office for consolidation and reporting purposes for submission to offices concerned.

20.5. A student who intends to withdraw from or drop any subject enrolled for a particular semester, may do so provided that the official dropping of the
subject is made before the midterm or the second rating period of the semester. Dropping forms are available at the Registrar’s Office.

Section 21. A student may transfer from one component to another. He may also take NSTP in any campus he may choose for economy. The following shall be observed:

21.1. NSTP students who signed up or enrolled in either CWTS, LTS or ROTC but decides to transfer to another component offered by the institution shall apply for transfer from the NSTP Office on or before the 3rd meeting/training day from the start of classes.

21.2. Transferring from one component to another component shall not be allowed after the 3rd meeting/training day. Hence, transfer without approval from NSTP Office in due time is considered not valid and the student is deemed to be officially enrolled in the component in which he first enrolled as reflected in the records or his registration papers.

21.3. A copy of the approved application for transfer shall be retained in the NSTP Office for consolidation and reporting purposes for submission to offices concerned.

21.4. The original copy of the approved transfer form shall be submitted to the University Registrar for reference. (BatStateU Student Handbook)

21.5. Transferring from the Main Campuses to the extension campuses shall be allowed however, students shall secure letter of endorsement from the NSTP office. Before transferring, student concerned shall check the schedule of the campus he wishes to transfer to before securing the letter.

Section 22. Exemption from training shall be given to qualified students. Specifically,

22.1. Any alien student enrolled in any course in the University shall be exempted from taking NSTP. University authorities may require submission of proper documents evidencing such status.

22.2. The following who have completed NSTP, and/or deemed to have completed the same shall not be required to take NSTP in any component:

22.2.1. Transferees who completed any NSTP component in their former college or university, regardless of their mark,

22.2.2. Transferees who completed any NSTP component in a TESDA-accredited vocational school, regardless of their mark,

22.2.3. Male students who have completed at least two semesters of Military Science/ROTC under the Expanded Reserve Officers Training Corps,

22.2.4. Students taking their second course, i.e., they have graduated from a bachelor’s degree program,

22.2.5. Students who shifted to other courses who have completed any NSTP component, and

22.2.6. Students who were admitted to the University prior to AY 2002-2003.

Section 23. Special privileges to be excused from training may be granted to students for justified causes, provided that any student holding government elective positions/offices including those of the Sangguniang Kabataan may be excused from attending a scheduled NSTP training on days that coincides with official functions, provided that they shall take active participation in the implementation of the program and activities of the NSTP, particularly in community immersion and practical aspects of the training.

Section 24. Absence, which is justified, in any scheduled NSTP training shall not be a ground for dropping, provided that the student concerned shall attend special or
makeup training being conducted by the NSTP Office within the same semester or particular periods. University rules on absences shall apply.

Section 25. School authorities shall exercise discretion in determining whether an activity justifies absence in NSTP trainings.

Section 26. NSTP students shall be required to implement community projects. The implementation shall be conducted as provided herein.

26.1. Each class shall schedule a visit to a community for a one-day immersion and/or community needs assessment. Based on the observation of students, they will propose community projects.

26.2. A community project proposal shall be a requirement for completion of NSTP CWTS / LTS 1. Students shall submit written proposals using the prescribed format.

26.3. Each class shall determine which among the proposals shall be implemented.

26.4. For purposes of implementation, each class shall be divided into two groups. Each group shall implement one community project.

26.5. Proposed projects shall be approved by the NSTP Assistant Director, or NSTP Head of Campus upon the recommendation of the NSTP Instructor handling the proponent group.

26.6. A copy of approved proposal with the pertinent documents (e.g. permits, letters, requests, etc.) attached shall be submitted to the NSTP Office. The approved proposal shall be kept for reference of other offices.

26.7. NSTP Instructors shall supervise the implementation of the projects.

Section 27. The University may authorize CWTS and LTS Practicum to include Community immersion, linkages and participation in special programs of the government.

Section 28. The practical aspect of NSTP-CWTS/LTS community exposure shall be emphasized during the second semester of each school year, or within the summer term of the program in lieu of the regular semester, as covered by CHED, TESDA and DND guidelines.

Section 29. NSTP-CWTS/LTS practicum shall not be credited as part of practicum of students in their respective courses of specialization. Hence, NSTP-CWTS/LTS practicum is separate from their practicum in their respective curriculum. In view thereof, the university shall endeavor to ensure that students complete their NSTP requirements within their first two years of their academic program.

Section 30. NSTP-CWTS/LTS practicum of students may support/strengthen the extension services of the college/campus of the University.

Section 31. Certificates may be issued in relation to community projects, provided that the certificates shall be authorized by the university.

Section 32. ROTC cadets may join community projects and engage in delivery of services, provided that such activities are duly approved by university authorities.

Section 33. NSTP students must secure “Parent’s / Guardian’s Consent” before they are allowed to participate in off-campus activities. The form shall be prescribed by the University.
26.8. CERTIFICATES

26.8.2. The ROTC cadets shall be issued certificates by the DNST Office or DMST Office according to the rules of the AFP and DND. The certificates to be issued shall be signed by the Commandant and the authorized University Official. The certificate form and content shall be approved by the University to conform with existing policies.
26.8.3. The graduates of NSTP CWTS and LTS shall be issued certificates by the NSTP Office. The campus NSTP Head/Coordinator/Incharge shall prepare the certificates. These certificates, which shall follow a uniform format and content for all campuses, shall be signed/attested by the Assistant Director of NSTP, the campus NSTP Head, and the component coordinator.
26.8.4. All certificates shall bear the official logo/insignia/coat of arms/seal of the university and the University NSTP program.
26.8.5. Certificates shall be issued upon application of the same in campus NSTP Office. The following shall be observed:

   26.8.5.1. Get application form from NSTP Office
   26.8.5.2. Accomplish form
   26.8.5.3. File form in the NSTP Office. To facilitate verification of records, an applicant may attach any proof of completion, which may be a photocopy of a classcard, report of grade, and any document indicating completion of training.
   26.8.5.4. Follow-up release of certificate.

5.0 References

- RA. 9163 (NSTP Act of 2001)
- Revised IRR of RA 9163 (Nov. 2009)
- CHED Memo No. 05 series 2003
GUIDELINES FOR FOOD SERVICES

In accordance with CHED Memorandum Order No. 09, s. 2013 (Enhanced Policies and Guidelines on Student Affairs and Services) and DEPED order no.: 8 Series 2007 (Revised Implementing Guidelines On The Operation And Management Of School Canteens In Public Elementary And Secondary Schools), the following guidelines for the Food Services in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

ARTICLE I
POLICY STATEMENT

Section 1. Pursuant to Sec. 26 of Article IX of the Enhanced Policy and Guidelines on Student Affairs and Services of the Commission on Higher Education (CHED), all Higher Education Institution shall facilitate the delivery of essential services to students including foods and services. Ensure available, adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food safety and sanitary guidelines of the Department of Health.

ARTICLE II
SCOPE AND COVERAGE

Section 2. The policy on food services includes safety and sanitary condition and food choices of food outlets within the compound of the institution.

ARTICLE III
DEFINITION OF TERMS

Section 3.

- **Foods** – anything which when taken into the body gives us heat & energy, build and repair broken tissues and stimulates body processes.

- **Food Service** – ensurance of available, adequate, safe and healthful food within the campus.

- **Food Safety** – condition that ensures that food served is safe to eat and will not cause any diseases.

- **Sanitation** – process done to ensure that the food and food preparation is clean.

- **Sanitary Permit** - a document required before a food outlet could operate.

ARTICLE IV
RESPONSIBLE OFFICIALS/PERSONNEL

Section 5. The Office of Student Affairs and Services (OSAS) Director, the Assistant Director of Food Services, the head of each respective campus, Canteen Manager, Facility Management Service Office (FMSO), Environmental Management Unit
(EMU) and Medical Unit are responsible for the implementation of the Policies and Procedures.

ARTICLE V
POLICIES AND PROCEDURES

Section 6. The Institution/University

6.1 The Higher Education Institution shall set the criteria for safety and sanitary condition of all food choices of canteen/food outlet within the compound of the institution.
6.2 A healthy and competent staff shall manage the canteen
6.3 A clean comfortable place for serving meals should be provided to students.
6.4 There is a sanitary and well supervised kitchen.

Section 7. Food Outlet Owner/Tenants

7.1 There should be a Memorandum of Agreement between the tenant and the institution.
7.2 Owners of Food Outlet shall secure the necessary documents before they could operate.
   a. Mayor’s Permit
   b. Sanitary Permit
   c. Health Card Permit
7.3 All important documents regarding its operation must be displayed in a very conspicuous place in the food outlet
7.4 Only nutrient rich food such as root crops, noodles, rice and corn products in natural preparation, fruits and vegetables in season, fortified food products labeled rich in protein, energy, vitamins and minerals shall be sold in the Canteen/Food Outlet
7.5 Beverages shall include milk, shake and juices prepared from fruits in season.
7.6 Carbonated drinks, sugar based synthetic or artificial flavored juice, junk foods or any food product that maybe detrimental to the child’s health and that do not bear SangkapPinoy Seal and did not pass BFAD approval is prohibited.
7.7 Iodized salt shall be used in controlled quantity in the preparation of food to ensure that the iodine requirements of children shall be met to eliminate iodine deficiency.
7.8 Nutritious and well balanced diet/meals should be served to students.
7.9 Adhere to Food Safety
   7.9.1 Food safety standard shall be strongly enforced and adhered to all times by complying the following:
   a. Avoid Indoor Pollution
   b. Potable drinking water and hand washing facilities shall be made available.
   c. Well maintained, clean, well ventilated and pest free environment.
   d. Availability of food cover and container for safe keeping.
   e. Hygienic practices on food preparation, cooking, display, serving and storage.
      1. Use of cap, hairnet or anything that would control the hair.
      2. Use of gloves in handling food.
      3. Wearing of aprons.
f. Proper Waste Disposal

Section 8. Monitoring and Evaluation

8.1 There shall be a mechanism for the regular monitoring and evaluation of the food outlet operation.
8.2 Periodic (daily) monitoring and evaluation of the preparation, serving and storing food.

ARTICLE VI
EFFECTIVITY

Section 9. These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.
GUIDELINES FOR STUDENT HOUSING AND RESIDENTIAL SERVICES

In accordance with CHED Memorandum Order No. 09, s. 2013 (Enhanced Policies and Guidelines on Student Affairs and Services) and Senate Bill no. 1113 (an act establishing a comprehensive and integrated national policy and program guidelines for the operation and maintenance of dormitories and boarding houses), the following guidelines for the Food Services in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

ARTICLE I
POLICY STATEMENT

Section 1. Pursuant to Sec. 26 of Article IX of the Enhanced Policy and Guidelines on Student Affairs and Services of the Commission on Higher Education (CHED), all schools shall promote and improve condition of those living on boarding houses and dormitories. It shall provide assistance to ensure access to accommodation that is safe and conducive to learning.

ARTICLE II
SCOPE AND COVERAGE

Section 2. The policy and procedure covers the student housing and residential services that the school could provide to students the rules and regulation and the responsibilities of the persons involved in the operation of the boarding houses/dormitories.

ARTICLE III
DEFINITION OF TERMS

Section 3.

- **STUDENT HOUSING** – The shelter that the school provides to accommodate bonafide student.

- **BOARDING HOUSES** – Any house where boarders are accepted and accommodated for compensation by the month and where meals are served or where boarders occupy space only. A house is considered a boarding house if the owner accepts five (5) and above boarders for a fee.

- **BOARDERS** – Any person who lives or is accommodated in a boarding house paying for his board and bed (lodging) or renting the room for himself without the board (food).

- **BED SPACERS** – Any person who lives or is accommodated in a boarding house by paying for bed space only and cooking or buying his/her food for subsistence.

- **DORMITORIES** – Includes building where group sleeping accommodation are provided for persons not members of the same family group or in series of closely associated rooms under joint occupancies and single management with more than fifty persons.
• **DORM MANAGER/HOUSE PARENT** – The person responsible for the management of the dormitory/boarding house.

• **LANDLORD/LANDLADY** – Owner or the persons who runs the boarding house.

### ARTICLE IV
**RESPONSIBLE OFFICIALS/PERSONNEL**

**Section 5.** The Office of Student Affairs and Services (OSAS) Director, the Assistant Director of Food Services, the head of each respective campus, Canteen Manager, Facility Management Service Office (FMSO), Environmental Management Unit (EMU) and Medical Unit are responsible for the implementation of the Policies and Procedures.

### ARTICLE V
**POLICIES AND PROCEDURES**

**Section 6. The Institution/University**

6.1 The school shall have a list of the acceptable, recommendable student dormitories, boarding houses and housing facilities that are safe, clean, affordable and accessible to students.

6.2 The must be a clear house rule and regulation indicating the following:

6.2.1 Residents duties and responsibilities
6.2.2 Owners responsibilities
6.2.3 Schedule of washing and ironing
6.2.4 Clear cut-off or curfew hours
6.2.5 Visiting rules
6.2.6 Use of facilities and other activities
6.2.7 Log book of residents
6.2.8 Payment condition and rentals

**Section 8. Monitoring and Evaluation**

8.1 Conduct a periodic (at least once a semester) monitoring and evaluation of the dormitories and boarding house to ensure the welfare of student boarders.

### ARTICLE VI
**EFFECTIVITY**

**Section 9.** These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.
GUIDELINES FOR MULTI-FAITH SERVICES (CAMPUS MINISTRY)

Pursuant to Section 30 Article IX CHED MEMORANDUM ORDER No. 09 Series 2013 (Enhanced Policies and Procedures on Student Affairs and Services) and in adherence to Section 5 Article III 1987 PHILIPPINE CONSTITUTION, the BATSTATE U Office of Multi-Faith Services ensures that the students’ right to freedom of religion is respected.

ARTICLE I
Mission Statement

Section 1. The Office of Multi-Faith Services is a welcome venue for all students of all creeds to explore and enrich their spiritual life. It aims to build a Christian community of holistically developed human persons. Thus, it welcomes every one of all religious backgrounds and traditions. Its programs and activities are geared toward the development of the human persons - to be persons of compassion and loving service.

ARTICLE II
Scope

Section 2. This policy includes the mission statement, responsibility, and definition of terms, services/activities of the Office of Multi-Faith Services and utilization of the Multi-Faith Chapel.

ARTICLE III
Responsibility

Section 3. The Office of Multi-Faith Services is under the umbrella of the Office of Students Services. The office has its assistant director who is designated by the university president.

Assistant Director

Under the supervision of the Director of the Office of Student Affairs and Services (OSA), the Assistant Director of the Multi-Faith Services shall be responsible for directing and coordinating all pastoral and spiritual activities of the university. Specifically, he/she has the following duties and responsibilities:

1. Assists the OSAS Director in the planning and coordinating MFS activities’
2. Shares informal dialogues with students,
3. Develops liturgical activities and prayers,
4. Serves as Coordinator of all MFS activities of the university,
5. Maintains positive and collaborative ecumenical and interfaith relationship
6. Prepares program for spiritual activities,
7. Evaluates and signs documents relative to the conduct of spiritual/leadership formation and training,
8. Participates in related MFS activities and outreach activities,
9. Prepares budget m proposals for spiritual related activities,
10. Attends meetings, seminars and conferences relative to faith and multi-faith services
11. Performs other functions assigned by higher authority.
ARTICLE IV
Definition of Terms

Section 4. For better understanding of its services, the following terms are defined.

4.1 Bible Sharing - It is an activity of the Campus Ministry that enables students and teachers to READ-LISTEN-PRAY and LIVE THE BIBLE; to help groups PRAY the Bible and together discover the POWER OF GOD’S WORD in their lives.

4.2 Ministry - This refers to a program of services that cater the moral and spiritual development of human persons.

4.3 Ecumenism - The term is referred to a movement or tendency towards worldwide Christian unity and cooperation.

4.4 Interfaith Dialogue - It refers to cooperative, constructive and positive interaction between people of different religious and/or spiritual or humanistic beliefs at both the individuals and institutional levels.

4.5 Multi-Faith Services - These refer to the provision of an environment conducive to free expression of one’s religious orientation in accordance with institutional principles and policies.

4.6 Recollection - It pertains to spiritual activity that brings together the aspects and moments of personal, family and student life and to view them through the perspective of Christian faith.

4.7 Retreat - This is referred to a soul/self searching activity which aims at strengthening the human person and having a communion with God. A retreat is an experience of silence that is usually held in a place where there is utmost tranquility.

4.8 Youth Camp - It is an in-camp training of religious organizations conducted during summer or semestral break. It is a venue where the youth can foster lasting friendship with one another, share ideas and experiences in a fun and wholesome environment and a beginning of hopefully a lifetime commitment to God.

ARTICLE V
SERVICES

Section 5. The Office of Multi-Faith Services (Campus Ministry) attends to varied faith services aimed at forming a community with dynamic spirituality that is grounded on a personal commitment to God. Thus, Campus Ministry provides the following services:

5.1.1 Prayer and Worship

5.1.1.1 Catholic Services
5.1.1.2 Other Religious Services
5.1.1.3 Ecumenical Services
5.1.2 Retreat and Recollection
5.1.3 Spiritual and Community Building Program

5.1.3.1 Ecumenical Gathering/Prayer
5.1.3.2 Youth Camp
5.1.3.3 Linkage with Other Schools
5.1.3.4 Leadership Seminar/Formation
5.1.3.4 Immersion /Outreach Activities

ARTICLE VI
Utilization of the Multi-Faith Chapel

Section 6. The Multi-Faith Chapel is a venue for personal prayers, holy masses and other religious activities such as novenas, prayer meetings, Marian devotions and other religious services/programs.

6.1.1 Religious organizations aiming to use the Multi-Faith Chapel shall secure permission from the Office of Multi-Faith Services prior to the approval of the Director for Facility Management Office.
6.1.2 The Chapel is a sacred place and not a place for talking, gossiping and dating.
6.1.3 The cleanliness and orderliness of the Chapel must be maintained.

2.0 References:

2.1 Encyclopedia Britannica
2.2 Pathways: A Guide for Campus Ministry
2.3 Campus Ministry Manual Archdiocese of Manila
2.4 CHED Memorandum 09 Series 2013
2.5 1987 Philippine Constitution
GUIDELINES FOR SERVICES FOR STUDENTS WITH SPECIAL NEEDS AND PERSONS WITH DISABILITIES

ARTICLE I
POLICY STATEMENT

The Office of Services for Students with Special Needs and Persons with Disabilities (SSSN and PWD) was established to provide programs and activities designed to offer equal opportunities to PWDs, indigenous people, solo parent, etc. (CHED Memorandum No. 09, series of 2013).

Section 1. The Office as an integral part of the University is mandated to ensure that academic accommodation is made available to persons with disabilities and learners with special needs with proper consultation and conference with students with disabilities themselves, together with their teachers, parents/guardians, personal assistants and other concerned professionals, whenever necessary.

Section 2. The Office offers services on life skills development. Services offered include Individual Inventory and Planning, Information Service, Counseling, Referral and Consultation, Social Support, and Program Management.

Section 3. The Office shall regularly submit the list of students with disabilities detailing the intervention programs to CHEDROs in order to build up the Database of HEIs accommodating PWDs.

ARTICLE II
SCOPE AND COVERAGE

Section 1. The policies and procedures set herein shall be applicable to client of the Office of Guidance and Counseling including students and other members of the University.

Section 2. The policy and procedure in the conduct of the following services are covered: Individual Inventory and Planning, Information Service, Counseling, Referral and Consultation, Social Support, and Program Management.

ARTICLE III
RESPONSIBILITY OF OFFICIALS/PERSONNEL

Section 1. The Assistant Director for Service of Students with Special Needs, In-charge/ Coordinators under the supervision of the Director of Office of Student Affairs and Services and in collaboration with the Deans and Faculty Members are responsible in the development, conduct and evaluation of the special needs program.

Section 2. Coordinates the Special Needs Plan from the UCF EOC;

ARTICLE IV
DEFINITION OF TERMS
The following terms are defined:

1. Students with Special Need - It refers to those with exceptionalities. These are students with impairment or disabilities; handicap; and at risk.

   1.1 Impairment or Disability - It refers to reduced function or loss of a specific part of the body or organ (Inciong, et al., 2007). Impairments or disabilities include physical and health impairments, visual impairments, hearing impairments, mental retardation, learning disabilities, communication disorders, emotional and behavioral disorders and severe disabilities. Impairment or disability maybe permanent or temporary.

   1.2 Emotional and Behavioral Disorders - Schizophrenia, autism, conduct disorder, personality disorders (anxiety-withdrawal), inadequacy-immaturity, socialized aggression (subcultural delinquency).

   1.3 Health Impairments - Include chronic illnesses, that is, they are present over long periods and tend not to get better. Among chronic illnesses are asthma, diabetes, hemophilia, and burns.

   1.4 Hearing Impairments - Include deaf, prelingual deafness, postlingual deafness, and sensory neural deafness.

   1.5 Learning Disabilities - Include dyslexia functions disturbance in ability to learn/read), developmental aphasia (loss of speech functions).

   1.6 Mental Retardation - Include mild mental retardation (IQ scores from 55 to 70), moderate (IQ scores from 40 to 54), severe (IQ scores from 25 to 39), and profound (IQ scores below 25).

   1.7 Physical Impairments - Include orthopedic impairments (e.i. poliomyelitis, osteomyelitis, bone fracture, muscular dystrophy); and neuro-muscular impairments (e.i. cerebral palsy, Erb’s palsy, limb deficiency, congenital crippled-clubfoot, clubhand, polydactylism, syndactylism.

   1.8 Severe and Multiple Disabilities - It refers to two or more disabilities (e.i. deaf-blind).

   1.9 Visual Impairments - Include blindness, low vision-poor sight, lazy eye, farsightedness, myopia, astigmatism, albinism, cataracts, glaucoma, muscular degeneration, diabetic retinopathy.

   1.10 Handicap - It refers to a problem a person with impairment or disability encounters when interacting with people, events and the physical aspects of environment—e.i. a student with low vision cannot read the regular print of textbooks; a student who has physical disability such as crippling condition cannot walk normally and uses a wheelchair, braces or artificial limbs (Inciong, et al., 2007).
1.11 **At risk** - It refers to individuals who have greater chances than other children to develop a disability. The individual is in danger of substantial developmental delay because of medical, biological, or environmental factors. Include cases resulting from extreme poverty, child abuse, absence of adequate shelter and medical care, parental substance abuse, limited opportunities for nurturance and social stimulation (Inciong, et al., 2007).

2. **Individual Inventory and Planning** - It refers to student appraisal and assessment. Includes routine interview, testing (referral TAO), needs assessment, treatment plan development.

3. **Information Service** - It refers to systematic dissemination of information among students with special needs and PWDs. Includes classroom guidance orientation sessions for the stakeholders: faculty members, employees, administrators, students and parents distribution of brochures/newsletters seminars/lecturettes.

4. **Counseling** - It refers to helping process between the counselor and the student with special needs and PWD. The counselor assisting the student to make changes and cope with their personal-social, academic and career development concerns. It could be conducted individually and/or group, and be availed through walk-in and/or referral.

5. **Referral and Consultation** - It refers to seeking help from professionals recognized as knowledgeable and experienced inside and outside the University, to better attend to the needs of the students with special needs and PWDs.

6. **Social Support** - It refers to the development of support from fellow students with special needs, students, faculty members, administrators, mental health professionals, parents/guardians, etc. Includes small groups/peer intervention programs/prevention groups.

7. **Program Management** - It refers to program planning and operation, and program evaluation and renewal. Includes staff meetings, meetings with administrators, budgeting/grant writing, program planning, consultation with consultants, program monitoring.

**ARTICLE V PROCEDURES**

Section 1. Individual Analysis and Planning

1.1 Master list of the students with special needs and PWDs are maintained, updated and used in developing advocacy activities.

1.2 In-charge/Coordinators survey, describe and analyze the nature of disabilities/impairments of the special needs students and PWDs through interview with the students and parents/guardians and advisers; administration of needs assessment, checklists; and observations.

1.3 Activities are tailored –fit to the identified needs of PWDs in the specific
college/department/ campus.

1.4 In-charge/Coordinators maintain and update cumulative records of the students.

1.5 Medical certificates/results are requested and collected from the parent/s or guardian/s of the students with Special Needs/PWD for reference and confirmation.

Section 2. Counseling

2.1 As the needs arise, coordinators, teachers, students, deans and administrators may refer the students with special needs and PWDs for counseling at the Office of Guidance and Counseling.

2.2 Referral form must be filled-out and given to the Office of Guidance and Counseling.

2.3 Students with special needs and PWDs may visit the Guidance Counselors/Facilitators for counseling. Students with special needs and PWDs are always welcome to visit the Guidance Office for counseling.

2.4 Counseling may be conducted individually or by group depending on the nature of the case and the consent of the clients.

Section 3. Referral and Consultation

3.1 Programs are developed through collaboration and consultation with the students with special needs and PWDs, administrators, faculty members, parents/guardians, and helping professionals.

3.2 In-charge/Coordinators/Heads facilitate referral and consultation with professional inside and/or outside the University.

3.3 Coordinators/Heads/Guidance Counselor/Facilitator maintains and updates the roster of referral resources and directory of consultants inside and outside the University.

3.4 Referral resources and consultants include professionals from the Office of Students Affairs and Services (particularly OGC and TAO), Health Services, Mental Health Agencies, hospitals and psychiatric hospitals, treatment centers, churches; and/or individual/private practitioners, including medical doctors, administrators, faculty members, parents/guardians/caregivers, clinical psychologists, psychiatrists, specialists, nurses, etc.

3.5 Referrals and consultations are recorded in the logbook and counseling notes.

3.6 Referral forms are filled-out by the coordinators/heads and submitted to the
referral resource and/or identified consultant.

3.7 Coordinators/Heads/Guidance Facilitator/s make contact with and continuously communicate with referral resources, gathering information and sharing it with students and parents/faculty members/administrators.

Section 4. Social Support

4.1 In-charge/Coordinators/Guidance facilitator/s and Parents must work with the students with special needs and PWDs to form a support group.

4.2 In-charge/Coordinators/Guidance facilitator/s and Parents maintains and communicates with students with special needs and PWDs, list of support groups.

4.3 In-charge/Coordinators/Guidance facilitator/s and Parents communicates and/or coordinates and/or collaborate activities with the administrators and faculty members.

4.4 Assistant Director approves and coordinators recommend for approval monitor the activities of the different support groups.

4.5 Approval of support group-initiated activities.

4.6 Action Plan of organized support groups must be submitted to the Assistant Director for approval.

4.7 In-charge/coordinators prepare the letter of request to carry out the activities and funding (if there is any) in the action plan.

4.8 In-charge/Coordinators and Heads supervise meetings/sessions of the support groups.

ARTICLE VI
EFFECTIVITY

The policies and procedures of the Services for Students with Special Needs and Persons With Disabilities shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

1.0 References

1.1 Batangas State University Student Handbook
1.2 Section 32, Article VII, CMO No.9. Series of 2013
Sampaloc, Manila.

1.5 Guidelines in the Admission of Students with Disabilities in Higher Education and Post-Secondary Institutions in the Philippines (CHEd, TESDA, NCDA)

1.6 RA 7277 or the 1992 Magna Carta for Disabled Persons

2.0 Records

2.1 Copy of the Batangas State University Student Handbook

2.2 Copy of the Enhanced Policies and Guidelines on Student Affairs and Services (CMO No. 9, Series of 2013)
POLICIES AND GUIDELINES FOR THE SPORTS DEVELOPMENT
PROGRAM

1.0 Policy Statement

The Office of Sports Development Program is one of the disciplines which is under
the direction of the Director of Office of Student Affairs and Services and the Vice
President for Academic Affairs. It is also one of the offices concerned with the
support to students especially in the area of sports. As such, it provides leadership
among sports heads, coordinators, coaches, trainers, officials, athletes and students
during sports events and activities, and in participation in local, regional, national
and international meets. It also aims to establish linkages with different associations
to improve the sports program of the university.

2.0 Scope

The Office of Sports Development Program aims to provide quality theoretical and
practical learning opportunities in the field of sports, to cultivate potentials of
BatStateU students and personnel. It aims to produce competitive students,
athletes, trainers, coaches, and officials with a strong sense of personal discipline,
wholesome values and behavior, and excellence for the development of a healthy
and alert citizenry.

3.0 Responsibility

The Office of the Director of Sports Development Program, Heads/Coordinators per
campus, Coordinator/In-charge per college and Staff are responsible in the
implementation of the policies and procedures covered in this PPM section.

3.1 Director, Sports Development Program

3.1.1 Develops and implements a comprehensive Sports Program for all the
BatStateU students and personnel;
3.1.2 Responsible for the planning, organizing, scheduling, supervising and
evaluating all sports programs and at the same time with all the teams
in sports events and activities;
3.1.3 Responsible for hiring, training, scheduling, evaluating and motivating
all students to engage in sports activities;
3.1.4 Make a proposal to the higher authority that a budget allocation be
made annually to finance all the sports program of the university;
3.1.5 Coordinate with the Testing and Admission Office and Scholarship
office regarding admission policies and requirements for new scholars
for sports;
3.1.6 Prepare/give coaching and officiating assignments to faculty members
and employees of the university for local, regional, national and
international athletic meets subject to the approval of higher authorities;
3.1.7 Assists in the development, implementation and management of the
sports budget;
3.1.8 Coordinates and maintains proper certification and training of all
advisers of sports program through attendance in seminars,
conferences and workshops;
3.1.9 Monitor the sports events and activities of each campus of the
university;
3.1.10 Responsible in the inventory, maintenance and purchasing of all sports
supplies, facilities and equipment;
3.1.11 Prepare and submit annual reports on accomplishments, problems and plans of the office;
3.1.12 Assists in the development and implementation of long-term and short-term goals for sports programs as such, linkages with local, regional, national and international sports associations to improve the sports program of the university;
3.1.13 Responsible for the new initiatives in order to meet the needs of the various target populations within the BatStateU Community;
3.1.14 Assists in the promotion and supervision of current and future program in order to develop and maintain adequate membership base;
3.1.15 Promotes and markets the Sports program and assists with the marketing of sports teams by encouraging varsity athletes to organize sports club/associations;
3.1.16 Develops and establish policies and procedures for sports;
3.1.17 Handles any disciplinary actions involving sports program;
3.1.18 Assists with all special events and/or programs of the university;
3.1.19 Contributes to the effective team management of all relevant problems, issues and opportunities;
3.1.20 Perform other tasks related as required by higher authority.

3.2 Head/Coordinators per campus

3.2.1 Assists in the development and implementation of a comprehensive Sports Program for all the BatStateU students and personnel;
3.2.2 Assists in the planning, organizing, scheduling, supervising and evaluating all sports programs and at the same time with all the teams in sports events and activities;
3.2.3 Assists/help the office of sports regarding admission policies and requirements for new scholars for sports;
3.2.4 Prepare/give coaching and officiating assignments to faculty members and employees of the campus for intramurals and local athletic meets subject to the approval of higher authorities;
3.2.5 Coordinates and maintains proper certification and training of all advisers of sports program through attendance in seminars, conferences and workshops;
3.2.6 Assist in monitoring the sports events and activities of the campus;
3.2.7 Responsible in the inventory, maintenance and purchasing of all sports supplies, facilities and equipment;
3.2.8 Prepare and submit annual reports on accomplishments, problems and plans of the office;
3.2.9 Assists in the development and implementation of long-term and short-term goals for sports programs as such, linkages with local, regional, national and international sports associations to improve the sports program of the university;
3.2.10 Assists in the promotion and supervision of current and future program in order to develop and maintain adequate membership base;
3.2.11 Assists in the promotion and marketing of the Sports program and assists with the marketing of sports teams by encouraging varsity athletes to organize sports club/associations;
3.2.12 Helps the office in the development and applying the policies and procedures for sports;
3.2.13 Backing up the office in handling any disciplinary actions involving sports program;
3.2.14 Support the university with all special events and/or programs;
3.2.15 Contributes to the effective team management of all relevant problems, issues and opportunities;
3.2.16 Perform other tasks related as required by higher authority.
3.3 Office Staff/Job Orders

3.3.1 Responsible in keeping all the important records and file of the department/office.
3.3.2 Encodes communication, reports, memorandum, action plan, program of activities, annual budget of the department/office.
3.3.3 Distribute communication and memorandum for the Human Kinetics Department of BatStateU.
3.3.4 Assists the office in the preparation/participation in the Sports Event and Competitions in Batangas City.
3.3.5 Prepare the Official Entry/Photo Gallery of the BatStateU athletes credential by event in different Sports Tournament.
3.3.6 Assist during the Screening of Athletes Credentials in different Sports Tournament.
3.3.7 Tallying/Encode the over-all results of the Sports Competition during BSU Foundation Day and BatStateU– Intramurals and distribute it to the different department/office.
3.3.8 Gives/Tallying/Prepare the Performance Evaluation of the Faculty Members of the Department of Human Kinetics and the OIC-Asst. Director for Sports for the First and Second Semester.
3.3.9 Sort/file grading sheets, action plan, syllabus of the faculty members in the office/department.
3.3.10 Assist/prepare the P.E. Class Schedule of the faculty members for the First and Second Semester.
3.3.11 Re-checking/Evaluate grades of athletes for the Sports Scholarship during Semester/Summer.
3.3.12 Perform other function as may be assigned by the immediate supervisor or as the need of the services arises for the office and at the same time for the university.
3.3.13 Monitoring/Checking the class schedule of the faculty members during their Physical Education Classes.
3.3.14 Re-checking the Daily Time Record of the faculty members for their over-time pay by Month.

4.0 Definition of Terms

4.1 Heads/ Coordinator/ Faculty-in Charge. These refers to the designated personnel from each campuses authorized and in-charge of all activities and events.
4.2 Athletes. A person possessing the natural or acquired traits, such as strength, agility and endurance that are necessary for physical exercise or sports, especially those performed in competitive contexts.
4.3 Varsity. A team originally derived from university
4.4 Coach/Trainer. A person who trains or directs athletes or athletic teams
4.5 Certificate/Forms. A documents serving as evidence or as written testimony as of status, qualifications, privileges or the truth of something.

5.0 Procedures

5.1 Policies and Guidelines for Students/Athletes Try-out
  5.1.1 Applicants should be on the venue on the date of try-outs.
  5.1.2 Students must be on their proper attire for easy participation and application of the skill.
5.1.3 Students/Applicants need to comply with the requirements posted by the respective coaches/trainer.
5.1.4 Meet the coach/trainer and perform the try-outs.

5.2 Policies and Guidelines in applying for Athletic Scholar

5.2.1 Eligibility of Applicants
5.2.1.1 The applicant must be a bonafide student of Batangas State University.
5.2.1.2 Must be an active member of a Sports Team.
5.2.1.3 Must not be a recipient of any BatStateU funded scholarship.
5.2.1.4 The applicant must be a regular student, enrolled with at least 18 units or the required academic load on that semester or summer.
5.2.1.5 The applicant must have no failing grades, 4.0, incomplete and dropped from the previous semester/summer.
5.2.1.6 The applicant must have established one (1) year residency in Batangas State University in case of transferee.
5.2.1.7 The applicant must have undergone and passed the series of try-outs in any sports event.

5.2.2 Documents Required for Eligibility
5.2.2.1 Certification of passing the try-outs signed by coach/trainer of such event.
5.2.2.2 Certification of enrollment showing subjects/units enrolled signed by the registrar.
5.2.2.3 Certification of Good Moral Character signed by the Dean and Guidance Counselor of the College or the Principal in case the applicant is a Freshman Student.
5.2.2.4 Medical Certificate signed by the University Physician.
5.2.2.5 Certification of approval, signed by the parents
5.2.2.6 Original Birth Certificate * (Authenticated by the NSO)
5.2.2.7 Four (4) ID Pictures (2 x 2)

5.3 Benefits
Discounts are based on the endorsement from the OIC- Asst. Director of Sports
5.3.1 Scholarship will be granted to teams/athletes only after passing the series of try-out.
5.3.2 The scholarship will be given in two forms:
5.3.2.1 The discount in tuition fee
5.3.2.2 Full assessment discount. (Tuition Fee plus Miscellaneous)
5.3.3 The benefit shall be determined by their performances during the series of try-out and their previous records of performance in sports competitions. In case the recipient qualified in more than one level, the highest possible benefit shall be granted.
5.3.4 The retention, reductions, and promotion of the scholarship will be based on the scholar's performance during training, tune-up games and competitions.
5.3.5 The scholarship will be renewable every semester and summer depending upon the qualifications of the recipients.
<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. National Level</strong>&lt;br&gt;Gold Medalist&lt;br&gt;100% discount on full assessment&lt;br&gt;Silver Medalist&lt;br&gt;50% discount on full assessment&lt;br&gt;Bronze Medalist&lt;br&gt;25% discount on full assessment</td>
<td><strong>A. National Level</strong>&lt;br&gt;Gold Medalist&lt;br&gt;100% Tuition Fee + 100 % Miscellaneous&lt;br&gt;Silver Medalist&lt;br&gt;100% Tuition Fee + 75 % Miscellaneous&lt;br&gt;Bronze Medalist&lt;br&gt;100% Tuition Fee + 50 % Miscellaneous</td>
</tr>
<tr>
<td><strong>B. Regional Level</strong>&lt;br&gt;Gold Medalist - 100% Tuition Fee&lt;br&gt;Silver Medalist - 50% Tuition Fee&lt;br&gt;Bronze Medalist - 25% Tuition Fee</td>
<td><strong>B. Regional Level</strong>&lt;br&gt;Gold Medalist - 100% Tuition Fee&lt;br&gt;Silver Medalist - 75% Tuition Fee&lt;br&gt;Bronze Medalist - 50% Tuition Fee</td>
</tr>
<tr>
<td><strong>C. Local Level</strong>&lt;br&gt;Gold Medalist - 50% Tuition Fee&lt;br&gt;Silver Medalist - 30% Tuition Fee&lt;br&gt;Bronze Medalist - 15% Tuition Fee</td>
<td><strong>C. Local Level</strong>&lt;br&gt;Gold Medalist - 50% Tuition Fee&lt;br&gt;Silver Medalist - 35% Tuition Fee&lt;br&gt;Bronze Medalist - 25% Tuition Fee</td>
</tr>
</tbody>
</table>

5.4 Receiving and Approval of Student’s Athletes Scholarship Grants (Old and New Applicants)

<table>
<thead>
<tr>
<th>Receiving of Performers’ Scholarship Forms for New Applicants</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Existing</strong></td>
<td><strong>Proposed</strong></td>
</tr>
<tr>
<td><strong>Steps</strong>&lt;br&gt;1. Go to the Office of Sports and Cultural Affairs (OSCA) for the evaluation of grades and submit the requirements.&lt;br&gt; - Get recommendation letter to undergo the series of try-out from the OIC- Director, Sports &amp; Cultural Affairs.&lt;br&gt;2. Bring the recommendation letter to the trainer / adviser / choreographer of the event / areas you want to join.&lt;br&gt; - Undergo the series of try-out&lt;br&gt;3. Get certification of passing the series of audition and submit it to the OIC-Director, Sports &amp; Cultural Affairs.&lt;br&gt;4. Ask the needed forms</td>
<td><strong>Steps</strong>&lt;br&gt;1. Go to the Office of Sports (OS) for the evaluation of grades and submit the requirements.&lt;br&gt;2. Get certification of passing the series of audition from the trainer/adviser/choreographer and submit it to the OIC- Asst. Director, Sports.&lt;br&gt;3. Secure the needed forms from the Office of Sports.&lt;br&gt;4. Fill-up all the forms and ask the signature of the OIC-Asst. Director, Sports.&lt;br&gt; a. Approved Registration Form with 18 units enrolled.&lt;br&gt;b. Statement of Commitment&lt;br&gt;c. Certificate of Passing&lt;br&gt;d. Certificate of Availing the Scholarship&lt;br&gt;e. Medical Certificate&lt;br&gt;f. Report of Grades of the current SY</td>
</tr>
<tr>
<td>Steps</td>
<td>Existing</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1. Go to the Office of Sports and Cultural Affairs (OSCA) for the evaluation of grades</td>
<td>1. Go to the Office of Sports (OS) for the evaluation of grades and submit the requirements</td>
</tr>
<tr>
<td>and submit the requirements</td>
<td>2. Submit completely filled up scholarship forms and other requirements to the Office of Sports (OS) Statement of Commitment</td>
</tr>
<tr>
<td>2. Get and fill-up the required forms:</td>
<td>a. Certificate for the Continuance of the Scholarship</td>
</tr>
<tr>
<td>b. Certification that you are still qualified for the continuance of the scholarship.</td>
<td>- Report of Grades without failing Grade / dropped, incomplete and grade of 4.0.</td>
</tr>
<tr>
<td>c. Grades Evaluation Form (Report of Rating)</td>
<td>c. Registration Forms</td>
</tr>
<tr>
<td>d. Recommendation letter for the continuance of the scholarship.</td>
<td>- Approved Registration Form with 18 units enrolled.</td>
</tr>
<tr>
<td>e. Medical Certificate</td>
<td>d. ID Pictures – 4pcs (2 x 2)</td>
</tr>
<tr>
<td>3. Go to the Dean Office where you belong for his/her signature.</td>
<td>e. NSO – Photo Copy</td>
</tr>
<tr>
<td>4. Submit the forms to the Office of Scholarship for approval.</td>
<td>f. Recommendation letter from the trainer / coach.</td>
</tr>
<tr>
<td>5. Submit one (1) photo copy of all the approved forms to the Office of Sports and Cultural Affairs.</td>
<td>g. Medical Certificate</td>
</tr>
<tr>
<td></td>
<td>h. Prospectus of your course</td>
</tr>
<tr>
<td></td>
<td>3. Go to the Dean Office where you belong for his/her signature.</td>
</tr>
<tr>
<td></td>
<td>4. Submit the forms to the Scholarship and Financial Assistance (SFAO) for approval.</td>
</tr>
<tr>
<td></td>
<td>5. Submit one (1) photo copy of all the approved forms to the Office of Sports (OS)</td>
</tr>
</tbody>
</table>

Renewing of Performers’ Scholarship Forms for Old Applicants

<table>
<thead>
<tr>
<th>Steps</th>
<th>Existing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Go to the Office of Sports and Cultural Affairs (OSCA) for the evaluation of grades</td>
<td>1. Go to the Office of Sports (OS) for the evaluation of grades and submit the requirements</td>
</tr>
<tr>
<td>and submit the requirements</td>
<td>2. Submit completely filled up scholarship forms and other requirements to the Office of Sports (OS) Statement of Commitment</td>
</tr>
<tr>
<td>2. Get and fill-up the required forms:</td>
<td>a. Certificate for the Continuance of the Scholarship</td>
</tr>
<tr>
<td>b. Certification that you are still qualified for the continuance of the scholarship.</td>
<td>- Report of Grades without failing Grade / dropped, incomplete and grade of 4.0.</td>
</tr>
<tr>
<td>c. Grades Evaluation Form (Report of Rating)</td>
<td>c. Registration Forms</td>
</tr>
<tr>
<td>d. Recommendation letter for the continuance of the scholarship.</td>
<td>- Approved Registration Form with 18 units enrolled.</td>
</tr>
<tr>
<td>e. Medical Certificate</td>
<td>d. ID Pictures – 4pcs (2 x 2)</td>
</tr>
<tr>
<td>3. Go to the Dean Office where you belong for his/her signature.</td>
<td>e. NSO – Photo Copy</td>
</tr>
<tr>
<td>4. Submit the forms to the Office of Scholarship for approval.</td>
<td>f. Recommendation letter from the trainer / coach.</td>
</tr>
<tr>
<td>5. Submit one (1) photo copy of all the approved forms to the Office of Sports and Cultural Affairs.</td>
<td>g. Medical Certificate</td>
</tr>
<tr>
<td></td>
<td>h. Prospectus of your course</td>
</tr>
<tr>
<td></td>
<td>3. Go to the Dean Office where you belong for his/her signature.</td>
</tr>
<tr>
<td></td>
<td>4. Submit the forms to the Scholarship and Financial Assistance (SFAO) for approval.</td>
</tr>
<tr>
<td></td>
<td>5. Submit one (1) photo copy of all the approved forms to the Office of Sports (OS)</td>
</tr>
</tbody>
</table>

5.5 Policies and Procedures in Borrowing/Returning the Sports Equipment
## Existing

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Secure request slip from the Property Office Staff</td>
<td>1. Go to the Office of Culture and Arts</td>
</tr>
<tr>
<td>2. Submit completely filled-up request slip to the Property and Supply Office</td>
<td>2. Present ID / Indicate your Complete Name and Signature to the Log Book</td>
</tr>
<tr>
<td>3. Issuance of Supplies and Equipment</td>
<td>3. Fill-up the Forms, Check the supplies and equipment that you will borrow/use.</td>
</tr>
<tr>
<td></td>
<td>4. Present the form; Return the supplies and equipment</td>
</tr>
<tr>
<td></td>
<td>5. The Property Custodian will check/count the supplies and materials borrowed/used.</td>
</tr>
<tr>
<td></td>
<td>6. Get ID after returning the item.</td>
</tr>
</tbody>
</table>

### 5.6 Proposed scheme for awarding Grade Incentives to Cultural Performers of Batangas State University

The Office of Culture and Arts of Batangas State University has always been responsive to the University’s thrust of producing student-cultural performers who are well-disciplined and competent in their respective fields. Our Office has brought to the University a plethora of awards and recognition from competitions in the local, regional and national levels, which further validate our students’ competitiveness and excellence in the fields of performing arts.

Cognizant of the need for continuous motivation and support to our performers, the Office of Culture and Arts, with the approval of the Office of the Vice President for Academic Affairs, has been giving grade incentives to students who bring pride and prestige to the University by winning in various cultural competitions.

However, the giving of grade incentives has been inconsistent and sometimes even varies among colleges and campuses within the University. It is hoped that through this proposed scheme, the University will be able to adopt a more structured and comprehensible system for giving grade incentives to student performers, and further promote a culture of excellence among our students.

### 5.6.1 Objectives

The proposed scheme for awarding grade incentives to student cultural performers has the following specific goals:

5.6.1.1 To provide a system of rewards for performers that is consistent across colleges and campuses in the University.
5.6.1.2 To give recognition to the performers’ exceptional achievements in various local, regional, national and international competitions, which give prestige to the University.
5.6.1.3 To further show the University’s support to the performers who win in the name of the University.
5.6.1.4 To motivate student performers to further enhance their physical skills, talents artistic abilities.
5.6.1.5 To serve as guide and reference for College Deans, Cultural Coordinators and faculty members in awarding grade incentives to student performers.

### 5.6.2 Rules in applying Proposed Scheme for giving Grade Incentives
This proposed scheme is applicable to all student cultural performers who are officially part of a cultural group duly recognized by the Office of Culture and Arts (OCA). Furthermore, this is subject to the following rules:

5.6.2.1 Grade incentives will only be given to students who are part of a list submitted by the Office of Culture and Arts (OCA) to the Office of Student Affairs and Services (OSAS) and the Office of the Vice President for Academic Affairs prior to the actual performance / competition. For University-wide competitions, the official list of winners may be submitted by the OCA to the Office of the VPAA not later than seven days after the competitions.

5.6.2.2 Last minute inclusions to the list will only be honored after a written justification from the OCA is submitted to the Office of the VPAA.

5.6.2.3 In cases when a student won in two or more events / competitions, the higher grade incentive will be awarded to him/her. No student may receive double incentive.

5.6.2.4 Grade incentives are applicable to all academic subjects, but only to periodic tests immediately following the competition.

5.6.2.5 Grade incentives will not be given to students who are part of the original list but were not able to participate in the competition for whatever reason.

5.6.2.6 Only students receiving first, second or third places in individual or group competitions are entitled to receive grade incentives.

5.6.2.7 Subject teachers must give the grade incentives only to those students who are included in the list signed by the OIC-Asst. Director of Culture and Arts, Director of OSAS and the VPAA.

5.6.2.8 Grade incentives shall be given only to the actual performers. Students performing other tasks (e.g. water boy, props men) are not entitled to receive the incentive.

5.6.2.9 In the event that, after adding the grade incentive, a student receives a score higher than the total score of the test, he/she shall receive the highest possible score and the excess will not be carried over to the next test or any test thereafter.

5.6.2.10 The OCA may request that grade incentives also be given to athletes / performers who show remarkable performance even if they did not participate in any competition, subject to the approval of the Director of OSAS and the Vice President for Academic Affairs. (e.g. The cultural group performed at the CCP, Cultural Group performed for the accreditation, events, occasions for the foreign and local visitors.}

### PROPOSED SCHEME

<table>
<thead>
<tr>
<th>Nature of Sports / Cultural Competition</th>
<th>CHAMPION</th>
<th>1st RUNNER</th>
<th>2nd RUNNER</th>
<th>NON WINNING PARTICIPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>University-wide</td>
<td>20%</td>
<td>15%</td>
<td>10%</td>
<td>5%</td>
</tr>
<tr>
<td>City-Wide</td>
<td>25%</td>
<td>20%</td>
<td>15%</td>
<td>10%</td>
</tr>
<tr>
<td>Provincial</td>
<td>30%</td>
<td>25%</td>
<td>20%</td>
<td>15%</td>
</tr>
<tr>
<td>Regional</td>
<td>35%</td>
<td>30%</td>
<td>25%</td>
<td>20%</td>
</tr>
</tbody>
</table>
NOTE: Percentage will be added to the RAW SCORE of the student.

Sample Computation:

<table>
<thead>
<tr>
<th>Competition</th>
<th>USCAA (Provincial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>Table Tennis</td>
</tr>
<tr>
<td>Award</td>
<td>1st Runner up</td>
</tr>
<tr>
<td>Date of Competition:</td>
<td>___________________</td>
</tr>
</tbody>
</table>

Test: Midterm Examination  
Total Score of the Test: 80  
Student’s actual score: 50  
Grade Incentive: 25% of 80 = 20  
New Score of the Student: 50 + 20 = 70  

Formula:  
\[
62.5 \left( \frac{\text{New Score}}{\text{Total Score}} \right) + 37.5
\]

Transmuted Grade:  
\[
62.5 \left( \frac{70}{80} \right) = 92.1875
\]

*Percentage given is just a sample. Actual percentage will depend on the grading policy of the subject teacher as reflected in the course syllabus.

6.0 References

Students Handbook and other existing guidelines

7.0 Records

7.1 Previous Policies and Guidelines of the Office of Sports; Office of Culture & Arts  
7.2 Minutes of the Meetings  
7.3 List of Culture and Arts Performers  
7.4 Certificate of Recommendation for audition  
7.5 Certificate of passing the series of audition  
7.6 Statement of Commitment  
7.7 Certificate for qualified Scholarship Grant in Cultural  
7.8 Certificate of Recommendation for the Continuance of Performers Scholarship Grant  
7.9 Health Certificate  
7.10 Forms in Borrowing Cultural Supplies and Materials
POLICIES AND GUIDELINES FOR CULTURE AND ARTS

1.0 Policy Statement

The Office of Culture and Arts is one of the disciplines which is under the direction of the Director of Office of Student Affairs and Services and the Vice President for Academic Affairs. It is also one of the offices concerned with the support to students especially in the area of cultural. As such, it provides leadership among cultural heads, coordinators, trainers, choreographers, officials, and students during cultural activities, and in participation in cultural performances and competitions. It also aims to establish linkages with different associations to improve the cultural program of the university.

2.0 Scope

The Office of Culture and Arts aims to provide quality theoretical and practical learning opportunities in the field of cultural, to cultivate potentials of BatStateU students and personnel. It aims to produce competitive students, trainers, choreographers, and officials with a strong sense of personal discipline, wholesome values and behavior, and excellence for the development of a healthy and alert citizenry.

3.0 Responsibility

The Office of the Director of OSAS, Office of the OIC-Assistant Director of Culture and Arts, Heads/Coordinators per campus, Coordinator/In-charge per college and Staff are responsible in the implementation of the policies and procedures covered in this PPM section.

3.1 OIC-Asst. Director, Culture and Arts

3.1.1 Develop strategies and proposals to enhance the University’s cultural programs;
3.1.2 Manage and coordinate cultural programs of the different colleges/departments of the University;
3.1.3 Plan and implement the policies of the University regarding cultural initiatives and programs that helps in University’s development;
3.1.4 Establish linkages with different organizations and institutions that may help create cultural presentations for other clientele/audiences;
3.1.5 Develop new marketing programs to enhance the University’s position in the local and international community;
3.1.6 Tap and enhance the artistic abilities of the students and faculty in preparation for different cultural competitions;
3.1.7 Coordinate with the Testing and Admission Office and Scholarship and Financial Assistance Office regarding admission policies and requirements for new culture and arts scholars;
3.1.8 Supervise the utilization, care and maintenance of all available cultural facilities in all campuses;
3.1.9 Prepare and submit requisitions for culture and arts supplies and equipment for trainings and competitions;
3.1.10 Encourage culture and arts student enthusiasts to organize clubs; recommend to the proper authorities the coaches, advisers, trainors and staff of Office of Culture and Arts;
3.1.11 And other interested faculty and employees to attend culture and arts seminar, workshops and trainings that would hone their skills and competencies;

3.1.12 Delegate these duties and responsibilities mentioned above, when warranted and applicable to the OCA heads/coordinators/persons-in-charge of campuses/colleges/departments;

3.1.13 Create and formulate the basic functions, duties and tasks for the OCA heads/coordinators/persons-in-charge of campuses /colleges;

3.1.14 Perform other related tasks as required by higher authority.

3.2 Head/Coordinators per campus

3.2.1 Assists in the development and implementation of a comprehensive Cultural Program for all the BatStateU students and personnel;

3.2.2 Assists in the planning, organizing, scheduling, supervising and evaluating all cultural programs and at the same time with all the groups in culture and arts activities;

3.2.3 Assists/help the office of culture and arts regarding admission policies and requirements for new scholars for culture and arts;

3.2.4 Prepare/give assignments to faculty members and employees of the campus for intramurals and local cultural competitions subject to the approval of higher authorities;

3.2.5 Coordinates and maintains proper certification of all advisers of culture and arts program through attendance in seminars, conferences and workshops;

3.2.6 Assist in monitoring the culture and arts events and activities of the campus;

3.2.7 Responsible in the inventory, maintenance and purchasing of all culture and arts supplies, facilities and equipment;

3.2.8 Prepare and submit annual reports on accomplishments, problems and plans of the office;

3.2.9 Assists in the development and implementation of long-term and short-term goals for culture and arts programs as such, linkages with local, regional, national and international culture and arts associations to improve the cultural program of the university;

3.2.10 Assists in the promotion and supervision of current and future program in order to develop and maintain adequate membership base;

3.2.11 Assists in the promotion and marketing of the Culture and Arts program and assists with the marketing of cultural groups by encouraging varsity performers to organize cultural club/associations;

3.2.12 Helps the office in the development and applying the policies and procedures for culture and arts;

3.2.13 Backing up the office in handling any disciplinary actions involving culture and arts program;

3.2.14 Support the university with all special events and/or programs;

3.2.15 Contributes to the effective team management of all relevant problems, issues and opportunities;

3.2.16 Perform other tasks related as required by higher authority.

3.3 Office Staff/Job Orders

3.3.1 Responsible in keeping all the important records and file of the department/office.

3.3.2 Encodes communication, reports, memorandum, action plan, program of activities, annual budget of the department/office.
3.3.3 Distribute communication and memorandum for the Human Kinetics Department of BatStateU.
3.3.4 Assists the office in the preparation/participation in the Culture and Arts Competition in Batangas City.
3.3.5 Prepare the Official Entry/Photo Gallery of the BatStateU performers credential by event in different Cultural Competition.
3.3.6 Assist during the Screening of Performers Credentials in different Cultural Competition.
3.3.7 Tallying/Encode the over-all results of the Culture and Arts Competition during BatStateU Foundation Day and BatStateU Intramurals and distribute it to the different department/office.

3.3.8 Gives/Tallying/Prepare the Performance Evaluation of the Faculty Members of the Department of Human Kinetics and the OIC-Asst. Director for Culture and Arts for the First and Second Semester.
3.3.9 Sort/file grading sheets, action plan, syllabus of the faculty members in the office/department.
3.3.10 Assist/prepare the P.E. Class Schedule of the faculty members for the First and Second Semester.
3.3.11 Re-checking/Evaluate grades of performers for Cultural Scholarship Application during Semester/Summer.
3.3.12 Perform other function as may be assigned by the immediate supervisor or as the need of the services arises for the office and at the same time for the university.
3.3.13 Monitoring/Checking the class schedule of the faculty members during their Physical Education Classes.
3.3.14 Re-checking the Daily Time Record of the faculty members for their over-time pay by Month.

4.0 Definition of Terms

4.1 Heads/Coordinator/Faculty-in Charge. These refers to the designated personnel from each campuses authorized and in-charge of all activities and events
4.2 Performers. One who performs for, or entertain, an audience. An entertainer who performs a dramatic or musical work for an audience
4.3 Choreographer. Someone who creates new dances
4.4 Certificate/Forms. A documents serving as evidence or as written testimony as of status, qualifications, privileges or the truth of something.

5.0 Policies and Procedures

5.1 Policies and Guidelines for Students/Performers Auditions
5.1.1 Applicants should be on the venue on the date of auditions.
5.1.2 Students must be on their proper attire for easy participation and application of the skill.
5.1.3 Students/Applicants need to comply with the requirements posted by the respective trainer/choreographer.
5.1.4 Meet the trainer/choreographer and perform the auditions.

5.2 Policies and Guidelines in applying for Culture & Arts Scholar

5.2.1 Eligibility of Applicants
5.2.1.1 The applicant must be a bonafide student of Batangas State University.
5.2.1.2 Must be an active member of a Culture and Arts Group.
5.2.1.3 Must not be a recipient of any BatStateU funded scholarship.
5.2.1.4 The applicant must be a regular student, enrolled with at least 18 units or the required academic load on that semester or summer.
5.2.1.5 The applicant must have no failing grades, 4.0, incomplete and dropped from the previous semester/summer.
5.2.1.6 The applicant must have established one (1) year residency in Batangas State University in case of transferee.
5.2.1.7 The applicant must have undergone and passed the series of auditions in any cultural groups.

5.2.2 Documents Required for Eligibility
5.2.2.1 Certification of passing the auditions signed by trainer/choreographer of such event.
5.2.2.2 Certification of enrollment showing subjects/units enrolled signed by the registrar.
5.2.2.3 Certification of Good Moral Character signed by the Dean and Guidance Counselor of the College or the Principal in case the applicant is a Freshman Student.
5.2.2.4 Medical Certificate signed by the University Physician.
5.2.2.5 Certification of approval, signed by the parents.
5.2.2.6 Original Birth Certificate *(Authenticated by the NSO)
5.2.2.7 Four (4) ID Pictures (2 x 2)

5.3 Benefits
Discounts are based on the endorsement from the Assistant Director of Culture and Arts.

5.3.1 The scholarship will be granted to cultural groups /performers only after passing the series of try-out and auditions.
5.3.2 The scholarship will be given in two forms:
5.3.2.1 The discount in tuition fee
5.3.2.2 Full assessment discount. (Tuition Fee plus Miscellaneous)

5.3.3 The benefit shall be determined by their performances during the series of audition and their previous records of performance in cultural competitions. In case the recipient qualified in more than one level, the highest possible benefit shall be granted.
5.3.4 The retention, reductions and promotion of the scholarship will be based on the performance during rehearsals, performances and competitions.
5.3.5 The scholarship will be renewable every semester and summer depending upon the qualifications of the recipients.

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>A. National Level&lt;br&gt;Gold Medalist&lt;br&gt;100% discount on full assessment&lt;br&gt;Silver Medalist&lt;br&gt;50% discount on full assessment&lt;br&gt;Bronze Medalist</td>
<td>A. National Level&lt;br&gt;Gold Medalist&lt;br&gt;100% Tuition Fee + 100 % Miscellaneous&lt;br&gt;Silver Medalist&lt;br&gt;100% Tuition Fee + 75 % Miscellaneous&lt;br&gt;Bronze Medalist</td>
</tr>
</tbody>
</table>
25% discount on full assessment

**B. Regional Level**
- Gold Medalist - 100% Tuition Fee
- Silver Medalist - 50% Tuition Fee
- Bronze Medalist - 25% Tuition Fee

**C. Local Level**
- Gold Medalist - 50% Tuition Fee
- Silver Medalist - 30% Tuition Fee
- Bronze Medalist - 15% Tuition Fee

100% Tuition Fee + 50 % Miscellaneous

**B. Regional Level**
- Gold Medalist - 100% Tuition Fee
- Silver Medalist - 75% Tuition Fee
- Bronze Medalist - 50% Tuition Fee

**C. Local Level**
- Gold Medalist - 50% Tuition Fee
- Silver Medalist - 35% Tuition Fee
- Bronze Medalist - 25% Tuition Fee

5.4 Receiving and Approval of Student’s Athletes Scholarship Grants (Old and New Applicants)

<table>
<thead>
<tr>
<th>Receiving of Performers’ Scholarship Forms for New Applicants</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Steps</strong></td>
<td><strong>Steps</strong></td>
</tr>
<tr>
<td>9. Go to the Office of Sports and Cultural Affairs (OSCA) for the evaluation of grades and submit the requirements.</td>
<td>8. Go to the Office of Culture and Arts (OCA) for the evaluation of grades and submit the requirements.</td>
</tr>
<tr>
<td>- Get recommendation letter to undergo the series of try-out from the OIC- Director, Sports &amp; Cultural Affairs.</td>
<td>9. Get certification of passing the series of audition from the trainer/adviser/choreographer and submit it to the OIC- Asst. Director, Culture and Arts</td>
</tr>
<tr>
<td>10. Bring the recommendation letter to the trainer/adviser/choreographer of the event/areas you want to join.</td>
<td>10. Secure the needed forms from the Office of Culture and Arts</td>
</tr>
<tr>
<td>- Undergo the series of try-out</td>
<td>11. Fill-up all the forms and ask the signature of the OIC-Asst. Director, Culture and Arts</td>
</tr>
<tr>
<td>11. Get certification of passing the series of audition and submit it to the OIC- Director, Sports &amp; Cultural Affairs.</td>
<td>k. Approved Registration Form with 18 units enrolled.</td>
</tr>
<tr>
<td>12. Ask the needed forms</td>
<td>l. Statement of Commitment</td>
</tr>
<tr>
<td>13. Fill-up all the forms and ask the signature of the OIC-Director, Sports and Cultural Affairs</td>
<td>m. Certificate of Passing</td>
</tr>
<tr>
<td>f. Approved Registration Form with 18 units enrolled.</td>
<td>n. Certificate of Availing the Scholarship</td>
</tr>
<tr>
<td>g. Statement of Commitment</td>
<td>o. Medical Certificate</td>
</tr>
<tr>
<td>h. Certificate of Passing</td>
<td>p. Report of Grades of the current SY without failing grade/dropped, incomplete and grade of 4.0</td>
</tr>
<tr>
<td>i. Certificate of availing the scholarship</td>
<td>q. ID pictures – 4 pcs. (2x2)</td>
</tr>
<tr>
<td>j. Medical Certificate</td>
<td>r. NSO – Photocopy</td>
</tr>
<tr>
<td>14. Go to the Dean’s Office where you belong for his/her signature.</td>
<td>s. Records / documents of previous performance of participation</td>
</tr>
<tr>
<td>15. Bring the filled-up forms to the Scholarship Office for his/her signature.</td>
<td>t. Prospectus of your Course</td>
</tr>
<tr>
<td>16. Submit one (1) photo copy of all the approved forms to the Office of Sports and Cultural Affairs (OSCA)</td>
<td>12. Go to the Dean’s Office where you belong for his/her signature.</td>
</tr>
<tr>
<td></td>
<td>13. Bring the filled-up forms to the Scholarship Office for his/her signature.</td>
</tr>
<tr>
<td></td>
<td>14. Submit one (1) photo copy of all the approved forms to the Office of Culture and Arts</td>
</tr>
</tbody>
</table>
## Renewing of Performers’ Scholarship Forms for Old Applicants

<table>
<thead>
<tr>
<th><strong>Steps</strong></th>
<th><strong>Existing</strong></th>
<th><strong>Proposed</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Go to the Office of Sports and Cultural Affairs (OSCA) for the evaluation of grades and submit the requirements.</td>
<td>3. Go to the Office of Culture and Arts (OCA) for the evaluation of grades and submit the requirements.</td>
</tr>
<tr>
<td>7.</td>
<td>Get and fill-up the required forms: f. Statement of Commitment</td>
<td>4. Submit completely filled up scholarship forms and other requirements to the Office of Culture and Arts (OCA) i. Statement of Commitment</td>
</tr>
<tr>
<td></td>
<td>g. Certification that you are still qualified for the continuance of the scholarship.</td>
<td>j. Certificate for the Continuance of the Scholarship k. Grades (Report of Rating) - Report of Grades without failing Grade / dropped, incomplete and grade of 4.0.</td>
</tr>
<tr>
<td></td>
<td>h. Grades Evaluation Form (Report of Rating) i. Recommendation letter for the continuance of the scholarship.</td>
<td>l. Registration Forms - Approved Registration Form with 18 units enrolled. m. ID Pictures – 4pcs (2 x 2) n. NSO – Photo Copy o. Recommendation letter from the trainer / coach. p. Medical Certificate q. Prospectus of your course.</td>
</tr>
<tr>
<td>8.</td>
<td>Go to the Dean Office where you belong for his/her signature.</td>
<td>6. Go to the Dean Office where you belong for his/her signature.</td>
</tr>
<tr>
<td>9.</td>
<td>Submit the forms to the Office of Scholarship for approval.</td>
<td>7. Submit the forms to the Scholarship and Financial Assistance (SFAO) for approval.</td>
</tr>
<tr>
<td>10.</td>
<td>Submit one (1) photo copy of all the approved forms to the Office of Sports and Cultural Affairs.</td>
<td>8. Submit one (1) photo copy of all the approved forms to the Office of Culture and Arts (OCA)</td>
</tr>
</tbody>
</table>

### 10.5 Policies and Procedures in Borrowing/Returning the Sports Equipment

<table>
<thead>
<tr>
<th><strong>Existing</strong></th>
<th><strong>Proposed</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Secure request slip from the Property Office Staff</td>
<td>7. Go to the Office of Culture and Arts</td>
</tr>
<tr>
<td>5. Submit completely filled-up request slip to the Property and Supply Office</td>
<td>8. Present ID / Indicate your Complete Name and Signature to the Log Book</td>
</tr>
<tr>
<td>6. Issuance of Supplies and Equipment</td>
<td>9. Fill-up the Forms, Check the supplies and equipment that you will borrow/use.</td>
</tr>
<tr>
<td></td>
<td>10. Present the form; Return the supplies and equipment</td>
</tr>
<tr>
<td></td>
<td>11. The Property Custodian will check/count the supplies and materials borrowed/used.</td>
</tr>
<tr>
<td></td>
<td>12. Get ID after returning the item.</td>
</tr>
</tbody>
</table>
10.6 Proposed scheme for awarding Grade Incentives to Cultural Performers of Batangas State University

The Office of Culture and Arts of Batangas State University has always been responsive to the University’s thrust of producing student-cultural performers who are well-disciplined and competent in their respective fields. Our Office has brought to the University a plethora of awards and recognition from competitions in the local, regional and national levels, which further validate our students’ competitiveness and excellence in the fields of performing arts.

Cognizant of the need for continuous motivation and support to our performers, the Office of Culture and Arts, with the approval of the Office of the Vice President for Academic Affairs, has been giving grade incentives to students who bring pride and prestige to the University by winning in various cultural competitions.

However, the giving of grade incentives has been inconsistent and sometimes even varies among colleges and campuses within the University. It is hoped that through this proposed scheme, the University will be able to adopt a more structured and comprehensible system for giving grade incentives to student performers, and further promote a culture of excellence among our students.

10.6.1 Objectives

The proposed scheme for awarding grade incentives to student cultural performers has the following specific goals:

10.6.1.1 To provide a system of rewards for performers that is consistent across colleges and campuses in the University.
10.6.1.2 To give recognition to the performers’ exceptional achievements in various local, regional, national and international competitions, which give prestige to the University.
10.6.1.3 To further show the University’s support to the performers who win in the name of the University.
10.6.1.4 To motivate student performers to further enhance their physical skills, talents artistic abilities.
10.6.1.5 To serve as guide and reference for College Deans, Cultural Coordinators and faculty members in awarding grade incentives to student performers.

10.6.2 Rules in applying Proposed Scheme for giving Grade Incentives

This proposed scheme is applicable to all student cultural performers who are officially part of a cultural group duly recognized by the Office of Culture and Arts (OCA). Furthermore, this is subject to the following rules:

10.6.2.1 Grade incentives will only be given to students who are part of a list submitted by the Office of Culture and Arts (OCA) to the Office of Student Affairs and Services (OSAS) and the Office of the Vice President for Academic Affairs prior to the actual performance / competition. For University-wide competitions, the official list of winners may be submitted by the OCA to the Office of the VPAA not later than seven days after the competitions.
10.6.2.2 Last minute inclusions to the list will only be honored after a written justification from the OCA is submitted to the Office of the VPAA.

10.6.2.3 In cases when a student won in two or more events/competitions, the higher grade incentive will be awarded to him/her. No student may receive double incentive.

10.6.2.4 Grade incentives are applicable to all academic subjects, but only to periodic tests immediately following the competition.

10.6.2.5 Grade incentives will not be given to students who are part of the original list but were not able to participate in the competition for whatever reason.

10.6.2.6 Only students receiving first, second or third places in individual or group competitions are entitled to receive grade incentives.

10.6.2.7 Subject teachers must give the grade incentives only to those students who are included in the list signed by the OIC-Asst. Director of Culture and Arts, Director of OSAS and the VPAA.

10.6.2.8 Grade incentives shall be given only to the actual performers. Students performing other tasks (e.g. water boy, props men) are not entitled to receive the incentive.

10.6.2.9 In the event that, after adding the grade incentive, a student receives a score higher than the total score of the test, he/she shall receive the highest possible score and the excess will not be carried over to the next test or any test thereafter.

10.6.2.10 The OCA may request that grade incentives also be given to athletes / performers who show remarkable performance even if they did not participate in any competition, subject to the approval of the Director of OSAS and the Vice President for Academic Affairs. (e.g. The cultural group performed at the CCP, Cultural Group performed for the accreditation, events, occasions for the foreign and local visitors.

### PROPOSED SCHEME

<table>
<thead>
<tr>
<th>Nature of Sports / Cultural Competition</th>
<th>CHAMPION</th>
<th>1st UP</th>
<th>2nd UP</th>
<th>NON WINNING PARTICIPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>University-wide</td>
<td>20%</td>
<td>15%</td>
<td>10%</td>
<td>5%</td>
</tr>
<tr>
<td>City-Wide</td>
<td>25%</td>
<td>20%</td>
<td>15%</td>
<td>10%</td>
</tr>
<tr>
<td>Provincial</td>
<td>30%</td>
<td>25%</td>
<td>20%</td>
<td>15%</td>
</tr>
<tr>
<td>Regional</td>
<td>35%</td>
<td>30%</td>
<td>25%</td>
<td>20%</td>
</tr>
<tr>
<td>National</td>
<td>40%</td>
<td>35%</td>
<td>30%</td>
<td>25%</td>
</tr>
<tr>
<td>International</td>
<td>50%</td>
<td>40%</td>
<td>35%</td>
<td>30%</td>
</tr>
</tbody>
</table>

**NOTE:** Percentage will be added to the RAW SCORE of the student.  
*Sample Computation:*

- **Competition:** USCAA (Provincial)  
- **Event:** Table Tennis
Award : 1st Runner up
Date of Competition: ___________________

Test: Midterm Examination
Total Score of the Test: 80
Student’s actual score: 50
Grade Incentive: 25% of 80 = 20
New Score of the Student: 50 + 20 = 70

Formula: \[\frac{\text{New Score}}{\text{Total Score}}\] + 37.5

Transmuted Grade: \[\frac{70}{80}\] = 92.1875

*Percentage given is just a sample. Actual percentage will depend on the grading policy of the subject teacher as reflected in the course syllabus.

12.0 References
Students Handbook and other existing guidelines

14.0 Records
14.1 Previous Policies and Guidelines of the Office of Sports; Office of Culture & Arts
14.2 Minutes of the Meetings
14.3 List of Culture and Arts Performers
14.4 Certificate of Recommendation for audition
14.5 Certificate of passing the series of audition
14.6 Statement of Commitment
14.7 Certificate for qualified Scholarship Grant in Cultural
14.8 Certificate of Recommendation for the Continuance of Performers Scholarship Grant
14.9 Health Certificate
14.10 Forms in Borrowing Cultural Supplies and Materials