



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

SSDO MANUAL OF OPERATIONS

STUDENT SERVICES DEVELOPMENT OFFICE



MANUAL OF OPERATIONS



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I.INTRODUCTION

The Mountain Province State Polytechnic College (MPSPC), a lone state college in the Province was established by virtue of Republic Act 7182 to cater the academic and other related needs of its clientele and stakeholders. Its operation is guided by the different policies, guidelines, standards and procedures issued and released by its oversight agencies especially of the Commission on Higher Education (CHED), the Civil Service Commission (CSC), the Department of Budget and Management (DBM) and the like. The college in its aim to contribute in realizing the sincere intentions of Republic Act 7722 otherwise known as the "Higher Education Act of 1994", Batas Pambansa 232, Resolution No 321-2013 of the Commission en banc dated April 8, 2013 and subsequently of the College's Vision, Mission, Goals and Objectives institutes its Student Services and Development Office's (SSDO) Manual of Operations. This Manual covers all student related standards, policies, guidelines, and endeavors. It also includes bases of its operations, the different student services that are under the direct supervision of the SSDO and those that are not, Systems of Revisions and Amendments, Information Dissemination Procedures and Distribution, Forms, Requirements and Procedures and Communication Flow Charts. Further, it also contains information about the College, its Organizational Structure, Authority and Responsibility, and Citizen's Charter.

This SSDO Manual of Operations anchors its Systems and Procedures to existing Policies, Standards and Guidelines issued by CHED and is further enriched by the Student Manual duly approved by the College's Board of Trustees. The Manual of Operations contains the different student services according to CMO No 09 "Enhanced Policies and Guidelines on Student Affairs and Services" directly under the supervision of the SSDO and those that are coordinated by the same but are under the direct supervision of other offices. Primarily, the different student services of the college provided through the Student Services and Development Office includes Student Welfare wherein the following are provided: 1) Information and Orientation Services; 2) Guidance and Counseling Services; 3) Career and Job Placement Services; 4) Economic Enterprise Development; and 5) Student Handbook Development. Secondly, it also caters to Student Development through the following services; 1) Student Activities; 2) Student Organization and Activities; 3) Leadership Training; Student Council/Government; 4) Student Discipline; and 5) Student Publication/Yearbook; 6) Scholarship and Financial Assistance; 7) Student Housing and Residential Services; Multi-Faith Services; 8) Foreign/International Students Services; 9) Social and Community Involvement programs; and 10) Alumni Relations.

On the other hand, Institutional Student Programs and Services that are not directly supervised by the SSDO but coordinates instead includes the following: 1) Admission Services; 2) Food Services; 3) Health Services; 4) Safety and Security; 5) Services for Students with Special needs and Persons with Disabilities; 6) Cultural and Arts Programs; and 7) Sports Development Programs.

Further, the Manual also includes systems and procedures in the conduct of Research on Student Affairs and Services; Monitoring and Evaluation; and Rewards and Incentives. Furthermore, it provides systematic steps and procedures being followed and requirements complied for by the clients of the Student Services and Development Office and other coordinating offices within the Mountain Province State Polytechnic College to ensure the effective and efficient provision of relevant student services.



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II. DEFINITION OF TERMS AND ACRONYMS

A.DEFINITION OF TERMS

1. Republic Act 7182 - "An Act Establishing the Mountain Province State Polytechnic College

B.ACRONYMS

- | | |
|------------|--|
| 1. CHED | - Commission on Higher Education |
| 2. SUC | - State Universities and Colleges |
| 3. PASUC | - Philippine Association of State Universities and Colleges |
| 4. MPSPC | - Mountain Province State Polytechnic College |
| 5. BOT | - Board of Trustees |
| 6. SSDO | - Student Services and Development Office |
| 7. FSSC | - Federated Supreme Student Council |
| 8. SSC | - Supreme Student Council |
| 9. VMGO | - Vision, Mission, Goals and Objectives |
| 10. VPAA | - Vice President for Academic Affairs |
| 11. VPAF | - Vice President for Administration and Finance |
| 12. VPRDE | - Vice President for Research Development and Extension |
| 13. VPRG | - Vice President for Resource Generation |
| 14. GSO | - General Services Office |
| 15. BMSO | - Board of Management for Student Organizations |
| 16. RRGOSA | - Rules and Regulations Governing Organized Student Activities |
| 17. NSO | - National Statistics Office |
| 18. SCAG | - Student Cultural Arts Group |
| 19. NSTP | - National Service Training Program |
| 20. ROTC | - Reserve Officer Training Corps |
| 21. LTS | - Literacy Training Services |
| 22. CWTS | - Civic Welfare Training Services |
| 23. FAAP | - Federation of Accrediting Agencies in the Philippines |
| 24. OTR | - Official Transcript of Record |
| 25. GWA | - General Weighted Average |
| 26. INC | - Incomplete |
| 27. NFE | - No Final Exam |
| 28. PR | - In Progress |
| 29. DWP | - Dropped With Permission |
| 30. DWOP | - Dropped Without Permission |
| 31. WP | - Withdrawn with Permit |
| 32. IP | - In Process |
| 33. CSC | - Civil Service Commission |



III. GENERAL INFORMATION ABOUT THE AGENCY AND THE SELECTED AREAS OF OPERATION

Brief History of Mountain Province State Polytechnic College

As recorded by Dr. Marcelino T. Delson, the first idea of having a college in the Province could be attributed to Mr. Alfredo Belington who was then the Social Studies Supervisor in the BIAK division and who retired as Schools Division Superintendent of Kalinga-Apayao. He was responsible in opening the first barangay high school in the Division of Bangad, Kalinga. After the establishment of this Barangay High School, he started working for the establishment of the Mountain Province Community College.

In 1973, Mr. John Kodoo Daoas was pulled from his cozy position at the Eastern Philippine Colleges to run the fledging Mountain Province Community College. Bringing his experiences as a professor and administrator of a tertiary institution, he harnessed whatever resource there is and continued the implementation of identified programs. By 1972, there were four degree programs and two non-degree programs being offered. The degree programs were Bachelor of Science in Elementary Education, Bachelor of Science in Secondary Education, Bachelor of Arts, and Bachelor of Science in Commerce. The two non-degree programs were Graduate Midwifery and Junior Secretarial.

The governance of the Mountain Province Community College was in the hands of Board of Directors headed by the Provincial Governor. Besides its policy formulation function, the Board of Directors was also tasked to secure funding support for the fledging college. The college however, drew its main operating expenses from the fees paid by students. With the low paying capacity of students who mostly came from the low income families in the region, collections were far from sufficient to meet the needs of the college.

It was this pitiful financial status of the community college that led people ogling for its conversion to a state college. As early as 1975, immediately after the implementation of the Presidential Decree No.1 reorganizing the governmental structures into regions, people started talking about the establishment of a state college in Mountain Province. Regional Director Telesforo Boquiren and his Assistant Regional Director Bernardo M. Reyes started proposing for the establishment of a state college in the province. Proposal were written and submitted to Secretary Juan Manuel but to no avail. The efforts to open such a state college were mainly through the administrative route of the Ministry of Education and Culture. Thus, the efforts were not strong enough to realize the establishment of a state college.

In 1978, the first national assembly of Batasang Pambansa was organized with Assemblyman Victor S. Dominguez having been elected as one of the Assemblymen representing Region 1.

Immediately after assuming office as a member of the Batasang Pambansa, Assemblyman Dominguez requested Mr. Marcelino T. Delson to draft a bill for the creation of a Mountain Province State Polytechnic College. The draft was prepared and was about to be filed in the Batasan when a moratorium was imposed against the establishment of additional state colleges in the country. This was during the early part of the eighties. With the moratorium, the drive to open a state-college in Mountain Province went into hibernation.

Sometime in 1983, the moratorium on the establishment of state institutions of higher learning was liberalized for the opening of colleges of agriculture and forestry. This was the time that the Ifugao State of Agriculture and Forestry was established. Assemblyman Dominguez was tempted to work also for the establishment of a similar college, but on second thought, he decided for the establishment of an institution with a broader course offering which is not only limited to agriculture and forestry. His decision was based on the fact that the province needs not only professionals or technologists in agriculture and forestry but also specialists in engineering, teacher education, computer education and other fields of endeavor. Thus, in 1985 he filed another bill for the creation of a college in his home province. Unfortunately, this was again overtaken by EDSA revolution which led to the abolition of the Batasang Pambansa. This dashed the hope of having a state college in Mountain Province established under the Martial Law Regime.

After the reorganization of the congress of the Philippines in 1987, Congressman Dominguez was re-elected and one of his priorities was the establishment of a state college in Mountain Province. He requested two or three groups to draft again a bill which will establish a state institution that will cater to the



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professional and technological needs of the province. The drafts were synchronized and the final copy was the one filed in congress when it opened for its session in 1991. This bill later became Republic Act 7182 which known as “An Act Establishing the Mountain Province State Polytechnic College”. With the signing of R.A. 7182, the dream of establishing the only college in Mountain Province was finally realized.

The first graduates at Bontoc in March 1991 were those under the Mountain Province Community College. As MPSPC fully opened in June 1991, only the Bontoc Campus and the Tadian Campus were in operation. To give way to the increase enrolment from 92 in 1969 to 730 in 1992 and in the employees from 8 to 69, there was the need to rent the Fagsao Building to be used as MPSPC Administration and Finance Offices. Later, in 1991, the offices were transferred to the Multi-purpose building until 1996 when the Academic Building was turned over to MPSPC. Likewise, the College of Engineering and Technology shared with the buildings and facilities of Tadian School of Arts and Trade until 1996 when the Engineering was completed.

Upon the clamor of the officials of Bauko, Mountain Province, the College of Forestry opened in 1994 after Mayor Agrayon’s withdrawn of the lot donated for the proposed MPSPC campus at Chatol, Barlig Mountain Province.

College Seal



The seal of the Polytechnic consists of the outer and middle circles. Inscribed the outer circle is the name of the institution, “Mountain Province State Polytechnic College” and “1992”, representing the year it became a state college.

Between the middle and the inner circles is a gear representing science and technology with six teeth that stand for the five provinces and one city in the Cordillera. Inside the innermost circle is a mountain chain that stands for the ten municipalities of the Mountain Province that comprise the immediate service areas of the Collge. The rice terraces represent the culture and characteristics of the people while the pine trees represent the five major tribes in the Mountain Province.

The fire represents the State College, fueled by the four pieces of wood that represent the four campuses of the College. The Chico River represents the State colleges as a solid foundation for the development in terms of its four-fold functions of instruction, research, extension and production.

Part I. Philosophy, Vision, Mission and Goals and Objective of the College

Philosophy

Man, created in the image and likeness of God, is the center piece of the univers. Thus, he is eondowed with innate powers, talents and capabilities to develop his potentials for transformation.

Vision

A preferred University of developmental culture and inclusive growth.

Mission

It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship and an environment that assumes major responsibility in cultural vitality and well-being of the community.

Goals and Objectives

- Attain and sustain quality and excellence;
- Promote relevance and responsiveness;
- Broaden access and equity;
- Enhance efficiency and effectiveness;
- Develop harmony within the College, and with stakeholders and benefactors.



Mountain Province State Polytechnic College subscribes to the following core values.

1. **S**-elf-discipline
2. **E**-ffectiveness
3. **R**-esponsibility
4. **V**-ersatility
5. **I**-ntegrity
6. **C**-ommitment
7. **E**-fficiency

HERITAGE THRUST

- H** - Hearty Approach to Management and Governance and Transformational Leadership
- E** - Enriched Academic Programs
- R** - Relevant Student Services, Development and Welfare Program
- I** - International and National Linkages
- T** - Technology, Facilities and Assets Enhancement Program
- A** - Aggressive Staff Development and Welfare Program
- G** - Gainful Resource Generation and Enterprise Development Program
- E** – Excellent Researches and Relevant Extension Programs

Student Services and Development Office

Vision

The Student Services and Development Office envisions to be the center for (PRO-SERVICESS); practical, relevant and organized student services equally responsive and valuable for intellectual, corporeal, emotional, spiritual and social development of the youth.

Mission

The Student Services and Development Office serve the students in the maintenance of a healthy social relationship through varied and dynamic services to facilitate the optimum development of their potentials.

Goals

A. Development Goals

The Student Services and Development Office shall provide student services towards the development of disciplined, responsible, and highly trained students.

B. Enabling Goals

In pursuit of the development goals, the Student Services and Development office aim to:

1. Enhance self-commitment and professional capability;
2. Provide an approach/system of efficient delivery of services;
3. Create an atmosphere of democratic social interaction; and
4. Maintain a strong feedback mechanism for evaluation

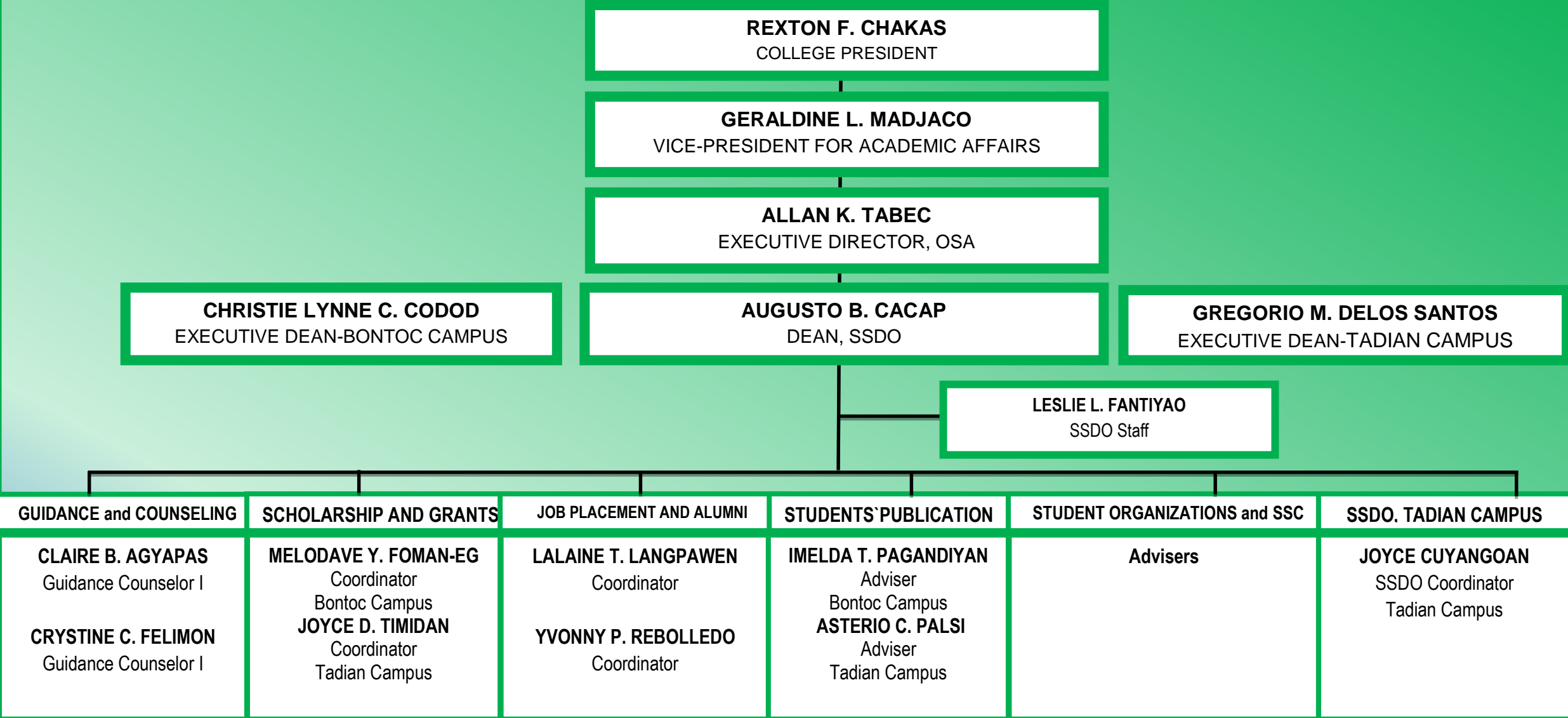


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IV.ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES OF RELEVANT ROLES

STUDENT SERVICES AND DEVELOPMENT OFFICE

ORGANIZATIONAL CHART





Duties and Responsibilities

1. The Director of Student Services and Development (DSSD) is the head of the office and is supervised by the Vice Presidents for Academic Affairs or the President.
2. The SSDO director works in close coordination with the other student service offices of the college such as the Office of the College Registrar, the College Library/Learning Resource Center, the Health Services, the Industrial Relations, Job Placement and On-the Job Training Office, the National Service Training Program Office and the Campus Ministry, as well as with the different Deans and Department chairpersons of the College and the Directors of the different Administrative Offices of the College.
3. The following officials are under the Office of Student Services: Student Services Coordinator, Placement and Alumni Relations Officer, Guidance Counselors, Student Scholarships and Grants Coordinator, Student Organizations and Advisers.

Services:

Student Services and Development Office, supervises and coordinates different student service offices/units of the college. Several other offices/units are supervised by the Director for Student Services and Development as the case may be. The following offices/units under the jurisdiction of the Student Services and Development are: Guidance and Counseling, Student Organizations, Scholarships and Grants, Career Development and Employment/Job Placement, and Alumni Relations.

1. Guidance and Counseling

1.1. Goals and Objectives

- 1.1.1. To assist the students achieve their maximum potential by developing self-awareness and self-realization.
- 1.1.2. To make available channels in optimizing the students' capabilities for achievement.
- 1.1.3. To assist the students in making satisfactory adjustments in the college and in reaching responsible decisions in academic, personal and social areas of their lives.
- 1.1.4. To undertake researches related to guidance and counseling which could contribute to the development of the college system.
- 1.1.5. To provide trainings for paraprofessionals and professionals in guidance counseling and testing to enable them as partners in guidance work.

1.2. Personnel

A License Guidance counselor heads the Office. He/She manages all the affairs of the office.

Guidance Staff does clerical and guidance related functions.

1.3. Services

- 1.3.1. Individual inventory. It serves as the 201 file of the students which includes records of psychological tests taken, counseling visits, and other pertinent information about the student.
- 1.3.2. Information. It provides an updated array of educational, vocational and personal-social materials which can be useful to the students as in the conduct of some seminars, workshops.
- 1.3.3. Counseling. It is conducted either individually or in groups on topics ranging from personal to career concerns.



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- 1.3.4. In-school Placement. It serves as a link between the students and school Placement Office of the college where students in need of income are hired as student assistants of the college.
- 1.3.5. Psychological Testing and Evaluation. It is given to students who may be in need of such and whose evaluation may be an aide or a tool in the helping process.
- 1.3.6. Referral. This refers to cases which are considered beyond the scope of expertise of the office that are referred to more experienced and competent professionals as part of the helping process.
- 1.3.7. Follow-up. It's a continuing service to the students which includes a follow-up of the progress of their cases.
- 1.3.8. Peer Counselors Development Service. It is an approach to student development which takes advantage of the concept that peers learn from peers and peers teach peers.
- 1.3.9. Research and Evaluation Service. It conducts researches on needs, problems and performances of students whose findings are reported to the administration for consideration.
- 1.3.10. Self-Enhancement Training Service. These are trainings provided as determined by the guidance counselor based on needs analysis.

2. Student Organizational Development

2.1. Goals and Objectives

- 2.1.1. To enhance the growth of students as individuals and members of the academic community by encouraging the formation of different student clubs and organizations within the college.
- 2.1.2. To complement the academic and curricular growth and development of the students through various student projects and activities such as sports fest, quiz bees and the like.

2.2. Personnel

- 2.2.1. Under the supervision of the SSDO, this Office is manned by a coordinator duly designated by the College President
- 2.2.2. The Coordinator of Student Organization handles the different accredited student clubs and organizations and the Supreme Student Council.
- 2.2.3. The Adviser/s of Publications monitors and supervises the activities of the student publication (as the case maybe).
- 2.2.4. The Board of Management for Student Organizations (BMSO) handles the accreditation process of student clubs and organizations. This is composed of the coordinator, representatives from the students, faculty, Administration, Adviser, and is headed by the SSDO director.

2.3. Functions

- 2.3.1. Accredits student clubs and organizations per school year.
- 2.3.2. Monitors the projects and activities of the different accredited student clubs and organizations and the Supreme Student Council.
- 2.3.3. Implements the Rules and Regulations Governing Organized Student Activities (RRGOSA).



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2.3.4. Facilitates meetings/joint activities/exchange of ideas among student organizations.

2.3.5. Endorses student requests for funding (projects, training, and seminars) and the use of college facilities.

2.3.6. Approves the posting of promotional materials/advertisements within the campus.

2.3.7. Recommends college-wide activities geared towards the wholesome development of the student – mentally, physically, emotionally, socially spiritually and morally.

2.3.8. Provides administrative and technical support to the official student newspaper of the College.

2.4. *Student Clubs and Organizations: Their Responsibilities.*

2.4.1. Comply with the following Requirements for Accreditation of Student Clubs/Organizations:

- a. Letter of request for accreditation addressed to the SSDO and duly signed by the elected president of the organization and the faculty adviser.
- b. List of officers of the club/organization with photocopy of the college identification card (I.D.) and the specimen signature of the officers.
- c. List of at least 25 members of the club/organization. The list should include, among other things, the course each student is enrolled in.
- d. Proposed Calendar of Activities of the organization for the School Year.
- e. Constitution and By-laws of the Club/Organization.
- f. Letter of acceptance of the faculty adviser chosen by the officers and members of the club/organization.
- f. Geographical and religious organizations may want to submit two (2) advisers (internal and external). The internal adviser of a geographical organization is preferably a faculty member who comes from the same community/municipality where the students come from.
- g. Accomplishment Report. Accomplishment Reports shall be submitted to the SSDO every after the completion of an activity.
- h. Financial Report. Financial reports shall be audited by the external audit team of the JPIA and duly signed by the same. All Student organization should submit itself for external auditing. The preceding shall be a major requirement for reaccreditation.

2.4.2. Guidelines on the Operation of Student Clubs/Organizations

- a. The different clubs and organizations within the college are governed by the Rules and Regulations prescribed for the Organized Student Activities (RRGOSA).
- b. The accreditation process is handled by the Student Services and Development Office. It shall review the accreditation papers of student clubs and organizations and make recommendations pertaining thereto.
- c. A Certificate of Accreditation for the school year is issued to a student club/organization upon approval of its request for accreditation. Such certificate is shall be signed by the



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Director of Student Services and Development, Executive Dean and the Vice President for Academic Affairs.

- d. The College, through the Student Services and Development Office, has the right to revoke the certificate of accreditation granted to a Student club/organization in violation of the rules and regulations of the college, particularly the Student Code of Conduct and Discipline. As in all cases involving students, violators will be accorded due process.
- e. Fraternities and sororities must be accredited by the college. Recognition of these organizations is perceived to foster a better relationship with and among its officers and members and the college administration.
- g. All accredited fraternities and sororities shall be guided by Republic Act No.8049: An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities and Organizations and Providing Penalties (Appendix C) and CHED Order No. 4 "Preventive Measure Against Violence and Sanctions or Fraternities and Other Student Organizations."

2.4.3. Student Publication

- 2.4.3.1. The official student newspaper of the College shall be known as Tala, The Mocking Bird and may be changed subject to proper consultation and deliberation.
- 2.4.3.2. The Student Services and Development Office provides administrative and technical support to the official student publication of the college. In accordance with the issued guidelines of campus/student journalism, this office updates student journalists on the current trends in newspaper writing. It recommends to the student body and the college administration the attendance of student delegates to different symposia, seminars and lectures of same nature. It also assists the staff in the screening of interested students wishing to take an active part in the student publication.
- 2.4.3.3. A yearly competitive examination is conducted to determine the members of the Editorial Board of the student publication. The college President through the Director of Student Services and Development creates the Selection Board/Committee whose members shall include a faculty member, an administrative staff, a practicing journalist, and a former member of the editorial board of the student publication and a former member of the editorial board of the student publication.
- 2.4.3.4. The publication obtains its finance from the student population through the Student Publication Fee of Php. 20.00 per semester. The amount may be increased after complying with consultative requirements and other legal issuances pertaining thereto.
- 2.4.3.5. Republic Act 7079 also known as the Campus Journalism Act and the Rules and Regulations Governing Organized Student Activities shall serve as the basic guidelines of the student organ.

2.4.4. Student Government

- 2.4.4.1. The student government of the college shall be officially called SUPREME STUDENT COUNCIL (SSC).
- 2.4.4.2. The Supreme Student Council is governed by its own constitution and by-laws.
- 2.4.4.3. It shall exist to democratically serve as the link and bridge between the college administration and the student population; thus, it functions for the betterment of the student population of the college.
- 2.4.4.4. Election of officers of the Student Council is, on the other hand, governed by the Student Election Code which is implemented and carried out by an independent



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student body, the Commission on Student Elections. The Commission on Student Elections is tasked to oversee the orderly conduct of student elections and to religiously carry out the rules, regulations and guidelines specified in the Election Code.

- 2.4.4.5. All members of the student government shall finance the projects and activities of the student government through the SSC Fee of Php. 20.00 per semester which may be increased after complying with consultative requirements and other legal issuances pertaining thereto. Accounting and auditing procedures of finances is indicated in its constitution and by-Laws and the Rules and Regulations Governing Organized Student Activities.

2.4.5. Federation of Student Councils

- 2.4.5.1. All elected student council presidents of the different campuses of the college system shall confederate and shall form the Federation of (college) Student Councils. (RA 8292)
- 2.4.5.2. The President of the federation shall sit as the student trustee in the Board of Trustees of the College (RA 8292) upon formal endorsement by the officers of the federation of student councils.
- 2.4.5.3. This federation exists to unify all efforts of the college system student council in addressing the needs of the students through a representation in the College Board of Trustees.

3. Student Housing

1.1. The SSDO through a committee shall:

- 3.1.1. Provide and manage activities and services to inculcate habits, attitudes, values of healthful living, efficient home management, good social relationship and responsiveness among student.
- 3.1.2. Ensure that students residing in boarding houses are safe and that their boarding houses pass the sanitary requirements and condition prescribed by law and or local ordinances.
- 3.1.3. Shall conduct regular monitoring and Evaluation of Boarding houses, apartments, and dormitories providing accommodations to MPSPC students and recommend the same to students.

3.2. Functions

- 3.2.1. Provides a list of accredited boarding houses and dormitories within the vicinity of the college. This list is made available to parents and students during the opening of classes;
- 3.2.2. Recommend guidelines to boarding houses and dormitories willing to be included in the official roster of accredited residence quarters; and
- 3.2.3. Conducts home visits to boarding houses at least once a semester or more.

4. Student Scholarships and Assistantship

4.1. Goals and Objectives

- 4.1.1. To assist students who generally belong to the “poor but deserving” group to avail of scholarships/grants or financial assistance for educational purposes.



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- 4.1.2. To scout for possible individual, agency or institutional sponsors for deserving students.

4.2. Personnel

- 4.2.1. The office is supervised by the Scholarship and Grants Coordinator who relates directly to the Director of Student Services and Development Office. The coordinator works with the scholarship committee composed of the Vice President for Academic Affairs as Chairman. The members are the : Director for Student Service and Development, Registrar, Finance Officer, HRMO and a representative from the student council (refer to College Code).

4.3. Functions

- 4.3.1. Keeps records of the different scholarship and educational grants offered to students either by the college, the national government or by any interested individual, group of persons or private company.
- 4.3.2. Disseminates information on possible scholarship slots as provided for by the Scholarship Committee;
- 4.3.3. Prepares and implements the Memorandum of Agreement between the grantor and the college through the Office of the President;
- 4.3.4. Coordinates with the scholarship committee in the screening of students availing for scholarship;
- 4.3.5. Undertakes the processing of scholarship papers of the students; and
- 4.3.6. Takes charge of the Student Financial Assistance Program of the college in coordination with the appropriate office.



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V. OPERATIONAL CONTROL AND SUPERVISION

Under the Supervision of the Student Services and Development Office (SSDO), this office is manned by the Acting Dean and by a coordinator from Tadian Campus duly designated by the College President.

Operational control and supervision as stipulated in the Special Order No. PRFC-045 Series of 2016 shall include but not limited to the following:

1. Coordinate the activities of the Supreme Student Council, Student Publication, Placement Office and the Guidance and Counseling Office, and the other units under or attached to it;
2. To link the administration with the strong body and/ or its organizations and associations;
3. Oversee the Activities of all student originations and provide guidance to students along social, cultural and community leadership;
4. Coordinate all registered and recognized student organizations to operate under the charter and rules of the College;
5. Hear and recommend decision or disciplinary cases involving students and student organizations and implement any decision thereof; and
6. Perform other functions and related work as directed by higher authorities with regards to the power of authority.

Note:

The Dean of the SSDO approves any student Activity if such will not involve utilization of the Student Services Fund, otherwise review and endorse Activities that involve the utilization of Student Services Fee.

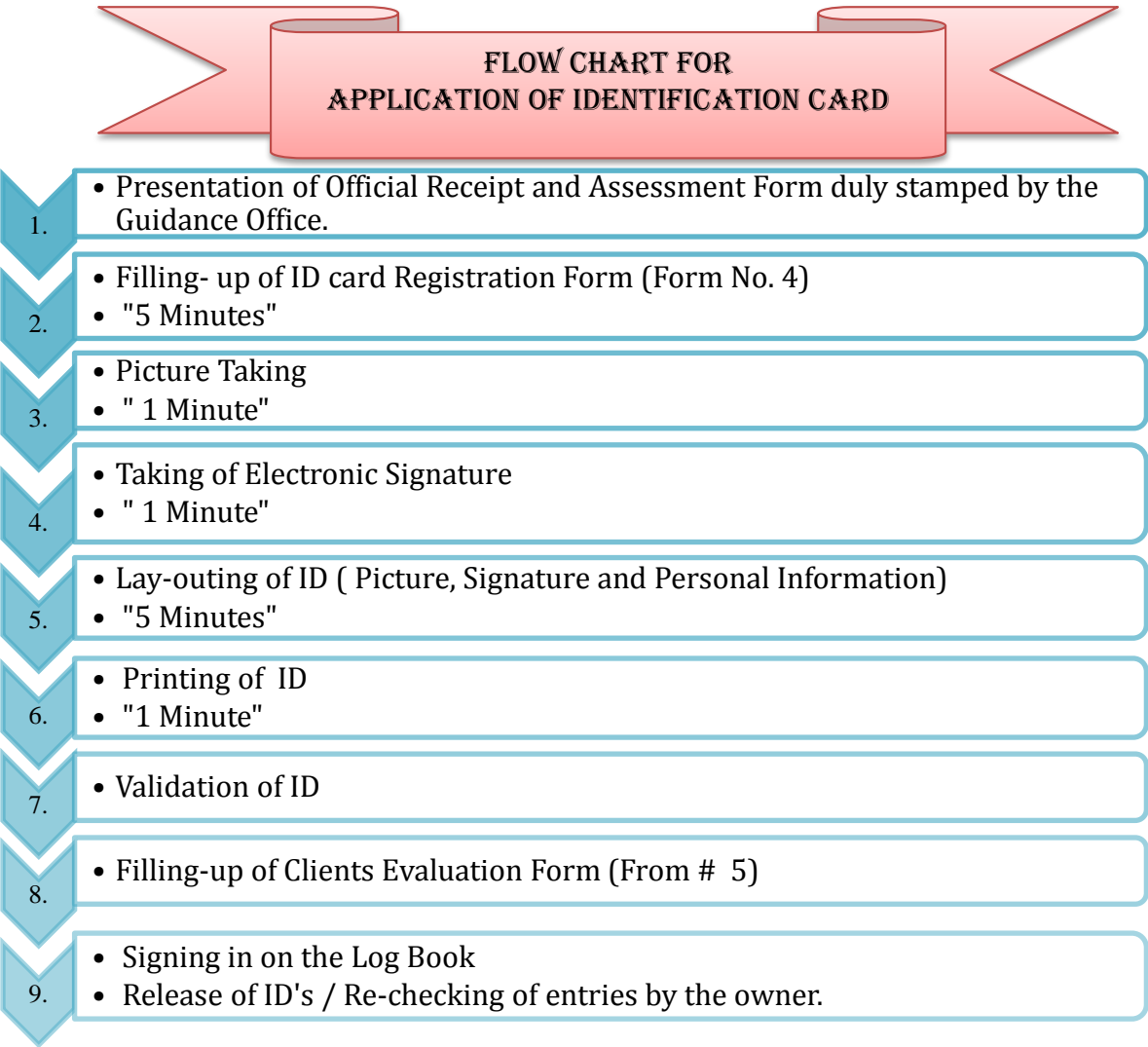


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VI. STATEMENT OF QMS SCOPE INCLUDING THE PROCESS MODEL/ MAP SHOWING THE PROCESSES COVERED BY THE QMS

The Quality Management System/MPSPC-SSDO Manual of Operations covers the hereinafter enumerated processes.

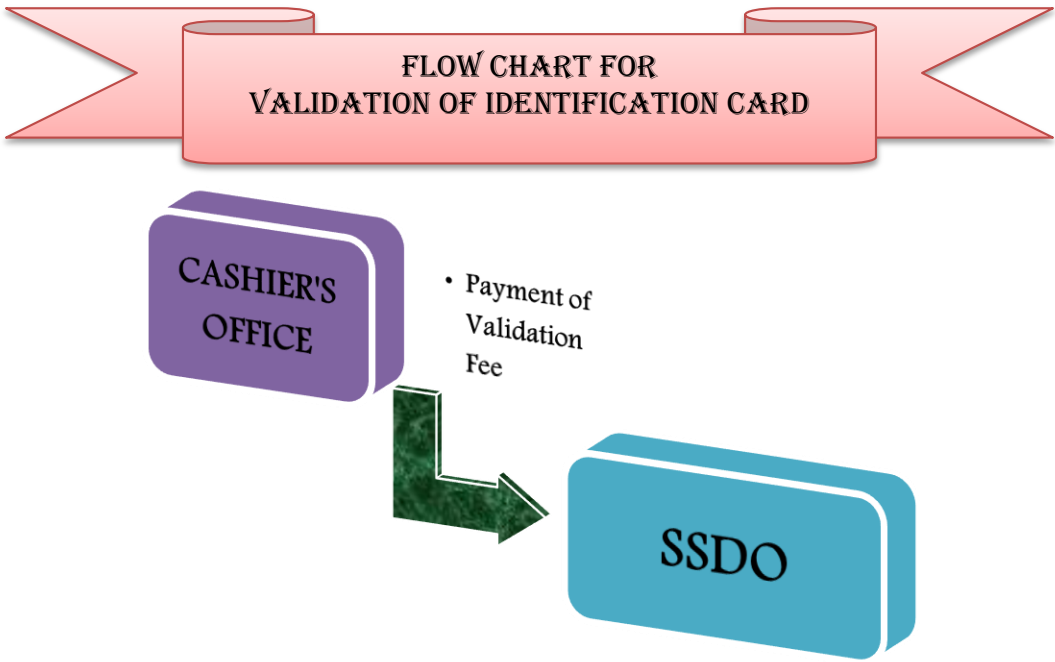
- Application for Identification Cards





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➤ Validation of Identification Card

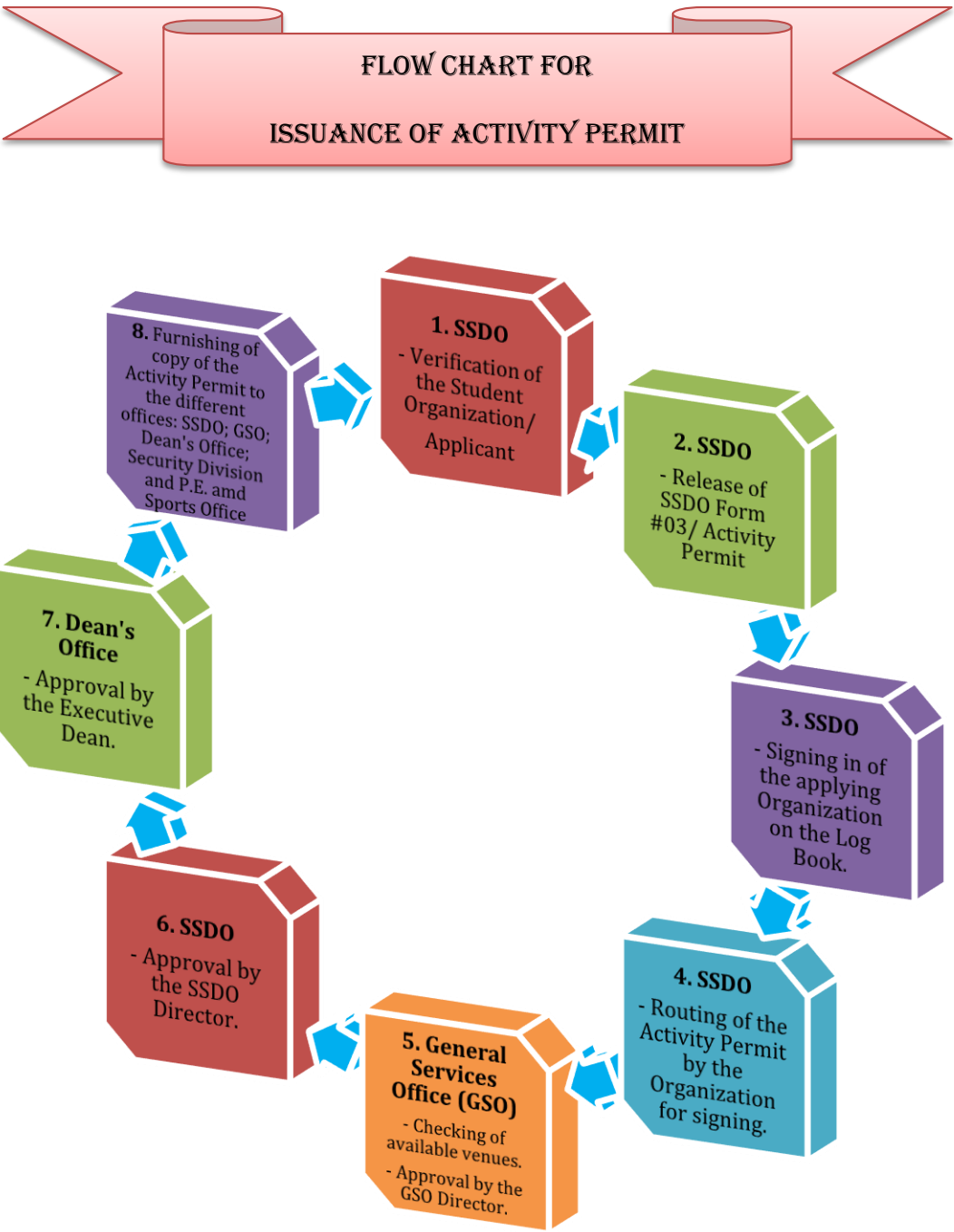


1. • Presentation of Official Receipt and Assessment Form duly stamped by the Guidance Office.
2. • Filling up of Form (Form No. 4)
• For information updates
3. • Checking of the ID Card for any damage.
4. • Damaged IDs are capture.
• Owner are required to pay Replacement of ID fee @ the Cashier.
5. • Applying of Validation Sticker to undamaged IDs.
6. • Filling up of Clients Evaluation Form (Form # 5)
7. • Signing in on the Log-Book.
• Release/ issuance of the Validated IDs.



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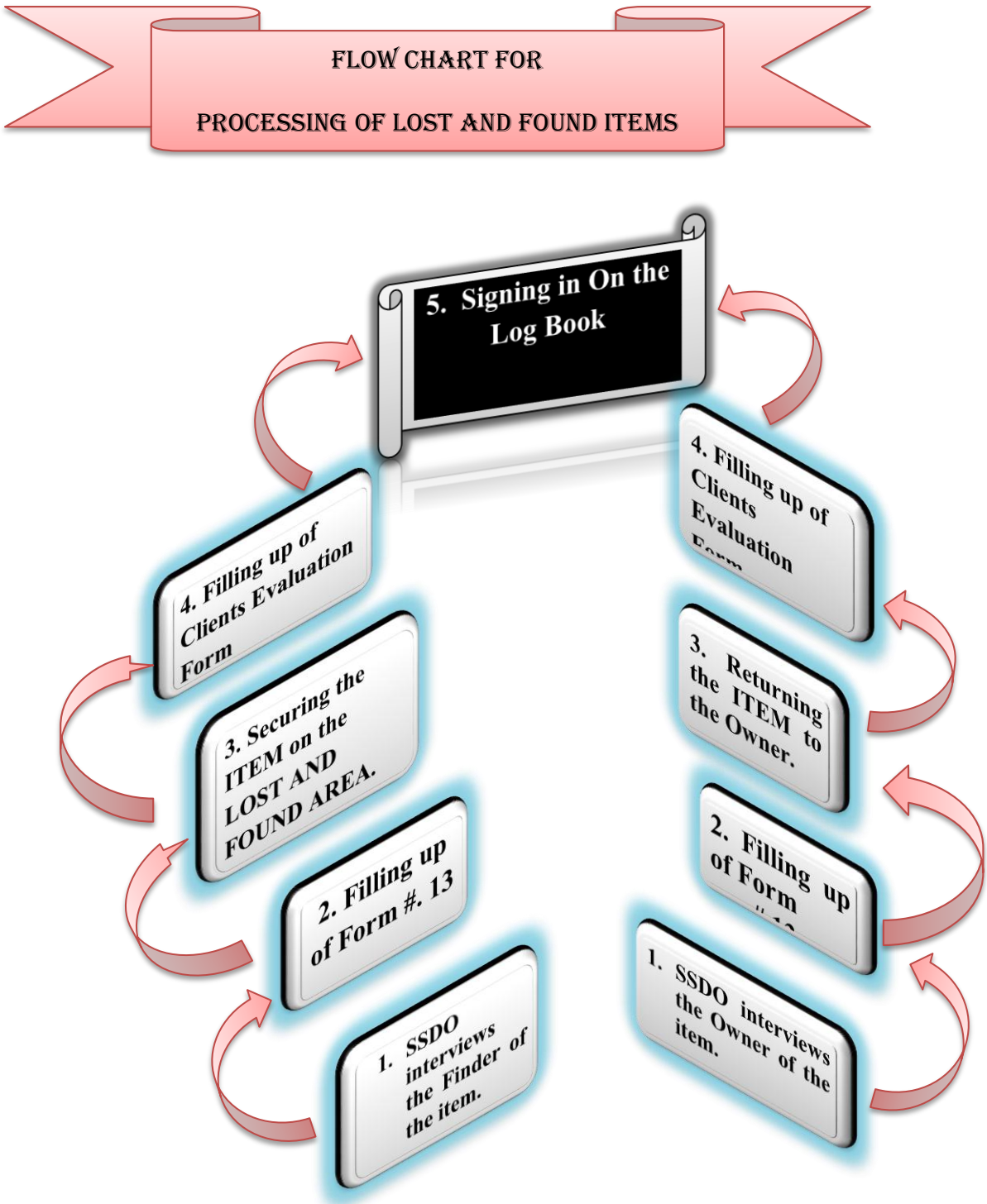
➤ Issuance of Activity Permit





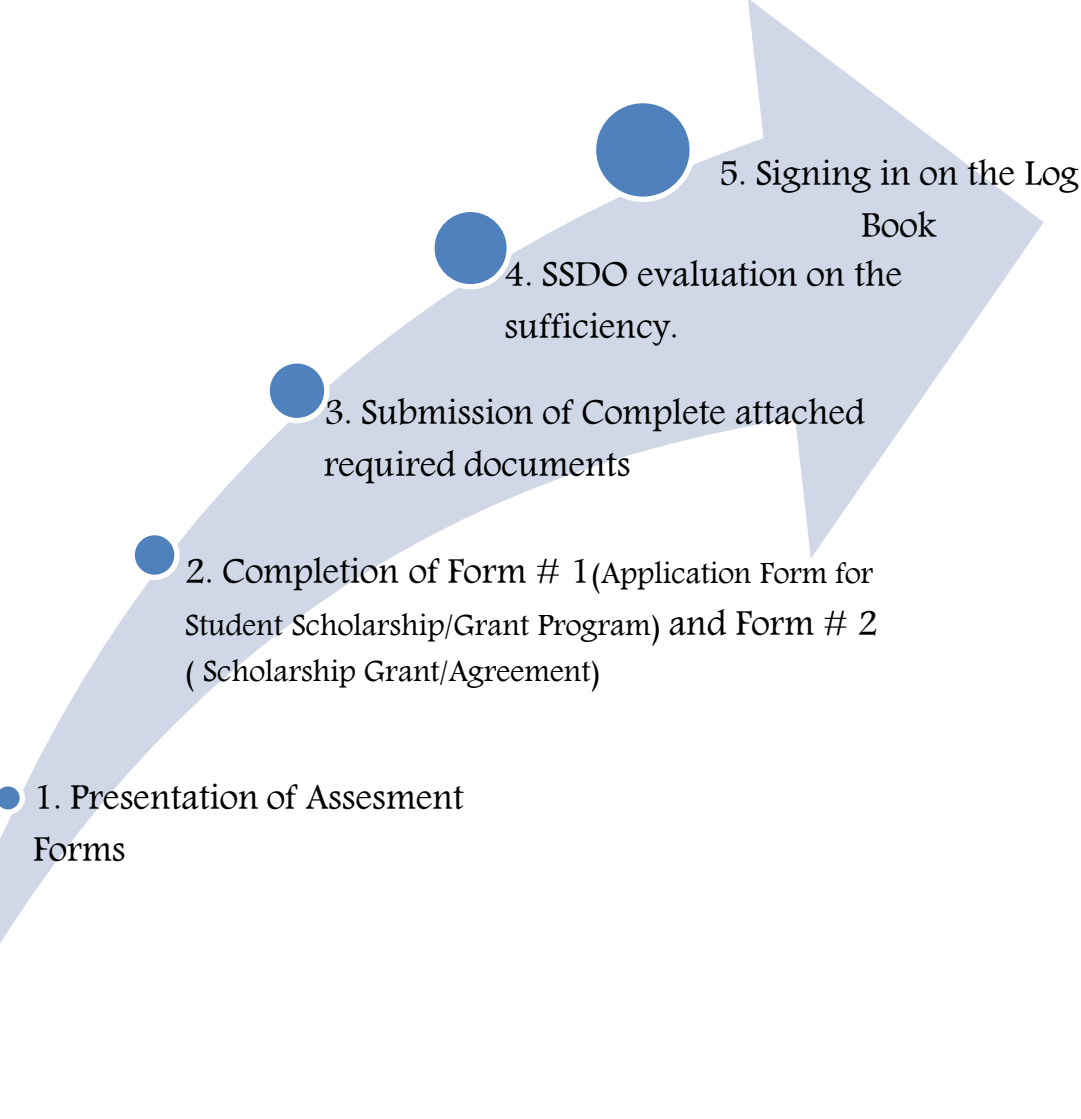
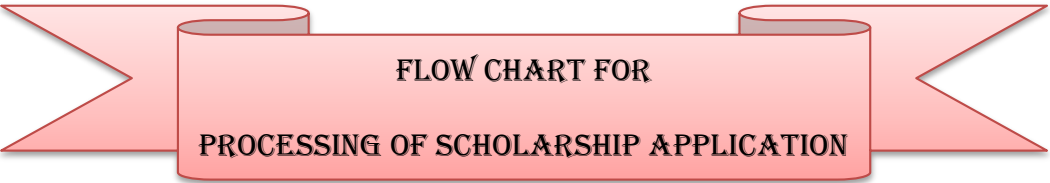
SSDO MANUAL OF OPERATIONS

➤ Processing of Lost and Found Items



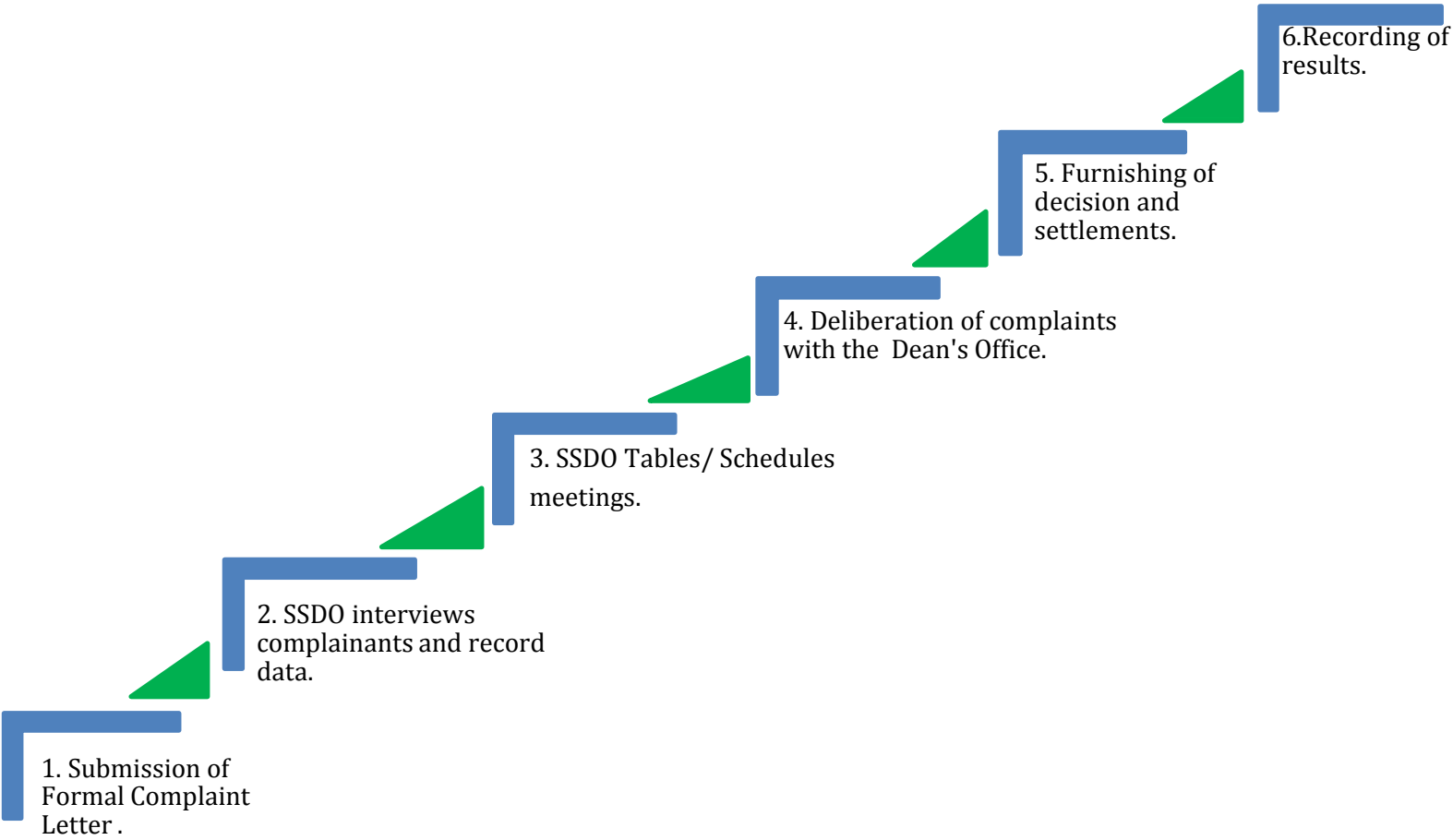
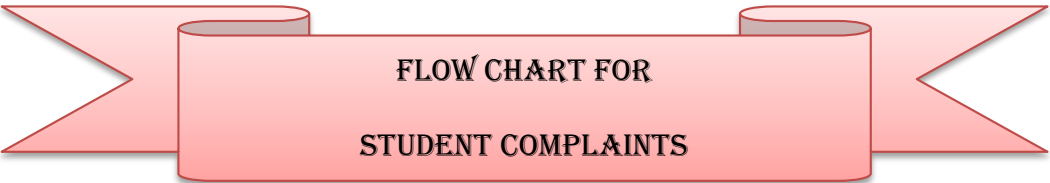


➤ Processing of Scholarship Application





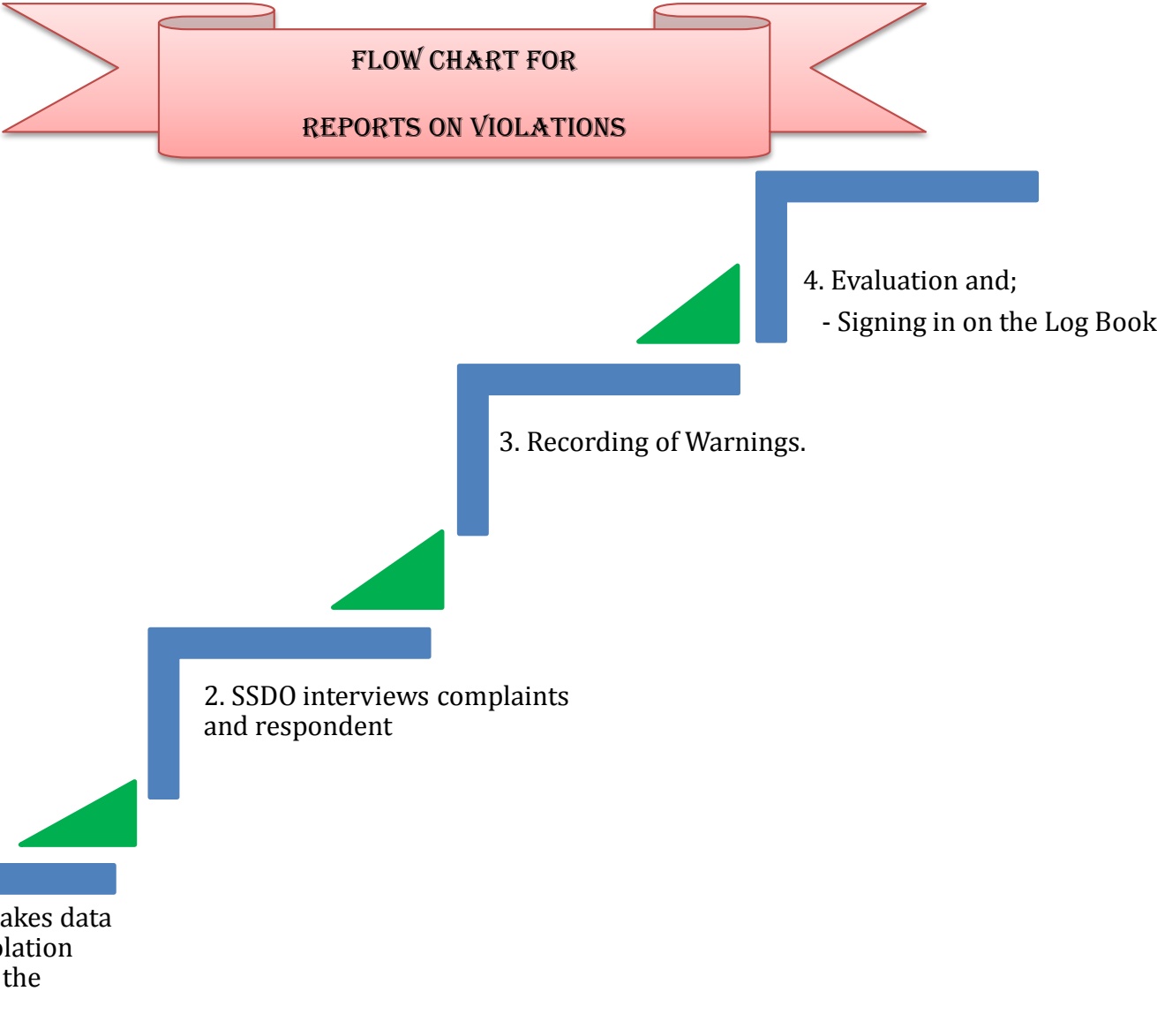
➤ Student Complaints





SSDO MANUAL OF OPERATIONS

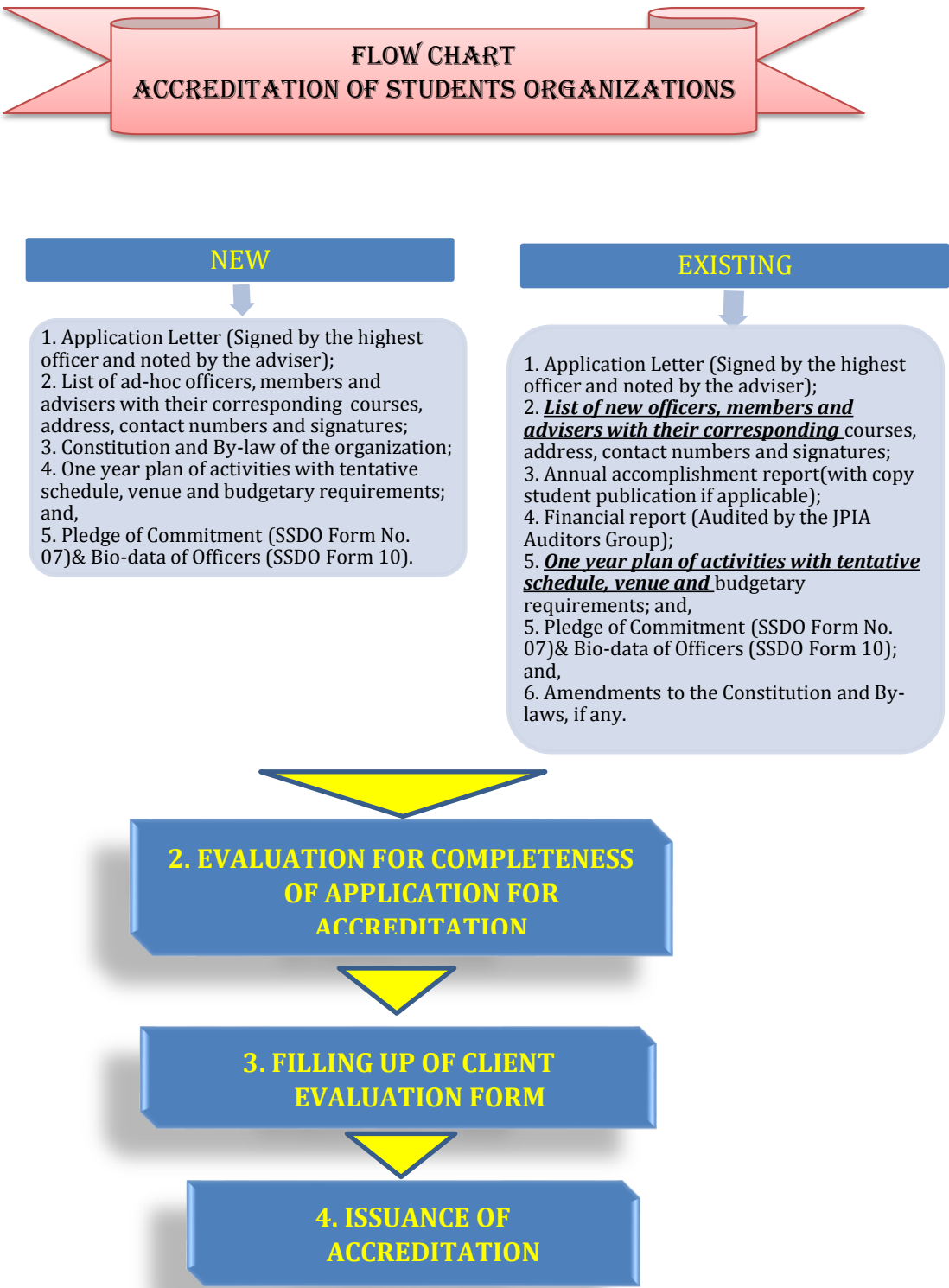
➤ Reports on Violation





SSDO MANUAL OF OPERATIONS

➤ Accreditation of Student Organizations





VII. JUSTIFICATION OF EXCLUSION

1. Student Election procedure has been excluded herein as its processes and procedures are stipulated in their organization's constitution and by-laws to protect and ensure student organizations independence from the College's Administration.
2. Students Organization Award and Recognition is excluded since respective department provide and observe approved criteria for awards and recognitions of student organizations.

VIII. DESCRIPTION OF THE PROCESSES COVERED BY THE QMS

Application for Identification Cards

Students have to fill out properly their enrollment form duly signed by their respective department chairperson then proceed to the registrar's office for their enrollment. Upon accomplishing the requirements from the Office of the Registrar, new enrollees proceed to the office of the Guidance and Counseling to fill out their Individual Inventory Form which may take 15-20 minutes. After filling out, the students submit the individual inventory form to the guidance counselors for filing.

The students proceed to the cashier's office to pay their assessed tuition fees. With their official receipts, the students may now claim their class cards at the Dean's Office.

After the issuance of class cards, students proceeds to the Students Services and Development Office for the application of Identification card. The student presents the official receipt and will be required by the SSDO personnel to fill out the ID card registration form (Form no. 4). Students are asked to sit in the allotted corner for picture taking and taking up of signature. The SSDO personnel lay-outs and prints the identification card. Thereafter, the personnel will validate the card while the student fills up the evaluation form (Form # 5). Finally, the personnel issue the identification card and the student signs on the log book.

Validation of Identification Card

The student first proceeds to the cashier's office for the payment of validation fee. After that, the student will proceed to the SSDO and present the official receipt and fill out the form # 4 for information updates. The SSDO Staff will check the ID for any damage. If there is damage, the student is required to pay a replacement of ID fee at the cashier's office amounting to two hundred twenty five pesos (Php 225). Then the student will wait for the release of the validated ID before signing in on the log book.

Issuance of Activity Permit

The responsible representative of the organization proceeds at the Student Services and Development Office to request for an activity permit (five (5) copies). The SSDO staff will verify the Organization while the representative of the organization is signing in on the Log Book. Afterwards, the SSDO Staff will release the SSDO Form # 03(Activity Permit Form) to the representative for filling out of the necessary information. The representative will now proceed to the General Services Office (GSO) for the verification of available venues. The GSO Director will now endorse the activity permit once the venue/s is settled. The representative of the Organization will now return to the SSDO for another endorsement then finally proceed to the Executive Dean's office for the final approval of their activity permit. The representative will now furnish a copy of the approved activity permit to the different respective offices like Dean's Office, SSDO, GSO, Security Division and the P.E and Sports Office.

Processing of Lost and Found Items

For lost and found items, the SSDO staff will interview the finder of the item followed by the filling out of form no.13. The staff will secure the lost item on the lost and found Bulletin board area. Finally, the client will fill out the Evaluation form then sign in on the log book.



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For claiming the lost item, the owner will inquire at the SSDO for further interviews and filling out of the claiming form (form no.13). The SSDO staff will now return the item to the owner while filling out the clients evaluation form and then sign in on the log book.

Processing of Scholarship Application

The Student Services and Development Office keeps records of the different scholarship and educational grants offered to students either by the college, the national government or by any interested individual, group of persons or private company.

A student applicant who comes to the office will get a scholarship form for the Student Scholarship/ Grant Program and a form for Scholarship Grant/ Agreement. The student will fill out the form and submit it to the office with complete attachments that includes the assessment forms and grades within the last semester. The SSDO staff then evaluates the application form of the students basing on the requirements required in the scholarship or grant.

Student Complaints

The SSDO Staff will receive the formal complaint letter from the student or faculty complainant, the SSDO interviews complainants and records pertinent data. After that, the SSDO will schedule meetings to deliberate complaints submitted summoning all the parties involved. Then the involved parties will be informed for the exact date and place for the deliberations of complainants with the Dean's Office. The decisions and settlements after the deliberation will be furnished to the concerned parties. Recording of results will be done for future references.

Reports on Violation

The student/concerned individual will submit data of violation to the SSDO for recording. Then the violator once apprehended will be asked to go to guidance for initial interview. After that, the SSDO will assess the violator and his/her violations then identify the offense and its corresponding sanctions. The appropriate sanctions are being imposed by the SSDO to the offender after the evaluation. Finally, the signing in on the log book will be done to document the transaction.

Accreditation of Student Organizations

To enhance the growth of students as individuals and members of the academic community students are encouraged to form student clubs and organizations within the college provided they will comply with the requirements. For new organization/club they are required to submit the following:

- a. Letter of request for accreditation addressed to the SSDO and duly signed by the elected president of the organization and the faculty adviser;
- b. List of officers of the club/organization with photocopy of the college identification card (I.D.) and the specimen signature of the officers;
- c. List of at least 25 members of the club/organization. The list should include, among other things, the course each student is enrolled in;
- d. Proposed Calendar of Activities of the organization for the School Year;
- e. Constitution and By-laws of the Club/Organization;
- f. Letter of acceptance of the faculty adviser chosen by the officers and members of the club/organization (appendix B); and
- f. Geographical and religious organizations may want to submit two (2) advisers (internal and external). The internal adviser of a geographical organization is preferably a faculty member who comes from the same community/municipality where the students come from.

Likewise, for existing student organization/club the members should also submit the following:

- a. Letter of request for accreditation addressed to the SSDO and duly signed by the elected president of the organization and the faculty adviser.
- b. List of officers of the club/organization with photocopy of the college identification card (I.D.) and the specimen signature of the officers.



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- c. List of at least 25 members of the club/organization. The list should include, among other things, the course each student is enrolled in.
- d. Proposed Calendar of Activities of the organization for the School Year.
- e. Constitution and By-laws of the Club/Organization.
- f. Letter of acceptance of the faculty adviser chosen by the officers and members of the club/organization (appendix B).
- f. Geographical and religious organizations may want to submit two (2) advisers (internal and external). The internal adviser of a geographical organization is preferably a faculty member who comes from the same community/municipality where the students come from.
- g. Accomplishment Report. Accomplishment Reports shall be submitted to the SSDO every after the completion of an activity.
- h. Financial Report. Financial reports shall be audited by the external audit team of the JPIA and duly signed by the same. All Student organization should submit itself for external auditing. The preceding shall be a major requirement for reaccreditation.

Upon submission of the aforementioned requirements, the completeness of the documents will be evaluated for accreditation. The client evaluation form will be filled out by the applicant. If found out compliant to all requirements, an accreditation certificate number will be issued.

IX. ANNEXES

1. Approved Quality Policy

- ✚ It is the invoking policy of the Mountain Province State Polytechnic College and its frontline service provider the MPSPC-SSDO to provide relevant and responsive student services to its clientele for the promotion of Student welfare and holistic development.

2. Approved quality objectives of all offices/units

Guidance and Counseling

Goals and Objectives

- A. To assist the students achieve their maximum potential by developing self-awareness and self-realization.
- B. To make available channels in optimizing the students' capabilities for achievement.
- C. To assist the students in making satisfactory adjustments in the college and in reaching responsible decisions in academic, personal and social areas of their lives.
- D. To undertake researches related to guidance and counseling which could contribute to the development of the college system.
- E. To provide trainings for paraprofessionals and professionals in guidance counseling and testing to enable them as partners in guidance work.

Student Organizational Development

Goals and Objectives

- A. To enhance the growth of students as individuals and members of the academic community by encouraging the formation of different student clubs and organizations within the college.
- B. To complement the academic and curricular growth and development of the students through various student projects and activities such as sports fest, quiz bees and the like.

Student Scholarships and Assistantship

Goals and Objectives



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- A. To assist students who generally belong to the “poor but deserving” group to avail of scholarships/grants or financial assistance for educational purposes.
- B. To scout for possible individual, agency or institutional sponsors for deserving student.

3. List of internal and externally generated references/documents necessary for the effective planning and operations of the QMS.

- MPSPC College Manual 2015
- MPSPC Student Manual 2015

1.2. MPSPC Citizens Charter 2010

1.3. MPSPC Strategic Plan 2015-2018

- Republic Act No. 9485 – Anti-Red Tape Act of 2007
- Republic Act No. 7182 – An act establishing the Mountain Province State Polytechnic College

4. Mechanisms for determining customer satisfaction and feedback

STUDENT SERVICES DEVELOPMENT OFFICE (SSDO)

Citizens Charter

A. Student Development Services

1. Title of Frontline Service: Processing of Certificate of Accreditation (CA) for Student Organizations

Schedule of Service: June to March; Monday to Friday; 8:00 am to 5:00 pm
Who may avail of the Service: Students of MPSPC (Undergraduate and Graduate)
Requirement/s:

For New Student Organization

- a. Letter of request for accreditation addressed to the SSDO and duly signed by the elected president of the organization and the faculty adviser.
- b. List of officers of the club/organization with photocopy of the college identification card (I.D.) and the specimen signature of the officers.
- c. List of at least 25 members of the club/organization. The list should include, among other things, the course each student is enrolled in.
- d. Proposed Calendar of Activities of the organization for the School Year.
- e. Constitution and By-laws of the Club/Organization.
- f. Letter of acceptance of the faculty adviser chosen by the officers and members of the club/organization.
- g. Geographical and religious organizations may want to submit two (2) advisers (internal and external). The internal adviser of a geographical organization is preferably a faculty member who comes from the same community/municipality where the students come from.
- h. Accomplishment Report. Accomplishment Reports shall be submitted to the SSDO every after the completion of an activity.
- i. Financial Report. Financial reports shall be audited by the external audit team of the JPIA and duly signed by the same. All Student organization should submit itself for external auditing. The preceding shall be a major requirement for reaccreditation.

For Existing Student Organization

- a. Letter of request for accreditation addressed to the SSDO and duly signed by the elected president of the organization and the faculty adviser.
- b. List of officers of the club/organization with photocopy of the college identification card (I.D.) and the specimen signature of the officers.



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- c. List of at least 25 members of the club/organization. The list should include, among other things, the course each student is enrolled in.
- d. Proposed Calendar of Activities of the organization for the School Year.
- e. Constitution and By-laws of the Club/Organization.
- f. Letter of acceptance of the faculty adviser chosen by the officers and members of the club/organization.
- g. Geographical and religious organizations may want to submit two (2) advisers (internal and external). The internal adviser of a geographical organization is preferably a faculty member who comes from the same community/municipality where the students come from.

Venue and budgetary requirement*

** May be submitted after election of new officers*

| Step | Client Action | Service Providers Action | Form | Duration of Activity | Person in Charge |
|------|--|---|------------------------------|--|------------------|
| 1 | The student officer records required entries at the SSDO logbook as follows: <ul style="list-style-type: none">▪ Full name▪ Course and curriculum year▪ Purpose of visit▪ Signature | The SSDO personnel review the entries and prepare the required documents. | none | 1 minute | SSDO Staff |
| 2 | Submits the required documents and all required attachments | <ul style="list-style-type: none">➤ Evaluates submitted documents for completeness;➤ Reviews the CBL and plan of activities whether or not they are in accordance with College policies and guidelines➤ Recommends or disapproves the application for Certificate of Accreditation➤ Process and issue the Certificate of Accreditation | None SSDO Form No. 08 | 3 minutes 2 hours 15 minutes | SSDO Staff |

2. Title of Frontline Service: **Processing of Activity Permits (APs)**

Schedule: June to May; Monday to Friday; 8:00 am to 5:00 pm

Who may avail of the Service: Officers and members of accredited student organizations; faculty and staff

Requirement/s:

- Properly filled-out Activity Permit Form (APF);
- APF reproduced in seven copies;
- Certificate of Accreditation (For student organizations only);
- Attached program of activities; and
- Parents/ Guardians consent duly notarized(SSDO Form No. 11) and Group Accident Insurance (For Field Trip and Educational Tours only)

| Step | Client Action | Service Providers Action | Form | Duration of Activity | Person in Charge |
|------|---|---|------|----------------------|------------------|
| 1 | The student officer records required entries at the SSDO logbook as follows: <ul style="list-style-type: none">▪ Full name▪ Course and curriculum year | The SSDO personnel review the entries and prepare the required documents. | none | 1 minute | SSDO Staff |



| | | | | | |
|---|---|---|------------------|-----------|------------|
| | <ul style="list-style-type: none"> ▪ Purpose of visit ▪ Signature | | | | |
| 2 | He presents properly filled-out Activity Permit Form (APF) complete with signatures of all concerned and required attachments | <ul style="list-style-type: none"> ➤ He evaluates submitted documents; <ul style="list-style-type: none"> ▪ Checks completeness of signatories on APF ▪ Inspects applicable required document attachments ➤ He approves/ disapproves/ holds in abeyance the Activity Permit application ➤ Gets the SSDO copy of the approved Activity Permit, hands the other copies to the student officer ➤ Puts on records approved Activity Permit for monitoring purposes ➤ Keeps the SSDO copy of the approved Activity Permit in the appropriate file folder | SSDO Form No. 03 | 3 minutes | SSDO Staff |

Feedback and Redress Mechanisms

June to May; Monday to Friday; 8:00 am to 5:00 pm

Students of MPSPC (Undergraduate and Graduate)

Requirement/s:

For comments and feedbacks, SSDO clients may fill out the Clients Evaluation of SSDO services available at the SSDO office. The duly accomplished Evaluation Form (SSDO Form No.05) may be submitted to the SSDO office or dropped in the designated suggestion boxes.

A complaint against MPSPC personnel/ Students shall be given due course when it is in writing, subscribed and sworn to by the complainant (SSDO Form No.06 for light offenses and Affidavit Format for grave offenses). The complaint (reproduced in triplicate), which shall contain the following details, maybe filed anytime with the Director of SSDO.

- Full name and address/course and year of the complainant;
- Full name and address of the person complained of as well as his position/ designation and office/ department of employment;
- A narration of the relevant and material facts, which shows the acts or omissions allegedly committed by the civil servant/ student;
- Certified true copies of the documentary evidence and affidavits of his witnesses, if any; and
- Certification or statement of non-forum shopping.

In the absence of any one of the aforementioned requirements, the complaint shall be dismissed. The SSDO shall assist in the preparation of the complaint in good form provided the complainant provides all the necessary details.

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| | | | | | |
|---|--|---|--------------------------|-----------|----------------------|
| | SSDO logbook as follows: <ul style="list-style-type: none">▪ Full name▪ Course and curriculum year▪ Purpose of visit▪ Signature | and then direct him to take a seat and ready documents for processing | | | Staff |
| 2 | He submits complaint in good form (triplicate) with required attachments | <ul style="list-style-type: none">➤ He evaluates submitted documents;<ul style="list-style-type: none">▪ Checks completeness of information▪ Inspects applicable required document attachments➤ Receives two copies and returns one copy to the student/complainant or assist in the completion of the complaint in good form➤ Puts on records formal complaint received for monitoring purposes➤ Complaints shall be resolved within 10 working days without prejudice to higher administrative recourses should either or both parties decide to pursue the matter further. | SSDO Form No. 06-A/ 06-B | 7 minutes | SSDO Staff/ Director |

B. Institutional Student Programs and Services

1. Title of Frontline Service:

Processing of Scholarships/ Grants

Schedule of Availability of Service:

June for First Semester and November for Second Semester; Monday to Friday; 8:00 am to 5:00 pm

Who may avail of the Service:

Students of MPSPC (Undergraduate and Graduate)

Requirement/s:

- First time scholars: scholarship award or certification and assessment form
- Incoming freshmen: copy of high school card, certificate of good moral character; certification as valedictorian or salutatorian and assessment form
- Current/ continuing MPSPC students: grade sheet for the last semester he was enrolled and assessment form
- Copy of NSO Birth Certificate for Dependents of MPSPC Employees
- DILG Certification for SK Officials and Barangay Official Dependents (Copy of NSO Birth Certificates for Dependents)
- School Paper published in the past semester for Ap-apaway Editor in Chief and Staff

| Step | Client Action | Service Providers Action | Form | Duration of Activity | Person in Charge |
|------|---|---|------|----------------------|------------------|
| 1 | The student/ scholar records required entries at the SSDO logbook as follows: <ul style="list-style-type: none">▪ Full name▪ Course and curriculum year▪ Purpose of visit▪ Signature | The SSDO personnel review the entries of the student/ scholar in the SSDO logbook and then direct him to take a seat and checks in the List of Scholars (Submitted by each sponsor or recommending college personnel) | none | 1 minute | SSDO Staff |
| 2 | Present any of the following documents: <ul style="list-style-type: none">▪ Incoming freshmen: copy of high school card, certificate | The SSDO personnel reviews and verifies the documents submitted | none | 2 minutes 1 | SSDO Staff |



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| | | | | | |
|--|---|--|----------------------|----------|--|
| | of good moral character; certification as valedictorian or salutatorian and assessment form <ul style="list-style-type: none">First time scholars: scholarship award of certification and assessment formCurrent/ continuing MPSPC students: grade sheet for the last semester he was enrolled and assessment form | Issues Scholarship Application Form and instructs student to fill them out and submit accomplished form to the SSDO personnel together with the required attachments | SSDO Form No. 01/ 02 | minute | |
| | Fill out Forms | The SSDO personnel reviews and verifies the Scholarship Application Form submitted together with its attachments The applications shall be forwarded to the College Scholarship Committee for appropriate action. | none | 1 minute | |

2. Title of Frontline Service: Application/ Validation of Identification Cards (IDs)

Schedule of Availability of Service: June for First Semester, November for Second Semester and April for Summer; 8:00 am to 5:00 pm

Who may avail of the Service: Students of MPSPC (Undergraduate and Graduate)

Requirement/s:

- ID Application (For New Students)
- ID Validation (For Old Students)
- Assessment Form duly stamped by the Guidance Office
 - Assessment Form duly stamped by the Guidance Office
- Proof of payment of ID Fee (included under miscellaneous fees)
 - Proof of payment of ID Fee (included under miscellaneous fees)
- Completely filled-out ID application form
 - Completely filled-out ID validation form

| Step | Client Action | Service Providers Action | Form | Duration of Activity | Person in Charge |
|------|---|---|------------------|----------------------|------------------|
| 1 | Proceed to SSDO. The student records required entries at the SSDO logbook as follows: <ul style="list-style-type: none">Full nameCourse and curriculum yearPurpose of visitSignature | The SSDO personnel review the entries of the student in the SSDO logbook, checks proof of payment of ID Fee and then direct him to take a seat and ready ID application/ validation form for processing | none | 1 minute | SSDO Staff |
| 2 | He presents properly filled-out ID Application/ Validation Form complete with all information required | <ul style="list-style-type: none">➤ He checks completeness of ID application/ validation form➤ He takes picture of the student➤ Prepares and edit ID template | SSDO Form No. 04 | 5 minutes | SSDO Staff |



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| | | | | | |
|---|---|---|------|----------|------------|
| 3 | He signs on the electronic signature template | <div>➤ Finalize ID template of the student</div> <div>➤ Prints ID, attach accessories and hands the ID to the student</div> | none | 1 minute | SSDO Staff |
|---|---|---|------|----------|------------|

Mountain Province State Polytechnic College
Bontoc, Mountain Province

Student Services and Development Office Form No. 05

CLIENT EVALUATION FORM

Name: _____

Course and Year: _____

Date: _____ Time: _____

Gender: Male _____ Female _____

☐ Purpose of Visit:

☐ ID Application/ Validation

☐ Scholarship/ Grant Application

☐ Application of Activity Permit

☐ Application for Accreditation

☐ Filing of Grievance of Complaint

Others: (Pls. specify) _____

How satisfied were you with our services?

☐ Excellent

☐ Very Good

☐ Good

☐ Needs Improvement

Other Comments/ Suggestions:

a) Commendation for (Name of Staff)

b) Areas for Improvement (Please provide details)



5. Operating Procedures

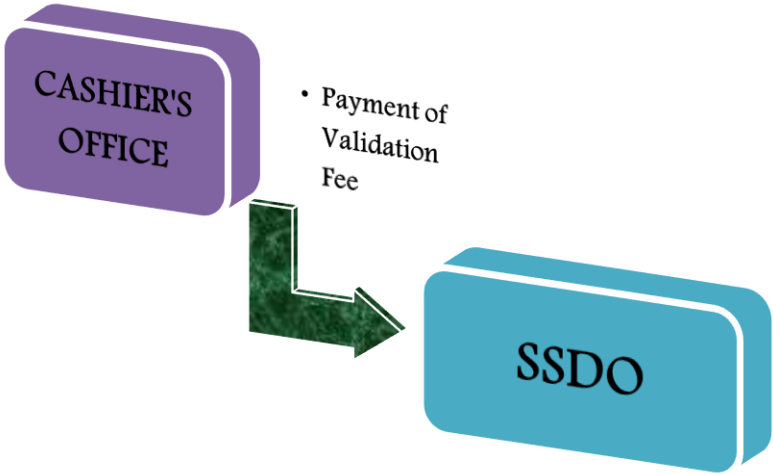
FLOW CHART FOR
APPLICATION OF IDENTIFICATION CARD

1. • Presentation of Official Receipt and Assessment Form duly stamped by the Guidance Office.
2. • Filling- up of ID card Registration Form (Form No. 4)
• "5 Minutes"
3. • Picture Taking
• " 1 Minute"
4. • Taking of Electronic Signature
• " 1 Minute"
5. • Lay-outing of ID (Picture, Signature and Personal Information)
• "5 Minutes"
6. • Printing of ID
• "1 Minute"
7. • Validation of ID
8. • Filling-up of Clients Evaluation Form (From # 5)
9. • Signing in on the Log Book
• Release of ID's / Re-checking of entries by the owner.



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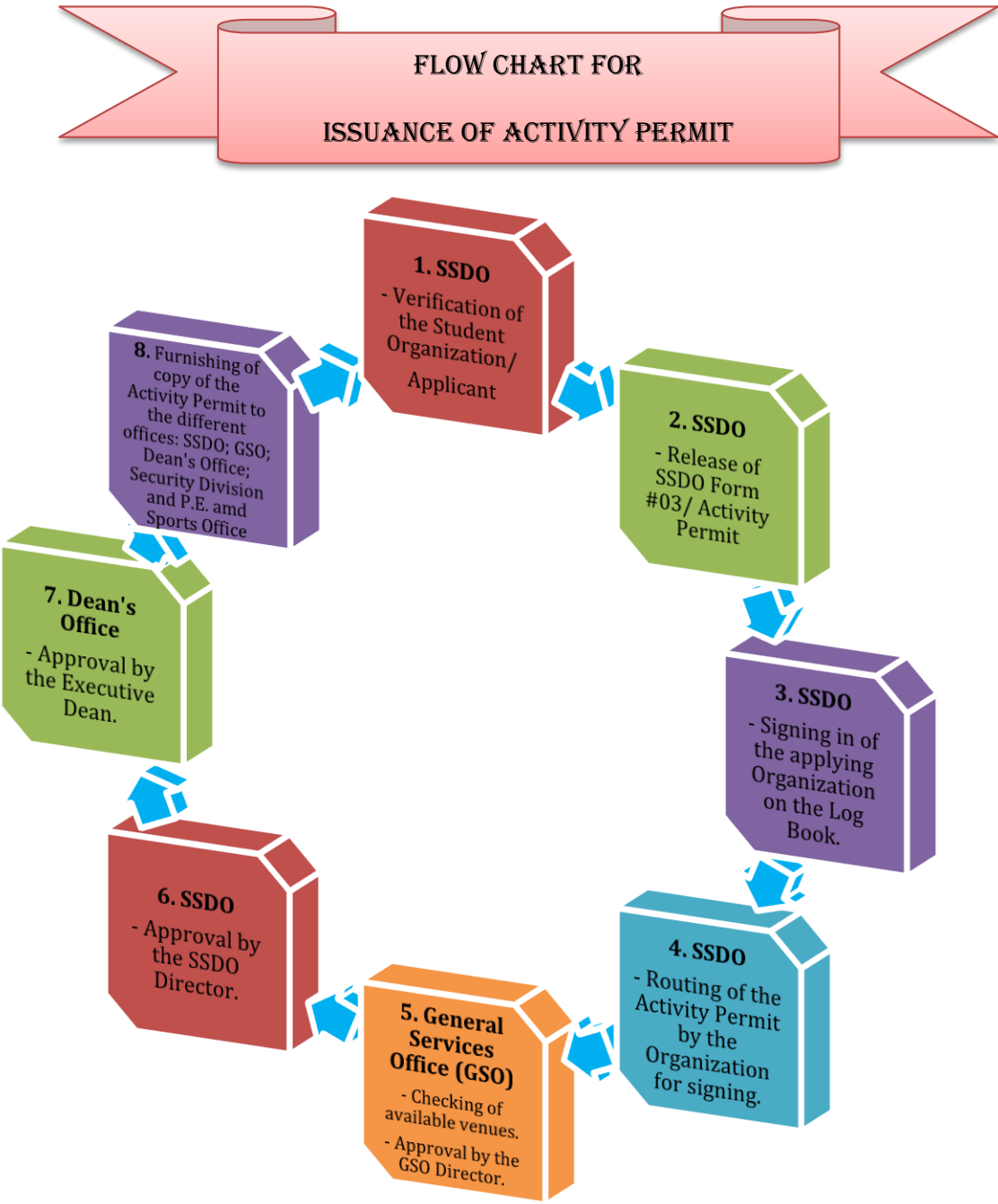
FLOW CHART FOR
VALIDATION OF IDENTIFICATION CARD



1.
 - Presentation of Official Receipt and Assessment Form duly stamped by the Guidance Office.
2.
 - Filling up of Form (Form No. 4)
 - For information updates
3.
 - Checking of the ID Card for any damage.
4.
 - Damaged IDs are capture.
 - Owner are required to pay Replacement of ID fee @ the Cashier.
5.
 - Applying of Validation Sticker to undamaged IDs.
6.
 - Filling up of Clients Evaluation Form (Form # 5)
7.
 - Signing in on the Log-Book.
 - Release/ issuance of the Validated IDs.



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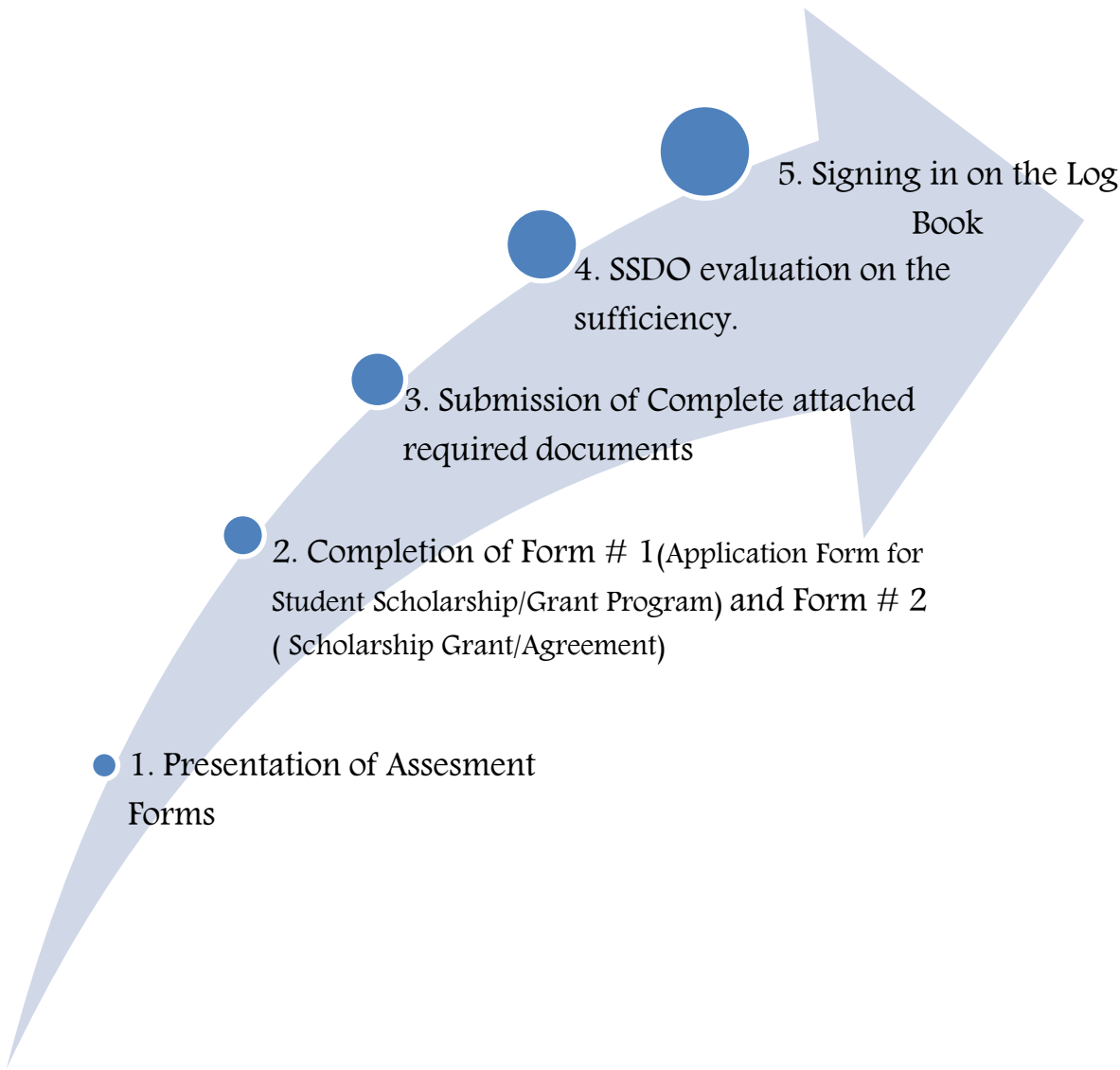
FLOW CHART FOR PROCESSING OF LOST AND FOUND ITEMS





SSDO MANUAL OF OPERATIONS

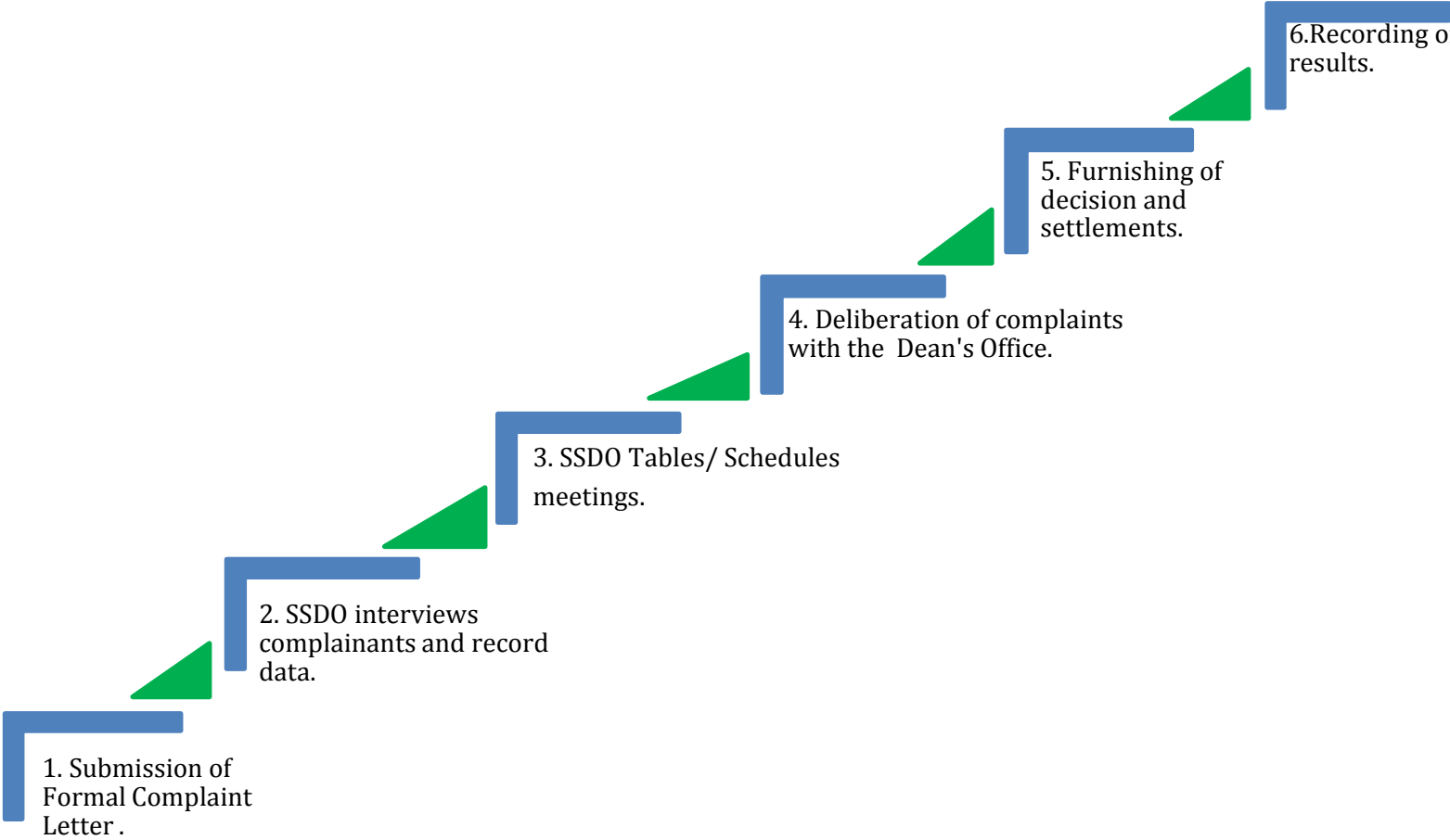
FLOW CHART FOR
PROCESSING OF SCHOLARSHIP APPLICATION





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FLOW CHART FOR
STUDENT COMPLAINTS



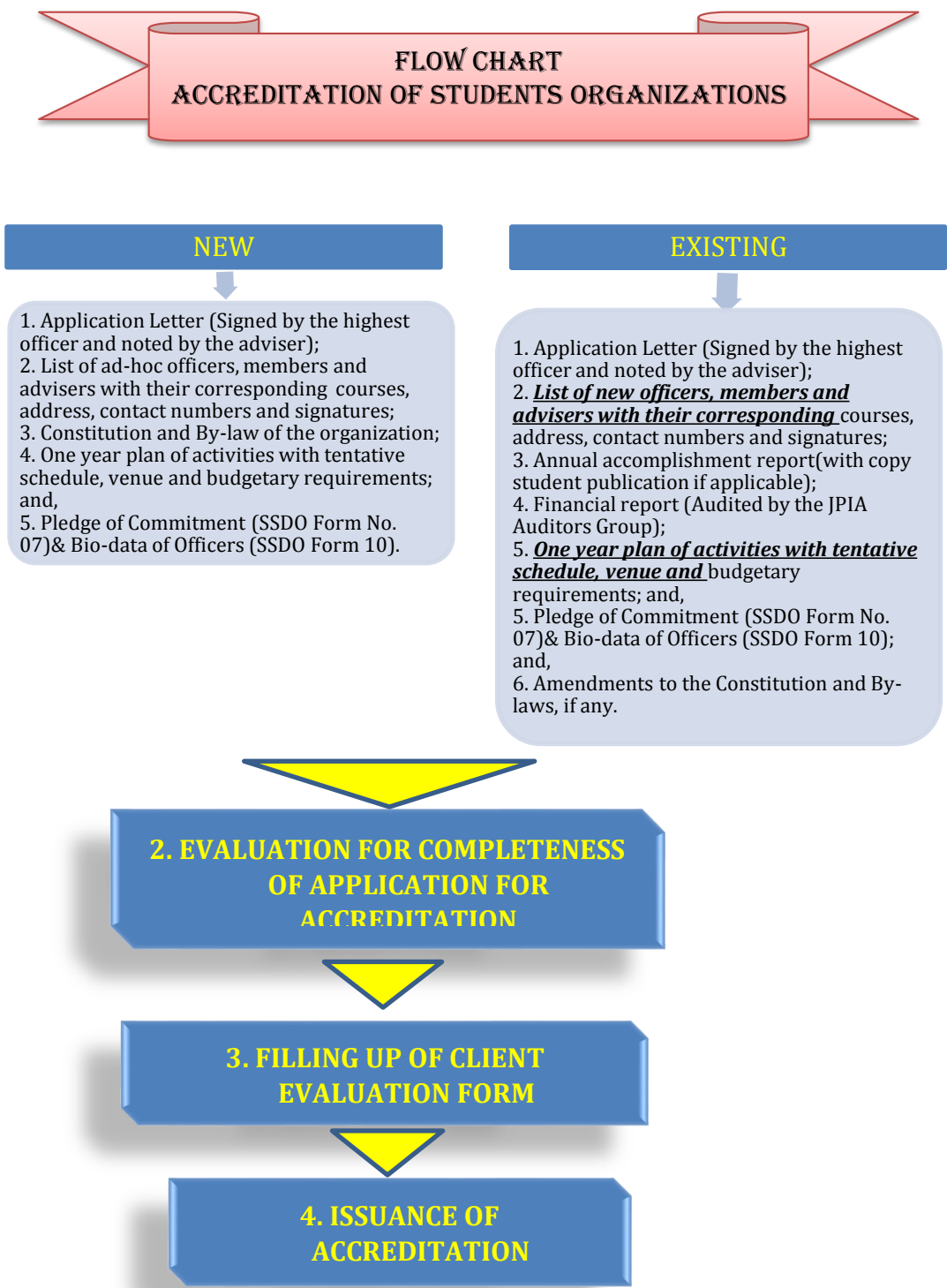


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6. Control of Documents

- Control of Documents and Records are being maintained by the Records and Archive's Office.

7. Control of Records

- Control of Documents and Records are being maintained by the Records and Archive's Office.



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8. Internal Quality Audit

- To evaluate and asses the different core process including student activities, an evaluation is being regularly conducted by the office relative to the accomplishment vis-a-vis action /strategic plan.
- Results of evaluations and research findings are used as benchmark data or references in improving office procedures and processes.

9.Control of Non-Conforming Products/ Services

10.Corrective Action

Services of the office of guidance & counseling are both preventive and corrective by nature.

For the service offered by the other offices such as the Students Services and Development office, library, registrar they provide and implements the school rules and policies.

In addition offenses and sanctions are being implemented for academic, college and personal offenses as follows:

| Minor Academic Offenses | | | |
|--|--|-------------------------------|---------------------------|
| Offenses | Sanctions | | |
| | 1 st offense | 2 nd offense | 3 rd offense |
| 1. loitering during class hours, making unnecessary noise such as singing or boisterous conversation causing disturbance | Warning/ Reprimand | Summon of parents or guardian | 15 school days suspension |
| 2. Improper uniform during uniform days or wearing an attire not befitting a college student | Warning/ Reprimand | Summon of parents or guardian | 2 school days suspension |
| 3.Leaving the room without permission from the instructor while the class is going on | Warning/ Reprimand | Summon of parents or guardian | 2 school days suspension |
| 4. Entering the room without permission from the instructor | Warning/ Reprimand | Referral to Guidance office | Summon of Parents |
| 5. Not wearing of School ID while inside the school campus. | Warning/ Reprimand | Confiscation of ID | 1 school day suspension |
| 5. Using cell phone while the class is on-going | Cell phone will be confiscated and summon of parents | 5 School Days Suspension | 15 School days suspension |

| Major Academic Offenses | | | |
|-------------------------|-------------------------|-------------------------|-------------------------|
| Offenses | Sanctions | | |
| | 1 st offense | 2 nd offense | 3 rd offense |



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| | | | |
|--|--|---|--|
| 1. Violence and physical assault/injury fighting inside the classroom or in the lobby or corridor | Suspension for the rest of the semester | Expulsion | N/A |
| 2. Slander/libel/ Rumor Mongering a. uttering defamatory, slanderous and libelous statements/ remarks against any faculty member/staff | 30 school days suspension | Suspension for the rest of the semester | Expulsion |
| b. disrespect or molesting faculty members or staff by ridiculing, mocking or instigating a quarrel. | 30 school days suspension | Suspension for the rest of the semester | Expulsion |
| 3. Vandalism- committing acts of vandalism, writing, drawing on walls and pieces of furniture, breaking of glass windows, showcases, cabinets, electrical devices, improper use of tables and chairs, tools and machines | Clean/paint wall, windows, etc. | 15 days and clean/paint wall, windows, etc. | 30 school days and clean/paint wall, windows, etc. |
| 4. Cheating a. cheating during examinations and or quizzes; and taking exams by proxy | Score of 0 or failure in the exam/quiz where the student cheated | Failure for the subject where the student cheated | |

Minor College Offenses

| Offense | Sanctions | | |
|--|--|--|---|
| | 1 st offense | 2 nd offense | 3 rd offense |
| 1. Smoking within the college premises except in an area provided, if any. | warning | Summon of parents/ guardian | 30 days suspension |
| 2. Littering in the campus including spitting of momma | Clean the area. | Summon of parents/ guardian and pay the amount of PHP 300.00 for spitting of momma | 30 school days suspension |
| 3. Posting printed materials in the college without the approval of the college officials | Remove posters/notices and confiscate leaflets and summon of parents | 15 school days suspension | 30 school days suspension |
| 4. Viewing, reading objects, pictures or literature that are pornographic in nature | Confiscate materials | Summon of parents/ guardian | 30 school days suspension |
| 5. Entering the campus without the ID card | Warning/ Reprimand | Summon of parents/ guardian | 30 school days suspension |
| 6. Failure to use the ID card exclusively for himself/herself, or use of other student's, or non-validated School ID cards | Warning/ Reprimand Warning | Summon of parents/ guardian | 30 school days suspension |
| 7. Misrepresentation of the college | Warning/ Reprimand | Summon of parents/ guardian | 30 school days suspension |
| 8. Disturbing the peace and order of the school, unless properly classified as major offense | Summon of parents/ Guardian | 30 school days suspension | Suspension for the rest of the semester |
| 9. Unauthorized use of college facilities | Warning/ Reprimand | Summon of parents/ guardian | 30 school days suspension |
| 10. Unauthorized assembly of students | Summon of | 30 school days suspension | Expulsion |



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| within the college during class hours. | parents/ guardian | for leaders of assembly | |
| 11. Entering the campus not wearing the uniform on uniform days | Warning/ Reprimand | Summon of parents/ guardian | 30 school days suspension |

Personal Offenses

| Offense | Sanctions | | |
|--|--|--|--|
| | 1 st offense | 2 nd offense | 3 rd offense |
| 1. Violence and physical Assault/injury a. intentionally hitting students b. gross misconduct, unruly behavior, etc. | 15 days school days suspension | Suspension for the rest of the semester | Expulsion |
| 2. Slander/ Libel/Rumor/ Mongering a. uttering defamatory, slanderous and libelous statements/ remarks against any students | 15 days school days suspension | Suspension for the rest of the semester | Expulsion |
| | 15 days school | Suspension for the rest of the semester | |
| b. gossiping or rumor-mongering with the malicious intention of destroying the reputation of another person | days suspension | | Expulsion |
| 3. Stealing Stealing any property of co-students, and any college personnel | Replacement of stolen item or payment of the value thereof and summon of parents | 15 school days suspension and replacement of stolen item or payment of the value thereof | Expulsion and replacement of stolen item or payment of the value thereof |
| 4. Immorality including but not limited to act of lasciviousness, petting and similar immoral acts within the school campus | 15 days of suspension | Suspension for the rest of the semester | Expulsion |

College Offenses and Sanctions

| Offense | Sanctions | | |
|--|--|---------------------------|-------------------------|
| | 1 st offense | 2 nd offense | 3 rd offense |
| 1. Liquor and Prohibited drugs. a. entering the college in under the influence of liquor or prohibited drugs | The student will be sent home during the time he was caught drunk/reported to authorities and summon to parents/guardian | 15 school days suspension | Non-readmission |
| b. Processing, selling, using or taking prohibited drugs, intoxicating liquor or chemicals in any form within the campus | Suspension for the rest of the semester | Expulsion | N/A |
| c. Bringing in liquor in the college premises | 15 school days suspension and summon to parents | Expulsion | N/A |



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| 2. Mass action and subversive activities. a. joining, instigating or leading rallies, demonstrations and other forms of unapproved group actions which create disorder | 30 school days suspension | Expulsion | N/A |
| b. Posting distributing, disseminating and circulating leaflets and other printed matters that tend to instigate subversion towards the government and cause chaos to the college. | 30 school days suspension | Expulsion | N/A |
| c. Organizing and joining any fraternity, sorority and other unauthorized student organizations in the college which may create disorder and disciplinary problems in the college | Suspension for the rest of the semester | Expulsion | |
| 3. Carrying deadly and dangerous weapons, including explosives and incendiary materials within the premises of the college. | Expulsion | N/A | N/A |
| 4. Extortion Forcibly asking money from anybody | 30 school days suspension and payment of the same amount | Suspension For the rest of the semester and payment of the amount | Expulsion and payment of amount |
| 5. Violence and physical assault/ injury Restoring to any acts of violence that results to physical bodily harm whether individually done or during student activity/program | Suspension for the rest of the semester | Expulsion | N/A |
| 6. Slander/ Libel/ Rumoring a. uttering defamatory, slanderous and libelous statements/ remarks against any college officials or his authorized representative | 30 school days suspension. | Expulsion | N/A |



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| b. disrespect or molesting faculty members, employees or officials of the administration by ridiculing, mocking or instigating a quarrel. | 30 school days suspension | Expulsion | N/A |
| 7. Falsification of documents, records and credentials a. forging, falsifying or tampering college records, documents or credentials or knowingly furnishing the college with false or fraudulent information in connection with an official document | 30 school days suspension | Suspension for the rest of the semester | Expulsion |
| b. forging signatures of authorities. | 30 school days suspension | Suspension for the rest of the semester 15 school days suspension | Expulsion |
| c. entering school with fake, tampered or borrowed ID | ID card will be confiscated and summon of parents | 15 school days suspension | Suspension for the rest of the semester |
| 8. Malversation of funds a. Php 2,000.00 and below | 30 school days suspension and payment | Suspension for the rest of the semester and payment | Expulsion and payment |
| b. Php 2,000.00 and above | Suspension for the rest of the semester and payment | Expulsion and payment | N/A |
| 9. Illegal or unauthorized possession of college property , illegally picking fruits, flowers and any other produce which are within the premise of the college | Replace tree/plant by planting 5 trees/plants | Replace tree/plant by planting 10 trees/plants and 15 days suspension | Replace tree/plant by planting 10 trees/plants and 30 days suspension |
| 10. CSE members engage in political partisan activity/ies | 15 days suspension; and perpetual disqualification as CSE member | | |
| 11. Ballot snatching. Bringing out ballot box outside the precinct by anybody not authorized by the CSE | 15 days suspension and ballot box/es will not be considered for canvassing. Perpetual disqualification as CSE | | |
| 12. Violation of any rule and regulation promulgated by the CHED | As stated in CHED Memorandum | | |



11. Preventive Action

Information Service

The office of guidance & counseling is conducting lectures, seminars, trainings and provides brochures of different topics to students. Parents are also informed through letter and conference on the grades and attendance of their children for them to manage it among their family. Likewise, the Students Services and Development Office conduct leadership trainings to student leaders who also cascade the information to other students. Also, they conduct orientation to new students in every semester. Posting of signage at the school corners such as “wearing of ID”, “no spitting of momma”, “this way to...”, “silence, students are studying”. The Library distributes library newsletters which contain the updates of books, journals, articles. Also, the issuance of library card as entry in the library. Medical and dental office provides information regarding health problems of students and its prevention and management. Each office requires students to sign on the logbook for tracking of transactions taken.

Guidance & Counseling Service

This is given to students who seek psychological help. They may either be walk-in or referred clients. Guidance Counselors handle the client as problems are identified and ways on how to manage it are discussed.

Psychological testing, Interpretation and Discussion

Guidance counselors conduct psychological testing to new students to assess their emotional well-being and their school ability. This service is also provided to interns from all departments to assess their psychological well-being. Individual or group discussion or interpretation is provided so they may understand their selves and for them to know how to manage it.



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