

BATANGAS STATE UNIVERSITY



Student Handbook AY 2017-2018



Leading Innovations, Transforming Lives.



“Leading Innovations, Transforming Lives”

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.

CORE VALUES

- ✓ Faith
- ✓ Patriotism
- ✓ Human Dignity
- ✓ Integrity
- ✓ Mutual Respect
- ✓ Excellence

APPROVAL OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS

This Student Handbook was approved under Resolution No. 12 series of 2008 during the 17th regular meeting of the Batangas State University Board of Regents held at the CHED Conference Room, DAP Bldg, San Miguel Avenue, Pasig City on February 06, 2008.

This has been amended twice, the first under Resolution No. 33 series of 2008 during the 18th regular meeting of the Batangas State University Board of Regents held at Tandang Sora Function Room, Sulo Hotel, Matalino Road, Diliman, Quezon City on May 27, 2008; and second 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 on May 14, 2009.

Revisions of the Student Handbook were lifted from the approved Policies and Guidelines of the Office of Student Affairs and Services dated last December 28, 2016 during the 52nd regular meeting of the Batangas State University Board of Regents held at CHED Executive Lounge, HEDC Building, C.P. Garcia Ave. U.P. Diliman, Quezon City and from the approved Policies and Guidelines of the Testing and Admission Office dated last December 15, 2017 during the 56th regular meeting of the Batangas State University Board of Regents at the same venue.

OFFICE OF STUDENT AFFAIRS AND SERVICES

I. General Functions of the Office of Student Affairs and Services (OSAS)

The OSAS operates within the context of the Mission, Vision, and Core Values of the University. It is directly under the authority of the Office of Vice-president for Academic Affairs, it provides non-academic services that support academic instruction. The OSAS are the services and programs in the university that are concerned with academic support experiences of students to attain holistic student development. The purpose is to facilitate holistic student growth for active participation in the collective efforts to develop the community and build a progressive nation. These non-academic services are student-centered and three-pronged: student welfare services, student development programs and services and institutional student programs and services.

Student Welfare Services are the basic services and programs needed to ensure and promote the well-being of students. These include Information, Orientation and Awareness, Guidance and Counseling, Career and Placement, Economic Enterprise Development and Student Handbook Development.

Student Development Services are services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership and social responsibility through various institutional and/or student-initiated activities. These are program and activities designed for the enhancement of leadership skills and social responsibility, which include Student Organizations and Activities, Professional organization or societies, special interests, Leadership Training Programs Student Council/Government, Student Discipline, Student Publication/media.

Institutional Student Programs Services are services and programs designed to pro-actively respond to the basic health, food, shelter and safety concerns including student with special needs and disabilities and the school. These are programs and activities to facilitate the delivery of essential services to the students that include Admission, Scholarship and Financial Assistance, Food, Health, Security and Safety, Housing and Residential Services, Multi-faith, Foreign and International Students, services for Students with Special Needs and other programs such as: culture and arts, sports, social and community involvement.

Office Description

The OSAS, headed by a Director, is both an administrative and a service office whose jurisdiction encompasses the entire University System.

It is administrative in the sense that it serves to enforce all policies, rules and regulations of the University and those of the CHED with respect to all student-related matters and concerns.

It is a service office because it serves and looks after the well-being and interests of students.

The OSAS represents student interests to the administration, faculty, employees, various campus groups, fellow students, parents and the general public.

It assumes administrative responsibility over all student organizations; student councils; student guidance, counseling, and discipline processes; and student co-curricular activities especially in the aspects of culture, arts and sports.

It facilitates and follows through student needs, growth and development in the context of the students' social, cultural, intellectual, moral and spiritual realms.

The Director of the Office of Student Affairs and Services is duty-bound to put into operation, service and action the following duties and responsibilities:

1.1. General Student Services

1. Formulate and adopt the policies, rules, regulations, strategies and guidelines to put into operation the thirteen (13) offices under its wing namely: Student Organizations and Activities; Student Discipline; Guidance and Counseling; OJT; Job Placement Office; Food Services; Testing and Admission Office; Scholarship and Financial Assistance Office; Housing and Residential Services; Services for Students with Special Needs and PWD; Multi-Faith Services; National Service Training Program; Student Publications Office.
2. Direct the management of student affairs and services in the entire University System by delegating to the Asst. Directors of the thirteen (13) offices under its wing the following:
 - a. Implementation of the policies, rules, regulations and guidelines tasked to each of them; and
 - b. Preparation and execution of an action plan every semester to meet the operational goals of the office. (pursuant to its organizational framework), namely: (Student Welfare) Economic Enterprise, OJT, Office of Guidance and Counseling, Job Placement Office (Institutional Student Programs and Services) Food Services, Testing and Admission Office, Scholarship and Financial

Assistance Office, Housing and Residential Services, Services for Students with Special Needs and PWD and Multi-Faith Services (Student Development) National Service Training Program, Office of Student Discipline, Student Organization and Activities, Student Publication.

3. Assist / Coordinate with other service offices not directly under its jurisdiction (but are concerned as well with students' welfare and development) in the formulation of policies, implementation of their tasks and assessment of feedback.
These other offices are the sports, culture and arts; registration; library services; health services; extension services; security services; facilities services; auxiliary services; international students services; computer / internet lab services.
4. Create, formulate and adopt policies, rules, regulations, strategies and guidelines to put into operation the various offices and units of student affairs and services in the University
5. Supervise the thirteen (13) student affairs and service offices directly under its authority (headed each by an Assistant Director): These are the
 - a) Office of Student Affairs,
 - b) Office of Student Discipline,
 - c) Office of Guidance and Counseling,
 - d) On-the-Job Training Office
 - e) Job Placement Office
 - f) Food Services
 - g) Testing and Admission Office
 - h) Scholarship and Financial Assistance Office
 - i) Housing and Residential Services
 - j) Services for Students with Special Needs and PWD
 - k) Multi-Faith Services
 - l) National Service Training Program
 - m) Office of Student Publication
6. Coordinate with other service offices not directly under its jurisdiction (but are concerned as well with the students' welfare and development) in the implementation of tasks under these offices, such as the
 - a) Registration Office,
 - b) Library Services Office,
 - c) Medical and Dental Services Office,
 - d) Community Services Office,
 - e) Linkages and Extension Services Office,
 - f) Security Services Office, and

g) Auxiliary Services Office.

7. Serve 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.

1.2. Operational and Management Tasks

1. Recommend to the
 - a. Office of the President the officials to man the position for Asst. Director each for the three (13) offices under its wing; and
 - b. Office of the Vice President for Academic Affairs the faculty designees to man the positions for heads (coordinators or persons in charge) of campuses (or colleges or departments) for the respective three (13) offices under its wing.
2. Establish and maintain a student information data system in support of academic services in accordance with University goals.
3. Sustain proficiency in office work by recommending staff and personnel of the OSAS to proper authorities to attend pertinent seminars, workshops, congresses, conferences or in-service trainings.
4. Create a mechanism to monitor, review and evaluate all facets of office work, including office staff, under its control, scope and jurisdiction.
5. Recommend student assistants to the proper authority as needed by various offices in the University and monitor their work, duties and functions based on a set of guidelines written for the purpose.
6. Prepare and submit requisitions for supplies and provisions for student services offices and facilities.
9. Prepare and execute an action plan every semester and annually to meet the operational goals of the office
10. Implement policies, rules and regulations as provided for in the Student Handbook
11. Review and evaluate periodically the Student Handbook to improve, modify, refine, and revise all or portions thereof on the basis of relevancy, unambiguity, and clarity

12. Institute integrity in work ethics and proficiency in work approaches in the office by recommending staff and personnel of the Office of Student Services to higher authority to attend pertinent seminars, workshops, congresses, conferences or in-service trainings

13. Allocate supplies and provisions for student services offices and facilities

1.3. Student Councils, Organizations and Activities

1. Oversee the operation of the Supreme Student Councils Confederation

2. May Serve as the Adviser of the Supreme Student Councils Confederation.

3. Advise and/or supervise all student government councils in the implementation of their constitution and by-laws, holding of election, handling of finances, processing of membership, fund-raising efforts, leadership trainings, involvement in community- or national-oriented activities, documentation, and other pertinent concerns and issues of student governance.

4. Encourage active involvement not only in school and local matters, but also in external matters that could hone their students' social and political awareness on relevant current national issues.

5. Require student organizations and student councils to ascertain that the schedule of their activities conform to the calendar of activities set by the University Registrar's Office and/or by the Administration

6. Recommend requests of student groups for the use of University facilities to the proper physical facilities office for approval

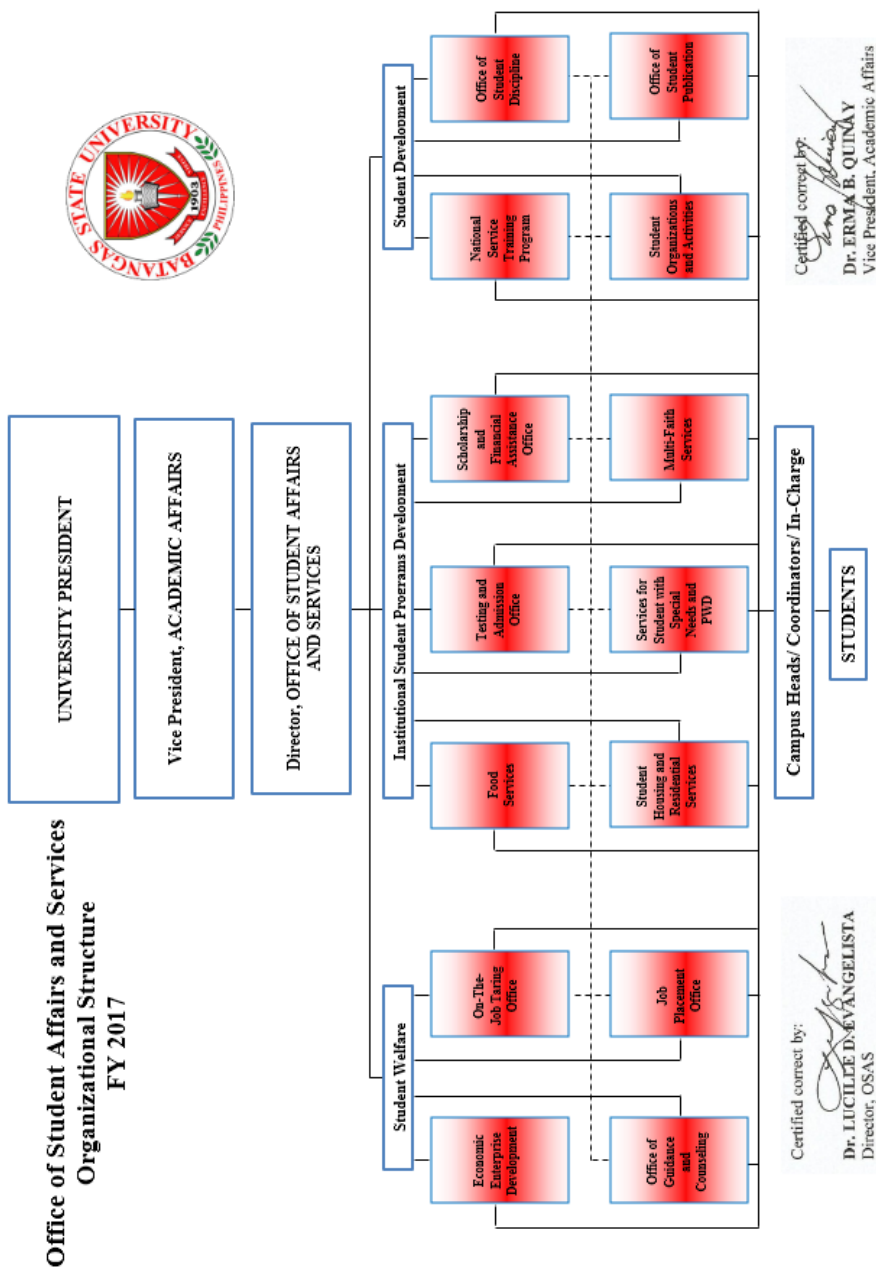
1.4. Other Tasks

1. Coordinate with the SSCC/SSC whenever there are grievance complaints lodged against any member of the University community.

2. Appoint the members of the Local Discipline Board in every campus.

3. Delegate to the Asst. Directors and Heads of Campuses, in coordination with The Executive Director, the periodic review and evaluation of the Student Handbook in order to refine and revise all or portions thereof.

4. Perform other related tasks as required by higher authorities.



STUDENT WELFARE SERVICES

ON-THE-JOB TRAINING OFFICE

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.

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.

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.

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.

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 11¹. 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 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 12². Grading System. The grading system shall consist of the evaluation of the Host Training Establishment and the evaluation of the OJT Coordinator.

Evaluation given by the Company through Student-Trainees' Performance Appraisal Report	60 %
--	------

¹ Applies to both Local OJT and the SIAP

² Applies to both Local OJT and the SIAP

OJT Coordinator's Evaluation		
• Departmental Technical Report/Narrative Report Evaluation		30%
• Assessment of the Requirements submitted to OJT Coordinator		<u>10%</u>
		40 %
TOTAL		100 %
Numerical Grades will be based on the following ranges:		
NUMERICAL	PERCENTAGE	
1.00	98 - 100	
1.25	94 – 97	
1.50	90 – 93	
1.75	88 - 89	
2.00	85 – 87	
2.25	83 – 84	
2.50	80 – 82	
2.75	78 – 79	
3.00	75 – 77	
5.00	Below 75	
Inc.	Incomplete	
Drp.	Dropped	

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

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 of 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.

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.

MANDATORY EVALUATION AND REVIEW

Section 18. By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

EFFECTIVITY

Section 19. These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

OFFICE OF GUIDANCE AND COUNSELING

POLICIES AND PROCEDURES OF THE OFFICE OF GUIDANCE AND COUNSELING

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, their teachers and other individuals, problems with school personnel, psychological problems, educational and career guidance/placement needs. They are unique

individuals, who has rights to discover their innate potentials to understand, accept & direct himself/herself towards self-actualization.

The OGC 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.

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.

The aims of the office are to help students in facing major challenges in their development from adolescence to adulthood, assist them 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 and also provide assistance to other members of the University.

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 policies and procedures cover the steps in the guidance and counseling services namely: Individual Inventory/Analysis, Referral, Counseling, Placement, Evaluation, Public Relations and Consultation.

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 OGC coordinates with the class adviser, officers and peer facilitators for the distribution and retrieval of the SIS forms. The SIS provides the Office

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 head/ coordinator/ In-charge/ facilitator 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 head/ coordinators/ In-charge/ facilitator 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 head/ coordinators/ in-charge/ facilitator 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 head/ coordinator/ in-charge/ facilitator coordinate with the Deans/ Associate Deans to ensure a systematic scheduling of individual interview sessions and informs the students through class visits or through call slips.
- 3.2 Students are required to visit the office before and after having their On-The-Job Training (OJT) for briefing, assessment, evaluation and career counseling.
- 3.3 Interview sessions per student may take 10 to 20 minutes.
- 3.4 Remarks of the session shall be properly logged.
- 3.5 Students shall log in the OGC logbook and answer a Counselor's Evaluation Form for proper recording and evaluation.

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 Students shall log in the OGC logbook and answer a Counselor's Evaluation Form for proper recording and evaluation.

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 discussed personal experiences pertaining to a specific concern through the help of the guidance counselor/facilitator.
- 5.5 Schedules of visits to the guidance office shall be strictly observed.
- 5.6 Schedules for group counseling sessions are predetermined.
- 5.7 Students shall log in the OGC logbook and answer a Counselor's Evaluation Form for proper recording and evaluation.

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 learning difficulties, absenteeism, have difficulty with inter-personal relationships, and 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 saw 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 counseling slip with counselor's remarks to the teacher concerned.
- 6.6 Students shall log in the OGC logbook and answer a Counselor's Evaluation Form for proper recording and evaluation.

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 A case conference between the OGC personnel can be done to come up with the best appropriate decision regarding the case at hand.
- 7.4 Parents and guardians must be notified in writing.
- 7.5 Faculty, concerned individuals, guidance counselor and members of the administration can initiate the referral process with due notification to the assistant director of OGC. They may assume responsibility of making referrals to outside agencies for further assistance.
- 7.6 Available referral form from outside agencies is filled out by the adviser/ concerned teacher/ parent/ guidance counselor and concerned individuals that observed or felt the need to refer their student/s to outside agencies/ organizations/individuals.
- 7.7 Documents and procedures done for referrals are logged in the guidance log book.

Section 8. Issuance of Admission Slip. The admission slip is issued to student/s who will be absent/late. This is one way to prevent absenteeism and tardiness and determine its cause/s.

- 8.1 The faculty concerned may require the student, who will be absent or late, to get an admission slip from the guidance office.
- 8.2 The faculty concerned must fill out the report of absences form for the OGC to know and monitor how many absences did the concerned student already acquired.
- 8.3 Admission slip shall at all times be issued by the office upon the request of any faculty concerned.
- 8.4 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.
 - 8.4.1 In case of death of an immediate family, the student must provide a death certificate.
 - 8.4.2 For school related activities, the student must provide the approved letter of the activity.
- 8.5 The guidance counselor/facilitator checks and validates the presented documents.

- 8.6 The student will be interviewed regarding his/her tardiness and/or absences and reminded about the university's policies regarding attendance.
- 8.7 The guidance counselor/facilitator evaluates the reason/s for being tardy and/or absent.
- 8.8 The guidance counselor/facilitator fills out and signs the admission slip.
- 8.9 The student signs in the logbook.
- 8.10 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 very difficult 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 review 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 valid 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 Pay the corresponding amount at the cashier's office.
 - 10.2.8 Provide a documentary stamp.
 - 10.2.9 Submit the accomplished exit interview form, request slip for

- CGMC and official receipt to the OGC.
- 10.2.10 The student must log in the OGC logbook after receiving the CGMC.
 - 10.2.11 Secure the signature of the OGC Head/Coordinator. In the absence of the Head or Coordinator, the OGC Assistant Director/OSAS Director/College Dean/Dean of Colleges or Associate Dean may sign in the CGMC.
 - 10.2.12 Secure the University's dry seal at the registrar's office. In BatStateU ARASOF-Nasugbu, the concerned individual can secure the University's dry seal at the guidance office.
- 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 Pay the corresponding amount at the cashier's office.
 - 10.3.4 Provide a documentary stamp.
 - 10.3.5 Submit a photocopy of diploma or transcript of records, request slip for CGMC and official receipt to the OGC.
 - 10.3.6 The concerned individual must log in the OGC logbook after receiving the CGMC.
 - 10.3.7 Secure the signature of the OGC Head/Coordinator. In the absence of the Head or Coordinator, the OGC Assistant Director/OSAS Director/College Dean/Dean of Colleges or Associate Dean may sign in the CGMC.
 - 10.3.8 Secure the university's dry seal at the registrar's office. In BatStateU ARASOF-Nasugbu, the concerned individual can secure the University's dry seal at the guidance office.
- 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 Pay the corresponding amount at the cashier's office.
 - 10.4.4 Provide a documentary stamp.
 - 10.4.5 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.
 - 10.4.6 The scholar must log in the OGC logbook after receiving the CGMC.
 - 10.4.7 Secure the signature of the OGC Head/Coordinator. In the absence of the Head or Coordinator, the OGC Assistant

- Director/OSAS Director/College Dean/Dean of Colleges or Associate Dean may sign in the CGMC.
- 10.4.8 Secure the university's dry seal at the registrar's office. In BatStateU ARASOF Nasugbu, the concerned individual can secure the University's dry seal at the guidance office.
- 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 Pay the corresponding amount at the cashier's office.
- 10.5.4 Provide a documentary stamp.
- 10.5.5 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.
- 10.5.6 The student must log in the OGC logbook after receiving the CGMC.
- 10.5.7 Secure the signature of the OGC Head/Coordinator. In the absence of the Head or Coordinator, the OGC Assistant Director/OSAS Director/College Dean/Dean of Colleges or Associate Dean may sign in the CGMC.
- 10.5.8 Secure the university's dry seal at the registrar's office. In BatStateU ARASOF-Nasugbu, the concerned individual can secure the University's dry seal at the guidance office.
- 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 Provide 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 signature of the OGC Head/Coordinator. In the absence of the Head or Coordinator, the OGC Assistant Director/OSAS Director/College Dean/Dean of Colleges or Associate Dean may sign in the CGMC.
- 10.6.7 Secure the university's dry seal at the registrar's office. In BatStateU ARASOF-Nasugbu, the concerned individual can secure the University's dry seal at the guidance office.
- 10.7 For students who will represent the University in regional/national/international competitions. This only applies if it is

required by the competition.

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 Provide 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 signature of the OGC Head/Coordinator. In the absence of the Head or Coordinator, the OGC Assistant Director/OSAS Director/College Dean/Dean of Colleges or Associate Dean may sign in the CGMC.

10.7.8 Secure the university's dry seal at the registrar's office. In BatStateU ARASOF-Nasugbu, the concerned individual can secure the University's dry seal at the guidance office.

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. The following are the career guidance activities being conducted.

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. This service could help the Office as well as the University to know the reason/s why these students shift to another course or why they are transferring to another school/university.

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 their parent/guardian, adviser/program chair and college Dean using the exit interview form to confirm that the people mentioned are aware of the student's intention to shift course or transfer to another school/university.
- 12.3 The student must submit the accomplished exit form and exit questionnaire 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 and answer a Counselor's Evaluation Form for proper recording and evaluation.

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/departments.
- 13.2 Counselor's evaluation forms are given to the students after every interview or counseling session. The forms are collected and tallied.
- 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 14. 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.

- 14.1 Guidance counselor/facilitator informs the concerned administrator, faculty and parent/guardian regarding consultation.
- 14.2 Guidance counselor/facilitator arranges the meeting of the concerned administrator, faculty and parent/guardian and finding their common time of availability.
- 14.3 Consultation may take place in the OGC or any secure place.
- 14.4 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.
- 14.5 Feedback is solicited to the concerned student, faculty and parent/guardian that can serve as a basis for program development and improvement of services.

CONFIDENTIALITY AND SECURITY OF STUDENT RECORDS

Section 1. Confidentiality and Security of Student Records. To safeguard the confidentiality and security of student records, the following are implemented:

- 1.1 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/envelop.
- 1.2 The cumulative records are kept in a secured place to ensure the confidentiality and security of the records.
- 1.3 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 the Code of Ethics for Registered and Licensed Guidance Counselors and Guidance and Counseling Act (RA 9258).
- 1.4 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 are imminent changes or concerns to life properly.
- 1.5 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.

MANDATORY EVALUATION AND REVIEW

By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

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.

JOB PLACEMENT OFFICE

POLICIES AND PROCEDURES OF THE JOB PLACEMENT OFFICE

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).

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.

POLICY STATEMENT

The Job Placement Office ensure the prompt, timely and efficient delivery of employment services 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 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.

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 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.

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.

- 1.1** The requesting establishment should accomplish BatStateU-FO-JPO-01 (Request for Job Posting) form to be approved by the Director of Student Affairs and Services upon satisfying documentary requirements: job advertisement, copy of SEC registration certificate or business permit, company background. If the company had previously requested for posting, there will be no need to submit again the documentary requirements. Requirements may be sent to the e-mail address of the office.
- 1.2** The received job advertisements/openings shall be double checked before posting and dissemination.
- 1.3** The Job Placement Office reserves the right to accept or reject the posting content.
- 1.4** The posting and dissemination of the received job advertisement/openings is free of charge.

- 1.5** The college heads/coordinators/in-charge is expected to post the job advertisement immediately to the designated bulletin of information for each college/department.
- 1.6** Resume and other credentials of interested applicants may be submitted to the official e-mail account for referral to the requesting company.
- 1.7** The partner establishment and other requesting party shall provide the Job Placement Office the layout of the advertisement for job posting which shall include the following details:
- a. Job title
 - b. No. of vacant positions
 - c. Minimum requirements for the job
 - c.1 Educational Qualification
 - c.2 Experience
 - c.3 Skills & other requirements
 - d. Job Description
 - d.1 Job summary
 - d.2 Duties and responsibilities
 - d.3 Other/location of the job
- 1.8** Posted/job advertisement/openings shall be filed and consolidated by the office for future reference.
- 1.9** Job postings shall be discarded from bulletin boards 1 month after their stamped date of posting and shall be filed and consolidated for future reference.

Section 2. Request for list of graduates/alumni.

The Job Placement Office shall be responsible for processing all requests of partner industries/companies/agencies for the list of graduating students and alumni for immediate job placement.

- 2.1** The requesting establishment should accomplish BatStateU-FO-JPO-02 form to be approved by the Director of Student Affairs and Services upon satisfying documentary requirements: copy of SEC registration certificate or business permit, company background. If the company had previously requested alumni list, there will be no need to submit again the documentary requirements. Requirements may be sent to the e-mail address of the office.

- 2.2 Upon approval, the list and complete details of the graduates/alumni will be forwarded to the requesting industries/agencies/establishments for free via email or fax by the Job Placement Office.
- 2.3 After 30 days of receipt of the requested documents, the Job Placement office will conduct a follow up to the industries/agencies/establishments on the status of their hiring activity through BatStateU-FO-JPO-06 form (Employment Follow-up Form) which shall be sent and retrieved via email.
- 2.4 Prepare a list of hired graduates from the retrieved survey form from the partner companies who requested for the alumni list.
- 2.5 Should any company request 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/establishments.

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 The Job Placement Office must accomplish BatStateU-FO-REQ-05 form (Request for Meeting) for the conduct of such activity one (1) month ahead of the target schedule. Estimated budget for expenses should also be attached for reference.
- 3.2 Once approved, proper communication shall be done to the concerned offices/departments of the University for the use of venue and for the dissemination of information to concerned students.
- 3.3 Students from third year and fourth year college of the University are qualified to attend the training and seminar.
- 3.4 The campus head/coordinator will determine the number and eligibility of the participants.
- 3.5 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.

- 3.6** A narrative report and evaluation report should be prepared by the office for the improvement of the future conduct of the same activity. Liquidation of expenses should also be prepared and submitted to the accounting office during the reglementary period subject to usual accounting and auditing rules and regulations.

Section 4. Career Fairs.

The career fair and campus recruitment is conducted to facilitate immediate hiring for both employers and job seekers.

Before the Career Fair

- 4.1** The Job Placement Office must prepare in the conduct of the career fair (1) month ahead of the target schedule. Estimated budget, venue, budget allocation, participants, committees, tokens, certificates, food and invitations should also be attached for reference.
- 4.2** Once approved by the University President, the Job Placement Office should also submit documentary requirements to the Department of Labor and Employment – Province of Batangas to be able to secure a clearance.
- 4.3** Advertise the conduct of the career fair to different partner industries/companies/agencies and alumni.
- 4.4** 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.
- 4.5** 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. The invitation letter should include the details of the activity and the requirements to be submitted by the invited companies.
- 4.6** 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.

- 4.7 Meet the key players before the event and conduct a pre-evaluation of their assigned tasks.
- 4.8 Inform all the satellite campuses through its respective Executive Director on the details of the event.
- 4.9 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.
- 4.10 Prepare the program and disseminate them to the concerned key players of the event.
- 4.11 Prepare name tags, certificates of recognition, program and CD containing the list of graduates to be given to the participating company.
- 4.12 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.
- 4.13 Participating companies shall not be charged of any fee in the career fair organized by the University. However, if the company is the one who requested for an exclusive career fair, they must accomplish BatStateU-FO-JPO-04 form and upon approval by the University president, the requesting company must pay 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 Resource Generation Office). The payment will be made directly to the Cashier's Office of the University.

During the Career Fair:

- 4.14 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.

4.15 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.

4.16 Distribute and retrieve the evaluation instrument from the participants both participating companies and applicants.

After the event:

4.17 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.

4.18 Summarize and evaluate the comments and suggestions of the students, companies, and university officials for improvement of the next Career Fair.

4.19 Prepare and submit accomplishment report and liquidate the expenses incurred on the conduct of the Career Fair.

4.20 Evaluate the status of application of qualified students after thirty (30) days.

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 data bank of company profiles for students and alumni who wish to know the background and nature of business of companies they wish to apply.

- 6.1** Prepare 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. Industry-Academe Linkage Recognition Program

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/companies/agencies in their continued support in providing training and job opportunities to students and alumni.

MANDATORY EVALUATION AND REVIEW

By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

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

INSTITUTIONAL STUDENT PROGRAMS & SERVICES**FOOD SERVICES**

POLICIES AND PROCEDURES 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.

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 **food services**. Its function is to 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.

SCOPE AND COVERAGE

Section 2. The policy on food services includes safety and sanitary conditions and food choices of food outlets within the compound of the institution.

POLICIES AND PROCEDURES

Section 5. The Institution/University

- 5.1 The Batangas State University through its responsible officials/personnel shall set the criteria for safety and sanitary conditions of all food choices of food outlets within the compound of the institution.
- 5.2 A clean comfortable place for serving meals must be provided to students.

Section 6. Food Outlet Owner/Tenants

- 6.1 There should be a Contract of Lease between the tenant and the University.
- 6.2 Owners of Food Outlet shall secure the necessary documents before they could operate.
 - a. Mayor's Permit
 - b. Sanitary Permit

- c. Health Certificate of food handlers or workers
 - d. Environmental Compliance Permit
- 6.3 All important documents regarding its operation must be displayed in a very conspicuous place in the food outlet
- 6.4 Adhere to Food Safety
- 6.4.1 Food safety standard shall be strongly enforced and adhered to all times by complying the following:
- a. Keep the menu simple and keep potentially hazardous foods to a minimum.
 - b. Be careful to protect food and food products at all times from contamination by keeping them covered or packaged above ground or off the floor. Eliminate unnecessary food handling and protect all foods from physical contamination such as sneezing, coughing, touching dirty surfaces or containers.
 - c. Foods that are prepared at home and transported to the canteen in the campus must be kept well covered and adequate temperature controls provided.
 - d. Foods must be protected from cross-contamination by separating raw animal foods from ready to eat food during storage, preparation, holding and display. Equipment and utensils must be thoroughly cleaned and sanitized after being used for raw animal foods and before being used for ready-to-eat food.
 - e. Hot water must be used in sanitizing eating utensils at least every four hours.
 - f. Food personnel must maintain a high degree of personal cleanliness and must conform to good hygienic practices during all work periods. They must have clean outer garments and wear effective hair restraints. Smoking, chewing gum, eating and drinking are not allowed to food personnel in the food preparation and service areas. All non-working unauthorized persons must be restricted from the food preparation and service areas.
 - g. Food personnel may not contact exposed ready-to-eat food with their bare hands. Suitable utensils must be used.
 - h. Food personnel must wash their hands and exposed portions of the arms, especially before they begin work and after performing any of these activities: using the toilet, handling raw food, coughing or sneezing, smoking, handling soiled items, disposing the garbage and all other activities that contaminate the hands. In hand washing, food personnel must pay particular attention to the areas underneath the fingernails and between fingers.

- i. All equipment and utensils coming into contact with foods must be washed, rinse and sanitized. Manual washing requires three basins that are large enough for immersion of utensils, a potable water supply, hot even; waste water must be disposed properly through a sewage disposal system available.
- j. Wet wiping cloths that are used for wiping food spills from food contact and nonfood contact surfaces of equipment shall be stored in a clean sanitizing solution at an appropriate concentration. Dry wiping cloths may be used to wipe food spills from tableware and carryout containers. All wiping cloths shall be free of food debris and visible soil, and must be used for no other purpose.
- k. Garbage and refuse must be kept in durable, easily cleanable, insect and rodent-proof containers that do not leak and do not absorb liquids.

Section 7. Foods and Drinks to be sold

- 7.1 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 available in the canteen/food outlet
- 7.2 Beverages shall include milk, shake and juices prepared from fruits in season.
- 7.3 Carbonated drinks, sugar-based synthetic or artificial flavored juice and junk foods shall not be sold to integrated school pupils/students
- 7.4 Any food product that do not bear Sangkap Pinoy Seal and did not pass BFAD approval is prohibited
- 7.5 Iodized salt shall be used in the preparation of food to ensure that the iodine requirements of children shall be met to eliminate iodine deficiency.
- 7.6 Nutritious and well balance diet/meals should be served to students every day.

Provisions to the Terms of Reference for the Canteen Tenants approved by the University President as per Administrative Council decision shall be strictly followed. Tenants are responsible for all content and expected to adhere to the rules and policies within.

In the event that a food-borne illness occurs, including food poisoning, the University shall conduct an investigation with proper authorities which would focus on the adherence and non-adherence to the above guidelines, among others. The Auxiliary Services *Office Canteen Policy and Guidelines* shall be implemented for any infraction or violation of the canteen tenant.

Section 8. Monitoring and Evaluation

- 8.1 The Office of Food Services or the Canteen Evaluation Committee monitors the food safety, hygiene and sanitation of all food business operations in the campus, makes spot checks and calls the attention of the staff for noted deviations from the policies and procedures of the university.
- 8.2 The Office of Food Services or Canteen Evaluation Committee shall coordinate and report to the Auxiliary Services Office the monitoring and evaluation conducted in different food outlets in the university including its extension campuses.
- 8.3 A food service coordinator in an extension campus shall be assigned to conduct the regular monitoring of different food business operations within the campus and shall directly report to the Office of Food Services.
- 8.4 The Office of Food Services shall coordinate with the local government for the safety of food service outside the school premises.

MANDATORY EVALUATION AND REVIEW

Section 9. By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

EFFECTIVITY

Section 10. These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

TESTING AND ADMISSION OFFICE

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 Testing and Admission Office of Batangas State University hereby adopted the following guidelines for the information, guidance and compliance of all concerned.

POLICY STATEMENT

Section 1. It is the policy of the Testing and Admission Office (TAO) 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 assists 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.

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 requirements 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.

ADMISSION REQUIREMENTS

Section 8. Application Requirements for Taking the Entrance Examination of the following applicants. The applicants should secure the following requirements before taking the entrance examination:

- 8.1 **Requirements For all Applicants.** The following documents must be completed and submitted to the TAO prior to the entrance examination schedule:
 - 8.1.1 Application Form (Pre-elementary, Elementary, Junior, Senior HS and College)
 - 8.1.2 Two (2) recent copies of 2"x2" ID picture with applicant's signature at the back (Pre-elementary and Elementary applicants).
 - 8.1.3 One (1) recent copy of 2"x2" and 1"x1" ID Picture with applicant's signature at the back (Junior, Senior HS and College applicants).
 - 8.1.4 Non-refundable testing fee for Pre-elementary, Elementary, Junior, Senior HS, and College applicants.

8.1.5 English Placement Fee receipt for College applicants.

8.2 Additional Requirement for Specific Applicants (Undergraduate/College Program). The following qualifications are required by the succeeding programs/department to their aspiring applicants:

8.2.1 General Engineering

8.2.1.1 Certified true copy of final grades from Grade 10 & Grade 11 with at least 80% in Mathematics, Science and English is required for applicants.

8.2.1.2 Applicants who do not meet the grade requirements mentioned above are advised to choose another program where their abilities, skills and talents are suited.

8.2.2 BS Architecture

8.2.2.1 Certified true copy of final grades from Grade 10 & Grade 11 with at least 80% in Mathematics, Science and English is required for applicants.

8.2.3 BS Education and BE Education

8.2.3.1 Certified true copy of final grades from Grade 10 & Grade 11 with at least 80% in Mathematics, Science and English is required for applicants.

8.2.4 BS Accountancy and BS Customs Administration

8.2.4.1 Certified true copy of final grades from Grade 10 & Grade 11 with at least 80% in Mathematics, Science and English is required for applicants.

8.2.5 BS Tourism

8.2.5.1 Certified true copy of final grades from Grade 10 & Grade 11.

8.2.5.2 A height of 5'2" for females and 5'4" for male applicants is required.

8.2.6 BS Nursing and BS Nutrition and Dietetics

- 8.2.6.1 Certified true copy of final grades from Grade 10 & Grade 11 with at least 80% in Mathematics, Science and English is required for applicants.

8.2.7 **BS Criminology**

- 8.2.7.1 Certified true copy of final grades from Grade 10 & Grade 11 with at least 80% in Mathematics, Science and English is required for applicants.

8.2.8 **Senior High School applicants (Grade XI)**

- 8.2.8.1 In BatStateU Integrated School (Main Campus I) and BatStateU Laboratory School (Nasugbu Campus) certified true copy of grades from Grade 7 to Grade 9 with at least 80% final grades in Mathematics, Science, English and Filipino is required for applicants.

8.2.9 **Junior High School Applicants (Junior High School)**

- 8.2.9.1 Certified true copy and photocopy of report card in the previous grade level (Grade V).
- 8.2.9.2 In BatStateU-Integrated School (main campus) a final 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*).
- 8.2.9.3 In BatStateU-Laboratory School (Nasugbu campus) an average grade of 85% and above in Math, Science, English and Filipino in the previous grade level is required.

8.2.10 **Pre-Elementary and Elementary Applicants**

- 8.2.10.1 Original and Photocopy of NSO-authenticated Birth Certificate
- 8.2.10.2 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)
- 8.2.10.3 Age requirement (must reach the following age requirement by the 1st day of June 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

8.2.11 Requirements for Foreign Students

8.2.11.1 GENERAL REQUIREMENTS

A. Bachelor's 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. Master's and Doctoral Degree

A foreign applicant who has completed his Bachelor's degree may be admitted to the master's program while an applicant who has completed master's 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 Program³ 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 August to December while second semester is from January to May. Summer classes are from June to July. Special Admission test may be given upon request. The BatStateU Admission Test consists of subtests in English, Mathematics, Science and Abstract Reasoning.

E. Filipino Applicants from Abroad

Filipinos who graduated from schools abroad applying for (Bachelor's, master's and doctoral) admission to the University must also satisfy the same requirements as those for foreign students.

³ Fees are located at the Schedule of Fees section

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

8.2.11.2 CHECKLIST OF REQUIREMENTS TO BE SUBMITTED

- 8.2.11.2.1 Accomplished admission foreign students application form. Applicants may download the form online at www.batstate-u.edu.ph
- 8.2.11.2.2 A non-refundable application fee of Php300 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
- 8.2.11.2.3 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)
- 8.2.11.2.4 For applicants in the graduate school, official transcript of records (1 official transcript of records and 3 photocopies) 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)
- 8.2.11.2.5 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)
- 8.2.11.2.6 Photocopied student's passport datapage showing the date and the place of birth

- 8.2.11.2.7 Photocopied birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post
- 8.2.11.2.8 Authentication from Consular Section of the Embassy of the Philippines in the country of origin
- 8.2.11.2.9 Certificate of Good Moral Character from the country of origin
- 8.2.11.2.10 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
- 8.2.11.2.11 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

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.

8.2.11.3 **SCHEDULE OF FEES⁴**

The examination fee (Bachelor's) is PhP 1,800.00 (or its US dollar equivalent). For graduate students, the application fee is PhP 2,000.00 (or its US dollar equivalent). If an applicant gets accepted, he will pay the tuition fees and miscellaneous fees which are as follows:

⁴ All fees are subject to change

A. Bachelor's**Regular Semester (First and Second Semesters)**

Particulars	Amount (PhP)
Tuition fee	250.00 per unit
Miscellaneous	
Registration	260.00
Library fee	622.00
Athletic fee	380.00
Publication fee	380.00
Medical and dental fee	380.00
Laboratory fee	751.00
NSTP	375.00
ID (one-time fee)	235.00
Anti-TB	15.00
SCUAA	130.00
Cultural fee	173.00
Security fee	173.00
HEMF/unit	86.00/unit
Internet	300.00
SSC	25.00
Insurance	55.00
Non-Resident fee	20,000.00

Midterm

Particulars	Amount (PhP)
Tuition fee	250.00 per unit
Miscellaneous	
Registration	260.00
Library fee	622.00
Medical and dental fee	380.00
Guidance fee	260.00
Non-Resident fee	10,000.00

On-the-Job Training

Particulars	Amount (PhP)
Tuition fee	250.00 per unit

Miscellaneous fee	
Registration	260.00
RLEF	500.00
SSC	25.00
Non-resident fee	10,000.00

B. Graduate Program (Master's and Doctoral)

Particulars	Amount (PhP)
Tuition fee	500.00 per unit
Miscellaneous	
Registration fee	380.00
Library fee	751.00
Journal fee	751.00
ID	235.00
Medical and dental fee	547.20
Graduate development fee	86.00/unit
Non-Resident fee	20,000.00

C. Intensive English Language Proficiency Course

Particulars	Amount (PhP)
Program fee (60 hours)	27,000.00 (plus 10% administrative cost)

D. Estimated Personal Expenses

Particulars	Estimated amount
Lodging	PhP 2,500.00/mo.
Personal allowances	PhP 5,000.00/mo.
Laundry	PhP 1,500.00/mo.
Books, supplies in school	PhP 5,000.00/mo.

E. 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.

F. OTHER IMPORTANT INFORMATION

1. Academic Year

Batangas State University's Academic Year has two regular semester (first semester, August to December and second semester, January to May) and summer (June and July).

2. Mediums of Instruction

English is the medium of instruction at the University.

3. Living Accommodations inside the University⁵

Batangas State University has hostel and dormitories at the BatStateU Pablo Borbon Main I, Batangas City, BatStateU Pablo Borbon Main II, Batangas City and at BatStateU ARASOF-Nasugbu.

4. 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 Bangko Sentral ng Pilipinas 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

⁵ The details about the living accommodations are included in the Policies for Foreign Students which will be given once applicants are accepted to the University

the External Affairs Office at +63 43 980-0385 local 1143 and via email at externalaffairsoffice2016@gmail.com. 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.

The following are the requirements by the Bureau of Immigration:

A. 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); and
6. Bureau of Immigration Clearance Certificate.

B. 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); and
6. Barangay Clearance Certificate.

C. 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; and
9. SIRV – Special Investor Resident Visa.

8.2.12 Requirements for Students from Alternative Learning System (ALS)

8.2.12.1 Grades/Card from ALS

8.2.13 Requirements for Filipinos who studied abroad (Non-Filipino School)

8.2.13.1 Grades from the previous school evaluated by the registrar

**ARTICLE VI
ADMISSION POLICIES AND PROCEDURES**

Section 9. Policies for Taking the Entrance Examinations. The applicants should abide by these policies in taking the entrance examination:

9.1 Policies for taking the entrance examination. The following policies must be observed by the applicants before and during the entrance examination:

- 9.1.1 Students who did not bring their test permit will be rescheduled on the next examination date.
- 9.1.2 Calculators, cellphones and other similar gadgets are not allowed during the examination.
- 9.1.3 Testing fee is non-refundable or transferrable.

9.2 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.

- 9.2.1 Tampered school records and documents such as but not limited to Transcript of Records, school records, identification and the like.
- 9.2.2 Allowing another person other than the applicant to take the entrance exam.
- 9.2.3 Tampering of English Proficiency Test/ Entrance Test result for enrollment.
- 9.2.4 Any form, manner and method of cheating during the examination.

Section 10. Procedures for Taking the Entrance Examinations. The applicants should follow these steps in taking the entrance examination:

10.1 Procedures for taking the entrance examination. The following are the steps that the applicant must comply before taking the entrance examination:

10.1.1 Bring the following:

- 10.1.1.1 Test Permit
- 10.1.1.2 Official Receipt of Testing Fee
- 10.1.1.3 Pencil and/with Eraser
- 10.1.1.4 School ID or any valid IDs

10.1.2 Steps for taking the entrance exam

- 10.1.2.1 On the scheduled day of examination, proceed to the assigned room and have your test permit checked.
- 10.1.2.2 Sign the attendance sheet.
- 10.1.2.3 Listen to test instructions.
- 10.1.2.4 Answer the test questions within the specified time allotment.

10.2 Pre-elementary, Elementary, Junior High School and Senior High School. Applicants in these levels must do the following procedures:

- 10.2.1 Secure an application form from TAO personnel or download the form online at www.batstate-u.edu.ph.
- 10.2.2 Fill out the application form and submit the same for evaluation at TAO.
- 10.2.3 Pay the testing fee at the cashier's office.
- 10.2.4 Proceed to the TAO to secure schedule of examination.
- 10.2.5 Take the entrance examination on the scheduled date and time.
- 10.2.6 Inquire about the result of the exam after five (5) working days.

10.3 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.

- 10.3.1 Secure an application form from TAO personnel or may download the form online at www.batstate-u.edu.ph
- 10.3.2 Fill out the application form and submit the same for evaluation at TAO.
- 10.3.3 Pay the testing fee at the cashier's office and additional fee for English Proficiency Test.
- 10.3.4 Proceed to the TAO to secure schedule of examination.
- 10.3.5 Take the entrance examination on the scheduled date and time.
- 10.3.6 Inquire about the result of the exam after five (5) working days

For BS Tourism and Associate in Tourism

- 1. Proceed to the Infirmary for height screening.
- 2. Proceed to the office of the Dean of CABEIHM for interview/screening purposes.
- 3. Submit the filled-out application form to the TAO with the Dean's signature indicating that the applicant passed the initial screening.

For BS Nursing

- 1. Proceed to the office of the Dean of CONAHS for interview/screening purposes.
- 2. Submit the filled-out application to the TAO with the Dean's signature indicating that the applicant passed the initial screening.

10.4 College Transferees. The following procedures must be followed by the college transferees:

- 10.4.1 Procedures for college transferees:
 - 10.4.1.1 Secure transferee evaluation form from the Registrar's Office
 - 10.4.1.2 Secure an application form from TAO personnel or download the form online at www.batstate-u.edu.ph

- 10.4.1.3 Fill out the application form and submit for evaluation at TAO.
- 10.4.1.4 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.
- 10.4.1.5 Submit the filled-out application form, 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.
- 10.4.1.6 Pay the testing fee at the cashier's office and additional fee for English Proficiency Test for non-credit English subject.
- 10.4.1.7 Proceed to the TAO to secure the schedule of examination.
- 10.4.1.8 Take the entrance examination on the scheduled date and time.
- 10.4.1.9 Inquire about the result of the exam after five (5) working days

10.5 **Shifter and Returning Applicants.** The succeeding procedures must be followed by the shifter and returning applicants prior to their admission:

- 10.5.1 Secure shifter evaluation form at the Registrar's Office.
- 10.5.2 Secure and accomplish the clearance form from the Registrar's office.
- 10.5.3 Report to the college where the student last enrolled for clearance and exit interview purposes.
- 10.5.4 Proceed to the college where the student intends to enroll for evaluation along with the printed grades and shifter evaluation form.
- 10.5.5 Proceed to the Registrar's office for verification and approval of credited subjects.
- 10.5.6 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.

10.6 **Graduate School and Law Students.** To be admitted in this program, applicants must do the following procedures.

- 10.6.1 Proceed to the office of the Dean of their respective departments where they intend to enroll for evaluation and issuance of application form.
 - 10.6.2 Submit the filled-out application form at the TAO personnel.
 - 10.6.3 Pay the testing fee at the cashier's office
 - 10.6.4 Proceed to TAO for entrance examination.
 - 10.6.5 Inquire about the test result after 30 minutes from their respective department.
 - 10.6.6 Secure an admission slip at the TAO personnel.
- 10.7 **Foreign Students.** The following steps must be accomplished first by foreign students to be admitted in the university:
- 10.7.1 Report to the Public Relations and International Linkages Office for evaluation purposes.
 - 10.7.2 Secure an application form from the TAO personnel.
 - 10.7.3 Submit the filled-up application form to the TAO personnel for verification purposes.
 - 10.7.4 Pay the testing fee at the cashier's office.
 - 10.7.5 Proceed to the TAO to get the schedule of the examination.
 - 10.7.6 Take the entrance examination on the scheduled date and time.
 - 10.7.7 Inquire about the result of the said examination after five (5) working days.

Section 11. 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:

- 11.1 Report to the TAO on the scheduled date and time.
- 11.2 Log on to the record book for their transaction.
- 11.3 Submit the folder/envelope containing their resume and credentials.
- 11.4 Take the test on the scheduled date and time.
- 11.5 Inquire about the result of the exam at the Human Resource Department after one to three working days.

Section 12. Procedures for Securing the Admission Test Results. The following procedures must be followed by the applicants in securing the test results.

- 12.1 For Pre-elementary, Elementary, Junior High School, Senior High School and College Applicants

- 12.1.1 Proceed to the Testing and Admission Office to check if the name is on the list of qualifiers
 - 12.1.2 If listed in the qualifiers, present the test permit to claim the Notice of Passing.
 - 12.1.3 If the test permit is not available/was misplaced or the applicant has representative, the following may be presented to TAO:
 - 12.1.3.1 Valid Identification Card of the representative and the student
 - 12.1.3.2 Authorization Letter from the examinee (if the examinee is of legal age) Authorization Letter from the parent's examinee (if the examinee is not of legal age)
 - 12.1.4 Pay the reservation fee at the Cashier's office.
 - 12.1.5 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.
 - 12.1.6 Proceed to the Infirmary for the schedule of X-ray, medical and dental examination.
 - 12.1.7 Return to BatStateU on the date of enrollment written on the admission slip and bring all the necessary requirements for enrollment.
- 12.2 For Graduate School and Law School student applicants
- 12.2.1 Test Results are forwarded to the respective department after taking the test.
 - 12.2.2 Secure an admission slip.
 - 12.2.3 Proceed to the respective department for enrollment.
- 12.3 Policy on the test result
- 12.3.1 The Entrance Test Result is valid for one (1) year for college applicants only.
 - 12.3.2 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.

ADMINISTRATION OF CLASSIFICATION TEST/APTITUDE TESTS FOR MAJORING STUDENTS

Section 13. 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.

- 13.1 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.

- 13.1.1 Bring the following:
 - 13.1.1.1 Test Permit
 - 13.1.1.2 Official Receipt of Testing Fee
 - 13.1.1.3 Pencil and/with Eraser
- 13.1.2 Steps for the taking the Classification Test
 - 13.1.2.1 On the scheduled day of examination, proceed to the assigned room and have your test permit checked.
 - 13.1.2.2 Sign the attendance sheet.
 - 13.1.2.3 Listen to test instructions.
 - 13.1.2.4 Answer the test questions within the specified time allotment.

- 13.2 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.

- 13.2.1 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.
- 13.2.2 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%
- 13.2.3 Test results must be treated with utmost confidentiality.
- 13.2.4 Students with submitted and duly evaluated GWA) will be ranked.

13.3 Types of Classification Test

13.3.1 **Engineering Classification Test** is administered to all second year General Engineering students and is conducted every 2nd week of April to regular students and every last week of July to irregular students .

13.3.1.1 **Procedures for the Engineering Classification Test.** The following are the procedures for engineering students to comply:

- 13.3.1.1.1 Attend the Orientation for incoming 3rd year engineering or majoring students to be scheduled and conducted by the General Engineering Department.
- 13.3.1.1.2 Secure an application form for taking the classification test at the Testing and Admission Office.
- 13.3.1.1.3 Submit a printed copy of grades from the University portal to the authorized GE faculty evaluators.
- 13.3.1.1.4 Proceed to the authorized faculty evaluators and have grade evaluation.
- 13.3.1.1.5 Pay the testing fee at the cashier's office.
- 13.3.1.1.6 Submit the filled up application form, report of grades and official receipt of testing fee to the TAO personnel fifteen (15) days before the scheduled examination.
- 13.3.1.1.7 Two (2) working days before the scheduled examination, verify the schedule of exam that will be posted wherein the batch number, date and time of examination, room assignment and name of proctor/examiner are indicated.
- 13.3.1.1.8 Take the classification test on the scheduled date and time.
- 13.3.1.1.9 April examinees may inquire about the result of the examination at the department/college on June while the results of the July

examination will be release on the first week of August.

13.3.1.2 Requirements for filing. The following requirements must be submitted to the TAO by the incoming third year engineering students before taking their classification test:

- 13.3.1.2.1 Engineering Classification Test form
- 13.3.1.2.2 Two (2) recent copies of “2x2” ID picture with applicant’s signature at the back
- 13.3.1.2.3 Testing fee receipt
- 13.3.1.2.4 A printed copy of grades from the University portal
- 13.3.1.2.5 Accomplished evaluated grades indicating the general weighted average and an authorized faculty evaluator’s signature

13.3.2 CABIHM Classification Test is conducted every 3rd week of November to regular students and every 2nd week of June to irregular Business Administration student as part of determining the area of specialization to be taken.

13.3.2.1 Procedures of CABIHM Classification Test. The succeeding steps must be followed by the incoming third year BS Business Admisnitration students in their classification test.

- 13.3.2.1.1 Submit the filled-out application form, report of grade and official receipt of testing fee to the TAO personnel before the scheduled examination.
- 13.3.2.1.2 Submit a printed copy of grades from the University portal to the authorized CABIHM faculty evaluators and Testing Coordinator.
- 13.3.2.1.3 Pay the testing fee at the cashier’s office.
- 13.3.2.1.4 Take the classification test on the given scheduled date and time.
- 13.3.2.1.5 April examinees may inquire about the result of the examination at the department/college

on June while the result of the July examination will be release on the first week of August.

13.3.2.2 Requirements for filing. These are the requirements to be submitted by the incoming third year BS Business Admisnitraton students at the TAO before taking their classification test.

13.3.2.2.1 CABEIHM Classification Test form

13.3.2.2.2 Two (2) recent copies of 2"x2" ID picture with applicant's signature at the back.

13.3.2.2.3 Testing fee receipt.

13.3.2.2.4 A printed copy of grades from the University portal.

13.3.2.2.5 Accomplished evaluated grades indicating the general weighted average and an authorized faculty evaluator's signature.

13.3.3 CTE Classification Test is administered every 1st week of April to regular students and every 1st week of July to irregular 1st year BSED Students.

13.3.3.1 Procedures of CTE Classification Test. Incoming second year education students must comply with the following procedures for their classification test.

13.3.3.1.1 Submit the filled out application form, report of grades and official receipt of testing fee to the TAO personnel before the scheduled examination.

13.3.3.1.2 Submit a printed copy of grades from the University portal to the authorized CTE faculty evaluators.

13.3.3.1.3 Pay the testing fee at the cashier's office.

13.3.3.1.4 Take the classification test on the scheduled date and time.

13.3.3.1.5 April examinees may inquire about the result of the examination at the department/college on June while the result of the July examination will be release on the first week of August.

13.3.3.2 **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.

13.3.3.2.1 CTE Classification Test form

13.3.3.2.2 Two (2) recent copies of “2x2” ID picture with applicant’s signature at the back

13.3.3.2.3 Testing fee receipt

13.3.3.2.4 A printed copy of grades from the University portal.

13.3.3.2.5 Accomplished evaluated grades indicating the general weighted average and an authorized faculty evaluator’s signature

MANDATORY EVALUATION AND REVIEW

Section 13. By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

EFFECTIVITY

Section 14. These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

SCHOLARSHIP AND FINANCIAL ASSISTANCE OFFICE

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.

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 cater 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.

SCOPE AND COVERAGE

Section 3. The policy covers the general guidelines, policies and procedures for application and renewal of scholarship and financial assistance in the University.

POLICIES AND PROCEDURES

Section 7. Application for Internally Funded Scholarship and Financial Assistance. A student applying for Internally Funded scholarship and financial assistance shall submit the following documentary requirements at the Scholarship and Financial Assistance Office.

- 7.1 Filled-up application form (*BatStateU-FO-SFA-01; BatStateU-FO-SFA-02; BatStateU-FO-SFA-03*).
- 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 from the school guidance counselor.
- 7.4 Certificate of Tax Exemption from BIR, Latest Income Tax Return of parents/guardian, Certificate of Indigency, or Affidavit of No Income, certificate of employment, certification from the principal (if applicable).

Section 8. Evaluation and Screening Procedure. The Scholarship and Financial Assistance Office shall accept the application and evaluate the document submitted by the qualified applicants. Submission of incomplete requirement shall not be accepted.

Section 9. Renewal of Scholarship and Financial Assistance. A student enjoying Internally Funded scholarship shall renew their grant every semester. The grantee shall present BatStateU ID Card and registration form at the SFAO for verification of grades and General weighted average (GWA) prescribed by the scholarship/grant they are enjoying. Qualified students shall proceed to the Assessment for re-assessment of their fees.

Section 10. Application, Selection and Screening of Grantees for Externally Funded Scholarship and Financial Assistance. Application, selection, and screening of the applicants shall depend on the signed Memorandum of Agreement between the University and the sponsor. The SFAO shall extend assistance on the application, screening and selection upon the request of the sponsor.

Section 11. Renewal of Externally Funded Scholarship and Financial Assistance. A student enjoying Externally Funded scholarship shall renew their grant every semester. The sponsor shall submit to the University the Master list of their grantees every semester. The grantees during renewal shall present BatStateU ID card and registration form for verification and evaluation of grades as to the grant they are enjoying. Qualified students shall be approved via Scholarship System before the student proceed to the Assessment Office.

GENERAL GUIDELINES

Section 12. Internally (BatStateU) Funded Scholarships and Financial Assistance

- 12.1 All applicants of scholarship grants and financial assistance shall pass the BatStateU Entrance Examination.
- 12.2 All qualified students shall approved by the SFAO head/s as to scholarship or financial assistance via Scholarship Automated System.
- 12.3 The renewal of all BatStateU-Funded scholarship and financial assistance is only until the first day of the scheduled preliminary examination of every semester and a week after the start of summer classes. Failure to report within the period would mean disqualification of the grant.
- 12.4 For the externally-funded scholarship and financial assistance, the approval and renewal of the grant is until the first day of the scheduled midterm of every semester and subject to the sponsor's discretion during summer term.
- 12.5 Only those who are approved in the Scholarship Automated System will be included in the official master list of scholars and grantees. The list will serve as the bases of the Accounting Office for the computation of the corresponding discount and Billing Statement.
- 12.6 All scholars must conform to the grade and other requirements of the grant they are enjoying. For BatStateU-Funded scholarship and financial

assistance, all subjects, except NSTP and PE, will be included in the computation of general weighted average (GWA).

- 12.7 Only those with regular summer subjects offerings prescribe by their course can avail the scholarship grants during summer provided all the guidelines are followed.
- 12.8 A student can avail a BatStateU-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.
- 12.9 The continuance of external-funded scholarship grants, especially Private Scholarship, is based on the decision of the sponsoring agency. Scholars availing such grant should always present a school ID and registration form at the scholarship office for verification of grades as stated in the MOA.

TERMS AND CONDITIONS, GENERAL WEIGHTED AVERAGE AND BENEFITS

Section 11. BatStateU Funded Scholarship and Financial Assistance

Title	Intended Beneficiaries	Terms and Conditions/General Weighted Average (GWA)	Financial Benefit
1. <u>Iskolar ng Bayan</u>	Top 10 graduates of public high school	As stipulated in RA 10648 “Iskolar ng Bayan Act of 2014”	As stipulated in RA 10648 “Iskolar ng Bayan Act of 2014”
2. <u>BatStateU Scholarship for Undersubscribed Programs</u>	Bonafide students of BatStateU who enroll in the <i>programs offered in the University with below 25 number of enrollees in the past three years.</i>	<p>Shall maintain a general weighted average (GWA) of 2.5 (80-82) at the end of semester.</p> <p>Shall not shift to any course otherwise he/she loses the scholarship.</p>	50% discount on tuition fee.
	Bonafide students of	<ul style="list-style-type: none"> 1.0-1.25 	Full assessment for one semester

3. University Scholarship	Batangas State University	<ul style="list-style-type: none"> 1.251-1.75 	Free tuition fee for one semester.
4. Student Assistants	Bonafide students of the University	<p>Must be at least second year college.</p> <p>Have at least one semester residence in the University.</p> <p>Have enrolled at least 18 units load in the previous semester and enroll a minimum of 18 units in the current semester.</p> <p>Must not have received a grade of 5.0, 4.0, or Inc. nor dropped any subject (officially or unofficially) in the previous semester.</p>	50% discount on tuition fee and a Php25.00 rate per hour.
5. Government Officials and Employees of other Government Institution s/Agencies other than Batangas State University (for Graduate School	Government employees and officials who wish to enroll in the Graduate school.	<p>Shall present a certificate of employment from his/her agency upon enrollment every semester.</p> <p>Shall be casual, temporary, or permanent (not applicable to contractual)</p> <p>Shall maintain a grade not lower than 1.75 in each subject at the end of the semester</p> <p>Shall not change the program. shall finish the program for: 3 years for Masters level-non-thesis program, 4 years for masters level-thesis</p>	50% discount on tuition fee.

		program and 5 years for Doctorate level	
6. BatStateU System Alumni Scholarship	Alumni of the University (graduate and undergraduate) <i>*not applicable to IS students</i>	<p>Shall present proof that he/she is a BatStateU graduate.</p> <p>Shall maintain a grade of 1.75 in all subjects in the graduate school.</p> <p>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).</p> <p>Alumni enrolled in the undergraduate level shall avail the grant until the completion of the course provided that the grade and other requirements are met.</p> <p>Shall maintain a general weighted average (GWA) of 2.0 at the end of the semester for the undergraduate level.</p>	20% discount on tuition fee
7. BatStateU Financial Assistance for Government Officials and Employees of Government	Government Officials and Employees enrolled in College of Law	<p>Shall enroll in full load prescribe by the course.</p> <p>Shall avail within a maximum of four (4) years.</p>	25% discount on tuition fee

Institution s/Agencies other than BatStateU (College of Law students)			
<u>8.</u> NROTC Financial Assistance	active NROTC officer	<p>Shall maintain a general weighted average (GWA) of 2.5 (80-82) at the end of the semester.</p> <p>Shall enroll in the minimum required load of eighteen (18) units every semester.</p> <p>Must present certification from the NROTC Office upon enrollment.</p>	100% discount on tuition fee.
<u>9.</u> Family Tuition Fee Privileges (not applicable to Nasugbu and Malvar)	Bonafide students of the University	<p>Must be enrolled in full academic load every semester except for IPTP participants.</p> <p>Only those who are in college level can avail the discount.</p> <p>Must present birth certificate and proof of the siblings' enrolment in BSU.</p>	<p>Two (2) children enrolled – 20% discount on tuition fee (each)</p> <p>Three (3) children enrolled – 25% discount on tuition fee (each)</p> <p>Four (4) or more children enrolled – one (1) child free tuition fee and the rest will pay the full amount.</p>
<u>10.</u> BatStateU Tuition Fee Discount for Cooperatin g Teachers (for graduate	Certified Cooperating Teachers of the University	<p>Shall be a cooperating teacher during the last semester prior to enrollment.</p> <p>Not a recipient of any government scholarship.</p>	50% tuition fee discount

school only)		Scholarship grant is good for one semester only. Shall submit a certification as cooperating teacher.	
11. Qualified Dependent of the Armed Forces of the Philippines s, Qualified Dependent of Philippine National Police	Limited only to two qualified dependents of Armed Forces of the Philippines and 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 <ul style="list-style-type: none"> • 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 Education • Sea Farer’s Course • BS Agribusiness Management

			<ul style="list-style-type: none"> • BS Applied Economics • BS Information Management
<u>12.</u> Barangay officials, Barangay Health Worker, Qualified Dependent of Barangay Officials and Barangay health Workers and Sangguniang Kabataan Officials.	Limited only to the aforementioned officials and two of their qualified dependents.	<p>Must present certification from the Office of the Municipal Mayor attested by the DILG officer upon enrollment.</p> <p>Must maintain a general weighted average (GWA) 2.25 (83-84) at the end of the semester.</p> <p>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</p> <p>Limited to the priority courses specified by the university**</p>	<p>100% tuition fee Discount. ** Priority Courses</p> <ul style="list-style-type: none"> • 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 Education • Sea Farer’s Course • BS Agribusiness Management • BS Applied Economics

			<ul style="list-style-type: none"> • BS Information Management
13. Scholarship for Student Leaders	Supreme Student Council and Supreme Student Council Confederation Officers	<p>Must be a bonafide student of Batangas State University.</p> <p>Must be a duly elected officer of the Supreme Student Councils Confederation and Supreme Student Council.</p> <p>Shall enroll a minimum academic load of 18 units per semester or as prescribed by their respective curriculum.</p> <p>Shall present a certification from the Office of the Student Affairs and Services duly signed by the Assistant Director for SOA.</p>	<p>Full Assessment-President f SSCC</p> <p>100% Tuition Fee discount-Officers of SSCC</p> <p>50% Tuition Fee Discount-Officers of SSC</p>
14. Scholarship for Persons with Disabilities		<p>Must be a Filipino citizen</p> <p>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 (RA 9442)</p>	20% Tuition Fee Discount
15. Scholarship For Indigent Students Where The	Bonafide students of the University residing from its adopted barangays.	Must be a resident of the adopted barangays of the University in Batangas province.	Full Assessment as reflected in the registration form.

University Operates <i>Source of Fund:</i> <i>Adopt a Barangay Program (Education Services)</i>		<p>Must be a bonafide regular graduating student of Batangas State University.</p> <p>Must not be a recipient of any scholarship grant.</p> <p>Must carry the regular load prescribed by the course per semester.</p> <p>Must present latest Income Tax Return (ITR) of parents or guardian/Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR)/Certificate of Indigency from their Barangay or Affidavit of No Income.</p> <p>Must present a certificate of good moral from the guidance counselor.</p>	
<u>16.</u> Modified Socialized Tuition Fee Program	Bonafide students of the University	<p>Must belong to economic class E.</p> <p>Shall not be a recipient of any other scholarship.</p> <p>Must be a regular student of the University (no failing grade, dropped or incomplete in any course).</p>	100% tuition fee
<u>17.</u> Enhanced Benefits for Qualified Dependent of BatStateU	Bonafide students of the University who are legal dependents of faculty and employee	<p>Shall enroll in the chosen program every semester.</p> <p>Shall finish the program in the prescribed number of years.</p>	<p>Integrated school-30% tuition fee discount</p> <p>Laboratory School- 50% discount</p>

Faculty and Personnel		<p>Shall communicate with the University's scholarship office with regards to his/her academic performance and submission of pertinent documents.</p> <p>Shall pay the expenses to be incurred in case he/she fails to finish the chosen program in the prescribe number of years in the University.</p> <p>Shall not enjoy any other scholarship/financial assistance funded by the University.</p>	College- 100% tuition fee discount
<u>18.</u> Enhanced Sports and cultural Assistance	Varsity and Culture and Arts Performers	See BOR No 458-A Series of 2016	Full Assessment
<u>19.</u> Padua Family Financial Assistance	Son/daughter of tenant of Mrs. Padua	See BOR No 458-A Series of 2016	6,000 on miscellaneous fees

MANDATORY EVALUATION AND REVIEW

By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

BATSTATEU SCHOLARSHIP FOR GOVERNMENT OFFICIALS AND EMPLOYEES OF GOVERNMENT INSTITUTIONS/AGENCIES OTHER THAN BATSTATEU

TERMS AND CONDITIONS

- a. Must present a certificate of employment from his/her agency upon enrollment every semester.

- b. Shall be casual, temporary, or permanent (not applicable to contractual)
- c. Must not be a recipient of any other government scholarship
- d. Must not officially or unofficially drop any subject from the previous semester
- e. Must maintain a grade of 1.75 or better in all subject enroll at the end of every semester
- f. Grantees are not allowed to change program
- g. Grantees shall avail the grant for:
 - Masteral level
 - Three (3) years for Non-thesis
 - Four (4) years for with thesis program
 - Doctoral level
 - Five (5) years

BENEFITS

- 50% discount on tuition fee

DUTIES AND RESPONSIBILITIES OF THE STUDENT

1. Enroll in full academic load prescribed in the program curriculum.
2. Present certificate of employment and registration form at SFAO during enrollment
3. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
4. Shall pay the remaining tuition fee balance and miscellaneous fees.

RETENTION

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

BATSTATEU ALUMNI SCHOLARSHIP**TERMS AND CONDITIONS**

- a. Must present any proof that he/she is a BatStateU graduate.

For GRADUATE SCHOOL STUDENTS

- b. Shall maintain a grade of 1.75 or better in all subject
- c. Shall avail the grant for three (3) years (non-thesis); four (4) years (with thesis) and five (5) years for Doctoral level.

FOR UNDERGRADUATE STUDENTS

- d. Must not receive a grade of Inc.; 4.0 or failing grades from the previous semester
- e. Must not officially or unofficially drop in any subject from the previous semester
- f. Must enroll in full academic load in every semester except for IPTP participants.
- g. Must maintain a general weighted average of 2.0 at the end of the semester.

BENEFITS

- 20% DISCOUNT ON TUITION FEE

DUTIES AND RESPONSIBILITIES OF THE STUDENT

1. Enroll in full academic load prescribed in the program curriculum.
2. Present TOR, diploma and registration form at SFAO during enrollment
3. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
4. Shall pay the remaining tuition fee balance and miscellaneous fees.

RETENTION

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

BATSTATEU TUITION FEE DISCOUNT FOR COOPERATING TEACHERS**TERMS AND CONDITIONS**

- a. Must be a cooperating teacher during the last semester prior to enrollment
- b. Must not be a recipient of any other government scholarship
- c. Must submit a certification as cooperating teacher
- d. Scholarship is good for one semester only

BENEFITS

- 50% DISCOUNT ON TUITION FEE

DUTIES AND RESPONSIBILITIES OF THE STUDENT

1. Enroll in full academic load prescribed in the program curriculum.
2. Present certification registration form at SFAO during enrollment

3. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
4. Shall pay the remaining tuition fee balance and miscellaneous fees.

RETENTION

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

STUDENT ASSISTANTS**TERMS AND CONDITIONS**

- a. Must be at least second year college.
- b. Have at least one semester residence in the University.
- c. Have enrolled at least 18 units load in the previous semester and enroll a minimum of 18 units in the current semester.
- d. Must not have received a grade of 5.0, 4.0, or Inc., nor dropped any subject (officially or unofficially) in the previous semester.
- e. Must present a certification from OSAS.
- f. Must maintain a general weighted average of 3.0 at the end of the semester.

BENEFITS

- 50% discount on tuition fee and a Php25.00 rate per hour.

STUDENT ASSISTANTS' RESPONSIBILITIES

1. Shall submit class schedule and official time of duty duly signed at OSAS.
2. Report to work station during schedule time of duty.
3. Submit duly signed DTR and accomplishment report at OSAS every 15th and 30th and the month.
4. Inform the immediate supervisor in case of absent.
5. Assist with the daily office operation as determined by supervisor.
6. Coordinate with other offices.
7. Type correspondence, entering data/computing.
8. Answer phones.
9. Post fliers/ announcements/postings around the campus.
10. Filing.

11. Promote campus events through innovative and traditional PR/advertising techniques.
12. Maintain scheduled office hours and report and submit daily time records at OSAS.
13. Other functions assigned by supervisor or related higher authority.

RETENTION

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

NROTC SCHOLARSHIP**TERMS AND CONDITIONS**

- a. Must be an active NROTC Officer
- b. Must maintain a general weighted average of 2.5 (80-82) at the end of the semester.
- c. Must not have failing grade/s, 4.0, or Inc. in the previous semester
- d. Must not officially or unofficially drop any subjects from the previous semester.
- e. Must be enrolled in the minimum required load of eighteen (18) units every semester.
- f. Must present certification from the NROTC Office upon enrollment.

BENEFITS

- 100% discount on tuition fee

DUTIES AND RESPONSIBILITIES

1. Serve as colors during commencement exercises and other activities in the University.
2. Serve as drill instructor as the need arises.
3. Extend training activities during summer.
4. Report to ROTC Office as scheduled.
5. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.

RETENTION

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

FAMILY TUITION FEE PRIVILEGES

TERMS AND CONDITIONS

- a. Must be enrolled in full academic load every semester except for IPTP participants
- b. Must not have failing grade, 4.0, or Inc. from the previous semester
- c. Must not officially or unofficially drop any subjects from the previous semester.
- d. Only those who are in college level can avail the discount.

BENEFITS

- Two (2) children enrolled - Each student will get 20% discount on tuition fee
- Three (3) children enrolled - Each student will get 25% discount on tuition fee
- Four (4) student enrolled - Free tuition for one child and the rest will pay the full amount

DUTIES AND RESPONSIBILITIES OF THE STUDENT

1. Enroll in full academic load prescribed in her chosen program.
2. Present proof of siblings (photocopy of NSO birth certificate) and registration form at SFAO during enrollment.
3. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
4. Shall pay the remaining balance and miscellaneous fees.

RETENTION

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for College Students.

BARANGAY OFFICIALS, BARANGAY HEALTH WORKERS, QUALIFIED DEPENDENT OF BARANGAY OFFICIALS (QDBO), QUALIFIED DEPENDENT

SCOPE

1. Limited only to the aforementioned officials within the Batangas province and two of their qualified dependents.
2. Barangay officials and two of their dependents shall enroll in the campus proximate to their place of jurisdiction.

TERMS AND CONDITIONS

1. Must present certification from the Office of the Municipal Mayor attested by the DILG officer upon enrollment.
2. Must maintain a general weighted average (GWA) 2.25 (83-84) at the end of the semester.
3. Limited to the priority courses specified by the university**

BENEFITS

- 100% tuition fee Discount.

DUTIES AND RESPONSIBILITIES

1. Enroll in full academic load prescribed in the program curriculum.
2. Present certification from DILG and registration form at SFAO during enrollment
3. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
4. Shall pay the miscellaneous fees.

RETENTION

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for College Students.

**QUALIFIED DEPENDENT OF THE ARMED FORCES OF THE PHILIPPINES (AFP),
QUALIFIED DEPENDENT OF PHILIPPINE NATIONAL POLICE (PNP)****SCOPE**

1. Limited to two (2) qualified dependents of the aforementioned officials within the Batangas province.

TERMS AND CONDITIONS

1. Must present NSO birth certificate and certification from the AFP/PNP Main office upon enrollment.
2. Must maintain a general weighted average (GWA) 2.25 (83-84) at the end of the semester.
3. Must not officially or unofficially drop any subject from the previous semester.

4. Must not have a grade of 4.0, inc or failing grade from the previous semester
5. Must be enrolled in the regular load prescribe in the program curriculum except for ITPP participants.
6. Limited to the priority courses specified by the university**

BENEFITS

- 100% tuition fee Discount.

DUTIES AND RESPONSIBILITIES

1. Enroll in full academic load prescribed in the program curriculum.
2. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
3. Shall pay the miscellaneous fees.

RETENTION

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for College Students.

FINANCIAL ASSISTANCE FOR PERSONS WITH DISABILITIES**TERMS AND CONDITIONS**

1. Must present a PWD Identification card issued by the city or municipal mayor or barangay captain of the place where the person resides or issued by the National Council for the Welfare of Disabled persons
2. Have enrolled at least 18 units load in the previous semester and enroll a minimum of 18 units in the current semester.
3. Must not have received a grade of 5.0, 4.0, or Inc., nor dropped any subject (officially or unofficially) in the previous semester.

BENEFITS

- 20% DISCOUNT ON TUTION FEE

DUTIES AND RESPONSIBILITIES

1. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
2. Shall pay the miscellaneous fees.

RETENTION

3. Student shall follow all the terms and conditions stipulated herein.
4. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

**SCHOLARSHIP FOR INDIGENT STUDENTS
WHERE THE UNIVERSITY OPERATES****TERMS AND CONDITIONS**

1. Must be a resident of the adopted barangays of the University in Batangas province.
2. Must be a bonafide graduating students of Batangas State University.
3. Must not be a recipient of any scholarship grant.
4. Must carry the regular load prescribed by the program curriculum per semester.
5. Must present ITR/Certificate of Tax Exemption and proof of residency at the SFAO.

BENEFITS

- FULL Assessment as reflected in the Registration Form

DUTIES AND RESPONSIBILITIES

1. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
2. Enroll in a regular load prescribed by the program curriculum per semester.
3. Shall not shift/change program.

RETENTION

1. Student shall follow all the terms and conditions stipulated herein.

The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

STUDENT HOUSING AND RESIDENTIAL SERVICES**POLICIES AND PROCEDURES 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), the following guidelines for Student Housing and

Residential Services in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

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), Batangas State University 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.

SCOPE AND COVERAGE

Section 2. The policy and procedure covers the student housing and residential services that the school provides or recommends to students, the rules and regulation and the responsibilities of the persons involved in the operation of boarding houses/dormitories.

POLICIES AND PROCEDURES

Section 6. The Institution/University

- 6.1** The university shall set policies and procedures based on the approved national policy or ordinance of local government unit through its Sanggunian (if there is any) for the operation and maintenance of dormitories and boarding houses.
- 6.2** The university shall have a list of the acceptable, recommendable student dormitories, boarding houses and housing facilities that are safe, clean, affordable and accessible to students.
- 6.3** The university shall create Student Housing Accreditation Committee (SHAC) and shall be tasked to deliberate on the assessment tools and/or parameters that will be used in accrediting the student housing facilities. Likewise, the committee is also mandated to conduct actual scanning and/or inspection of dormitories/other student housing facilities and subsequently accredit those that qualified and met the standard requirement as set.
- 6.4** The University through its Student Housing Accreditation Committee shall prepare the procedure and requirements for accreditation of dormitories, boarding houses and other housing facilities.

6.5 Upon accreditation, there must be a clear house rule and regulation indicating the following:

- 6.5.1 Residents duties and responsibilities
- 6.5.2 Owners responsibilities
- 6.5.3 Schedule of washing and ironing
- 6.5.4 Clear cut-off or curfew hours
- 6.5.5 Visiting rules
- 6.5.6 Use of facilities and amenities
- 6.5.7 Log book of residents
- 6.5.8 Payment condition and rentals

Section 7. Student Dormitories and Other Student Housing Facilities

- 7.1** The student dormitories and other housing facilities, upon the approval of the concerned local government officials, are anticipated to participate fully in the conduct of ocular visit by the responsible personnel of the university to evaluate their acceptability to the students' living and learning condition.
- 7.2** The student dormitories and other housing facilities upon accreditation shall strictly follow the policies and procedures set by the university.

Section 8. Monitoring and Evaluation

- 8.1.** The Asst. Director of Student Housing and Residential Services or the coordinator of each campus shall have the list of registered boarding houses, dormitories and other student housing facilities secured from the municipal or city government before the conduct of monitoring.
- 8.2.** The Asst. Director of Student Housing and Residential Services or the coordinator of each campus after the approval of the municipal/city government seeks assistance from barangay official for a safer visit or provides letter of request to the owner/dorm manager/houseparent of the dormitory, boarding house and other housing facilities and coordinate with the owner/dorm manager/houseparent before the conduct of ocular visit.
- 8.3.** The Asst. Director of Student Housing and Residential Services or the coordinator of each campus after the approval of the municipal/city government seeks assistance from barangay official for a safer visit or provides letter of request to the owner/dorm manager/houseparent of the dormitory, boarding house and other housing facilities and coordinate with the owner/dorm manager/houseparent before the conduct of ocular visit.
- 8.4.** The Asst. Director of Student Housing and Residential Services or the coordinator of each campus shall conduct an ocular visit and evaluate using

asset criteria to determine the acceptable dormitories and student housing facilities within and in proximity of the campus.

- 8.5.** Periodic monitoring and evaluation of accredited dormitories and housing facilities shall be conducted to ensure compliance to the recommendations and all regulatory requirements.

MANDATORY EVALUATION AND REVIEW

Section 9. By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

ARTICLE VI EFFECTIVITY

Section 10. These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

SERVICES FOR STUDENTS WITH SPECIAL NEEDS AND PWD

POLICIES AND PROCEDURES FOR SERVICES FOR STUDENTS WITH SPECIAL NEEDS AND PERSONS WITH DISABILITIES

In accordance with CHED Memorandum no. 09, series of 2013 (Enhanced Policies and Guidelines on Student Affairs and Services), Republic Act No. 10754 [An Act Expanding the Benefits and Privileges of Persons With Disability (PWD)] and Batangas State University Norms of Conduct for College Students, the following policies and guidelines for services for Students with Special Needs (SSN) and Persons With Disability (PWD) in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

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, and Social Support.

Section 3. The Office shall regularly submit the list of students with disabilities detailing the intervention programs to Commission on Higher Education Regional Office (CHEDROs) in order to build up the Database of Higher Education Institutions (HEIs) accommodating PWDs.

SCOPE AND COVERAGE

Section 1. The policies and procedures set herein shall be applicable to all the clients of the Office of Guidance and Counseling. The services offered by the office are: Individual Inventory, Information Service, Counseling, Referral, Consultation, Social Support, and Program Management.

Section 2. There shall be a regular submission and coordination of the list of students with disabilities detailing the intervention programs to the CHEDROs in order to build up the Database of HEIs Accommodating PWDs.

PROCEDURES

Section 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.

- 1.1 Secure a list of students with special needs and PWDs at the clinic or the different colleges.
- 1.2 The list of the students with special needs and PWDs are maintained, updated and secured.
- 1.3 The Guidance Head, Coordinator and Facilitators survey, describe and analyze the nature of disabilities/impairments of the special needs students and PWDs through individual interview.
- 1.4 The guidance counselor/facilitator coordinates with the Faculty and Deans to ensure a systematic scheduling of individual interview sessions and informs the students through class visits or through call slips.
- 1.5 Medical certificates/results are requested and collected for reference and

confirmation.

- 1.6 Remarks of the session shall be properly logged.
- 1.7 Students shall log in the OGC logbook and answer a Counselor's Evaluation Form for proper recording and evaluation.

Section 2. Counseling. It refers to helping process between the counselor and the student with special needs and PWD. The counselor assists the student/s for them to cope up 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. It is gender sensitive and non-discriminative.

- 2.1 Students with special needs and PWDs are always welcome to visit their guidance counselors/facilitators at the guidance office for counseling.
- 2.2 Counseling may be conducted individually or by group depending on the nature of the concern/s of the client/s.
- 2.3 Remarks of the session shall be properly logged.
- 2.4 Students shall log in the OGC logbook and answer a Counselor's Evaluation Form for proper recording and evaluation.

Section 3. Referral. 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 learning difficulties, absenteeism, have difficulty with inter-personal relationships, and manifest observable changes in behavior and the like.

- 3.1 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.
- 3.2 If the parent/guardian, faculty, student, administrator see a need for counseling, a referral form is accomplished and forwarded to the OGC.
- 3.3 The guidance counselor/facilitator issues a call slip to the concerned student or through the class adviser.
- 3.4 Individual or group counseling is conducted as scheduled.
- 3.5 The guidance counselor/facilitator provides a copy of the counseling form (feedback slip) with counselor's remarks to the parent/guardian, faculty, administrator or student concerned.
- 3.6 Remarks of the session shall be properly logged.
- 3.7 Students shall log in the OGC logbook and answer a Counselor's Evaluation Form for proper recording and evaluation.

Section 4. 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.

- 4.1 Guidance counselor/facilitator informs the concerned administrator, faculty and parent/guardian regarding consultation.
- 4.2 Guidance counselor/facilitator arranges the meeting of the concerned administrator, faculty and parent/guardian and finding their common time of availability.
- 4.3 Consultation shall take place in the OGC or any secure place.
- 4.4 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 with special needs and PWDs.
- 4.5 Feedback is solicited to the concerned student, faculty and parent/guardian that can serve as a basis for the improvement of services.
- 4.6 Remarks of the session shall be properly logged.

Section 5. Social Support. It is the development of support from fellow students with special needs, PWDs, students, faculty members, administrators, mental health professionals, parents/guardians, etc. Includes small groups/peer intervention programs/prevention groups.

- 5.1 Guidance Head/Coordinators/Guidance facilitator/s and Parents shall work with the students with special needs and PWDs and encourage them to form a support group.
- 5.2 After forming and/or inviting a support group, the guidance head, coordinator and facilitators assist and monitor the group.
- 5.3 The group shall communicate, coordinate and collaborate with the Office of Student Affairs and Services (OSAS), faculty and parents if they want to conduct an activity.
- 5.4 Assistant Director shall review and recommend for approval of the activities of the support group/s and monitor them.
- 5.5 Guidance Head/Coordinators must supervise meetings/sessions of the support groups.

Section 6. Referral for Further Assistance from Outside Agencies/Organization.

- 6.1 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.

- 6.2 In cases professional help is needed, further assistance is sought in coordination with outside agencies and organizations.
- 6.3 A case conference between the OGC, SSN and PWD personnel can be done to come up with the best appropriate decision regarding the case at hand.
- 6.4 Parents and guardians must be notified in writing.
- 6.5 Faculty, concerned individuals, guidance counselor and members of the administration can initiate the referral process with due notification to the assistant director of OGC. They may assume responsibility of making referrals to outside agencies for further assistance.
- 6.6 Available referral form from outside agencies is filled out by the adviser/ concerned teacher/ parent/ guidance counselor and concerned individuals that observed or felt the need to refer their student/s to outside agencies/ organizations/individuals.
- 6.7 Documents and procedures done for referrals are logged in the guidance log book.

Section 7. Provision of express lanes for Students with Special Needs (SSN) and Persons with Disability (PWD). Provision of express lanes for SSN and PWDs in all of the University's facilities must be present and provided; in the absence thereof, priority shall be given to them.

MANDATORY EVALUATION AND REVIEW

By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

EFFECTIVITY

The policies and procedures of the Services for Students with Special Needs and Persons With Disabilities shall take effect upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

MULTI-FAITH SERVICES

POLICIES AND PROCEDURES FOR MULTI-FAITH SERVICES

Pursuant to Section 30 Article IX CHED Memorandum Order No. 09 Series 2013 9 Enhanced Policies and Procedures on Student Affairs and Services) and in adherence to Section 5 Article III 1987 Philippine Constitution, the BatStateU Office of Multi-Faith Services ensures that the students' right to freedom of religion is respected.

POLICY STATEMENT

Section 1. It is the policy of the University to provide an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies.

Section 2. The University ensures that the right of religion is respected.

Section 3. The University provides mechanism for the use of facilities for Multi-faith activities.

SCOPE AND COVERAGE

Section 4. The guidelines set herein shall be applicable to all students of the University who are enrolled involved in multi-faith and religious organizations and activities.

OBJECTIVES

Section 5. General Objectives

5.1 The Program aims to:

- Provide students the opportunity to express their faith in proper venues;
- Strengthen and enrich students' faith and spirituality for self enhancement;
- Promote camaraderie among students through spiritual and other socio-cultural activities;
- Provide opportunities to learn from own and others experiences through bible sharing/bible study and retreats;

DEFINITION OF TERMS

Section 6. The following terms were used for better understanding of the policy.

- 6.1 **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.
- 6.2 **Ministry** - This refers to a program of services that cater the moral and spiritual development of human persons.
- 6.3 **Ecumenism** - The term is referred to a movement or tendency towards worldwide Christian unity and cooperation.

- 6.4 **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.
- 6.5 **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.
- 6.6 **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.
- 6.7 **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.
- 6.8 **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.

RESPONSIBLE OFFICIALS/PERSONNEL

Section 7. Assistant Director, Multi-faith Services. Under the supervision of the Director for Office of Student Affairs and Services, the Assistant Director for Multi-faith Services shall be responsible for assisting the Director in directing and coordinating all multi-faith activities in the University

- 7.1 Assist the Director in the supervision of the multi-faith activities, monitoring of activities, and preparation of pertinent reports and coordination of all activities with the concerned offices.
- 7.2 Assist in receiving and screening requests to conduct multi-faith activities and services and reviewing religious and spiritual activities.
- 7.3 Assist the Director in the review and revision of policies and procedures regarding multi-faith services.
- 7.4 Manage the conduct University-wide mass or ecumenical services.
- 7.5 Perform other duties as assigned.

Section 8. Advisers of Religious Student Organizations. Under the supervision of the Director of Student Affairs and Services and Assistant Director of Multi-faith Services the Advisers and

Officers of Religious Student Organizations, shall be responsible for coordinating multi-faith activities of the university in their respective campuses:

- 8.1 Evaluate and check the risk-benefit of multi-faith activities conducted inside and outside the campus.
- 8.2 Consolidate, prepare, provide and keep documents regarding multi-faith activities.
- 8.3 Prepare and submit required reports as scheduled.
- 8.4 Spearhead the university or campus wide multi-faith activity.
- 8.5 Attend meetings related to multi-faith services.
- 8.6 Perform other duties as assigned.

POLICIES AND PROCEDURES

Section 9. 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:

- 9.1 Prayer and Worship. Catholic Services, Other Religious Services and Ecumenical Services
- 9.2 Retreat and Recollection. Spiritual and Community Building Program, Ecumenical Gathering/Prayer and Youth Camp

Section 10. Approval of Religious Student Activities

- 10.1 The President of the religious student organization must register all campus activities and file an application to hold any activity or affair duly signed by him and the faculty adviser.
- 10.2 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.
- 10.3 For programs/activities that include religious practice like mass/religious service, the letter shall also be noted by the Asst. Director of Multi-faith Services.
- 10.4 The organization shall not schedule activities one (1) week before periodical examinations.
- 10.5 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.
- 10.6 Activity shall not be conducted if there is a pending liquidation on the previous activity.
- 10.7 Evaluation of the activity shall be done by the participants, organizers, and

adviser/s.

10.8 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).

Section 11. 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.)

MANDATORY EVALUATION AND REVIEW

Section 11. By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

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.

STUDENT DEVELOPMENT

NATIONAL SERVICE TRAINING PROGRAM

POLICIES AND PROCEDURES OF THE OFFICE OF NATIONAL SERVICE TRAINING PROGRAM

Pursuant to the provisions of the Republic Act No. 9163 otherwise known as the National Service Training Program (NSTP) Act of 2001, these policies and procedures will be adopted and implemented in the administration and operation of the NSTP in the Batangas State University.

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.

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.

NSTP POLICIES AND PROCEDURES

Section 14. 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 15. NSTP student shall observe these guidelines regarding enrolment to the training program:

- 15.1** 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)
- 15.2** 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)

- 15.3** 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)
- 15.4** 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 16. 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 17. 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 18. 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 19. A student may drop NSTP subject provided that the following rules are observed.

- 19.1** 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. (BatStateU Student Handbook)
- 19.2** 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.
- 19.3** Dropping from the course shall be approved by the NSTP head of office upon submission of pertinent papers related thereto.
- 19.4** 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.
- 19.5** 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 20. 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:

- 20.1** 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.
- 20.2** 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.
- 20.3** 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.
- 20.4** The original copy of the approved transfer form shall be submitted to the University Registrar for reference. (BatStateU Student Handbook)
- 20.5** 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 21. Exemption from training shall be given to qualified students. Specifically,

- 21.1** 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.
- 21.2** The following who have completed NSTP, and/or deemed to have completed the same shall not be required to take NSTP in any component:
 - 21.2.1** Transferees who completed any NSTP component in their former college or university, regardless of their mark,
 - 21.2.2** Transferees who completed any NSTP component in a TESDA-accredited vocational school, regardless of their mark,
 - 21.2.3** Male students who have completed at least two semesters of Military Science/ROTC under the Expanded Reserve Officers Training Corps,
 - 21.2.4** Students taking their second course, i.e., they have graduated from a bachelor's degree program,
 - 21.2.5** Students who shifted to other courses who have completed any NSTP component, and
 - 21.2.6** Students who were admitted to the University prior to AY 2002-2003.

Section 22. 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 23. 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 24. School authorities shall exercise discretion in determining whether an activity justifies absence in NSTP trainings.

Section 25. NSTP students shall be required to implement community projects. The implementation shall be conducted as provided herein.

- 25.1** 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.
- 25.2** A community project proposal shall be a requirement for completion of NSTP CWTS / LTS 1. Students shall submit written proposals using the prescribed format.
- 25.3** Each class shall determine which among the proposals shall be implemented.
- 25.4** For purposes of implementation, each class shall be divided into two groups. Each group shall implement one community project.
- 25.5** 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.
- 25.6** 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.
- 25.7** NSTP Instructors shall supervise the implementation of the projects.

Section 26. The University may authorize CWTS and LTS Practicum to include Community immersion, linkages and participation in special programs of the government.

Section 27. 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 28. 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 29. NSTP-CWTS/LTS practicum of students may support/strengthen the extension services of the college/campus of the University.

Section 30. Certificates may be issued in relation to community projects, provided that the certificates shall be authorized by the university.

Section 31. ROTC cadets may join community projects and engage in delivery of services, provided that such activities are duly approved by university authorities.

Section 32. 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.

Section 33. Graduates of NSTP shall be issued certificates.

- 33.1** 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.
- 33.2** The graduates of NSTP CWTS and LTS shall be issued certificates by the NSTP Office. The campus NSTP Head/Coordinator/In-charge 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.
- 33.3** All certificates shall bear the official logo/insignia/coat of arms/seal of the university and the University NSTP program.
- 33.4** Certificates shall be issued upon application of the same in campus NSTP Office. The following shall be observed:

33.4.1 Get application form from NSTP Office

33.4.2 Accomplish form

34.4.3 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 class card, report of grade, and any document indicating completion of training.

34.4.4. Follow-up release of certificate.

Section 34. Mandatory Evaluation and Review. By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

Section 35. Effectivity. These policies and procedures shall take effect upon the approval of the Board of Regents shall remain implemented and effect until revoked or amended.

OFFICE OF STUDENT DISCIPLINE

POLICIES AND PROCEDURES OF THE OFFICE OF STUDENT DISCIPLINE

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 promulgated for the information, guidance, and compliance of all the students of Batangas State University.

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.

SCOPE AND COVERAGE

Section 3. The Norms and Conduct for College Students (NCSS) set herein shall not only be valid for college students, but also for the students of College of Law and the Graduate School where applicable. This also covers the students who are undergoing local On-the-Job Training (OJT) program and Student Internship Abroad Program (SIAP).

Section 3.1 The Norms and Conduct for Laboratory School (NCLS) shall apply to high school students and elementary pupils.

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), $10\% \times 3 \times 18 = 5.4$ hrs or 6 hrs.
 - ✓ 3 units (2 hrs lec, 3 hrs lab), $10\% \times 5 \times 18 = 9$ hrs.
 - ✓ 5 units (3 hrs lec, 6 hrs lab), $10\% \times 9 \times 18 = 16.2$ hrs or 16 hrs.
 - 8.2.2 Total unexcused absences shall not exceed 10% of the maximum number of hours.
 - 8.2.2.1 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.
 - 8.2.2.2 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 # 12.1.1 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 every time she or he enters 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; and
 - 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, short shorts;
- 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; and
- 10.7.14 Cross-dressing
- 10.8 Male students should have proper haircut. 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. P.E. uniforms are allowed only during the days with scheduled P.E. class.
 - 10.9.1 P.E. t-shirts can only be replaced by plain white / organization shirts after attending P.E. class. P.E. uniforms allowed in academic classes are PE T-shirts and PE Jogging pants only
 - 10.9.2 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
- 10.10 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 students shall make a letter of request addressed to the Executive Director.
 - 10.11.2 Attached to the request letter are the sketch/description, cost, corresponding shoes and other details about the uniform. For the female, the skirt or the dress shall be knee-length.
 - 10.11.3 For the male, the pants shall be the regular cut of the slacks.
 - 10.11.4 A name plate and/or the prescribed school ID shall still be used.
 - 10.11.5 The corporate attire shall be worn on the 1st and 3rd Wednesday of the month.

- 10.11.6 The letter will be noted by the Program Chair, OSD Coordinator/Head and should be recommended for approval of the Dean.
- 10.12 Non-wearing of the prescribed uniform. Non-wearing of the prescribed uniform may be allowed on the following instances:
 - 10.12.1 Classes with fieldwork or workshop;
 - 10.12.2 Classes that require prolonged standing (such as architectural drafting classes);
 - 10.12.3 Foreign students who are enrolled only on short special courses;
 - 10.12.4 Students who are pregnant;
 - 10.12.5 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;
 - 10.12.6 Force majeure (fire, flood, other emergency situations) (Presentation of a corresponding certification from the barangay, police or any proper authorities is required);
 - 10.12.7 Students enrolled in on-the Job Training (OJT) who enter the campus for various purposes during the training period;
- 10.13 Students requesting for the non-wearing of uniform must accomplish the form available at the OSD. A copy of the approved request must be furnished to the guard-on-duty.
- 10.14 Only vehicles with stickers are allowed to enter the campus.
 - 10.14.1 Students entering the campus on vehicles are not exempted from the policy “Proper Uniform, Dress Code, and Related Rules/Regulations”.
 - 10.14.2 The immediate display of the student ID is mandatory whether the student is simply a passenger in the vehicle or the driver herself/himself.
 - 10.14.3 The guards-on-duty may request all student passengers of the vehicle to alight for reasons of routine inspection of uniforms.
 - 10.14.4 The student driver/ driver must observe the SLOW DOWN Policy with the speed limit of 10 KPH.
 - 10.14.5 The student driver/driver must not make any form of class disturbances such as excessive noise, loud music, blowing of horn
- 10.15 Code of Conduct. To ensure discipline, the students are expected to:
 - 10.15.1 Follow and cooperate in ordinary classroom procedures.
 - 10.15.2 Avoid boisterous conduct, whistling, shouting, or any action that tend to distract other students from on-going activities in class.
 - 10.15.3 Show respect to everyone in school.
 - 10.15.4 Observe the “Clean as You Go Policy” in all areas of the university premise.

- 10.15.5 Observe the “Keep Right Policy” in walking along the stairs and other pathways.
- 10.15.6 Keep off the feet on furniture and walls.
- 10.15.7 Equipment should be handled with care.
- 10.15.8 Show proper ethics toward one another inside the campus.
- 10.15.9 Scandalous display of intimacy at any place inside or outside the campus, especially while still in school uniform is strictly prohibited.
- 10.15.10 Students should be polite at all times.

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 12.1.1, 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 #12.1.1 to the OSD provided the instructor issues her/his own verbal warning or reprimand.

For offenses 12.1.2 to 12.1.14, 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 #12.1.2 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 materials like chalk, board marker, board, and others inside the 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, libelous).
- 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 misbehavior 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 13.1 to 13.2:*

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 13.3 to 13.9:*

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 (projectors, ICT machines, air conditioners, classrooms, laboratory rooms, gymnasium, amphitheater, auditorium, audio-visual room, multi-faith chapel, and other function rooms.

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 13.10 to 13.14:*

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.

SETD (6 items): *These sanctions shall be imposed for offenses 13.15 to 13.20:*

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 13.21 to 13.25:*

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 13.26 to 13.28:*

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 University-sponsored activities.

- 13.27 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 13.29 to 13.31:*

- 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 13.32 to 13.34:*

- 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 13.35 to 13.37:*

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 14.1 to 14.14, 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

- 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, and 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 14.15, 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.

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 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.
- 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. 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 may 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 Community service journal and Certificate of Accomplishment 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. The matter of replacement/restoration and/or restitution/compensation to properties damaged or persons injured shall be settled.
- 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.

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 hearing 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 # 20.5 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.
- 19.10.20.1 Decides not to accept the appeal, the student will be notified in writing and the MDA will take effect immediately;
 - 19.10.20.2 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;
 - 19.10.20.3 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 (19.10.20.2) or (19.10.20.3) above has been complied with.

- 19.20.21 The SAC shall decide the appeal within five (5) working days from its acceptance.
- 19.20.22 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.
- 19.20.23 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.

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 a 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 a 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.

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 violations(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

APPLICATION AND EFFECTIVITY

Section 24 In case of conflict between the provisions stated here, especially Article VI 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. Mandatory Evaluation and Review. By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

Section 27. 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.

STUDENT ORGANIZATIONS AND ACTIVITIES

POLICIES AND PROCEDURES 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.

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.

SCOPE AND COVERAGE

Section 2. The guidelines set herein shall be applicable to all students of the University who are members of recognized student organizations.

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 documents for application 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. The required documents are the following:

- a. Application for organization recognition/renewal addressed to the Assistant Director, Office of Student Organizations and Activities SOA
- b. Commitment Letter of the Adviser
- c. Certification of Academic Qualifications
- d. Profile of Student Organization
- e. List of Members
- f. History of the Student Organization
- g. Declaration of the Organization's Revolving Fund
- 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. Student Organization Adviser and Officers Profile

- j. Specimen signatures of officers and adviser
- k. Plan/Program of projects/activities for implementation in the coming academic year; and
- l. List of Officers' Specimen signatures

1.1.4 Should any organization become inactive for one academic year, written justification shall be required and failure to present valid reason shall mean the loss of its privilege to be recognized in the next academic year.

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 eleven (11) 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 Dean of Colleges/ College Dean/Asst. Dir SOA 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:

- 1.1.10.1 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;

- 1.1.10.2 Financial statement shall be submitted by the organization's treasurer duly audited and signed by the organization's president every end of the semester;
- 1.1.10.3 Bank Book and/or Cash balance shall be submitted to the Dean of Colleges/ College Dean/ Asst. Dir. SOA 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 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 SOA Coordinator/ In-charge, then to the Head for clearance purposes.
- 1.1.16 Any student organization who will be found out to commit fraud or misrepresentation shall be reported to the Office of Student Discipline for appropriate action

1.2 Faculty Advisers

- a. Every student organization shall have faculty adviser to be chosen by the student organization in coordination with the College to be recommended for approval by the Asst. Director of SOA to the Director of OSAS. The selection of the faculty adviser shall be based on the qualifications stipulated in the SOA policies. The faculty adviser shall serve the organization for a period of one (1) year; and may be re-appointed for a maximum of two (2) years. The faculty adviser can serve only one (1) organization and shall perform the duties and responsibilities as stipulated in the policies of the SOA.

1.3 Student Activities

- 1.3.1 The President of the Organization shall submit the plan of activities and file an application to hold all activities or affairs duly signed by the president 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. For programs/activities that include religious practice like mass/ religious service, the letter shall be noted by the Asst. Director of Multi- faith Services.
- 1.3.2 The organization shall not schedule activities one (1) week before major examinations.
- 1.3.3 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.
- 1.3.4 Student Organizations shall conduct at least two (2) major activities per semester. Failure to conduct two (2) major activities per semester shall be considered inactive organization.
- 1.3.5 Activities shall not be conducted if there is a pending liquidation on the previous activity.
- 1.3.6 The activity shall be evaluated by the participants, organizers, and adviser. Results shall be included on the accomplishment report.
- 1.3.7 Attachments for letter of request for student activities/ programs:
 - 1.3.7.1 Program
 - 1.3.7.2 Budget Proposal (prepared by the organization president, noted by the organization adviser)
 - 1.3.7.3 Resolution of the Organization (e.g. about fees) if necessary
 - 1.3.7.4 Copy of the Approved Plan of Activities
 - 1.3.7.5 Notarized Waiver (if the activity is outside the campus/, scheduled on weekends or beyond 10:00 p.m.)
 - 1.3.7.6 For Educational Tours and Field Trips, full compliance of CHED Memo.

1.4 Proposed Policies and Guidelines on Student Activities to be held Outside the University

General Guidelines

- 1.4.1 Only bonafide students of the University who enrolled in the current term shall be eligible to attend these activities.
- 1.4.2 Officers of the Student Organization shall conduct a survey/ canvass on the preferred venue with price quotation.
- 1.4.3 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.
- 1.4.4 Full Compliance of the Requirements on CHED Memo Order No. 63 Series 2017 to be verified by the SOA Head/ Coordinator.

Educational Tours and Field Trips shall be guided by the provisions of **CHED Memo Order**.

STUDENT PUBLICATION

REPUBLIC ACT NO. 7079

"Campus Journalism Act of 1991"

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES.

Be it enacted by the Senate and House of Representatives
of the Philippines in Congress assembled.

Section 1. Title. — This Act shall be known and referred to as the "Campus Journalism Act of 1991."

Sec. 2. Declaration of Policy. — It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

Sec. 3. Definition of Terms. —

(a) School. — An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;

(b) Student Publication. — The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;

(c) Student Journalist. — Any bona fide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.

(d) Editorial Board. — In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a publication adviser at the option of its members.

(e) Editorial Policies. — A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.

Sec. 4. Student Publication. — A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

Sec. 5. Funding of Student Publication. — Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

Sec. 6. Publication Adviser. — The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

Sec. 7. Security of Tenure. — A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

Sec. 8. Press Conferences and Training Seminar. — The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

Sec. 9. Rules and Regulations. — The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

Sec. 10. Tax Exemption. — Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

Sec. 11. Appropriations. — For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

Sec. 12. Effectivity. — This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

(Approved: July 5, 1991)

OFFICE OF SPORTS AND CULTURAL AFFAIRS (OSCA)**ENHANCED SPORTS AND CULTURAL FINANCIAL ASSISTANCE****BENEFITS:**

VARSITY - Full Assessment

TERMS AND CONDITIONS

1. Must be a bonafide student of Batangas State University.
2. Must be an active member of the University Sports Varsity team.
3. Must not be a recipient of any BatStateU funded scholarship.
4. Must be enrolled in a minimum required academic load of (15) units every semester or in the regular load prescribed by the course, except for graduating students and must have passed the required percentage as follows:

Academic Load	Passing %
12 units	100%
13-18 units	70%
19 and above	60%

5. Must have undergone and passed the series of try-out conducted by the office of sports.
6. Must follow the policies and guidelines stipulated in the statement of commitment bind between athletes, guardians and the Office of Sports.
7. Master list of varsity certified by the Director for Sports and approved by University shall be forwarded to the Scholarship and Financial Assistance Office for the approval of the grant.

DOCUMENTS REQUIRED FOR ELIGIBILITY

1. Certificate of passing the try outs signed by the members of the screening committee;
2. Certificate of enrolment showing of subjects units enrolled signed by the Registrar;
3. Certificate of good moral character signed by the concerned authority;
4. Medical certificate signed by the University physician;
5. Waiver duly signed by parents or guardians;
6. Authenticated Original NSO Birth Certificate; and
7. Four (4) ID Pictures (2 x 2).

The scholarship is renewable every semester and summer depending upon the qualifications of the recipients.

BENEFITS:

CULTURE AND ARTS PERFORMERS - Full Assessment

A. TERMS AND CONDITIONS

1. The applicant must be a bonafide student of Batangas State University.
2. Must be an active member and participant of the BatStateU Choir, BatStateU Dance Troupe, BatStateU Theater Arts, BatStateU Rondalla, BatStateU Band, Literary and Visual Arts performers.
3. Must not be a recipient of any BatStateU funded scholarship.
4. Must carry a minimum academic load of twelve (12) units in the first and second semester or term of the current school year and must have passed the required percentage as follows:

Academic Load	Passing Percentage
12 units	100%
13-18 units	70%
19-30 units	60%

5. University policy on residency shall be applied to all culture and arts performers. Graduating college students with less than twelve (12) academic units in the current semester or term are eligible to avail scholarship in the Culture and the Arts Office, provided they fall within seven (7) years maximum playing/ performing period, after graduating from high school and passed all the subjects enrolled in the previous semester as required in his/her curriculum.
6. The applicant must have undergone and passed the series of audition in culture and arts group.
7. Must follow the policies and guidelines stipulated in the statement of commitment bind between performers, guardians and the office of Culture and Arts.
8. The Master list of Culture and Arts performers certified by the Director for Office of Culture and Arts and approved by University shall be forwarded to the Scholarship and Financial Assistance Office for the approval of the grant.

B. DOCUMENTS REQUIRED FOR ELIGIBILITY

1. Certificate of passing the try-out/auditions signed by the chairman of screening committee;
2. Registration Form showing the subjects/units enrolled and signed by the Registrar;
3. Certificate of Good Moral Character;
4. Medical Certificate signed by the University Physician;
5. Waiver duly signed by parents or guardian;
6. Original Birth Certificate (Authenticated by the NSO); and

One (1) ID Picture (2 x 2).

REGISTRAR'S OFFICE**ACADEMIC POLICIES AND PROCEDURES FOR UNDERGRADUATE PROGRAMS****POLICY STATEMENT**

Section 1. It is the policy of the Registrar's office to provide effective, efficient, systematic and quality service to students in all levels of discipline using 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.

SCOPE

Section 2. This covers all the policies, procedures, services done in the Registrar's Office of the University System.

ACADEMIC CALENDAR

Section 5. 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.

Section 6. 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, and cultural contests, fund-raising activities and other similar activities. These calendar of activities shall be subject to the approval of the VPAA.

Section 7. 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. (CHED Memo Order No. 33 series of 2005).

REQUIREMENTS FOR ADMISSION AND ENROLMENT

Section 8. Freshmen

- 8.1 Admission Slip
- 8.2 Form 138 (Report Card)
- 8.3 Certificate of Good Moral Character
- 8.4 Photocopy of NSO Birth Certificate/ Marriage Contract for Married female students
- 8.5 One (1) copy of 2x2 ID picture

Section 9. Returning Students

- 9.1 Printout of Grades
- 9.2 Proposal Slip

Section 10. Transferees

- 10.1 Admission Slip
- 10.2 Approved Evaluation Form for Transferees
- 10.3 Original Copy of Transcript of Records/Certification of Grades
- 10.4 Honorable Dismissal/Transfer Credentials
- 10.5 Certificate of Good Moral Character
- 10.6 Photocopy of NSO Birth Certificate/ *Marriage Contract for Married female students
- 10.7 1 copy of 2x2 ID picture

Section 11. Shifters

- 11.1 Exit Interview Form
- 11.2 Approved Evaluation Form for Shifters
- 11.3 Proposal Slip

Section 12. Foreign Students

- 12.1 Accomplished admission foreign student's application form

- 12.2 A non-refundable application fee of P300 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
- 12.3 Upper secondary school certificate with a grade equivalent issued by the Department of Education of the country of origin (if freshman) or TOR with equivalent grading system (if transferee)
- 12.4 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)
- 12.5 Photocopy of the student's passport data page showing the date and the place of birth
- 12.6 Photocopy of birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post
- 12.7 Authentication from Consular Section of the Embassy of the Philippines in the country of origin
- 12.8 Certificate of Good Moral Character from the country of origin.
- 12.9 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
- 12.10 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
- 12.11 Official TOEIC (Test of English for International Communication) results
- 12.12 Student Visa

Section 13. Cross Enrollees

- 13.1 Approved Permit to Cross Enroll Form from the school of origin
- 13.2 Clearance (for students who will transfer from one BatStateU campus to another)

ENROLMENT PROCEDURES**Section 14. Freshmen**

- 14.1 Secure admission slip from the Testing and Admission Office (TAO).
- 14.2 Proceed to Infirmary for medical examination and X-ray.
- 14.3 Secure an account or SR Code from the Information and Communication Technology (ICT).
- 14.4 Go to the respective college for encoding, assessment and printing of subjects to be enrolled.

- 14.5 Pay fees to the Cashier's Office and other fees such as PTA and Insurance to the assigned collectors.
- 14.6 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)
- 14.7 For scholars, present all scholarship requirements to the Scholarship and Financial Assistance Office (SFAO) and re-assessment of fees in the Assessment Office.

Section 15. Old Students

- 15.1 Go to the respective college for printing of grades, for securing proposal slip, encoding, assessment and printing of courses to be enrolled.
- 15.2 Pay fees to the Cashier's Office and other fees such as PTA and Insurance to assigned collectors.
- 15.3 Proceed to the Registrar's Office for printing of Registration forms with marked "Enrolled" and submission of proposal slip.
- 15.4 For scholars, present all scholarship requirements to the Scholarship and Financial Assistance Office (SFAO) and re-assessment of fees in the Assessment Office.

Section 16. Transferees

- 16.1 Go to the Department Chair of the respective college for TOR pre-evaluation.
- 16.2 Proceed to the Registrar's Office for verification and final approval of the Evaluation Form for Transferees.
- 16.3 Proceed to TAO for entrance examination.
- 16.4 Proceed to Infirmary for medical examination and X-ray.
- 16.5 Go to the respective college for the issuance of proposal slip, encoding, assessment and printing of courses to be enrolled.
- 16.6 Pay fees to the Cashier's Office and other fees such as PTA and Insurance to assigned collectors.
- 16.7 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.
- 16.8 For scholars, present all scholarship requirements to the Scholarship and Financial Assistance Office (SFAO) and re-assessment of fees in the Assessment Office.

Section 17. Shifters

- 17.1 Go to the Guidance Office for exit interview and have the Exit Form signed by the former dean and the Guidance counselor
- 17.2 Go to the Department Chair of the shifted program for pre-evaluation of grades

- 17.3 Proceed to the Registrar's Office for verification and final approval of the Evaluation Form for Shifters.
- 17.4 Go to the respective college for the issuance of proposal slip, encoding, assessment and printing of courses to be enrolled.
- 17.5 Pay fees to the Cashier's Office and other fees such as PTA and Insurance to assigned collectors.
- 17.6 Proceed to the Registrar's Office for printing of Registration forms with marked "Enrolled" and submission of proposal slip and Evaluation for Shifter form.
- 17.7 For scholars, present all scholarship requirements to the Scholarship and Financial Assistance Office (SFAO) and re-assessment of fees in the Assessment Office.

Section 18. Foreign Students

- 18.1 Proceed to External Linkages Office (ELO) for verification of documents and credentials.
- 18.2 Take the entrance examination from the Testing and Admission Office.
- 18.3 Upon passing the entrance examination, secure Admission Slip from the Testing and Admission Office and Notice of Acceptance from the Registrar's Office.
- 18.4 Submit the Notice of Acceptance to the External Linkages Office (ELO) for student visa processing.
- 18.5 After having the approved student visa, proceed to Infirmary for medical examination and X-ray.
- 18.6 Secure an account or SR Code from the Information and Communication Technology (ICT) at the CABEIHM Building.
- 18.7 Go to the respective college for encoding, assessment and printing of courses to be enrolled.
- 18.8 Pay fees to the Cashier's Office.
- 18.9 Proceed to the Registrar's Office for printing of Registration forms with marked "Enrolled" and submission of documents and credentials.

Section 19. Cross Enrollees

- 19.1 Cross Enrolment of Students to Other Campus/Schools
 - 19.1.1 Secure Cross Enrolment Form from the Registrar's Office and reproduce two copies.
 - 19.1.2 Fill up these forms and secure approval from the college dean and the University Registrar.
 - 19.1.3 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.

19.2 Cross Enrolment of Students from Other Schools

- 19.2.1 Present approved Cross Enrollment form to the Registrar's Office.
- 19.2.2 Secure an account or SR Code from the Information and Communication Technology (ICT).
- 19.2.3 Present approved cross enrolment form from school of origin to the Registrar's Office for verification.
- 19.2.4 Proceed to the respective college for verification, encoding, assessment and printing of courses to be enrolled.
- 19.2.5 Pay fees at the Cashier's Office.
- 19.2.6 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.

ACADEMIC POLICIES**Section 20. Enrolment**

- 20.1 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).
- 20.2 Late registration is allowed only within two (2) weeks after the official opening of classes. Beyond this period, no further enrolment will be allowed.
- 20.3 Only students who have paid the corresponding fees and whose registration forms have been validated and approved by the University Registrar are considered enrolled.
- 20.4 Cancellation of enrolment shall be allowed before the start of classes.
- 20.5 Cancellation of course beyond registration period can be allowed if classes have been dissolved.
- 20.6 No shifting of program should be allowed after the registration period.

Section 21. Crediting of Courses

- 21.1 Courses taken from State Colleges and Universities will be credited based on the course descriptions of the courses taken and corresponding number of units earned from the school of origin. Applicants' year level classification shall be based on the accredited courses.
- 21.2 Crediting of courses will be based on the following:
 - 21.2.1 A final grade of 3.0 and higher in all courses of applicants from SUCs will be credited.
 - 21.2.2 A final grade of at least 2.75 and its equivalent in all courses of applicants from CHED recognized private school/university will be credited.

Section 22. Cross Enrolment

- 22.1 No student shall be allowed to cross-enroll in another institution without the approval of his respective Dean and Registrar.
- 22.2 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.
- 22.3 Cross-enrolment may be granted under the following conditions:
 - 22.3.1 The courses are not offered in the mother school during the particular semester the student is enrolled.
 - 22.3.2 The courses are offered but are in conflict with the other courses enrolled by the student.

Section 23. Academic Load

- 23.1 Full-time/regular students are allowed to carry the maximum load prescribed by their curriculum.
- 23.2 Part-time/irregular students should have their subject load approved by the Dean of their respective college before they are allowed to enroll.
- 23.3 Only graduating students may be permitted to a subject overload of six (6) units per semester of the last academic year with prior approval of the Dean and the University Registrar provided that it shall not exceed 28 units for regular semester and 12 units for the summer term.
- 23.4 In the summer term, the normal load shall be nine (9) units, but in justifiable cases, the College Dean with the approval of the VPAA, may allow a student to take 12 units, subject to University rules and regulations.

Section 24. Prerequisite Courses

- 24.1 As prescribed by the CHED, courses taken and completed without satisfying the provided prerequisite will not be given credit regardless of the grade obtained.
- 24.2 Students who receive an Incomplete (Inc.) mark shall not be allowed to take advanced courses. They must complete the grade in the prerequisite course before they are allowed to take any of the advanced courses in the next semester.

Section 25. Dropping of Courses

- 25.1 Dropping must be made official by accomplishing a dropping form and submitting it at the Registrar's Office before the midterm examination. Students who officially drop out of class shall be marked "Dropped" whether he took the preliminary examination or not and irrespective of their preliminary grades.

- 25.2 A student who unofficially drops out of class shall be given a mark of “5.0” by the instructor.

Section 26. Adding/Changing of Courses

- 26.1 Adding and changing of courses shall be made only within one week for summer and three weeks for a regular semester from the official opening of classes by accomplishing the form provided at the Registrar’s Office.
- 26.2 A student shall be allowed to add or change course provided that the class he intends to join has not exceeded the maximum number of students and has not held classes for more than six (6) class hours for three-unit course and if the student does not exceed the total number of units for the regular load.
- 26.3 Changing of course shall be allowed if there is a conflict of schedule and when the enrolled course is dissolved. Changing of course shall be also allowed for working students whose hours of work have been changed provided that he will present certification from his employer.

Section 27. Substitution of Courses in Cases of Curricular Changes

- 27.1 Substitution of course may be allowed when the students are pursuing a curriculum that has been superseded by a new one and the course/ s included in the old curriculum can no longer be found in the new curriculum. The substitute courses must be related to the courses being substituted, or cover substantially the same course.
- 27.2 All applications for substitution of courses shall be acted upon by the Registrar/Dean/Vice President for Academic Affairs/Executive Director.

Section 28. Grading System

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

	Numerical Grade Percentage Equivalent		Description
Satisfactory	1.00	98-100	Excellent
	1.25	94-97	Superior
	1.50	90-93	Very Good
	1.75	88-89	Good
	2.00	85-87	Meritorious
	2.25	83-84	Very
Satisfactory	2.50	80-82	Satisfactory
	2.75	78-79	Fairly
Satisfactory			

3.00	75-77	Passing
5.00	Below 75	Failure
Inc.		Incomplete
Drp		Dropped

- 28.2 Students who will get a grade of 70-74 must be given a removal examination. A grade of “3.0” will be given to those who will pass the removal examination and those who will fail will be given a grade of “5.0”.

Section 29. Submission of Report of Grades

- 29.1 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.
- 29.2 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.

Section 30. 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 accomplishing online grade 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.

Section 31. Completion of Grades

- 31.1 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 succeeding semester shall automatically obtain a grade of 5.0 in the course.
- 31.2 The concerned faculty can make necessary change online in the grading sheet with “Incomplete” grade only within one semester or one hundred fifty (150) days after the deadline of the submission of grades.

Section 32. Retention and Readmission

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

- 32.1 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 enrolled in the previous semester shall be warned, if 50 percent, the student will be on probation and if 75 percent, the student will be dropped from the department.

- 32.2 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.
- 32.3 Probation may be removed by passing the course/s with grades of 3.00 or better in more than 50 percent of the units in their final grades in the succeeding semester.
- 32.4 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.
- 32.5 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.

Section 33. Leave of Absence (LOA)

- 33.1 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.
- 33.2 The leave of absence may be for one semester or one year as specified.
- 33.3 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.
- 33.4 The application for LOA shall be considered valid upon the signature of the College dean and the University Registrar.
- 33.5 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 in.
- 33.6 Returning students who were granted leave of absence beyond two years shall be evaluated in the new curriculum.
- 33.7 The period of absence of those students who failed to process LOA will be counted in the duration of study or residency.
- 33.8 LOA Procedure
 - 33.8.1 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.
 - 33.8.2 The approved forms shall be submitted to the Dean and Registrar's Office.
 - 33.8.3 The remaining copy shall be kept by the student for future reference.

Section 34. Residency

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

- 34.2 If the student goes beyond the prescribed residency requirement, he must write a letter of reconsideration subject for approval by the VPAA/ED.
- 34.3 Transferees who are candidates for graduation at Batangas State University must have completed at least 50% of the total number of academic and shop units required for graduation in the institution and must have been in continuous residence in the university for at least two and a half (2.5) years for a five-year program and two (2) years for a four-year program.
- 34.4 Students who shifted from one program to another must have completed at least 50% of the total number of academic and shop units required in the present program for at least three (3) years for a five-year program and two and a half (2.5) years for a four-year program.
- 34.5 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.

Section 35. Graduation

35.1 A candidate for graduation must satisfy the following requirements:

- 35.1.1 Filled up application form one month before the end of the semester;
- 35.1.2 Photocopy of the Approval Sheet of thesis before Academic Council Meeting;
- 35.1.3 Certificate of Submission of hardbound copy of thesis in the Library before Academic Council Meeting;
- 35.1.4 Clearance issued by the Accounting Office; and
- 35.1.5 NSO or PSA Birth Certificate for updates

35.2 Commencement and Baccalaureate Exercises

- 35.2.1 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.
- 35.2.2 The diploma shall bear only one date which shall be the date of the commencement exercise.

35.3 Academic Gowns

- 35.3.1 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.

Section 36. Confidentiality and Security of Official Records

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:

- 36.1 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.
- 36.2 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.
- 36.3 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.
- 36.4 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.
- 36.5 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.
- 36.6 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.
- 36.7 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.
- 36.8 The same consideration should be accorded to requests from research or civic organizations or government agencies granting scholarship to the student concerned.
- 36.9 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.

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

PROVISIONS FOR PERSONS WITH DISABILITY AND SPECIAL NEEDS

All policies, procedures and guidelines shall apply to persons with disability and special needs, senior citizens and pregnant women. Further, the Registrar's Office provides priority lanes and services for such clients.

MANDATORY EVALUATION AND REVIEW

By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

APPLICATION AND EFFECTIVITY

Any revisions of these guidelines shall take effect immediately upon approval by the Board of Regents and shall be effective unless otherwise repealed or amended.

LIBRARY SERVICES

POLICIES AND PROCEDURES OF THE UNIVERSITY LIBRARY

As gateway to knowledge and information, libraries play fundamental role in society. The resources and services they offer create opportunities for learning, support literacy and education and help shape the new ideas and perspectives that are central to a creative and innovative society.

The University Library as a complementary partner in the University's commitment to excellent service continuously provide relevant and updated collection of books, journals, electronic resources and other materials that are supportive of the curricular programs of the University. Its goal is geared towards the effective and efficient delivery of services to meet the research and information needs of its clients more specifically the Batangas State University academic community.

For a University to be successful it must be backed up by a good and functional library where materials are capable of helping the clientele to be able to retrieve the needed information or materials that will fit the teaching-learning process. The Library is a repository of knowledge and other forms of records are housed, organized and interpreted to meet the broad and varying

needs of the people for education, information and research. Library with current and up-to-date materials is indispensable, while modern facilities for generating, storing and disseminating information in libraries becomes very essential. Provisions of good modern facilities will contribute to the fulfillment of the University's mission, vision, goals and objectives.

In general, the library's goal are provision of information, stimulation of education, research, recreational facilities, provision of recorded knowledge of man and a clear statement of library's policies and procedures which will help ensure that library services are equally accessible to all patrons.

Resources Available:

- Books
- Print Journals
- Electronics Resources/Online Journals
- Wiley E-books
- Law Books
- Theses/Dissertations
- Periodicals/Serials
- Audio-visual materials
- DILG Resources
- Vertical Files

Services Offered

- Information Services
- Circulation Services (Borrowing & Returning)
- Online Public Access Catalog (OPAC)
- E-Library Services
- Referral Services
- Library Orientation
- Issuance of Certification
- Photocopying Services
- Information Dissemination
- Use of Library facilities and equipment

1. Library Rules and Regulations

1.1 Legitimate Library Users:

- 1.1.1 All bonafide students (enrolled for the semester).
- 1.1.2 BatStateU faculty and employees, University officials.
- 1.1.3 Alumni and visiting researchers with proper identification card and referral letter (if applicable) from their respective librarians.

1.2 Requirements for Availing of Services for Students

- 1.2.1 Library privileges shall be granted only to students/researchers 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.
- 1.2.2 Students/researchers are absolutely prohibited from lending their IDs/registration forms. Violation of such is subject to disciplinary action.
 - 1st Offense: Warning/Oral Reprimand
 - 2nd Offense: Students will be reported to the Office of Student Discipline
 - 3rd Offense: Suspension of library privileges for one (1) week

1.3 Proper Conduct/Policies in the Library

- 1.3.1 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 visitors such as making unreasonable noise, including loud talking on cell phone and loud discussions is not allowed).
- 1.3.2 All users who intend to avail library services are requested to present their valid ID.
- 1.3.3 Users of the card catalog should refrain from detaching the card from the file.
- 1.3.4 Users are not allowed to sleep, eat, entertain visitors, speak and laugh loudly in the library.
- 1.3.5 Users who display unbecoming behavior to the library staff shall be subjected to disciplinary action.
- 1.3.6 Food and drinks are not allowed in the library.
- 1.3.7 Seat or table reservation for expected incoming users is prohibited.
- 1.3.8 Cell phones and other communication devices should be put off in a silent mode while in the library.

- 1.3.9 Public display of affection (PDA) or any form of intimacy manifested by library users is prohibited.
- 1.3.10 Taking pictures of library materials, equipment and facilities is not allowed without permission.
- 1.3.11 The Library reserves the right to limit the number of students who may sit together. (Eight (8) students are allowed per table).
- 1.3.12 The librarian or library staff may recall any book from the borrower if there is an urgent need for it.
- 1.3.13 Users are required to handle the books/ journal very carefully. Marking with pencil, writing or highlighting, tearing the pages or mutilating are prohibited. Violators will be dealt with according to the provisions stipulated in the Student Handbook of the University.
- 1.3.14 Theft and mutilation of library materials are considered major offenses. Anyone caught attempting to steal, or in the act of stealing library materials will be reported to the University Librarian, the Office of Student Discipline or to other authority for appropriate action.
- 1.3.15 All users (Students / Alumni / Faculty / Officials / Employees / Outside Researchers) who intend to avail of library services are requested to present their valid ID in borrowing any library material.

NOTE: Violation of the above is subject to disciplinary action.

- | | |
|--------------|---|
| 1st Offense: | Warning/Oral Reprimand |
| 2nd Offense: | Violators will be reported to the Office of Student Discipline |
| 3rd Offense: | Confiscation of school ID and suspension of library privileges for one (1) week |

1.4 Book Loan Policies

- 1.4.1 Circulation Books. These books may be borrowed for overnight use (depending on the number of copies available).
- 1.4.2 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.
- 1.4.3 Filipiniana Books. These books written by Filipinos with only one copy cannot be borrowed for overnight use but may be taken out for photocopying.
- 1.4.4 Journals/Periodicals. These collections are for room use only but borrowers are allowed to have them photocopied.

1.4.5 Vertical File Collection. These clippings from newspapers and magazines may be used within the library premises and these can be photocopied.

1.4.6 Theses and Dissertations. Dissertations, graduate and undergraduate theses are for room use only. Only abstracts and bibliography can be photocopied.

1.5 Lost Books

Lost book must be reported immediately to the section from where it was borrowed. Said book must be replaced with the same title or any related title of the latest edition. Replacement of lost material should not be beyond the grace period of one month. A fine of ten pesos (Php10.00) per day excluding Saturdays, Sundays and holidays will be charged from date due. Payment should be done at the Cashiering Office.

1.6 Library Clearance

Library clearance is required of all students, faculty and non-teaching employees at the end of the semester or to any employees/students 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.

NOTE: Clearance will not be signed by the Librarian if he/she has an accountability in the library.

1.7 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.

1.8 Circulation Services

1.8.1 Faculty/Officials/Employees

1.8.1.1 Books

a) Requirement

1. Valid ID / School ID

b) Policies

1. Three to four (3-4) books may be borrowed for two (2) weeks. These can be renewed

twice depending on the availability and number of copies.

2. A ten peso (Php10.00) fine per day, excluding Saturdays, Sundays and holidays will be charged for failure to return the book on due date. Payment should be done at the Cashiering Office.
3. The library staff may send a book recall form if there is an urgent need for the book borrowed.

c) Procedures

1. The faculty/official/employee will present the school ID to the library staff. Afterwards, the faculty/official/employee gets the book needed and will fill up and sign the book card. The library staff will scan the valid school ID and will swipe the book.
2. The librarian / library staff will sign the book receipt and will give it to the borrower.
3. In returning, the faculty/official/employee will present the book and the receipt to the librarian/library staff; then the library staff will check the book for scanning and cancellation from the system's database.

1.8.1.2 **Theses / Dissertations**

a) Requirements

1. Valid ID / School ID

b) Policies

1. Theses/dissertations are strictly for room use only.
2. Only abstracts and bibliography are allowed for photocopying.
3. Taking pictures of theses/dissertations is not allowed and violation of this policy is subject to disciplinary action.

Three (3) theses / dissertations per student/researcher are allowed to be brought in the Reading Area.

c) Procedures

1. Fill up and sign the card of the thesis/dissertation to be borrowed.
2. Give the book card/s and present the ID to the Library staff.
3. In returning the borrowed materials, give them to the library staff who will inspect the theses/dissertations before returning the ID.
4. Return the ID of the client after inspecting the borrowed materials.

1.8.1.3 **Journals / Periodicals**

a) Requirements

1. Valid ID / School ID

b) Policies

1. Journals / Periodicals are for room use only but users are allowed to have them photocopied

c) Procedures

1. Fill up and sign the card of the journals/periodicals.
2. Give the card/s and present the ID to the Library staff.
3. In returning the borrowed materials, give them to the library staff who will inspect the journals/periodicals before returning the ID. Return the ID after inspection of the borrowed materials.

1.8.1.4 **Audio- Visual Materials**

a) Requirements

1. Valid ID / School ID

b) Policies

1. Audio-visual materials are for room use only but for faculty who wish to take these materials for classroom use should ask permission from the Librarian
2. Three (3) audio-visual materials can be borrowed for a maximum of three (3) days.
3. In case of loss or damage, the borrower is required to replace the same material with the latest copyright.

c) Procedures

1. The borrower will ask the library staff for assistance, then he/she will sign in the logbook.
2. In returning, the borrower will give the material to the library staff for checking; then the library staff will return the ID.

1.8.2 **Students (Graduate and Undergraduate Students)**

1.8.1.1 **Books**

a) Requirements

1. Valid school ID
2. For freshmen with no ID yet, registration form will be accepted

b) Policies

1. Two to three (2-3) books may be borrowed for a maximum two (2) days and must be returned on due date (for undergraduate students).
2. For graduate students, three to four (3 -4) books may be borrowed for one (1) week and must be returned on due date.
3. A ten peso (P10.00) fine per day, excluding Saturdays, Sundays and holidays will be charged for failure to return the book on due date. Payment should be done at the Cashiering Office.

c) Procedures

1. The student will present the school ID to the library staff. The student gets the book and will fill up and sign the book card. The library staff will scan the valid school ID and will swipe the book.
2. The librarian / library staff will sign the book receipt and will give it to the borrower.
3. In returning, the students will present the book and the receipt to the librarian/library staff; then the library staff will check the book for scanning and cancellation from the system's database.

1.8.2.3 **Theses / Dissertations**

a) Requirements

1. Valid ID / School ID

b) Policies

1. Theses/dissertations are for room use only.
2. Only abstracts and bibliography are allowed for photocopying.
3. Taking pictures of theses/dissertations is not allowed. Violation of this policy is subject to disciplinary action.
4. Three (3) theses / dissertations per student/researcher are allowed to be brought in the Reading Area.

c) Procedures

1. The student/researcher will get the theses/dissertation and will fill up and sign the card.
2. The student/researcher will give the book card/s and will present the ID to the Library staff.
3. In returning the theses/dissertations, the students/ researcher will give the borrowed materials to the library staff.

4. The library staff will check the theses/dissertations and will return the ID to the student.

1.8.2.4 **Journals / Periodicals**

a) Requirements

1. Valid ID / School ID

b) Policies

1. Journals / Periodicals are for room use only but users are allowed to have them photocopied.

c) Procedures

1. The student/researcher will get the journals / periodicals he need and will fill up and sign the card.
2. The student/researcher will give the book card/s and will present the ID to the Library staff.
3. In returning the journals / periodicals, the student/ researchers will give the borrowed materials to the library staff.
4. The library staff will check the journals / periodicals and will return the ID to the student / researcher.

1.8.2.5 **AV Materials**

a) Requirements

1. Valid ID / School ID

b) Policies

1. Audio-visual materials are for room use only but for faculty who wish to take these materials for classroom use should ask permission from the Librarian.

2. A maximum of three (3) audio-visual materials can be borrowed for a maximum of three (3) days.
3. In case of loss or damage, the borrower is required to replace the same with the latest copyright date.

c) Procedures

1. The borrower will ask the library staff for assistance; then he/she will sign in the logbook.
2. In returning, the borrower will give the material to the library staff for checking; then the library staff will return the ID.

1.8.3 Researchers from other Institutions/Organizations

1.8.3.1 Books

a) Requirements

1. Valid ID/Valid School ID
2. Referral Letter (if applicable)

b) Policies

1. The schedule days for researchers from other institutions are Friday and Saturday, 8:00 AM to 5:00 PM.
2. Five students/researchers per institution are allowed to conduct research in the library.
3. Researchers will not be accommodated to research in the library during Examination Week, and Foundation Week.

c) Procedures

1. The referral letter and valid ID will be presented to the library staff.
2. The library staff will check the ID and referral letter for validation.
3. Upon validation, the outside researchers will log in the log sheet and will proceed to the research area.

1.8.3.3 Theses / Dissertations

- a) Requirements
 - 1. Valid ID / School ID
- b) Policies
 - 1. Theses/dissertations are for room use only.
 - 2. Only abstracts and bibliography are allowed for photocopying.
 - 3. Taking pictures on theses/dissertations is not allowed. Violations of this policy is subject to disciplinary action.
 - 4. Three (3) theses/dissertations per student/researcher are allowed to be brought to the Reading Area.
- c) Procedures
 - 1. The student/researcher will get the theses/dissertation he need and will fill up and sign the card.
 - 2. Give the book card/s and present the ID to the Library staff.
 - 3. In returning the theses/dissertations, the students/ researchers will give the borrowed materials to the library staff.
 - 4. The library staff will check the theses/dissertations and will return the ID to the student.

1.8.3.4 Journals / Periodicals

- a) Requirements
 - 1. Valid ID / School ID
- b) Policies
 - 1. Journals / Periodicals are for room use only but users are allowed to have them photocopied.
- c) Procedures

1. The student/researcher will get the journals / periodicals he needs and will fill up and sign the card
2. Card/s and valid ID will be presented to the Library staff.
3. In returning the journals / periodicals, the student/ researcher will give the borrowed materials to the library staff.
4. The library staff will check the journals / periodicals and will return the ID to the student / researcher.

1.8.3.5 AV Materials

a) Requirements

1. Valid ID / School ID

b) Policies

1. Audio-visual materials are for room use only but for faculty who wish to take these materials for classroom use should ask permission from the Librarian.
2. A maximum of three (3) audio-visual materials can be borrowed for a maximum of three (3) days.
3. In case of loss or damage, the borrower is required to replace the same with the latest copyright.

c) Procedures

1. The borrower will ask the library staff for assistance; then he/she will sign in the logbook.
2. In returning, the borrower will give the material to the library staff for checking; then the library staff will return the ID.

1.9 Services

1.9.1 E-library Services

a) Policies (Graduate and Undergraduate Students)

1. Observe silence inside the internet room.
2. Food and drinks are not allowed inside the room.
3. Any act of vandalism is strictly prohibited.
4. Only one student per computer is allowed.
5. Use of computer is limited to 20 hours per student per semester. One (1) hour a day will be given to each student. Users should vacate the computer if the time allotted is over to give chance to the next user.
6. In case there are problems with the computer, the staff should be notified. The hardware /peripherals, i.e. the mouse, keyboard and monitor should not be removed, rearranged, or defaced.
7. Only scholarly websites are allowed to be accessed in the internet.
8. Installing third party software to the computer assigned is prohibited.
9. Creating one's personal password is not allowed.
10. Work being done in the computer should be finalized and saved five (5) minutes before the allotted time ends.
11. Violators will be subjected to disciplinary action.

b) Procedures

1. The student will present the valid School ID.
2. Users should sign in the logbook.
3. Internet user's account should be created.
4. The library staff should be asked for assistance in using the computer.
5. After searching, students are required to log out their account.

1.9.2 Dissemination of New Acquisitions

a) Policies

1. The University Librarian has the responsibility of informing and disseminating the library's new acquisitions or any activities of the Library.

b) Procedures

1. The lists of new acquisitions or activities will be posted on the bulletin boards of the different colleges.
2. The lists of new acquisitions will be disseminated to the Deans of the different colleges and to other concerned University Officials.

1.9.3 Issuance of Referral Letter

a) Policies

1. Student/s who will get referral letter should inform the library staff two (2) to three (3) days before conducting research at other libraries.
2. Five students per institution are allowed to get referral letter from the library.

b) Procedures

1. Request for referral letter should be filed two (2) days before the scheduled conduct of research.
2. It is the responsibility of the student to make sure that the library staff has reserved the slot.
3. If possible, he/she should get the referral letter a day before the scheduled research.

1.9.4 Issuance of Certification For Submission of Theses and Dissertation

a) Policies

1. All students who have completed their graduate and undergraduate thesis/dissertation

are required to submit copy/copies of their research to the library.

2. Two (2) hardbound copies for both undergraduate and Master's theses and one (1) copy of dissertation should be submitted to the Library. It should be sent thru email: (batstateumainlibrary@gmail.com).

b) Procedures

1. Submit the hardbound copy/copies of theses/dissertations to the library.
2. Give the soft copy of the abstract or send thru email (batstateumainlibrary@gmail.com).
3. The certification signed by the Director of Library Services will be given to the student as a proof of submission of a copy of his/her thesis/dissertation.

1.9.5 Library Orientation

a) Policies

1. The Librarian / Library personnel should conduct library orientation to freshmen and transferees regarding the library, its resources, facilities, services, policies, rules and regulations.

b) Procedures

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 should take charge of organizing the Orientation of Freshmen and Transferees.

1.9.6 Use of Library and Its Facilities/Equipment

The University Library also serves as a venue in some important activities held in the University like Job Fair, seminar-workshops, meetings, among others.

a) Procedures

1. The user or the facilitator will provide the Director written requests that indicate his/her purpose.
2. The Director may approve or disapprove the request depending on some circumstances.
3. In case of equipment, the borrower will sign in the logbook.
4. In returning, the librarian or library staff will cancel the borrowed equipment in the logbook.

1.9.7 Photocopying Services

a) Policies

1. For theses and dissertations, only abstracts and bibliography will be allowed for photocopying.

1.10 Mandatory Evaluation and Review

By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

HEALTH SERVICES DEPARTMENT

I. Mission Statement

The Health Service Department of Batangas State University is committed to provide programs towards the holistic development of all the stakeholders through competent and compassionate staff enabled by a well equipped facility for the academic community. It maintains to pursue its health mission to people in its service areas in the spirit of altruism and in accordance with the commitment of the University.

II. Goals

1. To design, implement program of health and other related activities of the University.
2. To maintain a comprehensive health information system to support health programs and projects.
3. To provide effective and efficient medical, dental and nursing services to personnel and students.

4. To integrate health plans and programs to the national health programs of the Department of Health.

III. Objectives

1. To render health services such as consultation, emergency treatment, medical and dental examinations and other related services to students and personnel.
2. To conduct campaign on institution's dental, medical program and projects.
3. To coordinate with students, parents and teachers organizations in the implementation of medical/dental programs and projects.
4. To coordinate with Cooperating Agencies in the integration of health programs of the University.
5. To perform health education to clients healthy lifestyle and risk factor modification

IV. Clinic Hours

Regular semester: Monday to Friday, 7:00 am – 8:00 pm

Summer: Monday to Friday, 7:00 am – 5:00 pm

Saturday and Sunday, 8:00 am – 5:00 pm

V. Programs and Services offered

1. Pre-enrolment medical examination
 - Every student is required to submit the following requirements and undergo physical examination (Medical and Dental) during school entrance.
 - Requirements:
 - Admission slip from Testing Admission Office (TAO)
 - Chest X-ray Result (valid if within 6 months)
 - 1 piece 2 x 2 ID picture
2. Pre-employment medical examination
 - Newly hired employee is required to submit the following requirements and undergo physical examination prior to work at the University.
 - Requirements:
 - Permanent/Contractual Instructor, Permanent Employee
 - CSC Form (copy from the Human Resources Management Office)
 - Chest X-ray result (valid if within 6 months)
 - Complete blood count with blood typing (Valid if within 1 month)
 - Urinalysis (Valid if within 1 month)

- Drug Test (Valid if within 1 year)
 - Psychological Test result/report
 - Part-Time Instructor
 - Endorsement letter from the Human Resource Management Office
 - Chest X-ray Result (valid if within 6 months)
 - Job Order Employee
 - Endorsement letter from the Human Resource Management Office
 - Chest X-ray Result (valid if within 6 months)
3. Medical Examination for School Activities
- Students who will be joining field trips, tours, seminars, conventions, team buildings and sports events should undergo physical examination prior to joining the activity. Should undergo medical examination at least Two (2) weeks prior to the said activity. Accomplished parents consent should be presented prior to the exam.
 - Students who will undergo On-the-Job training are advised to undergo medical examination at least 1 month before the start of their training. The requirements are as follows:
 - BS Nutrition and Dietetics
 - Original result and photocopy of:
 - Stool exam
 - Hepa B Screening (within 6 months)
 - Hepa B titer (if with vaccine but not completed)
 - Chest X-ray (within 6 months)
 - Vaccination History
 - 2 Pieces 1 x 1 ID picture
 - BS Nursing
 - Original result and photocopy of:
 - Hepa B Screening (within 6 months)
 - Hepa B titer (if with vaccine but not completed)
 - Chest X-ray (within 6 months)
 - Vaccination History
 - 2 Pieces 1 x 1 ID picture
 - BS/AS Hotel and Restaurant Management, BS Food Engineering,
 - Original result and photocopy of:

- Stool exam
 - Hepa B Screening
 - Chest X-ray (within 6 months)
 - 2 Pieces 1 x 1 ID picture
- Other Courses
 - Original result and photocopy of:
 - Chest X-ray (within 6 months)
 - 2 Pieces 1 x 1 ID picture
- 4. Medical Consultation and Referral
- 5. Provision of medical assistance during extracurricular activities, institutional celebration, and other designated school activities
- 6. Dental Consultation
 - Tooth Filling or Restoration (by appointment)
 - Tooth Extraction (by appointment)
 - Consultation
- 7. Breastfeeding Station
- 8. Vaccination
- 9. Deworming
- 10. Wellness Program
- 11. Water Potability test
- 12. Employees Annual Physical Examination
- 13. Adolescent Health and Development Policy
- 14. Smoke- Free Workplace
- 15. Drug-free Workplace
- 16. Anti-TB Policy in the Workplace
- 17. Hepa-B Policy in the Workplace

18. Other Statutory Laws

SERVICES UNDER THE RGO OFFICE

BOOKSTORE OPERATION

PROCEDURE IN PURCHASING

1. Student or representative must get the number from the queuing machine and proceed to the counter for the book order form.
 2. Submit the filled up and verified book order form to the assigned RGO staff for encoding.
 3. Pay the amount due to the RGO Cashier
 4. Present the original official receipt for claiming the purchased books based on the book order slip form to the assigned RGO staff
-

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) SERVICES

The Information and Communications Technology (ICT) Services is critical to the continued success of the University. It is the key to modernize our information system to support a range of new and innovative services like student information and management systems, financial and administrative systems, online and self-service options, and other ICT-related services. We rely heavily on our computers, mobile devices, systems applications, and Internet connection to smoothly carry out the day-to-day operations.

The University has already invested a substantial amount in establishing ICT infrastructure (servers, storage systems, wireless networks, Internet, (Voice over Internet Protocol) VOIP systems, IP security and surveillance systems, and the smart access card system) to cater on the increasing demand for process reengineering and automation. An existing data center located at Pablo Borbon Main I houses all the University's electronic data and digital records. It has a virtual facility to backup all of our records and we intend to build additional data centers at Pablo Borbon Main II, BatStateU ARASOF-Nasugbu, and BatStateU JPLPC-Malvar campuses this year (2018) as the procurement of more servers and storage systems is already on process. We have always wanted to provide all students easy and equal access to a wide variety of online systems and applications. As of January 2018, the University has acquired 500 units of wireless routers and 30 units of smart switches to extend wireless Internet access to all areas of the University system. By the end of the third quarter, 280 wireless routers, 79 smart switches, and additional servers will be purchased to accommodate the expected increase in our enrolment (and hence, online users).

The bandwidth capacity for our Internet connection has also significantly increased. Pablo Borbon Main I now has a 500Mbps Direct Internet Access (DIA) connection. Pablo Borbon Main II, BatStateU ARASOF-Nasugbu, and BatStateU JPLPC-Malvar connect to the Internet at 100Mbps DIA speed. Other campuses at 40Mbps and some at 20Mbps DIA. The Internet connection upgrade will surely improve our VOIP systems providing a much reliable and clearer telecommunications, campus safety and security by way of (Internet Protocol – Closed Circuit Television) IP CCTV monitoring and surveillance systems and smart access card systems.

The ICT Services is also responsible for the development of our online systems including the student online registration system, paperless clearance system, document tracking system, administrative and financial systems, and a lot more. This year, we are to design and develop the student learning management system, and the following systems: Research and Extension Services Management System, Parking Management System, Employees Performance Management System, Library Management System, and the systems for General Services, Bids and Awards Committee, Guidance Office, Infirmary, and Auxiliary Services. Not only that we provide other offices more opportunities (via process reengineering and automation) to serve their clients better, we also manage the operations of the computer and Internet laboratories. A laboratory technician is assigned to each laboratory to provide technical assistance to all. The laboratories are available especially to those students without an Internet device for their online academic activities. All students are given unlimited access to the Internet. However, students will have to follow a few policies upon entry:

1. Present your University ID and sign in the Log Book;
 2. Use only the workstation assigned by the technician on duty;
 3. Switch phones and all electronic devices to silent mode, voice calls must be made or received outside the facility;
 4. Report immediately to the technician on duty all errors/glitches experienced/encountered;
 5. Ask the assistance of the technician on duty when downloading/uploading files;
 6. The following are strictly prohibited:
 - a. Changing the configuration of the workstations
 - b. Playing games and viewing/accessing pornographic sites
 - c. Eating, drinking, smoking, gum chewing, and any form of vandalism
 - d. Littering and Loitering
 - e. Disturbing conduct, behavior, or activity
 7. Close all applications when done and sign out; and
 8. Use the facility for scholarly purposes only
-

TABLE OF CONTENTS

UNIVERSITY VISION, MISSION, CORE VALUES	2
APPROVAL OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS	3
OFFICE OF STUDENT AFFAIRS AND SERVICES (OSAS)	4
ORGANIZATIONAL STRUCTURE OF THE OFFICE OF STUDENT SERVICES	9
STUDENT WELFARE SERVICES	
ON-THE-JOB TRAINING OFFICE	10
OFFICE OF GUIDANCE AND COUNSELING (OGC)	19
JOB PLACEMENT OFFICE (JPO)	30
INSTITUTIONAL STUDENT PROGRAMS & SERVICES	
FOOD SERVICES	37
TESTING AND ADMISSION OFFICE	41
SCHOLARSHIP AND FINANCIAL ASSISTANCE OFFICE	64
STUDENT HOUSING AND RESIDENTIAL SERVICES	83
SERVICES FOR STUDENT WITH SPECIAL NEEDS AND PWD	86
MULTI-FAITH SERVICES	90
STUDENT DEVELOPMENT	
NATIONAL SERVICE TRAINING PROGRAM	94
OFFICE OF STUDENT DISCIPLINE	100
STUDENT ORGANIZATIONS AND ACTIVITIES	123
OFFICE OF STUDENT PUBLICATION	128
OFFICE OF SPORTS AND CULTURAL AFFAIRS	131
REGISTRAR'S OFFICE	133
LIBRARY SERVICES	145
HEALTH SERVICES DEPARTMENT	161
SERVICES UNDER RGO	164
INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) SERVICES	165
BATANGAS STATE UNIVERSITY CONTACTS	168

BATANGAS STATE UNIVERSITY CAMPUSES

BatStateU Pablo Borbon Main I
Rizal Avenue, Batangas City
Tel. # 980 0385 loc. 1134

BatStateU Pablo Borbon Main II
Alangilan, Batangas City
Tel. # 425 0143/0139 loc. 2147

BatStateU Lobo
Brgy. Masaguitsit
Lobo, Batangas
Tel. # 0916 646 9245

BatStateU San Juan
Barangay Talahiban
San Juan, Batangas
Tel. # 575 5192

BatStateU Lemery
Raja Matanda Street,
Bagong Sikat, Lemery, Batangas
Tel. # 740 1179

BatStateU Rosario
Barangay Namunga
Rosario, Batangas
Tel. # 321 0861

BatStateU Balayan
Caloocan, Balayan, Batangas
Tel. # 277 7824

BatStateU Lipa City
Marauoy, Lipa City
Tel. # 774 2526

BatStateU ARASOF-Nasugbu
R. Martinez St., Barangay Bukana
Nasugbu, Batangas
Tel. # 416 0350/0068 / 741 0029

BatStateU JPLPC-Malvar
Governor Leviste Street
Malvar, Batangas
Tel. # 778 2170 / 406 0830

Office of the University President
BatStateU Pablo Borbon Main I
Rizal Avenue, Batangas City
Tel. # 980 0385 loc. 1546
Fax # 723 0339

Produced by the
Office of Student Affairs and Services
2018