MinSCAT

Student Handbook

REVISED 2016

OSAS

CamScanner

Name: _____

Address: _____

Telephone: _____ I.D. Number: _____

E-mail address: _____

Course: _____

FOREWORD

THE POLICIES AND regulations clearly presented in this Student Handbook apply to all undergraduate styudents who are enrolled in the College. Upon admission, they agree to abide by these policies and regulations so as to promote and maintain discipline, uphold the ideals of the College and actualize it Vision, Mission, Goal and Objective (VMGO) statement as well as reiterate adherence to its Core Values: Responsibility, Involvement, Commitment and Excellence (RICE).

Aside from the norms contained in this Handbook, bulletin board postings, published announcements and other printed materials for such purposes are the common channels by which the College administration informs the student body of officials undertakings. The students should refer to these channels for guidance and updates.

Most of the revisions of the students handbook are based on the findings of the following research studies:

1. *Student Welfare and services of the Mindoro State College of Agriculture and Technology, Calapan City Campus* by Fe P. Abaca (2015)
2. *Performance in English Plus of College Freshmen: Basis for Strategic Intervention* by Harieth C. Cawagdan, Emelinda E. Rivera and ALice Ramos (2014)

Hopefully, this handbook shall serve as a bible for students during their stay in the College.

All rights reserved. Parts of this material may be reproduced provided: (1) the material is not altered; (2) use is non-commercial; (3) MinSCAT is acknowledged as source; and (4) MinSCAT is notified through minscatvpaa@gmail.com; address your letter or see us at 2/F AUG Bldg., MinSCAT Main Campus, Alcate, Victoria, Oriental Mindoro 5205 Philippines

2016 STUDENT HANDBOOK REVISION COMMITTEE

Chairperson: **Dr. PINKY B. CARIG**
Vice President for Academic Affairs

Members: **Mrs. EVELYN A. LEYNES**
Director for Student Welfare Services, MMC

Dr. MYLENE C. BRIÑOSA
Director for Student Welfare Services, MBC

Dr. FE A. ABACA
Director for Student Welfare Services, MCC

Dr. JOSIE C. ASINAS
Director for Instruction, MMC

Dr. EVA V. BRIÑOSA
Director for Instruction, MBC

Dr. LEONICIA S. MARQUINEZ
Director for Instruction, MCC

Ms. LOLITA M. PINE
Registrar, MMC

Mrs. MARILOU ROXAS
Registrar, MBC

Ms. NIDA ROCERO
Registrar, MCC

Mrs. HEIDELITA G. BUMOHYA
Guidance Counselor, MMC

Mrs. JENNILYN J. PEÑA
Guidance Counselor, MBC

Mr. LORENZ C. ALFANTE
Mr. EMMANUEL S. PINEDA
Mr. MICHAEL C. YABUT
Student Leaders

CamScanner

CONTENTS

Institutional Philosophy
Vision
Mission
Goals
Objectives
Core Values
Academic Programs

ACADEMIC REGULATION 1
Course Requirements 1
General Admission Requirements 1
Admission and Retention Policies 2
Enrolment Period 4
Cross Enrolment 4
Tuition and Other Fees 4
Changing, Adding and Cancellation of subjects 6
Dropping of Individual Subject 6
Dropping from a Course 6
Academic Load 6
Shifting from one Course to Another 7
Procedure for Shifting Course 7
Withdrawal/ Cancellation of Registration 7
Validation/ Accreditation 8
Curricular Level Placement 8
Attendance 10
Examination 11
Grading System 12
Academic Standing 13
Readmission 13
Graduation 14
Graduation with Honors 15
Policies on Graduation with Honors 16
Meritorious Award to Graduate 16
Commencement Exercises 17
Second Baccalaureate Degree 18

STUDENT AFFAIRS AND SERVICES 19
Office of the Student Welfare Services (SWS) 20
Library Services 20
Guidance and Counseling Services 21
Student Publications 21
Medical and Dental Services 21
Student Housing Services 21
Safety and Security Services 22
Recreational, Social and Cultural Services 22
Scholarship and Financial Assistantship 22
Student Assistantship Program 24
Student Organizations and Clubs 24

CONDUCT AND DISCIPLINE 29
A.Norms of Conduct 29
1. Dress Code for Students 30
2. Wearing of Prescribed Uniform 30
3. I.D. Requirements 30
4. Hair Cut for Male Students 30
5. Student Attendance and Absences 30
6. Attendance to College Activities 31
7. Student's Overnight Stay in the Campus 31
B.Code of Discipline 31
1. Basis of Discipline 31
2. Disciplinary Action 31
3. Offenses 31
4. College Offenses and Sanctions 33
   - Minor Academic Offenses 33
   - Major Academic Offenses 34
   - Minor College Offenses 35
   - Major College Offenses 36
5. Rules and Regulations Promulgated by Heads of Department / Units 42
6. Board of Student Discipline (BSD) 42
7. Procedure of Complaint 43
8. The Student's Right to Appeal a Decision 43

APPENDICES
Appendix A Policies and Guidelines for the Conduct of On the Job Training (OJT)
Appendix B Policies and Guidelines for The Conduct of Return Service
Appendix C CHED Memorandum Order No. 63, S 2017
Appendix D CHED Memorandum Order No. 104 S 2017

CamScanner

MINDORO STATE COLLEGE OF AGRICULTURE & TECHNOLOGY

INSTITUTIONAL PHILOSOPHY

The Mindoro State College of Agriculture and Technology believes in the Supremacy of God over His creation, and that man as His special creation has the capacity to learn and can be developed mentally, physically, socially and spiritually. The College strongly upholds education as an indispensable aspect of the change in the individual. Equipped with functional and more effective education, an individual must strive to maintain an honest and productive life coupled with his duties and obligations to serve humanity and his country and to recognize his responsibility of conserving and developing the natural resources for sustainable development.

VISION

A self-reliant center of development in Oriental Mindoro that provides sustained leadership in instruction, research, extension and production to produce globally competitive professionals and appropriate technologies crucial in helping develop a productive and spiritually/morally upright citizenry in a diverse yet cohesive society.

The Engine of Development and Fuel of Progress in the Region.

MISSION

The institution exists to promote quality professional and technological education by intensifying instruction and training, conducting viable and relevant researches, utilizing knowledge and technology, sustaining income generation through the adoption of the feasible state-of-the-art technologies, establishment of extensive and efficient linkages and networking and continuous organizational development.

GOAL

Provide and broaden the access to quality education responsive to an ever growing and dynamic society.

OBJECTIVES

1. Offer quality education;
2. Provide opportunities for the youth to develop their potentials as human beings and as productive members of the society;
3. Expand financial assistance to poor but deserving students toward greater access to education;
4. Maximize productivity to sustain income generation; and
5. Intensifies research and extension services which are relevant to the needs of the community.

CamScanner

CORE VALUES

Responsibility

WE BELIEVE that as members of the MinSCAT- key officials, faculty, staff and students- everyone must be conscientious of one's duties and responsibilities bearing the accountability inherent to one's task or position.

WE BELIEVE that students must likewise exhibit responsibility in all their undertakings –studies and behavior, inside and outside the College Campus.

Involvement

WE ALSO BELIEVE that everybody must lend their support and get involved in all institutional activities-instruction, research, extension and production.

WE BELIEVE that each member of the organization must help to facilitate performance of functions of all Units by sharing resources, ideas and skills.

WE BELIEVE the every student should also get involved in the activities of the College and extend support in whatever capacity they can.

Commitment

WE BELIEVE that the College must internalize the value of dedication to hard work to surpass minimum expectations and raise the standards of performance in the College.

WE BELIEVE that students must likewise share this value as a zeal in producing excellent performance.

Excellence

WE BELIEVE that it must be the ultimate goal of MinSCAT to excel in its quadruple functions – instructions, research, extension and production – and therefore must surpass minimum standards of performance.

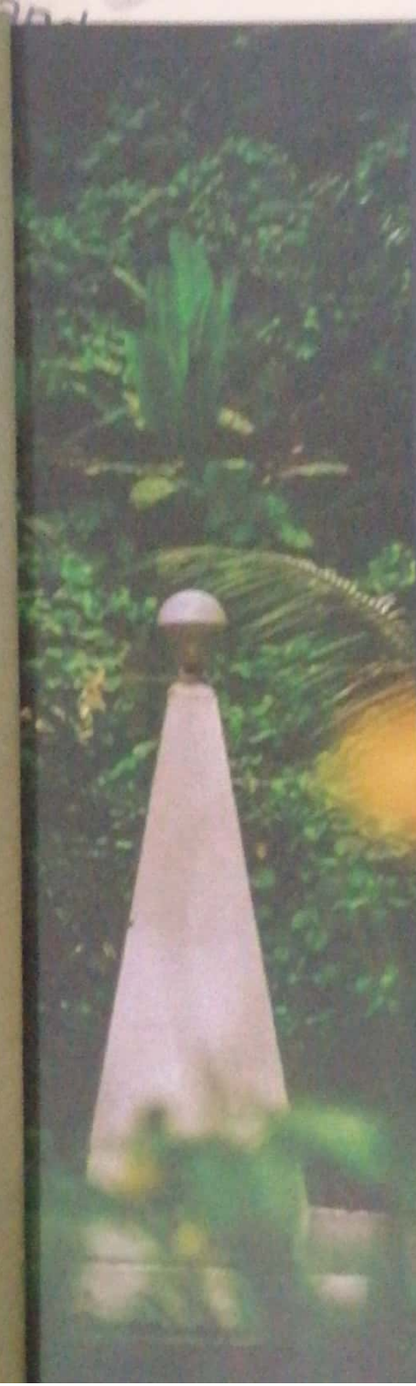
WE BELIEVE that as student of MinSCAT, everyone is expected to excel in their field of learning and to be more competitive in the outside world of the academe.

WE BELIEVE that every graduate of MinSCAT should model the core values of R.I.C.E. in whatever endeavor he/she gets involved in and must strive to spread the good values advocated by the College.

WE BELIEVE that as student of MinSCAT, everyone is expected to excel in their field of learning and to be more competitive in the outside world of the academe.

WE BELIEVE that every graduate of MinSCAT should uphold the core values of R.I.C.E. in whatever endeavor he/she gets involved in and must strive to spread the good values advocated by the College.

CamScanner



HOW MinSCAT BEGAN

The Mindoro State College of Agriculture and Technology (MinSCAT) was originally the Mindoro National Agricultural School (MINAS) created by R.A. 506 as a national agricultural secondary school in the island of Mindoro. It formally opened its doors for learning on August 26, 1951.

In 1963, by authority of R.A. 3758 it opened the Collegiate Department. This steered the offering of several collegiate courses. The first two years leading to the degree of Bachelor of Science in Agriculture (BSA) was initially offered. This was followed by the two-year course leading to Associate in Agricultural Technology (AAT) in 1973, then the complete course offering of Bachelor of Science in Agricultural Education (BSAE) in 1975 and the BSA curriculum developed by the Technical Panel for Agricultural Education (TPAE) based at Los Baños, Laguna was adopted by the school. This gradually replaced the BSA curriculum as well as the BSAE.

CamScanner

The continued offering of collegiate courses, in addition to the secondary curriculum was offered since the founding of the school, made MINAS a full pledged college hence, the change of name from MINAS to Mindoro College of Agriculture and Technology (MCAT) was approved on June 10, 1976, by the Secretary Juan L. Manuel of the Department of Education, Culture and Sports. It was converted into State College and is now Mindoro State College of Agriculture and Technology MinSCAT by the virtue of R.A. 8007 on May 25, 1995. The leadership of MinSCAT as an educational institution has progressed from its superintendent, Mr. Eliogio C. Ureta,Sr. (1951-1962), to Mr. Onofre F. Martin (1962-1963), Mr. Crispin E. Cabanilla (1963-1965) Mr. Antonio U. Ganir, (1965-1979), Mr. Camilo P. Silvestre (1979-1990), Mr. Manolito V. Icalla as Principal – OIC (1990-1991), Mr. Jeremias A. Ortiz as Administrator – OIC (1991-1994), Dr. Angelito A. Bacudo as Principal – OIC (1994-1996).

The reorganization of MinSCAT as a State College through the able leadership of Dr. Angelito A. Bacudo who was installed as its first president on July 8. 1996 paved a way for the development of MinSCAT as a higher educational institution.

On August 02, 2007, Dr. Jesse T. Zamora was elected by the MinSCAT Board of Trustees to served the unexpired term of the late Dr. Angelito A. Bacudo until July 9, 2010, and from July 10, 2010 to present, he was reappointed as the President of the only State College in Oriental Mindoro. He coined the core values MinsCAT plants RICE; Responsibility, Involvement, Commitment and Excellence.

MinSCAT is the only State College in the province of Oriental Mindoro. By virtue of CMO No. 27, series 2000, the Polytechnic College of Calapan and the Bongabong College of Fisheries were integrated under her umbrella. With the widening service area, MinSCAT continues to serve her role as an educational institution for students to become globally competitive graduates and change agents responsible for fostering agricultural, fishery and industrial development.

MinSCAT Bongabong Campus originally the Bongabong School of Fisheries (BSF) was established on September 21, 1964 by the virtue of Republic Act 3306. In 1975, the government approved the authoring of revised Fishery Technical Education Curriculum. It was converted into a full-fledged college as the Bongabong College of Fisheries on July 15, 1955, by virtue of R.A. 8143.

MinSCAT Calapan Campus, on the other hand, was established as a government secondary trade school known as Calapan School of Arts and Trades (CSAT) by virtue of R.A. 3397 in June 1961but only started operating five years later. In 1972, CSAT merited the approval of Ministry of Education, Culture and Sports (MECS) to offer trade Technical Education Curriculum. Efforts to convert CSAT into higher education authorized to offer degree courses were realized with the approval of R.A. 8076 on June 19, 1995, converting CSAT to Polytechnic College of Calapan (PCC). With the integration, then PCC has evolved as MinSCAT Calapan City Campus.

The Mindoro State College of Agriculture and Technology, with three campuses within the two congressional districts of the province, is recognized as the only public institution of higher learning in the province.

CamScanner

ACADEMIC PROGRAMS

Main Campus

Bachelor of Science in Agriculture (BSA)
- Major: Animal Science
  - Crop Science

Bachelor of Science in Entrepreneurship (BS Entrep)

Bachelor of Secondary Education (BSEd)
- Major: English
  - Biological Science
  - Filipino
  - Mathematics

Bachelor of Elementary Education (BEEd)

Bachelor of Science in Eco-Tourism Management (BSETM)

Bachelor of Science in Horticulture (BS Horti)

Bachelor of Science in Agroforestry (BS Agro)

Bachelor of Science in Environmental Science (BSES)

Ladderized Courses:
- Bachelor of Science in Agriculture (BSA)
- Bachelor of Science in Agricultural Engineering (BSAEn)
- Bachelor of Science in Information Technology (BSIT)

Bongabong Campus

Bachelor of Elementary Education (BEEd)

Bachelor of Secondary Education (BSEd)
- Major: English
  - Biological Science
  - Filipino
  - Mathematics
  - Technology Education

Bachelor of Science in Computer Engineering (BSCpE)

BS in Hotel and Tourism Management (BSHTM)

Bachelor of Arts major in Political Science

Bachelor of Science in Entrepreneurship major in Farm Business

Ladderized Courses:
- Bachelor of Science in Fisheries (BSFi)
- BS in Hotel and Restaurant Management (BSHRM)
- Bachelor of Science in Information Technology (BSIT)
- Bachelor of Science in Criminology (BSCrim)

Calapan Campus

Bachelor in Secondary Education (BSEd)
- Major: English
  - Physical Science
  - Filipino
  - Mathematics
  - Technology Education

Bachelor of Science in Hotel and Tourism Management (BSHTM)

Bachelor of Arts in Psychology (AB)
- Major: Psychology
  - English Language

Ladderized Courses:
- Bachelor of Science in Criminology (BSCrim)
- BS in Hotel and Restaurant Management (BSHRM)
- Bachelor of Science in Information Technology (BSIT)
- Bachelor of Technical Teacher Education (BTTE)
  - Automotive Technology
  - Drafting Technology
  - Garments and Fashion Design
  - Food Service Management
  - Electrical Technology
  - Electronics Technology

CamScanner

ACADEMIC REGULATIONS

COURSE REQUIREMENTS

The course requirements for the different programs are in consonance with the policies and guidelines issued by the Commission on Higher Education (CHED).

1. General Education Curriculum is the portion of the curriculum common to all undergraduate students regardless of major. It exposes them to the various domains of knowledge and ways of comprehending social and natural realities, developing in the process intellectual competencies such as critical, analytical and creative thinking, and multiple forms of expression; and civic capacities demanded of membership in the community, country and the world (CMO 20 s. 2013)
2. Specialization Courses - these are the required major and elective courses in the theories and practices in a specific or major field of discipline.
3. Thesis/Capstone/On-the-Job Training/ Student Teaching - graduate and undergraduate works culminate in the submission of a research-based thesis on a problem relevant to the field of specialization or a technical/narrative report regarding Field Practice/On-the-Job Training (OJT). For the Teacher Education Program, a 6-unit Student Teaching is required.

GENERAL ADMISSION REQUIREMENTS

A student who graduated from the secondary level recognized by the Department of Education shall be eligible for admission to any degree program. However, a student who has not completed the secondary level, but has passed in the Alternative Learning System (ALS) may also be eligible for admission.

A graduate of foreign secondary schools, who may not fully satisfy the specific requirements of a certain degree, may be admitted provided that any deficiency shall be complied during their initial school term.

Admission of Foreign Students

In addition to the conditions for admission of foreign students into any degree program provided by law and the policies and rules of the Commission, it must be shown that the foreign students have the sufficient means to support their education or studies in the Philippines. (Lifted from CHED Memo Order No. 40, s. 2008, p. 33)

Admission Requirements for Foreign Students

1. Must have complete and valid credentials
2. Must meet all the prescribed admission requirements of the institution

CamScanner

and the course applied for:

2.1 College Admission Test
2.2 Certificate of Completion of a Secondary Curriculum
2.3 Original Secondary Report Card
2.4 Personal Data Sheet
2.5. Affidavit of Support
2.6. Alien Certificate of Registration (ACR)
2.7. Result of TOEFL & Certificate of Proficiency (for non-native speakers of English)
2.8. Student Visa
2.9. Security Clearance from his/her Embassy
2.10. Resident Guarantor of his/her character

3. Must meet all the prescribed requirements by the Department of Foreign Affairs (DFA) and Bureau of Immigration & Deportation (BID)
4. Foreign students may be admitted based on availability of slot on the course applied for
5. Admission of foreign students should be limited to special courses only. (Lifted from the Approved National Association of School Registrars of State Universities &Colleges (NARSUC) Handbook, s. 2008)

ADMISSION AND RETENTION POLICIES IN THE DIFFERENT COURSE PROGRAMS

Admission Policies

There shall be no discrimination in the selection for admission to the institution on the basis of sex, religion, race, age or socio-economic status. However, to qualify for admission, prospective students must meet the following conditions:

1. Must have earned a diploma from a recognized secondary school;
2. Must get a passing score in the College entrance examination;
3. Must pass the interview, if so required for the program applied;
4. Must submit results of drug and psychological test (for BS Criminology applicants and transferees as per CMO 21 s. 2005)

Retention Policies

1. *Degree Programs with Board/Licensure Examinations.* Students enrolled in degree programs with board/licensure examinations should maintain a general weighted average (GWA) of 2.25.
2. *Non-Board/Licensure Degree Programs.* Students must maintain a general weighted average of at least 2.50 or better.
   - A student who transferred to another course because of disqualification may return to the program provided the grade requirements are met.

- A student who failed in any subject is allowed to repeat the subject failed. However, the academic load should be lessened.

For Incoming First Year

1. See the Guidance Counselor for the result of the entrance examination
2. See the Department Head/Director for Instruction for screening.
3. Secure Certificate of Registration from the Registrar's Office and fill-out the form.
4. Fill-out information sheet from DSWS Office
5. Proceed to the College Clinic for medical and dental check-up by the Health Personnel
6. Proceed to the Library for the submission of 1x1 ID picture for library card
7. Proceed to the Accounting Office and secure printout of assessment slip to determine the amount to be paid
8. Pay to the cashier
9. Go back to the Accounting Office for posting of payment to student ledger
10. Proceed to the Registrar's Office and submit the accomplished certificate of registration and other admission requirements and for the issuance of class cards

For Continuing Student

1. For courses with board exam, report to the Department Head/ Director for Instruction for screening purposes.
2. Proceed to the Registrar's Office and secure Registration Certificate for subjects to be enrolled and the class schedule.
3. Proceed to the Guidance Counselor for submission of grades from the previous semester (for follow-up/monitoring purposes)
4. Proceed to the office of the Director for Student Welfare Services
5. Proceed to the Accounting Office and secure print-out of assessment slip to determine the amount to be paid
6. Pay to the Cashier
7. Go to the Accounting Office for posting of payment to student ledger
8. Proceed to the Registrar's Office and submit the accomplished certificate of registration and other admission requirements and for the issuance of class cards

For Transferee

1. Proceed to the Registrar's Office and present transfer credentials for evaluation of subjects and units earned.
2. See the Director for Instruction /Dept. Head for interview and seek advice on what course program to follow.

CamScanner

3. Proceed to the Guidance Counselor (for record purposes)
4. Secure Certificate of Registration from the Registrar's Office and fill-out the form.
5. Fill out information sheet from DSWS Office
6. Proceed to the College Clinic for medical and dental check-up by the Health person
7. Proceed to the Library for submission of 1x1 ID picture for the library card
8. Proceed to the Accounting Office and secure printout of assessment slip to determine the amount to be paid
9. Pay to the Cashier
10. Go back to the Accounting Office for posting of payment to student ledger
11. Proceed to the Registrar's Office and submit the accomplished certificate of registration and other admission requirements and for the issuance of class cards

ENROLMENT PERIOD

All students seeking admission shall enroll during the prescribed enrolment period. For late registration, fines are imposed in the amount of P80.00 on the first day after the prescribed enrolment period and additional P10.00 is charged each day thereafter. No enrolment shall be allowed after the lapse of two weeks following the first day of classes, unless enrolment period is officially extended.

CROSS ENROLMENT

1. Cross-enrolment should be done within the period of registration
2. Cross-enrolment is allowed in all curricular levels. Subjects to be enrolled, must have the same course description and number of units. Major subjects are not allowed for cross enrolment.
3. No student is allowed to cross-enroll in two or more schools outside the University/College
4. Cross-enrolment of subjects outside the University/College must have the approval of the Director for Instruction and authorized by the Registrar for the subject/s to be given credit

Students coming from other institutions may be allowed to cross-register within the enrolment period only and with a permit to cross-enroll from the Registrar and subject to availability of slot.

TUITION AND OTHER FEES

Assessed fees may be paid in full or partial and must be made in cash (checks are not acceptable) at the Cashier's Office. In case of partial payment, the student shall pay 50% of the total assessed fees for the semester during the enrolment period. The balance will be

equally divided into two installments, payable one (1) week before the scheduled midterm and final examinations. If the student's total school bill is less than P1, 500.00, payment shall be made in full.

Student under the installment scheme shall see to it that his/her full payment has been made one week before the final examinations in order to facilitate the smooth flow of accomplishing his/her clearance to secure examination permit.

In case the student with outstanding balance drops after the fourth week of the regular classes during regular semester or after the sixth day of regular classes during summer, for whatever cause or reason, he/she will pay the unpaid balance for the entire semester/ summer.

When the subject is dissolved or the class schedule is changed such that the student can no longer attend the class due to conflict of schedule, he/she entitled to refund tuition and laboratory fees, if the subject is with laboratory.

Failure to officially drop a subject within the prescribed period will mean payment of fees in full. Refund of fees shall be made in accordance with the following rules:

1. A student, who after having paid tuition and other fees; wishes to drop his entire academic load or withdraw from the College and obtain refund, must give a written notice to that effect by filing with the Director for Instruction the withdrawal/dropping form that may be secured from the Registrar's Office.
2. A student shall be entitled to refund his fees except for examination, insurance and matriculation fees in accordance with the following schedule:

2.1 Regular Semester (Dropping on...)
- 2.1.1 Within the 1st week of classes - 90% of the total assessment
- 2.1.2 Within the 2nd week of classes - 70% of the total assessment
- 2.1.3 Within the 3rd week of classes - 50% of the total assessment
- 2.1.4 After the 3rd week of classes - no refund

2.2 Summer Classes (Dropping on...)
- 2.2.1 Enrolment to 2nd day of classes - 90% of the total assessment
- 2.2.2 The 3rd to 4th day of classes - 70% of the total assessment
- 2.2.3 The 5th to 6th day of classes - 50% of the total assessment
- 2.2.4 The 7th day of classes - no refund

CamScanner

3. All applications for refund shall be processed only starting after lapse three weeks from the start of classes.

CHANGING, ADDING AND CANCELLATION OF SUBJECTS

1. Changing/adding/cancellation of subjects shall be made within two (2) weeks after the last day of registration with a payment of P10.00/unit.
2. Subjects changed/added/cancelled unofficially or without prior approval of the Director for Instruction shall not be given credit
3. Total load carried by a student including the additional subject/s must not exceed the prescribed units in the curriculum during the semester.

DROPPING OF INDIVIDUAL SUBJECT

In order to avoid receiving a failing grade in the subject or subject dropped, a student should file the corresponding dropping form within a week after the midterm examination. The procedure for dropping of subject is as follows:

1. Consult the professor/instructor and guidance counselor for advice.
2. Request for necessary forms from the Registrar.
3. Pay the fee of P 10.00/unit to the Cashier and return the accomplished form duly signed by the professor and Director for Instruction, as the case maybe, to the Registrar for approval.

The entry on the records concerning a particular subject dropped by a student who filed the required dropping form would be officially dropped (OD). On the other hand, a student who drops a subject without filing the required dropping form shall be given a failing grade therein.

DROPPING FROM A COURSE

Students may be dropped from a course if they have been absent for more than seven (7) consecutive class meetings. In addition, students may be dropped if they have an accumulated unexcused absence of at least twenty percent (20%) of the total number of class hours in a semester.

A student may also be allowed to drop in cases found to be meritorious by the faculty. In such as case, the student may drop one week after the midterm examination.

ACADEMIC LOAD

1. The total number of units for which a student may register shall be in accordance with the curricular programs he/she is enrolled in.

2. During Summer Term, a student is allowed to carry only in nine (9) units, except for graduating student who shall be allowed to a higher load not exceeding 12 units.
3. Student who is a scholastic delinquent is not allowed to have overload
4. Load of transfer student shall be limited only to those subjects without prerequisite, until such time this subject had already been validated/credited

The Director for Instruction may limit the academic load of students who are employed outside the institution whether full time or part time.

SHIFTING FROM ONE COURSE TO ANOTHER

A student shall be allowed to shift to another course of his/her preference if he/she fails to meet the grade requirement for retention of the course enrolled.

Shifting must be made within two weeks after the opening of classes, noted by the adviser and approved by the Director for Instruction.

PROCEDURE FOR SHIFTING COURSE

1. Secure an application form for shifting from the Office of the Director for Instruction.
2. Upon the approval of the application, the student will fill-out the form.
3. Seek the endorsement from the program coordinator of their previous course and a recommendation for approval from the accepting program coordinator.
4. Submit the accomplished form to the Director for Instruction for approval.
5. A copy of the approved form will be submitted to the College Registrar for enrolment

WITHDRAWAL/CANCELLATION OF REGISTRATION

1. Withdrawal of registration shall be made and approved based on existing rules and regulations of College
2. Students who withdraw their registration shall be entitled to full refund of fees paid, except matriculation and registration fees depending on the policy of the institution.
3. Students who withdraw their registration shall be entitled to withdraw his/her credentials submitted as requirement for enrolment based on existing rules and regulations of the institution
4. No withdrawal of registration shall be made after the specified period. The rules for dropping shall apply.

CamScanner

VALIDATION/ACCREDITATION

1. All subjects and units taken from any SUC may be credited provided that, they are prescribed in the curriculum and have the same course content and number of units
2. All subjects taken from any private institutions with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies of the Philippines (FAAP) may be accredited, provided that they are prescribed in the curriculum and have the same course content and number of units
3. Transferee must have taken validation examination for every subject he/she would like to have accredited for advanced credits
4. Only subjects leading to a degree program taken by transferee shall be validated and accredited
5. Validation/accreditation should be done within the period of three (3) semesters from the date of admission to the institution
6. Subjects to be accredited must not exceed 30% of the total number of units prescribed in the curriculum
7. Transfer student will not be allowed to enroll in a subject, the prerequisite of which, taken elsewhere, have not been validated or repeated
8. Transfer student with subjects taken from other institution having ratings lower than 2.0 shall be required to take the validation examination for said subjects
9. If the number of units earned outside the University/College is lesser than the prescribed units for the course, the student should enroll the course as offered in the University/College
10. Only units earned by a foreign student in the collegiate level shall be given credit. Units earned in technical/vocational courses and in high school shall not be credited toward a degree program
11. Credited subjects taken from the other University/College are not allowed to be taken again for the purpose of obtaining higher grades.

CURRICULAR LEVEL PLACEMENT

Evaluation of curricular level placement of students according to progress toward graduation shall be based on the following:

YEAR LEVEL	NUMBER OF UNITS EARNED
First Year	Has not finished the prescribed subjects for first year or has completed 25% of the total number of units required.

YEAR LEVEL	NUMBER OF UNITS EARNED
Second Year	Completed first year course or has finished 25% but not more than 50% of the total number of units required.
Third Year	Completed the first two years of course, or has finished 75% but not more than 85% of the total number of units required.
Fourth Year	Completed the first three years of curriculum or has finished 75% but not more than 85% of the total number of units required.
Fifth Year	Completed the first four years of curriculum or has finished 85% of the total number of units required.

Prerequisite/s of Subjects

1. The rules on sequence of subjects in the curriculum of the course being taken must be followed
2. Enrolling in and attendance in a subject without passing its prerequisite shall not earn any academic credit
3. Graduating students shall be allowed to take the prerequisite subject and higher subject simultaneously with the approval of the Director for Instruction and the VP for Academic Affairs or its equivalent. However, if the student failed in the prerequisite subject, the higher subject shall not be given credit.
4. Subjects common to all colleges must have the same prerequisites.

Enforcing a New Curriculum

1. When a new curriculum is enforced, only new students or first year shall be covered
2. Students shall follow the same curriculum that he/she has started within the maximum length of time allowed for residency.
3. Students who fail to finish the course within the prescribed maximum number of years of residence, shall be required to follow the new curriculum

Substitution of Subjects

1. Substitution of subjects is allowed when students are pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new
2. Every petition for a substitution must involve subjects allied to each other and with the same number of units or greater than the units of the required subject
3. No substitution shall be allowed for a subject prescribed in a

CamScanner

curriculum in which the student has failed, except when the subject is no longer offered, provided that the proposed substitution substantially covers the same subject matter as the required subject

4. Petition for substitution must be recommended by the Head of the Department and approved by the Director for Instruction and the VP for Academic Affairs

ATTENDANCE

A student who is absent from classes must present an excuse letter to the professor concerned and secure admission slip from the Guidance Counselor. Failure to present such excuse letter makes the absent automatically unexcused. A student's absence is excused if:

1. He/ She is sick, as supported by a medical certificate
2. He/ She attended the funeral of an immediate family member;
3. He/ She officially participated in seminars, conferences, sports and other school related activities; and
4. He/ She is forced to absent by reason of extreme emergency.

A regular and punctual attendance in all classes and scheduled assemblies is required for all students. A student is responsible for all the assignments/requirements given during his absence.

Submission of Classcard

The corresponding classcards are required for admission on attendance in any class. Late enrollee may be admitted in class upon presentation of his/her certificate of registration but he/she must submit his/her classcards not later than six (6) days thereafter.

Checking of Attendance

Attendance is checked starting the first day of classes. Late enrollee and he/she who submit his/her class cards after the first day of classes shall be marked absent for the day(s) missed.

Maximum Allowable Absences

A student who has incurred eleven (11) number of absences in a 3-unit subject (or its equivalent in a 5-unit subject including laboratory during the regular semester shall be dropped from the roll and shall be given a failing grade. The maximum tolerable absences should not exceed 20% of the total hours of recitation and laboratory classes. During summer term, the number of tolerable absences in a subject enrolled is three (3).

In the event that the absences, which exceed the maximum allowed is due to sickness, the student will be dropped from the roll or be allowed to be on Leave of Absence (LOA).

Tardiness and Absences

A student who comes to class 15 minutes late shall be marked "tardy". Three (3) tardiness marks are equivalent to one absence. A student who leaves the classroom without permission from the professor shall be marked "absent".

Maximum Residency Rule

The following policies in the number of years that a student may be allowed to stay and take the curricular program at MinSCAT shall be observed.

For a four-year baccalaureate program, two additional years are allowable making a maximum of six (6) years to earn the degree pursued, except in a program that specifies otherwise.

For the five-year baccalaureate program, two additional years are allowable, making a maximum of seven (7) years to earn the degree pursued.

EXAMINATION

Every student regardless of class standing is required to take the scheduled examinations, i.e. the midterm and final examinations. These are aside from the frequent quizzes and other tests given by professors/ instructors. The midterm examinations cover work done during the first half of the semester. The coverage of the final examinations depends upon the professor concerned. An examination permit is a prerequisite for taking these examinations.

During examinations, conversation between students, regardless of its nature is forbidden. Conversing students thus apprehend shall be sent out from the examination room and reported to the instructor/ professor of the subject.

Cheating in an examination is penalized with a failure grade. Transmission or solicitation of any information between the students during the examination is forbidden. Both students in this case, if warranted will be given a grade of failure for that particular examination.

Students who failed to take the scheduled examinations for valid reasons may be allowed to take a special examination upon submission of the corresponding documents to support the validity of the reason of absence and with the approval of the Director for Instruction and of the Registrar. A special examination form is required to be filled out by the student and a special examination fee of P 30.00 shall be charged regardless of the number of examination being taken.

Schedule for special examinations for midterm/final examinations should not be later than ten (10) days after the last day of the midterm/final examination period. However, the requirement of presenting all classcards received from the previous semester during enrolment would necessitate that special examination should be taken

CamScanner

in due time before enrolment. In the event that students were not able to take the final exams, final exam shall be marked 0 (zero).

GRADING SYSTEM

There are two (2) grades issued during a school term, the midterm grade and the final grade. Grade shall either be passing (3.0) and above, or failure (5.0). No incomplete (Inc.) mark shall be given to a student for failure to submit a term paper or report project of similar nature.

The corresponding grade shall be given with proper deductions for paper submitted.

A student who fails to take the final examinations for whatever valid reasons shall be given a No Final Examination (NFE) mark if he is passing prior to final examinations. However, if such student is failing prior to final examination and is deemed to fail even if he perfects the final examination, a failing grade shall be given to the student.

Computation of Grades. In computing the grades, several factors are being considered by the instructor/professor. This usually depends whether the subject is with laboratory or purely lecture/without laboratory, a general education subject, or a major subject, etc. In any case, the basis of computation, as approved by the Academic Council, would be presented by the instructor/professor during the first class meetings.

The College adopts the following grading system:

Percentage Equivalent	Numerical Equivalent	Grade Description
97 - 100	1.0	Excellent
94 - 96	1.25	Outstanding
91 - 93	1.50	Very Good
88 - 90	1.75	Good
85 - 87	2.0	Very satisfactory
82 - 84	2.25	Thorough Satisfactory
79 - 81	2.50	Satisfactory
76 - 78	2.75	Fair
75	3.0	Passing
Below 75%	5.0	Failing
	UW	Unauthorized Withdrawal
	NFE	No Final Examination

CHANGE OF GRADES

1. A student who already passed a given subject is no longer allowed to take re-examination to improve his/her grades.
2. Final grades once submitted to the registrar cannot be altered or modified without written permission from the Director for Instruction.

Such permission may be given in only in cases where the concerned professor certifies in writing to the Director for Instruction that he had committed a clerical or mathematical error.

ACADEMIC STANDING

The academic performance of a student in class based on the policy of selective retention shall be determined by the following:

1. Warning. A student who obtains final grade below 3.0 in 25% but more than 50% of the total number of units receive a warning from the Director for Instruction to improve his work. He shall not be allowed to enroll more than the academic load he passed in the process.
2. Probation. A student who obtains final grade below 3.0 in 50% to 75% of the total number of units shall be placed on probation for the succeeding semester. His load will be reduced as determined by the Director for Instruction. Probation may be removed by passing more than 50% to 100% of academic units which he is enrolled.
3. Dismissal. A student who failed more than 75% of the total number of academic units shall be dismissed.

A student who obtains a failing grade during his period of probation shall be given warning. Two consecutive warnings received shall be a ground for dismissal.

READMISSION

1. Student who has been denied of enrolment because of poor academic performance may be readmitted under the following conditions:
   - 1.1 The academic Council will decide re-admission only after one semester.
   - 1.2 The maximum load will only be 15 units upon admission.
   - 1.3 The student will present a written promise countersigned by the parent/guardian that he/she will be more conscientious in his/her studies.
2. Student who has been denied of enrolment as part of disciplinary action may be readmitted under the following conditions:
   - 2.1 Decision for readmission will be only after one semester by the Board of Discipline and concurred by the Academic Council.
   - 2.2. Strong sign of change in character/behavior is visible and backed-up by parent/guardian in writing.
   - 2.3 The student must sign a promissory note that he/she will no longer violate any of the school's rules and regulation.
   - 2.4 A student may be readmitted only once.
   - 2.5 If the student has been denied of enrolment because of poor academic performance coupled by disciplinary

CamScanner

action, he/she must pass both rules 1 and 2 above before readmitted.

GRADUATION

1. Candidates for graduation must have satisfied all academic and non-academic requirements prior to graduation
2. The date of graduation in the diploma and Transcript of Records shall bear the original date of graduation
3. No student shall graduate from the College unless his/her name is approved as a candidate for graduation by the Academic Council and confirmed by the Board of Trustees
4. A pre-academic council meeting shall be conducted to assess, evaluate, and approve candidates for graduation in the college/ school/institute/department prior to the College-wide Academic Council meeting
5. All candidates for graduation must have their deficiencies made up and records cleared with the exception their currently enrolled subjects not later than the date specified at the academic calendar
6. Summer graduation of and midyear commencement exercises may be held to accommodate the growing number of graduates.

Graduation with Honors

1. Computation of the general weighted average of students who shall graduate with honors specifically Summa cum Laude, Magna cum Laude and Cum Laude, shall be based on the grade requirement prescribed by the institution
2. In the final result of the computation of grade of candidates for honors, rounding off of final grades shall not be allowed
3. Only final grades shall be considered in the computation of the general average
4. In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included
5. The candidate for graduation with honors should not have any grade of 5.0 and an unremoved, "Incomplete" or Inc." in any academic or non-academic subject whether prescribed or not in the curriculum, taken in the College, or in any other educational institution
6. Students who are candidates for graduation with honors must have completed in the College at least 70% of the total number of academic units for graduation and must have been a resident therein for at least 2 years immediately prior to graduation
7. Students who are candidates for graduation with honors must have taken not less than 15 units of credit or the normal/regular load prescribed in the curriculum during each semester

8. A candidate for graduation with honors who meets the prescribed weighted average grade but fails to satisfy any of the requirements shall be awarded the "Certificate of Graduation with Academic Distinction"
9. Students who are candidates for graduation with honors in courses with prescribed length of less than four years, the English equivalents, "With Highest Honors", With High Honors" and "With Honors" shall be used
10. Students who are candidates for graduation with honors must not have repeated a subject from another educational institution for the purpose of improving his/ her grades.
11. Students who are candidates for graduation with honors must not have been charged and found guilty of any violation of existing College rules which is punishable by at least one week suspension

**Resident credits refer to all academic subjects and units earned in the University/College including those earned in other educational institutions that are required for a particular degree and had already been validated/ accredited in the University/College.*

Policies on Graduation with Honors

The following are awarded to graduating students who have fulfilled the required residence and whose weighted average grade computed in the basis of units shall be as follows:

1. Cum Laude. If the candidate obtains a general weighted average of 1.46 - 1.75 in all subjects without a grade lower than 2.25 in any subject. Four semesters of residence immediately preceding graduation are required.
2. Magna Cum Laude. If the candidate obtains a general weighted average of 1.21- 1.45 in all subjects without a grade lower than 2.0 in any subject. At least six (6) semesters of residence immediately preceding graduation are prerequisite.
3. Summa Cum Laude. If the candidate obtains a general weighted average grade of 1.0 - 1.20 in all subjects without a grade lower than 1.75 in any subject provided that all units required for graduation have been earned in MinSCAT.

The following provision must also be satisfied:

1. Grades in all subjects will be included in the computation.
2. Only resident units (units credited in the course completed) are included and computed to two decimal places.
3. Academic load should not be less than 18 units per semester. If less than 18 units the following should be attached or secured:
   - 3.1. For health reasons - medical certificate
   - 3.2 Certification of unavailability of subject offerings

CamScanner

3.3 Prescribed by the Registrar's Office as called for in the program.

3.4 Certification that he/she is working student

4. The candidate must not have been officially reprimanded for disobeying the Code of Student Discipline.

A student who violated the Code of Student Discipline is disqualified from receiving academic honors. For minor offense committed, student penalized receiving a "warning" that commission of another offense shall disqualify him/her from graduating with honors.

Recognition of extremely difficult situation experienced by a student, such as sickness, accident, maternity, extreme poverty and related conditions within this context, he/she may be allowed to graduate with honors with some semestral loads below twelve (12) units provided his/her academic ratings meet the standards set forth in the policies for graduation with honors and provided he/she has taken regular semestral loads of at least six (6) semesters.

Meritorious Awards to Graduate

In addition to the academic honors awarded to graduating students, the following meritorious awards may also be given to students who is recommended and at the same time pass the criteria set for the award:

1. **Scholastic Award.** Students graduating with honors will be awarded Certificate of Recognition by the College. The Scholastic Award will be given to graduating students who have obtained the highest grade point average in their respective courses provided that the candidate has a general weighted grade not lower than 2.25 with no failing grade.
2. **Best Thesis.** One each from every field of specialization
3. **Best On-the-Job Trainee.** One each from every field of specialization
4. **Best Student-Teacher.** One each in the area of specialization in Secondary, Elementary and Technical Teacher Education.
5. **Best in Special Project** – For deserving student enrolled in Bachelor of Science in Entrepreneurship.
6. **Best in Capstone Project** - For deserving student enrolled in Bachelor of Science in Information Technology
7. **Leadership Award.** For deserving student leader of any course who had at least during his/her stay in the College served as officer of any student club/organization including the CSC and Student Publication.
8. **Athlete of the Year.** For deserving student of any course.
9. **Best Writer.** For deserving student of any course.
10. **Loyalty Award.** For one who completed his/her High School and College in MinSCAT.

11. **Achievers Award.** For deserving student of any course.
12. **Service Award.** For deserving student of any course.

Special Awards

A. Graduating Students

Students who won in regional, national or international competition would be awarded Certificate of Recognition in appreciation of their efforts in bringing the College at par with other universities or colleges in the country.

Special awards are categorized into Sports, Arts, Science and Technology and others as may be deemed important by the committee such as:

1. Best Performing Artist
   - 1.1 Music Category
   - 1.2 Theater Category
   - 1.3 Dance Category
2. Artist of the Year
3. Most Proficient Worker (for Ladderized Program students who had completed a required NC.)
4. Achiever's Award (for students who won in the regional, Luzonwide and national competitions)
   - 4.1. Group Category
   - 4.2. Individual Category

B. Non-Graduating Students

1. *Best Organization/Department President
2. *Best Organization/Department
3. Achiever's Award
   - 3.1. Group Category
   - 3.2. Individual Category

*may also be awarded to graduating students

COMMENCEMENT EXERCISES

All graduating students are required to attend the Commencement Exercises. A student who is unable to attend the graduation ceremony because of sickness or equally valid reason must inform the Registrar's Office in writing about his absence.

Diploma, certificate and official transcript of records will be issued upon presentation of receipt of payment of graduation fees and duly accomplished clearance.

SECOND BACCALAUREATE DEGREE

A holder of a baccalaureate degree may earn another baccalaureate degree upon successful completion of all the requirements prescribed for the second degree.

CamScanner

Office of the Student Welfare and Services (SWS)

The office of Student Welfare Services looks after the welfare and development of students; administers and coordinates student services, represents student interest to the faculty, staff, administration and the College community as a whole; assumes responsibility over all students' organization/student co-curricular activities and makes follow-up on student needs, growth in social, cultural, intellectual and moral aspects. This office is headed by a Director designated by the College President.

LIBRARY SERVICES

MinSCAT library uses the open-shelves system. There are two reference sections for the use of the College students and the other one for the laboratory high school. The collection of general reference books, periodicals (journals, newspaper and magazines), vertical files of materials, including clippings, maps, charts, theses and dissertations comprise a centralized section serving all students, faculty researchers, officials and employees of the College.

Electronic resource services are offered in the e-library where every student are entitled to fifteen hours of use every semester.

The library is open from 7:30 to 12:00 noon and 1:00 to 5:00 pm (Monday to Friday).Library users may avail of library services on Saturdays depending upon request.

For better delivery of services, the College library adopts the following rules and regulations:

1. Only students with ID cards shall be allowed entry in the library.
2. Only one book at a time shall be issued to a borrower.
3. Borrowing time for reference, reserved and Filipiniana book is one hour subject to renewal.
4. Reference materials are to be used in the reading room only.
5. The book card must be completely filled up before the book is issued to the borrower.
6. Students engaged in special research may be allowed to take home more than one reference for overnight use.
7. Students assigned to Supervised Study during class hours should be supervised by the teacher in charge in their respective rooms.
8. Library rooms are for study and research work only.
9. Lost book should be replaced with the same kind or its latest edition and the corresponding fee must be paid.
10. Vandalism shall be reported immediately to concerned authorities.
11. Maintain silence and order in the library premises at all times.
12. Return all reading materials properly and orderly after use.

CamScanner

13. Maintain cleanliness in the library premises at all times.
14. Smoking, eating and drinking in the library premises are prohibited.
15. Handle all library materials with care.
16. Arrange all pieces of furniture before leaving the reading room.

GUIDANCE AND COUNSELING SERVICES

The Guidance and Counseling Office aims to assist the academic community in carrying out its mission and creating a more humane campus environment that provides students appropriate opportunities for growth and development through the following services:

1. Individual and group counselling-academic, personal, career and emotional problem
2. Individual inventory - case study, test result, cumulative record
3. Information - education and occupational
4. Placement - education and job placement
5. Consultation

These services are designed to help improve stuents' personal and interpersonal relationship and observing aptitudes, interests, personalities and talents for maximum use.

Aside from the Guidance counsellor, there are also peer and faculty counselors.

STUDENT PUBLICATIONS

The Office of Student Publication provides the necessary training to budding journalists of the College on the basis of principles and ethical demands of academic journalism.

The staff members of the student publication are selected through written examination that includes news writing, editorial and feature writing and other pertinent criteria in accordance with the Campus Journalism Act.

MEDICAL AND DENTAL SERVICES

The Medical and Dental Services Unit takes charge of safeguarding the health of the students, faculty and staff of the institution through information dissemination, giving first aid, treatment of common ailments, referring cases to hospitals, attending to accidents, rendering tooth extraction and oral prophylaxis.

The clinic is open on weekdays from 7:30 to 12:00 noon and 1:00 to 5:00 pm. In case of emergency, however, clinic personnel could be called up anytime.

STUDENT HOUSING SERVICES

The College maintains ladies' and men's dormitories with a fee per student per month. The housing facilities, however, can accommodate only a limited number of students. First-come-first served

basis is adopted by the College in accommodating occupants.

Students who reside in the College dormitories are required to abide with the rules and regulations prescribed therein.

SAFETY AND SECURITY SERVICES

The security unit, whose primary function is to maintain peace and order in the campus, assists students as the need arises. It serves as a contact person/ party in case of emergency anytime.

SERVICES OFFERED IN ACCOMMODATING STUDENTS WITH PHYSICAL DISABILITIES

The College gives utmost attention to enrolled students with physical disabilities and offers services that would cater to their needs in order to ensure their safety and convenience.

SPORTS DEVELOPMENT PROGRAM

The MinSCAT Sports Development Program is a college -wide program aims to revitalize and strengthen te athletic excellence of instructors , coaches and student-athletes of the College, provide policies and guidelines for all undertakings of the Sports Svices Unit and facilitate the mobilization of the Sports Council, Officials and Coaches.

Criteria for the Selection of Varsity Athletes:

1. Bonafide students of MinSCAT
2. Physically and mentally fit
3. No failing grades with a minimum load of 12 units per semester (except graduationg students)
4. Proficient in skills required in the game
5. Willingness to protect the welfare and interest of the College
6. Must religiuosly follow the rules and regulations not only those set by the sports council but also by the College as a whole
7. Must be of good moral character

SOCIAL AND CULTURAL SERVICES

Guidelines on the Evaluation of Performances among the Cultural and Performing Arts Members

1. Audition is conducted to select interested studentrs and personnel who are qualified to become members of the different talent groups mainly: Choir, Acoustic Band, Brass Band, and Dance Troupe.
2. Members shouyld be willing to give time for scheduled practices and general training. Punctuality and cooperation should be observed.
3. All members are compelled to attend all the activity as need arises.

CamScanner

4. They should follow the existing rules and regulations and perform their duties and obligations, as maybe required by the Socio-Cultural Coordinator for non-disqualification of their membership.

MULTI-FAITH SERVICES

The College works closely with other service units to provide the best spiritual care for the campus community: nurturing the holistic well being of students, staff and faculty alike. Faith-based organizations are recognized in the College like the MinSCAT Student Christian Organization (SCHOR) That allows its members to conduct different spritual activities. Likewise, every first friday of the month, Catholic mass is held in the campuses.

SCHOLARSHIP AND FINANCIAL ASSISTANTSHIP

I. MinSCAT Schoolarship Program:

To be eligible for the MinSCAT Scholarship and Financial Assistantship Program, the following must be met by the applicant:

1. Bona fide student of MinSCAT;
2. Possesses regular load per semester as certified by the College Registrar;
3. Has a good moral character as certified by the Guidance Counselor;
4. Has passed all of his/her subjects;
5. Has submitted Certification of Grades duly signed by the College Registrar;
6. Has no existing scholarship both from private and public agencies; and
7. Must pass the interview to be conducted by the Screening Committee.

II. Program Coverage

The program will primarily benefit the following groups of students based from the following qualifications:

A. Band Member

Full scholar:

1. Must be an active member for at least one year and has participated in the major activities of the band.
2. Must possess superior skills and ability in playing his/her designated musical instrument.

Partial scholar:

1. Must be a member of the band for at least one semester.
2. Must have shown ability/skill in playing his/her designated musical instrument.

B. Accredited Performing Arts Group Member

Full Scholar

1. Must be an active member for at least one year and has participated in major performances of the group such as local, regional, and national competitions.

Partial Scholar

1. Must be a member for at least one semester
2. Must undergo training and has performed at least two major activities of the College.

C. Varsity Athlete. Varsity athlete should meet the Guidelines for the Selection of Athletes (Section 3.4.3.1 to 3.4.3) and Duties of Varsity Athletes (Section 3.4.4 .1) of the Sports Development Program and Guidelines approved by the BOT, Resolution No. 7 s. of 2011.

Full scholar

1. Must be Gold medalist (National and Regional Competition)

Partial Scholar

1. Must be Silver and Bronze medalist (National and Regional Competition)

D. Regular Student – Applicant

1. Must have a General Weighted Average of 2.25.
2. Must submit Certification of Indigency from respective Barangay.

E. College Academic Scholars

1. The college scholarship is enjoyed by the undergraduate student who meets the qualification standards of the Dean's List/President's List.
   - 1.1 He/she obtained a Weighted Average Grade (WAG) of 1.75 and above.
   - 1.2 He/she has a grade of 2.00 in any of his/her subjects during semester.
   - 1.3 He/she has no marks of "Dropped" (whether official or unofficial), "Incomplete" or "Failed" in any of his/her subjects including NSTP.
   - 1.4 He/she has enrolled as a regular student who carries at least 18 units or regular load prescribe in his/her curriculum.
   - 1.5 If a student is a recipient of two or more scholarships, he/she shall be required to choose only one.
   - 1.6 The academic scholarship shall only be for a period of one semester and shall continue in succeeding semester provided the student satisfies the WAG prescribe and other requirements.
   - 1.7 Dean's listers/President's listers are given tuition fee discount

CamScanner

the coming semester.

1.8 The Dean's List/President's List is posted within strategic places in the College and students included in the list are encouraged to report to the Office of Scholarships and Students Assistantships during enrolment period for the probable notation on the tuition fee discount:

Weighted Average Grade	Tuition Fee Discount
1.00 - 1.49	100%
1.50 - 1.59	75%
1.60 - 1.75	50%

2. Students who qualified for Full Scholarship and Partial Scholarship will receive monthly stipend of 500.00 and 300.00 respectively.

STUDENT ASSISTANTSHIP PROGRAM

The College provides opportunities to students who have the time and skills to work as student assistants in different offices and earn wages at student rate. Interested students may submit their letter of intent to the Office of Student Welfare Services. To qualify for the program applicant must have no failing grade or incomplete mark in the previous semester and should pass the pre-hiring screening requirements of the office.

STUDENT ORGANIZATIONS AND CLUBS

To enhance the growth of students as individuals and members of the academic community and to complement their academic, curricular growth and development through various projects and activities, students are encouraged to the form and join organizations and clubs.

Application for Recognition and Accreditation of Student Organization

Any group of at least twenty-five (25) students may apply for accreditation provided that the following requirements are submitted to the Office of Student Welfare Services in duplicate, three weeks after the start of the academic year:

1. Accomplished application form
2. Organization's goals and objectives
3. List of officers and members with course and year, contact number and specimen signature
4. Action Plan for the current semester using the required template
5. Calendar of Activities
6. Constitution and by-laws of the club / organization
7. For renewal/ reaccreditation-
   - Updated list of officers and members and their respective positions
   - Accomplishment report of previous semester attested by SO president and adviser
   - Audited financial report of previous semester
   - Constitution and By-laws (revised/ amended)
   - Action plan and calendar of activities for the current semester

Recognized Organization and Clubs

1. College Student Council (CSC). The CSC is the supreme college based campus organization. It is a part of the Federation of Student Council whose chairman is the recognized representative of the studentry in the MinSCAT Board of Trustees (BOT).
2. Student Publication – The Republic Act 7079 also known as the Campus Journalism Act and the Rules and Regulations Governing Organized Student Activities serve as the basic guidelines of the student organ/ publication A yearly competitive examination and interview is conducted to determine the members of the Editorial Board of the student publication.
3. Other Recognized Student Organizations and Clubs

MinSCAT Main Campus

3.1 Animal Science Society
3.2 Crop Science Society
3.3 Eco-tourism Management Society
3.4 MinSCAT English as Second Language (MESL) Club
3.5 Entrepreneurship Society
3.6 Environmental Science Society
3.7 Samahan ng Mag-aaral sa Filipino (SamFil) Club
3.8 Future Farmers of the Philippines Collegiate Chapter (FFPCC)
3.9 Horticulture Society
3.10 Information Technology Society (ITS)
3.11 Mathematician Circle
3.12 MinSCAT Agricultural Engineering Society (MAES)
3.13 MinSCAT Association of Future Agriculturist (MAFA)
3.14 MinSCAT Eduators Society (MES)
3.15 MinSCAT Folkloric Group
3.16 Student Christian Organization (SCHOR)

MinsCAT Calapan City Campus

3.17 Asosasyon Na Gagabay at Gugunita sa Aming Tribo, Karapatan, at Adhikain para sa Yumayabong na Organisasyon ng MinSCAT (ANGGAT KAYO)
3.18 Catholic Campus Ministry
3.19 Christian Brotherhood International (CBI)

CamScanner

3.20 English Society
3.21 Mathematical Society
3.22 MCC Dance Troupe
3.23 MCC Brass Band
3.24 Psychological Society
3.25 Rotary in Action – ROTARACT Club
3.26 Samahang Filipino (SamFil)
3.27 Science Core Group (SCG)
3.28 Student Volunteer Organization (SVO)
3.29 Scholars Club
3.30 League of Elite Groups of Information Technology Students (The LEGITS)
3.31 Technology and Livelihood Education (TLE) Industry

MinSCAT Bongabong Campus
3.32 Better Educators for Students Today (BEST)
3.33 Campus Ministry
3.34 Soaring for Useful and Competitive Computer Engineering Student Society (SUCCESS
3.35 Criminology Students Outlooking for Public Safety Society (COPS)
3.36 Dramatics Club
3.37 English Association
3.38 Entrepreneur's Organization
3.39 Filipino Club
3.40 Glee Club
3.41 Hoteliers Organization
3.42 Information Technology Society (ITS)
3.43 Marine, Aquaculture and Processing Society (MAPS)
3.44 Math Club
3.45 MinCAT Bongabong Campus Scholars Organization (MBCSO)
3.46 Political Science Student's Association (PSSA)
3.47 Science Society
3.48 Sea Hunter Publication

4. Student Activities

4.1 All recognized student organizations should submit and seek approval of their action plan for the year from the College President/Administrator.

4.2 All accredited student organizations planning to hold an activity must submit a written request to the College President/ Administrator for holding such. Likewise, the use of the College facilities shall be requested.

4.3 All accredited organizations desiring to conduct a fund-raising activity should make a formal application addressed to the College President/Administrator. The application letter must contain the following:

4.3.1 Nature and purpose of the activity;
4.3.2 Date, time and venue of the activity;
4.3.3 Beneficiary of the fund to be raised;
4.3.4 manner in which the fund raised shall be used
4.3.5 Name of the students directly in-charge of the fund raising activities;
4.3.6 Approval of the DSWD, if necessary

4.4 The College provides students with excellent and effective opportunities for participation in a well-balanced and properly coordinated co-curricular activities program subject to the following guidelines:

4.4.1 All extra and co-curricular activities to be held inside and outside the College must submit written request to hold the activity to be noted by the Director for Student Welfare Services, College Administrator and recommended by the VP for Academic Affairs for the approval of the College President.

4.4.1.1 Indicate the nature of the activity and ways to implement the same, in consultation with the faculty adviser.

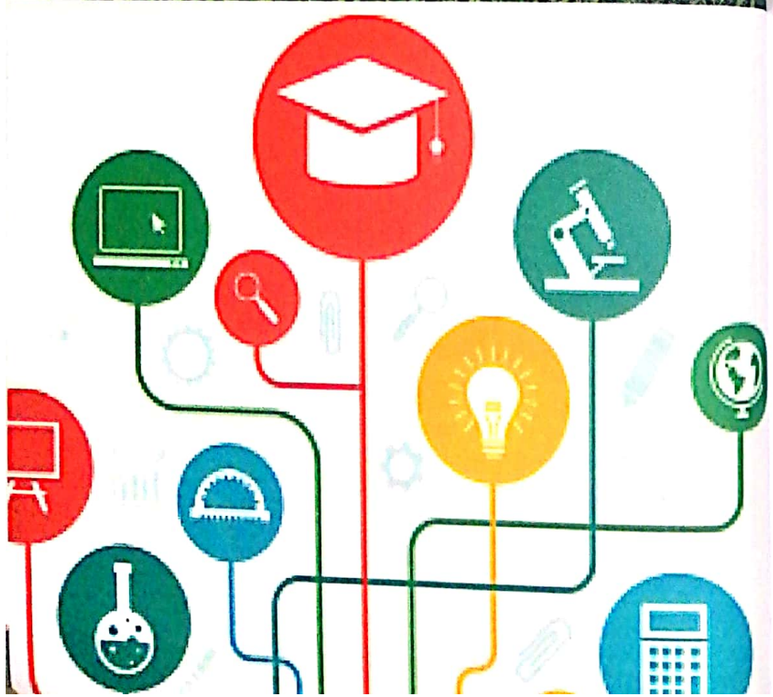
4.4.1.2 Submit the written request form in duplicate at least five working days prior to said activity.

4.4.1.3 All student activities are banned two weeks before the start of the midterm and final examinations to ensure that all students are given enough time to review for their examinations.

4.5 All postings in campus should bear the approval stamp of the DSWS that includes organizational meetings, assemblies, announcements, messages and other related matters. Organizations should see to it that all postings made are removed after the duration of the activity. Postings should be placed on designated areas and bulletin boards. Painted wall, doors, windows and trees should not be used for posting of any kind.

4.6 Daily wearing of student ID and prescribed college uniform is a requirement to all students within the College premises. During free day, students should wear uniform prescribed by the department or organization subject to the dress code policy.

CamScanner



CONDUCT & DISCIPLINE

NORMS OF CONDUCT

Dress Code for Students

All students must subscribe with the prescribed dress code of the College especially during non-uniform days (wash days).

Wearing of Prescribed Uniform

Every student shall wear the prescribed uniform on the days specified by the College. Students are likewise required to wear the shop/laboratory uniforms during their laboratory periods, the prescribed P.E. uniform during P.E. classes, the NSTP uniform during their NSTP classes.

On "non-uniform" days, students are not allowed to wear inappropriate attire. Inappropriate attire is the attire that is contrary to the culturally acceptable attire which includes but not limited to the following: blouse with bare back, bare midribs, haltered, hanging blouse, see-through garment, sleeveless shirt/blouses, miniskirt/dress, very low-rise jeans, shorts, beach and Japanese sandals and slippers.

I.D. Requirements

Every student shall wear the official identification card (I.D.) together with authorized ID Lanyard at all times inside the College.

Hair Cut for Male Students

Students shall wear clean and decent haircut. The hair must not touch the standard shirt collar and the eyebrows.

Student Attendance and Absences

It is the duty of all faculty members to check and report to the Director for Instruction the attendance of students starting the first day of classes and every meeting thereafter. Late enrollees and those who submit their class cards after the first day of classes shall be marked absent for the days missed (CMO # 40. S. 2008).

Should students incur an absence, they must present an excuse letter/medical certificate duly signed by physician, parent/guardian and secure admission slip from the guidance counselor. Students who have incurred unexcused absences exceeding 20% of the total number of days/hours are supposed to attend classes during a school term shall be dropped from the rolls and given a failing grade. The Registrar and the SWS Director shall, at the same time, be advised of the action taken by the faculty.

If majority of the absences incurred by students are excused, students may not be given a grade of FAILED, instead may just be DROPPED from the roll.

CamScanner

Attendance to College Activities

All students are likewise required to attend and participate in College activities such as College Week, Foundation Day programs, recognition programs and the like, graduating students on the other hand are required to attend the Commencement Exercises including baccalaureate mass and other activities.

Student's Overnight Stay in the Campus

Students who are officers/members of organizing/coordinating committees of the various school activities may be allowed to stay and work overnight inside the campus, if and only necessary. The letter of request to the President/Head of organization, recommended by the Director for Student Welfare Services shall enumerate the following:

1. Full names of the students who will stay overnight;
2. Dates when they need to stay overnight;
3. Venue where they intend to work overnight;
4. Specific purpose of the overnight stay; and
5. Waiver and written consent from their parents/guardians.

CODE OF DISCIPLINE

Section 1. Basis of Discipline. Every student shall observe the rules and regulations of the school and the standards of a good citizen. Any student through design, neglect, carelessness or failure to perform his duties, violates rules and regulations, commits acts to the prejudice of good order and discipline, or fails to measure up to the desirable traits of a student shall be adjudged to have committed a delinquency.

Section 2. Disciplinary Action. Student who has committed any or a combination of offenses shall be subjected to disciplinary action, which shall be imposed commensurate to the degree or gravity of offense or offenses committed. Mitigating or aggravating circumstances shall be considered in determining the appropriate disciplinary actions.

The offender may be penalized with any or a combination of the following disciplinary sanctions:

2.1 Expulsion This disciplinary action is an extreme form of administrative action that debars a student from all public and private schools.

2.2 Dropping A student may be dropped during the school year or term without prejudice to his enrolment in other schools. The student who is dropped shall be issued immediately his transfer credentials after the necessary clearance has been accomplished from the school, if he intends to transfer.

2.3 Suspension It is the exclusion from classes and exclusion from other privileges or activities or from the campus as set forth in the notice of suspension. Suspension may cover a period of one school day to 20% of the prescribed school days. The punishment of suspension shall carry with forfeiture of the right to take quizzes, homework, or any other classroom activity given during the suspension period.

2.4 Disqualification from position of honor and trust.

2.5 Rectification. The offense committed will be rectified by means of rendering service.

2.6 Fines ranging from P 50 to P 500.00

Section 3. Offenses. A student shall be subjected to disciplinary action on any of the following offenses:

3.1. Attempt of rebellion/subversion/sedition causing trouble or students unrest.
3.2 Participation in any unlawful strike, rally or demonstration against school or any of its department/unit.
3.3 Indulging in any form of activity by fraternity, sorority or any other organizations not recognized by the school anytime within its premises.
3.4 Causing trouble due to activities of any organization that result in property damage and physical injuries.
3.5 Acts of indecency within the college's premises.
3.6 Oral defamation committed against any college's personnel and student.
3.7 Fighting and/or physical assault with or without deadly weapon.
3.8 Drunkenness. Entering the school premises under the influence of liquor.
3.9 Illegal possession of firearm or other dangerous weapon, whether concealed or openly within the school campus
3.10 Indulging in any form of gambling within the college's premises whether money is used or not
3.11 Pushing/trafficking and using of any prohibited substance within the college's premises
3.12 Smoking in college's premises
3.13 Publishing, circulating or distributing false information about the college's and its personnel, and/or students
3.14 Theft
3.15 Dishonesty
3.16 Plagiarism in connection with any academic work and other acts
3.17 Vandalism
3.18 Public disturbance
3.19 Non-observance of curfew hours

CamScanner

3.20 Posting of notices, announcements or other posters in the school campus without authorization and effacing, altering, erasing or any other manner of changing any of the poster, announcements, or notices posted

3.21 Posting of notices in areas not designated for the purpose

3.22 Any other conduct which threatens or endangers the health and/or safety of any person inside the college premises which impairs the student's capacity to pursue studies

3.23 Violation of other regulations that may be imposed from time to time for the general welfare of the studentry

COLLEGE OFFENSES AND SANCTIONS

For clarification as to locus of responsibility for disciplinary action, offensive behaviors are classified into: Academic and College Offenses.

A. MINOR ACADEMIC OFFENSES

Offenses	Sanctions		
	1st Offense	2nd Offense	3rd Offense
Loitering during class hours making unnecessary noise such as singing or boisterous conversation causing annoyance	Warning	Summon of parents or guardian	15 days suspension
Coming to school not in proper uniform during uniform days or wearing an attire not befitting a college student	Warning	Summon of parents or guardian	15 days suspension
Leaving the room without permission from the instructor while the class is going on.	Warning	Summon of parents or guardian	15 days suspension
Entering the room without permission from the instructor while the class is going on	Warning	Summon of parents or guardian	15 days suspension

Intentionally disturbing classes by shouting, chatting, talking or singing in corridors	Warning	Summon of parents or guardian	15 days suspension

B. MAJOR ACADEMIC OFFENSES

Offenses	Sanctions		
	1st Offense	2nd Offense	3rd Offense
Violence and physical assault/ injury fighting inside the classroom or in lobby or corridor	Suspension for the rest of the semester	Expulsion	
Slander/Libel/Rumor Mongering			
1. Uttering defamatory slanderous and libelous statements/ remarks against any faculty member	15 days Suspension	30 days Suspension	Suspension for the rest of the Semester
2. Disrespect or molesting faculty, mocking or instigating a quarrel	Expulsion for the rest of the Semester		

CamScanner

Vandalism, committing acts of vandalism, writing, drawing on walls and pieces of furniture; breaking of glass, windows, showcases, cabinets, electrical devices, improper use of tables and chairs, tools and machine in the shop	Clean/paint wall, windows, etc./ replacement of damaged property as the case maybe	15 days suspension and clean/ paint wall, windows, etc./ replacement of damaged property as the case maybe	30 days Suspension
Cheating. Cheating in major examinations and taking exam by proxy	Grade of 5.0 or failed in the Examination		

C. MINOR COLLEGE OFFENSES

Offenses	Sanctions		
	1st Offense	2nd Offense	3rd Offense
Smoking within the College premises	Warning	Summon of parents or guardian	30 days suspension
Littering in the campus	Warning	Summon of parents or guardian	30 days suspension
Posting printed materials in the College without the approval of the College officials	Warning	Summon of parents or guardian	30 days suspension
Viewing, reading objects, pictures or literature that are pornographic in nature	Warning	Summon of parents or guardian	30 days suspension
Entering the campus without ID card	Warning	Summon of parents or guardian	30 days suspension

Misrepresentation of the College	Warning	Summon of parents or guardian	30 days suspension
Disturbing the peace and order of the school, unless properly classified as major offense	Warning	Summon of parents or guardian	30 days suspension
Unauthorized assembly of students within the College during class hours	Warning	Summon of parents or guardian	30 days suspension
Entering the campus not wearing the College uniform on uniform days	Warning	Summon of parents or guardian	30 days suspension

D. MAJOR COLLEGE OFFENSES

Offenses	Sanctions		
	1st Offense	2nd Offense	3rd Offense
Violence and Physical Assault/ Injury 1. Intentionally hitting students 2. Gross misconduct unruly behavior 3. Bullying	30 days suspension	Suspension for one semester	Expulsion for the rest of the semester

CamScanner

Slander/Libel/Rumor Mongering 1. Uttering defamatory slanderous and libelous statements/ remarks against any student	15 days Suspension	30 days Suspension	Suspension for the rest of the semester
2. Gossiping or rumor mongering with the malicious intention of destroying the reputation of another person	15 days Suspension	30 days Suspension	Suspension for the rest of the semester
3. Uttering defamatory, slanderous and libellous statements/ remarks against any College official or his authorized representative	15 days Suspension	30 days Suspension	Suspension for the rest of the semester
4. Disrespect or molesting faculty member, employee or official of the administration by ridiculing, mocking or instigating a quarrel	15 days Suspension	30 days Suspension	Suspension for the rest of the semester

Stealing. Stealing any property of co-student	15 days Suspension & placement of stolen item replacement of stolen item	30 days Suspension & replacement of stolen item	Suspension for the rest of the semester and replacement of stolen item
Liquor and Prohibited Drugs 1. Entering the College in a drunken state	15 days Suspension	30 days Suspension	Suspension for the rest of the semester
2. Using or taking prohibited drugs intoxicating liquor or chemicals in any form within the campus	30 days Suspension	Suspension for the whole se-mester	Expulsion
3. Selling of prohibited drugs	Expulsion		

CamScanner

Mass action and Subversive Activities 1. Joining, instigating or leading rallies, demonstrations and other forms of unapproved group action which create disorder	Warning	Summon of parents or guardian	15 days suspension
2. Posting, distribution disseminating and circulating leaflets and other printed matters that tend to instigate subversion towards the government and cause chaos to the College	Warning	Summon of parents or guardian	15 days suspension
3. Organizing and joining any fraternity, sorority and other student organization which is not authorized, creating disorder and disciplinary problems to the College	Warning	Summon of parents or guardian	15 days suspension

Deadly and dangerous Weapons 1. Carrying deadly and dangerous weapon such as knife, sharp pointed 2. Carrying explosives and incendiary material within the premises	Expulsion		
Extortion 1. Forcibly asking money from any body	30 days suspension; Payment of amount	Suspension for the rest of the semester and payment of amount	Expulsion
Violence and Physical Assault/ Injury resorting to any act of violence that results to physical harm whether individually done or during student activity	Suspension for the rest of the semester	Expulsion	

CamScanner

Falsification of documents, records and credentials 1. Forging, falsifying or tampering College records and documents or credentials or knowingly furnishing the College with false or fraudulent information in connection with an official document	30 days Suspension	Suspension for the rest of the semester	Expulsion
2. Forging, falsifying or tampering College records and documents or credentials or knowingly furnishing the College with false or fraudulent information in connection with an official document	30 days Suspension	Suspension for the rest of the semester	Expulsion
3. Forging signatures of authorities	15 days Suspension	30 days Suspension	Suspension for the rest of the semester
4. Entering school with fake tampered or borrowed ID	15 days Suspension	30 days Suspension	Suspension for the rest of the semester

Malversation of funds 1. P 2,000 and below	30 days suspension and payment	Suspension for the rest of the semester and payment	Expulsion and payment
2. More than P2,000	Suspension for the rest of the semester and payment	Expulsion and payment	
Any of other misbehaviour or misconduct which may endanger or threaten the health or safety of an individual on the college premises or which may adversely affect the students welfare as member of the academic community	15 days Suspension	30 days Suspension	Suspension for the rest of the semester

Section 4. Rules and Regulations Promulgated by Heads of Department/ Units. Heads of various departments, may after due consultation with their faculty, promulgate rules on the conduct and discipline with peculiar application to their respective departments/units, subject to the written approval of the College President.

Section 5. Board of Student Discipline (BSD). All cases involving student discipline shall be subjected to the jurisdiction of the BSD. However, violations of department rules especially academic and regulations concerning student of the department/unit may be exempted from BSD regulations.

5.1 Composition. The BSD shall be composed of the Vice President for Academic Affairs, Vice President for Administration and Finance, Director for Instruction, Principal of the Laboratory High School, Director for Student Welfare Services, Prefect of Discipline, the Head of the Security Unit, Chairman of the College Student Council and President of the Student Body

CamScanner

Organization.

5.2 Election and Tenure. The Chairman and Vice President of BSD shall be elected from among the members without prejudice to re-election. They will hold office for two years. The Secretary shall be appointed by the Chairman from among the members of the Board.

Section 6. Procedure of Complaint

6.1 A written report of complaint duly signed by the complainant specifying the acts constituting the misconduct of the student or group of students may be filed with the BSD through the department/unit head by any school personnel or bonafide student.

6.2 The BSD shall upon receipt of the report/complaint make an entry in an official entry book for such purposes specifying the student or students charged, the substance or nature of the charge, the complaints, his witnesses if any, and date of filing.

6.3 The College President is furnished with a copy of the investigation and summary of findings.

6.4 The Department Head concerned and the parents or guardians, whose names appeared in the registration form of the concerned students, are furnished a copy of the decision. Parents are required to confer with the College President regarding the offense of their children within five school days from the date the said decision is received by the student.

6.5 If the parents/guardians failed to appear after five school days, the disciplinary action is enforced.

6.6 A student has the right to appeal the decision to the Board of Trustees within 15 school days.

THE STUDENT'S RIGHT TO APPEAL A DECISION

When the misconduct of a student may necessitate serious penalties and when the student questions the fairness of disciplinary action taken against him/her, he/she should be granted, upon request, the right of being heard before a Grievance Committee duly constituted by the College President (and approved by the Board of Trustees).

1. The Grievance Committee should include the Vice President for Academic Affairs. The Director for Student Welfare Services, the Director for Instruction, the student, and department adviser. No other person/s who may be interested in the particular case may sit in the judgment during the proceeding.

2. The student shall be informed in writing of the proposed disciplinary action taken against him/her, with specific and sufficient time to give him a chance to prepare for the hearing.
3. The student shall have the right to be assisted in his/her defense by an adviser of his/her choice.
4. The burden proof shall rest upon the College officials bringing the charge.
5. The student shall be given the opportunity to testify and to present evidence and witnesses. He has the right to question adverse witnesses and to rebut unfavourable remarks/judgment made against him/her and to be told of the names of those who made them.
6. All pertinent information or evidences must be presented before the Hearing Committee and the decisions shall be properly recorded/taped or documented in verbatim.
7. The decision of the Grievance Committee shall be final, subject to the right of the student to appeal to the College President through the Vice President for Academic Affairs or finally to the College Board of Trustees.
8. Offenses committed by the college students outside of the College and against outsiders are considered beyond the locus of responsibility of the College. However, in cases wherein both parties involved are (college) students, the College will act on the case provided that a formal complaint will be filed. The case will then be dealt with in accordance with the usual procedure.

CamScanner

GUIDELINES AND POLICIES FOR THE CONDUCT OF ON-THE-JOB TRAINING (OJT)

The Mindoro State College of Agriculture and Technology adopts and conforms to the provisions of CHED Memorandum Order No. 23, series of 2009 "Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject". In addition, student trainees are expected to abide by the following policies and guidelines:

1. Undergo the required orientation/training program conducted by the College and Host Training Establishment.
2. Must be endorsed by the OJT Coordinator, currently enrolled in the subject and have successfully presented and submitted the final copy of the OJT Proposal.
3. Must submit the following as required by CMO No. 104 s 2017:
4. Undergo In-Campus Training prior to the Off-Campus Training.
5. Prepare a journal and document on daily activities during the entire duration of the OJT.
6. Stay in their respective OJT sites/agency at all times except when there are scheduled official activities outside the agency.
7. Accomplish religiously Daily Time Record (DTR) and submit the same to Agency Coordinator.
8. Report to the Agency and/or OJT Coordinator any problem that may directly/indirectly hamper the conduct of OJT.
9. Wear proper uniform and personal protective equipment with ID/ nameplate.
10. Always coordinate with their immediate agency/OJT Coordinator when given special assignments/other activities to be undertaken which are not specified in the approved list of activities.
11. Defend their OJT Technical Report before a set of technical experts in the field.
12. Submit three (3) hardbound copies of the approved OJT Technical Report to the Office of the Director for Instruction, Library and Office of the Director

CamScanner

GUIDELINES AND POLICIES FOR THE CONDUCT OF RETURN SERVICE

1. All students are required to render 120 practicum hours.
2. Students who have completed at least two (2) semesters may be allowed to undergo practicum.
3. Students who wish to apply for practicum should pay the practicum fee to the Cashier and secure form at the Registrar's Office.
4. Duly filled out form should be given to the Practicum In-charge for placement and endorsement to the different offices/unit of the College.
5. Students should report to the assigned office and accomplish daily time record (DTR).
6. Students should log their daily activities throughout the duration of the practicum.
7. After the completion of the practicum hours, students should submit their duly signed DTR and activity logs to the Practicum In-Charge.

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Commission on Higher Education
OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION
C.P. Garcia Ave., U.P. Diliman, Q.C.

CHED MEMORANDUM ORDER (CMO)
No. 104
Series of 2017

SUBJECT: **REVISED GUIDELINES FOR STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP) FOR ALL PROGRAMS**

In accordance with the pertinent provisions of RA 7722, otherwise known as the "Higher Education Act of 1994", and pursuant to Commission en Banc (CEB) Resolution No. 849-2017 dated Nov. 9, 2017, the following "Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs", amending CHED Memorandum Order (CMO) No. 23, s. 2009, Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject" are hereby adopted for the information, guidance and compliance of all concerned.

Article I
GUIDING PRINCIPLES

Section 1. The internship program is meant to provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized Host Training Establishment (HTE).

Section 2. An industry is a classification that refers to groups of companies that are related based on their primary business activities. They produce goods or related services within an economy.

Section 3. The Commission on Higher Education (CHED) is mandated to develop and promote policies, systems, procedures and programs that address globalization, changing policies, and liberalization of trade in higher education. CHED shall require student internship and establishment by HEIs of strong academic linkages with business, industry and duly recognized government and non government organizations, e.g. civil society organization to promote and provide students with competitive skills and attitudes for employment.

Section 4. Student Internship in the Philippines must not be in anyway used to facilitate human trafficking under the guise of student internship.

Section 5. CHED issues this Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs, in order to promote the well being of higher education students, guarantee quality of their learning and exposure and ensure their safety while undergoing internship and considering the nature of the program.

Higher Education Development Center Building, C.P. Garcia Ave., UP Campus, Diliman, Quezon City, Philippines
Web Site: www.ched.gov.ph Tel. Nos. 441-1177, 385-4391, 441-1169, 441-1149, 441-1170, 441-1216, 392-5296, 441-1220, 441-1228, 441-1169, 988-0002, 441-0750, 441-1254, 441-1235, 441-1170, 441-1255, 441-8910, 441-1171, 352-1871

CamScanner

Article II
OBJECTIVES

Section 6. Objectives

6.1 General Objectives

6.1.1 Strengthen the implementation of the local internship through collaborative effort of the academe-industry linkage among the participating HEIs and partner institution/establishment;

6.1.2 Establish the harmonious collaboration/linkages between higher education institutions (HEIs) and the Host Training Establishments (HTEs) for the effective implementation of the program to support the educational environment of the student interns; and

6.1.3 Train student interns under actual work place conditions.

6.2 Specific Objectives for:

6.2.1 Higher Education Institution(HEI)

a. Enrich the degree programs in HEIs to respond to the needs of the industry;

b. Promote mutually supportive industry academe collaboration/linkages; and

c. Strengthen career guidance.

6.2.2 Student Intern

a. Provide students enrolled in HEIs in the Philippines with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable HTEs in our country;

b. Enhance the knowledge and skill acquired in formal education of student interns through employer-based training, in order for them to become more responsive to the future demands of the labor market;

c. Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and

d. Acquire a professional work ethic in the course of internship.

6.2.3 Host Training Establishment (HTE)

a. Provide employers a venue where they can customize the process of technical training through employer-driven internship plans; select well-equipped beneficiaries and have another opportunity to contribute to the society through corporate social responsibilities.

Article III
DEFINITION OF TERMS

1. **Industry** - refers to a classification of groups of companies that are related based on their primary business activities. They produce goods or related services within an economy.

2. **Internship** - refers to the practical application of classroom learning to the actual in a regular work environment such as but not limited to commercial and industrial services, government or non-government agencies. It is also synonymous to practicum, field practice or On-the Job Training. This is not synonymous to Apprenticeship and Learnership, as defined by Republic Act (RA) 7796.

3. **Reputable Host Training Establishment (HTE)** - refers to a duly authorized and registered entity, institutions or establishment in the Philippines by the Security Exchange Commission (SEC) or the Department of Trade and Industry (DTI) and with established system of training.

4. **Internship Manual** - refers to a book or booklet of instructions and guidelines, designed to improve the quality of internship/OJT/practicum of a particular program duly issued by the HEI.

5. **Internship Plan** - refers to the outlined goals and objectives, knowledge, skills and competencies that the student intern should acquire in each training area, assignments, and schedule of activities, among others which formulated or developed by the HEI and partner institution/establishment and duly signed by the concerned coordinators or respective heads. The internship plan shall be prepared and approved both by the HEI and HTE.

6. **Memorandum of Agreement (MOA)** - refers to an agreement executed between the HEI and partner HTEs specifying the detailed role and responsibilities of all concerned parties, safety of student interns, training plan, learning objectives and method of evaluation.

7. **SIPP Coordinator** - refers to an authorized/designated person who is responsible for all aspects of the student internship programs including program implementation, monitoring, evaluation and coordination with HTE.

8. **Life Skills** - are sets of skills for adaptive and positive behavior that enable individuals to deal effectively with the demands and challenges of everyday life, especially in the work setup. These include soft skills necessary to address the demands of the employers such as communication skills, interpersonal skills, financial literacy, etc.

CamScanner

Article IV
SCOPE AND COVERAGE

Section 7. This CHED Memorandum Order (CMO) shall be applicable to all HEIs implementing Student Internship Program in the Philippines (SIPP) and students who have enrolled in the internship recognized/authorized higher education programs.

Section 8. Apprenticeship and learnership as defined in R.A. 7796 including Health Professions Discipline with programs such as Medicine, Nursing, Optometry, Dental Medicine, Physical Therapy/Occupational Therapy, Radiologic Technology,Medical Technology, Pharmacy, Midwifery, Respiratory Therapy, Nutrition and Dietetics, Associate in Radiologic Technology and Speech Pathology are not covered by this CMO.

Article V
ACADEME-INDUSTRY LINKAGE

Section 9. Internship as part of the curriculum requirement broadens the student interns' learning opportunities and acquisition of technical and life skills, practical knowledge, skills and competencies which shall serve as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

Section 10. CHED shall develop existing list of potential HTEs, for information and reference. However, those HEIs who intend to implement SIPP are hereby enjoined to enter into agreements only with the duly licensed/accredited HTEs and comply with the requirements and provisions of the aforementioned guidelines.

Article VI
IMPLEMENTING GUIDELINES

Section 11. The duration of internship program shall be up to a maximum of five (5) months in accordance with the approved curriculum except for highly technical programs that require longer internship hours which shall be in accordance with their existing Policies, Standards and Guidelines (PSGs).

Section 12. Student intern has passed the HEI's qualification for internship program and taken all his/her major (professional) subjects before taking the internship subject to the requirement of the HTE. He or she is allowed to take other subjects with a maximum of six units during the internship period and/or subject to the institution's policy.

Section 13. The CHED guidelines on student internship must be displayed in conspicuous places for student's guidance and reference. HEI's internship plan for the particular internship program must be made available to students.

Article VII
REQUIREMENTS, OBLIGATIONS AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED

Section 14. Higher Education Institutions (HEIs)

14.1 Requirements

14.1.1 The HEI's higher education program(s) with internship course must have:

a. Government Recognition for private HEIs;
b. Board Resolution for State Universities and Colleges (SUCs) and Certificate of Program Compliance; and
c. Local Government Ordinance for Local Universities and Colleges (LUCs) Certificate of Program Compliance.

14.1.2 The HEI must have a pool of reputable HTEs; and

14.1.3 In collaboration with the duly selected HTE, the HEI must develop an internship plan for the student intern specifying goals and objectives.

14.2 Obligations/Responsibilities

14.2.1 Planning/Engaging/Orientation

a. Assume full responsibility over the students during their internship in the Philippines;
b. Formulate local school internship policies and guidelines on selection, placement, monitoring and assessment of student interns;
c. Select the HTEs and ensure acceptability of internship plan and internship venues in order to protect student intern interest;
d. Develop in collaboration with the duly selected HTE an internship plan for the student intern specifying goals and objectives; refer to Annex "A"
e. Ensure that the student intern will acquire actual and relevant competencies in each learning area, assignments, and schedule of activities. The internship plan shall be part of the internship contract signed by the student intern, HTE and HEI;
f. Execute the duly notarized Memorandum of Agreement (MOA) with HTE; refer to Annex "B"
g. Provide free medical and dental services and certification by a duly licensed medical doctor and dentist to the student interns;
h. Provide appropriate insurance coverage to include travel, medical and health to the student interns during the duration of the internship;
i. Assign an SIPP coordinator for the student internship programs; and
j. Conduct pre-internship orientation/training to student interns, as a prerequisite to their deployment to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.

CamScanner

14.2.2 Monitoring and Evaluation

a. Safeguard student interns undergoing internship from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;
b. Take appropriate action on any complaint against the student intern in accordance with the HEI's policies;
c. Conduct initial and regular visit/inspection of their HTE to ensure safety of student interns;
d. Monitor and evaluate performance of the student intern jointly with the HTE based on the prescribed internship plan;
e. Monitor the student intern and attend to his/her needs and concerns by coordinating with HTE, CHED and other concerned government authorities if necessary;
f. Conduct monitoring and evaluation of the HTE to gauge the overall performance of HTE and provide feedback mechanism;
g. Conduct a post training review and evaluation of the program and the performance as well as with the partner HTE;
h. Evaluate and assess related prior training experience and provide credits for internship, when applicable; and
i. Issue a final grade to the student intern upon completion of requirements within the prescribed period in accordance with the HEI's regulations on grading system and performance assessment of the HTE.

14.2.3 Reporting

Submit to CHED through the CHED Regional Office (CHEDRO) the following documents:

a. Annual report per school year on the implementation of SIPP on the number of student interns per program, their issues and concerns and actions to be taken to address the issues among others to be signed by school head or authorized representative such as deans of concerned program and/or registrar; refer to Annex "C"
b. Copy of duly notarized MOA or training agreement; and
c. List of partner HTEs and student interns duly certified by authorized school official to have completed internship. refer to Annex "D"

Section 15. SIPP Coordinators

15.1 Requirement

15.1.1 Must have official designation by their respective head/president on the basis of the HEI's qualification requirement.

15.2 Obligations/Responsibilities

15.2.1 Provide pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;
15.2.2 Coordinate with the dean or authorized school coordinator for the purpose of the internship orientation;
15.2.3 Inspect internship venues and sites;

15.2.4 Monitor and assess student interns periodically;
15.2.5 Coach or mentor student interns;
15.2.6 Consult and assist student interns in resolving problems/issues encountered; and
15.2.7 Validate the result of the internship of students per batch, at the end of the internship period.

Section 16. Student Intern

16.1 Requirements

A student interns must:

16.1.1 Be officially enrolled in a legitimate Philippine higher education institution;
16.1.2 Be enrolled in an internship subject;
16.1.3 Be at least eighteen (18) years of age from the start of the internship period;
16.1.4 Pass pre-internship requirements as specified in the internship plan;
16.1.5 Submit a Medical Certificate indicating that he or she is in good health and emotionally fit. The medical certificate shall be based on a physical and psychological examination conducted, or certified by Department of Health (DOH) accredited clinics and hospitals. He or she must also submit other related medical examination requirements by HTE, if any; and
16.1.6 Have a notarized written consent from his or her parents or legal guardian. (No waiver is allowed.)

16.2 Obligations/Responsibilities

16.2.1 Enter into an internship contract and/or agreement with the participating HTE; refer to **Annex "E"**
16.2.2 Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;
16.2.3 Comply with the provisions of the contract and/or agreement including the rules and regulations of the HEI, HTE and CHED at all times;
16.2.4 Undergo the required orientation/internship program conducted by the HEI and HTE;
16.2.5 Report for internship in the HTE based on the schedule indicated in the internship contract and/or agreement;
16.2.6 Perform tasks and activities indicated in the internship plan;
16.2.7 Maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
16.2.8 Adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment;
16.2.4 Submit a journal of internship as required by HTE reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experience to the SIPP coordinator;

CamScanner

16.2.5 Complete the agreed duration of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the SIPP coordinator in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and

16.2.6 Report to the SIPP coordinator for an exit assessment after the completion of the internship period.

16.3 Status

16.3.1 The student intern shall be considered as an intern and not as an employee of the HTE for the duration of the internship; and

16.3.2 In case of working student, he or she shall be allowed to earn credits for internship upon evaluation and assessment of his or her particular assignment/task during internship period, by the HEI.

Section 17. Host Training Establishments (HTEs)

17.1 Requirements

17.1.1 Has been duly authorized HTE by the appropriate government entity/ies, i.e. Local Government Unit (LGU), Securities and Exchange Commission (SEC) and Department of Trade and Industry (DTI);

17.1.2 Capable of providing the appropriate internship program, and has the capacity to co-develop, along with the HEI, and follow an internship plan to be undergone by the student intern in the HTE;

17.1.3 Has capacity to mentor, provide and facilitate the provision of technical training to student intern;

17.1.4 Has the capacity to monitor and submit monthly reports to the SIPP coordinator, and to;

17.1.5 Follow the evaluation system of student performance provided by the HEI.

17.1 Obligations/Responsibilities

17.2.1 Designs and implements the internship plan in partnership with the HEI;

17.2.2 Encourages student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;

17.2.3 Assigns a point/focal person responsible for the implementation of all phases of the internship;

17.2.4 Orients the student intern on the standard rules and regulations of their establishment before signing of contract;

17.2.5 Enters into an internship contract/agreement with the student intern;

17.2.6 Facilitates the processing of the documents of the student intern in coordination with the HEIs;

17.2.7 Provides practical training or work experience in accordance with agreed internship plan and schedule of activities;

17.2.8 May provide necessary incentives to the student interns as contained in the MOA, such as free duty meals, travel allowance and uniform, if applicable;

17.2.9 Ensures that student interns do not perform tasks and duties of regular position in HTEs;

17.2.10 Provides supervised applied learning experience for student interns in accordance with agreed Internship Plan and schedule of activities;

17.2.11 Develops feedback mechanism to the student intern;

17.2.12 Develops feedback mechanism to HEI of the overall implementation of the internship and the student performance;

17.2.13 Provides monitoring and evaluation reports or other information on the student intern's performance as may be required by the HEI;

17.2.14 Make available, accurate and current records and provide access to HEI of such records while on internship;

17.2.15 Notifies and provides at least 30 working days written notice to the HEI of a student intern's breach of contract or misconduct in the internship premises prior to HTE's decision to suspend or terminate the contract; and

17.2.16 Issues certificates of completion for the student interns not later than two weeks after the completion of internship.

Section 18. Commission on Higher Education (CHED)

18.1 Obligations/Responsibilities

18.1.1 Office of Student Development and Services (OSDS)

a. Conduct orientation and advocacy on the implementation of the guidelines on SIPP;

b. Prepares the monitoring instrument and orients CHED Regional Offices (CHEDROs) on the same;

c. Consolidates reports for policy formulation and decision making;

d. Establishes and maintains linkages with other government agencies and non-government agencies and organizations for the successful implementation of SIPP; and

e. Maintain updated list of HTEs in coordination with other government agencies and/or organizations.

18.1.2 CHED Legal and Legislative Service (LLS)

a. Upon request by the Office of Student Development and Services (OSDS) through the recommendation of the Executive Office (EO), the Legal and Legislative Service (LLS) may conduct investigation on any alleged violation/s committed by the HEI or HTE and submit its report and recommendations to the Commission en Banc (CEB), through the Management Committee (ManCom), for appropriate action.

18.1.3 CHED Regional Offices (CHEDROs)

a. Conduct monitoring and evaluation on the implementation of SIPP;

b. Ensure the safety and well being of student interns by monitoring compliance of HEIs with the provisions of these guidelines, through review of reports of HEIs, on-site visits, and other appropriate mechanisms;

CamScanner

c. Ensure that all HEIs and their duly designated HTE comply with the provisions of these guidelines for the welfare and protection of student interns;
d. Establishes and maintain linkages with government and non-government agencies, organizations and/or industries, and enter into agreements with them specifying their roles or obligations in the implementation of SIPP;
e. Provides feedback mechanism to HEIs and HTEs;
f. Submit to LLS through the OSDS any alleged violations committed either by the HEI or HTE; and
g. Submit an annual report on the status of implementation to OSDS.

Section 19. Parent/Guardian

19.1 Obligations/Responsibilities

19.1.1. Issues and signs the written consent; and

19.1.2 Co-signs the internship contract and/or agreement to manifest approval or consent to the internship of their child.

Article VIII
MONITORING AND EVALUATION

Section 20. The monitoring and evaluation of the performance of the student interns shall be done by both HEI and HTE. The SIPP coordinator, as well as the dean of the HEI should use standard procedures, instruments and methodologies, such as oral and written observations, monthly reports, and interviews or conferences to the students, to monitor and evaluate the student interns.

20.1 At the end of the internship period, the HTE shall transmit within ten (10) to fifteen (15) working days to the HEI the following documents:

20.1.1 Certificate of completion;

20.1.2 Duly accomplished evaluation sheet; and

20.1.3 Other pertinent reports, information, and/or documents which may be included for purposes of describing student intern performances.

20.2 The SIPP Coordinator's report including the HTE evaluation report will be the basis of the student intern's final grade;

20.3 A student intern whose contract was terminated before the end of the stipulated period for other causes shall be given a final grade on the basis of the school's grading system, and after considering the circumstances surrounding such termination; and

20.4 The concerned HEI shall strictly monitor compliance to these guidelines.

Article IX
FEE

Section 21. The HEIs shall follow the approved students' internship fee based on CHED Memorandum Order No. 3, Series of 2012 (CMO No. 03, s. 2012), or the "Enhanced Policies, Guidelines, and Procedures Governing Increases in Tuition and Other School Fees, Introduction of New Fees, and for Other Purposes". In no

case shall the school charge the student fees other than the approved/prescribed fee or other school fees not duly noted by CHED. Charging of internship fee in accordance with CMO No. 03, s. 2012 includes administrative cost that corresponds with the units of the practicum/OJT subject and shall complement with the administrative cost of the HEIs.

Article X
GRIEVANCE MACHINERY

Section 22. It is recognized that the program may give rise to grievances and complaints from or related to a variety of sources, including the HEIs, HTEs, student interns, and other stakeholders. More often, grievances arise for varied reasons to include one party claimed to be treated unfairly or unjustly, or that there have been undesirable program outcome or lapses in the program's process for that matter.

22.1 Objective

To ensure a transparent and accountable Student Internship Program, a Grievance Committee shall be constituted. The Grievance Committee is empowered to handle and review any complaints or grievances from HEI, HTE, student intern and other stakeholders. The Grievance Committee shall have the initial responsibility of settling differences in any cases of violation of the training agreement or upon filing of a complaint by an aggrieved party.

22.2 Composition and Terms of Reference (TOR)

22.2.1 HEI Level

The Grievance Committee shall be composed of officials, SIPP coordinator and dean and/or representative of the concerned College of HEI which have jurisdiction over concerned student intern. The Committee shall investigate matters within its jurisdiction and render decision pursuant to the HEI's rules and regulations. In case of failure by the Grievance Committee to settle an issue or render a decision, or in case the complaint is against a member of the Grievance Committee, the case shall be referred to the concerned CHEDRO for appropriate action.

Once action has been recommended or taken, and depending on the nature and confidentiality of the grievance/resolution, the parties shall be informed of the resolution or decision by the committee.

22.2.2 CHED Level

The Grievance Committee shall be composed of the officials and representatives from the concerned CHEDROs and HEIs which have jurisdiction over the affected student intern. The Grievance Committee shall investigate and render a decision pursuant to pertinent rules and regulations. In case of failure by the Grievance Committee to settle the issue or render a decision, or in case the complaint is against the member of the Grievance Committee, the case shall be referred to the CHED Central Office (CHED-CO) for appropriate action.

CamScanner

Section 23. Investigation of Complaints

23.1 Upon receipt by CHED through the OSDS of complaints or reports on alleged student exploitation or any violations as stated in Article XI, the same shall be immediately referred to the CHED-LLS for appropriate action, following prescribed procedures instituted by the same; and

23.2 The HEI may be suspended from accepting incoming freshmen in that particular program by the CHED Chairperson while under investigation for alleged violations of these guidelines.

Article XI
VIOLATIONS

Section 24. Violations by the Higher Education Institution (HEI)

Any HEI that shall be found to have committed the following violations shall be meted with the appropriate sanctions provided in Article XII:

24.1 Sending students for internship without the required government recognition or Board Resolution Certificate of Program Compliance for said program;

24.2 Partnering with entities that have no juridical personality;

24.3 Allowing student interns to undertake SIPP without the signed MOA with HTE;

24.4 Allowing student interns to undertake SIPP without a valid internship offer or contract between the HTE and the students;

24.5 Making false statements/mis-statements of student records/documents to make it appear that the student is qualified to undertake SIPP;

24.6 Demanding from student interns training fees or other charges, not in accordance with the provisions of CMO No. 3, s. 2012;

24.7 Failing to provide free medical and dental services and appropriate insurance coverage;

24.8 Failing to monitor periodically as stipulated in the internship plan, welfare of student interns and thus exposing them to situations that may be deemed as exploitation of the students;

24.9 Failing to submit required reports to CHED as specified under these guidelines, particularly on results of pre and post monitoring and evaluation of student interns and action taken on their grievances and complaints, if any; and

24.10 Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

Section 25. Violations of Host Training Establishment (HTE)

25.1 Violation of any of the provisions of the MOA and this CMO;

25.2 Changing provisions of signed internship contract and/or agreement without the consent of the student interns and HEI;

25.3 Non-compliance with prescribed Internship Plans;

25.4 Placing student interns in internship venues which degrade, debase or demean the intrinsic worth and dignity of the student intern as a human being;

25.5 Withholding practicum reports of student interns without just cause; and

25.6 Such other acts similar or analogous to the foregoing and activities classified as human trafficking under R.A. No. 9208 and such other similar issuances that is in violation of the provisions herein.

Section 26. Violations of Student Interns

26.1 Any act of gambling, theft and other similar illegal acts;

26.2 Submitting forged or fraudulent documents;

26.3 Any act in violation of the HEI's rules and regulations;

26.4 Any act in violation of HTE rules and regulations in accordance with the internship program; and

26.5 Any act in violation of the laws of the country.

Article XII
SANCTIONS

Section 27. In order to ensure compliance with the guidelines and regulations stated in this CMO, the CHED-CEB may, upon the recommendation of the CHED-LLS, impose the following sanctions on the HEIs and HTEs for any of the violations stated in Article XI.

27.1 Any HEI found guilty of violating any of the provisions contained under Section 24 of these guidelines may be subjected to the following sanctions depending on the extent of violations:

27.1.1 Written reprimand, with a warning that repeated or persistent violations of these guidelines may result to the downgrading of Government Recognition or Revocation of Program Recognition;

27.1.2 Downgrading of Government Recognition to permit status or grant of Autonomous to Deregulated status, Center of Excellence (COE) to Center of Development (COD) status;

27.1.3 Revocation of program recognition (Autonomous, Deregulated, COE and COD); and

27.1.4 Filing of appropriate administrative and criminal case as appropriate.

27.2 Grounds for Blacklisting of HTE without prejudice to the filing of administrative and/or criminal case

Any HTE found guilty of violating any of the provisions contained under Section 25 of these guidelines may be subjected to the following:

27.2.1 Written reprimand, with a warning that repeated or persistent violations of these guidelines may result to the blacklisting of HTE; and

27.2.2 Blacklisting of HTE to participate in the SIPP.

27.3 Any student intern found guilty of violating any of the provisions contained under Section 26 may be subjected to sanctions in accordance with the concerned HEI's rules and regulations.

CamScanner

Article XIII
REPEALING CLAUSE

Section 28. All previous issuances contrary to these guidelines including CMO No. 23, s. 2009, "Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject" are hereby deemed repealed and revoked.

Article XIV
EFFECTIVITY

Section 29. These guidelines shall apply immediately to entities/parties presently implementing internship program in the Philippines and shall take effect 15 days from publication in a newspaper of general circulation or in the Official Gazette.

Issued this December 28, 2017, Quezon City, Philippines.

PATRICIA B. LICUANAN, Ph.D.
Chairperson

Enclosures:
Annex A - Sample Internship Plan for SIPP
Annex B - Sample MOA format for SIPP
Annex C - Annual Report Format for SIPP
Annex D - HEI Report on the List of Partner Host Training Establishments (HTEs) and Student Interns
Annex E - Sample Internship Contract/Agreement Format for SIPP

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Commission on Higher Education
OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION
C.P. Garcia Ave., U.P. Diliman, Q.C.

CHED Memorandum Order
No 63
Series of 2017

SUBJECT: POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Blg. 232, the Constitution which states that, "*The State shall exercise reasonable supervision over all higher education institutions,*" and by virtue of Commission *en Banc* Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.

ARTICLE I
RATIONALE

In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the students' learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe-industry linkage. These learning situations include: internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

ARTICLE II
STATEMENT OF POLICIES

Section 1. CHED recognizes the academic freedom of the HEIs in promoting quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

Higher Education Development Center Building, C.P. Garcia Ave., UP Campus, Diliman, Quezon City, Philippines
Web Site: www.ched.gov.ph Tel. Nos. 441-1177, 385-4391, 441-1169, 441-1149, 441-1170, 441-1216, 392-5296, 441-1220
441-1228, 441-1169, 988-0002, 441-0750, 441-1254, 441-1235, 441-1170, 441-1255, 441-8910, 441-1171, 352-1871

CamScanner

Section 2. All HEIs are given the authority to design, determine and approve the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEI's particular context or respective mission. Such authority of the HEIs however, shall be exercised with paramount consideration given to the safety and welfare of the student participants.

Section 3. It is the obligation of the HEIs to: (a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and (b) observe due diligence and strict adherence to the requirements stipulated in this CMO and the Joint Memorandum Circular (JMC).

Section 4. To ensure the well-being and safety of all the students in higher education and guarantee the quality of their learning and exposure, CHED, in partnership with the Department of Tourism (DOT), Department of the Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

ARTICLE III
OBJECTIVES

Section 5. These set of policies and guidelines aim to guide HEIs in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

5.1 access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;
5.2 quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;
5.3 mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel; and
5.4 mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

ARTICLE IV
COVERAGE

Section 6. The CMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

6.1 Curricular

a. Educational Tours/Field trips
   - Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
   - Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or

   - Plant industry visit, host training establishment visit, and other related visits.

b. Participation and/or attendance in degree program-relevant events
c. Field Study/Experiential Learning/Related Learning Experience

6.2 Non-Curricular

a. mission-based activities (e.g., retreat, recollection, etc);
b. conventions, seminars, conferences, symposiums, trainings and teambuilding;
c. volunteer work including peer helper programs, relief operations, community outreach and immersion;
d. advocacy projects and campaigns;
e. participation in sports activities;
f. activities initiated by recognized various student groups;
g. interschool competitions/tournaments; or
h. culture and arts performances and competition.

ARTICLE V
DEFINITION OF TERMS

Section 7. For the purposes of this CMO, the following terms are defined as follows:

7.1 **Approved curriculum** refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).

7.2 **Curricular activities** are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.

a. **Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.

b. **Field trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.

c. **Field Study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.

CamScanner

Section 11. Higher Education Institutions (HEIs)

11.1 Responsibilities and Obligations:

The HEIs shall:

a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.

b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.

c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.

d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the HEIs shall adopt an appropriate PIC-student ratio, as it deems fit.

e. Ensure safety and welfare of mobility of students through the following transportation vehicles:

e.1 owned by the HEI – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and

e.2 third party or sub-contracting – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.

f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).

g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.

h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.

i. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).

j. Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

11.2 Requirements:

a. Checklist of requirements:

a.1 Before the off-campus activity

The President must require the submission of the following from its personnel concerned:

REQUIREMENTS	PROOFS
a.1.1 Curriculum The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.	Course Syllabus which reflects the relevance of requiring an educational tour and field trip
a.1.2 Destination As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled, *Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Researches* may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity. The destination and schedule should be relevant to the subject matter.	Appropriate report
a.1.3 Handbook or Manual The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.	Handbook or Manual

CamScanner

REQUIREMENTS	PROOFS
a.1.4 Consent of the Parents or Student's Guardian	Duly notarized/subscribed consent
a.1.5 Medical Clearance of the Students	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
a.1.6 Personnel-In-Charge	
The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, *identify overall leader from among the personnel-in-charge.*	o Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities
With appropriate first-aid and medical emergency training.	o Relevant certificate on first-aid training
a.1.7 First Aid Kit	
The HEI should provide a complete first-aid kit.	First-aid kit
a.1.8 Fees/Fund Source	
The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.	Duly approved schedule of fees
There should be a breakdown of fund sources and other resources properly secured and accounted for.	Appropriate report
a.1.9 Insurance	
The HEI should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision
a.1.10 Mobility of Students	
a.1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
a.1.10.2 Third party or sub-contracting	
a.1.10.2.1 Franchisee	o Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up- to-date), if applicable. o Special Permit from LTFRB if transportation is out-of-line o Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.

REQUIREMENTS	PROOFS
a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT. If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.	o Copy of Travel and Tour Operator Accreditation Certificate by the DOT o Duly approved Plan/ Itinerary of travel by the HEI o Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up- to-date), if applicable. o Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
a.1.11 LGUs/NGOs	
The HEI should duly coordinate with appropriate LGUs/NGOs. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.	o Copy of the letter sent to the LGUs o Copy of acknowledgement letter from the LGUs
a.1.12 Activities	
a.1.12.1 General orientation to students	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature	
a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities	o Letters to parents, students and adult companion preferably faculty o Appointment with conforme of Personnel-in-charge
a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip	o Itinerary o Handy information materials for students
a.1.12.5 Learning journals for students	Standard format of learning journals given to students
a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders	Appropriate report

CamScanner

a.2 During the off campus activity

REQUIREMENTS	PROOFS
a.2.1 Personnel-in-charge, identify overall leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	

a.3. After the off-campus activity

REQUIREMENTS	Proofs
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure report	Breakdown of expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

b. Submission of Reports:
The HEIs shall submit the following comprehensive reports in compliance with this CMO:

b.1 Certificate of Compliance. A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex A)

b.2 Report of Compliance. A report of compliance must be certified correct by the PIC, reviewed by the Dean or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex B)

b.3 Comprehensive Semestral/Term Report. A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Please refer to Annex C)

c. Exemption from submission of report to CHED

c.1 HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least Level III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)

c.2 Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

Section 12. Students

12.1 Responsibilities and Obligations:

Students shall:
a. Be officially enrolled;
b. Adhere to the rules and regulations of student manual; and
c. Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experiences.

12.2 Imposition of sanctions for non-performance/violation of above-mentioned actions should be in accordance with the HEIs' policies.

ARTICLE VIII
MONITORING AND EVALUATION

Section 13. The CHEDROs shall conduct a monitoring of the compliance vis-à-vis obligations and liabilities of the HEIs to the documentary requirements and activities undertaken.

Section 14. All HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or with at least Level II accredited programs, and SUCs with at least Level III shall be exempted from monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

Section 15. CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Student Development and Services (OSDS).

CamScanner

ARTICLE IX
FEES

Section 16. Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual.

ARTICLE X
VIOLATIONS AND SANCTIONS

Section 17. Violations. The following are considered violations of these policies and guidelines:

17.1 Failure to comply with any of the requirements in the CMO, such as:

a. Conduct of orientation or consultation;
b. Conduct of activity without approval of the President/Head of the HEI;
c. Verification with agency concerned on road worthiness of vehicles;
d. Validation of appropriate license of the driver;
e. Establishment of parallel activities;
f. Submission of required reports to CHEDRO;
g. Submission of requirements per required timelines; or
h. Compliance with the requirements and obligations (Faculty/student ratio, loading capacity of transportation, etc.).

17.2 Imposition of punitive measures upon the student who failed to attend/join the activity.

17.3 Deployment of unqualified PIC.

17.4 All other analogous circumstances.

Section 18. Sanctions.

18.1 The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO:

a. written warning
b. cancellation of the activity
c. order the refund of collected fees

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.

18.2 For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banc, taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs:

a. Blacklisting of the third party (franchisee or tour operator);
b. Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
c. Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

18.3 This is without prejudice to the right of the concerned students/injured party/ies to file the necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

ARTICLE XI
REPEALING CLAUSE

Section 19. This CMO supersedes CMO No. 17, s. 2012 entitled "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students." All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

ARTICLE XII
TRANSITORY PROVISION

Section 20. All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

Section 21. The moratorium on the conduct of educational tours and field trips entitled *"Imposition of Moratorium on Field Trips and other Similar Activities Covered Under CHED Memorandum Order No. 17, Series of 2012, and Review of the Policy to Strengthen Mechanisms that Safeguard All Students at All Levels and Faculty Members in Activities included in the Curricular, Research and Extension Programs of Higher Education Institutions"* shall also be deemed lifted upon the effectivity of this CMO.

CamScanner

ARTICLE XIII
EFFECTIVITY

Section 22. This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of National Administrative Register (ONAR) and shall remain in force and effect until revoked or amended.

Issued this 25 day of July in Quezon City.

For the Commission:

PATRICIA B. LICUANAN, Ph.D.
Chairperson

Annexes:

ANNEX A – Certificate of Compliance
ANNEX B – Report of Compliance
ANNEX C – Comprehensive Semestral/Term Report

MinSCAT Hymn

Ring out the name MinSCAT
throughout the land
The school of head, health,
heart and hand.
Hold on the plow
and move unto our goal.
To be the pride,
first in our role
We are the daring sons
dear to the earth
We feed the world,
this is our wealth.
A life of plenty glory ever,
onward MinSCAT, forever.

CamScanner

MISCAT
MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
1951

CamScanner