

BULACAN STATE UNIVERSITY

City of Malolos, Bulacan, Philippines



UNDERGRADUATE STUDENT MANUAL

BOR Resolution No. 85, Series of 2016

Date of Implementation: Beginning A.Y. 2017-2018

QUALITY POLICY

We at Bulacan State University (BulSU) are committed to provide excellent instruction, research and extension services.

We shall implement an internationally recognized management system in all aspects of our operations, processes and services in line with our commitment and in achieving our objectives.

To continually improve our quality performance and the effectiveness and suitability of our quality management system, we shall:

- Comply with applicable laws and regulations, the requirements of our stakeholders, industry initiatives and other requirements we subscribe to;
- Assess the needs of our customers and strive to exceed their expectations;
- Provide assurance to our students, partners and other stakeholders to quality services by offering excellent instruction, pioneering research, and providing value-adding extension services and responsive engagements;
- Establish quality objectives aimed at improving the efficiency of our operations, processes and procedures for sustainable growth; and
- Capacitate our employees and staff to maintain a highly competent, motivated and reliable workforce, thereby ensuring work is performed with excellence.



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OF
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FOREWORD

This Student Manual brings together, for the information and convenience of the students, parents, faculty members, non-academic personnel and administrators, the policies and regulations governing students and student organizations in Bulacan State University.

Just as all students are expected to fulfill the academic requirements of the University, they are likewise expected to fulfill social obligations of the members of academic community. Thus, each student entering the University accepts the contractual obligation and responsibility of conforming to such regulation as may lawfully be promulgated under the authority of Bulacan State University Board of Regents. Each student has the obligation to become familiar with such regulations and to acknowledge that he or she may be held accountable for conduct in violation thereof even in the absence of such familiarity.

The rules and regulations appearing in this manual have been approved under the authority of Bulacan State University Board of Regents and shall be recognized as the official University policy. Changes in policy and developments in the university are incorporated in the manual, hence user should consult its latest edition for updates.

ROMEO D.C. INASORIA, DPA
Dean of Student Affairs & Services

MESSAGE

Bulacan State University has been known to be a productive institution producing professionals who made significant advancement in academic programs, research, community engagement and international partnerships. This, with high hopes, will continue through your accomplishments as a student as a citizen. Throughout the years, the University has been true to its commitment of providing a student-oriented learning and working environment. I am looking forward to witness your journey as a *BulSUan* while striving to be the best person that you can be.

Please take time to reflect on the Mission of Bulacan State University. It exists to produce highly competent, ethical and service-oriented professionals that contribute to the sustainable socio-economic growth and development of the nation. You are here not to just learn. The more significant part of you becoming a member of this community is the end goal of emerging as a contributing individual to society. I also ask you to join us in preserving the principles and values BulSU has been known for, while nurturing an environment that is respectful, dedicated, and welcoming to all. This Student Manual serves details the value of education, and the importance of positive behavior.

As I greet you with well wishes on this new and hopeful endeavor, let me also call out on a challenge for you to refine your habits, learn to prioritize appropriate tasks, and manage your time effectively. Do not be afraid to confront rich diversity of different people, new ideas, and opportunities for your personal growth.

Mabuhay ang mga *BulSUans!* Mabuhay ang Bulacan State University!

**CECILIA N. GASCON, PhD.
University President**

THE HISTORY OF BULACAN STATE UNIVERSITY

Univ. Prof. Rolando R. Gaspar, Ph.D.

Bulacan State University started as an intermediate school in 1904. It was established during the early years of the American occupation by virtue of Act 74 of the Philippine Commission in 1901, which created the then Department of Public Instruction with the mandate to establish schools in every pueblo of the country and reorganize those already existing. Instructions in the intermediate schools established during that time were supplemented with trade or industrial instruction.

In 1907, Governor Teodoro Sandiko of Bulacan started to look for funds to put up a trade school for his constituents. His efforts paid off when the intermediate school became Bulacan Trade School in 1909. The school had an American principal and five teachers, four of whom are Americans, the so-called Thomasites.

Upon the implementation in 1918 of the Philippine Autonomy Act passed by the U.S. Congress in 1916, Bulacan Trade School was formally turned-over to the Filipinos with Mr. Basilio Abiado as the first Filipino principal. He was later succeeded by Mr. Dionisio Patag. In 1920, with Mr. Juan Lopez as the principal-teacher, the intermediate course was finally dissolved to give way for the secondary trade curriculum. By 1926, the school offered the complete secondary trade curriculum with Mr. Gonzalo Villaverde as the principal-teacher. Due to limited facilities at the time, Bulacan Trade School was sharing the use of classrooms of Bulacan High School (now Marcelo H. del Pilar National High School) for their related-subjects classes. Mr. Isaias P. Maclang became the principal of school in 1931 followed by Mr. Melanio Orbeta, who took over the position in 1938. Mr. Orbeta held the position throughout the Second World War and until the reopening of the school in 1945 when Mr. Deogracias P. Flores succeeded him as the principal.

In 1945, after repairing the damage suffered during the Second World War, the school reopened with a few hand tools and materials donated by the U.S. army stationed in the provincial capitol. With the steady increase in enrollment, more buildings were constructed. In 1949, the United States Information Service (USIS) donated two Quonset huts, which were used as shops and classrooms. In 1951, the two-storey related subjects building was constructed with support from the War Damage Rehabilitation Fund, and in 1952, the one-storey Girls' Trades Building was built with half of the cost of construction was donated by the school's PTA.

On June 20, 1953, the school was nationalized under R.A. No. 908 and became the Bulacan National Trade School. Through the assistance of the Philippine Council for US Aid (PHILCUSA) and International Cooperation

Agency (ICA) and the National Economic Council (NEC), the school acquired much-needed office equipment, tools, machineries, and buildings.

The Bulacan National Trade School was converted into the Bulacan National School of Arts and Trades (BNSAT) on July 1, 1957 by virtue of R.A. 1800, passed through the efforts of the then Congressman Florante C. Roque of the First District of Bulacan. With its conversion, Mr. Santiago G. Roxas was appointed as its first superintendent. During his term, the school offered the two-year technical post-secondary courses with specializations in automotive, machine shop and girls' trade courses. Mr. Roxas was the first to envision the conversion of the school into a college and eventually into a university. Later, the name of the school was changed to Bulacan School of Arts and Trades through legislative action. Mr. Arnulfo M. Tongio of Bacolor, Pampanga served as Principal until 1963. He was succeeded by Mr. Leandro Jimenez who served as the school principal until his retirement in 1973. Mr. Roxas retired in December 1964. He was succeeded by Mr. Deogracias Flores as the second superintendent of the school.

By virtue of Republic Act 4470, the Bulacan School of Arts and Trades (BSAT) was converted into the Bulacan College of Arts and Trades (BCAT) on June 19, 1965. The Board of Trustees designated Mr. Deogracias Flores as the Acting President of the College. Upon its conversion, the college began to expand its technical and technician courses offering by adding shop specialization and also offered the four-year Bachelor of Science in Industrial Education (BSIE) in 1967 with majors in drafting, machine shop practice, woodworking, automotive, cosmetology, electronics and electricity.

On September 27, 1967, Mr. Gavino M. Carpio was appointed Acting President of the College and then full-pledged President the following year. It was during his time that the five-year engineering programs were added to the courses offered by the College. Upon his retirement on December 30, 1973, Dr. Antonio T. Federizo, the Vice-President for Academic Affairs, was designated Officer-in-Charge of the College and later Acting President. He was appointed as full-pledged President on November 29, 1976. In summer of 1977, the College started offering graduate program, the Master of Arts in Teaching with majors in technical and vocational subjects. After Dr. Federizo's demise on November 7, 1977, Mr. Rosario Pimentel, the then Vice-President for Academic Affairs was designated as Officer-in-Charge.

On March 27, 1978, Mr. Ernesto Valencia was appointed Acting President of the College until his retirement on November 7, 1983. Upon his retirement, Dr. Amelia R. Horca, the College Dean, was designated as Officer-in-Charge of the College.

Upon his return after earning his doctorate degree from U.P., Dr. Rosario Pimentel was appointed as BCAT President on November 26, 1983. Under his able leadership, the college continued to expand its curricular offerings and developed its facilities to meet the needs of the growing student population. The

teacher education curriculum added more major fields of specialization in secondary education. New majors in the engineering program were also added. Doctoral program was offered and new majors in the master's program were introduced. His term also saw the completion of the new three-storey integrated building (now Federizo Hall), the constructions of a new canteen, the student services building, the main gate of the College along McArthur Highway, and the heroes park, and the renovations of shop rooms. He relentlessly enlisted the support of the parents and the national and local political leaders for the conversion of the College into a university. On December 30, 1993, Dr. Pimentel's efforts bore fruit, when President Fidel V. Ramos signed House Bill 461 into law, known as Republic Act 7665, which converted the Bulacan College of Arts and Trades into the Bulacan State University, with him as the first BSU President.

The conversion into a university provided more impetus to the administration to implement a wide range of institutional development programs, which included upgrading of academic qualifications of faculty members, streamlining the curricular programs by creating colleges and institutes, securing state-of-the-art instructional facilities, physical plant development and expansion, and broadening access to education by establishing additional satellite campuses.

The University is now maintaining five campuses within the Province of Bulacan. In addition to the main campus in the City of Malolos, it has satellite campuses in the town of Bustos, in the City of San Jose Del Monte, in Matungao, Bulacan, and in Hagonoy established in 1976, 1998, 2000, and 2011 respectively.

The Pimentel administration made bold and decisive moves to achieve higher levels of excellence in educational services of the institution. In 1997, beginning with the teacher education and engineering programs, the University submitted itself for voluntarily accreditation by the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP). In July of 2007, the AACCUP granted Level 3 accreditation status to the elementary, secondary and industrial education programs of the College of Education. These were the first education programs that have been granted such accreditation status the highest so far among the public higher education institutions in Region 3. To date, most of the programs of the University have at least Level II accredited status and gearing for Level 3 as well.

In 2002, a landmark agreement between the University and the Integrated Bar of the Philippines, Bulacan Chapter, was made to establish the BSU - Marcelo H. Del Pilar College of Law. Subsequently, the Marcelo H. Del Pilar Law Foundation, Inc. was created to support the program of the college. The Technical Panel for Legal Education of the Commission on Higher Education hailed this move as innovative—the first of its kind in the Philippines. The first batch of graduates of the college who took the 2006 Bar Examinations garnered an impressive passing average of 42.8 percent, which was much higher than the

national passing average of 30.6 percent. With this performance, the statistical data issued by Supreme Court placed the BSU - Marcelo H. Del Pilar College of Law in number 16 in the ranking of the 103 colleges of law in the country that participated in the said examinations. Since June 2009, when the Marcelo H. Del Pilar Law Foundation, Inc. left to the University the sole responsibility to run its law program, the college was renamed BSU College of Law.

The new millennium saw Bulacan State University going global and participating in cross-border education with other Asian countries such as South Korea, Peoples Republic of China, Taiwan, Hong Kong, Singapore, and Malaysia. The University signed agreements with educational institutions in these countries for the offering of various programs of the BSU especially the doctoral and master's programs. The University, in partnerships with Korean institutions, also hosts Korean students for their English language course. These programs paved the way for the on-going students and faculty exchanges and visitations with those institutions abroad.

The BSU, which started as an intermediate school in 1904, is now a well-known and respected public university for its achievements. It has produced more than fifty board examinations topnotch in the fields of engineering, architecture and teacher education. To date, the University has more than twenty thousand students and enrolment is increasing. It has one of the largest enrolments among state colleges and universities outside of Metro Manila. This is an indication that the BSU has earned the trust and confidence of its clientele as it continues its unwavering commitment to pursue excellence in providing quality university education to its students.

The glorious years of Bulacan State University continued when Dr. Mariano C. De Jesus, who was then the Executive Vice President was elected as the 2nd University President and assumed the office on September 1, 2006. His eight years of presidency marked a notable experience among the employees and students as well. His relationship with the local government of Bulacan gave favor to the University in the establishment of APP Building by which Gov. Dela Cruz, Governor Mendoza and Governor Sy-Alvarado constructed successively.

The first ever lady President in the person of Dr. Cecilia N. Gascon assumed the office on September 1, 2015. She was the President of Southern Luzon State University for 11 consecutive years. Her mission to strengthen the mandate of the University on instruction, research, extension and production has been possible along with the development of 25 hectares land donated by the National Government to Bulacan State University.

ACKNOWLEDGEMENT

This to acknowledge receipt of the Undergraduate Student Manual of Bulacan State University. I understand that as bonafide student of BulSU, I am responsible in reading and understanding all the information in the Manual. I hereby abide with the policies and regulations, and expected standards of student conduct written in the Manual.

(Signature over printed name)

Course/Year/Section

ID No.

Parent/Guardian
(Signature over printed name)

Note:

Please fill out the Acknowledgement Form and submit the duplicate copy to the Office of College Secretary of your College or Campus. Thank you.



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PART I

GENERAL PROVISIONS

The Bulacan State University is committed to the advancement of the knowledge and values common to all educated persons. Excellence in instruction, research, extension, and student life is encouraged. The University strives to offer learning experiences and opportunities designed to help students think effectively, develop the capacity to communicate, discriminate among values, and make relevant judgments.

All members of the University community share in the responsibility for providing and maintaining an environment conducive to the educational development of the students at the University. The University, through its established governance process, creates policies and procedures that help maintain this environment.

Every student at the University is obligated at all times to assume responsibility for his/her actions, to respect duly constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property. In their academic activities, students are expected to maintain high standards of honesty and integrity and abide by the University's rules and regulations.

By formulating policies, rules and regulations on student conduct, the University affirms the principle of student freedom that is coupled with an acceptance of full responsibility for individual actions and the consequences of such actions.

A. Institutional Philosophy

The guiding philosophy of the Bulacan State University is contained in its statements of vision, mission and goals. In support of the national agenda for higher education articulated by the Commission on Higher Education, the University, as a state institution, pursues the following vision, mission and goals.

Vision

The Bulacan State University is a progressive knowledge generating institution globally recognized for excellent instruction, pioneering research, and responsive community engagements.

Mission

The Bulacan State University exists to produce highly competent, ethical and service-oriented professionals that contribute to the sustainable socio-

economic growth and development of the nation.

Goals

In the pursuit of its mission, the University gears its initiatives and efforts towards attainment of the following goals:

1. Provide Relevant Quality and Accessible Education;
2. Provide Innovative and Responsive Research and Extension Programs;
3. BulSU in Regional Development;
4. Sound Financial Management and Resource Generation; and
5. Good Governance.

B. Policy Statements

The Bulacan State University recognizes that the student is the central figure in all its educational programs, projects and activities, and that his/her self-realization possible through formal education is the measure of the attainment of the institutional goals. The University likewise realizes the importance of the student's participation and cooperation in the establishment and maintenance of a healthy and peaceful campus environment conducive to the efficient and effective attainment of educational objectives. Hence, within the atmosphere of unity of purpose and commitment to shared responsibilities, the University adheres to the following policies:

1. The University shall promote and protect the physical, intellectual, moral, spiritual and social well-being of the students.
2. The University shall respect the individual and collective rights of students as provided for by law, public policy, and generally accepted customs and traditions.
3. The University shall guarantee the right to quality education of all students and shall act appropriately to make such education accessible.
4. The University shall not discriminate against any student regardless of sex, socio-economic status, political beliefs, religion, and aspirations.
5. The University shall support students' initiatives and provide for their participation in matters affecting their interest and well-being.

C. Classification of Students

Students in the University are classified as follows:

1. A **regular** student is one who registers for formal academic credits and who carries the full load for a given semester and curriculum.
2. An **irregular** student is one who registered for formal credits but who carries less than the full load for a given semester to complete the

requirements of the given curriculum.

3. A **shifter** student is one who enrolls from one course to another within the same or another college/ campus of the University.
4. A **transfer** student is one who had come from another recognized institution of higher learning and officially allowed to enroll to the same or another course in the University.
5. A **working** student has part time job while studying. A working student may be allowed to enroll a minimum of fifteen (15) academic units in a given term or semester.
6. A **foreign** student is one who is not a citizen of the Philippines.
7. A **special** student is one who is not earning credits for his academic work. Special student may enroll a maximum of nine (9) units per semester. He may enroll for a maximum two (2) academic years. The unit head concerned may recommend exemption to this limitation, subject to the approval by the Vice President for Academic Affairs. Special student's academic performance shall be marked "satisfactory or unsatisfactory."

D. Student's Rights, Obligations and Responsibilities

The Bulacan State University strives to maintain an educational environment that supports the academic, professional, and personal development of all members of the community where relationships among students, faculty, and staff are marked by mutual respect and appreciation for each other's rights and responsibilities.

The University recognizes the rights of its students guaranteed by the Constitution of the Philippines and the Education Act of 1982.

I. Rights under the 1987 Constitution

1. The right to life, liberty and property under due process of law;
2. The right to equal protection of the law;
3. The right against unreasonable search and seizures and illegal arrest;
4. The right to privacy of communication and correspondence;
5. The freedom of speech and expression;
6. The right to peaceably assemble and petition the lawful authorities for redress of grievances;
7. The right to free exercise and enjoyment of religious profession and worship;
8. The liberty of abode and the right to travel;
9. The right to public information;
10. The right to form organizations or associations;
11. The right to free-access to the court and quasi-judicial bodies and to adequate legal assistance;

12. All rights of the accused as provided for under pertinent sections of the Bill of Rights;
13. The right against arbitrary detention;
14. The right to effective and reasonable participation in matters affecting their welfare and student life;
15. The right to academic freedom within the limitations of the law;
16. The right of suffrage;
17. The right to health;
18. The right to quality education;
19. The right to select a profession or course of study subject to fair, reasonable and equitable admission and academic requirements;
20. The right to a balanced and healthful ecology in accord with rhythm and harmony of nature; and
21. All other rights guaranteed under the Constitution not mentioned above.

II. Rights under the Education Act of 1982

1. The right to receive primarily through competent instruction relevant quality education in line with national goals and conducive to full development as persons with human dignity;
2. The right to freely choose their field of study and to continue their course therein up to graduation except in case of academic deficiency or violation of disciplinary regulations;
3. The right to school guidance and counseling services for making decisions and selecting the alternatives of work suited to his potentialities;
4. The right to access to his own school records, the confidentiality of which the school shall maintain and preserve, however, students shall not be deprived of viewing and re-evaluating his/her class standing as reflected in the class record;
5. The right to the issuance of official certificates, diplomas, transcript of records, transfer credentials and other similar documents within 30 days from request;
6. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during convocation, symposium and other activities of similar nature;
7. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the school institution;
8. The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual, and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;
9. The right to participate in the formulation and development of policies affecting the school through representation in the appropriate

body/bodies of the school to be determined by the Governing Board; and

10. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

III. Obligations

All *bona fide* students of the University shall be covered by all obligations as citizens mandated in the constitution and those stated under the Education Act of 1982 as follows:

1. To render personal military or civic service under the conditions provided for by law;
2. To develop patriotism and nationalism, love of humanity, respect for human rights and appreciation of the role of national heroes in the historical development of the country;
3. To understand the rights and accept the duties of citizenship, strengthen his ethical and spiritual values, develop moral character and personal discipline, critical and creative thinking;
4. To exert his utmost to develop his potentialities for service, particularly, by pursuing an education suited to his abilities, in order that he may become an asset to his family and to society;
5. To uphold the academic integrity of the school, endeavor to achieve excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity;
6. To promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other personnel;
7. To participate actively in civil affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate and orderly society;
8. To exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and the rights of others;
9. To strive to lead an upright, virtuous and useful life;
10. To love, respect and obey his parents, and cooperate with them to maintain the family solidarity;
11. To respect the customs and traditions of our people, the duly constituted authorities, the laws of our country and the principles of democracy;
12. To help in the observance and exercise of individual rights and strengthening of freedom in the pursuit of progress, prosperity and world peace.

IV. Responsibilities

Students have responsibilities that they accept through membership in the University's learning community. Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and mutual respect. As members of the academic community, students have the following responsibilities:

1. To be courteous, respectful, and orderly in their behavior inside and outside the University, especially when they use the name of, or represent the University;

2. Adhere to the University rules and regulations:

- A. To wear the University I.D. at all times within the campus;

Generally, the university strictly implements the **No ID, No Entry Policy**. However, the following provisions may apply for the following conditions:

- A.1. If the student temporarily misplaced or forgot to carry his/her ID, he/she shall present a certificate of registration (COR) to the guard before entry. The guard shall write a remark, date and affix signature over printed name at the back of the student's COR.

- A.2. The loss of an ID card should be reported immediately to the Office of Student Affairs and Services (OSAS) and the Office of the Registrar which shall authorize the release of a new ID card upon payment of the required fee to the Cashier.

- A.3. Loss of an ID shall require the student to present an affidavit of loss from a notary public before applying for a new ID. If the student could not apply immediately for new ID, the affidavit of loss may be used as temporary entry to university but only for three (3) days, hence, the student shall apply for new ID thereafter.

- A.4. In case of recovered ID due to loss, the OSAS shall allow the cancellation of recorded loss ID.

- A.5. Tampering of ID is a grave violation of the university rule, hence, such act shall be subjected to disciplinary sanctions of this manual. Once a tampered ID is discovered upon entry to university, the security personnel shall at once confiscate the tampered ID and shall accompany the student to the respective dean.

- B. To wear the proper dress code:

- B.1. Daily uniform (Mondays, Tuesdays, Thursdays and Fridays). The design, style and description of uniform is per college/campus prescription.

- B.2. Organization Shirt Day (Friday). The wearing of organization shirt is optional, hence, if a student does not wear the organization shirt, he/she should wear the prescribed daily uniform.

- B.3. Free Days (Wednesdays, Saturdays and Sundays). During these days, the wearing of clothes should not be provocative and must not offend the values of other member of the community.
 - B.4. NSTP and PE uniforms should be worn only during NSTP and PE classes.
 - B.5. The daily uniform must be paired with black closed shoes.
 - B.6. To ensure safety among the students, a prescribed laboratory outfit must be observed during laboratory works.
 - B.7. Cross-dressing is not allowed, except in social occasions like College Night and Students' Ball.
- C. To sport a decent hairstyle and hair color;
- C.1. Male student who have long hair shall be properly fixed. Proper haircut will depend on the prescription required by the respective courses.
 - C.2. The use of hair color is limited to black, blond and brown shades only. Cultural performers are exempted to this ruling during competitions or as may be needed.
- D. The wearing of earrings among male students is prohibited, while female students should refrain from wearing excessive jewelries for security purposes.

The freedom of expression in fashion is not absolute. Student should be sensible enough to wear what is appropriate and proper in accordance to the mores, values and culture of the education community.

E. Obedience to the Laws of the Land

As people of the Republic of the Philippines, all students of the university must respect the rights of others and shall adhere to the laws of the nation, including, but not limited to:

- A. Republic Act No. 7610: Special Protection of Children against Abuse, Exploitation and Discrimination Act of 1992
- B. Republic Act No. 7877: The Anti-Sexual Harassment Act of 1995
- C. Republic Act No. 8049: The Anti-Hazing Law of 1995
- D. Republic Act No. 8353: The Anti-Rape Law of 1997
- E. Republic Act No. 10586: Anti-Drunk and Drugged Act of 2013
- F. Republic Act No. 10627: Anti-Bullying Act of 2013
- G. Republic Act 8293: Protecting the Intellectual Property Code of the Philippines of 1997

F. Students' Orientation

All new students are required to attend the ***Handog Ni BulSU Kay Bunso***. It is a yearly student orientation intended for new (freshmen and transfer) students of the University. Student orientation programs are designed to initiate the integration of newly admitted first-year and transfer undergraduate students into the academic, cultural, and social climate of the University. At the Student Orientation, you will meet with different people in the academe. It also provides a chance to meet other incoming BSU students. The program is designed to prepare freshmen for the academic rigor at BulSU, introduce them to the rigors and joys of schooling traditions and acquaint them with our campus resources. The program is an opportunity for the new students to discover the different academic facilities of the BSU community. During the program they will begin to build a network of resources that will help them to start their BSU journey on the right path.

The Old students are also given an annual **Re-orientation** because it is expected that some of the rules and regulations are forgotten as the students stay in the university.

PART II

ACADEMIC REGULATIONS

A. Admission Requirements

Admission Policy Guidelines

Application for admission to the Bulacan State University must be filed with the Office of Admissions. The university typically receives more applications for admission than it can accommodate. Therefore, admission to the university is selective. Admission is based on academic performance (grade point average), the BSU Admission Test scores (BSUAT), and interview results. The applicant is required to submit the necessary documents for admission, must pay the BSUAT fee and, eventually if qualified for admission, the enrolment reservation fee.

General Policies and Requirements for the BulSU Admission Test (BSUAT)

1. An applicant who graduates from the elementary level and secondary level from the Department of Education shall be eligible for admission to Junior

high school and to any degree programs respectively. However, a student who has not completed the secondary level but who has qualified in the Philippine Educational Placement Test (PEPT) may be eligible for admission.

2. An applicant of a foreign Senior high school who has not fully satisfied the specific requirements of certain degree programs may be admitted, provided however, that his/her deficiencies shall be corrected during the initial school term.
3. An applicant who did not graduate from high school but completed at least eleven curriculum years of elementary and secondary education in other countries may be admitted at the discretion of the university and the Office of Admissions and Orientation, provided however, that he or she takes the necessary courses to offset any noted deficiencies.
4. An applicant who has completed the 12-year curriculum from foreign countries may also be considered for admission and may be given advance credits at the discretion of the university and the Office of Admissions and Orientation.
5. An applicant whose parent is a regular faculty or personnel of the University shall be entitled for admission provided however, that he/she meets the requirements for application.
6. Aside from the conditions set forth for admission of a foreign student into any degree courses and the policies set by the Commission on Higher Education (CHED), it must be manifested that the foreign student has the means enough to support his or her education in the University.
7. In cognizance of the constitutional right on academic freedom, admission to the Bulacan State University is open to all students who meet the above requirements and qualifications. Students who qualify for enrolment shall also qualify to stay in the University for the entire duration for which they are expected to complete the specified program of study. However, in the case of student delinquency, violation of the University rules and policies, sickness, and other things inimical to the academic community the student shall not be stymied for transfer to other learning institutions.
8. The University will not discriminate on the grounds of age, race, color, nationality, religion, gender or sexual orientation. However, the university reserves the right to deny admission on the basis of overall academic record and to limit enrolment by selecting from among qualified applicants those who will be admitted.
9. Admission is on a FIRST-COME-FIRST-SERVED basis according to the scheduled dates for the processing of credentials, availability of slots and college admission requirements.

Who may apply for College Admission Test?

1. A graduate of Grade 12;
2. A High School graduate prior to implementation of K-12 Curriculum;
3. Passer of Philippine Educational Placement Test (PEPT) with an average rating of 82% or higher in the five subject areas of the: Mathematics,

- Communication Arts (English), Science, Communication Arts (Filipino), and Araling Panlipunan who are qualifiers for Junior High School, or College;
4. Passer of Alternative Learning System Accreditation & Equivalency (ALS A & E) Test for Secondary Level with 100 or higher Standard Score (SS) and an essay-writing proficiency level of 2 or higher;
 5. A Filipino or foreign national who are graduate or candidates for graduation from foreign schools with K-12 Program; and
 6. Foreigners graduating from schools in the Philippines.

Policy for Shifters, Transferees and Examinees for Laddered Programs

For shifters (must have satisfactory grades), transferees, and students under laddered course program, they are required to accomplish the application form available at the Admissions Office and must be guided accordingly.

1. Shifters shall be required to take the shifter's examinations if they intend to change programs (e.g.; from Education to Engineering or from Engineering to Architecture). However, shifters who intend to change their majors are not required to take said test.
2. Shifters from external campuses shall also be required to take the shifter's exams.
3. Students on a laddered program who may wish to continue their baccalaureate degrees will be required to take the continuing exams.
4. Transferees from other schools who may wish to study in the University may apply for admission provided however, that they meet the qualifications set forth and that the program in which they wish to enroll is open for admission.

Requirements for College Admission

1. Freshmen

1. Must have earned a senior high school diploma from a recognized secondary school;
2. Must submit fully filled –out application form with two (2) pieces of 2"x 2" color ID picture with white background (computer generated pictures will not be accepted)
3. Must submit a photocopy of school ID.
4. Must meet the grade point average (GPA) requirement of the desired course;
5. Must pass the interview, if so required, for the course applied.

2. Transfer Student

A student from a recognized institution of higher learning may apply as transfer student to the university subject to the following limitations.

1. Must submit fully filled –out application form with two (2) pieces of 2"x 2" color ID picture with white background (computer generated pictures will not be accepted)

2. The grade point average of all the subjects taken is 2.5 or better, and without a grade of 5.0 or its equivalent in any academic subject.
3. The student has completed not more than fifty (50) percent of the units required for the course.
4. The student must submit all necessary transfer credentials like transcript of records and honorable dismissal for submission to the registrar.

Any transfer student may apply for transfer credit to the Office of the Registrar, which shall evaluate the student's credentials and if valid, recommend to the Vice President for Academic Affairs the grant of such credit.

3. Foreign Students

1. Must submit fully filled –out application form with two (2) pieces of 2”x 2” color ID picture with white background (computer generated pictures will not be accepted)
2. Must possess student visa issued by the Bureau of Immigration.
3. Must comply with the admission requirements for college freshmen.
4. Must pay tuition and other miscellaneous fees based on the prescribed rate/s for foreign students by the university;
5. Must present academic records and pertinent immigration documents.

Admission Procedure

1. Secure application form for admission to the Office of the Admissions and Orientation after fully complying with all the course requirements on the scheduled period of application.
2. Submit original copy and one (1) photocopy of;
 - Form 138 (report card) with 2nd grading period (for college freshman applicant)
 - Certificate of Registration and class cards (for shifter)
 - Certificate of Registration and class cards (for transferee)
 - Certificate of Registration and class cards (for BIT 3rd Year)
 - Transcript of Records (for 2nd courser)
 - Transcript of Records (for C.P.T.E.)
 - Form 138 or report card with final rating (for Grade 7)
3. Submit properly filled out application form that will be issued upon the evaluation of your requirements.
4. Pay admission examination fee amounting to P300.00 (non-refundable) to the cashier's office.
5. Submit to the Office of Admissions and Orientation the official receipt, fully accomplished application form and other requirements for the BSUAT schedule.
6. BSUAT results will be posted on the date listed in the timetable attached in your exam schedule.
7. The BSUAT shall be administered according to the guidelines set forth by the Office of Admissions and Orientation of the University.
8. Applicants are required to take the BSUAT only once.

9. Successful applicants who passed the BSUAT and included in the shortlist issued by Office of the Admissions and Orientation are required to submit the original copy following documents:
 - 9.1. Reservations slip from the Admissions Office;
 - 9.2. High school card (FORM 138);
 - 9.3. NSO-authenticated copy of birth certificate;
 - 9.4. Certification of good moral character duly signed by the principal or guidance counselor of the high school last attended, with school dry seal;
 - 9.5. Medical permit from the BSU Medical Clinic;
 - 9.6. One (1) piece recent 2"x 2" ID picture with white background.
10. Applicants who fail to qualify for the first course preference may qualify for other courses on condition that their grades meet the grade requirements of the college/course of their second choice.

Note:

- *In applying for admission, any authorized persons may file the application forms for the applicant, (e.g. parents, relatives, teachers, guardians).*
- *The name indicated in the birth certificate must be the same name that appears in all admission documents. Otherwise, a notarized Affidavit of Discrepancy must be submitted together with the credentials.*
- *Submission of any falsified or tampered documents and/or concealment of information constitute grounds for disqualification.*

Provisions for Persons with Disabilities (PWDs)

The Bulacan State University welcomes applications from people with disabilities (PWDs). As such, BSU commits itself to adhering to RA 7277 and making reasonable adjustments to enable students to participate fully in student life.

BulSU views applications from PWDs on the same grounds as those from other applicants that are assessed purely on academic merit and potential, according to the published selection criteria relevant to the course applied for.

BulSU has the duty under Republic Act 7277 to provide for the rehabilitation, self-development and self-reliance of disabled persons and their integration into the mainstream of society and for other purposes.

BulSU makes some adjustments in anticipation of disabled students' support requirements (e.g. improving physical access to buildings), but also appreciate that individuals are different and further changes may need to be considered and implemented.

B. Change of Academic Load

Change of academic load refers to adding or changing of subjects enrolled. Any student may request to add and/or change his academic load within the first two weeks of regular classes, subject to the approval of the academic unit head concerned.

C. Substitution of Subjects

Students may substitute a new subject for an old one under the following circumstances:

1. When the old subject is under an old curriculum, which was revised or replaced by a new one, and that the subject is not offered anymore;
2. The subjects are similar or related to each other;
3. The new substitute subject must have equal or more credit units than the old one.

D. Tutorial and Special Classes

Tutorial classes are strictly given to senior level students only, that is, if the one subject being requested would mean his graduation for the particular term. The student must secure a certification from the office of the Registrar that he/she is a graduating student before he/she can request for it. The request for tutorial classes must be recommended by the College/ Campus Dean for approval of the Vice-President for Academic Affairs for the main campus and Vice President for Executive Operations for satellite campuses.

Special classes, on the other hand, may be requested by any irregular student who wishes to repeat or take the subject in advanced, provided that the subject is not offered during the current semester or may be in conflict with the student's class schedule. There must have a minimum of ten (10) students requesting for the specific subject before it can be granted by the College/Campus Dean. The honorarium of the instructor/professor shall be charged to the requesting student.

E. Dropping of Subjects

Any student may officially drop his subject(s) until one (1) week before the midterm examinations as scheduled in the University calendar. The student must file the official dropping form at the Registrar's Office for this purpose.

Student who decides to drop his subject or withdraw from his course shall be entitled to refund in accordance with the following guidelines:

1. If dropping of subject or withdrawal from the course is done before the scheduled opening of classes, the student is entitled to the full refund of all fees paid except registration fee;
2. If dropping of subject or withdrawal from the course is done after the opening of classes, regardless of whether the student attended his classes or not, only the tuition fee shall be refunded subject to the following conditions:
 - a. If dropping or withdrawal is done within the first week of the opening of classes, the student shall be charged an amount equivalent to 30% of the total tuition fees for the whole term;
 - b. If dropping or withdrawal is done within the second week of the opening of classes, the student shall be charged an amount equivalent to 50% of the total tuition fees for the whole term;
 - c. If dropping or withdrawal is done within the third week of the opening of classes, the student shall be charged an amount equivalent to 70% of the total tuition fees for the whole term;
 - d. If dropping or withdrawal is made after the third week from the opening of classes, the student shall be charged the total amount due, and therefore he is not entitled to any refund.
3. Any student who has been advised by the University physician to discontinue studies due to health reasons shall be allowed to refund the tuition fee he/she paid in full.

F. Attendance

1. All students must attend classes promptly and regularly.
2. Only students who are included in the official lists of enrolment provided by the Management Information System (MIS) Office have permission to attend the class. Sit-in student may attend the class, subject to the approval of the academic head concerned.
3. A student shall be marked tardy if he arrives in the class 15 minutes after the start of the scheduled time.
4. A student shall be marked absent from the class if he/she arrives 20 minutes after the start of the scheduled time. However, student must not be deprived of attending the lesson if he wishes.
5. Unless the subject teacher concerned gave prior notice, students may leave their assigned room if the teacher fails to come within 15 minutes after the start of the scheduled time for a one-hour class, 30 minutes for a two-hour class, 45 minutes for a three-hour class, and so on. The student shall be marked absent if he/she leaves their assigned room before the prescribed waiting time.

G. Absences

Absences incurred due to any of the following reasons shall be **excused**:

1. Official representation in curricular, co-curricular and extra-curricular activities.
2. Sickness duly certified by the attending physician or the University physician.
3. *Force majeure.*

Absence(s) incurred due to any of the aforementioned reasons do not exempt concerned students from complying with the regular requirements of their course. An excused absence, however, should not exceed more than thirty percent (30%) of required total attendance per semester.

Any student who accumulates more than twenty percent (20%) of the time of **unexcused** absences from any of his/her subject before the midterm examinations shall be dropped automatically from that subject. The instructor concerned shall mark him/her **FDA** (failure due absences) or **UD** (unofficially dropped) from his subject.

H. Leave of Absence

Any student who wishes to temporarily discontinue his studies, may be allowed provided that the maximum allowance for official leave of absence must not exceed one year. If the student exceeds the maximum leave of absence, the dean may carry out academic penalty by requiring the student to re-enroll three to six (3-6) additional academic units.

A leaving student shall do the following procedures:

Step 1: Request a Leave of Absence (LOA) Form at the Office of the Registrar.

Step 2: Fill out the form clearly and follow instructions stated on the forms.

Step 3: After completing all the requirements stated in the form, return the copy of LOA form to the Office of the Registrar. Student may photocopy the LOA and request the receiving officer/clerk to write the complete name and affix signature on the photocopy of LOA form as proof of receipt.

A returning student shall do the following procedures:

Step 1: Student must personally appear to the Office of the Registrar and request for readmission. He/she may show the photocopy of LOA for fast tracking purposes.

Step 2: The Registrar will issue a Readmission Slip to the student. The student shall personally give the slip to the dean or his authorized representative. The dean shall not deny readmitted

student to enroll.

If the returnee is on his/her penultimate year or senior year but follows an old curriculum, Part II; Letter C of this manual shall apply. However if the returnee is on his/her 2nd year level (for a 4-Year course) and 3rd year level (for a 5-Year course), he/she shall follow the new curriculum.

I. Maximum Residency Requirement

As government funded institution, the subsidy given to each student has a limited time frame so that other qualified aspirants may also enjoy the same privilege. For this reason, all students must observe the residency requirement of the university.

1. Generally, all students must complete their courses within the period prescribed in the curriculum.
2. Students who could not complete the course within the period prescribed in the curriculum may be allowed to complete their course within the maximum allowable period:
 - 2.1. For a two-year course, the maximum allowable period of completion is four (4) years;
 - 2.2. For a four-year course, the maximum allowable period of completion is six (6) years;
 - 2.3. For a five-year course, the maximum allowable period of completion is seven and a half ($7\frac{1}{2}$) years.
3. The rule on the maximum allowable period of completing the course exempts the students who are on official leave of absence (LOA).
4. Exemption from the rule on the maximum allowable period of completing the course may be granted to working students upon recommendation by the Dean and approval of the Vice President for Academic Affairs.
5. Students who fail to complete their courses within the maximum allowable period may be allowed to continue, provided, that the government's subsidy on tuition will be forfeited, and therefore the students shall pay appropriate tuition as prescribed by the finance office.

J. Examinations

1. Schedule of regular midterm and final examinations shall be officially announced to all students.
2. All students must present examination permit when taking the scheduled midterm and final examinations. Instructor/professor administering the examination must sign the said permit.

3. Students must settle their financial obligations before they can enroll for the next semester/ term.
4. Administration of special/removal examinations to an individual or group of students is subject to the recommendation of the subject teacher and approval by the unit head concerned.
5. Subject teachers may exempt student from taking their final examinations if the student has a pre-final grade of at least 1.5 and has complied with all the requirements of the subject.

K. Grading System

1. The academic performance of the student shall be rated using the following grading system:

GRADE	EQUIVALENT
1.00	97 – 100 %
1.25	94 – 96 %
1.50	91 – 93 %
1.75	88 – 90 %
2.00	85 – 87 %
2.25	82 – 84 %
2.50	79 – 81 %
2.75	76 – 78 %
3.00	75 % (Passed)
4.00	Conditional Passed
5.00	Failed
Inc.	Incomplete
D	Officially Dropped
FDA or UD	Failure Due to Absences or Unofficially Dropped

4.00 (*Conditional Passed*) indicates that there is a slight deficiency in the performance of the student to satisfy the minimum requirements the course for him to earn the lowest passing grade of “3”. The student, in consultation with the subject teacher concerned, must resolve this deficiency within two (2) weeks after he/she received the grade; otherwise the grade automatically becomes “5.00”. The grade of 4.00 shall not appear in the student’s permanent records or transcript of records.

Inc. (*Incomplete*) indicates that the student has been getting passing marks in all criteria for grading except that he lacks certain project or activity required in the course. The student has a grace period of one (1) year to complete the requirements; otherwise, “Inc.” automatically becomes “5.00”. If the student got the mark of “Inc.” in a prerequisite subject, he may not enroll the subject in which it is a prerequisite until he has completed such prerequisite subject.

D (*Officially Dropped*) indicates that the student officially filled a formal dropping form, duly signed by the respective instructor/professor, dean and the university registrar.

FDA or UD (*Failure Due to Absences or Unofficially Dropped*) indicates that the student discontinue attending the class without notice to the teacher concerned resulting to failure or unofficially dropped the subject.

L. Transparency and Correction of Grades

For transparency of giving fair grades, the students shall not be deprived to know the procedures used to compute grade and reevaluate his/her class standing at any time. The student should be informed of his/her final grade before it is encoded/posted.

The student has the right to have a copy of his/her Certificate of Grades (COG) at the end of every semester/term on the scheduled date of its release.

No faculty shall change any grade after it has been posted. In exceptional cases, where an error has been committed, the instructor/professor may request authority from the Dean of his college/campus to make the necessary change, provided, that the supporting document is presented. If the request is granted, a copy of the authority from the Dean authorizing the change shall be forwarded to the Office of the Registrar for proper recording.

M. Academic Delinquency

1. The faculty of each academic unit shall remedy academic delinquency by implementing the following measures and minimum standards:
 - a. Any student who obtained a failing grade in one (1) subject shall receive a **warning** from the dean.
 - b. Any student who dropped or obtained failing grades in two (2) subjects shall not be allowed to enroll the requisite subjects in the succeeding semester. He/she may, however, enroll minor subjects in advance, subject to the approval of the dean, provided, that he/she shall not exceed the number of units prescribed by the curriculum.
 - c. Any student who obtained failing grades of three (3) subjects but less than fifty percent (50%) of his enrolled subjects shall be placed under **probation** for the succeeding semester, His/her load

- shall be reduced commensurately as determined by the unit head concerned.
- d. Any student on probation who dropped or obtained failing grades in two (2) subjects shall be **dropped from his course**. He/she may, however, apply to shift to another course, subject to the acceptance of the receiving Dean and approval from the Vice President for Academic Affairs.
 - e. Any student who obtained failing grades of 50% to 75% of his/her enrolled subjects shall be suggested shift to another course, subject to the acceptance of the receiving Dean and approval from the Vice President for Academic Affairs.
 - f. Any student who obtained a failing grades of more than 75% of his enrolled subjects shall be **disqualified to continue** his/her studies in the University.
 - g. Any student on probation obtained failing grades in at least fifty percent (50%) of his enrolled subjects shall be **disqualified to continue** his/her studies in the University.

Note: The prescribed completion period of the course shall strictly implement to any student who will undergo the above conditions.

N. Gold Gear Awards

The Gold Gear Awards is an annual recognition program for students for the formal awarding of academic excellence, co-curricular and extra-curricular awards. The Office of the Dean for Student Affairs and Services in coordination with the different academic units of the University shall be responsible for the conduct of this program. The following awards are given during the Recognition Day.

I. Academic Excellence Award

These awards shall be based solely on academic excellence with the following criteria:

- 1. **The President's List Award** is given to students with a grade point average of 1.20-1.00 and no grade lower than 2.0 in any subject enrolled for the last two consecutive semesters prior to the award.
- 2. **The Dean's List Award** is given to students with a grade point average of 1.75-1.21 and no grade lower than 2.0 in any subject enrolled for the last two consecutive semesters prior to the award.

The candidates for the awards must have been officially enrolled with a minimum of 15 academic units or as prescribed in the regular curriculum in the last two consecutive semesters, i.e., 2nd semester of the preceding academic year and 1st semester of the current academic year.

Only students from 2nd year to senior year shall be entitled for these awards.

II. Co-Curricular and Extra-Curricular Awards

To encourage excellence in co-curricular and extra- curricular activities, the University shall award non-academic honors and recognition to deserving students based on approved criteria and standards set by Committee on Awards.

1. Competition Winners

This award shall be limited to achievements in connection with duly accredited competitions in the academic, trade skills, cultural, arts and sports to which students officially represent the university or any of its units. The awards shall be categorized in terms of degree/level of performance attained by the students in duly accredited competition as follows:

- a. International Level – 1st to 5th place winners;
- b. National Level – 1st to 3rd place winners;
- c. Regional Level – 1st and 2nd place winners; and
- d. Provincial or Division – 1st place winners.

2. Extra-Curricular Awards

These special awards are given to students who made an exemplary achievements in their field of interest and unconditionally shared to BulSU community. The candidates of these awards are nominated by the advisers of the concerned organization and submitted to the dean of student affairs and services.

- a. Journalists of the Year
- b. Male and Female Athletes
- c. Male and Female Performing Artists
- d. Student Government Leaders
- e. Student Organizations Leaders

Note: A candidate for any of the award shall have no disciplinary record on the current academic year.

O. Graduation Requirements

1. Each student who has satisfied all the requirements of his/her course is required to apply for graduation by filing the official Application for Graduation form to the office of the Registrar.
2. All candidates for graduation must be cleared of all property and money accountabilities in the University before the commencement exercises.
3. No student shall graduate from this University unless he/she has completed at least one year of residence prior to the date of graduation.
4. All disciplinary charges against a student must be resolved and sanctions completed before a student is eligible to graduate.

P. Commencement Exercises

1. The commencement exercises for each of the academic units of the University shall be held on the dates as may be approved by the Academic Council.
2. All candidates for graduation from each academic unit shall be enjoined to attend their respective graduation exercises.
3. All candidates for graduation shall be required to wear the academic costume prescribed for the program during the traditional baccalaureate services and commencement exercises.

Q. Graduation Awards

I. Academic Honors

Academic honors shall be given to graduating student based on their grade point average and type of course as follows:

Grade Point Average	Degree Courses	Non-degree Courses
1.00 to 1.20	Summa Cum Laude	With Highest Honors
1.21 to 1.45	Magna Cum Laude	With High Honors
1.46 to 1.75	Cum Laude	With Honors

To qualify for honors, graduating students must satisfy the following requirements:

- a. Earned at least a grade of 2.0 or its equivalent in all subjects;
- b. Completed at least seventy-five percent (75%) of the total number of academic units required for the course and residency of at least two years in the University;
- c. Enrolled at least fifteen (15) credit units prescribed in the curriculum in each of the terms or semesters. Exemption to this rule may be allowed if: (i) the required units prescribed in the curriculum in the given term/semester are less than this minimum requirement, (ii) the subject(s) needed to meet this minimum requirement are not offered.

II. Outstanding Student Awards

There shall be one student awardee per program for each college or campus subject to the following criteria:

- a. A grade point average of at least 1.75 with no grade lower than 2.0 in any subject;
- b. Shall have a minimum of 15 units enrolled during the semester or as prescribed in the regular curriculum;
- c. Winners in co-curricular and extra-curricular competitions, and
- d. Involvement in either university or college/campus based student

organizations.

III. Best in Specialization Awards

- a. There shall be one student awardee per specialization
- b. The award shall be based on the performance in the specialization with no grade lower than 2.0 in all major subjects or as the college selection committee may deem appropriate.
- c. Winner in specialized and/ or related competitions;
- d. The awardee shall be selected by a special committee designated for the purpose composed mainly of teachers in the major subjects and approved by the dean of the college/satellite campus.

IV. College Leadership Award

- a. There shall only be one student leader awardee per college/campus;
- b. The candidate for the award must have been officially enrolled with a minimum of 15 academic units or as prescribed in the regular curriculum in the last two consecutive semesters without any dropped, incomplete or failing grades;
- c. The candidate for the award must be nominated by the adviser of the concerned organization. The documents submitted by the nominee shall be reviewed and evaluated by the College Selection Committee, The committee shall recommended the candidate to the college/campus dean for approval.
- d. The candidate for the award must have a track record based on the following criteria:
 - d.1. Length of service as elected officer of student government, recognized university or college-based organizations;
 - d.2. Projects conceptualized and implemented while in the performance of duty as elected officer;
 - d.3. Relevant awards received from duly recognized award-giving bodies;
 - d.4. Leadership in external activities; and
 - d.5. Have no record of violation

V. University Leadership Award

There shall be one University Leadership Award for the entire studentry. It is given only to a graduating student either from student government, student organizations, cultural groups or student publications.

To qualify for this award, any graduating student/candidate shall submit a leadership folio to the Dean of Student Affairs and Services, who, shall form a committee to evaluate the candidate's folio based on meritorious leadership component and its impact to BulSU community.

VI. Honorary Award

An honorary award is given to Student Regent upon expiration of his/her term.

VI. Loyalty Award

The Loyalty Award is given to graduating student who started Grade 7 in BulSU and had completed his/her baccalaureate degree in the same university.

R. Student Records

The Registrar's Office provides student records' services. It performs the following services:

1. Keeps and maintains the academic records of all students;
2. Provides basic academic information on curricular programs, general registration requirements and procedures;
3. Issues students' numbers and validates IDs;
4. Prepares the official list of enrollees;
5. Issues a written notice on academic delinquencies;
6. Prepares list of candidates for graduation and for honors, and
7. Issues transcript of records, diploma, transfer credentials, and official certifications.

Official Transcript of Records

1. Any student who has settled all his financial obligations and accountabilities in the University may secure copy of his official transcript of records, official certifications, credentials or other school records.
2. To secure the official transcript of records the student must file a clearance form together with official receipt of payment to the Registrar's office.
3. To effect a change in the name on the records of female student who got married while in the University, she must submit an affidavit of change of status and a copy of the marriage contract from the National Statistics Office to the Registrar's office.

Transfer Credentials

1. Any student who wishes to transfer to another school must submit duly accomplished and signed clearance form to the Registrar's Office to secure transfer credentials.
2. Any student who is dismissed from the University shall be issued transfer credentials provided he is cleared of all financial obligations and accountabilities in the University.

PART III

STUDENT CONDUCT AND DISCIPLINE

As it pursues its vision and mission, the University places great stress on the values of respect for the dignity and worth of individuals and the development of character. Thus, it strives for an environment that promotes these values and believes that each student, as a member of the academic community, contributes to uphold them. Therefore, the University clearly presents student rights and responsibilities and establishes the disciplinary procedures to ensure that all members of the University community benefit from the promotion of these values.

A. General Policies

In the implementation of the rules and regulations on student conduct and discipline, the University is guided by the following policies:

1. All matters pertaining to student conduct and discipline shall be governed by the pertinent provisions of the University Code, the Education Act of 1982 and other general and special laws in relation to education.
2. Following the principle of *en loco parentis*, the University has the right to act in the best interests of the students as it sees fit through all persons charged with the supervision of students, which shall be deemed persons in authority and should therefore, be accorded due respect and protection (Art. 153 (3), Revised Penal Code, as amended by PD 299, Sept. 19, 1973 and Education Act of 1982).
3. All University officials, faculty members, staff and security personnel are authorized to enforce and request compliance to all University rules and regulations.
4. The investigation and disposition of student disciplinary cases shall follow the proceedings set forth in this section of the Handbook.
5. All respondents to any case shall enjoy the following rights:
 - a. To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied with;
 - b. To be penalized only on the basis of substantial evidence, the burden of proof being with the person filing the charge;
 - c. To be penalized only on the basis of evidence presented and of which the respondent had been properly notified and given the opportunity to rebut;
 - d. To defend himself personally or by a counsel/representative of his own choice;
 - e. Pending final decision on the charges, to enjoy all rights and privileges of a student, unless a preventive suspension has been

promulgated against him.

B. Norms of Conduct

The University believes in a happy and peaceful campus environment conducive to learning; hence, it expects that every student must, at all times exert efforts to obey the laws of the land, observe campus rules and regulations and follow the accepted norms of good social behavior and right conduct.

All students must strive to exemplify good moral character and act in accordance with the moral values and attitudes:

1. Self-discipline and Obedience
2. Honesty and Integrity
3. Courtesy and Modesty
4. Orderliness and Cleanliness
5. Respect for the rights of others / Tolerance
6. Fairness
7. Sense of freedom and responsibility
8. Cooperation
9. Nationalism and love of country
10. Godliness

C. Disciplinary Sanctions and Penalties

In order to maintain harmony and to protect its educational purposes and processes, the University has the authority to impose penalties or sanctions to any student found to have violated its rules, policies and regulations. While disciplinary sanctions generally are commensurate with the seriousness of the offense, multiple or repeated violations may justify more severe disciplinary sanctions. Penalties are progressive in nature. Possible penalties and sanctions to be applied in various situations include:

1. **Restitution.** Restitution is a repayment. The student must pay for damages to property or for loss of property.
2. **Reprimand.** A reprimand may be in the form of verbal counsel to student in regards to his/her negative behavior or a written reprimand describing a student's offense or misconduct, which places on record that a student, in a specific instance, did not meet the behavioral standards expected at the University. A written reprimand from the Dean for Student Affairs and Services or designee to the student serves as a warning that continued conduct of the type described in the reprimand or other misconduct may result in more severe disciplinary sanction against the student.
3. **Withholding of an academic record or degree.** This penalty is

imposed upon a student who fails to pay a debt owed to the University or who has a disciplinary case pending final disposition. This penalty terminates upon payment of the debt or upon final disposition of the case.

4. **Suspension.** A time-specific suspension is a temporary cessation of educational services and exclusion from the University property and facilities. The Board of Student Discipline shall determine the duration of suspension and shall notify the concerned offices and units of the students serving the penalty of suspension duly noted by the office of the University President.
5. **Dismissal.** Dismissal is termination of educational services and exclusion from the University property and facilities for not less than one year. The conditions for readmission, if any, will be stated in the order of dismissal. The penalty of dismissal is a decision of the University President. A dismissed student can be reinstated only upon the favorable action by the President or designee on his petition for reinstatement.
6. **Expulsion.** Expulsion is permanent severance from the University without provision for readmission. Expulsion prohibits the student from using or entering any University property and from attending any University function. The penalty of expulsion is a decision of the University President. If a student is expelled, the Board of Student Discipline shall notify the concerned offices and units and the Registrar, which shall have the appropriate disciplinary notation placed on the student's official transcript of records.
7. **Transformative Experience.** This sanction is to create a constructive activity that is assigned to students as a redemptive sanction. It is designed to enhance a student's ability to learn from the disciplinary experience and promote learning that will lead to responsible decision making in the future. This experience is done during vacant period of the student or as prescribed by the dean, provided the student will not affect his/her classes.

Penalties or sanctions of at least suspension for one semester shall be reflected in the student's permanent record. However, at any time after three years from the date of the finding in which a sanction was imposed, a student or former student may petition the University President or designee to have his or her disciplinary record expunged. The decision to expunge shall be based on the severity of the violation(s), the person's disciplinary record as a whole, and evidence of good behavior since the violation(s). If the record is expunged any notation of a disciplinary suspension will be removed from the official academic record maintained by the Office of the Registrar.

D. Grounds for Disciplinary Sanctions

The acts of misconduct and the corresponding disciplinary sanctions that may be imposed include, but are not limited to, the following:

A. Light Offenses:

1. Littering or distribution of unauthorized printed materials on University campuses and premises;

<i>1st Offense</i>	Verbal Reprimand
<i>2nd Offense</i>	Written reprimand with warning; and 4 hours of Transformational Experience.
<i>3rd Offense</i>	10 hours of Transformational Experience; and Guidance Intervention Program.

2. Vandalism or unauthorized posting of printed materials on University property, campuses and premises;

<i>1st Offense</i>	Verbal Reprimand; Cleaning the walls; and Commitment letter
<i>2nd Offense</i>	Written reprimand with warning; Cleaning the walls; and 4 hours of Transformational Experience.
<i>3rd Offense</i>	10 hours of Transformational Experience; Cleaning the walls; and Guidance intervention program.

3. Disturbance or disruption of the educational environment, classes or any education related programs or activities;

<i>1st Offense</i>	Verbal Reprimand.
<i>2nd Offense</i>	Written reprimand with warning; and 4 hours of Transformational Experience.
<i>3rd Offense</i>	10 hours of Transformational Experience; and Guidance intervention program.

4. Unauthorized solicitation of funds or selling of any ticket;

<i>1st Offense</i>	Verbal Reprimand and Restitution.
<i>2nd Offense</i>	Written reprimand with warning; 4 hours of Transformational Experience; and Restitution.
<i>3rd Offense</i>	10 hours of Transformational Experience; Guidance intervention program; and Restitution.

B. Less Grave Offenses:

5. Smoking, gambling or being under the influence of alcohol within the university premises;

<i>1st Offense</i>	Written reprimand with warning; 4 hours of Transformational Experience; and Parents/guardians dialogue with the dean.
<i>2nd Offense</i>	10 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>3rd Offense</i>	20 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.

6. Malicious or unfounded accusation towards any member of the academic community;

<i>1st Offense</i>	Written reprimand with warning; 4 hours Transformational Experience; and Parents/guardians dialogue with the dean.
<i>2nd Offense</i>	10 hours Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>3rd Offense</i>	20 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.

7. Deception, Impersonation, or Fraud;

<i>1st Offense</i>	Written reprimand with warning; 4 hours Transformational Experience; and Parents/guardians dialogue with the dean.
<i>2nd Offense</i>	10 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>3rd Offense</i>	20 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.

8. Disrespectful behavior in words and in deeds or refusal to comply with directions of the University officials and employees acting in the performance of their duties;

<i>1st Offense</i>	Written reprimand with warning; 8 hours of Transformational Experience; and Parents/guardians dialogue with the dean.
<i>2nd Offense</i>	16 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.

<i>3rd Offense</i>	32 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.
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9. Damage or unauthorized presence in or use of University premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours;

<i>1st Offense</i>	Written reprimand with warning; 8 hours of Transformational Experience; Parents/guardians dialogue; and Restitution.
<i>2nd Offense</i>	16 hours of Transformational Experience; Parents/guardians dialogue with the dean, and Guidance intervention program; and Restitution.
<i>3rd Offense</i>	32 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program; and Restitution.

For Items 1-9: Any student who commits 4th of the same violation shall be subjected to **suspension for two weeks**.

C. Grave Offenses:

10. Theft, attempted theft, and/or unauthorized possession or use of property/services belonging to the University or a member of the University community;

<i>1st Offense</i>	Written reprimand with warning; 16 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program; and Restitution.
<i>2nd Offense</i>	1 week Suspension; 16 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program; and Restitution.
<i>3rd Offense</i>	2 weeks Suspension; 20 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program; and Restitution.

11. Indecency in any form of obscene or lewd behavior (necking, petting or torrid kissing or other sexual act) inside the university premises ;

<i>1st Offense</i>	Written reprimand with warning; 16 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>2nd Offense</i>	1 week Suspension; 16 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>3rd Offense</i>	2 weeks Suspension; 20 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.

For Items 10-11: Any student who commits 4th of the same violation shall be subjected to **dismissal**.

12. Physical/verbal/sexual/mental/emotional abuse, threat, harassment, cyber bullying, hazing, coercion and/or other conduct that threatens or endangers the health or safety of any person;

<i>1st Offense</i>	2 weeks Suspension; 16 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>2nd Offense</i>	1 month Suspension; 32 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>3rd Offense</i>	Dismissal.

For Item 12: Acts that resulted to serious physical injuries or death shall be grounds for **Expulsion** even at first violation. This however, does not preclude the penalties provided under the law.

13. Possession, use, sale or purchase of any illegal drugs inside the university premises;

<i>1st Offense</i>	Turnover to Municipal/ City Police Station; 1 month Suspension; Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>2nd Offense</i>	Turnover to Municipal/ City Police Station; 1 Semester Suspension; Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>3rd Offense</i>	Dismissal.

14. Carrying of firearms and other weapons within the University campuses and premises;

<i>1st Offense</i>	Turnover to Municipal/ City Police Station; 1 month Suspension; Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>2nd Offense</i>	Turnover to Municipal/ City Police Station; 1 Semester Suspension; Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>3rd Offense</i>	Dismissal.

D. Dishonesty on Academic Pursuits:

15. Academic misconduct:

15.1. Cheating;

<i>1st Offense</i>	Verbal reprimand; Guidance intervention program; and Zero score in the particular examination.
<i>2nd Offense</i>	Written reprimand; Failing grade in the subject; 16 hours of Transformational Experience; and Guidance intervention program
<i>3rd Offense</i>	1 Month Suspension Failing grade in the subject; and Guidance intervention program

15.2. Plagiarism in theses, literary and creative works;

<i>1st Offense</i>	Failing grade in the particular output; Guidance intervention program; and Parents/guardians dialogue with the dean
<i>2nd Offense</i>	Failing grade in the subject; 2 weeks Suspension; 16 hours of Transformational Experience; Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>3rd Offense</i>	Failing grade in the subject; 1 Semester Suspension; Parents/guardians dialogue with the dean, and Guidance intervention program.

16. Falsification or forging of academic records and official documents;

<i>1st Offense</i>	1 Semester Suspension; Parents/guardians dialogue with the dean; and Guidance intervention program.
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<i>2nd Offense</i>	1 year Suspension Parents/guardians dialogue with the dean; and Guidance intervention program.
<i>3rd Offense</i>	Dismissal

Note:

- Any student who commits three (3) different violations on all items, an equivalent of 2nd Offense from the most grievous misconduct committed shall be imposed on him/her.
- Any student who commits four (4) different violations on all items, an equivalent of 3rd Offense from the most grievous misconduct committed shall be imposed on him/her.

E. Student Discipline Committees

1. Composition. Each academic unit and satellite campus of the University shall have its own Student Discipline Committee which shall be composed of the following: College Secretaries of the academic unit or satellite campus, or the Principal of the Laboratory High School as the chair, the President of the local faculty association, student governor, president of local PTA, an arbiter and a faculty member to serve as secretary.

The arbiter, preferably a lawyer or one with some legal background, shall be designated by the college dean or campus administrator, and may serve in more than one Committee. The arbiter and the secretary have no right to vote. The arbiter shall be the alternate of the Chairman, in which case the arbiter shall then have the right to vote. If the student governor is respondent or if a regular Committee member cannot attend the meeting, the University President shall designate the alternate to attend the session.

2. Jurisdiction. The respective Student Discipline Committee of the academic units and satellite campuses shall have jurisdiction over-all formal complaints filed by anyone against any of their student or group of students, except those under the jurisdiction of the Committee on Student Publications, for violating any of the University rules and regulations which are subject to disciplinary action.

3. Powers and Functions. The Committee shall exercise the powers and perform the functions as follows:

- To receive and act on the complaints filed against any student or group of students for committing any act that is a ground for disciplinary action;
- To conduct formal investigation and hearing or summary proceedings on all complaints filed against any student or group of students;
- To submit the result of formal hearing or summary proceedings and recommendations for action to the Board of Student Discipline for review and confirmation;

- d. To keep the records of cases and submit reports of their accomplishment as may be required.

F. Board of Student Discipline

1. **Composition.** The Board of Student Discipline shall be composed of the following: the Dean for Student Affairs and Services as Chair, the dean of the college or satellite campus of the parties concerned, Student Government President or his representative, a legal counsel, and a secretary. The secretary shall have no right to vote.
2. **Jurisdiction.** The Board of Student Discipline shall review all recommendations of the Student Discipline Committee on all cases of students involving any of the grounds for disciplinary actions.
3. **Powers and Functions.** The Board shall exercise the powers and perform the functions as follows:
 - a. To review the records of the case forwarded to it by the Student Discipline Committee;
 - b. Perform its appellate function and as such, shall affirm or reverse the decision of the Student Discipline Committee.
 - c. To reduce or increase penalty recommended by the Student Discipline Committee as it deems proper and just; and
 - d. To render a report of its accomplishments to the University President and other appropriate bodies.

G. Disciplinary Proceedings

Any person may file a complaint against a student or group of students who violate University policies, rules, regulations, standards, or procedures.

Formal Hearing Procedure

The following rules and procedures shall govern the formal hearing:

1. The complainant shall submit to the Student Discipline Committee written sworn statements covering his testimony and those of his witnesses together with his documentary evidence. If, based on such statements, a *prima facie* case does not exist the Student Discipline Committee shall recommend the dismissal of the case.
2. If, on the other hand a *prima facie* case exists, the Student Discipline Committee shall notify the respondent in writing of the charges against him, to which shall be attached copy of the complaint and other documents submitted. The respondent shall be given five (5) working days after receipt of the complaint to answer the charges in writing under oath, together with supporting documents. No extension of time

shall be allowed except on meritorious cases. The hearing shall be held as much as possible within five (5) working days from submission of an answer or from the expiration of the period for such submission.

3. The Student Discipline Committee may, whether or not an answer is filed, thereafter call the parties for a hearing if there are facts and issues to be clarified from a party or witness. The hearing shall be non-litigious and shall be for clarification and fact-finding. The parties can be present at the said hearing but without the right to examine or cross-examine. They may, however, submit to the Student Discipline Committee questions which may be asked to the party or witness concerned.
4. Other than the members of the Student Discipline Committee, attendance at the hearing may include the complainant, the respondent, witness, legal counsel for the parties concerned, if availed of, and security personnel when deemed appropriate.
5. The direct evidence for the complainant and the respondent shall consist of the submitted testimonies, sworn statements and other supporting documents, without prejudice to the presentation of additional relevant evidence deemed necessary but was unavailable at the time of the filing of the pleadings. All information and evidence offered or received at the hearing shall be fully disclosed to the individual(s) or group charged.
6. The hearing shall be closed to the public. The hearing shall be informal. The disciplinary process is an administrative and not a criminal proceeding, therefore, there is no need to define prohibited conduct or the hearing procedures with the specificity required in criminal law. The hearing shall be conducted only for purposes of ascertaining the truth and may not necessarily adhere to technical rules applicable in judicial proceedings. The chair shall provide reasonable opportunities for witnesses to be heard. The complainant or respondent may elect to have an attorney present at his own expense.
7. The failure of a respondent or representative to appear shall not be taken as an admission of guilt. The Student Discipline Committee may proceed in the absence of any party who has received due notice of the hearing.
8. A majority of the Student Discipline Committee members shall decide on the penalty to be recommended. The decision rendered shall be in writing, stating the grounds for which the disciplinary penalty is recommended.
9. The recommendation of the Student Discipline Committee shall be submitted to the Board of Student Discipline in writing within five (5) working days after it was decided and copies shall be provided to all the parties concerned.
10. Immediately after receipt of the recommendation of the Student Discipline Committee, the Board of Student Discipline shall convene

and render a decision within five (5) working days from the start of the review.

11. Any party in the case may file a motion for reconsideration with the Board of Student Discipline, stating the grounds for the motion, within ten (10) working days upon receipt of the decision of the Student Discipline Committee; otherwise the recommendation of Student Discipline Committee, subject to the modification of the Board of Student Discipline, shall be deemed final and executory.
12. If the motion for reconsideration is denied by the Board of Student Discipline and except when the penalty is dismissal or expulsion, its decision shall be final and executory.
13. The written decision of the Board of Student Discipline shall be forwarded to the University President not later than three (3) working days after the date when the decision was rendered. The Board of Regents and all parties concerned shall be provided a copy of the decision.
14. If the penalty is dismissal or expulsion, the concerned party may appeal to the University President or the Board of Regents within ten (10) working days from receipt of the denial of the motion for reconsideration.
15. The Board of Regents, or the University President as authorized by the BOR, shall issue the Order of Execution of its decision on the case.

Summary Proceedings

Summary proceeding is an alternative form of legal proceedings for cases that require prompt action without the need for formal hearing. Summary proceedings are applicable in any of the following cases:

1. When the respondent freely admits his guilt in writing;
2. When the offender is caught in the act by any person in authority or his agents;
3. When the evidence of guilt is strong, and
4. When the respondent is a habitual offender, that is, he has been punished for at least three (3) times for the same or different offenses.

Cases for summary proceedings should be brought to the Committee on Student Discipline for decision. Any recommendation rendered as a result of summary proceedings shall be in writing stating the grounds for which the disciplinary penalty is recommended and submitted to the Board of Student Discipline for approval. The action of the Board on the recommendation of the Committee shall be communicated in writing within five (5) working days to the respondent and forwarded to the University President.

The respondent may file a motion for reconsideration with the Board of Student Discipline stating the grounds for the motion within ten (10) working days upon receipt of the decision, otherwise and except when the penalty is dismissal or expulsion, the decision of Board of Student Discipline shall become final and executory.

If the motion for reconsideration is denied by the Board, the respondent may appeal to the University President within ten (10) working days from receipt of the denial of the motion for reconsideration.

The Board of Regents, or the University President as authorized by the BOR, shall issue the Order of Execution of the decision.

H. Student Grievance Intervention

Scope and Limitation

A student may seek to resolve any grievance if he/she believes that a member of the University community has offended and/or violated his or her rights. This person filing the grievance must be the alleged victim of unfair treatment; a grievance cannot be filed on behalf of another person.

The Director for Student Welfare (DSW) serves as the receiver and facilitator of complaints and grievances from students. He/she has neither recommendatory nor disciplinary authority, but undertakes follow-ups on complaints and grievances referred to it. The office screens and studies the complaints and determines whether they are valid or not before they are forwarded to the office concerned for appropriate actions. If there is a possibility of mediation, the office may make representations with the office concerned in order to settle amicably the complainant or grievance.

If the complaint is directed against the DSW the student may directly report to the Dean of Student Affairs and Services who shall then take the appropriate action.

A. Informal Resolution

Prior to invoking the formal procedures in resolving a grievance, the student is strongly encouraged, but is not required, to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student becomes aware of the act or condition that is the basis of the grievance.

The student may express his/her grievance in writing addressed directly to the person alleged to have caused the grievance. The person alleged to have caused the grievance must respond to the student promptly either through a dialogue or through a written response.

B. Formal Procedure for Complaint Processing

A complaint is brought before the DSW either by the Student Government office of the student alleging misconduct or infraction, abuse of authority, poor instruction or service, or any valid cause for complaint against a fellow student, a member of the faculty, a staff, or the administration and in cases when a student's grievance was not satisfied nor fairly responded by an informal resolution.

- 1.The DSW studies the validity of the complaint.
- 2.If the complaint is valid, the DSW shall make representations with the office concerned and endorse the complaint to the said office for appropriate action.
- 3.Once the complaint is brought to the proper office, the DSW makes a series of follow-ups to ensure that the action is done.
- 4.If no action is taken by the office concerned, the DSW may bring up the matter to the higher office, this time, with an added complaint of inaction by the office concerned.
- 5.If the same inaction is present in said higher office, the DSW brings up the matter to even higher offices with added complaints of inaction until the same reaches the University President.

PART IV

STUDENT AFFAIRS AND SERVICES

VISION

The Office of the Student Affairs and Services (OSAS) will be known for its transparency and professionalism in providing quality programs and services conducive to the establishment of a student-centered campus environment that recognizes and respects the uniqueness of each individual student and promotes the acquisition of positive values of integrity, high ethical standards and an appreciation of life-long learning experiences.

MISSION

The Office of Student Affairs and Services (OSAS) of Bulacan State University shall provide a full range of programs and services that assist students in identifying, clarifying and achieving their personal, educational, and career goals.

GOALS

The following goals form the core of responsibilities of the Office of the Student Affairs and Services (OSAS) and all its functional offices:

- Promote the vision and mission of the University.
- Deliver services that reflect commitment to quality and excellence.
- Serve as student advocates.
- Develop and cultivate active and productive relationships with faculty and other members of the academic community to further enhance the scope and depth of the student experience.

- Enhance the visibility of the offices in student affairs and services on the campus and in the community.
- Advance a value of teamwork, cooperation, and collaboration within and among the offices in the student affairs and services.
- Assess services in a tangible manner.

OBJECTIVES

The OSAS aims to:

1. Promote access to quality, relevant and effective student affairs and services
2. Implement Student Welfare Program and Institutional Student Programs and services needed to ensure students' holistic well-being;
3. Prepare and support Student Development Programs and Services for the exploration and enhancement of students' full potentials for maximum involvement in nation building;
4. Produce citizens imbued with social responsibility and accountability who can provide leadership for the good of the country and humanity.

THE OFFICE OF THE DEAN FOR STUDENT AFFAIRS AND SERVICES

This Office of Student Affairs and Services provides services and programs in the University that are concerned with academic support experiences of students to attain holistic student development. The Office has a multifunctional works, including, but not limited to: Student Services; Student Welfare; Student Development; Student Discipline; and Student Government affairs.

1. STUDENT SERVICES

This office of Student Services serves as the working arm of the Office of the Student Affairs and Services (OSAS) in implementing efficient and effective services through the different units provided by the university. The functions of the Director for Student Services include planning, organizing, monitoring and evaluating the performance of units in collaboration with the student services units. Additionally, the office provides assistance to the office of the Student Affairs and Services that may be deemed necessary for the delivery of quality services to the students.

Duties and Functions of the Office of the Student Services:

1. Assist the Dean of Student Affairs and Services (SAS) in planning, preparation, and implementation of student services programs and activities;
2. Design programs that provide quality basic services that will ensure the basic needs of the students;
3. Direct, monitor and evaluate regularly the services and programs of the Admissions and Orientation office, Student Scholarship and Financial Assistance Office and Students' Socio-community Involvement Office;
4. Formulate policy on Student Services in collaboration with the student services heads for better up-keeping of student services program.
5. Attend to the daily concerns and issues of the different heads of the student services units.
6. Coordinate to all academic heads the other needs of students which are relevant to student services unit.
7. Conduct regular area meeting with student services units.
8. Oversee the integration of various programs of student services units that will enrich the academic and community life of all students;
9. Exercise general supervision over the various Student Services units and oversee the implementation of Student Services programs;
10. Evaluate all phases of Student Services' programs, and submit reports on these programs to the Dean of SAS;
11. Report directly to the Dean of SAS all concerns that require immediate attention.
12. Hold co-chairmanship to various committees that are related to student services; and
13. Perform other related functions as may be directed by the Office of the Student Affairs and Services.

A. ADMISSIONS AND ORIENTATION

As the gateway to the University, the Admissions and Orientation Office sees to it that thousands of applicants who wish to study in BulSU are properly screened and qualified for admission, enrolled in courses which match their academic performance and potential. The BulSU Admission Test (BSUAT) ensures that qualifiers meet the stringent admission standards of the University.

The office also prepares program for the orientation of the freshmen students of the university prior to the opening of classes on the first semester of every year. Re-orientation to old students are also provided by the office during the first semester.

Objectives of the Office:

In support of fair admissions, the Admissions and Orientation Office strives to:

1. Ensure that admissions decisions are based on an applicant's achievements and potential;
2. Implement fair admissions processes both centrally and across the college to ensure equality of educational opportunity regardless of the social background of applicants and conform to the applicants with special needs as provided in R.A. 7277;
3. Promote admissions processes that enable fair and equitable treatment of each individual applicant without either direct or indirect discrimination;
4. Guarantee that admissions decisions are consistent and that each stage of the admissions process is carried out with honesty and integrity by appropriate staff with relevant and up-to-date knowledge and expertise;
5. Create parity of esteem between and among applicants and fully recognize a wide range of international, access-based, and vocationally-related qualifications, and other indicators of potential operation of the admissions process, and
6. Make explicit criteria by which admission decisions are made.

Functions of the Office:

1. Prepare plan of activities and accomplishment report annually.
2. Implement an approved university policy on admissions for student applicants with consideration/reasonable accommodation for those applicants and/or persons with disabilities as stipulated in R.A. 7277.
3. Disseminate widely the policy/guidelines of the university on student admissions to properly inform the student applicants or stakeholders.
4. Maintain updated records of student applicants every academic year to utilize for specific purpose.
5. Provide information to student applicants pertinent to basic fees collected on enrolment like tuition and other fees.
6. Review all the students' applications and refer the students to financial services personnel if required.
7. Study, innovate, propose recruitment and admissions scheme periodically to improve admission services.
8. Plan and implement a regular comprehensive orientation program for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities.
9. Perform other duties and responsibilities as may be deemed necessary in his/her position as Head of Admissions and Orientation Services.

B. SCHOLARSHIPS AND FINANCIAL ASSISTANCE

The Office of Scholarship and Financial Assistance is the primary venue of the university to help undergraduate students reach the goal of graduation by providing scholarships, grants and financial assistance services to intellectually

qualified, under privileged, indigent but deserving students. The office classifies the difference between scholarships, grants and financial assistance such as:

Scholarships are awarded based on specific criteria for students. They should qualify on a stringent process required by the grantee. It is necessary that the awardees should maintain and manifest consistent excellent academic standing to uphold to the scholarship. It usually reflects the values, goals and purposes of the grantee.

Grants are usually conditional upon certain qualifications as to the purpose, upholding of specified standards, or a proportional contribution by the grantee or other grantor(s). A grant or payment made to support a student's education, awarded on the basis of academic or other achievement such as sports, cultural inclination and arts.

Financial Assistance or Financial Aids are given by a company or an organization for the purchase of its shares or those of its holding companies. It is in compliance with the company's corporate social responsibility like: **Funding of science**, the provision of financing for scientific research projects. **Welfare**, financial aid by (primarily) governmental institutions or charitable organizations to individuals in need a **Subsidy /Student financial aid** funding intended to help students pay educational expenses.

Functions of the Office

1. Helps provide access to quality education to poor but deserving students through a continuing scholarship program.
2. Prepares and implements annual work plans for testing and screening of student-applicants for the scholarship grants and financial assistance.
3. Coordinates with public/ agencies, private entities and individuals and non-governmental association (NGO's) for additional scholarship/ financial assistance opportunities for the students.
4. Develops, in coordination with the donors, the criteria and procedures for the selection of scholars and grantees for the various grants and scholarship slots;
5. Coordinates with the Office of Admissions and the Guidance and Counseling Services Center in the screening and selection of scholars and student-grantees in the various academic programs and courses;
6. Publishes information on various scholarship grants and financial assistance available for the students;
7. Coordinates with the accounting office in providing control mechanism over the inflow and outflow of financial assistance for students;
8. Keeps an up-to-date list of scholars and grantees and regularly checks on their academic performance to ensure that assistance is given to appropriate recipients.

Services Offered:

The office issue renewal forms to student grantees provided they are still qualified and have maintained their grades during the period of their scholarship.

The students may apply on any type of scholarships and grants provided they qualify and pass the examination in any given semester. The following are types of scholarships, grants and financial aids categorized based on their specified requirements.

I. Institutional Scholarship

This type of scholarship is either full (100%) or partial (50%) tuition fee discount for one semester. This may be availed of by qualified freshmen students who graduated from high school as valedictorians or salutatorians as well as by those students who, during their stay in the University, have demonstrated good academic performance subject to the following conditions:

1. ***Valedictorians and Salutatorians*** may enjoy full and partial scholarship grants respectively during their first semester provided that the students are:
 - a. Graduates of a recognized public or private secondary schools, and
 - b. Members of the graduating class of at least 100 students as certified by the school principal
2. ***Full Institutional Scholarship*** may be availed of by students who obtain a GPA of at least 1.50 with no grade lower than 2.0 in all of his subjects, which must be at least 15 academic units, during the preceding two semesters. This privilege is also given to the elected President of the Student Government during his incumbency.
3. ***Partial Institutional Scholarship*** may be availed of by students who obtain a GPA of at least 1.75 with no grade lower than 2.0 in all of his subjects, which must be at least 15 academic units, during the preceding two semesters. The elected Vice President of the Student Government may also avail of partial tuition fee discount during his incumbency, provided he/she does not avail the full institutional scholarship.
4. ***BulSU Employee Dependent*** – receives 100% discount on tuition fee (should not incur failing mark in any subject enrolled), are asked to submit previous semester's COG, parent's ID and birth certificate;
5. ***Talents*** – those who pass and qualify for the following talent groups of the university like; Hyper-Dynamics, Band members, *Lahing Kayumanggi, Saring Himig, Euphonistas* – depending on their adviser's recommendation, are granted 50-100% discount on their tuition fees;
6. ***Varsity*** - depending on their adviser's recommendation, are granted 50-100% discount on their tuition fees;

II. Non-Institutional Scholarship

Non-Institutional Scholarship are given by GOs, NGOs, Private Companies and other granting institutions. This may be availed through the following applications:

1. Barangay Scholarships

As provided for in the pertinent supervisions of the Local Government Code (R.A 7160), the University offers Barangay Scholarship to qualified students.

Sons and daughters of elective Barangay officials – are granted 100% discount on their tuition fee and are asked to submit certification from the DILG of the parent's post and duration and their latest COG. Children of Barangay Tanod are not included in this privilege.

2. Government Entities

- a. The ***Commission on Higher Education (CHED)*** with the following categories:
 - a.1. CHED Safe grant – P7,500 per semester per student of their choice and endorsement to the university;
 - a.2. CHED Full Merit – P15,000 per semester per student of their choice and endorsement;
 - a.3. CHED Partial/half merit – P 7,500 per semester per student of their choice and endorsement;
 - a.4. CHED Grant-in-Aid Program – P6,000 per semester per student ‘walk-in’s’ to the office, were granted thru ATM.
 - a.5. CHED OTOS – P15,000, now on their last batch
- b. The ***Department of Science and Technology (DOST)*** – which grants P9,000 per student and book allowances every semester;
- c. The ***Government Service Insurance System (GSIS)*** – which provides full school fees and allowances to their selected scholars who are taken from a raffle draw of government workers’ application;
- d. The ***Overseas Workers Welfare Administration (OWWA)*** – grants full school fees to their grantees who are sons/daughters of OFWs who are earning \$400 and lower based on their database;
- e. The ***Philippine Veterans Affairs Office (PVAO)*** – grants full school fees to their selected members’ son/daughter;
- f. The ***Armed Forces of the Philippines (AFP)*** – grants full school fees to their workforce’ children enrolled in our university;

3. The House of Representatives Financial Assistance Program.

These financial assistance are given by:

- a. ***Congressmen/women.*** Normally, the beneficiary of this assistance belong to the same congressional district;
- b. ***Party List Representatives.*** The beneficiary of this assistance is not limited to congressional districts, however the benefactor may require certain qualification as needed.

The amount will vary depending on the grantees fund allocation to the university through GAA. With all these scholarship applications

or renewals or processing, we see to it that a student would not submit a grade of failed in any subject or as what the benefactor prescription.

4.Expanded Students Grant-In-Aid Program for Poverty Alleviation (ESGP-PA).

In this joint memorandum circular from CHED, DBM, DSWD, DOLE and SUCs we are allotted 356 slots from DSWD listings of the Pantawid Pamilyang Pilipino Program (4P's) beneficiaries who are allotted full tuition/school fees (allotment is P10,000 per student per semester, excess thereof is advised to be utilized for learning support to these students as well as their summer classes and related academic expenses), P2,500 book allowance every semester, P3,500 monthly allowance for 10 months. With this program, the university gets P21M in the GAA. There is an add-on 3% for administrative costing and there is liberty in its utilization for equipment and related office materials as well as Project Management Office (PMO) and Project technical staff. To date, we have not exhausted this fund even from its first year of implementation (2014), the balance runs to an approximate of P2M.

When a student grantee incurs failure in more than 2 subjects, despite tutorials and intervention programs, the student's scholarship will be differed and the matter shall be reported to DSWD for replacement

5.Local Government Units

These financial assistance are given by Local Government officials through their education programs. The amount varies depending on the LGU's prescription. Interested students shall apply directly their Local Executives office.

6.Private Scholarships

Private scholarships grants are financial assistance from private individuals, institutions and organizations administered by the University and offered to poor but deserving students to cover full or partial tuition and other miscellaneous fees.

Except in cases where the benefactors have their own set of criteria for the selection of their grantees, financially disadvantaged students may avail of this scholarship grants, provided they obtain a GPA of at least 2.0 in not less than 15 academic units and with no grade of 3.0 in any subject during the preceding semester. List of Individual and Group Benefactors are available at the SFA office.

Application Procedure:

- 1. Eligibility Criteria:**
 - a. Be currently admitted to Bulacan State University
 - b. Submit all admission documents
 - c. Latest Certification of Grades / Form 138
 - d. Indigent Certificate from Barangay
 - e. Proof of billing
 - f. Certificate of Good Moral Character
- 2. Two types of test to the applicant:**
 - a. Essay Type (essence of scholarship)
The essay form of test is to be scored 20 points maximum, validating such with his/her answering questions.
 - b. Objective Type (multiple choice academic related questions)
The objective type of test is converted into quartile, for a maximum of 20 points each:
 - Personality** - the way with which the applicant carries himself/herself including the confidence and smartness in answering interview questions is to be scored 20 points maximum;
 - Values** - such as humility, sincerity, truthfulness as well as nationalism are discerned and to be scored 20 points maximum;
 - Reasoning** - ability is also checked in some tricky questions such "What do you intend to do if you're given scholarship?" This is also scored 20 points maximum, and
 - Economic condition** - The applicants is rated 20 points maximum as deemed really in need and in consideration of electric bill, number of siblings, home ownership, parent's occupation among other things.
- 3.** The office shall check the tests and call the applicant for interview to validate what he/she has written on the forms.
- 4.** Grades check: as much as possible not lower than 80% to be considered for endorsement.
- 5.** When all criteria are satisfied, applicants will be endorsed to prospective benefactor(s).
- 6.** If the benefactor approves (after setting own screening criteria), MOA or MOU is worked out together with the listing of approved grantees. These documents will be forwarded to the accounting office.
- 7.** The grantee will be asked to go to the office window to affix the scholarship category info and the amount of grant in his/her COR. He/she then will be advised to go to the accounting office.

III. Student Assistantship (S.A.)

The University provides opportunities to students who have the time and skills to work as student assistants in various offices and earn wages at student rate. Interested students may file their application letter for student assistantship

to the Office of Scholarships and Financial Assistance. To qualify for student assistantship, applicant must:

- a.) Have no failing grade or incomplete mark in the previous semester.
- b.) Pass the pre-hiring screening requirements of the office requesting the services of student assistant.
- c.) Submit duly signed parental consent.

C. STUDENT SOCIO-COMMUNITY INVOLVEMENT

The Office the Socio- Community Involvement shall have a head of the office. Its primary function is to create and promote programs that offer opportunities designed to develop the social awareness, personal internalization and meaningful contribution of the students to nation building.

Objectives:

1. To ensure opportunities for meaningful socio-civic involvement of the students which will include among others volunteerism, environment protection etc.;
2. To ensure that the students are insured during their field work days;
3. To develop awareness of Philippine socio-economic situation by confronting basic community problems;
4. To instill among the BulSU community members especially to the students and people in the outside community a strong desire to improve and maintain sanitary environmental conditions;
5. To help promote national campaign towards self-sufficiency in the basic necessities of life;
6. To assist the City of Malolos in the cleaning and greening campaign; and
7. To promote a smoke-free and drug-free environment within the Province.

Duties and Functions of the Office:

1. Develops programs for the promotion of volunteerism attitude or values and environment protection by coordinating to other units of the university, other government agencies, and non-government agencies. These maybe BulSU SEEK, SAVE ME Movement, GreenPeace Philippines, Earth Island Institute, and DENR.
2. Establishes a standard procedure that shall monitor and assure security and safety of the students conducting community immersion related activities like extension services, community survey, relief operations, NSTP community services and other similar activities inside and outside of the university campus that may be a requirement in their academics and non-academics involvement.
3. Implements a program for the education of students on the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and

rehabilitation of students for drug dependence. This is in compliance with the Republic Act 9165 or Comprehensive Dangerous Drugs Act of 2002. The program shall be conducted in coordination and support from other government agencies like PDEA, PNP, NBI, DOH, DILG and other anti-drug task force.

4. Develops campaign materials for the dissemination of information on dangerous drugs to the students, the faculty, the parents, and the community.
5. Gives recognition to the outstanding contribution of student-volunteer/s annually.
6. Prepares reports periodically like annual program of activities report, accomplishment report, office performance report and other necessary reports.
7. Coordinates with other SAS units and other academic units all programs and activities that collaboration and cooperation may be necessary.
8. Develops programs and activities that shall support students with special needs and disabilities to enhance their social and moral disposition.
9. Attends to programs, meetings, conference, summit related to environment protection, volunteerism, anti-drug abuse and other inter-agency activities.
10. Establishes linkages and networking to build good socio-community relations in the university and other communities it serves for better coordination, facilitation and monitoring of programs of the office.
11. Perform other duties and responsibilities as may be deemed necessary in his/her position.

Services offered:

1. Hold an annual university-wide Anti-Drug Abuse Campaign to all students.
2. Facilitate regular random drug testing among students which is in coordination with the PDEA and make a resolution from the results of the test conducted.
3. Hold programs/activities for the development of initiative or positive values of the students toward volunteerism and environment protection.
4. Give regular orientation on safety and security to the students involved in the immersion programs, extension programs, community outreach programs and other socio-community activities.
5. Make an advocacy movement involving students on anti-drug abuse, environment protection, and volunteerism.
6. Monitor regularly the status of safety of students engaged in immersion programs, extension programs, community outreach programs and other socio-community activities conducted inside the university or the community at large.
7. Recognize student efforts in promoting and participating in environment protection programs in the community.
8. Distribute campaign materials on dangerous drugs to the students, the faculty, the parents, and the community

D. Students with Special Needs and Persons with Disabilities (PWDs)

The university recognizes rights and privileges of the students with special needs and persons with disabilities. Disabled persons are part of the Philippine society, thus the learning institution like Bulacan State University gives full support to the improvement of the total well-being of students with special needs (SWSN) and persons with disabilities (PWDs) and their integration into the mainstream of society.

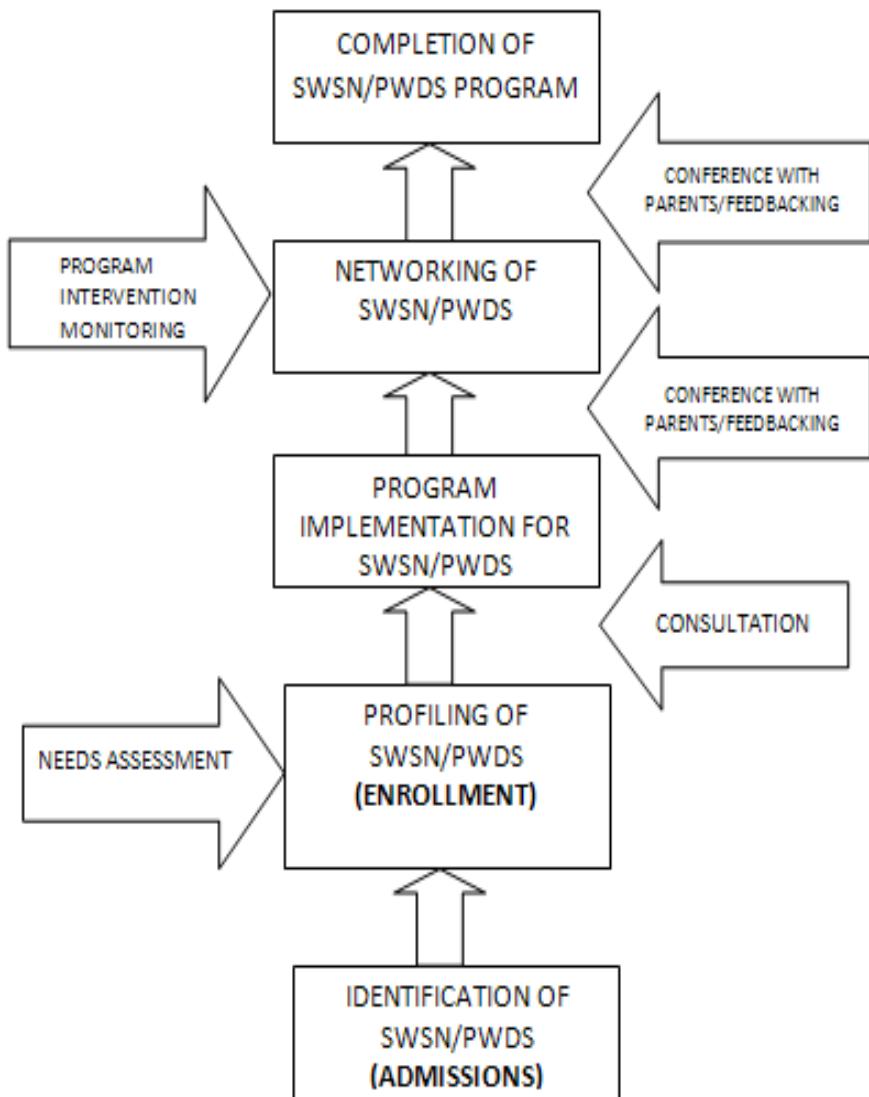
To assure that the welfare of SWSN and PWDs are taken care of, the university has created a committee composing of;

1. Director of Student Services - Chair
2. Head of Medical Services - Member
3. Head of Guidance and Counselling Services - Member
4. Head of Building and Grounds Management Office - Member
5. Head of Project Management Office- Member

The Committee on Students with Special Needs and Persons with Disabilities has the following functions and duties:

1. Adopt policies ensuring the rehabilitation, self-development and self-reliance of students with special needs and persons with disabilities.
2. Conduct regular consultation and conference with SWSN and PWDs together with their professors, parents or guardian/s, person assistant/s and other concerned professionals to determine the extent of academic accommodation the university can provide for them, whenever necessary.
3. Provide counseling service or testing referrals to SWSN and PWDs to understand their psycho-social adaptability level.
4. Develop their skills and potentials by providing program like life skills training on conflict management to enable them to compete favorably for available opportunity in the university.
5. Establish database records of accommodated SWSN and PWDs for the submission of report to CHEDRO.

PROGRAM IMPLEMENTATION PROCESS



II. STUDENT WELFARE

The Office of Student Welfare Services pertain to the provision of basic services and programs that guarantee relevant, efficient and effective support and assistance to the well-being of all students. Under the aegis of the Office of the Student Affairs and Services (OSAS), the Office of the Student Welfare (OSW) is responsible for the enrichment of the various programs on guidance and counseling, career development and student internship, scholarship and financial assistance, and student housing integral to the academic and community life of all students.

The OSW is overseen by a director whose main function is to deliver quality services to all students through: (1) planning and implementation of requisite policies on student welfare programs and activities; (2) monitoring and evaluating the performance of specialized offices within the cluster of OSW; and (3) collaborating with the heads of these specialized offices.

Duties and Functions of the Office of the Student Welfare:

1. Assist the Dean of Student Affairs and Services (SAS) in the planning, preparation, and implementation of student welfare program and activities.
2. Design programs that provide quality basic services that will ensure the well-being of students.
3. Direct, monitor and evaluate regularly the services and programs of the Guidance and Counselling Services, Career Development and Internship Services and Placement and Public Employment Office.
4. Formulate policy on Student Welfare in collaboration with the student welfare heads for better up-keeping of student welfare program.
5. Attend to the daily concerns and issues of the different heads of the student welfare units.
6. Coordinate to all academic heads the other needs of students which are relevant to student welfare.
7. Conduct regular meeting with student welfare units.
8. Oversee the integration of various programs of student welfare units that will enrich the academic and community life of all students.
9. Report directly to the dean of SAS all concerns that requires immediate action.
10. Hold co-chairmanship to various committees that are related to student welfare.
11. Perform other related functions as may be directed by the Office of the Student Affairs and Services.

A. GUIDANCE AND COUNSELING SERVICES

The BulSU Guidance and Counseling Services (GCS) as an integral part of its educational system, opens its avenues through services for individuals, families or groups who are referred and/ or voluntarily seeking for Guidance and Counseling and all other programs it is catering. To function effectively in his/her environment, each individual must be able to make intelligent decisions and to make adjustments to the different aspects of his personal life in particular, and his community in general. These abilities, however, are not innate rather they have to be developed gradually through the passage of time. Because this is a fact, education, then, provides numerous opportunities and learning experiences for the students' development of such abilities.

Hence, the Guidance and Counseling Services Center (GCS) of the University, stands to be--one of the most important sources of such opportunities and experiences. This office recognizes each individual's democratic right to make choices of his/her own, although, it also do so. This aims to consistently adhere to its main purpose of assisting individuals in his/her decision making in such a way, as to promote the gradual development of the ability in making the right choices in life independently, without being unduly influenced by others. Its principle adheres on integrating the student's knowledge of himself, his strengths and weaknesses, aptitudes, talents and interests and potentials of him and of others --for further enhancement of their roles both in his personal life, and his environments wherein he/she interacts.

Thus, GCS helps bring into focus the needs and problems of students, anticipates and uses this information to the development of curriculum in the formulation of school policies and regulations in its academic contribution and mandate.

Functions of the Office:

This office provides the following set of services: Guidance service by using an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potentials to the fullest; Counseling through individual and/or group intervention designated to facilitate positive change in student behavior, feelings, and attitudes. Appraisal by gathering information about students through the use of psychological tests and/ or projective technique; Follow-up through systematic monitoring to determine the effectiveness of guidance activities; and Referral with multi-disciplinary team of specialists to ensure that special needs of students are met.

Services Offered:

- 1. Individual Inventory Services** - The Guidance Center utilizes personal, psychological and social data given to students, and guides the University administration in developing related student programs and services. The significant facts about the students such as family background, academic

achievement, curricular and co-curricular activities, test results and other pertinent information are enumerated in the student cumulative record.

2. Information Services - The Guidance Center aims to provide students with a greater knowledge of educational, vocational and personal – social opportunities so they can make intelligent choices and decisions in an increasingly complex society. Materials about school programs and bulletins, personal-social journals and brochures, job bulletins and pamphlets and other related publications are available in the Guidance Center. University rules and regulations, roles and functions of teaching and non-teaching personnel. Symposia and seminar-workshops on topics related to personal-social concerns of the students are either conducted or sponsored by the Guidance Center. The Center guides students toward career awareness and educational identity through psychological testing and career counseling, dissemination of career information and job offerings. This procedure helps provide different outlets for personal characteristics and individual needs.

3. Counseling Service - The Counseling service is provided to assist the student in exploring his feelings, values, perceptions, interpersonal relationships, fears and life choices. In so doing, he will be able to understand himself better to become a self – directed individual.

4. Testing Service - Testing is an appraisal service given to obtain a measure of the student's ability, achievement and other characteristics. These data are used to predict future performance, diagnose student problems and learning difficulties and evaluate instructional methods and programs. Strengths and weaknesses in the areas of personality, aptitudes, interests, motivation and job skills are assessed through the use of standardized tests. The test results are interpreted to the students for self-awareness, growth and development. The Guidance Center also administers standardized tests to the qualifiers for:

1. Clerical and Teaching positions.
2. Sponsored scholarships.
3. Graduate School Admission Test
4. Mental Ability Test (MAT) for College freshmen
5. College Adjustment Scale (CAS) for 2nd year students
6. OMNI Personality Inventory for 3rd year students

5. Referral Service - Referral is the act of transferring an individual to another person or agency either within or outside the school. It is made for the purpose of specialized assistance. Some areas of concern which necessitate referrals are those related to the following:

1. Emotionally disturbed
2. Physically handicapped
3. Financially needy
4. Educationally misplaced
5. Cases or situations detrimental to a peaceful & happy family life.

6. Research and Follow-Up - Follow-up is conducted towards determining if the individual is adequately developing in his placement and if the opportunities presented are appropriate for him. Probationary students and those with low grades are followed up individually. They are assisted in

identifying the causes of their poor academic performance. This service essentially helps them develop attitudes and necessary skills to be able to cope with their academic load.

B. CAREER DEVELOPMENT AND STUDENT INTERNSHIP SERVICES

The goal of current restructuring and reform initiatives of Bulacan State University is to prepare students with these important prerequisites. Thus, the Career Development & Student Internship (**CarDSI**) Office based on CMO 09, s2013 of the Enhanced Policies and Guidelines on Student Affairs and Services, Article VII Student Welfare which mandates that basic services such as the Career and Job Placement is necessary for the well-being of students. Since, the University has its own Placement and Public Employment Service Office (PPESO) which handles the job placement of graduating students and job seekers, the CarDSI office will facilitate the professional and personal aspirations of students for internship in the Philippines, career planning and decision-making, and admission to the graduate school.

The CarDSI works with Student Internship Program (SIP) coordinators and staff to provide an array of career-related services based on the shared goal of student success. This collaboration supports the student transition from campus to workplace. The office believes that a strong partnership between faculty/staff and the CarDSI can combine the strengths and resources for the benefit of the students.

Functions of the Office:

1. Support students to make informed choices about future work or study and understand the general skills and self-management capacity they will need to achieve this.
2. Provides career counselling to prospective graduates in preparation for their internship and/or entry into a career or employment.
3. Facilitates students in their transition to the world of employment through organizing career guidance programs and career orientation activities that address the needs of students at key stages/phases of their career decision-making process.
4. Keeps pace with technology and integrate it effectively into career development services.
5. Maintains a centralized data banking of intern students' information, profile, and affiliation.
6. Builds a relationship not just across the school organization but with employers, industry, vocational education and training institutions, universities, parents and the local community to make the career service as relevant as possible to students and their community.

7. Establishes formal linkages with the employment sector to secure access for internship programs and other related career development programs.
8. Supervises and coordinates with student internship coordinators from the respective colleges/ campus for the effective and efficient implementation and evaluation of programs.
9. Provides informative materials in accessible formats on career opportunities and skills enhancement.
10. Provide standards and guidelines for conducting internship such as memorandum of agreement, training contract, evaluation system, and other documents.
11. Collaborates with Student Internship Program (SIP) Coordinators in selecting Host Training Establishment (HTE)
12. Monitors SIP Coordinators implementation of all phases of the training.

Services Offered:

1. Responsible for briefing the student-interns who intend to undergo practicum exposure.
2. To provide the student-interns basic orientation on work ethics, behavior, and discipline to ensure smooth transition and cooperation.
3. To recommend only qualified student-interns in the internship program.
4. To voluntarily withdraw a student-intern, who is found to misbehave and/or act in defiance to existing standard, rules, and regulations and shall implement necessary university sanction/s to the student-intern as provided in this student handbook.

Operating Procedures of Office:

Every College has a different schedule for internship of their students. In some colleges, internship can be as early as summer before their third year. Orientation is held to inform enrolled students of the internship requirements and the placement process procedure.

Following this meeting, students complete the Student-Intern Information Sheet and all requested information listed on form. The student will be furnished with a list of Host Training Establishment (HTE). The student is asked to list three potential internship sites from the list and if it is not on the list, the student should inform the SIP Coordinator to determine the agency/company/institution's acceptability and if it is willing to accept an Intern in order to make necessary arrangement for partnership.

The student contacts each of the identified and approved agencies and checks to see if the agency is willing to accept an Intern. If the agency is willing, the student makes an interview appointment. When the SIP Coordinator and student have made the final agency selection, necessary documents are prepared and signed by the student, the agency representative, the SIP coordinator and the student's parent. Then and only then is the intern site placement process officially complete.

Students who fail to submit to the above mentioned process will automatically be de-registered from their internship course.

Each College/ Campus have their peculiarities and so, some requirements of interns will differ. (refer to Internship Manual by college).

The student/intern should know the following practices.

1. Contact site supervisor a few days before student/intern begins
2. Notify SIP Coordinators at the start of the internship you start your hours
3. Attend host site orientation (as required)
4. Maintain analytical field learning journal
5. Maintain regular contact with SIP coordinator
6. Attend campus meetings/seminars/activities (if required)
7. Arrange for SIP Coordinator to visit site
8. Have an exit strategy: bring your internship to a smooth conclusion: say goodbyes, give thanks, contact SIP Coordinator about the next steps

Note:

For the International Internship Program, it will be handled by the office of the Director for International Affairs in accordance with CMO No.22, s.2013.

C. PLACEMENT AND PUBLIC EMPLOYMENT SERVICES

The Placement and Public Employment Service Office or PPESO carries out full employment and equality of employment opportunities for the graduates and graduating students of the University. The office ensures the prompt, timely and efficient delivery of employment services and provision of information on the other DOLE programs. It strengthens linkages with the DOLE, LGUs, NGOs, SUC's and other industrial establishments both local and international.

Objectives of the Office:

1. Provide all the graduates and Jobseekers with adequate information on employment, job vacancies and labor market situation in the area.
2. Create and maintain a databank on man power demands of cooperating agencies and industries and employment status of graduates.
3. Network with other Public Employment Service Offices within the region for job exchange purposes.
4. Providing venue where graduates and clients could explore various employment options and seek assistance they prefer.

Functions of the Office:

1. Guarantee of right to Work and Freedom of Occupational Choice. (for jobseekers)
The employment service must be so organized to ensure effective recruitment and placement and for this purpose shall assist workers to find suitable employment and assist employers to find suitable workers.

- a. Register jobseekers and clients for employment and take note of their educational and occupational qualifications, experience and desires.
 - b. Interview and evaluate the applicants' physical and vocational capacity and assist them to obtain vocational guidance or training or retraining if necessary.
 - c. Obtain from employers precise information on job vacancies and the requirements to be met by the jobseekers whom they are seeking.
 - d. Refer to the available employment to all applicants with suitable skills and physical capacity.
2. Guidance and Assistance Concerning Recruitment Activity (for employers)
Through this service, the office can increase its credibility and enjoy the trust of employers and get sufficient job vacancies from them.
In addition, PPESO can contribute to the Phil. Economic Development by assigning and recommending proper human resources to proper position in the industry (National Manpower Policy).
 3. Construct the Database Concerning the Labor Market and Disseminate (for all stakeholders)

Services Offered:

1. Provision of Labor Market Information.

Labor Market Information constitutes any information that affects the movement of labor supply and demand.

The following are the activities that relate to the provision of LMI:

- a. Encourage employers to submit on a regular basis a list of job vacancies.
- b. Provide employment information services to job seekers both local and overseas and recruitment assistance to employers.
- c. Generate information about the labor supply and demand in various industrial levels.

2. Referral and Placement

Referral is a process of directing prescreened jobseekers to employers with vacancies and matching their qualifications, while placement is the result of successful referral. These include the following activities:

- a. Provide referral to jobseekers who match qualification requirements of vacancies posted by the employers.

Note: PESO is not allowed to conduct job placement services for work overseas; PESO's only role is to instruct them to proceed to the nearest POEA office or Licensed Private overseas recruitment agencies.

- c. Provide persons with entrepreneurship qualities access to the various livelihood and self-employment program offered by both government and non-government organization.

- d. Refer jobseekers for skills training to various training center if he/she is willing to undergo the said training.
 - e. Make follow-ups to the employers regarding the status of the referred jobseeker.
3. Employment Guidance and Counseling
- This is a process of assisting people intellectually and psychologically to make decisions about their career and act to realize it. Some of the activities are:
- a. Coordinate with Guidance Center and Career Development offices in conducting career guidance and employment counseling to graduating students of secondary, tertiary and technical/vocational schools.
 - b. Undertake employability enhancement seminars for jobseekers as well as those who would like to change career or enhance their employability.
 - c. Conduct pre-employment counseling and orientation to prospective local and overseas workers.
 - d. Identify occupationally set or not set jobseekers and provide appropriate referrals to them.
 - e. Counsel jobseekers based on the current labor market situation.
 - f. Provide employment or occupational counseling, career guidance, and mass motivation and values development activities.

Special Programs:

- 1. Jobs Fair – is an employment strategy which brings together in one venue, the employers and jobseekers for immediate matching.
- 2. For Certain Types of Jobseekers:
 - a. Special Program for Employment of Students (SPES). This program is intended to help poor but deserving students pursue their education by mean of employment during summer and Christmas vacation.
 - b. Workers Hiring for Infrastructure Project (WHIP) is a program which aims to employ constituents of LGU's where construction project of the DPWH are located.
 - c. *Tulong at Alalay sa Taong Maykapansanan* (TULAY) is a special program design for the persons with disability (PWD). The main objective of which is to assist them to integrate into the society by providing them access to training and employment opportunities.

D. The Commission on Student Elections

The Commission on Student Elections (CSE) is under the guidance and stewardship of the Office of the Student Welfare. The Commission is composed of bona fide students of Bulacan State University who are of good moral character and academic standing and are recommended by their respective college/campus deans. An appointed commissioner shall serve for a maximum of two years.

The CSE's main function is to facilitate and ensure fair, honest, orderly and clean Student Government Elections (SGE). Every year, the conduct of SGE is facilitated by CSE and concomitant to this mandate is the preparation of official documents and budget related to the conduct of the elections. The Director of the Student Welfare (DSW) shall appoint a set of faculty advisers for the Commission to directly supervise their programs and activities. The DSW and the faculty advisers of the Commission shall address all complaints and irregularities within the conduct of the elections.

E. Student Grievance

Aside from the above-mentioned duties and functions, the Office of the Student Welfare is tasked by the OSAS to facilitate and process student grievances. The Director for Student Welfare (DSW) serves as the receiver and facilitator of complaints and grievances from students. He/she has neither recommendatory nor disciplinary authority, but undertakes follow-ups on complaints and grievances referred to it. The office screens and studies the complaints and determines whether they are valid or not before they are forwarded to the office concerned for appropriate actions. If there is a possibility of mediation, the office may make representations with the office concerned in order to settle amicably the complainant or grievance. If the complaint is directed against the DSW the student may directly report to the Dean of Student Affairs and Services who shall then take the appropriate action.

F. Student Insurance Claim

All students enrolled in Bulacan State University pay a student accident insurance fee as part of the miscellaneous fees. Students are covered twenty-four hours a day, seven days a week, and anywhere in the world. Students, or their parent/s or guardians, can claim for reimbursement of accident-related medical and other expenses covered by the insurance policy. It is highly recommended that all pertinent documents should be secured and completed by the claimant in order to expedite the claim process.

Procedures in Claiming Reimbursement

The student or his/her representative (parent/s or guardian) must secure and accomplish a checklist form provided by the Office of the Student Welfare (OSW) for a personal accident claim.

The required documents are the following:

- (a) Insurance Policy (available and provided by OSW);
- (b) Official Receipt of Premium Payment (available and provided by OSW);
- (c) Endorsements/Attachments (if any); and
- (d) Police Report/Accident Investigation Report.

The following documents are also required for:

1. Bodily Injury Claims:

- Medical Certificate;
- Statement of Account/Bills issued by the Hospital;
- Official Receipts of Medicines and Hospital Bills; and
- Medical prescriptions.

2. Death Claims:

- Death Certificate;
- Funeral/Burial Receipts; and
- Medical Certificate (if hospitalized)

Students or his/her representative will be informed by OSW once the claim is approved and when the reimbursement is ready for pick-up.

III. STUDENT DEVELOPMENT

This office of Student Development (OSD) serves as the working arm of the Office of the Student Affairs and Services (OSAS) in implementing efficient and effective services on student organizations, arts and culture, sports development and publications and information through the different units provided by the university. The functions of the director for student development include planning, organizing, monitoring and evaluating the performance of units in collaboration with the student development unit heads.

Objectives:

- a. To create an atmosphere that will help students to develop their leadership skills and social responsibility.
- b. To provide opportunities that will allow students to express and explore their potentials toward cultural promotion and art appreciation.
- c. To develop programs and activities that will cater to physical fitness and wellness of students.
- d. To take a lead in developing responsible and ethical campus journalism.

Duties and Functions of the Office of Student Development:

1. Assist the Dean Office of the Student Affairs and Services (OSAS) in the planning, preparation and implementation of student development programs and activities;
2. Design programs that provide quality basic services that will ensure the development of students;
3. Direct, monitor, and evaluate regularly the services and programs of the Office of Student Organizations and Activities, Office of the Student Publications and Information and Cultural and Arts Affairs and Office;
4. Implement policies on student development in collaboration with the its unit heads for better up-keeping of student development program;
5. Attend to the daily concerns and issues of the different heads of the student development units;
6. Coordinate to all academic heads the other needs of students which are relevant to student development;
7. Conduct regular meetings with Student development units;
8. Oversee the integration of various programs of student development units that will enrich the academic and community life of all students;
9. Report directly to the dean of SAS all concerns that requires immediate action;
10. Hold co-chairmanship to various committees that are related to student development, and
11. Perform other related functions as may be directed by the Office of the Student Affairs and Services.

Services Offered:

1. Offers programs for the development of students' potentials in areas involving organizations and activities, publications and information, cultural affairs and performing arts, and sports, and recognizing students' contribution to the University (in the aforementioned areas);
2. Verifies and recommends for approval of co-curricular and extra-curricular activities of the students within and off-campus;
3. Examines essential documents in sending students outside the University for their Official Representation;
4. Provides assistance to the OSAS in terms of sending students (leaders, athletes, artists or journalists) in the international exchange programs and competitions to better promote the university in particular and the country in general;
5. Facilitates various invitations from different organizations and awards giving bodies, such as; Ten Outstanding Students of the Philippines (TOSP); Ayala Young Leaders Congress (AYLC); Gintong Kabataan Awards (GKA) and other student-recognition bodies;
6. Receives approved requests for the utilization of Valencia Hall; and
7. Assists the Dean of SAS reviewing the Student Handbook regularly and recommend revision as the needed.

Operating Procedures:

Living up to its name, the Office Student Development makes it a duty to develop the students by which the University they belong to. As such, the office has implemented a strict policy to students and/or group of students, who will be participating outside the campus premises. These activities are not just limited to contests; rather, it also includes trainings, seminars, workshops, and invited guesting.

Although the selection of the participants for a contest is dependent on the office and/or organization they are members to, it is the Office Student Development's guidelines students will have to follow:

1. Student-participants must first acquire a Compliance Checklist in order to determine the necessary requirements for the approval of their departure. This document may either be provided by the officer-in-charge of the office and/or organization, or student-participants may visit the Office of Student Development to obtain a copy.

2. The necessary blank lines will have to be given the accurate and complete information, from the name of the organization to the contact number of the President of organization itself.

3. Upon completing the data, the student-participant must obtain all the documents enlisted within the Compliance Checklist, and must be attached with the checklist itself.

4. Deliver the checklist and all the attached documents to the Student Development Office to be checked by the director. However, if all necessary documents are incomplete, approval will be postponed.

5. Upon the completion of the Compliance Checklist, deliver it to the Dean of Students Affairs for a Recommending Approval.

6. Once done, the Compliance Checklist will have to be brought to the University President for the signature of approval.

Although the Office of Student Development contains specific share of duties, services and responsibilities, it is still an umbrella term that describes the general development of the students. It is for this reason, that there are sub-offices existing to provide further and specialized services catering to a specific aspect of students' development.

A. STUDENT ORGANIZATIONS AND ACTIVITIES

Bulacan State University is providing relevant formation to students in both academic and non-academic spheres of student development. Student activities that are integrated within one's participation in student organizations foster and enhance relevant skills and talents responsive to the imminent call for nation building.

The Office of the Student Organizations and activities (OSOA) envisions molding student leadership in organized groups by designing co-curricular activities and providing opportunities for individual and collective recognition.

Objectives:

1. To educate the people and inculcate in their minds the sense of nationalism and cultural consciousness and enthusiasm through performing arts and literary arts.
2. To bring a significant message that will suffice the sociological, psychological, moral and spiritual needs of man.
3. To use and enhance the artistic skills of students, faculty members, personnel and staff in the field of arts.
4. To instill in the hearts of the students the aesthetic values of the arts through performances, visuals and literary; and
5. To provide workshop, seminar, training and other benefits to deserving members of political, cultural and religious organizations on the basis of their needs and qualifications.

Functions of the Office:

1. Initiates academic and non-academic activities that will help develop the leadership skills and potentials of students;
2. Coordinates the programs, projects and activities of the different recognized student organizations;
3. Plans, supervises and evaluates all co-curricular and extra-curricular undertakings of the students;
4. Helps promote closer relations among faculty members, administration officials, non-academic personnel, and students;
5. Initiates activities that will lead to the formulation of policies for the general welfare and interest of students;
6. Develops information system on student organizations, activities and development;
7. Evaluates and recommends student organization for accreditation and recognition, suspension of operation or disestablishment;
8. Evaluates and awards outstanding organizations, and
9. Performs other functions as may be assigned to him/her.

Services Offered:

1. Advising Support

The OSOA staff is available on an appointment basis to provide assistance to student organization leaders and University adviser on organizational, leadership and programming issues. OSOA can also assist the organization in looking for possible and available student organization advisers.

2. Leadership Skills Development

The OSOA offers a variety of workshops and programs designed to help student organization members develop better organizational and leadership skills. OSOA has the mandate to empower students by seeking and providing

opportunities for holistic leadership formation such as regional, national and international fora and competitions.

3. Data Banking of Student Organization List

The OSOA maintains a database of all current recognized University-wide and College Organizations including files and documents of their respective accomplishment and financial reports. Although information regarding these documents can be obtained by the public, it is also important to seek first the permission of OSOA and the organization concerned through a formal written request.

BulSU-OSO EXECUTIVE BOARD

The Core group's function is to help the office in planning, monitoring, executing and sourcing funds in all its activities for the whole year. Indeed, the success of the office's activities is attributed to these young people who share their talents and fresh ideas without reservation.

Services Offered by OSO-EB

1. Leadership training and other capability building activities for officers and members of student organizations;
2. Consultancy services to student organizations for their organizational development;
3. Information services about organizing student organizations;
4. Recognition and accreditation of student organization;
5. Evaluation and distribution of awards for outstanding student organizations and leaders.

Operating Procedures:

The University believes that membership to student organizations fosters valuable experiences for students that lead to significant learning and development and helps create a sense of belonging to the University. These activities and experiences complement the formal curriculum and provide wide opportunities for enhancing personal skills.

A. Policies on Student Organizations

Recognizing the value of student organizations in complementing the formal academic programs of the University, it implements the following policies on student organizations:

1. Membership to student organizations, including those affiliated with an extramural organization, should be voluntary and open to all students of the University.
2. The membership, policies, and actions of a student organization should be determined by vote of only those persons who hold bona fide membership in that organization.
3. University recognition creates an official relationship with the University and is a precondition for any student organization to operate in any of its campuses.

4. Recognition, as a privilege granted to student organizations by the University, affords them access to University campus resources and facilities in coordination with the concerned personnel.
5. Recognition of the student organizations in no way implies that the University takes responsibility for the actions and activities of the organizations.

B. Recognition Standards

Recognition standard includes:

1. The purpose of recognition must be consistent with the laws of the land and policies developed by the Office of Student Affairs and Services (OSAS)
2. The organization must maintain a membership of at least eight regular enrolled students in good standing at the University and must have at least fifteen (15) members when applying for recognition.
3. Recognition may be granted to local chapters of national or regional organizations provided that the national or regional organization does not deny membership on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.
4. Before a student organization is granted official recognition, a faculty or member a non-teaching personnel working as a full-time must agree to serve as an adviser to the organization.

C. Application for Recognition

Any group of at least fifteen (15) University students may form an organization and file application for recognition as a new student organization. Existing student organizations should file an application for renewal of recognition to the Office of Student Organizations (OSOA) within the months of August and September.

C.1. New Organization seeking for Recognition

The following are the requirements for the application for recognition of a new organization:

1. New student organization recognition application form;
2. Copy of the constitution and by-laws;
3. List of interim officers, adviser/s and members, their courses and year levels , student/employee numbers, contact numbers, addresses, e-mail addresses and signatures;
4. Written proposed activities for the entire school year including the tentative dates of implementation and a brief description of each activity;
5. Letter of invitation to faculty/personnel to serve as organization adviser signed by the organization president or his representative;

6. Signed letter from the chosen adviser/s addressed to the Head for the Office of the Student Organizations (OSO) accepting his role in the organization; and
7. Copies of voluntary membership form signed by the members (Organization with 50 and above members may ONLY submit a hard copy of membership list).

C.2. Renewal of Recognition

The following are requirements for the application for renewal of the recognition of existing student organizations:

1. Student organization recognition renewal application form;
2. Copy of the constitution and by-laws (should there be amendment/s made);
3. Updated profile of officers and adviser/s, their respective positions, courses and year levels, student/employee numbers, contact numbers, addresses, e-mail addresses and signatures;
4. Written report of accomplishment of the preceding year including audited financial statement duly signed by the treasurer, auditor, president and faculty adviser/s;
5. Written proposed activities for the next school year including the tentative dates of implementation and a brief description of the activity;
6. Letter of invitation to faculty/personnel to serve as organization adviser signed by the organization president or his representative;
7. Signed letter from the chosen adviser/s addressed to the Head for the Office of the Student Organizations (OSO) accepting his role in the organization; and
8. Copies of voluntary membership form signed by the members (Organization with 50 and above members may ONLY submit a hard copy of membership list).

D. Affiliation with Off-Campus Organization

Any group of students or organization may affiliate with an extramural or off-campus organization and apply for recognition as a local chapter, provided, that the objectives and practices of such organization do not conflict with the goals, policies and regulations of the University.

Within two (2) weeks after the filing of application for recognition, the OSOA will notify the organization of the status of its application. If the proposed organization meets all the requirements, it shall be granted recognition.

E. List of Recognized Organizations

The OSOA shall post at designated bulletin boards in the University premises and cause the publication in the University paper the updated list of student organizations granted with University recognition.

F. Balangayan Sa Unibersidad: Organizations' Week

The OSOA shall hold an annual program for a ceremonial mass awarding of the certificates of recognition for the new school year to all organizations within the month of September. The week-long events showcase all the activities of the office and its organizations.

G. Organization's Constitution and By-Laws

The provisions of the constitution of any student organization shall conform to the existing rules and regulations of the University and must include, but not limited to the following:

- a. The official name of the organization;
- b. A detailed declaration of purpose of the organization;
- c. Duties and privileges of membership;
- d. Frequency of meetings;
- e. Procedure for selection and removal of officers;
- f. The procedure for the selection and removal of adviser/s
- g. Titles of officers, their duties and authority;
- h. A provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership.
- i. The procedures for decision-making in the name of the organization (must include the determination of a quorum);
- j. A provision on amendment process
- k. The statement of affiliation with an extramural organization (if applicable).

H. Name Change

Any organization wishing to change the name under which it was originally recognized should submit a letter to the OSOA requesting that the organization be recognized under the new name. The letter should indicate whether the constitution will be altered, and should be signed by the president and the adviser/s.

I. Grounds for Denial of Recognition

The application of recognition of student organizations shall be denied on any of the following grounds:

- a. Non-compliance with the requirements enumerated in seeking for and/or renewal of recognition.
- b. Evidence showing non-compliance on the submission of documents required at the end of each school year by the OSOA.
- c. Implementing/undertaking programs projects or activities without prior approval of the University officials who are in-charged of the management and supervision of said organization.
- d. Poor or unsatisfactory performance for the past two academic years in carrying out its programs, projects and activities in accordance with the goals and objectives of its constitution and by-laws.

An appeal may be filed by the organization to the Dean of Student Affairs and Services within ten (10) days after receiving written notification from the OSOA. The written appeal must state all reasons why the student organization disagrees the decision of the OSOA Head and/or Dean of OSAS.

The Dean of OSAS may meet with organization representatives or make his/her decision based on the information submitted by the OSOA Head. Written notification of his/her decision and any sanctions shall be sent to the organization within ten (10) working days after having received the appeal.

The decision of the Dean of OSAS and OSOA Head is final. Any student organization, which do not seek or renew its recognition, shall not be allowed to operate and shall be subjected to the rule on disestablishment.

J. Loss of Recognition

Any bona fide student, faculty member or official of the University may file written, sworn complaint against any student organization for violating the policies, rules and regulations of the University. Such complaint must be filed with the OSOA including the supporting documents or affidavits. If in the view of the OSOA the complaint has merit, it shall forward the complaint within five (5) working days from the receipt thereof to the Dean for Student Affairs and Services for evaluation. If a formal hearing becomes necessary, the Board of Student Discipline shall conduct the formal hearing and resolve the complaint in accordance with procedure set forth in this Handbook.

A student organization's recognition may be withdrawn or suspended if the organization is found to have violated the policies, rules and regulations of the University.

If a student organization's recognition is withdrawn or suspended, the OSOA shall issue a notice to that effect to inform the academic community. Any suspended student organization shall cease to operate from the date the suspension has become final and executory.

After the period of suspension, the organization may re-apply for recognition subject to the requirements and procedure for a new organization. Any organization that repeatedly violates the policies and regulations of the University shall be banned from operating in the University.

K. Classification of Recognized Student Organizations

The University aims to establish an environment where student organizations thrive in a meaningful co-existence. In nurturing such environment, the University respects every student's right to association in the same breath that it promulgates just policies and procedures to protect this right from being violated and to maintain a peaceful habitat that preserves constructive meaningful interaction among students.

K.1 University-Wide Organizations

K.1.1. Fraternities

Fraternities are officially recognized by the University as part of the community of student organizations. These are organizations

primarily engaged in the promotion of camaraderie and friendship with the distinction to uphold the maxims and virtues of their code of brotherhood. The University believes that fraternities, like other student organizations play important roles in defining an individual's social character and in flourishing leadership skills among all members.

However, by principle, the University reserves the right to exercise its regulatory provisions and its legal prerogatives in accrediting fraternities and implementing a policy of recognizing a maximum number of three fraternities. Fraternities that are currently on the list of recognized organizations do not possess perpetual and indelible recognition similar to any student organization.

If a fraternity is found, by due process, to have committed an infraction against the University rules and regulations provided by the Student Handbook or if they have violated the provisions stated in Republic Act 8094 also known as the "Anti-Hazing Law", the fraternity will automatically merit disqualification from the roll of recognized organizations and consequently will face administrative and legal action.

K.1.2. Socio-Civic Organizations

Socio-Civic Organizations are student groups that actively engage in promoting the civic and social interests of their members. They operate primarily to provide service and mutual benefit to their community. Socio-Civic Organizations maintain the highest standards of public service and welfare and are classified as non-profit oriented.

K.1.3. Political Groups

These are organizations of people who share similar views about the way governance and power should be used and expressed in society. These organizations actively participate in the promotion of the highest good, in the pursuit of social, economic and cultural development and in the attainment of a just and compassionate society.

K.1.4. Lifestyle Organizations

They are group of people/students brought together by a shared advocacy that affirms adequate standards of living and promotes positive expressions of individual and collective creativity.

K.1.5. Environmental Organizations

These are organizations engaged in enforcing the protection of public health and environment through the promotion of valuable resource conservation and recovery methods.

K.1.6. Multi-Faith Groups

These are associations/organizations that actively promote among their members the value of spiritual growth and the enrichment of faith. They provide activities that intend to rekindle spiritual bonds with the transcendent.

Note: All University-wide organizations are directly supervised, monitored and evaluated by the Office of the Student Organizations and Activities (OSOA).

K.2. College-Based/Satellite Campus-Based Student organizations

These student groups are organized under the stewardship of their respective colleges/satellite campuses. Integral to their existence is the responsibility to conduct programs that are responsive and relevant to the particular courses offered by the college/campus in which they belong.

College-based/satellite campus-based student organizations play key roles in extending the academic horizons of their specific fields of study by seeking opportunities of learning beyond the classroom approach through planning and implementing trainings and/or workshops that are designed to revitalize scholastic performances.

Note: The College/Campus Dean, Adviser and OSOA share supervision and in implementing monitoring and evaluating schemes of these organizations.

L. Privilege of Recognized Student Organizations

Student organizations recognized by the University have the privilege to:

1. use of the name of the University;
2. use University facilities, services and resources for their activities according to its established policies of university;
3. request assistance and advisement from OSOA;
4. participate in University-sponsored programs designed to help student organization members develop better organizational and leadership skills;
5. promote the organization and campaign for membership in all campuses;
6. collect membership fees and dues and conduct fund raising projects;
7. develop entrepreneurial skills to sustain the economic status of the organization; and
8. sponsor student convocations and programs and invite outside speakers.

M. Responsibilities of Recognized Student Organizations

All student organizations granted recognition by the University has the responsibility to:

1. accept and observe University's rules, regulations and policies;

2. operate according to the requirements of their own constitution and by-laws;
3. utilize dues and other membership fees for the benefit of their members and the attainment of their goals;
4. ensure the safety and general welfare of all members and guests in all their activities;
5. actively pursue programs and activities in keeping with the social, cultural, recreational and educational mission of the University;
6. apply for renewal of recognition and submit yearly accomplishment report, and
7. cooperate with OSOA in the implementation of University programs for student organizations.

N. Multi-Faith Services

The university upholds the constitutional provision on free exercise of religion (Article II, Section 5 of Philippine Constitution). In consonance, the OSOA does not discriminate nor prescribed particular religious practices or affiliation to be observed in the university. Hence, the university encourages and recognizes the freedom of students to establish organization of religious nature, subject to the compliance set forth by the Office of Student Organization and Activities.

Recognized Faith-based organizations are expected to provide programs and activities to enhance spiritual growth and encouraged to conduct inter-faith activities to promote camaraderie and mutual respect.

O. Economic Enterprise Development

Student organizations are self-sustaining. Each organization is encouraged to conduct economic mobility program to promote their advocacies and ensure the welfare of the members. Concomitant to the recognition awarded to student organizations, is the privilege of the organization to design, propose and implement their economic mobility program to further finance the plans they have proposed during the renewal of their recognition. Costing and selling of merchandise (organization shirts, lanyards, ID holders and the like) must be considerably reasonable price.

P. Approval of Activities

All activities of recognized student organizations whether on-campus or off-campus are considered school-sanctioned. These activities must ensure the preservation of virtues and integrity upheld by the University. All leaders and members of recognized student organizations must abide by the policies and guidelines of the University Student Handbook.

The student organization leader (president, chairman) and adviser must sign the written request as proof of their knowledge, consent and endorsement of their proposed activity. In the absence of the leader and/or adviser, an officer-in-charge duly appointed may sign on their behalf. In this regard, an explanatory

letter must be attached stating the reason and condition of the unavailability of the leader and/or adviser.

Once approved, the organization may proceed with the next step to hold the activity. If pending or disapproved, the organization must clarify, act and comply on the comments, remarks, suggestions and additional requirements specified by the returned document. Once all these concerns are properly addressed, the organization would be able to secure approval.

Other aspects of the activity such as venue, logistics, promotional materials, marketing are subject to the approval of the supervising office or agency.

Use of University facilities is a privilege and not a right provided to recognized student organizations. It is highly recommended that reservation of these facilities must be secured ahead of time and must be coursing through their respective supervising office. Student organizations must follow the respective guidelines set forth by the supervising office in availing and using the services facilities.

Q. Sponsorship of Events by Recognized Student Organizations

Q.1. On-Campus Events. Any recognized student organization wishing to sponsor an event on campus that is open to the campus community or to the general public should submit a written request addressed to the Vice President for Academic Affairs, signed by the organization president and adviser, noted by the Head of OSOA and the Director for Student Development and recommended by the Dean of the SAS. In general, an event will be approved if it complies with the following conditions:

- a. Completion of the activity Compliance Checklist;
- b. The activity is sponsored by a recognized student organization;
- c. The unit head responsible for the facilities requested has provided written permission for their use;
- d. The sponsoring organization agrees to all special physical arrangements, security requirements, time restrictions, procedures and safeguards deemed necessary by the University, and financial obligations; and
- e. The event is not in violation of any University policies.

The organization sponsoring the event shall be held responsible for complying with the conditions set for the event. Failure to do so may result in a number of sanctions including, but not necessarily limited to, the loss of the right to sponsor similar events in the future, loss of recognition or financial payment for damages to property.

Q.2. Off-Campus Events. Student organizations choosing to sponsor an event off-campus should submit a written request addressed to the University President, signed by the organization president and

adviser, endorsed by the college/campus dean, noted by the OSOA Head and Director for Student Development, and recommended by the Dean of SAS and the Vice-President for Academic Affairs. Organizations utilizing off-campus facilities are solely responsible for all contractual agreements they enter into.

Any recognized student organization that undertakes the sponsorship of an event should fulfil the Compliance Checklist and accepts responsibility for maintaining proper conduct of those in attendance. Officers of the organization are responsible for informing members of the organization of this requirement. Any untoward event that can impair the name of the University or other student organizations may be a ground for disciplinary action by the University against the organizations.

Q.3. Sponsorship of Outside Speakers. Bulacan State University is committed to free discussion of ideas and issues in open forum in conformance with its policies. Student organizations may sponsor visiting speakers at their own expense provided, that outside speakers invited to the campus will contribute to educational and citizenship values and the pursuit of truth, and not to any propagandizing purpose and recruitment to underground movement that may cause harm and danger to the studentry and the University as a whole.

Q.4. Reserving Facilities on Campus. The use of University facilities by student organizations is a privilege and not a right. Only recognized organizations shall be allowed to use the University facilities. The regularly scheduled instructional class program of the University must have first priority in the use of its facilities. Request to use University facilities should be filed at least one week in advance. Before the OSOA approves the activity to be held on campus, the student organizations must first communicate to academic/unit head in-charge of the facility needed for the activity to ensure its availability. University facilities requisitioned in the name of a recognized student organization may only be used by that organization. Rooms cannot be reserved in the name of one organization for use by another organization. Any organization that reserves or uses a room for any unauthorized purpose may lose its reservation privilege. Recognized student organizations using a campus facility are responsible for its proper care.

R. Fund Raising Activities of Recognized Student Organizations

To secure official permit to conduct fund raising activity, the sponsoring organization must file a formal letter of request to the University President, signed by the organization president and adviser, endorsed by the college/campus dean, noted by the OSOA Head and Director for Student

Development, and recommended by the Dean of SAS and the Vice-President for Academic Affairs. The letter should include:

1. The nature and purpose of activity;
2. Date, time, and venue of the activity, and target market, and
3. The Department of Social Welfare and Development (DSWD) permit, in case the fund raising activity shall also be done outside any University campus.

A student organization is allowed to have only one (1) major fund raising activity in the academic year. An organization that has been granted permit to solicit fund must file a financial report with the OSOA two (2) weeks after its conduct.

S. Standard Policies and Procedures on Writing Communication Letters for all Student Organizations

1. All Presidents and Leaders of recognized clubs and organizations must be the principal authors and signatories of their respective letters.
2. Advisers of recognized clubs and organizations hold the duty and responsibility of noting and signing these letters. They are reminded, however, to check the content of these letters before signing and to ensure that these letters conform to the standards and guidelines prescribed by the Bulacan State University Student Handbook. It is also recommended that advisers must take the initiative of ensuring quality to all communication letters by checking their form and style, grammatical composition included and the like..
3. In case that a student organization has two or three advisers, only one adviser is required to note and sign the letter. It is the responsibility, however, of the student organization to inform all their advisers and enter on an agreement on who will be the official signatory in every communication letter.
4. All letters must be prepared ahead of time. These letters must be furnished in triplicate copies, each letter must be attached with a furnished activity proposal form (first copy belongs to the recipient, second copy to be kept for file by the student organization and third copy will be submitted to the BulSU-OSOA for filing and records purpose keeping).

S.1. For University-Wide Organizations

S.1.1. If the purpose of the letter is to pursue an on-campus event and activity, the letter should be addressed to the VPAA, signed by the following persons-in-authority:

- a)Student Organization President/Chairman as the author
- b) Noted by the Adviser
- c)Noted by the OSOA Head and Director for Student Development

- d) The Dean of OSAS for his Recommending Approval.

- S.1.2.** If the purpose of the letter is to pursue an extramural or an off-campus event and activity, the letter should be addressed to the University President signed by the following persons-in-authority:
- a) Student Organization President/Chairman as the author
 - b) Noted by the Adviser, OSOA Head, Director for Student Development,
 - c) The Dean of OSAS and the Vice President for Academic Affairs as signatories for Recommending Approval
 - d) The University President as the final signatory endowing her permission and Approval.

S.2. For College-based Organizations (Main Campus only)

- S.2.1.** If the purpose of the letter is to pursue an on-campus event and activity, the letter should be addressed to the VPAA signed by the following persons-in-authority:
- a) Student Organization President/Chairman as the author
 - b) Noted by the Adviser
 - c) Endorsed by the College Dean
 - d) Noted by the OSO head and Director for Student Development
 - e) The Dean of OSAS endowing his Recommending Approval.

- S.2.2.** If the purpose of the letter is to pursue an extramural or an off-campus event and activity, the letter should be addressed to the University President signed by the following persons-in-authority:
- a) Student Organization President/Chairman as the author
 - b) Noted by the Adviser and endorsed by the College Dean
 - c) Noted by OSO Head and Director for Student Development
 - d) The Dean of OSAS and the VPAA as signatories giving their recommending approval
 - e) The University President as the final signatory endowing her permission and approval.

S.3. For Satellite Campus-based Organizations

- S.3.1.** If the purpose of the letter is to pursue an on-campus event, affair and or activity, the student organization must seek the written approval of the Campus Dean manifested in the same letter. In other words, the Campus Administrator shall be the principal signatory stamping the approval of the activity.

- S.3.2.** If the purpose of the letter is to pursue an extramural or an off-campus event and activity, the letter should be addressed to the VPAA signed by the following persons-in-authority:
- a) Student Organization President/Leader as the author
 - b) Noted by the Adviser and Local Student Affairs Coordinator

- c)The Campus Administrator as the signatory giving his/her approval
- e)Noted by the OSO Head and Director for Student Development
- f) The Dean of SAS as signatory for recommending approval
- g) The University President as the final signatory endowing her permission and Approval.

Note: All activities must be documented including a narrative report, itinerary and pictures of all undertakings.

T. Student Organization Adviser

No student organization shall be granted University recognition without adviser/s who voluntarily accept that role in the organization. The adviser/s must be a regular faculty/non-academic personnel of the University, preferably one who is knowledgeable on the types of the activities of the organization.

The term of the adviser for any student organization shall be for one school year and may be renewed. If the adviser withdraws before his term is completed, the organization may choose a new adviser to serve the unexpired term of the former.

A student organization may have one or more (maximum of three) advisers provided, however, that in case there are two advisers, one of them shall be the senior adviser; in case that there are three advisers, one of them shall be the chairman of the Board of Advisers.

T.1. Criteria in Selecting a Student Organization Adviser

All recognized student organizations are required to have an adviser or set of advisers (maximum of three). Organizations earn the right of freely choosing their adviser/s. It is expected, however, that all recognized organizations ensure that the following criteria are respected and met:

- 1.The adviser has an experiential background on the organization and can be considered a resource person who is willing to share knowledge in the development of the organization.
- 2.The adviser must be a part of the BulSU community and is serving the University on a full-time status.
 - a. University-wide Organizations and College-based Organizations must have at least one regular faculty adviser (on permanent or temporary status of employment).
 - b.If a College or Satellite Campus is unable to provide a regular faculty as an adviser to any of its organizations, a part-time faculty, who at least had an experience serving the University for two-consecutive semesters, can be a qualified adviser.
- 3.The adviser must be willing to serve the organization for a minimum of one (1) year. If the contract of a part-time faculty adviser is terminated by the University, his/her services with the organization follows suit. He/She, however, must settle all pending obligations

with the organization prior to obtaining a clearance from the University.

- 4.The adviser must be available for consultations and meetings with the organization.
- 5.The adviser is able to guide the organization particularly in achieving the goals and programs of the organization in a given year.

T.2. Responsibilities of the Adviser

The adviser/s of an organization have the following responsibilities:

- 1.Makes himself/herself available for consultation to all members and officers of the organization;
- 2.Attends meetings of the organization;
- 3.Assists in the planning of activities of the organization to ascertain that the activities are aligned with organizational objectives;
- 4.Joins the members of the organization in their activities especially if such activities are held off-campus or when the organization goes out of the campus to represent the University;
- 5.Fosters unity and camaraderie among officers and members of the organization and serves as arbiter of all internal conflicts.

T.3. Replacing an Ineffective Adviser

Occasionally, the adviser of a student organization does not meet the expectations of the organization or fails to fulfill the responsibilities of the adviser.

If a student organization feels that their adviser is ineffective, the organization officers shall bring the matters to the head of OSOA to discuss the problems or issues involving their adviser. The head shall take measures to resolve the issues between the parties.

If a student organization and their adviser are still unable to resolve the issue/s after bringing the matters to the head of OSOA, the organization can vote to remove the adviser, provided it is stipulated in the student organization's constitution.

T.4. Organization's Responsibility to the Adviser

The organization has the following responsibilities to their adviser:

- a.To keep the adviser informed concerning the overall program of the organization;
- b.To notify the adviser well in advance of the schedule of meetings and events;
- c.To give the adviser an opportunity to express an opinion on issues which affect the welfare of the organization and the prestige of the University.

U. Publicity Regulations

All student organizations must observe the following specific regulations in their promotional activities:

- a. No organization poster, banner, billboard, flyer, newsletter or any printed matter may be displayed or circulated in the University campuses and premises without the OSOA approval.
- b. No signs, regardless of the type of paint or chalk, may be painted on the sidewalks or on the walls of the University buildings. No permanent adhesives are allowed to be used in posting any bill.
- c. Bulletin boards on campus shall not be used to publicize off-campus political candidates or issues.
- d. Posters may be placed only on designated bulletin boards and spaces.
- e. It is the responsibility of the concerned organization to remove their posters, banners, billboards and similar materials the day after last day of the period they were allowed to be displayed by the OSOA.

Any organization that violates the above regulations shall be subject to disciplinary action as mandated and sanctioned by Bulacan State University Student Manual.

V. Procedures in Securing Permission to Post

1. All student organizations must comply with the rules and regulations set by the OSOA regarding the posting of flyers, brochures, announcements and other information advertisements.
2. A letter of intent to post addressed to the Head of the Office of the Student Organizations and Activities must be prepared and signed duly by the proper persons in authority within the organization (e.g. President of the Organization). The letter should be noted by the adviser of the organization.
3. The letter of intent must be submitted together with the original copy of the posting material to the OSOA for approval and clearance.
4. Once the approval and clearance are secured, the posting materials may be disseminated or posted on specific and certain posting areas within the premises of the University. However, posting on college buildings is within the jurisdiction of the dean concerned. Therefore, permission from the college dean must be requested prior to the posting. It is within the right of the dean to specify designated areas for posting in the building and students must comply with this.
5. Adhesive materials to be used in the posting are only limited to scotch tape and masking tapes and push pins for cork boards to avoid tainting of university facilities particularly building walls.
6. A posting material is only granted a duration of two (2) weeks and must not exceed. The request, however, can be renewed if seen that the posting needs a longer duration.

Failure to comply with these set rules will be given appropriate action as mandated and sanctioned by Bulacan State University Student Manual.

W. Accomplishment and Financial Reports

At the end of the school year, all recognized student organizations must submit their respective accomplishment and financial reports to OSOA for clearance and renewal.

Accomplishment reports must contain the documentation of all activities and programs initiated within the particular school year. The documentation must include approved letters, activity proposals, photos, certificates and a short write up on each activity conducted. If necessary, the OSOA Head will ask a representative of the organization to personally discuss their accomplishment report.

The financial report must manifest the sources and uses of the organization's funds with corresponding support documents and receipts. This report must put into detail the cash receipts and cash disbursements per project and fund balance of the student organization at the end of the school year.

The Finance Officer or the Treasurer of the student organization must prepare the financial report. This report must be reviewed carefully, signed and noted respectively by the president and adviser of the organization. Triplicate copies, including the original copy, of the financial report must be furnished and submitted to OSOA secretariat for review.

OSOA secretariat will check whether all financial transactions are appropriately supported by pertinent documents. Once everything in the report is found to be in order, OSOA secretary forwards the report to the OSOA Head and the Dean of OSAS for approval.

Accomplishment and Financial Reports must be submitted complete and in order, if found otherwise, they will be returned to the concerned organization for resubmission.

Once approved, the student organization is cleared of its accountabilities and is entitled for renewal.

W.1. Valid Supporting Documents for Financial Reports

- 1.Original copy of official receipts
- 2.Original copy of Cash Invoice
- 3.Original copy of Sales Invoice with Official Receipts
- 4.Statement of Account/Billing Statement and Delivery Receipt with Official Receipts
- 5.Reimbursement Expense Receipt (for expenses incurred not higher than 1,000 pesos)
- 6.Parking and toll fee tickets

Note: Receipts printed on thermal paper must be photocopied immediately upon concluded transaction.

X. Non-Recognized Student Organizations

These refer to any organization composed of bona fide BulSU students that are not recognized due to the following:

- a.Pending application status;

- b.Lack of substantial merit on the reason and purpose of forming the organization; and
- c.Organizations that fail to renew their accredited status due to non-compliance of submitting their year-end accomplishment and financial reports.

Non-Recognized organizations are not allowed to carry the University name in any of their activities and/or dealings with groups, offices, and agencies inside or outside the University. They are not allowed to pursue and conduct activities that are similarly being undertaken by and are patented to recognized student organizations. As bona-fide students of the University, they may also gain access to University facilities provided that they have complied with the policies of the supervising/affiliate office responsible in the maintenance thereof.

All Non-Recognized groups and organizations must seek permission from the Dean of Student Affairs and Services before the conduct of their activities.

Y. Student Assemblies

The University upholds the student's right to peaceably assemble and petition the lawful authorities for redress of their grievances and exercise freedom of speech and expression. The exercise of such rights however, should be within the bounds of law, public policy and accepted customs and traditions and should not infringe upon the exercise of others' rights to engage in their studies, work or other lawful activities.

Requirements for Holding Student Assemblies

Student assemblies may be held within the University campuses and its premises provided, however, that the holding of such assemblies adhere to the following conditions:

1. Written request for permission to hold student assembly must be submitted to the University President at least two (2) school days before it is held or announced.
2. The written request to hold student assembly must include the following:
 - a. Name of the sponsoring organization,
 - b. Purpose of the assembly;
 - c. Place, date, time and duration of assembly;
 - d. Estimated number of participants;
 - e. Course, year and section of other students to be involved;
 - f. Name(s) of invited speaker(s), if any, and
 - g. Signatures of organization president and adviser(s).
3. If the purpose of the assembly is for redress of grievances against University authorities or policies, students shall resort to other peaceful means like dialogue or negotiation between parties prior to the holding of a student assembly. To initiate a formal negotiation, students may

- submit to the University officials a position paper indicating therein the grievance or issues to be discussed and proposals for the resolution.
4. In holding student assembly for the redress of grievances, the student participants must adopt the following measures:
 - a. To identify, in coordination with the Dean for Student Affairs and Services, the appropriate place for the assembly;
 - b. To police their ranks and ensure that only the University students participate in the assembly;
 - c. To ensure order in assembly and that no person in the student assembly molests, intimidates, or threatens other members of the academic community;
 - d. To ensure that the student assembly does not block the gates or the roads within the campus;
 - e. To ensure that the regular academic programs and activities in the University are not in any way disturbed, distracted, or interrupted;
 - f. To see to it that no student under the influence of liquor or prohibited drugs join and participate in the assembly;
 - g. To see to it that no student carries deadly weapon i.e. guns, knives etc. in the assembly;
 - h. To see to it that the student assembly stays in the place and disperses on the date and time specified in the written notification.
 5. The sponsoring group or organization shall be accountable for the restitution/restoration of any loss/damage to University facilities resulting from the holding of the assembly. This is without prejudice to whatever appropriate legal action the University may pursue against the person(s) responsible for such loss or destruction.

B. STUDENT PUBLICATIONS AND INFORMATION

This office provides recognition, supervision, and monitoring the operation and circulation of student papers both university papers and college-based papers. Further, this office shall provide information materials on institutional mission, vision and goals, academic rules and regulations, student conduct and discipline, student programs, services and facilities such information should be made accessible and would be available to all students, including maintenance of bulletin of activities.

Functions of the Office:

1. Bring global awareness of international issues to BulSU community and to the public readers;
2. Provide university-wide information of the programs, rules, regulations, and policies of the academic community;

3. Provide guidance and guidelines for university and all college publications and organize periodic press workshops for all student journalists;
4. Establish and maintain relevant linkages with various offices and organizations in the University to create venues for resource-sharing;
5. Work effectively with other institutions and organizations, where such partnership will benefit the students;
6. Promote the development of Campus journalism by strengthening ethical values and encourage critical and creative thinking, while fostering personal discipline among campus journalists;
7. Train students on journalism and provides channels where they can practice truth, fairness, and accuracy;
8. Uphold the editorial independence of campus publications;
9. Provide guidance and guidelines relevant to promote responsible and free journalism; and
10. Protect democracy and freedom of expressions in the campus level

Services Offered:

The Office of the Student Publications and Information is committed to promote the development and growth of campus journalism by strengthening ethical values, encouraging critical and creative thinking of all BulSU student journalists. As such, the following programs and services are offered:

1. Ensures the proper turnover of duties and responsibilities to incoming editorial board.
2. Conduct yearly university wide conferences, seminars, symposia that will promote and recognize the skills of all campus journalists.
3. Recommend student journalists, who will represent the university in any regional, national, or international competition, conference and other fora.
4. Establish an alliance with the professional practicing journalists associations in local, regional, and national levels to professionalize the performance of the student journalists and bridge a link for mutual cooperation in the profession.
5. Direct student journalists to publish their works in national and international newspapers or journals.
6. Organize team building activities that will foster camaraderie among student journalists and infuse the value of working collaboratively.
7. Involve the student journalists in a community service by offering training in journalistic writing and media work to public elementary or high school students who are interested in campus journalism.
8. Conduct regular meetings with all the college publications to know the different issues and concerns in their publications and maintain effective areas of collaboration.
9. Supervise the annual bidding to ensure the service of the best suppliers the University publication will work with on a particular academic year.
10. Conduct renewal of student publications recognition.

Student Publications and Information Policies:

Congruent with the Campus Journalism Act of 1991 (RA 7079), the Office of the Student Publications and Information implements the following policies:

1. The Pacesetter shall be the official university student publication, which shall be financed from the school paper fee paid by the students.
2. The student publication fees collected shall be treated as special trust fund and shall be used exclusively for that purpose subject to the usual accounting and auditing rules and regulations.
3. The manner of disbursing student publication funds is subject to the approval of the University administration.
4. The selection of editorial staff of the University publication must be in conformity with the provisions of the Campus Journalism Act (RA 7079).
5. The official university publication does not preclude the production of other student publications at the different colleges and the external campuses.
6. Sourcing of funds for the student publications at the different colleges and external campuses shall be with the authorization of the University administration. The disbursement of the said funds is also subject to the accounting and auditing rules and regulations.
7. All student publications must submit an annual budget proposal addressed to the University President, signed by the publication's editor-in-chief and adviser, endorsed by the college/campus dean, noted by the Head of Student Publications and Information and Director for Student Development, and recommended by the Dean of SAS and the Vice-President for Academic Affairs.
8. The student publications shall define their vision, mission, and goals for the information and guidance of all the members of BulSU academic community and the public. Such vision, mission, and goals should direct to support the University in the improvement of instruction, promotion of research, and involvement in meaningful activities of the community.
- 9.

The Official Publication of the University

The official Publications of the BulSU is the **Pacesetter**. It is circulated across the University including the satellite campuses.

Recognition of College/ Campus Publications

OSPI also recognizes local publications from different colleges and campus of the university. The office develops talents from college/ campus who will serve as members of editorial board or staff in college-based papers through annual workshop and journalism conferences.

Selection of Staff Members

The selection of the editorial board members of the student publication shall be done by an ad hoc committee. The selection committee shall be composed of the Head for Student Publications and Information, one faculty member, one media practitioner, who is acceptable to both school administration and outgoing editorial board, and two past editors to be chosen by the outgoing editorial board. The selection committee shall prepare and administer examinations and conduct interviews of all applicants. The list of names of those who qualify shall be submitted to the Committee on Student Publications and Information, which shall endorse them for designation by the President.

Qualifications of Editorial Board Members

To qualify as applicant to any position in the editorial board (for both the university publications and college papers), the students must meet the following qualifications:

1. Must have enrolled at least 15 units of academic load as certified by the unit head concerned or the University Registrar.
2. Must have at least one year residence in the University.
3. Must not have any failing, incomplete or conditional marks in any subject.
4. Must not have been subjected to any disciplinary action.

The term of office of the members of the editorial board and publication staff shall be one year, unless sooner removed for cause after due process. The term expires at the end of the academic year. The members of the succeeding editorial board must be selected not later than 30 days prior to the end of the current academic year. In the event of vacancy in any of the positions in the editorial board due to illness, transfer, removal from office, resignation, or other similar causes, the same shall be filled immediately.

The Head for Student Publications and Information may recommend replacements for such position to the Dean for Student Affairs and Services for his approval. The functions, duties, responsibilities, and privileges of the members of editorial board shall be subject to policies and rules implemented by the administration.

Removal from Membership to the Editorial Board

The members of the editorial board and staff are expected to effectively perform their roles and functions as student journalists guided by truth, objectivity, and fairness. Any one of them may be removed from their position on the following grounds:

1. Inefficiency and incompetence in the discharge of official functions;
2. Misrepresentation or affiliation of the paper with any organization outside the University without approval by the University Administration;
3. Dishonesty, willful abuse and misuse of funds and/or property of the publication;

4. Defamatory and indecent write-ups;
5. Ridiculing athletes and/or physical deformities of anybody in and out of this University;
6. Lack of respect for private and personal affairs of an individual;
7. Immorality and offenses involving moral turpitude, and
8. Violation of University rules and regulations

Annual Conference/Training Seminars/Contests

1. Local
 - Pandayan Plaridel
 - Gawad Galing Plaridel
2. Regional
 - Regional Tertiary Press Congress (Association of Tertiary School Paper Advisers of Region III)
 - Regional Higher Education Press Conference
3. National
 - Annual National CONFAB
 - Luzon-wide Higher Education Press Conference
 - Best Literary Concept

C. CULTURAL AND ARTS AFFAIRS

The Cultural and Arts Affairs Office in partnership with the University administration is designed to harness skills and special talents of students in the field of music, dance, acting and other cultural and literary arts expression.

The Office serves as an avenue wherein talents in their respective fields are channeled and tapped to corresponding groups and given proper and rigid trainings, workshops to develop their utmost potentials under the supervision and training of dedicated advisers and competent trainers.

The Office is focused on students with special talents and potentials in the areas of visual arts, performing arts and literary arts. It also provides cultural education to students through seminars and symposia.

Objectives of the Office:

1. To advance the arts and the culture in a manner that promotes and preserves the diverse culture of the University;
2. To educate the people and inculcate in their minds the sense of nationalism and cultural conversation and enthusiasm through performing arts;
3. To instill in the heart of the students the aesthetic values of the arts through performance and leadership; and
4. To provide leadership training and other benefits to deserving member of the cultural affairs and performing arts on the basis of their needs and qualifications.

Functions of the Office:

1. Facilitates and supports the formation of students' group and organizations for cultural and performing arts;
2. Provides mechanism for the identification and recruitment of talents for the various cultural and performing arts organizations;
3. Coordinates activities and projects of various cultural and performing arts organization;
4. Manages and supervises the participation of the individual and groups of students in various cultural and performing arts competitions;
5. Plans and implements talent-enhancement training programs and activities;
6. Organizes institutional programs to showcase students' talents and abilities in cultural and performing arts; and
7. Coordinates with the various academic units in recognizing excellent individual and group performances of student in cultural and performing arts;

Services Offered:

1. The Cultural and Arts Affairs Office provides the showcasing of talents of the students anchored in the Filipino cultural heritage and other related performing arts in the programs, conferences, seminars, meetings within and outside the University as requested by the University Administration and other units outside the University that needs cultural presentations and activities;
2. The Office represents the University in the Local, Regional, and if given a chance, in the international competitions and cultural festivals;
3. The respective groups under the umbrella of the cultural affairs provides trainings and clinics to enhance the skills and talents of qualified members; and
4. Creates and sets potential linkages in the local, regional, national and international for promoting our cultural heritage.

Operational Procedures

Each recognized cultural groups in the University follows strict implementations of their respective guidelines and by-laws in terms of the following considerations.

1. Selection of members are based on potentials and skills as screened via auditions by the coaches and trainers.
2. Strict attendance of members with regards to rehearsals, clinics, workshops and engagements for proper exposure of members that is expedient in the development of their talents.
3. Granting merits, awards and sanctions (suspension, expulsion) on their performances and well-being as part of nurturing and developing the personalities of each members in their respective groups.
4. All members that successfully qualified from series of tests and auditions at a given period will enjoy a full scholarship grant from the University and a monthly allowance as approved by the administration.

5. All qualified members of the cultural groups availing full scholarship grant should maintain a no failing grades on their subjects. If one failing mark has been received by a member, he automatically receives a warning and must complete and passed the subject in the next semester. Having three (3) failing marks, the members is automatically removed from the list of scholarship grants.
6. All cultural groups represent the University within and outside the campus in the local, regional and national competitions and engagements.
7. Each recognized group of the cultural affairs, designs programs that will enhance the skills and performances of every members in the light of rehearsal schedules, engagements, clinics and workshops as needed in their respective groups.
8. Cultural groups of respective colleges and campuses of the University are officially recognized and accredited by the Cultural and Arts Affairs Office provided that they have met the required standard and submitted pertinent documents.
9. Members of the Cultural groups who had represented the University in the regional and national competition and won its respective events is granted with monetary incentives as approved by the University administration.

D. STUDENT HANDBOOK DEVELOPMENT

The University Committee on Student Handbook Development shall regularly review and appraise the provisions in the handbook. The committee shall also provide mechanisms to access the handbook for dissemination, information and guidance of students.

The Committee shall be composed of the Dean of Student Affairs and Services as Chair, Director of Student Development as Co-Chair, Director of Student Services, Director of Student welfare and President of Student Government as members.

IV. STUDENT GOVERNMENT

The Bulacan State University Student Government (BSU-SG) provides a means for student participation in student governance in the University campuses. It assists in the protection of the rights and interests of the individual student and the student body and serves as an official voice through which students may express their opinions on issues affecting their rights, welfare and development.

The Student Government operates and functions according to its Constitution and By-laws, Resolutions and Ordinances. The BulSU Student Government consists of two (2) chambers: The Supreme Student Council which comprise of the President, Vice President (who are elected at large), Senators, and Ex-Officio Senators; and The Local Student Council which comprise of College Governors, Vice Governors and Board Members. The Campus Governors also assume the post of Ex-Officio Senators. Each class/section shall have Class mayors, Deputy Class Mayors and officers.

The President of the Student Government shall automatically become the student representative in the University Board of Regents. The President and the rest of the officers shall have a fix term of one (1) year only.

V. STUDENTS REWARDS AND INCENTIVES

In order to encourage excellence and development of skills among the students, in fields of curricular, co-curricular and extracurricular activities, the University, with the participation of the Office of Student Development shall provide academic and non-academic honors to deserving students and faculty members based on the approved criteria and standards set by the Committee of Awards.

1. Academic, Sports and Cultural Competitions

Level	Regional Level	National Level
1 st Place	1,000.00	1,500.00
2 nd Place	700.00	1,200.00
3 rd Place	500.00	800.00

(plus 50% to coaches)

2. Winners in Beauty Contests

Level	Regional Level	National Level
1 st Place	5,000.00	10,00.00
2 nd Place	3,000.00	8,000.00
3 rd Place	1,000.00	5,000.00

(plus 50% to coaches)

PART IV

INSTITUTIONAL SERVICES

A. SPORTS DEVELOPMENT

Sports Development Office is under the umbrella of the College of Physical Education Recreation and Sports. This provides assistance in discovering ones potential in different sports discipline, assist in improving and training of athletes. Responsible in providing assistance thru careful selection of the coaching and training staff.

Functions of the Office

- a. Facilitates and supports the formation of students passion for sports;
- b. Provides mechanism for the identification and recruitment of talents through referral, recruitment or try-outs;
- c. Coordinates sports activities education institutions and other organizations;
- d. Manages and supervises the participation of the individual and groups of students in various competitions;
- e. Plans and implements talent-enhancement training programs and activities;
- f. Organizes institutional programs to enhance the students' potential in sports, and
- g. Recognizes sports leaders through by giving scholarships and annual recognition;

Operational Procedures

The varsity members of each respective team need to observe & follow guidelines and by laws of the following considerations:

1. Recruitment of athletes are thru the application of the students or thru the Recommendation of the coach.
2. Strict Compliance of the varsity members to summer training, semestral training and Sports clinic.
3. Scholarship grants may be given in full or partial for deserving athletes as they are classified based on their participation to higher meets like SCUAA, UCLAA & other pocket competition on top of their regular year round training & thru the recommendation of the coaches.
4. Full Scholarship privilege are for those athletes who maintain no failing grades in more than 10% of their SCUAA enrolled units, participated in SCUAA sanctioned based on the gravity of offense mode.
5. Athletes may be allowed to stay in the athlete's dorm after deliberation of the coaches, dorm home dean & sports head.

6. Invitation in different community initiated games will pass to the office of the sports head and the approval be based as they pass the standard requirements like permits medical permit & parental consent.

Procedure in admitting University Athletes

There are two (2) ways by which an individual may join the pool of university athletes through the following schemes:

1. Recruitment from outside the University

A recruited individual from community or other schools may be eligible to be a part of athletes' team with the following conditions: At least a bronze winner in the Palarong Pambansa or similar competition in the national level; At least a silver winner in the Regional Competition; or a gold winner in the Provincial competition. Division and District competition winners are not eligible for this scheme.

2. Scout or Draft within the University

A bona fide student may become an athlete through scout or draft. The scouting normally done during the University Intramurals where coaches/ trainer lookout for potential athletes or by means of a try-out. A draft is a process whereby a student is drawn from the tap to join a particular team.

Criteria for Selection of Athletes

- | | | |
|-------------------------|---|-----|
| 1. Level of competition | - | 20% |
| 2. Sports Skills | - | 20% |
| 3. Grades | - | 20% |
| 4. Age | - | 10% |
| 5. Attitude | - | 30% |

B. LIBRARY SERVICES

Bulacan State University Library offers a wide variety of useful information sources, expertise and technologies. Support in accessing and using these resources is provided through various library services. From books, journals and magazines to local and international sources, the library has a host of fabulous services and exciting events that will lead you on a journey of discovery.

I. Library Collections:

1. Books

- a. Circulation Books either foreign or Filipiniana provided that there are multiple copies or there is no great demand on its use can borrow books overnight.
- b. Books in the Reserve section either foreign or Filipiniana reserve for

room use only but may be allowed for photocopy subject to approved library policy.

c. Fiction books may be borrowed for a week and renewable twice, provided there is no prior reservation request that was made by another library user.

d. Reference books are for room use or photocopy use only.

2. Periodicals

Room use or photocopy only. Maximum of 3 titles at a time.

3. Cartographic Materials

Room use but may be borrowed for classroom use by presenting a letter of request at least one day before its date of use.

4. Theses and Dissertations

Room use only.

5. Audio Visual Materials

Room use but may be borrowed for classroom use by presenting a letter of request at least one day before its date of use.

II. Reference services offered by the Libraries

1. Ready Reference Questions - Considered to be one that can be answered quickly by consulting only one or two reference tools.

2. Bibliographic Verification- Similar to ready reference, except that it provides facts about publications rather than events, people, places, or organization.

3. Current Awareness Services (CAS)- Keeping users aware of current developments in their field. Reviewing newly available documents, selecting the items relevant to the needs of an individual or group, and notifying the user about the new information.

4. Reader's Advisory Services- Reflects the goal or personal assistance to readers. Interview library users to understand their needs and goals, then choose library materials that would fulfill those needs.

5. Information and Referral Services (I & R) - The goal or IR as defined by Thomas Childers is "Facilitating the link between a person with a need and the resources outside the library which can meet the need".

6. One-to-one instruction- Typically explains the organizations of the library and how to use catalogs that provide access to its collection particularly to the persons who are using the library for the first time or is conducting a research that requires the use of unfamiliar reference tools.

7. Library orientation - usually held in a single session, introduces the library to would be users and informs them about library rules and regulations, procedures in borrowing books, use of the catalog and indexes, classification of materials in the library and basic reference sources.

8. Database Searching- Searching databases made available through the library OPAC, CD-ROM databases, online or Internet databases.

9. Library instruction - In-depth explanation of library materials, techniques in using control-access type sources (tool-based).

10. Library Tour- given to visitors to emphasize the historical and cultural

significance of the library and its collections.

11. Information literacy- "To be information literate, a person must be able to recognize when information is needed and have the ability to locate, evaluate and use effectively the needed information." -*Final Report of the ALA Presidential Committee on Information Literacy*

C. SAFETY AND SECURITY SERVICES

The University places great importance to the safety and security of the students and the entire academic environment thus, peace and order are maintained through the Office of the Safety and Security.

The commitment of Bulacan State University in preventing violence and other disorderly behavior in the school premises is unwavering and unconditional. Licensed and competent security personnel are dispatched in all campuses of the University to guard the safety and security of all the academic community members especially the students every day.

Objectives of the Office:

1. Provide safety and security protection to all students and personnel including academic environment, buildings and facilities of university at all times.
2. Check/monitor the safety and accessibility of persons with disabilities (PWDs) to buildings, academic environment, and facilities of the university or campuses.
3. Develop programs for the promotion of safe and orderly environment in the university premises like earthquake drills, fire drill, disaster risk reduction management, anti-drug abuse and other similar programs in coordination with the different units of the university and other local government offices.
4. Create explicit guidelines for the implementation of systematic safety and security policies of the university.
5. Establish mechanism for the collaborative effort with the students in crime prevention, and safety and security.
6. Make contingency plan for the university on disaster risk reduction management in compliance with R.A. 10121.
7. Assure that the programs on safety and security programs include the needs of persons with disability (PWDs).

Basic Services

1. Security regulation of incoming and outgoing clienteles of the university in all university gates.
2. Conduct regular training, seminars and workshops on:
 - a. disaster risk reduction and management (DRRM)
 - b. Fire and Earthquake
 - c. Other form of disasters or calamities

3. Information dissemination on hazardous and risky areas in the campus like:
 - a. Constructions sites
 - b. Dilapidated structures
 - c. Chemical leaks
 - d. Sewerage leaks
 - e. Damaged drainage and manholes
4. Vehicular Traffic and pedestrian safety regulation management.
5. Issuance of violation slips to student offenders.
6. Recording of security incidence for documentation purposes.
7. Provides security services to university events when necessary and requested.
8. Enforcement of student manual safety and security regulation.

Emergency Response Procedure

Bulacan State University as an institution of higher learning is committed in ensuring the safety and security of the students as well as protection of property in the campus. The procedure is intended to establish framework and guidelines for an immediate response to a declared emergency or crisis.

Guidelines

In case of an emergency or a crisis, it is the policy of the University:

1. To authorize and initiate timely and appropriate response from the BulSU Action Team (BulSUA^T) with the assistance of the University Safety and Security Office, Philippine National police, City Fire Department, and other colleges/ departments/ units.
2. To require all individuals in the University to fully cooperate coordinate with the BulSUA^T upon the activation of emergency and crisis response.
3. To require all colleges and departments and other units/ offices to prepare appropriate emergency or crisis and disaster response plan.
4. To authorize the BulSUA^T to coordinate with the local authorities, such as the City Government of Malolos, Philippine National Police, City Fire Department, and other governmental and non-governmental organizations in the event of widespread emergency or disaster.
5. To establish a crisis Operation Control Center to coordinate the response to a major emergency or crisis.

EMERGENCY AND CRISIS PROTOCOLS

A. Earthquake

Unlike other natural hazards, earthquakes strike suddenly. However, without earthquakes, the university keeps the academic community well informed of the things to do to reduce the chances of injury or physical harm to

those who attend or work in the schools, even damage to school property, or the disruption of school functions. The concept of ***preparedness*** is an effective measure that everyone must do before earthquakes occur.

Earthquake and Building Evacuation Emergency Response

Things to do when earthquake occurs:

1. Pick "***safe places***". A safe place could be under a *study table or desk or against an interior wall away from windows, bookcases or tall furniture* that could fall on you. The shorter the distance to move to safety, the less likely that you will be injured.
2. Practice ***drop, cover, and hold-on*** in each safe place. Drop under a sturdy desk or table and hold on to one leg of the table or desk. Protect your eyes by keeping your head down.
3. Wait in your safe place until the shaking stops, then check to see if you are hurt. You will be better able to help others if you take care of yourself first, and then check the people around you. Move carefully and watch out for things that have fallen or broken, creating hazards. Be ready for aftershocks.
4. Be on the lookout for fires. Fire is the most common earthquake-related hazard, due to broken gas lines, damaged electrical lines or appliances, and previously contained fires or sparks being released.
5. If you must leave a building after the shaking stops, ***use the stairs, not the elevator, and look for falling debris***. You will not be able to rule out whether there is a real threat of fire, and the elevators may have been compromised. Always use the stairs.
6. Stay outside the building during earthquake. Move away from buildings, trees, streetlights and overhead lines. Crouch down and cover your head. Many injuries occur within ten feet of the entrance to buildings. Bricks, roofing and other materials can fall from buildings, injuring persons nearby. Trees, streetlights and overhead lines may also fall, causing damage or injury.

B. Fire and Building Evacuation during Emergency

Inside the building

- Do NOT panic.
- Mobilize the college response team.
- Activate a fire alarm or pull station.
- Call University Hotline Number (_____).
- Evacuate the building using the fire exit or building evacuation instructions.
- Do not lock the doors when leaving.

Outside the building

- Call University Hotline Number (_____).
- Give caller name, address and location of fire.
- Do NOT activate the building fire alarm system.

- Mobilize the College response team to prevent panic among students.

Building Evacuation

When the building fire alarms sound:

- Mobilize the College response team to guide students to the exit points of the building.
- Through the help of the BulSUAcT immediately evacuate using the fire exit or building emergency instructions.
- Do not lock the doors when leaving.
- Walk to the nearest exit/ stairwell.
- Proceed to the safest area outside the building.
- Call University Hotline Number (_____).
- Give caller name, address and location of fire.
- Assist the evacuation of individuals with special needs or Persons with Disability (PWD).

*See Emergency Exits at the Appendices

D. MEDICAL AND DENTAL SERVICES

The Medical and Dental Services provides the basic health care and wellness program to students, faculty, and non – academic personnel of the academic community. The Office is headed by a full time physician with the support of a dentist and nurses who work in different schedules to accommodate the need of the University.

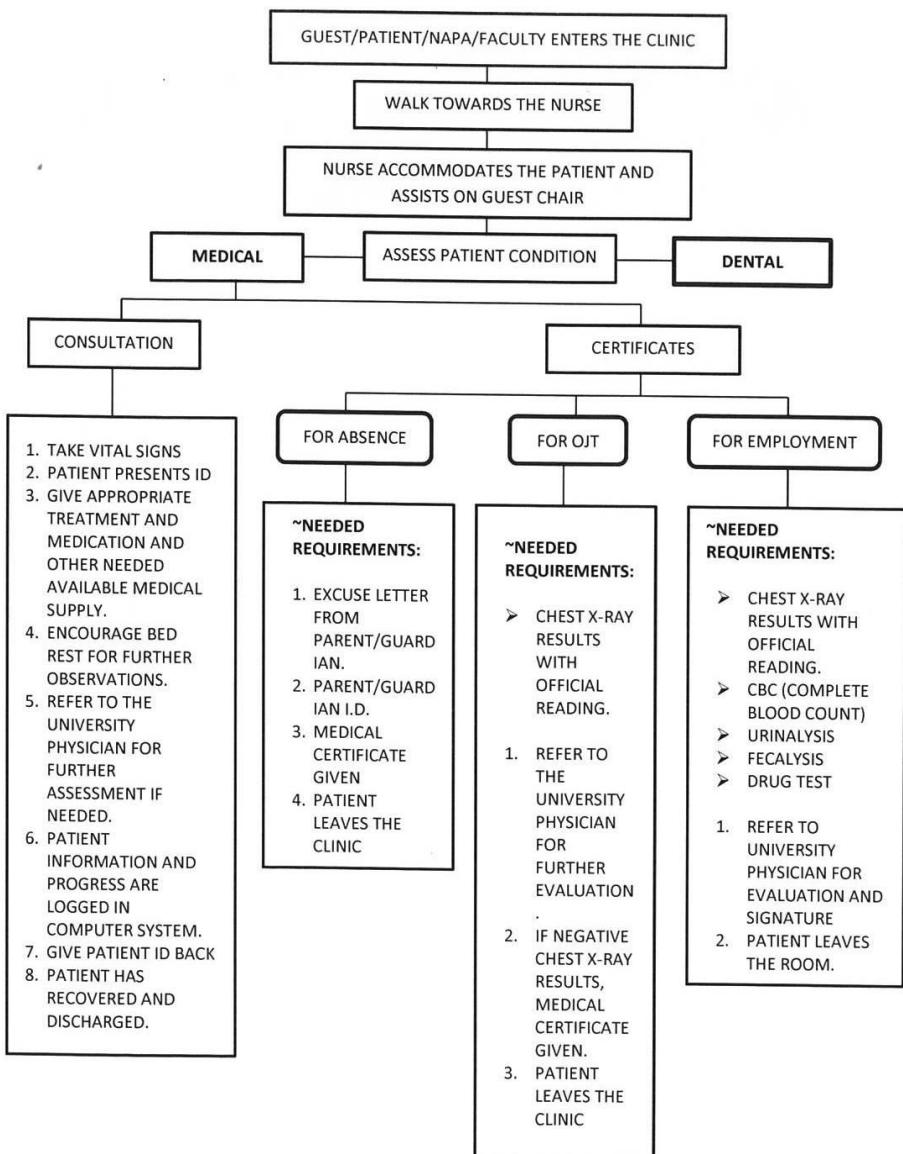
Objectives:

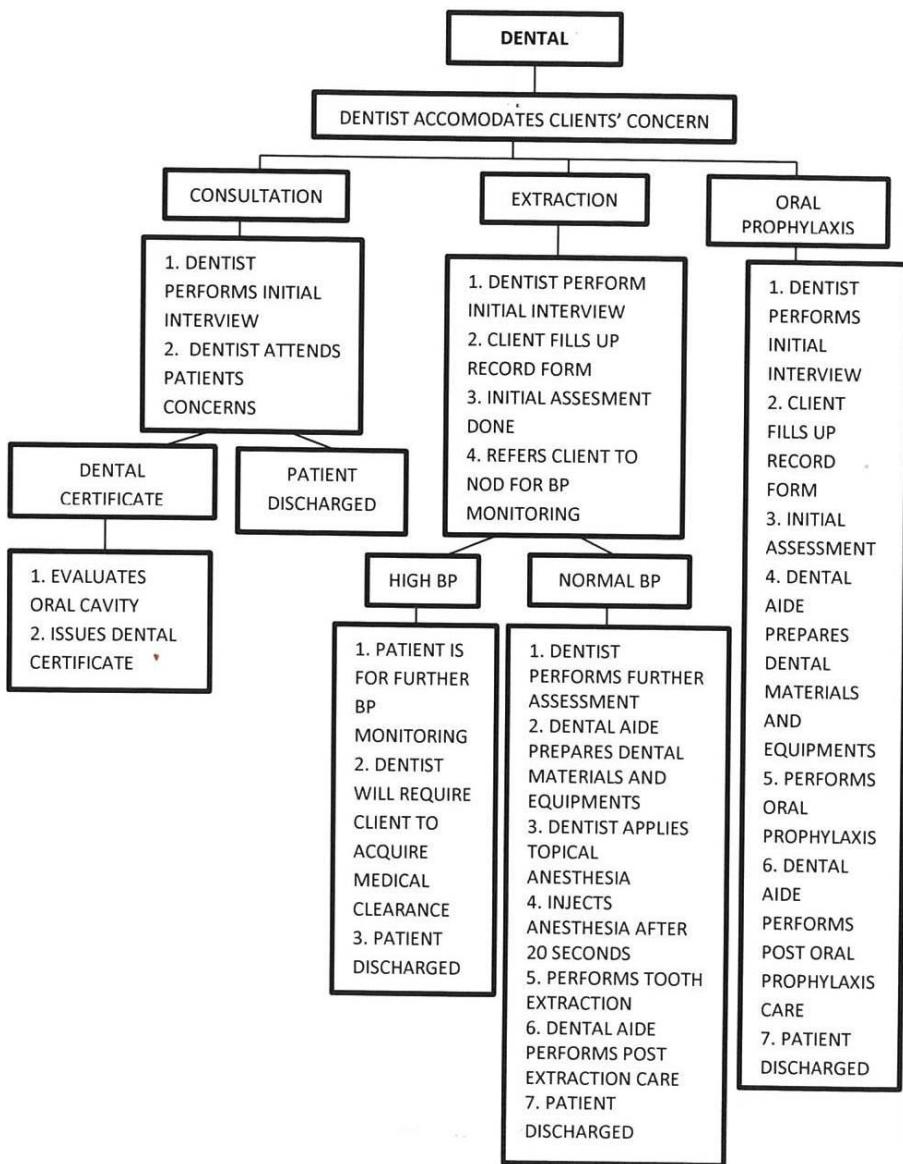
1. Provide health services that adhere to the gold standard set by the Department of Health.
2. Promote and maintain the health condition of the community through effective medical and dental education.
3. Educate the community about healthy lifestyle such as but not limited to healthy diet, physical activities, and no smoking and drinking of alcoholic beverages and substance abuse.
4. Provide a safe and healthy environment not only inside the campus but also outside the school premises.
5. Provide medical intervention through consultation and dispensing of medical supplies to students, faculty and non-academic personnel.
6. Provide dental intervention such as but not limited to dental consultation, oral prophylaxis and dental extraction.
7. Dispense different medical and dental certificates to students, faculty and non-teaching personnel for specific purpose.
8. Attend to medical emergencies and trauma cases through immediate medical attention and ambulance conduction.
9. Submits necessary reports and documents to different offices.

Basic Services

1. Medical and Dental consultation and treatment;
2. Annual physical/medical and dental examination of college freshmen, transferees and shifters;
3. Health promotion and disease prevention through health education, programs and orientation;
4. Provides first – aid management to trauma and emergency cases and participates in disaster preparedness plan of the University;
5. Issues medical/dental certificates according to the needs of the client;
6. Provides emergency ambulance conduction of patients to appropriate medical facilities;
7. Institutes environmental projects and programs;
8. Monitors campus hygiene and sanitation;
9. Prevents diseases through vaccination and information dissemination campaign; and
10. Keeps health records of students, faculty and non-academic personnel

MEDICAL/DENTAL FLOW CHART





E. THE FOOD SERVICES

The Office of the Food Services ensures that there is available, adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health.

In Bulacan State University, food services are classified into two namely, through the university canteen and restaurant and food concessionaires or food tenants. Food providers cater to the needs of the members of the academic community like students, faculty members, non-academic personnel, and other guests or visitors of the University.

Policy Statement

It is mandated that Higher Education institution shall set criteria for safety and sanitary conditions and food choices of outlets within the compound of the institution. It shall coordinate with local government for the safety and food service outside the school premises.

Objectives

1. Ensure that the University food service units are providing clean, safe, well balanced and nutritious food to the academic community.
2. Prepare, implement, and monitor guidelines on proper food handling of all food service units for proper sanitation, and compliance to safety standard procedure.
3. Inspect food service units' compliance to DOH guidelines on safety and sanitation for food providers like annual medical check- ups.
4. Perform random food sampling to food outlets or tenants for microbiological testing.

Basic Services

1. Monitoring of the safety and sanitation compliance of all food providers in the University.
2. Annual random sampling of food for microbiological testing.
3. Give insights and direction to all university food outlets like canteen and restaurant in food scheduling and preparation on a regular period.
4. Establishment of records of all food providers for documentation and for special purpose or use.
5. Evaluation of food palatability, nutritive content, and affordability.
6. Conduct annual assessment and evaluation of all food providers to meet the changing needs and demands of consumers.
7. Submit reports to concerned authority concerning status of food services of the University on a regular basis.

University Canteen and Restaurant Dining Hall

1. The dining halls of the university like canteen and restaurant follow self-service order of providing food to customers.
2. The customer follows orderly procedure in availing food in the counters.

3. Food items and drinks such as soda, water, or alike are placed respectively in the glass shelves and refrigerator which may be paid at the cashier.
4. Soiled food trays and empty bottles are customer's responsibility to place in the used tray section and trash bin.
5. Unnecessary conversation of the customers that prolongs or extends the use of the facility is being discouraged to accommodate the huge size of customers during meal times like breakfast and lunch.
6. Loud conversations, boisterous laughter, loud music and other annoying sounds or noise are strictly regulated in the dining hall to maintain peaceful and orderly ambiance for the customers to relax while dining.

F. DORMITORIES AND HOSTEL

Student Housing at Bulacan State University is a community designed for group living, learning, and growth (social and academic). However, when people live together, guidelines must be established to assure the rights and privileges of each individual.

This manual is your reference for living standards, policies, and regulations. It is important that you read it thoroughly because they contain additional information, policies, and regulations of the University that will be of value to you.

Functions of the Office

This office refers to the assistance provided to ensure access to accommodation that is safe and conducive to learning. This office shall conduct accreditation to nearby dormitories and boarding houses.

Services Offered

1. Regular inspection of the dormitory buildings to ensure regular compliance with basic safety requirements
2. Regular inspection of all rooms, bathrooms, and kitchens of all dormitories.
3. Regular inspection of ventilation and lighting of all dormitories.
4. To check if all beds and pillows are clean and disinfected.
5. Regular checking of the water supply system functionality of all dormitories.
6. To check if dormitories have a student-friendly atmosphere and environment conducive for studying.
7. To check if the environment of the dormitory is completely safe from elements to ensure the safety and protection of all student occupants.
8. To check if all student occupants are able to pay monthly dues on time.

Operating Procedures of Office

A. Accreditation of Dormitories outside university:

To ensure safety and security among students who live from far distances and wishes to live in nearby dormitories, the university may endorse some dormitories which have submitted to the requirements set by the housing committee. Those accredited dormitories may enjoy the privilege of being in the list of the University for Endorsement. The accrediting committee is composed of the following: Director of Student Welfare as Chair; Head of Student Safety and Security, Head of Student Housing and Dormitories, President of Student Government and PTA Federation President as members.

B. Operation of the University Hostel:

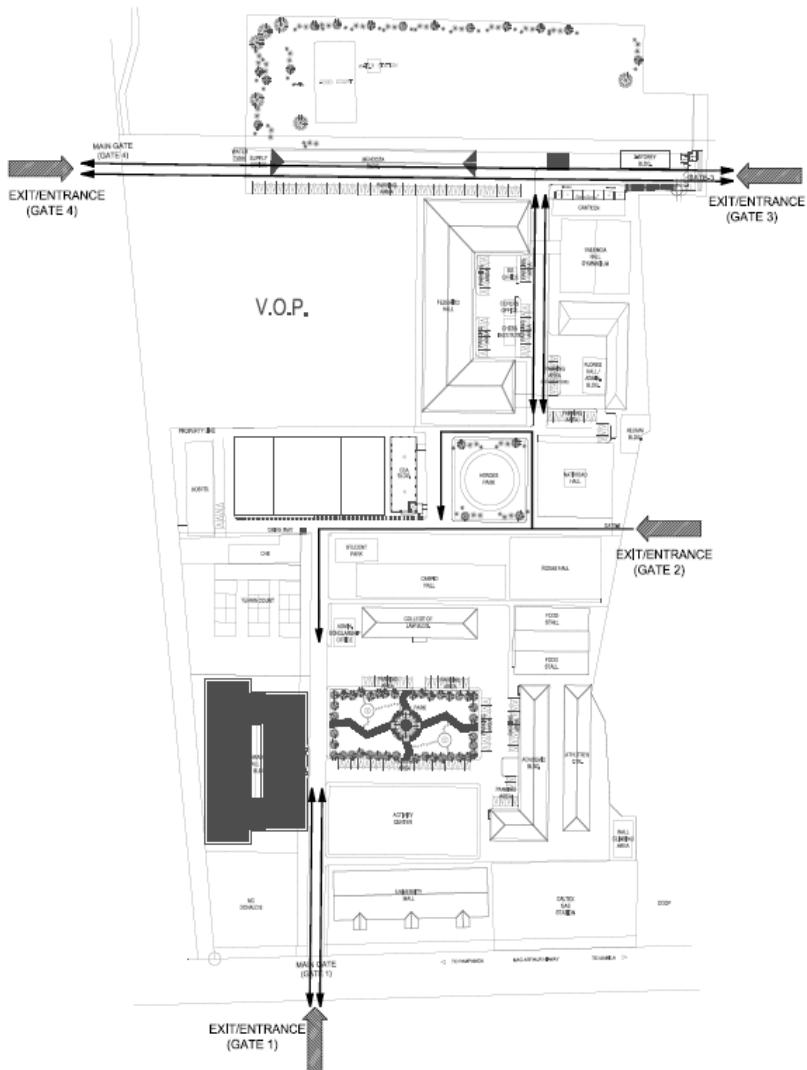
Bulacan State University Hostel recognizes and respects the rights of its students to have privacy with respect to their personal belongings. The University also recognizes its responsibility to provide a wholesome environment, to protect public property and to protect the health and safety of all members of the University community. The University reserves the right to enter Hostel rooms under any of the following circumstances:

- When there is an immediate threat to the health and safety of the occupants or to University property.
- With permission of a resident.
- With a search warrant.
- By University personnel in the course of utilizing recognized legal authority of their responsibilities as employees.
- To eliminate disruptive noise from electrical sound equipment which may violate an individual's right to sleep, study, read, and relax.
- By University personnel and their designated agents for repair, replacement or inspection of property.
- By a University personnel to complete closing and check-out procedures, or
- During non-residency periods, such as between semesters or the Christmas Break.

C. Operation of the Athletes' Dormitories

The Athletes' Dormitories are the sole property of the University. The Head of Sports Development Office shall have the direct supervision and shall conduct routine inspections and maintenance activities. The University does not assume responsibility for items of a personal nature that are damaged, lost, or stolen.

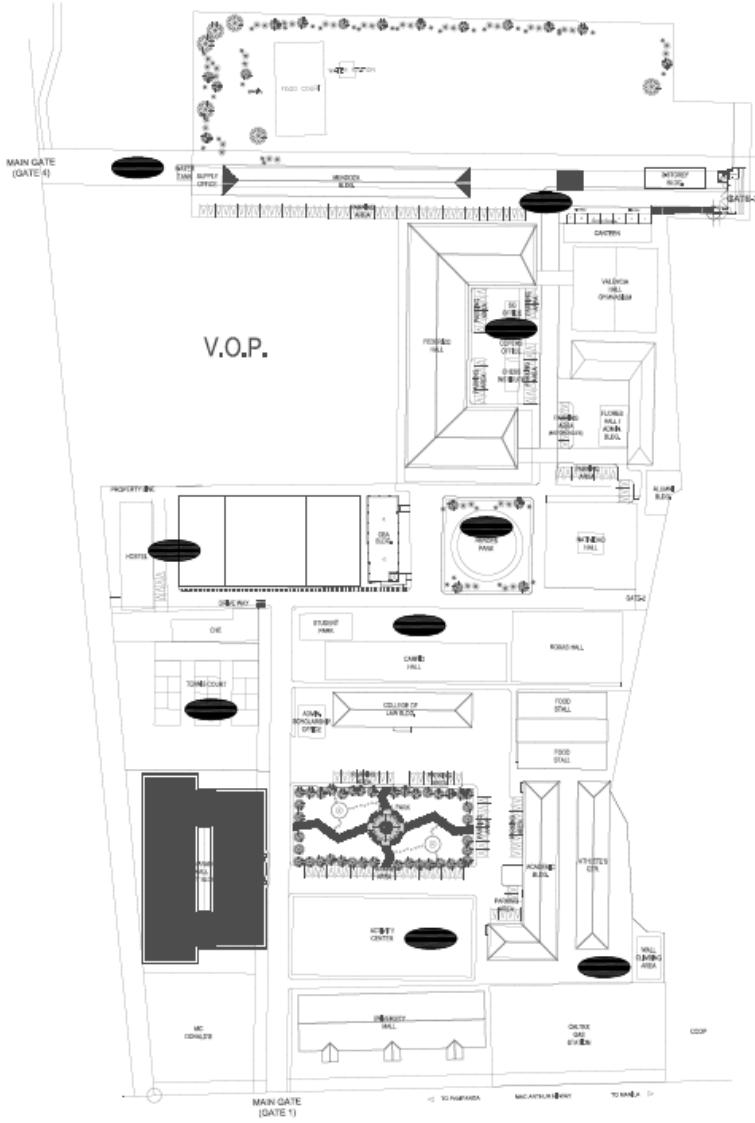
EVACUATION MAP



SITE DEVELOPMENT PLAN

● Entrance and Exit points

BULACAN STATE UNIVERSITY
Main Campus



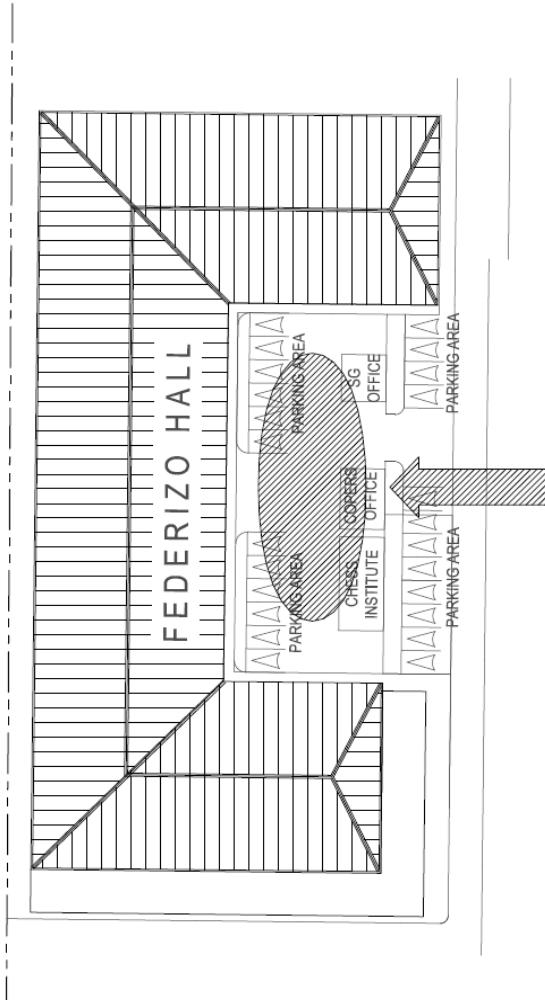
SITE DEVELOPMENT PLAN

Entrance and Exit points

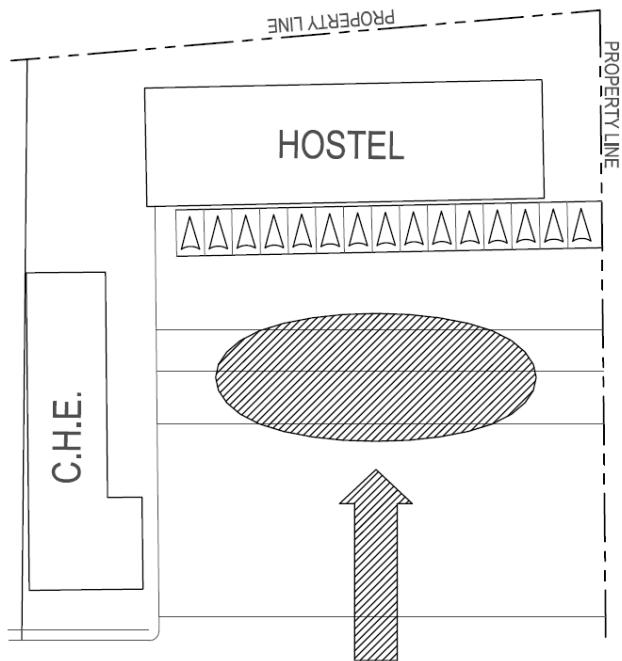
BULACAN STATE UNIVERSITY
Main Campus

EVACUATION PLAN

ADMINISTRATION BUILDING (FLORES HALL)



EVACUATION AREA



EVACUATION AREA

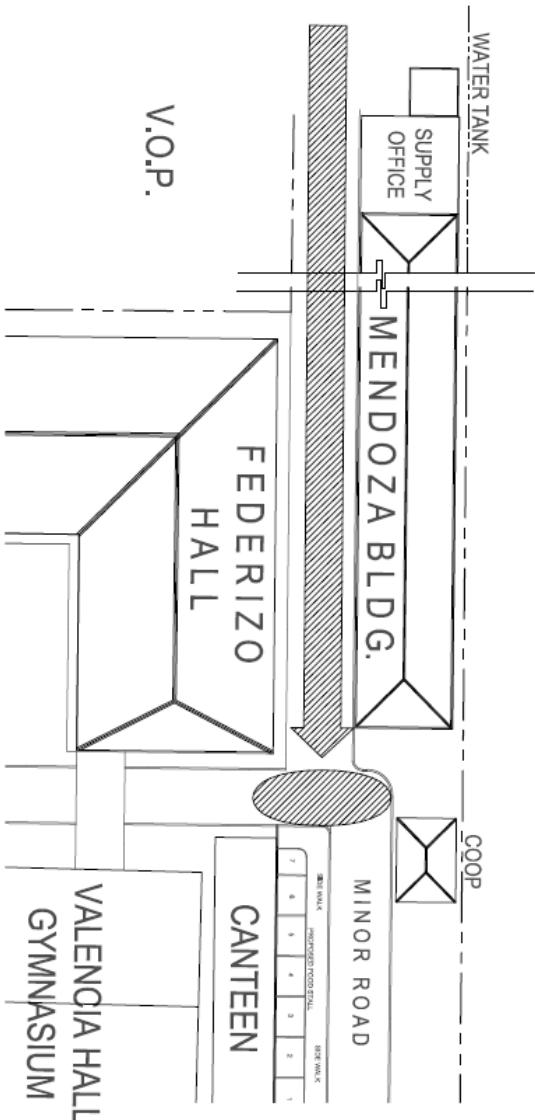
EVACUATION PLAN

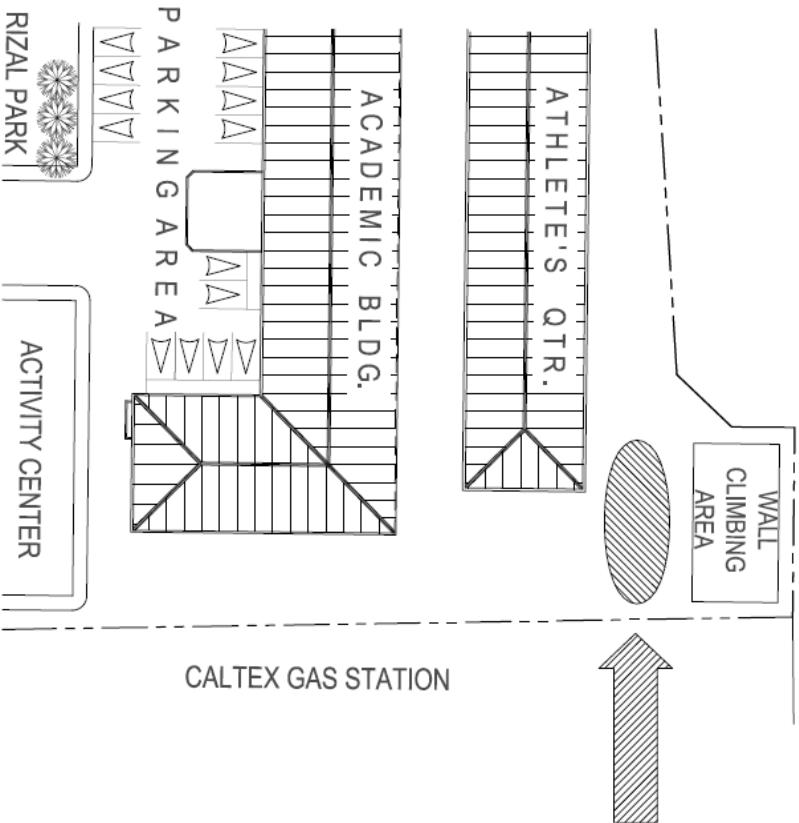
- ▲ COLLEGE OF HOME ECONOMICS
- ▲ HOSTEL
- ▲ AUTOMOTIVE SHOPS AND WORKING AREA FOR MAINTENANCE

EVACUATION AREA

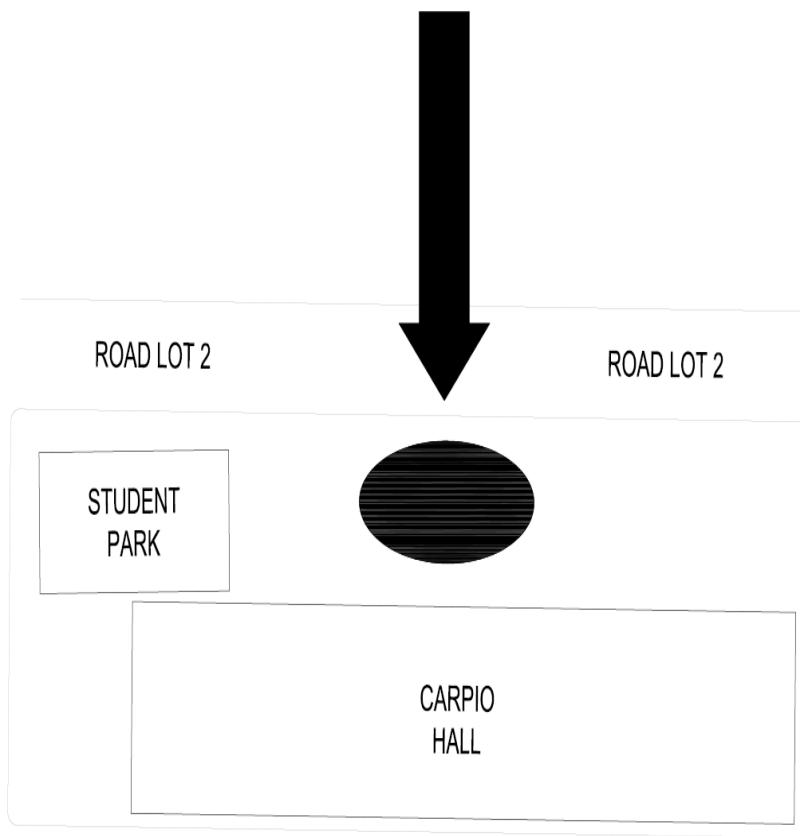
EVACUATION PLAN

COLLEGE OF PHYSICAL EDUCATION, RECREATION AND SPORTS
HOSTEL EXTENSION
GENDER AND DEVELOPMENT OFFICE





EVACUATION AREA



COLLEGE EVACUATION PLAN

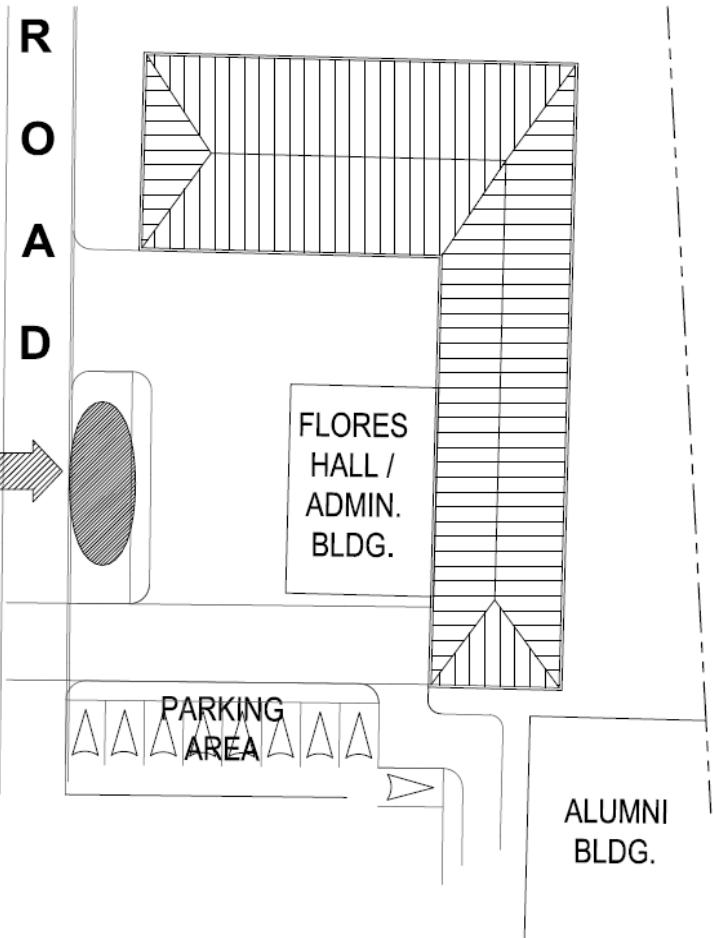
► COLLEGE OF ENGINEERING

COLLEGE EVACUATION PLAN

COLLEGE OF BUSINESS ADMINISTRATION
COLLEGE OF SOCIAL SCIENCE AND PHILOSOPHY
COLLEGE OF CRIMINAL JUSTICE EDUCATION
CANTEEN

R O A D

EVACUATION AREA



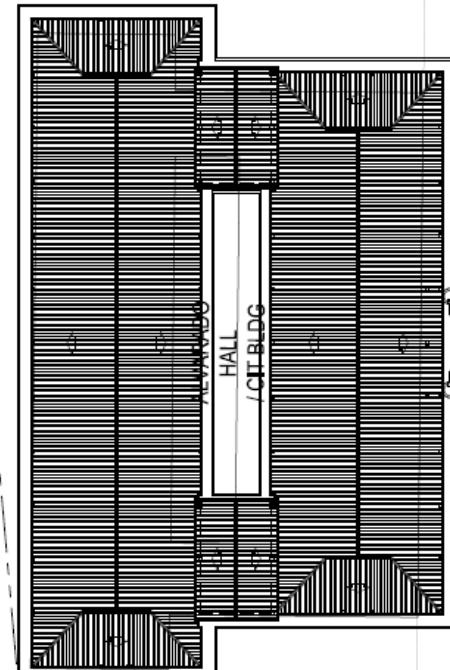
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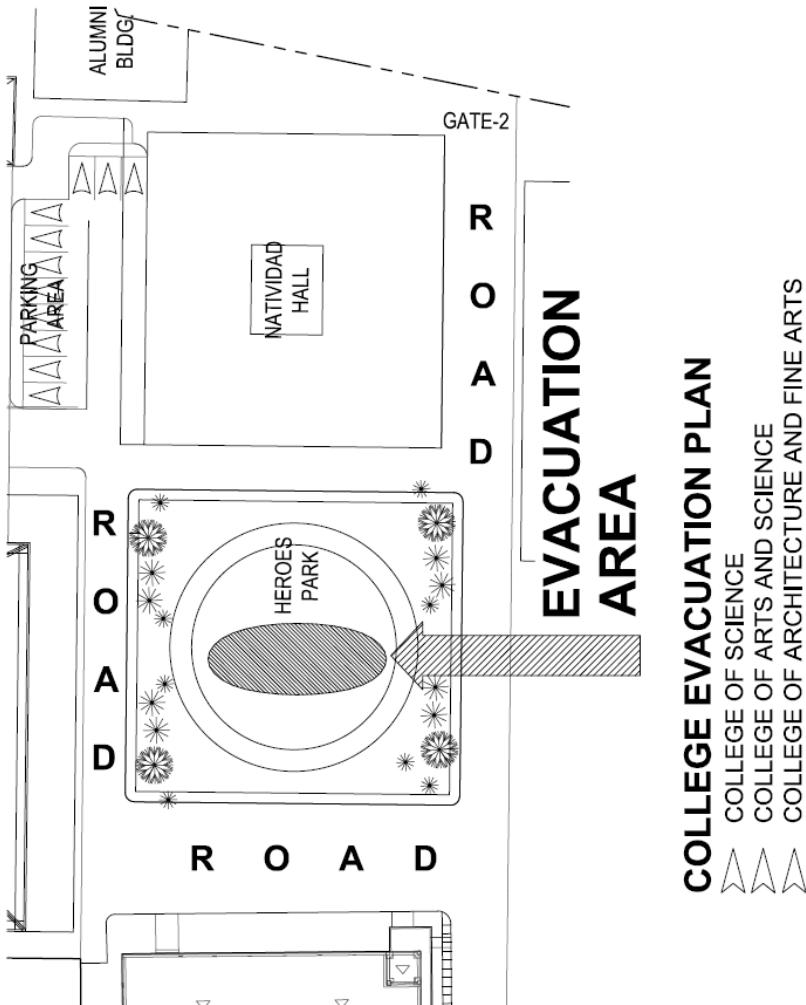
D A O R



COLLEGE EVACUATION PLAN

COLLEGE OF EDUCATION
LABORATORY HIGH SCHOOL





COLLEGE EVACUATION PLAN

COLLEGE OF SCIENCE
 COLLEGE OF ARTS AND SCIENCE
 COLLEGE OF ARCHITECTURE AND FINE ARTS

PART VI. POLICIES AND GUIDELINES ON EDUCATIONAL TRIPS AND TOURS



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, C.C. Quezon

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.

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.



- 7.3 **Institution** refers to the HEI where the student is enrolled or where the personnel is employed.
- 7.4 **Non-curricular activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured.
- 7.5 **Off-campus activities** refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

ARTICLE VI EXCLUSIONS

The following off-campus activities shall be excluded from this CMO. However, HEIs shall properly undertake mechanisms to assure due diligence in the conduct of all off-campus activities for the safety and security of the academic community.

Section 8. International Educational Tours or Field Trips

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015.

Section 9. Internship/OJT/Practicum

Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs.

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

Section 10. Government

It is the obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities pursuant to the JMC that shall be issued by and between the following agencies:

- 10.1 Commission on Higher Education (CHED);
- 10.2 Department of Tourism (DOT);
- 10.3 Department of the Interior and Local Government (DILG);
- 10.4 Land Transportation Office (LTO);
- 10.5 Land Transportation Franchising and Regulatory Board (LTFRB);
- 10.6 League of Cities of the Philippines (LCP); and
- 10.7 League of Municipalities of the Philippines (LMP).



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, <i>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</i> 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



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, <i>identify overall leader from among the personnel-in-charge.</i> With appropriate first-aid and medical emergency training.	<ul style="list-style-type: none"> ○ Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities ○ 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	<ul style="list-style-type: none"> ○ Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. ○ Special Permit from LTFRB if transportation is out-of-line ○ Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.



REQUIREMENTS	PROOFS
<p>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.</p> <p>If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.</p>	<ul style="list-style-type: none"> ○ Copy of Travel and Tour Operator Accreditation Certificate by the DOT ○ Duly approved Plan/ Itinerary of travel by the HEI ○ Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. ○ Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
<p>a.1.11 LGUs/NGOs</p> <p>The HEI should duly coordinate with appropriate LGUs/NGOs.</p> <p>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.</p>	<ul style="list-style-type: none"> ○ Copy of the letter sent to the LGUs ○ Copy of acknowledgement letter from the LGUs
<p>a.1.12 Activities</p> <p>a.1.12.1 General orientation to students</p>	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
<p>a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature</p>	
<p>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</p>	<ul style="list-style-type: none"> ○ Letters to parents, students and adult companion preferably faculty ○ Appointment with conforme of Personnel-in-charge
<p>a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip</p>	<ul style="list-style-type: none"> ○ Itinerary ○ Handy information materials for students
<p>a.1.12.5 Learning journals for students</p>	Standard format of learning journals given to students
<p>a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders</p>	Appropriate report



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).



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.



W

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 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.

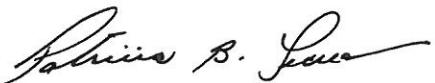


ARTICLE XIII EFFECTIVITY

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*



Annex A



(Name of HEI)

LOCAL OFF-CAMPUS ACTIVITIES

CERTIFICATE OF COMPLIANCE

This is to certify that all the processes, procedures and requirements before the conduct of the off-campus activity/ies pursuant to CMO No.____, s. 2017 entitled "Policies and Guidelines on Local Off-campus Activities" have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

Certified Correct:

Personnel-in-Charge

Recommending approval:

Vice-President for Academic Affairs

Approved by:

President/Head of HEI/
Authorized representative

SUBSCRIBED AND SWORN to before me, this _____, by _____ who exhibited to me (his/her) competent proof of identification _____ issued at _____, Philippines on _____.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____;



**Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION**

LOCAL OFF-CAMPUS ACTIVITIES

REPORT OF COMPLIANCE

NAME OF HEI: _____

REGION: _____

ADDRESS: _____

BASIC INFORMATION:

PROGRAM NAME	COURSE	DESTINATION/S AND VENUE	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL-IN-CHARGE
e.g. BS Travel Mgt.	PTour 1	Baguio Burnham Park Pinagbenga Festival	February 25 – 28, 2017	40	Engr. Liveta Mr. Ong

REPORT BEFORE THE ACTIVITY:

ACTIVITIES	COMPLIANCE	
	YES/NO	REMARKS
1. Curriculum Requirement		
2. Destination		
3. Handbook or Manual		
4. Students Consent of the Parents/Guardians Medical Clearance of the Students		
5. Personnel-In-Charge		
6. First Aid Kit		
7. Fees/Funds		
8. Insurance		
9. Mobility of Student (vehicles) Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/ Tour Operator		
10. LGUs/NGOs		
11. Activities Orientation to students Consultation Announcements Briefing before the trip Learning Journals Emergency Preparedness Plan		

Certified Correct:

Recommending approval:

Personnel-In-Charge

Vice President for Academic Affairs

Reviewed by:

Approved by:

Dean or Program Head

President/Head of HEI/ Authorized representative



**Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION**

LOCAL OFF-CAMPUS ACTIVITIES

COMPREHENSIVE SEMESTRAL/TERM REPORT

NAME OF HEI: _____

REGION: _____

ADDRESS: _____

PROGRAMS	DESTINATION/S	NO. OF STUDENT	NO. OF HEI PERSONNEL
e.g. BS Travel Mgt.	Baguio	120	5
BS Civil Engineering	Bataan	50	2

Problems encountered and actions taken to address the situation

Recommendation

Certified Correct:

Recommending approval:

Personnel-in-charge

Vice President for Academic Affairs

Approved by:

President/Head of HEI/ Authorized representative





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



CHED Memorandum Order

No. 26
Series of 2015

SUBJECT: "POLICIES, GUIDELINES AND PROCEDURES ON INTERNATIONAL EDUCATIONAL TRIPS (IET) OF UNDERGRADUATE AND GRADUATE STUDENTS"

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that "*The State shall exercise reasonable supervision over all Higher Education Institutions*", and pursuant to Commission en Banc Resolution No. 775-2014 dated December 17-18, 2014 and Joint ManCom and Commission en Banc Meeting on July 20, 2015 the following policies, guidelines and procedures are hereby adopted.

ARTICLE I
STATEMENT OF POLICIES

Section 1. It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education's contribution to generate global awareness and career orientation is recognized towards the attainment of the goals of human development.

Section 2. The Philippines, in keeping with the growing internalization of higher education and in pursuance of its bilateral and multilateral commitments is promoting the mobility of students both inbound and outbound. Mobility opportunities promotes overall student experience through international educational tours regardless of duration. Hence, there is a need to establish a mechanism to safeguard the students while undergoing International Educational Trips.

Section 3. It is also the policy of the state to uphold all the laws and other measures preventing acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

Section 4. The Commission on Higher Education (CHED) recognizes the academic freedom of the participating Higher Education Institutions (HEIs) hence, they will assume responsibility over the students who will undergo international educational trips.

ARTICLE II
DEFINITION OF TERMS

International Educational Trip - an extended educational activity in which the students will comply the required learning outcome in the approved curriculum involving the travel of students outside the Philippines.

Center of Excellence (COE) – refers to a designation granted by the Commission on Higher Education in recognition of a unit's exemplary performance in its teaching, research and extension functions.

Center of Development (COD) – refers to a designation granted by the Commission on Higher Education in recognition of a unit's evident above average performance in teaching, research and extension functions.

Level II Accreditation – Programs which have at least been granted initial accredited status by accrediting bodies.

Exchange Visitors Program (EVP) - an international exchange program administered by the United States of America to implement the Mutual Education and Cultural Exchange Act of 1961, as amended, Public Law 87-256.

Appeal - an earnest request for aid, support, sympathy, mercy, etc.; entreaty; petition; plea, or a request or reference to some person or authority for a decision.

Meritorious Cases – refer to conditions that prevent the students to join the International Education Trips such as: financial difficulty, medical conditions, legal impediments and similar conditions.

ARTICLE III OBJECTIVES

Section 5. These set of policies and guidelines aim to rationalize the conduct of International Educational Trips among HEIs in order to:

- 5.1. provide access to efficient and interactive learning of students through meaningful International Educational Trips as indicated in their program requirement embodied in the approved curriculum;
- 5.2. ensure that all Higher Education Institutions provide quality International Educational Trips relevant to the acquisition of the necessary knowledge, skills, and values for student;
- 5.3. promote understanding of culture and working environment in different countries by the students;
- 5.4. help provide international experiences for the students especially who are directly involved in the mobility program, and unique and different learning environment for the students; and
- 5.5. protect and safeguard students undergoing International Educational Trips.

ARTICLE IV COVERAGE

Section 6. These policies, guidelines and procedures shall cover the International Educational Trips duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students both graduate and undergraduate programs duly authorized by the concerned HEI to handle the International Educational Trips. The HEIs must either have accreditation Level II of the program, Autonomous, Deregulated, COE, and COD or with ISA classification in order to be allowed to conduct International Educational Trips.



The said International Educational Trips are voluntary in nature on the part of the students. In such an event and upon meritorious cases, the affected student may opt to undergo local educational trips.

Section 7. Students under Exchange Visitors Program (EVP) are not covered by this CMO since this is governed by the Commission on Filipino Overseas. Other International Educational Trips sponsored by the Philippine Government are not covered by these guidelines.

ARTICLE V STUDENTS

Section 8. Higher education students shall assess their capability to undertake such International Educational Trips since they are considered as young adults. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given International Educational Trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

Section 9. For students who cannot join the International Educational Trips, they must be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives.

ARTICLE VI DESTINATION

Section 10. In order to minimize cost, the nearest possible country or countries belonging to the Association of Southeast Asian Nations (ASEAN) should be considered provided that the objectives of the International Educational Trips can be attained.

Section 11. When the international educational trips require additional cost on the part of students, prior consultation with concerned students/parents/guardian/spouse shall be undertaken. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of freshmen and ongoing students before the start of classes, including the details of the International Educational Trips.

Section 12. Whenever necessary and for the safety and convenience of the tripping party, CHED Regional Office (CHEDRO) shall endorse the list of tripping students together with the basic information to the Bureau of Immigration (BI) copy furnished Office of Student Development and Services (OSDS) and the Department of Foreign Affairs (DFA).

ARTICLE VII RESPONSIBILITIES OF PARTIES

Section 13. STUDENTS

- 13.1. Undergo the required orientation for International Educational Trips conducted by the HEI;
- 13.2. Submit to the HEI the terminal report and other school requirements upon completion of the trips; and
- 13.3. Report to CHED through nearest Philippine Foreign Service Post any complaints or grievances as appropriate.



Section 14. PARENTS

- 14.1. Attend the pre-departure seminar or orientation together with the student; and
- 14.2. Sign the consent paper allowing their children/spouse to leave the Philippines to attend an International Educational Trip.

Section 15. HIGHER EDUCATION INSTITUTIONS (HEIS)

- 15.1. Implement the appropriate International Educational Trips in accordance with the specific degree program requirement as submitted to the CHEDROs at least one month prior to the opening of classes of the Academic Year of implementation. As part of the curriculum/course, a Proto-type Observation Guide during International Educational Trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system. The same shall be submitted to CHEDROs;
- 15.2. Assign a designated and qualified faculty member who will be responsible for all aspects of the International Educational Trips program including the implementation, monitoring and evaluation;
- 15.3. Secure and protect the students. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of International Educational Trips;
- 15.4. Conduct orientation on cost requirements before enrolment;
- 15.5. Conduct briefing and debriefing program before and/or after the International Educational Trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians (if the student is a minor) and the standard accommodation and accessible facilities for student with disabilities, insurance, basic laws and rules of the country being visited, cultural ethic among others. Also, Risk Assessment Procedures for educational trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit their parent's/guardian/spouse' consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal;
- 15.6. Inform the CHEDROs on the nature of the International Educational Trips to include purpose, schedule, destinations, and cost and submit a report on the matter to the CHEDROs concerned at least one month before the opening of classes for every academic year including proper coordination with other government agencies. HEI's report should include among others the filled-in undertaking form that the International Educational Trip is not conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of International Educational Trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Development and Services);



- 15.7. Include HEI guidelines for International Educational Trips in their student's handbook, distribute copies of these guidelines to students and display in conspicuous places for guidance and reference;
- 15.8. Facilitate the processing of the documents on behalf of the students. They shall assume full responsibility over the students while having their International Educational Trips. No waiver shall be required by HEI to be submitted by parents/students regarding the non-liability of school on safety and security of concerned students;
- 15.9. Ensure that students avail the students services even while in another country such as but not limited to:
 - health services; and
 - guidance and counseling services
- 15.10. Submit to the CHED Regional Office, the following requirements for endorsement to BI and copy furnish the Office of Student Development and Services (OSDS) and Department of Foreign Affairs (DFA):
 - Notarized letter of intent of the students to participate in International Educational Trips;
 - Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
 - Written consent from parent/guardian or spouse;
 - Approved documents from the Host Country from the said International Educational Trips (if applicable); and
 - Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

It shall be unlawful for an HEI employee to personally profit from International Educational Trips. HEI employee who violates this section may be terminated for Grave Misconduct. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

Section 16. CHED REGIONAL OFFICES (CHEDROS)

- 16.1. Receive request from HEIs;
- 16.2. Conduct initial review/evaluate the documentary requirements by their respective HEI. Enclosed is Annex A for the checklist of requirements;
- 16.3. Submit to the Office of Student Development and Services the hard and e-file copy of the list of students who will undergo the International Educational Trips;
- 16.4. Join in the conduct of the monitoring and evaluation;
- 16.5. Exercise the authority to decide if the International Educational Trips will be pushed through or not; and
- 16.6. Endorse to the Bureau of Immigration (BI) the list of departing students with flight details of a round trip ticket, written consent from parents/guardian or spouse; and any other necessary documents duly notarized copy furnished OSDS and DFA.



Section 17. OFFICE OF STUDENT DEVELOPMENT AND SERVICES (OSDS)

- 17.1. Maintains database of the students who underwent the International Educational Trips as updated by the concerned CHEDROs; and
- 17.2. Monitors and evaluates the implementation of this CMO in coordination with the CHEDROs.

Section 18. INTERNATIONAL AFFAIRS STAFF (IAS)

Conducts appropriate action in coordination with the OSDS in the case of appeals made by the involved parties.

Section 19. CHED LEGAL AND LEGISLATIVE SERVICES (LLS)

Conducts investigation in coordination with concerned offices and submits report on alleged violation committed by any of the parties to the Commission en Banc for appropriate action.

ARTICLE VIII IMPLEMENTING GUIDELINES AND PROCEDURES

Section 20. Requirements for Parties Involved:

20.1. Participating HEIs:

- Must have either accreditation Level II of the program, autonomous, deregulated, COE, COD or with ISA classification;
- Must ensure that educational trip is part of the requirements in the duly noted/approved curriculum;
- Must have a designated qualified faculty member or any authorized coordinator to manage the trips; and
- Must assume all other requirements and responsibilities of the international educational trips.

20.2. Participating Students must:

- Hold a valid passport. In case of foreign students check with the Bureau of Immigration (BI) the other requirements needed;
- Be currently enrolled in a Philippine higher education institution;
- Be at least 18 years old at the time of the International Educational Trips. If the participating Filipino student is minor, secure certification from the Department of Social Welfare and Development (DSWD);
- Be in good academic standing as certified by the HEI;
- Have medical certificate issued by the physician of the concerned HEI;
- Be able to communicate in English or in the language spoken in the host country;
- Have written consent from parent/guardian/spouse; and
- Have endorsement letter from the HEI President.



Section 21. Procedures (see Annex B)

Participating HEIs:

- Must comply with the requirements and submits the notarized letter of intent at least thirty (30) working days before the departure;
- Wait for the CHED approval;
- If approved, concerned HEI receives a notification that they are included in the list of participating HEIs; and
- If disapproved, the HEI applicant will be immediately notified in writing by the CHED Regional Office.

ARTICLE IX FEES

Section 22. Fees and scheme of payment shall be determined during the consultation of all parties before the beginning of the semester where the International Educational Trips will be pursued.

ARTICLE X VIOLATIONS

Section 23. HIGHER EDUCATION INSTITUTIONS

Any HEI that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Section 24.

- 23.1. Allowing students to undergo International Educational Trips even they are not accredited Level II of the program/Autonomous/Deregulated/COE and COD or with ISA classification;
- 23.2. International Educational Trips conducted were not part of the curriculum/course;
- 23.3. No designated and qualified faculty;
- 23.4. Failing to monitor welfare of student;
- 23.5. No orientation conducted before enrolment regarding the cost requirements;
- 23.6. Not giving pre-departure orientation for students and parents/legal guardian;
- 23.7. Not informing CHEDROs on the nature of the International Educational Trips one month before the opening of the classes;
- 23.8. International Educational Trips were not included in the student's handbook;
- 23.9. Imposing waiver from parents/students regarding the non-liability of school on safety and security of concerned students;
- 23.10. Allowing students to undertake International Educational Trips without securing a valid endorsement from CHED to BI;
- 23.11. Failure to submit the required reports/documents such as:
 - Notarized letter of intent of the students to participated in International Education Trips;
 - Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
 - Written consent from parent/guardian or spouse;
 - Approved documents from the Host Country from the said International Educational Trips (if applicable); and



- Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

ARTICLE XI SANCTIONS

Section 24. In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the CHEDROs and CHED Legal and Legislative Services (LLS), impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of HEIs.

Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

- 1st Offense, a written warning issued by CHEDRO;
- 2nd Offense, suspension from conducting International Educational Trips for a period of time as determined by the Commission en Banc; and
- 3rd Offense,
 - Administrative and criminal charges against it and/or its responsible officers under existing laws; and
 - Imposition of penalties such as revocation of permits, downgrading of status, phase-out of the affected program/s and such other penalties that may be validly imposed by the Commission to the concerned HEIs.

ARTICLE XII REPEALING CLAUSE

Section 25. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

ARTICLE XIII EFFECTIVITY

Section 26. These guidelines shall take effect 15 days after publication in the Official Gazette or newspaper of general circulation and should be observed by all HEIs starting AY 2016-2017.

Issued this 4th day of August 2015 in Quezon City.


PATRICIA B. LICUANAN, Ph.D.
Chairperson



Annex A

CHECKLIST OF REQUIREMENTS

For CMO No. 26 series 2015 Policies and Guidelines on *International Educational Trips*

	Complied		REMARKS
	Yes	No	
A. Before the International Educational Trip			
1 Included in the curriculum			
▶ Included in the curriculum with corresponding unit credits and time allotment whether lecture or laboratory hour (specify course title and unit credits)			
2 Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen			
▶ Updated Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen			
▶ Outline of Assessment Report to be filled in by the concerned faculty and students			
3 Faculty-in-charge			
▶ Present designation			
▶ With letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the International Educational Trips			
4 Consultation conducted to concerned students, faculty and stakeholders			
▶ Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature			
5 Destination chosen considering cost and benefit requirements			
▶ Destination including accommodation chosen, considering cost and benefit requirements, safety, and relevance with the subject matter			
6 Fund and other resources properly secured			
▶ Fund and other resources properly secured and accounted for			
7 Briefing to concerned faculty and students			
▶ Briefing to concerned faculty and students and provided the needed information materials			
8 Written plans submitted to HEIs			
▶ Written plans by the accredited travel agency (if appropriate) with attached Gantt Chart duly approved by the HEI			
9 Insurance for students, faculty, and other concerned stakeholders			
▶ Individual or group insurance for students, faculty, and other concerned stakeholders			
10 Format of Learning journals given to students			
▶ Standard Format of Learning Journals given to students			



Annex A

CHECKLIST OF REQUIREMENTS

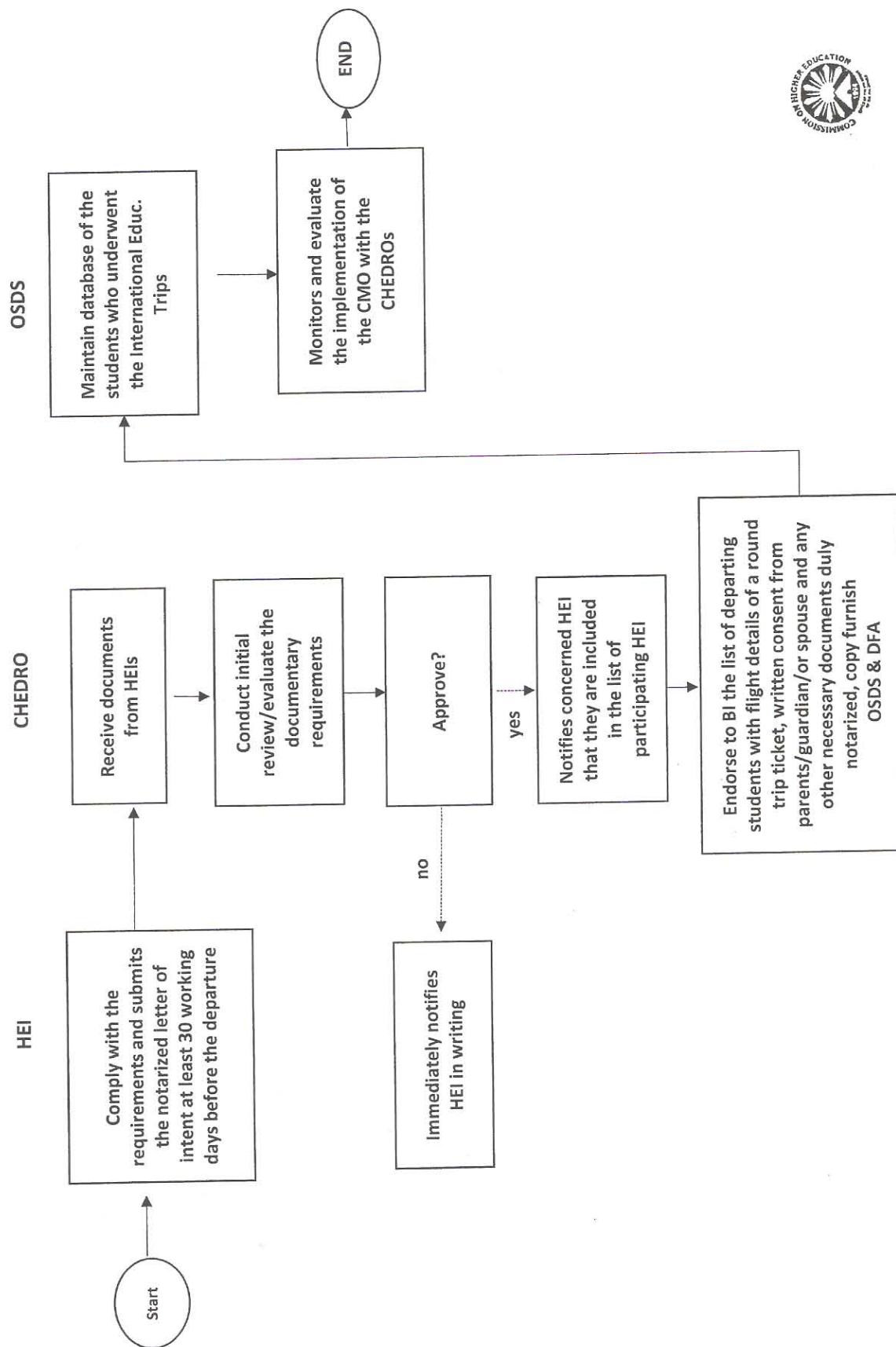
For CMO No. 26 series 2015 Policies and Guidelines on *International Educational Trips*

	Complied		REMARKS
	Yes	No	
11 Announcement to students, faculty and parents ► Announcement to students, faculty and parents made one (1) month before the scheduled date of International Educational Trips			
12 Risk Assessment plans in place ► Risk Assessment plans and preventive measures given to students and stakeholders			
13 Flight ► Round trip ticket with flight details after CHED evaluation			
14 Medical clearance of students ► Medical clearance of students and medical aid kits are provided			
15 Parent/guardian/spouse consent duly-notarized be required before the International Educational Trips ► Duly notarized consent submitted before the activity			
B. During the International Educational Trips			
1 Security of the students ► Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of International Educational Trips			
2 Proper implementation of International Educational Trips ► Program of activities followed as planned or activities adjusted as the need arises			
C. After the International Educational Trips			
1 Conducted Debriefing Program including among others reflection of the learning experiences duly documented in the learning journal ► Documentation of Debriefing Program			
2 Assessment report by faculty and submitted including details of amount expended ► Assessment report by faculty and submitted including details of amount expended to be submitted to CHED.			
3 Assessment report by students' concerned ► Assessment report by students submitted to concerned HEI			

C. 1-3 - will be submitted to CHED after the conduct of International Educational Trips



PROCEDURAL GUIDELINES ON INTERNATIONAL EDUCATIONAL TRIPS





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

MEMORANDUM FROM THE CHAIRPERSON

TO : CHED REGIONAL DIRECTORS AND OFFICERS-IN-CHARGE
PRESIDENTS/HEADS OF SELECTED HIGHER EDUCATION INSTITUTIONS OR
INTERNATIONAL RELATION OFFICERS

SUBJECT : ORIENTATION ON CHED MEMORANDUM ORDER (CMO) 26 S. 2015 "POLICIES,
GUIDELINES AND PROCEDURES ON INTERNATIONAL EDUCATIONAL
TRIPS (IET) OF UNDERGRADUATE AND GRADUATE STUDENTS"

DATE : October 27, 2015

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1. Pursuant to the pertinent provisions of Republic Act No. 7722 otherwise known as "The Higher Education Act of 1994", the Commission on Higher Education (CHED), through the Office of Student Development and Services (OSDS) will conduct an orientation on CHED Memorandum Order (CMO) No. 26, s. 2015, titled "Policies, Guidelines and Procedures on International Educational Trips of Undergraduate and Graduate Students" to be held at the **One Tagaytay Place Hotel Suites**, Tagaytay City on **December 1, 2015, 12:00 NN**. However, the CHED Regional Office representatives will have a meeting at 9:00 AM prior to the Orientation. Lunch will be provided to all participants upon registration.
 2. The objective of this orientation is to discuss the specific provisions in the guidelines. Participants to this orientation are CHED Regional Directors or Coordinators and President/Heads of selected higher education institutions or International Relation Officers (IROs) from each region. CHED Regional Offices must submit to OSDS lists of the following:
 - not more than seven (7) participants (1 CHEDRO representative and 6 officers of higher education institutions) for NCR, Regions 1, 3, 4A, 5, 7, 9, 10 and 11;
 - not more than six (6) participants (1 CHEDRO representative and 5 officers of higher education institutions) for Regions 2, 4B, 6, 8, 12, CAR and CARAGA

on or before **November 15, 2015**. The quota of participants per region shall be strictly observed due to financial constraints. The list of participants received beyond said deadline shall not be accommodated.

3. The accommodations of participants from CHED Regional Offices will be provided by this Office. However, travel expenses incurred during this activity shall be charged against local/regional funds subject to the usual accounting and auditing rules and regulations. Expected participants from the private HEIs shall make agreements with their respective School Heads.
4. For clarification, please contact Ms. Rosalie C. Buscar or Ms. Marivic A. Magno of the International Student Affairs Division through telephone numbers (02) 441-1220 or email addresses mmagno@ched.gov.ph and fvillanueva@ched.gov.ph.
5. Wide dissemination of this Memorandum is desired.



PATRICIA B. LICUANAN, Ph. D.

BSU HYMN

*Lyrics by Rolando R. Gaspar
Music by Herminio M. Suarez*

Bulacan State University
Thy name will always be
You prepare us in life's journey
For the service of God and society
You nurture our minds in diversity
Oh great is thy faculty;

BSU your fame and beauty
We'll uphold 'til eternity
Creative thoughts and skillful hands
To us your best gift of time
We will share our best to humanity
For our nation's prosperity;

Your vision is now our mission
We shall lead the next generation
The values ingrained in our hearts
We will treasure, we'll impart
Bulacan State University
Forever we'll honor thee!

BSU MARCH

*Lyrics by Francisca P. Enriquez
Music by Augusto Miranda*

Alma Mater, a prayer from the teachers
You enlightened our minds to success
Hear a song from the hearts of the masters
Of the compass, slide rule and pen

Alma Mater, your fame
We shall carry it everywhere
We shall strive for the glory of your name
For your honors, O BSU dear

We shall leave traces on the stars
We shall follow your torch to our goal
For our country we will struggle
Pledge to do our share in life's gain

BSU when we part
Aware and willing
Your sons in flight of time
We shall hail thee with praises and cheer
My BSU dear