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CAMARINES SUR POLYTECHNIC COLLEGES

STUDENT HANDBOOK



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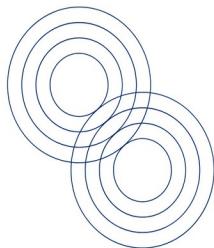
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CAMARINES SUR POLYTECHNIC COLLEGES STUDENT HANDBOOK 2024

Produced by: **Student Affairs and Services Office**

Edited by: **Kevin Sean D. Rada, MAEd**

Raimee Aira O. Buena

Designed By: **Marc Jorenz V. Tibi**

For comments/queries, please contact or visit:

sas@cspc.edu.ph / <https://www.facebook.com/cspcsas>



FOREWORD

This student handbook is designed to be a comprehensive guide for all students, providing essential information about the academic, administrative, and extracurricular aspects of life at Camarines Sur Polytechnic Colleges. It aims to help students navigate their journey at the institution and become well-acquainted with the policies, guidelines, and expectations that govern student life. Camarines Sur Polytechnic Colleges is committed to fostering an environment that promotes academic excellence, personal growth, and community engagement. The institution's mission is to prepare students not only for successful careers but also to become responsible citizens and lifelong learners.

This handbook outlines the various academic programs, services, and opportunities available to students. It also details the rules and regulations that are essential for maintaining a safe, respectful, and productive campus environment. The policies and guidelines contained in this handbook have been developed to ensure the smooth operation of the college and to support its commitment to providing high-quality education. All students are expected to familiarize themselves with these policies and adhere to them throughout their time at the college. Faculty and administrative staff are available to assist students in understanding and applying these guidelines. Compliance with the policies outlined in this handbook is mandatory. Failure to comply may result in disciplinary actions as stipulated by the college's regulations. Students are encouraged to seek clarification from relevant offices if they have questions regarding specific policies. The policies and guidelines in this handbook are subject to periodic review and revision to reflect the evolving needs of the students, advancements in education, and changes in societal norms and legal requirements. Camarines Sur Polytechnic Colleges reserves the right to amend these policies as deemed necessary.

This handbook is intended to be a valuable resource for students throughout their academic journey. Students are encouraged to use it actively and to participate fully in college life. Engagement, responsibility, and respect for the college's policies will contribute to a positive and enriching experience for everyone in the college community.

MESSAGE

Welcome to Camarines Sur Polytechnic Colleges!

It's a privilege to greet you as you embark on this academic journey with us. At CSPC, we are committed not only to educate you but also to nurture your growth on all fronts - academically, personally, and professionally.

This Student Handbook is an important guide during your time here. It outlines the policies and expectations that help us maintain a positive, respectful, and productive environment for everyone here in the CSPC community. Please take the time to read and understand it. Knowing the guidelines will help you make informed decisions and navigate your college life smoothly.

As your President, I want to assure you that the administration is fully committed to being responsive to all the needs and welfare of our students. I encourage you to make the most of what CSPC offers as you dive into your coursework and get involved in campus life. We are here to assist you in every way possible so that you can fulfill your aspirations and get yourselves ready for the future.

Your experience at CSPC transcends academics. It is also an opportunity to build your character, form lifelong friendships, and contribute to our vibrant community with transparency and integrity. I'm certain that each of you will contribute something unique and meaningful to our esteemed institution.

Best of luck in all your pursuits. I'm excited to see all the great things you'll accomplish during your time with us.



(SGD.)

DR. AMADO A. OLIVA, JR.
SUC PRESIDENT III

CAMARINES SUR POLYTECHNIC COLLEGES

ISO 9001:2015 CERTIFIED

Vision

CSPC envisions a dynamic, inclusive, resilient and globally competitive polytechnic educational institution committed to achieving excellence and advancing innovation that transcends societies in the Bicol region and beyond.

Mission

CSPC is highly committed to delivering quality polytechnic education, providing excellent services, and promoting sustainable development and resilience in alignment with legal and statutory requirements, through cutting-edge technological innovation, impactful extension services, robust research culture, efficient resource management, and mutually beneficial partnerships with local and international stakeholders.

Goals and Objectives

Continued Academic Excellence: To produce future-ready graduates with professional and social competencies.

Strengthened Research and Innovation: To prioritize the creation of new knowledge and technology through globally responsive and socially relevant research practices towards measurable social progress

Engaged Sustainable Communities: To engage with local communities in enhancing standards of living as anchored to the Ambisyon Natin 2040 and the UN Sustainable Development Goals

Balanced Finances through Production and Resource Generation: To capitalize on innovative and self-sustaining business ventures Optimized Digitalization for Good Governance and Operational Excellence: To increase organizational productivity and performance through digital migration, good governance principles, and sound management techniques towards enduring economic prosperity

Quality and Environmental Policy

CSPC commits to provide the highest standards in total customer satisfaction in accord with legal and other requirements to satisfy current and future needs of clients and stakeholders; uphold good governance conditions; and sustain the integrity of the environment and its resources through continual improvement of its quality and

BRIEF HISTORY

Camarines Sur Polytechnic Colleges came into being when Batas Pambansa Bilang 512 was approved on June 10, 1983 by then President Ferdinand E. Marcos. On May 7, 1985, the College formally opened its doors for enrollment making it a red-letter day for every CSPCean.

From April 1985 to September 1986, Atty. Fernando O. Beriña served as CSPC's first officer-in charge (OIC). On September 25, 1986, Dr. Lylia Corporal-Sena was appointed as the very first CSPC president and led the institution for seven productive years. On March 1, 1993; Mr. Ferdinand B. Valencia became the officer-in-charge, followed by Dr. Lourdes G. Laniog, also as officer-in-charge from May 16, 1997 to March 4, 1998. On March 5, 1998, Dr. Laniog was appointed president and led the College for four more years. Beginning May 2002, Dr. Monsito G. Ilarde served the College as the third president. After Dr. Ilarde's tenure of nine years, Dr. Dulce F. Atian was elected as fourth president in May 2011. Dr. Atian headed the College for two terms: 2011-2015, and 2015-2019. When Dr. Atian's second term as the President of CSPC ended on May 2, 2019, the Board of Trustees (BOT) of the College appointed Dr. Teresita B. Salazar, Vice President for Academic Affairs (VPAA), as the OIC from May 3 to July 9, 2019. On July 10, 2019, Dr. Charlito P. Cadag was elected and sworn in as the fifth President. Dr. Cadag's term and tenure was marked by the CoViD-19 pandemic and its onslaught. At the end of Dr. Cadag's first term, Dr. Atian was appointed by the Board as Officer-in-charge on July 10, 2023; and once again, took the reins of leading the institution. On November 23, 2023, former Vice President for Academic Affairs Dr. Amado A. Oliva Jr. was elected as sixth SUC President. A new era of leadership begins with a battle cry: "Walang mang iiwan, walang iiwanan at walang maiiwan...sabay sabay po tayo sa pag arankada tungo sa isang maunlad at mapayapang lipunan."

Along these changes and shifts in leadership were the various milestones in its history.

An expansion of the educational frontiers in Buhi, Camarines Sur took place through BOT Resolution No. 08-439 approved on February 28, 2008. The CSPC Buhi Campus was established as a response to the request of the Local Government of Buhi to make college education accessible to the underprivileged but deserving students of the municipality. In 2023, with a "new campus" looming in the horizons of Buhi, CSPC Buhi Campus was declared a "stand-alone campus", with greater mobility towards its own growth and development.

Region to obtain such certification. Then the ISO 9001:2015 Certification in August 2018 was awarded.

In 2017, House Bill No. 5119 entitled, "An Act Converting the Camarines Sur Polytechnic Colleges (CSPC) in the Municipality of Nabua, Province of Camarines Sur, into a State University to be known as the Polytechnic State University of Bicol," was filed by Hon. Salvador B. Belaro, Jr. of 1-ANG EDUKASYON Partylist, as principal sponsor and Hon. Salvio B. Fortuno, then the representative of the 5th District of Camarines Sur, as co-sponsor. On April 12, 2019, Pres. Rodrigo R. Duterte finally signed RA 11283; converting CSPC into Polytechnic State University of Bicol.

The onslaught of CoViD-19 brought the College into the "blended/ flexible/ hybrid/ hyflex" modalities of delivering instructions and learning pedagogies; along with venturing into SMART campus, and establishing a broadcast center towards distance education.

In March 2022, the College received the Recognition for Commitment to Quality Management in its bid for the Philippine Quality Award given by the Office of President of the Republic of the Philippines through the Department of Trade and Industry.

The College also serves as the base agency of the Bicol Consortium for Industry, Energy and Emerging Technology Research and Development (BCIEERD) from the Department of Science and Technology - Philippine Council for Industry, Energy, and Emerging Technology Research and Development (DOST-PCIEERD); serving both as the former's chair and secretariat.

Along with other accomplishments in accreditation and instruction, board and licensure examinations, internationalization efforts, research, extension, and entrepreneurial development; as well as in resource generation and campus expansion, partnerships, linkages and consortiums, the College remains steadfast in its commitment to quality public polytechnic education.

From its humble beginnings to what it is now, CSPC has come a long way in addressing campus and site development including ICT infrastructure, courses and degree programs, student enrolment, and human resource; the list continues and goes on and on.

Now as it celebrates its Ruby anniversary or 40 years of existence, with the spirit of dynamism, sustainability, and resilience; the present leaders and workforce of CSPC will continue to pursue its vision and mission and serve the people of Bicol and beyond.

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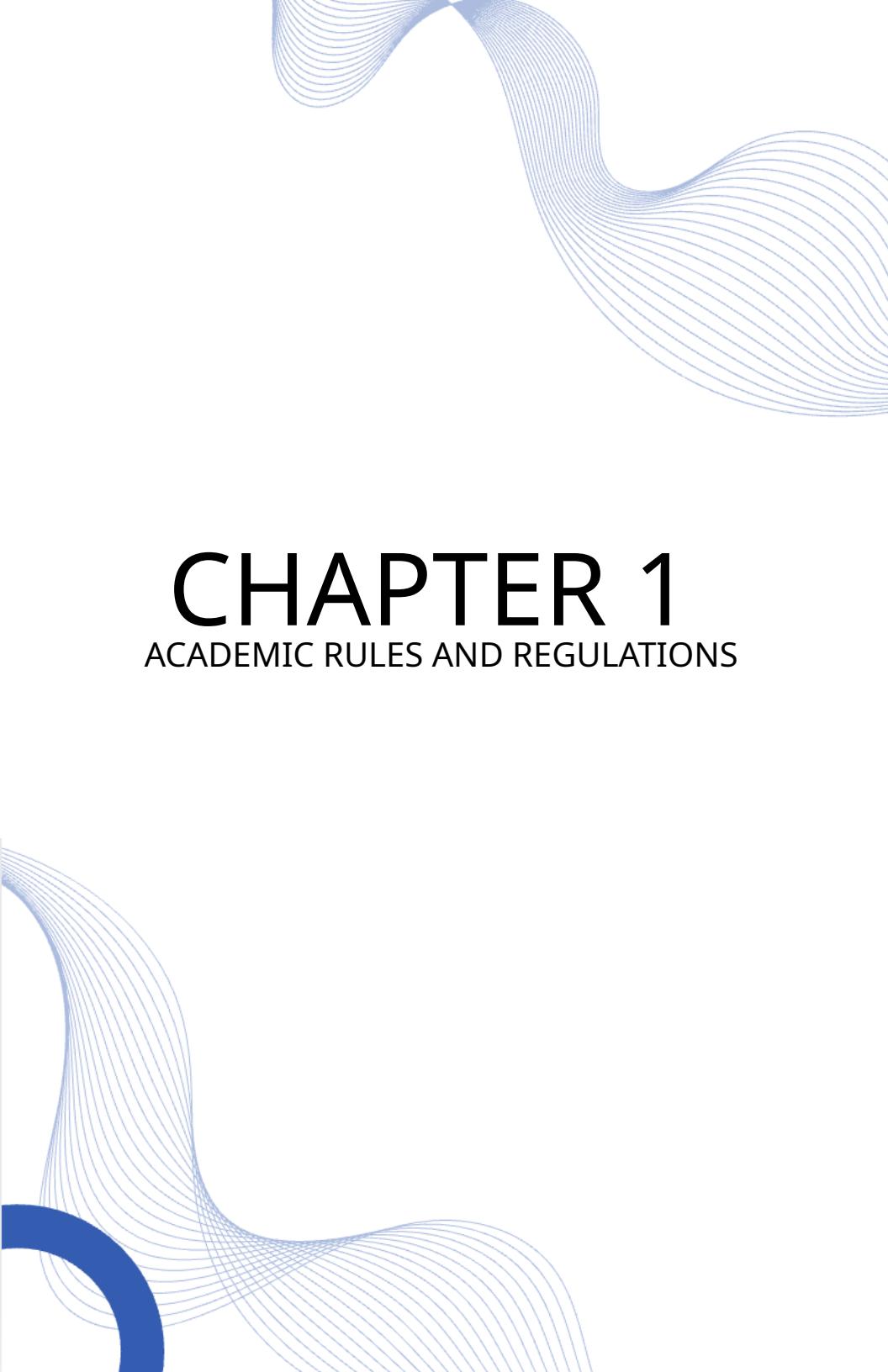
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CHAPTER 1

ACADEMIC RULES AND REGULATIONS

GENERAL PROVISIONS

1. College Mandate

The Camarines Sur Polytechnic Colleges shall primarily provide higher technological, professional, and vocational instruction and training in fisheries, trades and technology, arts and sciences, as well as short-term technical and vocational courses, as the Board of Trustees may deem necessary, and shall promote research in the exploitation and conservation of the natural resources in the Province.

2. Entry Requirement to Tertiary Level

Anyone seeking admission is subject to the academic standard set by the Institution such as passing the College Entrance Examination based on their Mental Ability Test, interview result, and Junior and Senior High School academic performance.

3. Academic Calendar and Classes

The academic calendar and classes shall conform to the calendar issued by the Commission on Higher Education (CHED) which consists of at least 18 weeks per semester; class work in the summer term/mid-year term session shall be equivalent to class work in one semester.

4. Course Coding and Numbering

Each subject shall be assigned a course number/code based on the approved curricula. In general, a course number shall be three (3) digit numbers. The unit digit shall correspond to the number of the subject under its classification. The tenth digit shall represent the semester; the subject appears in the curriculum. While the hundred digit shall correspond to the curriculum level. Course coding shall be governed by the following:

The common course coding for similar subjects with the same number of units shall be followed by the Institution for standardization and uniformity.

Courses shall be classified following the CHED General Education Courses grouping. Thus, the course code shall contain the abbreviated name of subjects/having different number of units an alphabet is added for differentiation.

The college concerned shall be responsible for the course coding of

5. Academic Load

Undergraduate students must take all subjects offered in a particular semester unless they have academic deficiencies which shall be complied with. They will also be allowed to enroll in all other subjects provided that they have fulfilled the prerequisites.

During summer/mid-year terms, students shall be allowed to carry not more than nine (9) academic units, except for graduating students who shall be allowed higher load not exceeding 12 units. Students with deficiency shall be allowed to take summer/mid-year classes upon request of the concerned student, noted by the Dean, endorsed to the Vice-President for Academic Affairs (VPAA), and approved by the College President, subject to existing policy on accounting and auditing. A maximum study load of the regular students in the master's degree shall not exceed 9 academic units per semester and 6 academic units per summer term. However, graduating students may be allowed to increase their study load to 12 academic units per term for the master's degree, subject to the approval of the Dean.

6. Class Size

Undergraduate class size for both lecture and laboratory classes shall be specific to the discipline stated in the policies, standards and guidelines of the respective programs.

7. Language Policy

English and Filipino languages are considered the medium of instruction. Speaking in dialects inside the class is highly discouraged.

8. Enforcing a New Curriculum

When a new curriculum is enforced, only first-year or new students shall be covered. Old students shall follow the same curriculum that they started within the minimum length of time allowed for residency. However, old students may apply for transfer to the new curriculum.

B. ADMISSION POLICY FOR UNDERGRADUATE PROGRAM

9. General Admission Policy

The Camarines Sur Polytechnic Colleges (CSPC) shall be open to all students who are willing to abide by its rules and regulations and

the academic standards and requirements of the program in which they wish to enroll. No student shall be denied admission to the institution by reason of age, sex, ethnicity, socioeconomic status, religious belief, political affiliation, conviction or ideology, and physical disability, except when an applicant is suffering or under treatment for any communicable disease or non-communicable diseases.

10. Admission Standards

Students who get admission rating of 80% and/or within the quota and above shall be accorded priority enrolment. The Program applied shall be based on the applicant strand and is subject to the existing CHED Memorandum including the ALS graduates eligible for College.

10.1 Undergraduate Program.

Admission shall be based on the following requirements:

Graduating Senior High School Student

- Junior High School (Grade 9 and 10)
- Senior High School grades (Grade 11)
- Result of the College Entrance Test

Graduate of Senior High School

- Senior High School Grades (Grade 11 and 12)
- Result of the College Entrance Test

The College Entrance Examination consists of mental ability test. The admission rating shall be computed based on Mental Ability Test (60%) and General Average in Junior and/or Senior High School (40%). After the College Entrance Test (CET), applicants who achieve a score of 80% or meet the required quota per program will proceed to the interview or skills validation phase. The admission criteria comprise 70% from the CET results and 30% from the interview/skills validation.

10.2 Wait-listed Applicant

Applicants in a waiting list shall be given priority to fill up vacant slots resulting from withdrawal of qualified entrants. Special schedule for enrolment shall be provided to waitlisted applicants and whose admission shall be based upon their ranking and the result of skills validation and/or interview.

Waitlisted applicants are those:

Who get 80% and above but below the quota ; and

Who get 79% and below ⁴

11. Transferees

The undergraduate and graduate transferees are subject to the same admission standard as the undergraduate program, provided that slot is available in the program applied for.

For crediting of courses, only 50% of the total number of units required for the concerned program will be credited regardless of whether the course is GE, minor, major, professional, or elective course. However, the content of these courses is equivalent to that of courses (name and learning matrix) required for the concerned program.

12. Foreign/International Student Admission

A Code of Conduct that will govern foreign/international students while inside the country shall be maintained and adequate quota between Filipino and Foreign students should be established considering local and national security in accordance with prescribed rules and regulations.

12.1 First-Year Foreign/International Students

The same admission standards for the undergraduate program shall apply to foreign students seeking admission in the college.

12. 2 Regular Students

The student shall meet all the admission requirements of the Institution and the Academic Program involved;

The student shall submit complete and valid credentials listed below to the admission office:

- b.1. Duly accomplished Student's Directory Form;
- b.2. Student visa;
- b.3. Photocopy of passport indicating the name, photo, birth date, and birthplace of the student;
- b.4. Transcript of Records or its equivalent;
- b.5. Birth Certificate (shall be translated in English Version) duly authenticated by the Philippine Embassy;
- b.6. Medical Examination/Dental examination ; Laboratory Test Results of the following are needed: • Chest x-ray• Hepa-B Screening • Drug Test
- b.7. If the student is a scholar, an original copy of the notarized affidavit of support or Notice of Grant for Institutional Scholars to cover expenses of the student while studying; and,

b.8. Original copy of Personal History Statement or Personal Data Sheet; and, Filipinos, who graduated from a secondary school abroad, applying for First Year admission must satisfy the same requirements as those for foreign students.

12.3 Exchange Students

Exchange students are required to submit the following requirements:
Duly accomplished Student's Directory Form;
Letter of Acceptance ; and
Special Student Permit

13. Cross Registration

Within Campus. The following rules shall govern cross-registration:
Cross-enrolment is allowed in all curricular levels;
It should be done within the period of registration;
Permit to cross enroll should be acknowledged by the Head of Students Records and Registration Office; and
It should be from the same college/field of discipline and slots are still available.

Inter-Campus. The following rules shall govern cross-registration:
Cross-registration should be done within the period of registration;
Cross-registration is allowed in any curricular offerings, provided that, the subjects are not offered in the institution, must have the same course description and at least the same number of units, and must not be a major subject and the student concerned is a candidate for graduation from his terminal/last year.
No student is allowed to cross-register in more than one (1) school outside the Institution or double registration in the college.

14. Re-admission

A former student who has been out of the Institution for a semester or more and has enrolled in another school while on leave should obtain an application for Re-admission from the Dean as approved by the College Admission and Retention Committee (CARECOM). Courses taken in another school during the period of absence from the college shall be evaluated and given credit if approved by the Dean with Area Chairperson and faculty handling the courses.

15. Student Applicant with Special Needs

Admission for students with Special Education Needs (SEN) will be limited by space and resource availability. Denial of admission to students will occur if they require services or resources beyond the school's ability to support. After admission has been granted, the student must:

Sign an agreement in which they waive the right to receive and to demand credits for the work done. Their admission shall be approved by the Vice President for Academic Affairs and Head of the Student Registration Records upon recommendation of the Dean of the College concerned.

16. Second Courses Applicants must have complete and valid credentials and must meet all the prescribed requirements of the college and the program applied for.

17. Shifters Students who will shift from one program to another program shall be evaluated by the CARECOM.

18. College Admission and Retention Committee (CARECOM) Composition - The CARECOM shall be composed of:

CHAIRPERSON – The highest ranking official in the Academic Division; VICE-Chair – The Academic Dean whose credentials of students in the department are under review; and MEMBERS: - College Deans

- Campus Administrator - Director, Student Affairs and Services Office

- Head, Student Records and Registration Office - Head, Admission and Testing Office

Duties and Functions- The CARECOM shall have the following duties and functions: To see to it that policies and guidelines on admission and retention of students are observed and implemented; To screen and select qualifiers based on the criteria provided in the policies and guidelines on admission and retention of students and recommend for their admission; To evaluate the academic performance of students as basis in determining qualifiers for the Second Level or degree program as the case maybe; To act on concerns regarding student academic delinquencies; To approve applications for shifting of courses and transferees; To act on issues or problems that may arise during enrolment period; To conduct periodic review and assessment of the admission and retention

To formulate and recommend admission policies and strategies that will encourage or attract quality and potential students to enroll in the Institution.

Responsibility of the Chairperson of CARECOM

The Chairperson shall see to it at all times that policy guidelines on students' quality admission and retention are observed.

C. ENROLMENT

19. Enrolment Quota

The enrolment quota in every college is subject to the recommendation of the Dean, endorsed by the Institutional Planning and Development Office, and approved by the Academic and Administrative Council based on the absorptive capacity of the Institution.

20. Enrolment of New Students

Enrolment in CSPC is a contractual relationship between the students and the Institution. At the time of enrolment, all new students should have passed the admission screening. The list of qualified applicants shall be officially released by the College Admission and Retention Committee (CARECOM) through the College Deans and Campus Administrator. Further, original copies of the credentials shall be submitted as requirements for enrolment at the Student Records and Registration Office.

Online enrolment is adopted by the Institution. The CSPC website contains the process thereof; with close coordination among the Student Admission and Testing Office; Student Registration and Records Office; the respective Deans and the Campus Administrator.

20.1 Enrolment Requirements

FIRST YEAR

Recent Passport-sized picture with white background and name tag (1 pc.)

Senior High School Report Card (F138) (Original and Photocopy)

Form 137 (copy valid for CSPC can be submitted on a later date)

PSA Birth Certificate (Clear Photocopy) Municipal Form No. 102 is required if the PSA Birth Certificate has blurred/unreadable entries

Certificate of Good Moral Character (Original and Photocopy)
Long-sized White Mailing Envelope
Long-sized Brown Envelope (1 piece)
Marriage Certificate for Married Female Applicant (Clear Photocopy)
Print-out of Student Information Sheet (SIS)

TRANSFEREES

Recent Passport-sized picture with white background and nametag(1 pc.)
Transcript of Records / Certificate of Grades (Original and Photocopy)
Honorable Dismissal / Certificate of Eligibility to Transfer (Original)
Transcript of Records Copy Valid for CSPC (submitted once the student is enrolled)
PSA Birth Certificate (Clear Photocopy) Municipal Form No. 102 is required if the PSA Birth Certificate has blurred/unreadable entries
Certificate of Good Moral Character (Original and Photocopy)
Long-sized White Mailing Envelope
Long-sized Brown Envelope (1 piece)
Marriage Certificate for Married Female Applicant (Clear Photocopy)
Print-out of Student Information Sheet (SIS)

Note: Original documents (F-138, F-137 and Certificate of Good Moral Character) should be photocopied before submitting to the Student Records and Registration Office. Borrowing of admission documents after enrolment is not allowed.

21. Late Enrolment

Any student may enroll after the lapse of the registration period specified in the approved school calendar, and be admitted in accordance with the reasonable rules of the institution for late enrolment, but in no case shall exceed two (2) weeks after the opening of classes. Thereafter, no further enrolment shall be allowed.

A fine of PhP100.00 shall be charged for all late enrolments within the two-week period. However, charging of fine shall be suspended when enrollment is hampered due to non-availability of Student Information and Accounting System (SIAS) and that Preliminary form has been approved within the given schedule.

22. Rules on Excess Academic Load

Excess in the regular academic load may be allowed only for graduating students.

A maximum of two subjects in addition to the regular load should be allowed.

Excess Academic Load is not allowed for delinquent student.

Request for excess academic load shall be recommended by the Dean and/or Campus Administrator noted by the Head of Student Records and Registration Office (SRR); and, approved by the Vice-President for Academic Affairs (VPA).

23. Taking Advance Courses

Student shall not be permitted to take advance courses unless they have satisfactorily passed the prerequisite courses. Their request to take advance courses should be approved by the Dean and/or Campus Administrator based on reasonable and valid grounds, and confirmed by the Vice President for Academic Affairs; provided, they do not exceed the maximum academic load per applicable program offering.

24. Changing and/or Adding, Dropping of Course

Change of enrolment involving the addition or change of course must be done not later than the last day of registration including any extension.

The following rules shall be observed in changing or adding of subjects:

Changing or dropping of course shall only be allowed within two (2) weeks after the formal start of classes, and is subject to payment of fees.

Duly accomplished changing and/or adding and dropping form, obtained from the SRR Office, in four (4) copies shall be submitted to the Registrar, copy furnished to the Dean and/or Campus Administrator, Accounting, and the student.

No changing and/or adding and dropping shall be entertained after two weeks extension, except for a very serious reason such as complete withdrawal from the college, grave offense, lingering illness and other justifiable reason.

Courses added/ changed unofficially or without approval by the Dean, and acknowledged by the SRR shall not be given credit.

A student is given a mark of DRP (Dropped) within the Midterm period of the semester when absences interfere with the student's performance. The faculty may initiate to drop the student from the course per recommendation by the Program Chairperson and the Dean.

Students who have dropped courses or subjects need to claim their revised Certificate of Assessment and Certificate of Enrolment to make the transaction official. 25. *Withdrawal of Registration*
Withdrawal of enrolment is voluntary and should be reported to the Registrar or Dean. Students who withdraw their registration before the opening of classes are entitled to withdraw their credentials submitted as requirements for enrolment. The rules for dropping shall apply if the application for withdrawal of registration is done after the opening of classes. 26. *Rules on Course Substitution* *The course substitute must have the same number of units and are allied to the required course. The course involved the old curriculum and is not being offered anymore in any program in the college. Hence, the student will now follow the new curriculum. The request must be recommended by the Dean and/or Campus Administrator, noted by the Head of Student Registration and Records, and approved by the VP for Academic Affairs.* 27. *Shifting from One Program to Another* *A student may be allowed by the Dean and/or Campus Administrator to transfer or shift to another degree program if, in the opinion of the Dean and/or Campus Administrator, the student is not academically suited to the said program, provided that a slot for admission is available and proper endorsement from the former Dean and/or Campus Administrator is made to the Dean and/or Campus Administrator of the program they want to transfer. Furthermore, a certification that the said student has no disciplinary problem and is therefore of good moral character is required from their respective Dean and/or Campus Administrator.* 28. *Program Requirement* *To fully comply with the requirements of the curriculum, students are required to conduct a thesis and undergo a student internship program which includes On-the-Job Training, Off campus, In-company training, practice teaching, and Related Learning Experience. This is to further develop the students' competencies, skills, and knowledge to perform a specific job along their chosen profession.* (1) *Thesis Writing/Capstone Project - Thesis Writing and Oral Defense are considered not only as a requirement of the research project but a pre-requisite in the completion of an academic program. No student can qualify for graduation in any baccalaureate degree or graduate program without complying with the basic requirements in both thesis writing and oral defense.*

(1) *Thesis Writing/Capstone Project - Thesis Writing and Oral Defense* are considered not only as a requirement of the research project but a pre-requisite in the completion of an academic program. No student can qualify for graduation in any baccalaureate degree or graduate program without complying with the basic requirements in both thesis writing and oral defense. (2) *On-The-Job Training/Internship – On-the-job/In-company training* provides student trainees with actual job experiences which will develop employment in a supervised work setting. It is organized to assist the student in developing academic, social, and personal skills; provide an opportunity for the student to receive exploratory work experiences; develop work habits, personality traits, job and effective skills such as discipline among others, needed to be successful in their chosen career. *Industry immersion* is a special term for the said training.

(3) *Related Learning Experience (RLE) / Clinical Practicum - Related Learning Experiences (RLEs)/Clinical Practicum* are teaching-learning opportunities designed to develop the competencies of students utilizing processes in various health situations. These could be sourced from, but not limited to lying-in clinics, schools, industrial establishments, community, outpatient clinics and hospitals. The *Related Learning Experiences (RLEs)* are selected to develop competencies utilizing the nursing process in varying health situations.

(4) *Teaching Internship Program - Student Teaching* or *practice teaching* is a part of the *Teacher Education* curriculum of *Teacher Education Institutions (TEIs)* that is designed to provide prospective teachers with the opportunity to understand the fundamentals of the teaching-learning process and to gain a first-hand experience in all aspects of teaching. It is a laboratory experience that provides students the opportunity to demonstrate their abilities in actual teaching-learning situations. A student-teacher becomes an apprentice teacher, expected to perform routine teaching tasks, explore the facilities of the schools, observe experienced cooperating teachers, and eventually begin to teach on his own. The *student teaching* program is designed to help future teachers go through a professional learning experience.

(5) *Business Plan Implementation* - This course is designed to encourage and allow the students to implement the business plan they have produced in their third year. The students are expected to set up the project as a business activity where actual revenue generation can be realized. Also, students will be expected to set up the project as a business activity where actual revenue generation can be realized. They will be exposed to trade fairs as well to assist in experiential learning and to seminars or training for their continuous learning and development. Moreover, the conduct of this course will be guided by the *Business Plan Implementation Guidelines for the Bachelor of Science in Entrepreneurship (BSEntrep)* of the Institution.

actual revenue generation can be realized. They will be exposed to trade fairs as well to assist in experiential learning and to seminars or training for their continuous learning and development. Moreover, the conduct of this course will be guided by the Business Plan Implementation Guidelines for the Bachelor of Science in Entrepreneurship (BSEntrep) of the Institution. 29. *Changing of Final Grades* No Faculty shall change any grade after the report has been encoded in the SIAS, and Grade sheets have been submitted to the Student Registration and Records. In exceptional cases, changes in the final grades of students should be done only by authorized staff of the Student Registration and Records Office and only under the following conditions: The faculty secures a change/correction of grades form at the SRRO, for recommendation of the Dean and approval of the VPAA. Change or correction of ratings is requested within the allowable period of one month after the last day of encoding of grades in the SIAS. No changing of grades shall be allowed after the allowable period. If change of rating is from passing to failed or vice versa, the request shall be deliberated by the CARECOM. The written request must be accompanied by appropriate supporting document/s (class records, corrected quizzes/ performance tests, examinations, laboratory exercises, etc.) The faculty submits to the SRRO, the approved change/correction of grade form for appropriate action. The correction/change of grade process will be completed after the Change of Grade form has been returned to the faculty. f. If it appears that the basis for the correction is unacceptable, and is contrary to the Institution's guidelines, the request is void altogether. 30. Rules on Course Crediting The Dean and/or Campus Administrator has the discretion in course crediting upon submission of any of the following: Transcript of Records; and Certification of Grades D. PROMOTION 31. Class Attendance Students are required to attend all classes starting with the first meetings of every course. Time lost due to late enrollment shall also be considered as absence.

considered as absence. The following specific guidelines are to be observed: When a Late Comer Is Considered Absent. Students shall be considered absent from class if they arrive after fifteen minutes of their class schedule When a Student Is Considered Late. A student is considered late or tardy if they arrive in class within the first fifteen minutes after the start of class. When Tardiness is Considered an Absence. Three incidences of tardiness shall be considered as one absence from class. Need to Present an Excuse Letter. Any student who has been absent from class must present an excuse letter signed by the Class Adviser and noted by the Dean and/or Campus Administrator. Absence of Students Due to Official Representation. Official representation for the College of any student at some functions or affairs shall be excused from attending classes. The Dean and/or Campus Administrator shall inform the instructors concerned. The faculty shall allow the students to take missed activities that will affect their academic performance. Upon return, the student shall submit evidence of the official representation such as Certificate of Appearance/Participation, etc. Absence Due to Illness. Absence due to illness may be excused if the student submits a medical certificate issued by the duly licensed physician upon return to class. Duty of Student to Make Up in Activity. Excused absences are for time missed only. All work covered in the class during the students' absence will have to be made up by the student within a reasonable period of time. Dropping due to Irregularity in Attendance. A student who has an unexcused absence for at least 10 hours for 3 unit subject or 20 percent of the hour for recitation, lecture, laboratory or any other scheduled work in one subject for the semester, or any academic period, shall automatically be dropped from the class roll. The class adviser and the Dean and/or Campus Administrator shall be notified accordingly. Duty to Report Student Absences. The faculty member concerned shall report three successive unexcused absences to the CLASS ADVISER who shall call for the student and notify the parents/guardian.

32. Examinations Scheduling of Periodic Examinations. The Schedule of Examinations shall be in accordance with school calendar provided by the Commission on Higher Education and institutionally prepared by the Head of the Student Registration and Records Office in consultation with the Deans and Campus Administrators, Office of the Vice President for Academic Affairs, endorsed to the Administrative and Academic Councils and finally approved by the Board of Trustees. There shall be two periodical examinations per course in a semester/summer/mid-year term, namely: midterm, and final examinations.

Special Examinations. An instructor shall allow a student to take a special examination only upon presentation of the Official Receipt for the payment of a special examination fee issued by the accounts officer which shall serve as the test permit. A new set of examination question shall be provided by the

and Campus Administrators, Office of the Vice President for Academic Affairs, endorsed to the Administrative and Academic Councils and finally approved by the Board of Trustees. There shall be two periodical examinations per course in a semester/summer/mid-year term, namely: midterm, and final examinations.

Special Examinations. An instructor shall allow a student to take a special examination only upon presentation of the Official Receipt for the payment of a special examination fee issued by the accounts officer which shall serve as the test permit. A new set of examination question shall be provided by the faculty and fifty percent (50%) of the special re-examination or removal fee shall be given to the concerned faculty. Grading Criteria in Undergraduate Courses (2) Student rating shall conform, to the following system:

Criteria/

Components Non-

Laboratory Subject

Laboratory Subject

Workshop Subject

Class Standing

(quizzes, recitation, assignments,

chapter/unit tests,

attendance and

other related

learning activities)

50% 40% 20%

Examination (Mid-term and Final) 50%

40% 20% Project

(research paper, term paper, grade reaction paper, Percentage laboratory experiments, group and individual work, etc.)

Grade 20% 30% 60%

TOTAL 100% 100%

Percentage 100%

Rating 1.0 99

2.1 86 1.1 98

2.2 85 1.2 97

2.25 84 1.25

96 2.3 83 1.3

95 2.4 82 1.4

94 2.5 81 1.5

93 2.6 80 1.6

Numerical Grade The passing grades of the students range from 1.00 to 3.00 and the failing grade is 5.00. Student formula in Computing Final Grade The grade shall be computed by using the cumulative method. Midterm Grade =
$$\text{Final Grade} = (\text{Class Standing \%} + \text{Major Examination \%} + \text{Project \%})$$

Tentative Final Grade =(Class Standing \% + Major Examination \% + Project \%)/3. Final Grade = Midterm Grade + Tentative Final Grade / 3.

Submission of Grades Every Faculty shall encode in the SIAS and submit the generated report of grades not later than ten (10) working days after the last day of examination period at the end of each term.

Retention Policy 34. Scholastic Delinquency Partial Disqualification Warning. A student who fails in one subject at any time shall be given a warning and shall in succeeding term carry a load which is one subject (of equivalent unit) less the load allowed and shall not be allowed to enroll in the prerequisite subject for the course during the current semester. Probation. A student who obtains two (2) failing marks at anytime will be under probation during the following semester and maybe allowed to take not more than 12 units. A student who has received two (2) warnings shall be placed on probation. Two terms of probation are equivalent to permanent disqualification.

Permanent Disqualification Students who are under probation and still obtain a failing mark in one of their subjects at the end of the term shall be automatically dropped from the rolls of the Institution. There should be a formal notice of the student's permanent disqualification agreed by the CARECOM and the final recommendation should be forwarded to the College President for his approval. Also, a student who obtains three or more failing grades shall be dropped from the rolls of the Institution.

35. Leave of Absence Students who do not intend to enroll in a semester may apply for a leave of absence (LOA). This also applies to students currently enrolled and who intend to withdraw their enrollment for the rest of the semester. Students on leave of absence do not sever their ties with the College. Students who withdraw from the College without formal leave of absence shall have their registration privileges curtailed or entirely withdrawn. Students returning from a leave of absence shall declare their intentions to enroll by writing to the Student Registration and Records through the Dean and/or Campus Administration.

36. Residency Residency refers to the number of years or terms required for a student to complete a course. An undergraduate student must complete the program within a specified period. However, a student shall only be given two (2) consecutive semesters as the maximum period of residency to finish the program.

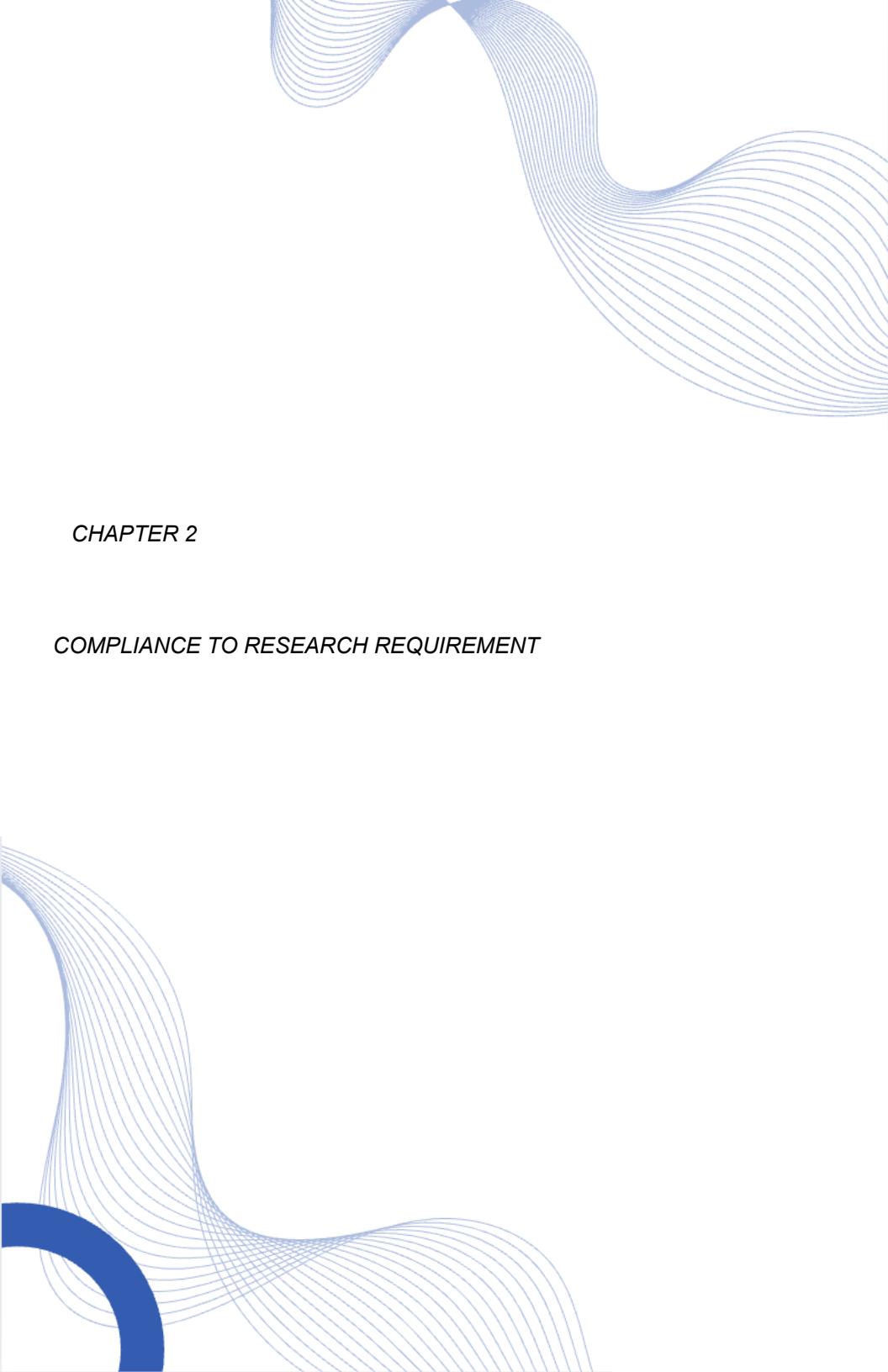
In cases of transferees, the student shall be accorded another year in addition to the maximum period of residency, within which to complete the course. If a student is not able to complete the course within the maximum period of residency, and a new CHED Memorandum issues superseding that which covers the academic status, the student shall be required to repeat the course from first year under the new curriculum.

37. Clearance before Issuance of Honorable Dismissal It is the policy of the Institution that any student who is graduating, transferring to other schools, quitting school, or separating from the Institution for any other causes, should return any borrowed or loaned property, pay all legitimate charges, tuition, and other fees due to the Institution before separation or graduation. Any outstanding property or financial accountability shall be verified through the issuance of the student clearance indicating its full settlement.

transferring to other schools, quitting school, or separating from the Institution for any other causes, should return any borrowed or loaned property, pay all legitimate charges, tuition, and other fees due to the Institution before separation or graduation. Any outstanding property or financial accountability shall be verified through the issuance of the student clearance indicating its full settlement. F. GRADUATION 38. Graduation Requirements Requirements for graduation are as follows: Candidates for graduation must have satisfied all academic and non-academic requirements not later than the date specified in the academic calendar. No student shall graduate from the college unless the name is approved as a candidate for graduation by the Academic Council and confirmed by the Board of Trustees. A graduating student shall accomplish and submit their Clearance to the Student Registration and Records. All graduating students shall attend the commencement exercises as scheduled. Procedure in Finalizing Candidates for Graduation The Student Registration and Records shall examine the academic records of the candidates to ascertain that no deficiency in all requirements on the approved curriculum is found to exist to qualify them to be a candidate for graduation. The result of the evaluation is released to the colleges. Deliberation on the qualification of the candidate is made by the College Deans and/or Campus Administrator, Program Chairpersons, Faculty, and Head of the Student Registration and Records, producing the Tentative List of Candidates for Graduation. The List of Candidates for Graduation shall be forwarded to the CARECOM for further deliberation. If found in order, the CARECOM endorses the List of Candidates for Graduation to the Academic Council for final recommendation to the Board of Trustees for approval. The Head of the Student Registration and Records Office shall post in the Bulletin Board the approved list of candidates for graduation prior to the commencement exercises. After the completion of all the requirements for graduation, a new list shall be prepared of candidates for submission to the Academic Council which endorses the same to the Board of Trustees.

endorses the same to the Board of Trustees. 39. President and Dean's List A student to be included in the Dean's List for the semester shall be guided by the following: Students who have a General Weighted Average of at least 1.25-1.75 shall be considered Dean's Lister. They should not have a grade lower than 2.0 in any subjects enrolled in the semester including NSTP and PE. Students who have a General Weighted Average of at least 1.00 – 1.24 shall be considered as President's Lister. They should not have a grade lower than 2.0 in any subjects enrolled in the semester including NSTP and PE. The student should carry the regular semestral load as indicated in the curriculum. This shall be verified by the Program Chairperson and in close coordination with the College Dean. A student should not have any Disciplinary Record as certified by the Director of Students Affairs and Services. 40. Academic Honors for Graduating Students
Recognition for exemplary academic performance is truly a motivation which propel students to strive more in their academic feat. Hence, the determination of academic honors should be done judiciously. The following rules should be followed. Graduate with honors shall be awarded to students with the following Averages: Four or Five Year Degree Programs: • Summa Cum Laude - 1.0 to 1.20 • Magna Cum Laude 1.21 to 1.45 • Cum Laude 1.46 to 1.75 Candidates for the award must not have a grade lower than 2.0 in any subject. Candidates for honor must not have a grade lower than 2.0 in any subject provided that all subjects must be earned in the College within the prescribed duration of the course. The general weighted average shall be computed up to the second decimal place. A candidate for graduation with honors who was a transferee should not have any grade lower than 2.0 in any subject and must complete at least two (2) years of residence. Students who are candidates for graduation for honors must have taken each semester not less than 15 credits or the normal/ regular load prescribed in the curriculum. Students who are candidates for graduation with honors must not have been charged and found guilty of any violation of existing Institution rules.

each semester not less than 15 credits or the normal/ regular load prescribed in the curriculum. Students who are candidates for graduation with honors must not have been charged and found guilty of any violation of existing Institution rules. A candidate to qualify for an award must not have a grade lower than 2.0 in any subject major or minor including NSTP, however, grades for NSTP shall not be included in the computation. Students who stopped schooling should submit an approved study leave of absence (specifying the period of absence) to qualify for the Academic Award. 41. *Academic Costume Candidates for graduation as well as all members of the academic staff and the college officials shall be required to wear the appropriate academic gown during the commencement exercises.* 42. *Conferment of Degree* After careful deliberations of the Academic Council as recommended by the respective Dean and/or Campus Administrator and Faculty of Instruction of the final list of graduating students, the same shall be submitted to the Board of Trustees for approval. This will be the basis for the Conferment of Degree to be made by the College President on the day of graduation. 43. *Release of Academic Credentials* No students shall be issued a diploma, certification or transcript of record unless they are cleared of any financial obligation to the Institution. However, such students may, upon their request and payment of the necessary fees shall be given a certified copy of the credentials without specifying the completion of the requirements towards any title or degree. *Diploma, Certifications, Transcript of Records including authenticated credentials shall be released upon submission of clearance and/or payment of necessary fees.*



CHAPTER 2

COMPLIANCE TO RESEARCH REQUIREMENT

CHAPTER 2. COMPLIANCE TO RESEARCH REQUIREMENT Thesis writing and oral defense are scholarly undertakings in the pursuit of professional advancement. The necessity therefore in providing clear-cut policies for this academic endeavor is indispensable. Henceforth, the college has set its standards and directions to effectively maintain quality and excellence in this academic pursuit. Considered as a prerequisite for the completion of a program, the conduct of thesis writing and oral defense should strictly adhere to the policy guidelines.

Students can only qualify for graduation by complying with the basic requirements in thesis writing. As such, the student has to submit three (3) final copies of their book duly signed and approved by the Thesis Committee.

Pre-requisite in the Completion of an Academic Program
Thesis writing and Oral Defense are considered not only as requirements of the research subject but a prerequisite in the completion of an academic program. No student can qualify for graduation in any baccalaureate degree or graduate program without complying with the basic requirements in both thesis writing and oral defense. As such, the student has to submit the final copy of their book duly signed and approved by the Panel of Examiners and at least satisfactorily met the grade requirement in thesis writing and oral defense before they shall be allowed to graduate.

Qualifying Requirements in the Conduct of Thesis Writing and Oral Defense

Thesis writing is a requirement in Research courses. Enrolment in thesis writing is specified in the guidelines for enrolment. Only regular 3rd-year students will be allowed to enroll in the Research course.

Thesis Advising Considerably, the role of the adviser in the successful completion of any research undertaking cannot be overemphasized. Utmost, the skills and competencies of the adviser are ensured which are necessary for coming up with quality output.

A faculty must have at least one (1) advisee. In no case shall a faculty decline advisorship when requested by a student-researcher. Nomination of the Research Adviser. Upon enrolment, in the Research subject for the undergraduate program, the student-researchers reserve the right to nominate an adviser who shall professionally assist them in the conduct of the study until completed. The adviser can be a faculty member of the College or a recognized leader along the field of study from other agencies and practitioners duly identified by the College. But in no case shall the College Dean be an adviser or panel member in thesis writing and/or oral defense. Criteria of a Research Adviser. To belong to the pool of experts duly recognized by the College, the following criteria of a research adviser be observed: A holder of master's/doctorate degree; Attended the Thesis Dissertation Adviser's Seminar; Availability, accessibility, and interest; Over and above, must be a researcher who has relevant research publication/s in reputable journal/s and has continuous research engagement for the last five (5) years; and Must have the expertise and competence along the field of study. Number of Advisership. Any adviser shall only be allowed to accept, at most, three (3) advisees at a time. Professional Fee. The standard policy on the payment for advisers is provided. The student researchers pay the adviser after the blue book has been signed by the thesis committee. Role of the Adviser. Effectively and efficiently, the research advisers should extend their professional competence and expertise to their advisees. Equipped with the necessary skills and abilities, the student should be properly guided in the conduct of the study. A professional relationship should be maintained. When advisers recommend a thesis for oral defense, they take accountability that the students have fully complied with all the requirements through their constant guidance. As a matter of policy, it is expected that the research advisers should be present during the scheduled defense of their advisees. However, they should refrain from unsolicited answers for questions asked by the panelist to the candidate except when allowed by the panel. Oral Defense Committee A Thesis Committee is greatly important in thesis writing. It is through their scholarly opinion, a critical and analytical judgment that leads to the refinement of the study. Primordially, the committee provides directions, sets standards, and objectively passes judgment on the research undertaking. The oral committee/oral defense committee who will sit in the title proposal oral defense shall be the same committee that will sit in the preliminary and final oral defense.

standards, and objectively passes judgment on the research undertaking. The oral committee/oral defense committee who will sit in the title proposal oral defense shall be the same committee that will sit in the preliminary and final oral defense. Selection and Composition of the Thesis Committee. The Research Instructor, with the endorsement of the Program Chairperson, and approval of the Dean, shall identify the composition of the thesis committee. The thesis committee must have the technical expertise appropriate to the research undertaken by the student. Its composition is Thesis Adviser, Statistician, Editor, Chairman of the Panelist, two panel members who have expertise in the field of study, and an oral defense secretary. The committee shall focus on the scholarly tone of the study statistical analyses, research content as well as the technical features when necessary. Criteria on the selection of the oral committee shall be: Primarily, they must have the expertise and competence along the field of study; Preferably holders of master's degree and have relevant research publication/s in reputable journal/s and have continuous research engagement for the last five (5) years; and Availability, accessibility, and interest. The group of students may opt to invite an external panel. A panel member can only sit in at least five-seven (5-7) oral examination within a semester. In some cases, where a panelist shall sit in more than seven (7) oral examinations, the Dean may request for its approval from College President, through the VP for Academic Affairs. To ensure the accuracy of recording the suggestions of the thesis committee, a permanent secretary should be appointed by the research professor to record the proceedings of all defenses to be conducted. 5. Role of the Research Instructor To establish professionalism, the Dean of the college must ensure that these guidelines be properly implemented thru proper monitoring of all activities related to thesis writing and oral defense. 6. Research Problem Identification of the Research Problem Basic in the conduct of a research study is the identification of a research problem. To carefully guide the student, the following procedures are herein provided;

Selection of the Research Problem. The research should be anchored on the College Research Agenda. Approval of the Research problem. With the initial approval of the Research Professor and considering the capacity and interest of the researcher, the student shall now prepare the research proposal using the approved format. DESCRIPTIVE STUDIES Title Page Table of Contents Chapter 1 The Problem Introduction Statement of the Problem Assumptions of the Study Hypothesis Significance of the Study Scope and Delimitation Definitions of Terms End Notes Chapter 2 Theoretical and Conceptual Frameworks Review of Related Literature Synthesis Theoretical Framework Conceptual Framework End Notes Chapter 3 Research Methodology Research Method The Respondents Data Gathering Instruments Statistical Treatment of the Data End Notes Bibliography Appendices Curriculum Vitae PROJECT STUDIES (FORMAT FOR TECHNOLOGY (R&D RESEARCHES) Chapter 1 Introduction Chapter 2 Review of Literature Chapter 3 Materials & Methods Chapter 4 to n Experiment Chapter Chapter n+1 General Discussion and Conclusions Bibliography Appendices Bio-Data of the Researcher

b. *Title Proposal Defense* Once the research proposal is ready as certified by the adviser, the researchers must submit the manuscript one week before the approved schedule. 1-point reduction on the rating per day for late submission (see rubric for rating). Oral defenses shall be facilitated by the Research Faculty. A Thesis Committee shall be invited along the criteria set. The opinion of the candidate may be solicited as to the composition of the committee. However, final approval shall be done by the Dean. The candidate presents the proposal. The merits of their presentation shall be ascertained through the standard criteria provided. Evaluation sheets shall be served to the oral committee. The title proposal rating is given a weight of thirty percent (30%) in the computation of the final rating. Guided by the recommendations given by the oral committee, the students with the aid of the adviser pursued with the completion of the research study. The adviser professionally assists the advisee in the conduct of the study while in the pursuit of the study. Professional assistance from an editor, statistician, and consultant can be personally arranged by the advisee. Upon completion of the research study, the Adviser shall recommend to the Research Professor the conduct of the preliminary oral defense. The Research Faculty shall schedule the preliminary oral defense one (1) week after the submission of the manuscript. Part VII of this policy provides a complete outline of the preparation research study.

c. *Thesis Writing* Upon the recommendation duly certified by the adviser that the advisee is now ready for the preliminary oral defense, the Research Faculty approves the request provided that the researchers complied with the suggestions during the title proposal defense as seen on the matrix of suggestions and compliance. The Research Faculty serves the notice to the thesis committee as to the scheduled preliminary oral defense. The oral committee carefully reviews every part of the research output taking major notice on the areas needing further improvement. All these shall be taken note during the final oral defense. The conduct of the Preliminary Oral defense shall be formally opened by the Dean by introducing the candidates and the adviser once again as well as the oral committee. The criteria in rating shall be presented which form part fifty percent (50%) of the final rating in the oral defense.

the adviser once again as well as the oral committee. The criteria in rating shall be presented which form part fifty percent (50%) of the final rating in the oral defense. The preliminary oral defense committee provides the adviser and the advisee feedback collectively on the merits of the research presentation based on the acceptable standards. Deliberation of the rating shall only among the thesis committee. d. Final Oral Defense Submission of the revised manuscript shall be done a week before the scheduled final-oral defense. The Thesis Committee shall look for the matrix of compliance. The final oral defense rating shall be given an equivalent of twenty (20) percent of the final grade in the oral defense. The Research Faculty facilitates the formal conduct of the final oral defense and the announcement of the final grade. No oral defense shall proceed with the absence of 1 member. In case the member cannot sit on the defense, they shall provide comments and submit to the research faculty before the scheduled defense. 7. Grading of the Oral Examination Standard criteria for grading the oral examination shall be adopted. All oral defenses shall be given corresponding equivalent in the final grade of the oral defense. Standard Criteria As a policy, an equivalent percentage for each of the oral defense shall be provided, to wit: title proposal - 30 percent, preliminary defense, 50 percent, and final oral - 20 percent. The following criteria shall be used:

CRITERIA POINTS

Presentation of the research study.	20%
Mastery of the subject matter and Related literature/studies.	20%
Quality of the written work (mechanics and content)	45%
Articulation and Fluency	15%
100%	

Project Studies Rating Scale 8. Financial Requirement A professional fee shall be provided for the expert services rendered by the oral defense student committee, research advisor, subject editor and statistician or consultants in both levels. To determine the aforesaid professional fees, a committee shall be present for the purpose of approving the matrix or the schedule of fees. Blending of Thesis and Project. A Capstone Project is 80% of requirement for BSIT and BSIS, whereas Thesis is for BSCS and BLIS [2]. Article II of CHED Memorandum Order (CMO) no. 25, series of 2015 [3] defines these undergraduate requirements as:

A Thesis is a technical report on a systematic investigation of a problem that can be solved using Computing. It may include a solution, an appropriate or descriptive resolution, scientific investigation, or the development of results leading to satisfactory solution of the problem. The thesis must be 90-93% Satisfactory or 88 before Passed.

(producing statistics, through sampling, measurement, etc.), qualitative research (conducted by observation, document studies, interviewing, action research, etc.), or mixed method. A Capstone Project is very similar to a college thesis, however, this type of work is more laborious and complicated because it involves a wider range of activities like deep analysis and prototype development using different types of media. It is a terminal undertaking that should significantly address an existing problem or need of a related professional field. An Information Technology Capstone Project focuses on the infrastructure, application, or process involved in introducing a Computing solution to a problem. Capstone projects involve some type of practical development with a deliverable. This may include development with computer equipment, software packages, and programming or scripting languages. Alternately, it may be the development and demonstration of an innovative process that addresses a current computing issue or problem. As technologies change, capstone resources should keep pace. A final report must detail in the professional literature, the design and implementation of development that was done, and a critical evaluation of the results using the course design of a software development methodology.

The preparation of the research study measures the quality and excellence of the effort of the thesis writer. It is a detailed description and presentation of scholarly work. However, to establish uniformity and order in the preparation of the manuscript; and, when applicable, an outline of the thesis content is herein provided:

Cover Page Title Page Recommendation for the Oral Examination Approval Sheet Certification of the Secretary Certification of the Editor Acknowledgments Thesis Abstract Table of Contents Chapter 1 The Problem Introduction Statement of the Problem Assumptions of the Study Hypothesis Significance of the Study Scope and Delimitation Definition of Terms Notes

Significance of the Study Scope and Delimitation Definition of Terms Notes Chapter 2 Theoretical and Conceptual Frameworks Review of Related Literature Synthesis Synthesis Theoretical Framework Conceptual Framework Notes Chapter 3 Research Methodology Research Methods The Respondents Data Gathering Instruments Statistical Treatment of the Data Chapter 4 <Title of the Problem> Chapter 5 Summary, Conclusions and Recommendations • Capsulized Chapter 1, 2, & 3 SOP 1- Findings, Conclusion, Recommendation SOP 2- Findings, Conclusion, Recommendation SOP 3- ... etc.. References Appendices Curriculum Vitae The student-researchers shall be encouraged to conduct research that can be utilized in the production activities of the Institution. Production projects and activities shall likewise be aligned with the thrusts and priorities of their respective program objectives towards the core values desired to be developed. Production projects and activities shall have a prior arrangement and/or approval by the Dean and/or the committee organized for information purposes and submission of a written report of accomplishment. Production projects of the students shall be in accord with the existing manual of operation of the Production Division of the Institution.

10. Policy and Procedures for the Submission and Use of the Unpublished Materials Research plays a crucial role in a wide range of fields and holds significant implications for society. New findings expand our understanding of the world and contribute to human knowledge by challenging and refining current theories, concepts, and paradigms. However, researchers must adhere to ethical guidelines and rules to protect their rights, maintain scientific integrity, and safeguard intellectual property regarding unpublished research. Respecting these guidelines and policies to access unpublished research ethically and responsibly is paramount.

challenging and refining current theories, concepts, and paradigms. However, researchers must adhere to ethical guidelines and rules to protect their rights, maintain scientific integrity, and safeguard intellectual property regarding unpublished research. Respecting these guidelines and policies to access unpublished research ethically and responsibly is paramount.

10.1 Evaluation Criteria for Printed and Electronic Format of the Unpublished Materials for Submission

For Printed formats: The library will only accept one (1) thesis copy. The library will not accept more than one (1) copy due to the space capacity of the library. And its shelf life will only be up to 5 years. The Title Page should comprise the title, program, authors, and completion date (Month, Year). Preliminary pages, i.e., Recommendation for Oral Examination, Approval Sheet, and other Certifications, should be duly signed by the panel committee. Grades of the unpublished materials should also be filled out. The abstract page should be present and included in the unpublished materials. Other parts of the unpublished materials should also be present, i.e., table of contents, list of appendices, and bibliography/notes. The pagination of the unpublished materials must tally with the table of contents.

For Electronic formats: The electronic format must be the same as the printed format. Electronic format should be free from the scanning application logos, signages, and/or watermarks used for scanning. Electronic copy must start from the title page to the last part of the unpublished materials, depending on the program's formatting. The cover page should not be included in the scanning.

10.2 Procedures for Submitting the Unpublished Materials (Print And Electronic Format)

The author(s) will submit their printed unpublished materials to the librarian. The student should email the electronic copy in PDF format to the library's email address: lrds@cspc.edu.ph The author(s) should follow these procedures upon submission of the electronic format of their unpublished material;

- Subject: example: BSHM Acceptability of Kamias (*Averrhoa Bilimbi*) Powder;
- Document file name: example: BSHM Acceptability of Kamias (*Averrhoa Bilimbi*) Powder.pdf;

example: BSHM Acceptability of Kamias (Averrhoa Bilimbi) Powder; b. Document file name: example: BSHM Acceptability of Kamias (Averrhoa Bilimbi) Powder.pdf; The librarian will check the unpublished materials based on the evaluation criteria for both print and electronic formats; The author(s) will submit (1) one copy of the filled-out editable form of the ACKNOWLEDGEMENT RECEIPT and UNPUBLISHED MATERIALS ACCESS PERMISSION WAIVER (E-FORMAT) form. The form may be downloaded from the library website; and The author(s) will be given a copy of the forms to be presented to the Dean's office for clearance. 10.3 Policy on the Use of Unpublished Materials in Print and Electronic Format There is a designated reading area for the users accessing printed unpublished materials. Recording devices are not allowed in the unpublished materials reading area. Taking pictures of printed unpublished materials is strictly prohibited. The printed format of the unpublished materials is for library use only. A maximum of three (3) printed unpublished materials can be used by the library user. The access to the electronic format will depend on the signed and filled-out UNPUBLISHED MATERIALS ACCESS PERMISSION WAIVER (E-FORMAT) by the author(s). The electronic format of the unpublished materials can be accessed on the library website. Only the author(s), the research instructor, and the adviser can access the electronic format in full text on the library website. 10.4 Procedures On Accessing The Unpublished Materials (Printed Format) Tap the validated school ID at the kiosk. Use the OPAC to search topics. Ask for assistance from the librarian or library support staff with the selected materials. Library users can only borrow (3) three printed unpublished materials for library use. After using it, return the materials to the librarian or library support staff for utilization monitoring. 10.5 Procedures on Accessing the Unpublished Materials (Electronic Format)

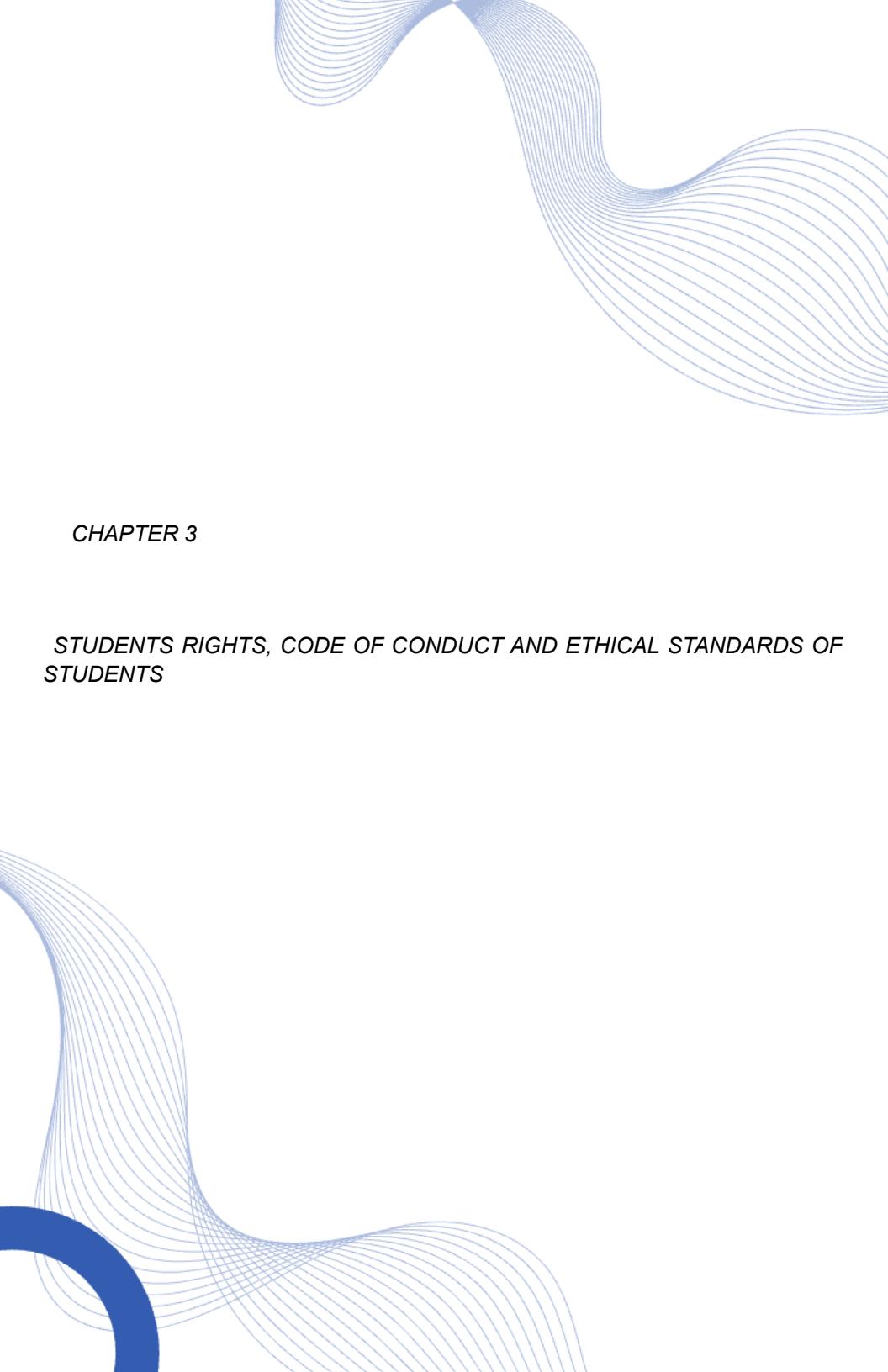
materials for library use. After using it, return the materials to the librarian or library support staff for utilization monitoring. 10.5 *Procedures on Accessing the Unpublished Materials (Electronic Format)* *Login to the library user's account on the library website. Click the unpublished materials tab to gain access. Search for topics related to the research study. Upon viewing the OPAC, only the abstract can be viewed. The unpublished materials will only be accessible based on the author's filled-out access permission waiver form. If the manuscript requested has limited access, a student may request from the library the contact information of the author(s) to request permission for access.*

Validation will be made after the request has been fulfilled. The requester will wait for 2 working days after the access request. No response from the author(s) means no access to the unpublished materials. 11. *GUIDELINES FOR GAWAD LIKHA CSPCEAN: CSPC Award of Excellence for Student Researchers and Innovators (Excerpts)* *CSPC truly promotes creativity among its students through various programs. One of the best motivations that the Institution can adopt to attract qualified, productive and committed students to do research and innovation is through giving recognition, thru the Gawad Likha CSPCean.*

Categories of Gawad Likha CSPCean

The Gawad Likha CSPCean is a competition open to all students of CSPC. There are three (3) categories where students can compete in the contest: 1.) Descriptive Research Category, 2.) Developmental Research Category, and 3.) NonResearch Category. Descriptive Research and Developmental Research categories are research outputs of students in any of the topics relevant to the approved Research and Development Agenda of the institution. In the Non-Research Category, these are non-research outputs of students regardless of year level which are new and innovative projects/models/processes. These projects/models/processes should contain features and characteristics that may have significant contribution to the promotion of S&T innovations which are not contrary to public order, morals, public health, and welfare. Non-research category will be grouped in two, namely, 1.) Competition by Colleges (5 clusters representing each college), and 2.) Competition of Student-Organizations (will be participated by all academic and non-academic organizations). All winning entries will receive the following prizes: For Developmental Research: 1st Prize - P20,000.00+Plaque of Merit 2nd Prize - P15,000.00+Plaque of Merit

research category will be grouped in two, namely, 1.) Competition by Colleges (5 clusters representing each college), and 2.) Competition of Student-Organizations (will be participated by all academic and non-academic organizations). All winning entries will receive the following prizes: For Developmental Research: 1st Prize - P20,000.00+Plaque of Merit 2nd Prize - P15,000.00+Plaque of Merit 3rd Prize - P10,000.00+Plaque of Merit Five (5) Consolation Prizes P4,000.00+Certificate of Recognition For Non-Research (per College and by student organization) 1st Prize - P10,000.00+Plaque of Merit 2nd Prize - P7,000.00+Plaque of Merit 3rd Prize - P5,000.00+Plaque of Merit Certificate of Recognition for all participants All entries shall become properties of the institution. The institution shall assist the winners in applying for patent. 12. *When Excellent Output/Prototype of Student-Researchers and Innovators are not Entries of GAWAD LIKHA CSPCeans There may be instances when student-researchers and innovators opt not to join Gawad Likha competition but becomes beneficial. If the output/prototype is produced solely at the account of the student-researcher/innovator, the same shall redound to the benefit of the student only; If the output/prototype is the joint effort and expenses of a faculty and a student-researcher, the same shall be divided actually or constructively in proportion to their respective contribution. If the output/prototype is produced by utilizing the CSPC's facilities, it shall inure to the benefit of the Institution, without prejudice to the reimbursement of any expense spent by the student; and, If a student/s capitalize on the output/prototype of a student-researcher without the consent of the latter, the same shall still be for the exclusive benefit of the innovator. It may also be the subject of a disciplinary action as may be provided in this handbook. If a student/s utilizes the output/prototype of a student-researcher with the consent of the latter, the benefit shall be divided according to the proportion of their respective actual contribution, through their labor and expenses.*



CHAPTER 3

STUDENTS RIGHTS, CODE OF CONDUCT AND ETHICAL STANDARDS OF STUDENTS

CHAPTER 3 RIGHTS, CODE OF CONDUCT AND ETHICAL STANDARDS OF STUDENTS Students do not shed-off their rights when they step into the school campus. They are entitled to students' rights which are duly protected by the 1987 Constitution and other relevant laws. **Rights of Students Quality Education** Every student shall have the right to competent instruction and quality education relevant to personal and cultural development and that of the nation.

Students shall have the right to make written evaluation of the performance of their faculty toward the end of the school terms including the right to be informed of the result thereof. **Freedom of Choice** A student shall have the right to freely choose their field of study subject to existing curricular offerings and to continue the course up to graduation except in case of academic delinquency or violation of disciplinary regulations which do not infringe upon the exercise of student rights. **Freedom of Expression** Subject to existing laws, students shall have the right to freely express their views and opinion. They shall have the right to peaceably assemble and petition the government and school authority for the redress of their grievances. Students shall have the right to print, circulate and/or mount leaflets, newsletters, posters, wall news, petitions, and such other materials. The Institution shall provide the facilities for the mounting of the aforesaid materials. A freedom park shall also be designated by the Institution where students, can freely discuss issues directly and indirectly affecting them.

Meanwhile the 1987 Constitution guarantees the freedom of expression as a general rule, the same is not absolute. Anyone may incur triple liability (criminal,

Meanwhile the 1987 Constitution guarantees the freedom of expression as a general rule, the same is not absolute. Anyone may incur triple liability (criminal, civil and administrative) when found to have abused the freedom of expression. Members of CSPC's social media community are representatives of the Institution when interacting on the college sites and, as such, must adhere to all Institution's policies and follow the guidelines herein set forth. The Institution trusts that users will practice good judgment and does not plan to actively screen content with users' post. The Institution will respond to content if and when and/or applicable. The Institution is not responsible for any unanswered posts or inaccurate information. However, the Institution does claim the right to remove comments and content from social media, if they: Are inaccurate, defamatory or otherwise have an impact on the Institution's reputation and integrity; Contain confidential information, legal information, and/or materials under copyright. Do not alter or re-purpose any posted materials without the approval of the Institution; Violate the copyrights, trademarks, and/or intellectual property rights of institution or third parties; Compromise the privacy of the Institution, personnel, students, and other interested parties by disclosing confidential and personal information; Impersonate others; Include offensive language that are libelous, slanderous or unlawful. Posts are likely to be removed by the administrators from the site if they are deemed to be potentially libelous, or if it maligns a particular person or group. Such conduct will not be tolerated and appropriate follow-up actions will be pursued in accordance with disciplinary rules and the College Code; Include spam, repetitive/irrelevant posting, or other activities judged to fall into these categories. This may include topics outside the scope of immediate interests to the community and those promoting products and/or services unrelated to the Institution; Include improper use of the Institution logo and/or Institution mace; and, Promote chain letters and/or pyramid schemes.

4. Rights Against Unreasonable Searches and Seizures Every student shall be free from any form of unreasonable searches and seizures, except for the following instances, search or seizure of a student shall be deemed valid:

1. Searches made at the point of ingress and egress by authorized personnel of the school;

Rights Against Unreasonable Searches and Seizures Every student shall be free from any form of unreasonable searches and seizures, except for the following instances, search or seizure of a student shall be deemed valid: Searches made at the point of ingress and egress by authorized personnel of the school; Searches and seizures of illegal/s falling in the plain view of duly authorized person; Searches made when a student is about to commit, is committing, or has just committed a crime in s serious infraction of the school rules and regulation; Searches made with a valid search warrant.

Any seized item in violation of the herein-provided rights shall not be used as evidence against the student in any disciplinary action that maybe brought against them.

Involuntary Servitude Except those approved by their own student organization, all involuntary servitude shall be prohibited. Due Process A student subject to disciplinary proceedings shall have the right to be heard and to present evidence in their behalf before an impartial body.

There shall be a Student Disciplinary Board to be composed of one (1) representative from the Administration, two (2) faculty members and two (2) students from the Supreme Student Council to conduct investigation and to decide on cases of violation of disciplinary standard. The Director of Students Affairs Services shall serve as a secretary and shall be non-voting to preserve impartiality.

The black listing, expulsion, and such other disciplinary sanctions that maybe taken against the student shall not be valid unless the following rights had been observed and accorded to the students:

The right to be informed in writing of the nature and cause of the accusation against the person. The right to confront the witness against the person and to full access to the evidence of the case. The right to defend oneself and to be defended by a representative or counsel of their choice adequate time being given to them for the preparation of the defense. The right to a hearing before a Student Disciplinary Board. The right against self-incrimination; and The right to appeal adverse decisions of the Student Disciplinary Board to the Board of Trustees of the Institution and ultimately to the Commission on Higher Education (CHED), President of the Philippines and the Supreme Court.

The right to a hearing before a Student Disciplinary Board. The right against self-incrimination; and The right to appeal adverse decisions of the Student Disciplinary Board to the Board of Trustees of the Institution and ultimately to the Commission on Higher Education (CHED), President of the Philippines and the Supreme Court. The decision in any disciplinary proceeding must be rendered on the bases of relevant and substantial evidence presented at the hearing, or at least contained in the records and disclosed to the students affected. The deciding body must act on its own independent consideration of the facts of the case. The body should in all controversial questions, render its decisions in such a manner that the issues involved, and the reason for any decision are made clear to the student. Disciplinary sanctions shall be corrective rather than punitive or penal in nature. The gravity of the disciplinary sanctions must be proportionate to the seriousness of the violation committed.

The Office of the Guidance Counselor of the Institution shall publish on a periodic bases acts that are deemed violative of the school rules and regulations and the corresponding disciplinary sanctions. Provided, that such rules and regulations do not violate the right guaranteed herein and under the Constitution Access to School Records and Issuance of Official Certificates

Every student shall have access to their own school records, the confidentiality of which the school shall maintain. They shall have the right to be issued official certificates, diplomas, transcripts of records, grades, transfer of credentials and other similar documents within thirty (30) days from the filing of request and accomplishment of all pertinent requirements and payment of required fees. To further protect the students' privacy especially regarding their personal circumstances, hereunder are relevant provisions of the Institution's policy on data privacy Data Privacy Policy

The Institution, in the course of its operations, collects the basic contact information of its students, alumni, employees, suppliers, contractors, consultants and other clients, including their full name, address, email address, contact number, among others. The personal data collected shall be used by the Institution for purposes of documentation, recording, communication, among others. The Institution will ensure that personal data under its custody are protected against any accidental or unlawful destruction, alteration and disclosure as well as against any other unlawful processing. All employees and personnel of the Institution shall maintain the confidentiality and secrecy of all personal data that come to their knowledge and possession, even after resignation, termination of contract, or other contractual relations. Personal data under the custody of the Institution shall be disclosed only pursuant to a lawful purpose, and to authorized recipients of such data.

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General Principles for Collection, Processing, and Retention of Personal Data

The processing of personal data shall adhere to the following general principles in the collection, processing, and retention of personal data: (1) Collection must be for a declared, specified, and legitimate purpose: Consent is required prior to the collection and processing of personal data, subject to exemptions provided in the Freedom of Information Manual and other applicable laws and regulations. When consent is required, it must be timebound in relation to the declared, specified and legitimate purpose. Consent given may be withdrawn. The data subject must be provided specific information regarding the purpose and extent of processing, including, where applicable, the automated processing of their personal data for profiling or data sharing. Purpose should be determined and declared before, or as soon as reasonably practicable, after collection. Only personal data that is necessary and compatible with declared, specified, and legitimate purpose shall be collected. (2) Personal data shall be processed fairly and lawfully: Processing shall uphold the rights of the data subject, including the right to refuse, withdraw consent, or object. It shall likewise be transparent, and allow the data subject sufficient information to know the nature and extent of processing. Information provided to a data subject must always be in clear and plain language to ensure that they are easy to understand and access. Processing must be in a manner compatible with declared, specified, and legitimate purpose. Processed personal data should be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed. Processing shall be undertaken in a manner that ensures appropriate privacy and security safeguards. Authorized Institution personnel shall collect personal information which is reasonably necessary or directly related to the College primary or secondary functions or activities. Personal Information shall not be collected in anticipation that it may be useful in the future (—just in case it is needed). The physical records or those which are not digital stored and secured in the Institution data base are stored in particular office. For student records from previous years which are required to be ~~perpetually~~ stored and maintained by the Institution, a stockroom in a secured location is maintained by a third

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disclosure to any other party or the public, or prejudice the interests of the data subjects. (5) Any authorized further processing shall have adequate safeguards: Personal data originally collected for a declared, specified, or legitimate purpose may be processed further for historical, statistical, or scientific purposes, and, in cases laid down in law, may be stored for longer periods, subject to implementation of the appropriate organizational, physical, and technical security measures required by the Data Privacy Act in order to safeguard the rights and freedoms of the data subject and policies on request for records. Personal data which is aggregated or kept in a form which does not permit identification of data subjects may be kept longer than necessary for the declared, specified, and legitimate purpose. Personal data shall not be retained in perpetuity in contemplation of a possible future use yet to be determined.

Right to Organization The right of students to form, assist or join any campus organizations, alliances or federations for their physical, intellectual, moral, cultural, civic, spiritual or political interests shall not be abridged.

Work Opportunities (Student Aides)
Students who are found to be competent and have earned the skill useful to the operation of the Institution shall be accorded with the opportunity to render part-time service in accordance with the rules on student labor.

Academic Freedom Academic Freedom of students shall consist of the following rights: To conduct researches in connection with academic work, and to freely discuss and publish their findings and recommendations; To conduct inquiry within the campus in curricular and extra-curricular activities; To choose field of study and to pursue the quest for truth; to express their opinion on any subject of public or general concern which directly or indirectly affect the students or the educational system.

To invite off-campus speakers or resource persons for student sponsored assemblies, for a symposia and for other activities of similar nature; To express contrary interpretations or dissenting opinions inside and outside the classrooms; To participate in the drafting of a new curriculum and the review of the old; To participate in the drafting and/or revising of the student handbook which shall include the school rules and regulations, a copy of which shall be furnished to the students upon admission to the college; To be free from any form of indoctrination leading to impose ideological homogeneity.

B. Duties of Students Loyalty and Nationalism It shall be the duty of every student to show respect and loyalty to the national flag as a symbol of the country, and show respect and understand the content of the Philippine Constitution.

13. Academic Excellence and Development of One's Potential Students shall strive for academic excellence and abide by the school regulations pertaining to their responsibilities.

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13. Academic Excellence and Development of One's Potential Students shall strive for academic excellence and abide by the school regulations pertaining to their responsibilities.

14. Protection of the Good Name of the College It shall be the duty of every student to protect the Academic Integrity of the Institution and to act at all times in all places in a manner pleasant to all members of the community. They should uphold, preserve and maintain the good name of their alma mater.

15. Active Participation in School Activities Students shall participate actively in school activities and civic affairs for the development of the community and the nation.

16. Respect for the CSPC Officials and Fellow Students It shall be the duty of every student to respect and promote the rights of the school and of the administration, faculty, and fellow students.

17. Foster Cooperation Students shall exert their utmost efforts towards the realization of the harmonious relationship with the rest of the academic community.

18. Proper Decorum Students shall observe proper and good behavior whether inside or outside the classroom or school campus and to report violations of this code committed by other students.

19. Financial Obligation Students must settle promptly their financial and property obligations with the school

20. Exhaustion of Administrative Remedies In cases of complaint, appeal or grievances against the school or any member of the faculty or administrative staff or against fellow student that are not penal in nature, the student shall first exhaust all administrative remedies before bringing any matter to other forum outside the school.

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21. Maintenance of Cleanliness of the Surroundings To maintain cleanliness inside the campus, every student shall observe the following prohibited acts:

1. Throwing, scattering waste papers or improper disposal of waste;
2. Spitting on the floor; and
3. Writing on walls along the corridor, inside the classrooms and comfort rooms or any similar places.

22. Courtesy to CSPC Officials In dealing with all members of the Institution, every student is expected to observe the usual norms of politeness, etiquette and courtesy. Faculty members, administrators, and staff members, in their obligations to exercise the good judgment of good parents, *in loco parentis*, may call the attention of a student who displays unbecoming behavior in the campus or during officially sanctioned activities outside the campus.

23. Courtesy to the Philippine Flag *The Philippine flag is not only the symbol of our Republic and our national solidarity but also the symbol of our fight for political emancipation as embodied in the characters and ideals of our people. Every student and personnel, therefore, must honor and consecrate the flag. Under the law, citizens are required to observe flag ceremony, which shall be simple and dignified and shall include the playing or singing of the Philippine National Anthem.* 24. No Smoking Policy *The Institution recognizes the hazards of smoking to health and thus adopts a free smoking area inside the campus.* C. STUDENT DRESS CODE 25. Use of Official Uniforms *Every student shall at all times wear properly the prescribed uniform, except during Saturdays and wash days, stormy weather or when there is granted exemption by the Director of Students Affairs and Services.* 26. Wash Day *Wednesday shall be declared as the wash day for school uniforms. During wash day, the students are expected to wear decent and proper civilian clothes in accordance with the Institution's student dress code. Wearing Organizational shirts is highly encouraged.* 27. Use of Identification Card and Lanyard *Students shall wear their Identification Card and CSPC lanyard at all times while inside the campus. Any student violating this shall not be allowed to enter the campus.* D. Classroom Decorum 28. Monopoly of Class Discussion *A classroom should be looked at as a forum for healthy interaction between the students and instructors and students among students to enhance knowledge and develop skills. It is therefore expected from instructors to desist from giving attention and importance to only a few students rather than the total whole.* 29. Classroom Management *Students shall follow the usual classroom policies and procedures as well as those pre-set by the Faculty. It is expected that chairs are arranged in an orderly manner and the room is clean, and that after classes, the writings on the board be erased for use of the incoming instructor. In the absence of Faculty inside the classroom, proper decorum of students shall be maintained.* 30. Class Recitation *Students are expected to attend to their class on time and shall be active participant in class activities. If they are called to recite, they should stand and respond in a courteous manner, and when they wish to recite or address the instructor for some questions or clarifications, they likewise should stand.* 31. Class Examinations *As bases or measures for the evaluation of the academic performance of the students, the following requirements shall be met governing examinations:* 1. Talking during the examination, possession of notes or textbooks of any kind (unless authorized), giving or receiving information, or any other attempts a communication shall render the offender liable for disciplinary action.

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4. Students caught cheating in an examination shall be subject to appropriate disciplinary sanctions.

5. Students are entitled to see their final examination papers and the basis for their final grades.

6. Students are entitled to see their graded quizzes and examinations before the final examination.

E. Student Conduct Outside School Premises

32. As Institution Representative No student can participate in any outside activity, contest, band, choir, conference, association, society, or group as a representative of the Institution or any of the recognized student organization without the written authorization of the College President as endorsed by the SASO Director and recommendation by the Vice President of Academic Affairs. Participating in activities as an individual and not as a representative of the Institution is not contemplated in this reservation.

33. Official Use of School Uniform in Public Places Students in public places should project themselves in their dealing with other persons with the positive norms of social conduct. Students are encouraged to interact with the members of the community; however, acts or gestures which tend to offend the other members of the community are not tolerated.

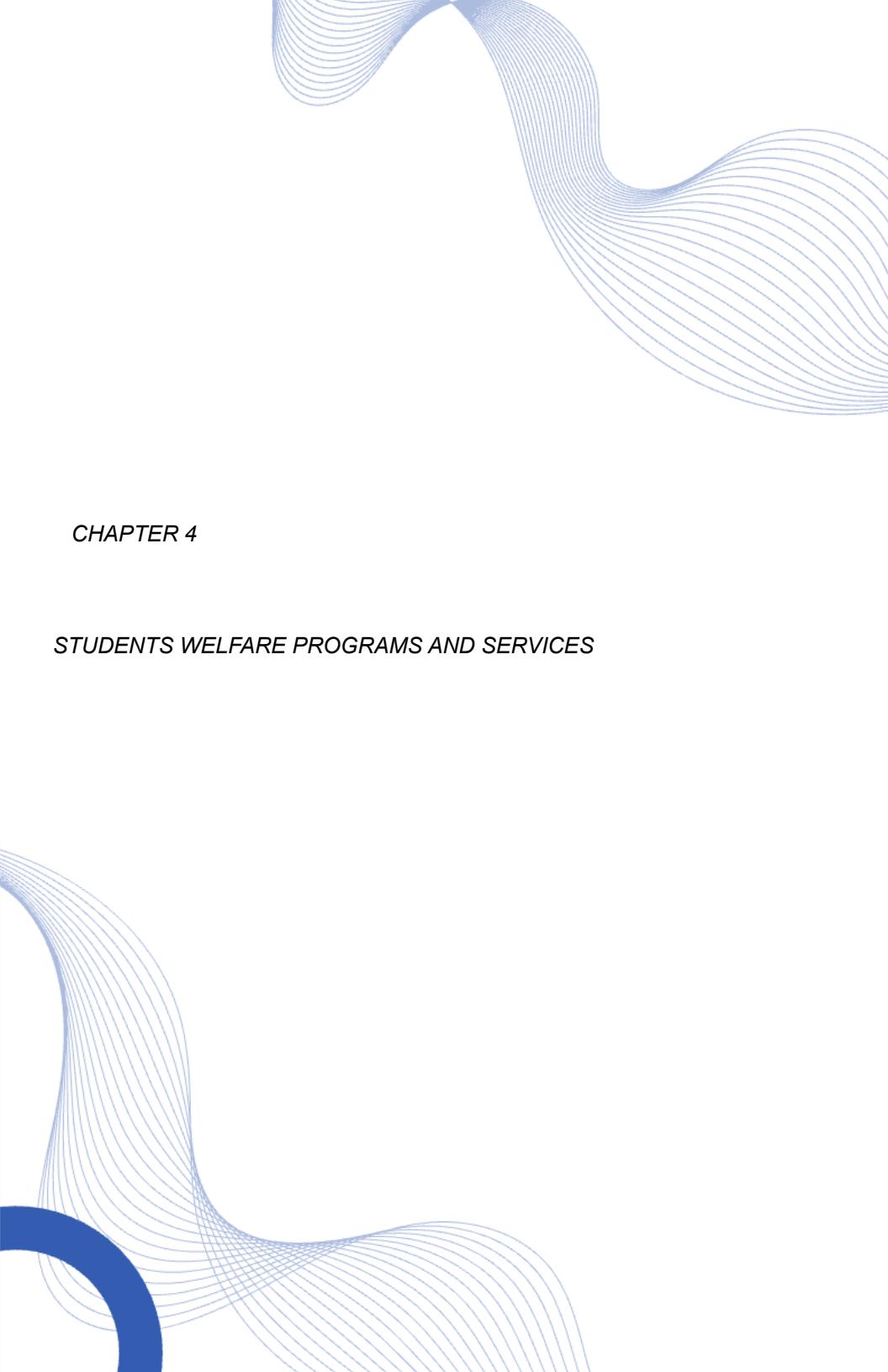
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34. *Acts Which Put the Institution in Public Embarrassment* Acts that bring the name of the Institution into disrepute such as a public and malicious imputation of a crime or of a vice or defect, real or imaginary, or any act, omission condition, status or circumstance, tending to cause dishonor, discredit or contempt to the name of the college are strictly prohibited.

35. *Involvement in Street Demonstrations or Rallies* The Institution is not responsible for the actions of students who, on their own, without regard for the existing law, and despite awareness of possible grave punitive sanctions, shall engage in such activities, actively or passively. Hence, the Institution is not responsible for students who participate in demonstrations or rallies that publicly show feelings or opinions such as mass meetings or parades accompanied by force or violence and/or coercion.



CHAPTER 4

STUDENTS WELFARE PROGRAMS AND SERVICES

CHAPTER 4 STUDENT WELFARE PROGRAMS AND SERVICES 1.

Information and Orientation Services The Institution shall have Information materials on institutional mission, vision, and goals, academic rules and regulations, student conduct and discipline, student programs, services and facilities and such other information necessary for student development should be made available to all students.

There shall be a regular comprehensive orientation program held for new and continuing students responsive to student needs. There shall be an organized, updated and readily available educational, career and personal/social materials. Information materials include legislations affecting students such as (a) R.A. 9262 or Anti Violence Against Women and Children Act; b) guidelines on drug abuse prevention and control, c) awareness, e) self-care and healthy lifestyles and f) R.A. 9442, particularly on the provision on public ridicule and vilification against persons with disability.

2. Library Services The library is a knowledge hub providing relevant information resources and services that enhance the teaching, learning, and research programs of the academic community.

3. Library Rules and Regulations The following rules and regulations shall be followed:

- 3.1 The library is open on weekdays (Monday-Friday) from 7:30 am to 6:00 pm and Saturday from 8:00 am to 5:00 pm.
- 3.2 The students and faculty should always be attentive to their personal belongings.
- 3.3 Proper decorum inside the library should be maintained to avoid disturbing other students.
- 3.4 All students and faculty must register their ID numbers at the library's Automated Log-in System. School ID must be worn inside the library and presented for all transactions.
- 3.5 School ID is non-transferable. Anyone caught using the ID of another to enter, borrow materials from, or avail of other library services may be recommended for disciplinary action by the librarian.

services may be recommended for disciplinary action by the librarian.

3.6 Food consumption is not allowed inside the library to avoid vermin. Water tumblers are encouraged to be used instead of disposable water bottles.

3.7 Printed books must be properly checked out. Unauthorized taking out library materials violates the library's rules and regulations.

3.8 Students with validated school IDs can borrow books. These borrowed books should be returned on or before the due date to avoid overdue fines. The library will remind the students of the books three days before the return date through text messages, emails, and phone calls.

3.9 Removal and/or tampering of security features of the library resources shall be subject to disciplinary action by the head librarian. The head librarian shall endorse the case to the Guidance Center for severe cases.

3.10 Books returned after the return date will be fined Php 9.00 daily. Sundays, Holidays, and announced asynchronous classes are excluded from the computation of fines. An overdue fine cap of Php 300.00 will be imposed if the due exceeds the said amount.

3.11 Students will be responsible for the upkeep of the borrowed books. The student must immediately report to the library for lost, misplaced, and damaged books. The student will replace the lost book(s). The student will be suspended for three months of borrowing privileges for damaged book(s).

3.12 Plugging into electrical sockets is prohibited. A designated charging station is provided. Students must fill out the charging station log. Charging one gadget per electrical socket for two hours is allowed. Students must always be attentive to their gadgets. The library is not liable for the lost devices.

3.13 Students may use the desktops in the Internet Section for research and academic purposes only. They are entitled to two hours of computer usage daily on a first-come, first-served basis.

3.14 Students may borrow laptops for library use only. They must surrender their validated school ID upon borrowing and fill out the form for the library technology services. Laptops can be borrowed from Mondays to Thursdays. Friday and Saturday are allotted for the maintenance of the laptops.

3.15 Students can request referrals for outside research to other institutions. They will be required to fill out a form at the information counter.

3.16 Login credentials for remote access to online resources are issued only to currently enrolled students. The subscribed electronic resources are only for CSPC students' use.

4. Guidance and Counselling Services Counseling. Gender sensitive individual and group shall be the look-out licensed counselor. The acceptable ratio of counselor to student population is at least 1:1,000.

issued only to currently enrolled students. The subscribed electronic resources are only for CSPC students' use. 4. *Guidance and Counselling Services* *Counseling.* Gender sensitive individual and group shall be the look-out licensed counselor. The acceptable ratio of counselor to student population is at least 1:1,000. A counseling room shall be provided to ensure the privacy and confidentiality of counseling sessions. The records and/or counseling notes are maintained and kept confidential. Appropriate and pro-active intervention programs and strategies may be adopted by HEIs to ensure that every student's need for guidance and counseling and psycho-social services may be provided in a timely manner. *Appraisal.* The Guidance Office shall maintain student's cumulative records which contain relevant information about the student e.g. family background test data, etc., records shall be appropriate, usable and regularly updated. There shall be provision for a well-planned assessment program for students with appropriate standardized psychological tests which are administered, scored and interpreted by qualified personnel. The test results are interpreted to students, teachers, and concerned individuals e.g. parents. *Follow-up.* There shall be adequate and appropriate follow-up and referral schemes known to students and concerned parties. For a more effective guidance and counseling services in the Institution, a strengthened Student Advising Program shall be in place. Referrals of faculty student advisers to the guidance office is encouraged. 5. *Health Services* The Institution shall provide primary health care services administered by licensed medical, dental and allied professionals and made available to all students. There shall be adequate facilities for health care and updated health records including disability records for students with disabilities that are kept and maintained as required by the Department of Health and other related agencies. Every Student is entitled to health care and other related services such as:

- a. *Dental Services* 1. Assess the dental status of employees and students. 2. Provide medical treatment to clients with simple dental problems. 3. Refer cases that are complicated to government/private dental clinic. 4. Perform health teaching/counseling on dental hygiene. 5. Make a follow-up treatment to referred cases.
- b. *Medical Services* 1. Assess the health status of employees and students. 2. Provide medical services to simple ailment

Dental Services Assess the dental status of employees and students. Provide medical treatment to clients with simple dental problems. Refer cases that are complicated to government/private dental clinic. Perform health teaching/counseling on dental hygiene. Make a follow-up treatment to referred cases. b. *Medical Services Assess the health status of employees and students. Provide medical services to simple ailment. Provide medical care in cases of emergency. Refer complicated cases to private/government clinics/hospitals as the need arises. Perform simple diagnostic tests like sputum examination and urinalysis as case findings. Conduct group/individual health teaching to employees and students. Perform pre-natal check-up and family planning counseling. Coordinate with the school canteen manager in maintenance of sanitation proper food storage, handling, serving and food selection. Coordinate with the ground supervisor of maintenance of environmental sanitation, safety and cleanliness of school building. Make a follow-up to referred cases with health problems. As a preventive measure, compulsory drug testing shall be an additional requirement for admission in the Institution, both for First year students and transferees.* 6. *Student Publication* The Institution shall support the establishment and implementation of student publication as provided in the Campus Journalism Act of 1991. There shall be mechanism to ensure that the provisions under this Act are complied with. 7. *Food Services* The Institution shall set the criteria for safety and sanitary conditions and food choices of food outlets within the compound of the institution. They shall coordinate with local government for the safety of food service outside the school premises. The Institution shall periodically inspect food outlets for sanitation and hygiene. The Certificate to operate should be displayed in a prominent area of the food outlet. 8. *Career and Job Placement Services* 1. The Institution shall institute valid appraisal data of students for career and job placement. They shall have continuous follow-up and monitoring of student placement conducted on regular basis. 2. The Institution shall maintain active networking with school, community, alumni, and other relevant agencies for career and job placement of students. 3. Informative materials on career and job opportunities shall be provided and skills development programs shall be made available.

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9. Scholarship Grants and Financial Assistance The Camarines Sur Polytechnic Colleges (CSPC) in its mandate to provide quality education geared towards the development of competent, productive, innovative, and committed professionals and entrepreneurs, shall provide scholarship grants and financial assistance, through its benefactors, to bona fide, needy and academically qualified students who meet the requirements set for the scholarship grant or financial assistance being applied for.

A. R.A. 10931: Free Higher Education in SUCs and LUCs

All Filipino students who are currently enrolled or are future enrollees when this Act becomes effective, in courses at the time of the effectivity of this Act, or shall enroll at any time thereafter, in courses in pursuance of a bachelor's degree, certificate degree, or any comparable undergraduate degree, shall receive the act's benefits in the payment for tuition fee and other school fees for units enrolled in.

Exceptions to Free Higher Education The following students are ineligible to avail of Free Higher Education:

Students who have already obtained a bachelor's degree or comparable undergraduate degree from the College or other HEI;

Students who fail to comply with the admission and/or retention policies of the Institution, provided that the failure to comply with the retention policies results in the student's permanent disqualification from enrolling in the Institution;

(3) Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program: provided, that in the case of shifters, any semester wherein the student has availed of the benefits of free higher education will be subtracted from the expected duration of the current program in which the student is enrolled; provided further, that in the case of transferees, any semester wherein the student has availed of any form of government funded StuFAP shall be subtracted from the expected duration of the current program in which the student is enrolled; provided further, that in the case of returning students and other students who went on a leave of absence (LOA), the determination and computation of their free higher education benefit shall be without prejudice to the most expedient way of completing their studies; and finally, provided that the Institution shall decide on the cases that merit the extension of the availment of free higher education; and (4) Students who voluntarily opt out of the free higher education provision. Students who choose to voluntarily opt out of the provision shall sign and submit a waiver to the Institution. The Institution shall develop a pro-forma waiver, which shall be notarized by the institution, and which has the following information: (1) A statement certifying that the student is cognizant of the Act and all his/her benefits and responsibilities under the Act, providing the reason for opting out of the provision and certifying that the student made the choice voluntarily and not under duress; (2) The academic period (semester/term and academic year) in which the student opted out; (3) Signature of the student, and if the student is a minor, the signature of his/her legal guardian or parent; and (4) Certification/acceptance by the registrar and/or the guidance counselor. Students who are not eligible to avail of the free higher education provision shall be charged tuition and other school fees as determined by the Board of Trustees of the Institution.

B. Grants-in-Aid Program Tertiary Education Subsidy (TES) Tulong Dunong Program C. Government Scholarship Program CHED Full Merit Scholar CHED Half Merit Scholar Department of Science and Technology D. Non-Government Scholarships -Private Entities/ Externally Funded Scholarship Luis Co Chi Kiat Foundation, Inc (LCKFI) National Grid Corporation of the Philippines (NGCP)

Other Scholarship Grants and Financial Aid Programs

B. Grants-in-Aid Program

Tertiary Education Subsidy (TES) Tulong Dunong Program

C. Government Scholarship Program CHED Full Merit Scholar CHED Half Merit Scholar

Department of Science and Technology D. Non-Government Scholarships - Private Entities/ Externally Funded Scholarship Luis Co Chi Kiat Foundation, Inc (LCCKFI) National Grid Corporation of the Philippines (NGCP)

Scholarship Requirements and benefits/privileges of the above-mentioned scholarships vary in every semester/ academic year.

10. Multi-Faith Services *The Institution shall ensure that the right to freedom of religion is respected and must provide mechanism for the use of facilities.*

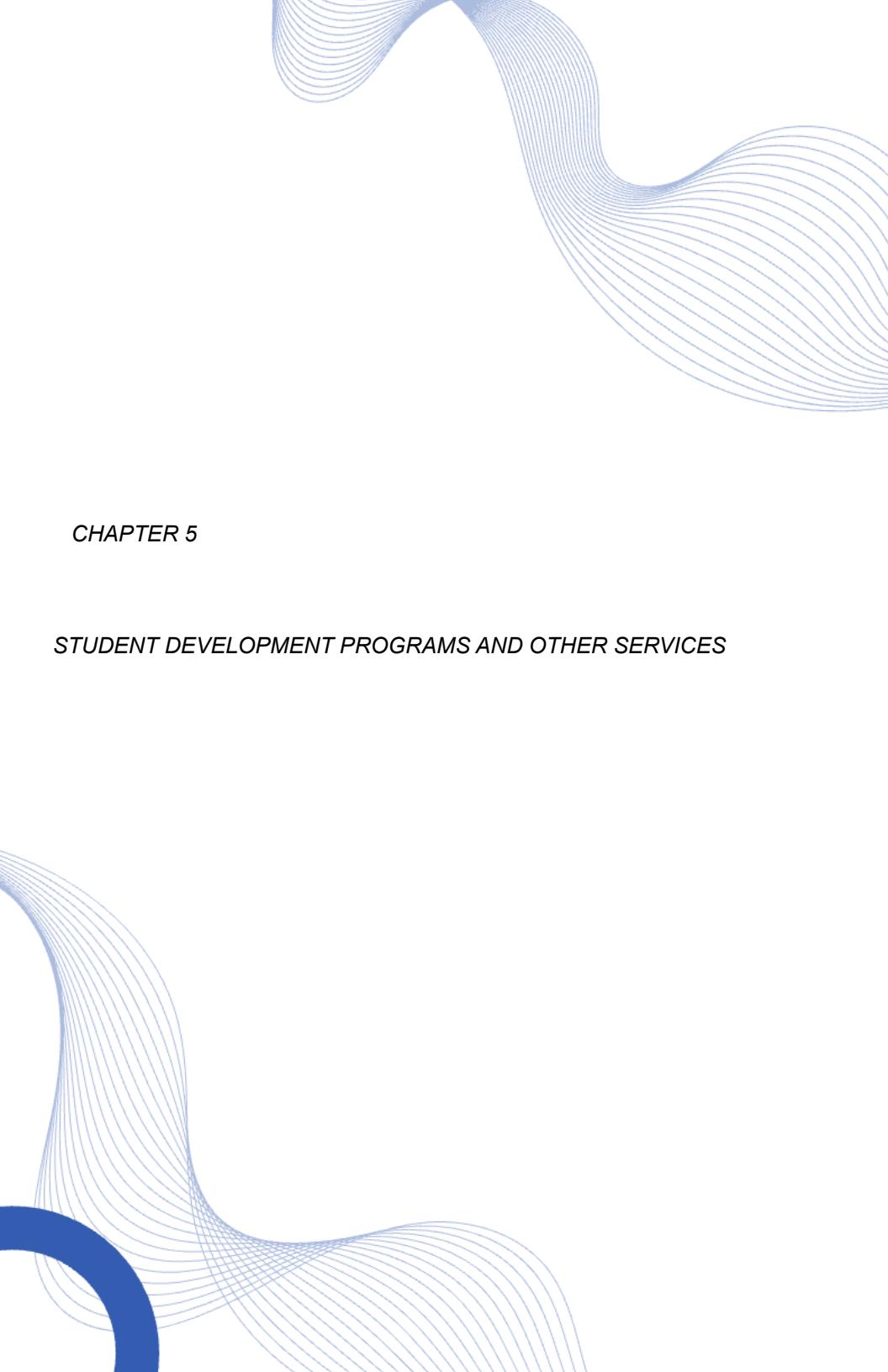
11. Safety and Security Services *There is a safe, accessible (for persons with disabilities) and secure environment, buildings and facilities which shall comply with government standards. Licensed and competent security personnel shall ensure the safety and security of students and their belongings. There shall be mechanisms to address disaster risk reduction and management concerns to include persons with disabilities' needs in compliance with R.A. 10121, otherwise known as the —Philippine Disaster Risk Reduction and Management Act of 2010. There shall be a regular conduct of earthquake and fire drills involving majority of students and teaching and non-teaching personnel. There should be a contingency plan for each campus in compliance with R.A. 10121 There shall be an established mechanism for the students to help in crime prevention safety and security of the Institution.*

12. Student Discipline *The Institution shall have gender and disability-sensitive rules and regulations formulated in consultation with students and faculty and published in a student manual that is accessible and disseminated to students including students with disabilities, faculty, and concurred in by parents. The rules and regulations define appropriate student conduct and prescribe sanctions for misconduct.*

13. Student Housing and Residential Services *The Institution shall provide mechanisms, assistance and/or list of acceptable student dormitories and housing facilities that are safe, clean, affordable, accessible to students with disabilities, and conducive to learning.*

published in a student manual that is accessible and disseminated to students including students with disabilities, faculty, and concurred in by parents. The rules and regulations define appropriate student conduct and prescribe sanctions for misconduct. 13. *Student Housing and Residential Services* The Institution shall provide mechanisms, assistance and/or list of acceptable student dormitories and housing facilities that are safe, clean, affordable, accessible to students with disabilities, and conducive to learning. 14. *Students with Special Needs and Persons with Disabilities* The Institution shall ensure that academic accommodation is made available to persons with disabilities and learners with special needs with proper consultation and conference with students with disabilities themselves, together with their teachers, parents/guardian/s, personal assistant/s and other concerned professionals, whenever necessary. There shall be provisions/programs for life skills training e.g. conflict management and counseling or testing referrals shall be done whenever necessary. There shall be a regular submission of list of students with disabilities detailing the intervention programs to the CHEDROs in order to build up the Database of HEI Accommodating PWDs. 15. *Foreign/International Students Services* An integrated service program that caters to the socio-cultural, academic and nonacademic needs should be available to all international students. The Institution should provide a liaison officer to assist international students with the government agencies like CHED, Department of Foreign Affairs and Bureau of Immigration. There shall be a regular submission of the list of foreign students and compliance reports as required by the concerned government agencies. There must be a Code of Conduct that will govern foreign students while they are inside the country in compliance with prescribed rules and regulations. Adequate quota between Filipino and Foreign students should be established within the particular HEI considering local and national security in accordance with prescribed rules and regulations. 16. *Research, Monitoring and Evaluation of Student Development Services* The Institution shall encourage to conduct research on Student Assistance Services Programs. Evaluation results and research outputs shall be disseminated and utilized. 17. *Economic Enterprise* The Institution shall establish mechanisms to promote and develop student economic enterprises but not limited to academic activities.

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CHAPTER 5

STUDENT DEVELOPMENT PROGRAMS AND OTHER SERVICES

CHAPTER 5 STUDENT DEVELOPMENT PROGRAMS AND OTHER SERVICES

1. Student Organization and Activities The Institution shall have a system of accreditation, re-accreditation, monitoring, and evaluation using participatory institutional procedures and processes in recognition of basic rights to organize. Requirements and procedures for recognition/accreditation of student groups shall be widely disseminated. The Institution shall provide accredited student organizations with adequate office space and other institutional support. The Constitution and by-laws of student organizations shall provide for and require participation in activities on anti-drug abuse, awareness, and drug abuse prevention initiated by Government and Non-Government Organizations. There shall be a mechanism to coordinate with the school administration relative to the treatment and rehabilitation of students with drug-related problems.

2. Student Council/Government The Institution must recognize the right of the students to govern themselves as a student body, to be transparent and accountable to their constituents; and be represented in various fora where the students need to be consulted. The Institution must ensure transparency in the development/revision of guidelines and procedures for the student council. The Institution shall ensure the democratic and autonomous existence of student councils, and shall be committed to protect and respect their rights and interests. There shall be one supreme/central student council for each campus which shall freely determine its own policies. The student councils in both campuses shall form an alliance or federation which shall promote and advance their common interests and objectives for the good of the councils and their constituents. The student councils shall be the highest government of the student body and the highest expression of the student power in their respective campus. The student councils shall be committed to promote and protect the students' rights and welfare, in particular and to advance the interests of the people, in general. Each student council shall have its own set of officers elected in annual popular elections pursuant to its Constitution and By-Laws. The Committee on Elections constituted to conduct the election shall be composed solely of bona fide students of the school. The conduct of the student council election shall be held in coordination with the Student Affairs and Services Office (SASO).

The Committee on Elections constituted to conduct the election shall be composed solely of bona fide students of the school. The conduct of the student council election shall be held in coordination with the Student Affairs and Services Office (SASO). The student councils shall have the right to be provided by the College a room or rooms which will serve as their offices. In every reasonable instance, the school administration shall allow the student council to use the school facilities free of charge. There shall be a semestral student council fee for each individual student charged to Free Higher Education Act. The student council funds collected by the administration shall be automatically turned over to and be held in trust by the student council upon submission of the semestral financial report. The respective student council shall freely manage its funds in accordance with the provisions of respective Constitution and by laws. The student councils shall have the right to have free access to school records and information on matters affecting the students' rights and welfare subject to such limitation imposed by law and other rules and regulations. The student councils shall have the right to participate in the formulation of school policies directly affecting students. There shall be a student representative, preferably chosen by the student council, with full deliberative rights in the administrative and academic councils of the Institution. A student shall not be expelled or suspended solely on the basis of the performance of their official duties as an officer or member of the student council. Disciplinary sanctions that may be taken against a student shall not be valid unless the due process of law is properly observed and shall be accorded with their basic rights before any proceedings. The respective student council shall elect among the teaching staff of the Institution to be recommended to the Director of the Student Affairs and Services Office. There shall be two (2) faculty advisers. A Junior Adviser and Senior Adviser which shall serve for a term of two (2) years.

3. Leadership Training Programs The Institution shall ensure that leadership training programs are provided and opportunities for interaction with counterparts from other institutions.

The Institution shall provide opportunities for physical fitness and well-being of students. There shall be mechanism to promote national, sectoral and cultural sports activities and development in coordination with other agencies. There shall be a regular conduct of sports programs supporting school athletes and the whole studentry.

4. Sports Development Program The Institution shall provide opportunities for physical fitness and well-being of students. There shall be mechanism to promote national, sectoral and cultural sports activities and development in coordination with other agencies. There shall be a regular conduct of sports programs supporting school athletes and the whole studentry. The following are the different organized sporting groups in the Institution:

- 1. Men's Basketball Team
- 2. Women's Basketball Team
- 3. Men's Volleyball Team
- 4. Women's Volleyball Team
- 5. Men's Badminton Team
- 6. Women's Badminton Team
- 7. Men's Table Tennis Team
- 8. Women's Table Tennis Team
- 9. Men's Lawn Tennis Team
- 10. Women's Lawn Tennis Team
- 11. Men's Chess Team
- 12. Women's Chess Team
- 13. Men's Taekwondo Team
- 14. Women's Taekwondo Team
- 15. Men's Arnis Team
- 16. Women's Arnis Team
- 17. Men's Athletics Team
- 18. Women's Atheltic Team

The Institution shall provide an office for the Sports Development Program.

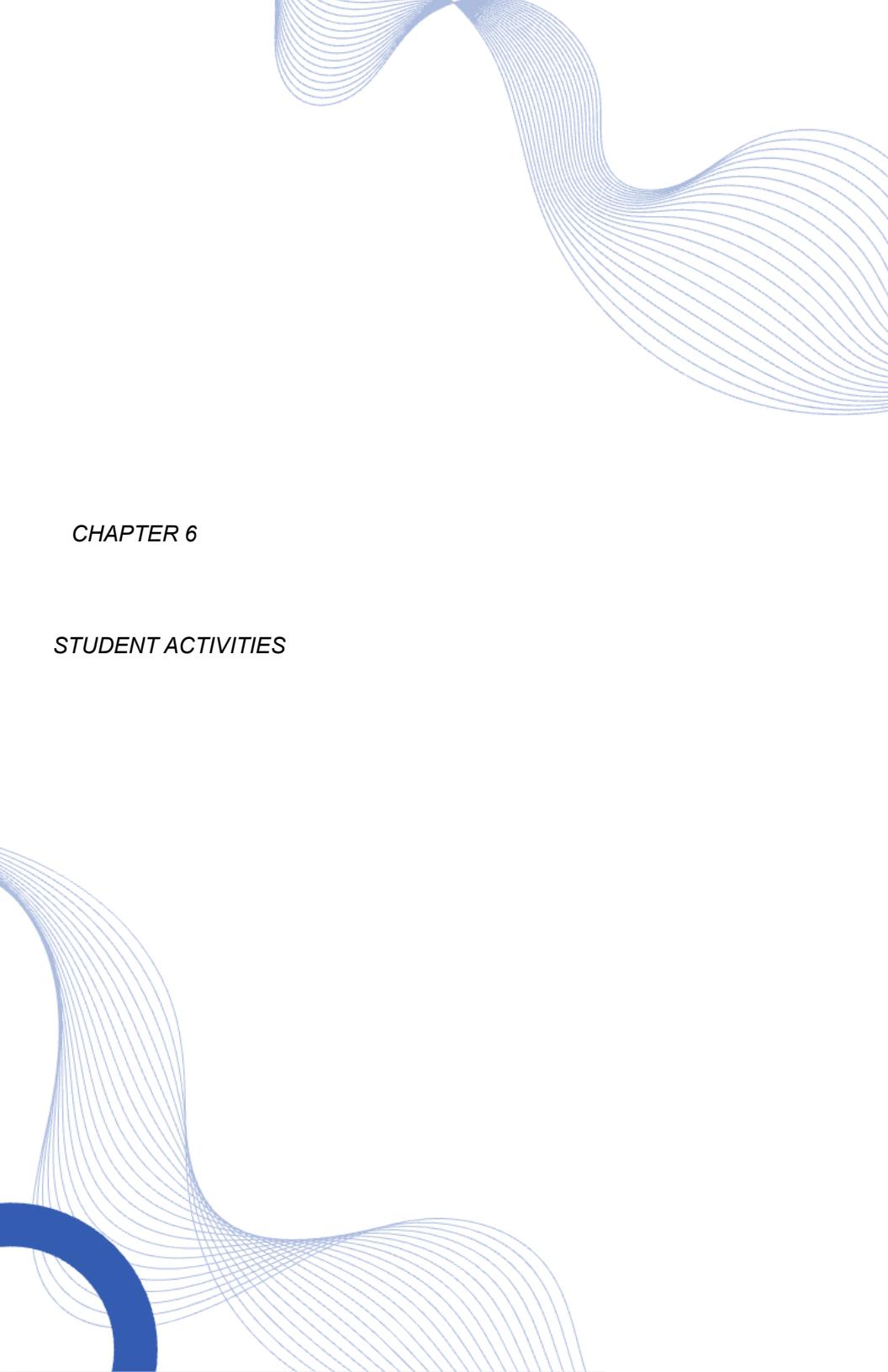
5. Cultural and Arts Programs The Institution shall provide opportunities for appreciation of culture and the arts. There shall be a mechanism to promote Philippine Culture and the Arts in coordination with other government agencies. The following are the different organized performing arts groups in the Institution:

- CSPC Marching Band
- CSPC Majorettes
- CSPC Dance Troupe
- CSPC Chorale
- CSPC Rondalla

The Institution shall provide an Office for Culture and the Arts.

6. Social and Community Involvement Programs The Institution shall ensure opportunities for meaningful socio- civic involvement of students which include among other volunteerism, environment protection, etc. The Institution shall ensure that the students are insured in their field work days.

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CHAPTER 6

STUDENT ACTIVITIES

CHAPTER 6 STUDENT ACTIVITIES 1. *Participation of Student* The Institution offers different programs under the Student Affairs and Services Office (SASO) to complement the academic programs, so as to promote the total development of the students based on the institutional objectives. Programs on cultural, professional, athletic, and co-curricular activities are open to interested students who desire to expand their field and horizon and at the same time make their student life more enriching, interesting and rewarding. In furtherance of the four-fold functions of SUCs, the students are encouraged to engage in Extension Activities which encompass: skills training, advocacy and outreach activities. To be effective, student organizations are enjoined to coordinate with the Extension Coordinators of their respective Colleges, to integrate their corresponding plans, projects, and activities along extension activities, viz: Student Extensionists shall:

1. Assist in the conduct of needs assessment, community profiling survey, and monitoring of programs, projects, and activities;
 2. Represent the student body and share input on meetings and training organized by the Extension Services Office.
 3. Propose and implement relevant extension activities;
 4. Contribute to the official newsletter of the extension services office to share successes and developments of community activities; and
 5. Involve in the facilitation of service initiatives to ensure the relevance of the extension work to the community as well as to reinforce their commitment to learning.
2. *Integration of Student Activities to Minimize Class Interruption* The SASO Director supervises the different student activities of the campus organizations with the assistance of the faculty advisers. All activities lined-up for the school year by the student organization shall be reflected in the Action Plan where it will be constantly monitored by the Student Affairs and Services Office.
3. *Policy Guidelines in Conducting Student Activities* General Guidelines
- a. All student activities, whether on campus or off-campus, and whether

3. Policy Guidelines in Conducting Student Activities

General Guidelines All student activities, whether on campus or off-campus, and whether academic or non-academic in nature, require prior approval and permission from proper authorities. Student activities are to be scheduled based on approved program of activities, provided, the same shall not be conducted during or a week prior to major examinations. All student activities should be in line with program objectives and values to be developed. To this end, the forms on Permit to Conduct (PTC) should specify the goal to be achieved and be reflected on the evaluation sheet of each activity. All activities must be properly noted and endorsed by their respective advisers. All requests to conduct activity must be filed at the SASO 5 days before the actual activity in case of in-campus activity, 10 days in case of off-campus activity, and 15 days in case of educational tour, community extensions/outreach, or emersion. All activities must be monitored by a faculty adviser. Report of Accomplishment, evaluation of activities, and financial report must be submitted 5 days after the conduct of the activity. Copies of the approved request must be provided to the SASO, VPAA, and the Dean. All solicitations and or requests for donations for student activities require the approval of the College President. Activities related to the fraternities and sororities shall govern the existing policy on the Anti-Hazing Law. Activities that need CHED endorsement shall govern CHED Memo. No. 22, s. 2003 and CHED Memo No. 63, s. 2017 otherwise known as "Revised Policy Guidelines in Processing Request for Issuance of CHED endorsement to Hold Activity" and "Policies and Guidelines on Local Off-Campus Activities" respectively.

4. Approval of Financial Assistance and Travel Allowances for Students

Request for attendance to local, regional and national training, seminars, conventions/conferences, and other academic-related activities shall pass through the office of the Student Development Services in the case of non-academic organizations and to the respective Dean's office in the case of academic related organizations and to be submitted to the Office of the Vice President for Academic Affairs for the recommendation to the College President.

Allowable Travel Allowances. The grant of financial assistance and travel allowances to the students who are authorized to represent the College shall include actual transportation costs from the school to official destination. The travel allowance shall be in the mount of eight hundred pesos (800.00) per day which shall be apportioned as follows: fifty percent (50%) for hotel/lodging, thirty percent (30%) for meals and twenty percent (20%) for incidental expenses.

Affairs for the recommendation to the College President.

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GAD-Responsive Student Organizations/ Clubs/ Federations/ Associations

The Institution Gender and Development Manual of Operations contains GAD-Responsive provisions which are truly beneficial to student organizations, associations and the likes.

PERCENTAGE

TO COVER

Arrival not later than 12:00 noon

*100% Hotel
Lodging (50%);
meals (30%);
and incidental
expenses (20%)*

*Arrival after
12:00 noon 80%*

*Hotel Lodging
(50%); dinner
(10%); and
incidental
expenses (20%)*

*Departure
before 12:00
noon 30%*

The Student Affairs Services Office (SASO) shall not be discriminatory on the establishment of student organizations/clubs/federations which has a primary goal of gender equality, gender expression and/or education about sexual orientation and gender identity and protection and/or mainstreaming of the marginalized sector. Through the provision of this manual, students are encouraged to form non-academic organizations/clubs/federations for the purpose of gender equality, the practice of human rights, women empowerment, gender expression, and protection of the marginalized sectors.

The student organization shall adhere to the policies and guidelines set by the SASO for the recognition and accreditation of student organizations, associations, and the like. Pertinent documentary requirements must be complied with. The established student organization may coordinate with the CSPC-GAD for the possible projects and activities that could mainstream gender.

6. CSPC GAD Student Financial Assistance Program Pursuant to pertinent provisions of the Higher Education Act of 1994 and the Women in Development and Nation Building Act (Republic Act No. 7192), CSPC- SASO and GAD offices shall be the lead implementer in the student Financial Assistance program, to address the gender disparities in male-dominated programs and female-dominated programs, and ensure that women empowerment is achieved. SASO and GAD offices shall formulate specific guidelines for these purposes. In addition, pursuant 10 specific provisions of the MCW, in the disposition of the StuFAPS, SASO and GAD shall give attention to: qualified women belonging to marginalized groups, or those "mostly living in poverty and have little or no access to land and other resources, basic social and economic services such as health care, education, water and sanitation, employment and livelihood opportunities, housing, social security, physical infrastructure, and the justice system"; qualified women living in "especially difficult circumstances," or those "victims and survivors of sexual and physical abuse, illegal recruitment, prostitution, trafficking, armed conflict, women in detentions victims and survivors of rape and incest, and such other related circumstances which have incapacitated them functionally"; and qualified women affected by disasters, calamities, and other crises.

7. For On-Campus Activities (Academic or Non- Academic Activity) Procedure: Secure from SASO Permission to Conduct Form (CSPC-SASO-F-08) Carefully accomplish the form. Check if the required entries are filled out and if needed signatures are affixed. Attach files which may describe the activity (e.g. project proposal, budget). NOTE: All student activities should be in line with respective college's program objectives and values to be developed. Submit the form with the following supporting documents: List of participants, including guest Program of activities Financial aspects

related circumstances which have incapacitated them functionally"; and qualified women affected by disasters, calamities, and other crises.

7. For On-Campus Activities (Academic or Non- Academic Activity) *Procedure: Secure from SASO Permission to Conduct Form (CSPC-SASO-F-08) Carefully accomplish the form. Check if the required entries are filled out and if needed signatures are affixed. Attach files which may describe the activity (e.g. project proposal, budget). NOTE: All student activities should be in line with respective college's program objectives and values to be developed. Submit the form with the following supporting documents: List of participants, including guest Program of activities Financial aspects House Rules/Guidelines for the safety and proper conduct of the activity. Evaluation Form 8.*

For Off-Campus Activities (Academic activity) Procedure: Secure from SASO Permission to Conduct Activity (CSPC-F-SASO-05) Carefully accomplish the form. Check if the required entries are filled out and if needed signatures are affixed. Attach files which may describe the activity; (e.g. Project proposal) *Submit this form with the following supporting documents: copies of list participants, including guests Program of activities Financial aspects House Rules/Guidelines for the safety and proper conduct of activity Parents permits of participating students (only students with accomplished parent consent are allowed to join the activity) Evaluation Form 9.*

For Overnight Activities *Procedure: Secure from SASO Permission to Conduct Activity (CSPC-SASO-F-07) Thoroughly accomplish the form. Check if the required entries are filled out and if needed signatures are affixed. Attach files which may describe the activity; (e.g. Project proposal) *Submit this form with the following supporting documents: Copies of list participants, including guests Syllabus of the instructors/professors concerned Program of activities Financial aspects House Rules/Guidelines for the safety and proper conduct of activity Parents permits of participating students (only students with accomplished parent consent are allowed to join the activity) Evaluation Form 10.**

For Off -Campus Community Service/Outreach/Exposure/ Immersion (For Compliance CMO 63 s. 2017)

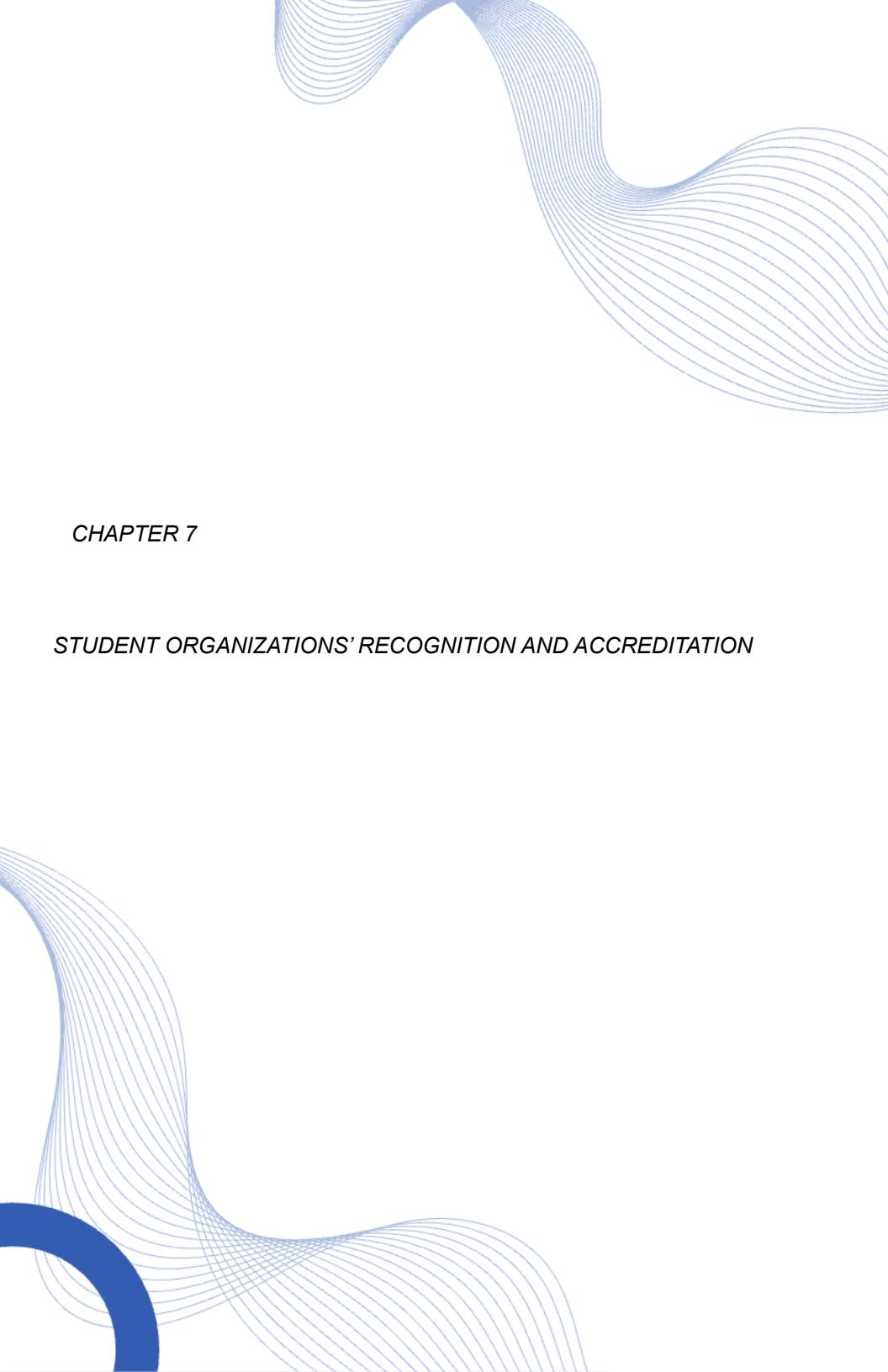
Thoroughly accomplish the form. Check if the required entries are filled out and if needed signatures are affixed. Attach files which may describe the activity; (e.g. Project proposal) Submit this form with the following supporting documents: Copies of list participants, including guests Syllabus of the instructors/professors concerned Program of activities Financial aspects House Rules/Guidelines for the safety and proper conduct of activity Parents permits of participating students (only students with accomplished parent consent are allowed to join the activity) Evaluation Form 10. For Off -Campus Community Service/Outreach/Exposure/Immersion (For Compliance CMO 63 s. 2017) Procedure: Secure from SASO Permission to Conduct Activity (CSPC-F-SASO-07) Carefully accomplish this form. Check if the required entries are filled out and if needed signatures are affixed. Duly accompanied with the following supporting documents: Program of activities and/or concept paper of the program that is officially approved by the moderator; or if a class activity, is approved by the Faculty and endorsed by the Program Chairperson and the College Dean. Syllabus of the faculty concern Copies of the list of participants, including guests House Rules/Guidelines for the safety and proper conduct of the activity. Responsibility Acceptance Slip Parents Permit of Participating Student Evaluation Form 11. For Conducting Field Trips/Educational Tours (For Compliance CMO 63 s. 2017) Definition: Field Trips – an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination. Educational tour – an intended educational tour actively involving the travel of students and supervising faculty outside the campus which is relatively of longer duration lasting for more than one day and relatively more places of destination than a field trip. Guidelines and Procedures: Secure from OSAS the Application for Activity Form (CSPC-F-SASO -07, 08,) Thoroughly accomplish this form. Check if the required entries are filled out and if needed signatures are affixed. Duly accompanied with the fooling supporting documents: i. Program of activities and /or concept paper of the program that id officially approved by the moderator; or if a class activity, is approved by the teacher and endorsed by the Department Chair and the College Dean.

Educational tour – an intended educational tour actively involving the travel of students and supervising faculty outside the campus which is relatively of longer duration lasting for more than one day and relatively more places of destination than a field trip.

Guidelines and Procedures: Secure from OSAS the Application for Activity Form (CSPC-F-SASO -07, 08,) Thoroughly accomplish this form. Check if the required entries are filled out and if needed signatures are affixed. Duly accompanied with the following supporting documents: Program of activities and /or concept paper of the program that is officially approved by the moderator; or if a class activity, is approved by the teacher and endorsed by the Department Chair and the College Dean. Syllabus of the faculty concern Copies of the list of Participants, including guests House Rules/Guidelines for the safety and proper conduct of the activity. Responsibility Acceptance Slip Parents' Permit of participating students. Medical Clearance of the students For students who cannot join the educational tours/and or field trips, they shall be given parallel school activity that provides similar acquisition of knowledge of the required practical competencies and achieve other learning objectives (CMO. 63, s. 2017, VII, Sec.11) Students with special needs such as Persons with disabilities (PWDs) shall be given consideration (CMO. 63, s. 2017, Section 1, 1.1 i) Educational tours and field trips shall not be made as substitutes for major examinations to compel students to participate in educational activities not otherwise compulsory. (CMO. 21, s. 2012, V, sec.9) Some policy guidelines not mentioned in this policy shall be governed under CMO NO. 63, s. 2017, "Policies and Guidelines on Local Off-Campus Activities" (Note: Please secure a separate letter for the request of the venue. Accredited campus organizations will be given priority to use the venue if in case a conflict of organization will use the venue on the same date (Policy Guidelines on the accreditation of campus organization) 12. Responsibilities of Sponsoring Organization The sponsoring student organization shall be responsible to: Safeguard school facilities, equipment, fixtures, and the like utilized during the activities. The orderly conduct of the participants and non-participants; Render financial report five days after the conclusion of the activities, if fiscal matters are involved. For financial reports of the organization, if the funds are derived from the organization itself, a copy of the report must be furnished to the Director of Student Affairs and Services. In the case of school-funded activities, the financial report shall be submitted directly to the Director of Student Affairs and Services.

12. Responsibilities of Sponsoring Organization The sponsoring student organization shall be responsible to: Safeguard school facilities, equipment, fixtures, and the like utilized during the activities. The orderly conduct of the participants and non-participants; Render financial report five days after the conclusion of the activities, if fiscal matters are involved. For financial reports of the organization, if the funds are derived from the organization itself, a copy of the report must be furnished to the Director of Student Affairs and Services. In the case of school-funded activities, the financial report shall be submitted directly to the Director of Student Affairs and Services.

13. Duty to Render Accounts after Activities In cases of fund-raising activities of student organizations including contributions by members/students, donations, proceeds from raffle draws, and the like to finance projects/activities, the President of the student organizations shall submit within five (5) days from the completion of the activities/projects an audited financial report to the SASO Director and the Vice President for Academic Affairs.



CHAPTER 7

STUDENT ORGANIZATIONS' RECOGNITION AND ACCREDITATION

CHAPTER 7 STUDENT ORGANIZATIONS' RECOGNITION AND ACCREDITATION *Institutional Policy and System for the Recognition of Student Organization (Per Administrative Council Resolution No. 13-12) 1. Statement of Policy Sec. 3 of Art. 1, CHED Memo no.21, series 2006 states that — An educational institution seeks to form individuals who can later become productive citizens of the country and world. Its responsibility not only confined to the teaching and development of the job skill, but also to the acquisition of life skills and values. The individuals produced by the educational institution should be able to contribute positively to the progress of his/her country, and the upliftment of the human conditions. It is stated in Chapter 4, 1, Book III, of the College Code, the Institution offers different programs under the Student Affairs and Services Office to complement the academic programs, so as to promote the total development of the students based on the institutional objectives and programs on cultural, professional, athletics and co-curricular activities are open to all interested students who desire to expand their field and horizon and at the same time make their student life more enriching, interesting and rewarding.* The Institution adopts this system of recognizing student organizations with the aim; To provide the students an optimal level of self-actualization as learners in this institution. To establish a clear-cut system in recognizing student organization. To provide a mechanism to coordinate with the college official relative to the conduct of student activity To provide optimum participation of students in various student activities 2. Student Organization and Advisorship Nature and Role of Student Organization (Basis, Chapter 4, Art 4, Book III of the College Code) Operate in accordance with the rules and regulations of the Institution. Must implement two (2) projects, program or activity per semester that positively impacts to the formation and education of the general student population or responds to the basic needs of the community or group.

Institution. Must implement two (2) projects, program or activity per semester that positively impacts to the formation and education of the general student population or responds to the basic needs of the community or group. Secure approval of activity from the President/VP for Academic Affairs through the recommendation of the SASO Director not later than ten (10) working days before the on campus activity and fifteen (15) working days for off campus activity. (Form is available at the SASO). However, for major undertakings, permits may be filled earlier to minimize conflicts in terms of scheduling, e.g. use of venue, participants, audiences, and facilities and equipment. Organizations are required to submit accomplishment and financial reports five (5) days after the activity is conducted through the Student Affairs and Services Office. An organization is also required to submit the Annual Accomplishment report and audited financial report by the Institution's internal auditor a week after each calendar year.

An organization is required to open an account from any reputable bank with its signatories; President, Adviser and Treasurer and turn over the bank book to the next set of officers after their term of office. Must attend two (2) of its officers or members for a regional or national convention relative to the nature of his organization or student leadership conference. The above-mentioned requirements are a prerequisite before final clearance will signed by the Director of Student Affairs and Services. Choosing the Organizational Adviser In general, the organization can choose from among the roosters of CSPC teaching/nonteaching personnel for a maximum of one advisorship that will serve with a maximum of 2 years tenure of office. However, if in case the organization applies for accreditation, this provision does not apply. The two years will start at the start when the organization is already accredited. Must be connected with particular academic areas and knowledgeable in that particular field in the case for academic-related organizations. (e.g., adviser for IECEP must be and ECE baccalaureate degree). To avoid conflict of interest, no faculty member/employee may become adviser of more than one organization. Adviser must be approved by the College President through the recommendation of the SASO Director based from the review conducted by the Student Organization Accreditation Board.

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c. Duties and Responsibilities of Campus Organization Adviser

c.1 Leadership Development Through personal interaction and program development – campus advisers play a significant role in developing members' leadership skills and personal growth and in identifying new leaders for the organizations. Special skills that an adviser can enhance: Interpersonal communication Planning Organizing Assisting with retreats and workshops

c.2 Consultation Advisers serve as consultant by: Meeting regularly with officers and members to keep current on projects and events.

c.3 Serve as a resource speaker person and, through continued open interaction, pointing out new perspective and guiding the group toward activities and individual performance.

c.4 Continuity Officers and members change frequently, and at times the only link with the past is the adviser. With this adviser can: Orient new officers and members to the history and purpose and objectives of the organization and help them build up it. Help members look toward the future by developing long-term goals and communicating them to new members Encourage creative brainstorming to help an organization generate new ideas.

c.5 Personal Assistance Advisers' interaction with members gives a unique opportunity to assist individuals with problem. This can be done by; Help students maintain a balance between academic and non-academic aspects of students life Make appropriate referrals by using knowledge of campus and community resources.

d. Interpretation of Policy The advisers are representatives of the college to the organization, hence they are constantly in a position to interpret Institutional policies and regulations relevant to student organization. With this, advisers must be familiar with all organizational policies, such as CBL and others.

e. Supervision The adviser has a responsibility to both the college and the organization to keep the best interests of both in mind. In a well-run organization, the supervisory role may be minimal or nonexistent, and the adviser may need to intervene only to prevent the violation of public or institutional policy.

With this, advisers must be familiar with all organizational policies, such as CBL and others. e. Supervision The adviser has a responsibility to both the college and the organization to keep the best interests of both in mind. In a well-run organization, the supervisory role may be minimal or nonexistent, and the adviser may need to intervene only to prevent the violation of public or institutional policy. f. Financial Supervision The organization should handle its financial obligations properly. With this, the adviser should work with this individual to ensure accurate record-keeping and budgeting. g. Meeting Organizations

The advisers must attend all regular and special meetings of the organizations to be informed; and, should be available for consultation or to introduce ideas and suggestions. 3. General Classification of Student Organization Guided by the College Code, these organizations may further be categorized according to their nature. Academic Organization – organizations whose purpose, programs, and projects are essential linked with and supporting of the educational aims of the specialized academic programs of the colleges. Alliances – a permanent umbrella organizations of related student-based organizations primarily concerned with advancing common formative, educational and social aims. Athletic – organizations whose purposes, programs and projects are concerned with advocating sports and recreation. Cultural – organization whose purposes, programs and projects are primarily concerned with the development of character through artistic expression. Environment – organization whose purposes, programs and projects are primarily concerned with the enjoyment, protection, conservation, preservation of the environment. Religious – organizations whose purposes, programs, and projects are primarily concerned with enhancing the spiritual and religious formation of students. Socio-civic – organizations whose purposes, programs and projects are primarily concerned with delivering a specific services to society.

Religious – organizations whose purposes, programs, and projects are primarily concerned with enhancing the spiritual and religious formation of students. Socio-civic – organizations whose purposes, programs and projects are primarily concerned with delivering a specific services to society. Varsitarian – organizations whose purposes, programs and projects are primarily concerned with strengthening relationship among students from a specific geographical area. 4. Criteria for Applying for Recognizing Student Organizations: Any group of twenty (20) students may apply for recognition with the Student Affairs and Services Office. The following supporting document accomplished in triplicate must be presented at the time of application: Formal Letter of Application Constitution and By-Laws List of Officers/members with their position, course, addresses contact number and birthdays. Proposed Action Plan for the year Financial Plan Profile of Faculty Adviser g. Letter of acceptance of the adviser The SASO will consult with the committee on the Student Organization Accreditation Board, and the VPAA to deliberate on the application. They must ensure that the applicant organization's constitution, by-laws, and proposed activities align with CSPC's goals and objectives. The Constitution and By-Laws of the applicant campus organization must be acknowledged by the College President upon the recommendation of the SASO. The SASO must issue a Certificate of recognition to the campus organization upon full compliance with the requirements. Likewise, the certificate of recognition shall be effective for one (1) school year and will have to be renewed such succeeding school year for the organization to exist officially. Any student organization, which does not renew its registration within the first three weeks of the opening of the school year or fails the evaluation of the student affairs shall be automatically removed from the existing list. Any organized student organization that violates its statement of purposes and/or Constitution and by-laws or fails to comply with the policies of the CSPC and the SASO is liable in revocation of its certificate of recognition after an investigation is conducted. Only bonafide student who complies with the following requirements is allowed to join student organization. Students are not allowed to join the organization who are under disciplinary action. A student cannot be President in more than one (1) organization except for class officers.

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5. Procedure in Applying for Recognition The following are the steps or procedures to be followed in the recognition/accreditation of student organizations. Filing of the Formal Application for Recognition at the SASO which shall be accompanied by all required supporting documents in a long size folder (all documents must be in along size coupon bond) Checking and referral of all documents in a form of substance by the SASO. Review and validation of the application for Recognition by the Committee. Formal announcement and decision of the committee on the Application for Recognition and issuance of Certificate of Recognition with specified period within 2 weeks after the date of application.

Requirements for Organizations re-applying for recognition (for campus organizations who are not accredited by the SOAB) Letter of application for recognition Amendments in the Constitution and By-Laws Updated list of officers and members including student number, address, and contact number. Acceptance letter for the adviser Plan of activities for the school year that is compliant with the required format. Minutes of the previous meeting Accomplishment and evaluation report for the previous school year. (based on the required format) Audited financial report for his previous school year by the Internal Audit officer.

6. Administration of the System of Recognition The SASO through its Director exercises final authority in the implementation of this policy guideline. The SASO Director shall be the office responsible for administering the system of recognizing campus organization in the college in collaboration with the Committee of Students Organization Accreditation Board.

7. Performance Evaluation of Adviser For the continual existence of campus advisers, the SASO shall conduct a yearly evaluation of the performance of all campus organizations' advisers. The result of the evaluation will be furnished to respective officers and members of the campus organization. (See attached evaluation form)

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The SASO and SOAB shall re-asses recognized student organizations according to the requirements for recognition. All campus organizations found to be underqualified (with one or two requirements missing or in order) shall be placed under the close supervision of the SASO and should be given one month to satisfy the requirements, otherwise, all or any granted privileges should be deemed revoked.

All student organizations recognized for one (1) year should be advised for accreditation under the Student Organization Accreditation Board (SOAB) Policy Guidelines Governing Accreditation of Student Organizations in the College (per Administrative Council Resolution No. 05-08)

8. Statement of Policy It shall be the policy of the Institution: To recognize student organizations as an essential sector in the academe that supports the attainment of its vision, mission, goals, and objectives; To provide a system of accrediting student organizations as a means of determining the nature of assistance that can be extended, and of ensuring the smooth and orderly operation of said organizations; To establish, promote, and support the activities, projects, and programs of duly accredited student organizations leading to the realization of the purposes and objectives for which they were organized; To foster excellence among student organizations by providing them with an atmosphere conducive to the holistic development of students.

9. Purposes and Objectives The following are the purposes and objectives of accrediting student organizations: To foster excellence among student organizations through the development of standard criteria and guidelines for assessing their organizational efficiency and effectiveness; To encourage improvement of activities and services of student organizations through self-study and planning; To provide counsel and assistance to student organizations in achieving their goals and objectives;

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11. Student Organizations Accreditation Board (SOAB)
There shall be created an accreditation board known as the Student Organizations Accreditation Board (SOAB), shall be in charge of administering the faithful implementation of these guidelines
Composition *The SOAB shall be composed of the following:* a. Chairman – Director, Student Affairs and Services Office (ex-officio) b. Members - Senior Faculty Member (to be designated by the Vice President for Academic Affairs) c. Representative from the Administrative and Finance Services (to be designated by the Vice President for Administration) d. Two (2) representatives from the Supreme Student Council (to be designated by the Council through a resolution)
Powers and Duties *The SOAB shall have the following powers and duties: To accept and process applications for accreditation; To investigate and recommend disciplinary action against erring student organization duly accredited by it; To conduct accreditation visit to offices of student organizations applying for accreditation to verify the authenticity and veracity of submitted documents; To develop and administer appropriate measurement or instrument for accreditation purposes in accordance with these guidelines; To recommend the issuance of appropriate accreditation certification; To perform such other functions necessary.*
Term of Office of SOAB Members *The term of office of members shall be co-terminus with their respective designation or office. Except for the SASO Director, other members cannot assume office if not officially designated.*
Remuneration *Members of the Student Organizations Accreditation Board are not entitled to additional compensation or subject deloading.*

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Remuneration Members of the Student Organizations Accreditation Board are not entitled to additional compensation or subject deloading.

Decision of the SOAB Any decision of the SOAB en banc with respect to application for accreditation shall be final and not subject to review by any other office, except when grave abuse of discretion was committed by the Board. In such a case, the Administrative Council motu proprio, reviews the decision of the SOAB and make appropriate recommendation to the President. During meetings, a majority of all the members shall constitute a quorum, and the decision of the majority of the quorum shall constitute a valid act of the SOAB which shall be final.

SOAB Secretariat The SASO shall be the ex-officio secretary of the SOAB.

12. Essential Elements of Accreditation Process The accreditation process involves the following: Voluntary submission on the part of student organizations to be evaluated by the SOAB organized purposely to assist them improve their leadership and managerial capability; Clear statement by the student organizations of their activities, projects and programs in order to achieve their purposes and objectives; Conduct of a directed self-survey or study focused on the achievement of those purposes and objectives; On-site visit by members of the SOAB to verify the authenticity all documents submitted; Decision by the SOAB that, in the light of its standards, the student organizations are worthy of an accredited status.

13. Criteria for Accreditation The following are the criteria for accreditation: Proof of Organization Legal existence/registration Clearly defined vision and mission Duly adopted constitution and by-laws by the general membership Clearly defined organizational structure. Conduct of regular election Financial Administration and Control Readily available financial statement duly audited Duly maintained books of accounts Presence of internal control mechanism Duly secured funds Adoption of official receipts serially numbered

On-site visit by members of the SOAB to verify the authenticity all documents submitted; Decision by the SOAB that, in the light of its standards, the student organizations are worthy of an accredited status.

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Proof of Organization Legal existence/registration Clearly defined vision and mission Duly adopted constitution and by-laws by the general membership Clearly defined organizational structure. Conduct of regular election. Financial Administration and Control Readily available financial statement duly audited Duly maintained books of accounts Presence of internal control mechanism Duly secured funds Adoption of official receipts serially numbered Records Administration Readily available records, such as Directory of members Constitution and By Laws Minutes of meetings (Assembly, offices and committee meetings) Officers resolutions School policies affecting students List officers Financial statements Photographs documenting organizations activities, projects and programs. Records keeping system Membership Strength Active participation of members Conduct of regular membership meeting and ownership seminar Compilation of members data sheets Democratic control/policy Widely disseminated information to members Sustainability of Organization Income generating projects Regular program for fund sourcing Action Plan/Program for the Year Year-round calendar of activities Presence of an action plan duly adopted by the officers Community Outreach Programs Conduct of community outreach program Community involvement/partnership with other community organizations Reportorial Compliance Submission of annual report to concerned offices Submission of financial report every after the activity Submission of accreditation documents to maintain or update accreditation status Offices/Facilities Properly maintained office (optional) Affiliation/Linkages Membership with other organizations (inside and outside of the school) Existing partnerships with other associations

14. Procedures for Accreditation and Upgrading For purposes of accreditation and upgrading the following procedures shall be observed:

Action Plan/Program for the Year Year-round calendar of activities
Presence of an action plan duly adopted by the officers Community Outreach Programs Conduct of community outreach program Community involvement/partnership with other community organizations Reportorial Compliance Submission of annual report to concerned offices Submission of financial report every after the activity Submission of accreditation documents to maintain or update accreditation status Offices/Facilities Properly maintained office (optional) Affiliation/Linkages Membership with other organizations (inside and outside of the school) Existing partnerships with other associations 14. Procedures for Accreditation and Upgrading For purposes of accreditation and upgrading the following procedures shall be observed:
Filing of Intent. An applicant-organization shall file with the Secretariat a letter of intent indicating its desire to submit for accreditation with the SOAB. An information sheet shall then be issued together with the checklist of documents to be submitted. Preliminary Review of Documents. Upon receipt of documents, the Secretariat shall review the completeness of documents submitted, and if other documents are missing it shall inform the applicant to submit the same within five (5) days. Secretariat Action. If the request for other documents/requirements is not complied or once additional documents are submitted, the Secretariat shall forward the documents to the SOAB for appropriate action. Review by the SOAB. The SOAB shall schedule a meeting to deliberate on the application. Initial rating using the duly approved accreditation instrument shall be done. If the SOAB is satisfied that the applicant will probably meet at least the minimum requirements, it shall schedule an on-site visit to the office of the applicant organization. But if the evaluation made by the SOAB on the document submitted, it appears that the applicant falls short of the documents required and the applicant will probably fail to meet the minimum requirements, the SOAB shall return the application indicating the noted deficiency and with the advice to comply the same within three (3) months. Evidences of its compliance shall be submitted to the SOAB for reconsideration of its application.

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On-Site Visitation. The SOAB members shall conduct an on-site evaluation. During said visit the officers of the organization must be present. Validation of documents submitted shall be done. Simultaneously, an interview with officers shall be conducted.

SOAB Decision on the Application. The SOAB shall inform the applicants organization in writing of its action on the latter's application. If the student organization concerned passes at least the minimum requirements, the SOAB should inform the applicant and a corresponding Certificate of Accreditation duly confirmed by the President of the College shall then be issued. The level for which the applicant is accredited shall be clearly stated.

15. Assignment of Accreditation Status/Level

The following accreditation status/level shall be assigned to an accredited organization depending on the degree of its compliance with the accreditation criteria: Level I Have at least satisfactorily submitted and complied with the required document, undergone SOAB visit, and certified as being qualified and capable if acquiring an accredited status within six (6) month. Level II Have complied at least 75% of the noted deficiencies by the SOAB.

Level III Have complied at least 100% of the standard criteria set for excellent student organizations. Level IV Have exceeded par excellence all the standard criteria and have distinguished themselves and the prestige and authority in terms of organizational effectiveness and efficiency.

Level IV Have exceeded par excellence all the standard criteria and have distinguished themselves and the prestige and authority in terms of organizational effectiveness and efficiency.

16. Benefits of Accreditation The following benefits may be derived by student organizations that voluntarily submit for accreditation: It lends prestige to student organizations having possessed the mark of excellence and quality standards. It helps student organizations know which aspects of their organization need to be strengthened and improved. It makes student organizations and their leaders aware of the standard of excellence which they will strive to attain. It makes it possible for the College and other support organizations to know the strengths of student organizations which need to be sustained, and the weaknesses which need to be improved. A well-managed student organizations will eventually produce good leaders and responsible citizenry. It rationalizes the allocation of college resources for student development. It identifies appropriate intervention designed to assist student organizations develop their our potential through the conduct of leadership trainings and managerial capability building program.

17. Incentives/Privileges of Accredited Student Organizations The following incentives and privileges shall be available to accredited student organizations:

Level I Accredited	Preference in the use of school facilities in case of conflict with non-accredited organizations Provision for Basic Office Facilities (subject to availability of resources) Membership in the Council of Accredited Student Organizations
Level II Accredited	All incentives/privileges enjoyed by level I – accredited Preference of sponsorship of any income generating activities initiated by the Institution Preference in attendance to seminars/trainings for their officers on official business Eligible to apply for institutional award
Revalidation of accreditation every 3 years	
Level III Accredited	All the incentives/privileges enjoyed by level I and II accredited Equitable share in the Student Development Fund
Revalidation of accreditation every 5 years	
Level IV Accredited	All incentives/privileges enjoyed by level I, II & III accredited Enjoys a deregulated status Financial support from the Institution in its activities
Revalidation of accreditation every 7 years	

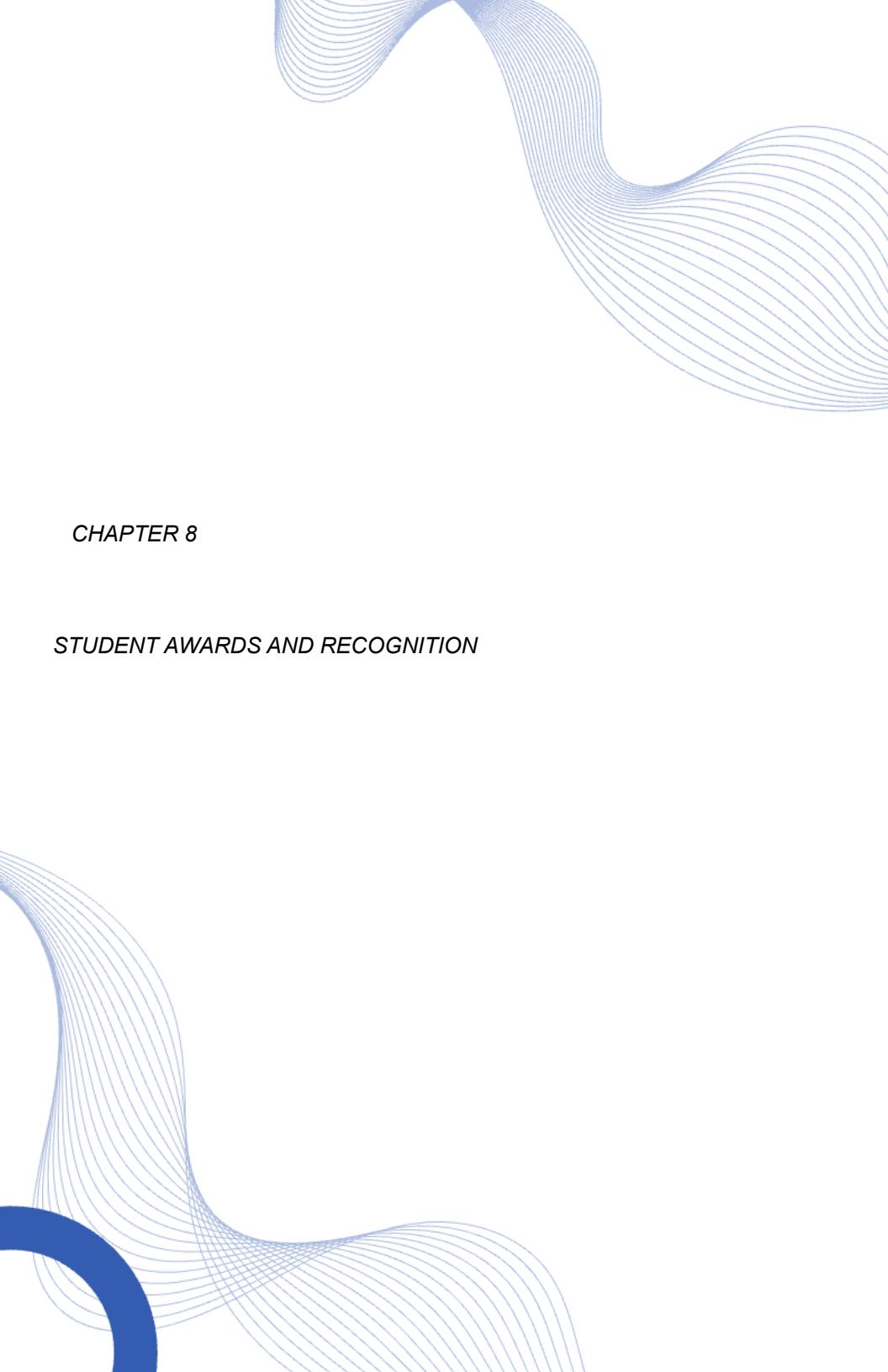
18. Revalidation/Upgrading of Accreditation Status Every accredited student organization is subject to revalidation and/or updating to maintain its accreditation status. To revalidate or update accreditation, an accredited organization must voluntarily submit itself through written manifestation and submission of updated documents as required by the SOAB. Reissuance of an accreditation certification automatically cancels the previously issued certificate. An accredited student organization seeking to be upgraded to a higher level shall simply submit the documents required for a higher level. This can be done only every six (6) months reckoned from the date the accreditation certificate was issued.

Level III Accredited All the incentives/privileges enjoyed by level I and II accredited Equitable share in the Student Development Fund Revalidation of accreditation every 5 years Level IV Accredited All incentives/privileges enjoyed by level I, II & III accredited Enjoys a deregulated status Financial support from the Institution in its activities Revalidation of accreditation every 7 years 18. Revalidation/Upgrading of Accreditation Status Every accredited student organization is subject to revalidation and/or updating to maintain its accreditation status. To revalidate or update accreditation, an accredited organization must voluntarily submit itself through written manifestation and submission of updated documents as required by the SOAB.

Reissuance of an accreditation certification automatically cancels the previously issued certificate. An accredited student organization seeking to be upgraded to a higher level shall simply submit the documents required for a higher level. This can be done only every six (6) months reckoned from the date the accreditation certificate was issued. Officers of an accredited student organization shall be obliged to attend the officers' training courses sponsored by the SOAB.

19. Suspension/Termination of Accreditation Any of the following shall be sufficient ground or cause to suspend or terminate the accreditation status of any student organization: Willful and deliberate misrepresentation of a material or substantial fact required in the application documents; Conducted an activity without prior approval by concerned offices having jurisdiction over the affairs of student organizations; Patent disregard of duly established office protocol; Gross disrespect against college officials committed by its officers. Non-submission of year-end reports for two (2) consecutive years. The SOAB shall, on its initiative or upon the verified complaint of any student, employee, or official of the college, investigate the action of any accredited student organization or its officers in the representation of its organization. If found guilty of the offense charged the SOAB shall recommend the withdrawal or suspension of the accreditation extended to it.

representation of its organization. If found guilty of the offense charged the SOAB shall recommend the withdrawal or suspension of the accreditation extended to it. 20. *Amendments* These policy guidelines on the accreditation of student organizations may be amended by the Administrative Council upon the recommendation of the Student Organizations Accreditation Board. 21. *Effectivity* These policy guidelines or any amendment thereto shall be effective upon approval by the Board of Trustees.



CHAPTER 8

STUDENT AWARDS AND RECOGNITION

CHAPTER 8 STUDENT AWARDS AND RECOGNITION A. NON-ACADEMIC AWARDS

1. Non-Academic Awards Non-Academic awards of the Institution are Journalism Award, Leadership, Community Service, Sports and Athletics and Outstanding Campus Organization. Any recipient should have at least 80 points and above to qualify for any award.

2. Special Leadership Citation This award is given to the President of the Supreme Student Council President who shows and demonstrates visionary leadership in coordinating cross-campus action that involves the cooperative effort and collaboration of CSPC students.

Criteria: President of the Supreme Student Council Possess good moral character and must not have committed any major offenses during his/her term as SSC President as certified by the SASO Director duly endorsed by the adviser.

3. Journalism Award Entry Requirement: He/She must be a member of the graduating class (Baccalaureate Degree) He/She must be an active member or contributor of the publication staff of the school publication respectively – 20 points: Current year – 5 points Additional points if he/she is: Note: Total earned points for this criterion should not exceed 20 points.

Last 4 years 20 points Last 3 years 15
points Last 2 years 10 points

Editor-in-Chief 5 points
Associate/Managing News/Filipino/English
4 points Feature/Art Editor 3 points Other
position 2 points

He/she must have joined in the local/regional/national competition in campus journalism as school representative – 15 points Note: Additional 5 points if he/she wins at least 3rd place. Additional 3 points (National); 2 points (Regional); and 1 point (Local) for every press conference/congress attended. (Total earned points for this criterion should not exceed 15 points.) He/She must have contributed and published in the School Publication – 45 points Five (5) points for every published article, subject to the following criteria: Note: Total earned points for this criterion should not exceed 45 points. e. He/She must be of good moral character as certified by Dean and SASO Director/Guidance Counselor, using the following scale: - 10 points Note: Pending Administrative case against the applicant shall not disqualify him/her to the award until proven guilty. However, in criminal case involving moral turpitude, a candidate for an award shall be disqualified when probable cause was found to exist and the case in the filed on court. Criteria Factor (to be rated by the Moderator based on Interest 15%, Literary Craft/Novelty 35%, Relevance and Timeliness 30%, Literary Value 20%, Human Interest 15%, 100% performance as member or contributor of the Publication – 10 points. Note: After meeting all requirements, the candidate must have earned at least 80 points to be considered for journalism award. After determining the overall points, this will be multiplied by 80% as their preliminary rating plus 20% will be taken from the interview that will be conducted by the committee:

*Outstanding 10 points Very Satisfactory 7
points Satisfactory 5 points*

4. Leadership Award Entry Requirements He/she must be a member of the graduating class (Baccalaureate Degree) No grade lower than 80. Campus organization. Earned points are based on the following – 45 points Note: When a candidate earns points as an officer in a particular organization, he/she no longer receives points as a member of the same organization. Total earned points must not exceed 45 points. c. He/She must have been involved actively in the organization in his/her capacity as officer or member – 30 points For serving as organizer or implementer: For serving as coordinator or facilitator or committee chairman: For serving as lecturer/resource speaker: Note: Total earned points must not exceed 30 points.

Central
Student
Council
Departmental/
Campus
Organization
Year Level
Class
Organization
President 20
15 12 8 Vice-
President 16
12 8 4 Other
Position 12 8
4 1 Member 8
⁴ College-wide activity 7 points
Department-wide activity 5 points Class activity 3 points

Department-wide activity 5 points
Community-wide activity 3 points Class activity 1 point

College-wide activity 5 points
Department/Community-wide 3 points
Class activity 1 point

Accomplishments/Performance/Contribution as Officer or member. (To be rated by co-officer and members using the performance rating questionnaire, at least 50% of its officers and members as respondents)

- 15 points Rating by the co-officers and members will be tabulated and computed applying along the following scales (weighted mean)

Outstanding 15 points Very Satisfactory

He/She must be of good moral character as indicated by the following:

12 points Satisfactory 9 points Fair/Poor 6

-10 points Note: Pending administrative case against an applicant shall not disqualify him for an award unless proven guilty before award is made.

points However, in a criminal case, a penalty of which exceeds 1 month probation period, involving moral turpitude, an applicant for an award shall be disqualified when probable cause is found to exist and the case is filed to court. Average method shall be adopted in computing final rating for these criteria. After determining the overall points, this will be multiplied by 80% as their preliminary rating plus 20% will be taken from the interview that will be conducted by the committee: 5. Community Service Award Entry Requirement: He/She must be a member of the graduating class (Baccalaureate Degree/Terminal Year) He/she must be involved in School Based Community Outreach Program or Project as:-

points 2.49 60 points

Satisfactory 10 points Very Satisfactory 5

points TOTAL 700 point

Fair/Poor 6

points

Preliminary Rating 80% Interview 20%
100%

He/she must be involved in School Based Community Outreach Program or Project as: - 60 points Note: for an applicant to earn the maximum points the duration of the project/activity should be least one (1) semester. An additional 5 points for every citation received from client group/ LGU due to exemplary performance. Total earned points should not exceed 60 points. c. He/She must be involved in Barangay Affairs – 30 points For every year of service as: Note: An addition of 3 points for every citation given by the barangay/organization for exemplary performance or achievement. (total earned points should not exceed 30 points) d. He/She must good moral character. Based on the following rating: - 10 points Note: after meeting all requirements to be considered for community service award, the candidate must have at least 80 points. After determining the overall points, this will be multiplied by 80% as their preliminary rating plus 20% will be taken from the interview that will be conducted by the committee: 6. Sports and Athletics Award Entry Requirements: He/She must be a member of the graduating class (Baccalaureate Degree/Terminal) He/She must be a member of the College Varsity Team or any sports/athletic competition – 25 points He/She must be a participating player to any sports/athletic competition – 30 points

Outstanding 10 points Very Satisfactory 5 points

*Preliminary Rating 80% Interview 20%
100%*

He/She must be a member of the College Varsity Team or any sports/athletic competition – 25 points He/She must be a participating player to any sports/athletic competition – 30 points d. He/She must possess sports/athletic excellence as evidenced by his/her winning in individual or group event – 35 points Note: an addition of 5 points for every special award received. Total points earned should not exceed 35 points. He/She must be good moral character and be rated by coach and the Dean using the scale below: - 10 points Note: Pending administrative case against applicant shall not disqualify him to the award until proven guilty before the date of the awarding. However, in criminal case involving moral turpitude, a candidate shall be disqualified when probable cause was found to exist and an appropriate case is filed on court. Note: An applicant must have earned at least 80 points out of 100 before he can be considered for said award. After determining the overall points, this will be multiplied by 80% as their preliminary rating plus 20% will be taken from the interview that will be conducted by the committee:

6. Cultural Award Entry Requirement: He/She must be a member of the graduating class. (Baccalaureate Degree/Terminal) 7. Cultural Award Entry Requirement: He/She must be a member of the graduating class.(Baccalaureate Degree/Terminal Year)

*Outstanding 10 points Very Satisfactory 5
points*

*Preliminary Rating 80% Interview 20%
100%*

He/She must be a consistent member of the College Dance Troupe, Majorettes, Chorale, Band or Rondalla –25 points He/She must be a participating member to any cultural competition – 30 points d. He/She must possess cultural excellence as evidenced by his/her winning in individual or group event – 35 points Note: an addition of 5 points for every special award received. Total points earned should not exceed 35 points. e. He/She must be good moral character and be rated by coach and the Dean, using the scale below: - 10 points Note: an applicant must have earned at least 80 point out of 100 before he can be considered for said award.

After determining the overall Group Event points, this will be multiplied by 80% as their preliminary rating plus 20% National, 10 Regional will be taken form the interview that will be conducted by the committee:

8. Most Outstanding Campus Organization Criteria for the Selection of Most Outstanding Campus Organization Award are as follows:

*Second National 20
Regional 15 First 25 20
Local 15 10 Third 15 10
5*

*Outstanding 10 points Very Satisfactory 5
points*

*Preliminary Rating 80% Interview 20%
100%*

Award are as follows: Must have been an accredited campus organization along the following levels: 20 points For: Must have undertaken activities pursuant to the goals and philosophy of the College. Points 20 Involvement as organizer/coordinator and facilitator.

Level III Accredited 20 points Level II 15 points
Accomplishment Report Points 40 (No activity will be given a credit unless the activity is not recognized by the Office of the Students Development Services with the corresponding accomplishment report submitted on time relevant to ISO Work Instruction criteria.) Performance Rating. 15 points To be rated by the SASO Director along the following criteria based on ISO Work Instruction and the Conduct of Student Activities. E. Critical factor. Points 5 An applicant organization must have earned 80 points of 100, before it can be considered for points award. After determining the overall points, this will be multiplied by 80% as their preliminary rating plus 20% will be taken from the interview that will be conducted by the committee:

National 10 points Regional 8 points
Local 5 points

For every project that entire College/Community is benefited 10 points For every project that 1 or 2 departments is/are benefited 8 points (Maximum of 30 points)

Excellent 15 points Very Satisfactory 12 points Satisfactory 10 points Fair 8 points Good 6 points

E. ~~Excellence factor Points 5~~ An applicant organization must have earned ~~80~~ points out of 100, before it can be considered for the award.

After determining the overall points, this will be multiplied by 80% as their preliminary rating plus 20% will be taken from the interview that will be conducted by the committee:

~~based on activities~~ 9. Supplementary Rules

An applicant with the highest points will be considered as an awardee, however, in case there is a tie in the evaluation of the documents submitted, the actual points earned will be considered.

B. POLICY GUIDELINES ON INCENTIVES FOR STUDENT-WINNERS AND COACHES IN REGIONAL, NATIONAL AND INTERNATIONAL SKILLS COMPETITIONS

Objectives: This policy guideline aims to: Provide fresh dimensions and directions towards students development; Enhance the performance of the students in various skills competitions; Serve as motivation and encouragement to coaches and students to develop their full potentials; Prove professional and personal development for students and coaches.

their action

plan and ISO

Preliminary Rating 80% Interview 20%

100% instruction S

85%

accomplishment of activities

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work

instruction Fair

75%

accomplishment of activities

based From

their action

plan and ISO

work

instruction

Good 50%

accomplishment of activities

based From

their action

plan and ISO

work

instruction

Good 50%

accomplishment of activities

based From

their action

plan and ISO

work

instruction

Scope: This policy guideline shall cover the incentive for winning students and coaches in the regional, national and international skills competitions. Guidelines in providing incentives to winning students and coaches: The winning students/s is officially representing the Institution in skills competitions whether regional, national and international level; The students participants and coaches are duly recommended by the Dean and the VP for Academic affairs to participate in the skills competitions; The students and coaches are not representing any campus student organizations; Winning students and coaches in the regional, national, and international skills competition shall be given cash incentives chargeable against the income of the College; Cash incentive for individual participation shall be:

In case of group participation with a minimum of two (2) and maximum of six (6) members, with at least two (2) Coaches, the following incentive shall apply: . . . In case of group participation, when there is only one (1) Coach, the cash incentive for individual participation as Coach shall apply. Awards for Placer and Topnotcher Guidelines in providing incentives to Board Placers/Topnotchers.

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Winner

P2,500.

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Student

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Coac

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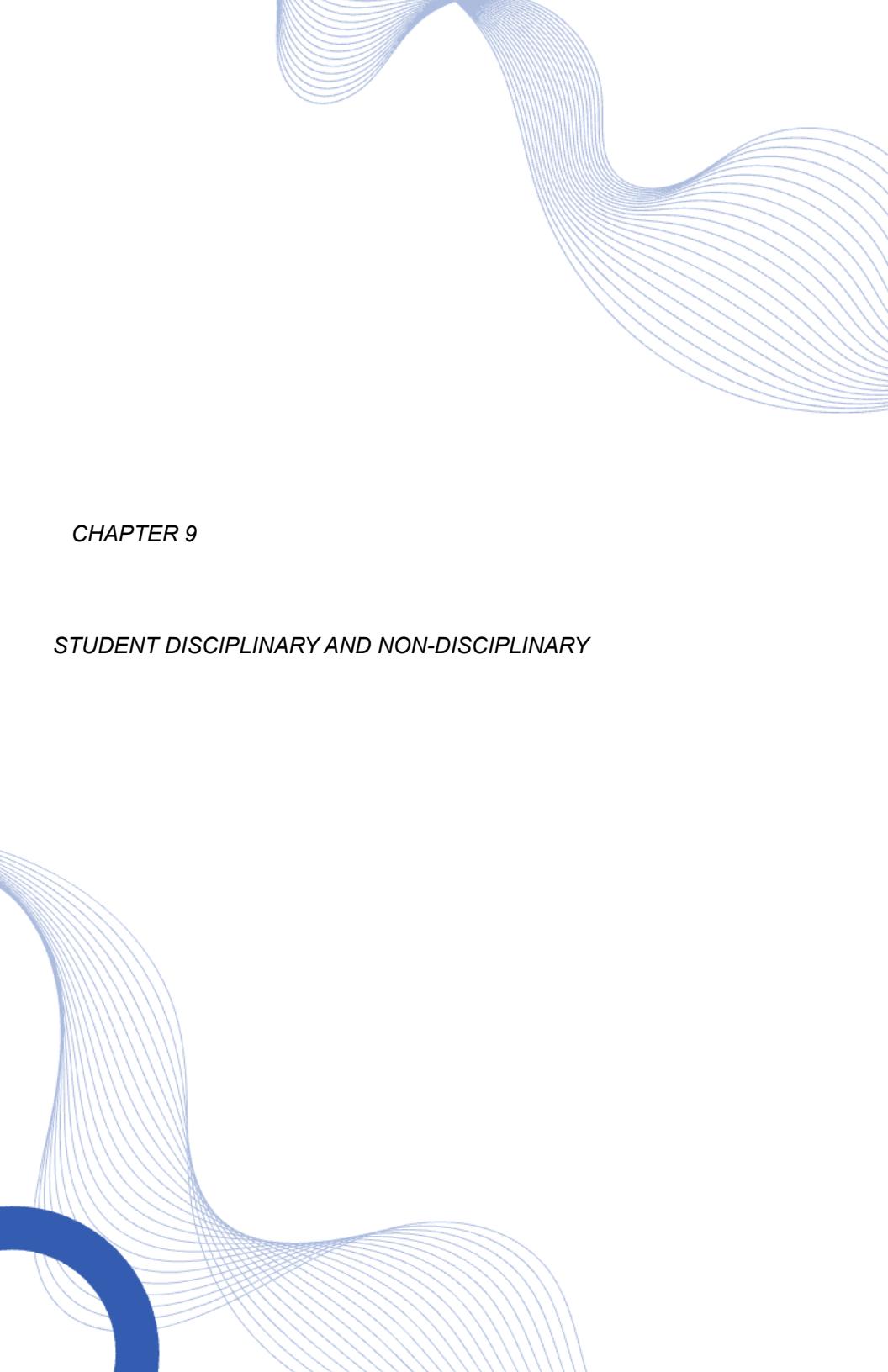
Student

P4,500.

Coac

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*RANK INCENTIVES First Placer P
15,000.00 Second Placer P 10,000.00
Third Placer P 7,000.00 Fourth to Tenth
Placer P 5,000.00*



CHAPTER 9

STUDENT DISCIPLINARY AND NON-DISCIPLINARY

CHAPTER 9 STUDENT DISCIPLINARY AND NON-DISCIPLINARY

The Institution shall have a gender and disability sensitive rules and regulations formulated in consultation with students and faculty. The rules and regulations define appropriate student conduct and prescribe sanctions for misconduct. A discipline committee shall be established in the College to ensure due process in dealing with student misconduct.

There shall be timely mechanisms to address student grievance

A. Handling Complaints Against Other Students and Faculty

1. Receipt of Complaints The Students Affairs and Services Office receives complaints from students, faculty, and employees of the College.

2. Preliminary and Actual Investigation The SASO conducts a preliminary assessment of whether there is a valid complaint. Upon receipt of the valid complaint, the SASO will forward the complaint to the College Disciplining Committee.

3. Final Report After the conduct of the actual investigation by the committee, the preparation and submission of the final investigation report follows.

B. Actionable Offenses of Students and Corresponding Penalties

1. Classification of Actionable Offenses and Corresponding Penalties Offenses that may be committed by student are classified into serious, less serious or

light serious depending on their gravity or depravity and effects on the College or offended party:

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The following are less serious offenses with the corresponding penalties

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The following are light offenses with corresponding penalties

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eE
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yS
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C. Creation of CSPC Disciplinary Board *Disciplinary Board (CDB)* The CSPC Disciplinary Board shall be composed of four members who shall be appointed by the College President with one representative each from the following sectors: administration, faculty and student body. The board shall be headed by a Chairman who must be a member of the Integrated Bar of the Philippines or in its absence, one who has a background on legal matters. The president shall appoint a Secretary and an alternate for the members of the Board who shall attend sessions in case of the absence of a regular member.

D. Duties and Function of CBD All cases involving discipline of students under these rules shall be subject to the jurisdiction of the Board. The fact that the misconduct has been committed outside the CSPC premises shall constitute no offense. Unless it involves sexual harassment cases under CMO No. 3 s. 2022. It shall be the duty of the Chairman to preside over and hear the case. The other members of the Board may interpolate. Deliberations shall at all times be presided by the Chairman. The duty of the board shall be fact-finding and thereafter the Board shall render a decision thereon in the manner hereinafter provided.

References

Policy Guidelines on Incentives for Winning Athletes and Coaches of the College Resolution No. 11-739 Policy Guidelines Governing Travel Allowances and Financial Assistance to Students Attending Relevant Training, Seminars, Conventions/Conferences, and Other Academic Related Activities, as Amended. Resolution No. 12-825 Policy Guidelines in the Admission and Retention of Foreign Students in the College Resolution No. 16-07 Amendments to the Policy Guidelines on Non Academic Awards of the College effective S/Y 20162017 Resolution No. 16-09 Policy Guidelines on Incentives to Student-Winners and Coaches in Regional, National, and International Skills Competitions Resolution No. 16-44 Implementing Guidelines of the Return of Service of Students of the College effective S/Y 2018-2019 Resolution No. 18-25 Internship Manual of the College Resolution No. 19-58 Revised Guidelines for Gawad Likha CSPCean(CSPC Award of Excellence for Student Researchers and Innovators) Resolution No. 2020-18 Policy Guidelines Governing Intellectual Properties and Technology Transfer Arrangements Resulting from Research and Innovations Undertaken by the Faculty, Personnel, and Students of the Institution Resolution No. 2020-19 Policy Guidelines Implementing Exchange Program of the College Resolution No. 2020-41 Revised Student Handbook Resolution No. 2020-63 Graduate School Faculty and Student Manual Resolution No. 2020-65 Revised Policy Guidelines for Undergraduate Thesis Writing and Oral Defense Resolution No. 2020-70 Revised Policy Guidelines Governing Intellectual Properties Resulting from Research and Innovations undertaken by the Faculty, Non-Teaching, and Students of the College Resolution No. 2021-17 Policy Guidelines for the ECQDR Approval of

Appendix I



Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Nabua, Camarines Sur
Tel. No. 258-4425

BOARD OF TRUSTEES

Excerpts from the Minutes of the 108th Board of Trustees Meeting of Camarines Sur Polytechnic Colleges (CSPC) held on August 02, 2024, at Central Bicol State University of Agriculture, Pili, Camarines Sur.

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the Board of Trustees of Camarines Sur Polytechnic Colleges (CSPC), during its Regular Board of Trustees Meeting held on August 02, 2024, at Central Bicol State University of Agriculture, Pili, Camarines Sur, passed the following Resolution, which states in whole as:

BOT Resolution No. 2024-45

APPROVING THE REVISED STUDENT HANDBOOK OF THE INSTITUTION, SUBJECT TO THE INCLUSION OF THE FOLLOWING RECOMMENDATIONS:
1. REVISIT THE ADMISSION STANDARD, PARTICULARLY THE PERCENTAGE ASSIGNED TO MENTAL ABILITY (40%) AND GENERAL AVERAGE IN JUNIOR AND/OR SENIOR HIGH SCHOOL (60%); AND 2. INCLUDE UNDER AMENDMENTS PROVISION THAT THE STUDENT HANDBOOK MAY BE AMENDED THROUGH REVISIONS OF POLICIES, WHICH ARE PART OF THE CODE, UPON APPROVAL BY THE GOVERNING BOARD. RESOLUTIONS APPROVING THE REVISIONS SHALL BE INCLUDED IN THE REFERENCES AND LEGAL BASIS. THE HANDBOOK SHALL BE PERIODICALLY REVIEWED AND REVISED EVERY AFTER THREE SCHOOL YEARS.

APPROVED.

Issued this 6th day of August 2024 at CSPC, Nabua, Camarines Sur, for record and reference purposes.


VIVIAN E. LASTROLLO
Board Secretary V

ATTESTED:


AMADO A. MOLIVA, JR.
SUC President III/BOT Vice-Chair

Appendix II



Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Nabua, Camarines Sur

CSPC-F-SASO-29a

ONE-TIME PARENTS'/GUARDIANS' PERMIT FORM

PLEASE TAKE NOTE CAREFULLY

1. Please fill up this form in BLOCK LETTERS
2. ALL sections MUST BE COMPLETED when applicable.
3. Permit should be duly NOTARIZED for Educational/Field Trip purposes and when participant is minor.

TO WHOM THIS MAY CONCERN

This certifies that _____, a _____ of the college of _____ with Student No. _____ has the permission of his/her undersigned parent(s)/guardian(s) to participate and/or attend in the _____ on _____, 20____ in _____.

This certifies further that the risk assessment plans necessary safety and precautionary measures have been instituted.

Further, that the following faculty members shall accompany him/her in the travel.

- | | | |
|----------|--------------|-----------|
| 1. _____ | Faculty Name | Signature |
| 2. _____ | Faculty Name | Signature |
| 3. _____ | Faculty Name | Signature |
| 4. _____ | Faculty Name | Signature |

I/We have honestly and accurately completed all parts of the Parents'/Guardians' Permit Form to the best of my/our ability.

Parent/Guardian Name & Signature Date

Parent/Guardian Name & Signature Date

Complete Address

Complete Address

Contact Number

Contact Number

Note: If the student is minor, **BOTH** parents must sign the permission form.

JURAT

On _____, of 20____, before me personally appeared, _____ and _____ to me known to be the individual/s described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed their free and voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS MY HAND AND SEAL, this _____ day of _____, 20____ at _____, Philippines.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20_____

Appendix III



ISO 9001:2015

Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Nabua, Camarines Sur

CSPC-F-SASO-29b

SEMESTRAL PARENTS'/GUARDIANS' PERMIT FORM

Valid for the _____ Semester S/Y _____

PLEASE TAKE NOTE CAREFULLY

1. Please fill up this form in BLOCK LETTERS
2. ALL sections MUST BE COMPLETED when applicable.
3. Permit should be duly NOTARIZED for Educational/Field Trip purposes and when participant is minor.

TO WHOM THIS MAY CONCERN

This certifies that _____, a _____ of the College of _____ with Student No. _____ has the permission of his/her undersigned parent(s)/guardian(s) to participate and/or attend all in and off-campus activities of _____ in the performance of his/her responsibilities as a member of this duly recognized school organization.

This certifies further that the risk assessment plans necessary safety and precautionary measures have been instituted.

Further, that the following faculty members shall accompany him/her in the travel.

- | | |
|--------------------------|--------------------|
| 1. _____
Faculty Name | _____
Signature |
| 2. _____
Faculty Name | _____
Signature |
| 3. _____
Faculty Name | _____
Signature |

I/We have honestly and accurately completed all parts of the Parents'/Guardians' Permit Form to the best of my/our ability.

Parent/Guardian Name & Signature Date

Parent/Guardian Name & Signature Date

Complete Address

Complete Address

Contact Number

Contact Number

Note: If the student is minor, BOTH parents must sign the permission form.

JURAT

On _____, of 20 ___, before me personally appeared, _____ and _____ to me known to be the individual/s described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed their free and voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS MY HAND AND SEAL, this _____ day of _____, 20 ___ at _____, Philippines.

Notary Public

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of 20 _____

Appendix IV


**Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Naga, Camarines Sur**
CSPC-F-SASO-09

STUDENT AFFAIRS AND SERVICES OFFICE

**REQUIREMENTS FOR THE CONDUCT OF
ON-CAMPUS ACTIVITIES**

Name of Activity: _____
 Date of Activity: _____
 Venue: _____
 Sponsoring Organization: _____

Please attach the following duly signed documents:

1. Responsibility Acceptance Slip _____
2. Permission to Conduct
On-Campus Activity _____
3. Activity Proposal _____
4. Budget Proposal/
Source of funds _____
5. List of student-participants _____
6. Others (Please specify) _____

Checked By:

SASO Staff/Date

Effectivity Date: December 2022 Rev. 0 Page 1 of 1


**Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Naga, Camarines Sur**
CSPC-F-SASO-09

STUDENT AFFAIRS AND SERVICES OFFICE

**REQUIREMENTS FOR THE CONDUCT OF
ON-CAMPUS ACTIVITIES**

Name of Activity: _____
 Date of Activity: _____
 Venue: _____
 Sponsoring Organization: _____

Please attach the following duly signed documents:

1. Responsibility Acceptance Slip _____
2. Permission to Conduct
On-Campus Activity _____
3. Activity Proposal _____
4. Budget Proposal/
Source of funds _____
5. List of student-participants _____
6. Others (Please specify) _____

Checked By:

SASO Staff/Date

Effectivity Date: December 2022 Rev. 0 Page 1 of 1


**Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Naga, Camarines Sur**
CSPC-F-SASO-09

STUDENT AFFAIRS AND SERVICES OFFICE

**REQUIREMENTS FOR THE CONDUCT OF
OFF-CAMPUS ACTIVITIES**

Name of Activity: _____
 Date of Activity: _____
 Venue: _____
 Sponsoring Organization: _____

Please attach the following duly signed documents:

1. Responsibility Acceptance Slip _____
2. Permission to Conduct
Off-Campus Activity _____
3. Activity Proposal _____
4. Budget Proposal/
Source of funds _____
5. List of student-participants _____
6. Accomplished CMO No. 63 _____
7. Others (Please specify) _____

Checked By:

SASO Staff/Date

Effectivity Date: December 2022 Rev. 0 Page 1 of 1


**Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Naga, Camarines Sur**
CSPC-F-SASO-09

STUDENT AFFAIRS AND SERVICES OFFICE

**REQUIREMENTS FOR THE CONDUCT OF
OFF-CAMPUS ACTIVITIES**

Name of Activity: _____
 Date of Activity: _____
 Venue: _____
 Sponsoring Organization: _____

Please attach the following duly signed documents:

1. Responsibility Acceptance Slip _____
2. Permission to Conduct
Off-Campus Activity _____
3. Activity Proposal _____
4. Budget Proposal/
Source of funds _____
5. List of student-participants _____
6. Accomplished CMO No. 63 _____
7. Others (Please specify) _____

Checked By:

SASO Staff/Date

Effectivity Date: December 2022 Rev. 0 Page 1 of 1

Appendix V



Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
 Nabua, Camarines Sur

CSPC-F-SASO-18

ACCREDITATION FOR ACCREDITATING STUDENTS ORGANIZATIONS CHECKLIST/SELF-SURVEY FORM

The following are the documents to be submitted for accreditation: (**E**-Existing, **NA**-Not applicable, **M**-Missing)

	E	N	M
	A		
A. Proof of Organization			
A.1 Legal existence/registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.2 Clearly defined vision and mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.3 Duly adopted constitution and by-laws by the general membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.4 Clearly defined organizational structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.5 Conduct of regular election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Financial Administration and Control			
B.1 Readily available financial statement duly audited	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.2 Duly maintained books of accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.3 Presence of internal control mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.4 Duly secured funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.5 Adoption of official receipts serially numbered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Records Administration			
Readily available records, such as			
C.1 Directory of members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.2 Constitution and By Laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3 Minutes of meetings (Assembly, offices and committee meetings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.4 Officers resolutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.5 School policies affecting students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.6 List officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.7 Financial statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.8 Photographs documenting organizations activities, projects and programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.1 Records keeping system			
C.1.1 Availability of facilities where records are kept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Membership Strength			
D.1 Active participation of members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.2 Conduct of regular membership meeting and ownership seminar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.3 Compilation of members data sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.4 Democratic control/policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.5 Widely disseminated information to members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.6 Directory of Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Sustainability of Organization			
E.1 Income generating projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.2 Regular program for fund sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.3 Report of Income Generated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Action Plan/Program for the Year			
E.1 Year-round calendar of activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.2 Presence of an action plan duly adopted by the officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Community Outreach Programs			
G.1 Conduct of community outreach program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G.2 Community involvement/partnership with other community organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G.3 Certificates of Appreciation/Recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Reportorial Compliance			
H.1 Submission of annual report to concerned offices (duly received transmittal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H.2 Submission of financial report every after the activity (duly received transmittal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H.3 Submission of accreditation documents to maintain or update accreditation status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Offices/Facilities			
Properly maintained office (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Affiliation/Linkages			
J.1 Membership with other organizations (inside and outside of the school)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J.2 Existing partnership with other associations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix VI



Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Nabua, Camarines Sur

CSPC-F-SASO-16

Annex "A"



LOGO

APPLICATION FOR ACCREDITATION OF STUDENT ORGANIZATIONS

Date of Filing: _____

Instructions:

1. Type or print all entries.
2. Place and X in the appropriate boxes/spaces provided.
3. Supply all information needed in the appropriate spaces.

Received by Authorized School Official: _____

ORGANIZATIONAL PROFILE

Name of Organization: _____ Acronym: _____
Official Date of Formation: _____ School Based (CSPC only): _____ Local: _____ National: _____
Years of Existence in CSPC: _____ Date Organized: _____ Chapter: _____
Academic Organization: _____ Non-Academic Organization: _____ Fraternity: _____ No. of Members: _____
Affiliations: _____ Linkages: _____
Name of Adviser: _____ Position Occupied in CSPC: _____
Department: _____ Contact No. _____
Person Responsible: _____ Position: _____ Contact No. _____
Position: _____ Contact No. _____

(For Academic-related organization only)

Dean of the Department: _____ Department: _____

We hereby certify upon our Honor that all facts and information's indicated herein are true and correct to the best of our knowledge. We further declare that any information given that proves to be untrue may constitute a ground disqualification or a revocation of accreditation status and prosecution in whatever applicable provision/s of the College Code. Further, we subscribe and agree that SOAB has the sole prerogative to approve or disapprove our application for accreditation, and that its decision is final and executor.

In witness hereof, we are executing and signing this statement voluntarily and without compulsion.

President
Signature over Printed Name

Vice-President
Signature over Printed Name

Signature over Printed Name of the Adviser

(For Academic-related Organization only)

Signature over Printed Name of the Dept. Dean

Appendix VII



CSPC-F-SASO-24

STUDENT AFFAIRS AND SERVICES OFFICE**LIST OF REQUIREMENTS FOR CAMPUS ORGANIZATIONS**

Name of Organization _____

Please attached the following documents:

1. Letter of Intent _____
2. Action Plan _____
3. Financial Report _____
4. Financial Plan _____
5. CBL _____
6. Photocopy of Bank Book _____
7. List of Officers _____
8. List of Members _____
9. Accomplishment Report _____
10. Evaluation Report _____
11. OTHERS Please specify _____

By: _____

Effectivity Date: January 2021 Rev.2 Page 1 of 1



CSPC-F-SASO-24

STUDENT AFFAIRS AND SERVICES OFFICE**LIST OF REQUIREMENTS FOR CAMPUS ORGANIZATIONS**

Name of Organization _____

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1. Letter of Intent _____
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7. List of Officers _____
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10. Evaluation Report _____
11. OTHERS Please specify _____

By: _____

Effectivity Date: January 2021 Rev.2 Page 1 of 1



CSPC-F-SASO-24

STUDENT AFFAIRS AND SERVICES OFFICE**LIST OF REQUIREMENTS FOR CAMPUS ORGANIZATIONS**

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10. Evaluation Report _____
11. OTHERS Please specify _____

By: _____

Effectivity Date: January 2021 Rev.2 Page 1 of 1



CSPC-F-SASO-24

STUDENT AFFAIRS AND SERVICES OFFICE**LIST OF REQUIREMENTS FOR CAMPUS ORGANIZATIONS**

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7. List of Officers _____
8. List of Members _____
9. Accomplishment Report _____
10. Evaluation Report _____
11. OTHERS Please specify _____

By: _____

Effectivity Date: January 2021 Rev.2 Page 1 of 1

Appendix VIII



WORK INSTRUCTION

Title: Conduct of On/Off Campus Activity/Educational Tour

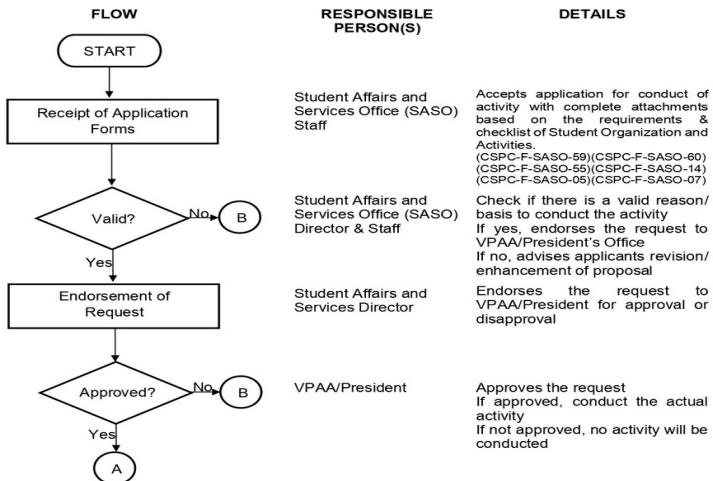
1.0 Objective

To establish a standardized procedure in the approval and conduct of student activities.

2.0 Scope

This shall apply to all students' activities on and off campus.

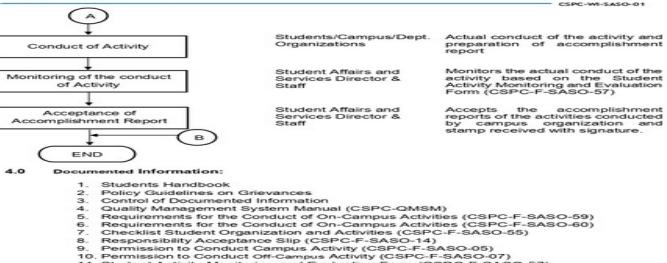
3.0 Process Flow



Effectivity Date: December 5, 2022

Rev. 4

Page 1 of 2



Prepared by:

JOSHUA A. IBARRETA
~~Administrator~~
Reviewed by:

JAY L. LUZON, Ph.D.
SAS Director/Unit Head

Approved by:

ESTELITO R. CLEMENTE Ph.D.
Immediate Supervisor

LUNINGNING Q. BREGALA, Ph.D.
ISO Chairperson

Effectivity Date: December 5, 2022

Rev. 4

Page 2 of 2

Appendix IX



WORK INSTRUCTION

Title: Handling Student Complaints against other Students and Faculty

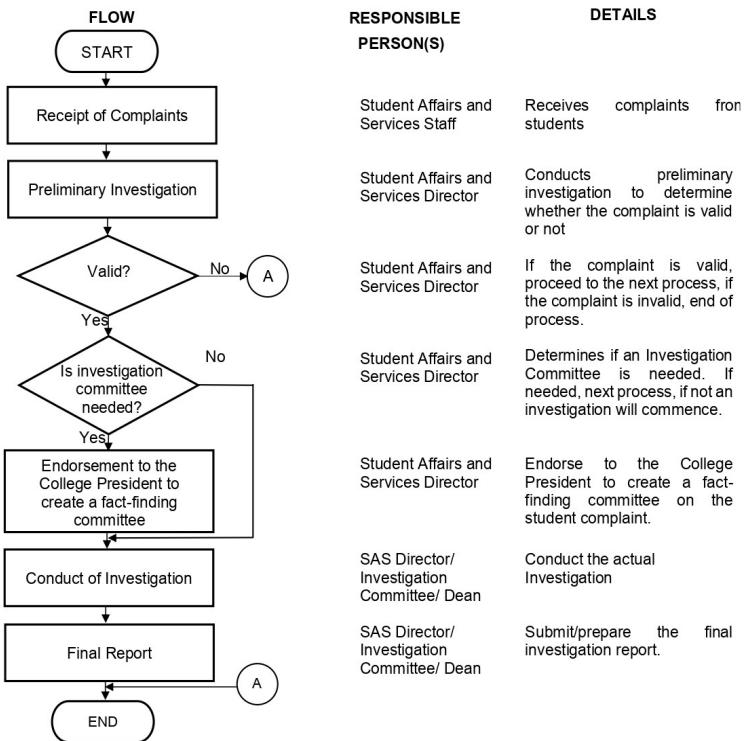
1.0 Objective

To have a common procedure in handling students' complaints to ensure objectivity in any form of documentation.

2.0 Scope

This shall apply to all students' complaint against other students, faculty and employees of the college.

3.0 Process Flow



Appendix X



Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Nabua, Camarines Sur

CSPC-WI-SASO-06

WORK INSTRUCTION

Title: Scholarship Process

1.0 Objective

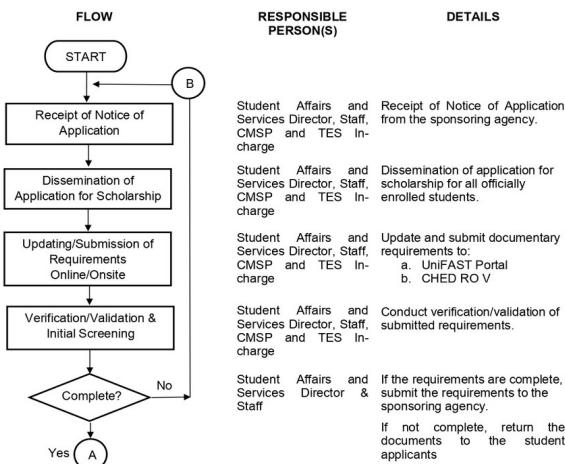
To establish a standardized procedure of students concerns along scholarship grants.

2.0 Scope

This shall apply to all scholarship grants of sponsoring Government Agency and Non-Government Organization. To wit:

- Tertiary Education Subsidy
- Tulong Dunong Program
- CHED Merit Scholarship Program (CMSP)
- Government Agency Scholarship
- Private Scholarship

3.0 Process Flow



Effectivity Date: April 25, 2024

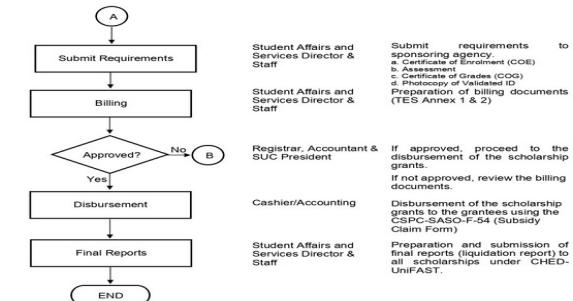
Rev. 1

Page 1 of 3



Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Nabua, Camarines Sur

CSPC-WI-SASO-06



4.0 Documented Information:

- Ched Memorandum
- Control of Documented Information
- Quality Management System Manual (CSPC-QMSM)
- Certificate of Enrollment (COE)
- Assessment Results (COG)
- Certificate of Grades (COG)
- Photocopy of Validated ID
- Subsidy Claim Form (CSPC-SASO-F-54)
- TES Annex 1 & 2

Effectivity Date: April 25, 2024

Rev. 1

Page 2 of 3

Appendix XI



WORK INSTRUCTION

Title: Accreditation of Campus Organizations

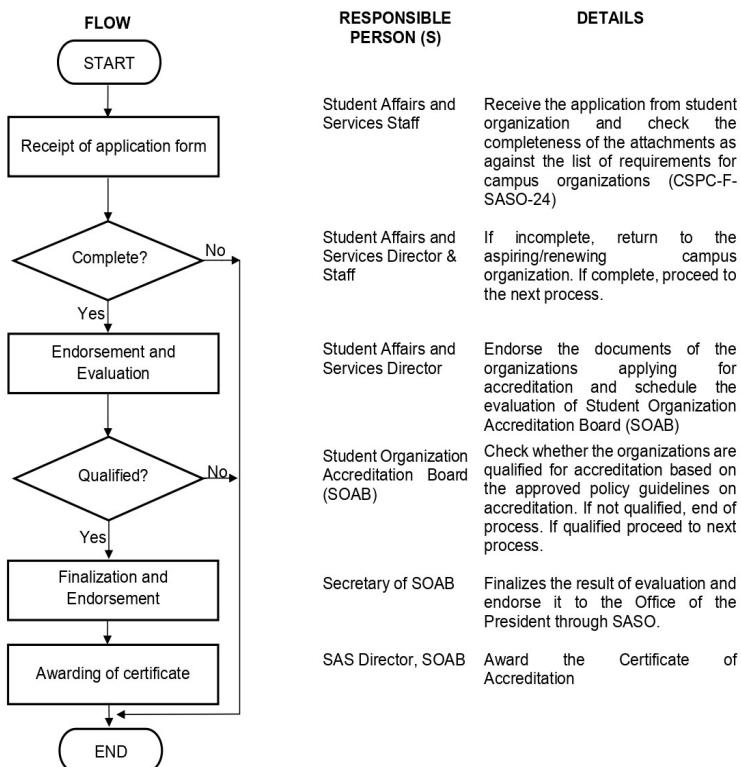
1.0 Objective

To accredit campus organization and to assist their programs, activities and benefits as accredit campus organization.

2.0 Scope

This shall apply to all recognized campus organizations subject to existing policy.

3.0 Process Flow



CSPC HYMN I From far and near we heard your call Beautiful School of Bicol Land; Like distant bell or rising sun You showed the way to brighter world II Out of the glades and sunny farms Or wind-swept shores the youths respond; To follow you, CSPC To the promise land of yore. III Here we come, beloved school Sons and daughters of working folks; Our hearts and minds do crave for truth For skills and wisdom that you possess. IV CSPC, Beloved School Receive us children of working folks To follow you, this we uphold Today and forevermore. V Professional or Technical Entrepreneur or Industrial These are the things we want to be For our country and Bicol Land VI CSPC, Beloved School Receive us children of working folks; To follow you, this we uphold Today and Forevermore.

NOTES

