

THE REGISTERED UNIVERSITY SEAL AND ITS CORE ELEMENTS

Color Gold

Symbolizes Prestige and Glory

Color Blue

Symbolizes Technology

Color Red

Symbolizes Dynamism, Being Proactive, Energetic

7 Rays

Symbolizes the 7 high-performing Campuses

Gears

Represents Technology and Engineering

Atom

Represents Arts and Sciences

Books

Represents Education

Fish

Represents Fisheries

Tree

Represents Forestry

Tractor

Represents Agriculture

Column

Symbolizes Stiffness, Toughness, Foundation

Shield

Symbolizes Security, Toughness, Mightiness

Circle

Symbolizes Continuous Development

President Ramon

Symbolizes Greatness, Service, Excellence, all his virtues and ideals

VISION, MISSION, QUALITY POLICY

UNIVERSITY VISION

(**BOR Resolution No.1241A, S. 2021**)

PRMSU shall be a premier learner-centered and proactive university in a digital and global society.

UNIVERSITY MISSION

(**Sec. 2 RA 11015**)

The PRMSU shall primarily provide advance and higher professional, technical, and special instructions in various disciplines; undertake research, extension and income generation programs for the sustainable development of Zambales, the region and the country.

QUALITY POLICY

(**BOR) Resolution No. 875 s. 2016**)

The President Ramon Magsaysay State University is committed to continually strive for excellence in instruction, research, extension and production to strengthen global competitiveness adhering to quality standards for the utmost satisfaction of its valued customers.

CORE VALUES

Patriotism

Results-oriented

Moral courage and integrity

Service in synergy

Unity in diversity

FOREWORD

My warmest greetings and felicitations to you - the student of the President Ramon Magsaysay State University (PRMSU)! We are grateful to welcome you to this prestigious institution of higher learning, where the holistic development of our students is our priority.

As we face significant changes and challenges in the landscape of education brought about by disruptive technologies, new set of future job skills, and the demands of the new industrial revolution, we continuously ideate, integrate, and innovate new strategies and approaches in ensuring the general welfare of our students. As you embark on your journey with us, rest assured that the university will equip you with the necessary knowledge, skills and attitude for you to become globally-competent, future-ready and proactive professionals in this new industrial era.



This student handbook that you are reading now is an important reference that you can check in maximizing the services and opportunities provided by the university. It contains the necessary information about the university, its rules and regulations, student services offered, admission and retention policies, and there academic and extra-curricular guidelines. With this handbook, I am confident that this document will guide you as you navigate your learning journey in our beloved University.

Dear students, I encourage you to contribute to the honor and glory of the university by upholding its institutional philosophy and core values; by fulfilling the academic and co-curricular requirements of your respective degrees; and by co-learning with your peers and our highly proficient faculty with the help of our competent non- teaching personnel and the support of this administration.

Continue learning, and continue sharing the honor and glory of our university! Godspeed!

ROY N. VILLALOBOS DPA

University President

THE HISTORY

The President Ramon Magsaysay State University (PRMSU) is a comprehensive and lone State University in Zambales composed of seven (7) competent campuses strategically located in the different towns of the province- The Castillejos, San Marcelino, Botolan, Iba, Masinloc, Candelaria, and Sta. Cruz Campuses.

The President Ramon Magsaysay State University was established by virtue of Republic Act No. 11015, "An Act renaming the Ramon Magsaysay Technological University to President Ramon Magsaysay State University (PRMSU), Expanding its Curricular Offerings and Strengthening its Governing Board," which was signed into law by President Rodrigo R. Duterte on April 20, 2018 authored by Hon. Cheryl P. Deloso-Montalla, 2nd District Representative of Zambales. However, the University's humble beginnings date back to early 1900s which became the portal of Zambaleños to higher education.

Prior to becoming PRMSU, the University was named Ramon Magsaysay Technological University (RMTU) by virtue of Republic Act 8498 through the initiative of the late Congressman Antonio M. Diaz. RMTU was a merger of three public education institutions in the province, the Ramon Magsaysay Polytechnic College (RMPC) in Iba, the Western Luzon Agricultural College (WLAC) in San Marcelino, and the Candelaria School of Fisheries (CSF) in Candelaria.

The RMPC in 1998, which is now PRMSU's Main Campus located in Iba, was founded as a farm school in 1910. It was converted into a provincial trade school in 1919. Through the years, it metamorphosed into Zambales Trade School in 1933, Western Luzon School of Arts and Trades in 1953, Zambales School of Arts and Trades in 1957, and Ramon Magsaysay Memorial School of Arts and Trades in 1961. It became a DECS-supervised College (RMPC) in 1993 and a chartered state college in 1995. WLAC, now the PRMSU San Marcelino Campus, started as a farm school in 1927. It became the Zambales Rural High School in 1933, the Zambales National Agricultural School in 1960, the Western Luzon Junior Agricultural College in 1977, and eventually evolved into a full-fledged state college in 1985.

WLAC's integration into the university system also included its satellite campus in Botolan (1993) as well as its extension classes in the SBMA Compound (1996-2001) and Subic (1999- 2003). The phase-out of SBMA and Subic campuses gave rise to RMTU-Castillejos, now PRMSU Castillejos Campus, starting June 2003.

The CSF-Post Secondary Department, with its component faculty and physical facilities, is known today as the PRMSU-Candelaria Campus.

Established in 1965, CSF started as a secondary vocational high school and eventually offered post-secondary, non-degree courses under the supervision of the Technical Education and Skills Development Authority (TESDA).

Upon the effectivity of the University Charter (R.A. 8498) on February 12, 1998, the position of College President of WLAC was converted into a University President. Then incumbent WLAC President, Dr. David B. Andres, became the Transition University President until February 02, 2000, which was the end of his term as WLAC President. Thereafter, he was designated as hold-over President of WLAC. On June 19, 2000, the Joint Board of Trustees of WLAC and RMPC elected Dr. Feliciano S. Rosete as University President. A court injunction was issued because of the three-year transition period (February 12, 1998 to February 12, 2001) had not yet expired and there was no duly-constituted Board of Regents at the time. Thus, the RMPC, WLAC, and CSF operated separately and independently in terms of financial transactions until the end of the transition period on February 12, 2001.

Dr. Rosete served as University President effective February 12, 2001 upon RMTU's full operation as a multi-campus university system after a three-year transition period with an integrated budgetary appropriation under the

FY 2001 General Appropriations Act. With a viable organizational structure, the institution transformed dramatically as it accelerated the full integration of its component campuses.

Through strong partnership with the Provincial Government, Department of Education, and Municipal Governments, the University has established LGU- subsidized satellite campuses in Masinloc, Castillejos, and Sta. Cruz in 2002, 2003 and 2004, respectively. Faculty development and infrastructure build-up were intensified. Degree programs increased from 12 to 65 in the last 10 years. Enrolment expanded from 2,000 to more than 8,000 per semester over the same period. Massive scholarships from various stakeholders attracted more and more students. Graduates registered commendable performance in licensure examinations especially in electrical, mechanical and civil engineering and other flagship programs. In addition to its Php 93.0M annual budget from the National Government, incomes from revenue-generating projects and self-liquidating academic programs reached as high as Php 80.0M per year.

Upon the expiration of the term of Dr. Rosete on February 23, 2013, which was constituted with an array of advancements and achievements in the fields of instruction, administration, research and extension, Dr. Elizabeth N. Farin was designated by the Board of Regents as Officer-in-Charge of the Office of the RMTU President effective February 14, 2013. She held the office until March 20, 2013. Her short-lived term as the University President was grounded on ensuring stability, efficiency, and effectiveness in the management of the University during the transition period. She also redirected her expertise in research into good governance through responsive financial management, people-oriented leadership and transparency.

On March 20, 2013, the Board of Regents appointed Dr. Cornelio C. Garcia as University President from March 21, 2013 to March 20, 2017 during the Board's Special Meeting. It was the beginning of another era of progress and a shift towards becoming a comprehensive university which was further supported by House Bill 3490 which sought to rename RMTU into PRMSU and broaden it as a premier institution of higher learning in the province of Zambales and in the entire Central Luzon. Dr. Garcia was then re-appointed for a second term as the University President of RMTU on February 27, 2017 during the 71st Regular Meeting of the Board.

On April 20, 2018, through the initiative and perseverance of the 'Mother of PRMSU', Hon. Cheryl P. Deloso-Montalla, the Republic Act No. 11015 or the Act which renames RMTU to PRMSU, expands its curricular offerings and strengthens its governing board came into existence which opened more possibilities for the Zambaleño youth.

On the expansion of the University's curricular offerings, PRMSU as a comprehensive University has opened the possibilities of providing advance and higher professional, technical, and special instructions in education and technology, engineering and architecture, agriculture, forestry and fisheries, public administration and management, business and accountancy, economics and finance, tourism, hospitality and culinary management, creative industries, humanities, arts and sciences, information and communications technology, maritime education, law and legal management, medicine and health-related programs, peace and security programs and other related fields of study that are accessible to all Zambaleños.

The Governing Board of PRMSU that was formerly composed of 10 distinguished members, now has 15 members with inclusion of three (3) Chief Executive Officers (CEOs) and two (2) prominent academicians who are all experts in their chosen fields.

The new mandate of the University placed Dr. Cornelio C. Garcia as the first President of the only state university in the province of Zambales. His leadership under the new charter anchored on its flagship strategic agenda of governance called LEGACY. The LEGACY framework aims to catapult the University on achieving the strategic goals on the following: Level IV in the next SUC Levelling, Effective and efficient execution of the RMTU Strategic Development Plan 2016-2020, Good governance and transparency, and ASEAN recognized HEI in 2020, Culture of excellence, synergy and committed service, and Yield equitable to all stakeholders promoting sustainable development and inclusive growth.

Dr. Garcia's three-year term (April 20, 2018 to March 20, 2021) as the PRMSU's first President was loaded with feats after feats on the four-fold function of the University. Under his term, the academe has secured a total of 42 accredited programs within its seven (7) campuses ranging from Level I to Level III, attained 30 programs with

Certificate of Program Compliance (COPC), welcomed more than 10,000 students every semester, produced top-notched graduates in the fields of education, arts and sciences, engineering, accountancy, nursing and propelled faculty members to continue with professional development.

In terms of the quality of service rendered to its clientele, the PRMSU Iba Campus was ISO 9001:2015 Certified from July 2018 to July 2021 which mirrored the sterling service it provided. The University has also been an annual recipient of the Performance-Based Bonus (PBB) which further attests to the commitment of every personnel in delivering quality service. This was also possible through the manpower of PRMSU that stands firm with its 456 key personnel. Adding to the long list of achievements of the Garcia administration was the number of built infrastructure projects among which were the E-Library, Science-Based Education Building, Computing and Information Technology Building, Quality Assurance Building, and Gender and Development Building in Iba Campus, Regional Mango Center in San Marcelino Campus, Academic Building in Sta. Cruz Campus, and the PRMSU-Castillejos Campus.

PRMSU, as a research-centered university, has several faculty members who have published research papers in renowned local and international journals and were likewise recognized and awarded for such publications. The Ramonian community has also reinforced its extension program with a broad range of people-oriented extension projects. The Garcia Administration has solidified the University's partnership and connection with numerous private and public agencies and communities within and beyond the borders of the province.

On February 3, 2021, Dr. Garcia has officially passed the burning torch to Doy N Villalobos. Dr. Villalobos was elected the second PRMSU President during the Special Board of Regents Meeting on January 21, 2021. As the next steward of PRMSU, Dr. Villalobos took an oath to preserve and, even more so, add and surpass what the University has achieved so far as regards to the mandates of PRMSU. The Villalobos administration banks on its vision of becoming a premier Smart University that produces human capital responsive to the dynamic global knowledge society. Dr. Villalobos' core governance framework will focus on its 10-point strategic agenda called LEADERSHIP.

The LEADERSHIP structure of Dr. Villalobos' governance aims to propel

PRMSU as the leading Higher Education Institution (HEI), establish the University as center of knowledge, advance sustainable extension programs, drive robust improvement in revenue generation and resource management, enhance management efficiency and effectiveness, raise the level of public service delivery, strengthen student-centered services and activities, build harmonious institutional collaboration and strong partnership with local and international public and private sectors, implement vigorous efforts to acquire and sustain accreditation at par with international standards, and promote a healthy environment for the PRMSU workforce.

To date, the Villalobos administration, in its quest to become a Smart University, continues its commitment to quality management standards with its ISO 9001:2015 Recertification, holds 43 accredited programs within its seven (7) campuses, obtains 37 programs with COPC, registers approximately 12,000 number of enrollees starting FY 2020-2021, delivers lessons aligned with the shifting modes of instruction, invests in its strengthened human capital adaptive and competent amidst crisis, enhances management efficiency and effectiveness, devotes full support on knowledge acquisition and development through research, and extends people-centered programs to more partner communities.

CURRICULAR OFFERINGS

STA. CRUZ CAMPUS

Bachelor of Elementary Education

Bachelor of Secondary Education

Filipino

Mathematics

Social Studies

English

Bachelor of Science in Computer Science

OFFICE OF THE STUDENT AFFAIRS AND SERVICES

GOALS

The Office of Student Affairs and Services (OSAS) is the proactive implementing arm of the university to effectively and efficiently perform its mandated responsibilities towards shaping the Ramonians to become responsible, productive, and globally competitive Individuals.

OBJECTIVES

1. Student Organizations. To strengthen students' active involvement, cooperation, and participation in the planning, implementation and evaluation of relevant student development programs and promote strong partnership with the administration towards making PRMSU a progressive university.

2. Guidance and Counseling Services. To spearhead in the total development of every Ramonian through appropriate services geared towards producing responsible, God-fearing, nationalist, committed and productive individuals.
3. Discipline. To inculcate among Ramonians the adherence to laws, policies and rules so as to become law-abiding, responsible and disciplined individuals.
4. Publication. To uphold the freedom of the press and promote growth responsible campus journalism as a means of strengthening ethical values, creative and critical thinking, and personal discipline.
5. Library. To provide relevant references in transferring and generating new knowledge through the integration of technology in the learning process.
6. Medical and Dental. To maintain a safe learning environment healthy and well rounded Ramonians.
7. Scholarship and Placement. To strengthen linkages, both in government and private entities, so as to provide equal opportunities to poor but deserving students to earn a decent education, become more productive individuals and eventually contribute in nation building.
8. Domiciliary. To provide an affordable, safe, and comfortable home for the students away from home.
9. Cultural and Literary Affairs. To provide opportunities for the enrichment of talents, abilities, and values to appreciate, promote, and conserve national culture and heritage.
10. Sports Services Objectives. To promote national, sectorial and cultural sports activities for physical fitness and wellness.

ACADEMIC POLICIES AND PROCEDURES

Section 1. Admission.

- 1.1. Students shall be accepted regardless of age, sex, status, nationality and religious beliefs or political affiliation
- 1.2. Students must pledge to abide by and comply with all the policies, admission requirements, rules and regulations of the University.
- 1.3. Persons with disabilities shall likewise be admitted as provided in the (Republic Act No. 7277), disabled persons are part of Philippine society, thus the State shall give full support to the improvement of the total well-being of disabled persons and their integration into the mainstream of society, Toward this end, the State shall adopt policies ensuring the rehabilitation, self-development and self-reliance of disabled persons. It shall develop their skills and potentials to enable them to compete favorably for available opportunities.
 - 1.3.a. Students with disabilities shall be admitted upon submission of the admission requirements
 - 1.3.b. Students with special needs are provided with special facilities such as ramps and priority lanes.
- 1.4 Indigenous peoples shall equally be admitted upon submission of the admission requirements. As provided in the RA 8371, The State shall guarantee that members of the ICCS/IPs regardless of sex, shall equally enjoy the full measure of human rights and freedoms without distinction or discrimination.
- 1.5 Working students shall also be admitted upon submission of the academic requirements. Working students must attend his/her given time schedule, he/she must also follow the academic policies set by the college where he/she is enrolled.
- 1.6 Students must pass the PRMSU Admission Test (if applicable)
- 1.7 Students must qualify in the grades/average requirement (GPA/GWA) set by the College Admission and Retention Policy.
- 1.8 Students must have not enrolled in any academic college prior to their enrolment as beginning freshmen; otherwise, they shall be classified as transferees.
- 1.9 Students enrolled in vocational courses from other institutions or those not leading to a degree program are admitted as beginning freshmen.
- 1.10 Must not be enrolled in another educational institution within the same period of enrollment at PRMSU, otherwise, enrolment will be cancelled.

1.11 Students must meet the criteria for admission of the college he/she wish to enrol since Individual Colleges and campuses may institute its own admission policies.

Section 2. Admission Requirements.

Applicants must submit the following requirements:

2.1 Junior High School

2.1.1 Form 138 or Form 137

2.1.2 Certificate of Good Moral Character from last school attended2.3

2.1.3 Two (2) pieces 2"x2" latest identical pictures PSA authenticated copy of Birth Certificate

2.1.4 PSA authenticated copy of Marriage Certificate

2.1.5 PSA authenticated copy of Marriage Certificate (for married female applicant

2.1.6 PRMSU Secondary Admission Test (PRMSU-SAT)

2.2 New/Beginning Freshmen (Tertiary Level)

2.2.1 Form 138 or Form 137

2.2.2 Certificate of Good Moral Character from last school attended

2.2.3 Entrance Examination (if applicable)

2.2.4 Latest Pictures (2 pcs. 1" x 1" ID Picture and 1 pc. 2" x 2" ID Picture)

2.2.5 Original PSA Birth Certificate

2.2.6 Original PSA Marriage Certificate (for married female applicant)

2.2.7 Medical Certificate from authorized Health Officer

2.3 Transferees

2.3.1 Transfer Credential/Honorable Dismissal

2.3.2 Official Transcript of Record/Copy of Grades duly signed by the Campus Registrar.

2.3.3 Certificate of Good Moral Character from last school attended

2.3.4 PRMSU College Admission Test (PRMSU-CAT) (if applicable)

2.3.5 Latest Pictures (2 pieces identical 1"x1" and 1 piece 2"x2")

2.3.6 Admission of transferees is subject to availability of slot in the college one wants to enroll

2.3.7 Original PSA Birth Certificate

2.3.8 Original PSA Marriage Certificate for married female applicant

2.4 Returning Applicant (Define in the definition of terms)

2.4.1 Fully accomplished Application for Re-Admission Form

2.4.2 Updated Evaluation of Grades

2.4.3 Approved LOA/ residency form

2.4.4 Original PSA Birth Certificate

2.4.5 Original PSA Marriage Certificate for married female applicant

2.5 Cross Enrollee

2.5.1 Fully Accomplished Cross Enrolment Application Form

2.5.2 Cross Enrolment Certification/Form from the mother institution signed by the Registrar and/or Dean.

2.5.3 Original PSA Birth Certificate

2.5.4 Original PSA Marriage Certificate for married female applicant

2.5.5 Valid School ID

2.5.6 Two (2) pieces latest identical 2"x2" pictures

2.6 Continuing Professional Education Applicant

2.6.1 Fully Accomplished Application (Uniting/CPE) for Admission Form

2.6.2 Original Transcript of Records

2.6.3 Original PSA Birth Certificate

2.6.4 Original PSA Marriage Certificate (for married female applicant).

2.6.5 Valid Identification Card

2.6.6 Two (2) pieces latest identical 2"x2" pictures

2.7 Foreign Students

2.7.1 Transcript of Scholastic Record

2.7.2 PRMSU College Admission Test (PRMSU-CAT) (if applicable)

2.7.3 Personal History Statement

2.7.4 Student Visa/Special Study Permit

2.7.5 Affidavit of Support

2.7.6 Alien Certificate Registration

2.7.7 Result of TOEFL or any recognized Test of English Proficiency (for non-English speaking students) Must meet all the prescribed requirements by the DFA and the BID 2.7.8

2.7.9 A foreign student may be admitted based on the availability of slot of the course applied for.

2.8 Graduate Level

2.8.1 Original Transcript of Record

2.8.2 Service Record/Certificate of Employment (if employed)

2.8.3 Original PSA Birth Certificate

2.8.4 Original PSA Marriage Certificate for married female applicant.

2.8.5 Two (2) pieces latest identical 2"X2" pictures

2.8.6 OTR marked "Copy for PRMSU "shall be submitted prior to admission for the following semester, otherwise, enrolment will not be allowed.

Section 3. **Returning students** shall be readmitted provided all the requirements of the course are complied with and the process of enrollment is followed.

Section 4. Types of Cross-enrolment.

There are four (4) types of cross enrolment.

4.1 Inbound, for students from other institutions in the Philippines who wish to register in specific courses (subjects) at PRMSU, without pursuing or earning a degree or completing a program.

4.2 Outbound, for PRMSU students wishing to register in specific courses (subjects) at other educational institutions in the Philippines or abroad, for the purpose of credit to their program at PRMSU.

4.3 In-Campus, for PRMSU students wishing to register in specific courses (subjects) in other colleges within the campus.

4.4 Out-Campus, for PRMSU students wishing to register in specific courses (subjects) in other campuses of the university.

Section 5. Inbound Cross-Enrolment.

5.1 Inbound cross-enrolment is subject to availability of courses for the particular School Year and Term and availability of slots in those courses.

5.2 A formal signed letter containing the following:

5.2.1 The reason for selecting PRMSU.

5.2.2 The specific academic year and term to cross enrol at PRMSU.

5.2.3 The specific courses/subjects, including course descriptions, to be cross enrolled.

5.2.4 Contact details such as email address and postal address.

5.3 Cross-enrolment permit from home school (if course/s is for credit in the respective program in the home school).

5.4 Medical clearance report (to be validated by Head, Medical and Dental Services of PRMSU).

5.5 Letter of recommendation by the Dean from the mother institution.

5.6 Certification of good moral character from mother institution's Guidance Office.

5.7 A student may register for cross enrolment provided that the total number of units/credits does not exceed the maximum allowed by the rules on academic load, unless otherwise approved by the Dean and/or the Registrar under meritorious reason/s.

Section 6. Outbound Cross-Enrolment.

Approval of outbound cross enrollment is based on the following policies:

6.1 The course/subject is not offered in PRMSU on the academic year and term in which it will be cross enrolled in another institution.

6.2 The school where the student will cross enroll in has a comparable standard of education with PRMSU.

6.3 Only general education subjects, as a general rule, may be cross enrolled in another school.

6.4 A student may register for cross enrolment provided that the total number of units/credits does not exceed the maximum allowed by the rules on academic load, unless otherwise approved by the Dean and/or the Registrar under meritorious reason/s.

Section 7. In-Campus Cross-Enrolment.

Approval of in-campus cross enrollment is based on the following policies:

7.1 The subject is not offered in the mother college on the academic year and term in which it will be cross enrolled in another college. 7.2 Only general education subjects, as a general rule, may be cross enrolled in another college.

7.3 A student may register in two or more or more colleges in the University provided that the total number of units/credits does not exceed the maximum allowed by the rules on academic load, unless otherwise approved by the Dean and/or the Registrar under meritorious reason/s.

Section 8. Out-Campus Cross-Enrolment.

Approval of out-campus cross enrollment is based on the following policies:

8.1 The subject is not offered in the campus on the academic year and term in which it will be cross enrolled in another campus of the university.

8.2 Only general education subjects, as a general rule, may be cross enrolled in another campus.

8.3 A student may register in two or more or more colleges in the University provided that the total number of units/credits does not exceed the maximum allowed by the rules on academic load, unless otherwise approved by the Dean and/or the Registrar under meritorious reason/s.

Section 9. Cross Registrants.

9.1 Within the University

9.1.1 A student may cross enroll in two or more colleges in the University provided the total number of units/credits do not exceed the maximum allowed by the rules on academic load.

9.2 Outside the University

9.2.1 A student registered in the University and who wishes to cross register in another institution must get a permit from the Dean and the Campus Registrar. The student should state in writing the subjects he/she is going to cross enroll and the total number of the student intends to take.

9.2.2 Cross enrolment in all curricular levels may be allowed, provided these subjects are not offered in the University, must have the same course description and number of units, and must not be a major subject.

9.2.3 No student is allowed to cross register in two (2) or more schools outside the University.

9.3 From Other Institution

9.3.1 A student registered in the University from other Institution

9.3.2 A student from other institution who wants to enroll in the University must present a permit from the Dean/Registrar of the said institution. The permit specifies the subjects and the units to be cross enrolled.

Section 10. Academic Loading.

10.1 The total number of units for which a student may register shall be in accordance with the curricular program the student is enrolled in.

10.2 During midyear class, a student may register only nine (9) units, except for graduating students who shall be allowed a higher load not exceeding twelve (12) units.

10.3 Only graduating students are allowed to overload subject on their academic standing.
10.4 A graduating student may be permitted to carry a heavier load of one (1) additional subject and shall be subject to the approval of the Registrar as per recommendation of the Dean. 10.5 Students who are scholastically delinquent are not allowed to have an overload.

Section 11. Subject Pre-requisite (Advanced and Back Subjects)

11.11 The rules on sequence of subjects in the curriculum of the course being taken must be followed.

11.12 Enrolling in and attendance in a subject without passing its prerequisite shall earn the student no academic credit.

11.13 As a general rule, a student shall not be permitted to take any advanced subject until he has satisfactorily passed the prerequisite subject or subjects. However, a student may be allowed to simultaneously enroll in pre-requisite and advanced classes under the following conditions:

11.13.1 When the pre-requisite is a repeated subject;

11.13.2 When the student has superior scholastic standing;

11.13.3 When the student is graduating at the end of the school term; and

11.13.4 When it is approved by the Dean of the college or the Program chairperson in the case of satellite campuses. However, if the student fails the prerequisite subject, the higher subject shall be given zero credit.

Section 12. Changing/Adding/Dropping of Subjects.

12.1 A student may be allowed to change and add subjects within two (2) weeks from the first day of classes during the semester, or within the first three (3) days of classes during the mid-year class.

12.2 Changing/adding/dropping of subjects shall be made only for valid reasons and shall be stated in writing to be approved by the Dean/Program chair and the Registrar.

12.3 Subjects changed/added unofficially or without approval of the Dean and the Registrar shall not be given credit.

12.4 The total load carried by a student including the added subject/s must not exceed the maximum under the rule of academic load or that which is prescribed for his/her curriculum year during the term/semester.

12.5 Dropping of subjects shall be allowed before the mid-term.

12.6 Unofficial dropping of any subject will mean a grade of 5.0.

12.7 Subjects changed/added/dropped should be approved by the Dean/Program Chair and the Registrar

Section 13. **Substitution of Subject.**

Substitution of subjects is allowed under the following conditions:

13.1 Substitution of subject/s may be authorized if a curriculum has been superseded by new enforced curriculum.

13.2 The subject is equivalent to the subject phased out in the old curriculum.

13.3 The subject is recommended by the Dean/ Program Chair of the concerned college and confirmed by the Registrar.

Section 14. **Petition Subjects**

14.1 Students requesting enrolment for a petition subject should write a letter of request Noted by the Dean and approved by the Registrar.

14.2 Petition subjects may be offered provided the following conditions are met:

14.2.1 Class size is at least 25 students for general education subjects, or at least 15 students for major subjects (and graduating students)

14.2.2 Rules on pre-requisite and advanced subjects are observed.

14.2.3 Petition subject is not an overload subject.

14.2.4 If the petitioner is covered by the free tuition fee, tuition will be shouldered by the UNIFAST.

14.3 The filing of petition subject shall be made within the dates prescribed for in adding and changing subjects as specified in the academic calendar.

Section 15. Withdrawal of Registration.

15.1 A student who withdraws his/her registration within two weeks after the start of classes shall be entitled to certain percent of refund of tuition fees. No refunds shall be made after the said period.

15.2 A student who withdraws his/her registration within the aforesaid period shall be entitled to withdraw his/her credentials submitted as requirements for enrolment. No withdrawal shall be made after the said period.

15.3 The rules for dropping shall be applied.

Section 16. Class Attendance.

16.1 Prompt and regular attendance in all classes is required of all students from the first meeting of every course.

16.2 A student shall be considered absent from class if he/she is not present within the first third fraction of the scheduled class time. In other words, a student is considered absent if he/she arrives after.

16.2.1 The first 60 minutes of a three-hour class;

16.2.2 The first 40 minutes of a two-hour class;

16.2.3 The first 30 minutes of a one-hour-and-a-half class; and

16.2.4 The first 20 minutes of a one-hour class

A term or semester is equivalent to 18 weeks with 54 contact hours for a three (3) unit lecture subject.

A one unit (1) unit laboratory subject is equivalent to three (3) hours

16.3 When the student's absences in a subject in one semester have reached 20% of the required number of hours of recitation, lecture, laboratory or any other scheduled work, and said absences are unexcused, the student shall be given a grade of 5.0.

16.4 Absences due to the following reasons are considered excused:

16.4.1 Students sent on official business by the University to attend athletic meets, cultural- literary festivals, meetings, conferences, approved field trips with approved itinerary of travel/trips and other similar cases.

16.4.2 Students who have been ill/confined in a hospital provided a certification to this effect is issued by a licensed physician.

16.5 Excuses are only for time missed.

16.6 All activities accomplished by the class during absences shall be complied/ fulfilled as the student reports to class, to satisfy the requirements missed before any final grade is given.

Section 17. Wearing of school ID

The university strictly implements the No ID, No Entry Policy. However, the following provision may apply for the following conditions:

17.1 in case the student failed to present his/her ID, the Certificate of Registration must be presented to the security personnel. The guard on duty shall affix his/her signature at the back of the COR for monitoring purposes.

17.2 The loss of ID card shall be reported to the Office of the Registrar together with a notarized affidavit of loss. The registrar will issue a temporary pass while the request for new ID card is on process. Upon payment of the required fee for the new ID card, the registrar shall release the new ID card.

17.3 Tampering of ID is a major university offense thus, such act shall be subjected to disciplinary actions. When security personnel discovered a tampered ID card, the ID card should be confiscated outright and the student should be accompanied to the discipline office.

Section 18 Wearing of Uniforms

18.1 all students must wear the prescribed uniform

18.2 Male Students must wear White Polo, black pants, and black formal shoes

18.3 Female students must wear blue skirt with one(1) inch below the knee cut /or slacks, and white blouse with necktie and black formal shoes

18.4 Women Members of the LGBTQ may wear slacks, white blouse with neck tie and black formal shoes

18.5 Men Members of the LGBTQ are NOT allowed to wear skirts but they can wear slacks

18.6 Students must wear the P.E./ NSTP uniform during P.E./ NSTP class only

18.7 Nursing students must wear the prescribed uniform of the college

18.8 other college prescribing different uniform from the standard one must submit their uniform policy

18.9 Friday is the prescribed "WASH DAY". Students must wear their organization shirt/college shirt

18.10 Working Students may wear their working uniform

Section 19. Haircut

19.1 Male students are expected to keep short and neat hairstyles. Extreme haircuts with design (shaved lines, stars, extreme patterns) are not allowed

19.2 Female students are also expected to keep neat and decent hairstyles. Hair dye with bright color is not allowed.

19.3 Members of the LGBTQ must also keep neat and decent hairstyle. Hair dye with bright color is not allowed.

Section 20. Program Change/Shift.

20.1 Any student who wishes to shift/transfer to another degree/program must satisfy the entrance requirements for that degree/program.

20.2 A student may be allowed by the Dean/ Program Chair to shift course if

20.3 The student is not academically suited to his/her present course due to personal reasons.

20.4 A student should apply for a shift of program to the Dean where he is getting out to be endorsed to the Dean of his/her new program, who in turn shall approve the said application. The Registrar shall approve the student's change of course.

Section 21. **Student Classification.**

Students are classified as follows:

21.1 **A full time/regular** student is one who carries the full load in any given semester specified in the curriculum.

21.2 **A part time/irregular student** is one who carries less than the full load specified in the curriculum.

21.3 **A working student** is one who is employed on a full time or part time basis in or outside the University.

21.4 **A foreign student** is one who is not a citizen of the Republic of the Philippines.

21.5 **An audit student** is one who is not entitled to receive official credit for his/her work because s/he does not satisfy the admission requirements to the course or the subject. S/He shall not be allowed to enroll for more than nine (9) units for a semester or to register for more than two (2) years except by permission of the Dean concerned. His/her work shall be marked "satisfactory" or "unsatisfactory."

21.6 **A returning student** is one who is not enrolled in the University in the preceding semester/s. Admission of a returning student is dependent on the current policies and procedures of the university.

21.7 **A student shifter** is one who wishes to shift or transfer to another curriculum in the University. The shifter must meet the admission requirements for the new curriculum. The request to change curricular program should be made by using the prescribed form with the approval of the releasing Dean, accepting Dean and the Registrar.

Section 22. **Curricular level placement of students** according to progress toward graduation shall be based on the following:

22.1 Freshmen (First Year). If the student has not finished subjects of first year or has not completed 25% of total number of units required in his/her course.

22.2 Sophomore (Second Year). If the student has completed his/her first year course or has finished 25% but not more than 50% of the total number of units required in his/her course

22.3 Junior (Third Year). If the student has completed the first Two (2) years of his/her course, or has finished 50% but not more than 75% of the total number of units required in his/her course.

22.4 Senior (Fourth Year). If the student has completed the first Three (3) years of his/her curriculum or has finished 75% but not more than 85% of the total number of units required in his/her course.

22.5 Fifth Year. If the student has completed the first four (4) years of his/her Fifth culum or has finished 85% of the total number of units required in his/her course.

Section 23. Examinations.

Two (2) scheduled examination periods shall be given per semester as follows:

Midterm Examination; and

Final Examination.

The aforesaid examinations cannot be substituted by other requirements.

Special Consideration/Missed Activities

Any late submission of/missed quizzes, homework and activities will have a grade of zero.

Unexcused exam absence will automatically merit the student a grade of zero. For an excused exam absence, the student will be given a grade of INC and a chance to take the equivalent

examination, i.e., similar topics, in a future Specs 500 class. A valid excuse is qualified as either death of family members up to the second degree of consanguinity, confinement due to a serious medical condition (certified by a doctor who is not related to the student), or representing the college/ university in competitions. It is the student's duty to establish the veracity of the excuse. This should be coordinated with the instructor as soon as possible/in the meeting following the exam. Only one examination may be excused in this manner.

Special Exam/Missed Major Exam

If you have missed faculty-conducted exam due to illness or misadventure, you may apply for an alternative exam. (Refer to student handbook)

Special Circumstances/Special Needs

Students with disability or ongoing illness can make arrangements with the professor/instructor regarding the different assessment tasks (e.g., projects, exam, quiz) to minimize or eliminate the impact of his/her disability. However, meeting the learning objectives of the subject must be

observable. The arrangements will involve modifications of the assessment tasks (e.g., performance task) but maintain academic standards. (Refer to RA 7227)

Special Consideration/Missed Activities

Special consideration consists of the exercise of academic discretion to provide equitable treatment to students whose performance in an assessment item is affected by illness, accident or work-related circumstances and for single parent (as per RA 8972/Solo Parent Act).

You should only apply for special consideration when your performance in an assessment item, including examinations, has been affected by extenuating or special circumstances beyond your control. Special consideration is not automatically guaranteed and may not result in a mark adjustment. (faculty discretion)

For students involved in religious, sports and cultural activities (athletes, performing artist) will also be given considerations, only if they present the program of activity and excuse letter from their respective pastor or coaches. (Refer to student manual/memo from OUP)

Section 24. Grading System

The work of students shall be rated at the end of each term as:

Figure	Percentage
1.0	99-100
1.25	96-98
1.5	93-95
1.75	90-92
2.0	87-89
2.25	84-86
2.5	81-83
2.75	78-80
3.0	75-77
5.0	Failed
INC	Incomplete
IP	In-Progress (For Agriculture Program)

Section 25. Guidelines for Completion of Incomplete Grades.

25.1 "INC" indicates that work is incomplete. It is given if a student fails to appear and take the final examination due to illness or some other valid reasons. "INC" may also be given if other course requirements are not satisfied. Incomplete grades in subjects that are prerequisites to other subjects must be completed first before enrollment of the latter shall be made.

25.2 Removal of "INC" grade shall be done within ten (90) calendar days after the final examination by passing a re-examination or satisfying the requirements for the course. The student shall be given a final grade based on overall performance. Failure to comply shall mean a grade of 5.0.

25.3 If the INC grade is a pre-requisite subject, it must be removed first before enrolment in the higher subject.

25.4 Only one re-examination is allowed.

25.5 No extension of completion is allowed. If the INC is not completed Within the period prescribed, it automatically earns a grade of 5.00

Section 26. Change of Grades.

26.1 A student who received a passing grade in a given course is not allowed re-examination for the purpose of improving his/her grades 26.2 No faculty member shall change any grade after the report of record has been filed at the Office of the Registrar. In exceptional cases, as where error was committed, the professor/instructor may request authority from the office of the Registrar as per recommendation of the Dean with the submission of pertinent documents to support the request (i.e., class records, grading sheets, record of performances, etc.), to make

26.3 necessary correction using the prescribed form. No student shall directly or indirectly solicit assistance from any person which may influence his/her professor/instructor to change entries made in his/her record, examination paper, or final report of grades.

Section 27. Complaints/Appeals on Grades

The purpose of the academic grade appeal is to ensure that student is given a just and equitable grade based on academic performance.

27.1 Students' complaints on grades shall be filed at the Dean's office in writing.

27.2 The Dean shall schedule a conference with the faculty concerned and shall look into the case within one week from the receipt of the complaint. Copy of the results of the investigation shall be forwarded to the Registrar's Office.

Section 28. **Accreditation of Courses.**

Units earned by transfer students from the government recognized institutions may be given credit without validating examination provided any of the following conditions are complied with:

28.1 For subjects with equal unit weight and similar course content as those prescribed by the University.

28.2 Subjects should have been taken from duly recognized higher education institutions provided the grades obtained in these subjects are at least 3.0 or its equivalent.

28.3 Only subjects leading to a degree program taken by transferees shall be validated and accredited.

28.4 Subjects to be accredited will depend of the year level of entry of the transferee as follows

If admitted as First Year must not exceed 25% of the total number of units prescribed in the curriculum

If admitted as Second Year must not exceed 35% of the total number of units prescribed in the curriculum

If admitted as Third Year must not exceed 45% of the total number of units prescribed in the curriculum

If admitted as Fourth Year must not exceed 65% of the total or higher number of units prescribed in the curriculum

28.6 If the number of units earned outside the University is less than the prescribed units for the subject, the student shall enroll the course as offered in the University. The same rule applies to those who transferred/shifted to another curriculum within the University.

28.7 Only units earned by foreign students in the collegiate level shall be given credit.

Section 29. **Resident Credits.**

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

29.2 Only resident credits are considered in evaluating subjects and units for a particular curriculum.

Section 30. **Retention Policies.**

Evaluation of student records for purposes of retention is guided by the following standards:

No. of Units Failed	Status	Allowable Load for the Following Semester
1-5	WARNING	Less 3 units from normal load
6-9	PROBATION	15 units only
10-15	Guided placement to another program/college	To carry normal load as prescribed in the new course
16 or more	PERMANENT DISQUALIFICATION from the University	

30.1 A student who has a 25% to 49% failure enrolled with any number of load will have a Warning status and can enroll less 3 units from the normal load the following semester;

30.2 A student who has a 50% to 75% failure enrolled with 6 academic units or more will have a probation status and can enroll 15 units only the following semester;

30.3A student who has a 76% or more failure enrolled with 9 academic units or more will face Dismissal from the college and shall not be allowed to enroll the following semester and will be subjected to the retention policy of the college.

30.4 A student who has a 100% failure will face Permanent Disqualification from the University.

Section 31. **Honorable Dismissal.**

Honorable dismissal is a voluntary withdrawal from the University. If a student has been dropped from the roll for whatever cause/s, a statement to that effect may be added to his/her honorable dismissal. The student should present a clearance showing that he has settled all his/her obligations to the University.

Section 32. **Residency Requirements.**

32.1 Residency refers to the number of years or terms required for a student to finish a program.

32.2 An undergraduate student must finish the requirements of a program within a period of actual residence equivalent to a maximum of one and one-half of the normal length prescribed for the program; otherwise, s/he shall not be allowed to re-enroll further in that program. As a general rule, full-time students in the master's and doctorate programs are granted two (2) years and four years respectively to complete their program,

32.3 Part-time students are granted three years and five years to complete the master's and doctorate programs, respectively, subject to one-year grace period, otherwise, students shall be under penalty as may be applied by authorities concerned. Failure to complete within the required period shall compel student to undergo refresher course equivalent to one subject per semester of delay.

Section 33. **Academic Residency.**

33.1 **Undergraduate.**

33.1.1 The Academic Residency (AR) is intended for students who have no other course to enroll in their program but need to enter the campus for consultation with faculty members. An example would be a student whose thesis has been deferred. Students not enrolled but need to frequently enter the campus shall be required to enroll in undergraduate residency. Students on residency will have their IDs validated for the covered term. Those who are on academic residency are deemed as bona fide students for the covered term.

33.1.2 Qualified students may enroll in AR during any semester, including mid-year class. Trimesters with Academic Residency are counted in reckoning the official date of graduation.

33.1.3 It is important to note that a student who does not intend to enroll for a specific term for whatever reason, but still has remaining units to enroll, is not allowed to enroll in Academic Residency, but should file for a Leave of Absence (LOA). 33.1.4 A student on LOA may not

enter the campus. As such, no residency, whether academic or non-academic, shall be granted to students on LOA.

33.1.5 The midyear class term is generally not included in the academic flowchart of the students, thus students are not expected nor required to take mid-year classes. Because of this, the filing of Leave of Absence for the mid-year is not required.

33.1.6 Students enrolling for Academic Residency should proceed to the Office of the University Registrar within the first three (3) weeks of the regular term or within the first four (4) days of the mid-year class and request to be enrolled in Academic Residency. Similar to enrolment in a regular course, those who respond to roll in Academic residency shall pay the corresponding amount at the Accounting Office.

33.2 Graduate

33.2.1 Graduate students (those in masters, doctorate, certificate and diploma programs) are required to enroll in residency during terms (except summer) when they will not be enrolled in regular/special courses.

Section 34. Leave of Absence.

34.1 Leave of Absence (LOA) refers to an absence from the university. Students on LOA are not enrolled in any program, they are not Considered bona fide students, and are not allowed to enter the Campus except as occasional visitors to transact with certain offices.

34.2 Moreover, students on LOA are not permitted to enroll and study in another educational institution. No course taken by students on LOA from another school may be credited towards the completion of the program in this university.

34.3 Undergraduate students are assumed to enroll on a continuous basis until their program is completed. Any break in enrolment requires the filing of a LOA. An approved LOA is a permission from the university to temporarily interrupt studies. As a general rule, it carries with it an implied guarantee to accept the student as a returnee, subject to the policies of the university.

34.4 There is no LOA for Graduate students (those in masters, doctorate, and certificate and diploma programs). Students in these programs are required to enroll in residency during terms when they will not be enrolled in regular/special courses.

Section 35. On OJT, Practicum and Practice Teaching

35.1 No student shall be endorsed / deployed to any office/institution for On-the Job-Training, practicum or Practice Teaching without first being fully registered for the term / semester;

35.2 Grades relevant to the performances of the students during their OJT, practicum or training/ practice teaching must be submitted to the Office of the Registrar prepared by the OJT Coordinator / Practicum Practice teaching Supervisor, approved by the Dean of the college concerned.

35.3 Original Certificates of Completion are to be presented at the Office of the Registrar not later than 10 calendar days before the College Academic Council Meeting.

GRADUATION

Section 1. Policies for Graduation

- 1.1. A candidate for graduation shall file application for graduation during the prescribed dates as stated in the academic calendar. Application for graduation is available at the Registrar's Office. One copy of the accomplished application for graduation shall be submitted to the dean and one for the registrar.

A graduating student who is unable to apply for graduation will not be included in the list of candidates for graduation for presentation to the University Academic Council.

The list of candidates for graduation shall come from the list submitted by the Dean to the Registrar's Office.

- 1.2 Candidates for graduation must have satisfied all academic and non-academic requirements within 10 calendar days before the College Academic Council meeting.
- 1.3 All candidates for graduation must have their deficiencies made up and their records cleared three (3) working days before the scheduled date for the University Wide Academic Council Meeting.
- 1.4 No student shall be graduated from the University unless his/her name is listed as a candidate for graduation by the University Academic Council and confirmed by the Board of Regents.
- 1.5 A pre-academic council meeting shall be conducted to assess, evaluate and approve candidates for graduation in the college and in the campus prior to the University-wide Academic Council Meeting.
- 1.6 All graduating students shall attend commencement exercises as scheduled. Graduation in absentia, for a justified reason, shall be allowed but must be supported by valid certifications and must be presented to the Registrar before the commencement program.

Only immediate members of the family with appropriate documents presented at least seven (7) working days to graduation are allowed to represent the graduate during the ceremony.

- 1.7 No student shall be allowed to graduate unless s/he pays the required graduation fee. (if applicable)
- 1.8 The date of graduation in the diploma and transcript of record shall bear the actual date of graduation.
- 1.9 The Office of the University Registrar shall be in charge of arrangement for commencement exercises and may call upon other offices for assistance in carrying out such tasks.

Section 2. **Graduation with Honors**

2.1 Students who had completed their course within the prescribed time and with the following averages, computed on the basis of units earned, shall graduate with honors:

Degree Program

Summa Cum Laude 1.0-1.25

(no grade lower than 1.5)

Magna Cum Laude 1.26-1.5

(no grade lower than 1.75)

Cum Laude 1.51-1.75

(no grade lower than 2.0)

1.2 Students shall graduate with honors if ALL the following requirements are complied:

2.2.1 Completed at least 100% of Academic Units in the curriculum, within the University,

2.2.2 Has NO Incomplete and failing grades since first ye

2.2.3 Regular students must have carried the regular load as specified in the curriculum

2.2.4 Finished the degree within the prescribed period.

2.2.5 Has not been charged and found guilty of any violation of University rules and regulations;

2.3 Certificate of Graduation with Academic Distinction

2.3.1 Only to be given to a graduate of degree course.

2.3.2 A candidate for graduation with honors who met the prescribed grade average and the lowest grade requirements but failed to satisfy the academic load and residency requirements shall be awarded the "Certificate of Graduation with Academic Distinction."

- 2.3.3 Same requirements and grade averages with that of the degree program shall be observed except for the ceiling grade specified (must have no grade lower than 2.75).

Section 3. **Submission of Student Theses /Project Study / Project Design**

- 1.1. All candidates for graduation from the Graduate School are required to submit to the Office of the Registrar a duly signed and approved Circulating Copy of their respective thesis/dissertation not later than three (3) days before graduation
- 1.2. As for candidates for graduation for undergraduate programs, duly signed and approved hard-bound manuscripts for theses are to be presented at the Registrar's Office not later than three (3) working days before graduation day.

STUDENT SERVICES UNIT

STUDENT ORGANIZATIONS

Section 1. **Student Organizations and Activities.** A student organization is a grouping of students in which the membership maybe voluntary and spontaneous or involuntary and automatic. The student organization is in charge of the recognition, accreditation, supervision, and monitoring of the student groups including the evaluation of their activities

- 1.1 Voluntary and spontaneous organization includes academic and non-academic special interest group and similar groups bound by common objectives and interest.
- 1.2 Involuntary and automatic organization includes class organizations, confederations, councils and others which govern the student body politics and in which the unifying factor is the enrolment block and curriculum where the student belongs.

1.3 Student Organization shall conduct programs opportunities to and develop and enhance leadership effectiveness in the personal level and student organizations, emphasizing student leadership role even in the new normal.

Section 2. In addition to the rules and regulations under this article, the establishment and operation of student organizations in PRMSU are governed by the rules and regulations established by the Commission on Higher Education (CHED), as contained in CMO 09, s. 2013 on the Guidelines Governing Student Organizations.

Section 3. Student desiring to establish, join, participate in student organizations in the campus shall do as right, subject only to reasonable requirements by the University through the Director of Student Affairs. It is also understood that organizations or publication of students shall continue to be governed by existing rules of the University.

Section 4. It shall be the responsibility of the Director of Student Affairs to supervise/regulate the operations as well as the activities of all duly recognized student organizations in cooperation with and/or through the existing student councils for the maximum utilization of their human potentials/resources and efforts toward the attainment of the goals and objectives envisioned in their approved constitution and by-laws.

Section 5. Any group of fifteen students desirous to form a student organization may apply for recognition of such organization to the Director of Student Affairs. The application for recognition shall be subject to the following procedure.

1.1.1 A letter of application is to be filed with the Office of Student Affairs accompanied by the following:

- Organization's goals and objectives;
- Constitution and by-laws duly ratified by its founding members;
- Names, years, address, course, major and signatures of ten (10) founding members and officers,
- Proposed activities/projects for the current year, and
- Name of the faculty adviser with a letter of acceptance addressed to the Dean of Student Affairs

1.2 At no time in the organization's existence will there be less than fifteen active members. The membership of the said organization shall be limited to bona fide students of the University.

Section 6. **Constitution and By-Laws.**

Each student organization shall have a constitution and by-laws which shall be approved by the Director of Student Affairs upon the recommendation of the Head of Student Organizations or its equivalent office. No such organization shall be allowed to function without prior approval herein required.

Section 7. The period of application for recognition shall be announced by the Office of Student Affairs within three weeks after the start of the academic year.

Section 8. The recognition of student organization shall be a precondition for its operation in the University.

Section 9. A certificate of recognition shall be issued by the Office of Student Affairs to each student organization upon the full compliance with the requirements herein prescribed. However, such certificate shall be effective for the school year only and will have to be renewed the succeeding academic year subject to the rules on renewal of permit.

Section 10. A newly-organized organization shall be placed on a three-month period of probationary status prior to recognition. During such period, it shall be issued a permit to operate.

Section 11. A student organization granted the permit to operate shall be entitled to the following privileges:

11.1 Free use of facilities for its operation subject to policies of the University;

11.2 Privilege to carry the name of the University in any activity involving the organization outside the university subject to current policies; and

11.3 Privilege to participate in University activities.

Section 12. In addition to the privileges mentioned, a recognized student organization shall enjoy the following privileges:

12.1 Privilege to avail of subsidies, if any, from the governing Supreme Student Government (SSG) or its equivalent:

12.2 Opportunity to compete for awards involving student organization; and

12.3 Privilege to officially represent the institution in outside activities subject to institutional policies.

Section 13. Any student organization which has been granted institutional recognition and which violates its own statement of purpose/constitution or fails to comply with the institution's policies, rules and regulations is liable to revocation of its certificate of recognition after due process.

Section 14. Student organizations which have been previously granted recognition are required to file:

14.1 A formal letter of intent to seek renewal of recognition and to submit other documents which may be required by the Office of Student Affairs;

14.2 A new list of officers with their names, respective positions, courses, years, sections and specimen signature; and

14.3 Name of faculty adviser/s with the letter of acceptance to the Office of Student Affairs.

Section 15. Each student organization shall have a faculty adviser where acceptance of the position of adviser must be done in writing and filed with Office of Student Affairs,

Section 16. The Director of Student Affairs appoints the faculty adviser upon recommendation of the organization concerned. The term of appointment of faculty adviser is for one (1) school year and maybe renewed. If the faculty adviser resigns or incapacitated, a new faculty adviser should be recommended by the organization to the Director of Student Affairs to serve the unexpired term after which he may be re-appointed.

Section 17. The selection of faculty adviser shall be based on the following qualifications:

17.1 S/He must be full-time faculty member of the Institution;

provided however that if the organization would like to have an adviser who is not a full-time faculty member, then s/he may be allowed on a case-to-case bases;

17.2 S/He attends meetings of the organizations upon request of the same,

17.3 If the adviser is unable to attend, s/he should be informed of what happened during the meeting by being supplied with the minutes of the meeting. A verbal account of the meeting should be used to supplement the minutes of the meeting but never to take the place of the written minutes.

17.4 S/He provides guidance in the planning of activities for the organization so that the activities serve to actualize the objectives of the organization.

17.5 S/He should be present if the organization's activity is held off-campus or when the organization is representing the school.

Section 18. If the adviser is unable to attend, then s/he should request another faculty member to take his/her place.

Section 19. The adviser in-charge should assure the safety of all the members of the organization and all others who may be involved with the activity.

Section 20. Any recognized organizations are required to submit a copy of annual accomplishment report every end of the school year. Organizations who will fail to submit accomplishment report is not allowed to renew for the next school year.

Section 21. Graduating students who are officers of any recognized organizations shall secure clearance from the office of the Student Organizations upon requesting credentials from the office of the Registrar.

FUND RAISING ACTIVITIES

Section 1. Only duly recognized student organizations are allowed to conduct fund- raising activities by filing formal letter of application with the Director of Student Affairs. The letter should include:

- 1.1. Nature and purposes of the activity;
- 1.2. Date(s), time and venue of the activity;
- 1.3. The Department of Social Welfare and Development (DSWD) permit in case of fund-raising activity is conducted outside the PRMSU;
- 1.4. The manner in which the raised funds shall be used; and
- 1.5. The names of the members/officers of the period directly in charge of the fund-raising activity.

Section 2. In case of raffles on campus, the following rules shall govern:

- 1.1 The application to conduct a raffle for fund raising must be accompanied by a permit issued by the Department of Social Welfare and Development subject to limitations under Section 1 Letter c of this article;
- 1.2 The application should indicate the object to be offered, the price per ticket, the drawing time and places, and the manner in which the profit will be utilized; and
- 1.3 The prizes in the raffle must be displayed at some central place on the campus and list of winners must be conspicuous and widely publicized around the campus and outside after the draw.

Section 3. All student organizations shall be allowed only one (1) major fund-raising activity every semester.

Section 4. Every organization granted permission to hold fund raising activity must file a financial report of the said activity with the Office of Student Affairs within one (1) month after the activity.

STUDENT ORGANIZATIONAL STRUCTURE

Section 1. The PRMSU Supreme Student Government (SSG) is the supreme student organization and the students' voice in the university.

It serves as the bridge and the link of communication to initiate activities that will shape the students as true Ramonians.

Section 2. The student governance shall be provided for in an appropriate organizational structure in the constitution of the student government which shall be implemented by the SSG. The said constitution must be duly ratified by the student body in a plebiscite duly called for the purpose and approved by the Board of Regents. A copy of said constitution must be provided by the SSG for the Office of Student Affairs/Services upon its approval.

Section 3. Whenever feasible, the SSG shall provide each student member a copy of the full text of the approved constitution and by-laws including any amendments thereof.

Section 4. The SSG President or its equivalent shall be the head of the student government and Chief Executive Officer of the SSG. During his/her tenure of office, as he should not hold any other elective office in any political unit or the student body. He and other officers as may be provided for under the constitution of the student government shall be selected by direct vote of students in the manner so provided in the constitutions.

Section 5. Functions and Powers of SSG. The SSG subject to existing rules and regulations shall:

- 1.1 Adopt its own internal rules of government;
- 1.2 Organize, coordinate and direct student activities in all the Colleges/Campus designed to improve the student's general welfare as well as to prepare them for productive citizenship;
- 1.3 Represent officially the student body in activities of the organizations outside PRMSU;
- 1.4 Formulate resolutions and other rules to improve its effectiveness and efficiency in governance as well as to support and promote the rights and welfare of students;
- 1.5 Suggest, inform and make recommendations to the University President on student matters, affairs and activities;
- 1.6 Represent the students in all major policy-making bodies of the University when so provided by laws, rules and regulations promulgated by competent authorities; and
- 1.7 Have such additional powers as PRMSU authorities may from time-to-time grant or delegate to it, consistent with its stated powers, responsibilities and objectives.

Section 6. It shall be the duty of the SSG at all times to:

- 1.1 Defend and promote the rights and general welfare of the students and the Filipino people.
- 1.2 Serve as an active forum for students' sentiments and ideas;
- 1.3 Develop loyalty to PRMSU and among the ranks of the students,
- 1.4 Uphold the ideals of the University geared toward ensuring well rounded intellectual development of every student; and
- 1.5 Unite with various sectors of society in the pursuit of common interest; particularly in the establishment of a just and humane society.

Section 7. The date and manner of election of the SSG officers and other officers in the constitution of the student government shall be governed by the provisions of its constitution and election rules and regulations promulgated thereafter by the duly authorized student leaders.

Section 8. The term of office of SSG officer and other named in the constitution shall be for one year beginning upon their qualification to office and until their successors shall have been duly elected and qualified.

Section 9. The qualifications and duties of SSG officers and other officers named in the constitution shall be specified in the constitutions.

Section 10. Vacancies in any elective or appointment positions in SSG or other lower councils that govern the student body politics shall be clearly defined and governed by the constitution and by-laws of the student government.

Section 11. There shall be a Board of Adviser of the SSG in which the chairperson shall automatically be the Director of Student Affairs. The two (2) members shall be chosen by the duly elected and qualified SSG officers from among the regular permanent faculty members or non-teaching personnel of PRMSU whose acceptance of the positions must be done in writing and filed to the Office of Student Affairs.

Section 12. The Board of Advisers shall act as a liaison between the SSG and the University administration and perform functions that would assist the SSG to improve its performance in serving the general welfare of the students

Section 13. There shall be adviser/s for Student Body Organizations. These advisers who may be regular/permanent member/staff must be chosen by election of the officers of said bodies and must signify their acceptance in writing filed with the Office of Student Affairs/Services.

Section 14. In case of resignation or other reasons that result in the vacancy of adviser's position/s, an immediate replacement shall be made through election by the student officers. The replacement shall be a regular/permanent faculty member or non-teaching personnel who must signify acceptance of the position in writing filed with the Director of Student Affairs/Services. The replacement shall serve only the unexpired term of the replaced adviser or until another adviser is elected.

Section 15. The appointment of the SSG adviser and other advisers as provided for under this article shall be made in writing by the University President through the Director of Student Affairs/Services.

Section 16. All resolutions and rules formulated by the SSG and other lower bodies shall be in accordance with the constitution and by-laws of the student government and must be provided widest dissemination to the constituents.

FUNDS, APPROPRIATIONS AND BUDGET

Section 1. The general funds of the SSG shall consist of student membership fees collected by the SSG every registration period.

Section 2. All funds collected shall be deposited in a reputable bank. All money collected from students for a special fund and shall be paid out for such purpose only. If the purpose of the special fund has been fully filled or abandoned, the balance, if any, shall be transferred to the general funds of the SSG.

Section 3. All other income derived from sources other than student fees shall likewise be treated as special projects duly approved by the SSG upon a resolution.

Section 4. Immediately upon being elected, the SSG officers shall prepare and approve a budget for the proper appropriation of funds of the student government. This budget shall be subjected to a budget hearing by a budget committee composed of the Director of Student Affairs/Services, Head of Student Organizations, University Budget Officer or equivalent officer, the SSG President and two members by the budget committee by at least a majority vote.

Section 21. No funds of the SSG or other lower bodies shall be appropriated unless its appropriation is sanctioned under the approved budget.

Section 22. Budget appropriation shall be governed by the provisions of the constitution and by-laws of the student government.

Section 23. The SSG shall submit a financial statement to the Head of Student Organizations/Director of Student Affairs/Services at the end of the semester and summer. The said statement which shall first be audited by the University Internal Auditor shall be signed by the SSG President and Treasurer and noted by the Advisers. Financial statement of the lower bodies/councils shall be included in this financial statement and shall be duly signed by duly elected officers and noted by the Adviser.

Section 24. Signatories for deposit and withdrawal of all SSG funds shall be the SSG President, Treasurer and Advisers.

Section 25. The SSG or any lower body or council shall not bind the student government to any financial obligation that will affect the financial status and resources of the student government without a

duly approved resolution of all SSG officers. In cases where in an appropriation of a portion of collected student fees would be made and remitted to federation of students or its equivalent outside the Institution, a referendum in which a majority of the student members voted positively shall be made before actual appropriation.

STUDENT FEDERATION

Section 1. A student federation is an organization with jurisdiction on local, regional, national or international levels.

Section 2. The SSG may apply for membership to a legitimate student federation provided that approval for application shall be obtained from a majority vote in a referendum involving elected officers in the SSG and lower bodies in the student government. A report of the results of the said referendum shall be submitted to the Office of Student Affairs/Services. Upon acceptance of the application, the Office of Student Affairs/Services should also be duly informed.

Section 3. Recognized student organizations may be allowed to affiliate with a student federation provided, that the student federation is a legitimate one and provided further that a resolution duly signed by a majority of its members for the purposes shall be obtained and a copy thereof submitted to the Office of Students Affairs/Services. The OSA/S should be duly informed if the student organization is finally admitted to the federation.

Section 4. Any fee collected by the student federation shall be derived from the special fund and not from the student membership fees or its equivalent which come from the general fund of SSG or the recognized organization.

Section 5. Permit to join any activity in which the SSG or recognized student organization enters into a financial obligation or agreement to undertake an activity under the auspices of the student federation without due consultation with its constituents and without duly informing the Director of Student Affairs/Services, shall not be allowed.

STUDENT ACTIVITIES

Section 1. **Student Calendar of Activities and Room Reservations.** Student organizations may organize/hold social functions, cultural, educational, spiritual/religious, and sports activities. For activities to be held inside the campus, the proponents must observe the following procedures that shall apply.

- 1.1 Secure and accomplish the application forms to hold an activity and request for use of a campus facility.
- 1.2 The signatures of the organization's president and the faculty adviser are prerequisite.
- 1.3 The accomplished form for final approval must be submitted to the Director of Student Affairs.

Section 2. For Activities to be held off-campus, the following procedure shall apply. It is the obligation of the university to adopt mechanisms for the safety and welfare of the students to the off-campus activities and observe due diligence and strict adherence to the CHED Memo No.63 s. 2017 re Policies and Guidelines on Local Off-Campus Activities.

a. Checklist of requirements:

a.1 Before the off-campus activity

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

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

The destination and schedule should be relevant to the subject matter.	
a.1.3 Handbook or Manual	
The requirements guidelines of the conduct of local off-campus activities should be updated and be included in the students handbook Or manual.	Handbook or Manual
a.1.4 Consent of the Parents or Student's Guardian	Duly notarized/subscribed consent
a.1.5 Medical Clearance of the Students	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
a.1.6 Personnel-In-Charge	
The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, identify overall leader from among the personnel-in-charge. With appropriate first-aid and medical emergency training	<ul style="list-style-type: none"> o Designation or order from the Administration indicating personnel in-charge's role and responsibilities before, during and after the off-campus activities o Relevant certificate on first-aid training
a.1.7 First Aid Kit	
The HEI should provide a complete first- First-aid kit	First-aid kit
a.1.8 Fees/Fund Source	
The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.	Duly approved schedule of fees
There should be a breakdown of fund sources and other resources properly secured and accounted for.	Appropriate report
a.1.9 Insurance	
The HEI should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision
a.1.10 Mobility of Students	
a.1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
a.1.10.2 Third party or sub- contracting	
a.1.10.2.1 Franchisee	<ul style="list-style-type: none"> o Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. o Special Permit from LTFRB if transportation is out-of-line

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

a.2 During the off campus activity

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

After the off-campus activity

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

b. Submission of Reports:

The HEIs shall submit the following comprehensive reports in compliance with this CMO:

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

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

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

c. Exemption from submission of report to CHED

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

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

Section 3. Use of Campus Facilities. Student representatives of recognized student

organizations may avail themselves of campus facilities for their club or class activities, but only after securing the endorsement of the Director of Student Affairs/Services and approval of the Head of Student Organizations and concerned offices. Classes and section activities must be approved by their respective Deans.

Section 4. The University shall allocate three hours per week for institution-wide and college-wide non-academic assemblies if the need arises.

Section 5. In the interest of maintaining the academic atmosphere in the campus, activities outside the timeslot provided for in the preceding section must be conducted in enclosed areas, so as not to disturb normal classroom sessions.

Section 6. Activities should be scheduled at such time and place that would minimize disruption of classes.

Section 7. Facilities on campus are for the use of academic community in the pursuit of educational objectives; hence, priority for its use is given to students.

Section 8. Rooms should be reserved at least five (5) days from the date of the intended activity so that proper permit can be issued and the proper preparations for the venue can be ensured. Request for special requirements such as sound system, podium, etc. by student organizations and outside groups are also channelled through the Concerned offices. The request should be received at least one (1) week before the intended activity.

Section 9. Outside groups wishing to avail of university facilities shall request in writing the permission of the concerned authority.

Section 10. The institution will not grant permission for the use of campus facilities when such use will result to clear and present danger and damages to persons and property, commission of crime; occasions which are contrary to public policy, customs and traditions.

Section 11. Activities or gathering sponsored by students and conducted after 5:00 PM and those scheduled during non-class days must be attended by a faculty adviser.

Section 12. No group activity or gathering beyond 10:00 PM shall be allowed in campus. Any exemption to this rule requires the clearance from the authorized officials.

Section 13. Two (2) weeks before the start of the final examinations, a ban on all activities shall be enforced. This is to ensure that students shall have enough time to review for their examination.

Section 14. The users of campus facilities and equipment are held responsible for the use, upkeep, and cleanliness of such facilities and use. Any individual or group found to have misused any campus facility or equipment will be liable and accordingly penalized.

Section 15. Persons or groups not observing the rules for the use of campus facilities will not be allowed to use the same again.

Section 16. **Posting and Announcement.** All postings inside the campus should bear approval stamp of the Office of Student Affairs/Services. Postings include notices of organization meeting, assemblies, announcements, messages and the like provided they are not contrary to law and school policy.

Section 17. Each posting shall bear approval stamp which bears the expiration date and the signature of the Dean or the authorized representative.

Section 18. The standard duration of all postings is two (2) weeks. Posters announcements should be removed the following day after consummation, end of activity and affairs by the concerned entity (sponsoring organization/office).

Section 19. Student organizations are allowed a maximum number and size of postings for the same activity to be determined by the authorized official. Request for postings more than the allowed number will be dealt with on a case-to-case basis.

Section 20. Posters/Announcements should not be stapled or attached with thumbtacks or nailed but should be taped (scotch tape or masking tape). Paste and glue should never be used.

Section 21. OSA/S and Security Department have the right to remove posters/announcements posted without OSA/S's prior approval.

Section 22. The use of cloth streamers and the like should also bear the stamps of OSA/S. The standard duration of this type of posting is eight (8) days only.

Section 23. OSA/S has the right to deny/disapprove request for postings on the bulletin boards on the ground that requesting organization/entity has already violated above rules/regulations three (3) times. Request could only be granted or approved upon giving the assurance to the Director of Student Affairs/Services not to violate the rules/regulations again.

SECTION 24. The OSA/S and Administration have the right to remove posted materials to give way to emergency or very important notices/announcements from the University, local and national government.

SECTION 25. Other Activities

1. The office of the President, through the OSA shall be informed about other programs and projects of the organization.
2. Every activity must be in conformity with the institutions policies, rules and regulations.
3. Activities are to be known to every member through posters, notes, etc. and duly signed by the Directors Student Affairs.

SECTION 26. Student Organization Submission of Report

Submission of Report

1. Reports on the activities of the organization shall always be submitted to OSA.
 2. Plan of Activities/Operational Plan
 3. Monthly Report of Accomplishment
- ✓ Noncompliance with requirements automatically disqualifies an organization to operate in the succeeding school year.

GUIDANCE AND COUNSELING AND TESTING SERVICES

Section 1. **Vision.** To have resilient and mentally healthy Ramonian Students.

Section 2. **Mission.** The PRMSU Guidance & Counseling Services commits to assisting students in their academic and personal life by providing Evidence-Based guidance and counseling programs and services.

Section 3. **Objective.** The Guidance & Counseling Services will spearhead in the development of values of every Ramonian through appropriate geared towards producing students who can cope with the hassles of everyday life and become responsible, God-fearing, nationalistic, committed, and productive individuals regardless of gender, belief, and religion.

Section 4. **Guidance Services.** The Guidance and Counseling Office serves as a support system responsible for the vital function of enhancing the effort of the academic community. Preventive and developmental in nature, its services are integral to the entire educational process.

The goal and objective of the guidance office is to contribute to student's growth in their awareness and understanding of themselves, their developing self-concept, attitudes and values, and their intellectual, psychological-emotional, social, and moral maturity, in order to achieve their full potential as a unique and balanced person. Guidance services encompass a variety of activities that help students grow in self-awareness and make sensible judgments.

In accordance with CHED Memorandum Order Series of 2020. Guidelines on the implementation of flexible delivery of student affair and services during Covid-19 pandemic.

4.1 Counseling Services

a. Counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals (ACA, 2010).

b. Counseling Process

1. Student goes to the Guidance and Counseling Office either walk-in, call or as a referred client.
2. The Guidance Counsellor or Guidance Officer makes an initial assessment of the student. If the students do not need tele-counselling, it will be terminated upon intake. Consequently, if the students' needs counselling he/she will undergo counselling.
3. Student undergoes tele-counselling. Whenever necessary, the student may be referred to another unit, agency or expert as part of treatment/intervention.

4. The counsellor, closes the case. When needed.
5. Case is terminated.

4.2 Tele Counseling Services

- a. **Tele-Counseling.** It is an online/ one -on -one counseling between the client and the counsellor/therapist where the latter help the students with physical, emotional and mental health issues, improve their sense of well-being, alleviate feelings of distress and resolve crises.
- b. **Tele-counseling Process**
 1. Student will set an appointment through link <https://www.facebook.com/prmsu.gc/>
 2. The Guidance Counselor or Guidance Officer makes an initial assessment of the students via online. If the students do not need tele-counseling, it will be terminated upon intake. Consequently, if the student needs tele-counseling he/she will undergo tele-counseling.
 3. Student undergoes tele-counseling, Whenever necessary, the student may be referred to another unit, agency or expert as part of treatment/intervention. Should there be a need to conduct face-to-face counseling may ask the client to do so following the protocol set by the government on Travel permit (Medical Certificate, Travel Pass etc.).
 4. The counselor, closes the case. When needed.
 5. Case is terminated.

4.3 Testing Services

- a. **Standardized Test.** It is an assessment instrument whose validity and reliability have been established by thorough empirical investigation and analysis. It has clearly defined norms, such that a person's score is an indication of how he or she did in comparison to a large group of individual's representative of the population for which the test is intended (APA).
- b. **Psychological Assessment.** It is the gathering and integration of data to evaluate a person's behavior, abilities, and other characteristics, particularly for the purposes of making a diagnosis or treatment recommendation. Psychologists assess diverse psychiatric problems (e.g., anxiety, substance abuse) and non-psychiatric concerns (e.g., intelligence, career interests) in a range of clinical, educational, organizational, forensic, and other settings. Assessment data may be gathered through interviews, observation, standardized tests, self-report measures, physiological or psychophysiological measurement devices, or other specialized procedures and apparatuses (APA).
- c. **Testing Process**
 1. Student goes to the Guidance and Counseling Office either walk-in, call or as a referred client.
 2. The student undergoes intake interview.

3. The student may proceed to take psychological test (s). However, whenever there is a need for counselling, testing procedure will automatically be converted to counselling. Thus, testing procedure under this process will be terminated.
4. The counsellor, Psychometrician or the Guidance Officer administers the test (s).
5. The head of the unit will review and approve the result of psychological evaluation.
6. The counsellor or Psychometrician interprets the result of the evaluation. Likewise, the person responsible will release the form proving the same.

4.4 Referral from other Agencies and Institution

1. The Head of the unit makes an initial assessment of the referral.
2. It will forward to the Office of the University President for approval.
3. The University President will determine if the referral is approved or denied.
4. Appropriate action will be taken such as; but not limited to counseling.
5. Collate all the pertinent documents and files.
6. The assigned Counselor, Guidance Officer, or Psychometrician closes the case.
7. Case is terminated.

4.5 Referral to other Unit, Agency, and Institution

1. The Head of the unit, Guidance Counsellor or Guidance Officer makes an initial assessment of the student and will identify its needs.
2. The student may be referred to another unit, agency or expert as part of treatment/intervention.
3. Referral will be made.
4. Other unit, agencies, and institutions will determine if the referral is approved or denied.
5. The assign officer will monitor and make follow-ups on the status of referral.
6. Collate all the pertinent documents and files.
7. Case is terminated.

4.6 Entrance Test- It is an examination that educational institutions conduct to select prospective students for admission.

1. Student goes to the Guidance Office to secure schedule.
2. The Psychometrician, Guidance Counsellor, and Guidance Officer will verify the test permit of the students.
3. Schedule of tests is given to the students. Orient the applicant regarding examination requirements and processes.
4. Students will take the examination.
5. Scores the test of the applicant.
6. Applicant will pick up the result of their test

4.7 Seminar- It is a conference or other meeting for discussion or training. To conduct a series of seminars for mental health and wellness of the student such as, but not limited to the following topics:

- a. Bullying
- b. Cybercrime
- c. C. Sexual Harassment
- d. Child Abuse Law
- e. Children's Rights
- f. Mental Health
- g. Effective Study Habits
- h. Stress Management

4.8 Webinar - It is a seminar or other presentation that takes place in the internet, allowing students in different locations to see and hear the presenter or speaker.

1. To conduct a series of webinars for mental health and wellness using secured platforms (e.g. Zoom, Google meet etc.) such as, but not limited to the following topics:

- a. Coping with Fear and Anxiety and Setting-up Daily Routine in Time of Pandemic.
- b. Maintaining Mental Health in time of Covid-19.

4.9 Psychological First Aid- It is a straight forward way of delivering psychosocial care in the immediate aftermath of emergencies, psychosocial including infectious disease outbreaks. It is care involves, relating to people in a caring and compassionate way without judgments and in a way that respects their rights, beliefs and abilities.

4.10 Individual Inventory

- a. Helps the institution build and organize and update student's profile.
- b. It may provide students' data for research, evaluation, and planning activities.
- c. Assists students with the needed information about themselves.

4.11 Online Orientation - It is intended for the freshmen and transferees to inform them of the different services of the University. Also to enlighten the students on the University's policy and procedures and provide possible options to problems they may encounter later on.

4.12 Community Outreach Program - It is to provide psychosocial and psycho educational support and intervention to target communities.

Section 5. **Emergency Cases.** Emergencies are any situations wherein there is threat, may be potential or actual, to self and/or others. These situations are deemed to be the highest priority in any institution. The guidance counselors are directly involved in the event of any immediate need to mental health intervention. However, in cases where physical injury or any need for medical attention is present, the clinic staff should be alerted to give the necessary assistance to the student in need.

5.1 5.Emergency Procedures

1. 1 Any staff, student, or member of the school community who notices a student exhibiting signs of distress or of threats of impending danger must immediately refer the student to the University Health Center and/or Campus Security for assistance.
2. For physical health emergency concerns, the medical doctor or medical staff should be the first-hand attendees to the situation while the guidance counselors are the first point of contact for mental health emergencies. If the emergency case is a result of suicide attempt or the student is in critical physical condition, the students must be brought to the nearest hospital.
3. In cases where counselors assessed the student as needing hospitalization, the counselor should seek the assistance of the medical staff in arranging for transportation to the nearest hospital. The counselor should not be the one to transport the student to the hospital
4. The counselor may give pertinent information to the medical staff to aid in the hospitalization process and may be the one to notify the parents/guardians regarding the hospitalization of the student.
5. The counselor / guidance officer should notify the Guidance Director and/or the Medical Director of the case and must comply with the necessary documents for submission and for file.
6. The student who was sent to seek medical attention outside the campus can only resume his classes after presenting medical clearance and treatment plans from his attending doctors to the campus medical doctors. The counselor assigned to the student should also be given these documents for proper assistance while in campus.

5.2 Protocol for Students with Potentials Risk

1. A counselor should never leave a student alone if there is a tendency to flee or to harm self and others. Whether it is a low or high-risk situation, consultation with the guidance director regarding the matter must be done.
2. The counselor should notify or signal a code to another guidance staff about the potential threatening situation in order to get assistance from the health and/or security services.
3. If the counselor assessed the student as someone who may act violently in the guidance office, the following must be observed.
 - a Remain calm
 - b Maintain a safe distance between you and the student and always be situated near the door
 - c Lower your voice and speak in a calm manner
 - d Do not make sudden moves
 - e Office to help

STUDENT CONDUCT AND DISCIPLINE SERVICES OFFERED

A. REQUEST FOR A CERTIFICATE OF GOOD MORAL CHARACTER

STEP 1	The Discipline Staff and/or Discipline Head issue a Good Moral Request Slip. Advise the client filled-out the form, go to College Dean signature and then go to the Collecting Office for the Certificate fee.
STEP 2	Received, review and check the submitted form.
STEP 3	The Discipline Staff will check the Student Record Database Discipline Files if the Client has No Derogatory Record. *If No Violation, The Discipline Staff will prepare the Certificate and will be signed by the Director of OSAS. *If they have a minor Violation, they will be advised to fill up Agreement Report and after filling up, Good Moral Character Certificate will be released.
STEP 4	Prepared and Released requested Certificate, the Client then proceed to the Office of the University Registrar for the dry seal.

B. MINOR AND MAJOR OFFENSES INCLUDING APPEAL PROCEDURE

STEP 1	The Discipline Staff and/or Discipline Head received the complaint and will fill out the Statement Form.
STEP 2	The Discipline Head makes an initial interview to the complaint.
STEP 3	The Discipline Head identifies if it is major or minor offense and will send a call slip to the concerned college to tap the respondent.
STEP 4	The Hearing Committee will conduct the investigation with the complaint respondent and guardian.
STEP 5	The Discipline Head will evaluate and deliberate the gathered data based on the decision made by the Hearing Committee and identify the appropriate sanction as stipulated in the Student Handbook.
STEP 6	The Discipline Head will submit the case report to the Discipline Board for implementation and approval of the Case.
STEP 7	If the respondent files for appeal to the sanction given, the Discipline Head will endorse it to the Board of Regent. If No, the Discipline head will record the case pertinent documents and monitors the implements of respondent's sanction.
STEP 8	The case terminated.

STUDENT PUBLICATION

Section 1. Student Publication. – A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations.

Section 2. PRMSU should allow official student publication in keeping with the student's constitution freedom of speech and press and as provided by the Republic Act 7079.

Section 3. All matters governing any kind of student publication shall be covered herein and governed by pertinent rules and regulations provided by the RA 7079 otherwise known as Campus Journalist Act of 1991.

Section 4. Publication Adviser. – The publication adviser shall be selected by school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

The publication adviser is expected to:

- 1.1 To guide the editorial board in technical matters pertaining to the production of every issue of the publications.
- 1.2 To ensure that the articles for publications are not against existing laws, intuitional policies, rules and regulations and public policy, decency, customs;
- 1.3 To supervise the printing of every issue of the publication so as to meet the due date for distributions; and
- 1.4 To upgrade competencies of the staff through in-house training and other forms of training programs.

Section 5. The publication adviser shall be under the supervision of the University Head of Publication appointed by the University President.

Section 6. RA 7079 provides that the expenses for the printing of publication must come from the Publication Fund subjects to COA rules.

Section 7. Funding for the student publication may include the savings of the respective school's appropriations, student subscription, donations, and others sources of funds.

Section 8. The recruitment and selection of the editorial staff shall be undertaken by the Editorial Board. A competitive examination must be conducted as part of the recruitment process.

Section 9. A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of an article he or she has written, or on the basis of the performance of his or her duties in the student publication.

Section 10. Violation of rules regarding publication policies designed by the editorial boards and policies on professional journalism is subject to corresponding disciplinary action.

CAMPUS JOURNALIST OF THE YEAR

- The campus Journalist of the year is given to the student writer who garnered the highest awards in the Regional and National Press Conference
- The campus Journalist awardee must display honesty and integrity during his time as a member of the publication
- The campus Journalist must be of good moral character

SERVIVE AWARDEE

- The campus journalist must serve the publication for at least 2 years
- Must be of good moral character

LIBRARY SERVICES

Section 1. The library provides materials and services to meet the instructional, research and extension needs of the various constituents of the institution.

Borrowing of books is allowed to all PRMSU Students, faculty Members, Staff and other Stakeholders.

Any client not connected with the University who wants to avail of the services of the Library must present the following:

1.1 Two (2) Validated ID. (School I.D./Employees I.D. /PRC I.D.)

1.2 Request /Referral Letter from the Librarian of the school he/she is of presently enrolled (if client is a student).

Section 2. Students who wish to take out books for home reading will be required to secure a borrower's card for the library. This card may also entitle the students to borrow directly at PRMSU extension campuses library.

Section 3. An undergraduate student is allowed to check out three books at a time from the open stock non-reference books. A graduate student is allowed a maximum of five books.

Section 4. Reserved books assigned professors and instructor for course reading are for room use only and are borrowed one at a time for one hour. Overnight loans are checked out during the last hour before the library closes. They must be returned during the following working day on or before 9:00 a.m.

Section 5. Students who do not return books on time will be fined. Payments shall be covered by official receipts. Reasonable fine for overdue stock books and/or reserved books shall be imposed. Penalties incurred during force majeure, i.e., Covid-19 Pandemic, shall be suspended.

Section 6. Library book lost shall be replaced with a copy with equivalent content and substance or pay an amount equivalent to the book's current value within 30 days from due date.

Section 7. Smoking, eating and littering are strictly prohibited inside the library.

Section 8. Use of audio-visual materials and not for actual instruction should be limited to off-library hours.

Section 9. Library Resources. The library contains the bulk of the collection in the Social Sciences, Humanities, Agriculture and Natural Sciences. The basic collection of textbooks and required readings are in the Reserve Section. Current Issues of refereed journals of foreign publications are available in the Serial and Documents Room.

Section 11. The library offers circulation, reserve, and references, information and readers advisory service. Special services shall include extensive and bibliographic services undertaken at the Filipiniana Section and the Bibliography, Indexing and Publication Section.

Section 12. The Filipiniana research collection shall include extensive collections for literature, history, political science, and bibliography as well as extensive news of major Philippine newspaper and periodicals

HEALTH SERVICES

MEDICAL SERVICES

Section 1. Medical consultation and treatment are being rendered by the Medical Unit to cater to medical needs of the students.

Section 2. All incoming students shall undergo Annual Physical Examination during enrollment to determine their health status. It is necessary to submit a Chest X-ray results which is valid for one year from the time it has been taken. The Annual Physical Examination of continuing students shall be scheduled.

Section 3. A copy of the COVID-19 vaccination certificate/ card shall be submitted to the medical clinic.

Section 4. Students with active communicable diseases may be admitted after proper management of attending Physician and submission of medical certificate to the University Physician.

Section 5. The issuance of medical certificates shall be done after medical consultation which shall be utilized for the following purposes:

- a) As proof of consultation during the time of illness
- b) For scholarship purposes
- c) For sports activities/others which are related to PRMSU activities.
- d) For OJT supporting Documents.
- e)

Section 6. The medical Unit maintains and protects the general health of the students and the entire university population and gives first aid treatment.

Section 7. The Medical Unit shall immediately refer students in case of serious medical cases to the President Ramon Magsaysay Memorial Hospital (PRMMH), Parents/guardians shall be informed through phone.

Section 8. The students shall be advised to stay at home when not feeling well, especially with COVID-19 symptoms, but shall inform the PRMSU Medical Unit (facebook page) through messenger on the first day of absence. Video chat shall be done.

Section 9. Patients who develop COVID-19 symptoms while in the university premises shall be referred to the Rural Health Unit (RHU) or (PRMMH).

Section 10. A student who tested reactive/positive on SARS COV-2 antigen and/or RT PCR Test shall inform the University Physician right away.

Section 11. A student who was declared a close contact of COVID-19 case shall inform the PRMSU Medical Unit (face book page) thru messenger. He/she shall be advised 14-days self-quarantine. Video chat shall be done.

DENTAL SERVICES

Section 1. Dental consultation and treatment are being rendered by the Dental Services to cater the Dental needs of the students.

Section 2. All incoming students shall undergo Oral Examination during enrollment to determine their Oral Status.

Section 3. Students with active oral diseases will undergo treatment

Section 4. The Dental Services maintain and protects the Oral Health of the students and the entire university population.

Section 5. The Dental Services provides Free Oral Services to the students as follows:

- Oral Examination
- Oral Prophylaxis
- Tooth Restoration
- Prescription of medicines
- Dispense medicines
- Issuance of Dental Certificate
 - As proof that they sought consultation at the Clinic
 - For OJT supporting documents
 - For sports activities
- Refferal
- Blood Pressure monitoring before treatment (tooth extraction)
- Oral Health Education

Section 6. Because of the Pandemic, dental services offer tele consultation, and online consultation via messenger and dental services page from 8AM-5PM. (FB page PRMSU-IBA dental Services)

SCHOLARSHIP AND FINACIAL ASSISTANCE PRGRAM

Section 1. The Scholarship Program Office prepares the necessary forms and set the dates for filling of applications for scholarships and study grants/aids.

Republic Act 7160 (Section 393(b)(4) & 434)

Free tuition and matriculation fees which can be availed by Punong Barangay, Sangguniang Barangay Member, Barangay Treasurer and Barangay Secretary and their dependents, as well as the Barangay Sangguniang Kabataan (SK) Chairperson and Seven (7) SK Kagawad, provided that:

- ✓ The applicant must comply with the admission policies of the university;
- ✓ With no falling grades;
- ✓ Must be an incumbent barangay or SK officials or legitimate dependent child of an incumbent barangay officials:
- ✓ The applicant should not be more than 21 years old;
- ✓ Must be enrolled in the regular academic load of at least 18 units for each /term prescribe in the program/curriculum study semester; and
- ✓ Not enrolled in self-liquidating and evening class programs.

Requirements: Photocopy of the following:

- ✓ Certificate of Grades (Previous Semester)/ Form 137 & Form 138 (For Freshmen);
- ✓ Certificate of Registration (Present Semester)
- ✓ Certificate True Copy of the Oath of Office; and
- ✓ Certificate of Live Birth issued by PSA.

Retention Policy

Renewal every semester subject to submission of above-cited documentary requirements and compliance with aforementioned qualifications.

Additional Provisions

- For main campus: Limited to 100 qualified students
- For other PRMSU campuses: Limited to 10 qualified students enrolled at regular programs

PRIVATE SCHOLARSHIP

The office of the Scholarship Services will enter into a Memorandum of Agreement with the partner benefactor

Admission Policy:

1. Notice of application will be posted in the University website, and the official FB page of the Office of Scholarship
2. Applicants must be currently enrolled
3. Applicants must have GWA of 1.75
4. Must be of good moral character
5. No failing grades/dropped subjects/incomplete grades Release of financial assistance:
 1. Scholars will be notified through E-mail, SMS, or Direct Message
 2. Scholars must secure their Certificate of Grades, Certificate of Registration, Certificate of Good Moral Character
 3. Scholars must present the photo copy of his/her validate ID with three specimen signature during the release of Financial Assistance.

STUDENT ASSISTANCE PROGRAM.

Student assistantship shall be made available to qualified students every semester/summer in accordance with COA rules and regulations.

❖ P25.00 remunerations per hour of service rendered (subject to change)

Qualifications

Students may apply for the assistance program provided they:

- are enrolled in the University
- have potential skills;
- have no failing grades, dropped and incomplete grades; and
- have good moral character.

Documentary Requirements

- Resume & applicant letter addressed to the Director of Office of Student Affairs and Services , thru Scholarship Program Head;
- Certificate of Grades (Previous Semester);

- Certificate of Registration (Present Semester);
- 2x2 picture;
- Class Schedule duly signed by the Dean; and
- Parent's Consent/Waiver.

Retention Policy

- The student shall good academic performance and has no failing grade.
- The student must be enrolled in the regular academic load of at least 18 units for each semester/term prescribed in the program/curriculum study

Additional Provisions

- Students may render a maximum of 100 hours per month to the office/unit they are assigned (subject to change);
- In case the need arises to render additional hours, the University shall pay the additional hours rendered;
- Maximum of 50 student assistance per semester shall be hired. For other campuses, it depends on their income and needs;
- The number of student assistants shall be based on the actual needs of the individual offices;
- Offices in need of Student Assistant/s shall request in writing the need, stating among other things, the number of assistants they need and their respective job description, job schedules, etc., before the deployment date;
- Those who obtain below satisfactory ratings during their preceding employment as student assistants are disqualified to apply in the assistance program in the succeeding semesters.

EXTERNALLY –FUNDED SCHOLARSHIP

Externally funded scholarship shall be enjoyed by grantees who are qualified to be beneficiaries/grantees based on the selection guidelines of the benefactors and financial grants programs.

List of available Externally-Funded scholarship/Grants

1. Department of Science and Technology (DOST)
2. Department of Social Welfare and Development-Expanded Student Grant-in-Aid Program for Poverty alleviation (DSWD-ESGPPA)
3. Department of Agriculture-agriculture Competitiveness Enhancement Fund (DA-ACEF)
4. CHED-Student Financial Assistance Program (CHED-STUFAPs-Tulong-Dunong)
5. Overseas Workers Welfare Administration (OWWA)
6. Armed Force of the Philippines (AFP)
7. National Grid Corporation of the Philippines (NGCP)
8. Masinloc Power Partners Company Ltd. (MPPCL)
9. Zambales II Electric Corporation, INC. (ZAMECO II)
10. ENGINE Scholarship

GENERAL GUIDELINES

1. All scholarship and financial grants (government and private) must be coordinate and channeled to the University Scholarship Program Head
2. Sponsor of Scholarship Grants must provide Guidelines for implementations and updated list of grantees
3. All scholarships coordinators from other PRMSU campuses must submit their quarter accomplishment reports as well as the updated list of grantees/beneficiaries.
4. The University President approves applications for internally-funded scholarship/financial grants, if approval is required. Scholarship Office shall endorse the qualified applicants.
5. Internally-funded scholarship is not applicable during Summer Classes except for the Regular Employee's Dependents Scholarship
6. Scholarship applicants must comply with the required requirements and submit the same on the set deadline.
7. Student's scholarship application must present a copy of grades certified by the campus registrar.

8. Scholars need to re- apply every end of the semester, except contrary is provided by Guidelines, Policies , Memorandum of Agreement , Memorandum Circular, Memorandum Letter and other related orders.
9. University Scholarship are subject to availability of funds thus, every year the university determines the number of scholarship programs and for incoming freshmen and continuing scholar. Relative thereof, scholarships coordinators must be informed on the availability and disbursement of funds.
10. Representatives shall be elected/appointed in each scholarship program.

Grounds for Termination of Scholarship/ Grants/ Loans.

1. Failure to maintain the required General Weighted Average (GWA) required by scholarship Programs.
2. Dropping out from schools without notifying the office of Scholarship Services.
3. Carrying academic load/ unit below the normal number of units prescribed by the scholarship program.
4. Non-compliance with the set requirements for re-application.
5. Violation of University Rules and Regulations.

STUDENT PLACEMENT

Section 1: The Career Development and Placement Office shall provide career education and placement service for students and graduates.

Section 2: Is responsible for the conduct of career and placement activities to the students. The CDPO offers services and activities to students toward reaching career decisions and realistic career plans. The CDPO provides centralized job placement system in the university.

Section 3: CDPO offers two core services as follows:

- 1.1 Campus Recruitment an event where companies, institutions, organizations, etc. will hold an off-site recruitment/assessment of prospective applicants in the campus specifically for graduating students and alumni of the University.

- 1.2 Career Fair an off-site event conducted by companies and industries to orient or introduce their organization to prospective applicants specifically the graduating students and alumni of the University.

Section 4: Job vacancies are coordinated to the CDPO by industries and companies interested in hiring graduating and posted either to the campus premises and also to the official social media accounts of OSA and the University.

Section 5: Pre-employment orientation and labor education seminars shall be regularly conducted to familiarize would-be graduates on such skills as writing application letters and resumes, job interviews and other legal matters pertaining to labor laws and policies.

Section 6: The Office shall strive to maintain an information system where students could browse on career monographs, company brochures, occupational pamphlets, and other related materials that would help them in assessing occupations and companies.

Section 7: The unit shall in coordination with the Guidance and Counseling Services shall conduct and facilitate career education and fairs to students of the University.

DOMICILIARY SERVICES

Section 1. Subject to capabilities, the institution shall provide students housing services through the dormitory system where residents live in home simulated conditions.

Section 2. Dormitory Accommodation. All students seeking accommodation in the dormitories shall file an application for admission with the respective dormitory manager.

Section 3. Students re-applying for accommodation are required to present/submit good conduct clearance from their previous dormitory manager.

Section 4. Dormitory accommodation shall be made available to all students, irrespective of social, economic position and condition in life.

Section 5. For as long as the dormitory space is insufficient, priority accommodation will be given to freshmen as well as those coming from far places.

Section 6. Dormitory Fees. Dormitory fees equivalent to two months rental shall be paid in advance upon occupancy.

Section 7. Dormitory occupants are required to observe rules and regulation promulgated by the competent authority concerned.

Section 8. Incidence of illness must be immediately brought to the attention of the dormitory management.

Section 9. The following are strictly prohibited in the dormitory and the premises:

- Gambling;
- Possession and taking of alcoholic drinks and prohibitive drugs;
- Vandalism;
- Unauthorized electrical connections, cooking, etc.;
- Public disturbance and other nuisances; and
- Keeping of pets.

Section 10. Student residents, shall not be allowed/permitted to transfer from one room to another without clearance from the dormitory management.

Section 11. Visitors are not allowed to stay overnight in dormitories without the permission of the dormitory manager.

Section 12. Students shall observe the following:

Cleanliness/orderliness;

- Study Hours;
- Curfew Hours;
- Visiting Hours;

- Furlough/permit to stay out; and
- Proper use of dormitory facilities.

Section 13. For various violation of the above, a resident loses his/her privilege to stay in the dormitory.

Section 14. Students shall be required to render general cleaning and mass work.

Section 15. Residents are responsible for the cleanliness and upkeep of their own rooms and surroundings. They are required to acquire their own cleaning materials.

Section 16. Residents shall plan and participate actively in socio-cultural and recreational activities.

Section 17. Orientation meeting/group guidance activities shall be regularly conducted by the dormitory staff in coordination with the Office of the Student Affairs and Services (OSAS).

Section 18. Dormitory may hold an open house once a year.

CULTURE AND THE ARTS DEVELOPMENT SERVICES

Admission Policy

1. All PRMSU Bonafide students are welcome to join and be part of PRMSU Culture and the Arts (High school to college).
2. The applicants are required to apply for Membership via google form or printout form.
3. All applicants must present an audition piece of the talents/skills they have in any of the following PRMSU Culture and the Arts Group:

► PRMSU Dance Troupe:

- Popular Dance
- Contemporary Dance
- Hip-hop Dance
- Indigenous Dance
- Philippine Folk Dance
- Latin/Standard Dance or any Ballroom Dance

► PRMSU Chorale:

- Vocal Solo
- Pop Solo
- Vocal Duet
- Vocal Quartet
- Rap Singing

► PRMSU Musical Group/Band

- Instrumental Solo (Piano/electric keyboard)
- Instrumental Solo (Violin)
- Instrumental Solo (Classical Guitar/Electric Guitar)
- Instrumental Solo (Banduria)
- Instrumental Solo (Drums)

► PRMSU Theatre Guild:

- Dramatic Monologue
- Comedy
- Musical Drama
- Story Telling
- Pagkukwento
- Spoken Poetry

► **PRMSU Visual Arts Group:**

- Charcoal Rendering
- Pencil Drawing
- Painting
- Poster Making
- Photography

- 4 The applicants audition piece should be performed face to face or uploaded via google drive and send it to the CADO official email address.
- 5 The performance or submitted applicants audition piece will be evaluated by the admission committee.
- 6 Once the applicants audition piece passed, they will be interviewed by the admission committee via zoom/other virtual apps/face-to-face.
- 7 All applicants who passed the audition and interview will undergo workshops, trainings and will perform on the recital at the end of the semester.
- 8 Upon the completion of the above and the approval of the University Head for Culture and the Arts Development Office, the applicants are considered Member of PRMSU Culture and the Arts.

Retention Policy

- ❖ All Members of PRMSU Culture and the Arts shall perform the following duties and responsibilities every semester:
 - 2 Attendance on Year-Round Trainings three times a week, Tuesdays to Thursdays from 5pm to 6:30pm via zoom/other online apps/face to face:
 - 3 Participation on the Different Activities of Culture and the Arts Development Office;
 - 4 Performances on the Different Events, Invitations and Competitions (local, national, international);
 - 5 Develops the totality of Oneself (physical, emotional, social and spiritual) through talents and skills on Culture and the Arts:

PRMSU Culture and the Arts Award

Qualifications:

- 6 Demonstrate exemplary skills, talents or competencies;
- 7 Enrolled in the regular academic load of at least 18 units for each semester/ term prescribed in the program/ curriculum study;
- 8 Must have no failing grade/s;
- 9 Must have no record of disciplinary action;
- 10 Must meet the standards set by the Culture and the Arts Development Office:
- 11 Must render service in the PRMSU Culture and the Arts Office for at least 2- 4 years

PRMSU Culture and the Arts Excellence Award

Qualifications:

1. Demonstrate exemplary skills, talents or competencies;
2. Enrolled in the regular academic load of at least 18 units for each semester/ term prescribed in the program/ curriculum study;
3. Must have no failing grade/s;
4. Must have no record of disciplinary action;
5. Must meet the standards set by the Culture and the Arts Development Office:
6. Must render service in the PRMSU Culture and the Arts Office for at least 2-4 years;
7. Must won any (Regional or National) Competitions in Culture and the Arts.

PRMSU Culture and the Arts Incentives

1. All active Members of Culture and the Arts Group will receive cash incentives per semester, amounting two thousand pesos (2,500.00) provided that they passed all the requirements set by the Scholarship and Culture and the Arts Development Office.
2. All winners of the Culture and the Arts Competitions local, regional and national will be given cash incentives respectively.

SPORTS SERVICES

- 2 The university shall provide sports programs to develop and maintain the level of fitness of all students.
- 3 The university shall conduct a regular sports and recreational activities
- 4 The students are required to participate in the University Wide sports competition

- 5 The university shall provide incentives to winning athletes (Php. 2,500.00 cash incentive every semester provided all the requirements were met)
- 6 The university shall maintain a well-equipped sports facility

POLICY ON THE SELECTION OF VARSITY PLAYER

1. Coaches must make a list of prospective athletes who meet basic requirements.
2. Coaches will conduct in depth academic and character evaluation of recruits.
3. Coaches will select potential athletes during the University Wide Sports Fest 4. Coaches in their respective events will recommend potential varsity athletes
4. Selected varsity athletes must fill up athlete's eligibility form
5. Upon meeting all the requirements, the Sports director will approve or deny the athlete's application
6. Successful applicants will be informed by their coaches
7. Must have no Incomplete/ Failing grades

ATHLETE OF THE YEAR

1. Must have a general weighted average of 2.25
2. Must be a medalist in the government recognized competitions and state sponsored competitions
3. Must be of good moral character
4. Must have carry the regular academic load
5. Must have no Incomplete/ Failing grades

Varsity Players

old and new studere also erondergoing trainings and competing for the Oniversity and who are also escribed in the regular academic load of as stipulated for each semester/ term prescribed in the program/ curriculum stora

- 1 Must have no failing grades in any subjects (present semester)
- 2 Certified by the Office of the University Registrar and Endorsed by the Office of the Student Regent
- 3 Recommended by the Director of the Office of the Student Affairs and Vice President of Academic and Student Affairs.
- 4 Approved by the University President.

Documentary Requirements Photocopy of the following:
Certification from the Sports Director

- Certificate of Grades (previous semester)
- Certificate of Registration (present semester)
- 2x2 picture
- Filled out Application Form

Retention Policy

The students can no longer avail the said scholarship grant if he/she can no longer meet the requirements given. It is renewable every semester with above specified qualifications and requirements.

OFFENSE AND PENALTIES
MAJOR UNIVERSITY OFFENSES

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE

1. Prohibited Drugs	Turnover to Philippine National Police	Turnover to Philippine National Police	Turnover to Philippine National Police
a. Sale, Trading, Administration, Dispensation, Delivery, Distribution and Transportation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals (Violation of RA 9165)	Suspension for the rest of the semester	Suspension for the rest of the academic year	Suspension for the rest of the academic year
b. Possession of Dangerous Drugs	Turnover to Philippine National Police Suspension for the rest of the semester	Turnover to Philippine National Police Suspension for the rest of the academic year	Turnover to Philippine National Police Expulsion
C. Other drug related offense provided in the Dangerous Drugs Act (RA 9165)	Turnover to Philippine National Police Suspension for the rest of the semester	Turnover to Philippine National Police Suspension for the rest of the academic year	Turnover to Philippine National Police expulsion

<p>2. Liquor</p> <p>a. Entering the university in a drunken state.</p> <p>b. Possessing, selling, using or taking intoxicating liquor in any form within the campus.</p> <p>c. Bringing liquor in the University Premises.</p>	<p>15 days suspension</p> <p>12 hrs. Transformative experience</p> <p>Guidance Intervention</p>	<p>30 days suspension</p> <p>24 hrs. Transformative experience</p> <p>Guidance Intervention</p>	<p>1 year suspension</p>
<p>3. Subversive Activities</p> <p>a. Posting distributing, disseminating and circulating leaflets and other printed matters that tend to instigate subversion towards the government and cause chaos to the University.</p>	<p>30 days suspension 12 hrs. Transformative Experience</p>	<p>Suspension for the rest of the semester 24 hrs Transformative Experience</p>	<p>1 year suspension</p>

4. Mass Action			
a. Joining instigating or leading violent rallies, demonstration and other forms of approved and unapproved group action that create disorder.	15 days suspension 12 hrs. Transformative Experience	30 days suspension 24 hrs Transformative Experience	Suspension for the rest of the semester

b. Organizing and joining fraternity or sorority whose purposes are contrary to law. (Violation of RA 11053 or the Anti Hazing Act)	Expulsion	30 days suspension 24 hrs. Transformative Experience	Suspension for the rest of the semester
C. Organizing and joining any student organizations which create disorder and disciplinary problems to the university.	15 days suspension 12 hrs. Transformative Experience		

5. Extortion			
a. Extorting or forcibly asking money from other students or faculty members	15 days suspension 12 hrs. Transformative Experience	1 month suspension 24 hrs. Transformative Experience	Expulsion restitution

<p>6. Deadly and Dangerous Weapon (Violation of RA 1091)</p> <p>a. Carrying deadly and dangerous weapons, including explosives and incendiary materials within the University premises.</p>	Expulsion		
<p>7. Violent and Physical Assault</p>			

<p>a. Acts that will result to any serious physical/ mental/ emotional injury or death shall be grounds for automatic expulsion.</p>	15 days suspension Guidance Intervention	30 days suspension Guidance Intervention	Expulsion
<p>b. Any other misbehaviour or misconduct which may endanger or threaten the health or safety of an individual</p>	15 days suspension Transformative Experience	30 days suspension Transformative Experience	Suspension for the rest of the semester

<p>8. Slander/Libel Gossip</p> <p>a. Uttering defamatory, slanderous and libellous statements/ remarks against any University official, his authorized representatives and students whether online or verbal</p> <p>b. Disrespect or molesting faculty members, employees or official of the administration by ridiculing, mocking or instigating quarrel</p>	<p>15 days suspension Guidance Intervention 12 hrs. Transformative Experience</p> <p>15 days suspension Guidance Intervention 12 hrs. Transformative Experience</p>	<p>30 days suspension Guidance Intervention 24 hrs. Transformative Experience</p> <p>30 days suspension Guidance Intervention 24 hrs. Transformative Experience</p>	<p>Suspension for the rest of the semester</p> <p>Suspension for the rest of the semester</p>
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9. Falsification of Documents, Records and Credentials			
a. Forging, falsifying or tampering University records, documents or credentials or knowingly furnishing the University with false or fraudulent information in connection with an official document.	One semester suspension Guidance Intervention 12 hrs Transformative Experience	One year suspension Guidance Intervention 24 hrs. Transformative Experience	Expulsion
b. Forging signatures of authority	One semester suspension	One year suspension	Expulsion
C. Entering school with fake, tampered or borrowed I.D.	15 days suspension 12 hours Transformative experience	30 days suspension 24 hours Transformative experience	Suspension for the rest of the semester

10. Vandalism			
a. An act of destroying, damaging, property casually.	15 days suspension Guidance Intervention 12 hrs. Transformative Experience	30 days suspension Guidance Intervention 24 hrs. Transformative Experience	Suspension for the rest of the semester
b. Removing official notices and posters from the bulletin board.	15 days suspension	30 days Suspension plus repair	Suspension for the rest of the semester

C. Graffitiing			
Any act of marking, painting, drawing on engraving in any university property	15 days suspension plus repair	30 days Suspension plus repair	Suspension for the rest of the semester
11.. Theft Qualified, Attempted			
a. Stealing property of the University (tools, gadgets, equipment) or any employee's property	30 days suspension 24 hrs Transformative Experience Restitution	Suspension for the rest of the semester Restitution	Expulsion Restitution

12. Immoral Acts			
a. Engaging in any acts of lasciviousness and other immoral acts considered indecent.	15 days suspension Guidance Intervention 12 hrs. Transformative Experience	30 days suspension Guidance Intervention 24 hrs. Transformative Experience	Suspension for the rest of the semester
13. Gambling			
a. Bringing playing cards	Confiscation of playing cards and reprimand	15 days suspension	30 days suspension
b. Engaging in any form of gambling	15 days suspension Guidance Intervention 12 hrs. Transformative Experience 15 days Suspension Restitution	30 days suspension Guidance Intervention 24 hrs. Transformative Experience	

14. Defalcation of funds		30 days Suspension Restitution	Expulsion Restitution
15. Violation of any rules and regulations promulgated by the CHED	As stated in the CHED memorandum	30 days suspension	Expulsion

16. Online, Verbal, Physical bullying (Violation of RA 10175) (Violation of RA 10627) Violation of RA 9995 RA 10173	30 days suspension 12 hrs. Transformative Experience Guidance Intervention	Suspension for the rest of the semester 24 hrs. Transformative Experience Counselling	Expulsion
17 . Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces, and Educational or Training Institutions (Violation of 11313)	30 days suspension 12 hrs. Transformative Experience Guidance Intervention	Suspension for the rest of the semester 24 hrs. Transformative Experience Counselling	Expulsion
18. Crimes involving Moral turpitude - includes everything which is done contrary to justice, honesty, modesty, or good morals.	30 days suspension 24 hrs. Transformative Experience Counseling	Suspension for the rest of the semester	If Proven Guilty, Expulsion

MINOR UNIVERSITY OFFENSES

OFFENSE	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
1.Littering in the campus	Written Reprimand	Summon to Parents	30 days suspension
2. Posting printed materials in the University without the approval of University Official.	Written Reprimand	Summon to Parents	30 days suspension
3. Viewing, reading, picture or literature that are indecent or obscene within the university premise	Written Reprimand	Summon to Parents	30 days suspension
4. Entering campus without the I.D.	1st Offense	2nd Offense	3rd Offense
5. Disturbing the peace and order of the school, unless properly classified as major expense.	Written Reprimand	Summon to Parents	30 days suspension
6. Using school facilities without permission from the official concerned.	Written Reprimand	Summon to Parents	30 days suspension
7. Illegal Assembly	Written Reprimand	Summon to Parents	30 days suspension

8. Entering the campus not wearing the University uniform during Uniform days.	Written Reprimand	Summon to Parents	30 days suspension
9. Wearing of earring for male students while inside the campus.	Written Reprimand	Summon to Parents	30 days suspension

MAJOR ACADEMIC OFFENSES

OFFENSE	1st Offense	2nd Offense	3rd Offense
1. Violence and physical assault/injury/fighting inside the classroom	30 days suspension 24 hrs Transformative Experience Guidance Intervention	Suspension for the rest of the semester Guidance Intervention	Expulsion
2.Smoking in the classroom, corridors, and lobby	15 days suspension 12 hrs Transformative Experience Guidance Intervention	30 days suspension 24 hrs Transformative Experience Guidance Intervention	Suspension for the rest of the semester

<p>3.Slander/ libel/Gossip</p> <p>Uttering defamatory and libellous remarks against any faculty member.</p> <p>Disrespect or molesting faculty members by ridiculing mocking or instigating quarrel.</p>	<p>15 days suspension 12 hrs Transformative Experience Guidance Intervention</p> <p>15 days suspension</p>	<p>30 days suspension 12 hrs Transformative Experience</p> <p>30 days suspension</p> <p>Suspension for the rest of the semester</p>	<p>Suspension for the rest of the semester 12 hrs Transformative Experience</p> <p>Suspension for the rest of the semester</p>
<p>4. Representing the University in national/ international affairs without official permission by University Officials.</p>	<p>30 days suspension 24 hrs Transformative Experience</p>	<p>30 hrs Transformative Experience</p>	<p>Suspension for One Academic Year</p>
<p>5.Vandalism</p> <p>a. Committing acts of vandalism, writing, drawing on walls and pieces of furniture; breaking of glass windows, showcases cabinets, electrical devices & improper use of tables and chairs, tools and machine in the shop.,</p>	<p>Clean/paint wall, window, etc.</p>	<p>Clean/ paint wall, windows, etc. 15 days suspension</p>	<p>Clean/ paint wall, windows, etc. and 30 days suspension</p>

6. Academic Dishonesty			
cheating	15 days suspension Automatic grade of 5.0	30 days suspension Automatic grade of 5	suspension for the rest of the semester
taking exams by proxy	15 days suspension Automatic grade of 5.0	30 days suspension Guidance Intervention 24 hrs. Transformative Experience	Expulsion
Stealing examination papers and other student records.	15 days suspension Guidance Intervention 12 hrs. Transformative Experience	30 days suspension Guidance Intervention 24 hrs. Transformative Experience	Expulsion

MINOR ACADIMIC OFFENSES

OFFENSE	1st Offense	2nd Offense	3rd Offense
1 . Loitering during class hours, making unnecessary noise such as singing or boisterous conversation causing annoyances as well as loitering in the corridor during class hours	Warning	Summon to Parents	30 hrs. Transformative Experience
2. Coming to school not in proper uniform or wearing sleeveless t-shirt, shorts, sandals, for both female and male students	Warning	Summon to Parents	30 hrs. Transformative Experience

3. Leaving the room without permission from the instructor while the class is ongoing.	Warning	Summon to Parents	30 hrs. Transformative Experience
4. Entering the room without permission from the instructor while the class is going on.	Warning	Summon to Parents	30 hrs. Transformative Experience
5. Intentionally disturbing class by shouting, chanting, talking aloud or singing in corridors.	Warning	Summon to Parents	30 hrs. Transformative Experience

MAJOR PERSONAL OFFENSES

OFFENSE	1st Offense	2nd Offense	3rd Offense
1. Violence and physical assault/ injury Intentionally hitting students Behaviorunbecoming of a gentleman like putting up a fight with a woman or abuse of physical strength to fight a woman Fighting inside the classroom or in the lobby or in the corridor.	15 days suspension Transformative experience	30 days suspension	Suspension for the rest of the semester

<p>3. Slander/Libel/Gossip</p> <p>Uttering defamatory and libellous remarks against any faculty member.</p> <p>Gossiping or rumor mongering with the malicious intention of destroying the reputation of another person.</p>	<p>15 days suspension Transformative experience</p>	<p>30 days suspension Transformative experience</p>	<p>Suspension for the rest of the semester</p>
<p>4. Stealing</p> <p>A. Stealing any property of students</p>	<p>15 days suspension Replacement of stolen property (Restitution)</p>	<p>30 days suspension Replacement of stolen property (Restitution)</p>	<p>Suspension for the rest of the semester Replacement of stolen property (Restitution)</p>

The following penalties may be imposed by the Discipline Committee depending on the gravity and number of offense/s

- a. **Transformative Experience.** This sanction is to create a constructive activity that is assigned to students as a redemptive sanction.
- b. **Reprimand.** A reprimand may be in the form of verbal counsel to student in regards to his/her negative behavior or a written reprimand describing a student's offense or misconduct, which places on record that a student, in a specific instance, did not meet the behavioral standards expected at the University. A written reprimand from the Director for Student Affairs and Services or designee to the student serves as a warning that continued conduct of the type described in the reprimand or other misconduct may result in more severe disciplinary sanction against the student.
- c. **Suspension.** A time-specific suspension is a temporary cessation of educational services and exclusion from the University property and facilities.

- d. **Expulsion.** Expulsion refers to permanent disqualification from attendance in PRMSU.

Types of Offenses

- a. Major Offenses: are serious violations committed against any provision of the Student Discipline Handbook of PRMSU, such as offenses that warrant a more severe penalty of suspension, up to dismissal/expulsion.
- b. Minor Offenses: are offenses committed against the provisions of the Student Discipline Handbook of PRMSU. A minor offense warrants a penalty of warning, up to thirty (30) hours of transformative experience.
- c. University Offenses: which are committed by an offender against the University rules and regulation.
- d. Academic Offenses: is an act of a student or instructor that violates academic performance rules.
- e. Personal Offenses: which are committed by an offender against another person.

CURRICULAR OFFERINGS

(Degree and Non-Degree Program)

STA.CRUZ CAMPUS

Bachelor of Elementary Education

Bachelor of Secondary Education

Filipino

English

Mathematics

Bachelor of Science in Computer
Science

Social Studies

PRMSU HYMN

Music by Dr. Ramon Ma. G. Acoymo

Lyrics By Dr. Gilbert M. Escoreal

Honor and praise to you PRMSU

The symbol and flame forever in our hearts

Still remain pure and true

May your spirit and ideology give us strength and insight too

To face the challenges with hope, to always do what is right

PRMSU our Alma Mater dear

We emulate your name with pride and without fear

As our voices fill the air

Throughout the nation we will hear, we will hear

Refrain

Virtue, excellence, knowledge with prudence

We'll see these through

To God be the glory! Alma Mater, PRMSU

Patriotism,

Results-oriented

Moral courage and integrity

Service in synergy

Unity in diversity

Refrain

Virtue, excellence, knowledge with prudence

We'll see these through

To God be the glory! Alma Mater, PRMSU

PRMSU!

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STUDENT'S PLEDGE

In consideration of my admission to the President Ramon Magsaysay State University, I hereby promise and pledge to conform and abide by all the rules and regulations laid down by the authorities in the said university and I hereby voluntarily and freely state, without any force or intimidation by any person, that the University and/or the authorities shall not be liable for any accident or injury that may happen to me while in the said institution. Refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal. Or denial of admission.

Student's Signature

