



OFFICE OF THE CAMPUS DIRECTOR

Date: Oct. 20. 21

TO/FOR:

College Deans

Subject:

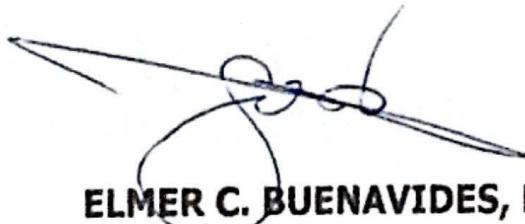
Attached Item

Action/s Needed:

- for your information and perusal  
 for appropriate action/compliance  
 for comments/suggestion/recommendation  
 for signature/Approval  
 please come for a meeting/briefing

Remarks:

For wide dissemination.



ELMER C. BUENAVIDES, DIT

Campus Director

Contact Information: ☎ (064) 200-7136; ✆ +639985461009; ☐ Email: officeofthepresident@sksu.edu.ph  
Official website: www.skmu.edu.ph

consolidation, final printing and distribution

Attached is a copy if the said process.

For your information and compliance.



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SULTAN KUDARAT STATE UNIVERSITY  
ACCESS, EJC Montilla, 9800 City of Tacurong  
Province of Sultan Kudarat

BIT

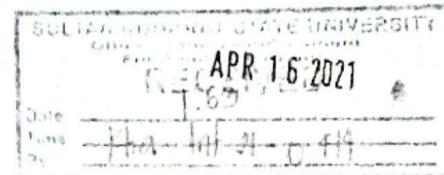
MEMORANDUM ORDER NO 20, s. 2021

TO/FOR: CAMPUS DIRECTORS  
COLLEGE DEANS  
PROGRAMS CHAIRPERSONS

FROM: ENGR. EULOGIO L. APELLIDO, JR., MIT  
Director for Instruction

DATE: APRIL 14, 2021

SUBJECT: FINALIZATION OF THE SUPERVISION OF ON-THE-JOB TRAINING LOCAL  
AND WRITING THESIS/DISSERTATION PROCESSES OF INSTRUCTION  
DIVISION



As agreed during the review of instruction processes last March 12, 2021, College Deans and Program Chairs were tapped/assigned to make necessary revision/improvement on the processes of the *Supervision of the On-the-Job-Training (local)* and *Writing Thesis/Dissertation (undergraduate)*.

Submit to the Office of the Director for Instruction any revisions/improvements for consolidation, final printing and enrollment of the said process.

Attached is a copy if the said processes.

For your information and compliance.

Noted:

*Christine P. Abo*  
CHRISTINE P. ABO, PhD.  
Vice President for Academic Affairs



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Republic of the Philippines  
**SULTAN KUDARAT STATE UNIVERSITY**  
Province of Sultan Kudarat

**PROCESS MANUAL**

**Supervision of On-the-Job Training  
(Local)**

Document No.:	SKSU-COP-INST-016
Revision No.:	00
Process Type:	Client Oriented Process
Effective Date:	August 08, 2018

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## Revision History

Revision No.	Effective Date	DCN No.	Description	Author	Approved
00	08-Aug-18	-	Initial Issue	M. M. Alimajen	R. F. Hechanova

Prepared by	Reviewed by	Approved by
MERLY M. ALIMAJEN, MBA Process Owner	ERNIE C. CERADO, Ph.D. Vice President for Academic Affairs	ROLANDO F. HECHANNOVA, Ph.D. University President

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SULTAN KUDARAT STATE UNIVERSITY  
Province of Sultan Kudarat  
**PROCESS MANUAL**

**Supervision of On-the-Job Training  
(Local)**

Document No.:	SKSU-COP-INST-016
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## 1.0 Reference Policies

CMO no. 104 s.2017

Citizen's Charter

Student Manual

University Code

- Revised guidelines for student internship program in the Philippines (SIPP) for all program.

- Instruction (OJT Supervision)

- General Policies on Apprenticeship and On-the-Job Training

- Policies on On-Job-Training/Industry Immersion/Affiliation

## 2.0 Purpose

This process manual aims to standardize the supervision of the local on-the-job training of the Sultan Kudarat State University.

## 3.0 Scope

This process manual applies from receiving of the list of enrolled students to the preparation and submission of grades of the Sultan Kudarat State University.

## 4.0 Acronyms/Terms and Definitions

CA	- Certificate of Appearance
IM	- Internship manual
IP	- Internship Plan
MOA	- Memorandum of Agreement
OJT	- On-the-Job Training
HTE	- Host Training Establishment
SIPP	- Student Internship Program in the Philippines
TO	- Travel Order



PROCESS MANUAL

Supervision of On-the-Job Training  
(Local)

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WHAP

- Work Habit Aptitude and Personally

5.0 Clients/Interested Parties

Qualified graduating students

6.0 Documentary Requirements

Letter Request (OJT – ARTA Form 01)

Response Slip (OJT – ARTA Form 02)

Application for Admittance to the On-the-Job Training (OJT – ARTA Form 03)

Office of the On-the-Job Training Coordinator (OJT – ARTA Form 04)

Personal Data Sheet (OJT – ARTA Form 05)

Parent's/Guardian's Consent and Waiver (OJT – ARTA Form 06)

Memorandum of Training Agreement (OJT – ARTA Form 07)

Student's Record of Job Experiences (OJT – ARTA Form 08)

OJT Feed back Questionnaires (OJT – ARTA Form 09)

Students' Evaluation Report (OJT – ARTA Form 10)

Student's Pledge (OJT – ARTA Form 11)

OJT Terminal Report (OJT – ARTA Form 12)



**SULTAN KUDARAT STATE UNIVERSITY**  
Province of Sultan Kudarat  
**PROCESS MANUAL**  
**Supervision of On-the-Job Training**  
**(Local)**

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**7.0****Process Cycle Time/Fees**

Process Cycle Time	Item	Processing Fees	
		Description	Amount
10 minutes	1	Request enrolment list from the registrar's office	Not Applicable
2 hours	2	Meet students and conduct orientation on subject requirements and grading system, schedule of pre-OJT deployment seminar and deadline of subject requirements	Not Applicable
5 days	3	Students processing of requirements	Not Applicable
5 mins	4	Submission of Requirements	Not Applicable
5 days	5	Preparation of OJT students and OJT adviser's TO	Not Applicable
4 hours	6	Pre-deployment Orientation	Not Applicable
1- 5 days	7	OJT Deployment	Not Applicable
10 days	8	OJT Monitoring and Performance Evaluation	Not Applicable
1-5 days	9	OJT Retrieval	Not Applicable
4 hours	10	Conduct Debriefing	Not Applicable
10 days	11	Preparation and submission of OJT Terminal Reports both soft and hard copies	Not Applicable
10 days	12	Preparation and submission of grades to the registrar's Office	Not Applicable

**8.0 Process Flow Steps**

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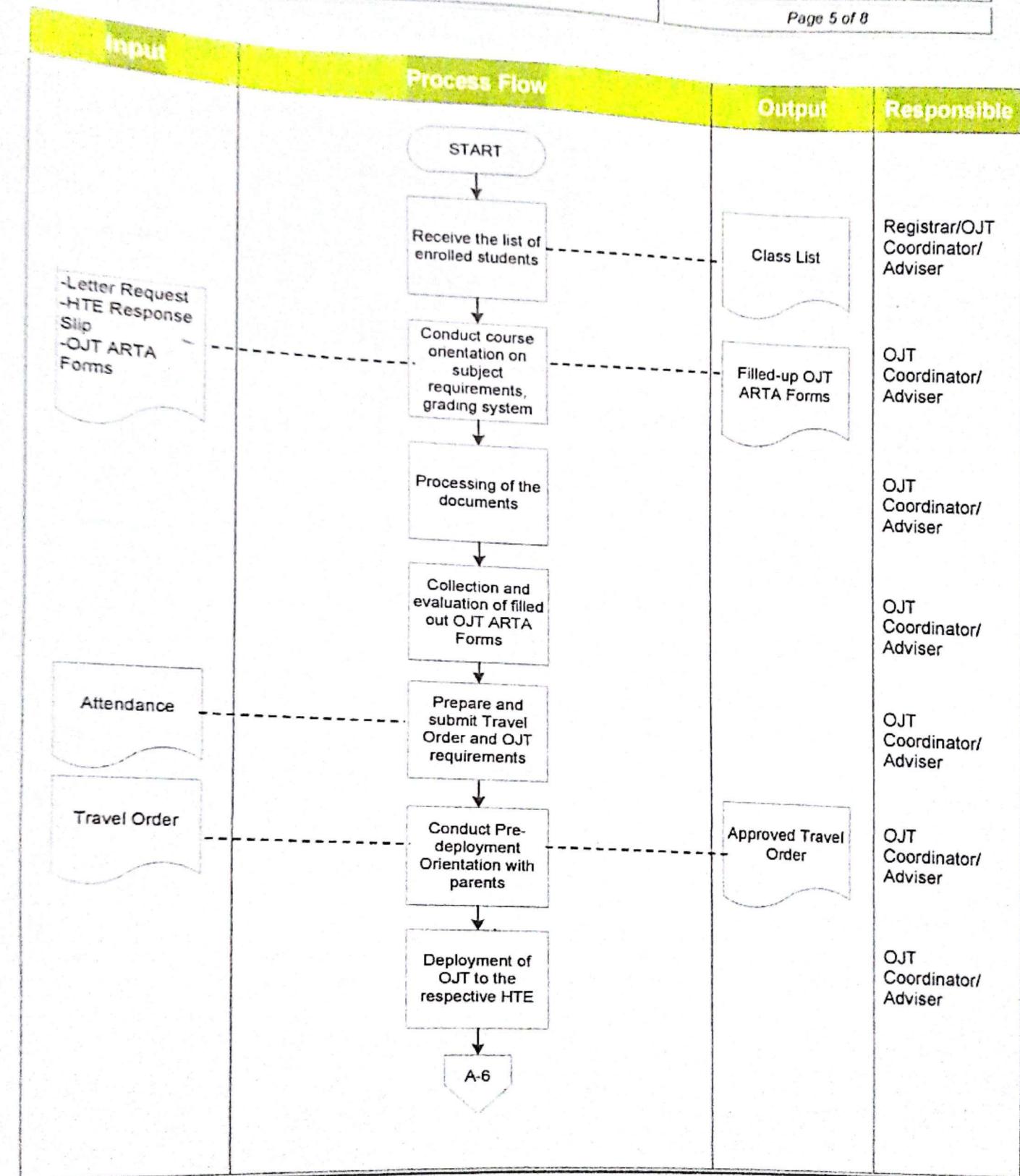
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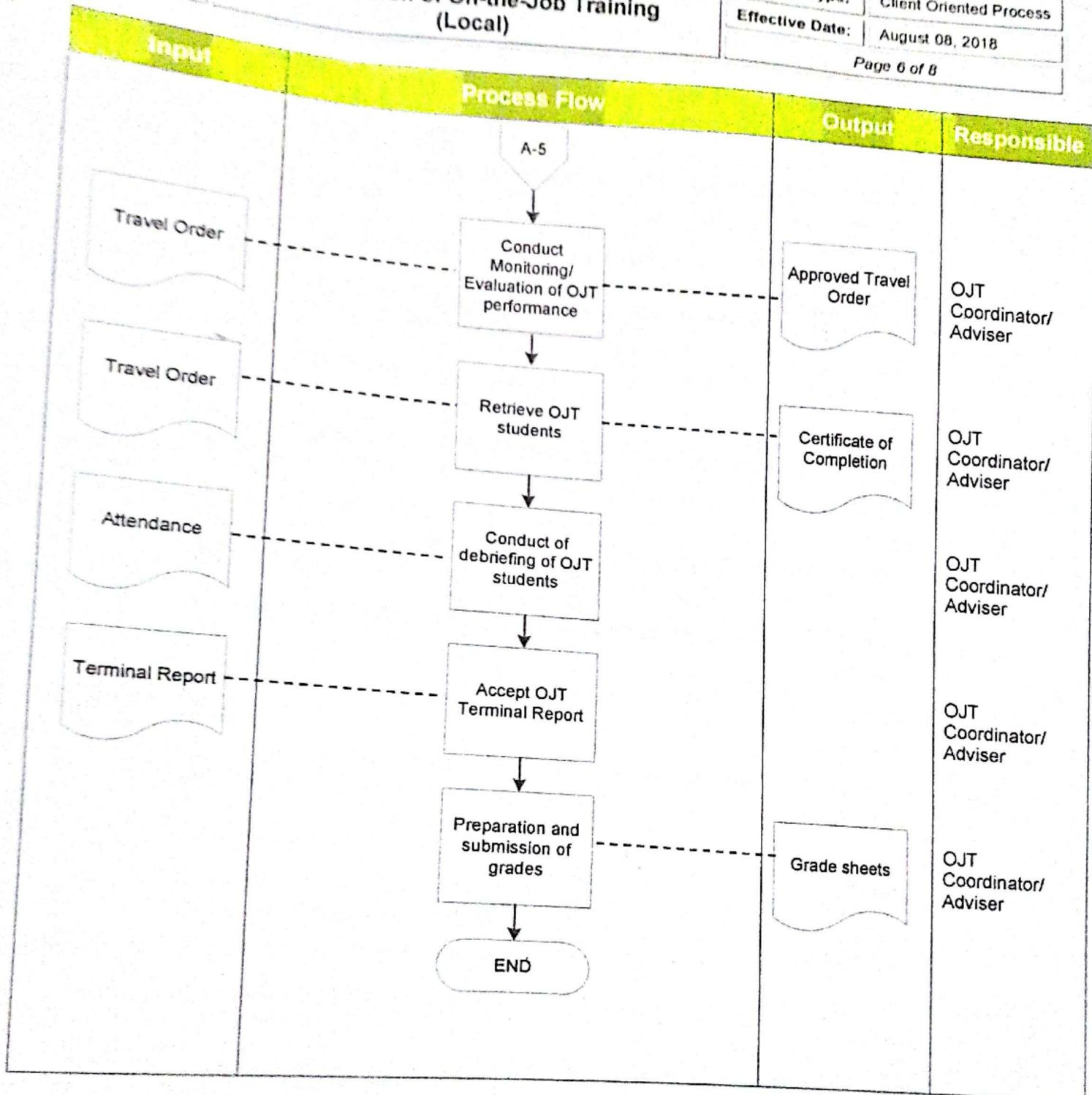
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PROCESS MANUAL  
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## 9.0 Process Flow Details



Republic of the Philippines  
SULTAN KUDARAT STATE UNIVERSITY  
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## PROCESS MANUAL

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## Steps

Activities	Responsible
Receive the list of enrolled students.	Registrar/OJT Coordinator/Adviser
Conduct course orientation on subject requirements, grading system.	OJT Coordinator/Adviser
Inform the students of the approved Host Training Establishment (HTE) and SKSU OJT Requirements and distribution of OJT Requirement and distribution of OJT ARTA forms and deadline of submission.	OJT Coordinator/Adviser
Processing of the documents.	OJT Coordinator/Adviser
Collection and evaluation of filled out OJT ARTA Forms and other supporting documents.	OJT Coordinator/Adviser
Prepare and submit Travel Order with the OJT requirements to concerned offices for their recommending approval.	OJT Coordinator/Adviser
Conduct Pre-deployment Orientation with parents.	OJT Coordinator/Adviser
Deployment of OJT to the respective HTE.	OJT Coordinator/Adviser
Conduct the Monitoring and Evaluation of the OJT Performance per Area of assignment.	OJT Coordinator/Adviser
Retrieve OJT students.	OJT Coordinator/Adviser
Conduct of debriefing of OJT students.	OJT Coordinator/Adviser
Accept OJT Terminal Report	OJT Coordinator/Adviser
Preparation and submission of grades to the registrar's Office.	OJT Coordinator/Adviser

## 10.0 Retained Documented Information

QRDI-COP-INST16-001 - Class List

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**PROCESS MANUAL**

**Writing Thesis/Dissertation**

Document No.: SKSU-CCP-421CT-020  
 Revision No.: 01  
 Process Type: Client Oriented Process  
 Effective Date: March 19, 2021  
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**Revision History**

Revision No.	Effective Date	DCUN No.	Description	Author	Approved
00	08-Aug-18	-	Initial Issue	R. M. Dalayap	R. F. Hechanova
01	19-Mar-21	0059-2021	First Revision	M. C. Hitalia	R. F. Hechanova

Prepared by	Reviewed by	Approved by
MARISSA C. HITALIA, Ph.D. Process Owner	CHRISTINE P. ABO, Ph.D. Vice President for Academic Affairs	ROLANDO F. HECHANONA, Ph.D. University President

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## 1.0 Reference Policies

BOR Res No. 024-2017

Graduate School Manual of Operations  
Revised 2017

## 2.0 Purpose

This process manual aims to standardize in the conduct of undergraduate and graduate thesis/capstone project and dissertation as a course requirement of the Sultan Kudarat State University.

## 3.0 Scope

This process manual applies from the students' application for title to the approval of the thesis/capstone project or dissertation of the Sultan Kudarat State University.

## 4.0 Acronyms/Terms and Definitions

CGS

- ~~College of Graduate Studies School~~  
Graduate School

TDAF

- Title Defense Application Form

ODAF

- Outline Defense Application Form

FDAF

- Final Defense Application Form

Dissertation

- the research study being conducted by the doctorate students as requirement for graduation

Thesis/Capstone Project

- the research study being conducted by the students as a requirement for a specific undergraduate and graduate program



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## 5.0 Clients/Interested Parties

Students who are doing the thesis/dissertation/capstone project writing.

## 6.0 Documentary Requirements

Application for title

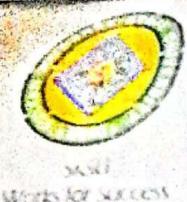
Application for outline defense

Application for final defense

Official Receipt - 20 ₱

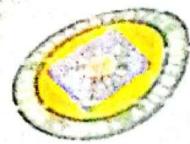
## 7.0 Process Cycle Time/Fees

Process Cycle Time	Processing Fees		
	Item	Description	Amount
<strong>Outline Defense</strong>			
	1	Masteral	Php 4,000.00
		Doctoral	Php 6,000.00
<strong>Final Defense</strong>			
	2	Masteral	Php 6,000.00
		Doctoral	Php 8,000.00



## 8.0 Process Flow Steps

Input	Process Flow	Output	Responsible
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## PROCESS MANUAL

### Writing Thesis/Dissertation

Revision No.: 01

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#### Title Proposal

Application form  
for Title Defense

START

Issue the Title  
Defense Application  
Form (TDAF) to the  
student

Advise the student to  
fill out the form

Receive the approved  
TDAF

Schedule the title  
defense

Inform the members of  
the committee and the  
student of the title  
defense schedule

Evaluate the proposed  
title

The student requests  
the for title defense re-  
schedule, if the  
proposed title is  
disapproved

Passed?

Yes

Approve the title

END

GS  
Staff/Research  
Coordinator

GS  
Staff/Research  
Coordinator

Program Chairman

Approved Title  
Defense  
Application Form

Attendance Sheet

Approved Title Form

Program  
Chairman/College  
Dean

Research  
Coordinator/  
Program Chairman

Advisory  
Committee,  
Program Chairman,  
Dean

Advisory  
Committee,  
Program  
Chairperson, Dean

Input

Process Flow

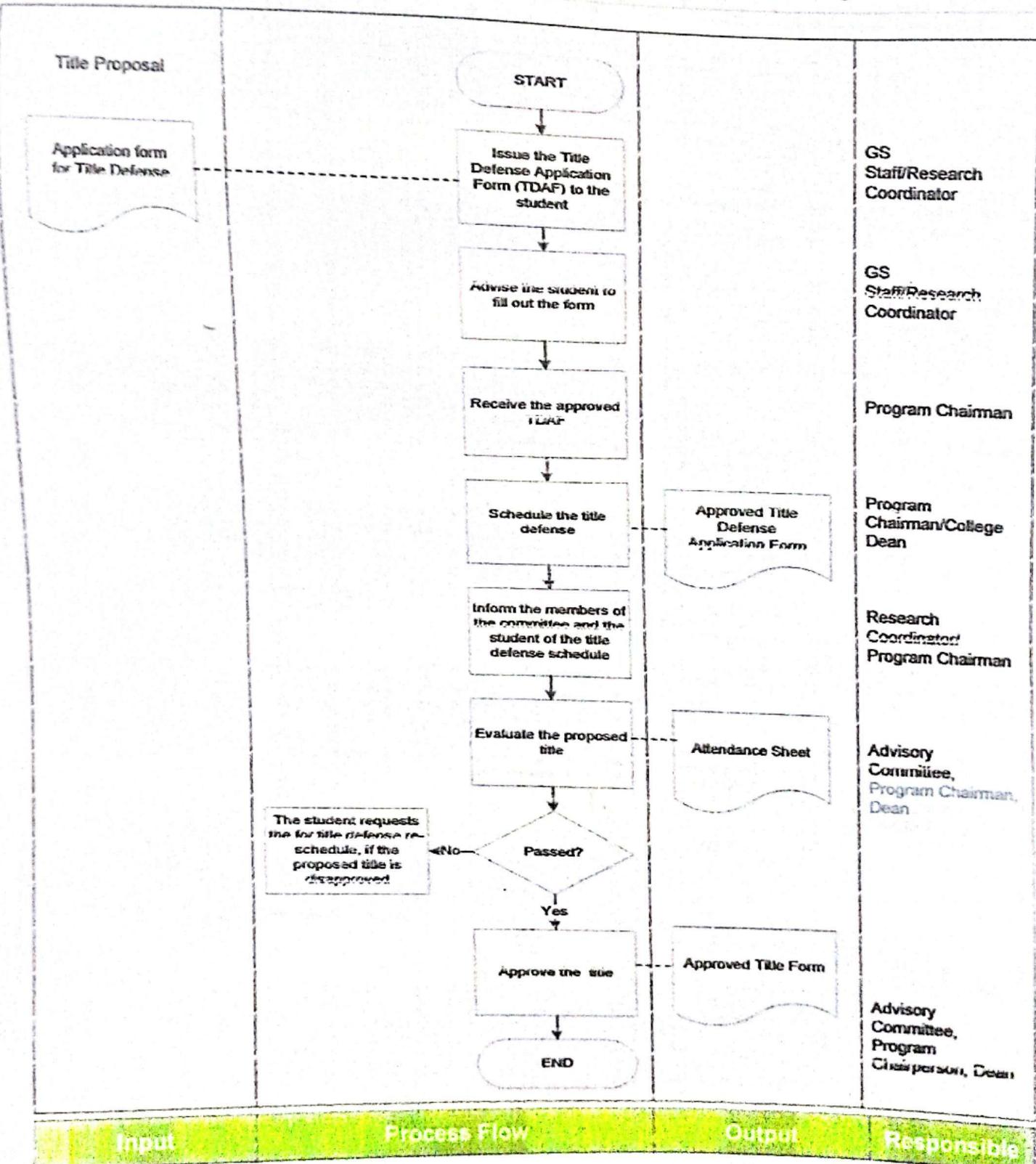
Output

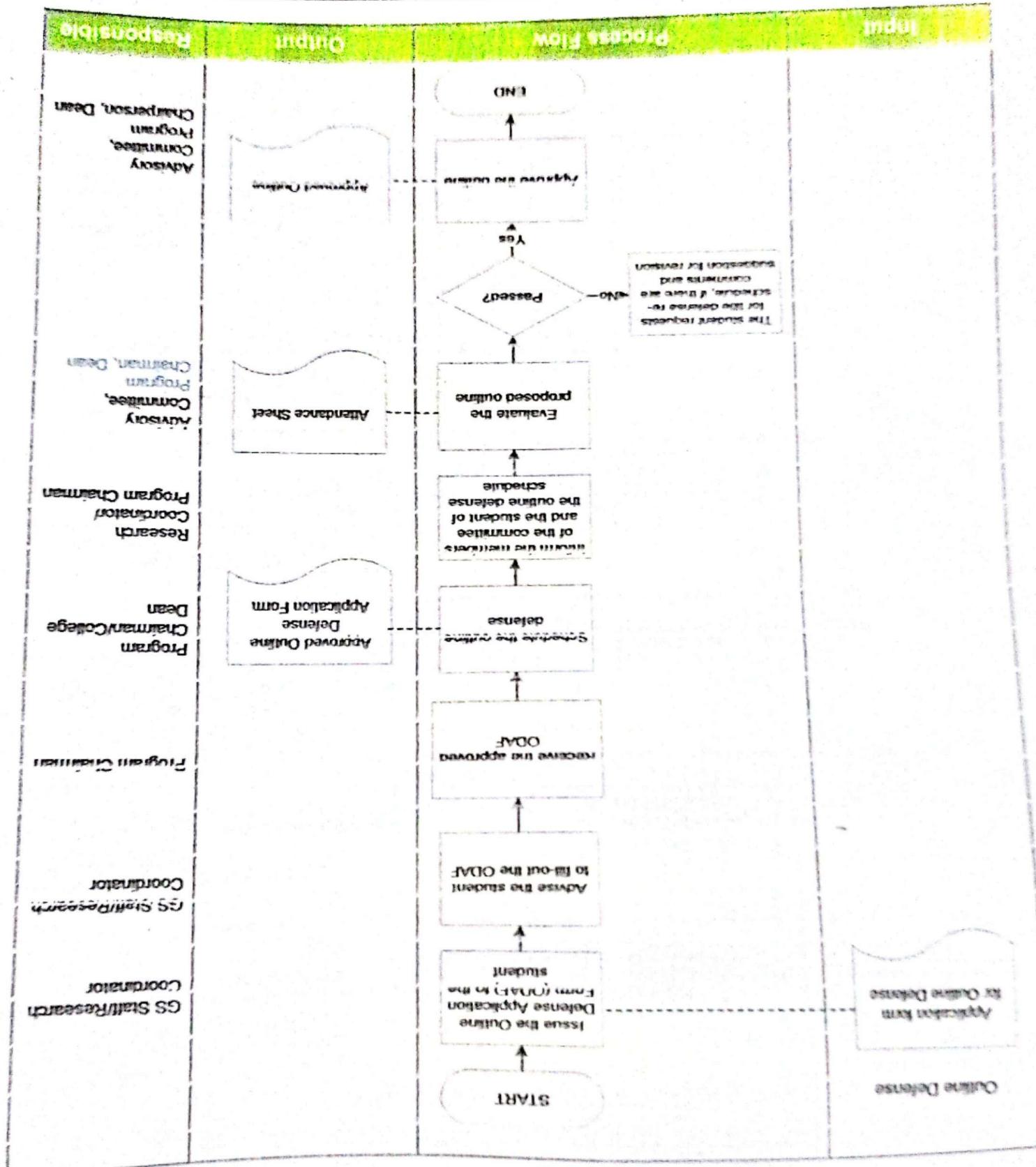
Responsible



PROCESS MANUAL

Writing Thesis/Dissertation







**PROCESS MANUAL**  
**Writing Thesis/Dissertation**

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### Final Defense

Application Form  
for Final Defense

START

Issue the Final  
Defense  
Application Form  
(FDFAF) to the  
student

Advise the  
student to fill-out  
the FDFAF

Receive the  
approved FDFAF

Schedule the  
final defense

Inform the  
members of the  
committee and the  
student of the final  
defense schedule

Evaluate the  
thesis/  
dissertation/  
capstone project

Approved Final  
Defense  
Application Form

Attendance Sheet

Announcement  
Manuscript

Repeat the final  
defense, if there  
are comments and  
suggestions for  
revision

Passed?

Approved  
the final manuscript

Approved manuscript

GS Staff/Research  
Coordinator

GS Staff/Research  
Coordinator

Program Chairman

Program  
Chairman/College  
Dean

Research  
Coordinator/  
Program Chairman

Examining  
Committee

Advisory  
Committee,  
Program  
Chairperson,  
Research  
Coordinator, Dean,  
President

END

### 9.0 Process Flow Details

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**PROCESS MANUAL**

**Writing Thesis/Dissertation**

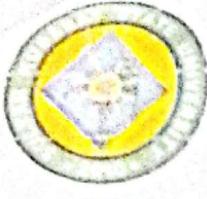
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Step	Activities	Responsible
9.1	<b>Title Proposal</b>	
9.1.1	Issue the Title Defense Application Form (TDAF) to the students. A staff issues TDAF in the graduate school while the Research Coordinator in the undergraduate program.	GS Staff/Research Coordinator
9.1.2	Advise the student to fill-out the TDAF and submit it to the Advisory committee and to the Program Chair for approval	GS Staff/Research Coordinator
9.1.3	Receive the approved TDAF	Program Chairman
9.1.4	Schedule the title defense of the student	Program Chairman/College Dean
9.1.5	Inform the members of the committee and the student of the title defense schedule. This is done by the Research Coordinator in the undergraduate programs while the Program Chairman in the graduate school.	Research Coordinator/ Program Chairman
9.1.6	Evaluate the proposed title. The evaluation can be conducted by referendum or by virtual or limited face-to-face panel presentation.  The student requests for rescheduled title defense, if the proposed title is disapproved.	Advisory Committee, Program Chairperson, Dean
9.1.7	Approve the proposed title.	Advisory Committee, Program Chairperson, Dean



Steps	Activities	Responsible
<b>9.2</b>	<b>Outline Defense</b>	
9.2.1	Issue the Outline Defense Application Form (ODAF) to the students. A staff issues ODAF in the graduate school while the Research Coordinator in the undergraduate program.	GS Staff/Research Coordinator
9.2.2	Advise the student to fill-out the ODAF and submit it to the Advisory Committee and Program Chair for approval.	GS Staff/Research Coordinator
9.2.3	Receive the approved ODAF.	Program Chairman
9.2.4	Schedule the Outline defense of the student.	Program Chairman/College Dean
9.2.5	Inform the members of the committee and the student of the outline defense schedule. This is done by the Research Coordinator in the undergraduate programs while the Program Chairman in the graduate school.	Research Coordinator/ Program Chairman
9.2.6	Evaluate the proposed outline presented by the student. The evaluation can be done by virtual or limited face-to-face panel presentation.  The student requests for reschedule of outline defense, if there are comments and suggestions for revision.	Advisory Committee, Program Chairperson, Dean
9.2.7	Approve the outline defense.	Advisory Committee, Program Chairperson, Dean



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**PROCESS MANUAL**

**Writing Thesis/Dissertation**

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STEPS	Activities	Responsible
9.3	<b>Final Defense</b>	
9.3.1	Issue the Final Defense Application Form (FDCAF) to the students. A staff issues FDCAF in the graduate school while the Research Coordinator in the undergraduate program.	GS Staff/Research Coordinator
9.3.2	Advise the student to fill-out the FDCAF and submit it to the Advisory Committee and Program Chair for approval.	GS Staff/Research Coordinator
9.3.3	Receive the approved FDCAF.	Program Chairman
9.3.4	Schedule the final defense of the student.	Program Chairman/College Dean
9.3.5	Inform the members of the committee and the student of the final defense schedule. This is done by the Research Coordinator in the undergraduate programs while the Program Chairman in the graduate school.	Research Coordinator/ Program Chairman
9.3.6	Evaluate the thesis/dissertation/capstone project presented to the committee. The evaluation can be done by virtual or limited face-to-face panel presentation.  <i>Re-</i> <del>Repeat the final defense, if there are</del> comments and suggestions for revisions.	Examining Committee
9.3.7	Approve the thesis/dissertation/capstone project manuscript	Advisory Committee, Program Chairperson, Dean, President

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## 10.0 Retained Documented Information

- |                     |   |                                     |
|---------------------|---|-------------------------------------|
| QRDI-COP-INST20-001 | - | Form for the approval of the title  |
| QRDI-COP-INST20-002 | - | Application for the outline defense |
| QRDI-COP-INST20-003 | - | Application for the final defense   |
| QRDI-COP-INST20-004 | - | Approved manuscript                 |

## 11.0 Distribution List

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8	Office of the Campus Director (Palimbang Campus)
9	Office of the Campus Director (Tacurong Campus)
10	Office of the Campus Dean (Bagumbayan Campus)
11	Office of the Dean (College of Criminal Justice Education)
12	Office of the Dean (Graduate School)
13	Office of the Dean (College of Law)
14	Office of the Dean (College of Nursing)
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