

FOREWORD

Dear Students,

This Student Handbook and the revision that are collated herein were prepared to give clear direction as to your responsibilities, privileges, conduct/ behavior, and disciplinary measures for your holistic development as productive individuals of the university.

The administration, faculty and staff are committed to assist you in achieving your goal of acquiring quality education and excellence.

Please read and understand this handbook and keep this as your handy reference during your stay in this university.

-The Guimaras State University

Student Handbook Committee

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I. GENERAL INFORMATION

A. History of the Guimaras State University

Guimaras State University had its humble beginning as a secondary vocational institution, the Buenavista Vocational School (BVS), which was created by virtue of Republic Act 3933 in 1964 with Representative Rodolfo Ganzon of the 2nd District of Iloilo as the principal sponsor.

The establishment of BVS was the culmination of the efforts of many local officials starting with Hon. Tomas Junco who sponsored a resolution requesting the statesmen in Congress to establish a vocational school in Buenavista in 1962. With the passage of RA 3933 in 1964, Congressman Fermin Caram of the Lone District of Iloilo City exerted effort for the implementation of the law. Four years later, through the efforts of Atty. Ernesto Gaduyon and Governor Abelardo Javellana, the philanthropist, Atty. Juan Salvador, donated 50,000 square meters lot of his estate in Barangay Mclain, Buenavista, Guimaras, to be the school site.

In 1980, the school was granted a permit to offer post-secondary courses. The two-year trade technical and technology courses paved the way for the offering of higher education courses, which were either terminal or ladderized courses. In 1992, the Sangguniang Bayan of Buenavista passed a resolution requesting Representative Alberto Lopez of the Second District of Iloilo to work for the conversion of BVS to Guimaras Polytechnic College.

In July 1994, Representative Lopez filed House Bill 6252 in Congress seeking the conversion of BVS into a Polytechnic College. In March 1995, President Fidel V. Ramos signed into law Republic Act 7944, paving the way for the conversion of Buenavista Vocational School into Guimaras Polytechnic College. In June 2000, a consultation and public hearing on House Bill Nos. 7382 and 5807 sponsored by Representative Emily R. Lopez of the Lone District of Guimaras was conducted at the GPC Function Room. With 179 registered participants from public and private sectors in attendance, all sectoral representatives expressed full support for the conversion of GPC, Buenavista and West Visayas College of Science and Technology (WVCST) Mosqueda Campus in the Municipality of Jordan, into a State College.

Then, in the eleventh congress first regular session, Congressman Dante V. Liban and Congresswoman Emily R. Lopez filed House Bill 12358 (substituting House Bills 5807 & 7382).

On June 8, 2001, the long cherished dream of GPC community became a reality with the signing into law by President Gloria M. Arroyo of Republic Act 9138, establishing the Guimaras State College, integrating therewith the Guimaras Polytechnic College in the Municipality of Buenavista, and the Western Visayas College of Science and Technology – Guimaras Extension in the Municipality of Jordan.

The 15th Congress enacted House Bill 06634 (An Act Converting the Guimaras State College in The Province of Guimaras Into a State University to Be Known as The Guimaras State University and Appropriating Funds Therefor) by former Congressman Joaquin Carlos Rahman Nava. In December 2014, Cong. Rahman Nava refiled HB 05181 in the 16th Congress, which the House approved and sent to the Senate. In the 17th Congress - Hon. Ma. Lucille Ledesma Nava sponsored HB 07953 to convert GSC to GSU. On April 26, 2019, President Rodrigo R. Duterte signed Republic Act 11335 an act converting the Guimaras State College into Guimaras State University. In June 7, 2022, the CHED Commission en Banc confirmed the conversion of Guimaras State College into Guimaras State University.

GSU is mandated to offer undergraduate and graduate courses in technology education, agriculture, fishery, engineering, arts and sciences, forestry, business, health, computer, criminology, nautical and short-term vocational- technical and other continuing courses that may be found to be needed and relevant.

At last, Guimarasnons have the opportunity to be educated and become professionals right in their own turf, spending less for quality education.

Service Area of the Institution

Guimaras State University has two external campuses: Guimaras State University - Mosqueda Campus located in Alaguisoc, Jordan, and the Baterna Campus in Constancia, San Lorenzo, and Guimaras.

Mosqueda Campus

By virtue of Republic Act 9138, the WVCST- Guimaras Extension Campus in Alaguisoc, Jordan was officially turned over to the Guimaras State University of the Province of Guimaras during the celebration of the annual Manggahan Festival. It is now known as the Guimaras State University - Mosqueda Campus.

The GSU Mosqueda Campus has an enrollment of about 480 students with faculty members and 9 administrative support staff. It offers Bachelor of Science in Information Technology, Bachelor of Science in Information System and Bachelor of Science in Computer Science .

Baterna

The GSU-Baterna Campus in Constancia in the Municipality of San Lorenzo is now catering students for the College of Agriculture and Fishery, and Bachelor of Science in Food Technology pursuant to its mandate as provided in RA 9138 and RA 11335.

Quality Policy Statement

Guimaras State University (GSU) aims to have an effective and efficient implementation of its quality management system along with its vision, mission and core values.

To achieve this, Guimaras State University will produce globally competitive, technologically-equipped and research-oriented graduates of quality and innovative advanced and higher education programs in sustainable agriculture, fisheries, forestry and tourism, entrepreneurship, liberal arts, education, healthcare, science and good governance. It shall endeavor to continually improve its quality management system, satisfying applicable requirements of the standard, addressing risks and maximizing opportunities.

Further, the top Management pledges to inspire a university-wide commitment to this Policy and ensure to regularly review and monitor strategic implementation of the Quality Management System in all levels of the organization for customer's satisfaction and continual improvement.

Vision

By 2040, GSU is a premier university on education, green technology, innovations and community transformation excelling in the holistic development of globally competitive, locally responsive and resilient human capital.

Mission

GSU is committed to produce globally-competitive, technologically-equipped and research-oriented graduates of quality and innovative advanced and higher education programs in sustainable agriculture, fisheries, forestry and tourism, entrepreneurship, liberal arts, education, healthcare, sciences and good-governance.

F. Goals

- Instruction** - Provide quality education and produce globally competitive, technologically equipped and research-oriented graduates in advanced and higher education programs.
- Research** - Cultivate locally rooted, globally competitive and responsive research culture among faculty, staff and students.
- Extension** - Engage the faculty, staff and students in sustainable extension services to improve quality of life in the community
- Governance** - Strengthen administrative operation, develop human capital and intensify fiscal management for the efficient and effective delivery of public service.

G. OSDS Objectives

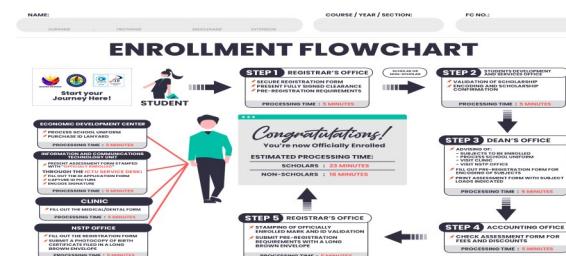
- Enhance the capability of clubs/ organizations adviser's and student leaders to develop well-rounded and globally competitive graduates.
- Generate funding for Scholarship from various funding donors.
- Provide continuous skills enhancement for active participation of students to the programs and activities of the university.
- Promote the research culture among students on development and community extension services.
- Develop sense of responsibility among students to make Guimaras State University a green technology campus through environment friendly activities, programs and services.

H. Core Values

- God-Fearing
- People Centered
- Pro – Environment
- Selfless Public Service
- Respect for Human Dignity

II. ADMISSION AND REGISTRATION POLICIES

A. Enrolment Flow for Undergraduate Programs



B. Academic Programs**B.1 Baccalaureate Programs**

- Bachelor of Secondary Education
 - English
 - Math,
 - Filipino
 - Social Studies
 - Science
- Bachelor of Elementary Education major in General Education
- Bachelor of Technology and Livelihood Education
- Bachelor of Physical Education
- Bachelor of Arts in English Language Studies
- Bachelor of Public Administration
- Bachelor of Science in Business Administration
 - Financial Management,
 - Marketing Management
 - Entrepreneurship
 - Human Resource Management
- Bachelor of Science in Real Estate Management
- Bachelor of Science in Hospitality Management
- Bachelor of Science in Tourism Management
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Industrial Technology major in:
 - Automotive,
 - Machine Shop
 - Electricity
 - Electronics
- Bachelor of Science in Information Technology
 - Web and Mobile Application Development
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems
- Bachelor of Science in Criminology
- Bachelor of Science in Agriculture
- Bachelor of Science in Food Technology
- Bachelor of Science in Fisheries
- * Diploma in Teaching

C. Requirements and Qualifications for Admission

The following are the basic requirements and qualifications for admission:

C.1 Baccalaureate Programs**C.1.1 for Entering Freshmen**

- Interview (College Dean)
- Accomplished Admission Application Form
- Form 138/ALS certificate
- Birth Certificate NSO/PSA Authenticated (original and photo copy)
- Average Grade of 85% in senior high school for Teacher Education, Criminology, Real Estate Management, Agriculture, Fisheries, Food Technology, and Electrical and Mechanical Engineering Courses.
- Four copies 1x 1 inches ID picture
- Official Receipt of Payment of Testing Fee (GSCAT) - for non-qualifiers of RA 10931
- Certificate of Good Moral Character
- Police/NBI Clearance (for Criminology students only)
- Medical certificate

C.1.2 for Transferees

- Official Transcript of Records
- Transfer Certificate (Honorable Dismissal)
- Admission Test Scores
- Accomplished Admission Application Form
- Birth Certificate (Original Copy NSO /PSA Authenticated)
- Four copies 1x 1 ID Picture
- Official Receipt of Payment of the Testing Fee (GSCAT)-for non-qualifiers of RA 10931
- Certificate of Good Moral Character

C.1.3 for Returnees/Shifters

- Transcript of Records
- Clearance from the Accounting Office
- Interview (School Dean)
- Evaluation of Subject/ grade requirement (by Dean)

D. Academic Calendar and Classes

D.1 School Calendar

Schedule of classes shall be organized by the Dean in coordination with the Department Chairs and finalized by the Vice President for Academic Affairs subject to the approval of the University President.

Each semester shall consist of at least 20 weeks or 100 class days. Class work during summer shall be equivalent to class work in one semester.

Three days after the opening of regular classes, an orientation program for new students shall be prepared and conducted by the Director of Student Services.

D.2 Schedule of Classes

Schedule of Classes shall be organized and finalized by the Vice President for Academic Affairs in coordination with the Department Chairs and College Deans subject to the approval of the University President.

Classes shall not be scheduled outside official class hours. If classes are scheduled outside official hours, the faculty concerned shall be entitled to honorarium based on his hourly rates except for those classes under the regular load of the teacher.

D.3 Class Size

The size of the class shall depend upon accommodation and the nature of class activity whether lecture/discussion or laboratory. The maximum class size for the different class activities shall be as follows:

Lecture/discussion-----	40
Shop Laboratory-----	35
Science Laboratory -----	50
Computer/HRM Laboratory -----	30

The minimum class size for different class activities shall be as follows:

Lecture/discussion-----	30
Shop Laboratory-----	20
Science Laboratory -----	30
Computer/HRM Laboratory -----	25

Class sections may be fused for valid reasons provided that the class does not exceed the maximum set. Every college or unit shall have the general authority to limit its enrolment if necessary, subject to the approval of the University President.

D.4 Dismissal and Postponement of Classes

Classes shall start promptly as scheduled.

Classes shall be dismissed five (5) minutes before the scheduled time to give the students enough time to transfer to other rooms. Teachers may dismiss their classes early only when needed and with the authority from the College Dean and approved by the University President. No teacher shall transfer the holding of his class to any other hour or room or shall meet his class for consultation purposes in any unscheduled room or place except when permitted by the College Dean and approved by the VPAA.

All classes shall be automatically suspended when the Weather Bureau raises typhoon signal number (3) in the area of the University and in such other events as determined by the University President.

E. Admission & Retention Policies

E.1 Admission Policy

E.1.1 Rationale

Pursuant to the stipulations in the Implementing Rules and Regulations of Republic Act 10931, known as the "Universal Access to Quality Tertiary Education Act of 2017" with the intention of promoting social justice and advancement of nation building which recognizes the inalienable right of all Filipinos to quality education and thus protects and promotes the right of all Filipino students to accessible quality education, this admission policy was formulated.

E.1.2 General Policy

The university will administer an entrance examination to all incoming freshmen students regardless of the course they will enroll effective 2nd semester of AY 2024-2025 as part of the general admission policy in order to give all Filipinos the opportunity to avail quality education. In order to get an entrance exam schedule, they have to comply and submit the following requirements:

E.1.3 Documentary Requirements:

1. Duly accomplished Admission Form
2. 4 pcs. ID picture (1.5" x 1.5")
3. Report Card
4. ALS Result (if applicable)
5. NCAE Result (if any)
6. Certification of Good Moral Character
7. Certificate of Live Birth (preferably NSO/ PSA Authenticated)
8. Transcript of Records (for transferees only)
9. Attendance to the Orientation Program
10. Requirements specified by the Dean (if any)
11. Police/ NBI Clearance (for Criminology students only)
12. Medical Certificate

E. 1.4 Criteria of Admission for Non-board Courses

General Point Average	- 50%
Entrance Exam	- 30%
Interview Result	- 20%
Total: 100%	

E. 1.5 Criteria of Admission for Board Courses

General Point Average	- 20%
Entrance Exam	- 10%
Qualifying Exam	-50%
Interview Result	-20%
Total: 100%	

In order to be admitted to any course/ program, the applicant must pass at least 50% of the general entrance criteria and comply with the admission requirements of the specific program they intend to enroll.

E. 2 Retention Policy

E.2.1 General Policy

A. Rules and Regulations on Conduct and Discipline

All students shall, at all times, observe the laws of the land and the rules and regulations of the university. They should not commit any of the following:

1. Any form of cheating during examinations or any act of dishonesty;
2. Carrying within the premises of the university any firearm, knife with blade, or any other dangerous or deadly weapon; except those allowed by duly constituted authorities;
3. Drinking alcoholic beverages, or drunken misbehavior within university premises or any area while performing university-related activities;
4. Unauthorized or illegal possession or use of prohibited drugs or chemicals;
5. Gross courtesy;
6. Creating serious disturbance of the peace within the university premises or participating therein resulting in violence or damage to property and persons;
7. Intentionally making false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with admission, registration, promotion or graduation from the university;
8. Smoking or gambling within the university;
9. Any violation of law committed within the university;
10. Absenteeism;
11. Littering
12. Vandalism/ graffiti;
13. Posting bills in unauthorized areas and similar offenses specified by the Committee on Students' Discipline;
14. Unethical acts related to cyber etiquettes; and
15. Loitering.

B. Additional Requirements:

All students must also observe the following requirements:

1. Attendance to the flag raising ceremony every Monday morning (for those who have classes every Monday morning);
2. Attendance to the flag retreat (for those who have classes every Friday afternoon);
3. Attendance to meetings, conferences, fora and activities of the university; and
4. Adherence to the “No Plastic Policy” of the university.

E.2.2 Retention Policy per Course Offering**A. College of Criminal Justice Education****A.1.1 Rationale and Objectives**

This Policy aims to establish a suitable and effective provision governing the first year and second year students of the College of Criminal Justice Education. The policy provides the necessary intervention that would highly encourage students to meet the requirements of the Bachelor of Science in Criminology program. Through the provisions of this policy, the College of Criminal Justice Education aims to filter out students that are not meeting the minimum requirements of the course. This would furthermore improve the probability of our graduates in passing the Criminology licensure Examination.

A.1.2 Policy of Retention

The Admission and Retention Policy of the College of Criminal Justice Education is in consonance with its mission to provide access to relevant and quality Education and advocate sustainable development. However, noting of the fast changing developments in the National and International Arena as well as sustaining an academic Excellence, the College of Criminal Justice Education deems it proper to implement the retention policy to ensure that its graduates transform themselves to be globally competitive and to fit the needs and expectations the community they opt to serve.

A.1.3 College of Criminal Justice Education-BS Criminology Program Admission Policy

1. For Entering Bachelor of Science in Criminology Students, at least 85% or its equivalent cut-off grade shall be required during Admission.
2. Academic Probation (AcadProb)-Any First year or Second Year criminology students enrolled in the College of Criminal Justice Education are considered under Academic Probation status and he or she must obtain and maintain a grade of not lower than 2.5 (80%) for General Education subjects and a grade of not lower than 2.0 (85) for professional subjects.
3. Any first Year or Second Year Criminology students who obtained a grade lower than 2.5/80% for General Education subjects and 2.0/85% for professional subjects shall be placed under warning status and a student shall be subjected to the following conditions:
 - The students concern shall be required to report weekly to his/her adviser or Guidance Counselor for academic counseling.
 - Dean shall inform the student’s parents or guardian regarding his or her academic status.
 - He/she shall not repeat the same for succeeding semester.
 - Warning status is lifted if the concern student obtains a grade of 2.5 for General Education subjects and 2.0 for professional subjects.

A.1.4 BS Criminology Applicants should be:

Senior High School Graduate with a General Average Grade of At least 85% or its equivalent.

1. Must have passed the GSU – University Admission Test
2. A Person of Good Moral Conduct
3. Age : At least 17 Years Old
4. Height : Men: 5'4" Women:5'2"
5. No Body Tattoo
6. No Body Piercing
7. Physically and Mentally fit

A.1.5 Documentary Requirements for Admission in the College of Criminal Justice Education:

1. 5 pcs. 1" x 1" ID Pictures
2. Report Card/ALS Result (Photocopy)
3. Transcript of Records and Transfer Credentials for Transferees (Photocopy)
4. Certificate of good moral character (Photocopy)
5. Certificate of Live Birth NSO/PSA Authenticated (Photocopy)
6. Medical Certificate
7. Police Clearance/NBI Clearance
8. Chest X-Ray
9. 1 Pc. Long Brown Envelope

A.1.6 Non-Readmission in the Bachelor of Science in Criminology (BSCrim.)

1. Those who have been placed under warning status and was not lifted due to repetition of obtaining grades lower than 2.5 for General Education subjects and 2.0 for professional subjects.
2. Those who failed in any subject including NSTP
3. Those who have any records of violation
4. Those who failed to pass the CAT for incoming third year

A.1.7 Re-Admission in the Bachelor of Science in Criminology

1. Those who passed the Academic Probation Status
2. Those who passed the criminology Aptitude Test (CAT) for incoming Third Year
3. Those who have no derogatory records

Note: Students who cannot comply and meet retention Policy of the College of Criminal Justice Education-BS Criminology Program will be advised or allowed to shift to other Course.

B. College of Science and Technology

B.1.1 General Policy

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

1. Any student enrolled in any of the Four-Year Degree courses who in one term obtains a grade lower than 3.0 in at least (3) subjects will automatically be dropped from the rolls or advised to shift to other course.
2. A student with INC in any of the subjects enrolled must complete the requirements as soon as possible. Although the student can comply within the duration of one year, he/she must comply prior to enrolment as grades serves as basis for the student to qualify to the next level of his/her chosen degree, student who fail to comply within one year will become a grade of 5.0. No grade or mark of 3.5 or 4.0 may be given; these may be given only as midterm grades. All grades shall be either Passed or Failed. INC is given to student whose class standing throughout the terms is passing but fails to take the final exam or to submit other requirements for the course owing to illness or to valid reasons.

B.1.2 For the Bachelor of Library and Information Science, Bachelor of Science in Mechanical Engineering and Bachelor of Science in Electrical Engineering

- a. Any student enrolled must maintain a grade not lower than 2.0 in all subject areas every semester. If a student failed to maintain the good standing in at least one of his enrolled subjects, he is then advised to shift to other course offerings of the university.

B.1.3 For the Bachelor of Science in Computer Science

- a. Any student enrolled must maintain a grade of not lower than 2.5 in all subject areas every semester. If a student failed to maintain the good standing in at least one of his enrolled subjects, he is then advised to shift to other computer studies degree like BS Information Technology or BS Information Systems.

B.1.4 For the Bachelor of Science in Information Technology, Bachelor of Science in Information Systems

- a. Any student enrolled must maintain a grade of not lower than 2.5 in all subject areas every semester. If a student failed to maintain the good standing in at least one of his enrolled subjects, he is then advised to shift to other course offerings of the University.

B.1.5 For the Bachelor in Industrial Technology

- a. Any student enrolled must maintain a grade of not lower than 3.0 in all subject areas every semester. If a student failed to maintain the good standing in at least one of his enrolled subjects, he is then advised to shift to other course offerings of the college.
- b. Any students under probation who gain failing grade at least 50% or more of the total number in academic units enrolled will be DISMISSED from the College.

C. College of Business Management

C.1.1 Department Rules and Regulation

Students enrolled in the College of Business Management are required to observe the following rules and regulations:

1. School Uniform. The complete school uniform shall be worn at all times from Monday to Friday (7:30-5:00 P.M.) except on Wednesday. No student will be allowed to attend classes or transact business in the Dean's Office without his/her school uniform.
2. Identification Card. All students should have Identification cards. Students without IDs may not be admitted into school premises. The security guards at the gate are given the authority to refuse admission of students without IDs.
3. Hair Cut. Haircut for the boys should be one (1) inch above the collar line.
4. Behavior. Students are expected to observe the following standards of behavior:
 - a. Honesty at all times.
 - b. Respect for and courtesy towards others.
 - c. Observance of peace and order within the school premises.
 - d. Care and protection of all school properties.
 - e. Prompt and regular attendance of all classes.
 - f. Wearing of inappropriate attire such as: slippers, bakya, sandos, miniskirts, shorts, sleeveless, plunging necklines, see through, hanging and tube blouses are prohibited.
 - g. Male students wearing earrings and embedding of jewelries on the nose, lips or eyebrows are also prohibited.

5. Appraisal Form. Students officially enrolled must comply with the following:
 - a. No student shall be allowed to enroll during the semester or summer without his/her appraisal form.
 - b. Students must always keep and maintain a file of his/her properly validated appraisal form with the Department Chair.
 - c. The student must submit his/her grades before enrolment for purposes of academic advising. For transferees- transcript of records is required.
 - d. Students must always follow the sequencing of subjects in every semester for each year level. No student will be allowed to proceed to the next year level not until he/she enrolled and passed all the subjects.
 - e. P.E. and NSTP should be taken during the first two years. No student will be allowed entry to third year and fourth year without completing all P.E. and NSTP subjects.
 - f. Practicum should be taken on the last semester of enrolment, unless otherwise stated in the curriculum.

C.2.2 Retention Policy

1. Students enrolled in the College of Business Management must adhere to the rules and regulations prescribed by the department.
2. A student shall be dropped from the course if he/she has failed three times in a particular subject and has accumulated ten (10) failing grades from the subjects enrolled from the first year up to the present enrolment.

For BS Tourism and Hospitality Management programs:

- A. Limit on Dropped/Failed Subjects: Students who have more than 2 dropped or failed subjects in a semester will not be permitted to enroll in additional professional subjects in the subsequent semester.
- B. Accumulated Dropped/Failed Subjects: Students who have accumulated more than 2 dropped or failed professional subjects over two years will not be allowed to advance to the next level until they have successfully completed the required subjects.

C. Incomplete (INC) in Prerequisite Subjects: Students with an INC in a prerequisite subject must resolve the incomplete grade before enrolling in the next semester. Failure to settle the INC will result in the inability to enroll in the prerequisite subjects.

D. INC in Non-Requisite Subjects: Students with an INC in non-requisite subjects have up to one year to settle their incomplete grades.

E. Multiple INCs in a Semester: Students with more than 2 INCs in a semester will not be allowed to proceed to the next semester unless they settle their INCs prior to enrollment.

F. Graduating Students and OJT Enrollment: Graduating students wishing to enroll in their On-the-Job-Training (OJT) must have complete grades (no dropped, no INC, and no In Progress (IP) grades) in all subjects from the first year through the first semester of the fourth year.

G. Professional Conduct and Behavior: Students must adhere to professional conduct and behavior standards as part of their programs requirements . Any violation may result in disciplinary actions, including suspension or dismissal from the program.

H. Attendance Requirements: Consistent attendance is mandatory. Students with excessive absences, as defined by the program's guidelines , may face academic penalties or be barred from advancing to subsequent semester.

I. Health and Safety Compliance: Students must comply with all health and safety regulation, including any vaccination or health check requirements, to participate in practical and field activities essential to the program.

These policies are established to maintain the high academic standards and professional integrity of the BS Tourism and Hospitality Management programs, ensuring the students are well-prepared for successful careers in the industry.

As a general rule, the College of Business and Management– BS Tourism and Hospitality Management reserves the right to refuse admission or to dismiss at any time a student who violated the General Rules and Regulations on Conduct and Discipline.

C.2.3 Promotion Policy

As a general rule, subjects shall be taken according to the sequence indicated in the approved College of Business Management curriculum in each area of specialization. No students shall be promoted to the succeeding level of the course unless all the subjects in the preceding year level have been enrolled and passed. Promotion to the next year level shall be governed by the retention policies.

The College of Business Management may revise, amend and add policies for the interest and welfare of the College and of the students if deemed necessary.

D. College of Agricultural Sciences

D.1.1 For BS Agriculture , BS Fisheries and BS Food Technology

D.1.2 Admission Policy

1. Every applicant for admission to the college programs must meet/submit the requirements for admission prescribed by the College and Academic Council before they will be given an admission form and will be interviewed by the College Dean.
2. He/ she must have a grade of not below 80 in all science related subjects in high school.
3. He/she must be mentally and physically fit to do field works and laboratory activities.
4. Applicant with physical illness will be required to submit medical certificate before admission or they will be advised to enroll other degree programs.
5. He/ she must have good character and willingness to be trained under the heat of the sun.
6. For old students, they will be required to have a clearance and a completion form for INC grades before enrolment to the next semester.

D.1.3 Retention Policy

1. Any student enrolled in BS Agriculture and BS Fisheries Programs who in one term obtains a grade below 3.0 in any professional subjects will be automatically dropped from the rolls or will be advised to shift to non-degree programs.
2. Any student enrolled in these programs who will obtain a grade of 3.0 in three (3) professional subjects will be advised to rest and can re-enroll after a year of the last semester attended or to shift to non-degree programs.
3. INC grade will be given to any student who cannot submit all the requirements required by the course or subject. INC grades should be completed within one (1) year only otherwise the INC will automatically become a grade of 5.0. All final grades shall be either Passed or Failed.
4. Student with INC grades in three (3) professional subjects will be required to submit a promissory note duly signed by his/her parents or guardian at the office of the college dean. The attention of their parents will be called if they cannot submit a promissory note for the completion of his/her INC grades.

E. College of Arts and Sciences

E.1.1 Bachelor of Arts major in English/ Bachelor of Arts in English Language

1. A student shall have no record of any violation worse than a 2 day suspension.
2. He or she must have no grade lower than 2.5 in the major field of specialization.
3. A student shall be dropped from the course if he/she has failed three times in a particular subject and has accumulated ten (10) failing grades from the subjects enrolled from first year up to the present.

F. College of Teacher Education

F.1.1. Admission Policy

- A. For entering freshmen (K to 12 Graduate)
 1. Interview with the college Dean.
 2. Accomplished admission application form.
 3. Senior High Report Card Form 138.
 4. Birth Certificate NSO authenticated (true copy)
 5. Average grade of 85% in Senior High School
 6. Four copies 1.5x1.5 I.D. pictures
 7. Certificate of Good moral character.
 8. University Admission Test
- B. For entering freshmen (None K to 12 Graduate)
 1. Interview with the college Dean.
 2. Accomplished admission application form.
 3. Report Card Form 138.
 4. Birth Certificate NSO authenticated (true copy)
 5. Average grade of 85% in High School
 6. Four copies 1.5x1.5 I.D. pictures
 7. Certificate of Good moral character.
 8. Take subjects in the bridging program of the college.
 9. University Admission Test
- C. For Transferees
 1. Official Transcript of Records
 2. Transfer certificate (Honorable dismissal)
 3. University admission test
 4. Accomplished admission application form
 5. Birth certificate (PSA Authenticated)
 6. Four copies 1.5x1.5 I.D. pictures
 7. Certificate of Good moral character
- D. For Returnees and Shifters
 1. Transcript of Records
 2. Clearance from the accounting Office
 3. Interview (College Dean)
 4. Evaluation of Subject/grade requirement (by Dean)

F.1.2 Retention Policy

In view of the objectives of the College of Teacher Education and of the challenging demands of teaching profession which needs qualified teachers, the following serve as guiding policies:

- Evaluation of student records for the purpose of retentions guided by the following standards:

80% equivalent to 2.5 grades or higher should be maintained in all general subjects from first year to fourth year levels;

85% equivalent to 2.0 grades or higher should be maintained in all professional subjects and specialization subjects from first year to fourth year levels;

- Any student who has received grades lower than 85% equivalent to 2.0 in any subject including specialization and professional subjects will be given warning and be placed to probation.
- Probation status of a student may be lifted upon getting grades of 80% equivalent to 2.5 in general subjects and 85% equivalent to 2.0 in all specialization and professional subjects.
- Any student under probation who gained grades lower than 80% which is equivalent to 2.5 in any specialization and professional subjects will undergo the intervention program. Failure to comply the said program, students will be advised to shift to another course.
- Any student who is dropped from the College of Teacher Education in a year will not be admitted anymore unless there is a valid reason of dropping with the opinion of the dean and recommendation of the faculty regarding his or her performance in the previous years of studying.
- Student should maintain to be well-mannered and should have positive attitudes towards his or her studies. Any violation to this is a ground of disqualification of a student's entry to the following semester and year level.
- Students are required to take the Teaching Aptitude Test (TAT) in the second year. The result of the test will determine if they can proceed to the next year level.
- The Pre-board examination for Fourth Year students will be given during the first semester. Passing the examination will qualify the students to take the board examination.

F. Classification of Students

- Students shall be classified as follows:

Regular- A regular student is registered for normal academic credits and who carries the course called for in a given semester based on the curriculum for which he is registered.

Irregular- An irregular student is one who is registered for normal credits but does not carry the full load by semester based on the curriculum for which he is registered.

F.2 other classifications of students are as follows;

Freshman- A freshman is a student who has not finished the prescribed subjects of the first year of his curriculum or 25% of the total number of units required in his entire four-year degree program or 50% in the case of the two-year certificate of craftsmanship.

Sophomore- is a student who has satisfactorily completed the prescribed subject; of the first year of his curriculum, or has finished more than 25% but not more than 50% of the total number of units required by his entire four-year degree program or more than 50% in the case of the two-year certificate of craftsmanship program.

Junior- A junior student is one who has completed the prescribed subject of the first two years of his curriculum or has finished more than 50% but not more than 75% of the total number of units required by his entire four-year degree programs.

Senior- A senior student is one who has completed the prescribed subject of the first year, second and third years of his curriculum or has finished more than 75% of the total number of units required by his entire four-year degree program.

G. Academic Load

1. One semester is equivalent to eighteen (18) weeks or 54 hours of instruction in the form of lecture, discussion, tutoring, or a combination of any of these forms within a semester or summer term.
2. An undergraduate student shall be allowed to carry not more than 24 units a semester except in cases where the curricular program allows him to carry a maximum of 27 units only on his last semester.
3. In the summer term, the normal load shall be nine (9) units. Only in exceptional cases as determined by the Dean shall a student be allowed to carry twelve (12) units.

H. Attendance

1. Attendance in classes is compulsory. No student shall earn any credit in any given subject unless he attends at least 80% of the prescribed number of class hours.
2. Whenever a student has been absent from the class for three consecutive class meetings, a report shall be sent immediately by the teacher concerned to the Office for Student Development and Services (OSDS). The Director of the OSDS shall call the student and correspondingly notify the parent or guardian immediately.
3. A student who has been absent from classes shall present to his instructor on the day he reports to classes a Re-admission slip" duly signed by the Dean of the College. Excused absence shall be for time missed only. All work covered by the class during the absence shall be made up by the student to the satisfaction of the teacher and within a reasonable time.
4. When the number of unexcused absences reaches or exceeds 20% of the prescribed number of class hours, he shall automatically be dropped.
5. Late enrolment shall be considered as time lost by absence.
6. Tardiness of fifteen (15) minutes or more is considered absent in the class

I. Transfer Students/Transfer Credentials

A student who desires to transfer to another school should request for a Certificate of Transfer Credential and should have been cleared of all financial and property liabilities. ID card must be surrendered to OSDS during the signing of his clearance.

The official Transcript of Records will be mailed by the University upon receipt of the "return slip" from the school where the student transferred.

Scheme of validating the subjects taken from other schools may be credited to the College provided the following conditions are met:

1. He/she must present to the college previous academic records duly signed by the registrar of the school he/she came from.
2. He/she shall be on probation provided until official TORs from the school last attended is received.
3. He/she must validate the content and equivalent course unit from the chairs of subject areas.
4. The Dean or his representative will evaluate the students' academic records and automatically award credits for subjects taken if it has the same number of units as the subject offered in the course.
5. He/ she must pay to the cashier the appraisal fee as required.
6. He/she must submit the approved subject validation from to the college registrar in order that the subjects taken are credited.

III. CURRICULAR CHANGES**A. Changing, Adding, Dropping of Subjects**

Changing, adding, withdrawing, or dropping of subjects shall be made and completed within two (1) week after the start of classes as scheduled.

A student may within the knowledge of the Instructor of the subject and consent of the adviser and dean, drop the subject by filling in the prescribed form and passing it through the accounting office before filing with the Office of the Dean and Registrar.

A student who drops the subject after the midterm grade has been given is considered as having failed the subject and is therefore given of "5.0".

Transfer of subject to other class or section shall be made only with the consent of the instructors and dean concerned.

B. Unauthorized Dropping

A student who intends to drop a subject shall first notify the teacher concerned. Then the student's adviser shall recommend approval of the dropping of the subject to the School Dean who shall endorse the form to the office of the Registrar.

A student who withdraws a subject with the approval of the School Dean shall be marked "Withdrawn" while a student, who fails to withdraw officially, shall be marked "DROPPED".

A student who drops a subject after the conduct of the midterm exam is considered as failure and is therefore given a grade of 5.0.

Transfer of subject to other class or section shall be made only upon the consent of the concerned instructors .

A student is dropped from his class if:

1. He has incurred unexcused absences equivalent to 20% of the total number of hours per semester.
2. He has presented a notice of dropping the subject due to reasons of illness.
3. Transfer of residence elsewhere or abroad or any justifiable reason.

If a student fails to present his official notice of dropping without any meritorious reason like sickness and transfer of residence after the midterm period, the faculty member shall automatically give the student a grade of 5.0.

Official dropping of a subject before the midterm does not require the payment of balance of his tuition and other school fees.

After the midterm the student may be allowed to drop officially but he should be required to pay the balance of his school fees.

C. Request for Unscheduled Subjects

1. Subjects unscheduled for a given semester may be offered upon written request of at least fifteen (15) students duly endorsed by the college dean and approved by the Vice President for Academic Affairs (VPAAs).
2. Subjects may be offered in a semester when needed provided five (5) graduating students made a written request for the dean at least two (2) weeks before the start of registration. The dean shall endorse the said request to the VPAAs.

IV. EXAMINATION AND GRADING SYSTEM

A. Examinations

The schedule for, midterm and final examinations shall be prepared by the respective deans and administrator of each campus and noted by the Vice President for Academic Affairs. The regular period for each subject shall be one hour and a half and shall be followed strictly.

B. Grading System

The performance of students in class shall be graded at the end of each term using numerical grades which are as follows:

Numerical Grade	Percent Equivalent	Qualitative
1.0	95	Excellent
1.1-1.5	90-94	Superior
1.6-2.0	85-89	Very Good
2.1-2.5	80-84	Good
2.6-3.0	75-79	Passing
3.1-4.0		Conditional
4.1-5.0		Failure
Inc		Incomplete

No grade of 3.5 or 4.0 may be given as a final grade. Such grades may be given only as mid-term grades. Final grade is the average of the midterm grade and final term.

"Inc." - indicates that the work is incomplete. It is given to a student whose class standing throughout the term is passing but fails to take the final examination or to submit other requirements for valid reason. If the reason is deemed justifiable by the dean, the student may be given the examination and he is given a grade of 3.0 or better if he passes the examination. However if he fails then his final grade is 5.0. In case the class standing is not passing and the student fails to take the final examination for valid reason a grade of 5.0 shall be given. A final grade of 3.0 or better is given to the student after he has complied with the requirements, otherwise the grade shall be 5.0.

Dropped- Given to those who voluntarily drop the course or are dropped by the teacher for excessive absences.

Every faculty member of the College shall submit his report of grades not later than ten (10) calendar days after the last day of the midterm and final examination.

Numerical grades shall not be changed after the grade sheets have been filed at the Office of the Registrar. In case an error has been committed, the teacher concerned make proper correction upon the authority of the Academic Council and upon recommendation of the dean concerned. If the request is granted, a copy of authorization as reflected in the minutes of the meeting of the Council shall be forwarded to the Office of the Registrar for recording and filing with the student's permanent record.

C. Removal of Incomplete (INC)

1. The period for compliance of an incomplete grade must not exceed one calendar year from the date the grade was received.
2. A grade of "Inc." when not complied within one-year shall automatically become 5.0. The Registrar is authorized to implement this policy.
3. An "Inc." grade is removed upon the completion of the requirements and payment for Completion Form for Incomplete Grades is made at the Cashier's Office. The removal of the "inc." is subject to the approval of the dean.

V. GRADUATION REQUIREMENTS

A. General

A student shall be recommended for graduation only after he has satisfied all academic and other requirements for graduation prescribed in his curriculum. A graduating student shall, within two weeks after enrolment of his last semester in the college submit for evaluation of the dean his application for graduation. The university registrar shall post on the bulletin board a complete list of candidates for graduation at least two months before the date of graduation. The list of candidates for graduation must be deliberated upon and endorsed by the Academic Council to the Board of Trustees at least a month before the date of graduation. All candidates for graduation shall have their deficiencies settled and their records cleared two months before the date of graduation. No student shall be conferred any title or degree if he has no money or property clearance. No diploma for the completion of the curriculum will be issued to a student unless he has completed the last two curriculum years for a four-year degree course and the last one curriculum year for a two-year non-degree course.

B. Graduation with Honors

Students who are candidates for graduation with honors must have completed in the college at least 75% of the total number of academic units required for graduation and must have been in residence therein for at least one years immediately prior to graduation.

In order to qualify for the Roll of Honors, a student must obtain an average grade of at least 1.7 (88%) and have no final grade lower than 2.0 (85%) in any subject. NSTP/ROTC will not qualify the student in the list of honor roll.

Students who complete their course with the following range of weighted averages shall graduate with honors to be inscribed on their diplomas.

Summa Cum Laude **1.00-1.24**

Magna Cum Laude **1.25-1.49**

Cum Laude **1.50-1.75**

For non-baccalaureate courses, student graduating with honors shall be conferred "With Honors", "With High Honors" or "With Highest Honors". In the computation of the final average grade of students who are candidate for graduation with honors, only credits earned while in residence shall be considered in the computation. Students who are candidates for graduation with honors should take a load of at least eighteen (18) units per semester.

C. Commencement and Baccalaureate Exercises

The commencement and baccalaureate exercises for all graduating students shall be held on the date fixed for graduation on the academic year.

All graduating students shall attend the commencement and baccalaureate exercises as scheduled except for some valid reasons which must be supported by strong evidence.

The scholarship enjoyed by the graduating student shall be indicated in the recognition program.

D. Academic Costume/Gown

Candidates for graduation with degrees, titles or certificates, as well as members of the academic staff of the University and key personnel shall be required to wear academic costumes/gown during the baccalaureate services and commencement exercises in accordance with the rules and regulations of the university.

VI. SCHOOL FEES

A. Collection of Fees

A.1 For non-qualifiers of RA 10931

Collection of fiduciary, tuition and other school fees shall be approved by the Board of Trustees (BOT) upon recommendation of the GSUSR officers during the Students' Summit and Consultation Conference.

CHED Orders Nos. 13, Series of 1998, 29 series of 1999 and 14 series of 2005 will be the bases of the increase of tuition, fiduciary and other fees.

A.2 For qualifiers of RA 10931

All qualified students based on the qualification set by RA 10931 shall avail the following benefits from CHED-UniFAST.

- Free tuition
- Free Miscellaneous Fees which includes:
 - ◊ Library Fees
 - ◊ Computer Fees
 - ◊ Laboratory Fees
 - ◊ School ID Fees
 - ◊ Athletics Fees
 - ◊ Admission Fees
 - ◊ Development Fees
 - ◊ Guidance Fees
 - ◊ Handbook Fees
 - ◊ Entrance Fees
 - ◊ Registration Fees
 - ◊ Medical and Dental Fees
 - ◊ Cultural Fees

B. Refund of Fees

A student who has paid tuition and other fees upon withdrawal or honorable dismissal, shall be entitled to a refund in accordance with the following:

Within one (1) week from the opening of classes	- 75%
Within second (2) up to fourth (4) week from the opening of classes	- 50%
After the fourth week from the opening of classes	- No refund.

In the case of students withdraw before the opening of classes all tuition, fiduciary and other fees except entrance and registration fees shall be returned.

In case of student's death or physical incapacity during the semester, all fees shall be refunded upon request of the family upon submission of the pertinent documents required.

Full refund of tuition fee for a course may be allowed only in case of forced dropping of the course by the administration.

VII. STUDENT WELFARE

A. Guidance and Counseling Services

The Guidance and Counseling Services offer varied services to assist students in fulfilling the academic, emotional, spiritual, and personal needs.

The Individual Inventory Service. This service provides data about the individual student which are needed by the counselor for the counseling.

Through the Guidance Form 1 or Student Information Record, information about the student, his/her family, educational/ vocational background could be collected. The Form is filled out by the student at the start of his/ her first term. All collected data go into a cumulative envelope which is kept in locked cabinets to protect the students' privacy. All records will be secured in cabinet with lock and only be available to anyone with prior consent of the student and that in accordance with the Data Privacy Law of the Philippines.

Information Service. This service provides the individual with information he/she needed in order for him/her to make intelligent decisions towards his/her education, scholarship, and occupation. The more comprehensive and updated the facts provided for the student, the more he/ she is able to evaluate the options/alternatives available to him/ her.

An Orientation Program for a new student and transferees is conducted within two weeks from the start of the semester. The purpose of the orientation program is to familiarize them with the Key officials, rules and regulations of the school and other important details that they need to know to make their university life easier and enjoyable.

Information may also be disseminated through lectures, streamers, flyers, leaflets, pamphlets, posters, bulletin board displays, Facebook post announcements via the university public address system, university official publication and other official virtual site of the University, Guidance and OSDS.

The Counseling Service. Counseling is considered as the heart of the guidance program. This relationship exists between a helper client/s. This service is available to everyone regardless of age, gender preference and status in life. Counseling encourages the client/s to express themselves as they would be discovering their potentials in dealing with their current issues and situation that would also help them make sound decisions to take. Ideally in a one-on-one, face-to-face situation; however, counseling by text message or phone call is allowed if a personal encounter is not possible at the first. Counselors provide equal opportunity to everyone to avail of the counseling services. Counseling is done individually or by groups. All throughout the counseling process, the counselor acts as facilitator and provides support to the client.

Testing Service. Testing is a complement of counseling. Considering its objective nature, it is able to present a realistic view of a student's learning abilities, learning's, interests, and personality. Personality tests are given to students and personnel to help them understand themselves better. Psychological tests that are available in the office and are given by a registered psychometrician under the supervision of the guidance counselor. Using the appropriate tests, students' problems could be identified; hence, appropriate intervention may also be given. The manner of test administration affects its scoring and interpretation. Hence, the counselor should endeavor to acquire training on this.

Placement Service. Placement Service means helping the individual to find the right place for himself/herself, not only academically but in other areas such as extracurricular activities. It is assisting him/ her to be in the course suited for his/ her capabilities, getting the number of units he/ she could manage while being an athlete, a working student, or a parent.

Follow-up Service. As the term suggests, this service aims to trace the student both while he/ she is in school and when he/ she has left school by reason of dropping out or transfer. This service also seeks to determine the reason why a GSU student is in a specific situation or condition.

Referral. The Guidance Services Center acts in collaboration with the various offices within the institution. Referrals to these offices may be made when the students need specific assistance of these divisions. Among these offices are the Registrar's Office, Office of Student Development and Services, Clinic, Scholarship Committee, etc.

Research & Evaluation Service. GSU aims to support the development of the student all throughout his/ her stay in the university. Anything which hinders this development is a ground to conduct research. Action researches must be conducted to combat the pressing problems that may hinder students' development.

The evaluation service is given at the end of the year. The purpose of this service is to determine the effectiveness of the different guidance services and is a basis for the continuance of the program.

B. Career and Job Placement Service

Career and Job Placement Services refer to the assistance provided for vocational and occupational fitness of the employment.

The placement personnel shall coordinate with the school registrar to get the list of graduates every year, trace employability of graduates, create an alumni directory, establish linkages with different agencies, negotiate employment opportunities with employers, check the POEA , SEC license & business permits of employers, publish/ post Job Vacancies, recruit graduates for employment and follow up status of employment. He/ she shall provide information in job opportunities where they can work in their field of specialization.

C. Laboratory Enterprise

The adviser shall be recommended by the OSDS Director and approved by the University President. He/ she shall make a feasibility study about putting up a cooperative/ business, look for startup capital, organize student committee, and acquire permits to operate from the Municipal Office, look for possible place to open the business, advertise and monitor the cash flow. They shall submit evaluation and accomplishment reports to the OSDS.

D. Student Handbook Development

The Student Handbook Development Committee shall be responsible for revisiting, reviewing, developing and updating the Student Handbook for wide dissemination, information and guidance of students and the university stakeholders. It shall be responsible for archiving and retrieving previous students' handbook for purposes of improving the same.

VIII. STUDENT DEVELOPMENT

Student Development Services. This refers to the services and programs designed for the exploration, enhancement and development of the students' full potential for personal development, leadership, and social responsibility through various institutional and/ or student initiated activities.

A. Student Organizations and Activities

The Constitution and by-laws of student organizations shall provide for and require participation in activities on anti-drug abuse, awareness, and drug abuse prevention initiated by government and non-government organizations.

A student organization in this University shall be any association, club or any such other organized groups whose membership is composed of bonafide students of this University.

A.1 Student Government

There shall be a Supreme Student Government which is the Guimaras State University Student Republic (GSUSR). The operation of which shall be based on its Constitution and By-laws. It shall be autonomous with respect to the formulation on internal rules and activities, provided by law and university rules and regulations.

The President of the GSUSR shall be a member of the Board of Trustees and shall be called "Student Trustee".

The GSUSR shall be composed of the President, Vice President, 12 senators, 1 Congressman/Congresswoman on each campus, 1 Governor for each college, and 1 Board Member in each program. The classroom presidents will act as Mayors.

A.2 Student Organizations

A.2.1 Registration

All student organizations shall register at the Office of Student Development and Services. The following are the requirements for new organizations:

1. Permit to organize
2. Constitution and By-Laws
3. A list of at least 20 officially enrolled founding members
4. At least one regular faculty adviser
5. For religious groups a written authority from their religious leader.

A.2.2. Renewal of Registration

The requirement for renewal or accreditation of existing student organizations are as follows.

1. Revised Constitution and By-Laws or Constitution and By-Laws
2. Complete list of members
3. Regular Faculty Adviser
4. Copy of financial statement (if any) and accomplishment report for the preceding year

Property inventories and bank books (if any) of student organizations shall be deposited in the OSDS at the end of the school year for safekeeping. The same shall be received by the officers in the succeeding academic year.

Subject and students organizations shall be allowed to affiliate with chapters outside of the university regardless of ideological foundation and must be legal in their existence and cooperation as determined by the Office of the Student Services.

A student organization may be denied recognition, or have its recognition withdrawn by the University President should it be found to have violated certain rules and regulations of the university or its divisions as recommended by the Director of OSDS.

There shall be a committee which shall serve as consultative body which shall be composed of the OSDS Director as chairman with the OSDS personnel and over-all Club Adviser as members. The chairman shall recommend the members for approval of the University President every year.

Unless otherwise considered urgent and approved by the University President, no student activity shall be allowed one week before the major examinations (Midterm and Final).

A.3 Search for Outstanding Student Leader

In order to develop a sense of responsibility for the university and fellow students to help in ensuring that customer's satisfaction is attained, and to contribute to the advocacy of green technology generation and sustainable development, the search for outstanding student leader and student organization will be done. Any leader of accredited student organization may join the search.

A.3.1 Guidelines for the Search for Outstanding Student Leader

Qualification of Candidates:

- Regular academic load except for graduating students.
- Very Good academic records in the previous semester with a general point average of at least **1.75**.
- Has not been subjected to any disciplinary action in the university.
- Attendance or conduct of training, conference, symposia, etc. relevant to student welfare and development.
- Accomplished at least one (1) active program for sustainable development in school or community based on the Plan submitted to the OSDS.
- Involvement in at least one (1) research study based on the research agenda of the program where he/she is enrolled.

Criteria for Selection:

Academic Performance	-	30%
Leadership/ Integrity	-	30%
Programs /Extension Services	-	20%
Research Outputs	-	10%
Trainings		10%
	Awards	
		100%

Selection Process

Nomination may come from any of the following:

- Class/Organization/Club/Council Advisers
- Deans.

Documentary Requirements

- Certification from the Student Discipline Committee that the student has never been subjected to any disciplinary action.
- Duly Accomplished Information Sheet at OSDS.
- Certification from the OSDS accrediting the organization where he/she is involved.
- Copy of plans of his / her organization duly signed by the OSDS
- Certification of Grades from the Registrar's Office
- Certified True Copy of Trainings/Conference attended or conducted with the academic year at the OSDS
- Certified True copy of Awards (if any)
- Documents for initiated and implemented programs for sustainable development.

A.4 Search for Outstanding Student Organization Guidelines for the Search Qualification of the Candidates:

- Any duly accredited student organization both in the main and external campuses.
- Any organization should have no record of suspension or any disciplinary sanction
- Complete record of activities that fulfill the organization's objectives.
- Has Completed Plan of Activities based on submitted plans to the OSDS.
- Has initiated/implemented at least on (1) program for sustainable development.
- Has conducted at least one (1) extension program within the current Academic Year.
- Involvement in at least one (1) research study based on the research agenda of the university.

Criteria for Selection:

Significance of the Programs	-	25%
Uniqueness of the Programs	-	20%
Timeliness of the Programs	-	10%
Interview	-	20%
Trainings/Awards	-	15%
Students' Choice		10%
		100%

Selection Process:

Nomination may come from any of the following: College Dean and OSDS.

Documentary Requirements:

- Duly accomplished Information Sheets of all members
- Certification of Accreditation from the OSDS
- Certified True Copy of Trainings/Conferences attended or conducted within the academic year of the members.
- Certified TRUE Copy of Awards (if any)
- Copy of Plans duly recognized by the OSDS.
- Documents for initiated and implemented programs for sustainable development
- Certification from the Student Discipline Committee that the organization or any of its members have never been subjected to any disciplinary action.

The deadline of submission of entries and eligibility checking will be one month before the Parangal of each Academic Year. This will be done at the OSDS. The Board of Judges will be chaired by the VPAA and members will be VP for Administration and Finance, VP for Research and Extension, Training and Innovation and Campus Administrators. The University President will serve as the consultant and the program director will be the OSDS Director. Announcement of results will be done immediately and Awarding Ceremony will be done during the Recognition Program of the University.

Application Forms and Nomination Forms are available at the OSDS.

REVISED GUIDELINES FOR THE SELECTION OF AWARDS Effective AY 2023-2024				
TYPES OF AWARDS	AWARDS		REQUIREMENTS	
	Baccalaureate	GPA	Non-Baccalaureate Degrees	
ACADEMIC AWARDS				
A. For Graduating Students	Cum Laude Magna cum Laude Summa cum Laude	1.50-1.70 1.25-1.49 1.00-1.24	With Honors With High Honors With Highest Honors	Endorsement from the Dean with attached Assessment of Grades from First Year
B. Non-Graduating Students	Academic Excellence Award This award shall be given to non-graduating students with grades not lower than 2.0 (including NSTP though not included in the computation) in any subject and a GPA of 1.70 per semester.		Endorsement from the Dean with attached Assessment of Grades for 1 st and 2 nd Semesters of the Academic Year.	
NON-ACADEMIC AWARDS			Endorsement from the GSUSR Adviser	
(For both Graduating and non-graduating students)	Leadership Award This award shall be given to the GSUSR President as endorsed by the Adviser.			
	Excellence Award This award shall be given to students who are winners at the National and International Level competitions.		Endorsement from the Dean/Director with the attached copy of the Certificates or picture of medal or trophy issued by the sponsoring agency or organizers of the events.	
	Certificate of Appreciation This award shall be given to donors who have donated cash or in kind of at least Php 5,000.00 and/or associations with tangible or intangible projects of not less than Php 10,000.00 for the current Academic Year.		Endorsement from the Dean or Head of Office with attached Deed of Donation.	
	Certificate of Recognition This award shall be given to Scholarship benefactors and cooperating agencies or linkages.		-Scholarship benefactors shall be endorsed by the OSDS Director. -Cooperating agencies shall be endorsed by the University President	

Plaque of Recognition This award shall be given to the Speakers in the Recognition and Commencement Programs	
Outstanding Student Leader This award shall be given to the officers of any recognized student organizations who displayed exemplary performance and must be endorsed by the OSDS Director based on the requirements stipulated in the approved Student Handbook.	Endorsement from the OSDS Director
Outstanding Student Organization This shall be given to a recognized student organization which displayed exemplary performance and must be endorsed by the OSDS Director based on the requirements stipulated in the approved Student Handbook.	Endorsement from the OSDS Director

B. Policies on Co-Curricular Activities

Co-curricular activities, if properly implemented and monitored are important avenues where students can develop their potential.

In order that students will be properly guided in the right direction as how to utilize their time and efforts in co-curricular activities wisely and properly, policies are set for this purpose.

1. Students are allowed to join any accredited student organizations.
2. Attendance to seminars/trainings will be given to all potential leaders, but delegates/participants should be properly selected such that one does not monopolize the said opportunity.
3. Schedule of meetings of clubs and organizations should be done every Wednesday morning.
4. Attendance of students in every school activity is required especially if the activity is scheduled on school days. There should be a class monitor to check the attendance of the students and absences must be reported to the OSDS for sanctions as identified by the GCSR.
5. No students are allowed to stay in the school premises after 6:00 pm on school days without approved permits from the OSDS/Advisers/School Officials except for those with evening classes.

Policies on Excursions, Field Trips, and Outing

School excursions, field trips, and outings are necessary co-curricular activities for a well-rounded study of certain subjects. In order that the students may derive a maximum educational benefit, they need to observe actual situations discussed in the classroom. The success and effectiveness of such activities depend largely on careful pre-planning and briefing evaluation of the trip should be given upon returning.

C. Policies and Guidelines on Local Off-Campus Activities

RULE I

Rationale and Background

In accordance with CMO No. 63, series of 2017 "Policies and Guidelines on Local-Off Campus Activities", Guimaras State College is committed to coordinate with the Commission on Higher Education (CHED) to fully implement the said CMO.

RULE II

Statement of Policies

Through CMO 63, series of 2017, the college recognizes the role of local-off campus activities in broadening students' learning opportunities which allow them to experience the real world which served as a motivator to strengthen the academe-industry linkage. The learning situations include: internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/ reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

RULE III

Objectives

This policy specifically aims to:

1. Adopt mechanisms for safety and welfare of all participants to the off-campus activities;
2. Observe due diligence and strict adherence to the requirements stipulated in CMO 63, series of 2017;
3. Collaborate with the Department of Tourism (DOT), Department of the Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation, Franchising and Regulatory Board (LTFRB), Commission on Higher Education (CHED) to ensure the well-being and safety of all the students.

RULE IV

Scope and Coverage

These guidelines shall follow the provisions of CMO 63, series of 2017, "Policies and Guidelines on Local-Off Campus Activities". The implementation will cover both higher and advanced education of the university.

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

A.Owned by the HEI

B.Third party or sub-contracting

2. Coordinate with the appropriate LGUs or non-government organizations (NGOs)

3. Require the students to submit a written consent of the parents or the students' guardians and medical clearance, if appropriate.

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

5. Give the consideration to students or learners with special needs or Persons with Disabilities (PWDs).

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

RULE V

Requirements

Before allowing any student to join in local-off campus activities except OJT which has a separate CMO, the designated person-in-charge (PIC) or college deans shall coordinate with the Office of Student Development and Services (OSDS) to get the list of requirements one (1) month prior to actual participation.

1. Documentary Requirements

ACTIVITIES	PROOF
1.Curriculum Requirement	<ul style="list-style-type: none"> • Course Syllabi which reflects the relevance of requiring an educational tour or field trip.
2.Destination	<ul style="list-style-type: none"> • Description of the destination.
3.Handbook or Manual	<ul style="list-style-type: none"> • Handbook or Manual
4.Students' Consent of the Parents/Guardians	<ul style="list-style-type: none"> • Duly Notarized/ subscribed consent
5.Medical Clearance of the Students	<ul style="list-style-type: none"> • Medical Clearance signed by a government physician.
6.Personnel-In-Charge	<ul style="list-style-type: none"> • Designation or Order from the Administration indicating personnel-in- charge's role and responsibilities before, during and after the off-campus activities. • Relevant Certificate on First-Aid Training.
7.First Aid Kit	<ul style="list-style-type: none"> • First-Aid Kit
8.Fees/Funds	<ul style="list-style-type: none"> • Duly Approved Budget/fees • Break down of fund sources and other resources properly secured and accounted for.
9.Insurance	<ul style="list-style-type: none"> • Proof of Insurance provision
10.Mobility of Student (vehicles) Owned by the HEI	<ul style="list-style-type: none"> • Updated/ valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness. • Certification from LTFRB for the validity of the franchise of the proposed operator. • Special Permit from LTFRB if transportation is out-of-line.
Third Party or Subcontracting	<ul style="list-style-type: none"> • Updated/ valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness.
Franchisee/Travel Agency/ Tour Operator	<ul style="list-style-type: none"> • Copy of Travel and Tour Operator • Accreditation Certificate by the DOT • Duly approved plan/ itinerary of travel by the HEI. • Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to- date) • Vehicles updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.

ACTIVITIES	PROOF
11.LGUs/NGOs	<p>Copy of the letter to the LGUs</p> <p>Copy of acknowledgement letter from the LGUs</p>
12.Activities Orientation to students Consultation Announcements	Minutes and attendance of the Briefing and consultation conducted to concerned students, faculty and stakeholders.
Briefing before the trip Learning Journals	Letters to parents, students and adult companion preferably faculty
Emergency Preparedness Plan	<p>Appointment with conforme of personnel- in-charge</p> <p>Itinerary</p> <p>Handy information materials for students</p> <p>Standard format for learning journals given to students</p> <p>Emergency Preparedness Plan</p>

2. In coordination with the OSDS, duly notarized Certificate of Compliance attached to the above-mentioned requirements shall be secured before any student is allowed to join in local-off campus activities. Complete requirements shall be submitted to the OSDS fifteen (15) working days prior to actual participation.
3. On special cases, late submission to the OSDS can be done, however, the facilitator must make sure that all documentary requirements with Certificate of Compliance shall reach the OSDS two (2) working days prior to actual participation.

D. Student Publication and Yearbook

The Following are the official University Publication:

1. The Dawn - University Publication
2. Voice Prints- College of Business Management Publication
3. The Nexus- College of Science and Technology
4. Torchbearer-College of Education Publication
5. Probers - College of Criminal Justice Education Publication
6. The Foliage - College of Agricultural Science Publication
7. The Circle - College of Arts & Sciences Publication
8. Other Publication may be organized.

Selection of Staff Writers

1. The selection of the editor-in-chief and the editorial board of the student publication shall be through competitive examinations prepared, conducted and supervised by a teacher-adviser.
2. The editor-in-chief shall be selected through his performance of duties, quality of published articles and attendance. The editorial board and members shall approve the filling of vacancy.
3. The editor-in-chief shall continue to be in the publication until his/her graduation year.
4. The student publication shall conduct examination among students for membership in the student publication.
5. All staff members must attend meetings and submit articles on or before the deadline.
6. Trainings and Seminars-expenses of student publication staff and their teacher-adviser at press conferences and trainings seminars must be subsidized by the publication funds and appropriations when funds are available.

Staff Incentives

1. Staff incentives shall be made by the teacher-adviser and the editorial board upon the approval of the student-publication staff.
2. It must be measured based on the strength and relevance of the concept of the article.
3. Editor-in-Chief, Associate and Managing Editors of the Dawn and Island's Gazette shall be granted 25% discount from their tuition fees.

Yearbook

The official name for the yearbook is 'PARAGON'. It is published annually by the university and contains photographs, information of the graduates, events, activities and achievements that occurred during the academic year.

Preparation of the Yearbook

1. Pictures of graduating students will be taken by the official photographer assigned by the university.
2. The office staff will prepare a draft of the yearbook to be submitted to the printing press.
3. Layout and editing/retouching of photos will be done by the layout artist assigned by the printing press.
4. After the yearbook layout is completed, the office personnel checks and edits the data for accuracy. Yearbook coordinators for each college then review and finalize the graduates' information before giving their approval.
5. If there are no corrections, the yearbook coordinator will sign each page to ensure the accuracy of the data.
6. The final printing of the yearbook will be done by the printing press.

Distribution of the Yearbook

1. The students will claim their yearbook from their respective colleges through the yearbook coordinators/college staff.
2. Students must present their official receipt as proof of full payment when claiming their yearbook. In case they have lost their official receipt, they are advised to get their OR number from the cashier's office.
3. Students will sign the logbook to prove that they have received the yearbook.

E. Student Handbook Development

The Student Handbook Development Committee shall be responsible for revisiting, reviewing, developing and updating the Student Handbook for wide dissemination, information and guidance of students and the college stakeholders. It shall be responsible for archiving and retrieving previous students' handbooks for purposes of improving the same.

IX. POLICY ON MANDATORY RANDOM DRUG TESTING

RULE I

Rationale and Background

Guimaras State University adheres to the provisions of RA 7722, the Higher Education Act of 1994 as amended in relation to section 36 (c) of RA 9165, the Comprehensive Dangerous Act of 2002 and the Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions (HEIs).

In coordination with the Commission on Higher Education (CHED), Guimaras State College shall provide safe and secured learning environment and promote healthy lifestyle among students and comply with the requirements of CMO No. 9, series of 2013 "Enhanced Policies and Guidelines on Student Affairs and Services".

Hence, in order to provide equality among enrolled students of the college, the following policy will be observed:

RULE II

Statement of Policies

The college recognizes the primary responsibility to provide education and awareness among learners regarding the ill-effects of dangerous drugs. It has also the responsibility to make sure that drug abuse prevention program of the government will be legitimately enforced within the school premises. Hence, in order to provide equality among the learners.

RULE III

Objectives

This policy specifically aims to:

1. Promote a "drug-free" learning environment for all the learners of the college, both higher and advanced education.
2. Develop the culture of healthy lifestyle among learners.
3. Protect the learners from engaging in dangerous drug-related activities and provide interventions, treatment or rehabilitation to them.
4. Strengthen linkages with the Commission on Higher Education (CHED), Dangerous Drugs Board (DDB), Department of Health (DOH), Philippine National Police (PNP), and Philippine Drug Enforcement Agency (PDEA) against the use of illegal drugs and in the treatment of dangerous drug users and dependents.
5. Establish a stronger partnership with the Local Government Units in providing programs and activities intended to facilitate the holistic and well-rounded student development; and
6. Ensure that the individual rights of the learners are respected during the conduct of drug testing among them.

RULE IV

Scope and Coverage

These guidelines shall follow the parameters in RA 9165, the Comprehensive Dangerous Drugs of 2002 and CHED Memo No. 18, series of 2018, "The Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions (HEIs)". The implementation will cover both higher and advanced education of the college.

RULE V

Drug Testing of the Students

Pursuant to Section 36 (c) of RA 9165, the university is mandated to implement a mandatory random drug testing of the learners for higher and advanced education.

In order to better implement this policy, the following guidelines will be enforced:

1. Prior to implementation of the policy, the college will create a Drug Free Committee (DFC) who will be composed of the student affairs and services practitioner, guidance counselor, physician, student trustee and college deans who shall formulate the internal rules and who shall provide among others, the drug education/ awareness, prevention and control initiatives.
2. An internal policy must be drafted by the DFC and be approved by the Board of Trustees (BOT).
3. The BOT approved Policy on Mandatory Random Drug Testing shall be presented to the learners, parents and stakeholders during the Orientation Programs of the College.
4. Any revisions of the BOT approved Policy as drafted by DFC shall be presented during the Student Summit and Consultation Period which is held not later than the end of February of the Academic Year preceding the year that the revised policy on mandatory drug testing will be implemented.
5. The college will conduct the mandatory random drug testing in coordination with DOH-accredited drug facility and physician.
6. Drug testing will be randomly done using the homogenized random sampling mechanism through the assistance of Dangerous Drug Act Board (DDB).

If the college opts to require drug testing result as part of the admission of students, the following stipulations of CMO No. 18, series of 2018 will be adopted and enforced:

- a. The mandatory drug testing shall be conducted in the same manner as the random drug testing under DDB Board Regulation No. 6, series of 2003 and No. 3, series of 2009.
- b. In case the test result is confirmed positive, the Drug Testing Coordinator shall conduct a conference and inform both the parent

- c. The confirmed positive result shall not be a basis for disciplinary action, unless the student concerned is held liable for some other violations of the schools' internal rules and regulations.
- d. If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation, shall be imposed in accordance with the Student Handbook and other applicable laws, rules and regulations.

RULE VI

Confidentiality Clause

The college shall guarantee the strict compliance to confidentiality of the drug test results. All records shall be held confidential as provided for under the pertinent provisions of RA 9165 and comply with the requirements of RA 10173 otherwise known as Data Privacy Act of 2012" and its Implementing Rules and Regulations (IRR). Hence, all the drug test results will be kept as confidential record of both the DFC and the guidance counselor.

RULE VII

Sanctions

If the learners are confirmed "positive" based on their drug testing result, the college shall not impose disciplinary actions to them. Instead, the college shall conduct drug prevention programs and rehabilitation purposes which shall guarantee and respect the personal privacy and dignity of the learners. The drug test results shall be treated with utmost confidentiality and will not use them in any criminal proceedings.

X. CONDUCT AND DISCIPLINE

A. Rights of Students

- Subject to the limitations prescribed by law, College Policies and Regulations, every student has the following rights:
- a. shall have the right to receive quality education in line with the national goals, educational objectives and standards of the college;
 - b. shall have the right to advertise and guidance to enable him to understand himself, make intelligent decisions and to select from alternatives in accordance with his potentials;
 - c. shall have the right to participate in the formulation of policies of the college affecting the studentry;
 - d. shall have the right of free speech and press and to express and pursue his/ her opinion on any subject, provided that such expression shall not disrupt the normal operations of the college;
 - e. shall have the right to general awareness through mass interaction and other means not contrary to law;
 - f. shall have the right to organize and/or participate in organization subject to existing college rules and regulations;
 - g. shall have the right to peaceably assemble for redress of grievances;
 - h. shall have the right to enjoy academic freedom;
 - i. shall have the right to due process before being subjected to disciplinary action;
 - j. shall have the right to be informed of the rules and regulations affecting them;
 - k. shall be entitled to respect as a person with human dignity, full physical, social and intellectual development and humane and healthful conditions of learning;
 - l. shall have the right to seek redress of grievances against any wrong or injustice committed against him by any member of the college community in accordance with the defined channels of authority;
 - m. shall have the right to request for his records for purposes of determining his academic performance;
 - n. therein up to graduation except in cases of academic deficiency or violation of disciplinary regulations;
 - o. shall be entitled of expeditious issuance of certificates, diplomas, transcript of records, grade and transfer credentials;

- p. shall have the right to avail of all services, medical, library, guidance, etc., within the college premises;
- q. shall have the right to pursue his course of study q. shall have the right to free expression of information and to publish school newspaper or other similar publications in accordance with article 106; and
- r. shall be free from any form of unreasonable search and seizures; except when the point of ingress or egress by authorized personnel of the college. Articles illegal or violative of College rule and regulations discovered by duly authorized personnel shall subject the student to administrative discipline. Searches can be made by duly authorized personnel even without search warrant when the student is committing or has just committed a crime or any serious infraction of college rules and regulations.

B. Duties and Responsibilities

Every student regardless of circumstances and birth shall have the following duties and responsibilities:

- a. Abide by the College rules and regulations;
- b. Know and acquaint oneself with the history, quality policy, vision, mission and goals of the college including the official college song;
- c. help keep the college campus and buildings clean;
- d. uphold the good name of the college by practicing personal discipline, honesty, patience, fortitude, emotional stability, self-control and positive attitude and values;
- e. strive to live an upright, virtuous and productive life;
- f. exert his/her utmost to develop his/her potentials for service, particularly by undergoing an education suited to his abilities, in order to become an asset to himself and society;
- g. show respect to the duly constituted authorities, the laws of the land and the principles of democracy;
- h. participate actively in civic affairs and in the promotion of the general welfare;

- i. exercise his/her rights responsibly with due regard for the rights of other;
- j. respect and cooperate with teachers, fellow students and school authorities in the attainment and preservation of peace and order in the college, in particular, and in the country in general;
- k. must at all times properly wear the validated college ID when inside the school campus and must strictly abide by the following policy;
- l. wear prescribed school uniform when in campus or if so required and must likewise abide with the school uniform policy; and
- m. observe strictly cyber etiquette.

C. Disciplinary Procedure

A school is one place where a conglomeration of personalities meet and, sometimes, clash. In such cases and, especially when an offense had been committed, the college has set up a Student Court and Committee on Discipline to resolve the conflict. The Student Court shall be headed by the GSUSR Officers while the Committee on Student Discipline is composed of Chairman, Secretary, the GSUSR Adviser, College Deans of the conflicting parties, the class advisers of the conflicting parties, parents (if needed) and one from the student representative.

This body is tasked to hear and settle grievances. It shall schedule a hearing with due notice to the parties in order to determine the kind and extent of the offenses allegedly committed. It shall then recommend an appropriate arrangement to amicably settle the dispute and/or disciplinary sanctions to be implemented.

The committee shall formulate its own internal rules in the conduct of the disciplinary procedure to arrive at one and final result.

Any complaint shall first be presented to the faculty adviser orally for an oral decision within two (2) working days.

Any party not satisfied with the oral decision of the faculty adviser may elevate the case to the dean within three (3) working days.

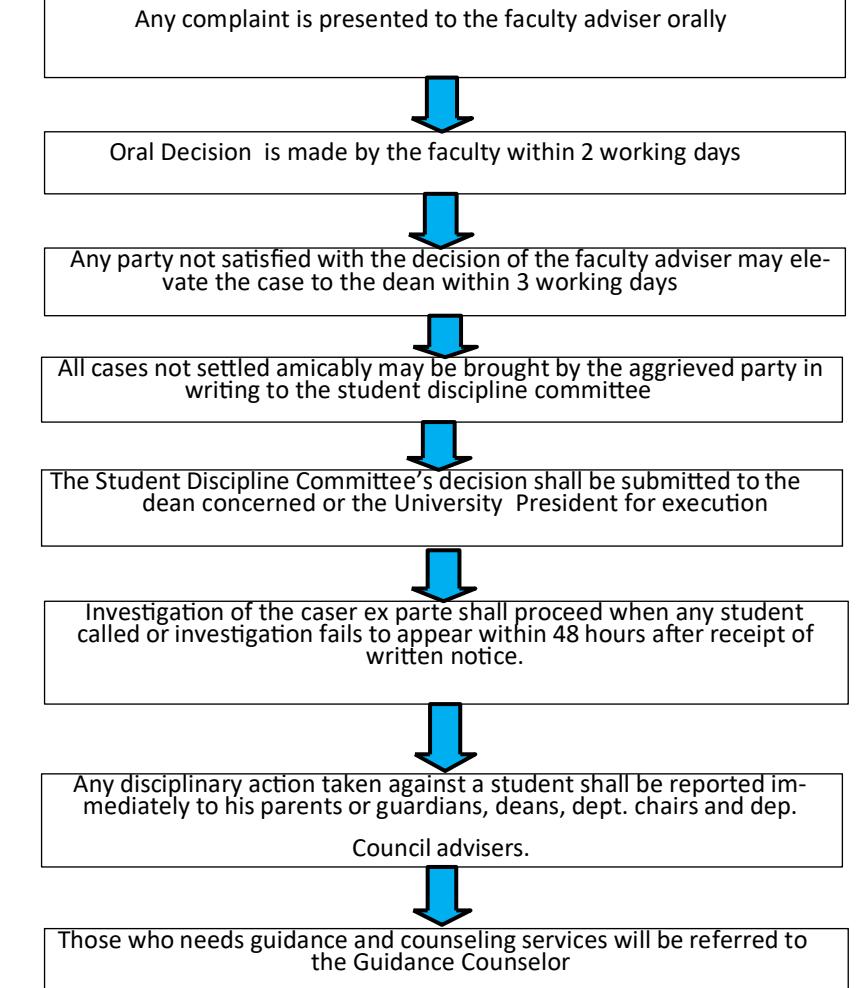
All cases not settled amicably may be brought by the aggrieved party in writing to the college and discipline committee.

The discipline committee, in their deliberations of cases, shall follow such procedure that safeguards the rights of both complainant and respondent.

Any student called for investigation but fails to appear without valid reason within forty eight (48) hours after receipt of the written notice shall be considered in default and the investigating committee shall proceed with the investigation of the case ex parte and shall promulgate a decision on the basis of the evidence available.

Any disciplinary action taken against a student shall be reported immediately to his parents or guardians and all deans, dept. chairs and dept. council advisers. Those who needs guidance and counseling services will be referred to the Guidance Counselor.

DISCIPLINARY PROCEDURES



D. Rules and Regulations on Conduct and Discipline

Students shall, at all times, observe the laws of the land and the rules and regulations of the college. Deans, Department Chairs, Division Chiefs, may after due consultation in the form of deliberation with the faculty and staff promulgate rules on conduct and discipline for peculiar application to the respective departments.

Students should not commit any of the following:

- a. any form of cheating during examinations or any act of dishonesty;
- b. carrying within the premises of the university any firearm, knife with blade longer than 2 ½ inches, or any other dangerous or deadly weapon; except, those allowed by and for duly constituted authorities;
- c. drinking alcoholic beverages, or drunken misbehavior within the university premises or in any area while performing university -related activities;
- d. unauthorized or illegal possession or use of prohibited drugs or chemicals;
- e. Gross and deliberate courtesy;
- f. Creating serious disturbance of the peace within the university premises or participating therein resulting in violence or damage to property or persons;
- g. intentionally making false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with admission, registration, promotion or graduation from the college;
- h. smoking and gambling within the university;
- i. any violation of law committed within the university;
- j. absenteeism;
- k. vandalism/graffiti;
- l. loitering;
- m. posting bills in unauthorized areas and similar offenses specified by the Committee on Students' Discipline
- n. unethical acts related to cyber etiquettes

E. Administrative Sanctions

E.1 Warning.

Warning shall be issued in writing by university authorities to students committee following; disrupting classes or assemblies'; littering; posting bills in unauthorized areas; and similar offenses specified by the Deans and Department Chairs.

E.2 Suspensions

One day suspension for three (3) warnings within the same semester.

Three to five school days suspension for the following: cheating, entering the campus or classroom drunk, drinking intoxicating drinks inside the campus, smoking and gambling within the college, inciting a quarrel or quarreling inside the campus, verbal assaults, inciting, students to commit unlawful acts, vandalism, threatening, coercing or intimidating any student to attend any activity or to be absent from the class, physically attacking another student.

Suspension until the end of the semester may be given to the following: theft, extortion, insubordination, tampering or forging of school records and other relevant documents, assaulting students or persons in authority, carrying deadly weapons, plagiarism, publishing or circulating derogatory statements about the college, its staff members or fellow students to include unauthorized notices, streamers and placards, carving, writing or drawing on walls, chairs, tables or other school property and other offenses as determined by the Student Discipline Committee and the college.

E.3 Dismissal or Exclusion

Participating in activities which tend to subvert or overthrow the existing government, act of lasciviousness and moral turpitude, injuring, on purpose another person with a knife or any bladed weapon or any lethal instrument or object, possession and distribution and/or using dangerous drugs on campus and participating in hazing, physically assaulting a teacher or college staff or any other person, committing to any violent act while participating in national and institutional strikes, rallies and demonstrations, gross immorality or flagrant indecency, arson, conniving with bad elements in deliberately attempting to sabotage, steal or place the school in danger or in great embarrassment, acting as accomplice in any form of crime against persons and/or property, stealing test questions and/or disseminating the contents to other student and taking the examination in place of another student.

F. Community Service

Community services will be rendered by students who violated the policies which are stipulated in the GCSR Resolutions and approved proposals of the student organizations.

XI. POLICY ON SCHOOL ID AND UNIFORM

A. School ID Policy

A.1 Uses of ID

The ID Card is needed for the following purposes:

- a. For identification purposes;
- b. For enrollment. Enrollees, except the entering freshmen and transferees, should indicate in all enrollment form their permanent ID number;
- c. For official business transaction, faculty and staff or college officers may request the student to present his/her school ID for proper identification during official transactions;
- d. For communication purposes. In claiming their personal letters and other documents, students are required to present their school ID; and
- e. For other official functions of the school, within or outside the school campus.

A.2 Validation/Re-issuance of ID:

- a. The student must have a validated ID card at all times while on campus.
- b. The ID card must be worn with ID holder visibly displayed upon entrance at the gate. ID validation is at the Registrar Office.
- c. The ID card is strictly non-transferable.
- d. Students without ID card shall not be admitted in class unless they present to their teachers and affidavit of loss or their RF.
- e. Administrators, faculty, security officers are expected to implement the school ID policy.
- f. Identification card must be surrendered to the OSDS upon termination with the school.
- g. Identification card must be surrendered to the OSDS upon termination from the school. The same will be returned to them after it is marked with a hole.
- h. Students who claim that they lost their ID card should submit to the OSDS an affidavit of loss and apply for the ID replacement.

A student is authorized to have only one (1) ID card. However, if found to have two (2) ID cards, the other ID must be surrendered to the OSDS.

The “No-ID, No Entry Policy” is observed in all campuses at all times. Those who would like to enter the school premises without ID shall be reported to the Office of Student Development and Services for proper endorsement for community service at the GCSR Office. ID cards must be worn upon entrance in the campus. It should be worn with a sling (which will be identified by the college) around the neck with student's picture facing front.

All confiscated ID cards must be claimed at the Office of Student Development and Services upon presentation of the notice from the GCSR that community services have been complied already. School IDs which are not worn properly shall be confiscated by the guard-on-duty or his equivalent and shall be reported and deposited to the Office of Student Development and Services. The confiscated ID shall be returned to the students upon presentation of the notice from the GCSR that community services have been complied already.

B. Policy on Student Uniform and Hair Cut

- All students who are officially enrolled in more than 9 units are required to wear prescribed uniform while in campus during school days and major examination days or if so required during school programs and other school related activities.
- All students who are officially enrolled in more than 9 units are required to wear prescribed uniform while in the campus during school days and major examination days or if so required during school programs and other school related activities. Meanwhile, cross dressing is not allowed.
- Although Wednesday is a “Casual Attire” or “Wash Day” for college students, they shall wear clothes appropriate for use in the academic environment. Sports attire, slippers, sandals, sleeveless, short pants, spaghetti, halter blouses, plunging neckline/backline, rubber/beach sandals and slippers are not allowed while inside the school campus. First years to third years, they are required to wear the Universal T-shirt.
- Student practice teaching and OJT uniforms are official and must be worn with ID or nameplate.

- PE and shop/laboratory uniforms must be worn for PE and shop/ laboratory classes only. The student must change into prescribed uniform after said classes.
- No colored inner shirt is allowed when wearing the school uniform
- Students with P.E. classes shall wear their P.E. uniforms during PE classes only. However, those who have PE class in the first period may be allowed to enter the gate but shall change PE uniform into school uniform after PE classes.
- Students with the evening and Saturday classes should wear the prescribed uniform or official t-shirt and maybe confirmed by the college dean.
- Male students shall be allowed to have their hair-cut in either military, barbers or crew cut. Nobody is allowed to apply hair color.
- Students belong to LGBT QA+ Community can have their hair cut based on their gender preference, provided, it is tidy.
- Violators shall be subjected to sanction in accordance with the regulations in the university code and student handbook.

XII. NO PLASTIC WEEK LONG POLICY

The widespread use of plastic raises significant environmental concerns about short and long term adverse effects to marine ecosystems- littered items and other plastic packaging represent a threat (not quantified) to marine life, solid waste management, global resource consumption, and impact resulting from litter. It emphasizes our exponentially- grown sins against Mother Nature that we are doing nothing more than sticking a band-aid on a fast growing cancerous tumor.

In support to Anti-Plastic Ordinance, a Provincial Ordinance No. 2014-05 Series of 2014 regulating the use of plastic bags, plastic bottles and Styrofoam materials in commercial establishments including resorts and beaches, stalls and wet markets, and offices within the territorial jurisdiction of the province of GUIIMARAS promoting the use of alternatives and eco-friendly shopping bags or packaging materials, providing for penalties therefore, and for other purposes.

As an institution of higher learning, the Guimaras State University community is subject to supplement all existing practicable measures undertaken for the protection of the environment. Because of this, the Synergistic Action Vital to Environment and Mother Earth (SAVE ME) Guimaras Pioneer Movers establish the “No Plastic Week Long”.

This project will serve as an initiative for participants especially students to minimize the environment burdens. The project aims to:

1. Reduce the widespread use of plastics that cause significant environmental concerns about solid waste management and impacts resulting from litter, all of which requires mitigating or managing.
2. Raise awareness about the importance of cutting down on plastics in daily life as well as directly diminishing the amount of plastic waste.
3. Apply the week long or refusing the use of plastics, thus, all participants will try not to eat any food repacked in plastic, forgo plastic cups from coffee machines at school, and certainly wouldn't accept any new plastic bags.

Implementation:

Phase 1: Inform and guide the food vendors in the school canteen of which plastic is not advisable for in-school use.

Phase 2: There will be a total and complete information dissemination for the students' awareness throughout the three campuses so they may not be caught unaware of the project and its imposed penalties.

Phase 3: Announcement/ launching of the project to start.

Phase 4: SAVE ME Movers will be roaming around to regulate the project and impose the legitimate sanctions needed. They will be identified through their Identification Cards or Official Uniforms which bear the SAVE ME Movement Official Seal.

Grounds for Sanctions:

- a. Use of Plastic

The use of plastic as wrapper of food (rice, etc.), beverage (water, soft drinks or juice) or any repacked products.

- b. Littering

Anyone caught littering any waste material or having litters in their bench and ignore to throw the garbage

c. Refusal

Anyone who dishonors the provisions in the grounds for sanctions mentioned above will have his or her presence summoned at the Office of the Student Development and Services.

Sanctions:

Thirty (30) minutes of community service per violation or thirty (30) minutes detention.

XIII.. INSTITUTIONAL STUDENT PROGRAMS/ SERVICE

A. Library

A.1 Rules and Regulations

1. All officially enrolled students, faculty and staff of GSU are entitled to use the library subject to its policy.
2. Visitors and outside researcher are required to present their identification card or referral letter.
3. Students are required to use their School ID in all transactions. Any student caught using somebody's ID number will be suspended to his library privileges.
4. After enrolment period, students' data from ICT office are encoded in the library system which will serve as Students' Record in the library.
5. Upon entering the library, the student must log-in at the "my Attendance "module of the library system to be counted as user.
6. The library staff in-charge in the circulation, key in the student's ID number and verify Student's Record before the student will be allowed to borrow book.
7. Borrowing and returning of books are done with the use of library integrated system.

A.2. Services Offered

1. Library Orientation

The library conducts orientation to incoming students at the beginning of classes. This is to orient the students on how to optimize use of the library. The library orientation is conducted in coordination with the English Department, where the students are send to the library by section according to their schedule as requested and arranged by the subject teacher.

2. Announcement of New Acquisitions

The college or the academic community is informed of the latest acquisition; the list of new arrivals is posted on the bulletin boards. Likewise, an announcement from the college librarian addressed to the deans of the different schools and is circulated to the faculty and student councils. The new books are placed on display for browsing.

3. Photocopy and Printing

Request for photo copying of library materials in different sections are allowed except thesis and some rare materials. The students may also request anytime to print their files or documents in the computer.

4. Vertical Files Materials

Clippings from newspapers, pamphlets and brochures are compiled and arranged in alphabetical order.

5. Reference and Information Services.

This is service given to library user on how and where to locate information needed

6. On Line Public Access Catalog (OPAC)

Library collection can be access through the computer instead of using the traditional card catalogue. OPAC contains bibliographic records of books and can be accessed in three: author, title and subject.

7. Internet and on-line resources/databases

The library provides resources in a varied formats to meet the diverse informational; needs of the academic community. Students could access internet for free as well as the other on-line resources/databases like STARBOOKS, Gale Virtual Reference Library, e-book and e-journals.

B. Health Services

The Health Services of the University will ensure support and assistance to the students in meeting their health needs on disease prevention, care and treatment, the attainment and maintenance of optimum health that can lead to a healthier school population. The Health personnel shall submit evaluation and accomplishment reports to the Office of Student Development and Services.

The clinic is the heart of health services of the university and is at the forefront of providing primary health care services. It is equipped with the basic medical/ dental instruments and medicines that are available as prescribed upon consultation, treatment and emergencies.

Activities involved in health services are namely:

1. **Individual health appraisal** – is a series of procedures to assess or determine the health status of students through observation, screening tests, health histories, and medical, dental, and psychological evaluations and it can also be considered a rich opportunity for education in health.
2. **Follow up** – is a clinic initiative that takes place after the initial treatment to ensure the correct implementation of health management is well taken and understood until resolution of health issue(s).
3. **Patient health education** - helping individuals discover and adapt the best and most healthy practices to promote health, prevent diseases and disabilities and provide emotional and psychological support to students or patients.
4. **Communicable disease control** – implement measures on the prevention and control of common communicable diseases.
5. First aid – administered prompt care to student who suffer from sullen illness or accident.
6. **Online clinic portal for digital medical record card (MRC)** - is a new platform for easy and fast access of the digital medical record card by students, as well as fast and efficient retrieval and access by the medical and dental staff to the student's health record.

The following services are specifically provided:

1. Medical Services- medical health examination, consultation, and treatment of common diseases to students, faculty and staff.
2. Dental Services- dental ailments, including tooth extraction for students, faculty and staff.
3. Nursing Services- nursing care for the patient, assist in the prevention of health hazards, facilitate the health promotion and maintenance of health records, conduct health advocacy and orientation for students and establish health linkages.

C. The Science Laboratory (Biology, Chemistry and Physics)

The Science Laboratory (Biology, Chemistry and Physics), which includes the Chemical, Apparatus, and Equipment Sections serves all schools of the College particularly those which offer Science subjects. It provides logistical support to laboratory classes. It is involved in extension projects where science instruments and personnel expertise are needed. It has Science Laboratory Student Assistants who can maintain laboratory equipment, prepare reagents and can provide assistance to teachers, students, researchers and others who are engaged in scientific endeavors. Technician is hired on call basis to repair and calibrate laboratory equipment.

D. Office of Student Development and Services

The Guimaras State University is committed to the development of man in all his total dimensions. The Office of Student Services is tasked to discover talents, values, potential leadership and translating democratic ideals into democratic practices.

Specifically it has to:

1. Provide different student services;
2. Assist and review the programs and projects of the different student' organizations.
3. Coordinate with the different units of student services.
4. Inculcate the spirit of hard work, honesty, sense of responsibility, initiative, respect and innovativeness among the students.
5. Evaluate the performance of the different student programs and services such as Orientations and Convocations, Guidance, Health, Sports and Cultural, Scholarship, Canteen, Publication and Dormitory.

E. Food Services

Guimaras State University has a clean and comfortable school canteen and cafeteria where the students can stay during lunch time and can buy nutritious foods at affordable price. Managerial position will be rotated among faculty/dean who handles subjects with offering courses related to food services/ cafeteria management. Tenure of office of the canteen manager will be a minimum of two years (2) and a maximum of three years (3).

F. Mutual Benefit Policy

Mutual benefit fee of P40.00 shall be paid by the students upon enrolment. The amount paid shall cover one school year whether or not the student is enrolled in the second semester and/or summer of the school year covered. The mutual benefit fee shall be accounted for as thrust fund.

For beneficiaries of RA 10931, the amount of P40.00 is paid by CHED.

G. Student Housing and Residential Services

Policies on the Operation of Students Dormitory

Acceptance of Boarders:

1. Priority is given to students residing from other towns and outside of Guimaras
2. Applicants must accomplish the application form to be submitted by April of the year that they wish to reside in the dormitory. They will check if they are accepted by calling or coming personally to the dorm.
3. The dormer must sign a contract that stipulates his/her obedience to the rules of the dormitory.

Requirements for the Admission of New Boarders

1. Parent or guardian and child must see the Dorm Manager for interview.
2. The applicant must report to the Director of Student Services for interview before she/he is accepted.
3. Parents must fill up the parents' permit sheet and contract, sign the conformity sheet that both conform to the rules and regulations of the dormitory.
4. Pay to cashier, one month advance and 2 months deposit. The two months deposit will be for the succeeding months in case the resident could not pay on time.

5. The students who have been admitted to live in the dormitories should stay a complete school year. Exceptions will only be made because of dropping out of school, serious illness, or a move (parents move to the country or city where the school is located).

Requirements for the Retention of Boarders:

1. Boarders must submit their grades to the Dorm manager at the end of the Semester.
2. Boarders must not have failing grades.
3. The Dorm Manager recommends the retention or expulsion of boarders depending on records of their previous conduct in the dorm.

Prohibitions:

1. Washing of clothes in the comfort room
2. Maintenance Staff should not be requested by residents for personal matters
3. Bringing classmates inside the bedroom

Room Rates for Dormitory

Air-Conditioned Room

- A. 6 months Contract- ₱ 6,000.00 (₱ 1,000.00 per month excluding electricity and water for the period of August– January and February–July)

Non-Air Conditioned Room

- A. 6 months Contract- ₱ 4,800.00 (₱ 800.00 per month excluding electricity and water for the period of August– January and February–July)

4. Bringing rice cookers, flat iron and TV inside the rooms
5. Putting decorations or marks on the wall
6. Bedroom hopping
7. Shouting and talking loudly
8. Bad manners and attitude
9. Pasting papers on walls
10. Non-residents to enter the dormitory without permission. Residents should meet their guest in the lobby, where visitors should first receive permission from the dorm supervisor to go to the students' room
11. Guests, relatives, or friends to stay overnight with student residents
12. Use of candles and cooking equipment
13. Smoking

Duties and Responsibilities of Boarders

1. Practice proper behavior towards everybody inside or outside the dormitory.
2. Clean and arrange the dorm especially the CRs, bedrooms and surrounding premises.
3. Properly use facilities provided in the dorm.
4. Strictly implement time management: (studies, recreation, hobbies, prayer, meals, etc.)
5. Follow the rules and guidelines to make dorm life happy and memorable one.
6. Be friendly to everyone and learn to understand each other to avoid conflicts.
7. Attend all meetings and activities organized by the dorm.
8. Dispose garbage and sanitary napkins properly.
9. Refill air pot properly to avoid damage of the unit.
10. Turn off lights in the public areas at 11:00 P.M.
11. The front gate of the dormitory should be closed at 11:00 P.M.
12. Participate in the activities held in the dormitory.

Reason for Expulsion from the GSU Dorm

1. Violating the dorm rules 3 times a year (1st, 2nd warning)
2. No permit slips when going out beyond curfew
3. Passing through the window to enter the dorm or staying out of the dorm beyond curfew
4. Drinking Liquors, smoking and using prohibited drugs
5. Not cleaning assigned rooms and CRs
6. Showing disrespect for Dorm Manager and quarrelling with fellow dormers
7. Gambling, bringing pornographic books, posters, pamphlets and magazines
8. Disobedience of the policy set forth above.

H. Services for Students with Special Needs

The college as an HEI shall ensure that academic accommodation is made available to persons with disabilities and learners with special needs.

I. Safety and Security Services

Safety and Security Services ensure a safe, accessible and secure environment, buildings, and facilities that comply with government standards. Licensed and competent security personnel are hired to ensure the safety and security of students and their belongings.

Activities and programs like Disaster Risk Reduction, Fire Drills and the like are conducted to majority of the students, faculty and staff to provide safety and security services.

Ensure smooth flow of traffic and maintain traffic rules and regulation at the main gate and inside the school premises. In addition, all guests are required to register. In addition, all guests are required to register at the main gate and wear visitors I.D. upon entrance in the gate.

J. Research on Student Affairs and Services

The College shall ensure that students are involved in the research on Student Affairs and Services Programs. The Research results and outputs shall be disseminated and utilized.

K. Gender and Development Services

The GSU recognizes and supports the Magna Carta of Women or R.A 9710 approved on August 14, 2009, Section 13, "Equal Access and Elimination of Discrimination in Education, Scholarships and Training.

Recognizing the students as target clienteles of the academe, the GAD office includes activities and programs that cater to the needs of students such as peer advocacy addressing gender issues and concerns related to Adolescent Reproductive Health (ARH).

The GSU recognizes and supports the Magna Carta of Women or R.A 9710 approved on August 14, 2009, Section 13, "Equal Access and Elimination of Discrimination in Education, Scholarships and Training.

Section 13 (c) states, "Expulsion and non-readmission of women faculty due to pregnancy outside of marriage shall be outlawed.

L. Scholarship & Financial Assistance (SFA)

L.1 Guidelines on Scholarship Programs

General Policy:

The GSU Scholarship Committee is a body duly appointed by the University President for the purpose of screening, testing and interviewing the applicants for scholarship, implementing the standards of scholarship benefactors, evaluating the eligibility of scholars, request for the financial assistance of scholars every semester, submit report on the academic performance of the scholars and the financial status of the scholarship fund to the sponsors. Application for scholarship is available at the OSDS. The Committee shall also disseminate information to students concerning vacant slots in any of its scholarship program.

Qualification of a Scholarship Applicant:

1. An applicant must have taken the GSU Admission test and found to be among the Top 100 passers. The applicant must have an entering average of 85% or better.
2. The aggregate income of the applicant's family members should not be more than 40 thousand annually. (Depends on the requirements set by the sponsoring agency).
3. The applicant should take and pass the scholarship qualifying test intended to select the new scholars.
4. Transferees who wish to apply for scholarship must have no other sibling/s who is beneficiaries of the same scholarship or grant.

5. The applicant should not be a grantee of any financial assistance, either private or government.
6. The applicant must choose only one scholarship program where he is qualified.
7. Must not be more than twenty five years of age upon application to any scholarship/grant or as required by the sponsoring agency.
8. Must be single.

Scholarship Requirements

A Scholar should...

1. Maintain the Grade Point Average (GPA) set by the sponsor/beneficiary of the scholarship program.
2. Carry a full semestral load and should finish the course within the prescribed course duration.
3. Must not be a recipient of any financial assistance or scholarship grant (either private or through the school) nor accept any other school.
4. Scholarship privilege after he has been awarded a scholarship grant or has given a chance to work as a student assistant in the College.
5. Not have incomplete grades, non-completion of the requirements in any of the scholar's subject will disqualify the beneficiary from enjoying the scholarship.
6. Submit to the Scholarship Committee OSS a certified copy of grades at the end of every term for evaluation.

Documents to be submitted by the Scholar:

1. Form 138 (Progress report card) or Form 138-A Recent Income Tax Return of parents/guardian or a certification from the BIR stating that the family is exempted from paying taxes.

2. Application form for scholarship signed by parents/guardian
3. 1 piece 1x1 ID picture
4. Good Moral Certification
5. Medical Certification from a government physician (for sports varsity applicant only)
6. Parent's waiver/permit (for sports/varsity applicant only)
7. Barangay certification as to income of the applicant.
8. 1 white long folder.
9. 1 Fastener

Termination of the Scholarship privilege:

1. Scholastic deficiency
2. Falsification
3. Transfer to another school
4. Dropping-out
5. Involvement in subversive activities in and out of school
6. Non-availability of funds for the scholarship
7. Non-compliance of the terms and conditions stated by the beneficiary of the scholarship program and the GSC Committee on Scholarship
8. Subjection to disciplinary action worse than a five-day suspension from classes.

Mechanics in Selecting New Scholars/Replacement of Scholars

Notice of vacancies in scholarships slots shall be posted in conspicuous places in the University for the information of everyone.

1. Applications for scholarship must be filed with the GSU Scholarship Committee.
2. An orientation regarding the scholarship policies of the school and of the scholarship benefactors shall be called for the benefits of the applicants.

3. The applicant should take the qualifying examination for scholarships, be subject to interview and, if or when necessary, to home visitation. The qualifying examination shall be after the admission test but before enrolment of each school term. Those who have taken the qualifying exam and failed cannot take the qualifying exam again. Applicants from the 2nd to the 4th years are exempted from taking the qualifying examination.
4. The applicant should submit promptly the documents required by the committee.
5. The committee shall meet and bane to discuss the merits of each scholarship applicant.
6. The result of the screening for the scholars shall be endorsed by the chair of the committee to the University President for his approval.
7. The scholarship slot shall be formally awarded to the scholars by the Chair of the Committee, and followed by the signing of the scholarship contract.
8. After the student is awarded the scholarship slot he/she should fill up an application form and let it be approved by the authorities concerned.
9. Replacement of scholars shall be based on scholastic records and the applicant shall be subject to home visitation of the sponsoring agency requires it.

For entering applicants

Qualifying exam:	25%	(passing score 75%)
High School Average:	25%	
Income:	25%	
Dependency Score:	25%	(based on the no. of dependent)

For "resident" applicants

GPA for the term:	50%
Income:	25%
Dependency Score:	25% (based on the no. of dependent)

L.2 Entrance Scholarship.

This is extended by the university to class valedictorians and salutatorians from public and private high schools. Valedictorians are entitled to 50% exemption from tuition fees whereas Salutatorians are entitled to only 25% exemptions from tuition fees only.

L.3 Institutional Scholarship

Academic Scholarship. This is extended to regular students with GPA of 1.7 or better with no grade lower than 2.0 in any subject. This entitles the scholars 50% exemption from tuition fee.

L.4 Private Scholarship.

This refers to financial assistance given to students on the basis of need, merits or honor by individual person, groups or institutions which has been received and confirmed by the Board of Trustees.

In addition to the requirements issued by the sponsors or sponsoring groups of private scholarships, recipients shall be subjected to the general **rules on scholarship** of the Guimaras State University except **varsity and cultural scholars**.

When the rules of the sponsors or sponsoring groups are in conflict with rules set by the University the latter shall prevail. Sponsor or sponsoring groups shall be furnished with the University rules on scholarship.

L.5 Service Grants

Service Grants. Service grants, assistantships, and other forms of financial aid to students shall be awarded in accordance with pertinent rules and regulations.

The GSUSR President is entitled to **50%** exemption from tuition fees only.

Twenty Five percent (25%) exemptions from tuition fee only (College only) shall be granted to the following:

1. Ten (10) Officers of the Student Republic
2. Eight (8) Chairpersons of the Department Councils
3. One (1) Corps Commander ROTC

Fifty percent (50%) exemptions from tuition fee only (College only) shall be granted to the Editors-in chief, Managing Editors and Associate Editors of the different college publications.

Rules on Service Grants

1. A student with a load of at least 21 academic units per semester must have a weighted average of at least 2.5 and no grade lower than 2.75 during the immediate previous year.

1. A maximum of 2 “incomplete” grades shall be allowed. More than (2) “incomplete” grades per semester automatically disqualifies grantee.
2. Varsity athletes must have no failing grade in the previous school year on a load of at least 15 academic units per semester. Maximum of (2) “incomplete” grades per semester automatically disqualify the athlete for the grant.

L.6 Varsity and Cultural Scholarship

The Scholarship requirements are the following: the applicants shall be screened by the screening committee, coach, sports and cultural coordinators noted by the Director of Student Services, recommended by the VP of Academic Affairs and approved by the University President. They must have a certification from the Sports/Cultural Coordinators and must maintain the grade point average of 2.5 per semester and no grade lower than 3.0 in any subject. They must carry at least 15 units load per semester and should finish his or her course within the time prescribed by the curriculum. Incomplete grades should be completed immediately (before the succeeding semester).

Non completion will disqualify the grantee from enjoying the scholarship. They must submit a certified true copy of their grades to the GSC scholarship committee every end of semester for evaluation. They must fill up the application forms available at the Office of Student Development and Services. Grantees may enjoy 100% tuition fee exemption provided that they have to attend to practice and trainings regularly based on the schedule which will be coming from the Sports and Cultural Coordinators. Non completion of the no. of hours required for the practice or trainings disqualifies the grantee from enjoying the scholarship.

L.7 Scholarship for Employees’ Dependents

Dependent children on GSU personnel with permanent status shall be entitled to discounts from payment of tuition fee when enrolled in the college level, based on the following:

- a. full-time faculty and administrative personnel who have a maximum of four (4) children may avail fifty percent (50%) discount from tuition fee, provided that the faculty members and personnel has rendered ten years (10) or more service in the College.
- b. Full-time faculty and administrative personnel with less than ten years (10) of service shall be given twenty five percent (25%) from tuition fee.

L. 8 Implementation of RA 10931

All qualified students based on the qualifications specified in the Implementing Rules and Regulations of RA 10931 who are officially enrolled in the university are given the opportunity to enjoy free higher education. Hence, they shall not pay their tuition and miscellaneous fees. Provided, they passed the admission and retention requirements of the college.

L.9 Financial Assistance to Students

Financial assistance grants are provided to the students based on the guidelines set by CHED and other funding institutions depending on funds availability.

College deans, Division Chiefs and Council advisers may screen and recommend to the Director of Student Services, students who are able, deserving and promising to work as student assistants. The working hours and academic load shall be based on the recommendation of the division chiefs where he may be assigned. The compensation of the student assistants shall be in accordance with the approved rate for student labor.

This University also accommodate Scholarship and financial assistance from private and public agencies specific guidelines refer to Annex B to G.

I. 10. Policy on Work Student Assistant Program

Republic Act (RA) 10931 of the Universal Access to Quality and Tertiary Education Act promotes universal access to quality tertiary education by providing free tuition and other school fees in SUCs, LUCs, and state-run technical-vocational institutions. Nonetheless, there are still students who cannot sustain their allowances and daily needs while in school.

The basis for student employment is to provide university students with financial support in pursuit of their academic goals, provide opportunities for them to gain job experience, and to help meet the needs of the university. The job duties and responsibilities of student employees vary greatly and may or may not be related to their field of study.

Work Week

1. The work week runs from Monday to Friday based on the vacant schedule only.
2. During the academic year, work students are allowed to work on a minimum of 4 hours per or a maximum of 20 hours per week.
3. Work student's assistance includes office assignment and maintenance services
4. Students assigned at offices shall render duty on official time only during vacant schedule but not to exceed 4 hours a day.
5. Students assigned to maintenance services shall render duty as early as 5 o'clock in the morning to the designated area of assignments.
6. During vacation period, student assistance may work a maximum of 4 hours a day but not to exceed 20 hours a week.
7. There will be no exceptions to the work week regulations.
8. There will be staff assigned to monitor the services rendered by the work student. Supervisions for janitorial services will supervise and will not require students to work more than the stated limit per week.
9. Students and supervisors who fail to comply with this policy may be subject to disciplinary action up to and including termination of the student.

Qualification

1. Work student program applies for those students who despite of the Free Tuition, yet, they struggled financial difficulty in terms of allowances and daily need consumptions.
2. Those students identified to have a very low economic income but qualified for such avail the program.
3. Students grantees of TES, TDP and other financial beneficiaries shall be barred from the application.
4. Verification of economic status and related status of the student by the OSDS prior to admission.

5. The student applicant will be notified and should make an appointment with their academic adviser, program head/dean to ensure that working for 20 hours per week will not adversely affect their academic performance.
6. If approved by the academic adviser, program head or dean, the student must meet the OSDS to discuss the financial aid consequences of earning income.
7. Once approved, the student and supervisor(s) will receive signed copies of the form and may then begin working up to the approved number of hours.

Payment Policies

1. Students are paid for actual hours worked, and therefore are not paid for holidays, Saturdays and Sunday.
2. Student assistance shall be paid 25 pesos per hour or a maximum of 100 pesos per day which is equivalent to 500 pesos a week or 2,000 pesos monthly.
3. The university will pay student assistance upon submission of the Daily Time Record (DTR) duly signed by the student and his/her immediate supervisor with accomplishment report.
4. Submission of the Daily Time Record (DTR) and accomplishment report will be made at the OSDS who will process the student salary.
5. The source of fund will be charge to the department where the work student is designated.
6. All payment will be directly made thru the university cashier.

Workers' Compensation

1. In the event that a student employee is injured at work, the student should notify his or her supervisor immediately.
2. As soon as the student has received appropriate medical attention to address the injury, the student and supervisor should notify the Office of Student Development and Services (OSDS) of the incident and injury.

3. The student must then complete a Supervisors Report of Illness or Injury form.
4. Injured student shall comply documentary requirements needed to avail the mutual benefit provided by the university.

M. Multi-Faith

The Multi-faith Service caters to the spiritual needs of the students. It shall facilitate the convocation and some related activities, Values Education/meetings and seminars strengthen spiritual and moral needs of the students and religious group accreditation. The Multi-faith facilitator provides religious and Moral Education, offers Campus Ministry, retreat and Mass/ Services like Thanksgiving Mass/ Services, Dedicatory Service, Baccalaureate Mass/Service and offer spiritual advice and counseling when it is required.

N. Cultural and Arts Program/Services

The cultural coordinator shall promote and hone the cultural interest, talents, abilities and values for appreciation, promotion and conservation of national culture and multi-cultural heritage. Alumni and community involvement for their voluntary service and support to the academic, and cultural activities is recognized and encouraged to be involved in research and extension programs and activities of the university. He/ she shall submit accomplishment reports to the Office of Student Services. GSC offers varied programs in cultural and recreational activities.

Cultural programs enhance the talents of the students in the field of culture and arts. Literary and musical contests as well as convocation programs are regularly held to provide a vehicle for the development of their artistic abilities and skills.

Every student duly registered in this university shall be a member of the university cultural affairs. There shall be a chair of cultural affairs to be appointed by the University President with the recommendation from the director for student services. The committee on cultural affairs has laid down the policies, rules and regulations on cultural activities and in administering of the financial aspects of cultural and similar student activities of this university.

O. Sports Development Programs

The sports coordinator shall promote and hone the sports interest, talents, abilities and values for appreciation among student. Alumni and community involvement for their voluntary service and support to the sports activities is recognized and encouraged to be involved in research and extension programs and activities of the university. He/ she shall submit accomplishment reports to the Office of Student Services. GSU offers varied programs in sports and recreational activities. Sports competitions are conducted to foster the spirit of sportsmanship, camaraderie and unity among students likewise to discover potential athletes, trainers, coaches and sports officials. Every student duly registered in this university shall be a member of the university sports affairs. There shall be sports coordinator to be appointed by the University President with the recommendation from the director for student services. The committee on sports development programs has laid down the policies, rules and regulations on athletics and in administering of the financial aspects of athletics and similar student activities of this college.

POLICY OF VARSITY ATHLETES PROGRAM

I. ACADEMICS

1. Must be officially enrolled in the 1st semester and 2nd semester of the current school year.
2. Academic load of at least 12 units in the 1st semester and 2nd semester of the current school year (not including ROTC) and must passed the required percentage as follows.

Academic load	Passing Percentage	
12 units	100%	12 units
13-18 units	70%	9.1 and up
19 -30 units	60%	11.4 units and up

3. Graduating students may carry less than 12 units (With Certification from the School's Registrar)

RESIDENCY

1. Transferees must complete one (1) year residency.
2. Residency refers to two (2) consecutive semesters or prior to the SCUAA games.

III. RETURNEE

1. The residency rule does not apply to the returnee students provided he/ she satisfies the eligibility requirements.

*Returnee – A student who re-enrolled after a leave and did not enroll in other institution in the year of leave.

IV. IN-COMING FRESHMEN

In-coming freshmen with more than 12 units academic load has no residency requirements provided that He/She must have a certification duly sign by the coach and the principal that He/She has achieved BRONZE, SILVER OR GOLD award in the REGIONAL OR NATIONAL level.

V. AGE LIMIT / PLAYING YEARS

1. The cut off age is 26 years old.
2. Maximum of Seven (7) playing years (THE COUNTING STARTS AT THE YEAR OF SENIOR HIGH SCHOOL GRADUATION)

VI. ATHLETES WHO ARE NOT ALLOWED TO PARTICIPATE IN THE VARSITY PROGRAM:

- a. Student-athletes who are enlisted with the Armed Forces of the Philippines and the Philippine National Police;
- b. Athletes who were banned from previous sports activity;
- c. Baccalaureate degree holders (second courser);
- d. Foreign students
- e. Students from the Graduate School Studies
- f. Professional athletes

VII. PRACTICE PERIOD

- Athletes should Practice for at least 3 times a week not including Saturday and Sunday.
- Athletes may practice during their vacant period.
- Athletes who are absent in their practice should submit an excuse letter to the Director of the Sports and Wellness noted by the Coach.

VIII. VARSITY ALLOWANCES for current and incoming freshmen

athletes. (Upon qualifying in the try-out as endorsed by the coach.)

- Gold Medalist during the previous meet (National Level) P 1,500.00/month
- Silver Medalist during the previous meet (National Level) P 1,200. 00/month
- Bronze Medalist during the previous meet (National Level) P1,000.00/month

- Gold Medalist during the previous meet (Regional Level) P 700.00/month
- Silver Medalist during the previous meet (Regional Level) P 600. 00/month
- Bronze Medalist during the previous meet (Regional Level) P 500.00/month

IX. INCENTIVES (NATIONAL /INTERNATIONAL LEVEL ONLY)

Team Sports (6 Medals and Up Category)

Champion	P15, 000.00
1 st Runner-up	P10, 500.00
2 nd Runner-up	P7, 500.00

Team Sports (4-5 Medals Category)

Champion	P4, 000.00
1 st Runner-up	P2, 800.00
2 nd Runner-up	P2, 000.00

Dual Team Sports (2 Medals Category)

Champion	P2, 000.00
1 st Runner-up	P1, 400.00
2 nd Runner-up	P1, 000.00

Individual Sports (Per Medal)

Gold Medalist	P1, 000.00
Silver Medalist	P700.00
Bronze Medalist	P500.00

P. Foreign and International Student Services

1. All foreign students shall be subjected to DFA, CHED, and university rules and regulations. In addition to these rules and regulations, the Director of Student Development and Services may issue the necessary guidelines to ensure the general welfare for special orientation.
2. Immediately after having been admitted to this university, the foreign student shall report to the office of the Director of Student Development and Services shall designate a faculty adviser for foreign students.
3. Financial support of fifteen thousand pesos (Php 15,000.00) shall be provided for students who will be traveling abroad which will be taken from the departmental fee. This provision will be applied to all programs equally but limited only to a maximum of five (5) students per program depending upon the availability of funds.

Q. Student Internship Program for Visiting Student

Article 1 General Policies

The University adopts the provisions stipulated under the CHED Memorandum Order No. 104 Series of 2017 (Revised Policies and Guidelines for Student Internship Program in the Philippines for all Programs (SIPP), CHED Memorandum Order No. 22 Series of 2013 (Revised Policies and Guidelines (PSGs) on Student Internship Abroad Program (SIAP) and SEAMEO Guidelines for student exchange.

Section 1. The students also known as on-the-job-training (OJT) should be included in the curriculum of the Home Institution of the visiting student. It should have a specified course title, time allotment and unit credits.

Section 2. There should be an over-all facilitator designated by the University President to oversee all activities including selection of visiting students, coordination with the sending institution, other agencies and organizations, curriculum or program of activities and other related activities or requirements. A faculty-in-charge or coordinator in each program/college/campus will also be identified or designated who will work closely with the over-all coordinator.

Section 3. Programs in each campus of Guimaras State University should be accredited by the Bureau of Immigration (BI) before visiting foreign students are admitted. There should be a designated and BI accredited liaison officer of the receiving institution who will be in-charge of the (?)

Section 4. A committee will be assigned to design a special curriculum or Program of Activities for the visiting students. Each identified program will be designed curriculum for visiting students who will undergo OJT or internship before the actual acceptance of visiting students.

Section 5. A duly BOT approved, completely signed and notarized Memorandum of Agreement between the home/sending and receiving institutions should be in place before the acceptance of the visiting students commences. In case of internship to a partner industry, the receiving institution will also forge another MOA with the industry to ensure that the visiting student be accommodated to the partner industry.

Section 6. The receiving institution will provide free accommodation to the visiting students throughout the OJT or internship. Other benefits will be identified based on the MOA between the home/sending institution and the receiving institution.

Section 7. The over-all coordinator will identify the qualified visiting students for internship after a thorough selection process. Online- interview/s will be done to ensure that the special program offerings suit the student's academic background and the skills can be provided by the receiving institution or its partner industry. Language or communication skills will also be considered.

Section 8. A student buddy will be assigned to the visiting student who will serve as his/her guide especially on activities outside the campus. The visiting student will not be allowed to explore on his/her own without the presence of a faculty or his assigned student buddy.

Section 9. The over-all coordinator will conduct an orientation to visiting students before deployment to the assigned areas and/or partner industry/ies.

Section 10. The following are the requirements for visiting students who will undergo internship at GSC and/or its partner industry:

- A. Certificate of Enrollment from his/her home/sending institution indicating that student is officially enrolled in the internship subject or its equivalent.
- B. Curriculum Vitae or Personal Data Sheet.
- C. Endorsement from the sending/home institution.
- D. Notice/Certificate of Acceptance from the receiving institution.
- E. Comprehensive international insurance.
- F. Medical certificate indicating that the student is physically, emotionally and mentally healthy.
- G. Special student permit issued by Bureau of Immigration
- H. Passport
- I. Visa (if applicable)

Article II. During the Conduct of Internship

Section 1. The over-all coordinator and program faculty-in-charge must ensure that the student internship activities strictly follow the designed Program of Activities submitted to the visiting student's home/sending institution and/or MOA.

Section 2. Student interns should follow the rules and regulations of the receiving institutions and its partner industry as well as the laws of the Philippines. Violations against the laws of the land, rules and regulations of this institution and its partner industry may be a basis for termination of the internship and expatriation of the visiting student.

Section 3. A close monitoring of the student's progress and well being should be ensured all throughout the internship. The coordinator will have a close coordination with the sending institution.

Article III. After the Conduct of Internship

Section 1. The over-all coordinator will conduct a culminating activity showcasing cultural exchange and exchange of experience among the visiting students, assigned student buddies, faculties-in-charge, partner industry and other involved persons.

Section 2. Assessment report of the receiving institutions and partner industry on the performance of student interns should be submitted to the visiting student or its sending institution as basis for students' grades/credits.

Section 3. Assessment report by the student interns and faculty-in-charge on their experiences with partner agency and/or receiving institution should be submitted to the over-all coordinator as bases for future internship activities.

Section 4. Required reports as indicated in the SEAMEO and/or other regulating bodies must be submitted by the over-all coordinator.

XIV. AMENDMENTS / OPEN PROVISION/ ADOPTION AND REPEALING CLAUSE

The provisions of this Student Handbook may be amended through a Memorandum from the Office of the University President that there is a need to revise the provisions of the existing Student Handbook and concurred by the Committee on Revision of the aforementioned.

XV. EFFECTIVITY

This provisions of this handbook shall be amended as often as needed through the recommendation from the University President or from the Committee created the revision of Student Handbook. All revisions shall be endorsed by the Academic and Administrative Council for the approval of the Board of Regents (BOR).

Signed: Student Handbook Committee

EFREN S. TELLERMO, Ph.D.
Chair/VPAAs

VIOLETA G. EFONDO, MS Crim., JD
Vice Chair/OSDS Director

Members:

ADRIAN J. FORCA, Ph.D.
Dean, CST

JASMIN T. GADIAN, Ph.D.
Dean, CTE

BERNARDO G. CAGASAN, Ph.D.
Dean, CAS

AIZLE F. ERES, MS Crim.
OIC Dean, CCJE

ROME B. MORALISTA, Ph.D.
Dean, CBM

RHEA JOY D. FLORA, Ph.D.
Dean, CAS

ENGR. RUBEN M. HABANA
Dean, CEIT

ROSEBELLE V. EMBREVILLA, RGC, RPm
Guidance Counselor, Salvador & Baterna

ROSABETH M. ARTURO, LPT, RGC
Guidance Counselor, Mosqueda

AGATHA RICA B. NORILLA, Ph.D.
GSUSR Adviser

ANN LYN S. TUMAPANG, Ph.D.
CAO, Finance Division

Editor

VIOLETA G. EFONDO, MS Crim., JD
OSDS, Director

XVI. REFERENCES

2019 Revised Student Handbook
Revised College Code of 2011 Revised
College Code of 2014 2016 Revised
Student Hanbook

2014 Revised Student Handbook Student
Handbook, 2003-2004
Republic Act No. 7079: Campus Journalism Act of 1991 CHED
Memo Order No. 63, s. 2017
CHED Memo Order No. 27, S. of 2006 CHED
Memo Order No. 21, Series of 2006 CHED MEMO
NO.9, s.2013
Philippine Commission on Women Memorandum Circular No.2011-01 BOT
Resolution No. 53-2014
BOT No. 26-2013 dated May 10, 2013
BOT Resolution #19-2010 dated March 17, 2010 GCSR Res-
olution No. 4, series of 2016
No Plastic Week Long Policy, SAVE ME
BOT Resolution No. 62-2016

XVII. ANNEXES

ANNEX A: BOT Resolution No. 62s. 2016



Republic of the Philippines
State Universities and Colleges
GUIMARAS STATE COLLEGE
Buenavista, Guimaras



EXCERPT FROM THE MINUTES OF THE 84th BOT MEETING (REGULAR) OF THE GUIMARAS STATE COLLEGE HELD AT CHED, C.P. GARCIA AVENUE, U.P. CAMPUS, DILIMAN, QUEZON CITY ON OCTOBER 20, 2016.

Upon motion duly made, seconded and unanimously carried, the following resolution was adopted by the Board of Trustees, thus:

RESOLUTION NO. 62 - 2016

RESOLVED, AS IT IS HEREBY RESOLVED, that after full deliberation on the matter, the Board approved the proposed 2016 Revised Student Handbook with the inclusion of flow chart on the process of discipline.

Approved

Certified Correct:

JANET R. ALEMAN
College/Board Secretary V

Attested:

HON. ROGELIO T. ARTAJO, Ph.D., FRIEdr., FDR.
College President/Vice Chair
GSC-Board of Trustees

ANNEX A: BOT Resolution No. 55 s.2017



Republic of the Philippines
State Universities and Colleges
GUIMARAS STATE COLLEGE
Buenavista, Guimaras



EXCERPT FROM THE MINUTES OF THE 88th BOT MEETING (REGULAR) OF THE GUIMARAS STATE COLLEGE HELD AT RICHMONDE HOTEL ILOILO, MANDURRIA, ILOILO CITY ON OCTOBER 12, 2017

Upon motion duly made, seconded and unanimously carried, the following resolution was adopted by the Board of Trustees, thus:

RESOLUTION NO. 55 - 2017

RESOLVED, AS IT IS HEREBY RESOLVED, that after full deliberation on the matter, the Board approved the 2017 Revised Student Handbook of the Undergraduate Programs.

Approved

Certified Correct:

JANET R. ALEMAN
College/Board Secretary V

Attested:

HON. ROGELIO T. ARTAJO, Ph.D., FRIEdr., FDR.
College President/Vice Chair
GSC-Board of Trustees

ANNEX A: BOT Resolution No. 47 s.2017



Republic of the Philippines
State Universities and Colleges
GUIMARAS STATE COLLEGE
Buenavista, Guimaras



EXCERPT FROM THE MINUTES OF THE 87th BOT MEETING (REGULAR) OF THE GUIMARAS STATE COLLEGE HELD AT CHED, C.P. GARCIA AVENUE, U.P. CAMPUS, DILIMAN, QUEZON CITY ON JUNE 22, 2017

Upon motion duly made, seconded and unanimously carried, the following resolution was adopted by the Board of Trustees, thus:

RESOLUTION NO. 47 - 2017

RESOLVED, AS IT IS HEREBY RESOLVED, that after full deliberation on the matter, the Board confirmed the Memorandum of Agreement (MOA) between Guimaras State College (GSC) and the Commission on Higher Education (CHED) for the implementation of the Students Financial Assistance Program (StuFAPS).

Confirmed

Certified Correct:

JANET R. ALEMAN
College/Board Secretary V

Attested:

HON. ROGELIO T. ARTAJO, Ph.D., FRIEdr., FDR.
College President/Vice Chair
GSC-Board of Trustees

ANNEX A: BOT Resolution No. 56 s.2017



Republic of the Philippines
State Universities and Colleges
GUIMARAS STATE COLLEGE
Buenavista, Guimaras



EXCERPT FROM THE MINUTES OF THE 88th BOT MEETING (REGULAR) OF THE GUIMARAS STATE COLLEGE HELD AT RICHMONDE HOTEL ILOILO, MANDURRIA, ILOILO CITY ON OCTOBER 12, 2017

Upon motion duly made, seconded and unanimously carried, the following resolution was adopted by the Board of Trustees, thus:

RESOLUTION NO. 56 - 2017

RESOLVED, AS IT IS HEREBY RESOLVED, that after full deliberation on the matter, the Board approved the 2017 Revised Mutual Benefit Policy of Guimaras State College.

Approved

Certified Correct:

JANET R. ALEMAN
College/Board Secretary V

Attested:

HON. ROGELIO T. ARTAJO, Ph.D., FRIEdr., FDR.
College President/Vice Chair
GSC-Board of Trustees

ANNEX A: BOT Resolution No. 67 s.2018



Republic of the Philippines
State Universities and Colleges
GUIMARAS STATE COLLEGE
Buenavista, Guimaras



EXCERPT FROM THE MINUTES OF THE 92nd BOT MEETING (REGULAR) OF THE GUIMARAS STATE COLLEGE HELD AT CHED CENTRAL OFFICE, U.P. CAMPUS, DILIMAN, QUEZON CITY ON OCTOBER 8, 2018

Upon motion duly made, seconded and unanimously carried, the following resolution was adopted by the Board of Trustees, thus:

RESOLUTION NO. 67 - 2018

RESOLVED, AS IT IS HEREBY RESOLVED, that after full deliberation on the matter, the Board approved the Revised Admission and Retention Policies of the College.

Approved

Certified Correct:

JANET R. ALEMAN
College/Board Secretary V

Attested:

HON. ROGELIO T. ARTAJO, Ph.D., FRIEdr., FDR.
College President/Vice Chair
GSC-Board of Trustees

Guimaras State College, Mc Lain, Buenavista, Guimaras, Philippines
Email: guimstate@gsc.edu.ph | Telefax (033)-580-8244 | Postal Code (5044)
Website: www.gsc.edu.ph

ANNEX B. Policies and Guidelines on Local-Off Campus Activities



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



CHED Memorandum Order
No. 63
Series of 2017

SUBJECT: POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES

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

**ARTICLE I
RATIONALE**

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

**ARTICLE II
STATEMENT OF POLICIES**

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

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

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

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

ARTICLE III OBJECTIVES

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

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

ARTICLE IV COVERAGE

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

6.1 Curricular

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



- Plant industry visit, host training establishment visit, and other related visits.
- b. Participation and/or attendance in degree program-relevant events
- c. Field Study/Experiential Learning/Related Learning Experience

6.2 Non-Curricular

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

ARTICLE V DEFINITION OF TERMS

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

- 7.1 **Approved curriculum** refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).
- 7.2 **Curricular activities** are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.
 - a. **Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
 - b. **Field trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.
 - c. **Field Study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.



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

ARTICLE VI EXCLUSIONS

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

Section 8. International Educational Tours or Field Trips

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

Section 9. Internship/OJT/Practicum

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

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

Section 10. Government

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

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



Section 11. Higher Education Institutions (HEIs)

11.1 Responsibilities and Obligations:

The HEIs shall:

- a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.
- b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.
- c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.
- d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the HEIs shall adopt an appropriate PIC-student ratio, as it deems fit.
- e. Ensure safety and welfare of mobility of students through the following transportation vehicles:
 - e.1 owned by the HEI – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and
 - e.2 third party or sub-contracting – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.
- f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).
- g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.
- h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.



- i. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).
- j. Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

11.2 Requirements:

a. Checklist of requirements:

a.1 Before the off-campus activity

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

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



REQUIREMENTS	PROOFS
a.1.4 Consent of the Parents or Student's Guardian	Duly notarized/subscribed consent
a.1.5 Medical Clearance of the Students	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
a.1.6 Personnel-In-Charge The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, 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-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
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 <ul style="list-style-type: none"> a.1.10.1 Owned by the HEI a.1.10.2 Third party or sub-contracting <ul style="list-style-type: none"> a.1.10.2.1 Franchisee 	<ul style="list-style-type: none"> Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others. Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. Special Permit from LTFRB if transportation is out-of-line Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.



REQUIREMENTS	PROOFS
a.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.	<ul style="list-style-type: none"> o Copy of Travel and Tour Operator Accreditation Certificate by the DOT o Duly approved Plan/ Itinerary of travel by the HEI o Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. o Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
a.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.	<ul style="list-style-type: none"> o Copy of the letter sent to the LGUs o Copy of acknowledgement letter from the LGUs
a.12 Activities	
a.12.1 General orientation to students	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
a.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature	
a.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	<ul style="list-style-type: none"> o Letters to parents, students and adult companion preferably faculty o Appointment with conforme of Personnel-in-charge
a.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip	<ul style="list-style-type: none"> o Itinerary o Handy information materials for students
a.12.5 Learning journals for students	Standard format of learning journals given to students
a.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.	

a.3. After the off-campus activity

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

b. Submission of Reports:

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

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



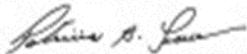
ANNEX C: Guidelines for SK and Barangay Scholarship

**ARTICLE XIII
EFFECTIVITY**

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

Issued this 25 day of July in Quezon City.

For the Commission:


PATRICIA B. LICUANAN, Ph.D.
Chairperson

Annexes:

ANNEX A - Certificate of Compliance

ANNEX B - Report of Compliance

ANNEX C - Comprehensive Semestral/Term Report



Guimaras State College
Buenavista, Guimaras

GUIDELINES IN THE IMPLEMENTATION OF THE STUDY GRANT FOR BARANGAY OFFICIALS & THEIR LEGITIMATE DEPENDENTS, AND SK OFFICIALS
(per BOT Resolution #19-2010 dated March 17, 2010)

QUALIFICATIONS OF APPLICANTS

A. Barangay Officials

The applicant must be an incumbent barangay official

Required Documents:

- Certification from COMELEC
- Certification of Incumbency from the Municipal Mayor, and attested by the Local Government Operations Officer (LGOO) assigned in the Municipality where the barangay is situated
- All other documents as required by the State University or College (SUC) for admissions

B. SK Officials

The applicant must be an incumbent SK official

Required Documents:

- Certification from COMELEC
- Certification of Incumbency from the Punong Barangay, and attested by the LGOO assigned in the Municipality where the barangay is situated
- All other documents as required by the State University or College (SUC) for admissions

C. Dependents of Barangay Officials

1. The applicant must be a legitimate child dependent of an incumbent barangay official
 2. The applicant must be 21 years old or below at the time of application for the study grant
- Required Documents:**

- Birth Certificate of the applicant
- Report Card or Form 138
- Certificate of Good Moral Character from the HS Principal or Guidance Counselor
- Certification from the COMELEC & Certificate of Incumbency of the applicant's parent barangay official
- All other documents as required by the State University or College (SUC) for admissions

I. CONDITIONS OF ASSISTANCE

- A. The applicant must pass the Entrance Examination of the College where he intends to enroll. Entrance Examination refers to the following:

<u>Components</u>	<u>Weight</u>
HS Average	50%
GSCAT	30%
Interview	20%
TOTAL:	* 100%

*The applicant should be able to obtain a passing average of 80% or equivalent of 2.5.

- B. The applicant must enroll in CHED-priority courses.

- C. The applicant must carry the full semester load prescribed in the curriculum.

- D. The applicant must avail of one scholarship only.

- E. There must only be one beneficiary per grantee per family. Upon graduation of the first grantee, another legitimate dependent may apply for the grant, provided said applicant has satisfactorily complied with the requirements set by the SUC.

- F. The grantee must have a general average grade of not lower than 2.2 (83%), and must have no grade lower than 2.5 (80%) in any subject.

- G. The grantee must immediately complete any incomplete grade before admission to the next semester.

- H. The grantee must not have violated any school rule or policy.

Prepared by:

GSC - OSAS

ANNEX D: Guidelines for Buenavista Municipal Scholarship

**THE BUENAVISTA MUNICIPAL
SCHOLARSHIP PROGRAM
(BMSP)**

I. INTRODUCTION : THE GENERAL POLICY

The Local Government Code of 1991 (R.A. 7160) provides for the establishment of a scholarship program for economically challenged but deserving students of the municipality.

The Sangguniang Bayan of Buenavista is empowered by the Code to enact ordinances, thus, through the Municipal Ordinance No. 169, Series of 2003, known as the Municipal Scholarship Ordinance, the Municipal Scholarship Program is currently being implemented. However, the fast paced societal transformation, coupled with political and economic change, calls for the adoption of a new policy to suit the present and immediate future need of the municipality's educational program and, to broaden the scope of the existing Municipal Scholarship Program. Hence, the establishment of Municipal Ordinance No. 199, Series of 2008, known as the Municipal Scholarship Ordinance.

The Buenavista Municipal Scholarship Program aims to provide assistance to financially challenged but dedicated and deserving students of the municipality for them to have a greater access to degree courses and programs by State Universities and Colleges (SUCs) within Region-6 with the ultimate goal of producing quality college graduates who will bring honor and prestige to the Municipality. Likewise, it intends to assist scholars in finding employment suited to their chosen field of endeavor for the benefit of their family and of the community.

The Municipal Government shall continue subsidizing the existing municipal scholars enrolled at Guimaras State College (GSC) under the previous program until they graduate. However, payment of matriculation and other school fees shall be based on Section 9, paragraphs (a) and (b) of Municipal Ordinance No. 199, Series of 2008. Likewise, the existing municipal scholars enrolled at GSC shall continue to receive the benefits as being enjoyed previously while new qualifiers will be entitled to benefits and privileges as provided in Section-6 of Municipal Ordinance No. 199, Series of 2008.

The Municipality, represented by the Local Chief Executive, shall enter into Memorandum of Understanding (MOU) with state universities and colleges; whence, the MOU shall allow the Municipality to pay tuition, matriculation and other school fees directly to the school where the scholar is enrolled.

There shall be an organization of an association of Municipal Scholars for the purpose of monitoring, job placement and planning of programs and projects.

II. THE SCHOLARSHIP COMMITTEE

1. Representative from the Local Chief Executive;
2. Representative from the Private School, Department of Education and State College based in the Municipality of Buenavista, to be chosen by the Local Chief Executive from the list of recommended individuals provided by the school head or principal;
3. Representative from an accredited NGO, preferably having educational

The Committee shall be responsible in the screening of the applicants, recommend qualifiers to the Local Chief Executive for approval and monitor the progress of scholars.

It shall be tasked in the formulation of guidelines, rules and regulations for the smooth implementation of the program and recommend the same to the Sangguniang Bayan for appropriate action.

The Chairperson of the Committee shall be elected by among those selected by the Local Chief Executive.

III. FUNDS SOURCE

The Municipality shall appropriate the amount of THREE HUNDRED THOUSAND PESOS (Php 300,000.00) from the General Fund; and, upon recommendation by the Scholarship Committee, may increase the appropriated fund when deemed necessary.

The Municipality through the Scholarship Committee shall source-out funds from the former scholars, philanthropists and friends.

IV. NUMBER OF SCHOLARS

The Municipality shall maintain as many scholars as the funds for the program allow.

V. QUALIFICATIONS OF AN APPLICANT

1. He/she must be a Filipino Citizen, a bonafide resident of the Municipality of Buenavista and a graduate of any of the secondary schools in the Municipality.
2. Average grade upon graduation from high school is not lower than 85% or its equivalent.
3. Annual net family income should not exceed Php 65,000.
4. Applicant must pass the qualifying examinations, both oral and written, to be given by the Scholarship Committee.
5. Applicant must pass the qualifying examination given by the school where he/she intends to enroll and must comply with the school's admission requirements.
6. Not a recipient of other scholarship grant.
7. He/she is of good health.
8. He/she is of good moral character.
9. Willing to abide the rules and regulations set by the Scholarship Committee.
10. **No sibling who is a beneficiary of the same scholarship grant.**

12. Must be single and has no dependent.
13. Parents must be willing to sign contract to pay back the money in case the scholar drops the course without justifiable reason as determined by the Scholarship Committee.
14. Willing to work/render service in the Municipality according to his/her capacity for at least 120 hours per Academic Year under the supervision of the Office of the Local Chief Executive and according to the schedule agreed after due consultation with the scholar/s.

VI. PRIVILEGES/BENEFITS OF SCHOLARS

1. Free tuition, matriculation and other school fees
2. Those who graduate with honor shall be given graduation incentives:

* Summa Cum Laude	-	Php 5,000.00
* Magna Cum Laude	-	Php 3,000.00
* Cum Laude	-	Php 2,000.00
* With Academic Honors	-	PHP 1,000.00
3. The Municipal Government will assist in the job placement of scholars after graduation.

VII. DOCUMENTS TO BE SUBMITTED BY THE APPLICANT

1. Form 138-A (Progress Report Card)
2. Recent Income Tax Return of parents/legal guardian or a certification of exemption from BIR stating the annual gross income or, maybe waived upon submission of Certification of Indigency.
3. Application Form for scholarship
4. Recent two (2) copies of I.D. picture (either 1"X1" or 2"X2")
5. Barangay Clearance to include period of residency
6. Medical Certificate from government physician (included in the Application Form)
7. Parent's Permit/Consent (included in the Application Form)
8. Personal Statement of Assets and Liabilities of parents/legal guardian (included in the Scholarship Application Form)

VIII. MECHANICS IN SELECTING SCHOLARS

1. *Application for scholarship* must be filed with the Office of the Municipal Mayor c/o The Scholarship Committee.
2. The applicant should take the qualifying *examination* for the scholarship and subject himself/herself to *interview* by the Committee.
3. Required documents should be submitted with the period set by the Committee.
4. The Committee shall meet en banc to discuss the merits of each applicant.
5. The scholarship slot shall be formally awarded to scholars after passing the screening process and to be followed by contract signing.

ANNEX E: Amendment to the Joint Memorandum Circular (JMC) No. 1 Dated June 23, 2016 Entitled "Enhanced Implementing Guidelines For the Expanded Students' Grants-in-Aid Program for Poverty Alleviation (ESGP-PA)"



COMMISSION ON HIGHER EDUCATION
DEPARTMENT OF BUDGET AND MANAGEMENT
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
DEPARTMENT OF LABOR AND EMPLOYMENT



GUIMARAS STATE COLLEGE
Joint Memorandum Circular No. 6 Series of 2017
AUGUST 14, 2017
RECORDS OFFICE



TO : COMMISSION ON HIGHER EDUCATION (CHED)
DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)
DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)

SUBJECT : AMENDMENT TO THE JOINT MEMORANDUM CIRCULAR (JMC)
NO. 1 DATED JUNE 23, 2016 ENTITLED "ENHANCED
IMPLEMENTING GUIDELINES FOR THE EXPANDED STUDENTS'
GRANTS-IN-AID PROGRAM FOR POVERTY ALLEVIATION (ESGP-
PA)"

1.0 Rationale

The Commission on Higher Education (CHED), as the highest policy making body for higher education in the country pursuant to Republic Act (RA) No. 7722, is mandated to formulate guidelines for the ESGP-PA to guarantee the efficient utilization of the appropriations for this Program, and the rationalization of Student Financial Assistance Programs (StuFAPs) as the tuition fee is free.

Rationalization of StuFAPs in higher education is consistent with RA No. 10687 otherwise known as "Unified Student Financial Assistance System for Tertiary Education (UniFAST) Act" which mandates that the National Government programs for scholarships, grants-in-aid and student loans shall be unified and harmonized to ensure that deserving Filipinos are given equitable access to educational opportunities, as embodied in Sections 1 and 2(3), Article XIV of the 1987 Philippine Constitution.

The appropriation for ESGP-PA shall be used for tertiary education of poor but deserving students belonging to indigent household under the National Household Targeting System for Poverty Reduction (NHTS-PR) identified by the Department of Social Welfare and Development (DSWD) or informal sector families. Potential student-grantees shall be enrolled in State Universities and Colleges (SUCs) in course offerings aligned with the priorities of the government based on current supply and demand situation in the labor market.

2.0 Amendments**2.1 Mode of Fund Release and Disbursements**

The requirements for ESGP-PA shall be sourced from the appropriations authorized under the FY 2017 budget of SUCs amounting to Two Billion Three Hundred Ninety Four Million and Nine Hundred Ninety Seven Thousand Pesos (PHP2,394,997,000).

The release of Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) shall be subject to the submission of a special budget request supported by the following:

- Physical Plan;
- Financial Plan; and
- Monthly Disbursement Program.

Utilization of the fund shall be subject to the usual budgeting, accounting and auditing rules and regulations.

All unreleased appropriations and unobligated allotments in the implementation of this program shall revert to the General Fund at the end of the validity of appropriations and shall be available for expenditure only upon subsequent legislative enactment. In no case shall said amount be treated as trust fund or trust receipts under any circumstances.

2.2 Implementation of the Free Tuition Fees

To avoid duplication of benefits and considering that ESGP-PA already grants free tuition fee, all student-grantees of the ESGP-PA shall no longer be covered by the 2017 Free Tuition Policy pursuant to Special Provision (SP) No. 1 of SUCs and SP No. 2 of CHED under RA No. 10924 General Appropriations Act (GAA) for Fiscal Year (FY) 2017.

2.3 Implementation of Unified Student Financial Assistance System for Tertiary Education (UniFAST) Act

The implementation of ESGP-PA shall be subject to the provisions of RA No. 10687 (UniFAST Act) which covers all existing modalities of StuFAPs for tertiary education and special purpose education assistance in both public and private institutions.

3.0 Separability Clause

If, for any reason, any part or provision of this JMC is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

**4.0 Repealing Clause**

All other issuances that are inconsistent with this JMC are hereby repealed or amended accordingly.

5.0 Issues for Resolution

Interpretation of the provisions in this JMC, including cases not covered herein, shall be referred to the National ESGP-PA Steering Committee (NSC) / UniFAST Board for final resolution.

6.0 Effectivity

This JMC shall take effect immediately upon publication in the Official Gazette or in a newspaper of general circulation.

JUDY M. TAGUIWALO, Ph.D.
Secretary
Department of Social Welfare and Development

SILVERIO M. BELLO, M.A.
Secretary
Department of Labor and Employment

BENJAMIN E. DIOKNO, Ph.D.
Secretary
Department of Budget and Management

PATRICIA R. LICUANAN, Ph.D.
Chairperson



ANNEX F: JASSEM AL-AMERI SCHOLARSHIP GRANTMEMORANDUM OF AGREEMENT
(MoA)

BETWEEN



JASSEM AL- AMERI SCHOLARSHIP GRANT

AND

GUIMARAS STATE COLLEGE

Whereas, Jassem Al- Ameri Scholarship Grant has the mission to provide assistance to its poor but deserving student of Guimaras State College. This is through Mr. Jassem Al-Ameri of Kuwait.

Whereas the Guimaras State College has that goal to provide scholarship program to its underprivileged but outstanding student through sponsorship or patronage from committed organizations or individuals here or abroad.

It is agreed that Jassem Al- Ameri Scholarship Grant and the Guimaras State College, based in Buenavista, Guimaras have a common objective of collaborating in scholarship program of mutual interest and highly committed in the pursuance of its objectives. Both parties, therefore, desire to formalize their relationship by agreeing to the following:

ARTICLE I

Jassem Al- Ameri Scholarship Grant commits to sponsor one (1) scholar taking up BEEd at GSC-Salvador Campus, starting this SY 2017 – 2018 (1st Semester)

ARTICLE II

Specific area of study will include 2nd year college student from the College of Teacher Education- Guimaras State College (Salvador Campus)

ARTICLE III

Guimaras State College shall organize and take responsibility in formulating rules and procedures and creating a scholarship committee in the selection process of the most qualified individuals to receive the 3- year scholarship grant as agreed with the Jassem Al- Ameri Scholarship Grant. Upon selection of one (1) successful candidate, an official notice in writing shall be forwarded to Mr. Jassem Al- Ameri c/o Mrs. Ma. Socorro P. Al- Ameri its information and further actions. Any change in the procedure or in the selection shall not proceed without prior notice given to Jassem Al- Ameri Scholarship Grant (c/o Mrs. Ma. Socorro P. Al-Ameri).

ARTICLE IV

The Jassem Al- Ameri Scholarship Grant shall provide payment for the miscellaneous expenses and other allowances for the successful candidate every semester. The successful candidate shall receive a lump sum amount of P10,000 per semester upon receipt of an official notice from Guimaras State College informing Jassem Al- Ameri Scholarship Grant of the successful candidate.

ARTICLE V

Both parties will work together to encourage and scholar's commitment to pursue on his/her chosen career in order to increase professional productivity. Both parties shall continuously endeavor to contribute in the development of the program and seek further funding from other resources or potential donors

ARTICLE VI

This agreement shall commence this 1st sem SY 2017 – 2018 and may be terminated by written notice by either party three (3) months in advance. Such termination will, however, not affect the execution and conclusion of the ongoing scholarship program.

ARTICLE VI

The Agreement will come into effect on the date of last signature by the official representatives of either party. This Agreement can be amended by mutual agreement when requested by either party in writing.

FOR AND IN BEHALF OF JASSEM
AL- AMERI SCHOLARSHIP GRANT

(Signature)

COL. JOSE FRANCO PALACIOS
Chair, Jassem Al-Ameri Scholarship Grant

Date _____

FOR AND IN BEHALF OF GUIMARAS STATE COLLEGE

(Signature)

ROGELIO T. ARTAJO, Ph. D
President

Date _____

ANNEX G: ACEF

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement made and entered into by and between:

The DEPARTMENT OF AGRICULTURE (DA), a government agency with principal office address at Elliptical Road, Diliman, Quezon City, represented by EMMANUEL F. PIÑOL, Secretary of the Department of Agriculture, herein referred to as "DA".

The GUIMARAS STATE COLLEGE a learning institution recognized by the Government of the Republic of the Philippines, with office address at Buenavista, Guimaras represented herein by its President, DR. ROGELIO T. ARTAJO, hereinafter referred to as "GUIMARAS STATE COLLEGE".

WITNESSETH THAT:

WHEREAS, Republic Act (RA) No. 9496, An Act extending the utilization period of the Agricultural Competitiveness Enhancement Fund, amending RA No. 8178, entitled "An Act Replacing the Quantitative Import Restrictions on Agricultural products; Except Rice with Tariffs; Creating the Agricultural Competitiveness Enhancement Fund, and for Other Purposes";

WHEREAS, it is stipulated in the law that ten percent (10%) of the Agricultural Competitiveness Enhancement Fund (ACEF) is to be used for the funding of a comprehensive scholarship program for agriculture, forestry, fisheries, and veterinary medicine education;

WHEREAS, the ACEF Scholarship Fund is open to deserving students in GUIMARAS STATE COLLEGE to provide funds for their tuition fees, miscellaneous fees and stipend;

WHEREAS, both parties have agreed that deserving scholars under the ACEF Scholarship Fund are entitled to the Program retroactive School Year (SY) 2014-2015(the list is attached as ANNEX A and forms part of the Agreement) and to all succeeding scholars mutually agreed by both parties.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereto stipulate and agree on the following:

1. TITLE OF THE GRANT

This grant shall be known as the DA-ACEF Scholarship Program in GUIMARAS STATE COLLEGE . The grant shall be open to incoming college, post-secondary, returning student, and other qualified and interested applicants enrolled in GUIMARAS STATE COLLEGE which offers degree, diploma, and certificate courses in agriculture, fishery, forestry and other courses complementary to agriculture and fisheries development.

2. SCOPE OF THE GRANT

16 - 11 - 014 203

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The DA-ACEF Scholarship Program offers a full scholarship for the whole duration of the scholar's/beneficiary's course covering payment of tuition fees and miscellaneous fees and a monthly stipend of P1,000.00 to be given in full annually, every beginning of the SY and upon submission of required documents and liquidation report of the GUIMARAS STATE COLLEGE.

3. QUALIFICATIONS FOR THE SCHOLARSHIP

The applicant must meet all of the following qualifications:

- a. Must be a Filipino citizen;
- b. Must be an incoming college, post-secondary or a returning student;
- c. Must be enrolled in GUIMARAS STATE COLLEGE in any of the area of specialization/courses as listed below;
- d. Must be in need of financial assistance, subject to Section I. H. H.1.3. of the Implementing Guidelines of DA-ACEF Scholarship; and
- e. Must not be a recipient of other government scholarship of similar nature.

4. AREAS OF SPECIALIZATION THAT WILL BE COVERED BY THE SCHOLARSHIP

- a. Bachelor of Science in Agriculture;
- b. Bachelor of Science in Agricultural Chemistry;
- c. Bachelor of Science in Food Technology under the College of Agriculture;
- d. Bachelor of Science in Agricultural Economics;
- e. Bachelor of Science in Agribusiness Management;
- f. Bachelor of Science in Agricultural Engineering;
- g. Doctor of Veterinary Medicine;
- h. Bachelor of Science in Fisheries;
- i. Bachelor of Science in Forestry;
- j. Diploma or certificate courses in agriculture, fishery, forestry, veterinary medicine and other courses complementary to agriculture and fisheries development. The curriculum of which should be under the College of Agriculture.
- k. Other agriculture-related degree courses complementary to agriculture and fisheries development belonging to other Colleges/Département; provided, a justification is issued by the SUC/PEI and subject to the approval of the DA-ACEF Execom.

5. PROCEDURE

- a. The student-applicant shall submit the documentary requirements as enumerated in H.1 in the Implementing Guidelines of the DA-ACEF Scholarship Program to the Regional Technical Director for Research and Regulations as the Regional Coordinator of ACEF Scholarship Program at DA-Regional Field Office II;
- b. The Regional ACEF Coordinator will send the eligibility requirements to the National Coordinator of ACEF Scholarship Program for review and approval;

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- c. The Office of the National Coordinator of ACEF Scholarship Program shall issue Certificate of Eligibility in favour of the scholars to GUIMARAS STATE COLLEGE;
- d. The GUIMARAS STATE COLLEGE shall submit a Certificate of Enrolment, Certificate of Tuition Fee per unit, Detailed Computation of Fees including miscellaneous fees and other fees from year of entry to completion date, Course Curriculum and Bank Certificate. These are necessary for the processing and release of funds;
- e. The DA and GUIMARAS STATE COLLEGE shall then execute a Memorandum of Agreement;
- f. The scholars shall submit the accomplished and notarized Deed of Undertaking (DOU) to the Regional ACEF Coordinator who will forward the same to the ACEF Scholarship Program Secretariat. The DOU specifies the duties and obligations of the scholar regarding the Scholarship;
- g. Once the MOA and DOUs are signed, the ACEF Scholarship Program Secretariat shall request the release of funds from the Department of Budget and Management;
- h. The DA shall deposit the fund to the account of GUIMARAS STATE COLLEGE. The ACEF Scholarship Program Secretariat shall notify GUIMARAS STATE COLLEGE that fund has been transferred to their account;
- i. GUIMARAS STATE COLLEGE shall submit a Report of Disbursement signed by an Auditor, Credit Notice issued by the Commission on Audit (COA) and Payroll for the liquidation of the fund received. The liquidation report is necessitated for the continuous release of funds.

In the event that a grantee/scholar is disqualified from availing the scholarship or decides to discontinue pursuing his/her degree program, the vacated slot shall be opened to other students who meet the above mentioned qualifications and shall be subject to compliance with the requirements provided under the Implementing Guidelines of the DA-ACEF Scholarship Program.

Neither GUIMARAS STATE COLLEGE nor the grantee who was disqualified from the scholarship program or who discontinued pursuing his/her degree program under this agreement shall be required to refund the tuition, other school fees, and the stipend received.

6. OBLIGATIONS OF THE SCHOLAR

The scholar shall continue to enjoy the scholarship provided he/she satisfies all of the following obligations:

- a. Must maintain a GPA of 3.00 or equivalent every semester;
- b. Must not have any failing grade;

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- c. Must not drop any subject;
- d. Must take the full load every semester;
- e. Must not subjected to disciplinary action carrying a penalty of one month suspension or more;
- f. Must not be convicted of any administrative and criminal charges;

The scholarship shall be automatically and completely terminated under any of the following grounds:

- a. Failure to meet the above-stated academic requirements;
- b. Abandonment or relinquishment of study grant;
- c. Failure to enrol or dropping of course/s in any semester, provided that non-enrolment or dropping of course/s is due to a disabling sickness or the delay of release of fund, the continuation of scholarship shall be considered on a case-to-case basis by the DA-ACEF-EXECOM and GUIMARAS STATE COLLEGE;
- d. Shifting to another course, even to another area of specialization/course under the Scholarship Program;
- e. Being found guilty of grave misconduct /misdemeanour in accordance with the GUIMARAS STATE COLLEGE policies, rules and regulations.

In the event that the scholarship is terminated, the vacated slot shall be opened to other student who meets the qualifications of the scholarship program and is a regular student, at the same year level of the terminated scholar and due to graduate in School Year 2017-2018.

Further, the GUIMARAS STATE COLLEGE nor the student whose scholarship was terminated is not required to refund the proceeds received from the Scholarship.

7. MODE OF PAYMENT

The DA-ACEF EXECOM shall transfer the fund to the GUIMARAS STATE COLLEGE account for the payment of the tuition fees, miscellaneous fees and scholar's stipend through Land Bank of the Philippines (LBP). However, if the GUIMARAS STATE COLLEGE account is enrolled in other bank, the LBP shall forward the fund to the bank subject to applicable fees or charges.

8. PROGRESS REPORT

The designated Regional ACEF Coordinator with the National ACEF Scholarship Secretariat shall monitor the status and compliance of the GUIMARAS STATE COLLEGE and ACEF Scholars on the implementation of this Program.

9. REVISION AND/OR TERMINATION

Any revision or termination of the Agreement by any party shall be upon written notice to the other party at least three (3) months prior to the end of every SY.

10. EFFECTIVITY

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C. M. W. C. M. W.

DA-AGREEMENT/CONTRACT

NO. 5092617-124

The DA-ACEF Scholarship Program in GUIMARAS STATE COLLEGE shall take effect on the first semester of SY2014-2015 until SY 2017-2018.

IN WITNESS WHEREOF, the parties have signed this instrument through their duly authorized representatives this 20 day of April 2017 at Iloilo City.

DEPARTMENT OF AGRICULTURE/
ACEF EXECUTIVE COMMITTEE

By Authority of the Secretary:


ATTY. RANIBAI D. DILANGALEN
ACEF National Coordinator

GUIMARAS STATE COLLEGE

By:


DR. ROGELIO T. ARTAJO
President

SIGNED IN THE PRESENCE OF:


PETER S. SOBREVILLA
RTD for Research and Regulations and
ACEF Regional Coordinator


Campus Director

16 - 11 - 014203
ACCOUNTING DIVISION
MOA #42 #140,500-01

STUDENT MANIFESTO

I, _____ a student of Guimaras State University, Main/Mosqueda Campus, do hereby pledge to obey all school rules and regulations promulgated by the duly constituted authorities of this School:

That I fully understand the provisions of the Student Conduct and Discipline, together with the disciplinary sanctions that the school authorities may impose upon violation.

In the presence of my father/mother/guardian, I hereunto affix my signature this _____ day of _____, at Guimaras State University, Main/Mosqueda Campus, Guimaras Philippines.

(Name & Signature of Student)

Signed in the Presence of:

Name and Signature of Parent/Guardian)

Witness by:

Adviser

Guidance Counselor

Dean

Director, OSDS

GUIMARAS STATE UNIVERSITY HYMN

(Based on the original lyrics of GSC March by Juan Palmos, Jr.)

In the towns on the Guimaras shores
stands the University we all honor—
GSU, whom we all adore, with our hearts
and minds and souls.

In the halls and throughout the world,
she will rise and never fall,
our beloved Guimaras State University,
a center of excellence and green technology.

Excellent in education and champions of the Earth,
we are future global builders pushing boundaries,
chasing our dreams, lifting our banners high up into the sky,
the world cheering for the children, *Mabuhay! Mabuhay!*

A university for all in this part of the western shore,
brothers and sisters united for a common goal
to lift each other up through education and culture
for the success of one and all.

In the halls and throughout the world,
we are ready to heed her call,
our beloved Guimaras State University
in the towns on the Guimaras shores.

Excellent in education and champions of the Earth,
we are future global builders pushing boundaries,
chasing our dreams, lifting our banners high up into the sky,
the world cheering for the children, *Mabuhay! Mabuhay!*

Excellent in education, *Mabuhay! Mabuhay!*

