b) All trip tickets shall be properly accomplished in quadruplicate. All items in that form shall be filled in. Copies of trip tickets shall be distributed as follows: security guard, PFMS Designated Head, driver's copy, and AO file.

Article 123. Assignment of Drivers to a particular vehicle is vested on the college PFMS Designated Head.

a) A permanent driver is assigned to a particular vehicle. He shall take charge of the care and maintenance of the assigned vehicle; do the reporting of fuel consumption on the first week of the following month; and keep a log book for recording of mileage, oil consumption/change, tire replacement, servicing and other related details.

b) Only authorized drivers shall be allowed to handle the vehicles provided they possess the necessary driver's license. In cases when no authorized drivers are available, only the College President can authorize other personnel to drive a particular vehicle. However, he must possess the necessary driver's license, i.e., professional driver's license.

Article 124. The release of the vehicle from the motor pool must be under the control of the PFMS Designated Head and no vehicle shall leave the premise without proper decorum and appropriate routine check-ups. Henceforth, utilization details of vehicles shall be published in a bulletin board, which is conspicuously placed in the motor pool.

Article 125. Care and maintenance of vehicles must be properly observed. When the vehicles are deposited in the motor pool, they must be washed, and freed of unwanted engine oils.

Article 126. All official drivers must stay in the motor pool area to ensure the availability of their services. Matters involving the filling in of DTR must bear the initial of the PFMS Designated Head.

Article 127. As a general rule, only authorized persons are allowed to board the vehicle. College Faculty and other personnel may be allowed to ride provided the driver concerned makes proper notation on the remarks portion of the trip ticket.

Chapter 32
CAMPUS SECURITY POLICIES

Article 128. To protect lives and properties of the College and in consonance with R.A. 8292, subsequent guidelines in the following areas of concern shall be observed by all concerned to ensure proper coordination among different units, clientele, and security unit thereby minimizing misunderstanding and irritants among them (***BOT Resolution No. 46, s. 2003***):

a) STUDENTS:

1. Curfew time for students shall be from 9:00 p.m. to 5:00 am.
2. Students' activities such as Induction, Culminating Program, Fellowship and the like requiring security must secure request/permission from the office concern. Proper notification and coordination with the Office of the Campus Security shall be observed.
3. Use of school's facilities such as computers, sound system, gymnasium, sports equipment, vehicles, rooms for academic related activities must also secure permission from the OSA subject to existing rules (if any) for the use of government facilities and properties.
4. Dormitory occupants must present gate pass to the guard upon check out for records purposes.
5. All other existing policies issued by the Office of Student Discipline, administrative policies, rules & regulation as provided in the Student Handbook shall be strictly observed.

b) PERSONNEL:

1. Faculty who will conduct overtime work must notify the guard on duty with a written permission from the office concern.
2. Faculty/Staff who shall use or enter any rooms shall secure the key from the guardhouse and must sign the logbook for records purposes.

3. Personnel who borrows or rent schools facilities/equipment i.e. tables and chairs, vehicles and the like for personal use must present to the guard on duty proper documents/clearance prior to the release of such facilities or equipments.
4. All other existing administrative policies, rules and regulation mandated by the Civil Service Commission shall be observed.

c) VISITING PUBLIC:

1. Vendors during office hours shall not be allowed. Provided however, a written request duly approved by the office concern shall be presented to the Chief Security Officer for proper coordination.
2. Visitors such as parents, relatives, friends of students and personnel must sign in the logbook stating herein the purpose of the visit. All visitors shall present identification documents before entering the school premises. They shall be required to wear visitors ID while inside the school and shall be returned to the guard upon checkout.
3. Visitors with vehicles shall submit for inspection by the guard.
4. Transacting public i.e. suppliers, bidders who shall do business shall also present identification for security purposes. In cases of delivery of materials and the like the guard on duty must inspect the materials. If vehicles are used likewise it must be checked properly upon check in and checkout.

d) Use of Properties:

1. All buildings/rooms shall be provided with locks/padlocks.
2. All rooms shall be closed after the last scheduled classes.
3. All buildings shall be provided with fire extinguisher to be installed on the walls properly secured in boxes for easy use.
4. Lights, air-condition units, computers, electric fans/wall fans/ceiling fans shall be put off after its use.
5. Keys of these buildings/rooms shall be left at the guardhouse.

Article 129. All security guards, watchmen and agency guards duly licensed in accordance with R.A. 5487 and its implementing rules and regulations shall strictly observe strictly the Code of Ethics and Code of Conduct of Security Guards.

Article 130. Decorum on the flow of communications, requests or information related to campus security shall be observed with accordingly. No communication shall be directed to the Guard on Duty except on emergency cases. All college activities that entail security or peace and order shall also be coordinated with the Office of the Campus Security for proper planning.

Article 131. All other acts contrary to existing laws, ordinances, rules and regulations that affects life, government properties, public order, safety and morality not covered by this policy shall be dealt with accordingly. Any violation thereof shall be referred directly to the office concern for appropriate action.

Title Five
ACADEMIC POLICIES

Chapter 33
ACADEMIC CALENDAR

Article 132. There shall be an academic calendar for a specific school year specifying the curricular, co-curricular and extra-curricular activities of the College. It shall be consistent with the calendar issued by the Commission on Higher Education (CHED) and the details thereof shall be prepared by the Vice President for Academic Affairs (VP-AA) in consultation with the Academic Heads subject to the approval of the College President. It must be adequately disseminated to all faculty members at the beginning of the school year.

Article 133. The academic year consists of two semesters and one summer. Each semester shall consist of at least eighteen (18) weeks and summer term for six (6) weeks or as prescribed by the CHED.

Class work/activities in the summer session shall be equivalent to class work in one semester. However, the College may have the option to implement the trimester scheme upon the approval of the Board of Trustees (BOT).

Article 134. Make up classes shall be held in lieu of class hours lost due to fortuitous events such as typhoons and earthquakes, to meet the number of hours required for the class. For reasons other than these, it shall be authorized by the VP for Academic Affairs upon the recommendation of Institute Dean concerned.

Chapter 34
SCHEDULE OF CLASSES

Article 135. Schedule of Classes/Class Program shall be prepared by a Committee headed by the Vice-President for Academic Affairs with the Deans, Curriculum Chairperson, Program/Department Chairpersons and Registrar as members.

Article 136. All programs shall start classes on the first day of the academic term. Faculty members shall meet their classes at the time specified in the official schedule and venue. Faculty members are required to provide the students with the course syllabus during the first meeting.

Article 137. No faculty member shall change class schedules and venues unless otherwise authorized by the Dean and VP for Academic Affairs upon consultation with the students.

Article 138. Classes in an Institute or unit shall not be suspended by the Dean or VP-AA without the authority from the College President or his duly authorized representative except in cases of fortuitous events and force majeure. A report shall be submitted to the College President justifying the reasons for such suspension.

Chapter 35
CLASS SIZE

Article 139. The College shall endeavor to implement class size as follows:

1. lecture class - 40 students
2. laboratory class - 25 students

Article 140.

Article 141. To open a subject, the class shall have a minimum of fifteen (15) students except for major courses or if it is a regular offering for the semester.

Chapter 36
ADMISSION TO THE COLLEGE

Section 142. General Admission:

Section 1. No student shall be deprived admission to the Davao del Norte State College by reason of race, age, sex, and socio-economic status, religious and political affiliation and ideology. The College reserves the right to admit or reject student/s on the basis of merit.

Section 2. When necessary, the College may set enrolment quota depending on the availability of resources in the College such as instructor and other facilities.

Section 143. Admission Requirements

Section 1. Admission requirements for Degree Courses are as follows:

1. Passing the Qualifying Exam (OLSAT), certified by the Office of Guidance Services;
2. Secondary Report Card (Form138) ; and
3. Certificate of Good Moral Character.

Section 2. Admission requirements for Non-degree courses are as follows:

1. Entrance Exam (OLSAT) result, certified by the Office of Guidance Services;
2. Secondary Report Card (Form138); and
3. Certificate of Good Moral Character.

Section 3. Those who qualify for enrolment but are not admitted to the program desired due to enrolment quota may seek enrolment in other programs. Those who did not pass may still avail of the non-degree programs of the College.

Section 4. A transferee maybe admitted provided that:

1. He must have passed the qualifying examination;
2. All academic subjects taken must not have incurred 10% subject deficiency/failure;
3. He has presented a certification from the Dean/authorized representative that he has no derogatory record;
4. He has submitted an honorable dismissal; and
5. He has submitted a certified true copy of transcript of records for evaluation.

Transferees in the Laboratory School are not accepted.

Section 5. Admission requirements for Laboratory School

A. First Year Students

1. He must be an elementary graduate from any authorized/recognized public or private elementary school.
2. He must take and pass a standardized entrance examination on the date scheduled by the school (Daughters/Sons of College personnel are exempted from taking the entrance examination).
3. Scores of examinees will be ranked and the top 80 will automatically be considered as qualified to enroll.
4. Qualified students may process enrollment on the scheduled date upon submission of the following requirements:
   a. report card
   b. passing admission test result (top 80)
   c. certificate of moral character
   d. birth certificate (original & photocopy - untampered) and Original and recent LCR/CRF 1-A (Birth Available)
   e. recent medical certificate
   f. one long size brown envelope
   g. 4 pcs. 1 x 1 ID photo
5. Public elementary school graduates in the immediate city shall be given priority in admission (Sec. 8 R.A. 6655) upon meeting the above requirements

B. Old Students (Second Year - Fourth Year)

The following are the requirements for processing of enrollment:

a. report card with a passing general average
b. 2 pcs. 1 x 1 ID photo
c. recent medical certificate
d. clearance or certification that the student has no derogatory records (to be recommended by the adviser and duly signed by the CSD).

Section 6. The College may close admission for students or programs whenever the faculty and facilities do not warrant.

Chapter 37
REGISTRATION/ENROLMENT

Article 144. A student is considered officially enrolled if he/she has completed the process of advisement, registration and payment of fees and has submitted the official registration/enrolment form at the Registrar's Office where he/she obtains the official class cards/slips. Compliance of pre-requisite subjects shall be strictly followed in the registration process. Unless officially enrolled, no person may be admitted to any class except as a visitor/special student duly authorized by the Dean.

Article 145. Students shall register/enroll within the schedule of registration/enrollment period as provided for in the approved annual academic calendar. Late registration shall be granted, provided that corresponding fines per day is observed. But the total number of hours required for the subject of not more than 10% (2 weeks or 6 hours for a 3-unit course) in a semester shall also be taken into consideration. Hence, classes missed for late enrolment is considered absent from classes.

Article 146. Enrolment Requirements:

Students who qualify for admission should submit the following to the Program Chairperson upon registration:

1. Report Card (Form 138)
2. Medical Certificate
3. Original and recent LCR/CRF Form 1A (Birth Available);
4. 2 x 2 I D Pictures (4 copies);
5. Honorable dismissal; and
6. Certificate of Good Moral Character

Old Students

Section 1. Upon enrolment, old students shall seek advisement from the Program Chairperson for the evaluation of subjects to be enrolled in the semester. Old students seeking for re-enrolment shall present their clearance and shall be checked by the Chairperson to make sure that they have no financial and property accountability in the last semester attended.

Article 147. Enrolment Procedures:

Section 1. Students shall proceed to:

1. Institute (Program Chairperson) to secure enrolment form, undergo advisement, submit enrolment requirements and encoding of subjects.

2. The following offices for payment of non-governmental fees:

   a. Supreme Student Council (SSC)/Student Body Organization (SBO)
   b. Davao Reef/Sea Urchin
   c. HEPTA/PTFI
   d. Other concerned offices

3. Office of the Student Services

4. Accounting Office for assessment of tuition & miscellaneous fees

5. Cashier for payment of tuition & miscellaneous fees

6. Registrar for the approval of registration

Article 148. In the beginning of the semester, a class list which is arranged alphabetically in the order of their surnames shall be prepared by the Registrar based on the students' enrolment form. Such list shall be given to the faculty member handling a particular subject for his/her reference. In addition, an enrolment list of students by program, whose spelling of names are based on the birth certificate, shall be also be prepared, and shall be given to the different Program Chairpersons within fifteen (15) days after the first day of classes.

Chapter 38
SUBJECT CREDIT FOR TRANSFEREES

Article 149. Courses taken in Tertiary level which have equivalent courses in this College may be credited by the Program Head, Registrar and Institute Dean provided that the pre-requisites are complied. Subjects with similar descriptions shall be validated.

Chapter 39
DROPPING/ADDING OF SUBJECTS

Article 150. Dropping of Subjects

Section 1. Generally, no dropping of subjects is allowed except for the following reasons:

1. Conflict of schedules;
2. Health reasons;
3. Work/family related problems;
4. Non-compliance of pre-requisite subjects; and
5. 5. Other valid justifiable reasons as determined by the Dean concerned.

Section 2. Dropping of subjects shall be allowed during the first two weeks of classes. The student shall accomplish the dropping/adding form and have it approved by the concerned Institute Dean/Program Chairperson, Subject Instructor/Professor and the Registrar.

Article 151. A student who drops the subject with official approval will be marked "DP" (dropped with permission) in said subject. A student who drops the subject without approval will be marked "DF" (dropped with failure) and will get a grade of 5.0 in said subject.

Article 152. Subjects dropped within the two weeks from the start of classes shall not be reflected officially as such on the Official Transcript of Records (OTR) and shall be subject to the provision on refund of fees.

Article 153. Adding of Subjects

Section 1. Adding of subjects shall be done within the first two weeks from the start of classes.

Section 2. It shall be allowed provided that:

a. It will not exceed the number for units required for the semester;

b. However, in case the student is graduating, a maximum of six (6) units shall be allowed in excess of the regular load for the semester unless otherwise prohibited by CHED

Chapter 40
WITHDRAWAL FROM THE PROGRAM

Article 154. A student who officially withdraws from the program during the first two weeks of classes, his/her enrolment shall be classified as "cancelled". Withdrawal after the prescribed period, the provision on dropping shall apply.

Article 155. Any student who withdraws from the College without formal withdrawal therefrom shall be liable for all unpaid authorized fees.

Chapter 41
REFUND OF FEES

Article 156. The following regulation on refund of tuition fees shall be followed:

1. Only 100% payment of tuition fee shall be refunded in accordance with the prescribed schedule and regulation:
   a. Within one week from the opening of classes ------70%
   b. two weeks -------35%

2. After the two weeks from the opening of classes, tuition fee refund is no longer allowed.

Chapter 42
SUBSTITUTION OF SUBJECTS

Article 157. Change of subjects after it has been officially enrolled maybe authorized when it does not involve subjects under the same department, provided further that the student needs a required subject not offered in the major department. Substitution maybe allowed in non-prescribed requirement of the course provided that the subjects to be substituted have equal credit units.

Article 158. Substitution of subject maybe authorized on any of the following grounds:

a. When a student is pursuing a curriculum that has been superceded by a new one and substitution tends to bring the old curriculum in line with the new;

b. Conflict of hours between the required subject and another required subject ;

c. When the required subject is not offered as scheduled;

d. When a student is deficient in some discipline and/or when he has shown superior competence in the discipline desired.

Every application for substitution must:
1.Involve the subject within the same Department, if possible, the two subjects concerned must be allied to each other; and
2.Must be between subjects carrying the same number of units.

Article 159. Every substitution of subjects must be recommended by the Program Chairperson and approved by the Institute Dean and noted by the Registrar.

Chapter 43
SHIFTING OF C0URSES

Article 160. Any student who wishes to transfer to any program within the College shall file an application to the Dean of the Program concerned within the first two weeks from the start of classes. Such application must be noted by the current Institute Dean. He shall present his academic record duly certified by the Registrar for evaluation purposes.

Section 1. Shifting of courses shall be allowed up to the third semester of the student in the College.

Section 2. Students who qualify for admission requirements for degree courses but enrolled in the non-degree program shall be allowed to shift to a degree program within the prescribed period provided that he/she passed all his/her academic subjects in the previous curriculum.

Article 161. If the student satisfies the admission requirements of the accepting Institute, upon the approval of the Dean, the approved application for shifting shall be forwarded to the Registrar.

Chapter 44
CROSS ENROLMENT/PERMIT TO STUDY

Article 162. This part refers to cross enrolment of students from other Institutions to Davao del Norte State College or vice versa. The authority for the cross-enrolment/permit to study during summer term should be exercised judiciously and sparingly.

Article 163. Students who are currently enrolled in this College who wish to cross enroll in another institution may be permitted to do so subject to the following conditions:

a. There is an immediate need to clear out his academic deficiencies;
b. Subject is not offered in the College during the semester particularly for graduating students;
c. Only minor subject/s of any curriculum shall be allowed for cross enrolment/permit to study; and
d. Student enrolls only in at most six (6) units of minor subject duly approved by the Dean.

Article 164. The College shall not credit any course taken by the student/s of this College in any other University/College unless the taking of such course was authorized in writing by the Dean/Program Chairperson approved by the VP for Academic Affairs and duly endorsed by the Registrar, signifying the subjects authorized and the Institution where it shall be taken.

Article 165. Cross enrolment/permit to study of students shall be allowed only to CHED recognized Institutions.

Article 166. The Institution reserves the right to accept a student who seeks to cross enroll in this College. However, no student registered in any other Institution shall be admitted to the College without a written permit from the VP-AA or Registrar of the University stating the total number of units for which the student is registered and subject/s that he/she is authorized to take in this College.

Article 167. TRANSFER OF STUDENTS

A student shall be given a certificate of eligibility to transfer/honorable dismissal that entitles him for admission to another school, provided that all indebtedness to the College is settled (upon presentation of approved clearance). Credentials for admission shall be returned to freshmen students whose application for cancellation of enrolment is approved.

Chapter 45
IDENTIFICATION CARDS

Article 168. Every student of the Davao del Norte State College shall be issued with the prescribed identification card with corresponding student number that bears the signature of the Registrar and Institute Dean. Such shall be validated every semester by the College Registrar, by countersigning the Identification card on an indicated school year and semester to signify that the student is officially enrolled in the College

Article 169. Replacement of lost identification cards shall be filed by the concerned student at the Office of the Registrar with corresponding replacement fee. A temporary ID shall be issued once the application for replacement is approved.

Chapter 46
ACADEMIC LOAD

Article 170. The standard number of hours for every one unit of credit are as follows:

a.	Lecture Class	1 hour
b.	Laboratory Class	3 hours
c.	Physical Education	1 hour

Article 171. A regular student, shall carry a load of not more than the number of units of the semester, curricular year and program in which he is classified. This regulation applies also to students with back subjects

Article 172. During summer, the normal load shall be six (6) units, but in justifiable cases, the Dean or Director may allow higher load not exceeding nine (9) units

Article 173. The Dean may limit the academic load of students who are employed, whether full time or part-time. A graduating student with academic record better than the average may however be permitted to carry a heavier load in the last year of his course upon the recommendation of the Dean concerned. Provided however, that a graduating student maybe granted an overload not exceeding six (6) units for a semester if it is needed to clear out his academic deficiencies. Provided further, that it shall not violate the existing rules and regulations of the CHED.

Article 174. No student shall be allowed to enroll two (2) academic programs at the same time except for special courses offered during weekends.

Chapter 47
CLASSIFICATION OF STUDENTS

Article 175. Students are those who are enrolled in and who are regularly attending an educational institution of secondary and higher level or a person engaged in formal study (Education Act of 1982).

Article 176. Students are classified on the basis of their academic loads which are as follows:

A **regular student** is one who is registered for formal academic credits and carries a full load called for in a given semester by his curriculum;

An **irregular student,** for some reasons, is one who is taking subjects other than those prescribed by his curriculum in a given semester;

A **special student** is one who is not formally carrying academic units and is not enrolling for any program of the College;

A **working student** is one who is employed on a full time/part time basis in or outside the Institution;

A **foreign student** is one who is not a citizen of the Philippines;

Article 177. Students are also classified on the basis of academic work completed as follows:

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 for an entire course.

A **sophomore** is a student who has completed the prescribed subjects of the first year of his curriculum or has finished not less than 25% nor more than 50% of the total number of units required for an entire course.

A **junior** is one who has completed the prescribed subjects of the first two years of his curriculum or has finished not less than 50% nor more than 75% of the total number of units required for the course.

A **senior** is one who has completed the prescribed subjects of the first three years of his curriculum, or has finished not less than 75% of the total number of units required for the entire course.

Chapter 48
ATTENDANCE

Article 178. The rules on attendance shall be enforced in all classes in this College.

Article 179. A student is given ten percent (10%) allowable excused and unexcused absences of the total number of hours required by his course prior to midterm examination. Time lost by late enrollment shall be considered as time lost by absence.

Article 180. Students' absences shall be subject to Instructor's reminder, Office call (through the Dean of the Institute) and corresponding referrals from the Guidance Office before the subject Instructor shall take his/her final action. Corresponding reminder and office calls shall be observed (based on the percentage of allowable absences) as a disciplinary action to a students incurring absences:

50% - Reminder (first warning by the Subject Instructor)
75% - Office Call (second warning by the Guidance & Dean concerned)
100% - Office Call (last warning by the Guidance & Dean concerned)

Reminders and office calls shall be properly recorded by all of the concerned officials.

Article 181. Students who incur more than the allowable absences after the midterm examination shall automatically get a failing grade (5.0) except in cases of illness, death of an immediate family member and transfer of residence. However, corresponding proofs are required.

Article 182. Students who are officially representing the College for curricular, co-curricular and extra-curricular activities shall be considered present during his participation. Quizzes/exams administered during students' absence shall be excluded from the computation of his/her grades except for term examinations.

Article 183. Students who are late by fifteen (15) minutes after the start of classes shall be considered absent. But if the teacher is late by 15 minutes, the student may leave the classroom, unless the instructor informs the students beforehand.

Chapter 49
EXAMINATIONS

Article 184. Examinations are integral components of instruction and shall be administered by the subject teacher or assigned proctor for the purpose of evaluating student performance. An integrated schedule of examination shall be prepared by the VP-for Academic affairs with the Deans of Institutes and Department/Program Chairpersons as members.

Article 185. The academic performance of students shall be evaluated at the end of each term. The College shall schedule two periodic examinations in each term namely: Midterm and Finals. Subject Instructors are required of Table of Specifications (T.O.S.) for every term examination questionnaire.

Article 186. All periodic examinations shall be held in accordance with the schedule prescribed by the College. Schedule of examination may be changed by the subject teacher for a reasonable cause provided it is approved by the VPAA and Institute Dean and the Students concerned are informed one week prior to the newly set schedule.

Article 187. Special Examination

Section 1. Special Examination shall be given to students attending seminars, conventions, workshops or any activities representing the College during the time of examination if their participation is considered vital and recognized by the Dean of the Office of Student Services and Dean of Institute.

Section 2. If students fails to take the examination for reasons other than those mentioned above, special examination shall also be given to with a corresponding special examination fee. Removal examination is considered as a special examination however, it shall be administered within one week after the final examination schedule.

Section 3. Irregular students with conflict of examination schedule/s should inform the subject instructor so that a new schedule will be given within the examination period.

Section 4. A different set of examination shall be prepared by the subject Instructor/Professor duly approved by the Institute Dean for instances cited in section 2. A corresponding Instructor's honorarium per examinee shall be given. This shall be taken from the special examination fee.

Article 188. Examination papers (quizzes, midterm and finals) properly checked and recorded, must be returned to the students within two weeks after the examination. Test questionnaires for periodic exams shall be collected by the Instructor/Professor with corresponding students' initial for record purposes.

Article 189. The faculty is given the option to exempt a student from taking the final exam if the class standing of said student is at least **Very Good** (1.5).

Chapter 50
EXAMINATION PERMITS

Article 190. Examination Permits is a requisite to taking the term examinations. Faculty administering the test should follow the " No Permit No Exam Policy". A promisory note approved by the Dean and VP-AA shall be allowed only in exceptional cases (e.g. financial constraint as certified by the parent) solely for Midterm.

Article 191. Each Institute should facilitate the release of examination permits two (2) weeks before the scheduled examination. Support Offices such as Registrar, Cashier and Accounting should also accommodate students during said schedules. However, release of such permit during examination time must be avoided.

Article 192. The Flow in Securing Examination Permit

Section 1. Examination permits shall be issued by the Program Chairpersons upon payment of students' accounts (Cashier's Office) and other obligations (Different Offices) every Midterm and Final Examination.

Section 2. Memorandum of Agreement (MOA) signed by authorized representative shall serve as a guarantee in clearing tuition fees and/or miscellaneous fees of scholars sponsored by LGUs, NGOs & GOs. However, accountabilities/obligations from other College offices are not included. A list of students issued with permits should be prepared by the Chairperson for records purposes.

Section 3. Students' accountabilities and other obligations shall be forwarded to the Program Chairperson one week before the examination period.

Section 4. In case of loss, the students shall secure another permit from the Registrar's Office with corresponding fee.

Article 193. The examination permits shall be countersigned by the assigned Proctor of each subject in the space provided for, to signify that the student has already taken the examination of a particular subject. After the examination, students should submit the exam permits to the Program Chairperson.

Chapter 51
STUDENTS' CLEARANCE

Article 194. The clearance is needed for clearing financial and property accountability in the College. It should be accomplished for the application for final examination of graduating students and request for documents for transferees and drop-outs.

Article 195. The clearance shall include the following offices with the Heads as the corresponding signatories:

1. Cashier
2. Office of the Student Services (OSS)
3. Program Chairperson
4. Institute Dean
5. Registrar
6. Library

Offices not included in the clearance shall forward a list of students with financial and property accountabilities related to school work to the Program Chairperson one week prior to every examination period.

Article 196. Graduating students should not be allowed to take final examination unless he is cleared.

Chapter 52
GRADES AND GRADING SYSTEM

Article 197. The work of students in higher education shall be graded at the end of each term in accordance with the prescribed grading system.

Article 198. The grading system shall be uniform using number grades in multiples of .25 from 1 to 5 where 1 is the highest and 3 is the lowest passing grade. No grade of 4 shall be given as final rating. Students shall be rated in accordance with weight distribution established by the Department/Unit and in accordance with the following system:

Numerical Equivalent	Percentage	Description
1.0	98-100	excellent
1.25	95-97	outstanding
1.5	92-94	very good
1.75	89-91	good
2.0	86-88	very satisfactory
2.25	83-85	satisfactory
2.5	80-82	moderately fair
2.75	77-79	fair
3.0	75-76	passing
4.0	74-72	conditional (must be removed through a removal exam (prior to submission of final grades). If a student passes, the final grade shall not be better than 3.0. If he fails, the final grade shall be 5.0.
5.0	71-below	failure. It requires a re-enrollment in and repetition of the subject.
INC		incomplete. This is given if a student whose class standing throughout the semester or term is passing but he fails to take the final examination or student fails to complete all the academic requirements for the course due to illness or other valid reasons. The deficiency will be indicated by "INC" which must be removed within a period of one year by passing the examination or meeting all the requirements for the subject. After which the student shall be given a final grade based on his overall performance. Accomplished completion form signed by the subject Instructor must be submitted within the specified period for such removal. If the student fails to do so, he shall automatically get a grade of 5.

Article 199. A student who has received a passing grade in a given course is not allowed to take another examination for the purpose of improving his grade.

Article 200. Students with failing grades are subject to the provision of item retention and scholastic delinquency.

Article 201. The College reserves the right to establish a standard in computing grades based on the approved grading system to be approved by the Academic Council.

Article 202. The Grading System and Reporting of Student's Performance in the Laboratory School shall be consistent with the existing Dep Ed Policies.

Article 203. Submission of Grades

Section 1. Every faculty member shall submit his/her report of grades in an official grading sheet to the Registrar Office and Institute Dean where he/she belongs and not later than ten (10) working days after the last day of the mid-term and final examination day. Students are required to submit all the requirements for the subjects enrolled in a semester within three (3) days after the midterm/final examination schedule. A day after the prescribed period of submission, a report of such shall be submitted by the Dean to the College President through the VP-AA. In case of deviation from the rule, corresponding administrative sanction shall be imposed.

Section 2. The grades shall be entered by the concerned Chairperson in an official evaluation sheet and summary of grades sheet as ***students academic record*** from his/her first year up to graduation or separation from the College. This record shall also serve as the basis for students' promotion or retention every semester. Same data shall be entered by the Program Chairperson in a report card to be submitted to the Registrar for counter checking.

Article 204. Semestral report of grades must be made known to the students by the Program Chairperson, duly noted by the Institute Dean, not later than twenty (20) working days after last day of the examination. The Registrar shall send students' report cards to parents every periodic evaluation.

Article 205. In exceptional cases where an error has been committed, changes in grades shall be made subject to the following requirements:

1. Official letter request to the Registrar duly recommended by the Dean concerned shall be submitted to the VP-for Academic Affairs for approval;
2. Authenticated photocopies of the class records and grading sheets;
3. Notarized affidavit attesting the truth that he has noted errors and he is making corrections in his report of grades in the Registrar's Office.

Article 206. Application for the correction of grades is a sole responsibility of the subject instructor. No student shall be allowed to facilitate the application for correction.

Article 207. If the request is granted, the correction shall be forwarded to the Registrar for change of grades.

Chapter 53
RETENTION/SCHOLASTIC DELINQUENCY

Article 208. Students are expected to make satisfactory progress in his academic endeavors. Towards this end, the following provisions on selective retention shall be followed:

Section 1. 1.Student should not incur more than nine (9) units of allowable academic deficiency at any given time. The grade of INC. will be included in the counting of students' academic deficiency.

Section 2. Any student who fails in any of the major subjects during the first two years shall be advised to withdraw from the program.

Chapter 54
RECOGNITION AND AWARDS

Article 209. Dean's List

At the end of the semester, a dean's list is prepared. To be recognized through the "Dean's List" a student must be enrolled in at least 18 academic units and must earn an average specified for Academic Honors in the Students Merit and Award System. Dean's List" shall be published in the school publication and posted in the most conspicuous place immediately after a semester ends. A certificate indicating Academic excellence (academic honors) may be given by the office of the VPAA and Dean of the Institute to students in the dean's list.

Article 210. Recognition and Award for the academic and non-academic performances of students shall be based on the approved "Students Merit and Award System".

Article 211. Students' Merit and Award System

Sec 1. Objectives

To establish a framework for students' development, the College adheres to a system of merit and fitness in the recognition and award for their academic and non-academic performances to ensure fairness and excellence.

The Students' Merit System aims to:

1. identify appropriate awards for students' achievements;
2. establish a sound procedure in recognizing students' performances for a speedy and fair distribution of awards;
3. provide equal and fair opportunities for students to excel; and
4. motivate students to improve performance.

Sec 2. Scope

This Students' Merit and Award System shall apply to all students of Davao del Norte State College. This shall be categorized into academic and non-academic awards.

Sec 3. Definition of Terms

The following terms are used in this Students' Merit and Award System:

1. Students' Merit and Award System - a standard governing the selection, utilization, recognition and citation of the students' performances and achievements.

2. Academic Awards – awards given in recognition of students' excellence in scholastic achievement/performance.

3. Non-academic Awards – awards given in recognition of students' outstanding performances in co-curricular and extracurricular activities.

Sec 4. Committee on Evaluation and Awards

A Committee for Evaluation and Awards shall be constituted to appraise the academic and non-academic awards of students. It shall scrutinize the documents of prospective awardees/nominees for endorsement to proper authorities. The composition of the Committee shall be recommended by the Academic Management Team to be approved by the College President.

Sec 5. Process of Evaluation

- Academic Awards

1. The Registrar shall evaluate the grades/academic records of prospective nominees in consultation with the Program Chairpersons and concerned Institute Dean every semester. Such grades shall be made as bases for giving the academic awards in both laboratory school and college levels.
2. The academic records of prospective nominees shall be forwarded by the Registrar to the Committee for review.
3. The list of nominees with the necessary documents shall be forwarded by the Committee to the College President for approval.

- Non-Academic Awards

1. The Evaluation and Awards Committee with the Heads of the different academic units shall sit en banc in case there is/are additional award/s to be included or amendments shall be incorporated in the merit and award system. The awards agreed by the group shall be endorsed to the Academic Council and Board of Trustees (BOT) for approval.
2. At the beginning of the school year, the criteria for awards and recognition shall be disseminated by the Committee to all students through the OSS/Institute Deans. The Committee shall also publicize the criteria in bulletin boards and other conspicuous places.
3. Nominations shall be made by the Program Chairpersons/Advisers of Student Organizations/Coaches and Institute/OSS Deans. Such shall be pre-evaluated by an evaluation committee in the Institute/OSS who shall endorse nominees to the Evaluation and Awards Committee for review of the documents.
4. Nominees and the necessary documents shall be forwarded by the Evaluation Committee to the College President for approval.

Sec 6. Merit System

The merit system shall be adopted as follows:

I. Academic Honors (College Level)

A. Non-graduating Students

Students who obtain the herein specified average grade in a semester will be given an academic award corresponding to the points earned to wit:

Academic Honors	Average Grade	Lowest Grade	Awards
First Honors	1.5 - 1.0	1.75	Certificate/Honors Card
Second Honors	1.75 - 1.51	2.0	Certificate/Honors Card

For students with honors, the following rules must be satisfied:

1. The student must have no incomplete (INC.) mark in all subjects during the semester;
2. The candidate must have taken at least eighteen (18) units academic load per semester; and
3. In the computation of the grade point average, the grades obtained in all subjects enrolled in the semester shall be included.

N.B. Academic awards of non- graduating students for every semester shall be given during the recognition rites to be held at the end of the school year. However, the first semester honor students shall be recognized through "Reading of Honors" which shall be conducted by the Office of the Academic Affairs and Evaluation and Awards Committee at the end of the first semester.

B. Graduating Students

The following academic awards will be given to deserving graduating student/s according to the average grade/s obtained by him/her:

Academic Honors (Degree Courses)	Academic Honors (Non-Degree Courses)	Average	Lowest Grade	Awards
Summa Cum Laude	With Highest Honors	1.25 - 1.00	1.5	Gold Medallion and Certificate
Magna Cum Laude	With High Honors	1.5 - 1.26	1.75	Gold Medallion and Certificate
Cum Laude	**With Honors**	1.75 - 1.51	**2.0**	Gold Medallion and Certificate

For graduating students with honors, the following rules must be satisfied:

1. Candidates must have completed at least 75% of the total number of academic units required for graduation in this College;

2. The student must have no incomplete (INC.) mark in all his/her subjects taken;
3. The candidate must have taken at least eighteen (18) units academic load per semester except when he/she is taking the remaining subjects in his/her last semester in the College;
4. In the computation of the grade point average, the grades obtained in all subjects prescribed in his/her course shall be included; and
5. The candidate must have completed his program within the prescribed period except in cases of illness and other valid reasons. Corresponding proof/s shall be presented to confirm their validity.

II. Academic Honors (Laboratory School)

A. Graduating Students

The determination of graduating honor students in the Laboratory School shall be based on DECS ORDER No. 65, S. 1999.

B. Non-Graduating Students

Students from first year to third year levels are eligible to be candidates for honors provided he/she meets the following requirements:

He/She must have no grade lower than 80% (for first year and second year levels) and no grade lower than 85% (for third year level) in any subject in any grading period as recorded in the students' forms 137-A and 138-A.

He/She must have conducted himself in conformity with the school rules and regulations.

The following criteria and corresponding weights shall be the basis in determining the 1st to 10th honors of the first year to third year levels:

Academic Excellence	90%
Deportment	10%
	100%

Academic excellence shall be based on the grade point average of the candidate in his year level. It should be based on the work done during the last grading period.

N.B. There shall be a periodic recognition of academic honors for the Laboratory School after every grading period by awarding of certificates/honors cards.

III. NON-ACADEMIC AWARDS (COLLEGE LEVEL)

- LOYALTY AWARD

A graduating student shall be given a gold medal for loyalty award if he/she finished his/her secondary and tertiary education in this College without attendance to any school (from first year Secondary to fourth year College).The nominees shall be identified by the College Registrar in coordination with the Laboratory School to be finalized by the Evaluation Committee.

- STUDENT LEADER OF THE YEAR AWARD

The College recognizes the students' exemplary performance in leadership. This is open to all students in all Institutes and organizations in the campus including SSC/SBO. Every year, only one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:

Leadership Qualities	50%
Initiative and Resourcefulness	
Ability to mobilize peers	
Management skills	
Efficiency	
Dependability	
Personal Qualities and Character	10%
Abides with the school rules and regulations	
Gets along well with others	

Demonstrates sensitivity towards the needs of others
Shows sincere determination to help others
Manifests trustworthiness and self reliance

Community Involvement and Extra-curricular Activities 20%

Participation in : (4%)

1. Trainings and Seminars/Workshops

Local/College Level	1 point
City/Division Level	2 points
Regional Level	3 points
National Level	4 points

2. Plans/Projects/activities Implemented

Organizational Level	2 points
Local/College Level	4 points
City/Division Level	6 points
Regional Level	8 points
National Level	10 points

B. Achievements and Awards (6%)

Levels	1st	2nd	3rd
Local/College	10	7	5
City/Division	20	15	10
Regional	30	20	15
National	40	30	20

C. Impacts of Activities, plans and projects implemented (10%)

	High (5)	Moderate (3)	Low (1)
Applicability			
Usefulness			
Relevance and Timeliness			
Academic Achievements			

20%
100%

The leadership/personal qualities and impacts of projects/plans shall be rated by the adviser/s and members of the organization/s. Other criteria shall be evaluated by the constituted evaluation committee based on the documents submitted by the nominees.

- SERVICE AWARD

The College recognizes the students' consistent service to the School in various organizations for six (6) semesters or three (3) years. Such service shall be worth emulating and shall have contributed to the development of the College. The award is open to all graduating students in all Institutes/organizations in the campus including SSC/SBO. There shall be one awardee who shall receive a Gold Medallion and a certificate of recognition every year.

Criteria:

Consistent services rendered to the College (continuous services to organizations and College community for at least six semesters/three years)	40%
Responsible Leadership and active participation In worthwhile co-curricular and extra-curricular Activities	20%
Deep sense of Community Awareness and Involvement	10%
Personality	10%

Ability to express oneself effectively (interview)	10%
Personal Values anchored on a living faith in God, Sensitivity towards others, sincere determination to help and firm moral conviction/integrity	10%
	100%

- OUTSTANDING ORGANIZATION/CLUB/ASSOCIATION/SOCIETY

The College recognizes the exemplary performance/s of a student organization whose activities and programs are worth emulating and have contributed to the development of the College and the Community. Only one organization shall be chosen every year who shall be given a plaque and certificate of recognition.

The Student Supreme Council (SSC) as an umbrella organization is not included in the selection and screening for this award. However, the officer/s shall be included as member/s of the Selection/Screening Committee to be chosen by the OSS.

Criteria:

Implementation of Plans, Projects and Activities		40%
a. Number of Plans Implemented	30%	
b. Impact/Usefulness	30%	
c. Relevance/Timeliness	20%	
d. Efficiency	20%	
	100%	
Participation in College Sponsored activities (contests not included)		20%
Participation in SSC/SBO sponsored activities		15%
Sponsorship of community service and programs (subject related community service are excluded)		15%
Behavior of Members		10%
a. Adherence to Student Code of Conduct	(40%)	
b. Punctuality to service	(20%)	
c. Cooperation among members	(40%)	
	100%	
		100%

A certificate will be issued by the Office of the Student Services to Organization/s with satisfactory performance in their participation to College/SSC/SBO sponsored activities. Teamwork, leadership and performance of the organization must be given consideration before the issuance of said certificate. Such performance will be evaluated using an instrument prepared by the OSS.

The Office of the Student Services (OSS) shall form an evaluation Committee with representatives from each Institute who shall be responsible for pre-evaluating the nominees of the preceding three (3) awards.

- PERFORMING ARTIST OF THE YEAR AWARD

The award is given to student performing artist in grateful recognition for his/her outstanding performance in the field of dance, music, theater and/or drama thus giving honor and prestige to the College. The awardee must have demonstrated and expressed high degree of creativity and artistic value in the performance of musical and theatrical entertainment in the College and in the community. Every year, only one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:

Participation/Involvement in College Cultural Presentations/Performance	30%
Achievement in Competition	30%

For every award/citation received:

Level	1st	2nd	3rd
School	10 pts	7pts.	5 pts.
Division	20 pts	17pts.	15 pts.
Regional	30 pts	27pts.	25 pts.
National	40 pts	37pts	35 pts.

Participation in Festivals/Community Activities 30%

For every participation:

Local/School	4 pts
Barangay	6 pts
Municipality/City	15 pts
Provincial	20 pts
Regional	25 pts
National	30 pts
International	50 pts.

Deportment 10%

100%

A Committee headed by the Chairperson for Cultural Services shall be formed to pre-evaluate the performances and achievements of nominees for this award.

- JOURNALISM AWARD (College Level)

This award is given to a student-journalist who nurtured the discipline of reporting and interpreting facts for the development of the school publication. Moreover, the award symbolizes one's competence and integrity in his/her service anchored in TRUTH AND HONESTY in disseminating relevant issues to the studentry. Every year, one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:

Participation/Attendance to conferences	10%
Editorial/Individual Competence	30%
Communication Skills	30%
Relevance of Published Article	30%
	100%

A Committee headed by the Adviser of the College School Publication shall be formed to pre-evaluate the performances and achievements of nominees for this award.

- GAWAD LIKHA

The award is given to student artist in grateful recognition for his/her outstanding achievement/contribution in any of the following creative works: painting, graphic design and sculpture. The student artist must have shown artistic talents and imagination through creative works/illustrations while rendering service/s to the College and community. He must be proficient not only in using traditional art and design materials/techniques but also in computer graphics technology. Every year, one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:

Participation/Involvement in Art Workshops, Competition and exhibit 40%

Degree of Involvement

For every participation:

Local/School	4 pts
Barangay	6 pts
Municipality/City	15 pts
Provincial	20 pts
Regional	25 pts

National	30 pts

Awards/Citation Received

For every award received: 40%

Level	1st	2nd	3rd
School	10 pts	7pts.	5 pts.
Division	20 pts	17pts.	15 pts.
Regional	30 pts	27pts.	25 pts.
National	40 pts	37pts	35 pts.

Art works services rendered to the School/College

For every service rendered:

Institute level	5 pts
College Level	10 pts.

20%

100%

A recommendation/nomination from the student artist organization noted by the OSS must be issued for this award. A Committee headed by the Adviser of Student Artist Organization shall be formed to pre-evaluate the performances and/or documents of nominees for this award.

- ATHLETE OF THE YEAR AWARD

The College recognizes an athlete who has shown leadership and prowess in his/her respective event as manifested by his/her excellent achievement in the highest level of athletic competition. Every year, only one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:

Achievement of Athletic Competitions 60%

	1st	2nd	3rd
National Winner	60%	55%	50%
Regional Winner	45%	40%	35%
Provincial/City Winner	30%	25%	20%

Leadership 30%

- Evaluation from peers/co-players 10%
- Evaluation from coach 20%

(Performance of Skills during quarterly evaluation)

Deportment (Discipline & attendance to training) 10%

100%

Nominations for this award shall emanate from the coach/coaches within a particular sport. Such nominations with their corresponding documents shall be pre-evaluated by the Sports Evaluation Committee, composed of different coaches with representatives from various Institutes of the College.

- STUDENT TEACHING AWARD

The student teaching award is given to a student-teacher who excels in his/her practice teaching performance both in on-campus and off-campus internship. He/she garners the highest rating in all criteria for student-teaching evaluation as determined by the program chairpersons and critic instructors and duly approved by the Dean of the Institute. Every year, only one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:

Highest average of Student Teaching Evaluation	50%
Narrative Report (Student Teaching)	30%
Relevant Community Involvement/Services	10%
Deportment	10%
	100%

- GAWAD KALIKASANG PANDAGAT

This award is given in recognition to students who have shown deep concern for the conservation and protection of the marine environment and thus have done exemplary work in shedding light to the sad plight of the marine environment. Every year, only one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:

Involvement in research & community activities/ advocacy/ policy formulation (marine)			70%
Degree of Involvement		(30%)	
For every participation:			
Local/School	4 pts		
Barangay	6 pts		
Municipality/City	15 pts		
Provincial	20 pts		
Regional	25 pts		
National	30 pts		
Impact/Usefulness		(40%)	
Relevance/Timeliness		(30%)	
		(100%)	
Leadership			20%
Deportment			10%
(To be evaluated by the Heads of Units concerned)			100%

The award shall be open to all students in different Institutes. The Evaluation Committee for this award shall be composed of the Marine Sciences and Fisheries Faculty members to be chaired by the Marine Biology Program Chairperson.

- BEST IN COMPUTER OPERATION

This award is given to students who have demonstrated skill proficiency in software and hardware operations and have made significant contributions in the development of programs/systems necessary for the efficient processing of information in the College and community. His/her concern for the maintenance and security of information facilities is of prime consideration. Every year, only one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:

Skills Proficiency Test (TESDA)		50%
Hardware	25%	
Software	25%	
Skills Assessment (Institute)		40%
Hardware	20%	
Software	20%	
Deportment		10%
(To be evaluated by the Heads of Units concerned)		100%

The award shall be open to all students in different Institutes. The Evaluation Committee for this award shall be composed of the Information Technology Faculty members to be chaired by the Dean of the Institute of Engineering and Information Technology (IEIT).

- GAWAD GAWA NG PANGISDAAN

The award recognizes the exemplary achievement of students in terms of skills proficiency technology generation that contributed to he advancement of fisheries and fishery industry. Every year, one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:

Skills Competence		50%
a.) Skills Evaluation	50%	
b.) OJT Performance	50%	
	100%	
Contribution to Technology Generation		20%

Relevance & Impact to the Community	20%
Deportment	10%
(To be evaluated by the Heads of Units concerned)	100%

The award shall be open to all students in different Institutes. The Evaluation Committee for this award shall be composed of the Fisheries Faculty members to be chaired by the Dean of the Institute of Fisheries Technology (IFT).

IV. NON-ACADEMIC AWARDS (LABORATORY SCHOOL)

- STUDENT LEADERSHIP AWARD

The College recognizes the students' exemplary performance in leadership. This is open to all students in all Institutes and organizations in the campus including SSC/SBO. Every year, only one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:

Leadership Qualities	50%
Initiative and Resourcefulness	
Ability to mobilize peers	
Management skills	
Efficiency	
Dependability	
Personal Qualities and Character	10%
Abides with the school rules and regulations	
Gets along well with others	
Demonstrates sensitivity towards the needs of others	
Shows sincere determination to help others	
Manifests trustworthiness and self reliance	
Community Involvement and Extra-curricular Activities	20%

Participation in : (4%)

1. Trainings and Seminars/Workshops

Local/College Level	1 point
City/Division Level	2 points
Regional Level	3 points
National Level	4 points

2. Plans/Projects/activities Implemented

Organizational Level	2 points
Local/College Level	4 points
City/Division Level	6 points
Regional Level	8 points
National Level	10 points

B. Achievements and Awards (6%)

Levels	1st	2nd	3rd
Local/College	10	7	5
City/Division	20	15	10
Regional	30	20	15
National	40	30	20

C. Impacts of Activities, plans and projects implemented (10%)

	High	Moderate	Low
	5)	(3)	(1)
Applicability			

Usefulness
Relevance and Timeliness

Academic Achievements 20%
100%

The leadership/personal qualities and impacts of projects/plans shall be rated by the adviser/s and members of the organization/s. Other criteria shall be evaluated by the constituted evaluation committee based on the documents submitted by the nominees.

- SERVICE AWARD

The College recognizes the students' consistent service to the School in various organizations for six (6) semesters or three (3) years. Such service shall be worth emulating and shall have contributed to the development of the College. The award is open to all graduating students in all Institutes/organizations in the campus including SSC/SBO. There shall be one awardee who shall receive a Gold Medallion and a certificate of recognition every year.

Criteria:

Consistent services to rendered to the College (continuous services to organizations and College community for at least six semesters)	40%
Responsible Leadership and active participation In worthwhile co-curricular and extra-curricular Activities	20%
Deep sense of Community Awareness and Involvement	10%
Personality	10%
Ability to express oneself effectively (interview)	10%
Personal Values anchored on a living faith in God, Sensitivity towards others, sincere determination to help and firm moral conviction/integrity	10%
	100%

- OUTSTANDING ORGANIZATION/SOCIETY/CLUB/ASSOCIATION

The College recognizes the exemplary performance/s of a student organization whose activities and programs are worth emulating and have contributed to the development of the College and the Community. Only one organization shall be chosen every year who shall be given a plaque and certificate of recognition.

The Student Supreme Council as an umbrella organization is not included in the selection and screening of this award. However, the Officer/s shall be included as member/s of the Selection/Screening Committee to be chosen by the OSS.

Criteria:

Implementation of Plans, Projects and Activities		40%
a. Number of Plans Implemented	30%	
b. Impact/Usefulness	30%	
c. Relevance/Timeliness	20%	
d. Efficiency	20%	
	100%	
Participation in College Sponsored activities (contests not included)		20%
Participation in SSC/SBO sponsored activities		15%
Sponsorship of community service and programs (subject related community service are excluded)		15%

Behavior of Members 10%

d. Adherence to Student Code of Conduct (40%)
e. Punctuality to service (20%)
f. Cooperation among members (40%) 100%

N.B. Same rules used in the College level shall be applied for the three (3) preceding awards.

- PERFORMING ARTIST OF THE YEAR AWARD

The award is given to student performing artist in grateful recognition for his/her outstanding performance in the field of dance, music, theater and/or drama thus giving honor and prestige to the College. The awardee must have demonstrated and expressed high degree of creativity and artistic value in the performance of musical and theatrical entertainment in the College and in the community. Every year, one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:

Participation/Involvement in College Cultural Presentations/Performance 30%

Achievement in Competition 30%

For every award/citation received:

Level	1st	2nd	3rd
School	10 pts	7pts.	5 pts.
Division	20 pts	17pts.	15 pts.
Regional	30 pts	27pts.	25 pts.
National	40 pts	37pts	35 pts.

Participation in Festivals/Community Activities 30%

For every participation:

Local/School	4 pts
Barangay	6 pts
Municipality/City	15 pts
Provincial	20 pts
Regional	25 pts
National	30 pts
International	50 pts.

Deportment 10%

100%

A Committee headed by the Chairperson for Cultural Services shall be formed to pre-evaluate the achievements and performances of nominees for this award.

- GAWAD LIKHA

The award is given to student artist in grateful recognition for his/her outstanding achievement/contribution in any of the following creative works: painting, graphic design and sculpture. The student artist must have shown artistic talents and imagination through creative works/illustrations while rendering service/s to the College and community. He must be proficient not only in using traditional art and design materials/techniques but also in computer graphics technology. Every year, one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:

Participation/Involvement in Art Workshops, Competition and exhibit 40%

Degree of Involvement

For every participation:

Local/School	4 pts
Barangay	6 pts

Municipality/City 15 pts
Provincial 20 pts
Regional 25 pts
National 30 pts

Awards/Citation Received
For every award received: 40%

Level	1st	2nd	3rd
School	10 pts	7pts.	5 pts.
Division	20 pts	17pts.	15 pts.
Regional	30 pts	27pts.	25 pts.
National	40 pts	37pts	35 pts.

Art works services rendered to the School/College
For every service rendered:
Institute level 5 pts
College Level 10 pts.

20%
100%

A recommendation/nomination from the student artist organizations noted by the OSS must be issued for this award. A Committee headed by the Adviser of Student Artist Organization shall be formed to pre-evaluate the performances and/or documents of nominees for this award.

- JOURNALISM AWARD

This award recognizes journalistic excellence, achievement and exceptional contribution to the Urchin, the official school publication of Davao del Norte State College, Laboratory School, keeping the students and the community well informed of some relevant issues and concurrently upholding the values and ideals of a responsible journalist. Every year, one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Performance in Publication/Individual Competence 20%

Participation/Involvement to Conferences/Meetings 40%

School (10%)
Division (20%)
Regional (30%)
National (40%)

Awards/Achievement in Competition 30%

	1st	2nd	3rd
School	10	7	5
Division	20	15	10
Regional	30	20	15
National	40	30	20

Deportment 10%
100%

A Committee headed by the Adviser of Laboratory School Publication shall be formed to pre-evaluate the achievements and performances of nominees for this award.

- ATHLETE OF THE YEAR AWARD

The College recognizes an athlete who has shown leadership and prowess in his/her respective event as manifested by his/her excellent achievement in the highest level of athletic competition. Every year, one awardee shall be chosen who shall receive a gold medallion and a certificate of recognition.

Criteria:
Achievement of Athletic Competitions 60%

	1st	2nd	3rd	
National Winner	60%	55%	50%	
Regional Winner	45%	40%	35%	
Provincial/City Winner	30%	25%	20%	
Leadership				30%
• Evaluation from peers/co-players			10%	
• Evaluation from coach			20%	
(Performance of Skills during the quarterly evaluation)				
Deportment (Discipline & attendance to training)				10%
				100%

Nominations for this award shall emanate from the coaches within a particular sport. Such nominations with their corresponding documents shall be pre-evaluated by the Sports Evaluation Committee, composed of different coaches with representatives from various Institutes of the College.

- CAT Leadership Award

The College recognizes the exemplary leadership qualities of a graduating Cadet/Cadette officer who can best command the respect and confidence of his fellow cadets/cadettes and who has shown a marked degree of initiative and self confidence in solving the problems he/she was confronted with. There shall be one awardee every year who shall be given a gold medallion and certificate of recognition.

Criteria:	
Outstanding Leadership	50%
(Command respect of his/her fellow cadets/cadettes)	
Degree of initiative and Self Confidence	50%
(In solving Problems which he/she was confronted)	**100%**

A Committee headed by the CAT Commandant shall be formed to pre-evaluate the achievements and performances of nominees for this award.

N.B. **A minimum of sixty five (65) points must be earned by the nominee/s before the award will be given to him/her.**

Sec 7. Awards from GO's and NGO's

The awards from Government Organizations (GO's) and Non-Government Organizations (NGO's) shall be evaluated using the criteria set by said organizations. However, in the absence of said guidelines, this students' award and merit system shall be used for screening and selection.

Sec 8.Special Awards/Recognition

In cognizance of the students' achievements in national and regional level bringing prestige and honor to the College, special recognition shall be given to worthy students. Special awards shall also be given to students for an exemplary service rendered in cases of emergency and fortuitous events.

Sec 9. Effectivity

This awards and merit system shall take effect immediately upon the approval and confirmation of the Board of Trustees.

Sec 10. Amendments

In case the College through the Awards and Evaluation Committee can identify additional awards to be given to worthy students which are not included in this Merit and Awards System, amendments shall be made and endorsed through proper channels for approval by concerned authorities.

Chapter 55
Curriculum Committee

Article 212. A Curriculum Committee consists of the Curriculum Chairperson as Chairman, Program/Department Chairperson and Institute Deans as members shall conduct a periodic review,

validation and evaluation of the academic programs of the College consistent with existing policies and guidelines.

Article 213. The Chairman shall spearhead the curriculum reviews in consultation with the members of the committee. He/she shall provide copies of the curriculum of all programs offered and all pertinent and updated guidelines to the members of the committee for reference. He/she shall see to it that the necessary requirements of each program are met. He/she shall also conduct validation of programs (without Board Exams) in consultation with the Program Chairperson and Dean concerned.

Article 214. The Program Chairperson, in consultation with faculty members and Institute Dean concerned shall take charge in the review of major and professional subjects of a particular program and recommend revision/s to the Curriculum Chairman if necessary.

Article 215. The Department Chairperson, in consultation with faculty members and the Institute Dean concerned shall review the basic/general subjects in line with the discipline of all existing programs and recommend revision if deemed necessary. He/she shall see to it that course descriptions are revelant to the course.

Chapter 56
CONDUCT OF EDUCATIONAL FIELD TRIPS AND OFF CAMPUS ACTIVITIES

Article 216. General Guidelines

Section 1. Off campus activities and educational trips are activities that expose students to actual learning experience to enhance instruction, promote leadership and social awareness. It must be in line with the students' instruction-based, co-curricular or extra- curricular activities. Every student of this institution shall be free to participate in such endeavors. However, his/her involvement shall not excuse him/her from fulfilling other requirements set by the Instructor. No off-campus activity shall be scheduled one week before the mid-term examination and two weeks before final examination.

Section 2. Duration of off- campus activities shall not be more than five days. However, activities scheduled within the semester shall not be more than two days. Any activity reaching 3-5 days shall be granted during semestral break or summer time only provided that it is not an instruction based activity. Co-curricular and extra-curricular off campus activities within a semester shall be granted during week-ends only so as not to disrupt classes. However, Instruction-based activity can be conducted within school days.

Section 3. The requesting Instructor/Adviser shall stay with the students for the whole duration of the trip/activity. He/she shall be held responsible and accountable for the conduct of the activity and for any event emanating from negligence except in cases of fortuitous events and violation of rules and regulations. Neither the requesting party nor DNSC will be held liable when the student meets accident while in transit e.g., travel from home to DNSC or vice versa.

Section 4. Sec 4. Processing of Request

1. A written request for proposed activity shall be made by the President of class/organization and the subject instructor/adviser. It should pass through the Dean of the Institute (co-curricular and instruction based activities) and Dean of Student Affairs (extra curricular activities) but still in coordination with the Dean/s concerned for recommendation and VP-for Academic Affairs for approval. Such must contain the objectives, schedule of activities, itinerary of travel and expected output of the undertaking. A resolution made by the students should be attached to said communication.
2. Subject Instructor/Adviser of the organization/class shall communicate to the selected venue. It must be chosen according to its relevance to the class/subject/organization's activity. Nearer trips that can attain the same objective shall be given priority to save time and cost.
3. The same shall send a letter to the parents informing them of the proposed activity's itinerary and contribution. Waiver shall be attached to the said communication for parents' consent as a return slip.

4. The requesting party shall comply and submit the following requirements to the Institute/OSA Dean two weeks before the actual travel:

   a. Approved letter request with the list of participating students
   b. Accomplished Waiver
   c. Rules and regulations agreed and signed by the students
   d. Letter reply by the Head of the proposed venue
   e. Syllabus (for instruction based activity)
   f. Proof of dissemination (signed by concerned faculty members and Deans).

Afterwhich, an approved locator slip shall be issued by the VP-for Academic Affairs upon the recommendation of the Dean concerned as permission for the conduct of said travel. Faculty members must obtain such permit before leaving the campus for the scheduled trip/activity. For activities that entails budget, it shall be approved by the College President.

5. Any contribution shall be collected by the class treasurer or any designated student of the class or organization. In no case shall a faculty member handle monetary collections. A financial report, noted by the adviser, shall be submitted by the class organization to the OSS/Institute Dean within three (3) days after the conduct of the activity.

Article 217. Steps in Processing of Request:

Submission of Written Request
(Class/Organization President and Subject Instructor/Adviser)

↓

Recommendation
(Concurrent with the Deans concerned)

↓

Approval
(Office of the VP-Academic Affairs)

↓

Communication to the Parents /Proposed Venue
(Subject Instructor/Adviser)

↓

Submission of Requirements to the Institute Dean
(Subject Instructor/Adviser)

↓

Grant of Permission/Issuance of Locator Slip
(VP-Academic Affairs/Dean of the OSA)

↓

Submission of Financial Report to the Institute/OSA
(Subject Instructor/Organization Adviser)

Chapter 57
CONDUCT OF ON-THE-JOB TRAINING/PRACTICUM/ COOPERATIVE TRAINING

Article 218. General Guidelines

Section 1. On-the-Job Training is designed to enhance learning experience through practical application of the theories learned in the classroom. It is also intended to offset the students' skills deficiency through training and work experience in specific industries and agencies.

Section 2. The completion of the minimum number of hour requirement may either be during the regular semester period or done continuously during summer time. Enrolment of this course requires completion of pre-requisite subjects as prescribed in the curriculum. It shall be the only academic load of the student in a particular academic period.

Article 219. OJT Coordinator

Section 1. Sec 1. Every Institute shall have a designated OJT Coordinator, the Program Chairperson of each course, who shall be responsible for monitoring and deployment of students to prospective training venues. He/she sees to it that the requirements are satisfactorily complied by the student.

Article 220. Skills Inventory/Instrument

Section 1. A skills inventory shall be conducted by the OJT coordinator to assess the skills proficiency as well as skills deficiency of students. This shall be the basis for students' assignment and training to appropriate venue.

Section 2. The Evaluation Instrument shall be formulated by the Program Chairperson , Institute Dean and faculty concerned. It must be able to test the students' technical and operational skills. Skills to be mastered per year level based on curriculum should be identified and clearly specified in the instrument.

Article 221. Accreditation of Training Venues

Section 1. Training venues shall be accredited by the OJT Coordinator to identify the available learning blocks to suit with the individuals' needs as manifested by the result of skills inventory.

Article 222. Requirements

Section 1. Upon evaluation of the OJT Coordinator, qualified students will be informed and will be given Skills Inventory Test by the Institute. After taking the tests, the OJT Coordinator shall decide whether to deploy the student to industries/agencies or to train them in DNSC campus. If they will be sent to accredited companies, following requirements must be complied:

1. Notarized Parent Waiver
2. Accomplished Bio-data Form with 2 pcs. 2x2 photo (to be forwarded to the company)
3. Medical Certificate certified by a Physician
4. Rules and Regulations signed by the student trainee

Section 2. Students shall submit duly accomplished requirements to the OJT Coordinator for further evaluation. If the student has already complied the requirements, he/she may process the enrolment of the subject.

Section 3. Orientation shall be conducted by the Practicum Coordinator and Institute Dean prior to deployment for the proper conduct and performance of their duties in the training venues. Rules and regulations formulated by the Institute concerned shall be deliberated thoroughly during the orientation.

Section 4. Deployment of students shall be accompanied by an endorsement paper duly signed by the Coordinator, Institute Dean and VP for Academic Affairs. Such endorsement paper shall be

acknowledged by the training venue/agency to assure of trainee's placement and acceptance. A Memorandum of Agreement (MOA) to be facilitated by the OJT Coordinator shall be made between the training venue and DNSC to set the terms and conditions of the cooperative training.

Section 5. Regular monitoring shall be done by the OJT Coordinator to determine the students' progress and performance. He/she shall also see to it that trainee's are working in accordance with to the terms and conditions set in the MOA.

Section 6. Training shall terminate after the completion of the total number of hours required in the curriculum. The cooperating agency shall issue a performance rating card to every student trainee based on his/her actual performance. Upon return, an OJT report shall be required of each student to be presented in his/her respective Institute to narrate his/her working experiences in the training venue. Further, he/she shall be given Post- Evaluation of skills by the Coordinator. These will be the proofs of students' performances which shall be made as bases for the computation of their OJT grades. In case of failure, grades shall be deferred to be complied within one year.

Article 223. Steps in facilitating OJT/Cooperative Training:

Accreditation of Firms/Agencies
(OJT Coordinator)

↓

Evaluation of Students Grades
(OJT Coordinator)

↓

Conduct of Skills Inventory and Personality Test
(Institute and Guidance Office)

↓

Submission and Evaluation of Requirements
(Institute by the OJT Coordinator)

↓

Enrollment
(Registrar)

↓

Orientation/Pre-Deployment Preparation
(OJT Coordinator and Institute Dean)

↓

Deployment to Training Venues
(OJT Coordinator)

↓

Regular Monitoring
(OJT Coordinator)

↓

Termination of OJT
and Issuance of Performance Rating Card
(Training Venue)

↓

OJT Report and Post-Evaluation of Skills
(DNSC at the Institute)

↓

Computation and Release of Grades
(OJT Coordinator)

Chapter 58
PREPARATION, CONDUCT AND DEFENSE OF RESEARCH PROPOSAL AND THESIS MANUSCRIPT

Article 224. General Guidelines:

Section 1. Degree programs in this College requiring thesis shall include two courses namely : Methods of Research (preparation of research proposal); and Thesis Writing (conduct of research).

Section 2. Proper guidance shall be provided by the Subject Instructor and members of the panel from the start of conceptualization up to the termination of the research activity.

Article 225. Research/Subject Instructor

Section 1. Functions:

- The research instructor shall provide the technical competence necessary for writing a scientific paper.
- He/she shall also orient the students for the guidelines/procedures to be followed in the preparation, conduct and presentation of thesis.
- He/she shall facilitate the selection of adviser. It is also his/her responsibility to see to it that the student has chosen and completed the members of the panel.
- He/she shall follow-up the compliance of the documents necessary for the conduct of his/her study and shall convene the members of the panel for endeavors relevant to the research subject enrolled (e.g. proposal/thesis defense, etc.).

Article 226. Thesis Adviser

Section 1. Functions

- The adviser guides the proponent/researcher from the preparation up to the finalization of the paper. He/she shall monitor and oversee the entire process of the research endeavor;
- Decides whether necessary documents are complete and ready for the outline and final defense and certifies that all corrections has been incorporated in the final paper.

- Keeps the minutes of the defense and furnish the same to the proponent and each member of the panel (minutes of the defense must be duly attested by the members of the panel).

Section 2. Qualifications

The specialization/expertise of the adviser must be in line/related to the study conducted or he/she must have relevant research experience.

Article 227. Thesis Committee

Section 1. Composition

There shall be three members of the panel (one chairman, and two members) with appropriate field of expertise who shall be chosen by the proponent from among the qualified faculty. Said members including the adviser shall be approved officially by the Program Head and noted by the Dean of the Institute, such shall be forwarded by the Instructor to the VP for Academic Affairs for the ***issuance of official appointment.***

Qualifications

1. His/Her specialization/expertise must be in line/related to the study conducted or he/she must have a relevant research experience; and
2. He/she must be an insider/faculty member of the College. However, an outsider maybe invited as a consultant with corresponding honorarium for his/her services given.

Functions

A. Chairman

1. Sees to it that there is order in the conduct of the defense (proper decorum both outline and final defense);
2. Presides over the defense and provides an effective system during the interrogation portion of the defense;
3. Collates the evaluation of the panelists and promulgates the final decision for the acceptability of the research paper.

B. Members

1. Set available time for consultations.
2. Decide the acceptability of the paper and evaluate the performance of the proponent during the defense.
3. See to it that suggestions of the panel are fully implemented.

Section 2. Substitution

Substitution maybe allowed if the member of the panel is on maternity leave, sick leave, study leave, or on official business outside of the school for a period of not less than one month, however he/she shall immediately assume as adviser once he is officially on duty.

Article 228. Editorial Board

Section 1. Composition.

An Editorial Board composed of faculty members from the Language Department shall be designated by the Vice President for Academic Affairs.

Section 2. Functions

The editorial board shall edit the grammatical structures of the thesis manuscript, after which shall certify that the paper has been properly edited.

Article 229. The Research Proposal

Sec 1. Preparation of Thesis Title. The proponent shall prepare 3-5 titles to be defended before the chosen members of the panel prior to the preparation of research proposal. Officially approved title shall be submitted by the subject Instructor to the Program Chairperson for records purposes.

Sec 2. Preparation of Research Proposal. The proponent shall commence writing the proposal immediately after the approval of the title and the issuance of ***Notice to Commence*** by the subject Instructor. The following shall be included in writing the Research Proposal:

a. Approval Sheet
b. Title Page
c. Table of Contents
c. Introduction/The Problem (Chapter I)
- Significance and Background of the Study
- Objectives(Hypothesis, Statement of the Problem as applicable)
- Scope and Limitation
- Conceptual Framework
- Definition of Terms

d. Review of Related Literature and Studies (Chapter II)
e. Methodology (Chapter III)
f. References/Bibliography
g. Appendices (Budgetary Requirements, Schedule of Activities and Curriculum Vitae)

Sec 3. Oral Presentation. An oral presentation shall be required which shall include formal delivery and proper grooming. It shall be delivered in English. However, questions shall be answered in either English or Filipino. Actual oral presentation shall not exceed three hours. It shall be done in appropriate venue.

The date of oral presentation/defense shall be set by the proponent/researcher as recommended by the adviser to be approved by the members of the panel and duly noted by the Dean of the Institute. Notification to the Committee shall be made immediately by the research Instructor. A copy of the paper to be defended shall be given to each member of the panel seven (7) days before the actual presentation.

When the proponent can not defend the proposal within one year, approved title shall be changed.

Sec 5. Revision of Research Proposal.

1. Minutes of the defense duly attested by the members of the panel shall serve as basis for the final revision of the paper.
2. The standard format should be observed in the revision of thesis.

Sec 6. Submission of Research Proposal. An approved research proposal signed by all members of the panel together with the minutes of the defense shall be submitted to the Program Chairperson by the subject Instructor.

Article 230. Study Proper/Conduct of the Study

Section 1. Approved proposals shall be the basis for the conduct of the study. A copy shall be submitted to the Institute (Program Chairperson) for records purposes. No student is allowed to undergo data gathering unless his/her proposal is accepted by the thesis committee and he/she is officially enrolled in thesis writing. ***Notice to commence thesis*** signed by the Program Chairperson and members of the panel shall be issued to the student by the research instructor.

Section 2. The proponent shall be required to inform the committee before the conduct of the study. Members of the panel may observe during actual experimentation and data gathering processes.

Section 3. Permits and pertinent papers should be secured by the student from persons in authority in an area or agency (when research is conducted outside the College campus) before conducting the study.

Article 231. Thesis

Sec 1. Thesis Content . In addition to the three chapters in the research proposal, the following shall be required in the thesis content:

a. Abstract
b. Acknowledgment
c. Results and Discussion/Presentation, Analysis and Interpretation (Chapter IV)

d. Summary, Conclusions and Recommendations (Chapter V)

Sec 2. Thesis Format . Thesis format shall follow the latest edition of ***Form and Style*** by Campbell, Balou and Slade.

Sec 3. Thesis Presentation Stage. The date of oral presentation/defense shall be set by the proponent/researcher as recommended by the adviser to be approved by the members of the panel and duly noted by the Dean of the Institute. Notification to the Committee shall be made immediately by the research Instructor. Thesis defense should be conducted not later than the month of January. A copy of the paper to be defended shall be given to each member of the panel seven (7) days before the actual presentation.

The Committee reserves the right to ask for another round of defense when deemed necessary.

Sec 4. Revision of Thesis:

1. Minutes of the defense duly attested by the members of the panel shall serve as basis for the final revision of the paper.
2. The standard format shall be observed in the revision of thesis.

Sec 5 Approval. Final copies of thesis shall be recommended by the members of the panel and approved by the Program Chairperson and Institute Dean. Their signatures shall be affixed in the approval sheet

Sec 6. Submission. Students shall reproduce at least four (4) copies of his/her hard bound thesis for submission to the Program Chairperson not later than first week of March. Such copies shall be distributed to the following :

a. Adviser
b. Library
c. Institute/Department
d. Personal copy

Hard bound thesis is a requirement for passing the subject (Thesis Writing). A student who passes the subject shall get a remarks "Passed" and a student who fails shall get a remarks "Failed" in the grading sheet. Failure to submit the hard bound thesis at the end of the semester requires re-enrolment of the subject and such deficiency shall be indicated by the remarks "on-progress" in the grading sheet.

Chapter 59
LEAVE OF ABSENCE

Article 232. Leave of absence shall require a written petition duly signed by parent/s to the Dean stating the reasons for the leave and shall specify the period of the leave which shall not exceed one academic year.

Article 233. Granting of extension and the number of years of extension is on a case to case basis upon the recommendation of the Dean and subject to the approval of Vice President for Academic Affairs.

If the student re-enrolls after a lapse of five (5) years from the date of last enrolment, the course he/she has taken shall be evaluated on the curriculum in the course at the time of re-enrolment.

Article 234. The College through the Dean and Registrar shall notify the parents/guardian of every student granted leave of absence and money refunded to the student if any.

Chapter 60
GRADUATION REQUIREMENTS

Article 235. No student shall be recommended for graduation unless he has satisfied all academic and other requirements prescribed for graduation.

Article 236. Conferment of Diploma/Certificate to candidates for graduation is subject to the following requirements: Satisfied the residency requirement (50% of the academic units of his program earned in the College);

Article 237. Candidate/s must be recommended by the Academic Council and approved by the BOT.

Article 238. Candidate must apply for graduation upon enrolment during the last semester of his program.

Article 239. All candidates for graduation shall have their academic deficiencies cleared and completed all documents required for graduation before the schedule of final examination, except in those subjects both academic and non-academic in which the student is currently enrolled.

Article 240. Graduation of students who began their studies under previous curricula shall be governed by the following rules:

1. Those who have completed the requirements of the curriculum but did not apply for graduation and were not granted the corresponding degree or title shall have their graduation dated on the time application was accomplished.

2. Those who have completed all requirements of the original curriculum but lacking two (2) or three (3) subjects required by the revised curriculum shall be allowed to graduate in the curriculum he originally enrolled, unless such previous curriculum is no longer in effect.

Chapter 61
COMMENCEMENT AND BACCALAUREATE EXERCISES

Article 241. The Vice President for Academic Affairs shall be responsible for the commencement and Baccalaureate exercises and may call other offices for assistance in carrying out the plans.

Article 242. The commencement exercises for graduating students of the College shall be held on the dates fixed for graduation in the calendar.

Article 243. Attendance at general commencement exercises shall be required. Graduating students who could not participate for valid reasons, must seek permission from their respective Deans at least ten (10) days before the commencement exercises.

Article 244. Graduating students who absent themselves from the commencement exercises or did not comply with the preceding article must submit duly notarized affidavit explaining the reasons for not attending.

Chapter 62
GRADUATION REHEARSALS

Article 245. Failure to attend from graduation rehearsals shall disqualify the candidates from joining the commencement rites unless prior arrangement has been made with the Committee on Rehearsals.

Chapter 63
ACADEMIC COSTUMES

Article 246. Candidates for graduation with degrees or titles which require no less than four (4) years of Collegiate instruction shall be required to wear academic costumes with hood (carry the Institutional and Program color), two to three years without hood, and less than two years formal attire, during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the College.

Chapter 64
DIPLOMA

Article 247. The diploma shall bear the Official seal of the College, name of the graduate and course, date of the commencement exercises, the signatures of the President, VP for Academic Affairs and the Registrar.

Chapter 65
STUDENT SCHOLARSHIP, GRANTS, PRIVILEGES AND ASSISTANCE PROGRAM

The student scholarship program of the Davao del Norte State College aims to support quality higher education which shall be awarded to any student who has exhibited academic excellence in his studies.

Article 248. TYPES OF SCHOLARSHIP

A. ENTRANCE SCHOLARSHIP

Entrance scholarships, providing for free tuition fees, are awarded to valedictorians (full) and salutatorians (partial -50%) of public or recognized private high schools, of at least 30 graduates.

A certificate to this effect, signed by the principal or director of the high school from which applicant has graduated, must accompany each application from scholarships.

Students on entrance scholarships must comply the grade requirements of the academic scholarship.

B. ACADEMIC SCHOLARSHIP

The privileges under this scholarship are: 1) free tuition, and laboratory, medical-dental, guidance registration, athletic and entrance fees; (2) free use of textbooks and other instructional materials; (3) a monthly stipend of P 300.00.

Candidates for the Academic Scholarship Grant must meet the following requirements:

a. He must be a bonafide student of the state college and at least a resident for a semester.
b. He must have an average grade of 1.75 without a grade of 2.5 or lower in all academic subjects in a full load prescribed in his curriculum in a given semester.

C. GRANT IN-AIDS FOR SPECIAL SKILLS IN THE ARTS, ATHLETICS, ETC.

Under this scholarship, the privilege is free tuition. However, under BOT Resolution No. 069 s. 2003, additional privileges are also granted such as free miscellaneous fee, free monthly dormitory fee, tutorial and priority to work as student assistance to earn allowance particularly for athletes and performing artists.

In addition, the SSC President shall enjoy full free tuition fee privilege while other SSC officers shall enjoy 50% tuition fee discount.

Candidates for the Grant In-Aids for Special Skills in Arts, Athletics, and leadership organizations must meet the following requirements:

a. He must be one who has shown excellence and expertise in his respective skills be it in arts, athletics and leadership organizations.

b. He must be one who has no failure in any of the subjects enrolled in his

curriculum. Provided further that the subjects taken are a regular load requirement in particular semester.

c. He must undergo try-out/training and be certified by the coach, in the case of an athlete;

d. He should be one who has displayed qualities of leadership, as well as deep interest and favorable attitude towards the advancement of students, the school and the community, in the case of student leader/council officer(s);

e. He must be in excellent physical condition as indicated in a physical health examination conducted and certified by a government physician.

D. STUDENT ASSISTANCE (SA)

Awarded to any student belonging to a low-income family provided he renders work in the State College, this grant offers free tuition privilege.

Candidates for Student Assistance must meet the following requirements:

a. He must belong to a low-income family.

b. He must render work in the State College at least three (3) hours a day as prescribed in his work assignment and must report to school authorities where he is assigned to on time for better performance and services.

c. He must be one who has no failure in any of the subjects enrolled in his curriculum and work performance rating of at least satisfactory.

d. Priority is given to low income groups, athletes, performing artists and dependents of HEP-TAFI Officers, provided they should comply with letter b and c.

E. SCI-TECH SCHOLARSHIP

Under this scholarship, the privilege shall be the same with the academic scholarship grant. Candidates for Sci-Tech Scholarship must meet the following requirements:

a. He must be a bonafide student of the State College and a resident for at least one year.

b. He must one who has made inventions, discovery, breakthrough or innovation in line with science and technology or a winner in regional and national competition such as CALTEX, SCIENCE FAIR and other science awards.

c. He must be one who has no failure in any subjects enrolled for the semester.

F. DEPENDENTS' PRIVILEGE

Under this, the privilege is free tuition fee. The following requirements are as follows:

a. Dependents cover naturally and legally adopted children of employees and others as provided by law.
b. Income Tax Return (ITR) shall be required to support the claim.
c. A dependent shall only enjoy the prescribe number of years of his program.

G. LOCAL GOVERNMENT SCHOLARSHIP/OTHER SCHOLARSHIP GRANTS

These privileges shall be implemented in accordance with the provision of the New Local Government Code and the rules of the College.

Sec. 393, paragraph b. 4 of R.A. 7160 states that "the Punong Barangay, the Sangguniang Barangay Member, the Barangay Treasurer and the Barangay Secretary shall be exempted during their incumbency from payment of tuition and matriculation fees for those legitimate children attending state colleges or universities. He may likewise avail of such educational benefits in a state college or university located within the province or city to which the barangay belongs."

Sec. 434 of R.A. 7160 maintains that "the Sangguniang Kabataan Chairman shall have the same privilege enjoyed by other Sangguniang Barangay Officials under this Code subject to such requirements and limitations provided herein. During their incumbency Sangguniang Kabataan Officials shall be exempted from payment of tuition and matriculation fees while enrolled in public tertiary schools, including state college and universities. The national government shall reimburse the said college or university the amount of tuition and matriculation fees; Provided that, to qualify for the privilege, the said official shall enroll in the state college or university within or nearest to their area of jurisdiction.

a. Memorandum of Agreement (MOA)
b. Criteria shall be those prescribed by the sponsoring agency except Barangay Scholars and Sangguniang Kabataan.

Article 249. IMPLEMENTING AND PROCEDURAL GUIDELINES

1. Any student who qualifies any of the scholarship grants shall apply to the scholarship committee.

2. He/she must present her grade certified by the Registrar and a recommendation letter coming from the Division Chairman where he/she belongs.

3. The scholarship committee shall screen, evaluate and review the documents submitted by the applicant.

4. All qualified applicants shall be endorsed by the committee to the College President for approval.

5. An applicant shall be notified if he/she qualifies for the scholarship grant applied for.

6. A List of Scholars shall be publicized in the school bulletin board for further dissemination.

Article 250. GROUNDS FOR DISQUALIFICATIONS

- Violation of DNSC Policies, Rules and Regulations.

Chapter 66
RULES AND REGULATIONS GOVERNING
ORGANIZED STUDENT ACTIVITIES

Article 251. RULE I. GENERAL POLICIES

Sec. 1. **Scope** - These DNSC rules and regulations shall apply to all organized student activities, namely the student government , other student organizations, the student newspapers, and all student related activities by bonafide students of the college.

Sec. 2. **Establishment of Organized Student Activities**. Subject to limitations provided for under this rules and regulations, the establishment and operation of student organizations in Davao del Norte State College shall be allowed as a medium to promote the physical, intellectual and social well-being of students and to foster God-given talents for self-development and collectively, for nation-building.

Sec. 3. **Authority to Operate.** The College President shall have the authority to regulate the establishment and operation of student organizations, upon compliance of the requirements prescribed under these rules and regulations; and to provoke or cause revocation of the authority to operate granted to the student organization for cause and upon recommendation of the Office of Student Services.

Sec. 4. **Supervision of Organization Activities.** It shall be the responsibility of the College President to supervise and regulate operations as well as activities of all duly recognized student organizations, for the purpose of directing as well as maximizing the utilization of their resources and efforts towards the attainment of their avowed and approved objectives, visions and ethical code. Provided, however that the authority herein indicated may be delegated to the Office of Student Services as called for in Section 5 hereof; and provided, further, that the College President shall exercise utmost care in allowing the use of the college facilities and equipment, particularly on outside groups for any purpose, especially the use of facilities and equipment that are portable.

Sec. 5. **Dean of Students.** The Dean of Student Services shall supervise the organized student activities conducted by the students of the College. He shall have the authority to implement the DNSC rules and regulations governing organized student activities for the purpose of maximizing the potential of the students, and to perform other duties assigned to the Dean of Student Services. He shall have the following responsibilities:

a) Formulate, recommend and implement the rules and regulations governing organized student activities in accordance with the general policies of the College.

b) Participate in the formulation of college policies concerning the welfare and interest of students.

c) Coordinate the activities of the students in educational, cultural and social affairs.

d) Structure and recommend the approval of the Calendar of Student Activities.

e) Recommend the budget for the operation of duly approved organized student activities.

Article 252. RULE II. DEFINITION OF TERMS

Sec. 1. **Student Council.** The student council is the central representative body of the DNSC studentry, the officers of which are elected from among the student body (as prescribed in the Constitution), which purpose is to serve as vanguard of students rights and welfare and as linkage between the studentry and the administration toward mutual cooperation for development.

Sec. 2. **Student Organization.** A student organization shall be any approved association, club and society, whose members are bonafide students of the College.

Sec. 3. **Student Publication.** This refers specifically to the official organ of the students. This is discussed separately in Rule V of these DNSC Rules and Regulations.

Sec. 4. **Co-curricular Student Organizations.** This refers to subject related student clubs/associations which are organized for the purpose of enhancing instruction and exposing student to actual learning situations. Activity usually undertaken within the first two (2) academic years in college.

Sec 5. **Extra Curricular Student Organizations.** This shall apply to associations of students that enhance leadership and moral values but not necessarily a part of their academic subjects which goals are toward the discovery, utilization and maximization of student's potentials.

Sec. 6. **Umbrella.** This refers to the Supreme Student Council as the mother organization independent in nature but collaborative in practice particularly on the concerns affecting the welfare of the students and the activities for the development of the student body.

Article 253. RULE III. OPERATION OF THE STUDENT COUNCIL

Sec. 1. **The Supreme Student Council (SSC).** The Supreme Student Council is the highest governing body of students and an umbrella of all recognized and registered/accredited student organizations in the college. This body shall have the following functions:

a. To develop school spirit among the ranks of students and promote their general welfare;
b. To organize and direct student activities of the nature described;
c. To inform the President of the Institution through the Office of Student Services on student matters, affairs and activities;
d. To adopt its own Constitution and by-laws for the governance of their organization.

Sec. 2. **Membership.** The membership to the student council shall be limited to the bonafide students of the College.

Sec. 3. **Constitution and by-laws.** The Supreme Student Council shall have a Constitution and By-laws drafted and ratified by the members. This will guide the operation and conduct of the council.

Sec. 4. **Election of Officers.** The officers of the student council, as provided for in the Constitution and By-laws, shall be elected by the members thereof, provided that every election of officers of the student government shall be under the Commission on Student Election.

Sec. 5. **Channel of Communications.** All activities that may suspend the entire classes of the College to be pursued/sponsored by the Supreme Student Council shall be duly noted by the adviser and recommended by the Office of Student Services to the Office of the Vice-President for Academic Affairs' approval.

Sec 6. **Financial and Accomplishment Report.** The officers of the Supreme Student Council are vested with the responsibility of reporting to the student body its financial status and accomplishments for the school year of their term. Likewise, their letter should be addressed to the Dean of Student Services through the Chairperson on Student Organizations.

Article 254. RULE IV. OPERATION OF THE STUDENT ORGANIZATION

Sec 1. **Accreditation.** This is the procedural aspect in operationalizing any organized student group in the College campus which provides autonomy to the respective student groups to establish their identity by applying for the grant of authority to operate as an organized group. This applies specifically in the case of student organizations as defined in Rule II, Section 4,5,.

Sec. 2. **Requirements for Accreditation.** Any group of 25 students may apply for accreditation, provided that the following requirements are submitted to the Office of Student Services through the Chairperson on Student Organizations in triplicate, 3 weeks after the formal opening of classes in a school year;

a. Letter of Application for Accreditation. This letter should be addressed to the Dean of Student Services through the Chairperson on student organizations to be screened by the Committee on Student Organizations.

b. List of Officers of the Club/organization with their corresponding specimen signatures, course and ID pictures:

c. List of members of the student club/organization;

d. Constitution and By-laws of the student club/organization;

e. Plans/Activities/Projects with tentative schedule, venue and budgetary requirements.

f. A letter or certification of willingness of the faculty chosen to be the

adviser of the club/organization as recommended by the members and officers.

Sec 3. **Application for Re-accreditation.** Any student club/organization who has been accredited during the previous school year and wishes to renew its contract for the accreditation may do so, provided, that the requirements for accreditation as stated in Article 1 of this same guidelines will be submitted and provided. further, that a certificate of clearance for the operation of the student organization during the previous school year from the Office of Student Services will also be submitted.

Sec 4. **Constitution and By-laws.** The student club/organization shall have a Constitution and By-laws drafted and ratified by the members. No such student organization shall be allowed to function in the College without constitution and by-laws.

Sec. 5. **Faculty Adviser.** Every student organization shall recommend three faculty advisers from which, one shall be chosen and be approved by the Office of Student Services. No student organization may hold any meeting or undertake any activity for any purpose whatsoever without the adviser except for adopting a constitution, before its adviser is appointed and had assumed office as such. The faculty adviser shall be employed on a full-time basis in the College at the time of his acceptance of the responsibility. He shall guide the members and officers from the conceptualization up to the finalization of plans and direction of the organization; sees to it that the necessary documents are complete and ready for the accreditation; monitors and oversees the over-all activities of the organization; sees to it that the activities of the organization are consistent with the existing policies and guidelines of the College; and ensures safety of students during off-campus activities. A faculty adviser shall only handle one organization.

Sec. 6. **Pledge of Commitment.** The faculty adviser(s) and the elected president of the organization together with the Dean of Student Services will sign a Pledge Of Commitment with the College which aim is to solicit the cooperation of the student organization in carrying out the missions of the College and the government. This would likewise be required of the student organization before the Certificate of Accreditation will be granted.

Sec. 7. **Recommendation for Probationary Status.** The Office of Student Services through the Office of Student Organization Chairperson could recommend the probationary status of operation of a certain student organization that has applied for accreditation based on the following grounds:

a. non-compliance of the requirements

b. Constitution and By-laws needs to be reviewed further by the Dean of Student Services.

c. Failure of the student organization to have completed at least 50% of its plans/activities/projects the previous year of its operation/accreditation.

Sec. 8. **Certificate of Accreditation.** The recognition or the authority to operate shall be required of any organized student group in the campus. A corresponding Certificate of Accreditation shall be issued to the student organization upon full compliance of the requirements prescribed in this section, provided, however, that such certificate shall be effective for one academic school year only and may be renewed each time for a similar period; and provided, further that the certificate may be revoked or canceled in violation of Rule VI hereof and other school rules and regulations.

Sec. 9. **Registration.** The College shall provide and maintain a registry of all organized accredited student groups in the Office of Student Services through the Office of Student Organization which shall consist, among others, updated information on the following;

a. An entry book containing the name of the organization, the date of registration, the date of filing of the constitution and by laws, and the date of filing of the list of officers and their specimen signatures and other required documents stated in this implementing guidelines.

Sec. 10. **Inspection of Registry Book.** Any member of the College administration, faculty, and student body shall have access to any information in the Registry Book, during regular office hours, subject to the school rules and regulations of the College.

Sec 11. **Appeals.** An appeal to the decision of the Dean of Student Services shall be made within 36 hours from the time the decision is made known to the groups concerned. All appeals shall be taken up with the Vice-President.

Sec. 12. **Committee on Student Organizations.** There shall be created a Committee on Student Organizations and Activities under the Office of Student Services (Co-Curricular and Extra-curricular) who shall screen and accredit the student organizations in accordance with existing rules and regulations. The committee shall be composed of representatives from various units/departments and student representatives recommended by the student council. The Committee shall be headed by the Dean of Student Services through the Chairperson on Student Organization.

Sec. 13. **Channel of Communications.** All matters pertaining to the operation of all organized student activities shall be coursed through the Office of Student Services through the Chairperson on Student Organization who will make the necessary recommendations to the Dean of Student Services for approval. In cases wherein the activity will disrupt classes across institutes, the institute deans shall be informed on the matter in "Conforme" before the approval by the Vice- President for Academic Affairs.

Sec. 14. **Procedure for the Approval of Student Activities/Projects.** All accredited student organizations, whenever wishing to pursue an activity/project, should express their intention to do so in writing, and should submit as part of requirements for accreditation. A semestral calendar of student activities, based on the lists, shall be prepared by the Office of Student Services. This calendar will include the date, time, venue and required budget of the project/activity and will be forwarded to the Vice-President for approval. No accredited student organization can carry out or implement project if it is not included in the Calendar of Student Activities as prepared by the Office of Student Services.

Sec. 15. **Conduct of Activities.** As much as possible, all co-curricular and extra-curricular activities of students shall be suspended one week before any periodic examinations.

Sec. 16. **Financial and Accomplishment Report.** The officers of the accredited student organizations, through their respective presidents shall render Financial and Accomplishment reports to the Dean of Student Services ten days before the end of the semester. It shall include the financial statement and evaluation of the activities undertaken during each semester and an annual report at the end of the academic year.

Sec. 17. **Formal Dissolution.** When the dissolution of an organization is through deliberate and voluntary action of its members, it shall be the responsibility of its president to formally issue a corresponding written notice to the Dean of Student Services through the Chairperson on Student Organization.

Article 255. RULE V. STUDENT PUBLICATION

Sec. 1. **Nature of Publications.** The College shall allow the publication of journals, magazines and other periodicals for both College and Laboratory School subject to existing laws.

Sec. 2. **Purpose and Objectives**. The student publications shall aim to support the College in the quest for educational excellence, particularly in the improvement of instruction, promotion of research, and involvement in meaningful activities of the community. It shall also aim to maximize its leadership and influence to foster and enhance the attainment of the goals of the institutional, regional and national development.

Sec. 3. **Publication Adviser.** There shall be Faculty Adviser for Publications who shall, be under the supervision of the Dean of Student Services. The Faculty Adviser shall supervise the student publication through the designated Editor in Chief in carrying out editorial activities and reproduction assessment of the editorial staff, take charge of the business operation of the student newspaper, exercise authority and recommend disciplinary measures to the Dean of Student Services, in the case of non-performing and erring editorial staffers,

Sec. 4. **Election of the Staffers.** A Screening and Selection Panel shall be created by the Vice-President through the Dean of Student Services to select the senior staff (editor-in-chief, associate editor, managing editor), the junior staffers (section editors) and other staffers of the publication. The staff is selected through competitive written and oral examinations held on the last week of the first semester for the rest of the staffers.

Sec. 5. **The Editorial Board.** The following qualifications have to be satisfied in the selection for a position to the Editorial Board;

a. Must be a bonafide student of the college who carries a regular load.

b. Must be a residence for at least one (1) year for Editor in Chief, Associate Editor, Managing Editor positions (as attested by the Registrar).

c. Must have an average of at least 2.0 or 86, and no grade below 2.5 in all his/her subjects taken and without failing grades.

d. Must have no derogatory records.

e. Must pass the oral and written examination with the following criteria;

Point weighted is by percentage which is as follows:

Written Examination	-	40%
Oral Examination (personal interview)	-	30%
Relevant previous experience (and/or performance rating)	-	20%
Work ethics and values	-	10%
TOTAL	-	100%

The following criteria for the oral examination are used to screen the student applicants, namely:

Fluency of verbal expression	-	10%
Values/judgment analysis	-	15%
Personality Traits	-	5%

6. Must submit application to the publication Adviser.

Sec. 6. **Appointment of Staffers.** A work contract is issued to the ranking students in the form of an appointment paper which states the specification of functions of the position in Editorial Board including tuition, scholarship, honorarium and other benefits which are given to all staffers. The appointment paper is issued to the student staffer by the Dean of Student Services and duly signed by him in "conforme" of the conditions stated in the appointment paper.

Sec. 7. **Discipline of Erring Students.** Any infraction of the Code of Ethics shall be subject to the disciplinary action. However, no student shall be expelled or suspended from the College on the basis of his/her articles written or performance of his/her duties as per Republic Act 7079, Section 7.

Article 256. RULE VI. FUNDS

Sec. 1. **Primary Source.** The Primary Source of funding for the student government and the student publication is the student government fee and the student publication fee respectively paid upon enrollment by every student in the College, which amount is the same for all courses. Monies collected from the students shall be properly receipted and deposited in a reputable bank for the purpose of financing the activities of the students, duly approved by constituted authorities of the organization.

Sec. 2. **Other Sources.** Any approved organization of students may deprive its funding from:

a. **Membership Dues.** As may be provided for in the approved constitution and by-laws, each student organization may collect a reasonable amount of annual membership fee from its members: provided, however, that every collection shall be correspondingly covered by a receipt issued by the Treasurer of the organization; provided, further, that any other amount as may accrue to the organization whether from voluntary contributions of the members or otherwise, shall likewise be treated and accounted for in the same manner.

b. **Solicitation.** These refer to the monies collected from advertisements, sales of tickets, or similar fund raising activities. Such solicitations shall be duly approved by the Dean of Student Services, the Faculty Adviser and the President and Treasurer of the Supreme Student Council, and the College authorities concerned. All solicitations shall be duly receipted by the soliciting student government or student organization.

Sec. 3. **Book of Accounts.** A Book of Accounts shall be maintained by each student organization. The Book of Accounts maybe inspected and shall be opened for inspection, during regular office hours, by any member of the organization and the assigned faculty adviser whenever the need for such inspection is warranted by circumstances.

Sec. 4. **Disbursement of Funds.** Any disbursement from the funds of the student organization shall be effected only upon previous approval of its governing board, through resolution and upon the concurrence of the assigned faculty adviser, and noted by the Dean Student Services for information purposes. However, that the actual withdrawal from the depository of such amount as may be necessary each time, shall be invariably be made by the President of the organization; and provided, further, that when the organization maintain a checking account the corresponding check for each disbursement shall be signed by the President, the Treasurer and the adviser of the organization.

Sec. 5. **Depository of Organization Funds.** The organization treasurer shall be the official depository of the funds of the organization that shall be deposited in the bank as the case maybe. Any amount from the funds of the student organization shall only be released upon presentation of the resolution as provided for in section 30 hereof. It shall be deposited in a government bank/cooperative bank through a resolution specifying among others only the position such as president, treasurer and adviser. Another resolution shall be presented to the bank specifying the names of the president, the treasurer and the adviser authorized to withdraw for that particular semester or year. Every end of the school year, all student organizations shall deposit their passbook at the Office of Student Services for safekeeping.

Sec. 6. **Audit and Report.** Each student organization shall submit a copy of its financial statement and a report of collection and disbursement of funds on or before March 15 of each year. Such financial statement, as well as the required report, shall be prepared by the organization to be audited by a committee created by student organizations through the initiative of the Supreme Student Council and the Chairperson of the Student Organization at least once a year, and to take such action as may be appropriate under the law or school rules, whenever there is a finding of misappropriation or defalcation of the funds of the organization.

Article 257. RULE VII. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Sec. 1. **Specific Activities.** All meetings, programs, field trips, industrial visits or social functions of students held inside or outside the campus shall have prior recommendation by the Dean of Student Services, through the Chairperson of Student Organization, and approved by duly constituted authorities.

Sec. 2. **Dances, Parlor Games and Other Related Socializing Activities.** In the conduct of socializing activities, disruption of classes shall be avoided.

Sec. 3. **College Calendar of Student Activities.** All accredited student clubs and organizations and the student government will have to submit to the College through the Office of Student Services an Annual Calendar of Student Activities which will have to be compiled by that office. This calendar of activities should follow strictly the rules pertaining to the conduct of student activities by the students. Such calendar will have to be approved by College President through the Vice-President as endorsed by the Dean of Student Services. No group of students can carry out an activity or implement a project if it is not included in the Calendar of Activities of the College.

Sec. 4. The use of any of the College premises and facilities shall have prior approval from the Dean of Student Services.

Sec. 5. Only accredited student clubs and/or organizations are entitled to the use of all available school facilities.

Sec. 6. The officers of the concerned student organizations shall be held responsible for the damages to college properties and facilities incurred during such student activities.

Sec. 7. **Chaperonage.** All dances, picnics, excursions, student group activities, and other social functions shall be properly chaperoned. The designation of chaperons shall be the responsibility of the Chairperson of Student Organization through appropriate recommendation of the student group concerned.

Sec. 8. **Faculty Adviser/s.** All co-curricular, and extra-curricular activities of the students shall be under the supervision of the faculty adviser/s. All designated faculty adviser/s shall be present in all affairs of the student organization they supervise. All decisions affecting the conduct of the activity shall bear notification of the faculty adviser/s.

Chapter 67
RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE

Article 258. The provisions of this Code shall apply to all bonafide students of the College for offenses committed within the College jurisdiction; the provisions of this Code shall apply whenever applicable, otherwise, the laws **of the land shall apply.**

Article 259. For the guidance of all concerned, the following norms of conduct and discipline of students are hereby promulgated.

Article 260. Norms of Conduct

Sec. 1. Moral Character. A student is imbued with moral character if among other qualities:

a. He has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason and the accepted values and approved levels of conduct in the society where he lives;
b. He is honest to himself, accepting his shortcomings, striving to improve and change;
c. He is fair and just in his dealings with his fellowmen;
d. He lives by the precepts of love, justice, compassion and concern for others; and
e. He respects the right of others as he would want his rights to be respected.

Sec. 2. Personal Discipline. A student is imbued with personal discipline, if among other qualities:

a. He devotes himself to the fulfillment of his obligations and considered rights as means to or rewards for the same;
b. He learns to forego the enjoyment of certain rights and privileges that others more needy may be benefited and for the greater good of society;
c. He resolves his problems and conflicts without prejudicing others;
d. He is tolerant of others, and humble to accept what is better than his;
e. He has developed temperance and propriety in words and in action, especially against vices, e.g., gambling, drinking liquor, drugs, sexual excesses and aberrations , etc.; and
f. Right reason guides and controls his life, actions and emotions.

Sec. 3. Civic Conscience and Patriotism. A student is imbued with civic conscience and patriotism, if among other qualities;

a. He devotes himself to the growth and development of the Philippines;
b. He puts the welfare of the entire country above his personal family and regionalistic interest;
c. He respects and obeys all duty constituted authorities and laws, rules and regulations;

d. He settles all disputes, problems, and conflicts through the channels provided by law and society;
e. He strives to bring about necessary changes through peaceful means;
f. He respects the Philippine flag as the symbol of the country.

Article 261. Basis of Discipline

Sec. 1. At all times, every student must observe/follow/abide by all the laws of the land all the policies and regulations adopted by the College. The investigation, disposition and corresponding sanction on a student disciplinary cases shall follow procedures set in this Code.

Every student shall observe at all times the pledge of loyalty and discipline to the Institution.

The maintenance of student conduct and discipline is anchored on the willful acceptance by the student of all policies, rules and regulations prescribed by the College as signified by their enrolment pledge and the guidance and counseling provided by the faculty who shall be exercising substitute authority.

All school personnel are mandated to enforce and supervise overall compliance to the Code in their respective areas of responsibility. For the purpose of implementing College policies, rules and regulations and the provisions of this Code, the President, Vice-Presidents, Deans, Directors, Chairpersons, Laboratory School In-charge and members of the faculty and the security force are all deemed agents of persons in authority.

Sec. 2. A student shall be subjected to disciplinary action after due process for any of the following offenses with corresponding penalties:

a. Insulting uttering derogatory remarks or flagrant indecency in language.

a.1 directed against the faculty, staff, visitors, and any person in authority.

1st offense - suspension for 6-10 days and a letter of apology
2nd offense - dropped from the college

a.2 directed against another student

1st offense - suspension for 3-5 days
2nd offense - suspension for 6-10 days
3rd offense - suspension for one semester

b. Immorality

b.1 Illicit relations - suspension for one year.

b.2 Acts of lasciviousness and indecent acts done publicly inside the College.

1st offense - suspension for one week
2nd offense - suspension for one semester
subsequent offense - dropped from the College

c. Drinking intoxicating beverages and drunkenness

c.1 Drinking alcoholic beverages and /or drunken behavior within the College jurisdiction.

1st offense - suspension for 3-5 days
2nd offense - suspension for 6-10 days
3rd offense - suspension for one semester

c.2 Any drunkenness behavior resulting to physical injuries to other persons and school vandalism.

1st offense - suspension for 6-10 days

2nd offense - suspension for one semester
3rd offense - dropped from the College

d. Fighting or resorting to physical force or violence to settle disputes, provided that the party who acted in self-defense shall be exempted from the punishment.

d.1 Slight physical injuries

1st offense - suspension for 3-5 days
2nd offense - suspension for 6-10 days
3rd offense - dropped from the college

d.2 Less serious physical injuries

1st offense - suspension for 6-10 days
2nd offense - suspension for one semester
3rd offense - dropped from the College

d.3 Serious physical injuries

1st offense - suspension for one semester
2nd offense - expulsion from the College

e. Gambling inside the school campus with or without cash

1st offense - suspension for 3-5 days
2nd offense - suspension for 6-10 days
3rd offense - suspension for one semester
subsequent offense- dropped from the College

f. Robbery

In crimes of robbery or thief the culprit is duty bound to pay the value or replace the items taken with another of the same value, quality and/or quantity with that of the items taken.

f.1 Attempted robbery

1st offense - suspension for 3-5 days plus restitution/repair of damage properties
2nd offense - suspension for 6-10 days plus restitution/repair of damage properties
3rd offense - suspension for one semester plus restitution/repair of damage properties.

f.2 Frustrated robbery

1st offense - suspension for 6-10 days and payment of damages
2nd offense - suspension for one semester and payment of damages
3rd offense - dropped from the college and payment of damages

f.3 Consummated Robbery

f.3.1 Cases involving values P 100.00 or less

1st offense - suspension for one semester and payment of damages
2nd offense - expulsion from the College and payment of damages

f.3.2 Cases involving more than P 100.00

Expulsion from the College.

g. Theft:

g.1 Attempted or frustrated theft

1st offense - suspension for 3-5 days
2nd offense - suspension for 6-10 days
3rd offense - suspension for one semester

g.2 Consummated theft

1st offense - restitution of stolen goods and suspension for one semester
2nd offense - suspension for one year and restitution of stolen goods
3rd offense - restitution of stolen goods and expulsion from the College

h. Forging signatures, falsification of public document, perjury, impersonating or giving names, misrepresentation of facts:

1st offense - suspension for one semester
2nd offense - expulsion from the College

i. Cheating in examination and quizzes:

1st commission - automatic grade of "5" on subject
2nd offense - automatic a grade of "5" and suspension for one semester
3rd offense - dropped from the College

j. Scandalous disturbance on public order:

1st offense - suspension for 6-10 days
2nd offense - suspension for one semester
3rd offense - dropped from the College

k. Each of the following offenses:

k.1 Connecting or disconnecting electrical wires and plumbing device without permission from authorities concerned;
k.2 Sleeping, cooking and doing toilets necessities in unauthorized places;
k.3 Undue noise or disturbance in classroom, library quarters, public places or gathering; and,
k.4 Climbing/jumping over the boundary fence of the College.

1st offense - suspension for 1-3 days
2nd offense - suspension for 3-6 days
3rd offense - suspension for 6-10 days
subsequent – suspension for one semester

l. Acts of bribery to gain favor in violation of the standard of instruction:

1st offense - suspension for one semester
2nd offense - dropped from the college.

m. Vandalism or destruction of public property, such as destruction of building, arts/fixtures/walls, tearing of pages of library books, magazines, etc.

1st offense - suspension for 6-10 days and payment of damages
2nd offense - suspension from the College for one semester and payment of damages

3rd offense - dropped from the College.

n. Littering or scattering of trash in public places:

1st offense - picking up litters for 1 day
2nd offense - suspension for 1-3 days plus picking up litters for 1 day

o. Violation of legally posted signs and notices such as "No Trespassing", "Keep Off the Grass", "Off Limits", and/or marring legally posted signs and notices and marring public buildings, furniture, etc.

1st offense - Warning
2nd offense - Suspension for 3-5 days
3rd offense - Suspension for 6-10 days

p. Speeding within the College jurisdiction with motorized vehicle, i.e. driving at more than 40 kph.

1st offense - suspension for 3-5 days
2nd offense - suspension for 6-10 days
3rd commission - suspension for one semester

q. Use, possession and/or peddling of dangerous regulated drugs or paraphernalia:

The case shall be reported to proper police/court authorities, and upon conviction, the penalty shall be expulsion from the College.

r. Illegal possession of firearms and other deadly weapons.

Penalty – Expulsion from the College.

Case involving the illegal possession of firearms shall be reported to proper military authorities.

s. Non-wearing of school I.D. and prescribed school uniform upon demand by the College.

1st offense - suspension for 3-5 days
2nd offense - exclusion from classes

t. Smoking in non-designated areas in the campus.

Penalty imposed is in consistent with the approved Environmental Policy of the College.

u. Coming late classes, e.i., 15 minutes after the start shall be considered absent and the rule on attendance shall apply.

v. Cutting/uprooting/picking of fruits/trees, ornamental plants and unauthorized fishing within the campus.

Penalty imposed is in consistent with the approved Environmental Policy of the College.

w. These acts shall be punishable by expulsion from the College:

a. Brutal and cruel acts as hazing or any form of conduct which tend to threaten and endangers the health and safety of any person inside the school premises or which adversely affect the student's suitability as member of the community.

b. Any act which tarnishes the name of the College, such as shoplifting or violations of the laws of decency; and,

c. Bringing "outsiders" within the school premises, for purpose of committing crime or felony.

Article 262. Sanction and Operative Effects

Sec. 1. Where the suspension is for one semester or more, the student shall move out of the College jurisdiction within 72 hours after the suspension order took effect; in the case of those students who

reside inside the College campus, they shall not be allowed to freely roam around the academic area during class hours within the period of suspension. Any student whose suspension covers the periodic examinations, the decisions shall be made after the student takes the examination. In all cases of suspension, a written promise of future exemplary conduct by the student and countersigned by his parents or guardians is required as a condition for readmission.

When a penalty of expulsion is meted out, the student cannot re-enroll in any course in the College. As such he cannot be issued Honorable Dismissal.

Imposition of penalties on mitigating and aggravating circumstances shall be considered as determined by the Tribunal.

Sec. 2. Committee on Student Disciplinary Tribunal. There shall be a student disciplinary tribunal composed of the OSS Dean as the Chairman; the Head of Security Unit as Member; the Dean, where the student belong, as Member and two (2) student council representatives, who shall sit as members. For valid reason, in case a member of the tribunal inhibits, the college president shall designate for replacement. There shall be Secretary that shall be designated by the Chairman to keep all records of the tribunal.

Sec. 3. Jurisdiction

a. The Student Disciplinary Tribunal jurisdiction over cases involving student.
b. The College shall not take any action on complaints regarding misconduct committed by student(s) outside the College premises. However, the College shall take the necessary disciplinary action if:

1. the violation of college policies or regulations was committed in connection with a school sponsored activity, or,
2. the case involves his status as a student or affects the good name or reputation of the college.

Sec. 4. Complaints. Any complaint against a student may be filed with the Office of the Student Discipline who shall:

a. determine the jurisdiction of the case;
b. conduct preliminary evaluation to establish whether there is a probable cause to warrant the filing of the case;
c. determine the violation committed;
d. recommend cases to the tribunal.

The complaint shall be in writing and must contain the following:

a. Name of the complainant/or one who file the report and his personal circumstances;
b. Name of the person(s) complaint of;
c. Witnesses, if any;
d. Violation or circumstances of the complaint.

Any complaint filed by the student shall be under oath. In this regard, the Chairperson of the Student Discipline is deputized to administer the student oath;

The Chairperson shall notice to the person complaint of to answer the complaint within 2 days and under oath upon submission followed by the interview. He shall schedule for the preliminary evaluation.

Sec. 5. Preliminary Evaluation. The Chairperson of Student Discipline may proceed his evaluation even without the presence of parties concerned; provided, the notice was served. However, the preliminary evaluation may be postponed for valid reason upon the request of any party concerned. After the evaluation, the CSD may proceed to do the following;

a. Settle the case amicably;
b. No probable cause, dismiss the case;
c. With probable cause (s), recommend for a formal charge.

Sec. 6. Filing of Charges. Formal charges maybe filed moto-propio by the college or at the instance of the complainant. Disciplinary proceedings shall commence upon filing of the formal charges.

Sec. 7. Formal Charge. Upon receipt of the recommendation of the Chairperson on Student Discipline, the Chairman of the Student Disciplinary Tribunal shall send notice to the respondent(s) and the parent(s)/guardian for hearing. The Chairperson on Student Discipline shall present the case during hearing.

Sec. 8. Hearing. The hearing should begin not earlier than three (3) days or not later than six (6) days after receipt of the notice.

Sec. 9. Duration of Hearing. No hearing on any case shall last beyond two (2) calendar months.

Sec. 10. Failure to Appear at Hearing. Failure of one or both parties to appear in scheduled hearing of serious charges despite of due notice and without justification, the investigation may be rescheduled. Succeedingly, if the complainant fails to appear during the hearing in spite of due notice, the complaint may be dismissed. In the case of the respondent, the hearing shall proceed.

Sec. 11. Postponement. Request or motion for postponement may be granted for good cause however not more than two (2) postponements per party is allowed.

Sec. 13. Decision by Tribunal. The Tribunal shall decide on each case within fifteen (15) days after final hearing. The decision shall be in writing through resolution substantiated with complete records and proceedings of the case. It shall be signed by at least a majority of all its members. It shall contain a brief statement of background, analysis, findings, and sanction(s) and the prescribed regulation(s) on which the decision is based. The Chairman shall transmit the report and resolution together with the decision to the Vice-President for Academic Affairs, for his action on 3-5 days and 6-10 days suspension. And to the College President for his action on one (1) month suspension, dropped and expulsion.

Sec. 14. Appeal to the President. The respondent may file an appeal to the President of the College within ten (10) days upon receipt of the decision. Only on cases where the sanction is dropped or expulsion is appealable. Decisions of the President may be appealed to the Board of Trustees within ten (10) days after the respondent has received a copy of the decision.

Sec. 15. Decision by the Board of Trustees. The Board of Trustees shall review the appeal and decisions of the President of the College when the penalty is dropped or expulsion.

Sec. 16. Rights of Respondents. Every respondent shall enjoy the following rights:

a. To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied;

b. To be convicted only on the basis of substantial evidence/s the burden of proof being on the person filing the charges.

c. To be convicted only on the basis of evidence introduced at the proceeding of which the respondents have been properly appraised and given the opportunity to rebut the same;

d. To enjoy, pending final decisions on the charge, all his rights and privileges as a student, subject to the power of the Chairman of the Tribunal, to order the preventive suspension if necessary, to maintain the security of the College, and;

e. To defend himself personally, or by counsel. If the respondent desires, and he is unable to secure the services of a counsel, he shall manifest the fact at least two (2) days before the date of hearing and request a counsel from among the members of the College Faculty and Staff.

Sec.17. Effectivity of Decision. Decision shall take effect as provided in the aforementioned rule; provided that the final decision of suspension or dismissal shall be rendered prior to any periodic examination, and shall take effect during the semester immediately subsequent to the semester/summer in

which such decision was rendered, provided further, that if the respondent is graduating in which case the penalty shall be effected immediately.

Sec. 18. Records. All proceedings before the Tribunal Committee shall be taken down in writing by a competent secretary/stenographer. Original records pertaining to student discipline shall be under the custody of the Chairperson of student Discipline. Such records are hereby declared confidential and no person shall have access to the case for inspection or copying unless he is officially involved therein or unless he has a legal right which cannot be protected or vindicated without access to such record. Any employee of the College who shall violate the confidential nature of such records shall be subject to disciplinary action.

Notes. *For the offenses of non-student and non-campus residents and where the provisions of this Code cannot be applied, the case shall be brought to the appropriate court of justice.*

Article 263. RULE IX. AMENDMENTS

Sec. 1. **Amendments.** In the interest of the common good and in accordance with needs of the present day situation, amendments to existing Rules and Regulations shall be made provided, however, that such amendments are the consensus of the members of the committee and officers of various organizations created for the purpose, and provided further, that such amendments are recommended by the Dean of Student Services for the approval of the Board of Trustees through the President of the College.

Article 264. RULE X. MISCELLANEOUS PROVISION

Sec. 1. **Date of Effectivity.** These rules shall take effect after the approval of the Board of Trustees.

The Code 2004 of Davao del Norte State College was approved by the Governing Board during the 39th BOT Meeting in Malita, Davao del Sur on October 6, 2004.

Resolution No. 36, 2004
"Approving the College Code 2004 as corrected except Chapter 66 on Rules and Regulations Governing Organized Student Activities which is subject to further improvement"

Chapter 66 of the College Code was approved by the Governing Board during the 40th BOT Meeting in DNSC, New Visayas, Panabo City on December 18, 2004. Chapter 65 of the College Code however was amended on the same date and venue.

Resolution No. 56, 2004
"Approving Chapter 66 and Amending Chapter 65 in the College Code 2004"

Certified true and correct:

MARILOU N. DELFIN
Board Secretary (designate)
June 13, 2005