

A.Y. 2024-2025 5th Edition New Normal

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Samar Colleges, Inc.

Samar Colleges, Inc. – Office of Student Affairs (OSAS)

SC Guidance 2018

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ISSUANCE STUDENT HANDBOOK

Date: _____

Name: _____

Course & Year: _____

Academic Year: _____

Semester: _____

Mobile/Tel. No: _____

Signature: _____

Foreword

This Student Handbook is a useful resource tool that orients you on the academic and non-academic policies of Samar Colleges, Inc. This handbook contains the vision-mission, general objectives, and core values of the institution and the specific objectives of the department as well as enumerates the guidelines, services, Code of Conduct and the academic supports available to you-our student.

We encourage you to familiarize yourself with the rules and regulations as well as the policies on discipline of this institution, as may be applicable to you so as to guide you with your decisions as well as the corresponding obligations as a student.

Welcome to Samar Colleges, Inc!

STUDENT INFORMATION DATA

Name: _____

Course: _____

Year: _____

Academic Year: _____

Semester: _____

Birthdate: _____

Age: _____

Sex: _____

Religion: _____

Father's Name: _____

Father's Occupation: _____

Mother's Name: _____

Mother's Occupation: _____

Permanent Address: _____

City Address: _____

Medical Concern: _____

In case of Emergency:

Contact Person: _____

Relationship: _____

Contact number: _____

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Samar College March

Chapter 1

THE HISTORICAL ACCOUNT OF SAMAR COLLEGE

A vignette on the color of the glorious past of Samar College can well be summed up in the efforts and achievements of men and women who, at one time one another or another, were at its helm and others who have walked through its halls. They were the real trophies that every true-blooded Samar Collegian would hold high in esteem and be truly proud of.

The Humble Beginnings of Samar College

Our school opened its doors on July 1, 1949 styling itself under the name of its famous predecessors– Samar Junior College. Its main building was located in the very heart of Catbalogan, at the corner of San Roque Street and Allen Avenue, while the Normal Training School was situated at the intersection of San Roque Street and Mabini Avenue. The initial tertiary program offering then were the Elementary Teacher Certificate (ETC) for the still young College of Education (CoED) and the Associate in Arts (A.A.), with specializations in preparatory Law, General Liberal Arts, and Education, for the College of Liberal Arts (CoLA); thus, making the CoED and CoLA as the first colleges ever to be established by the founders of Samar Junior College. The incorporators were to embark on a journey to fill the long-cherished dream of every progress loving Samareño to have a college that would not only supplement the work of the local public schools but, at the same time, offer educational opportunities above high school level.

The circle of men and women, trailblazing forty-niners including prominent personalities of the provinces of Samar and Leyte, pushed for the realization of their dreams through the establishment of an educational institution. The pioneering Board of Directors (BoD) was chaired by Mrs. Felicidad G. Fernandez, with Mrs. Presentacion D. Raynaldo, Mr. Esteban S. Piczon, Mr. Marciano Lim, Dr. Antonio Merida, Atty. Francisco Astilla and Atty. Emilio Astorga as member of the Board. The Instructional Support Staff included: Mr. Sixto Q. Salazar as Director, Mr. Marciano Lim as the Training Department Supervisor, Mr. Fidel Lim as the Registrar and Treasurer, Atty. Jose C.

Santos as Librarian, Mr. Esteban S. Piczon as Auditor, Mr. Alfredo CH. Perez as Accountant, and Mr. Carlos Valera as Cashier.

These were the indefatigable members of the Elite Group who had to contend with the “birth pains” usually attendant to a newly-formed educational institution. That they were successful in their blood venture and were able to deliver when it mattered most is reflected in the thousands of men and women - Samar College Alumni - who have carved niches for themselves in various fields of endeavors, not only in our country but also in foreign shores.

The 1950s saw Samar College’s emergence not only as a hub of academic excellence but as sports and cultural center as well. In the first– ever held Eastern Visayas Regional Athletic Association (EVRAA) Meet in Cebu City, last February 19-25, 1953, our school represented Samar Province in the Basketball competition. The Catbalogan Fiesta and other local events were never complete without Samar College being invited to display its artistic and floral-inspired floats in the civic and military parade.

The local folks awaited with bated breath the appearance of our beautiful and radiant muses who rode the gaily– decorated floats. The Samar College beauties always drew thousands of applause and admiration from the receptive crowd. This was the decade when Samar College shone brightly in the Sports and Cultural arenas.

It was also in this period (1950s) that the growing and expanding College of Education broadened its wings like maturing eagle fervently eager to soar to greater heights, when it opened up the complete four-year teacher education programs, namely the Bachelor of Science in Elementary Education (BSEED) and the Bachelor of Science in Education– Inverted Course, where graduates of the degree could teach in either elementary or secondary level.

In the 1960s, the School Administration Building transferred location to its present site, marking May 4, 1966 a red-letter day for its inauguration. The Board of Directors (BoD) continued to be under the reins and able stewardship of the dynamic Mrs. Felicidad G. Fernandez, while the then Gov. Esteban S. Piczon was installed as the Vice– Chairman of the policy-making body, whis was beefed-up by the entry of educators in the mold of Mr. Castor Pacoli, Sr., Mr. Sixto Q. Salazar, Mrs. Pia A. Astilla, Mr. Jesus Japzon and Mr. Delfin Raynaldo.

The period came to be described as one of the most memorable decades where every graduation exercise saw the publication of the Coral to chronicle the school's momentous events and to highlight other co-curricular activities. On the other hand, the school organ - the Samar Collegian, provided a forum for the intelligent discussion of issues and concerns and was handled then until now by a select group of literati, men and women of letters, whose members knew the importance of synergistic relationship with the administration.

Samar College During the Martial Law Years

The 70s mirrored for the Samar College the upheavals going on outside the school's confines. Its students rode on waves of general discontent and dissent pervading those years. The protests were aimed not at whether the school was deficient neither in its management nor at how its officials were dealing with the welfare of the students. On the contrary, the students were vocal against the imposition of Martial Law Rule during the Marcos Administration which affected greatly their economic and academic lives. They wanted to prove that greatness came from participating in the struggles of history and oppressed people.

In the mid-70s, Mrs. Felicidad G. Fernandez bowed out from the service of the school to give way to other directors who were equally full of zest and fervor in maintaining the quality of education pursued and upheld at that time. In 1976, Mrs. Pia A. Astilla was voted as the new Chairperson of the Board of Directors; she applied her brand of leadership in infusing timely adjustment to cope up with the dynamism of our educational system. She was an old hand in the game who practiced to the hilt what she gained from experience as a first-rate educator. Samar College was grateful beneficiary of Mrs. Astilla's forward looking attitude toward education.

The dawning of the 70s similarly laid down for the ensuing grace and fortune for the new one. The school gave the necessary morale boost to the clamor of law- inclined and law-minded academe to open up such one in a lifetime opportunity to students dreaming to become one of the province's finest lawyers and officers of the court. The College of Law, as a consequence of such desire, started to build a niche of its own in the ever-widening academic space of the school. Although the program at that time was gearing itself up to bag in government recognition, it already saw appreciation and the precious

nod and approval from the community. However, in later years, the course proves to be Herculean task to maintain; hence, it was discarded from the roster of priority curricular programs of the school.

Samar College During the Post-Martial Law Years

The 1980s saw the changing of command of the school; Mr. Fidelindo G. Fernandez accepted his nomination as Chairman of the Board of Directors on that fitting day of February 21, 1984, ushering in an era of vigorous and innovative educational reforms. Mr. Fernandez proved to be a hands-on executive who brought to his corporate wealth of experience to pragmatic application in the world of academe. He is a man who listens and takes immediate and decisive action, not one inclined to procrastinate. He acts with dispatch especially when sound judgment of a decision is called for on a controversial matter.

The 1980s was such a period of great abundance and of modernity that brought so many blessings to the institution as a whole. It was in this period that Samar College laid its red carpet once more to another most sought-after degree of the time, growing juxtaposed with the programs offered by the College of Education. The time was perfectly right for the College of Commerce and Secretarial (CBAS) to spread its roots down and wide in Samar College soil. At this time, the school started to offer the four-year degree program Bachelor of Science in Commerce (BSC).

The 90s saw Samar College's years in a shower of bounty. The administration Building got an enviable face-lifting; a new building called "Annex Building" was turned over to their happy occupants that included personnel of ROTC, PMT and Medical Clinic. In the same period, two (2) precious awards for excellence were received from the Department of Education, Culture and Sports (DECS), Regional Office No. VIII last December 5, 1995—attesting to the school's commitment to quality education.

Furthermore, student teachers' performance in the Professional Board Examination for Teachers (LET), was an anticipated annual event for jubilation. The decade was very much still with us and is best left for another chronicle five years from now—one who will have much more to write about. One thing is clear though, that Samar College refuses to stagnate. It always attunes itself to the demands of the times.

Truly indeed, in 1996, the Commission on Higher Education (CHED) gave Samar College the Certificate of Recognition for the graduate course in Education leading to the degree of Master of Arts in Education (M.A.Ed.). This was the products of the efforts of Dr. Letecia R. Guerra, the first Dean of Samar College's Graduate School. From that time on, when the number of enrollee's flock to take this newest addition to the institution, the School Administration recognized the existence of its graduate program by establishing another department higher in stature to those of the undergraduate colleges that have already been existing in the school. It was called by name "Samar College Graduate School (SC-GS)," until it was renamed as the College of Graduate Studies (CGS). Its initial offering included such fields of specialization as Educational Management (EM), Elementary Education (EE), and Filipino (FIL). In later years, succeeding academic heads, especially during the time of Dr. Teresita Ty-Nepes, revised and added new fields of specialization to the program, such as Reading and Communicative Language Learning (CLL).

In the late 90s, total make over was done to the prefabricated building of the High School and Elementary Building, turning it into a three-storey concrete edifice. This became one of the living testaments to the excellent financial management and great sense of vision of the school's longest-serving Chairman of the Board of Directors and School President, Mr. Fidelindo G. Fernandez, together with the strong backing extended by his supportive and longest-serving School Treasurer, Mrs. Fidencia Piczon– Oral. The decade was highlighted by another significant occasion which took place in February of 1999, the celebration of the 50th Year of this institution's foundation, showcasing grandiosity and great spectacle. Metallic gold and green colors dominated the campus as we commemorated this historical event. Our institutional mantra echoed in the four corners of the Samar College - "50 Years of Caring for Your Education."

Highlighting this event was an increased emphasis on socio-cultural activities where Samar College always stands out from rest. Stylizing itself as the "Cultural Mecca" of the Province of Samar, Samar College perfected a cultural dance troupe, called the "Rayhak Dance Troupe," which became so famous and a source of envy for other schools in the Island of Samar. With outstanding performances in both modern and folk dances, the Rayhak Dance Troupe became the

official dance company of the school commonly sought after by organizers of big and fabulous events in the provincial and national levels. The annual “Manaragat Festival” of the City of Catbalogan, the “Mutya han Samar Beauty Pageant” in the Province of Samar, and the “Festival of Festivals” of the Department of Tourism (DoT) in Manila were just some of the various events where the dance troupe of the school showcased its cultural and artistic prowess aside from the school-related activities. This dance troupe is the brainchild of Mr. Mario Vincente R. Piczon, the Dean of Student Affairs and Services (OSAS).

Samar College Faces Challenges of 21st Century

The start of the new millennium paved way to further development in the institution’s curricular offerings. When Information and Communications Technology (ICT) became evident, Samar College followed the global trend; hence, the need for the inception of still another college devoted to servicing and developing students in such lucrative and futuristic field was conceptualized. The Information Technology Education (ITE) program started initially as a department under the motherly-care of Dr. Natalia Barayoga-Uy of the College of Commerce and Secretarial (CBAS), who has served as the college’s academic head for 22 long years. Later, it found strength academically to formally settle as an independent unit of the school to become the College of Information Technology Education (CoITE). Its first program offering was the Bachelor of Science in Information Management (BSIM). The college further diversified by offering the Bachelor of Science in Information System (BSIS) and Bachelor of Science in Information Technology (BSIT).

True to its claim as an institution that provides relevant education to Samareños, the institution added another feather on its cap when the CHED, through a Permit No. 13, Series of 2006, allowed the opening of the Bachelor of Science in Criminology (BSCrim) course under a separate college, the College of Criminal Justice Education (CoCJE), with 142 students as pioneering batch for Academic Year 2006-2007. The program could have been shelved too early if not for the sincerest efforts of Dr. Banello P. Gabon, then the Dean of the College of Liberal Arts (CoLA), and Mrs. Gresilda P. Navaja, the School Registrar.

The extraordinary efforts of these two loyal and concerned employees of Samar College proved to be highly-demanded, worth-sharing and, in a sense, prophetic in as much as it pushed Samar College back to its glorious days again where the institution became a melting pot of a diverse type of students from different municipalities in the Province of Samar and even beyond, ever-willing to fully entrust their future to the people managing the school. Hence, the early part of 21st century could be considered as the institution's self-styled Renaissance Era- "rebirth in faith and trust" to the academic opportunities offered by the school to its clientele. The new degree offered at that time, the BSCE, propelled Samar College to attaining a counter-balance in the share of students from the downgrading trends in population of the other colleges. The creation of the CoCJE, which later became the second biggest college in the institution with 1,158 students, provided the institution an even wider avenue for further growth and development necessary to address the growing and multi-faceted demands of the 21st Century.

Concomitantly, the onset of the 21st Century proved to be challenging especially in the curricular offerings in the College of Education (CoEd) where the college had to adapt to the demands and challenges laid before it by the ensuing time. The Teacher Education curricula offered by the college, namely the Bachelor of Elementary Education (BEEd) and the Bachelor of Secondary Education (BSEd), had to undergo a series of revisions such as the inclusion of the said curricula of the more-enhanced "Experiential Learning Courses (ELCs)." If these changes were not addressed upon by the school, the college would have been lagging behind other Teacher Education Institutions (TEIs) not only in the region but also in the entire Philippines. In fact, these revisions were very much a necessity so that graduates from the curricula would surely pass in the Licensure Examination for Teachers (LET), which actually did happen. The program could have been shelved too early if not for the sincerest efforts of Dr. Banello P. Gabon, then the Dean of the College of Liberal Arts (CoLA), and Mrs. Gresilda P. Navaja, the School Registrar.

In 2006 and onwards, especially during the stewardship of the newly installed College Dean of the College of Education (CoED), Dr. Banello P. Gabon, the needed reforms in the college were implemented; hence, brought back the once lost respect for the college and the institution as a whole from the community. The CoEd remains

to be the biggest college with a population of 1,334 teacher education students, the highest so far in the entire institution.

Samar College Embraces Further Modernization

In February, 2011, Mr. Fidelindo G. Fernandez, the Chairman of the BoD and the School President, entrusted his sensitive positions to a new and younger brand of manager who could continue the progress he painstakingly tried to attain and sustain for the last twenty-seven (27) years. The former school head also supported the election of the new members of the BoD of Samar College while retaining some of the veterans in its fold. Thus, the year 2011 became the benchmark year for the newly-elected Chairman of the BoD and School President, Mr. Rhett Caesar L. Piczon, who possesses an innovative and pragmatic style of management. The other members of the Board of Directors (BoD) already included Miss Manuelilda Rosario A. Torevillas, serving concurrently as member and secretary of the Board and as School Administrator; Mr. Francisco A. Astilla, IV; Mr. Fidelindo G. Fernandez; Dr. Vitus T. Hobayan; Atty. Castor R. Pacoli, Jr.; and Mr. Manuel Van A. Torrevillas, III.

With the new Chairman and School President at the reins of power, the institution passed through a comprehensive series of facelifts in all of its aspects. Mr. Rhett Caesar C. Piczon started with the restructuring of the school organization by creating new offices to assist him in effectively managing the institution. By virtue of the power vested in him by the stockholders and the Board of Directors of the school, he instituted the Office of the Vice-President for Academic Affairs (OVPA) through a memorandum to strictly administer and supervise the Higher Education level, covering the graduate and undergraduate colleges of Samar College, including the offices of the School Registrar (OSR) and Student Affairs and Services (OSAS). The Office of the Vice-President for Administration (OVPA) was likewise established via the same memorandum to specifically manage the Basic Education level, covering the Pre-School, Elementary and High School departments; the Human Resource Management Office (HRMO); the Office of the Property Custodian (OPC); and the Office of the Student Discipline and Security Management (OSDSM). Aside from the offices mentioned, the memorandum also created the Office of the Vice-President for Finance (OVPF). It was mandated to administer and supervise the Accounting Office and School Treasurer for more than

three decades, was asked to reconsider her retirement plan and fill in the position of Vice-President for Finance, while concurrently holding the position of the School Treasurer.

Finally, with a better understanding of the demands on the Higher Education sector, the School Administration also established the Office of the Vice-President for Research and Development Programs (OVPRDP) mandated to manage the Research and Extension services, as well as the Program Development services of the institution. With this decision, the school is assured that the four educational thrusts of the higher Education Institutions (HEIs) like Samar College would be achieved, to wit: instruction, research, extension, and production.

The new School Administration also reorganized the various colleges and departments existing in Samar College. Some of the colleges were merged and downgraded their category into departments of a much bigger college in order to attain the new and enhanced direction of the school. Through this action, the school has formally institutionalized the following colleges in the Higher Education Level: the Graduate School (GS), designed to offer graduate programs, especially in teacher education; the College of Education (CoEd), tasked to offer Teacher Education programs; the College of Criminal Justice Education (CoCJE), mandated to offer Criminology and other related programs; the College of Arts and Sciences (CAS), specifically established to offer the Liberal Arts, Information Technology, and Sciences programs; and the College of Business and Management (CBM), whose purpose of existence is to promote and offer courses in business and management.

Atop all these innovations in the organizational structure of the school, the School Administration likewise revisited the more than half-a century-old fundamental component of the school as the initial and primary object of reform– the restatement of reorientation of Samar College’s Vision Statement, Mission Statement, Objectives, and Core Values. The changes done on the most important component of the school became the beacon and anchorage of further educational reforms, actions and decisions in the institution. This was accomplished with the assistance of the members of the Executive Committee (ExeCom) and with the participation of the members of the BoD in a seminar-workshop organized for the purpose.

With just over three (3) years in the office from the day of his acceptance as the Chairman and School President, Mr. Rhett Caesar L. Piczon proved to be a school head gifted with first-rate managerial skills. Though a true-blooded and a very successful businessman, he has that gift of educational foresight. He basically knew from the beginning of his stewardship of the institution that to attain quality of education with a steadily growing population annually is to invest heavily on the infrastructure requirements of the school. Thus, with a strong mandate and backing from the stockholders through the BoD, the school embarked on a massive and ambitious infrastructure project which cost more than forty million pesos. These were the school's initial development projects ever constructed in two successive years under the new administration.

Firstly, the four-storey Founders Building (FB) was constructed on top of the old Samar College canteen containing five (5) modern-styled classrooms and a canteen at the ground level, while on top of it housed the technologically-advanced Crime Laboratory and Dark Room for the CoCJE students. It was inaugurated in the 22nd day of August, 2012 with no less than Governor Sharee Ann Tan-De Los Santos of the Province of Samar as the Guest of Honor and Speaker. Secondly, the first -ever five-storey administration Building was designed and built. It was conceptualized to be a very technologically-advanced building none could be found in all of the Province of Samar and even in all State Universities and Colleges (SUCs) and private Higher Education Institutions (Private HEIs) in Region VIII. It is equipped with an elevator from the Ground Floor up to the Fifth Floor which houses a beautifully designed 250-seater Audio Visual Room (AVR).

Based on its design, this five storey Administration Building would surely hold (10) modern-inspired classrooms; some offices of the top-level management; a state-of-the-art Faculty Room for the Higher Education level faculty members; and some hotel rooms in preparation for the offering of the Grades 11 and 12 or Senior High School in the K-12 Curriculum of the Department of Education (DepEd). These new classrooms would accommodate classes of the College of Graduate Studies (CGS) during Saturdays and Sundays. The building's inauguration would surely become the most-anticipated event of the year; the crowning glory of the new School Administration. With still more years to come and count on, it would not be a surprise

if the School Administration would again venture and indulge on additional infrastructures needed to make Samar College truly the “School of First Choice” within the province of Samar and beyond.

Aside from improving the physical plant of the school, the new administration also invested in the welfare and personal growth of its clientele.

For this purpose, the administration hired additional personnel to effectively serve its students in all the educational levels of the institution through its Guidance and Counseling Office; the Graduate, College, and Extension Libraries; and other personnel under Administration Department of the school. In the same manner, the school also invited artists from Manila to perform before Samar College students for them to experience some degree of enjoyment free from the shackles of their academic requirements in school. The famous band “Calla Lily” and solo performer Bryan Termulo made their debut performances in Samar College on two separate occasions—the first performing only a year ahead of the second artist.

Moreover, to highlight how Samar College entertains its audience as a gracious host, the standup comedienne and true-blooded Samareña Kay Brozas was invited to render a heart-warming rendition of some pieces of rehashed Original Pilipino Music (OPM) before teachers and employees of the Catbalogan Public and Private Schools Teachers and Employees Association (CPPSTEA). This occurred during the school’s hosting of the said well-known gathering of the teaching and non-teaching personnel from the different institutions within the City of Catbalogan last October 5, 2013.

Samar College Responds to the K to 12 Curriculum Challenges

In 2013, during the early implementation of the K-12 Curriculum of the DepEd, the school came up with solutions to gradually brace the impact of this program of the Philippine Government. Foremost of which was the reorganization of the Junior High School (JHS) and Senior High School (SHS) departments to be manned separately by two (2) secondary school principals. Thus, the Basic Education level of the school now catered to three departments, with the Pre-School and Elementary Department being the third under one (1) School Administrator. Secondly, the school founded highly-specialized sections to cater to the kind of Basic Education suited to the select and mentally-gifted students in both the Elementary and High

School departments of the school. These sections called “star classes,” were meant to upgrade the educational standing of the Basic Education level in the minds of its clientele and immediate community by offering highly-advanced elective subjects atop the regular ones offered by the school and the DepEd, as well as hiring and bringing in more educationally-qualified and competent faculty members.

The Technical Working Group (TWG) that spearheaded this program included experienced and young educational managers and experts, namely: Dr. Pedrito G. Padilla, the Vice– President for Research and Developmental Programs; Miss Manuelilda Rosario A. Torrevillas, the Vice-President for Administration and School Administrator of the Basic Education level; Mrs. Imelda Mabansag-Uy, the former Principal of the Elementary Department who assumed the deanship of the CoEd in June of 2014; and Mrs. Ma. Rosario Toston– Nacar, the newly-appointed Principal of the Junior High School Department.

Having been interested in offering the Senior High School or Grades 11 and 12 in the K to 12 Curriculum of the DepEd, the school had been on the drawing board to design varied, in-demand and related career pathways to the program offerings in the Higher Education level of the school. It was in the interest of the school to make sure that the possible graduates of the Senior High School Department would have prospective career opportunities in the Higher Education Level. Hence, it was conceptualized that there was a need for the Basic Education level, through its Senior High School department, to work more closely and synergistically with the Higher Education level of the school. For this purpose, the administration appointed Dr. Nimfa Tolipas-Torremoro as the first principal of the Senior High School department - a loyal and well-experienced educational manager who has served as the principal of the Junior High School department for 15 long years, while concurrently serving as the Dean of the Graduate Studies (GS) of the school.

To further strengthen the position of the institution, Mr. Rhett Caesar L. Piczon, the School President promoted Dr. Pedrito G. Padilla, then the VP for Research and Development to Senior Vice President for Academic Programs on April 1, 2015. The Office of the Senior Vice President for Academic Programs (OSVPAP) was created to be the

centerpiece of the institution's desire to implement systematic change in the organization.

Moreover, this move paved way to the creation of new offices and promotion of key personnel within the organization. On June 1, 2015, Mrs. Fidencia P. Oral, then VP for Finance and Ms. Manuelilda Rosario A. Torrevillas, then VP for Administration, were both appointed to Senior Vice President for Finance and Administration respectively while Dr. Meldrito B. Valles, the Dean of College of Arts and Sciences was promoted as VP for Academic Affairs.

However, the Dean of College of Education became vacant last December 2016, for this reason Dr. Nimfa T. Torremoro was assigned as the Dean of College of Education effective January 2017. On the same year, Rosario M. Cabreza was appointed as the Senior High School Principal from January 15, 2017-June 2019. Last July 2019, Rosario M. Cabreza was appointed as the Dean of Student Affairs and Services. On September 4, 2019 Ma. Elena A. Arambala appointed as an OIC Principal in the Senior High School department.

The school was formally given the permit to operate the Senior High School program for S.Y. 2016-2017 for Grade 11 of the following tracks: Academic Track and Technical Vocational Livelihood track. Under the such tracks the school offers Humanities and Social Sciences strand, Accounting and Business Management strand, Information Communication Technology and Home Economics. The 1st batch Grade 11 has 736 populations in the different tracks and strand. The 1st batch 2017-2018 has 630 graduates.

The Birth of Samar College Technological Institute (SCTI)

The chairman and the School President founded the SCTI through the help of Dr. Pedrito G. Padilla last July 2017. The objective is to cater the students who cannot pursue the Four-year degree course and are encouraged to go to the technical institution under the TESDA scholarship. The skill-based programs are designed to gain National Certificate for all professionals and non-professionals to address the Four pathway of the Senior High School graduate in the island of Samar. It was called Samar College Technological Institute (SCTI) headed by Dr. Robert R. Flora and was formally approved and given the permit to operate by the TESDA last July 2019.

SCTI is now offering Cookery NC II, Computer System Servicing NC II, 3-year Diploma in IT while other competencies are on the process for TESDA approval. SCTI is now an assessment center for cookery. Samar College as an institution devoted to achieving academic excellence is doing its best to maintain the glorious standing today and beyond. As everyone thinks at this period of time, the BEST is yet to come for the Diamond Jubilee Queen-Samar College.

Samar College during COVID-19 Pandemic and New Normal

When COVID-19 Pandemic started sweeping around the globe in December 2019, the fear of human death was felt worldwide. The Philippines took action last March 16, 2020 declaring nationwide lockdown for the safety of all while vaccine was not yet available. Lockdown brought fear to human race. All Businesses, Educational Institutions and other entities were closed down and all Filipinos were advised to stay at home to avoid spreading this contagious virus while awaiting the vaccine to be available for the protection of everyone.

Samar Colleges, Inc. did not waver to meet all the challenges brought by the COVID-19 pandemic. The school adopted the guidelines set by the DOH, CHED, IATF, and other concerned agencies when taking steps to prevent the spread of the COVID-19 among our students, staff, and the whole school community.

The school has been active in the dissemination of the proper health protocols through social media platforms. In this time, work from home and skeleton work schedule was implemented. School meetings and seminars were done online. Webinar was the term used for the online seminar.

The school used the Decision Tree by the Center for Disease Control and Prevention (CDC) to help us determine which set of mitigation strategies may be appropriate for our situation in case we reopen our campus. Afterwards the academic departments used different modalities to continue its educational operation. Online learning for Elementary Department, blended learning for Junior High School, Senior High School and Collegiate Levels. Soon the school adopted hybrid learning modalities for Tertiary Level.

Due to the improving situation, the later part of 2022 saw the return of the face-to-face classes, as the government lifted its policy regarding the prohibition of holding face-to-face classes.

Chapter 2

SAMAR COLLEGE VISION AND MISSION STATEMENTS

Vision

We are the leading center of learning in the island of Samar. We take pride in being the school o first choice by students where they can fully attain academic and personal achievements through affordable education, excellent instruction, and state-of-the-art facilities in a value– driven education.

Mission

Samar College is a community-based, privately owned learning institution that provides quality basic, tertiary and graduate education to students of Samar Island and its neighboring communities.

Objectives

Samar College intends to:

1. adhere to the highest standards of work and personal ethics;
2. provide avenues for advancement and give due recognition and reward for individual and collective contributions;
3. work for the greater good of all who belong to the community we operate in by going beyond the call of duty;
4. help find meaning in life through education.

Core Values

Samar College commits itself to the following values:

- Integrity and Honesty
- Respect and Concern for Others
- Passion for Excellence
- Dedication to Service
- God-fearing and Principle– centered

Chapter 3

THE GRADUATE SCHOOL

The Graduate School (GS) is especially established in the institution to offer graduate program, especially those related to the College of Education and other colleges duly recognized by the government through the Commission on Higher Education. It is headed by a Dean who is under the Office of the Vice-President for Academic Affairs (OVPAA) imbued with all the powers, rights, duties, and responsibilities stipulated by the existing laws of the Republic of the Philippines, as well as the rules and regulations of the school.

- **Vision of the GS**

The Graduate School believes that the primary responsibility of a graduate level of education is to develop competent, effective and innovative leaders in various fields of endeavors, who shall blaze the trail in the continuing search for truth toward the enlightenment and empowerment of Samareños in their journey to a genuine and fulfilling liberation.

- **Mission of the GS**

The Graduate School endeavors to attain academic excellence in and through relevant instruction and research as well as the innovation of alternative ways of learning that would ultimately improve the quality of life of its clientele in their peculiar ecology. In fulfilling thereof, the Graduate School shall offer advanced studies in Education and other relevant graduate programs responsive to the needs and demands of the community it serves.

- **Objectives of the GS**

As a Research Department, it intends:

- 1) to gear its research on the problems, conflicts, and contradictions found in the islands as well as its weaknesses which arrest and hinder its development;

- 2) to discover and conserve the rich cultural heritage of Samar Island and develop its natural potentials for economic development thereby inspire and encourage both its students and other clientele in the community to appreciate and love their own island as a part of their national heritage;
- 3) to foster interdisciplinary research in collaboration with all sectors of the community, whether public or private academic or non-research and education in general, thereby strengthening educational programs aimed at the development of the island;
- 4) to facilitate the development of research– oriented faculty, non-teaching personnel and student of Samar College through the implementation of the programs and activities of a functional research council; and
- 5) to maintain closer cooperation with other institution of the higher learning particularly, in the island of Samar, in the area of research and education in general, hereby strengthening educational programs aimed at the development of the island.

As a teaching Department, it aims:

- 1) to develop among its student's leadership competencies and skills required by the particular role they play in the society;
- 2) to develop among its students' positive attitudes toward research in order to enhance their scientific and creative mental abilities needed for pursuit of their individual and collective aspirations in the context of their peculiar ecology and opportunities; and
- 3) to assist in the implementation of an effective and relevant faculty development program of the school.

As a Service Department, it purports:

- 1) to initiate, facilitate and maintain continuing education for all the members of the school community by holding regular conferences, seminars, workshops, and the like, in coordination with other institutions in the society, in order to ensure the achievement of relevant education and academic excellence; and
- 2) to publish, disseminate, and share its findings to individuals and institutions who share the philosophy, vision, mission and goals of Samar College.

GRADING SYSTEM OF THE GS

The Graduate School shall follow the Averaging System. There are two grading periods every semester: Midterm and Final Examination.

The Graduate School adopts the grading system below:

% Equivalent	Numerical Rating	Adjectival Rating
100	1.0	Excellent
99-98 97-96	1.1 1.2	Outstanding
95-94 93-92	1.3 1.4	Very Good
91-90 89-88	1.5 1.6	Satisfactory
87-86	1.7	Fair
85	1.8	Passing
84-below	1.9-5.0	Failure

For a student to be allowed to continue studying in the master's degree enrolled in, must not have a grade lower the 1.7.

PRE-REQUISITE SUBJECTS

Any subject taken and completed without complying the prescribed prerequisite subjects shall not be credited.

Simultaneous enrollment in sequential subjects may be allowed only for a valid reason and upon approval of the Dean, Graduate School where the student is enrolled and with the required certification and verification of the School Registrar.

GRADUATION REQUIREMENTS

1. Application for the graduation through the prescribed form at the Registrar's Office;
2. School records must be complete and in order at the time of the application and the final evaluation of credits.

3. Residence of least one year in the school or completion of at least 72 units in the curriculum enrolled in;
4. Clearance from all financial, property and administrative accountabilities.
5. No student shall be recommended for graduation unless all academic and other requirements prescribed for graduation are satisfied or complied with.

AWARDS FOR THE GRADUATE SCHOOL

- 1 Academic Excellence Award. This award shall only be given to graduating student from Graduate School with the highest General Weighted Average (GWA) among graduating Masteral students. It shall be conferred only to the qualified Masteral student on the day of his graduation.

The following shall be the specific criteria for evaluating Masteral student who is qualified for the award:

- 1.1 A candidate for this award shall have a General Weighted Average (GWA) of 1.155-1.000 based on all the subjects taken from the Graduate School (Basic Courses, Specialization Courses, and Cognate Courses), with no grade below 1.300 on the specialization and Cognate Courses and no grade below 1.500 in the basic courses;
- 1.2 A candidate for this award shall have a grade in the thesis writing for both the Pre-Oral and Final-Oral defenses of not less than 1.200 (94) from the members of the panel assembled for the said events;
- 1.3 He/She shall have been enrolled in the Graduate School at least three (3) academics before his graduation from the degree he enrolled in, excluding summer;
- 1.4 He/She shall have no Incomplete (INC), Dropped (DR), or Failing grade in any subjects taken in Samar College, whether Basic Courses, Specialization Courses, or Cognate Courses;
- 1.5 He/She shall be of good moral character; and
- 1.6 He/She shall have been active in the extra-curricular activities administered by the institution.

- 2 Academic Achievers Award. This award shall only be given to a graduating student from the Graduate School (GS) with the General Weighted Average (GWA) lower than the GWA prescribed in the Academic Excellence Award. it shall be conferred only to the qualified Masteral student on the day of his graduation.

The following shall be the specific criteria for evaluating the graduating Masteral student who is considered for this award:

- 2.1 A candidate for this award shall have a General Weighted Average (GWA) of 1.156-1.200 based on all the subjects taken from the Graduate School (Basic Courses, Specialization Courses, and Cognate Courses), with no grade below 1.300 in both specialization and cognate courses and no grade below 1.500 in the basic courses;
 - 2.2 A candidate for this award shall have a grade in the thesis writing for both the Pre-Oral and Final-Oral defenses of not lesser than 1.200 (94) from the members of the panel assembled for the said events;
 - 2.3 He/She shall have been enrolled in the Graduate School at least three (3) academic years before his/her graduation from the degree he enrolled in Samar College, excluding summer;
 - 2.4 He/She shall have no Incomplete (INC), Dropped (DR), or Failing grade in any subjects taken in Samar College, whether Basic Courses, Specialization Courses, or Cognate Courses;
 - 2.5 He/She shall be of good moral character; and
 - 2.6 He/She shall have been active in the extra-curricular activities administered by the institution.
- 3 Best Thesis Presenter. This award shall only be given to a graduating student from the Graduate School who obtained a rating of High Passed (95% and above) from the panel members for the Pre and Final Oral Defenses.

The following shall be the specific criteria for evaluating the graduating Masteral student who is considered for this award:

- 3.1 A candidate for this award shall have defended his manuscript for both the Pre-Oral and Final Oral Defense in a particular academic year without repetition; meaning, he received the rating of High Passed (95% and above) because Panel of Examiners has given him/her a second chance to defend his/her manuscript the second time around;
 - 3.2 The above– cited provision, therefore, requires that these should be continuous or an uninterrupted oral defense between the Pre-Oral and Final Oral Defenses. A gap of one semester or summer between the two (2) required oral defenses disqualifies a candidate for this award;
 - 3.3 As stated from the provision No.1, similarly requires that no second-chance Oral-Defense examinee in any of the two (2) required oral defense be given this award;
 - 3.4 A candidate for this award shall not receive a rating below 1.300 (93%-94%) from any of the members of the Panel of Examiners assemblies for both Pre-Oral and Final Oral Defenses; and
 - 3.5 He/She shall have been enrolled in the Graduate School at least five (5) academic years before his graduation from the degree he enrolled in Samar College, excluding summer.
- 4 Leadership Award. This award shall only be given to a graduating Masteral student with commendable leadership qualities. The award shall be conferred to only one (1) qualified Masteral student who is a member of Graduate School (GS) organization of Samar College on the day of his graduation.

The following shall be the specific criteria for evaluating graduating Masteral student who is deemed candidate for this award:

- 4.1 A candidate for this award must be a certified graduating Masteral student;
- 4.2 He/She must be an officer of the mother organization of the college;
- 4.3 He/She must have proven excellent or commendable ability to lead and organize activities that contribute substantially to the welfare of the school and/or student population in his college;
- 4.4 He/She must have a good moral working relationship with his/her Dean and/or with the Vice-President for Academic Affairs; and
- 4.5 He/She must be a model of good character, worth-emulating to his peers.

Chapter 4

COLLEGIATE PHILOSOPHIES, GOALS AND OBJECTIVES

The Samar College as an institution of higher learning has four (4) undergraduate colleges, namely: College of Education (CoEd), College of Arts and Sciences (CAS), College of Business and Management (CBM), and College of Criminal Justice Education (CoCJE), each with its own Philosophy, Goals and Objectives which are designed to attain the institutional Vision, Mission and Goals.

COLLEGE OF EDUCATION

The College of Education (CoEd) is established to offer teacher education and other related programs for the people within the Island of Samar and beyond. It is headed by a College Dean who is under the Office of the Vice President for Academic Affairs imbued with all the powers, rights duties and responsibilities stipulated by existing laws of the Republic of the Philippines, as well as the rules and regulations of the school.

- **Philosophy of the CoEd**

The College of Education believes that the role of education is to transform students to their fullest potentials in order to become productive members and noblest kind of professionals of the Republic of the Philippines, who are imbued with sufficient, globally-oriented, and quality kind of learning experiences suitable to their chosen profession– TEACHING.

- **Goal of the CoEd**

The College of Education aims to develop highly motivated, committed and competent teachers who are critically aware of the objective realities of life and are socially involved in the cultural transformation of the nation.

The College of Education prepares teachers, who are imbued with the ideas, aspirations, culture and traditions of the Filipinos, particularly the Samareños, and are sufficiently equipped with knowledge, skills, and positive values for facilitating learning in the peculiar ecology of their respective communities.

- **Objectives of the CoEd**

The College of Education is expected to train teachers who are:

- 1) effective conveyors of relevant and organized knowledge in the areas of language, mathematics, science, history and geography, literature and the arts, civics and culture;
- 2) efficient promoters and facilitators of learning that will enable their students to develop to the fullest of their potentials for continuing pursuit of self-education;
- 3) positive cultivators and models of Filipino values, ideals and traditions that elevate the worth and dignity of the human person and contribute to man's unending quest for perfection; and
- 4) active advocates of change in the economic and cultural aspects of human life in the context of their peculiar ecology towards the attainment of more humane, democratic and sovereign society.

COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences (CAS) is specifically created to offer curricular programs in the fields of Liberal Arts (AB), Information Technology Education (ITE), and Sciences. It is headed by a College Dean who is under the Office of the Vice-President for Academic Affairs imbued with all the powers, rights, duties and responsibilities stipulated by the existing laws of the Republic of the Philippines, as well as the rules and regulations of the school.

- **Philosophy of the CAS**

Commitment, Academic Excellence, Service are the key factors in order to achieve success in college. The College of Arts and Sciences as an integral educative entity serves as the service college for general education committed to facilitate and enhance student learning in all aspects of life in the arts, science, technology programs and allied sciences. The College of Arts and Sciences is an excellent training ground for students to effect desirable changes in themselves and their environment.

Committed to the promotion and fulfillment of the school's Mission-Vision statement, the degree programs in the College of Arts and Sciences aim to develop men and women who are guided and honed by the ideals of competence in their profession both nationally and globally imbued with the values of service to community, God and Country.

- **Goals of the CAS**

- **ITE**

The Information Technology Education shall provide quality technology—based skills in IT—related programs designed to produce graduates of high caliber in the IT industry as System Analysts, Database Designers, Information System Administrators, and IT Managers.

- **AB**

The College of Liberal Arts shall facilitate the integral development of every individual and his environment through broad and expansive learning in the field of arts and sciences to develop professional qualities and competence in critical thinking, sound judgement and communication skills and the formation of social values towards the fulfillment of a harmonious relationship with oneself, society, nature and God.

- **Objectives on the CAS**

- **ITE**

- 1) Produce graduates who possess adequate personal and interpersonal skills, as well as necessary technical knowledge of their particular program of study;
- 2) Develop research– oriented professionals capable of extending the frontiers of existing of existing knowledge in information technology to meet the demands for national technological to advancement;
- 3) Acquire technical skills competitively attuned to the needs of the community, the society and global market demands;
- 4) Enhance personal and social values towards self– fulfillment and productive work environment.

➤ **AB**

- 1) Provide adequate academic preparation in the Humanities, Social Sciences, Pure and Applied Sciences, Cultural Arts, Language Arts, Literature and other professional discipline;
 - a. enrich instructional programs through practicum and field exposures and appropriate learning experiences to produce competent professional in their specialized field;
- 2) acquire deeper understanding of the significance of research related to study to their profession;
- 3) develop a sense of social responsibility in coping with challenging social
- 4) situations through community.

COLLEGE OF BUSINESS AND MANAGEMENT

The College of Business and Management (CBM) is specifically created to offer curricular programs in the fields of business and management. It is headed by a College Dean who is under the Office of the Vice-President for Academic Affair (OVPA) imbued with all the powers, rights, duties and responsibilities stipulated by the existing Laws of the Republic of the Philippines, as well as the rules and regulations of the school.

• Philosophy of the CBM

The College of Business and Management believes in a truly independent and productive citizenry that will enable to stand the change of time using their God-given potentials and entrepreneurial skills to be at pace with the demands of the social and economic needs of our nation, particularly in the Island of Samar.

• Goals of the CBM

The College of Business and Management of Samar College aims at the formation of men and women imbued with strong sense of moral values and social responsibility who are committed to the transformation of the Philippine society, particularly the Samareños, into and economically-sufficient, commercially-strong, and financially-sustainable community.

In fulfilling thereof, the College of Business and Management (CBM) shall offer relevant and industry-driven curricular programs in business management, financial and marketing, in which the expected outcomes for the business administration graduate 2 to 5 years after completing the program:

- Assume supervisory and/or managerial responsibilities within their organization.
- Pursue graduate studies in business management.
- Manage a business

The business program is design to develop productive graduates of business management that help shape a more vibrant commercial and industrial climate in the Island of Samar and beyond.

- **Objective of the CBM**

It is the purpose of the College of Business Management to:

- 1) Design a unique business perspective to the analysis of organizational issue through systematic thinking and the application and adaptation of frameworks and tools that assist business decision making;
- 2) Use and integrate communication skills to develop informative, explanatory and persuasive presentations to a variety of audiences using oral and written communication and language, quantitative and technological literacy. Communicate professionally in spoken words in one-on-one or business presentation;
- 3) Apply creativity and innovation in business practice using quantitative methods to real—world business presentation;
- 4) Act upon the necessary attitudes and skills to become more productive employees, and to continue learning.
- 5) Use appropriate interpersonal and group theory to deal with team, stakeholders and professional situations to inform, persuade and influence.
- 6) Demonstrate project management skills, leadership skills, through the ability to set direction and work with others in order to execute work with a team of colleagues on projects;

- 7) Evaluate the impact on business of the global environment to identify and understand the ethical obligations and responsibilities of business.
- 8) Execute corporate social responsibility within organizational contexts and the social role, decisions and business practices.
- 9) Demonstrate awareness on natural environments in which they operate.
- 10) Integrate persona, professional and community values in a decision– making context as a member of an organization, understanding the social and cultural roots of business, governments and other organizations and by providing managerial support as part of a global strategy.

COLLEGE OF CRIMINAL JUSTICE EDUCATION

The College of Criminal Justice Education (CoCJE) is specifically created to offer curricular programs I the field of Criminology and other related programs. It is headed a College Dean who is under the Office of the Vice-President for Academic Affairs imbued with all the powers, rights, duties and responsibilities stipulated by the existing laws of the Republic of the Philippines, as well as the rules and regulations of the school.

- **Philosophy of CoCJE**

The College of Criminal Justice Education of Samar College believed in the formation of highly competent, efficient and effective public safety and security work force in the Island of Samar and its nearby localities whose service in the community is of global standard.

- **Goal of CoCJE**

The College of Criminal Justice Education is committed to professionally equip its intended clientele all the necessary trainings required to make them better servants to their respective communities in the fields of Criminology, Criminal Justice System Administration, Public Security and Safety Administration, and Correctional and Jail Management.

- **Objectives of the CoCJE**

The aims of the College of Criminal Justice Education of Samar College include:

1. to train its intended clientele to be well-equipped with the needed knowledge on police matters that will serve as their primary toll in providing quality service to their respective communities;
2. to train its students to be highly-committed to the profession of police protection and security;
3. to develop its students to be compassionate in the discharge of their duties toward the community they intend to serve;
4. to develop its intended clienteles to be patriotic to their national identity and cultural diversity;
5. to develop students to be fully aware with the modern trends, issues and concerns in efficiently and effectively promoting, protecting, and preserving the interests of the Republic of the Philippines at all times;
6. to develop students to be highly-proficient in the various fields of Criminology Education, Security and Safety Administration, Criminal Justice System Administration, Police Administration, and Correctional and Jail Management; and
7. to train students on the global trends, issues and concerns in all aspects of public safety and security.

Chapter 5

SAMAR COLLEGE TECHNOLOGICAL INSTITUTE

The Samar College Technological Institute (SCTI) is specifically created to offer curricular programs in the fields of technical education and skills development. It is headed by a director who is under the Office of the Senior Vice-President for Academic Programs imbued with all the powers, rights, duties and responsibilities stipulated by the existing laws of the Republic of the Philippines, as well as the rules and regulations of the school.

- **Qualification of the Director of SCTI**

The Director for the Samar College Technological Institute shall hold a doctoral degree and a National Trainer TVET Certificate (NTTC) holder with a specialization in a field related to one of the qualifications offered in the Department. He/she must have at least five (5) years of satisfactory teaching experience and at least two (2) years of satisfactory managerial experience.

- **Goals of the SCTI**

The goal of Samar College Technological Institute is relative to the goal of Technical Education and Skills Development Authority (TESDA), which is to ensure that the learners acquire multiple skills at multiple levels to enhance their employability, which constitutes four (4) essential characteristics, namely: (1) entry to work; (2) flexibility at work; (3) opportunity for permanency; and (4) ascent in the hierarchy of the industry.

- **Objectives of the SCTI**

The Samar College Technological Institute aims to:

- a. Promote and strengthen the quality of technical education and skills development programs to attain international competitiveness.
- b. Focus technical education and skills development on meeting the changing demands for quality middle-level manpower;
- c. Encourage critical and creative thinking by disseminating the scientific and technical knowledge base of middle-level manpower development programs;

- d. Recognize and encourage the complementary roles of public and private institutions in technical education and skills development and training systems; and
- e. Inculcate desirable values through the development of moral character with emphasis on work ethic, self-discipline, self-reliance and nationalism.

TESDA CIRCULAR No. 027, Series 2022

Subject : Amendment to TESDA Circular No. 027, s. 2022-Amended Tertiary Education Subsidy (TES) Guidelines under the Universal Access to Quality Tertiary Education Act (UAQTEA) for FY 2022

Date Issued : July 21, 2022

I. BACKGROUND/RATIONALE

1. Section 19 of the Implementing Rules and Regulation (IRR) of R.A. 10931, or the Universal Access to Quality Tertiary Education Act (UAQTEA), provides that the funding requirement to carry out the Free TVET component shall be based on the projected number of enrollees for each registered TVET program in the State-run technical-vocational institutions (TVIs).
2. Section 22 of the UAQTEA IRR provides that the coverage of the Tertiary Education Subsidy (TES) program to support Filipino students enrolling in TESDA-recognized TVIs shall be subject to prioritization and availability of funds.
3. In view of the limited budget of the UAQTEA for FY 2022, TESDA shall first allocate the UAQTEA scholarship funds under Free TVET to comply with Section 19 of the UAQTEA IRR. Meanwhile, the remaining UAQTEA funds shall be allocated for the TES implementation, and shall be utilized to accommodate and sustain priority scholars based on the available funds.

II. SCOPE AND COVERAGE

These guidelines shall cover the selection of scholars for Diploma Programs under the UAQTEA-TES for FY 2022. The salient provisions of the Omnibus Guidelines for TESDA Scholarship Programs under the New Normal shall also be adopted, if any.

III. DEFINITION OF TERMS

In order to provide a common frame of reference in understanding the key terminologies used in this circular, the following terms are hereby operationally defined:

1. **Student Financial Assistance Program (StuFAP)** – refers to a system of Scholarships, Grants-in-Aid, Student Loans, subsidies, and other incentives which are or shall be made available to eligible students;
2. **UniFAST Registry of Programs and Institutions** – refers to quality-assured academic research programs and tertiary institutions certified by the Commission on Higher Education (CHED) and/or TESDA as compliant with acceptable standards. During the Transitory Period, the Registry for TES shall be subjected to the TESDA UTPRAS.

IV. PRIORITIZATION OF UAQTEA-TES SCHOLARS

Scholars under the TES program shall be prioritized as follows:

1. Existing/continuing scholars of Diploma programs under the TES shall be prioritized;
2. The Scholarship eligible for admission in the Diploma Programs under the TES shall be re-evaluated to ensure compliance with the following criteria:
 - 2.1 Requirement for Admission
 - 2.1.1 Filipino Citizen;
 - 2.1.2 Must have passed the entry requirements for learners of Diploma programs:

- 2.1.2.1 Graduates of K to 12 and those who belong to any of the Senior High School track;
- 2.1.2.2 High school graduates under the old basic education curriculum (2017 and below).
- 2.1.3 Learner's Profile encoded in the TESDA Training Management Information System (T2MIS) or Biometric-Enable Scholarship Registration System (BSRS); and
- 2.1.4 Other TVI entry requirements if applicable.
- 2.2 Submission of the required documents:
 - 2.2.1 Completed Learner's Profile Application Form;
 - 2.2.2 Photograph of the applicant;
 - 2.2.3 Proof of residency;
 - 2.2.4 Document(s) of proof of income, which include any of the following:
 - 2.2.4.1 Income Tax Return (ITR), if applicable
 - 2.2.4.2 Bureau of Internal Revenue (BIR) Form 2316, if applicable
 - 2.2.4.3 Certificate of Indigency, if applicable, provided that it is also certified by the City or Municipal Social Welfare Development, whichever the case may be;
 - 2.2.5 TES Learners with special needs shall submit a Copy of their PWD ID;
- 2.3 The following learners are not eligible to avail of the TES benefits:
 - 2.3.1 Learners enrolled in TESDA-registered/recognized programs in any TVI who availed of government-funded StuFaps other than Free TVET provision;
 - 2.3.2 Learners who did not undertake and/or qualify under the TVI's screening/assessment procedure, or skills competency evaluation

2.3.3 Learners enrolled in TVET programs not included in the UTPRAS or in the UniFAST Registry of Programs and Institutions, subject to the transitory provisions in Section 57 of the UAQTEA IRR.

3. The following shall be additional grounds for ineligibility to continue TES:
 - 3.1 Learners who were enrolled in the previous academic semester but with no record/profile encoded in the T2MIS or BSRS;
 - 3.2 Learners who did not pass or achieve a competent rating in all technology courses in the previous semester;
 - 3.3 Learners who have more than one dropped course (i.e. technology courses and/or academic courses including general education courses);
 - 3.4 Learners who fail to enroll for one (1) academic semester with no leave of absence (LOA);
 - 3.5 Learners who fail to enroll for least two (2) academic semesters within an academic year;
 - 3.6 Learners suspended by the TVI for one (1) semester or more;
 - 3.7 Learners expelled from the TVI;
 - 3.8 Learners who fail to qualify under the retention requirements of the TVI;
 - 3.9 Learners who fail to complete the diploma program a year after the prescribed period;
 - 3.10 Learners who submitted falsified documents.
4. The support of the TES program to eligible learners shall be prioritized as follows:
 - 4.1 Learners included in the most recently updated DSWD Listahan;

The National Commission on Indigenous People (NCIP), Office of the Presidential Adviser on the Peace Process (OPPAP), Department of Agriculture (DA), and other government agencies that provide

need-based scholarships to disadvantaged groups shall work with the DSWD to develop an expanded Listahan that can be used for the TES

- 4.2 Learners not included in the updated DSWD Listahan ranked according to their estimated per capital household income based on the submitted documents of proof of income (e.g. Income Tax Return or DSWD Certificate of Indigency)
- 4.3 The prioritization shall not apply to learners in the cities and municipalities with no existing SUCs, LUCs, and LGU-run institutions.
5. Learners who are NOT ELIGIBLE to avail of the TES benefits including those learners who shall not be included in the prioritization based on available funds shall be charged the corresponding training cost and other training-related costs subject to the transitory provisions in Section 54 of the UAQTEA IRR

V. SEPARABILITY CLAUSE

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

This Circular shall take effect immediately and shall supersede all issuances inconsistent herewith.

Training Offering:

Cookery NC II

Computer System Servicing NC II

3-Years Diploma in Information Technology (DIT)

Chapter 6

GENERAL INFORMATION

SCHOOL CALENDAR

The academic year of tertiary level consists of two semesters and a summer term. Usually, the first semester begins from August and ends in December, while the second semester from January to May, as prescribed by Commission on Higher Education (CHED). The summer term lasts for six (6) weeks, June to July.

Each semester as well as summer term consists of fifty-four (54) hours of formal classroom instruction for a three–unit lecture subject, including examination periods as prescribed by the school and as approved by CHED.

COURSE OFFERING

To respond more meaningfully to its educational objectives and its commitment to the continuous pursuit of excellence in different fields of education, Samar College offers the following degree programs:

➤ **MASTER OF ARTS IN EDUCATION (MAED)**

With Specialization in:

Educational Management
Elementary Education
Filipino
Communicative Language Learning
Reading

➤ **BACHELOR OF SECONDARY EDUCATION (BSED)**

With Specialization in:

English
Filipino
Social Studies
Mathematics
Science

- **BACHELOR OF ELEMENTARY EDUCATION (BEED)**
with specialization in: Generalist Curriculum
- **BACHELOR OF ARTS IN SOCIAL SCIENCE**
- **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT)**
- **BACHELOR OF ARTS IN SOCIOLOGY (BA Sociology)**
- **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (BSBA)**

Major in:

Financial Management
Marketing Management

- **BACHELOR OF SCIENCE IN CRIMINOLOGY (BSCRIM)**
- **BASIC EDUCATION**
Senior High School
Junior High School
Elementary
Pre-school

Chapter 7

GENERAL POLICY

ADMISSION REQUIREMENTS

Undergraduate Level

Students shall be admitted upon presentation of appropriate and valid credentials, subject to the Rules and Regulations of the School as herein prescribed. In case that the student will not enroll for a particular semester, he/she will apply for a leave of absence to the registrar's office.

Graduate Level

All the students who graduated a Bachelor's degree in Education with the general average of 85% or 2.0 and graduate of other baccalaureate courses; provided they have earned at least 18 units in Education, may be admitted to the Graduate School.

Freshmen

1. Original Copy of Form 138 or its equivalent (Senior High School Card)
2. Original Copy of Certificate of Good Moral Character
3. Original Copy of Birth Certificate from PSA
4. Original Copy of Marriage Certificate (female married student)
5. Two (2) copies of colored 2x2 latest ID picture
6. One (1) Long Brown Envelope

Continuing Student/Returnee/Shifted

1. Updated Evaluation Copy of Grades
2. Clearance

Transferee

Transfer Credentials of Honorable Dismissal with informative copy of grades obtained from the last school attended.

Registration

1. Student is deemed officially enrolled after
 - He/She has submitted the appropriate admission or transfer credentials
 - Has paid the required entrance fee with official receipt from the Finance Office
 - Has submitted his/her approved Plotted Form to the Registrar's Office for encoding of subject/s and has been issued the Certificate of Registration/Assessment Load
 - Has to attend classes regularly
2. Cross Enrollment
 - Any student may cross-enroll on a case-to-case basis in other institutions provide the said subject is not offered during the term in Samar Colleges.
 - The subject load should not exceed the approved total number of units in a semester
 - Student not enrolled in Samar Colleges may be allowed to cross-enroll provided that permit to cross-enroll from the Registrar of the institution/school where they are enrolled-in shall be required.

ENROLLMENT PROCEDURE

Step 1: Submit Credentials

Step 2: Follow the Enrollment Process

New Students and Transferees

STEP 1 Security & Services * Log-in personal information * Secure queue number	STEP 2 Enrolling Table Per Program *Submit Credentials *Secure Plotting Form *Clearly Fill-Out Information Form *Secure ID information Form	STEP 3 Queue Number *Secure Queue Number for Registrar and Cashier	STEP 4 Registrar *Secure Queue Number for Registrar and Cashier	STEP 5 Cashier *Pay entrance fee and other fees
STEP 6 Registrar *Present Receipt and plotting form - Encoding of Subjects - Issuance of Student load sheet	STEP 7 Security Services *Secure Queue Number - Encoding of student information data * Proceed to MIST Office for picture taking for school ID	STEP 8 Information Data *Encoding of student information data *(New Student) Must fill-out school ID Information	STEP 9 MISTS School ID *Present the duly accomplished ID information form *Proceed to Office of Student Affairs and Services for your Student Handbook	STEP 10 Announcement *Attend Regular Classes

Old Students

STEP 1 Security & Services * Log-in personal information * Secure queue number	STEP 2 *Secure Assessment slip for back accounts *Secure Clearance Form *Secure ID Information Form	STEP 3 Enrolling Table Per Program *Present Clearance *Present evaluation copy (If no evaluation copy, please proceed to registrar booth then, go back to counter 3) *Secure Plotting Form	STEP 4 Queue Number *Secure Queue Number for Registrar and Cashier	STEP 5 Cashier *Pay entrance fee and other fees
STEP 6 Registrar *Present Receipt and plotting form - Encoding of Subjects - Issuance of Student load sheet	STEP 7 Security & Services *Secure Queue Number - Encoding of student information data * Proceed to MIST Office for picture taking for school ID	STEP 8 Information Data *Encoding of student information data *(New Student) Must fill-out school ID Information	STEP 9 School ID *Present the duly accomplished ID information form *Proceed to Office of Student Affairs and Services for your Student Handbook	STEP 10 Announcement *Attend Regular Classes

STEPS IN SIGNING OF CLEARANCE

Step 1: Registrar (For Verification)

Step 2: Librarian (Library card validation)

Step 3: Guidance Counseling Office

Step 4: SSC Officer

Step 5: Prefect of Discipline

Step 6: Dean of Student Affairs and Services

Step 7: Bookkeeper

Verify your accounts and get your clearance from Accounting Office

Step 8: Program Dean

SAMAR COLLEGES, Inc.
Catbalogan City
CLEARANCE SLIP
COLLEGE DEPARTMENT

Student Name _____
Student Number _____
Course & Year: _____ *Semester/School Year:* _____

	Signature	Date
1 Head Registrar	_____	_____
2 Guidance Counselor	_____	_____
3 Librarian	_____	_____
4 Prefect of Discipline (<i>Tertiary</i>)	_____	_____
5 Supreme Student Council	_____	_____
6 Dean of SAS	_____	_____
7 Department Dean	_____	_____
8 Bookkeeper	_____	_____

DROPPING/ CHANGING/ADDING OF SUBJECTS

The dropping, changing and/or adding of subjects must be done by the concerned student with the prescribed form the registrar's office and with the approval of dean and registrar not later than fifteen (15) school days after the start of classes.

CANCELLATION OF REGISTRATION OF ENROLLMENT

Cancellation of registration means dropping of all subjects which may be done only in any of the following reasons:

1. Illness which prevented the students from continuing his studies;
2. Transfer of residence which makes it difficult for the student to attend classes;
3. Financial difficulties.

REFUND AND OTHER CHARGES

Upon cancellation of registration, the concerned student may claim for a refund of his/her entrance fee regardless of whether or not he has actually attended classes on the following conditions:

1. Within 1 week after start of the regular classes– 10% deductions to entrance fee;
2. Within 2 weeks after start of classes– 20% deduction to entrance fee;
3. No refund to entrance fee two weeks after the start of the regular classes;
4. The student shall pay the entire tuition and other school fees for the whole term on the third week after the start of regular classes;

Schedule for the refund of entrance fee and other charges shall be determined by the finance department.

Chapter 8

RELEVANT ACADEMIC POLICIES ATTENDANCE/ ABSENCES

ATTENDANCE / ABSENCES

- Student are required to attend classes punctually and regularly
- Student who makes absences due to illness may submit medical certificate to justify his absences to be excused from classes in the duration of his illness
- Student with absent for justifiable reason; he may present an excuse letter signed by his parent or guardian
- The maximum number of absences that may be allowed regardless of subject unit, six (6) accumulated absences for regular semester and three (3) absences for summer term.

GRADING SYSTEM

The school adheres to the following grading system with the equivalent in rating in the academic performance of the college students.

Rating	Equivalent	Rating	Equivalent
1.0	98-100	2.1	84
1.1	96-97	2.2	83
1.2	94-95	2.3	82
1.3	92-93	2.4	81
1.4	91	2.5	80
1.5	90	2.6	79
1.6	89	2.7	78
1.7	88	2.8	77
1.8	87	2.9	76
1.9	86	3.0	75
2.0	85	3.1-5.0	74-Below Failed/Dropped/ Not Taken

Remarks:

The acceptable final rating remarks shall be Passed, Failed, or Dropped.

PRE-REQUISITE SUBJECT

Student must strictly follow the approved curriculum. Any subject taken and completed without complying or passing the prescribed pre-requisite subjects shall not be credited.

Simultaneous enrollment in sequential subjects may be allowed only for a valid reason and upon approval of the Dean of the College where the student is enrolled and with the required certification and verification of the School Registrar.

Taking Subject/s Beyond the Number of Units in The Approved Curriculum:

- No student shall be allowed to take more than the approved total units in the curriculum of the course he is enrolled
- Graduating student may be allowed to have an over load for at least six (6) units in the last term he/she enrolled and may not conflict of his/her OJT/Practice Teaching

MAJOR EXAMINATIONS

Prelim, Midterm, Pre-final, and Final examinations are given periodically every regular semester and midterm and final examination are for summer term.

GRADUATION REQUIREMENTS

1. Application for the graduation through the prescribed form at the Registrar's Office;
2. School records must be complete and in order at the time of the application and the final evaluation of credits.
3. Residence of least one year in the school or completion of at least 72 units in the curriculum enrolled in;
4. Clearance from all financial, property and administrative accountabilities.
5. No student shall be recommended for graduation unless all academic and other requirements prescribed for graduation are satisfied or complied with.

ACADEMIC AWARDS

1. Graduation Honors and Awards

As provided for in the Manual of Regulations for Private Higher Education, specifically, Article XXIII, Section 112, the school, through its Academic Council, hereby promulgates its own set of rules and regulations for determining graduation honors and awards for the collegiate and Graduate Studies.

1.1. Graduation Honors and Awards for College

The graduation honors and awards of the collegiate level shall be based on the following guidelines duly recognized by all the Academic Deans and Department Heads of Samar College.

1.1.1. Graduation Honors

This honor shall be awarded to graduating college students who obtained the general weighted average (GWA) in their academic subjects, to wit:

Summa Cum Laude. This honor shall be awarded only to the student who obtained a general weighted average (GWA) of 1.00 to 1.20 (or 95%-100%) based on all subjects (General Education Curriculum Subjects, Professional Subjects, and Major Subjects) taken in his program of study, with no grade in any major and professional subjects below 1.30 (or 93%).

Magna Cum Laude. This honor shall be awarded only to the student who obtained a general weighted average (GWA) of 1.21 to 1.30 (or 92% to 94%) based on all the subjects (General Education Curriculum Subjects, Professional Subjects, and Major Subjects) taken in his program of study, with no grade in any major and professional subjects below 1.50 (or 90%).

Cum Laude. This honor shall be awarded only to the student who obtained a general weighted average (GWA) of 1.31 to 1.50 (or 90% to 92%) based on all the subjects (General Education Curriculum Subjects, Professional Subjects, and Major Subjects) taken in his program of study, with no grade in any major and professional subjects below 2.0 (or 85%).

The following specific guidelines shall be used in determining the honor students in the collegiate level:

- 1.1.1.1. A candidate for honors is expected to finish his course or program of study within the prescribed number of curriculum years;
- 1.1.1.2. As an exception to the above-cited rule, a candidate for graduation with honors should at least complete the freshmen year of the required subjects in the course program of study taken in Samar College.
- 1.1.1.3. A candidate for graduation with honors have no rating remarks of 5.0 (FAILED), Incomplete (INC.), or Dropped (DR.) a grade blow 2.50 in any subjects;
- 1.1.1.4. A candidate for graduation with honors may enroll during the summer term; provided that his load shall not be less than eighteen (18) units in any succeeding regular semester, unless prescribed by the curriculum;
- 1.1.1.5. A candidate for honors must be of good moral character;
- 1.1.1.6. A candidate for honors must have been involved in at least one (1) co- curricular or extra-curricular activity duly recognized by the school, whether it be school based, city sponsored, region-wide, or national in scope and is certified by the organizing committee or host; and is certified by the organizing committee or host; and
- 1.1.1.7. No graduation honors shall be conferred for transferee/s who has received a failing grade of 5.0 Incomplete (INC.) and Dropped (DR) in any subject taken in the school previously attended.

1.1.2 Other Academic and Co-Curricular Awards

The school may grant other academic and co-curricular awards as the ones identified below; provided that, candidates for such awards have been selected according to the criteria set for such awards.

- 1.1.2.1. Academic Excellence Award. This special award is given only to a graduating college student who obtained a general weighted average (GWA) of 1.00 to

1.30 (or 92% to 100%) based on all the subjects (General Education Curriculum Subjects, Professional Subjects, and Major Subjects) taken in his program of study, with no grade in any major and professional subject below 1.50 (or 90).

This award is solely intended for a graduating student who failed to qualify for the Summa Cum Laude and Magna Cum Laude honors, although his general weighted average (GWA) reached the approved GWA range of 1.00 to 1.30 (or 92% to 100%) based on all the subjects taken in his/her program of study, with no grade in any major and professional subjects below 1.50 (or 90%).

The following specific guidelines shall also be used in determining the Academic Excellence Awardee (s):

- 1.1.2.1.1 A candidate for the award is expected to finish his course or program of study within the prescribed number of curriculum years;
- 1.1.2.1.2 As an exception to the above-cited rule, a candidate for the award should at least complete his freshmen year of the required subjects in the course or program of Study taken in Samar College.
- 1.1.2.1.3 A candidate for this award shall have no rating remarks of FAILED, Incomplete (INC.), or Dropped (DR.) in any subject (GEC Subjects, Professional, or Major Subject) and have no grade below 2.5;
- 1.1.2.1.4 A candidate for graduation with this award may enroll during the summer term; provided that, his load shall not be less than eighteen (18) units in any succeeding regular semester, unless prescribed in the curriculum;
- 1.1.2.1.5 A candidate for this award must be of good moral character;
- 1.1.2.1.6 A candidate for this award must have been involved in at least one (1) co-curricular or extra-curricular activity duly recognized by the school, whether it be school-based, city

sponsored, region-wide, or national in scope and is certified by the organizing committee or host; and

1.1.2.1.7 A candidate of this award can be a transferee who has received a failing grade of 5.0 (FAILED), Incomplete (INC), or Dropped (DR) in any subject taken in his school previously attended classes due to health or financial problems, hence is given such marks in Samar College in any of his/her taken.

1.1.2.2 Academic Achievement Award. This special award is given only to a graduating college student who obtained a general weighted average (GWA) of 1.51 to 1.60 (or 89% and lower than 90%) based on all subjects (General Education Curriculum Subjects, Professional Subjects, and Major Subjects) taken in his program of study, with no grade in any major and professional subjects below 2.0 (or 85%).

This award is solely intended for a graduating student who failed to qualify as an academic honoree, due to his/her general weighted average (GWA).

The following shall be the specific criteria for evaluating graduating collegiate student (s) who are deemed candidates for the award:

1.1.2.2.1 A candidate for this award is expected to finish his course or program of study within the prescribed number of curriculum years;

1.1.2.2.2 As an exception to the above cited rule, a candidate for this reward should at least complete his freshmen year of the required subjects in the course or program of study taken in Samar College.

1.1.2.2.3 A candidate for this award shall have no rating remarks of FAILED, Incomplete (INC.), or Dropped (DR.) in any subject (GEC Subjects, Professional, or Major Subject) and have no grade below 2.5;

1.1.2.2.4 A candidate for graduation for this award may enroll during the summer term; provided that his load shall not be less than eighteen (18) units in any succeeding regular semester, unless prescribed in the curriculum.

1.1.2.2.5 A candidate for this award must be of good moral character;

1.1.2.2.6 A candidate for this award must have been involved in at least one (1) co-curricular or extra-curricular activity duly recognized by the school, whether it be school-based, city sponsored, region-wide, or national in scope and is certified by the organizing committee or host.

1.1.2.3 Special Citation Award for Commendable Academic Achievement. This award shall only be given to a graduating college student with a commendable academic achievement. This award shall be conferred to the qualified collegiate student on the day of his graduation.

The following shall be the specific criteria for evaluating graduating collegiate student (s) who are deemed candidates for the award:

1.1.2.3.1 A candidate for this award must be a certified graduating College student;

1.1.2.3.2 He/She must be the graduating student who failed to qualify in any of the following graduation honors and awards; such as Summa Cum Laude, Magna Cum Laude, Cum Laude, Academic Excellence Award and Academic Achievement Award;

1.1.2.3.3 He/She must not obtain of 5.0 (FAILED), Incomplete (INC.), or Dropped (DR.) in any subject (GEC Subjects, Professional, or Major Subject) taken in Samar College.

1.1.2.3.4 He/She must have been in the Dean's List of his respective college for at least four (4) consecutive semesters, with a general

weighted average (GWA) or not less than 1.80 per semester;

- 1.1.2.3.5 He/She must have obtained a general weighted average (GWA) in his/her entire years of stay in his/her respective college or on the day of his graduation not less than 1.60.

- 1.1.2.4 Leadership Award. This award shall only be given to a graduating college student with commendable leadership qualities. The award shall be conferred to only one (1) qualified collegiate student in every college and to only one (1) qualified collegiate student who is a member of the Supreme Student Council (SSC) of Samar College on the day of his graduation.

The following shall be the specific criteria for evaluating graduating collegiate student(s) who are deemed candidates for this award:

- 1.1.2.4.1 A candidate for this award must be a certified graduating student.
 - 1.1.2.4.2 He/She must be an officer of the mother organization of the college or is an officer of the Supreme Students Council (SSC) of Samar College;
 - 1.1.2.4.3 He/She must have a proven excellent or commendable ability to lead and organize activities that contribute substantially to the welfare of the school and/or student population in his college or the entire Samar College;
 - 1.1.2.4.4 He/She must have good working relationship with his/her College Dean and/or with the School Administrator; and
 - 1.1.2.4.5 He/She must be a model of good moral character, worth emulating to his peers.
- 1.1.2.5 Loyalty Award. This award shall only be given to a graduating college student whose enrollment in school is from Grade 1 up to college.

1.1.2.5.1 Grade 1 to College (Gold)

1.1.2.5.2 Junior High School to College (Silver)

1.1.2.6 Special Citation Award for Sports, Campus Journalism, Performing Arts and Others. This award shall only be given to a graduating college student with special talents in Sports, Campus Journalism, Performing Arts and Others.

The following shall be the specific criteria for evaluating graduating collegiate student who are deemed candidates for this award:

1.1.2.6.1 A candidate for this award must be a certified graduating college student;

1.1.2.6.2 He must be the student with exceptional talent in Sports, Campus Journalism, Performing Arts, or in other fields;

1.1.2.6.3 He must prove his worth in such field by becoming the champion in at least the regional level of competition, as certified by the organizing committee, host or coach, which brought honor and prestige to the college he is enrolled and to Samar College as a whole;

1.1.2.6.4 He must have good working relationship with his college Dean and/or with the School Administration; and

1.1.2.6.5 He must be a model of good moral character and creative excellence, worth-emulating to his peers.

Chapter 9

BENEFIT, RIGHTS AND DUTIES OF THE STUDENTS

All bona fide students of Samar College (Undergraduate and Graduate School) are covered by an annual accident insurance.

Insurance Benefits

Coverage	Sum Assured
Accidental Death	P40,000.00
Permanent Total Disability	P40,000.00
Unprovoked Murder and Assault	P40,000.00
Accident Medical Reimbursement	P8,000.00 / Event
Daily Hospital Cash -due to accident or sickness (incl. dengue) - Maximum of 30 days	P 200.00 / Day
Per Event	
Accident Burial Benefit	P5,000.00
Cash Assistance Due to Natural Death	P5,000.00
Emergency Cash Assistance (one-time grant per insured)	P1,800.00
Annual Premium per student Inclusive of Taxes	P 30.00

Rights of the Students in School

The following are the rights of the students in school as stipulated in Section 9, Chapter 2 of the Education Act of 1982 as follow:

1. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as person with human dignity;
2. The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary rules and regulations;
3. The right to avail of school guidance and counseling services toward making decisions and in selecting alternative fields of school work suited to their potentialities;
4. The right to have access to their own school records, which shall be maintained and preserved in a confidential manner by the school;
5. The right to expeditious action not exceeding thirty (30) days from receipt of request by the school, to the issuance of official school certificates, diplomas, transcript of records, grades, transfer credentials and similar school documents or records;
6. The right to publish a student newspaper and similar publications, and to invite resource persons during assemblies, symposia and other activities of similar nature;
7. The right to have free expression of opinions and suggestions, and to avail of effective channels of communication with the appropriate academic and administrative bodies of the school;
8. The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies, for purposes not contrary to law; and

9. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

Duties and Responsibilities of Students

The following are the duties and responsibilities of students in school as stipulated in Section 15, Chapter 3 of the Education Act of 1982, as follow:

1. To exert their utmost in the development of their potentialities for service, particularly by undergoing an education suited to their abilities, in order that they may become assets to their families and to the society;
2. To uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the school rules and regulations governing their academic responsibilities and moral integrity;
3. To promote and maintain the peace and tranquility of the school by observing the school rules of discipline, and by exerting efforts toward the attainment of harmonious relationships with fellow students, faculty and other school personnel;
4. To participate actively in civic affairs, and in the promotion of the general welfare, particularly in the social, economic, and cultural development of the community toward the attainment of a just, compassionate and orderly society; and
5. To exercise their rights responsibly with the knowledge that they are answerable for any infringement or violation of the general welfare or the rights of others.

Chapter 10

STUDENTS' CODE OF CONDUCT

Enrollment in Samar College is a contractual relationship between the student and the school, whereby the student agrees to abide by such rules and regulations of the institution. If the student fails to comply with such rules and regulations, the school shall impose sanctions as provided for in the Manual of Regulations for Private Higher Education and the Samar College Student Code of Conduct.

Dedication to study, respect for authority, strict observance of the rules and regulations of Samar College and unfailing courtesy are expected at all times from students. The Administration, after due process, reserves to itself the right to suspend, dismiss from the school at any time, strike out from the list of enrollees, or expel any student who violates any of the provisions of this code, or fails to satisfy the academic standards of Samar College.

GENERAL BEHAVIOR AND PENALTIES

Article I MINOR OFFENSES

Section 1 Students shall wear the proper school uniform within the school premises at all times. Except in cases where school uniform is not demanded.

For Male - Cream short sleeved with green lining collar and green long pants. Only Plain White T – Shirt is required as undershirt. Colored undergarments which are visible under the uniform are not allowed. Trendy cuttings like bellbottom, baggy and drainpipe pants are not allowed.

For Female - Cream blouse with ribbon and knee green skirt/pants. Skirts must be at knee level and not shortened at the hems or folded from the waistband. Colored undergarments which are visible under the uniform are not allowed.

Section 2 No ID No Entry Policy. Students shall wear their School ID while inside the campus. The holder, at all times while inside the school premises, shall wear the ID card for entry into the campus and for the use of school facilities.

Section 3 Students shall be neat at all times with their appearance and dress code. They shall maintain their natural hair color. Students are not allowed to wear striking colorful nail polish, excessive/expensive jewelry and over-bearing accessories. Male students shall refrain from wearing earrings and observe proper haircut - Hair should not touch the collar, must not touch the eyebrows when combed down, must not be touching the ear, must not have side hair razor cut line and must not be tinted or dyed.

Section 4 Students are expected to attend all their classes regularly. Cutting classes and habitual tardiness are strictly prohibited.

Section 5 Students shall not loiter or create any disturbance in the corridor during class hours.

- a. Keep to the right when walking in the corridor and stairways.
- b. Keep corridors clean at all times.
- c. Keep corridors clean at all times.

Section 6 Students shall not disturb classes in any manner, making excessive noise within the school premises.

- a. Disrupting or disturbing classes and/or while inside and outside the classrooms.
- b. Misbehavior during school programs, activities, or competitions.

Section 7 Students shall not commit any form of littering or unsanitary acts within the school premises.

- a. Spitting or urinating in places not designated for such use.
- b. Eating and / or drinking in prohibited areas such as but not limited to classrooms and laboratories etc. especially where proper hygiene and sanitation procedures should be strictly observed at ALL times.

- c. Improper disposal of garbage / throwing of garbage inside the school premises.
- d. Improper use of comfort rooms (lavatories and washrooms).

MAJOR OFFENSES

Category A

- Section 8** Students shall at no time bring into the school premises any alcoholic drinks.
- Section 9** Students shall not enter into the school premises while under the influence of liquor.
- Section 10** Students shall not bring cigarettes (including, but not limited to E-cigarettes and vapes) within the school premises.
- Section 11** Students shall not smoke cigarettes (including, but not limited to E-cigarettes and vapes) within or even one hundred (100) meters away from the school premises.
- Section 12** Students shall not bring and/or be under the influence of any prohibited drugs inside the school premises as identified in the Comprehensive Dangerous Drugs Act of 2002 (R.A. 9165).
- Section 13** Student shall not forge security stamp to gain entry to the institute; lending or borrowing of school ID, school uniform, official receipt, or other official documents and /or presenting another person's documents as one's own; tampering of school ID and into using it to gain entry to the school.
- Section 14** Students shall not commit any dishonesty, including but not limited to: lying, cheating in any form and the like:

- a. Cheating in examinations, unauthorized possession /use of notes or any materials relevant to the examination during the exam;
- b. Copying or allowing another student to copy from one's examination papers, assigned homework, assigned reports, thesis, reaction papers, and similar materials;
- c. Communicating (through any medium) with another student/any other person (inside or outside examination room) during examination, without permission from the teacher or proctor;
- d. Plagiarism, or submitting another person's work as one's own;
- e. Massive, pre-meditated, organized cheating including but not limited to pre board and major exams
- f. Other forms of cheating during examination, in passing of homework or assigned projects or any other academic work;
- g. Falsification of documents, forgery and or any similar acts of alteration but not limited to:
- h. alteration or misuse of school documents in connection with official matters;
- i. alteration or misuse of school records or credentials;
- j. submission of false or fraudulent information and/or documents to the Institute in connection with official matters;
- k. Any form of bribery (attempted or consummated) of any faculty member or personnel of the School/College.

Section 15 Students shall not bring to the campus objects, pictures or literature which are morally offensive (like pornographic magazines, pictures and videos) or subversive of national interests.

- a. All forms of student protest whose distinctive characteristics are physical force violence, threat and intimidation.

- b. Posting and/or distributing literature, pamphlets, pictures, news items or any announcement whatsoever without any written permit from the Office of the Dean of Student Affairs and Services.
- c. Organizing, participating in and/or supporting any activity inside or outside the school campus, without approval from the Office of the Dean of Student Affairs and Services.
- d. Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes.

Section 16 Unauthorized use of Samar Colleges, Inc. facilities and services but not limited to:

- a. Unauthorized use of rooms, laboratories, quadrangle, stage and auditorium.
- b. Unauthorized/misuse of school alarm, emergency switch such as but not limited to fire alarms and the likes.
- c. School Parking Space (violation of parking regulations)
- d. Tampering with or misuse of computer applications, software, programs, and other IT systems of the school, whether or not for personal advantage, including but not limited to manipulating enrolment procedures and requirements, grades, class schedules, tuition and matriculation, and student records, or any willful or negligent act resulting in computer security breach.

Section 17 Students shall not engage in lewd, obscene, or immoral conduct within the campus premises. Public display of Affection (PDA), which offends or tends to offend the sensibilities of Academic community or inappropriate intimate physical contact including, but not limited to: intimate touching, kissing, hugging, lying /leaning on another person, etc. within the school premises or at any school sponsored activity.

Section 18 Vandalism is strictly prohibited. Negligent destruction of any property of the School/College which includes, but is not limited to such act as tearing off or defacing any library book, magazine or periodical; writing, drawing, or posting unauthorized notices on walls or pieces of furniture, breakage of glass windows, showcases, cabinet doors, electric and mechanical devices or contrivances; unauthorized removal of official notices and posters from bulletin boards and other similar acts, or causing other damage to any property of the School.

Note: The penalty for the offenses committed under Category A if committed with a group shall be high depending on the gravity of the offense.

Category B

Section 19 Students shall at all times be respectful and proper in their conduct. They should refrain from using written or oral language - discourtesy by means of any medium of communication, that are disrespectful, vulgar, or indecent, or which in any manner may cause or tend to disturb the peace and order of the school such as, but not limited to;

- a. Bullying, defamation, inciting to fight, and/or any abusive behavior committed against any student;
- b. Disrespect toward any faculty member, or any official of the Institute or his authorized representative.
- c. Willful failure to comply immediately with the, instruction/directions given by the persons in authority such as but not limited to: official of the Institute, faculty member, and safety and security personnel who are acting in the performance of their official duty.
- d. Failure to comply with the deadline given/set to complete the given disciplinary sanction and/or to submit an explanation letter for commission of any of the minor offense; unless justified.
- e. Disrespect for national symbols.

Section 20 Students shall be responsible in their actions; they shall refrain from bullying other students. Any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim's psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

Section 21 Students shall protect and maintain the good image of the school at all times. They shall refrain from committing acts that are disrespectful, vulgar, or indecent, or which in any manner may cause harm or tend to disturb the peace and order of the school, institutions and other public places.

Section 22 Students shall not engage in gambling, lottery or any other scheme where chance and monetary considerations are involved while inside the school campus.

Section 23 Students shall not damage any property of the student, employee and the school. Any other conduct which threatens, endangers, or adversely affects the health, safety and security of any person inside Samar Colleges premises.

Section 24 Students shall not bring into the school premises explosive materials or deadly weapons of any kind, whether concealed or openly. The use or intention to use such weapon shall aggravate the act without prejudice to proper laws of the land and school rules and regulations.

Note: The penalty for Section 22 offenses will be the maximum, if committed with a group, depending on the kind of explosive or deadly weapons brought into school premises.

Section 25 Students shall not steal any property from other persons, students, faculty members, security officer, administrative employees, or officials of the administration of the school. The penalties below will apply to act(s) committed inside and/ or outside of the school premises.

- a. Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent from any student, faculty member, or employee, whether or not in connection with matters pertaining to the School / College.
- b. Embezzlement of funds of a student organization or student council.

Section 26 Students shall not form and maintain any unauthorized barricade or make or maintain any form of obstruction to any entrance to or exit from the school campus or prevent, coerce, or threaten any student, faculty member, or personnel of the school from entering into or going out of the campus. The penalties below will apply to act(s) committed inside and/ or outside of the school premises.

Section 27 Students shall protect and maintain the good image of the school. Students shall not be involved in any form of hazing or any activity which may result in actual or

threatened infliction of harm, physical injury or even death and/ or emotional distress upon any person, student, personnel, teacher and/ or authority of the school or any institution. The penalties below will apply to act(s) committed inside and/ or outside of the school premises.

- a. Forming, recruiting, and/or joining any surreptitious or clandestine organization like fraternities and sororities, or other associations formed for illegal, immoral, unethical purposes, or those not officially recognized by the Office of the Dean of Student Affairs and Services or not listed in the official list of organization.
- b. Hazing or the infliction of any physical or mental harm or ordeal on any person, which injures, degrades, or disgraces or that tends to injure, degrade, or disgrace any fellow student or any person in school.

Note: The penalty for the offenses committed under Category A if committed with a group shall be higher depending on the gravity of the offense.

Section 28 General Provisions:

- a. When the violation/offense is perpetrated by an outsider with the participation of a Samar Collegian within the school premises, the Samar Collegian student shall also be responsible for the acts of the outsider.
- b. In case the violation/offense is against Samar Collegian student or employee by an outsider within the school premises, the school authorities shall conduct initial investigation in preparation for its filing of appropriate actions against the outsider.
- c. Other cases not covered will be dealt with accordingly.

Category C PENALTIES

Penalties for Minor Offenses

- 1st Offense** - Warning
- 2nd Offense** - School community service for two (2) hours
- 3rd Offense** - School community service for five (5) Hours with two (2) hours of counseling

***Note:** An accumulation of four (4) minor offenses of any nature within one quarter of the school year shall be considered a major offense.*

Penalties for Major Offenses – Category A

- 1st Offense** - School community service for five (5) hours with two (2) hours of counseling
- 2nd Offense** - Suspension for three (3) school days with two (2) hours of counseling per day and another two (2) hours of school community service per day
- 3rd Offense** - Suspension for five (5) school days with two (2) hours of counseling per day and another two (2) hours of school community service per day.

Penalties for Major Offenses – Category B

- 1st Offense** - Suspension for five (5) school days with two (2) hours of counseling per day and another two (2) hours of school community service per day
- 2nd Offense** - Suspension for ten (10) school days with two (2) hours of counseling per day and another two (2) hours of school community service per day
- 3rd Offense** - Dropping from the roll of the school record that may lead to Exclusion, Expulsion, Dismissal, or Non-Readmission.

Article II

BEHAVIOR IN THE CORRIDORS AND PASSAGE WAYS

- Section 1** Students shall not loiter or create any disturbance in the corridor during class hours.
- Section 2** Students shall keep on the right when walking in the corridors and stairways.
- Section 3** Student shall keep corridors clean at all times.
- Section 4** Students shall keep all stairways and corridors clear for passage.

Note: Violation of any section of Chapter 8, Article IV has corresponding penalty ranging from warning to suspension depending on the gravity of the offense, as the Committee on Discipline may determine and recommend to the college dean.

Article III PENALTIES

Section 1. General Provisions

- (a) The rules on warning/reprimand, suspension and dismissal from the school as promulgated by the Commission on Higher Education (CHED) shall govern the application of penalties to any violation of Code. In case not covered by the rules of the CHED, the school based on the recommendation of the Committee on Discipline, after having applied due process as required by law, shall determine and recommend to the college dean for the proper penalty, taking into account the following:
1. Inherent gravity of the offense;
 2. Previous record of the students;
 3. Character and position of the aggravating and mitigating circumstances found in the Revised Penal Code,

- (b) A student who is certified, as undesirable by the Committee on Discipline shall be dropped from the roll of the school, in addition to such disciplinary measures as maybe imposed by the dean.

- (c) Any of the following acts shall continue a valid ground for suspension, dismissal, omission from the list of enrollee and/or with holding of diploma, depending on the severity of the offense:
 - 1. Serious misconduct or dishonesty;
 - 2. Cheating in any form;
 - 3. Hazing, carrying deadly weapons, bringing explosives in the school premises, drunkenness, vandalism, assaulting a fellow student, and instructor or any other school authority, including members of the staff or employees of the school.
 - 4. Using, selling, transferring or carrying prohibited drugs within the premises of the school;
 - 5. Instigating, leading to a stoppage of classes, uses of bullhorn or similar services devices that will disturb the conduct of classes, preventing or threatening of students or faculty member, or school authorities from discharging their duties or from attending classes or entering the premises of the school;
 - 6. Changing or tampering with the school records or transfer forms, securing or using such forged credentials; and
 - 7. Bullying or any severe or repeated used by one or more students of a written, verbal or electronic expression, or physical act or gesture, or any combination thereof directed at another student that has effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property.

Article IV

REFERRAL TO A COMMITTEE ON DISCIPLINE

Section 1 For the enforcement of these rules and regulations, the Committee on Disciplines shall be formed composed of:

Chairperson	:	Prefect of Discipline
Members	:	College Dean (of the concerned college) Dean of Student Affairs and Services Faculty/ Personnel Representative SSC President Guidance Counselor (Observer)

The Committee shall conduct investigations of cases referred to them and receive evidence that shall form the basis of their findings and recommendations to the Dean. Any appeal maybe addressed to the President/ Chairman directly thru the Vice President for Academic Affairs.

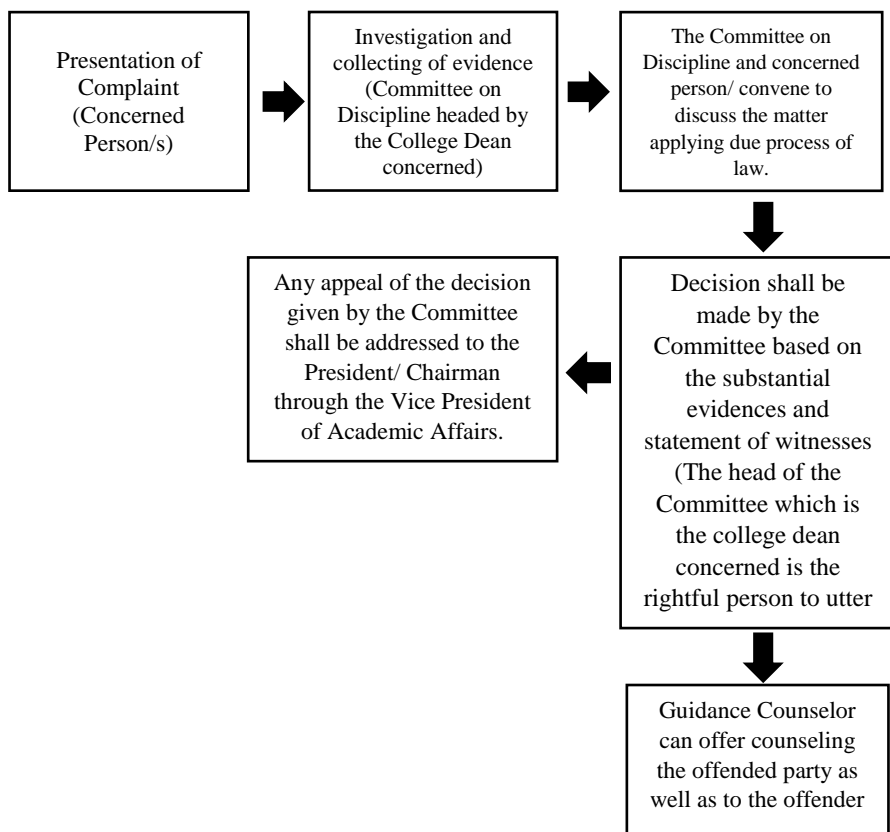
Section 2 In case where the offending and the offended students come from different institutions, the faculty members and the students shall be appointed by the College President as recommended by the Vice President for Academic Affairs.

Section 3 In case where the dispute is between a student and a faculty member, the Committee on Discipline shall conduct the hearing.

Section 4 The imposition of disciplinary sanctions for violations of any rule or rules under this Code shall not preclude the school from endorsing the case to the proper government authorities when the same way may involve violations of renal laws.

Section 5 When the violation is perpetrated by a non-Samar College student with the participation of a Samar College student within the campus premises, the latter shall be responsible for the acts of the former.

Section 6 Flow Chart of the investigation and decision making:



Article V SCHOOL UNIFORM

Section 1 Students shall at all times wear the prescribed uniform.

Section 2 Students who are not in the prescribed uniform maybe denied entry to the campus.

Section 3 Students who are exempted or who cannot wear the prescribed uniform for valid reasons may be allowed to attend their classes provided the Office of the Dean of Student Affairs and Services issues a certification to this effect.

Section 4 School uniform must be worn only for school related activities. The uniform is prohibited to be used in places and activities that can stain the dignity it represents.

Note: Violation of any section of Chapter 8, Article VII has corresponding penalty ranging from warning to suspension depending on the gravity of the offense, as the Committee on Discipline may determine and recommend to the college dean.

School Uniform and School Entrance and Exit Behavior

1. Under Sec. 1 of Art. V of the Student's Code Conduct, "Students shall at all times wear prescribed uniform and failure to comply may be denied entry to the campus under Sec. 2. Complete uniform under this policy is particularly described as follows:

Prescribed College Uniform

- a. Proper and validated ID for school year must be presented;
 - b. Only Plain White T-Shirt is required as undershirt, no colored T-Shirt is allowed;
 - c. Black Leather Shoes; for Women with 2 inches heels;
 - d. With Ribbon and knee level Skirt for Women;
2. Type B Uniform for CIT students is not anymore allowed. This is clear and non- ambiguous.
 3. Physical Education (PE) Uniform is only allowed during PE classes. Proper Uniform is still observed in the entrance gate;
 4. NO UNIFORM, NO ID, ENTRY POLICY IS STRICTLY FOLLOWED;
 5. STUDENTS SHALL AT ALL TIMES WEAR THE PRESCRIBED UNIFORM except washdays (WEDNESDAYS, SATURTDAYS and SUNDAYS), Semestral Break and other School Related Activities that do not require the same subject to following exceptions;
 - a. Class/Group/Student with a letter coming from their teacher/coordinator/coach noted by the Dean of Student Affairs and Services/Prefect of Discipline/Safety and Security Officer.

- b. Physical and Health Condition. The student concerned must secure a permit from the Office of the Prefect of Discipline before admission in the entrance gate be done by the Safety and Security Officers in - charge.
6. Students with appointment with the Offices of the Institution and for whatever reasons are required to wear their complete uniform.
7. Student should wear appropriate attire during washdays (Wednesdays, Saturdays and Sundays). Provocative attires are strictly prohibited.
8. The day after the scheduled final examination, the school policy on wearing proper uniform will be suspended.
9. Teachers may dismiss a student/s in the class without wearing a complete uniform or provocative attire.
10. NO HATS, NO HOODS, NO SUNGLASSES POLICY will be strictly implemented at all times inside the school premises. HEADGEARS, including but not limited to caps, scarves, bandanas, sunglasses, hoods, etc.
11. Any matters conflicting from the effect of this policy will be determined by proper authorities of the school. Hence, Office of the Prefect of Discipline, Safety and Security Management and Dean of Students' Affairs are the proper focal to the same concern.

Article VI

CONFERENCES, SEMINARS, EDUCATIONAL TOURS, PICNICS, OUTINGS, ETC.

Section 1 Student conferences, seminars, educational tours must be with the approval of the College President through the recommendation of the Vice President for Academic Affairs, upon the favorable recommendation of the College Dean. Parental consent from each student who would attend the educational tours must be secured.

Section 2 Picnics, outings, and the like must be with the approval of the College President through the recommendation of the Vice President for Academic Affairs, upon the favorable endorsement of the Dean of the Student Affairs and Services.

Article VII

POSTERS

- Section 1** Only announcement and posters or similar literature, banner from the school authorities or recognized student organizations shall be allowed.
- Section 2** All announcements of posters emanating from recognized student organizations shall be coursed through the adviser for comments and recommendations and submitted for approval from the Dean of Student Affairs and Services for posting purposes. Only posters bearing the signature of the Dean of Student Affairs and Services are permitted for posting.

Article VIII

STUDENT ASSEMBLIES

- Section 1** No person shall be allowed to address the student body without prior approval of the Vice President for Academic Affairs as recommended by the Dean of Student Affairs and Services.
- Section 2** No person shall be allowed to use the school seal or reproduce the same in any printed form, engraving or by any manner of reproduction, without the written approval of the school in any student assembly.

Article IX

CAMPUS ORGANIZATION ADVISERS

- Section 1** The adviser of all organization shall be present at all meetings and activities of their organizations and shall be nominated by the officers of the organizations and appointed from among the regular members of the faculty of Samar College.

Article X

CALENDAR OF ACTIVITIES

- Section 1** For the purpose of coordination and synchronization of activities, every organization shall submit to their adviser at the beginning of the academic year the calendar of proposed activities for the whole year which shall be presented to the school administration.

Chapter 11

OFFICE OF STUDENT AFFAIRS AND SERVICES

The Office of the Student Affairs and Services (OSAS) is a mandatory component of the institution created by virtue of the existing rules and regulations provided by the Commission on Higher Education (CHED), through the CHED Memorandum Order No. 9, Series of 2013, entitled “Enhanced Policies and Guidelines on Student Affairs and Services”; CMO for face to face implementation and the institution. It is mandated to provide academic support experiences of the students to attain holistic student development. The academic support services that the OSAS is mandated to provide include those related to student welfare, student development, and those that relate to institutional programs and services. It is headed by a full-time Dean who is under the Office of the Senior Vice-President for Academic Programs imbued with all the powers, rights, duties and responsibilities stipulated in legal documents herein specified.

- **Philosophy of the OSAS**

The Office of the Student Affairs and Services believes that Samar College students have the potential to excel as future leaders of society, and as economic and social contributor of our nation.

- **Goal of the OSAS**

In order to enhance the campus experiences of students and help produce well-rounded graduates, this office intends to provide varied student– oriented programs designed to improve student welfare and promote student development.

Similarly, this office intends to establish other related institutional programs and services designed to further provide the necessary environment where varied opportunities for expression of leadership, character development, intellectual excellence, sportsmanship, health awareness, appreciation and integration of the Filipino cultural and artistic heritage, religious belief or affiliation, as well as other means of expressing their unique individual differences.

- **Objectives of the OSAS**

To attain the Philosophy and Goals of the Office of Student Affairs and Services, it endeavors to achieve the following:

1. to develop a holistic and comprehensive programs and services designed to promote student welfare and development, especially in the areas of guidance and counseling, school publication and student leadership;
2. to provide, maintain and supervise efficient and effective institutional programs and services, especially in the areas of multi-faith promotion, student housing and welfare, scholarship, medical and dental, cultural and arts program, social and community involvement programs, sports development, food service, and library services;
3. to institutionalize policies on all student affairs and services, covering the area of student welfare, student development, and institutional programs and services;
4. to initiate innovations in the implementation of the various plans, programs, and projects related to student welfare, student development, and institutional programs and services;
5. to provide appropriate staff development programs for all the academic non-teaching personnel under the Office of Student Affairs and Services;
6. to ensure on the provision or acquisition of appropriate facilities and equipment prescribed by the Commission on Higher Education (CHED) for all the offices or centers under the Office of Student Affairs and Services; and
7. to recommend to the College President through the Vice-President for Academic Programs all the activities, programs, projects, and services prepared by all the offices under the Office of Student Affairs and Services.

1 OFFICE OF GUIDANCE & COUNSELING

Rationale

The Office of Guidance and Counseling is an integral component of the institution especially designed to promote student welfare and development which is headed by the Guidance Director who reports directly to the Senior Vice-President for Academic Programs. The programs and services of this department tries to reach individual student and encompass its relationship between individual students' personal, social and psychological environment. Its overall purpose – that of aiding the individual to become increasingly self-directive. This comprehensive guidance and counseling program is an essential integrated component of the total instructional program through which students have opportunities for academic, career, and personal/social development.

Vision

To become a functional Office of Guidance and Counseling services in order to answer the needs of students in the adjustment throughout personal, academic and career life thereby becoming self-directed citizens on the community and country.

Mission

The mission of Samar Colleges, Inc.'s comprehensive guidance and counseling program strive to prepare every student socially, academically, and emotionally for present and future challenges. Students are provided with opportunities to gain an understanding of self and others, to participate in educational and occupational exploration, and to pursue career planning opportunities in an environment that is safe, caring, and encouraging.

Counselors work in collaborative partnerships with students, educators, parents, and community members to empower students to reach their highest level as productive members of society.

The comprehensive guidance and counseling program involve a planned, purposeful, and sequential program of activities that begins in kindergarten and continues through the twelfth grade and up to the college level. These programs are data-driven by student needs and provide outcome-based accountability measures that align the guidance and counseling program with the school's overall academic mission.

Services Offered

1. Counseling & Individual Intake Interview Service (Individual or Group)

Counseling service is a basic and a significant strategy which involves a person-to-person relationship. This provides the individual the opportunity to make his own plans and decisions to come up with a resolution of his own personal problems. Individual or group sessions with counselors are available to students who have academic, personal, interpersonal, emotional, career and moral concerns. (Face-to-face or Online service)

2. Appraisal (Testing/Assessment) Service

The student's individual strengths and weaknesses in the areas of personality, aptitudes, interests, needs and job skills are assessed through the use of standardized tests. Test results are interpreted to the students by their respective guidance counselor/facilitator for self-awareness, growth and development. Test interpretations are also made available in groups. First year students are required to take at least two (2) psych assessments every start of the 2nd Semester.

3. Cumulative Inventory Service

These services are designed to gather reliable data on the personal and educational background of the students. These data are kept in an individual folder stored at the guidance office and are helpful when the students come to the counselor for counseling (hardcopy/ handbook or google form).

4. Information Service

The function of this service is to make available to the students, valuable information not ordinarily provided through the instructional programs for personal, social, emotional and spiritual development and adjustment in the form of seminars, symposiums and/or lectures. This information is considered

necessary in guiding adolescents and young adults in making intelligent vocational or educational choice or their personal and social adjustments. This will be delivered through the fb pages of OGC and the Guidance Handbook given to each student.

➤ Facebook Pages:

- <https://www.facebook.com/SCGuidance2018>
- <https://www.facebook.com/groups/1006141439571935/> -
- <https://www.facebook.com/groups/645653026085789/>
- <https://www.facebook.com/groups/scgcsdcollege/>

5. Psycho-education (Guidance Classes) Service

Guidance facilitators teach classes on various issues of emotional and social development. Topics are suited to the students. The Guidance Facilitators conduct small-group counseling sessions outside the classroom to respond to students' identified interests or needs. Done through webinars and online meetings (zoom or google meet) or face-to-face interaction.

6. Career Development & Placement Service

This service includes monitoring students' career development and giving individual and group guidance to the students to identify their aptitudes, interests, abilities, skills and personality. Giving information about occupations / professions is also implemented under the content of this heading via social media platforms and google meetings and face-to-face setting.

7. Follow-up & Home Visitation Service

Follow-up service is intended to evaluate and ascertain the student's progress and performance in the context of educational career and activities and progress in the job placement. It is not only the main task of teacher and guidance worker to provide educational placement and job placement through placement service but also it is most important concern is to evaluate the performance and success in the respective field.

Home visitation service can be a significant resource in improving student academic and social achievement. This service is conducted to specific students to background check and coordinate with parents regarding their sons/daughters' school performance.

8. Referral Service

The referral service is meant for the students who are not subject to be guided and counseled by the teachers or guidance workers in a normal group. This referral service is arranged for the purpose of specialized help. In these special cases student is advised by teachers and counselors to go for taking special help from specialized person or agency. Because the student needs specialized help and much care to overcome the problems.

9. Special Programs

➤ SC-OGC Crisis Helpline

The helpline provides 24/7, free and confidential emotional support to students in suicidal crisis or emotional distress.

Globe/TM : 0965-537-5623

Smart/TNT/Sun: 0930-970-9910

Landline No.: 0530-0565 (8AM – 5PM only)

➤ Peer Facilitators

The program offers support services to the school to empower the students academically and socially and to prevent the expansion of the conduct/behavioral problems through social skills training and education. This is based on the premise that the trained and motivated young people have the ability to positively influence the attitude and behavior of their peers.

Services Hours

Monday to Friday

8:00 AM-12:00 NN

1:00 PM-5:00 PM

Location

Second Floor of Stage Samar College Quadrangle Stage

2 OFFICE OF STUDENT DEVELOPMENT

The Office of Student Development is an important integral component of the institution. It is headed by a Coordinator who is directly reporting to the Dean of the Office of Student Affairs and Services imbued with all the powers, rights, duties and responsibilities stipulated by the existing law of the Republic of the Philippines, as well as the rules and regulations of the school.

- **Philosophy of the Student Development**

The Office of Student Development the Office of the Student Affairs and Services believes that the learning environment of the students can be further enhanced by stimulating their learning process via integrating in-class and out-of-class experiences, promoting an environment conducive to their personal and professional growth and development.

- **Goal of the Student Development**

The Office of Student Development the Office of the Student Affairs and Services intends to provide a more enhanced learning environment for the students by establishing various organizations which will promote their diverse demands and needs, as well as designing and implementing holistic programs and projects geared toward achieving the fullest form of personal and professional growth and development.

- **Objectives of the Student Development**

The Office of Student Development aims:

1. to promote student welfare, growth and development through intentionally structured student-oriented programs and services;
2. to help establish various student organizations that cater to the different talents, skills, inclinations, and sociocultural affiliations;
3. to assist student organizations in developing respective organizational programs and projects designed to improve the welfare and well-being of their members;
4. to train student organizations on the crafting of their respective Constitution and By-Laws;

5. to facilitate student learning and development through leadership, intercultural competence, cognitive development, interpersonal skill, self-esteem, collaboration, and social responsibility;

Services Offered

1. Implementing programs and projects for the youth.
2. Initiating community relevant services for development.

Office Hours

Monday - Friday	8:30AM-6:00PM
Saturday	8:30AM-4:00PM

Location

Office of Supreme Student Council
3rd Floor Admin Building

3 OFFICE OF THE STUDENT DISCIPLINE

The main function of the office of Tertiary Education Prefect of Discipline is to serve the needs of the students by engaging in meaningful and active interaction with them and other members of academic community and by observing and living a well-mannered, honest, disciplined and principle-centered life.

• Philosophy of the Student Discipline

The Tertiary Education Prefect of Discipline primarily responsible for promoting student discipline formation, ensuring and maintaining proper students' decorum, and instilling the values of responsibility, initiative, and vigilance to students. To achieve these, it implements that provisions of the Student Handbook within and outside school premises.

TEPD strives to prevent, rather than correct, unseemly student behavior by expanding and promoting preventive discipline approaches such as discipline orientation and lectures, formative programs, and discipline-related student advocacies.

- **Goals of the Student Discipline**

1. TEPD envisions providing guidance for the integral development of student's moral values, habits, ethics, and ideals to become a responsible and better person in the future.
2. TEPD strives to take part in creating an environment that is conducive to learning by implementing rules and regulations aligned with the Student Handbook and reflecting Samar College Core Values.
3. TEPD takes the forefront in resolving student disputes, including investigating complaints and provide resolutions to all student discipline related infractions. Moreover, the OTEPD also conducts hearing on student in accordance with the Student Handbook while ensuring that due processes accorded to all parties.
4. The Tertiary Education Prefect of Discipline (TEPD) shall be responsible for the co-ordination of policies, procedures and activities that encourage good conduct in the school/College.
5. The TEPD shall be a resource person who offers support in this area to the whole college community in liaison with the College Counsellor and the Students' Services Team.

- **Objectives of the Student Discipline**

A leading learner-centered student discipline formation unit committed to upholding and strengthening the character formation of Samar Collegian self-development, integrating faith-life, leadership, and community engagement towards social transformation.

- **Core Values of the Student Discipline**

- Integrity and Honesty
- Respect and concerns for Others
- Passion for Excellence
- Dedication to Service
- God Fearing and Principle Centered

On Bullying, Sexual Harassment, Hazing, Discrimination, Drugs and Smoking

The Office of Prefect of Discipline with the support of the School Management in partnership with the Office of School Guidance and Counseling must step in and address bullying, harassment, and discrimination, drugs and smoking (all school related violence).

Here is a list of some awareness that can be helpful to other students to reduce student violence activity:

1. Student must learn say NO, THE LIMITS and THE BOUNDERIES.
2. Everyone should welcome new students in school and help them in a new environment.
3. Report any abnormal and suspicious activity to school management.
4. Avoid alcohol, smoking, and drugs.

It is strongly encouraged that teachers as partners of the Prefect of Discipline to immediately address bullying and harassment on campus, and do so thoughtfully and purposefully.

However, a school should NOT automatically suspend or expel a troublesome student, since that is often not the most effective way to stop or prevent school violence. Schools should refer students who have been a victim, who have engaged in a violence, and who observe the problem to counselors and should resolve conflict through restorative justice and positive behavior interventions.

If more educational institution will start doing the things stated above, like being more involved in students' life I believe that it could make a huge difference in the statistics. The more people involved are the more comfortable students and others will feel to have a voice and report something when they see it. Allowing students to feel comfortable and supported enough to be able to speak up will be beneficial to a particular individual, the peers, and the teachers as well. I think that a lot of students now do not feel as if they have the right to voice their opinion and do not want to be the one to have to tell on their peers.

They are embarrassed or scared to be the friend who tells. The more awareness brought to the students' attention and the more they know about the topic will make students feel better about having a voice and speaking out. Students just need someone to go to, someone who can resolve their problems and support them, whether it be problems at home, their grades, drugs and alcohol etc. They need someone to turn to for help and advice. The more people there are for students to turn to and feel comfortable with the better the chance of putting a stop to the violence and giving our student an opportunity to have a voice.

On Environmental Awareness and Education

The environment of a school affects a lot of the habits of everybody who are inside the premises of the school. A neat and clean atmosphere always enhances the good look of the school. A clean school will create a fresh environment and it will help the students and employees to achieve better results.

Littering is considered a disciplinary infraction under Article II of Section 8 of the Student's Code of Conduct of the Student Handbook Manual, "Students shall keep the classroom and campus clean and free from litter". The Anti-Littering Ordinance of Catbalogan City No. 2011-016 with penalties being stipulated correlates with our school provisions under Section 2(c) and Section 3(j).

Changing a common behavior, like littering, starts with each one of us. One way to address our problem with littering and school cleanliness. Everyone is responsible for eliminating this and disrespectful practice of littering.

Service Hours

Monday– Friday

8:00am-12:00noon

1:00pm-5:00pm

Location

Main Gate Exit Side

4 OFFICE OF SCHOOL PUBLICATION

The Office of School Publication is an important integral component of the institution. It Is headed by a Coordinator who is directly reporting to the Dean of the Office of Student Affairs and Services imbued with all the powers, rights, duties and responsibilities stipulated by the existing laws of the Republic of the Philippines, as well as the rules and regulations of the school.

The Coordinator of the Office of School Publication shall hold at least a bachelor's degree, or whenever possible a Masteral degree, with specialization related to his/ her job description, and where applicable, a professional license requiring at least a bachelor's degree. He/she must have at least five (5) years of satisfactory training and administrative experience in office work related to the job.

• Philosophy of the Office of School Publication

The Office of School Publication of Samar College under the Office of Student Affairs and Services believes that “knowledge is most useful when it is liberated and shared;” hence, it is the primary responsibility of the Office School Publication to enhance the journalistic and creative writing skills of the students in order to produce an even more pro-active members of society.

• Goals of the Office of School Publication

The Office of School Publication of Samar College under the Office of Student Affairs and Services intends to enhance the journalistic and creative writing skills of the students through a quality and relevant education and professional development program in campus journalism and communication arts in order to transform students as proactive members of the school community, in particular, and the Filipino society, in general.

• Objectives of the Office of School Publication

The Office of School Publication aims:

1. To implement ethical behaviors in the students' practice of journalism, public relations, or media research;

2. To show evidence of critical analysis and creative thought;
3. To develop student writers' proficiency in English grammar and mechanics;
4. To demonstrate student writers' ability to gather and evaluate in-depth information from diverse, field-appropriate books, journals, databases and internet sources;
5. To demonstrate ability to locate, interview, generate useful information and accurately report material from appropriate live sources; and
6. To develop accurate and fair news stories across a variety of journalist media.

Services Offered

1. Work closely with school administrator to formulate a marketing strategy.
2. Publishes the Official school paper (Magazine, Literary Folio and Yearbook).
3. Maintain strong ties with media outlets such as local newspaper, radio and television stations.

Office Hours

Monday-Friday

8:00AM - 12:00NN

1:00PM - 5:00PM

(Extension office hours offered when necessary)

Location

3rd Floor New Building

5 OFFICE OF SCHOLARSHIP PROGRAMS

The Office of Scholarship Programs is an important integral component of the institution. It is headed by an Office Head who is directly reporting to the Dean of the Office of Student Affairs and Services (OSAS) imbued with all the powers, rights, duties and responsibilities stipulated by the existing laws of the Republic of the Philippines, as well as the rules and regulations of the school.

- **Philosophy of the Office of Scholarship Program**

The Office of Scholarship Programs of Samar College believes that education is the primary driving force for each and every individual to attain his/ her fullest socioeconomic potential; hence, the Student Scholarship Office of Samar College should provide a first-class financial assistance and related services to in order to assist students in their pursuit of a higher education despite their financial incapability.

- **Goal of the Office of Scholarship Program**

Through a sincere commitment to all students and their families, the Scholarship Office of Samar College strives to eliminate all forms of financial and other barriers to the attainment of higher education of students. Within this premise, the Office of Scholarship Programs intends to provide a conscious effort to reach out to those with exceptional economic and educational need and is dedicated to providing high-quality service in fair, sensitive, and confidential environment to all individuals, regardless of background, culture, or lifestyle.

- **Objective of the Office of Scholarship Program**

The Office of Scholarship Programs aims:

1. to encourage honor students to avail scholarship grants of the school
2. during enrolment campaign;
3. to assist College Deans in the implementation of entrance and academic scholarship grants.
4. to assist students in applying for scholarship grants provided by the school, government and private sectors;
5. to facilitate billing of accounts to the Commission on Higher Education (CHED) and local Government Units (LGUs) for the release of financial assistance to students; and
6. to institutionalize a school-based organization composed of CHED scholars with the sole purpose of providing projects for social concerns and involvement.

SCHOOL SCHOLARSHIP

The school offers scholarships categorized into three (3) namely: (1) School-Funded, (2) Private– Funded and (3) Government Funded.

1. School-Funded Scholarship Grants:

1.1 Entrance Scholarship for College

This scholarship grant is given only to a freshman college student of Samar College, who graduated with highest honors from high school duly recognized by the government, and who satisfied all the requirements for enrolment prescribed by a concerned college to which he has decided to enroll in:

1.1.1 For the Highest Honors – one hundred percent (100%) scholarship grant

Note: Entrance scholarship is good only for one (1) semester. In order for the student to avail of the privilege of full or partial scholarship for the succeeding semester, he must satisfy the requirements for academic scholarship.

1.2 Academic Scholarship for College

This scholarship grant is given to any college student of Samar College who showed excellent scholastic performance in all the subjects enrolled in a particular semester. For those collegiate students who are interested to avail of the benefits of this scholarship grant, the following rules shall be satisfied:

1.2.1 A student must carry a maximum subject load of twenty-seven (27) units or a minimum of eighteen (18) units in a year level he is enrolled in and must comply with the one (1) semester residency requirement.

However, for graduating students earning a subject load lower than eighteen (18) units may qualify for this scholarship. Moreover, students with extra loads of a maximum of three (3) units may be included in the scholarship grant.

- 1.2.2 Students who obtained the highest average grades shall enjoy this scholarship; provided that, they obtained the weighted average grade of 1.50 and above, with no rating below 2.00 in any subject during the immediately preceding semester. Provided further that he was not disqualified from the previous semester before the preceding semester.
- 1.2.3 Privilege granted to academic scholars shall be based on the following ranges:
 - 1.2.3.1 Students who obtained the highest general weighted average (GWA) grade of 1.00 to 1.30 may get a discount of 100% from the tuition fees;
 - 1.2.3.2 Students who obtained the general weighted average (GWA) of 1.31-1.40 may get a discount of 75% from tuition fees; and
 - 1.2.3.3 Students who obtained the general weighted average (GWA) of 1.41-1.50 may get a discount of 50% from payment of tuition fees.
- 1.2.4 Students who transferred from other schools with no grades or rating remarks of INC, Failed, and 2.50 in the basic, major, and professional subjects may qualify in this scholarship grant; provided that his application for academic scholarship shall be approved after a one (1) year residency requirement shall have been satisfied;
- 1.2.5 However, students who would like to be academic scholars should satisfy the requirements for honor graduates; that is, he must be included in the Dean's list prior to his inclusion in academic scholar's list; and
- 1.2.6 Furthermore, unit earners or second courses are not qualified for the academic scholarship.

1.3 Other Scholarship Grants

These scholarship grants are given by the school to the following students:

- 1.3.1 Members of the Family Nucleus. A discount from tuition fees shall be granted by the school to a maximum of four

(4) direct members of the family or family nucleus, which consists of the father, mother and children (including illegitimate and legally adopted children); provided, the concerned students carry full subject load in the following discount rate.

Number of Family Members	Full Payment	20%	15%	10%
2	✓			✓
3	✓		✓	
4	✓	✓		

The family member who carries the least numbers of units shall be granted with the highest discount from tuition fees, while the one who carries the most gets the lowest discount.

1.3.2 Members of Samar College Rayhak Dance troupe. The members of this dance troupe are entitled to a twenty-five percent (25%) exemption from payment of tuition fees on a semester basis.

1.3.3 The Editor-in-Chief and Associate Editor of the Samar Collegian, the Official School Publication. The Editor-in-Chief and the associate editor of the Samar Collegian are entitled to a twenty-five percent (25%) and twenty percent (20%) discounts from payment of tuition fees respectively on a semester basis.

Similarly, Section Editors of the Samar Collegian may be given a twenty percent (20%) discount provided that they have been recommended by the Dean of Student Affairs and Services as endorsed by the Publication Adviser for the services they provided to the Office.

Moreover, student who may qualify under this scholarship provision shall be barred from qualifying any other scholarship grants funded by the school. Meaning, students who are already academic scholars shall be disqualified from this scholarship grant.

1.3.4 Sports Scholarship

Athletes may enjoy full or partial tuition fees. Grantees are recommended by the Office of Sports and Development (OSD).

The Samar College grants 20%, 40%, 75% and 100% tuition fee discounts to the following sports:

- Basketball (Men)
- Volleyball (Men and Women)
- Badminton (Men and Women)
- Chess (Men and Women)
- Taekwondo (Men and Women)
- Table Tennis (Men and Women)
- Sepak Takraw (Men)

Winners of different competition will qualify scholarship and tuition fee discounts as per indicated below:

PRIVILEGE	COMPETITION
20%	Cluster Meet
40%	Regional Meet
75%	PRISAA National (Non-Medalist)
100%	PRISAA National (Medalist)

Qualifications of scholars are herein indicated:

1. Bonafide Samar College students in all college departments;
2. Consistent athletes in the EVRAA Meet from the elementary through high school are automatically qualified for 20% tuition fee discount;
3. Academic grades must not below 80% or 2.5% in all taken subjects in every semester;
4. As sports scholar, athletes must attend every training/meeting as scheduled by the coach.

1.4 Other School-Funded Special Scholarship Grants

Other school-funded special scholarship grants like: (a) Special Scholarship Grant for Physically Handicapped Students, (b) Special Scholarship Grant for Exceptionally– Gifted students in Music & Arts, and (c) other special scholarship grants, may be given to any qualified

student provided these scholarship grants are approved by the Board of Directors of Samar College or one deemed necessary by the College President in consultation with the members of the Board of Directors, and as recommended by the Academic Council of Samar College.

2. The Private-Funded Scholarship Grants

The so-called private funded scholarship grants are those privately driven, privately owned, privately operated, privately conceptualize, and privately-financed scholarship grants, like the Jollibee Food Corporation and others. These scholarship grants follow the requirements and guidelines set forth or as provided by the privately-owned corporation, entity, or family. The school only serves as its implementing arm in giving such grants to these bona fide students. The selection process may be done by the scholarship granting corporation, entity, or family, as provided for in their constitution and by-laws and other implementing rules and regulations.

3. The Government– Funded Scholarship Grants

The so– called government-funded scholarship grants are those scholarship grants financed by the government, like the ones found below. These scholarship grants follow the requirements and guidelines set-forth as or as provided by the Commission on Higher Education (CHED). The school only serves as the implementing arm in giving such grants to its bona fide students. The selection process may be done by the CHED as provided for in their implementing rules and regulations. The following are some of the scholarship grants given by the government:

3.1 CHED Scholarship Grants

- 3.1.1 Full Merit
- 3.1.2 Half Merit
- 3.1.3 The Congressional District Scholarship Grant
- 3.1.4 Armed Forces of the Philippines Educational Benefit
- 3.1.5 An Waray Party-List

3.2 Government Study Loan Program

- 3.2.1 Study– Now-Pay-Later Plan (SNPLP)

3.3 Tertiary Education Subsidy (TES) by UniFAST

3.3.1 Tertiary Education Subsidy

3.3.2 TES 3B

3.3.3 Tulong Dunong Program

Scholarship Grants Offered

- ✓ CHED Scholarship (Full Merit, Half Merit, Tulong Dunong, GAD, SNPLP and TES)
- ✓ CoScho (Coconut Scholarship Program)
- ✓ School-Based (Entrance and Academic Scholarship and Extra Curricular Scholarship Grants)
- ✓ LGU Sponsored
- ✓ AFP Scholarship
- ✓ OWWA

Office Hours

Monday– Friday

8:00AM-12:00NN

1:00PM-5:00PM

Location

Samar College Quadrangle Stage

6 OFFICE OF FOOD SERVICE

The Food Service is an important integral component of the institution. It is headed by a coordinator who is directly reporting to the Dean of the Office of Student Affairs and Services (OSAS) imbued with all the powers, rights, duties and responsibilities stipulated by the existing law of the Republic of the Philippines, as well as the rules and regulations of the school.

• Philosophy of the Food Service

The Food Service under the Office of Student Affairs and Services believes that “the food one eats can either be the safest and most powerful form of medicine or the slowest form of poison;” hence, it is the primary responsibility of the Food Service Center (FSC) to promote and ensure that students get the right nutrition for their personal welfare and professional growth and development.

- **Goal of the Food Service**

The Food Service under the Office of Student Affairs and Services intends promote a comprehensive and holistic nutrition for their personal welfare and professional growth and development. The Food Service further intends to establish a school canteen which upholds the highest standards of proper food handling, sanitation, provision of healthy and nutritious food choices, and ensure that the safety of the students comes first.

- **Objectives of the Food Service**

The Food Service aims:

1. to provide the students a balanced and healthful environment to develop not just physically but paramount of their intellectual potential as future leaders in our society;
2. to ensure that the school canteen imposes certain rules and regulations for the students to follow that will help them continually develop self-discipline and good values.

Services Offered

1. Supervision of school canteens
2. Monitoring on canteen operation
3. Recommend healthy food choices for students

Office Hours

Monday– Friday	6:00AM – 7:00PM
Saturday	7:00AM - 5:00PM

Location

Ground Floor, Annex Building

School Canteen

Main Canteen – Founders Building

Elementary Canteen – Ground Floor, Elementary/ High School Building

7 OFFICE OF MEDICAL AND DENTAL CLINIC

The Medical and Dental Clinic (MDC) is an important integral component of the institution. It is managed by a Medical and Dental Staff headed by a qualified Head School Nurse who is directly reporting to the Dean of the Office of Student Affairs and Services (OSAS) imbued with all the powers, rights, duties and responsibilities stipulated by the existing law of the Republic of the Philippines, as well as the rules and regulations of the school.

- **Philosophy of the MDC**

The Medical and Dental Clinic of Samar College believes that the “foundation of success in life is good health which is the substratum of fortune and is the basis of happiness;” hence, it is the duty of the office to make sure that the institution will produce quality graduates via an optimum health care program so they can be productive professionals of the society.

- **Goal of the MDC**

The Medical and Dental Clinic of Samar College intends to provide optimum health care to its clientele which will include maintenance and restoration of health, giving specific focus on their awareness for the prevention of acquiring various types of diseases or conditions for their personal interest and the well-being of the entire school community.

- **Objectives of the MDC**

The Medical and Dental Clinic aims:

1. to develop high level of wellness;
2. to promote health awareness and disease prevention;
3. to provide nursing care for the interest of the physical and mental comfort on the condition from which one is suffering;
4. to promote and maintain environmental sanitation within the school premises for health protection and disease prevention;
5. to keep, update, and maintain Medical and Dental records of the students
6. to provide accessible health services such as tele- and online medical consultations amidst the current situation.

Service Offered

1. Health Education on the prevention and essential management of ailments, and promotion of healthy lifestyle.
2. Assist in identifying and eliminating health & safety hazards within the school premises.
3. Medical evaluation and initial treatment (first aid) for students and employees who do not feel well, and have signs of illness or suffered minor accident while in school.
4. Physical examination, medical and dental record-keeping, and health monitoring
5. Issuance of Medical Certificate for students undergoing internship/on-the-job training, or participating official school programs/activities
6. Dental consultation and tooth extraction
7. Disseminate information on health and safety protocols, and issues health warnings/advice to the academic community in the event of epidemic/pandemic.
8. Assist in ensuring compliance of health and safety protocols.
9. Pursuant to CMO-no.-8-s.-2021, flexible delivery of Health Services is made available through tele-and online medical consultation and referrals if necessary.
 - Telephone no. +63995 507 8908
 - Landline no. (055) 543 8594
 - fb/Messenger acct. *Samar Colleges, Inc. – Medical & Dental Clinic*

Clinic Hours

Monday– Friday	7:00 AM-12:00 NN 1:00 PM- 7:00 PM
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DENTAL SCHEDULE

Tuesday & Wednesday	1:00 PM- 5:00 PM
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LOCATION

Ground Floor Annex Building (beside the stage)

8 OFFICE OF SECURITY AND MANAGEMENT

Primarily responsible for the cleanliness/Orderliness of the entire school; student's discipline; and safety and security of all students, employees and visitors. As such, he is expected to have command over his/her subordinates, be detailed oriented, and can command respect among students and colleagues.

- **Philosophy of the Office of Security and Management**

Security and Safety Management play a vital role in constructing and maintaining a safe and peaceful environment at school. It is very crucial that the environment of the school stays safe for the healthy growth and productive development of the students. It is very important that strict rules and power are used to enforce safety in educational institutes. Security officers/ Guards can play a major role in averting unpleasant events. Studies and surveys acknowledge the importance of the security officers/ guards in prevention of school related problems. Such problems in schools are less likely to happen where there are security guards monitoring the actions of everybody in a school. Even low-rate crimes, such as swearing, are less likely to occur in the presence of a security guard.

There is no doubt that the position of a security officer/ guard at school is highly important and respectable, but it is not easy job, it requires cooperation from everyone that concerns this institution from employee, teachers, students, and parents.

- **Goal of the Office of Security and Management**

Samar Colleges, Inc. Safety and Security Management supports the mission of the Institution as a partner serving to ensure a safe and secure environment while improving the quality of life for all those, learning, working, and visiting within our school.

- **Objectives of the Office of Security and Management**

To become a leader in safety and security management, exceeding all expectations, thus always ready to secure, protect and defend the entire Institution – its members and stakeholders, facilities and properties.

- **Strategic Objectives and Goals of Security Management**
 - **Harm against clientele and school personal**
Vigorously works toward eliminating physical harm against clients and personnel by identifying threats and vulnerabilities and implementing risk reduction strategies.
 - **Protect assets**
Vigilant in preventing loss and damage to our infrastructure as well as personal and intellectual property.
 - **Ensure compliance**
Ensures policies, practices and operations meet the highest ethical and equitable standards, and requirements.
 - **Improving quality of life**
Proactively engages with our community, while providing responsive, professional and compassionate service that improves quality of life.
 - **Enhance workforce and organizational development**
Invests in the professional development of Safety and Security Management personnel and continuously work to improve organizational efficiency and effectiveness.

- **Core Values of Security Management**
 - **Service to our School / Community**
Demonstrates our commitment to serve by placing the needs of the school/community ahead of our own. All of our actions, initiatives and services are created and maintained with service to the institution at their core.
 - **Integrity**
Holds all departments / department personnel to the highest ethical standards at all times. Integrity is not negotiable.
 - **Accountability and Trust**
Accepts full responsibility for our actions and will take appropriate measures to meet school / community and professional expectations. We value the trust, respect and support of our community, which must be earned and safeguarded at all times.
 - **Diversity, Equity and Inclusion**
Values are dedicated to respecting differences, equitable practices and intentional inclusion to create an environment where our community feels welcomed and safe.

➤ **Excellence and Professionalism**

Exceeds the expectations of our community through a dedication to excellence in professional and organizational development.

9 OFFICE OF STUDENT HOUSING AND WELFARE

The Student Housing and Welfare is an important integral component of the institution. It is headed by a Coordinator who is directly reporting to the Dean of the Office of the Student Affairs and Services (OSAS) imbued with all the powers, rights, duties and responsibilities stipulated by the existing law of the Republic of the Philippines, as well as the rules and regulations of the school.

- **Philosophy of the Student Housing and Welfare**

The Student Housing and Welfare of Samar College under the Office of the Student Affairs and Services believes that students will enhance their learning capabilities if they are provided with safe, clean, affordable and student friendly environment.

- **Goal of the Student Housing and Welfare**

The Samar College Housing and Welfare intends to safeguard the safety and welfare of every student of the school by locating boarding houses or dormitories that satisfy the minimum standards of the school, as well as creating support services and programs that will uplift and protect their human dignity; hence, assure parents of the welfare of their children.

- **Objectives of the Student Housing and Welfare**

The Student Housing and Welfare aims:

1. to conduct annual survey of the students' addresses through the help of the Office of the Guidance and Counseling
2. to locate boarding houses that will satisfy the minimum standards for boarding houses or dormitory duly recognized by the school;
3. to assist the students from distant places in choosing safe, clean, affordable and student-friendly boarding houses or dormitories;

4. to create and guide Student Boarders Association on their activities toward the attainment of the ultimate goal of the school;
5. to coordinate with the Student Boarders Association and the landlords/ ladies about the guidelines and standards for a safe and student-friendly boarding house or dormitory;
6. to provide semestral evaluation through the student-boarders of their respective boarding houses.

Service Offered

1. Provide a list of boarding houses/dormitories
2. Inspect and monitor the boarding houses/ dormitories that satisfied the minimum standards
3. Recommend boarding houses/dormitories to students from distant places
4. Conduct survey of the students' address.

POLICIES AND PROCEDURES FOR STUDENT HOUSING AND RESIDENTIAL SERVICES

In accordance with CHED Memorandum Order No. 09, s. 2013 (Enhanced Policies and Guidelines on Student Affairs and Services), the following guidelines for Student Affairs and Residential Services in Samar College are hereby adopted for the information, guidance and compliance of all concerned.

ARTICLE I POLICY SATATEMENT

Section 1 Pursuant to Sec. 26 of Article IX of the Enhanced Policy and Guidelines on Student Affairs and Services of the Commission on Higher Education (CHED), Samar College promotes and improve condition of those living on boarding houses. It shall provide assistance to ensure access to accommodation that is safe and conducive to learning.

ARTICLE II SCOPE AND COVERAGE

Section 2 The policy and procedure covers the student housing and resident services that the school provides or recommends to students, the rules and regulation and the responsibilities of the persons involved in the operation of boarding houses.

ARTICLE III DEFINITION OF TERMS

Section 3 The following terms were defined for better understanding of the policy.

- 3.1 Boarding House – A student housing that the school recommends outside the school premises.
- 3.2 Boarder – A student who lives or is accommodated in a boarding house.
- 3.3 Boarding House Management/House Parent – The person responsible for the management of the Boarding Houses.
- 3.4 Landlord/Landlady – Owner or the person who run or manages the boarding house. It may also be called as house parent.
- 3.5 Student Housing – Building or structure used as temporary shelter for students within compound of the school and its immediate vicinity.

ARTICLE IV RESPONSIBLE OF SCHOOL OFFICIALS

Section 5 The Dean of Student Affairs and Services, the Coordinator of Student Housing and Residential Services, the Boarding Houses Manager/Coordinator of each respective campus are responsible for the implementation of the Policies and Procedures.

Essential Duties and Function

Dean of Student Affairs and Services

- a. Spearheads the formulation, review and evaluation of policies and procedures of the Student Housing and Residential Services
- b. Ensures that the service from the Office of the Student Housing and Residential Services is carried out in accordance with prescribed policies and procedures.

Coordinator of Student Housing and Residential Services

- a. Participates in the formulation, review and evaluation of policies and procedures of the Student Housing and Residential Services.
- b. Closely coordinates with the Boarding House Manager on matters related to student housing.
- c. Spearheads the checking of the living and learning conditions of students in Boarding Houses.
- d. Facilitates the conduct of ocular visit in the immediate vicinity of the school to evaluate the approval of the concerned local government officials and the owner/boarding house manager/houseparent of the housing facility.
- e. Prepares lists of acceptable boarding houses and other housing facilities for the students of the school.
- f. Takes part in recommending acceptable boarding houses, and other housing facilities that are safe, clean, affordable, accessible to students with disabilities and conducive to learning.

Boarding Houses Manager / Coordinator

- a. Takes part in establishing/reviewing existing policies and procedures, recommending changes or new policies as maybe deemed necessary to improve the services of the Boarding Houses.
- b. Manages the needs of the Boarding Houses.

- c. Schedules and runs Boarding Houses orientation meeting for all residents covering meeting for all residents covering the house rules.
- d. Provides the list of students accommodated in the Boarding Houses.
- e. Checks the living and learning conditions of students in the School Boarding Houses in the respective campus.
- f. Closely coordinates the Boarding Houses Manager and Boarding Houses Coordinator of the School in the respective campus on matters related to student housing. (cleaning, maintenance, safety and residents' adherence to policies).
- g. Conducts ocular visit in the immediate vicinity of the respective campus to evaluate the acceptability of the housing facilities for students upon the approval of the concerned local government officials and the owner/Boarding Houses manager/houseparent of the housing facility.
- h. Prepares list of acceptable boarding houses and other housing facilities for the students of the School.
- i. Recommends acceptable boarding houses, boarding houses and other housing facilities that are safe, clean, affordable, accessible to students with disabilities and conducive to learning within and outside the campus.
- j. Prepares and submits records/documents on matters related to student housing to the Office of Student Housing and Residential Services.
- k. Takes necessary actions on problems regarding the Boarding Houses.

ARTICLE V POLICIES AND PROCEDURES

Section 6 The Institution / School

- 6.1 The School shall set policies and procedures based on the approved national policy or ordinance of local government unit through its Sanggunian (if there is any) for the operation and maintenance of boarding houses and boarding houses.

- 6.2 The School shall have a list of the acceptable, recommendable student boarding houses, boarding houses and housing facilities that are safe, clean, affordable and accessible to students.
- 6.3 The School shall create Student Housing Accreditation Committee (SHAC) and shall be tasked to deliberate on the assessment tools and/or parameters that will be used in accrediting the student housing facilities. Likewise, the committee is also mandated to boarding houses/other student housing facilities and subsequently accredit those that qualified and met the standard requirement as set.
- 6.4 The School through its Student Housing Accreditation Committee shall prepare the procedure and requirements for accreditation of boarding houses and other housing facilities.
- 6.5 Upon accreditation, there must be a clear house rule and regulation indicating the following:
 - 6.5.1 Residents duties and responsibilities
 - 6.5.2 Owners responsibilities
 - 6.5.3 Schedule of washing and ironing
 - 6.5.4 Clear cut-off or curfew hours
 - 6.5.5 Visiting rules
 - 6.5.6 Use of facilities and amenities
 - 6.5.7 Log book of residents
 - 6.5.8 Payment condition and rentals

Section 7 Student Boarding houses and Other Student Housing Facilities

- 7.1 The student boarding houses and other housing facilities, upon the approval of the concerned local government officials, are anticipated to participate personnel of the School to evaluate their acceptability to the students' living and learning condition.

- 7.2 The student boarding houses and other housing facilities upon accreditation shall strictly follow the policies and procedures set by the School.

Section 8 Monitoring and Evaluation

- 8.1 The Coordinator of Student Housing and Residential Services shall have the list of registered boarding houses and other student housing facilities secured from the municipal or city government before the conduct of morning.
- 8.2 The Asst. Director of Student Housing and Residential Services or the coordinator of each campus after the approval of the municipal/city government seeks assistance from barangay official for a safer visit or provides letter of request to the owner/dorm manager/houseparent of the Boarding Houses, boarding house and other housing facilities and coordinate with the owner/dorm manager/houseparent before the conduct of ocular visit.
- 8.3 The Asst. Director of Student Housing and Residential Services or the coordinator of each campus after the approval of the municipal/city government seeks assistance from barangay official for a safer visit or provides letter of request to the owner/dorm manager/houseparent of the Boarding Houses, boarding house and other housing facilities and coordinate with the owner/dorm management/houseparent before the conduct of ocular visit.
- 8.4 The Asst. Director of Student Housing and Residential Services or the coordinator of each campus shall conduct an ocular visit and evaluate using asset criteria to determine the acceptable boarding houses and student housing facilities within and in proximity of the campus.

8.5 Periodic monitoring and evaluation of accredited boarding houses and housing facilities shall be conducted to ensure compliance to the recommendations and all regulatory requirements.

ARTICLE VII MANDATORY EVALUATION AND REVIEW

Section 9 By the end of each academic year, the School shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

ARTICLE VI EFFECTIVITY

Section 10 These guidelines shall take effect immediately upon the approval of the School Board of Regents and shall be effective unless otherwise repealed or amended.

Work Instruction Preparing List of Acceptable Dormitories and Housing Facilities

RESPONSIBILITY

DETAILS

Coordinator for
Student Housing and
Residential Services

The Assistant Director of Student Housing and Residential Services or the coordinator of the campus requests the list of registered dormitories, and boarding houses through a letter to the municipal/city government office and seeks the approval to conduct an ocular visit to dormitories and housing to facilities outside the university that is done on the second quarter on the first month of the third quarter of the year.

Coordinator for
Student Housing and
Residential Services

The Assistant Director for Student Housing and Residential Services or the coordinator of each campus after the approval of the municipal/city government seeks assistance from barangay official for a safer visit or provides letter of request to the owner/dorm manager/houseparent

of the dormitory, boarding house and other housing facilities and coordinate with the owner/dorm manager/houseparent before the conduct of ocular visit.

Coordinator for
Student Housing and
Residential Services

The Assistance Director for Student Housing and Residential Services or the coordinator or each campus evaluates objectively using the criteria using the Student Housing and Residential Services Monitoring and Evaluation Form and provides recommendation/s and conducts revisit to dormitories and housing facilities that haven't passed the criteria.

Coordinator for
Student Housing and
Residential Services

List is prepared and submitted by the coordinator of each campus or the Assistant Director of Student Housing and Residential Services and is noted by the Director of Office of Student Affairs and approved by the Vice President for Academic Affairs.

Service Hours

Monday to Friday

8:00AM-12:00NN
1:00PM-5:00PM

Location

Samar College, Main Gate Exit Side

10 OFFICE OF MULTI-FAITH

The Multi-Faith is an important integral component of the institution. It is headed by a Coordinator who is directly reporting to the Dean of the Office of the Student Affairs and Services (OSAS) imbued with all the powers, rights, duties and responsibilities stipulated by the existing law of the Republic of the Philippines, as well as the rules and regulations of the school.

• Philosophy of the Multi-Faith

The Multi-Faith of Samar College under the Office of the Student Affairs and Services believes that faith is essential in the development of a holistic individual; hence, faith should be nourished

by providing activities and environment which an individual can freely exercise his/her faith without any fear of discrimination.

- **Goal of the Multi-Faith**

The Multi-Faith of Samar College intends to bring about a holistic individual by providing spiritual formation to the students in coordination with the Parish Pastoral Council of Catbalogan and other religious sectors of the city.

- **Objectives of the Multi-Faith**

The Multi-Faith aims:

1. to conduct annual survey of the type of religious beliefs or affiliations of the students within Samar College;
2. to nourish the faith of every student, regardless on which religious belief or affiliation he belongs by conducting varied activities and programs;
3. to assure that every student and personnel have the right to express his faith without any fear of discrimination;
4. to create and guide Campus Youth Ministry on their activities toward the attainment of the ultimate goal of the school;
5. to coordinate with the Parish Pastoral Council for the pastoral activities of the school; and
6. to catechize the students in any way possible.

POLICIES AND PROCEDURE FOR MULTI-FAITH SERVICES

Pursuant to Section 30 Article IX CHED Memorandum Order No. 09 Series 2013. Enhanced Policies and Procedures on Student Affairs and Services and in adherence to Section 5 Article III 1987 Philippine Constitution, Samar College Office of Multi-Faith Services ensures that the students' right to freedom of religion is respected.

ARTICLE I POLICY STATEMENT

- Section 1 It is the policy of the School to provide an environment conducive to free expression of one's religious orientation in accordance with institution principles and policies
- Section 2 The School ensures that the right of religion is respected.

- Section 3 The School provides mechanism for the use of facilities for Multi-faith activities.

ARTICLE II SCOPE AND COVERAGE

- Section 4 The guidelines set herein shall be applicable to all students of the School who are enrolled involved in multi-faith and religious organizations and activities.

ARTICLE III OBJECTIVES

- Section 5 General Objectives

5.1 The Program aims to:

- 5.1.1 Provide students the opportunity to express their faith in proper venues;
- 5.1.2 Strengthen and enrich students' faith and spirituality for self enhancement;
- 5.1.3 Promote camaraderie among students through spiritual and other socio-cultural activities.
- 5.1.4 Provide opportunities to learn from own and others experiences through bible sharing/bible study and retreats;

ARTICLE IV DEFINITION OF TERMS

- Section 6 The following terms were used for better understanding of the policy.

- 6.1 Bible Sharing - It is an activity of the Campus Ministry that enables students and teachers to Read-Listen-Pray and Live the Bible;
- 6.2 Ministry – This refers to a program of services that cater the moral and spiritual development of human person.
- 6.3 Ecumenism – The term is referred to a movement or tendency towards worldwide Christian unity and cooperation.

- 6.4 Interfaith Dialogue – It refers to cooperative, constructive and positive interaction between people of different religious and/or spiritual or humanistic beliefs at both the individuals and institutional levels.
- 6.5 Multi-Faith Services – These refer to the provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies
- 6.6 Recollection – It pertains to spiritual activity that brings together the aspects and moments of personal, family and student life and to view them through the perspective of Christian faith.
- 6.7 Retreat – This is referred to a soul/self-searching activity which aims at strengthening the human person and having a communion with God. A retreat is an experience of silence that is usually held in a place where there is utmost tranquility.
- 6.8 Youth Camp – It is an in-camp training of religious organizations conducted during summer or semestral break. It is a venue where the youth can foster lasting friendship with one another, share ideas and experiences in a fun and wholesome environment and a beginning of hopefully a lifetime commitment to God.

ARTICLE V RESPONSIBLE OF SCHOOL OFFICIAL

Section 7 Coordinator, Multi-faith Services. Under the supervision of the Dean of Office of Student Affairs and services, the Coordinator for Multi-Faith Services shall be responsible for assisting the Dean of OSAS in directing and coordinating all multi-faith activities in the school.

- 7.1 Assist the Dean of SAS in the supervision of the multi-faith activities, monitoring of activities, and preparation of pertinent reports and coordination of all activities with the concerned offices.
- 7.2 Assist in receiving and screening requests to conduct multi-faith activities and services and reviewing religious and spiritual activities.

- 7.3 Assist the Dean in the review and revision of policies and procedures regarding multi-faith services.
- 7.4 Manage the conduct School-wide mass or ecumenical services.
- 7.5 Perform other duties as assigned.

Section 8 Adviser of Religious Student Organizations. Under the supervision of the Dean of Student Affairs and Services and Coordinator of Multi-Faith Services the Advisers and Officers of Religious Student Organizations, shall be responsible for coordinating multi-faith activities of the School in their respective department.

- 8.1 Evaluate and check the risk-benefit of multi-faith activities conducted inside and outside the campus.
- 8.2 Consolidate, prepare, provide and keep documents regarding multi-faith activities.
- 8.3 Prepare and submit required reports as scheduled.
- 8.4 Spearhead the School or campus wide multi-faith activity.
- 8.5 Attend meetings related to multi-faith services.
- 8.6 Perform other duties as assigned.

ARTICLE VI POLICIES AND PROCEDURES

Section 9 Varied faith services aimed at forming a community with dynamic spirituality that is grounded on a personal commitment to God. Thus, Campus Ministry provides the following services:

- 9.1 Prayer and Worship, Catholic Services, Other Religious Services and Ecumenical Services.
- 9.2 Retreat and Recollection. Spiritual and Community Building Program, Ecumenical Gathering/Prayer and Youth Camp.

Section 10 Approval and Religious Student Activities

- 10.1 The President of the religious student organization must register all campus activities and file an application to hold any activity or affair duly signed by him and the faculty adviser.

- 10.2 A written request to conduct an activity shall be addressed to the School President or to her/his authorized representative (if the activity is to be held outside the campus or activity scheduled beyond 9:00 p.m.). For activities to be held inside the School Campus a letter of request shall be written to the Senior Vice President for Administration.
- 10.3 For programs/activities that include religious practice like mass/religious service, the letter shall also be noted by the Coordinator of Multi-Faith Services.
- 10.4 The organization shall not schedule activities one (1) week before periodical examinations.
- 10.5 Activities or programs shall be conducted in such a day and time that will not disrupt classes or deprive students for attendance to regular classes.
- 10.6 Activity shall not be conducted if there is a pending liquidation on the previous activity.
- 10.7 Evaluation of the activity shall be done by the participants, organizers, and advisers.
- 10.8 Results shall be included on the accomplishment report to be evaluated/noted by the Head/Coordinator /In-charge and submitted to the Dean of Student Affairs and Services.

Section 11 Attachments for letter of request for student activities/programs:

- a. Program
- b. Budget Proposal (prepared by the organization president, noted by the organization adviser)
- c. Resolution of the Organization (e.g. about fees) if necessary
- d. Copy of the Approved Plan of Activities
- e. Notarized Waiver (if the activity is outside the campus/ schedules on weekends or beyond 9:00 p.m.)

ARTICLE VII MANDATORY EVALUATION AND REVIEW

Section 12 By the end of academic year, the School shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

ARTICLE VIII EFFECTIVITY

Section 13 These guidelines shall take effect immediately upon the approval of the School Board of Regents and shall be effective unless otherwise repealed or amendments.

Services Offered

1. Conduct survey of the students' religious belief or affiliation
2. Spiritual direction
3. Facilitate recreation/s retreats of the students
4. coordinate with Parish Pastoral Council
5. Guide the school youth ministry

Services Hours

Monday to Friday

8:00AM-12:00NN

1:00PM-5:00PM

Location

Samar College, Main Gate Exit Side

11 OFFICE OF CULTURAL AND ARTS PROGRAMS

The Cultural and Arts Programs is an important integral component of the institution. It Is headed by a Coordinator who is directly reporting to the Dean of the Office of Student Affairs and Services (OSAS) imbued with all the powers, rights, duties and responsibilities stipulated by the existing laws of the Republic of the Philippines, as well as the rules and regulations of the school.

- **Philosophy of the Cultural and Arts Programs**

The Cultural and Arts Programs of Samar College under the Office of Student Affairs and Services believes that educational institutions are the primary outlets for the promotion and conservation of the cultural and artistic heritage of the country; hence, the Cultural and Arts Programs desires to provide for its clientele a strong culture and arts program deeply-rooted in the school curriculum so as to create a campus environment that nurtures and harnesses creativity, innovation, and critical thinking among students.

- **Goal of the Cultural and Arts Programs**

The Cultural and Arts Programs of Samar College under the Office of Student Affairs and Services intends to provide for its clientele a strong culture and arts program that is deeply– rooted in the school curriculum in order to produce graduates who do not only excel academically but are also socially and culturally aware of their Filipino cultural and artistic heritage.

- **Objectives of the Cultural and Arts Programs**

The Cultural and Arts Programs aims:

1. To provide a holistic artistic training to qualified students in the field of dance, music and theater;
2. To establish vibrant and productive student organizations focused in the promotion, cultivation and preservation of the Filipino cultural and artistic heritage without prejudice to the modern or contemporary and innovative artistic performances;
3. To showcase talents from student-artists through their own productions;
4. To train student-artists in management and community engagement to ingrain deeper exposure and meaning to their craft; and
5. To recognize exceptional student-artists from different fields during the Commencement Exercises.

- **Performing Arts Program**

1. SC Rayhak Dance Company
2. SC Chorale
3. Maskara Theater Guild

- **Office Hours**

Monday - Friday

8:00AM - 12:00NN

1:00PM - 5:00PM

- **Office Location**

Samar College Quadrangle Stage

12 OFFICE OF SPORTS DEVELOPMENT

The Office of Sports and Development is an important integral component of the institution. It is headed by a Coordinator who is directly reporting to the Dean of the Office of Student Affairs and Services imbued with all the powers, rights, duties and responsibilities stipulated by the existing laws of the Republic of the Office of Student Affairs and Services (OSAS) Philippines, as well as the rules and regulations of the school.

- **Philosophy of the Sports Development**

The Sports and Development under the Office of Student Affairs and Services believes in the idea that a “winner is someone who recognizes their God-given talents, works their tail off to develop them into skills and uses these skills to accomplish their goals,” hence, the Sports and Development strives to achieve the standards of excellence in its athletic programs that fully complement with the different athletic skills of its clientele.

- **Goal of the Sports Development**

The Sports and Development under the Office of Student Affairs and Services intends to develop varied athletic programs designed to achieve the standards of excellence in the different sports where its intended clientele are interested in, especially those that exist or prescribed in the curricular programs offered in Samar College. The Sports Development of Samar College recognizes a dual commitment to serve both the school and student-athletes. Furthermore, it embraces the concept that the student-athlete is first and foremost a student processing individual rights, academic abilities, personal interests and ambitions comparable to those of other members of the Samar College community.

- **Objectives of the Sports Development**

Integrating the mandates established by the Samar Colleges, Inc., the Sports Development is guided by the following:

1. To employ coaches and other administrative staff members who are capable of performing as professionals in an educational community where high standards of integrity and ethical behavior, as well as sportsmanship, are expected of its members;
2. To operate its athletic programs in a manner that does not detract from the student-athlete's educational opportunities;
3. To operate its sports programs at the highest possible level of intercollegiate athletic competition and seek to affiliate with institutions demonstrating a similar commitment to academic excellence and institutional integrity;
4. To promote character development among student-athletes, including the qualities of cooperation, teamwork, leadership group loyalty and ethical behavior;
5. To train student-athletes in legitimate methods of good sportsmanship, competition and will to win, and hereby contribute to the development of institutional morale, loyalty and school spirit;
6. To produce the revenue necessary to offer and maintain comprehensive intercollegiate athletic programs that utilize both high quality facilities and state-of-the-art equipment; and
7. To produce potential students that can possibly compete in regional or even in national level in their respective events.

Services Offered

- ✓ Information Dissemination regarding sports activities
- ✓ Recruitment of athletes
- ✓ Training of athletes
- ✓ Provide equipment needed by the athletes

Office Hours

Monday - Friday

8:00PM - 12:00PM

1:00PM - 5:00PM

Location

Second Floor, Annex Extension Building

13 OFFICE OF SOCIAL AND COMMUNITY INVOLVEMENT PROGRAMS

The Social and Community Involvement Program is an important integral component of the institution. It is headed by a Coordinator who is directly reporting to the Dean of the Office of Student Affairs and Services (OSAS) imbued with all the powers, rights, duties and responsibilities stipulated by the existing law of the Republic of the Philippines, as well as the rules and regulations of the school.

- **Philosophy of the Social and Community Involvement Program**

The Social and Community Involvement Program believes that its primary responsibility is for the reconstruction of opportunities and experiences of its clientele in order to become humane, patriotic, environment-friendly, and God-fearing individuals through a practical and functional military training, literacy education training, and/or Civil Welfare Training Service (CWTS) designed to develop lifelong learning skills in dealing with diverse community needs.

- **Goals of the Social and Community Involvement Program**

The Social and Community Involvement Program under the Office of Student Affairs and Services intends to enhance civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism in any of the three program components designed to enhance the youth's active contribution to the welfare of the society.

- **Objectives of the Social and Community Involvement Programs**

The Social and Community Involvement Program aims:

1. to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness;
2. to train the students to teach literacy and numeracy skills to children, out-of-school youth and other segment of society in need of their services; and
3. to conduct activities contributory to the general welfare and the betterment of life for the members of the community and of the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare services.

Service Offered

Conducts Lecture series, symposia, trainings and seminars

Office Hours

Monday– Friday

8:00PM-12:00PM

1:00PM-5:00PM

Location

4th Floor, New Building

14 OFFICE OF LIBRARY SERVICES

The Library Service is a mandatory component of the institution especially designed to provide library needs and services of all the students and its academic community. It is headed by a qualified School Librarian who is directly under the Office of Student Affairs and Services (OSAS) imbued with all the powers, rights, duties and responsibilities stipulated by the existing laws of the Republic of the Philippines, as well as the rules and regulations of the school.

• Philosophy of the Library Services

The Library Services of Samar College under the Office of Student Affairs and Services believes that it is the “beating heart” of the institution, the center for learning and information that when fully and properly utilized brings about a world of varied opportunities for

personal and professional growth and development to those who are immersed in it.

• **Mission of the Library Services**

As an important component of the institutions, the Library Services of Samar College intends to fully meet the educational demands and needs of the institution and its clientele for a much higher degree of learning to bring about a world of varied opportunities for personal and professional growth and development.

• **Objectives of the Library Services**

The Library Services intends:

1. To provide and maintain appropriate facilities and equipment that will enable users to fully utilize the library resources and services;
2. To acquaint the users on how to use the library system using barcode for proper identification of library materials and resources, including its clientele;
3. To secure books that are required per program offering and other library materials needed to support the overall library collections acquired through purchase, as gifts, exchange or donation;
4. To re-design or identify the different areas or sections of the library that encourage learning for its clientele; and
5. To improve library staffing and support professional development for its staff in order to produce a competitive staff that will guide students and other researchers toward lifelong learning.

Services Offered

- Readers/ Circulation Services
- Library Orientation
- Bibliographic Services
- Referral Services
- Internet Services
- Online Database
- Printing and Photocopy

Location

LRMDS	3rd Floor JHS Building
Main Library	2nd Floor Administration Building
CBM Library	2nd Floor Founder's Building
Criminology Library	4th Floor Admin Building
Graduate Studies Library	2nd Floor Administration Building

Service Hours

College/ Main Library (No Noon Break)

Monday– Friday 8:00AM-5:00PM

Saturday 8:00AM-5:00PM

Graduate Library (No noon break)

Monday– Saturday 8:00AM-5:00PM

College of Business Management (No noon break)

Monday– Friday 8:00AM-5:00PM

Criminology Library (No noon break)

Monday– Friday 8:00AM-5:00PM

Learning Resource and Management Development System
(No noon break)

Monday– Friday 7:30AM-5:00PM

BORROWING PROCEDURE

1. Present your validated bar-coded school ID with stickers of the current semester.
2. Proceed to the section where the desired materials are located, the circulation, reserve, general reference, filipiniana, periodicals for browsing and searching.
3. Students may proceed to the circulation counter/desk and present valid bar-coded ID for proper issuance of said materials and services.
4. Circulation books, non-fiction maybe obtained/loaned for 2 days with a maximum of two (2) Books at a time, fiction for a period of 1 week. It is renewable when not in demand or no standing request for the book. Lending for overnight starts at 2pm.
5. Reserve/ Textbook are recommended references for use by teachers are to be read inside the library only except for Xerox

request that they can be taken out for few minutes. Overnight loans of such reference will also be allowed.

6. General Reference books are likewise for library reading and consultation like dictionary, encyclopedia, yearbook, etc. This is not issued out of the library.
7. Periodicals/non-book materials are for research and leisure reading. They are limited to room use and for photocopying purpose only.
8. Graduate books— all book references, thesis, dissertation is exclusively for graduate students use only. However undergraduate students can also avail of these services upon seeking permission from the librarian-in-charge.

- Steps on how to get library account:

1. Registration for new account (New Students) Renewal (Old Students)
2. Issuance of validated library sticker for the current semester.
3. Log-In.

- Steps on how to borrow/ return library materials:

1. Log-In.
2. Free/ browsing (searching the books) at patron's kiosk.
3. Proceed to clerk dashboard/ circulation section for proper issuance of books.

Requirements for Library's Validation of I.D.

1. Students should submit to the circulation counter their original registration/enrollment form & bar-coded school I.D after which they are issued sticker good for good for the current semester.
2. Faculties are required to have their faculty I.D validated for the current Semester.
3. Other off-campus researchers are required to present to the Information Section/Baggage their referral letter & school/ company I.D. before they are issued a temporary permit for the use of library.

Borrowing Time

Over Noon	11:00AM-2:00PM
Overnight	4:00PM-8:00AM

Book Loans

Over noon loan out for photocopying services
Overnight
3 days
One week

Library Collections

General Reference Materials
Subject Reference Materials
Periodicals/ Journals/ Magazines/ Newspapers
Serials
Compilations
Schedule of Services
Thesis and Dissertations
Filipiniana Materials
Audio-Visual Materials

15 OFFICE OF GENDER AND DEVELOPMENT

The Gender and Development is an integral component of the institution. It is headed by a Coordinator who is directly reporting to the Dean of OSAS. Ensures that the women's as well as men's concern are integral part of the design, implementation, monitoring, and evaluation of policies and programs of the school so that women and men benefit equally and inequality is not perpetuated.

It also ensures the establishing of gender mainstreaming mechanism such as GAD Focal Point System (GFPS), and the integration of the principles of gender equality in the trilogical functions of the school; (1) curriculum development, (2) gender-responsive research programs, and (3) gender-responsive extension programs. (CMO No. 1, S. 2015)

- **Philosophy of the GAD**

The Gender and Development of Samar College is under the OSAS believes that educational institutions and educators are the primary vent for the awareness and explore who they are; hence, engendered education for sustainable human development.

- **Goal of the GAD**

The Gender and Development of Samar College is a gender-sensitive school contributing and benefiting from the attainment of resilient, sustainable and including growth and development.

- **Objective of the GAD**

The Gender and Development Office aims;

1. Promote empowerment through a deeper understanding of gender, sexuality, health and human rights issues;
2. Enhance the academic, technical/ vocational and professional skills and capabilities of students and employees to better address key gender issues;
3. Promote gender-fair pedagogies and gender-responsive researches;
4. Produce and disseminate information, education and communication materials on gender-related issues and concerns; and
5. Establish linkages and coordinate with government and non-government agencies, civil societies and other institution in addressing gender issues.

Service Hours

Monday - Friday

8:00AM - 12:00NN

1:00PM - 5:00PM

Location

4th Floor Admin Building

Chapter 12

INSTRUCTIONAL SUPPORT SERVICES

SCIENCE LABORATORIES

Laboratory studies provide the firsthand experience so necessary in acquiring familiarity with the materials and methods of science. It must therefore develop the habit of asking questions of, the skills in using the laboratory materials and instruments and thinking independently. Only this way can the student appreciate the objective point of view and acquire the critical approach essential in the scientific method, which will probably be asked to perform experiments as well as make simple observations.

Service Hours

Monday - Friday	7:30AM– 6:00PM
Saturday	8:00AM - 5:00PM

Location

2nd Floor (FH) of the FH Building—College

SPEECH LABORATORY

This unit shall be under the College of Education (CoEd), in coordination with the Elementary and Secondary School Principals, with its head and staff directly answerable and accountable to the Dean of the College of Education. It shall be headed by a Coordinator, mandated by the Dean of the College of Education to serve in the unit endowed with the following functions and responsibilities:

1. Train students from the Tertiary Levels in the College of Education develop their speaking ability in the English language, as well as their other communicative skills in the same language;
2. Conduct special language enhancement programs for the said levels, focusing on the students with difficulty in speaking the English language;
3. Determine the readiness and ability of the student in the said level to undergo speech training and improvement sessions;

4. Coordinate with the Dean of the College of Education regarding the speech and communication needs of the students.
5. Orient the students on the importance of their training or speech program, as well as the significance of maintaining the operation ability, technicality, and efficiency of the speech laboratory;
6. Conduct regular observation, check-up, and evaluation, with the assistance of the designated ICT technician, on the present condition of the various gadgets and other technologies provided in the laboratory;
7. Coordinate regularly with the concerned officials in the College of Education of the school administration regarding the performance of the students trained in the laboratory;
8. Submit written reports to the College Dean, copy furnished the school administration, at least twice a month regarding the:
 - a. Progress/ performance of the trainees,
 - b. problem/difficulties met by the trainees
 - c. technical and technological problem met in the laboratory
 - d. solution/action taken, including those possible one to be taken,
 - e. to solve the problems; and
9. Conduct debriefing sessions, interview/ case studies of students trained in the speech laboratory.

Rules and Regulations:

1. Only students who are officially enrolled in English 3 (Speech and Oral Communication) can avail the facilities in the Speech Laboratory.
2. Students who failed to attend the general orientation regarding the use of the facilities should see the Speech laboratory in-charge before being allowed to touch anything.
3. Students who may cause damage to the equipment shall be held liable and therefore be charged the amount to pay for the damaged part/s of the equipment.
4. Students should not be allowed to go out from the room unless very necessary so that the class will not be disturbed.
5. Students caught vandalizing shall be dealt with accordingly.
6. Students are not allowed to smoke in the Speech Laboratory.
7. Eating and drinking are not allowed in the Speech Laboratory.

8. Silence and Cleanliness must be observed by everyone while inside the Speech Laboratory.

COMPUTER LABORATORIES

The Computer Laboratories are located at Annexes 4,5, and 6. Each Laboratory room is provided with thirty (30) work stations and one (1) work station per teacher's table to facilitate during laboratory activities and lecture-demonstration. All work stations are connected to the Wide Area Network (WAN).

Service Hours

Monday-Friday	7:30AM-8:00PM
Saturday	8:00AM-5:00PM

Location

Second Floor, Annex Building

Rules and Regulations:

1. Teachers/Instructor shall closely monitor the conduct of their students while they are inside the laboratory.
2. The student must check the computer unit and its peripherals attached before using it.
3. No one is allowed to alter the setting configuration of any computer laboratory facility without permission or proper authorization from the MISS Office.
 - a. Equipment and cable are to be moved by authorized personnel only. User are not allowed to attach personal hardware or software in any of the computer laboratory's network without permission from the MISS Office.
 - b. Any malfunction or damage observed at the terminals assigned must be immediately reported to the Teacher / Instructor and the Teacher/ Instructor will report to MISS Office after the class.
 - c. No laptops connected to LAN. It is okay to have laptops in the labs and be on the wireless network, they just can't be physically plugged into our jacks.
4. Accessing PORNOGRAPHIC sites is strictly prohibited.
5. Games are not allowed inside the computer laboratory. This

- includes computer-related games, card games and other games that may disturb the operation of the laboratory.
6. Chewing gum, eating, drinking, smoking, and any form of vandalism is prohibited inside the computer laboratory.
 7. Cleanliness and orderliness are scheduled by the MISS Department (with a working student).
 - a. All rubbish is to be removed and placed in the trash bins provided.
 - b. Requested schedule for cleaning of laboratory room must be one day ahead of time.
 8. Proper computer laboratory etiquette must be observed:
 - a. Ensure that no trash is left behind.
 - b. Turn-off computer units and arrange the computer peripherals (mouse, keyboard and/or headset) after use.
 - c. Wearing of hats/caps inside the laboratory is not allowed.
 - d. Chairs must be returned properly to its original places.
 - e. Lights and air-conditioning units must be turn-off after class.
 - f. Orderly dismissal must be observed by the instructor and the class.
 9. Printing of manuscripts, business letters, banners, personal documents and research works are not allowed in the laboratory. Only the printing of program listings is allowed using the laboratory printer.
 10. Class schedule per semester must be submitted to the MISS office one week before the start of classes.
 - a. During vacant schedules, laboratories are not allowed to be use without authorization & permission from MISS Office.
 - b. Students without Teacher/Instructor and/or classes are advised to vacate the laboratory room.
 - c. Lecture subjects/classes are not allowed in laboratory rooms. Only laboratory subjects.
 - d. Using of laboratory rooms during Foundation, Intramurals and other institutional events must secure authorized permission from the MISS and Security Management Office.
 11. Opening and closing of computer laboratories are assigned to the Security Management Office.
 - a. Key duplication is not allowed without permission or proper authorization.

- b. Permitted usage of laboratory rooms must be logged by the Security Management Office.
 - c. No one is allowed to hold the key, only the security personnel will handle the key to open/close the laboratory room.
12. All Computer laboratories are monitored by CCTV camera with CCTV operator.
- a. Lost and found items must be reported and forwarded to the Security Management Office.
 - b. Tampering of CCTV camera on its peripherals is prohibited.

Penalties:

Any failure to follow these laboratory rules may result in the loss of laboratory privileges. Teachers/Instructors who fail to follow these policies will have to report and explain to the HR Office and students who fail to follow these policies are punishable under the student code of conduct.

If proven lost, misplaced, stolen and damage, unit is subject to be paid for its replacement with computed depreciation amount.

MISTS SERVICES OFFERED TO STUDENTS

Radio Frequency Identification (RFID)

- Upon entrance & exit of all students, they must tap their RFID's on tapping devices for monitoring purposes.
- Lost RFID must be reported to Security Management Office.
- Price of school RFID is Php 280.00 pesos complete set, if RFID only Php 200.00 pesos and lace only 80.00 pesos.

WIFI Access for Tertiary & Masters

- To access the school campus WIFI, students must visit the MISTS office for their password and just present school ID and Gmail account.
- School campus WIFI are open 24/7, free and unlimited access for the whole semester.

- WIFI password is dedicated only to one (1) student.
- Only masters and collegiate level can have the WIFI access.

Library Computers

- All computers in all libraries are open to all students, depending on which department.
- All computers in all libraries can be used only for browsing and MS Office editing.
- All computers in all libraries are prohibited to access porn sites and use of games.
- Students using the computer must not drink or eat at the computer station cubicle.

Student Portal

- All enrolled students of the school must register to view their accounts that includes their account payables, digital payments, grades (College & Masters) and online enrollment.
- Any student concerns about the portal may use chat button.

FORENSIC CRIME LABORATORY

The Forensic Crime Laboratory is located at the roof top of the founder's Building. It is a centralized laboratory which is formed with three (3) rooms; Interrogation Room, Dark Room, and four cubicles inside the 3rd separate room. Each room provides with different equipment and chemicals; Interrogation Room is equipped with a machine used for interrogation and others, Dark Room is equipped with different chemicals and tools for forensic photography, the third room is composed of four cubicles; forensic ballistics section, questioned document section, crime scene room and fingerprint section. These cubicles are equipped with materials, machines, and chemicals used for each type of sections. It shall be headed by a coordinator, mandated by the Dean of College of Criminal Justice Education to serve in the unit furnished with the following functions and responsibilities:

1. The main function and responsibility of the Forensic Crime Laboratory is to provide the criminology students the highest level of the hands-on experience of crime laboratory works and

- activity (examinations of sample physical evidence) that they might use in their future professions.
2. The interrogation room is used for the criminology students for the laboratory activities of the Polygraphy subject. It serves as a simulated torture chamber which functions as a location to extract information from the unwilling subject and also to identify in the subject is full of deception (assumed subject by a student);
 3. The Dark Room is used for criminology students for Police Photography project which functions as developing area of photos and images that serves as a product of the knowledge and ideas gathered from their lectures;
 4. The Ballistics Section assists criminology students in processing crime scenes and analyzing evidences in cases that involve the use of firearms, identified types of weapons and ammunition and conduct microscopic comparisons of bullets and discharged cartridge casings recovered at assumed or simulated crime scenes. Core functions of Ballistics Section are testing of firing weapons for examination of projectiles and identification of tool marks and gunpowder residue;
 5. The Questioned Document Section is used for criminology students for Question Document Subject which functions as the area where they conduct examinations of handwriting, hand printing, typewriting, inks, and counterfeit items. This includes he examinations for assumed evidence of indented writing, alterations and obliteration.
 6. The Fingerprint Section is used for criminology student for personal identification subject to provide the students of the actual training in taking a person's fingerprints, to examine latent fingerprints obtained from the simulated crime scene, comparison latent prints against known inked prints; and
 7. Crime Scene Room is used to motivate criminology students to learn about forensic science by allowing them to participate in a few crime scene activities in the laboratory. To give the students as experience to learn with hands-on activities such as crime scene construction.

Service Hours

Monday– Friday

8:00AM-12:00NN

1:00PM-5:00PM

Location

4th Floor, Admin, Building

Rules and Regulations

1. Never eat, drink, or smoke while working in the laboratory.
2. Read labels carefully.
3. Do not use any equipment unless you are trained and approved as a user by the supervisor.
4. Wear safety glasses or face shields when working with hazardous materials and/or equipment.
5. Wear gloves when using any hazardous or toxic agent.
6. Clothing: when handling dangerous substances, wear gloves, laboratory coats, and Safety shield or glasses. Shorts and sandals should not be worn in the lab at all time. Shoes are required when working in the machine shops.
7. If you have long hair or loose clothe, make sure it is tied back or confined.
8. Keep the work area clear of all the materials except those needed for the work. Coats should be hung in the hall or placed in a locker. Extra books, purses, etc. should be kept away from equipment that requires air flow or ventilation to prevent overheating.
9. Disposal– Students are responsible for the proper disposal of used material if any in appropriate container.
10. Equipment Failure– if a piece of equipment fails while being used, report it immediately to the lab assistance or tutor. Never try to fix the problem yourself because you could harm yourself and others.
11. If leaving a lab unattended, turn off all ignition sources and lock the doors.
12. Never pipette anything by mouth.
13. Clean up the work area before leaving.
14. Wash hands before leaving the lab and before eating.

Chapter 13

INSTITUTIONAL RESEARCH AND EXTENSION OFFICE

INSTITUTIONAL RESEARCH OFFICE

Vision

The Institutional Research Office of the Samar Colleges, Inc. envisions itself as a research-oriented department that is relevant to the needs of its clientele and environment, and is able to provide information as basis for a dynamic institutional management of the academe.

Mission

The Institutional Research Office of the Samar Colleges, Inc. aims to produce quality researchers on the area of institution and educational technology, curriculum development, organizational management, tracer studies, extension programs and services, income-generating programs and environment.

Goals

The Institutional Research Office of the Samar Colleges, Inc. has the following goals:

1. To conduct tracer studies every five years
2. To train manpower who are able to conduct quality researches
3. To recommend researchable problems to research students
4. To coordinate with other departments of the college on matters pertaining to research; and
5. To produce an annual research journal

EXTENSION SERVICES OFFICE

Vision

The Extension Services Office of the Samar Colleges, Inc. envisions itself as a dynamic unit that continually endeavors in the institution's effective involvement in the community. The enrichment of it, milieu in terms of socio-economic and cultural life is its main concern.

Mission

The Extension Services Office of the Samar Colleges, Inc. aims to promote harmonious relationship with various sectors of the community. It shall device programs, projects, and activities for its socio-economic and cultural upliftment, and shall make efforts to mobilize its academic and human resources to realize these ends. The institution shall keep itself abreast with the needs and the challenges of the community in order to make relevant its cultural programs and activities.

Goals and Objective

The Extension Services Office of the Samar Colleges, Inc. has the following goals:

1. To adopt communities and areas for improvement
2. To train and develop community organizers who will deliver the institution's extension programs, projects, and activities to be identified communities
3. To conduct research on the compatibility and relevance of the institution's curricular offerings with the manpower needs of the community and other productive sectors
4. To establish linkages with the government agencies, non-governmental organizations, business/commerce/industry, church groups and other educational institutions in the community; and
5. To capitalize the development of the institution's human resources in the projects of the community.

Rationale

Research is a major function in higher education that sets higher education apart from basic education (CHED, 2009). As cited in the Bologna Ministerial Meeting (2007), the basic of research in higher education is its independence and search for truth which justifies higher education's continued exercise of academic freedom. Furthermore, the UNESCO World Declaration of Highest Education for the Twenty-first Century accents the important role of research in higher education, viz: "State policies must promote and develop research, which is a necessary feature of all higher education systems, in all disciplines, including the human and social sciences and arts, given their relevance for development" (NHERA 2). Moreover, research in higher education

across all disciplines ensures the continued growth and development of the entire higher education sector.

Adhering to the commitment of Samar Colleges, Inc. as a catalyst and synergetic force in the development of the potentials of its clientele and subsequently, to nation building, it adopts the research agenda that is set by the Commission on Higher Education based on the National Higher Education Research Agenda-2 (NHERA-2, 2009-2018).

General Principles on Higher Education Research

Samar College research shall be guided by the following general principles (NHERA-2):

1. Research is the ultimate expression of an individual's innovate and creative powers. The Samar College shall ensure that its academic environment nurtures and supports research talents.
2. Research thrives in an environment characterized by free flow of information, honest, and analytical exchange of ideas, and supportive policy and administrative structures. Samar College policies shall enhance the institution and the individual's capacity to conduct independent, collaborative research.
3. Research is one of the main functions of Samar College.

Objectives and Goals

The following Objectives shall be pursued (NHERA-2):

1. Improve research capability of Samar College whose main business is to generate knowledge toward international competitiveness;
2. Enhance research productivity of Samar College in distinctive areas of competences;
3. Generate knowledge/technologies needed for:
 - a. International, national, and regional higher education development,
 - b. Policy/plan formulation, particularly for higher education,

- c. Developing innovative programs in information and communications technology, and
 - d. Advancing the frontiers of knowledge in the disciplines;
4. Promotion and facilitation, dissemination, and utilization of research outputs.

Research and Agenda

- I. Improving research capability of Samar College toward international competitiveness.
Strategies:
 - 1. Research capability building program.
 - 2. Strengthening graduate education.
- II. Increasing research productivity to faculty ratio.
Strategies:
 - 1. Provide funding for the conduct of research.
 - 2. Institutionalization of a system or rewards and incentives for research undertakings and outputs of faculty and researchers.
- III. Generating innovative programs for the advancement of higher education as well as for national development;
Strategies:
 - 1. Alignment of research with the R & D thrusts of the National
 - 2. Economic Development Authority (NEDA), Department of Science and Technology (DOST), Department of Health (DOH), Bureau of Agricultural Research- Department of Agriculture (BAR-DA), and other research agencies.
 - 3. Alliance with other HEIs and research expertise in identified disciplines to pool and share resources for capability building and research undertaking.

4. Promotion of Visiting Fellowship Program to establish and develop the culture of research.

IV. Information dissemination and utilization of research outputs
Strategies:

1. Conduct of research for a seminars and conferences.
2. Support research initiatives

Research Priorities

The following are the research priorities:

1. Basic research (community-engaged and community-based participatory researches) to generate new knowledge and advance the borders in various disciplines;
2. Research in aid of policy/plan formulation and implementation particularly in education;
3. Research aimed at producing/adopting education technologies developing education programs in ICT; and
4. R & D in aid of national/regional development.

Priority Research Areas in Education and Education Management (NHERA)

1. **Program/Curricular studies on higher education** – including assessment of present programs/curricula for purposes of determining how these could be improved/reengineered as well as international benchmarking of best practices towards the development of new programs/curricula in leading edge disciplines.
2. **Policy oriented studies** – research on the various dimensions of policy formulation, implementation, monitoring and evaluation focusing on but not limited to the following:

- a. financing of higher education; cost sharing in higher education
 - b. economics of higher education
 - c. governance and management of higher education
 - d. accreditation and other quality assurance mechanisms
 - e. rationalization of higher education
 - f. internationalization of higher education
 - g. access and equity measures
 - h. student financing models
3. Research on quality and standards in the context of:
 - a. international rankings and global benchmarking
 - b. quality assurance system
 - c. equivalency
 - d. redefining classifications of HEIs
4. Technology and education
5. Model building studies
6. Institutional development studies
7. Manpower demand and supply studies
8. Graduate tracer studies
9. Other research topics considered by the commission in response to emerging needs of the country

ANNEX A

THE THESIS FLOW PROCESS

The process of conducting thesis in the undergraduate department of Samar College shall follow the following steps:

- Step 1. The Thesis Writer—The thesis writer will conceptualize and write the thesis title;
- Step 2. The Research Instructor— The research instructor will provide recommendations and correction;
- Step 3. The College Research Coordinator— The finalized research title will be submitted to the research coordinator for some suggestions and corrections, if any, and records keeping;
- Step 4. The College Dean— The college dean will finally approve the thesis title, and will assign/concur the adviser thereof;
- Step 5. The Thesis Writer — After the final approval of the thesis title and official assignment of adviser, the thesis writer is now ready for writing and documentation;
- Step 6. The Research Adviser— The thesis adviser is the only person authorized to recommend if thesis writer is ready for a pre-oral and/ or final defense/examination;
- Step 7 and 9. The Committee on Oral Examination— The thesis will be submitted to pre-oral and final oral examinations through a duly constituted committee on oral examinations chaired by the college Dean.
- Step 8 and 10. The Thesis Writer and Adviser— After the pre-oral and final oral examinations, the thesis writer will finalize the thesis for approval;
- Step 11. Committee on Oral Examination—after complying the suggestions and recommendations, the committee on oral examinations is ready to affix their signatures in the approval sheet.
- Step 12. The College Dean— The finalized thesis will be approved and accepted by the respective College Dean in partial fulfillment of the requirements for the specific degree.

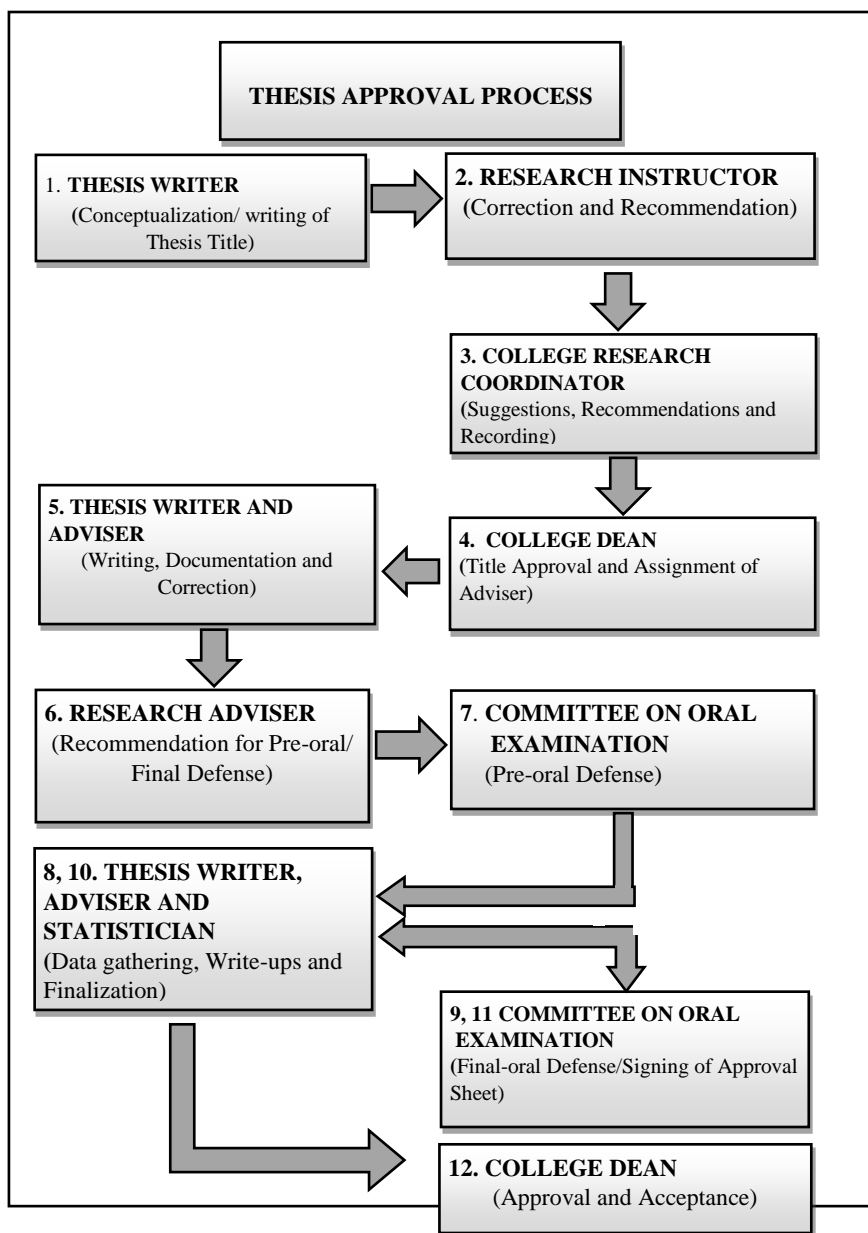


Figure 1. Flowchart of the Thesis Process

Office Location

2nd Floor New Building Research Office

Office Hours

Monday- Friday

8:00AM-12:00NN

1:00PM-5:00PM

ANNEX B

NATIONAL LAWS

The following are the important national laws cited in this handbook.

RA 10627	Anti-Bullying Act
RA 9262	Violence Against Women and their Children
RA 7877	Sexual Harassment Act
RA 8049	Anti-Hazing Law
RA 7610	Special Protection of Children Against Abuse, Exploitation and Discrimination Act
RA 8504	Philippine AIDS Prevention and Control Act of 1998
RA 7277	Magna Carta for Persons with Disabilities
RA 9165	Comprehensive Dangerous Drugs Act:
RA 9418	Volunteer Act of 2007
RA 9512	Environmental Awareness and Education Act
	Gender Development
RA 11036	Mental Health Act
RA 9258	Guidance and Counseling Act
RA 10029	Psychology Act
RA 963	Scholarship Grant of AFP

Websites:

www.samarcollege.edu.ph

FB Page:

Samar Colleges, Inc.

Samar Colleges, Inc. – Office of Student Affairs (OSAS)

SC Guidance 2018

Email Address:

Samarcollegesinc@gmail.com

ANNEX C

RECOMMENDING APPROVAL:

ACADEMIC COUNCIL

PEDRITO G. PADILLA, PhD

Senior Vice President for Academic Programs

MELDRITO B. VALLES, PhD

Vice-President for Academic Affairs /
Dean College of Arts and Sciences

NIMFA T. TORREMORO, PhD (SGD)

Dean, Graduate School
Dean, College of Education
Member

JOSEPH ROQUE A. PENSOTES JR. (SGD)

Dean, College of Criminal Justice Education
Sports Coordinator
Member

NATALIA B. UY, PhD (SGD)

Dean, College of Business &
Management
Member

ROBERT B. FLORA, PhD (SGD)

Director SCTI
Member

GRESILDA P. NAVAJA, MAEd (SGD)

School Registrar
Member

GUILLERMO D. LAGBO, DPA (SGD)

Director, Institutional Research and Extension
Member

JEROMEL N. CANDIDO (SGD)

Prefect Discipline (Tertiary Level)
Security & Safety Management
Member

JERICK C. CUEVAS (SGD)

Cultural and Arts Programs - Coordinator
Member

IAN NIÑO ABAIGAR (SGD)

President, Supreme Student Council
A.Y. 2023-2024
Member

APPROVED:

RHETT CAESAR L. PICZON (SGD)

Chairman, Board of Trustees & School President