

COLLEGE OF ENGINEERING



OPERATIONS MANUAL



THE UNIVERSITY

Location

Romblon State University is the premier state educational institution in the Province of Romblon. It is strategically located in Barangay Liwanag, Odiongan, Romblon. The school Campus is bounded on the west by the national road, on the north by private lot areas, Odiongan South Central Elementary School, Romblon Provincial Sports Complex and Odiongan National High School, on the East by a provincial government lot and on the south by private lot areas and Romblon Provincial Hospital. It has a total lot area of 19 hectares which converges school buildings, cottages, rice field, dams, ponds, farm houses and agricultural plantations. The campus is enclosed with concrete perimeter fence and has road and communication networks that make every unit area accessible.

The school buildings are concentrated on the western and northwestern portion of the campus (please refer to the Land Use Map).

The campus has five (5) access gates; 2 gates are located facing the national road on the western part; the main gate is located facing north where road network is heading towards the Odiongan Public Plaza; another gate is situated at the northeastern part where road network is heading to the entrance of Odiongan National High School and road leading to the New Public Market. The other gates which is seldom used is the gate on the eastern part adjacent to the College of Agriculture, Fishery and Forestry.

The campus amenities are itemized and described in the proceeding pages.



Geographically, Odiongan lies at the center of the Philippines and is situated on the western part of Tablas Island. It is located 22°04 east latitude and 12°19 north latitude of the archipelago. It is bounded in the south by the municipalities of Ferrol, Looc and Alcantara, in the east by San Agustin and Sta. Maria, in the north by San Andres and in the west by the Tablas Strait.

Odiongan is approximately 69 kilometers (km) away from the provincial capitol (52 km by land and another 17 km by sea). If traveled by air, it is 180 km away from Manila. Tugdan airport is the nearest airport which is 43 km away and is located in the Municipality of Alcantara. Seaport (Poctoy Port) is 3 km away from the Poblacion. Odiongan has a total land area of 15,093 hectares and has 25 barangays.

Odiongan is center of commerce and the most progressive town in the province of Romblon. It has an estimated population of 44,000 (as of 2006) with an annual growth rate of 2.06% (1995 to 2000). In the actual population count in 2000, Odiongan had a total number of pf 39,068 persons and 8,642 households.

The province of Romblon is composed of 25 known islands and several unnamed rocky islets. The province is comfortably ensconced between Mindoro and Masbate, below the southern tip of Marinduque and north of Panay Island. Romblon Island houses the capitol of the province.

History

It was in November 1914, during the district athletic meet in Odiongan, when John C. Early, then head teacher of Romblon Sub-province, suggested to the teachers the idea of the establishment of a farm school in the locality.



He said that Tablas alone would support four or five times of the total number of people in the entire Province of Romblon if its land areas could be agriculturally developed. The teachers took his suggestions to deeply in their heart, and began at once a campaign to acquire the nearby farm lands. Simplicio Festin, a teacher at the time, worked earnestly for the acquisition of lands. Finally, the people's interest was aroused, and Emilio Firmalo together with other land owners, donated thirteen hectares of lands adjoining the primary school site. Aside from lands, the then proposed school received three carabaos from Nazario Famadico of Despujols, and four temporary farm houses built and donated to the school by the Odiongan people.

John C. Early, having been encouraged by the high spirit of the people, wrote at once to the provincial governor of Capiz and to the director of education regarding the proposed farm school. Before the end of May 1915, everything was made ready. Thus the Odiongan Farm School came into being in June 1915, with sixty five pupils enrolled in the fifth grade and forty eight pupils in the sixth grade. Juan Fetalino, a most promising teacher in the province, took charge of the school as a principal, and was assisted by Felipa Festin, another teacher of long experience. In June 1916, a complete farming course for boys, and housekeeping and household arts course for girls were opened, with an average enrollment of forty pupils for each grade. In June 1922, a first year class was started, and in June 1927, a second year class was added, and as soon as there were students to enroll, the other high school classes were opened. The third and fourth year classes were organized in 1929 and in 1930, respectively. The name became Odiongan Rural High School, and all the intermediate classes were turned over to the Odiongan Elementary School.

The realization of the establishment of the Odiongan Farm School has been largely due to the generosity and enthusiasm of the Odiongan people and



through the earnest efforts of John C. Early. The people supported it heartily during its first two years of operation. Besides the thirteen hectares of lands, the three carabaos, and the four temporary farm houses, and some hogs for breeding purposes donated by them to the school, they paid the salaries of several teachers for two years. In 1917, the municipality, with the three hundred sixty five pesos donation of the "Ang Odiong," purchased twelve hectares of additional lands, and paid the salaries of the teachers, with exception of those who were paid by the Insular Government. On the following year, 1918, the school became a provincial project, and another fifteen hectares of land were added. The province then began paying the salaries of insular teachers, and allotted the school considerable amounts of Insular aid from time to time, which up to 1926, amounted to twenty five thousand pesos.

Meanwhile, the school is gradually winning the support of the provincial and municipal officials and people.

It must, however, have a long struggle yet for general recognition. It must fight on the whole province.

After fifteen years of existence (**1930**), the Odiongan Farm School was converted into **Odiongan Rural High School** offering complete secondary training courses headed by a Principal, but under the supervision of the Schools College Superintendent, College of Romblon. Among its former teacher was Mr. Francisco F. Saguiguit, retired Commissioner of the Agricultural Productivity Commission.

In **1947**, the Odiongan Rural High School was changed to **Odiongan High School** that offered a General Type A Curriculum.



The demand for change continued to lurk the educational planners of the province. Thus, to keep abreast with the demands of time, another conversion took place in **December 1, 1956**. The Odiongan High School was again converted to **Odiongan National Agricultural School** by virtue of Republic Act. No.1381. The status remained for some time until the name was changed to **Romblon National Agricultural School** under General Appropriation Act in **1958**.

In **July 1, 1965**, then Congressman Jose D. Moreno of the defunct Congress of the Philippines authored Republic Act No.4286 converting Romblon National Agricultural School to **Romblon National Agricultural College**. In the same Appropriations Act, the name Romblon National Agricultural College was shortened to **Romblon Agricultural College**, however collegiate course were not offered immediately after its conversion due to lack of funds. The Educational Development Act of **1972** paved the way for the opening of the post-secondary curriculum. Year **1974** was the year of fulfillment of the long cherished dream of the people. A two-year Associate in Agricultural Technology (AAT) was offered in compliance with Memorandum Circular No.8.s 1974. It has an initial enrollment of twenty five students (15 male and 10 female). In **1975**, three degree courses were offered namely: Bachelor of Science in Agriculture, Bachelor of Science in Agricultural Education, and Bachelor of Science in Home Technology, thus giving more challenges to the college, bringing about positive changes in the life of the people of Romblon.

The demand for the higher educational technologies and the quest for relevant education to national development goals are imperative alternatives that could not be ignored by the college authorities. As early as 1978, the plan to convert the Romblon Agricultural College into State College was initiated. The Superintendent of the College sought the assistance of the Sangguniang Panlalawigan for endorsement of the Interim Batasan Pambansa. Under the able



leadership of Honorable Nemesio V. Ganan, Jr. Assemblyman for Region IV at the same time representing Romblon. He authored Parliamentary Bill 131, an act converting Romblon Agricultural College into **Romblon State College** and appropriating funds thereof. The Bill was signed into Law on **May 18, 1983** by the late President Ferdinand E. Marcos, and became **Batas Pambansa Bilang 393**.

On **January 12, 2001** the **Romblon College of Fisheries and Forestry (RCFF)** created under Batas Pambansa Blg. 553 was integrated to Romblon State College by virtue of **BOT Resolution No. 3, S. 2001** and renamed as **RSC Tablas Branch** in conformity with IGI-CSI memorandum order No. 27, S. 2001. Subsequently on **February 28, 2001, Sibuyan Polytechnic College (SPC)** created by virtue of BP 614 was also integrated to Romblon State College under **BOT Resolution No. 11, S. 2001** and renamed as **RSC Sibuyan Branch**.

October 14, 2009 marked the ultimate dream come true to the Romblomanons when Republic Act 9721 was signed by then Pres. Gloria Macapagal Arroyo, an act establishing the **ROMBLON STATE UNIVERSITY**.

PHILOSOPHY

The University as a state institution shall administer its affair in accordance with its Charter, RA 9721 and with the general laws of the country in so far as they are applicable. The University upholds the humanistic philosophy of education, it is therefore committed to:

1. enhance the individual's potentialities to the optimum;
2. promote physical, intellectual, social, emotional and spiritual well-being of the youth;
3. recognize the learner as the center of pedagogical efforts; and
4. transform the educated individual to become a man for others.



VISION

Romblon State University as a premier institution of higher education in the MIMAROPA Region for a globally competitive Province of Romblon

MISSION

Romblon State University is committed to provide advanced education, higher technological, professional instruction and training in agriculture and fishery, forestry, science and technology, arts and other relevant fields of study. It shall undertake research & extension services, and provide progressive leadership in its areas of specialization. (Excerpt from RA 9721)

GENERAL OBJECTIVES

As a state institution of higher learning, the primary aim is to implement a wide range of curricular programs with instruction, research, extension and production as essential components.

Specific objectives:

In addition and in support to the mission and policy statements embodied in the Charter, the University shall specifically aim to:

1. Provide a general education program that will promote national identity, cultural consciousness, moral integrity and spiritual vigor;
2. Train the nation's manpower in the skills required for national development;
3. Enhance production-driven agricultural and industrial expertise;
4. Develop the professions that will provide leadership for the nation;
5. Serve as creative catalyst of change and dynamic center of excellence providing quality education based on value system and holistic development;



6. Provide advance knowledge through research aimed at improving the quality of human life and responding effectively to changing societal needs.

THE COLLEGE OF ENGINEERING AND TECHNOLOGY

The Metamorphosis

The College of Engineering and Technology (CET) started its humble beginnings as a Department of Engineering in 1985. It offers Bachelor of Science in Agricultural Engineering by virtue of Batas Pambansa 393 explicitly on Sec 1, to wit:

“Sec.1.The Romblon Agricultural College in Odiongan, Province of Romblon is hereby converted to a state college to be known as Romblon State College which shall offer Bachelor of Science in Education, Bachelor of Science in Agricultural Education, Bachelor of Science in Agricultural Engineering.....”

The first batch of graduates gave the Institute a recognition for having a 100 percent passing rate for those who took the licensure examination for agricultural engineers in 1990.

In 1993, under the able leadership of RSC President, Prof. Victorino L. Aguila, a vocational course, Auto Diesel Mechanic was offered to cater students who opted to become technicians. In 1995 various courses were offered such as Auto-Diesel Technology (ADT), Electrical Technology (ELT), Electronics and Radio Technology (ERT), and Technical Drafting and Graphic Design (TDGAD) to enhance the vocational offering and to give student various courses to choose from. It was then under the Institute of Vocational-Technical Education with Prof. Electo T. Faigao Jr as the Dean.



In 1996, the demand for more engineering programs and as the trending in information technology surged up, the RSC Board of Trustees approved the offering of the Bachelor of Science in Civil Engineering, Bachelor of Science in Electrical Engineering, Bachelor of Science in Mechanical Engineering and the four- year course leading to the degree of Bachelor of Science in Information Technology. The offering of the additional courses gave birth to the Institute of Engineering and Technology with Engr. Amada S. Mayuga as the Dean. The new programs have proven to be worth offering since all programs produced licensed engineers and competent IT professionals.

The untimely demise of late President Victorino L. Aguila in 1999 brought Dr. Ricardo A. Wagan as the College Caretaker. During the incumbency of Dr. Wagan, Prof. Ester L. Forlales took over the Deanship of the Institute of Engineering and Technology. Dr. Wagan served as OIC-President from 1999 to 2001.

During the incumbency of Dr. Idella G. Formilleza when she was elected as President in 2001, reforms were initiated, thus, in July 17, 2002, she issued Memo Circular No.2 s. 2002, creating Institute of Information and Communication Technology with Engr. Julie F. Fallaria as the Dean, separating from the Institute of Engineering and Technology. Dr. Idella G. Formilleza also designated Engr. Amada S. Mayuga as the Dean of the IET and Mr. Ernesto F. Foja Jr. as the Dean of Institute of Vocational-Technical Education.

On October 2005, President Jeter S. Sespene implemented the rationalization of the Colleges. IVTED and IICT were merged with the Institute of Engineering and Technology, hence the re-birth of the Institute of Engineering and Technology. This time, Engr. Elucila M. Sespene was appointed Dean and Engr. Elvin F. Gaac was appointed as the Associate Dean. When RSC was



converted to RSU on October 14, 2009, the Institute of Engineering and Technology was renamed to College of Engineering and Technology.

The transfer of Dr. Elucila M. Sespene to Palawan State University gave the opportunity for Engr. Elvin F. Gaac to set in the vacated position as the Dean of the College of Engineering and Technology. Engr. Gaac did not stay long in the position because after less than a year, he was appointed as Vice President for Academic Affairs when Dr. Arnulfo F. de Luna was elected as RSU President.

The increasing number of enrollee's in the college was noticed by the President. In order to fully serve the students, President De Luna re-created the Institute of Information Technology separating from the College of Engineering and Technology.

With the designation of Engr. Gaac to the VPAA position, President De Luna appointed Engr. Orley G. Fadriquel as the new Dean of the College of Engineering and Technology in October 2012.

Since the successful passing of the first batch of graduates in licensure examination, the College has been consistent in giving priceless legacy to the University because of the increasing number of passers in engineering licensure examination conducted by the Professional Regulations Commission. To be noted are the performance of the College in Engineering Board Examinations:

In August 2006, RSC-IET made history when one of the IET graduates, **Engr. Bernard Fabriquier Castro** made it to be in **Top 6th** in the **Agricultural Engineering** Board Exam given by the PRC.



Two more engineering graduates have proven its worth when **Engr. Joseph Montinola Miranda** made it to be in **Top 8th** in the **Registered Electrical Engineering** board exam given on May 2008 and in February 2009, **Engr. Christopher Mago Moral**, a Civil Engineer in profession made to be in **Top 5th** in the **Master Plumber Board Examination** administered by the Board of Master Plumber-Professional Regulation Commission.

In February 2014, another remarkable accomplishment of the College of Engineering and Technology was when **Engr. Anthony Gonzales Reyes**, a Registered Mechanical Engineer made to be the **TOP 1st** in the **Master Plumber Board Examination** administered by the Board of Master Plumber-Professional Regulation Commission.

The focus of the College of Engineering and Technology is not only to provide high quality education through **INSTRUCTION**. It also takes a big leap to make a difference in **RESEARCH, EXTENSION** and **PRODUCTION**.

In line with the vision and mission statements of the University, the College of Engineering and Technology shifted to **OUTCOMES-BASED EDUCATION in 2012**, responding to **CHED MEMO No. 37, series of 2012**. Series of seminars and trainings were conducted and all college activities are focused to be OBE compliant. All engineering programs are Level II accredited by the AACCCUP and is continuously working to the center of development/excellence status.

The Engineering Program

Engineering is defined by the Accreditation Board for Engineering and Technology (ABET) as that profession in which knowledge of the mathematical and natural sciences gained by study, experience, and practice is applied with



judgment to develop ways to use, economically, the materials and forces of nature for the benefit of mankind.

In short, engineering is the application of science and mathematics to solve problems for society.

The major aim of engineering is the creation of a new process, product, material, or system. This activity demands a high degree of creativity and problem solving ability coupled with a full understanding of engineering fundamentals, good judgment, and a practical sense of economics.

The College of Engineering and Technology prepares men and women for one or more of the many career opportunities in the engineering profession. Such opportunities include positions in design, production, development, research, management, and consulting. Engineering student prospects employment are in industrial organizations, governmental and private agencies.

The CET Goal

The College of Engineering and Technology's goal is to provide relevant and quality training for students in engineering, technology and related fields consistently to satisfy the national development trusts. All engineering programs must be defined consistent with the vision and mission of the university, The College endeavors to:

- produce graduates with the necessary theoretical knowledge of mathematics and natural sciences as well as the background knowledge needed by them to acquire the experience and practical skills required of professional engineers and technicians;



- educate students for their careers as engineers and technicians, to enable them to contribute to the developmental effort of the country as entrepreneurs or competent professionals;
- educate students imbued with good moral and ethical values and the acute sense of awareness of the conservation of the environment for the sustainable development of the country;
- provide students instruction in both theoretical and practical aspects of engineering and technology and exposure to industrial setting in the form of field experience provide a well-rounded engineering and technical education that draws upon resources of a comprehensive research university to attract outstanding undergraduate students in selected engineering fields;
- conduct quality research in selected areas, enabling faculty members and students to keep pace with new developments and ensuring that the newest concepts are taught in its courses; and
- serve the needs of the University, industry, government, and the general populace by making its facilities and faculty expertise accessible.

CET CORE VALUES

F.I.R.E.S.

FIRE is the rapid oxidation of a material in the exothermic chemical process of combustion, releasing heat, light, and various reaction products.

FIRE is also a command used when somebody wants to hit a target.

Parallel to the vision and mission statement of the University, the College of Engineering and Technology shall be adaptive to global technological change and aims for excellence in global context. Its presence shall radiate in every corner of the province as well as the nation. Its graduates must be equipped with the knowledge, skills and competence required by the industry.

Focus – by placing CET students and clienteles at the center of all decisions



Innovation – by anticipating changes in global society and the workplace and responding with creative and flexible learning approaches

Respect – by acknowledging the dignity and contributions of each CET faculty, staff, students and clientele in the college through fair, ethical and courteous actions and communications.

Excellence – by maintaining high academic standards and emphasizing quality academic programs and services in all engineering programs including quality research and extension activities to help improve the quality of life of the community.

Sustainability – by considering the social and environmental costs and benefits in all decision making.

PROGRAM OFFERINGS OF THE COLLEGE

The College of Engineering and Technology offers four (4) engineering degree programs.

All Curricular offering in the collage have been reviewed in accordance with recent approved CMOs, industry needs, latest trends and technology in the field of engineering. All engineering programs are OBE compliant.

BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING PROGRAM

Agricultural engineering is a discipline based on the application of engineering principles for the production and processing of food, fiber and materials of biological origin. In the Philippines, agricultural engineering still concentrates on such areas as the irrigation and drainage of agricultural land, soil erosion control, the planning of farm buildings, agricultural waste management and the development of labor-saving farm equipment and systems.

As a discipline that is continuously evolving in response to advances in information technology and bio-technology, changing market needs and policy



environments, agricultural engineering is progressively challenged to further improve the efficiency of agricultural systems, and at the same time consciously reduce or eliminate environmental hazards as well as utilize agricultural waste and by-product.

Consistent with its basic nature and directional trends, agricultural engineering education revolves around the philosophy that learning is a continuously recurring process through life for which the learner shall experience and assume responsibility and control. The translation of the above premises into effective instructional resources and facilities is the ultimate responsibility of public and private institutions that offer agricultural engineering as an undergraduate degree program.

In accordance with the criteria of the PTC–Certification and Accreditation System for Engineering Education (PTC-CASEE), the BSAE program shall produce graduates that have the following program or student outcomes:

- a. Ability to apply knowledge of mathematics & science to solve engineering problems
- b. Ability to design and conduct experiments, as well as to analyze and interpret the data
- c. Ability to design a system, component or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health & safety, manufacturability and sustainability, in accordance with standards
- d. Ability to function on multidisciplinary teams
- e. Ability to identify, formulate and solve engineering problems
- f. Understanding of professional and ethical responsibility
- g. Ability to communicate effectively
- h. Broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context



- i. Recognition of the need for, and an ability to engage in life-long learning
- j. Knowledge of contemporary issues
- k. Ability to use techniques, skills, and modern engineering tools necessary for engineering practice
- l. Knowledge and understanding of engineering and management principles as a member and leader in a team, to manage projects and in multidisciplinary environments

Source: CMO # 4 series or 2001

BACHELOR OF SCIENCE IN CIVIL ENGINEERING PROGRAM

Civil Engineering is a profession that applies the basic principles of Science in conjunction with mathematical and computational tools to solve problems associated with developing and sustaining civilized life on our planet. It is one of the broadest engineering disciplines both in terms of the range of problems that fall within its preview and in the range of knowledge required to solve those problems. Civil Engineering works are generally one-of-a-kind projects; they are often grand in scale; and they usually require cooperation among professionals of many different disciplines. The completion of a civil engineering project involves the solution of technical problems in which information from numerous sources and myriad non-technical factors play a significant role. Some of the most common examples of civil engineering works include bridges, buildings, dams, airports, ports and harbors, highways, tunnels, towers and water distribution systems. Civil Engineers are concerned with flood controls, landslide, air and water pollution, and the design of facilities to withstand earthquakes and other

In accordance with the criteria of the PTC–Certification and Accreditation System for Engineering Education (PTC-CASEE), the BSCE program shall produce graduates that have the following program or student outcomes:



- a. An ability to apply knowledge of mathematics, physical sciences, engineering sciences to the practice of civil engineering.
- b. An ability to design and conduct experiments, as well as to analyze and interpret data.
- c. An ability to design, build, improve, and install systems or processes which meet desired needs within realistic constraints.
- d. An ability to work effectively in multi-disciplinary and multi-cultural teams.
- e. An ability to recognize, formulate, and solve civil engineering problems.
- f. An understanding of the effects and impact of civil engineering projects on nature and society, and of the civil engineers' social and ethical responsibilities.
- g. Specialized engineering knowledge in each applicable field, and the ability to apply such knowledge to provide solutions to actual problems.
- h. An ability to effectively communicate orally and in writing using the English language.
- i. An ability to engage in life-long learning and an acceptance of the need to keep current of the development in the specific field of specialization.
- j. An ability to use the appropriate techniques, skills and modern engineering tools necessary for the practice of civil engineering.
- k. A knowledge of contemporary issues.

Source: CMO # 29 series or 2007

BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING PROGRAM

The field of **Electrical Engineering** deals with the generation, transmission, distribution and utilization of electricity. It also deals with the design, operation and protection, maintenance and economics of electrical systems with emphasis on ethical values to harness economically and safely the materials,



and forces of nature for the benefit of society and the environment.

Laboratory experience is emphasized in the Bachelor of Science in Electrical Engineering (BSEE) curriculum to provide familiarity with electrical, electronic and computing equipment and with experimental techniques. Modern laboratories are available for electrical circuits, electronics, machines, power systems, computers and the like, thereby, giving the students necessary knowledge and skills in applying these tools for the advancement of mankind.

In accordance with the criteria of the PTC–Certification and Accreditation System for Engineering Education (PTC-CASEE), the BSEE program shall produce graduates that have the following program or student outcomes:

- a. Ability to apply knowledge of mathematics, physical, life and information sciences; and engineering sciences appropriate to the field of practice.
- b. Ability to design and conduct experiments, as well as to analyze and interpret data.
- c. Ability to design a system, component, or process to meet desired needs within identified constraints.
- d. Ability to work effectively in multi-disciplinary and multi-cultural teams.
- e. Ability to recognize, formulates, and solves engineering problems.
- f. Recognition of professional, social, and ethical responsibility.
- g. Ability to effectively communicate orally and in writing using the English language.
- h. Understanding of the effects of engineering solutions in a comprehensive context.
- i. Ability to engage in life-long learning and an understanding of the need to keep current of the developments in the specific field of practice.
- j. Knowledge of contemporary issues



- k. Ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

Source: CMO # 34 series or 2008

BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING PROGRAM

Mechanical Engineering is one of the oldest and broadest branches of engineering. The American Society of Mechanical Engineers (ASME) defines it as follows:

Mechanical Engineering is a profession that concerns itself with mechanical design, energy conversion fuel and combustion technologies, heat transfer, materials, noise control and acoustics, manufacturing processes, rail transportation, automatic control, product safety and reliability, solar energy, and technological impacts to society. Mechanical engineers study the behavior of materials when forces are applied to them, such as the motion of solids, liquids, gases, and heating and cooling of object and machines. Using these basic building blocks, engineers design space vehicles, computers, power plants, intelligence machines and robots, automobiles, trains, airplanes, furnaces, and air conditioners. Mechanical engineers work on jet engine design, submarines, hot air balloons, textiles and new materials, medical and hospital equipment, and refrigerators and other home appliances. Anything that is mechanical or must interact with another machine or human being is within the broad scope of today's and tomorrow's mechanical engineer.

The above ASME definition of mechanical engineering is a comprehensive one, however, only some of its element may be covered in the undergraduate level. The Task Force in Mechanical Engineering, therefore, designs a broad-based mechanical engineering curriculum that emphasizes the fundamental knowledge and skills of mechanical engineering and introduces new emerging areas in the discipline. To meet this purpose, the curricular requirements for



elective courses are increased to twelve units. These elective courses may be utilized to introduce new courses in mechanical engineering as suggested by these curricular guidelines or to design a concentration or tracking in the mechanical engineering program such as manufacturing engineering, mechatronics engineering, automotive engineering, biomedical engineering, HVAC/R engineering (heating, ventilating, air – conditioning and refrigerating), etc. The Task Force strongly suggests that in the selection of new elective courses or in the design of a concentration or tracking, the school considers the thrust of industrial development in their locality or region. Furthermore, the new mechanical engineering curriculum includes a senior design or thesis project that addresses the specific needs of the communities where the schools are located.

In accordance with the criteria of the PTC–Certification and Accreditation System for Engineering Education (PTC-CASEE), the BSME program shall produce graduates that have the following program or student outcomes:

- a. An ability to apply knowledge of mathematics, science and engineering
- b. An ability to design and conduct experiments, as well as to analyze and interpret data
- c. An ability to design a system, component or process to meet desired needs within realistic constraints
- d. An ability to function on multi-disciplinary teams
- e. An ability to identify, formulate and solve engineering problems
- f. An understanding of professional and ethical responsibility
- g. An ability to communicate effectively in both Filipino and English languages
- h. An understanding of the impact of engineering solutions in a global and societal context
- i. An ability to use techniques, skills and modern engineering tools necessary for mechanical engineering practice

Source: CMO # 9 series or 2008



The College Structure

The College of Engineering and Technology has five academic departments, a research unit, an extension unit and an IGP unit.

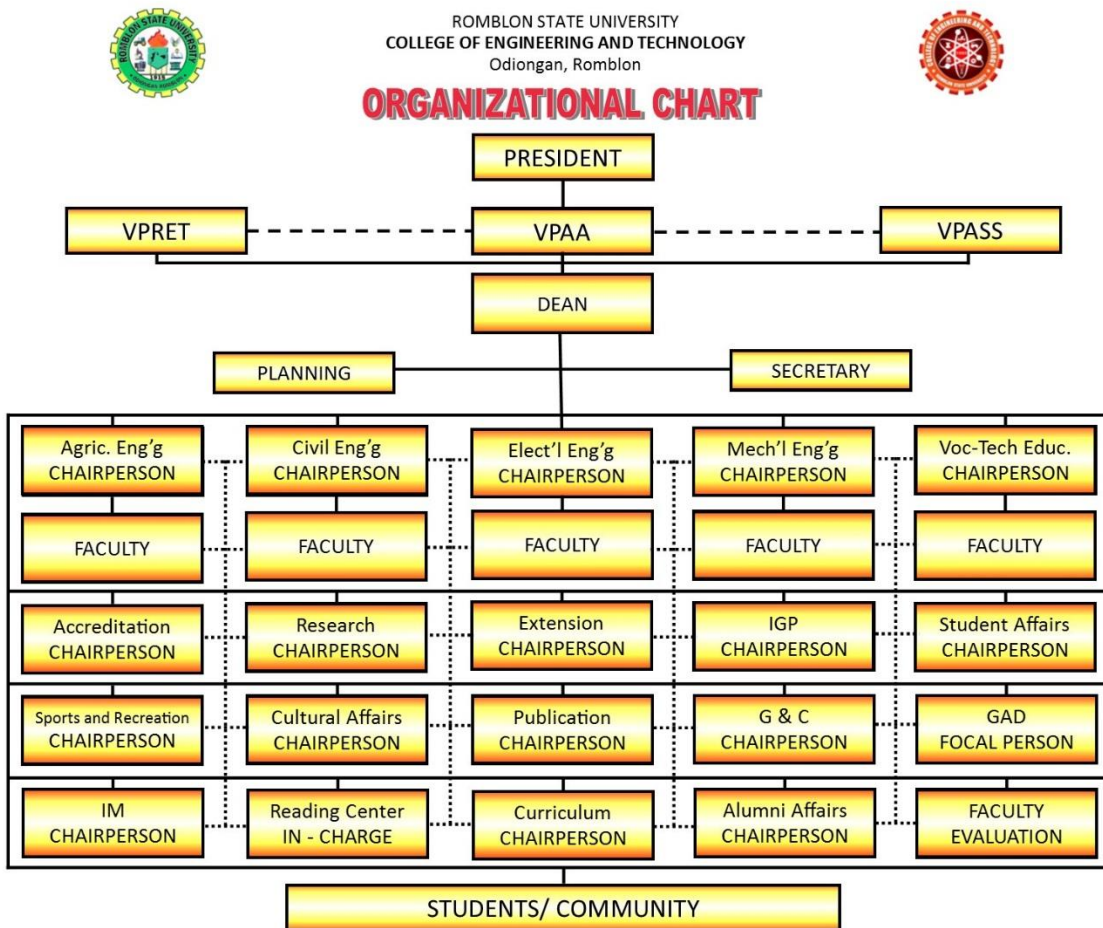
In support to the student and faculty needs, the college created various support services units such as;

- Sports and Recreation
- Cultural Affairs unit
- Guidance and Counselling Services unit
- Reading Center unit
- Gender and Development unit
- Alumni Affairs unit
- Faculty Development unit
- Student Affairs unit; and
- Planning unit
- Accreditation and Faculty Evaluation
- Instructional Materials and Publication
- Research & Extension Unit
- Income Generating Projects
- Curriculum Development

Each department is headed by a Chairperson and different units by Coordinator who collaboratively work in order to achieve the goals and objectives of the college and the university.



The Organizational Chart

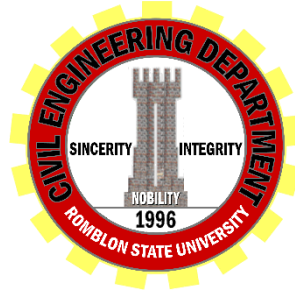




The College and Department Logo



Agricultural Engineering Department Logo



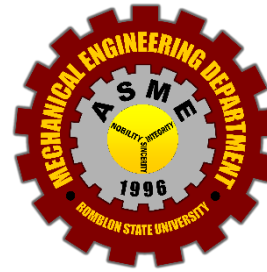
Civil Engineering Department Logo



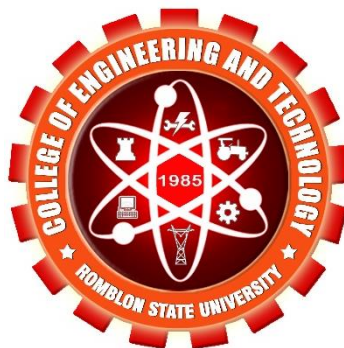
Electrical Engineering Department Logo



Vocational Technology Department Logo



Mechanical Engineering Department Logo



The College Logo



CHAPTER I ADMINISTRATION

Function and Duties

The Dean

The Dean of the College of Engineering and Technology is responsible to the Vice President for Academic Affairs and serves as the chief academic administrator of the college. The dean is administratively responsible for planning, organizing, coordinating, directing, and evaluating the cooperative effort of the college.

Responsibilities

The specific responsibilities of the Dean include the following:

- Promotes an understanding, both internally and externally, of the college, its purposes, and objectives.
- Administers all personnel matters related to the college, including: recommendations for initial appointments of temporary faculty; recommendation for appointment and assignment of part-time faculty and lecturers; and recommendation for appointment and assignment of non-academic personnel.
- Prepares teaching loads, teaching schedules, academic advisory responsibilities, special assignments that may impact on faculty's instructional responsibilities, and requests to participate in outside activities.
- Promotes faculty development activities and encourages faculty concern for teaching and scholarship.
- Oversees a program for the orientation of new faculty.



- Conducts semestral evaluation of those programs and personnel directly responsible to the college.
- Presides and conducts academic meetings.
- Supervises curricular and course planning, including the planning and promoting of improvements within the curricula of the college, development of new undergraduate programs, the compilation of the descriptions of courses and programs, the preparation and approval of catalog statements on general and specific requirements, the maintenance of the standards of instruction, and the compilation of information for accreditation.
- Approves the college's schedule of classes each semester/summer.
- Prepares the annual budget for the college.
- Prepares the annual procurement plan for the college
- Administers the utilization of space and equipment assigned to the college.
- Maintains an official record of syllabi for all courses in the college.
- Administers policies and procedures established by the university and college relative to established academic and administrative committees.
- Participates in those professional activities and ceremonial functions consistent with the Office of the Dean.
- Provides data required for institutional research purposes and promotes those research efforts related to academic matters.
- Approves all publications related directly and solely to college policies and programs.
- Recommends to the President for approval the designation of chairpersons of the academic departments and other units of the college.
- Approves all letters of agreement/contracts of the above units.



- Performs other responsibilities as delegated by the president and/or the vice president for academic affairs.

College Secretary/Clerk

As College Secretary/Clerk, he/she has the tasked to perform the following duties and responsibilities:

- Prepares notices of meetings and minutes of the meetings;
- Types reports, letters, memos, announcements and documents;
- Answer routine correspondence;
- Arranges meetings and schedules of conferences;
- Transmits and/or ,follow up orders and requests of the Dean;
- Assist in the coordination of the Dean.

Planning Coordinator

- Develops college plans and programs for achieving its goals
- Performs other related functions and duties deemed necessary as planning coordinator

Department Chairperson

As Chair, he/she has the tasked to perform the following duties and responsibilities:

- Plans, organizes and implements curricular and co-curricular activities
- Assists in the development/upgrading/enrichment of syllabi
- Assist in the development of instructional materials such as manuals, workbooks, modules, and other teaching devices
- Submits list of instructional supplies, materials and equipment needed in the department
- Conduct researches to enhance instructional methods, techniques and strategies



- Conduct research on the academic performance of students and performance of faculty
- Coordinates the services and programs of the department
- Supervises instructors in the department
- Monitors and evaluates performances of the faculty in which could be initiated by the faculty to staff in the department
- Plan program of activities for the faculty and students
- Conduct/spearheads seminars for the faculty and students of in coordination with the faculty development program coordinators
- Conduct meetings (in consultation with the Dean) relative to the improvement of the Department
- Coordinate with the other Departments regarding the preparation of schedule of classes for the subjects under the Department necessary for the accreditation of the program

Research Coordinator

As coordinator, he/she has the tasked to perform the following duties and responsibilities:

- Identifies the research thrusts and priorities of the college;
- Sources funds from research projects in coordination with the RSU Director for Research;
- Encourages the faculty members to do individual or group researches to be published and disseminated;
- Conducts seminars on strengthening research culture and capability of the faculty in the College twice a semester/year;
- Conducts research forums/for a and colloquia at least once a year; Faculty and students research outputs must be disseminated through forums and colloquia;



- Helps in collating, preparing , filing of documents necessary for the accreditation of the College of Engineering and Technology programs; and Submits report on the summary of the types and number of researches conducted, disseminated or presented and utilized;

Coordinator for Extension Programs and Services

As coordinator, he/she is tasked to perform the following duties and responsibilities:

- Conduct extension programs and services every Friday or as scheduled;
- Prepares the packages and other programs of the extension programs;
- Makes studies and evaluation of the extended programs and services;
- Coordinates the activities with the RSU Director for Extension Services for more extensive activities; and
- Submits reports to the dean every end of the semester.

Accreditation Coordinator

As Coordinator, he/she has the tasked to perform the following duties and responsibilities:

- Prepares action plan for the accreditation program of the college
- Organizes working committee in-charge of the different areas of accreditation
- Coordinates with the different working committees in the implementation of the program
- Consolidates/collects and arranges all the available required documents in the accreditation.

IGP & Production Coordinator

As Coordinator, he/she has tasked to perform the following responsibilities:

- Submits proposed IGPs to the Dean for implementation.



- Assists in the proper implementation of IGPs in the Departments.
- Supervises and monitors IGPs.
- Plan the PROGRAMS for the improvement of the IGP of the College;
- Collate, prepare and file documents for the College necessary for the accreditation for the programs;
- Finds means to generate income for the College; and
- Submits reports on IGPs to the Dean.

Roles and Functions of GAD Coordinators

The GAD Coordinators from various Colleges, Institutes, Campuses and Units shall be part of the Technical Working Group (TWG) with support from the GAD Director and GAD office staff shall:

- a. Facilitate the implementation of the year-round gender mainstreaming efforts in the college by incorporating GAD laws, concepts and principles in all its programs, policies, projects and activities (e.g., Orientation for new students, faculty and staff; Orientation for OJT-students or Interns; Use of gender-fair language and gender-responsive strategies in the classroom; Gender-related laws in subjects like Psychology, Humanities, or Sociology, Sex-disaggregation of data in the college);
- b. Formulate college GAD Plan and Budget and propose gender-sensitive/gender-responsive PPAs that will address gender gaps and issues faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;
- c. Assist in the capacity development of and provide technical assistance to the University clients/constituents, and as needed, to officers in the other offices or units. In this regard, the TWG shall work with other units in the University (e.g., the RET, GAPS, OSAS, the human resource development office) and with government agencies like the PNP, the DSWD, the DILG in



the implementation of an appropriate capacity development program on gender equality and women's empowerment;

- d. Establish GAD corners in their respective college/ institute/ campus/ unit and maintain GAD books, references, equipment, bulletin boards and other IEC materials
- e. Refer faculty, staff and students who are in need of support and are in an abusive relationship or in an especially difficult circumstance to the GAD Director or Guidance Counselors

These tasks and functions shall form part of their regular key result areas and shall be given due consideration in their performance evaluation.

Instructional Materials Coordinator

As Coordinator, he/she has the tasked to perform the following duties and responsibilities:

- Plan the activities to be conducted for 4 semesters including two summers;
- Conduct/spearheads seminars on Development and Preparation of Instructional and Materials like modules, workbooks and work texts for the faculty and students use in coordination with the faculty development program coordinators;
- Collate, prepare and file documents for the CET necessary for the accreditation of the programs; and
- Submit reports to the dean every end of the semester.

Faculty Development Coordinator

As Coordinator, he/she has the tasked to perform the following duties and responsibilities:

- Formulate and conduct Institutional in-service training program at least twice in a semester;



- Coordinate with the faculty members to attend scholarly lectures, symposia, conferences and workshops for professional growth;
- Encourage the faculty to be an active member at least one professional or scientific organization;
- Source fund of the faculty development;
- Help in collating, preparing, filing of documents necessary for the accreditation of the engineering programs; and
- Recommend to the Dean the deserving faculty to be given with scholars/grants/trainings/seminar workshop.
- Plans and conducts developmental seminars related to research and instruction.
- Communicates developmental opportunities available across campus to all faculty (e.g., encourages attendance at CET workshops).
- Plans and schedules annual college-wide research in-house review (at which faculty members would present his/her research).

Students Affairs Coordinator

As Coordinator, he/she has the task to perform the following duties and responsibilities:

- Plan the activities to be conducted;
- Assists the Dean in the administration of administrative responsibilities pertaining to student services;
- Facilitates the implementation of student affairs programs like orientation program, drug abuse program, leadership and team building seminar, clean and green program activities;
- Studies the problems affecting student services programs.
- Conducts evaluation of students' services projects and programs;



- Conduct/spearhead seminars for the faculty and students of College of Engineering and Technology in coordination with the faculty development program coordinators;
- Conduct meetings (in consultation with the Dean) relative to the improvement of the students organizations;
- Collate, prepare and file documents for necessary for the accreditation of the program;
- Conduct research on the academic performance of officers;
- Assist student organization advisers and officers in the discharge of their functions;
- Coordinate with the different area coordinators who need assistance;
- Submit reports to the Dean every end of the semester.

Cultural Affairs Coordinator

The designated Coordinator is responsible for all affairs related to culture. He/ She is tasked to perform the following duties and responsibilities:

- Prepares a comprehensive cultural arts programs including seasonal presentations, training programs and workshops for members of the performing art groups;
- Coordinates social and cultural presentations;
- If necessary, Initiates/stages exhibits and competitions/contest;
- Establishes linkage with other cultural development of members inside and outside of the College;
- Promotes the welfare of the student members and enriches their participation in the academic;
- Sees to the proper management of the unit budget.

**Publication Coordinator**

As Coordinator, he/she has the tasked to perform the following duties and responsibilities:

- Plan activities for publication
- Create Editorial Staff
- Publish a one/two-page/s once a month; and
- Submit reports to the Dean every end of semester.

Sports Coordinator

As Coordinator, he/she is responsible for performing professional and administrative work in planning, organizing, implementing and supervising a comprehensive athletic and sports program on a year-round basis. He/she has the following responsibilities:

- Prepares sports budgeting and if funds warrant purchase of equipment.
- Coordinates the use of athletic fields and gyms at various sites in conjunction with school officials and other civic organizations.
- Solicits, trains and maintains an adequate staff of officials and coaches;
- Establishes, develops and maintains sound public relations between college/institute sports coordinators
- Maintains a comprehensive and detailed up-to-date inventory of all equipment owned and/or used by the department for the athletic programs;
- Conducts a continuous evaluation of the sports programs;
- Performs other duties as may be deemed necessary.

Advisers (Department, Curriculum, Class Organization & other existing College Organizations)

As adviser, he/she has the following duties and functions:



- Shall advise the officers in any plans or programs and projects that will promote the physical, intellectual, social, and spiritual well-being of every students as well as for the advancement of quality tertiary education in this university;
- Shall see to it that records of all collection and disbursement of money and property of the organizations are properly on record;
- Shall seek semestral and audited annual reports of the Treasurer and Auditor;
- Shall see to it that all projects and school or college activities are carefully planned and carried out;
- Shall attend the meetings be it special or regular.

Budget/Finance Coordinator

- Prepares and liquidate the cash advances of the college.
- Assists the dean in preparing the annual procurement program and managing the financial resources of the college.
- Prepares financial statement of the college.
- Serves as the treasurer and bookkeeper of the unit.



CHAPTER II INSTRUCTION

A. STUDENTS

COLLEGE ADMISSION REQUIREMENTS AND PROCEDURES

Enrollment in the College of Engineering and Technology is a contractual relationship between the student and the college whereby the student agrees to abide the rules and regulations of the college.

1. Admission Requirements for Freshmen

The College of Engineering and Technology admits qualified freshmen applicants. They must meet the admission requirements set by the College and the University.

All students who intend to enroll in any engineering program must:

1. have general weighted average in Report Form 138 of 85% and above with no grade lower than 80% in Science and Mathematics
2. take and pass the written Romblon State University Admission Test (RSUAT) with an average grade of 80% or better (refer to the admission policy of the university);
3. take and pass the oral examination administered by the college (committee on oral examination) with a grade of 60% or better using the rubrics prepared for the purpose.
4. comply with other requirements as determined by the University and the College.

2. Admission Requirements for Transferees

Transferees will be considered subject to the following conditions and requirements (Aside from the requirements as stipulated in the Student Handbook and University Code)



1. The student should have a cumulative general weighted average of at least 2.5 (not to include PE and NSTP in the computation)
2. The student who wish to transfer must have passed 85% of the subjects taken from the former school.
3. The student who obtained a grade of 3.0 must take the qualifying exam for the subject.
4. If the transferee is an incoming 2nd year student, he/she must comply with the requirements as stipulated in the policy for incoming second year student.
5. Transferees must submit all necessary requirements to the office of the Registrar.
6. If the transferee is an incoming 3rd year to 5th year student, he/she must comply with the requirements as stipulated in the policy for incoming 3rd to 5th year student.

3. Admission Requirements for Shifters from Other Programs or Colleges

Students who intend to shift from other program or college must meet the following requirements:

- Application Form for Shifters
- Evaluation of Admission records from the Chairman of the Engineering Department where the shifter wants to enroll
- Clearance from the following offices: Cashier's Office, Registrar's Office, Guidance Office, College Librarian, Dean's Office (previous College), Student Affairs Office, CETS Office (For CET student shifters only), SSC Office, and The Harrow Office
- The student who wish to shift must have passed 85% of the subjects taken from the former college/institute.



- The student must have a cumulative general weighted average of 2.5 (not to include PE and NSTP/ROTC in the computation)
- The student must not have any derogatory disciplinary record.

Except for First year shifter, all shifters are required to take and pass the Battery examination before they will be accepted in the College of Engineering and Technology; and adequate valid reasons for shifting.

ACADEMIC STANDARDS COMMITTEE

An Academic Standards Committee composed of the Dean, the Chairpersons of the four (4) engineering departments, and four (4) faculty members shall make decisions on matters regarding academic policies of the college.

COLLEGE POLICIES

In addition to the policies and procedures stated in the University Code and Student Handbook, the following are the policies applicable to the College of Engineering and Technology.

A. Residency Requirements

A student who is enrolled in any five-year program should finish the course within five to eight (5-8) year period, and a student who is enrolled in any two-year program should finish the course within two to four (2-4) year period. If in case the student exceeded the required residency, he/she will be required to submit a written explanation for such violation. The Committee on Evaluation will convene for such purpose and study on the case. The Committee will make recommendation whether the student will be re-admitted or not.



For students with broken residency, they must accomplish and submit Student Leave of Absence Form so as to exclude the years they were absent from the required years.

Transferees and shifters taking engineering program should have a residency of at least four (4) semesters in the college or 50% of the total units of the program must be taken in the university before he/she will be allowed to graduate

B. RETENTION

After admission to the College of Engineering and Technology, the student must maintain good moral character at all times and must meet the following requirements to stay in the college:

B.1 Incoming Second Year

1. Transferees and incoming second year students for the engineering programs are required to take and pass the qualifying examinations to be administered by the College.
2. Incoming 2nd year student should have passed 85% of all subjects taken with no failing grade or withdrawn subjects in mathematics and chemistry during his first year stint. Incomplete is not a grade, and needs to be completed to attain a grade before taking the qualifying exam.
3. Incoming 2nd year student should have an average grade of 2.5 or better in all mathematics and chemistry subjects. The average grade will be computed by multiplying the grade obtained and the number of units of the subject. The sum of the products will be divided by the total units of all mathematics and science subjects.



Example:

Subjects	Unit	Grade	Product
Algebra	3	2.00	6
Plane & Spherical Trigonometry	3	2.75	8.25
Advanced Algebra	2	2.75	5.5
Analytic Geometry	5	2.00	10
Solid Mensuration	2	3.00	6
Inorganic Chemistry	3	2.25	6.75
Organic Chemistry	3	2.75	8.25
Total		21	50.75

Generated weighted average = $50.75/21 = 2.42$

4. Incoming second year student is exempted from taking the qualifying exam if the general weighted average in all subject is 1.5 or better. Transferees and shifters are not eligible to this exemption.
- 5.

B.2 Incoming 3rd – 5th Year students

All students enrolled should not have a grade of 3.0 in three (3) subjects in a semester. In any case, they shall be put on probationary status and shall be allowed to take a load of not more than eighteen (18) units only in the succeeding semester.

Student on probation should not incur a grade of 3.0 even in a two-unit subject.

Student who has incurred a grade of 5.0 in at least 3 subjects in a semester is automatically ineligible to enroll for the succeeding semester.

Student with the grade of 5.0 and/or withdrawal (authorized or unauthorized) three times in the same subject will be dropped from the roll.



Transferees, shifters, returnees, and earning-unit students are considered under probation upon admission to the College of Engineering and Technology and must abide with the policy set for all students. Any violation of the restrictions is a ground for non-readmission to the College of Engineering and Technology.

C. LEAVE OF ABSENCE

For any valid reason that the student who wants to leave the college but intend to return in some time, a ***Student Leave of Absent Form*** shall be filled up.

D. RETURNEES

Returning students are former CET students who have been out of the school for at least three semesters.

Students applying for the re-admission must present the following to the Dean of College of Engineering and Technology:

- Accomplished ***Application Form for Returnees***
- Performance Evaluation for all semesters and summer subjects previously taken.
- Clearance from the following offices: Cashier's Office, Registrar's Office, Guidance Office, University Library, In-charge of CET Reading Center, Dean's Office, Student Affairs Office, CETS Office, SSC Office, and The Harrow Office.

In case of leave of absence due to illness, the student should present a certification from the attending physician confirming the student's fitness to study.

Students with disciplinary records, academic deficiencies, unauthorized leave of absence (students who have been out of the school for at least four semesters) will be subjected for further evaluation. The Dean reserves the right to disapprove request from admission in these cases.



CLASS ATTENDANCE

Any student, who for unavoidable cause finds it necessary to be absent from class must present either a letter from his/her parents or guardian. In case of sickness, he/she should present a medical certificate that she/he got sick upon returning to class.

Absence refers to the non-appearance of the student for the entire class period. A student should not be absent for more than 20% of the stipulated number of hours of recitation, lecture, laboratory or any other scheduled work in one course or he/she shall be automatically dropped from the course. If 60 percent or more of the absence are unexcused, the student shall be given a grade of "5.0" or shall be merely dropped without a grade.

Four (4) tardy arrivals are equivalent to one-hour period absence. A student is considered late/tardy if he/she arrives the class 15 minutes after the teacher has called the roll. In all cases of absences, a student may only be readmitted to his/her classes upon presentation of an admission slip duly issued by the Director of Student Affairs for college students and Director of the Science High School for high school students. An excused absence, however does not exempt the student from satisfactory complying with the assignment done by the class during his/her absence.

Tardiness shall not be tolerated. Faculty members are authorized to use their discretion on the matter of tardiness.

The student shall make up for work, including unit and mid-term tests taken by the class during his/her absence, to meet course requirements. Within a reasonable period of time, the student concern is responsible for making- up on lessons missed.

When a student has been absent from the class for one whole week, the professor sends a report of such absence to the Office of Student Affairs.



A student may be accepted in class even if he/she is late for 15 minutes but should be marked late. Habitual tardiness, however, should be referred to the Guidance Office for appropriate sanction.

Any absence immediately after a short vacation (Christmas, Election Day etc.) is normally considered unexcused unless there is a valid reason for it.

When a student has lost (by absence in one semester) twenty percent of the total number of hours for recitation, lecture, laboratory or any other scheduled work in one subject for that semester, he/she shall be dropped from the class roll. The Registrar and the Director for Student Affairs through the College Dean shall at the same time be advised of the action taken by the instructor.

Prolonged leave of absence shall require a written petition to the Director of Student Services stating the reason for the leave. It shall specify the period of the leave which shall not exceed one academic year.

The College, through the College Dean shall notify the parents/guardians of every student granted leave of absence and the cashier shall refund money to the student if any. Students who withdraw from school without formal leave of absence may have their registration curtailed or entirely withdrawn.

Leave of absence shall be effected with the formal dropping of courses to be governed by existing university policies.

ENROLMENT PROCEDURE

For New Students

- a. Present the Admission Slip from the Admission Office to the CET Secretary.
- b. Get Information Data Sheet from the secretary, fill it up and return back to the CET Secretary for encoding to the computerized enrolment system.
- c. Pay all necessary fees (SSC, Harrow, CETSO fee)
- d. Register to NSTP/ROTC



- e. Proceed to the CET office for confirmation of section, approval of subjects and assessment of enrolment fees.
- f. Pay fees to the Cashiers office
- g. Proceed to the Office of the Registrar to secure copy of Registration form.
- h. Proceed to IT for processing of Identification Card

For old students

- a. Present the grades taken in the preceding semester to the Department Chairperson for evaluation.
- b. Fill up copy of *Consent to Register* form, let the Department Chair countersign in the form.
- c. Using your own account, open the computerized enrolment system and enroll the approved subject to be taken
- d. Pay all necessary fees (\$\$C, Harrow, CETSO fee)
- e. Proceed to the office of the CET Dean for confirmation and approval of subjects enrolled.
- f. Pay fees to the Cashiers office
- g. Get copy Registration form from the Office of the Registrar.

For Returning Student

- a. Fill up Returning Student Slip
- b. Follow the procedure as stated for old students

EXAMINATIONS

Regular Examinations

There are two (2) major examinations scheduled during the semester: mid-term and final examinations. They are accordingly announced in the university academic calendar.

Prior to the holding of each regular examination, schedule form is prepared by the College Secretary/Staff and submitted to the Dean for approval. No



examination shall be conducted outside the scheduled dates and the specified venue without prior approval from the Dean.

1. Examinations are integral components of instruction and shall be administered by the teacher subject to policies/rules of the University for the purpose of evaluating students' performance.
2. The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system.
3. The teacher is the sole authority to determine the grades to be given to his students.
4. No instructor shall be required to submit grades in any one course more than twice a semester or term.
5. No faculty member shall change any grade after the report of record has been filed with the Secretary of the Institute/unit and with the Registrar. In exceptional cases, as where an error has been committed, the instructor may request authority through official channels from the faculty of his Institute/Unit through a committee designated to make the necessary changes. If the request is granted, the change shall be forwarded by the Institute Secretary to the Office of the Registrar for correction of the records. However, in no case shall grades be changed beyond one (1) year after initial filling except upon action of the University Council nor shall any change be made to the prejudice of the students.
6. Every faculty member shall submit his report of grades as soon as possible but not later than ten (10) working days, after the last day of examination period at the end of each term. In justifiable cases, deviation from this rule may be authorized by the President of the University
7. No student of the University shall directly or indirectly influence a faculty to give him a certain grade or ask another person to influence teacher similarly. Any



student violating this rule shall lose credit in the subject(s) concerned authorized by the President of the University.

GRADING SYSTEM

The grading system in the College of Engineering and Technology was deliberated, agreed and approved by the members of the CET faculty council as embedded in Resolution No. 1 series of 2011, approving the passing rate of 60% in all subjects in the college and the method of computation using absolute zero.

Shown below is the sample of computation:

<u>Lecture Class</u>		<u>Laboratory Class</u>	
Class Standing	60%	Performance Test	60%
Recitation		Laboratory Output/Report	<u>40%</u>
Short quizzes		Total	100%
Assignments			
Seatwork			
Long quizzes			
Projects, etc			
Major Examinations	<u>40%</u>		
Total	100%		

Methods of Computation of Grades for subject with computational laboratory

- For a 3 - unit subject with computational laboratory (2 - unit lecture, 1 - unit laboratory):

Subject grade = (Lecture grade x 2/3) + (Laboratory grade x 1/3)

- For a 4 - unit units subject with computational laboratory (3 - unit lecture, 1 - unit laboratory):

Subject grade = (Lecture grade x 3/4) + (Laboratory grade x 1/4)



- For a 5 - unit subject with computational laboratory (3 - unit lecture, 2 - unit laboratory):

$$\text{Subject grade} = (\text{Lecture grade} \times 3/5) + (\text{Laboratory grade} \times 2/5)$$

Methods of computation for class standing and major examinations:

- For Class Standing

$$\text{Rating} = (\text{Total Score of obtained in the activity} / \text{Highest possible score}) \times 100$$

If percentage is given in the activity, the Class Standing (e.g. recitation = 10%, short quizzes = 10%, assignments = 10%, seatwork = 10%, long quizzes = 10%, projects = 10%) will be computed as follows:

$$\text{Rating} = (R \times 0.1) + (SQ \times 0.1) + (Ass \times 0.1) + (SW \times 0.1) + (LQ \times 0.1) + (Proj \times 0.1)$$

- For Major Examinations

$$\text{Rating} = (\text{Total Score of obtained all exams} / \text{Highest possible score}) \times 100$$

- Term Grade Computation:

$$\text{Term Grade} = (\text{Class Standing} \times 0.6) + (\text{Major Examination} \times 0.4)$$

Computation of Final Grade:

$$\text{Final Grade} = (\text{Midterm Grade Obtained} + \text{Final Grade Obtained})/2$$

ACADEMIC LOAD

An undergraduate student of the College shall be allowed to carry not more the academic load specified in the program curriculum in a semester except for graduating. In such case, the graduating student as a special case maybe permitted to carry a maximum of 30 units in his/her last semester.

In summer the normal load for an undergraduate student is 6 units of technical or laboratory subjects or 9 units of non-laboratory subjects but in exceptional cases, he/she is allowed to carry 9 units of non-laboratory subjects. Students with scholastic delinquency shall not be allowed to have overload.



ADDING AND CHANGING OF SUBJECTS AND /OR DROPPING OF SUBJECTS

A student may add or change subjects upon consultation with the Adviser or the Dean and the Registrar not later than the second week after enrollment period. It should be approved by the Dept. Chairman and the Dean of the college after payment of the appropriate fee.

Dropping of subjects must be acknowledged by the Dean of the college and the instructor/professor concerned and officially reported to the registrar on the prescribed form, otherwise such subjects will received failing marks at the end of the semester or summer term.

Subjects officially dropped during the period allowed for the revision of load will not appear in the students' permanent record instead the subjects appearing in the changing or dropping form will appear. No dropping of subjects is allowed after the mid-term examinations. Subjects unofficially dropped at any time during the school term are considered failed and are given 5.00 (failure).

REFUND OF FEES

A student who withdraws his/her registration or drops a subject may ask for a refund only of the tuition paid, in proportion to the following:

- 1) Within one week from the start of regular semester classes (within the first or second day of summer classes)....70%.
- 2) Within the second week from the start of regular semester classes (within the third or fourth day of summer.... 50%.
- 3) Within the third or fourth week from the start of regular semester classes (within the third and sixth day of summer classes...20%.

No refund shall be made after the fourth week from the start of regular semester classes (after the sixth day of summer classes). Withdrawal without serving notice is considered unauthorized.



PETITION CLASSES

Students with failed courses and/or who wish to catch up on missed courses may request for a petition class. The petition class must be made in writing, addressed to the Registrar with concurrence of the Dean and duly signed by all students. The college shall allow petition classes subject to the following:

- 1) Availability and acceptance of faculty from the college (Probably a regular faculty).
- 2) Availability of room/ facility

Through a written request, students may petition for a class that is not offered during the semester as long as there are at least twenty five students in the class.

TUTORIAL CLASSES

Graduating students desiring to enroll in a regular course work but do not meet the minimum number students to organize a class may be enrolled on tutorial/ independent study basis if there is an instructor willing to accept the assignment, and upon the approval of the Vice President for Academic affairs with the concurrence of the University Registrar and the College Dean. The maximum number of students for a tutorial/independent study is five (5) per Subject.

Tutorial Class Guidelines

The following guidelines are to be observed in tutorial classes:

A tutorial class may be offered only in the following cases:

- The student is graduating during the term,
- The subject is not offered during the semester/summer, and, Cross-enrollment is not possible;
- Subject must be a non-board, non-major or non-laboratory subject;



- Subject which is no longer offered due to the revision of the curriculum shall not be offered on a tutorial basis but a substitute subject should be required in its place;
- A student cannot enroll in more than one tutorial class. However, he/she may be allowed to enroll in a maximum of two (2) tutorial subjects if he/she does not exceed the maximum number of units for the term as reflected in his/her curriculum sheet.

ACADEMIC HONORS

Students graduating with honors shall be classified as follows:

1. Cum Laude (with Honors)

Student must obtain a grade point average of 1.75 or better but not higher than 1.65 for all academic subjects provided however that he/she has no grade lower than 2.0.

2. Magna Cum Laude (With High Honors)

Student must obtain a grade point average of 1.50 for all academic subjects without a grade lower than 1.75 in any academic subjects. Residence of at least six (6) semesters immediately preceding graduation is a requisite.

3. Summa Cum Laude (with Honors)

Student must obtain a grade point average of 1.25 or better for all academic subjects without a grade lower than 1.50 in all academic subjects provided, however that all units have been earned in the university.

4. With Distinction

Student must obtain a general average grade of 1.75 or better for all academic subjects, provided however, he has no grades lower than 2.5 in any academic subject. Residence of at least four semesters immediately preceding graduation is a prerequisite.



Guidelines for Academic Honors:

- 1) Those who took their entire course at the Romblon State University, including those taken in consortium.
- 2) Full time students who have at least 18 unit's per semester load or at least 9 summer load.
- 3) With a general average grade of 1.5 up.
- 4) Without a grade lower than 1.75
- 5) Finished the course within the prescribed period.
- 6) Not a transferee.

Guidelines for Academic Distinction:

- 1) With a general average grade of 1.75 up
- 2) Without a grade lower than 2.5 in all Subjects.
- 3) Finished the course within the prescribed period.

AWARDS

- Leadership Awards-

Leader of a recognized organization in the University/College. Instrumental in the implementation of various projects; made some innovative projects and with good moral standing.

- Athletic Excellence

Medalist in athletic Competition e.g. National PASUC Spots competition

- Athletic Distinction

PASUC IV Olympic Athlete/Medalist.

- Service Award

Had been active in carrying out work for the student's benefits and willing to be of service to the faculty, during programs, extension activities most of the time.



- Best Thesis
 - a) Novelty
 - b) Timeliness
 - c) Impact
- Journalism Award
 - a) Had been a staff of recognized school paperWritten various articles,
 - b) Participated in different seminar workshop inside and outside the campus
- Loyalty Award

Loyalty Awards are given to graduating students who have studied at the University from First year high school until he/she graduates from college.

ACADEMIC AWARDS COMMITTEE

The Academic awards committee is responsible in screening and selecting university academic awardees.

Over-all Chair:

Vice President for Academic Affairs

Members:

Dean/Director of College/Campus

Faculty from the College (In—charge of Evaluation)

Director— Student Affairs

Registrars— (Main/Satellite campus)

COLLEGE AWARDS COMMITTEE

The College awards committee is responsible in screening and selecting the college awardees. The committee is responsible for endorsing to the Academic Awards Committee the qualified awardee from the College.

Over-all Chairperson:

Dean



Members:

- Department Chairperson/s or its representative/s
- Three senior faculty
- CETSO Governor
- CETSO Adviser

POLICY ON CONFIDENTIALITY OF OFFICIAL STUDENTS' RECORDS

Student Records

All official student academic records maintained by the College of Engineering and Technology Office are considered confidential, they are as follows:

1. Copies of Permanent record of academic performance (Transcript of Records, Form 137-A, and Form 138). (The original copies are kept at the Registrar's office or Admission office)
2. Copies of Admission files (Student Admission records, picture, bio-data, birth certificate, certificate of good moral). (The original copies are kept at the Registrar's office or Admission office)
3. Student grades
4. Student Registration Forms

Release of Records and Information

1. Except in the case of an order from the University Registrar or similar authority, the records of a student on file with the CET Office be revealed only upon written consent of the student concerned.
2. Except as provided by law, CET will not disclose personally identifiable information from a student's education records unless he/she provides a written release consent containing:
 - a. What information is to be released,
 - b. To whom the information is to be released,



- c. The purpose for which it is to be released, and
 - d. Student's signature and the date it was signed.
3. On presentation of appropriate identification (I.D.) and under circumstance that prevent alteration or mutilation of records, a student will be able to inspect his/her educational records. The College may charge a fee for copies of the records requested.
4. No information about the student will be released to any person(s) on the telephone or via e-mail.
5. If the student is requesting for copies of grades, the following applies:
 - a. Requested record of grades shall only be released to the requesting student. Proper identification shall be shown for veracity of identity.
 - b. Grades in not more than three (3) subjects shall only be allowed to be verified, in excess of three, a fee shall be collected payable to the Cashiers Office.
 - c. Only authorized personnel are allowed to scrutinize the record of grades. Students are not allowed.
6. If the student is requesting for a copy of Registration Form, the following applies:
 - a. The student must present a written explanation for the lost copy of Registration Form.
 - b. The student must secure affidavit of lose from the Guidance Office.
 - c. Photocopy of registration form shall only be released to the requesting student. A photocopying fee shall be collected.
 - d. Only authorized personnel are allowed to look for the Dean's copy of registration form. Students are not allowed.

STUDENT INFORMATION DATA

Upon admission to the College, the student shall fill up the **CET Student Information Data** Form for future reference.



GUIDELINES AND STANDARDS FOR UNDERGRADUATE THESIS

As prescribed in CHED Memorandum Order of different engineering programs offered at Romblon State University, one of the requirement before graduation is to take Project Study or conduct Thesis which shall be conducted following the scientific procedure and approved by the committee created by the Dean of the Colleges.

For a more detailed policies on Thesis writing, please see the CET Research Manual.

Selection of a Research Problem

- 1) The problem must be focused within the Research Agenda of the College
- 2) The research problem must be in line with the area of specialization of the student.
- 3) The criteria for selecting a research problem are as follows:
 - a. It must be relevant, timely, and must be of recent one;
 - b. It must be original and with novelty;
 - c. It must be clear;
 - d. It must be feasible; and
 - e. It must be ethical

SCHOLARSHIPS

For more detailed policies on scholarship, please refer the **Student Affairs Operations Manual**.

ON THE JOB TRAINING/ PRACTICUM POLICIES AND GUIDELINES

Please refer to the **On-the Job Training/ Practicum Policies and Guidelines** manual.



EDUCATIONAL TOURS, FIELD TRIPS & OTHER OFF-CAMPUS ACTIVITIES

The College recognizes the value of educational tours, field trips and other off campus activities to vitalize classroom instruction and to add realism to school experiences. These activities should be conducted in accordance with **CHED Memorandum Order #17: Policies & Guidelines on Educational Tours & Field Trips of College and Graduate Students**

No tours/trips shall be allowed one (1) week before the major exams.

B. FACULTY

- 1. Faculty hiring and selection (Please refer to HRMO Manual)**
- 2. Faculty Loading (Please refer to Faculty manual)**
- 3. Responsibilities of Faculty/ Professor**

The Instructor/Professor is the learning facilitator who aids to strengthen the learning processes of the learners through openness and sensitivity to the different needs and abilities of the learner and who undertakes studies to update learning techniques and seeks adequate measures to maximize the learner's growth process.

Specific Functions:

- Follows the curricular program and implements approved syllabus for the subject assigned to him/her.
- Submits the updated syllabus/syllabi on or 1 week before the opening classes;
- Informs the Dean of foreseen absence and announce to the students prior to date of absence;
- Sends written request for make-up classes to the Dean for approval;
- Prepares & submits the table of specifications and midterm/final exam two weeks before the scheduled date of examination;



- Submits Research Title/Topic through the Research Coordinator to be conducted as action research or institutional/community or educational research once a year at the least;
- Observes punctuality;
- Attends flag ceremony every Monday in the morning
- Plans the learning activities considering the individual needs of each learner in relation to the skills he/she is supposed to study.
- Prepares learning activities, visual aids, tests, evaluation required by the subject;
- Recommends the acquisition of instructional and reference materials to the Department Chair;
- Conducts the learning process in accordance with the Syllabus;
- Implements the school's guidelines of the Classroom Management;
- Implements the rules and regulations of the school for the students as contained in the Student's Handbook and instructions issued by school authorities from time to time;
- Gives a fair evaluation of each students' performance according to prescribed standards;
- Ensures the proper use of school property such as rooms, tables, chairs, blackboards, cabinets, etc.;
- Takes note of behavioral performance of students under his/her care;
- Conducts consultation and counseling with his/her students at least 10 hours per week;
- Fulfills all employment obligations and adheres to school policies and regulations;
- Attends meeting called by his/her superior and other meetings authorized by the same;
- Attends all university activities that requires her/his attendance;



- Performs other tasks that may be assigned to be assigned to him/her by his/her superiors.

Responsibilities of Faculty/ Professor

Prior to Opening

Prior to opening of each school year/semester and/or summer term, each faculty member is required to:

- personally communicate with the Dean of the College for important announcements and /or information relevant to faculty meetings, first day of classes, and other matters vital to the opening of classes; and
- personally secure subject loads at the Dean's Office on the official date of issuance. Date of issuance is posted in the respective College bulletin boards.

Start of/During the Term

At the beginning of the school year/semester and/or summer term, every faculty member is required to:

- follow strictly his class schedule and room assignment as reflected in the subject loads;
- attend his classes promptly and regularly;
- promptly report to the Dean any conflict in schedule with other faculty members;
- give orientation to his students on class and other academic policies, use of the library and other University facilities, including introducing oneself, in order to make University life for the students more meaningful, enjoyable and easy to adjust to;
- check the pre-requisites of the subject(s) enrolled in by the students; advise students to report non-compliance at the Dean's Office; and
- check the attendance of students in the class against the official list as listed in the Computerized Enrolment System, call the attention of students



attending the class whose names do not appear in the official class list and report the same to the Dean's Office.

Any change in the classroom/class schedules needs prior approval by the Dean who in turn will officially notify the Academic Affairs Office and HRMO on the approved change.

End of the Term

At the end of the term, the faculty member is required to:

- attend a meeting with the Dean and the chairperson for the deliberation of students' grades; and
- input the student's final grades on-line on the specified period. The printout of the final grades signed by the faculty member will then be submitted to the Dean's Offices together with the photocopy of the class record, final examination papers and other requirements as may be specified by the College Dean on or before the specified deadline. He must submit the test papers, class record, and other requirements to the college.

Faculty Attendance

The Faculty Monitoring System is adopted by the College as the faculty attendance monitoring scheme to optimize class contact time towards meaningful learning interactions within the classroom. The College Secretary/Staff monitors faculty classroom attendance and other college and university activity/ies. The faculty attendance is recorded using the Faculty Monitoring Form.

a. Absences

Every faculty member should meet his classes regularly at the assigned official schedule and classroom.

If the faculty has to be absent, he/she should inform the department chairperson or the Dean of the impending absence/s and must file leave



using the prescribed leave form. University policies and guidelines regarding leave of absence shall apply.

b. Tardiness

Tardiness means the failure of a faculty member to attend his class on time, that is, within the first fifteen (15) minutes of the class for a one-hour class session

Students have the right to leave the classroom after 15 minutes if the faculty has not reported to class.

During evening brownouts, the faculty may dismiss the class if power is not restored after 15 minutes for those classes held in buildings without generators.

Habitual tardiness will be reported to the HRMO for proper and appropriate actions.

c. Make-up Classes

Faculty members who incur absences are advised to conduct make-up classes except on Sundays to compensate for the loss of contact hours of students. The Make - up Class form is used to report make-up classes and is submitted at the Dean's Office before such classes are held.

Faculty/Departmental Meeting

College faculty meetings are held at the beginning of each semester. Special meetings may be called by written or electronic notice. In addition, each department schedules regular meetings. College faculty meetings are seldom called during summer sessions.

All regular faculty members are required to attend these meetings. Faculty meetings are treated as academic hours and therefore, absences from such meetings shall be subject to existing rules of faculty absences.

For actions to be taken at a regular meeting, items should be on the agenda. Faculty may request items be placed on the agenda. Information items



and announcements may be made at any meeting. Faculty votes on non-routine items held during meetings will require a quorum. Attendance of more than 50% of the faculty will constitute a quorum. In the absence of a quorum, discussion may occur on business items but no voting will occur.

For one belonging to a college but under a department based in another college or unit, the College Dean shall notify/request the faculty's Dean/Director to excuse the said faculty from his classes/activities.

CLASSROOM MANAGEMENT

The faculty member is the person in command in the classroom. As such, he should observe professional conduct during classes. He should refrain from smoking, eating or performing distracting activities in the classroom during class or examination. Likewise, he is in-charge of maintaining a classroom atmosphere conducive to learning.

Persons other than students officially enrolled in the class are not allowed in the classrooms. Visitors should not be entertained inside or outside the classroom during a class period.

Checking of Students' Attendance

Faculty members should be faithful in following up student absences.

No student, regardless of his academic performance in the classroom, should be given credit for the subject(s) in which the number of absences has exceeded the 20% limit of the total number of meetings as per CHED regulation:

For Regular Semester:

For subjects held 1x a week, a maximum of 3 absences.

For subjects held 2x a week, a maximum of 7 absences.

For subjects held 3x a week, a maximum of 10 absences.

For subjects held 4x a week, a maximum of 14 absences.

For Summer Term



Three to five (3-5) absences for three- to six-unit (3-6) subjects and two (2) absences for two-unit (2) subjects

Textbooks, Reference Books, and Instructional Materials

Every faculty member must prescribe a textbook for his subject. If the textbook is not available, a faculty member may recommend to the Dean the purchase of copies of the book for the Library, or may use instructional materials but with prior approval of IM Coordinator and the Dean. All textbook to be requested must be the priority books as stated in the Program CMOs.

Examination Papers

The faculty members shall coordinate with the Secretary if there's a need to reproduce examination papers.

Table of Specifications

Resolution No. 3 series of 2011 was approved bearing the percent distribution in making Table of Specifications during major examinations.

Shown below is the percent distribution:

- For General Education Subjects:
 - 50% (Knowledge, Comprehension & Application)
 - 50% (Analysis, Synthesis, & Evaluation)
- For General Engineering Subjects
 - 40% (Knowledge, Comprehension & Application)
 - 60% (Analysis, Synthesis, & Evaluation)
- For Professional Engineering Subjects
 - 30% (Knowledge, Comprehension & Application)
 - 70% (Analysis, Synthesis, & Evaluation)



Example of Table of Specification for General Engineering Subject

TOPICS (GENERAL ENGINEERING SUBJECT)	No of contact hours	%	Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation	Total Number of Test Items
Basic Concepts and Definition	6	25%	5 (1 - 5)	3 (13 - 15)	2 (21 - 22)	3 (25 - 27)		2 (55 - 56)	15
Energy Work and Heat	3	13%	2 (6 - 7)		1 (23)	3 (28 - 30)	2 (43 - 44)		8
First Law of Thermodynamics	3	13%		2 (16 - 17)	1 (24)	2 (31 - 32)	3 (45 - 47)		8
Ideal Gas	6	25%	3 (8 - 10)	2 (18 - 19)		5 (33 - 37)	3 (48 - 50)	1 (57)	15
Processes of Ideal Gas	6	25%	2 (11 - 12)	1 (20)		5 (38 - 42)	4 (51 - 54)	3 (58 - 60)	15
	24	100%	12	8	4	18	12	6	60
			20%	13%	7%	30%	20%	10%	
Percent Distribution			40%			60%			

Examination Permits

For humanitarian consideration and in view of the difficulty in administering special examinations, a student without examination permit may be allowed to take examination but his grades will not be issued until he has settled his accounts.

Administration of Examinations

It is the responsibility of every faculty member to administer his examinations. In case of multiple sections, the College assigns proctors to assist the faculty in the administration of the examinations.



Cheating In Examinations

Cheating is never tolerated in the University and every effort should be exerted to prevent it. Any student, who in the course of the examination is caught cheating, should be apprehended on the spot by the faculty member and endorsed to the guidance office for appropriate action.

Likewise, to help prevent cheating, no student shall be allowed to leave after the test questions have been distributed except in cases of extreme necessity.

Checking of Papers

The faculty members should personally correct the examination papers. Corrected papers should be returned to the students for verification of their performance. For accreditation purposes, some papers will be retrieved after the student affixed the signature.

A. Grades

A student's rating or grade in a subject is a reflection of his academic performance or class standing which is the weighted average of the sum total of all requirements of the course such as recitations, quizzes, examinations, homework, seatwork, experiments, laboratory work, reports, research papers, skills assessment, etc.

The faculty member must keep a class record of students' ratings for ready reference.

Computation of grades is mainly based on academic performance and achievement of a student and follows the College's grading system. Course requirements and other class work missed during an absence become the academic responsibility of students.

Midterm Grades

Faculty members should inform their students of their midterm grades so appropriate remedial measures can be taken by students to improve their academic standing.



Deliberation of Grades

Faculty members should attend the deliberation of grades conducted per department by the program/department chairperson and the Dean before they input their final grades in computerized data recording system. A deliberation form must be accomplished and must be submitted to the Dean's Office as a requirement for clearance.

Submission of Final Grades

Every faculty member is required to submit the final grades at the Dean's Office five (5) working days after the scheduled examinations.

"Submission" means the inputting of a final grade for each and every student in a class and finalized using the **Computerized Data Recording**

"Full compliance of grade submission" refers to a faculty's submission of all final grades for all classes assigned to him/her before the deadline.

The Dean will issue warning letter to faculty members for late submission of final grades, an explanation letter from the faculty will also be required. Habitual late submission will be reported to the VPAA for appropriate action.

Final grades submitted by the faculty members are final, except when correction is justified and with supporting documents.

Request for Change of Final Grades Already Submitted Computerized Data Recording

A change of grade will only be allowed in these circumstances: (1) an error in the computation of student's grades; (2) an error in inputting student's grades; and (3) incomplete grades that have been completed.

When requests for a change of grade based on the circumstances mentioned, a faculty member shall write the Dean a request for a change of grade and shall attached supporting documents. If the Dean found the request meritorious, he shall recommend the approval of the request to the VPAA.



On the other hand, the Academic Standards Committee shall decide on the following circumstances:

- The request cannot be resolved by the faculty or the faculty is unavailable
- The grade will be changed from a “failing mark” to a “passing mark”
- The change of grade will qualify the student for honors

The committee will convene and will do an actual re-computation of the grade based on the class record, test papers, grading sheets and other documents submitted by the faculty concerned.

The Dean must inform the faculty concerned five (5) days after the receipt of the request the decision of the committee in writing whether the decision is favorable or not. Supporting documents and computations shall be attached to the written decision.

FACULTY PERFORMANCE EVALUATION

Supervision

To determine properly the merits of deserving faculty members and to encourage devotion to duty, the Dean gave authority to Department Chairpersons to make periodic Classroom Observation using the form (See Appendices) on teaching approaches and the response of students. Temporary appointed Faculty members, Lecturers and Part time Instructors may expect to have more frequent visits than those with permanent status.

The primary objective of classroom observation is to help both the instructors and the students so that the educational objectives of the program may be realized. After the classroom observation and evaluation, faculty member concerned will be called for a post-observation conference by the Dean and Department Chairperson.



Faculty Evaluation

Faculty members are evaluated using appropriate evaluation forms. The Faculty Evaluation Coordinator with the assistance of the College Secretary/Staff are in-charge of faculty evaluation.

Consultation

Faculty members are required to provide consultation hours for students in their academic problems and give academic counseling. Consultation hours shall be at least five (5) hours per week for full-time faculty members and at least fifteen (15) minutes for every 3-unit load for non-tenured faculty. The consultation hours and venue should be posted in the college bulletin boards for the information of the students.

Administrative Responsibilities

Every faculty member should support and carry out the policies of the College and the University. He/She should fulfill conscientiously the duties and responsibilities being a faculty of the College. As such, he is expected to:

- attend faculty meetings and other University functions such as graduation exercises, in-service trainings, seminars and other activities for professional growth;
- extend his full participation in activities intended to study or evaluate existing policies and regulations, to formulate new ones, to discuss proposed regulations and to solve academic or non-academic problems;
- serve in councils and committees and participate in academic planning and other duties that the Department Chair, Dean, Head of Academic Affairs and President may deem fit;
- together with their Chairpersons, work on the syllabi and instructional materials for the regular semesters;
- represent the University in community projects and organizations;



- serve during the enrolment in any of the following capacity: as evaluator, verifier of data entry staff; and
- observe and abide by all existing rules, regulations and policies of the University governing his/her employment.

ENROLMENT COMMITTEE

During enrolment, the Dean shall assign CET Enrolment Committee who will be in-charge of the enrolment of the college.

The members of the Committee shall be composed of the Dean, Department Chairpersons, two regular faculty members from each department, and the secretary/staff/Data Encoder.

FACULTY DEVELOPMENT PLAN

Purpose:

The primary objective of this Development Plan is to enhance the overall performance and reputation of the faculty of the College of Engineering and Technology. This document provides general guidelines to assist the faculty achieve this objective. The long-term objective is to help each faculty member make tangible and significant contributions to his/her discipline and institution.

Description:

The faculty in the College of Engineering and Technology are expected to be successful researchers capable of publishing in high quality academic journals, to be effective educators both in and out of the classroom, and to be active contributors to the service needs of the college and the university. This development plan, however, focuses only on five areas of concern (research, instruction, professional growth, skills development and organization). The faculty member's department chair are required to develop and create such a plan,



which will provide development goals in the areas of concern as well as provide the mechanisms to assess progress towards these goals.

The Development Plan is intended to provide guidance to the members. The faculty member and the department chair are expected to develop the details of the plan as early as possible at least the specific goals, procedures and resources.

It should be noted that the development plan is not meant to replace the requirements of promotion in the University, nor does successful completion of the development plan ensure success in the promotion process—though are still useful for promotion using the NBC 461 criteria.

While each plan is expected to be tailored to each faculty members and department's needs and goals, the following types of activities are examples of what may be included:

A. Research

1. Attending departmental, college or university research seminars.
2. Attending research seminar sponsored by research consortia in which the college/ university is a member.
3. Attending seminars focusing on topics such as preparing manuscripts for publication; dealing with reviewers and editors; interdisciplinary research collaboration; seeking external funding; networking through professional conferences; grant writing, etc.
4. Attending professional conferences to network, to develop research ideas and focus, and/or to present research papers.
5. Working with a senior faculty member in the University as a long-term mentor, i.e., a relationship expected to continue beyond the first year. The mentor would be someone who has demonstrated research excellence and would be expected to develop joint research with his/her mentee and/or help the mentee network with other potential research partners.



6. Presenting research ideas and papers at various stages (local, regional, national and international).

B. Instruction

Attending teaching-related seminars. Seminars might be related to pedagogical techniques, assessing learning, writing syllabi, engaging students, and others. The seminar might be university sponsored or off campus seminar.

C. Professional Growth

It is simply the pursuance of graduate studies to acquire masters degree, doctoral degree and post-doctoral degree.

D. Skills Development

Parallel to the latest CMO issuance re: implementation of OBE curriculum, student outcomes must be given emphasis, thus a need for all engineering faculty members to be equipped with skills and knowledge to be able to fully implement the OBE curriculum.

It is suggested that industry immersion be included in the faculty development program, at least a semester or two in every 5 years.

E. Professional Organization

All professional teachers/ engineers are required to be a member of the PRC accredited professional organization. The faculty members are encourage to attend seminars/ conferences called by the professional organization to be updated of the current trends and practices in engineering profession.

Implementation:

Dean's Office

1. Ensures that the areas of concern are specified in the plan for all faculty.
2. Ensures that department chairs create and implement development plans.
3. Provides resources as necessary for the development of the faculty



Department Chairs

1. Meet with each faculty member to the four areas of concerns and expectations on the plan
2. Discuss the faculty member's development needs with respect to meeting the research, instruction, professional growth and organizations expectations.
3. Devise a development plan in conjunction with the faculty member to meet his/her needs.
4. Provide on-going encouragement and support to the faculty member with respect to the development plan. Communicate the expectation that the faculty member will follow-through with the plan.
5. Evaluate the faculty member annually with respect to meeting areas of concern expectations and following the development plan; revise development plan as necessary.
- 6.

Procedure in Developing Department and College Faculty Development Plan

Individual faculty member shall fill up the Individual Faculty Development Form (See Appendix for the Form) and submit the same to the Department Chairperson. The Department Chair shall consolidate the data of all the faculty under the department. It will serve as the Department Faculty Development Plan. The Department chair shall submit the consolidated data to the Dean. The Dean will consolidate all the data from all Departments and it will serve as the College Faculty Development Plan.



C. CURRICULUM

THE CET CURRICULUM COMMITTEE

The CET Curriculum Committee provides guidance, advocacy, and supervision by ensuring that the curriculum is academically sound, comprehensive, and responsive to the evolving needs of the community and Industry, thus serving the college mission, goals, and educational needs of students. The Curriculum Committee shall have the authority to recommend for approval, oppose, or recommend modifications to curriculum proposals for the Council. It has the authority to table decisions about curriculum approval in order to gather more information about the impact of the curriculum proposal on the college in accordance with the rules and regulation of the University and the Commission on Higher Education. The committee consults with the University Curriculum Committee in the formulation and development of curricular policies.

COMPOSITION OF CET CURRICULUM COMMITTEE

- The committee consists of minimum of seven faculty members and must probably with the rank of Assistant Professor or higher.
- Each department will have one faculty representative, preferably serving concurrently as the Department Chairperson.
- The Dean is automatically the Chair of the Curriculum Committee and the CET Curriculum Coordinator is the Vice Chair of the Committee.
- Other member representative is selected by the Dean.

CURRICULUM COMMITTEE ROLES AND RESPONSIBILITIES

The Roles and Responsibilities of the Curriculum Committee are:

- Review existing engineering curriculum.



- Review and recommend any proposed changes to curriculum including introduction of new courses, prerequisites' changes, course substitution, course equivalency and course transfer.
- Recommend approval of new programs in light of Industry needs and/or new and improved curriculum that match with the international standards.
- Ensure that the curriculum meet the minimum requirement of the Commission on Higher Education and probably must be in line with ABET requirements or other engineering accreditation boards.
- Monitor the overall assessment process of courses and learning outcomes.
- Monitor and report back on overall college grades every semester.
- Assists the Dean in crafting schedule of classes each semester.
- Members could be suspended from committee activities if they miss three meetings or more during the year, or in case of a resignation, termination or breaching of confidentiality. In such cases, the Curriculum Committee has to select a faculty replacement to serve.
- Works hand in hand with the Vice President for Academic Affairs.

CURRICULUM REVIEW: PROCESSES, FRAMEWORKS AND TOOLS

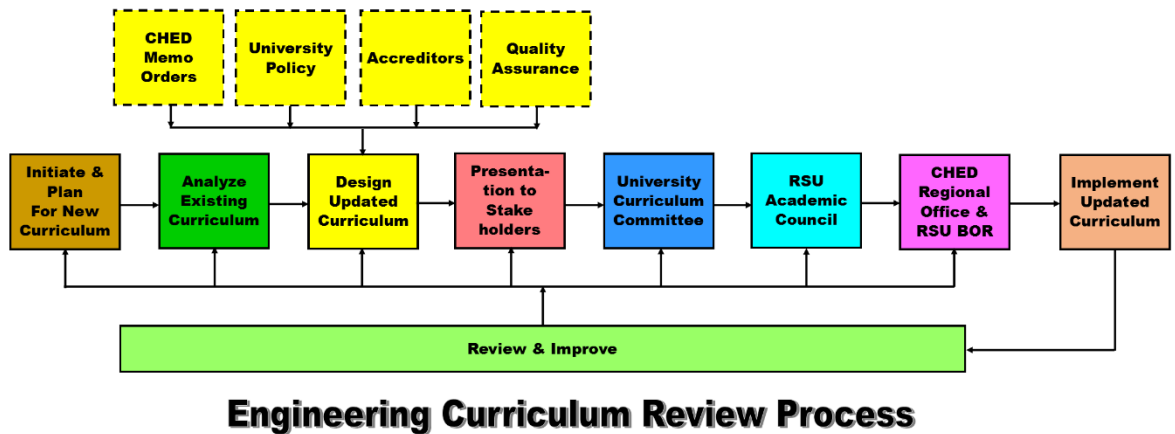
Periodic review and enhancement of curricula in engineering is vital to maintaining the quality and currency of undergraduate degree programs. The process of reviewing curriculum, however, is challenging on many fronts, and can appear overwhelming to those leading the review and implementing subsequent changes to the curriculum. Particular challenges include: involving all academic staff in the process to promote ownership of change; developing processes to guide the review toward improvements in the quality of content and of students' experiences of being taught; and remaining mindful of the constraints and requirements of contextual factors like CHED Policy, University Policy, needs of external stakeholders and finite time and money for teaching.



A NEED TO REVIEW THE CURRICULUM

The need to review and update curriculum has numerous drivers including: the need to keep pace with the rapid evolution of technology;

1. shifting social expectations and aligned shifts in legislation and regulation of engineering work;
2. and the changing expectations of the regulators of and participants in higher education (eg. students, academics, government and accrediting
3. bodies).



D. POLICY AND PROCEDURES FOR ADDRESSING DIFFERENTLY ABLED PERSON

In response to Republic act 7277 otherwise known as Magna Carta for Disabled persons, the college shall adopt policy for addressing differently abled persons aside from what is stated from the Act.

Disability

1. Persons with disabilities are persons who:
 - a. have a significant and persistent mobility, sensory, learning, or other physical or mental health impairment which may be permanent or temporary;
 - b. experience functional restrictions or limitations of their ability to perform the range of life's activities;



- c. may experience attitudinal and/or environmental barriers that hamper their full and self-directed participation in life.
2. To be eligible to receive academic reasonable adjustment, students must self-identify and provide appropriate documentation of disability.

REASONABLE ADJUSTMENTS

The College is required to make reasonable adjustments when a disabled student may be placed at a substantial disadvantage. Examples of reasonable adjustments for students include making appropriate arrangements in such activities as:

- a. teaching, including classes, lectures, seminars, practical sessions
- b. examinations and assessments
- c. field trips and outings

Adjustments may include specific examination arrangements, provision of additional support for learning, adjustments to assessment practices, accommodation arrangements, and other specific access issues.

RESPONSIBILITIES OF THE COLLEGE TOWARDS STUDENTS WITH DISABILITIES

The College has a responsibility to:

- a. ensure that persons are not denied admission on the basis of their disability;
- b. accommodate students with disabilities, where appropriate, with respect to admission criteria;
- c. make its courses or programs accessible to students with disabilities in accordance with the RA 7277;
- d. review documentation to ensure that recommendations and decisions regarding accommodation are based on appropriate medical information as well as educational considerations;
- e. provide reasonable accommodation to students with disabilities;



- f. ensure that faculty and staff are knowledgeable about relevant University policies and procedures and familiar with broader issues regarding persons with disabilities;
- g. treat the information obtained as confidential according to the Freedom of Information

E. GENDER EQUALITY POLICY

In compliance to Republic Act 9710, an act providing Magna Carta of Women, the College hereby adopt this gender equality policy.

The College of Engineering and Technology is committed to eliminate discrimination on the grounds of gender and transgender in its structures, employment practices and the curriculum content. It is also committed to encouraging change in individual behavior and attitudes and ensuring equality and opportunity in gender related matters.

The College of Engineering and Technology revels and values the diversity brought to its workforce by individuals, and believes that the College will benefit from employing both women and men at all levels of responsibility, and across all areas of work, thus hoping to provide role models for both female and male students in whatever area of the curriculum they are interested in. The College will treat all employees with respect and dignity, and seek to provide a positive working environment free from sex discrimination, harassment or oppression.

The College will seek not only to eliminate sex discrimination, but also to create a working environment based on good relations between women and men. To this end, the College undertakes to provide diverse, non-stereotypical images of women and men in any material which it produces for students and staff. The aim is to create a positive attitude where issues of gender discrimination and stereotyping can be discussed openly, with a shared commitment to



challenging and preventing sexism and sex discrimination, to respecting diversity and difference, and to encouraging good relations between women and men.

The College will also seek to eliminate unlawful harassment and promote equality of opportunity for employees who intend to undergo, are undergoing or have undergone gender reassignment.

The College revels the diversity of its students and is committed to ensuring students will be treated fairly and without gender bias in all processes associated with initial advice and guidance and access to the curriculum. Students will be treated without gender bias in all processes involving tutorial and careers education, support, guidance and discipline.

The College will ensure that gender equality will be embedded into teaching and learning and the curriculum.

F. SUPERVISORY PROGRAM OF THE COLLEGE DEAN

The Dean of the College of Engineering and Technology is responsible for the management of the college and for the supervision of the faculty, students and their activities.

Areas of Supervision

Faculty, Students, Department and College Activities and College Participation in Intra and Extra Institutional Activities

Process of Supervision

The Dean conceptualizes and implements supervisory policies and programs with the department chairpersons. Supervision by the Dean is conducted in accordance with the college's organizational structure. Chairpersons are directly supervised; faculty, students and activities are indirectly supervised through the chairpersons and organization advisers. Supervisory concerns include; faculty development, faculty well-being, instructional



performance, professional behavior; academic outputs, research and extension work; student academic performance, student behavior, student well-being; department and college activities; college's participation in intra and extra institutional activities.

Activity	Strategy	Frequency/Time Frame
Monitoring of Faculty	<ul style="list-style-type: none"> • Log Book • Daily Time Record • Spot Checks • Student Consultation • Complaints and Suggestions System 	<ul style="list-style-type: none"> • Daily • Daily • Twice a week • Once a week • Continuous
Monitoring of Faculty Instructional Performance	<ul style="list-style-type: none"> • Classroom Observation • Syllabi Submission • Instructional Materials Review • Performance Evaluation Instrument • Complaints and Suggestions System 	<ul style="list-style-type: none"> • Once a month • Every semester • Every semester • Annually • Continuous
Monitoring of Faculty Development	<ul style="list-style-type: none"> • Attendance to Trainings and seminars • Scholarships 	<ul style="list-style-type: none"> • At least once every semester • At least once throughout service
Monitoring of Faculty Well-being	<ul style="list-style-type: none"> • Observation • Interaction • Consultation • University Clinic Visit • Suggestions 	<ul style="list-style-type: none"> • Daily • Daily • As need arises • As need arises
Monitoring of Faculty Professional Behavior	<ul style="list-style-type: none"> • Observation • Interaction • Student Consultation • Performance Evaluation Instrument • Complaints and Suggestions System 	<ul style="list-style-type: none"> • Daily • Daily • Twice a week • Annually • Continuous
Monitoring of Academic Outputs	<ul style="list-style-type: none"> • Requiring and Review of Syllabi 	<ul style="list-style-type: none"> • Every semester



(Instructional materials, processes, technology; creative outputs, etc.)	<ul style="list-style-type: none"> • Review and approval of output • Non-material rewards for output 	<ul style="list-style-type: none"> • As presented • As needed
Monitoring of Research and Extension Work	<ul style="list-style-type: none"> • Performance Evaluation Instrument • Institute Research and Extension Committees • Non-material rewards for research and extension work 	<ul style="list-style-type: none"> • Annually • Institutionalized • As needed
Monitoring of Students Academic Performance	<ul style="list-style-type: none"> • Faculty Accomplishment Report • Submission of Grading Sheets • Classroom Observation • Report of Mid-term Grades • Academic Contests 	<ul style="list-style-type: none"> • Once every semester • End of semester • Once a month • Every semester • As often as possible
Monitoring of Student Behavior	<ul style="list-style-type: none"> • Observation • Faculty Reports • Interaction • Consultation 	<ul style="list-style-type: none"> • Daily • As arises • Daily • At least once a week
Monitoring of Students Well-being	<ul style="list-style-type: none"> • Observation • Interaction • Consultation • University Clinic Visit Suggestions • Guidance Counseling 	<ul style="list-style-type: none"> • Daily • Daily • At least once a week • As need arises • As need arises

G. CONFLICT OF RESOLUTION (Grievance)

- Faculty (Please refer to HRMO Manual and Faculty Manual)
- Students (Please refer to Students Manual)



CHAPTER III

RESEARCH AND EXTENSION

Research Agenda of the College of Engineering and Technology

AGENDA	RESEARCH AREAS	STRATEGIES
Engineering and Technology	Multi-disciplinary research on the development/ improvement of engineering designs and concept on alternative energy, renewable energy, biomass fuel utilization, climate change adaptation and mitigation and food processing.	Development of village level product storage facilities
		Development of value adding technologies
		Studies on potential renewable energy sources
		Studies on potential alternative energy sources
		Studies on the utilization of biomass fuels
		Retrofitting households and offices for energy efficiency
		Impact of climate change to farmers and fisher folks, adaptive capacity of the agriculture sector, and assessment of hydrologic response of watersheds
		Development of early warning devices to reduce disaster risk
		Development of technologies to reduce solid waste



		Development of new products from non biodegradable products
		Development of agricultural implements for highland and hilly land
		Studies on the efficient use of non-biodegradable products
	Program Studies, Policy improvement	Assessment and Evaluation of Program Outcomes in Outcomes-Based Education in the CET
		Development of Strategies on how to attract young students in pursuing a career in science and technology.
	Health and Safety	Evaluation/ Assessment of different indoor and outdoor air qualities in different areas
		Studies on Road and Construction Safety
		Technology development and application on road and construction safety
	Water Management	Assessment and Evaluation of existing water service facilities
		Redesigning of water distribution system for maximum utilization
		Development of water harvesting technology (potable and irrigation purposes)
		Technology application in water impounding systems



Extension Agenda of the College of Engineering and Technology

AGENDA	EXTENSION AREAS	STRATEGIES
Engineering and Technology	Biomass fuel utilization	Promotion and utilization of Rice hull gasifier stove
		Promotion and utilization of biomass briquetting machine
	Processing machine development	Promotion and utilization of multi-crop processing machine
		Promotion and utilization of multi-commodity mechanical drying machine
		Promotion and utilization of smoked Longganisa drying machine
		Promotion and utilization of Tiger grass pollen remover con wood working machine
	Shared Service Facilities Establishment	Maintenance of shared service facilities in different municipalities in coordination with the DTI
	Vocational Short Courses	Seminar -Training on Residential Electrical Wiring
		Seminar -Training on Auto-diesel Technology
	Safety Management	Information campaign on road and construction safety and other safety hazards
Expert Services	Extend professional services to communities/ agencies that need expert opinion and consultation	



CHAPTER IV

POLICIES AND GUIDELINES IN THE USE OF FACILITIES AND EQUIPMENT

USE OF READING CENTER

Rules and Regulations

1. Any violation against the following rules and regulations will be punishable per RSU Student Handbook and University Code:
 - All CET students are required to secure CET Reading Center ID to be used during entry to the CET Reading Center.
 - CET Reading Center users are not allowed to use ID of other CET Students to gain CET Reading Center entry.
 - Students are expected to maintain silence at all times in the CET Reading Center premises.
 - Eating (including chewing gum), drinking, sleeping, smoking, defacing CET Reading Center furniture, writing on the walls and tables, and other forms of misbehavior are prohibited.
 - Bags, food, bottled water, case or parcel are not allowed to be brought into the CET Reading Center.
 - A student responsible for any disturbance resulting in damage to or destruction of CET Reading Center property is a major offense.
 - Vandalism (writing on books and other CET Reading Center facilities, defacing CET Reading Center furniture, mutilating or tearing off pages of a book and removing security tags), stealing and unauthorized use of any CET Reading Center material or property not intended for public use are major offenses and are therefore subjected to disciplinary measures.
 - Unauthorized access or use of computers and other CET Reading Center facilities not intended for public use is a major offense.
 - Courtesy to CET Reading Center personnel including the guards on duty



and other CET Students should always be maintained. Use of profane language will not be tolerated.

- Electronic gadgets such as cell phones, alarms, iPods, MP3 should be switched off; in “silent mode” or tone done in the case of iPods and MP's before entering the CET Reading Center. Making/answering calls should be done outside the CET Reading Center.
 - Courtesy to CET Reading Center personnel, other CET Students and the faculty on duty should always be maintained.
 - Reproduction of departmental exams, theses, case studies and feasibility studies are strictly prohibited.
 - Offenders refusing to provide identification or giving of false information will not be tolerated.
2. Seats in the CET Reading Center may not be reserved.
 3. CET Reading Center users should not leave any valuables at the baggage counter. The CET Reading Center will not be held responsible for the loss of personal belongings of clients. CET Reading Center CET Students should claim their bags at the baggage counter upon leaving the CET Reading Center premises.
 4. The CET Reading Center staff reserves the right to: 1) ask users to leave the CET Reading Center if they are inappropriately dressed or are causing disturbance and; b) remove any book, file, bag, food, or any other personal belongings left on the reading tables.
 5. All students are required to secure CET Reading Center clearance after every end of the semester. Faculty members and non-teaching personnel assigned at the College needs the initial countersign of the CET Reading Center in-Charge before the Dean signs the clearance.



Book Loan Policies

General Loan Policies

1. CET Reading Center CET Students must present their valid ID when borrowing materials. Borrowing must be done in person. The borrower must see to it that all CET Reading Center materials in their possession have been properly checked out before leaving the CET Reading Center.
2. Fines are charged on overdue materials. A P 10.00 fine per day will be charged except during Saturdays and Sundays.
3. The borrowers must ensure that items checked out are returned on or before the date due. Notices sent by the CET Reading Center serve only as a reminder and non-receipt of the notices does not absolve anybody from paying fines or other penalties. All materials must be returned immediately when recalled.
4. CET Reading Center users are not allowed to use IDs of other CET Students to borrow materials or gain access to other CET Reading Center services. Borrowers may not "sub-lend" books and other CET Reading Center materials.
5. Borrowers will be held responsible for any mutilation [including defacement] found in CET Reading Center materials when returned. They must check and report any mutilation found before borrowing.
6. CET Reading Center materials are considered to be on loan to CET Students until the materials are properly checked in. Make sure that your loan has been cancelled before leaving the counter. Keep the borrower's slip for clearance purposes.
7. CET Reading Center users must report the loss of a material to the in - Charge. Fine will be charged according to the rates of fines, from the date due to the date when the material is reported lost, or if found, till the date the material is returned.
8. Borrowers who lose a material are liable to replace the material with the



- current edition/issue or copy [preferably hard bound for books].
9. External CET Students [alumni & other outside researchers] are not allowed to take home materials. All materials that they need are for CET Reading Center use only.
 10. Students who are not enrolled but needs to use the CET Reading Center for completion, should present a letter of request to use the CET Reading Center resources noted by their Department Chairperson.
 11. CET Students' CET Reading Center privileges will be suspended if overdue materials are not returned on time.
 12. Borrowers are only allowed to renew for two (2) consecutive times if the material is not in demand.

CET LABORATORY FACILITIES

The CET laboratory facilities at the College of Engineering and Technology shall be governed by the following policies and guidelines:

1. There shall be Laboratory Supervisor and a qualified laboratory technician assigned in the CET laboratory room.
2. A Laboratory Supervisor shall come from a regular CET faculty member who shall be designated by the Dean.
3. A laboratory technician may be a permanent employee of RSU or a personnel on Job Order basis.
4. Laboratory services are available from Monday to Friday. If in case an approved request have been made, the technician will be available during Saturday or Sunday on the special arrangement.
5. The following are allowed to be conducted at the CET laboratory
 - a. Faculty research work and research-related activities.
 - b. Research activities of undergraduate/graduate students that are particularly related to their thesis.



- c. Laboratory services, training, and consultancy that may be offered to outsiders for a fee in accordance with the guidelines and policies of the university
 - d. Academic laboratory activities.
6. Qualifications of a laboratory technician:
 - a. A graduate of a technical or engineering course
 - b. Must be computer literate
 - c. Must have undergone training/seminar on the operation and maintenance of Universal Testing Machine
 - d. Must be familiar with hydraulic laboratory facility.
 - e. Have basic knowledge in making report
7. Duties and Responsibilities of the Laboratory Technician
 - a. A technician is required to render 8 hours per day/ 5 days a week work.
 - b. Issues requested laboratory tools
 - c. Prepares the requirements for the accreditation of research laboratories in coordination with the Laboratory chairperson.
 - d. Constantly reviews the service fees and charges for all laboratory services.
8. Duties and Responsibilities of the CET Laboratory Supervisor
 - a. Oversees laboratory activities within the area of responsibility, and coordinates with the thesis advisers in the conduct of research activities by the undergraduate students.
 - b. Approves requests for laboratory use.
 - c. Keeps an inventory of equipment in the CET laboratory.
 - d. Submits requisitions for materials, supplies and facilities and/or related requests to the Dean.
 - e. Takes direct responsibility and accountability for all equipment, instruments, parts, tools, apparatus, pieces of furniture, and fixtures found in the CET laboratory.



- f. Oversees operation, maintenance, and repair of equipment.
 - g. Accommodates external requests for laboratory services.
 - h. Submits plan/budget to the Dean.
 - i. Submits to Dean a schedule of maintenance and calibration record of each equipment.
 - j. Observes good housekeeping.
9. Implement policies/guidelines regarding the use of CET laboratory facilities.
- a. Policies on the Use of Equipment
 - a.1 Each instrument should have a logbook/maintenance record to be monitored by the laboratory Supervisor/laboratory technicians.
 - a.2 Students should not use any of the instruments unless approved by the laboratory technician.
 - a.3 Instruments should not be brought out of the room without a form properly filled out and duly signed and approved by the laboratory technician.
 - a.4 Schedule of use of instruments should be chartered.
 - b. Policies for the Students
 - b.1 Only those authorized to work inside the laboratory are allowed to enter the area. Students should log before and after working in the laboratory.
 - b.2 Appropriate laboratory outfit should be worn whenever necessary.
 - b.3 Good housekeeping and safety precautions should be observed at all times.
 - b.4 Eating and bringing of food and softdrinks are strictly prohibited inside the laboratories. Food/ drinks should not be put inside the locker.
 - b.5 Log-in/out notebook should be filled out every time a particular equipment is to be used. Any malfunctioning of an equipment



- should be immediately reported to the thesis adviser/laboratory technician.
- b.6 Breakages must be reported immediately to the thesis adviser/technician and an immediate replacement should be arranged.
 - b.7 Students who conduct laboratory activities outside the regular working hours must be accompanied by their Instructor or the research technician. Activities after 10:00 p.m. are classified as overnight and require the completion and submission of an overnight form.
 - b.8 The computer connected to the equipment should not be used for other purposes not related to the operation of the equipment where it is attached.
 - b.9 All computers in the CET laboratories should be used for official and research-related activities only.
 - b.10 The last person who leaves the room should see to it that every utility (equipment, lights, water, gas, aircon, etc.) is turned off
 - b.11 All students must submit the laboratory clearance to the laboratory technician prior to the end of semester or summer term.
 - b.12 All students are required to attend the Laboratory Safety Seminar sponsored by the department prior to their actual experimentation.
 - b.13 Safety audit requirements must be submitted to the thesis adviser before the use of any equipment.
- c. Policies on the use Materials Testing, and Hydraulics Laboratory particularly in Borrowing Instruments/Equipment
- c.1 A student or group of students can only borrow instruments and/or equipment upon submission of the filled-out borrower's form together with his/her identification card. (All policies issued by the college on this matter apply, i.e., experiments or fieldwork can only



be performed in the presence of the instructor except for makeup experiment where a permit is required and is duly signed by the instructor and the laboratory supervisor).

- c.2 The student or the group is responsible for disposing/keeping his/their leftovers or scraps. The group should observe good housekeeping.
- c.3 All borrowed instruments and equipment should be cleaned thoroughly and must be returned properly.
- c.4 Any malfunction, irregularity, or loss of an instrument or equipment should be reported at once to the attending technician or laboratory instructor. Any expenses that may be incurred for the repair or replacement of the damaged or lost item would be charged to the student or group of students involved.
- c.5 Students should make it a habit to ask the assistance of the attending instructor or technician for instructions on the proper use or operation of the instrument or equipment. Improper use may damage the instrument/equipment.
- c.6 Students are reminded not to handle/operate any instrument or equipment that is not used in the experiment/exercise they are to perform.
- c.7 Overtime or make-up experiments should be arranged in advance with the necessary permit duly signed by the instructor and with the recommendation of the laboratory coordinator.
- c.8 The laboratory rooms are normally closed during breaktime and between scheduled laboratory classes.
- c.9 Students are advised to place personal things in spaces provided for and to keep the working areas clear and clean.



- c.10 No equipment and gadgets can be taken out of the laboratory premises without the proper authorization from the laboratory coordinator.
- c.11 The instructor/professor concerned should promptly report all damages and/or losses either verbally or in writing to the technician or laboratory coordinator. The students are held liable for any vandalism, destruction of tables, chairs, and any equipment in the laboratory.
- c.12 A laboratory technician is assigned to assist the instructor/professor in the preparation and operation of the equipment for the duration of the laboratory session. For classes outside the official schedule, a laboratory permit should be secured first at least a day before the actual use of the laboratory. Forms may be obtained from the laboratory technician
- c.13 Laboratory instructors are requested to inform the coordinator or assistant coordinator and laboratory technicians about changes in schedule at least a day or so in advance.
- c.14 No equipment will be issued or operated for a laboratory class, even during scheduled time if the instructor is not present. This regulation also applies to make-up classes which, in addition, will require a permit from the coordinator.
- c.15 For student intending to do overtime or make-up work, a permit from the instructor and approved by the coordinator must be secured at least one day before the performance of the experiment. A technician must be designated to attend to the needs of the students.
- c.16 The borrower's ID should be attached to the acquisition slip. Transfer of materials to other borrowers is not allowed. The person whose name appears on the requisition slip is responsible for the borrowed



items. The borrower's ID will not be returned until all materials are surrendered.

- c.17 All borrowed materials should be returned properly ten minutes before the end of the scheduled time. Overtime use of equipment is strongly discouraged.
- c.18 The instructor or students concerned should promptly report all damages and losses of equipment or materials and/or accidents either verbally or in writing to the technicians and coordinator.
- c.19 All damages and/or losses of items like tools, instruments and equipment or any other materials, consumable or not, that may be deemed unusable or unserviceable, will be accounted to the individual concerned. However, if the experiment is by a group, damages will be equally distributed among the group members unless special arrangements are made.
- c.20 As much as possible, replacement of damaged or lost items must be made in kind. Replacement of equipment must be made as soon as possible. Replacement of components must be done within 24 hours, otherwise, charges on a per day basis will accrue on the students account.
- c.21 For damaged items that need to be brought outside the campus for repair, the students concerned should secure the necessary letters, permits and gate passes from the Laboratory Technician duly approved by the Dean.
- c.22 For damaged items that the technicians can repair and need not be brought outside, the students concerned must pay a developmental fee directly to the Cashiers Office.
- c.23 No items, tools, instruments or equipment can be taken out of the laboratory premises without the proper authorization from the



coordinator. Use of equipment, instruments or manuals outside the campus is not allowed.

- c.24 No modifications, repairs or alterations of any equipment or computers in the laboratory are allowed without the written authorization from the coordinator.
- c.25 Students intending to do some project experimentation or troubleshooting can avail of the scheduled free slots. Free-slot students are not allowed to use the laboratory during class hours unless there is permission from the instructor concerned and ample supply of equipment.
- c.26 Operating and specification manuals, data books, technical books and laboratory experiment manuals are available at the technician's booths and the coordinator's office. Students are allowed to borrow or photocopy these manuals provided they do not tear the pages or write anything on the materials.
- c.27 Safety precautions and measures should always be exercised and practiced by everybody inside the laboratory. Proper laboratory attire and gadgets should be worn by the students and instructor whenever performing laboratory experiments or operating the equipment as specified in the laboratory policies and guidelines.
- c.28 Violations, disobedience, negligence or ignorance of any of the above and other laboratory policies and guidelines will be treated as minor offenses and subjected to necessary disciplinary actions.

COLLEGE FACILITIES & MAINTENANCE

Facilities Operations and Maintenance

Facilities operations and maintenance encompasses all that broad spectrum of services required to assure the built environment will perform the functions for which a facility was designed and constructed. Operations and



maintenance typically includes the day-to-day activities necessary for the building and its systems and equipment to perform their intended function. Operations and maintenance are combined into the common term OPERATIONS AND MAINTENANCE because a facility cannot operate at peak efficiency without being maintained; therefore the two are considered as one.

The Facilities Operation & Maintenance are focused in the following areas:

PROPERTY INVENTORY

Property Inventory provides an overview on the type of system needed to maintain an inventory of College assets and manage those assets.

- a. All properties issued to the College will be properly accounted to maximize its use.
- b. Inventory of the all the property issued to the College will be conducted every end of the semester.
- c. A sticker printed with RSU CET will be attached to all issued properties for easy identification and inventory.
- d. The laboratory custodian will be assigned to conduct the inventory with the assistance of the Chair of the Student Affairs of the College.
- e. Non-functional or damaged properties will be accounted and returned to the supply office immediately after thorough evaluation.
- f. All CET faculty members and staff and students are encouraged full cooperation in proper usage and maintenance of all CET Properties.

USE OF FACILITIES

Policies and Guidelines on the use of facilities provides policy on the use of all the facilities that the College have like rooms, table and chairs, computers, generator sets, laboratory facilities, projectors, LED TV monitor, photocopying machine, printers, reading facilities, and others.



Classrooms

- a. Each room in the college will be provided with a padlock, master keys will be kept by the Dean and is always available when needed. Duplicate keys will be kept by the Job-order personnel who is in-charge of opening and closing the rooms.
- b. Before class dismissal, the faculty must see to it that the room is garbage free, the blackboard/whiteboard is clean and the chairs are arranged properly.
- c. The faculty must be the last to leave the room and see to it that fans, lights and other electrical facilities are off.
- d. A class or block will be assigned to maintain the cleanliness and orderliness of the room.
- e. Rooms will only be used during class hours, no student will be allowed to stay at the room without classes, and they are advised to go to Reading Center or to the University Library or to the student lounge, if available.
- f. All Classrooms will be padlocked at 5:30 in the afternoon. In the event that evening class will be conducted, the padlock will be left to the Instructor who will lock the room after the evening class.
- g. In the event that Saturday and Sunday classes are held, the Instructor will borrow the key on Friday afternoon and return the key as agreed by the Instructor of the JO personnel.
- h. Whenever the rooms will be used for purposes other than classroom activities, a request for the purpose must be approved by the Dean:
 - i. If the request is from the CET students, a written request is needed duly noted by the class instructor/ adviser and endorsed by the Department Chairperson. In the event that CET students will have an overnight activity, the letter request must be noted by the Office of the Security Services.



- ii. If the request is from the administration or other colleges/institute, a simple verbal or written request may be done.
- iii. If the request is from outsider, a written request is needed, noted by the Office for Security Services or its representative and duly approved by President.
- iv. Any damages incurred during the stay inside the room will be paid or replaced by the occupants except when the damages is beyond control and after thorough evaluation of the scope of damages.

CHAIRS

All chairs assigned to the college shall bear/printed with RSU CET.

a. Arm Chairs

All arm chairs in the College shall be accounted every month.

All arm chairs assigned at the College shall not be brought out from the room without proper permission from the Dean. In case arm chairs will be used for any College/University activities, proper accounting shall be made and must be listed. All chairs must be returned to where it was taken right after the conclusion of the activity.

If in the event that the arm of the chairs will be removed for other purposes like graduation and other activities, proper coordination to the Dean shall be made. Arrangement shall be made that CET will be the one to hire student laborer to remove and return the arms of the chairs after its usage. A fee shall be collected for the purpose.



b. High Chairs

High chairs in the college are for drawing and laboratory purposes only except when specified.

All high chairs assigned at the College shall not be brought out from the room without proper permission from the Dean. In case high chairs will be used for any College/University activities, proper accounting shall be made and must be listed. All chairs must be returned to where it was taken right after the conclusion of the activity.

POWER GENERATOR SET

Although the power generator set is a donation from the CET Alumni Association, it is still the property of the University. To maximize its use, the generator set must be used in accordance to the following terms and conditions:

- a. In using the power generator set, CET shall have the top priority for its usage.
- b. The generator set must be maintained in accordance to its manual of use. Periodic inspection must be conducted.
- c. In borrowing the machine:
 - i. If the generator set will be used by any of the Department of the College, the following terms and conditions apply:
 - a. Reservation for the use of the machine will be on first come first serve basis.
 - b. If the power generator set will be brought out of the campus, a written request noted by the Office of the Security Services, the Department Chairperson and approval of the Dean must be secured.
 - ii. In case of necessity that the generator set will be needed other than the College, the following terms and conditions apply:



- a. A fee will be collected for the maintenance of the machine:
 1. If the request for use is from the Administration, it is free of charge.
 2. If the request is from other College or Department, a minimal fee which shall be determined by the CET Academic Council will be collected.
 3. If the request of use is from outsider, a letter of request approved by the Dean is needed. A fee which shall be determined by the CET Academic Council will also be collected.
 4. If the power generator set will be brought out of the campus, a written request noted by the Office of the Security Services and approved by the Dean must be secured.
- iii. The laboratory technician is in-charged of conducting pre-inspection before the machine will be brought out of the College and conduct again post-inspection upon returning of the machine.
- iv. In case of damages, any part damaged must be replaced (not repaired) with the original part.
- v. A written waiver must be filled up and signed by any borrower.
- vi. The borrower shall be the one to pull out and return the machine to the college.

PHOTOCOPYING AND PRINTING MACHINES

Location of copying and printing equipment

- All copying and printing equipment should be located in a well-ventilated area, including good natural ventilation such as open windows and open doors to provide cross ventilation. If natural ventilation is not available due to the location of the room, mechanical



ventilation is necessary and should conform to *AS 1668 – The Use of Mechanical Ventilation and Air Conditioning in Buildings*.

- Machines should be situated away from occupied work spaces to reduce the noise associated with these machines and should be situated so as to allow for adequate airflow around the machine.
- Seek a location with the least disruption to surrounding employees. Machinery should not obstruct aisles or building exits.
- Ensure adequate space around the machine for operation and access for maintenance.
- Install equipment in accordance with the manufacturer's specifications.
- Obtain appropriate operating diagrams, instruction manuals and SDS and locate them near the equipment.

A. **Policies and Guidelines in using Computer, Printing and Photocopying machines**

b. Computer Use Policy

- Computers at the CET office are for faculty and staff use only.
- Reading Center computers are to be used to support academic research and studies.
- Game playing and other nonacademic activities are not permitted at any time.
- Faculty members may not:
 - Install or activate software utilities.
 - Install or activate programs not already publicly available.
 - Alter or delete installed programs or utilities.
 - Alter the appearance of the desktop.



- All users are asked to limit their search sessions to 45 minutes or less. Faculty members who exceed this limit may be asked to relinquish the workstation if other users are waiting.
- Please work quietly and courteously.

c. Printer

- The printing machine is a university property and must be used with utmost care. User's manual must be consulted in taking care of the machine
- Only academic related documents are allowed to be printed in the machine.
- Printing of personal documents are allowed only up to 10 pages.
- Print one copy only. Use photocopiers to make additional copies.
- Use Print Preview to determine the total number of pages to be printed and to choose specific pages to print. In both Word and PowerPoint there are options to print multiple pages on one sheet. Ask for assistance.
- The printing machine is not for hire.

d. Photocopying

- The photocopying machine is a university property and must be used with utmost care. User's manual must be consulted in taking care of the machine
- Only qualified operators are allowed to use the photocopying machine.
- Only academic related documents are allowed to be photocopied in the machine. A minimal fee to be determined by the CET Academic Council shall be charged when photocopying personal documents. The fee collected will be used to buy toner and other maintenance requirements of the machine.



- When photocopying bulk documents, an interval of 5 to 10 minutes rest must be observed in every ream of paper consumed to avoid overheating of the machine.
- First come, first served will be implemented when requesting for photocopying services, except during urgent situation that the documents for photocopying is needed.

JANITORIAL/ CLEANING SERVICES

Janitorial/Cleaning. A building is one of the most important facilities in the college because interaction between teacher and student are always done in this place. This is the place where most of the time, students learn, therefore, must be properly maintained to make a conducive place for learning. Using environmentally friendly cleaning products and incorporating safer methods to clean buildings provides for better property asset management and a healthier workplace. Grounds maintenance and proper cleaning of exterior surfaces are also important to an effective overall facility maintenance and cleaning program.

The Dean shall request at least one (1) janitorial personnel on Job Order basis to maintain the cleanliness of classrooms, comfort rooms and CET surroundings.

The Dean shall also request student assistants to assist the JO personnel in the maintenance of the college.

ENERGY MANAGEMENT, OFFICE SUPPLIES MANAGEMENT AND SAFETY MANAGEMENT

- A. Energy Management Policy.** A well manage energy system will result to reduction of power consumption in the College.

To minimize the consumption of electricity, all students, faculty and staff will be encourage to practice the following:



- a. If possible, all lights & lightings and fans will be tuned on only on when necessary.
- b. Two or three lamps will only be lighted during night time at the CET corridors.
- c. If possible, LED lamps will be used and the use of CFL is discouraged.
- d. Faculty members are advised to turn off all lights and fans before leaving the room. Likewise, faculty members having night classes must see to it that all lights and fans are off before closing the room. See to it also that all devices are unplugged.
- e. Students are not allowed to charge electronic gadgets in any CO's except for academic purposes.
- f. Students without classes will not be allowed to stay inside the classrooms to avoid usage of fans and lights.
- g. Air-conditioning systems inside the offices shall only be opened at 9:00 in the morning and shall be closed 1 hour before closing time. During lunch break, air-con system shall also be turned off.
- h. Electric fans in rooms and offices must be turned off when not in use.
- i. Desktop computer must be closed when it will be idle for more than 30 minutes.
- j. Open wires must be reported to the Deans office immediately.
- k. Periodic inspection of electrical facilities shall be done for safety purposes.
- l. All damaged electrical facilities must be reported for immediate repair or replacement.
- m. Unplug all devices before leaving the rooms and offices.
- n. All possible energy saving activity is encouraged.



Office Supplies Management Policy

Office supplies includes bond paper (long and short), folder, fasteners, pastes, brown envelope, photocopying toner, printer ink, pvc plastic cover, specialty paper, chalk and other consumable supplies.

To maximize the utilization of office supplies in the college, supplies will only be used for academic purposes.

Printing and photocopying of documents for personal use is discouraged but during extreme necessity, will be limited to 5 copies only and must use own paper.

Photocopying of test paper is allowed for a fee.

During major examination that extra paper is needed for problem solving, each student shall only be given one extra paper.

Safety Management Policy

In fulfilling its educational mission, the university has committed to the employees and students of the university to provide a safe and healthful workplace free of recognized hazards to the greatest degree possible.

The administration's basic responsibility is the prevention of accidents, whether they involve employee injuries, traffic incidents, property damage, or student injury. Administrators therefore, provide the incentive and full support for all safety procedures, training, and hazards elimination practices. Administrators will safety fully informed on all health and safety items throughout the University in order to constantly review the effectiveness of the current safety and health programs.

Supervisory personnel are directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safe methods to be utilized in performing work duties, for taking immediate corrective



measures to eliminate hazardous conditions, and for implementing practices for the prevention of all accidents.

Each employee, regardless of his or her position within the University, shall cooperate in every respect with the University's safety and loss control program. Some of the major points of the University's program are as follows:

- Employees must follow recognized safe work practices as a condition of employment with the University. Failure to follow this stated policy will be cause for disciplinary action.
- All employees and students, where required, will wear personal protective equipment. There will be no exception to this requirement.
- Hazardous conditions and other safety concerns must be reported to the responsible supervisor immediately.

Each University employee has the responsibility for his or her own safety, as well as the safety of fellow employees. Employees must become familiar with the potential hazards of their jobs and do what is necessary to ensure their safety. By this means our University can achieve the safe working conditions immediately.



APPENDICES

THE FIVE-YEAR ENGINEERING CURRICULUM



Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon



Five-Year Curriculum Leading to the Degree
BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING
Effective School Year 2010-2011 (Based on CMO 37 Series 2007)

School Year _____				Hrs/week			
First Semester		Course Description		Units	Lec	Lab	Pre-Requisite
_____	Math	111	College Algebra	3	3	0	
_____	Math	112	Plane and Spherical Trigonometry	3	3	0	
_____	Chem	111	General Chemistry (Inorganic)	3	2	3	
_____	CS	111	Computer Fundamentals and Programming	3	1	6	
_____	AE	111	Orientation to AE	1	1	0	
_____	Soc Sci	111	Philippine History	3	3		
_____	Eng	111	Communications Arts 1	3	3	0	
_____	Fil	111	Komunikasyon sa Akademikong Filipino	3	3	0	
_____	PE	111	Physical Education and Health	2	2		
_____	NSTP	111	NROTC/CWTS	3	3		
				27	24	9	
Second Semester		Course Description		Units	Lec	Lab	Pre-Requisite
_____	Math	123	Advanced Algebra	2	2	0	Math 111
_____	Math	124	Analytic Geometry	5	5	0	Math 111, Math 112
_____	Math	125	Solid Mensuration	2	2	0	Math 111, Math 112
_____	Soc Sci	122	Phil. Government and Politics	3	3	0	
_____	Eng	122	Communication Arts 2	3	3	0	Eng 111
_____	Fil	122	Panitikang Filipino	3	3	0	Fil 111
_____	Draw	121	Engineering Drawing	2	1	3	None
_____	Chem	111	General Chemistry (Organic)	3	2	3	None
_____	PE	122	Rhythm and Dance	2			PE 111
_____	NSTP	122	NSTP 2	3	3		NSTP 111
				27	23	6	
School Year _____		SECOND YEAR		Hrs/week			
First Semester		Course Description		Units	Lec	Lab	Pre-Requisite
_____	Math	216	Differential Calculus	5	5	0	Math 123, Math 124, Math 125
_____	Phys	211	General Physics 1	4	3	3	Math 111, Math 112
_____	Eng	213	Speech and Oral Communication	3	3	0	Eng 122
_____	Draw	222	Computer-Aided Drafting	2	0	3	Draw 121
_____	Hum	121	Introduction to Philosophy and Logic	3	3	0	
_____	Soc Sci	213	General Sociology with Family Planning	3	3	0	
_____	Shop	221	Farm Shop Practice	2	1	3	Draw 111
_____	Rizal	221	Life and Works of Rizal	3	3	0	
_____	PE	213	Fundamentals of Games and Sports	2	2		PE 122
				27	23	9	
Second Semester		Course Description		Units	Lec	Lab	Pre-Requisite
_____	Math	227	Integral Calculus	5	4	0	Math 216
_____	Eng	224	Technical Communication	3	3	0	
_____	Hum	212	Introduction to Humanities	3	3	0	
_____	Stat	221	Probability & Statistics	3	3	0	Math 111
_____	Bio	221	General Biology	3	2	3	
_____	Phys	222	General Physics 2	4	3	3	Phys 211
_____	CS	222	Computer Application in Engineering I	3	2	3	
_____	PE	224	Recreational Activities	2			
				26	20	9	
School Year _____		THIRD YEAR		Hrs/week			
First Semester		Course Description		Units	Lec	Lab	Pre-Requisite
_____	Math	318	Differential Equations	3	3	0	Math 227
_____	Mech	311	Statics of Rigid Bodies	5	5	0	Phys 111, Phys 222
_____	EE	311	Principles of Electricity and Electronics	3	3	0	Phys 111, Phys 222
_____	Agri	311	Principles of Fishery Science	3	2	3	
_____	CE	311	Elementary Surveying	3	1	6	Math 112
_____	CS	313	Computer Applications in Engineering II	3	2	3	CS 222
_____	Soc Sci	314	Principles of Economics with TLR	3	3	0	
_____	ME	311	Thermodynamics	3	2	3	Phys 222
				26	21	15	



Second Semester	Course Description	Units	Lec	Lab	Pre-Requisite
_____ Mech	322 Dynamics of Rigid Bodies	2	2	0	Mech 311
_____ Mech	323 Mechanics of Deformable Bodies	5	5	0	Mech 311
_____ ME	322 Heat Transfer	3	2	3	ME 311
_____ Agri	322 Principles of Soil Science	3	2	3	
_____ Mech	324 Fluid Mechanics	4	3	3	ME 312, Coreq: Mech 322
_____ AE	322 Aquaculture Engineering	3	2	3	Agri 311
_____ AE	323 Agricultural Electrification	3	2	3	EE 311
_____ Hum	323 Literature, Man and Society	3	3	0	
		26	21	15	

School Year _____	FOURTH YEAR				
First Semester	Course Description	Units	Lec	Lab	Pre-Requisite
_____ Agri	413 Introduction to Animal Science	3	2	3	
_____ AE	414 Hydrology	3	2	3	Mech 324
_____ CE	412 Materials of Engineering	3	2	3	Mech 311 & 322
_____ AE	415 Agricultural Power and Energy Sources	3	2	3	ME 311
_____ AE	416 Forest Products Engineering	3	2	3	
_____ Agri	414 Principles of Crop Science	3	2	3	
_____ AE	417 Agricultural Engineering Law & Professional Ethics	1	1	0	
_____ ME	413 Refrigeration Engineering	3	2	3	ME 322
		22	15	21	

Second Semester	Course Description	Units	Lec	Lab	Pre-Requisite
_____ AE	428 Irrigation and Drainage Engineering	3	2	3	AE 414
_____ Econ	421 Engineering Economy and Accounting	3	3	0	Math 111
_____ AE	429 Agricultural Machinery Design	3	2	3	CE 412, Mech 322, AE 415
_____ AE	4210 Introduction to Operations Research	3	3	0	Stat 411, CS 314
_____ AE	4211 Agricultural Structures Engineering	3	2	3	Mech 311 & 322, CE 412
_____ AE	4212 Processing, Handling and Storage of Agricultural Products I	3	2	3	Mech 311 & 322
_____ AE	4213 Agricultural Waste Management	3	2	3	Mech 324, Agri 413 & 414
_____ Res	421 Methods of Research	3	3	0	4 th year standing
		24	19	15	

School Year _____	FIFTH YEAR				
First Semester	Course Description	Units	Lec	Lab	Pre-Requisite
_____ AE	5114 Agricultural Entrepreneurship and Management	3	2	3	Econ 421
_____ AE	5115 Agricultural Mechanization & Machinery Management	3	2	3	AE 429, Econ 421
_____ AE	5116 Soil & Water Conservation Engineering	3	2	3	AE 428
_____ AE	5117 Tractor & Agricultural Equipment Operation	3	1	6	CE
_____ AE	5118 Processing, Handling & Storage of Agricultural Products II	3	2	3	ME 311, ME 322
_____ AE	5119 Design & Management of Agricultural Buildings & Structures	3	2	3	AE 4211
_____ AE	5120 Agricultural Engineering Problems	5	5	0	
_____ Seminar	511 Inspection Trips and Seminar	1	1	0	
		24	17	21	

Second Semester	Course Description	Units	Lec	Lab	Pre-Requisite
_____ Thesis	521 Thesis Writing	6			all acad req
_____ OJT	521 Field Practice (non-thesis option)	6			all acad req
		12			

TOTAL UNITS EARNED 234

Verified by:

Adviser/Chair AE Department

Certified Correct:

Dean, College of Eng'g. & Technology



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Five-Year Course Leading to the Degree
BACHELOR OF SCIENCE IN CIVIL ENGINEERING
 Effective School Year 2010-2011 (Based on CMO No. 29 Series of 2007)

FIRST YEAR

First Semester

Grade	Code	CourseDescription	Units	Lec	Lab	Pre/Co-Requisite
___Math	111	College Algebra	3	3	0	
___Math	112	Plane and Spherical Trigonometry	3	3	0	
___Chem	111	Inorganic Chemistry	3	2	3	
___CS	111	Computer Fundamentals and programming	3	1	6	
___CE	111	Introduction to Engineering and Technology	1	1		
___SocSci	111	Philippine History	3	3	0	
___Eng	111	Communication Arts I	3	3	0	
___Fil	111	KomunikasyonsaAkademikong Filipino	3	3	0	
___PE	111	Physical Education and Health	2	1	3	
___NSTP	111	NSTP/CWTS	3			

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Second Semester

	Code	CourseDescription	Units	Lec	Lab	Pre/Co-Requisite
___Eng	122	Communications Arts II	3	3	0	Eng 111
___Math	123	Advance Algebra	2	0	0	Math 111
___Math	124	Analytic Geometry	5	5	0	Math 111, 112, 123, 125
___Math	125	Solid Mensuration	2	2	0	Math 111, 112
___SocSci	122	Philippine Government and Politics	3	3	0	
___Fil	122	Panitikang Filipino	3	3	0	
___Chem	122	Organic Chemistry	3	2	3	
___Draw	121	Engineering Drawing	2	2	0	
___PE	122	Rhythm and Dance	2	1	3	
___NSTP	122	NROTC/CWTS	3			NSTP 111

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SECONDYEAR

First Semester

	Code	CourseDescription	Units	Lec	Lab	Pre/Co-Requisite
___Eng	213	Speech and Oral Communication	3	3	0	Eng 122
___Math	216	Differential Calculus	5	5	0	Math 123, 124, 125
___SocSci	213	Gen. Sociology with Family Planning	3	3	0	
___Phys	211	General Physics I	4	3	3	Math 112/124/125
___Hum	211	Introduction to Philosophy and Logic	3	3	0	
___Rizal	211	Life and Works of Rizal	3	3	0	
___Draw	212	Computer Aided Drafting	1	0	3	CS111/Draw 111
___CE	212	Building Design 1	3	2	3	Math 124/125, Draw 111
___PE	213	Fundamentals of Games & Sports	2	1	3	

27

Second Semester

	Code	Course Description	Units	Lec	Lab	Pre-Requisite
___Math	227	Integral Calculus	5	5	0	Math 216
___Eng	224	Technical Communication	3	3	0	Eng 213
___Phys	222	General Physics II	4	3	3	Phys 211
___Hum	222	Introduction to Humanities	3	3	0	
___CE	223	Building Design 2	3	2	3	CE 212
___CS	222	Computer Application in Engineering	3	2	3	CS 213
___Stat	221	Probability and Statistics	3	3	0	Math 111
___PE	224	Recreational Activities	2	1	3	PE 213

26

THIRD YEAR

First Semester

	Code	Course Description	Units	Lec	Lab	Pre/Co-Requisite
___Math	318	Differential Equation	3	3	0	Math 317
___Mech	311	Statics of Rigid Bodies	5	5	0	Phys 211/222, math 227
___CE	314	Elementary Surveying	3	2	3	Math 112, 124, 125, Draw 111
___SocSci	314	Principles of Economics with Land Reform & Taxation	3	3	0	
___CE	315	Construction Methods and Equipment	2	1	3	CE 211, 222
___EE	311	Basic Electrical Engineering	3	3	0	Phys 211/222
___ME	311	Basic Mechanical Engineering	3	3	0	Phys 211/222
___CE	316	Safety Engineering	2	2	0	CE 315

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Second Semester		Course Description	Units	Lec	Lab	Pre/Co-Requisite
___Math	329	Advanced Engineering Mathematics for CE	3	3	0	Math 318
___Mech	322	Dynamics of Rigid Bodies	2	2	0	Mech 311
___Mech	323	Mechanics of Deformable Bodies	3	3		Mech 311
___CE	327	Construction Materials and Testing	3	2	3	Mech 311,CE 315
___Econ	321	Engineering Economy and Accounting	3	3	0	SocSci 324
___Elec	311	Elective 1 (Construction Cost Engineering)	3	3	0	3 rd year standing
___Mech	324	Fluid Mechanics	4	3	3	Mech 311
___CE	328	Higher Surveying	3	2	3	CE 224
			24			

FOURTH YEAR

First Semester		Course Description	Units	Lec	Lab	Pre-Requisite
___CE	419	Soil Mechanics	4	3	3	Mech 322,323,324
___CE	4110	Route Surveying / Engineering Surveys	4	3	3	CE 328
___CE	4111	Hydraulics	4	3	3	Mech 324
___Mgt	421	Engineering Management	3	3	0	4th Year Standing
___CE	4112	Structural Theory I	4	3	3	Mech 322,323
___CE	4113	Contracts, Specs., CE Laws and Ethics	3	3	0	4 th Year Standing
___CE	4114	Environmental Engineering w/ Alternative Sources of Energy	3	3	0	
			25			

Second Semester		Course Description	Units	Lec	Lab	Co/Pre-Requisite
___CE	4215	Structural Theory II	4	3	3	CE 4112
___CE	4216	Design of Concrete Structures	5	4	3	CE4215/CE 4112
___Elec	422	Elective 2 (Earthquake Engineering)	3	3	0	CE4215/CE 4112
___CE	4217	Highway Engineering	3	3	0	CE 4110
___Res	421	Introduction to Research and Feasibility Study	3	3	0	4th Year Standing
___CE	4218	Project Construction Management	3	3	0	4th Year Standing
___CE	4219	Hydrology	3	3	0	CE 4111
___CE	4220	Field Trips and Seminar	2			4th Year Standing
			26			

Summer_____						
___OJT	431	Practicum (On The Job Training)	6	(min)120 hrs		5th Year Standing

FIFTH YEAR

First Semester		Course Description	Units	Lec	Lab	Pre-Requisite
___CE	5121	Steel Design	3	2	3	CE 4215
___CE	5122	Timber Design	3	2	3	CE4215
___CE	5123	Water Resources Engineering and Irrigation Structures	3	3	0	CE 4219
___CE	5124	Civil Engineering Project	3	1	6	Res 421
___CE	5125	Foundation Engineering	4	3	3	5 th Year Standing
___CE	5126	Transportation Engineering	3	3	0	CE 4217
			19			

Second Semester		Course Description	Units	Lec	Lab	Pre-Requisite
___Elec	523	Elective 3 (Civil Engineering Problems)	6	3	9	5 th Yr Standing
___Elec	524	Elective 4 (Entrepreneurship for Engineers)	3	3	0	5 th Yr Standing
___Hum	513	Literature , Man and Society	3	3	0	
			12			

TOTAL UNITS EARNED 242

CE Elective Subjects: Construction Cost Engineering
Earthquake Engineering
Civil Engineering Problems
Entrepreneurship for Engineers

Verified/Recorded:

Certified Correct:

Chairman/Adviser CE Department

Dean, College of Eng'g & Technology



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
 Proposed Five –Year Curriculum Leading to the Degree
BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING
 Effective School Year 2010 –2011 Based on CMO No. 09 s. 2008



FIRST YEAR (1 ST SEMESTER)						
Grade	Course Code	Course Description	Units	Lect	Lab	Pre –Requisite
	Math 111	College Algebra	3	3	0	None
	Math 112	Plane and Spherical Trigonometry	3	3	0	None
	Chem 111	General Chemistry(Inorganic)	3	2	1	None
	CS 111	Computer Fundamentals and Programming	3	1	2	None
	EE 111	Orientation to Electrical Engineering	1	1	0	None
	Soc Sci 111	Philippine History and Culture	3	3	0	None
	Eng 111	Communication Arts I	3	3	0	None
	Fil 111	Komunikasyon sa Akademikong Filipino	3	3	0	None
	PE 111	Physical Education and Health	2	2	0	None
	NSTP 111	NSTP 1	(3)			None
		TOTAL	26			

FIRST YEAR (2 ND SEMESTER)						
Grade	Course Code	Course Description	Units	Lect	Lab	Pre –Requisite
	Math 123	Advance Algebra	2	2	0	Math 111
	Math 124	Analytic Geometry	5	5	0	Math 111, Math 112
	Math 125	Solid Mensuration	2	2	0	Math 111, Math 112
	Soc Sci 122	Philippine Government and Politics	3	3	0	
	Eng 122	Communication Arts 2	3	3	0	Eng 111
	Fil 122	Paniitkang Filipino	3	3	0	Fil 111
	Draw 121	Engineering Drawing	2	1	1	None
	Chem 122	General Chemistry(Organic)	3	2	1	None
	PE 122	Rhythm and Dance	2	2		PE 111
	NSTP 122	NSTP 2	(3)			
		TOTAL	25			

SECOND YEAR (1 ST SEMESTER)						
Grade	Course Code	Course Description	Units	Lect	Lab	Pre –Requisite
	Math 216	Differential Calculus	5	5	0	Math 123, Math 124, Math 125
	Phys 211	General Physics 1	4	3	1	Math 111, Math 112
	Eng 213	Speech and Oral Communication	3	3	0	Eng 122
	Draw 212	Computer Aided Drafting	2	1	1	2 nd Year Standing
	Hum 211	Introduction to Philosophy and Logic	3	3	0	
	EE 212	Electrical Shop Practice	2	1	1	EE 111
	Soc Sci 213	General Sociology w/ Family Planning	3	3	0	
	Rizal 211	Lifes and Works of Rizal	3	3	0	
	PE 213	Fundamentals of Games and Sports	2			PE 122
		TOTAL	27			

SECOND YEAR (2 ND SEMESTER)						
Grade	Course Code	Course Description	Units	Lect	Lab	Pre –Requisite
	Math 227	Integral Calculus	5	5	0	Math 216
	Eng 224	Technical Communications	3	3	0	
	Hum 222	Introduction to Humanities	3	3	0	
	Stat 221	Probability and Statistics	3	3	0	Math 111
	EE 223	Environmental Engineering	3	2	0	Chem 122
	Phys 222	General Physics 2	4	3	1	Phys 211
	CS 223	Computer Application in Engineering	3	2	1	
	PE 224	Recreational Activities	2			
		TOTAL	25			

THIRD YEAR (1 ST SEMESTER)						
Grade	Course Code	Course Description	Units	Lect	Lab	Pre –Requisite
	Math 318	Differential Equations	3	3	0	Math 227
	Mech 311	Statics of Rigid Bodies	5	5	0	Phys 111, Phys 222, Math 227
	EE 313	Electrical Circuits I	4	3	1	Phys 222, Math 227
	EE 314	Electromagnetics	3	3	0	Phys 222, Math 227
	ECE 311	Electronic Circuits and Devices	3	2	1	Phys 222, Math 227
	ME 311	Basic Thermodynamics	3	3	0	Phys 222, Math 227
	Econ 311	Engineering Economy and Accounting	3	3	0	Third Year Standing
		TOTAL	24			



THIRD YEAR (2 nd SEMESTER)						
Grade	Course Code	Course Description	Units	Lect	Lab	Pre - Requisite
	Mech 322	Dynamics of Rigid Bodies	2	2	0	Mech 311
	Mech 323	Mechanics of Deformable Bodies	5	5	0	Mech 311
	ECE 322	Electronic Circuit Analysis and Design	3	2	1	ECE 311
	Math 329	Advanced Engineering Mathematics for EE	3	3	0	Math 318
	EE 326	Electrical Circuits 2	4	3	1	EE 313
	EE 327	Electrical System Design 1	4	3	1	Co Requisite EE 324
	ECE 323	Logic Circuit and Switching Theory	4	3	1	Co Requisite ECE 322
	EE 328	Safety Management	1	1	0	Third Year Standing
		TOTAL	26			

THIRD YEAR(SUMMER)						
	Hum 333	Literature, Man and Society	3	3	0	Hum 212
	Soc Sci 334	Principles of Economics with TLR	3	3	0	Soc Sci 223
	EE 329	Fundamentals of Material Science and Engineering	3	3	0	Phys 222, Chem 122
		TOTAL	9	9	0	

FOURTH YEAR (1 st SEMESTER)						
Grade	Course Code	Course Description	Units	Lect	Lab	Pre - Requisite
	EE 4110	DC Machinery	3	2	1	EE 326
	ECE 414	Principles of Communications	4	3	1	ECE 322, Math 329
	EE 4111	Control System Analysis	3	3	0	Math 329
	EE 4112	Electrical Circuits 3	3	2	1	EE 326
	Math 4110	Numerical Methods with Computer Applications	3	2	1	Math 329
	EE 4114	Electrical System Design 2	3	3	0	EE 325
	EE 4115	Engineering Management	3	3	0	4 th Year Standing
	Mech 414	Fluid Mechanics	4	4	0	Mech 323
		TOTAL	26			

FOURTH YEAR (2 nd SEMESTER)						
Grade	Course Code	Course Description	Units	Lect	Lab	Pre - Requisite
	ECE 425	Microprocessor System	3	2	1	ECE 323
	EE 4215	AC Machinery	4	3	1	EE 4112, EE 4110
	Res 421	Research Method for EE	1	1	0	4 th Year Standing
	EE 4216	Electrical Transmission and Distribution System	4	3	1	EE 4112, Co req EE 4215
	EE 4217	Illumination Engineering and Design	3	2	1	EE 4114
	ECE 426	Industrial Electronics	4	3	1	ECE 322
	EE 4218	Professional Elective 1(Power System Operation)	3	3	0	4 th Year Standing
	EE 4219	AC Apparatus and Devices	3	2	1	Co Requisite EE 4215
		TOTAL	25			

FOURTH YEAR(SUMMER)						
	EE 4320	Professional Elective 2(Power System Protection)	3	3	0	4 th Year Standing
	EE 4321	Instrumentation and Control	3	2	3	ECE 425
	CS 433	Information Technology	3	2	3	ECE 414
		TOTAL	26			

FIFTH YEAR (1 st SEMESTER)						
Grade	Course Code	Course Description	Units	Lect	Lab	Pre - Requisite
	EE 5122	Electrical Equipment Operations and Maintenance	3	3	0	EE 4219
	EE 5123	Power Plant Engineering	3	2	1	Co Requisite EE 5127
	EE 5124	PE 3(Renewable Energy Resources and Design)	3	3	0	5 th Year Standing
	EE 5125	PE 4(Machine Automation and Process Control)	3	3	0	5 th Year Standing
	EE 5126	Electrical Engineering Safety	1	1	0	EE 328
	EE 5127	Power System Analysis and Design	4	3	1	EE 4114, EE 4112
	EE 5128	Electrical Engineering Problems	5	5	0	5 th Year Standing
	Res 512	Research Project	1	0	1	Res 421
	EE 5129	EE Laws, Contracts and Ethics	2	2	0	5 th Year Standing
		TOTAL	25			

FIFTH YEAR (2 nd SEMESTER)						
Grade	Course Code	Course Description	Units	Lect	Lab	Pre - Requisite
	EE 5130	On the Job Training (OJT)	3	0	1	CAR
	Sem 511	Seminars and Field Trips	1	1	0	5 th year Standing
		TOTAL	4			

Family Name	Middle Name	First Name
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Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon

Proposed Five-Year Curriculum Leading to the Degree

BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING

Effective School Year 2010-2011 Based on CMO NO. 09 S. 2008

School Year _____		FIRST YEAR						
First Semester		<i>Course Description</i>			<i>Hrs/week</i>			
<i>Grade</i>	<i>Code</i>		<i>Units</i>	<i>Lec</i>	<i>Lab</i>	<i>Pre-Requisite</i>		
	Math 111	College Algebra	3	3	0	None		
	Math 112	Plane and Spherical Trigonometry	3	3	0	None		
	Chem 111	General Chemistry (Inorganic)	3	2	3	None		
	CS 111	Computer Fundamentals and Programming	3	1	6	None		
	ME 111	Introduction to Engineering and Technology	1	1	0	None		
	SocSci 111	Philippine History	3	3	0	None		
	Eng 111	Communication Arts 1	3	3	0	None		
	Fil 111	Komunikasyon sa Akademikong Filipino	3	3	0	None		
	PE 111	Physical Education and Health	2	1	3	None		
	NSTP 111	NSTP 1	3	3		None		
			24	23	12			
Second Semester		<i>Course Description</i>			<i>Hrs/week</i>			
			<i>Units</i>	<i>Lec</i>	<i>Lab</i>	<i>Pre-Requisite</i>		
	Math 123	Advanced Algebra	2	2	0	Math 111		
	Math 124	Analytic Geometry	5	5	0	Math 111, Math 112		
	Math 125	Solid Mensuration	2	2	0	Math 111, Math 112		
	SocSci 122	Phil. Government and Politics	3	3	0	None		
	Eng 122	Communication Arts 2	3	3	0	Eng 111		
	Fil 122	Panitikang Filipino	3	3	0	Fil 111		
	Draw 121	Engineering Drawing	2	1	3	None		
	Chem 122	General Chemistry (Organic)	3	2	3	Chem 111		
	PE 122	Rhythm and Dance	2	1	3	PE 111		
	NSTP 122	NSTP 2	3	3		NSTP 111		
			25	25	9			
School Year _____		SECOND YEAR						
First Semester		<i>Course Description</i>			<i>Hrs/week</i>			
			<i>Units</i>	<i>Lec</i>	<i>Lab</i>	<i>Pre-Requisite</i>		
	Math 216	Differential Calculus	5	5	0	Math 123, Math 124, Math 125		
	Phys 211	General Physics 1	4	3	3	Math 111, Math 112		
	Eng 213	Speech and Oral Communication	3	3	0	Eng 122		
	Draw 212	Computer-Aided Drafting	2	1	3	Draw 121		
	Hum 211	Introduction to Philosophy and Logic	3	3	0	None		
	SocSci 213	General Sociology with Family Planning	3	3	0	None		
	Shop 211	Workshop Theory and Practice	2	0	6	Draw 111		
	Rizal 211	Life and Works of Rizal	3	3	0	None		
	PE 213	Fundamentals of Games and Sports	2	1	3	PE 122		
Second Semester		<i>Course Description</i>			<i>Hrs/week</i>			
			<i>Units</i>	<i>Lec</i>	<i>Lab</i>	<i>Pre-Requisite</i>		
	Math 227	Integral Calculus	5	4	0	Math 216		
	Eng 224	Technical Communication	3	3	0	None		
	Hum 222	Introduction to Humanities	3	3	0	None		
	Stat 221	Probability & Statistics	3	3	0	None		
	Shop 222	Machine Shop Theory and Practice	2	0	6	Shop 221		
	Phys 222	General Physics 2	4	3	3	Phys 211		
	CS 222	Computer Application in Engineering	3	2	3	CS 111		
	PE 224	Recreational Activities	2	1	3	PE 122		
			25	19	15			
Summer		<i>Course Description</i>			<i>Hrs/week</i>			
			<i>Units</i>	<i>Lec</i>	<i>Lab</i>	<i>Pre-Requisite</i>		
	MET 231	Mechanical Engineering Technology I	3	1	6			
School Year _____		THIRD YEAR						
First Semester		<i>Course Description</i>			<i>Hrs/week</i>			
			<i>Units</i>	<i>Lec</i>	<i>Lab</i>	<i>Pre-Requisite</i>		
	Math 318	Differential Equations	3	3	0	Math 227		
	Mech 311	Statics of Rigid Bodies	5	5	0	Phys 111, Phys 222		
	EE 311	Basic Electrical Engineering	3	2	3	Phys 111, Phys 222		
	ME 311	Machine Elements 1	3	2	3	Draw 111		
	ME 312	Thermodynamics 1	3	3	0	Math 227, Phys 222, Chem 122		
	ME 313	Safety Management	3	2	0	None		
	SocSci 314	Principles of Economics with TLR	3	3	0	None		
			23	20	6			



Second Semester							
			Course Description	Units	Lec	Lab	Pre-Requisite
Mech	322		Dynamics of Rigid Bodies	2	2	0	Mech 311
Mech	323		Mechanics of Deformable Bodies	5	5	0	Mech 311
ME	324		Machine Elements 2	3	2	6	ME 311
Math	329		Advanced Engineering Mathematics for ME	3	3	0	Math 318
ECE	321		Basic Electronics	3	2	3	EE 311
ME	325		Thermodynamics 2	3	3	0	ME 312
Mech	324		Fluid Mechanics	3	3	0	ME 312, Corequisite: Mech 322
ME	326		Introduction to Environmental Engineering	3	3	0	3rd Year Standing
Summer				25	19	9	
MET	332		Mechanical Engineering Technology II	3	1	6	
School Year							
First Semester			FOURTH YEAR				
			Course Description	Units	Lec	Lab	Pre-Requisite
MEL	411		ME Laboratory 1	2	0	6	Mech 324
ME	417		Machine Design 1	3	3	0	ME 324, Mech 323, Corequisite: ME 419
ME	418		Heat Transfer	2	2	0	ME 325, Math 318, Mech 324
ME	419		Materials Science and Engineering	4	3	3	Chem 111, Mech 323
ME	411		DC and AC Machinery	4	4	0	EE 311
Elec	411		Automotive Engineering	3	3	0	Fourth Year standing
Hum	413		Literature, Man and Society	3	3	0	Fourth Year standing
Second Semester				21	48	24	
			Course Description	Units	Lec	Lab	Pre-Requisite
MEL	422		ME Laboratory 2	2	0	6	MEL 411, ME 418
ME	4210		Fluid Machinery	3	3	0	Mech 324, ME 325
ME	4211		Combustion Engineering	2	2	0	ME 325, ME 418, ME 325
Econ	421		Engineering Economy and Accounting	3	3	0	3rd Year Standing
ME	4212		Refrigeration Systems	3	3	0	ME 325, ME 418, ME 325
ME	4213		Machine Design 2	3	3	0	ME 417
Res	421		Methods of Research for ME	1	1	0	Eng 224, Stat 221
Elec	422		Energy Engineering and Management	3	3	0	Fourth Year standing
ME	4214		Engineering Management	3	3	0	Fourth Year standing
Summer				23	21	6	
OJT	431		On the Job Training/Field Practice	6	120	hrs	4th Year Standing
ME	5115		Industrial Inspection Trips	2	0	6	ME 111
School Year							
First Semester			FIFTH YEAR				
			Course Description	Units	Lec	Lab	Pre-Requisite
ME	5116		Air Conditioning and Ventilation Systems	3	2	3	ME 4212
MEL	513		ME Laboratory 3	2	0	6	MEL 422
ME	5117		Instrumentation and Control Engineering	3	2	3	ECE 321
ME	5118		Industrial Processes	2	2	0	MEL 422, Corequisite: ME 5120
ME	5119		Vibration Engineering	3	3	0	Math 318, Mech 322
ME	5120		Safety Engineering for ME	2	2	0	4th Year Standing, Corequisite: Plant Visit
Res	512		ME Project Study 1	3	0	3	ME 324, ME 4212, Mech 324, Econ 421, Res 421
Elec	513		Manufacturing Engineering	3	3	0	
ME	5121		ME Law s, Ethics, Codes and Standards	3	3	0	ME 111, 5th Year standing
Second Semester				24	17	15	
			Course Description	Units	Lec	Lab	Pre-Requisite
ME	5222		Industrial Plant Engineering	4	4	0	ME 5115, Plant Visit/OJT
ME	5223		Power Plant Engineering	5	5	0	ME 4211, Mech 324, ME 418
Res	523		ME Project Study 2	3	0	3	Res 512
Elec	524		Heating, Ventilating, Air-Conditioning and Refrigeration	3	3		5th Year standing
MEP	521		Mechanical Engineering Problems	5	5	0	5th Year standing
				20	17	3	
Verified/ Recorded by							
			Certified Correct:				
Chair/Adviser ME Department							Dean, College of Eng'g & Technology



RSU Vicinity map and location site of CET





Romblon State University
COLLEGE OF ENGINEERING AND TECHNOLOGY
Odiongan, Romblon
Tel. No. (042) 567 - 5588



Application for Leave of Absence Form

WHO SUBMITS THIS FORM:

RSU CET Students who:

- Intend to leave RSU-CET for one (1) semester
- Intend to leave RSU-CET for one (1) year
- Intend to leave RSU-CET for more than one (1) year

ID or Student Number	Name: Last	First	MI	Birthdate (mm/dd/yyyy)
Course:	Year:	Semester the leave will start:		<input type="checkbox"/> First Semester <input type="checkbox"/> Second Semester
School Year: 20__ - 20__				
Current Mailing Address: Street Barangay Town City/Province				Phone Number
Permanent Address: Street Barangay Town City/Province				email address

Please explain the reason(s) for your leave of absence: (use additional sheet if necessary)

CERTIFICATION

I certify that the answers and responses provided for all the items on this form are true to the best of my knowledge and belief. I understand that providing incorrect or false information will subject me to the requirements and / or disciplinary measures as provided under the University's Student Handbook. Furthermore, I understand that I may be required to produce certified documents relative to the determination of my residency status and that the provision of incorrect information regarding my residency declaration will also subject me to the requirements and / or disciplinary measures provided for in the University's Student Handbook.

(Signature over Printed name) Date _____

Application for Leave of Absence



Romblon State University
COLLEGE OF ENGINEERING AND TECHNOLOGY
Odiongan, Romblon
Tel. No. (042) 567 - 5588



Returning Student Application Form

WHO SUBMITS THIS FORM:

RSU CET Students who:

- Stopped - out RSU-CET for one (1) semester
- Stopped - out RSU-CET for one (1) year
- Stopped - out RSU-CET for more than one (1) year

WHEN TO SUBMIT THIS FORM

First Semester:
2nd Week of May

Second Semester
2nd Week of September

ID or Student Number	Name: Last	First	MI	Birthdate (mm/dd/yyyy)
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Course:	Year:	Indicate your Status	<input type="checkbox"/> Stopped – out for one (1) Semester
			<input type="checkbox"/> Stopped – out for one (1) year
Semester re-enrolling :	<input type="checkbox"/> First Semester SY _____	<input type="checkbox"/> Second Semester SY _____	<input type="checkbox"/> Stopped – out for _____ year

Current Mailing Address: Street	Barangay	Town	City/Province	Phone Number
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Permanent Address: Street	Barangay	Town	City/Province	email address
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Please explain the reason(s) for your leave of absence: (use additional sheet if necessary)

CERTIFICATION

I certify that the answers and responses provided for all the items on this form are true to the best of my knowledge and belief. I understand that providing incorrect or false information will subject me to the requirements and / or disciplinary measures as provided under the University's Student Handbook. Furthermore, I understand that I may be required to produce certified documents relative to the determination of my residency status and that the provision of incorrect information regarding my residency declaration will also subject me to the requirements and / or disciplinary measures provided for in the University's Student Handbook.

(Signature over Printed name) Date _____

Returning Student Application Form



**ROMBLON STATE UNIVERSITY
COLLEGE OF ENGINEERING AND TECHNOLOGY**
Odiongan, Romblon



Classroom Observation Guide

This classroom observation guide is designed to assist those performing supervisory functions in identifying the faculty’s strengths and development areas so that appropriate interventions can be provided if necessary.

**5 - OUTSTANDING 4 – VERY SATISFACTORY 3 – SATISFACTORY 2 – UNSATISFACTORY
1 - POOR**

- 1 The teacher attempts to perform or execute the task but confidence and competence are low.
- 2 The teacher attempts to perform or execute the task but confidence and competence needs improvement.
- 3 The teacher attempts to perform or execute the task with average confidence and competence.
- 4 The teacher attempts to perform or execute the task with high confidence and competence.
- 5 The teacher attempts to perform or execute the task with great confidence and competence.

CRITERIA	RATING				
	5	4	3	2	1
Introductory Activities/ Spring Board					
1. Prepares classroom as a conducive learning activities	5	4	3	2	1
2. Checks Assignments	5	4	3	2	1
3. Connects lesson to previous lesson	5	4	3	2	1
4. Introduces lesson in an interesting manner	5	4	3	2	1
5. Instructional materials are set ahead	5	4	3	2	1
Instructional Skills					
1. Has a thorough knowledge of the subject matter	5	4	3	2	1
2. Develop the lesson in a logical manner	5	4	3	2	1
3. Explains the lesson without reading his her notes	5	4	3	2	1
4. Relates the lesson to those in other subject areas	5	4	3	2	1
5. Gives opportunities to students to participate in decision making	5	4	3	2	1
6. Gives opportunities to students to express their thoughts freely	5	4	3	2	1
7. Anticipates students difficulties	5	4	3	2	1
8. Asks questions that call for higher-order thinking skills (HOTS)	5	4	3	2	1
9. Provides interactive, collaborative learning styles that enhances M.I.	5	4	3	2	1
10. Utilizes appropriate instructional materials/ devices (syllabus, workbooks, manuals, modules and electronic materials)	5	4	3	2	1
11. Utilizes appropriate teaching methods, techniques and strategies which enrich classroom instruction. (Take note of the Methods, Techniques and Strategies)	5	4	3	2	1
12. Responds to students questions/ behavior accordingly	5	4	3	2	1
13. Sustains students participation	5	4	3	2	1
14. Keeps students on task	5	4	3	2	1
15. Communicates within the level of the student’s understanding	5	4	3	2	1
16. Speaks in a clear and well-modulated voice and pronounces the words correctly	5	4	3	2	1
17. Observes correct grammar and uses language appropriate to the level of the students	5	4	3	2	1
18. Uses varied evaluation measures such as portfolio, rubric assessment, skills demo, paper and pencil tests, oral examinations, group/individual reports, research study, etc.	5	4	3	2	1
19. Integrates the application of information and communication technologies	5	4	3	2	1
Classroom Management					
1. Maintains classroom discipline in consonance with democratic practices	5	4	3	2	1



2. Records daily attendance of the students					
Student's Participation					
1. Participates actively in all classroom discussion interacting					
1.1 teacher	5	4	3	2	1
1.2 other students	5	4	3	2	1
2. Work within the time period allotted for the activity	5	4	3	2	1
3. Defend one's position on an issue	5	4	3	2	1
4. Show respect for the feelings of others	5	4	3	2	1
5. State basic concept(s) of the lesson	5	4	3	2	1
Concluding Activity					
1. Provides opportunities for students to apply their learning	5	4	3	2	1
2. Relates learning to students life	5	4	3	2	1
3. Gives assignment with clear instructions	5	4	3	2	1
Personality Traits					
1. Appearance)Impressive, commands respect, well groomed)	5	4	3	2	1
2. Emotional Stability (possesses good sense of humor, open-minded, fair and objective)	5	4	3	2	1
Uses Syllabus					
1. Uses updated syllabus	5	4	3	2	1
2. Uses syllabus with comprehensive and appropriate contents	5	4	3	2	1
3. Uses syllabus which includes a list of suggested recent readings and references	5	4	3	2	1
4. Uses syllabus which allows flexibility to accommodate revisions and adjustments	5	4	3	2	1

INSTRUCTOR/PROFESSOR (Ratee): _____

Date

SUBJECT(S)

TAUGHT:

College of Engineering and Technology Faculty

Engr. Orley G. Fadriquel
Dean

Engr. Rey P. Lilang Department Chairperson, AE	Engr. Aprille Ann M. Sim Department Chairperson, CE
Engr. Junrey D. Garcia Department Chairperson, EE	Engr. Virne B. Dalisay Department Chairperson, ME

Mr. Olimpío Iris F. Bronce Jr. II
Department Chairperson, Voc-Tech

Dr. Ester L. Forlales
Dr. Elvin F. Gaac
Prof. Ana S. Fajanilan
Dr. Reynaldo P. Ramos
Dr. Rolando P. Javellonar
Prof. Ernesto Foja Jr.
Engr. Jason F. Rufon
Prof. Joyce F. Guerra
Prof. Jemima F. Minon
Prof. Eddie M. Fabila
Engr. Alfredo Fortu Jr.
Mr. Raymundo M. Maming
Mr. Hoyle F. Fajanilan
Engr. Meliton R. Forlales
Engr. Elmore G. Galit
Mr. Ritchel F. Fos
Engr. Charmaine C. Fos
Engr. Elbert F. Garcia
Engr. Christian M. Mortel
Engr. Raymund Jay G. Severo