



**ROMBLON STATE UNIVERSITY**  
San Fernando Campus  
San Fernando, Romblon



## **Preface**

This manual will direct the operation of the campus. It is a reference tool which contains relevant information on administrative and academic quality management. It highlights administrative and academic conditions, opportunities, policies and procedures that are conceived to serve as guide in providing and assisting every head of academic units of the different operating policies and processes involve in the implementation of their respective programs and activities.

This will further ensure that proper and orderly attendance to the mandated duties and functions as well as the responsibilities are fully undertaken smoothly because the details of operations and processes involved are well presented. Furthermore, it will set standards on how things are done accordingly and therefore assuring quality delivery of services to stakeholders. It is hoped that this manual would ensure and provide fair and transparent environment in the administration's dealings with all the academic staff of the university as it continues to strive to make a difference.

The policies, procedures, rules and regulations herein included become effective immediately upon approval of the Board of Regents of the University through the endorsement of the Academic Council represented by the President. Once approved, this manual supersedes any previously written documents and other manuals or handbooks and prevails over any previous policies and procedures that are irrelevant and found to be inconsistent as provided herein.



## TABLE OF CONTENTS

<b>Cover page</b>	i
Preface	ii
Table of Contents	iii
History of the University	1
Philosophy of the University	3
Vision & Mission of the University	3
History of the Campus	3
College Goals	6
Program Objectives	6
Core Values	7
University Logo	7
TED Logo	7
Campus Organizational Chart	8
Department Organizational Chart	9
<b>Chapter I. Administration</b>	
Campus Director	10
The Chairperson for Instruction	10
Campus Secretary	11
Planning Coordinator/ Assistant	11
Department Chairperson	11
Research Coordinator	13
Extension Coordinator	13
Accreditation Coordinator	14
IGP & Production Coordinator	14
GAD & Guidance Coordinator	15
Instructional Materials Coordinator	16
Students Affairs Coordinator	16

Cultural & Sports Coordinator	17
Alumni Coordinator	18
Publication Coordinator	18
Reading/ Library Coordinator	19
Adviser( Department, Curriculum, Class Organization & other existing College Organization)	20
Property Custodian	21
Budget/ Finance Coordinator	21
Medical and Dental Coordinator	22
Duties of Instructor/ Professor	23
<b>Chapter II. Instruction</b>	
A. Students	25
<b>Admission Requirements and Procedure</b>	26
New Students	26
Second Year Students	26
Transferees and Shifters	26
Flow Chart of Enrollment	27
<b>Policies</b>	
Classroom Policies	28
Retention Policies	30
<b>Fees</b>	32
Tuition Fees	33
Other Fees	33
<b>Examination</b>	34
<b>Grading System</b>	34
<b>Academic load</b>	38

<b>Student Records</b>	38
<b>Thesis of Students</b>	38
<b>Scholarship</b>	39
<b>OJT</b>	43
<b>Educational Tour and Field trip</b>	44
<b>Student Organization and Activities</b>	48
<b>B. Faculty</b>	
Faculty Hiring And Selection	49
Hiring Flowchart	49
Faculty Loading	51
Responsibilities of Faculties/Professor	51
Faculty Attendance	53
Faculty Meeting	53
Faculty Performance Evaluation	53
Classroom Management	55
In-breeding Policy	56
<b>C. Curriculum</b>	
Curriculum Review and Revision	57
Composition of College Curriculum Committee	57
Function of the College of Curriculum Committee	57
<b>D. Supervisory Programs of the Campus Director</b>	58
<b>E. Conflict Resolution</b>	62
<b>Chapter III. Research and Extension Programs</b>	
<b>Research</b>	64
<b>Extension</b>	67
<b>Chapter IV. Policies and Guidelines in the Use of Facilities and Equipment</b>	
Reading center	70
University Laboratory Facilities	73
College Facilities and Maintenance	77

Facilities Operation and Maintenance	77
Property inventory	77
Facilities and Equipment	78
Classroom	79
Chairs	80
Janitorial Cleaning Services	81
Energy and Safety Management	82
Office Supplies Management Policy	82

## **APPENDICES**

A. Program Checklist

B. Vicinity Map

C. Sample Clearance

D. Sample observation Guide

E. Policies Reviewed and Approved For Implementation During the Academic, Administration and Employees Meeting

## History of the Romblon State University

The Educational Development Act of 1972 paved the way to the opening of the post-secondary curriculum. The school year 1974 was the year of fulfillment of the long-cherished dream of the people. A two-year Associate in Agriculture Technology (AAT) was offered in compliance with Memorandum Circular No. 8 series of 1974. Its initial enrollment were twenty (25) students composing of fifteen (15) males and ten (10) females.

Subsequently, on June 25, 1975, the Secretary of Education and Culture Hon. Juan Manuel approved the offering of three (3) degree programs, 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 economic life of the people of Romblon.

The demand for higher educational technologies and the quest for relevant education to national development goal are imperative alternatives that could not be ignored by the college authorities. In line with this, as early as 1978, the plan to convert the Romblon Agricultural College into a State College was initiated. The Bill was signed into law on May 18, 1983 by His Excellency Ferdinand E. Marcos, and became Batas Pambansa Blg. 393. On September 30, 1983, ROMBLON STATE COLLEGE was inaugurated.

From 1987 to 1999, Prof. Victorino L. Aquila served as the College President. His administration focused on agricultural development. His untimely demise in January 1999 brought Dr. Ricardo C. Wagan as the College Caretaker who was also the concurrent President of Laguna State Polytechnic College. Dr. Wagan brought about infrastructure development and batted for conversion of teachers' items into SUC's. In 2001, Dr. Idella G. Formilleza became the President of the College. Her administration centered on revolutionizing information technology by upgrading the IT facilities and equipment of the College. It was also during her time when other tertiary education institutions in the province were integrated into the Romblon State College as a system.

In October 2005, the administration of Dr. Jeter S. Sespeñe steered the direction of the College to an almost complete turn. Under the blue-print called RSC Ten Point Agenda, capsulized in the phrase, '*RSC pushing aggressively for excellence*,' all administrative and academic efforts were driven by an intense hunger for excellence and an extreme thirst for attention in order that the region would recognize the promising



potential of an institution in silence. The College has gradually gained exposure and prominence in the areas of instruction, research extension and production.

Immediately upon his oath to office in 2005, Dr. Jeter S. Sespeñe revived the quest and patiently followed up the earlier bill filed in Congress by former Congressman Eleandro Jesus F. Madrona for the conversion of the College into a State University.

In 2007, HB 3265 was resurrected in Congress by Cong. Madrona through HB 1201. The new bill was almost similar to the first one except that it considered the external campuses. Revisions were still made to HB 1201 and it became HB 5217 which passed the Lower House on August 25, 2009. The counterpart bill in the Senate, SB 3079, was sponsored by Senators Mar Roxas, Francis Escudero III and Edgardo Angara.

The two bills, HB 5217 and SB 3079, were merged by the bicameral conference committee of Congress. It was finally signed into law by Pres. Gloria Macapagal Arroyo on October 14, 2009 as Republic Act No. 9721, an act establishing the ROMBLON STATE UNIVERSITY.

Ignited with the zeal of optimism, the College of Education of the Romblon State University offers two academic programs: Bachelor of Elementary Education and Bachelor of Secondary Education with the following specialization: English, Mathematics, Science, Music, Arts, Physical Education & Health (MAPEH), Filipino and Technology and Livelihood Education (TLE).

The two mentioned academic programs received its Level II Accreditation from the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP) covering the dates commencing from December 16, 2010 to December 15, 2014.

The performance of its Licensure Examinations for Teachers (LET) has been consistently exemplary each year. Reaping the hard labor of the College of Education, on September 2013 national examinations for teachers, RSU made it to the pinnacle by joining the prominent and elite universities and colleges in the entire country by producing its first ever topnotcher for having landed number 6 by its graduate of humble background.

Under the baton of new administration, innovations in teaching were proposed highlighting on the premise of attaining excellence in education being the only university in Romblon offering Teacher Education.

The offering and existence of Teacher Education is designed to cater the needs of teachers in Romblon and nearby provinces.

## **Philosophy of University**

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

- a ). Enhance the individual's potentialities to the optimum;
- b ). Promote physical, intellectual, social, emotional, and spiritual well- being of the youth;
- c ). Recognized the learner as the center of pedagogical efforts; and
- d ). Transform the educated individual to become a man for others.

## **Vision & Mission of the University**

### **VISION**

Romblon State University as a premiere institution of higher education in the MIMAROPA region for a globally competitive province of Romblon

### **MISSION**

The University is committed to provide advanced education, higher technological and professional instruction and training in agriculture and fishery, forestry, science and technology, education, arts and sciences, and other relevant fields of study. It shall undertake research and extension services, and provide progressive leadership in its areas of specialization.

RSU- San Fernando Campus had its humble beginnings as reflected in the table below

### **Metamorphosis of the Romblon State University San Fernando Campus**

1952	Establishment of SAN FERNANDO HIGH SCHOOL (SFHS) as a provincial high school in the town of San Fernando, Romblon.
1961	Conversion of SAN FERNANDO NATIONAL VOCATIONAL SCHOOL (RNVS) by virtue of RA 2428.
1978	Approval of the offering of 2 – years Trade Technical Courses by the MINISTRY OF EDUCATION, CULTURE & SPORTS (MECS) thru the BUREAU OF VOCATIONAL EDUCATION (BE) offered as post-secondary courses are: BUILDING CONSTRUCTION, FURNITURE & CABINET MAKING, DRAFTING,

DRESSMAKING, FOOD TRADES & COSMETOLOGY.

- JUNE 24,  
1983 ROMBLON NATIONAL VOCATIONA SCHOOL (RNVS) was converted into a college and named SIBUYAN POLYTECHNIC COLLEGE (SPC) by virtue of BATAS PAMBANSA No. 614.
- FEBRUARY  
5, 1998 Approval of offering of four year degree courses BACHELOR OF SCIENCE in INDUSTRIAL ARTS (BSIA) thru Resolution No. 1-98 of the COMMISSION OF HIGHER EDCUATION (CHED).
- JANUARY  
2, 2000 Effectivity of the Integration of CHED-SUPERVISED INSTIUTIONS (CSIs) thru STATE UNIVERSITIES & COLLEGES (SUCs) pursuant to Sec 8 of RA 722 and Sec 4.1 of RA 8292.
- FEBRUARY  
28, 2001 Integration of SIBUYAN POLYTECHNIC COLLEGE (SPC) under 161 CSI-SUCs Phase II to ROMBLON STATE COLLEGE (RSC) and named ROMBLON STATE COLLEGE – SIBUYAN CAMPUS (RSC-SC) thru RSC Board Resolution No. 7 S 2001 in accordance with pertinent provision of RA 7722 otherwise known as the Higher Education Act of 1994 and RA 8292 otherwise known as Higher Education Modernization Act of 1997 & RA 8760 otherwise known as the General Appropriation Act of 2000.
- JUNE 22,  
2002 Approval of the opening of an extended college department of ROMBLON STATE COLLEGE – CAJIDIOCAN CAMPUS & the transfer of school site from Brgy. Sugod, Municipality of CAJIDIOCAN, ROMBLON annexed to ROMBLON STATE COLLEGE – SIBUYAN CAMPUS (RSC-SC) at SAN FERNANDO, ROMBLON effective June 2002.
- FEBRUARY ROMBLON STATE COLLEGE-SIBUYAN CAMPUS (RSC-SB) was renamed as ROMBLON STATE COLLEGE – SIBUYAN BRANCH (RSC – SB) thru joint resolution of Administrative Council & ACADEMIC Council in conformity with IGI – CSI II issued under CHED MEMO Order # 27 S 2000 & approved by the Board of Trustees
- Oct. 14, 2009 Historical signing of R.A 9721, Her Excellency President Gloria Macapagal Arroyo signed the University Charter of Romblon State University at Malacañan Palace. Witnesses to the ceremonial signing were Hon. Emmanuel X. Angeles, Ph. D. Chairman of the

Commission on Higher Education (CHED), Hon. Jeter S. Sespeña,  
Ph.D. First University and Mr. Edison Chua of CHED.

Before SPC was integrated in 2001, the college used to offer two-year technical course which until now is being offered as Certificate course. In 1997 the Sibuyan Polytechnic College opened a BSIA course which brought the first and only batch of graduates. Upon its first graduation the college was integrated to Romblon State College and the BSIA course was changed to BSIE with its majors. Until the RSU administration changed the curriculum into two Education courses such as Bachelor of Secondary Education and Bachelor of Elementary Education by virtue of CMO 30. s. 2004.

From the first batch of graduates, the Education department was very successful in producing licensed teachers every year of its quest for quality graduates. The Department upheld the regulation that it has to be selective in accepting students in the two courses. This has been a challenge to both the enrollees and the department.

The number of licensure (LET) passers has its proof by sending its graduates in the Elementary and Secondary schools in the District of San Fernando and Sibuyan as a whole.

The 85% lowest grade entry of the students to the course proved its capabilities in passing the licensure examinations every year.

The latest was a surprising result of the September 27, 2015 LET exam when for the very first time in the country that a campus was able to produce a top 10 graduate in a licensed course. The campus takes pride with Miss Ronellie R. Rivera who got the seventh place in the records of the Professional Regulation Commission.

Every year since 2012 the department was able to produce Magna Cum Laude graduates all of whom including the Cum Laude passed the LET exams.

Lately the BSEd course was accredited Level I by the AACCCUP in December 2015. The BEEEd has the best chances of accreditation because of its percentage of passing and the 7<sup>th</sup> place in the last LET examination.

During the school year 2012 -2013 Bachelor in Technical Teacher Education (BTTE) was proposed and approved by the Board of Regents and was awarded Government Authority No. 003 s. 2012. This year it turned out its first graduate and every year there is a surge in the enrollment list.

The BTTE course is under the Teacher Education Department and Technology Dept. The academic loads of the BTTE students and practice teaching is under the supervision of the TED while the industry immersion and on the job training of the students are supervised by the Technology Department.

## **DEPARTMENT GOALS**

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

## **TEACHER EDUCATION DEPARTMENT GOALS**

**The Teacher Education Department ensures its best service to:**

1. Provide students advance training in teaching the Secondary students as well as in teaching the Elementary pupils;
2. Enhance knowledge, leadership and experiences through research and extension; and
3. Turn out qualified and competent workers through seminars and advance training in their specialization.

## **OBJECTIVES:**

### **Bachelor of Secondary Education (BSEd)**

1. Inculcate positive values in their performance as effective facilitator of learning in the secondary level;
2. Promote relevant research and extension activities;
3. Develop leadership among secondary teachers in the region and in the country, and
4. Provide professional and technical instruction through their subject facilitators and mentors in cooperating schools.

### **Bachelor of Elementary Education (BEEd)**

1. Equip clientele with knowledge and skills in teaching Elementary pupils;
2. Provide professional and technical instructions through its subject facilitator and mentors in cooperating schools;

3. Undertake research and extension activities, and
4. Promote leadership in the provide and in the region.

### **Bachelor of Technical Teacher Education**

1. Equip Students with knowledge and skills in the tech-voc profession;
2. Provide professional and technical instruction through subject experts and on- the- job trainings;
3. Undertake relevant research and extension activities; and
4. Promote leadership in the local and national workplace.

### **Core Values**

Within the context if its vision and mission, Romblon State University commits itself to the following values:

#### **Sincerity**

RSU upholds with dedication and commitment the performance of responsibilities of its faculty and staff in pursuing its mission as higher learning institution.

#### **Nobility**

RSU faculty and staff performs their responsibilities with the highest decency and dignity guided by the vision and mission of the institution.

#### **Integrity**

RSU maintains the highest standard of morality among its faculty and staff in the performance of their duties and responsibilities.

### **University Logo**



**Seal, Logo, Colors**

The official seal of the University shall bear the Torch and the Map of the Province at the center symbolizing Knowledge and Wisdom radiating the different areas of concentration such as: the Tractor for Agriculture, Fisheries and Forestry; the Microscope for Science and Health; the Open Book for Education and Graduate Programs; the Arch for Engineering and Architecture; the Computer for Information and Technology; the Flying Gear for Business Trade and Industry, and the four Columns for the quadratic functions of the University which are: Instruction, Research, Extension, and Production and the Gears representing the Seventeen (17) Municipalities of Romblon, which shall have the inscription “ROMBLON STATE UNIVERSITY” at the outer circle and the year 1915 when the University was established inscribed at the lower base of the outer circle.

### Teacher Education Department Logo



### Campus Organizational Chart



**TED Organizational Chart**





## **Chapter I**

### **ADMINISTRATION**

#### **FUNCTIONS & DUTIES**

##### **1. Campus Director**

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

- a. Plans, Organizes programs and Implements Activities of the College along instruction, Research, Extension, and Production with leadership and innovation;
  - b. Recommends and establishes policies, strategies, and priorities of the College;
  - c. Supervises the implementation of rules and regulations of the College;
  - d. Assists the Vice President for Academic Affairs in the formulation of the Instructional Policies;
  - e. Exercises educational leadership among the faculty by;
    1. Recommending them for Staff development such as scholarship/fellowship;
    2. Preparing and recommending the teaching load of faculty member; and
3. Coordinating and consulting with the heads of other Units.

##### **2. The Chairperson/Dean for Instruction**

There shall be Dean of Instruction who shall be designated by the Campus director approved by the President. She/he shall have the following duties and responsibilities:

1. Shall be directly responsible in carrying out the academic policies and programs of the University.

2. Directly responsible in the planning, monitoring and evaluation of the implementation of the academic programs of the University.
3. Conduct regular review and rationalization of academic policies of the institution.
4. Acts as the ex-officio chairman of the Curriculum Committee of the Academic Council.
5. Presides at meeting of the Academic Council in the absence of the Campus Director..
6. Consolidates and submits academic reports to the VPAA.
7. Coordinates with the Research, Extension and Production centers the conduct of faculty research and extension activities of colleges and campuses.
8. Acts as chairperson of Discipline Board on disciplinary cases of students and imposes penalties less severe than dismissal.
9. Recommends promotion, scholarship, training grant for deserving faculty members in accordance with the criteria provided by the University Code.
10. Submits annual report to the President and other reports which may be required.
11. Performs other functions to be assigned by the Campus Director/President of the University.

### **3. Campus Secretary**

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

- a. Prepares notices of meetings and minutes of the meetings;
- b. Types reports, letters, memos, announcements, and documents;
- c. Answers routine correspondence;
- d. Arranges meetings and schedules of conferences;
- e. Transmits and/or follow-up orders and requests of the Dean;
- f. Assists in the coordination of the Dean.

### **4. Planning Coordinator/ Assistant**

1. Develops a comprehensive institutional development plan to attain the short-term, intermediate and long term goals of the university with respect to curricular programs, staff educational development, and community resource/funding;
2. Develops personnel attitudes and competencies for effective involvement in carrying out the university development plan;
3. Makes a systematic monitoring of offices and individual accomplishments under the said development plan;

4. Study and recommends necessary periodic adjustments of the university development plan to meet any exigencies;

5. Complies base-line data on the qualifications and previous training of all personnel in consultation with the Personal Office; and

6. Determines training and development needs of the university personnel to enhance productivity and morale.

## **5. Chairperson/ Head of Department**

1. Conducts department meetings when indicated on the master schedule, and at other times as necessary;

2. Supervises the revising, updating and completing of all components of the department handbook, and ensures that all department members are familiar with its contents and abide by its policies;

3. Attends all meetings of the Academic Council, presents departmental concerns, suggestions, and proposals to that group, and relays pertinent information back to department members;

4. Fosters interdisciplinary cooperation with other departments;

5. Reviews the textbooks used in departmental courses and finalizes departmental textbook choices in consultation with the Vice-Principal of Instruction;

6. Conducts the initial screening of candidates for faculty positions in the department, and participates in the subsequent interview process;

7. Supervises both new and returning members of the department, offering content-area expertise and support, including informal classroom visits, and provides input to the administration in the formative development of faculty;

8. Regularly ensures and evaluates the department's commitment to the institutional policy of "writing across the curriculum";

9. Prepares and administers the departmental budget;

10. Makes teaching assignments for departmental courses in consultation with the Dean of Instruction/ Campus Director;

11. Reviews the content of departmental courses ;

12. Assumes responsibility for tasks and projects assigned by the Campus Director.;

13. Fulfills department responsibility in preparation for accreditation and Philippine quality award;
14. Maintains & updates Curriculum Maps for department
15. Oversees quality of final exams
16. Oversees use of films
17. Formally observes all faculty members in the department at least one (1) time per semester.
18. Prepare the annual report ;
19. Conducts battery test to second students; and
20. Perform such other function as maybe assigned by the appropriate University authority.

#### **6. Research Coordinator**

The campus has research coordinator with the following duties and responsibilities:

1. Serves as member of the Research Council;
2. Formulates long and short range research activities of the University;
3. Conducts or directs research projects and ensures delivery of outputs at target period;
4. Submits reports to the Vice President for Research, Extension and Training including periodic report on research proposals, completed and on-going research and other pertinent reports;
5. Coordinates with research among the faculty;
6. Establishes linkages with government and non-government agencies for productive research collaboration and development program;
7. Represents the University in inter-institutional meetings, conferences primarily on extension programs/seminars/ and
8. Maintains a running data bank and disseminates research of the campus;
9. Performs other functions pertinent to this designation.

#### **7. Extension Coordinator**

Their should be an Extension Coordinator who shall discharge the following functions;

1. Prepares long and short range extension programs of the University for implementation and budget allocation;
2. Formulate general policies and guidelines on extension services;
3. Maintains a running data bank of the Campus extension projects and their beneficiaries;
4. Conducts research in line with extension services;
5. Conducts need assessments of depressed and underserved communities for possible extension service
6. Establishes linkages with government and non-government agencies;
7. Coordinates department extension coordinators in the implementation of extension programs;
8. Facilitates sharing opportunities to exchange lessons learned, program methods and strategies, etc.
9. Represents the University in inter-institutional meetings, conferences primarily on extension programs/seminars/ and
10. Initiates, develops extension programs that help communities establish programs to protect environment, generate livelihood, improve living conditions, social justice and well-being.

### **8.Accreditation Coordinator**

The Campus has Accreditation, Evaluation and Testing Coordinator who shall discharge the following duties and responsibilities;

1. Takes charge of the accreditation activities of the university;
2. Conducts program evaluation of the university in coordination with Deans and campus Directors;
3. Monitors and evaluates performance of programs and colleges to ensure the quality and standards;

4. Coordinates with the Deans and Campus Directors for the evaluation of faculty and staff of the college;

5. Develops tests instruments for admission;and

6. Assess and evaluates entrance application status of all students the University.

### **9. IGP & Production Coordinator**

The Campus has IGP and Production Coordinator with following duties and responsibilities:

1. Reports Directly to the Campus Director of the University;

2. Formulates plan and systems, implements specific programs and projects for funding by stakeholders and the University;

3. Prepares memorandum of agreement and project proposals for funding;

4. Supervises and evaluates human resources involved in the implementation of programs and projects;

5. Accounts for all assets under custody, upgrades and maintain functionalities;

6. Collaborates with division and department heads of the university in the implementation of programs and projects related to instructions ,research, extension and production;

7. Generates revenue for the Campus or university;and

8. Establishes and maintains technology demo-centers in collaboration with other link agencies.

### **10. GAD and Guidance Coordinator**

#### **GAD Coordinator**

Their shall be a GAD Coordinator who shall discharge the following duties and responsibilities;

a. Develops the GAD programs of the college;

b. Represents the college in GAD activities of the university.

#### **Guidance Counselor**

There should be a Guidance counselor to perform the following duties and responsibilities;

1. Conducts counseling interviews with students at least once a year;
2. Prepares and monitor the implementation of counseling and guidance policies;
3. Undertakes seminars on guidance and counseling to university faculty and staff;
4. Develops and applies instrument to gather data on guidance;
5. Conducts research on student concerns such as prevalence of absences, dropouts, and failures etc;
6. Gathers and disseminates informational materials about various school, colleges and universities;
7. Conduct of leadership and sensitivity training;
8. Tutorials;
9. Orientation seminars;
10. Does other related work.

### **11. Instructional and Materials Coordinator**

The Campus has Instructional and Materials Coordinator and committee to perform the following duties and responsibilities;

1. Plans the activities to be conducted for 4 semesters including two summers;
2. Conduct/spearheads seminars on Development and Preparation of Instructional & Materials like modules, workbooks & work texts for the faculty and student's use in coordination with the faculty development program coordinators;
3. Collates, prepares and file documents for the TEd Department necessary for the accreditation of the programs; and
4. Submits reports to the Dean/ Campus Director every end of the semester.

### **12. Faculty Development Coordinator**

The Campus has Faculty Development Coordinator who shall discharge the responsibility to request for financial assistance for participation in national/regional and international seminars-workshops and conferences and also for scholarship grants. The Campus Director shall endorse the request.

### **13. Student Affairs Coordinator**

Their shall be a students affairs coordinator to perform the following duties and responsibilities;

1. Plans the activities to be conducted for 4 semesters including two summers;
2. Assists the Dean / Campus Director in the administration of administrative responsibilities pertaining to student services;
3. Facilitates the implementation of student affairs programs like orientation program, drug abuse program, leadership and team building seminar, clean and green program activities;
4. Studies the problems affecting students' services projects and programs;
5. Conducts evaluation of student's services projects and programs;
6. Conducts/spearheads seminars for the faculty and students of TED/Technology and BAM Department in coordination with the faculty development program coordinators;
7. Conducts meetings (in consultation with the Campus Director) relative to the improvement of the student organizations;
8. Collates, prepares and file documents for the TED/ Technology and BAM Department necessary for the accreditation of the programs;
9. Conducts research on the academic performance of officers;
10. Assist TED/ Technology and BAM Department, curriculum, and block adviser and officers in the discharge of their functions;
11. Coordinates with the different area coordinators who need assistance in the TED ,BAM and TECH; and
12. Submits reports to the Dean every end of the semester.

### **14. Cultural Affairs Coordinator**

Their shall be cultural affairs coordinator to perform the following responsibilities;

1. Develops a comprehensive plan of activities for the social and cultural office;
2. Assists in the formulation of policies and guidelines in the implementation of social and cultural of the university;
3. Makes a systematic plan for the development of social and cultural consciousness among the university constituent;
4. Coordinates the planning and administration of cultural and social activities;



5. Develops linkages with other state colleges and universities related social and cultural affairs;
6. Submits reports related to social and cultural affairs; and
7. Performs related work as may be assigned by higher authorities.

### **15. Sports Coordinator**

Their shall be a sports coordinator who shall discharge the following duties and responsibilities;

1. Plans and recommends approval of budgetary appropriations for the physical education athletic program for each year;
2. Prepares short and long range plans for the improvement of physical education and athletic programs of the institution;
3. Conducts research and studies on the improvement of instruction, curriculum and educational programs in physical education and related subjects;
4. Assists instructors in the development and effective use of instruction materials and strategies;
5. Supervises the utilization, care and maintenance of available physical education and athletic facilities;
6. Coordinates the planning and administration of Physical Education and sports activities
7. Supervises the instruction and assess the requirements, content of courses, sequence of subject matter and their time allotment;
8. Evaluates performance of physical education faculty members;
9. Assists the Campus administration in the selection, recruitment, transfer and promotion of teachers within the department;
10. Selects and recommends the assignment of athletes, coaches, and trainers in all athletic and sports competition to be participated by the school;
11. Prepares reports of all athletic and physical education activities to the Campus Director; and
12. Performs related work as required by the authorities.

## **16. Alumni Coordinator**

The Campus has alumni coordinator who shall perform the following duties and responsibilities:

- a. File graduates by school year;
- b. Update inventory of graduates and employability status;
- c. Update the Director for Alumni as to the number of graduates;
- d. Organize TED, BAM and TECH Alumni graduates and submit plan of activities.

## **17. Publication Coordinator**

There shall be publication coordinator with the following duties and responsibilities:

1. Takes charge of the Campus Public Information and Community

Relations program;

2. Formulates and implements a viable training program on the various aspects of newspaper work to ensure quality output and adherence to ethical standards;

3. Instructs campus writers and teacher-advisers on the application of laws pertaining to the responsible exercise of press freedom;

4. Assists duly constituted committees in the annual selection and appointment of staff members for the different student publications;

5. Helps the editorial staff formulate policies and guidelines on effective and efficient school paper management;

6. Supervises and coordinates activities of all publications in the tertiary level;

7. Enhances writers' sense of humanity through development-oriented activities; and

8. Supports the Commission on Higher Education and the Department of Education in uplifting the quality of campus journalism through expert assistance in symposia, conferences, and seminar-workshops.

## **18. Library/Reading Coordinator**

There shall be a Campus Librarian and their functions are:

1. Administers the campus university library and its reading rooms;
  2. Prepares requisitions for purchase of professional and cultural books and Periodicals as may be recommended by the Vice-President and Deans/Directors/heads of Schools;
  3. Reports from time to time to the proper authorities relative to the expansion and improvement of the library facilities;
  4. Participates in local and national library activities;
  5. Issues library books, magazines, and periodicals;
  6. Handles files and safeguard library property;
  7. Institutes system of informing the university population about new library acquisition;
  8. Maintains and post clippings of published materials of unusual interest;
  9. Maintains discipline among library occupants;
  10. Handles disposition of student mail;
  11. Assists in selecting and determining library materials to be acquired;
  12. Assists in ordering books and other printed materials and checks them upon receipt;
  13. Allocates new acquisitions;
  14. Catalogs and classifies books;
  15. Prepares master catalog, index and other cards;
  16. Keeps alphabetical files and prepares bibliographies;
  17. Handles library subscriptions, gifts and exchange works;
  18. Assists readers in the use of the card catalog;
  19. Maintains records and keeps statistics; prepares reports and memoranda and takes inventory; and
  20. Checks shelves and magazine stands for the proper arrangements of materials
- the Campus Library shall have the following duties and responsibilities:
21. Supervises the Campus Library.

22. Serves as the ex-officio University Archivist;
23. Formulates a library and archives development program;
24. Ensures cooperation and complementation of library services networks;
25. Enforces library rules and regulations in the Campus library and after due process, Imposes the appropriate penalty;
26. Transmits to the Campus Director all communications with comments or recommendation affecting library linkages, donations or gifts, and similar matters received by the Campus Library; and
27. Issues implementing guidelines as may be necessary for the proper functioning of the library.

**19. Advisers (Department, Curriculum, Class Organizations & other existing College Organizations.)**

As Adviser, he/she has the following duties and responsibilities:

1. 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 college;
2. Shall see to it that records of all collection and disbursement of money and property of the organizations are properly in record;
3. Shall seek semestral and audited annual reports of the Treasurer and Auditor;
4. Shall see to it that all projects and school or college activities are carefully planned and carried out;
5. Shall attend the meetings be it special or regular, and
6. Shall submit annual accomplishment report to the campus director.

**20. Property Custodian/ Supply Officer**

There shall be a Property Custodian with the following duties and responsibilities;

1. Takes charge of supply and property activities in the university;
2. Acts as custodian of all records of property and makes periodic inventories thereof;
3. Directs works issuing of equipment, supplies and materials;

4. Accounts for all office equipment and supplies;
5. Prepares claims against insurance companies for damage property;
6. Facilitate preparation of advertisement for bids;
7. Determines supply and equipment needs of different units in the University;
8. Recommends disposal of unserviceable materials and equipment;
9. In-charge in the annual property inventories;
10. Sorts, checks and issues supplies; and
11. Does related work.

## **21. Budget/ Finance Coordinator**

The finance coordinator shall have the following duties;

1. Takes into custody and safekeeping of all the money of the campus;
2. Collection of fees and other funds due to the campus;
3. Disbursement of payrolls, vouchers and other claims of the university personnel and its clientele;
4. Keeps records of all transactions in the cash/ check books and render financial report at the close of business everyday;
5. Keeps a complete record of all accountable receipts and forms and render a report at the close of business everyday and at the end of the month;
6. Preparation and liaise remittance to the GSIS,BIR,PAG-IBIG and other collections due to other agencies;
7. Make cash advance for petty cash disbursements;
8. Prepare report of collections;
9. Perform other related works.

## **22. Medical and Dental Coordinator**

### **Dentist I.**

1. Organize and maintains College dental clinic;
2. Conducts dental inspection and renders treatment to student's and personnel;
3. Keeps a daily record and prepares report of dental examination treatment;
4. Coordinates with other health personnel, school officials and other health agencies on matters pertaining to health education;
5. Submits periodic and other required reports;
6. Conducts studies and researches for the improvement of school dental health education program; and

7. Prepares and submit requisition for dental supplies.

**Public Health Nurse I.**

1. Performs periodic physical inspection of students and keeps record of findings;
2. Conducts or assists the teacher in classroom inspection to discover easily recognizable health defects;
3. Refers cases to physicians;
4. Treat minor ailments and gives first aid treatment;
5. Maintain a functional school clinic;
6. Check on the [roper sanitation and healthful living conditions of the school and vicinity;
7. Gives advice and guidance on health sanitation;
8. Trains personnel on first aid work;
9. Assist physician in clinic work;
10. Acts as source person or consultant on health matters;
11. Prepares and submits periodic, annual and other required health reports; and
12. Takes charge of the safekeeping and use of medical supplies and equipment.

**23.Duties of Instructor/ Professor**

**Primary Functions:**

1. The Instructor/Professor is a learning facilitator who aids and strengthens 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**

1. Follows the curricular program and implements approved syllabus for the subject assigned to him/her;
2. Submits the updated syllabus/syllabi on or 1 week before the opening of the classes;
3. Informs the Campus Director of foreseen absence and announce to the students prior to date of absence;
4. Sends written request for make-up classes to the Dean for approval;
5. Submits the Monthly Operational Accomplishment Report (MOAR) to the Head to be forwarded to the Dean;
6. Prepares and submits the table of specifications and midterm/final exam 1 week before the scheduled date of examination;

7. Submits Research Title/Topic (approved by the Research Council) to be conducted as action research or institutional/community or educational research every semester;
8. Observes punctuality;
9. Attends flag ceremony every Monday in the morning and flag retreat every Friday afternoon in the quadrangle;
10. Attends values formation/ general assembly/ Mass as scheduled;
11. Plans the learning activities considering the individual needs of each learner in relation to the skills he/she is supposed to study;
12. Prepares learning activities, visual aids, tests, evaluation required by the subject;
13. Recommends the acquisition of instructional and reference materials to the Department Chair;
14. Conduct the learning process in accordance with the Syllabus;
15. Implements the school's guidelines on the Classroom Management;
16. 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;
17. Gives a fair evaluation of each student's performance according to prescribed standards;
18. Ensures the proper use of school property such as rooms, tables, chairs, blackboards, cabinets etc.
19. Takes note of behavioral performance of students under his/her care;
20. Conducts consultation and counseling with his/her students;
21. Fulfills all employment obligations and adheres to school policies and regulations;
22. Attends meetings called by his/her superior and other meetings authorized by the same;
23. Performs other tasks that may be assigned to him/her by his/her superiors.

## **CHAPTER II**

### **INSTRUCTION**

#### **A. STUDENTS**

##### **Admission Requirements and Procedure**

No student shall be denied admission to the University by reason of age, sex, nationality, religious belief, or political affiliations.

Every student shall, upon admission, sign the following pledge: “In consideration of my admission to the University and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with, all the rules and regulations laid down by competent authority in the University and in the college/campus in which I am enrolled.” Refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of admission.

Every applicant for admission shall undergo a thorough health examination. No person shall be admitted to the University who is found by the University Health Service to be suffering from a dangerous, communicable, contagious, or infectious disease or who is physically unfit to take courses in any college/campus of the University.

No person who has not duly matriculated may be admitted to the classes. In exceptional cases, the University/ Campus Registrar may, on the recommendation



of the Dean/Director concerned, authorize the admission of a visitor to a class for not more than five (5) sessions.

The entrance requirements for each course shall be as prescribed by the faculty of the college/campus offering the course and be approved by the University Council and the President.

In the case of students coming from foreign countries, they shall be required to meet substantially the entrance requirements prescribed for a course; provided, that their previous training was obtained in an institution of recognized standing; and provided, further, that there is a place for them in the college/campus.

Students who are deficient in any of the subjects required for admission but who are otherwise considered competent and may therefore be admitted must make up all deficiencies within one year.

## **REGISTRATION AND ENROLLMENT**

### **ADMISSION REQUIREMENTS**

The following admission requirements should be submitted to the Registrar's Office:

#### ***New Students Entering Freshmen***

- a. High School Report Card (Form 138)
- b. Certificate of Good Moral Character
- c. NSO Issued Birth Certificate
- d. 2 pcs 2x2 and 2 pcs 1x1 picture (latest & identical)
- e. The new student-applicant should take & pass the RSUCAT with at least 80% raw score and with satisfactory result in the interview.
- f. The new student-applicant should be physically and psychologically fit.

#### ***Transferees***

- a. Certificate of Transfer/Honorable Dismissal
- b. Certification of Grades
- c. Certificate of Good Moral Character
- d. NSO Issued Birth Certificate
- g. 2 pcs 2x2 and 2 pcs 1x1 picture (latest & identical)

- h. The new student-applicant should take and pass the RSUCAT with at least 80% raw score and with satisfactory results in the interview.
- i. The new student-applicant should be physically and psychologically fit.

**Old Students**

- a) Class cards during previous semester
- b) Account Clearance

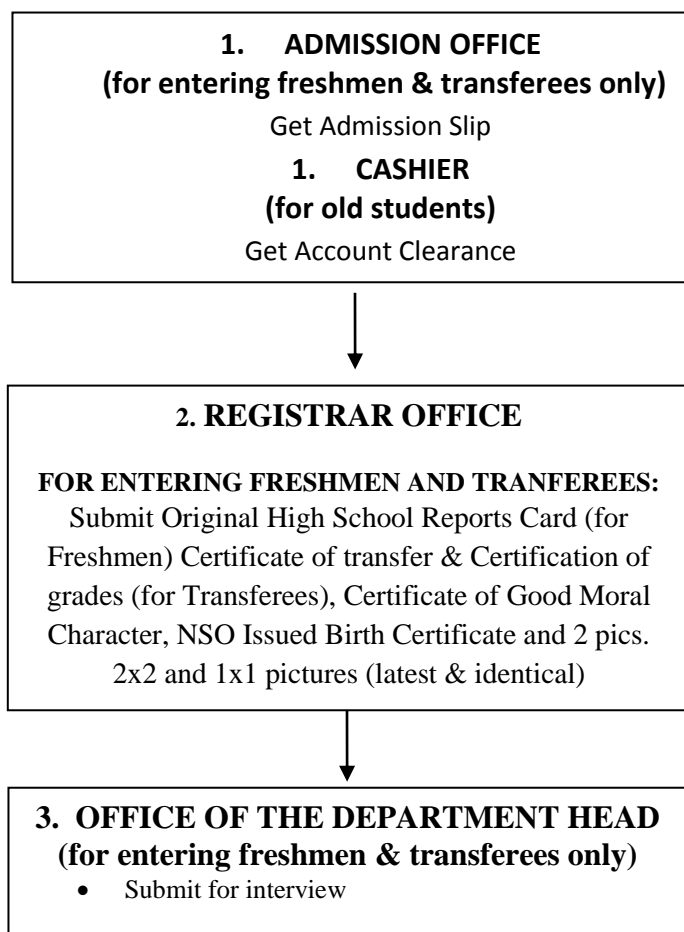
**For Shifters**

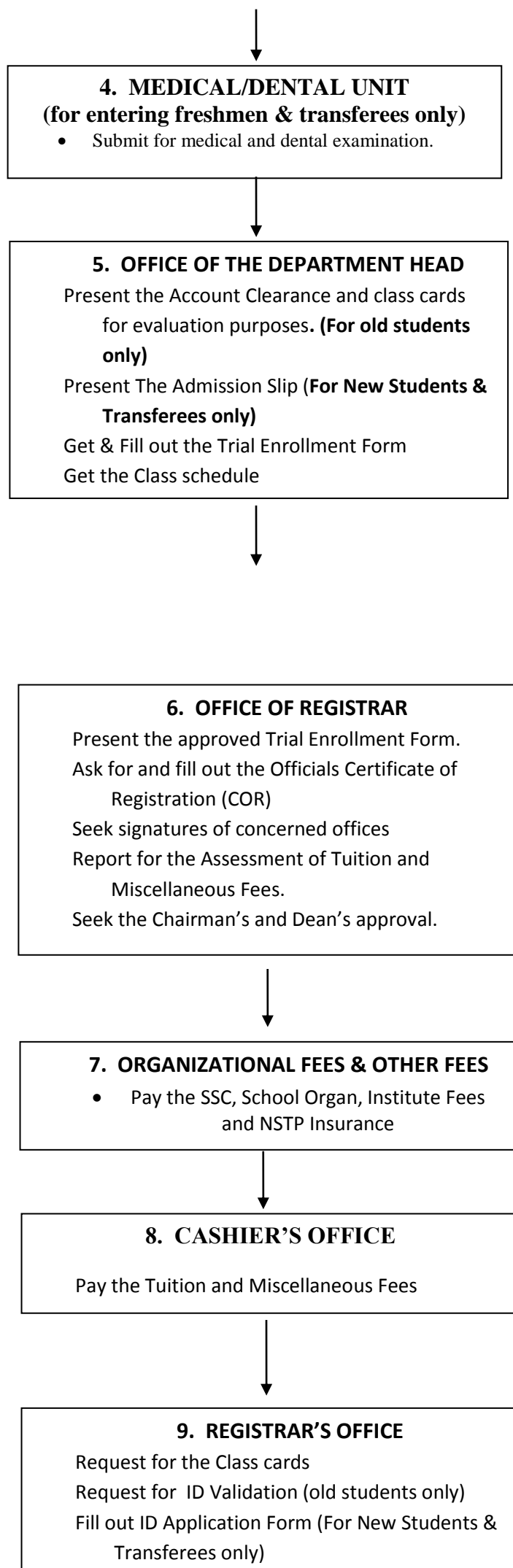
Students who intend to shift from one course to another should first inform the registrar and the head of the Department of such intention. He/she should have adequate valid reason for shifting.

**For Returnee**

- . Student applying for the re – admission must present the following to the Registrar
  1. Accomplished application form for Returnees
  2. Performance Evaluation for all semesters and summer subjects previously taken.
  3. In case of leave of absence due to illness, the student should present a certification form from the attending physician confirming the student’s fitness to study.
  4. Students with disciplinary records, academic deficiencies, unreasonable leave of absence (students who have been out of school for at least four semesters) will be subjected for study. The Dean / Campus Director Reserves the right to disapprove request for admission in these cases.

**FLOW CHART OF ENROLLMENT**





# **POLICIES**

## **Classroom Policies**

1. A student who has incurred 20% of the total no. of hours of scheduled attendance for the semester shall be dropped from the class roll. If the majority of absences are excused, s/he might not be given a grade failure; however, if majority of absences are not excused, the students should be given a grade of failure upon being dropped.
2. Any student, who for unavoidable cause finds it necessary to be absent from class, must present to his professor either a letter from his/her parent or guardian or a medical certificate upon returning to class.
3. A student maybe accepted in class even if s/he is late for 15 min. but should be marked late and will not be given any missed activity. Successive tardiness will be sanctioned or will be sent to the Office of the Student Affairs.
4. Dropping the course may still be done before the mid-term week with the approval of the registrar.
5. Student must exercise Academic Honesty. Any form of dishonesty and or deceit, especially cheating during exam or any class work, copying others work, forging signatures and the likes, will automatically receive failing mark and or will be reprimanded or suspended.
6. Students must always follow the date of submission. Late requirements will not be accepted.
7. Checked papers or any other requirements that had been returned must be kept. This will be your proof if you want to verify your grades. The class record is open to those who have questions. All questions must be addressed to professor's right after the class card was received. The class cards will be distributed 10 days after the finals on the date agreed upon. It must be claimed personally.
8. Any form of misconduct will be reported to the Office of the Student Affairs.
9. A student who has incurred 20% of the total no. of hours of scheduled attendance for the semester shall be dropped from the class roll. If the majority of absences are excused, s/he might not be given a grade failure; however, if majority of absences are not excused, the students should be given a grade of failure upon being dropped.
10. Any student, who for unavoidable cause finds it necessary to be absent from class, must present to his professor either a letter from his/her parent or guardian or a medical certificate upon returning to class.

11. A student maybe accepted in class even if s/he is late for 15 min. but should be marked late and will not be given any missed activity. Successive tardiness will be sanctioned or will be sent to the Office of the Student Affairs.
12. Dropping the course may still be done before the mid-term week with the approval of the registrar.
13. Student must exercise Academic Honesty. Any form of dishonesty and or deceit, especially cheating during exam or any class work, copying others work, forging signatures and the likes, will automatically receive failing mark and or will be reprimanded or suspended.
14. Students must always follow the date of submission. Late requirements will not be accepted.
15. Checked papers or any other requirements that had been returned must be kept. This will be your proof if you want to verify your grades. The class record is open to those who have questions. All questions must be addressed to professor's right after the class card was received. The class cards will be distributed 10 days after the finals on the date agreed upon. It must be claimed personally.
16. Any form of misconduct will be reported to the Office of the Student Affairs.

## **Retention**

The faculty of each college or school shall approve suitable and effective provisions governing delinquent students, subject to the following minimum standards:

*Warning* – any student who obtains final grades at the end of the semester below “3” in 25 percent to 49 percent of the total number of academic units in which she/he is registered shall be warned by the Dean to improve her/his work;

*Probation* – any student who, at the end of the semester obtains final grades below “3” in 50 percent to 75 percent of the total number of academic units in which she/he has final grades shall be placed on probation for the succeeding semester and her/his load shall be limited to the extent to be determined by the Dean. Probation may be removed by passing with grades of “3” or better in more than 50 percent of the units in which she/he has final grades in the succeeding semester;

*Dismissal*– any student who, at the end of the semester obtains final grades below “3” in at least 76 percent of the total number of academic units in which

she/he receives final grades shall be dropped from the roll of her/his college or school.

Any student on probation who again fails in 50 percent or more of the total number of units in which she/he receives final grades shall be automatically dropped from the rolls of her/his college.

Any student who dropped from one college or school shall not be admitted to another unit of the University, unless, in the opinion of the Director for Student Affairs her/his natural aptitude and interest may qualify her/him in another field of study, in which case she/he may be allowed to enroll in the proper college/campus/school or department.

Any student who, at the end of the semester, obtains final grades below “3” in 10% of the academic units in which she/he is given final grades shall be permanently barred from re-admission to any college of the University. Any student who was dropped in accordance with the rules on “Dismissal” and again fails so that it becomes necessary again to drop her/him shall not be eligible for re-admission to any college/campus of the University.

Permanent disqualification does not apply to cases where, on the recommendation of the faculty member concerned, the faculty certifies that the grades of “5” were due to the student’s unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student’s class standing is poor, her/his grade of “5” shall be counted against her/him for the purpose of this scholarship rule. The Dean shall deal with these cases in their individual merits in the light of the recommendation of the Director for Student Affairs; provided that in no case of re-admission to the same or another college shall the action be lighter than probation.

For purposes of scholastic standing, a grade of “Inc.” is not included in the computation, when it is replaced by a final grade; the latter is to be included in the grades during the semester when the removal is made. The grade of “4” is counted until it is removed. Once removed, only the final grade of “3” or “5” is counted.

Required courses in which a student has failed shall take precedence over other courses in her/his succeeding enrollment.

In colleges/campus/schools in which the weight so the courses are not expressed in term of units, the computation shall be based on their respective equivalents.

No re-admission of dismissed or disqualified students shall be considered by the Dean/Directors without the favorable recommendation of the University Guidance Counselor. Cases in which the action of the Deans/Directors conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice President for Academic Affairs or its equivalent, whose decision shall be final. The following conditions shall be considered:

During the previous semester at least 15 units of academic credit or the normal load prescribed have taken (not less than 8 units in the case of a graduate student).

Have no grade below “3” in any academic or non-academic subject.

Grades of “INC” must be completed by the end of the Semester. The end of the first semester is the day before the registration for the second semester. The end of the second semester is commencement day. The scholarship is effective for the semester when such GWA is obtained.

A university or college scholarship shall last only or one semester, but shall be renewable of the succeeding semester if the student meets the conditions prescribed for any of them.

Recipients of government/RSU Funded Scholarships may enjoy a maximum of two scholarship grants (government, private).

#### ***Retention Policy for TED Students***

1. All student enrolled in a continuous or staggered basis should not accumulate twelve (12) units of subjects with a grade of 2.75. They shall be put on probationary status and shall be allowed to take load of not more than fifteen (15) units in the succeeding semester.
2. Student on probation should not incur a grade of 2.75 even in a two-unit subject nor be involved in any disciplinary case.
3. Student who has incurred a grade of 3.0 and/or 5.0 in both academic and non-academic courses is automatically ineligible to enroll for the succeeding semester.
4. Student with the grade of 3.0 and/or withdrawal (authorized or unauthorized) twice in the same subjects will be dropped from the roll.
5. Transferees, shifters, returnees, and earning-units students are considered under probation upon admission to the Institute of Education. These students in their first year of study in the Institute of Education should not incur at least three (3) grade lower than 2.50 in any academic or non-academic subjects, and

should not also be involved in any disciplinary action. Any violation of the two restrictions is a ground for non- readmission of the transferees, shifters, returnees, and earning unit's students in the Institute of Education the following semester

6. BSED, BEEd and BTTE students should not incur grades not lower than 2.25 in the following major and specialization subjects: Mathematics, English, and General Science, while not lower than 2.5 for Home Economics and Technology, Filipino and Physical Education. Violation of the set standard is a ground for discontinuance of the major and specialization subjects.

## **FEES**

### ***General Instructions***

- 1.1 Information regarding school fees and payment are posted on the Cashier bulletin board
- 1.2 A fine will be charged for the late payment of school fees, as well as for late registration.
- 1.3 School fees for summer classes are on cash basis only.
- 1.4 As student who enjoys scholarship may either pay only a certain percent of his/her tuition fee or may be exempted from paying his tuition fee as provided for in the scholarship grant. However, miscellaneous fees shall be paid in full.

### ***Mode of Payment***

1. 1.Cash Basis. All fees shall be paid in full upon enrollment.
2. Installment Basis. Forty percent (40%) down payment of the total tuition fee and 100% payment of the total tuition fee,100% of the total miscellaneous and supplementary fees. The remaining sixty percent (60%) of the tuition fee will be paid as scheduled.
3. Other Scholarships not specified in the preceding regulations i.e., DOST scholarships, etc. and may be honored by the college only upon the presentation of the certificate and or contract of scholarship.

All scholarships must be applied for within the registration period. The application will be entertained thirty (30) days after the first day of classes.

#### **Tuition Fees**

Tuition per unit	Php. 100.00
------------------	-------------

#### **Other Fees**

Registration	Php 100.00
--------------	------------

Laboratory	75.00
------------	-------



Medical/ Dental	100.00
Cultural	75.00
Library	100.00
Energy	100.00
Security	100.00
SCUAA/Athletic	200.00
NSTP	150.00
ID	100.00
Computer Fee ( per. subject)	700.00
SSC	75.00
School Organ	75.00
Science Club	50.00

### **Examination**

A department chairperson with the approval of the Dean/Director, may authorize any faculty member of her/his unit to suspend formal classes for a period not exceeding three days before the final examinations to enable students to review; provided, that in the case of colleges having no departments, the suspension may be done by any member of the faculty, but also subject to the approval of the Dean/Director; provided, further, the faculty members who have been authorized to suspend their classes shall keep regular hours for consultation.

No final examination shall exceed four (4) hours.

### **Grading System**

#### **Undergraduate Grading System**

The performance of the student shall be rated at the end of each semester/terms in accordance with the following system:

<u>Grade</u>	<u>Numerical Grade</u>	<u>% Equivalent</u>	<u>Adjectival</u>
--------------	------------------------	---------------------	-------------------

1.0	99-100	Excellent
1.25	96-98	Superior
1.50	93-95	Very Good
1.75	89-92	Good
2.00	88-85	Meritorious
2.25	82-84	Very Satisfactory
2.5	79-81	Satisfactory
2.75	76-78	Fairly Satisfactory
3.0	75	Passed
4.0	74	Conditional
5.0	below 70	Failure
Inc.		Incomplete

Only the above grades shall be officially recognized. The work of special students or students on audit may be reported at the end of the semester as “S” (Satisfactory) or “U” (Unsatisfactory). The qualitative grades will not be used in computing GWA.

The mark of “Inc.” is given if a student whose class standing throughout the semester is “Passing” but fails to take the final examination or fails to complete other requirements of the subject, due to illness or to other valid reasons. In case the class standing is not “Passing” and the student fails to take the final examination for any reason, a grade of “5” shall be given.

Removal of the “Incomplete” must be done within the prescribed time (within one (1) academic year where there are three (3) regular removal periods) by passing an examination or meeting all the requirements of the course, after which the student shall be given a final grade based on her/his overall performance.

A grade of “4” means “Conditional”. It may be removed only by re-examination taken within the prescribed time of one (1) academic year. If the student passes the re-examination, she/he is given a grade of “3”, but if she/he fails, a “5” shall be given. Only one (1) re-examination is allowed which must be taken within the prescribed time. If the

student does not remove the grade of “4” within the prescribed time, the grade of “4” becomes “5”. In this case, she/he may earn credit for the same course only by repeating and passing it.

A grade of “4” given for the first semester work of a 2-semester course shall be converted to a grade of “3” if the student passes the second semester part of the same course in the same academic year; if she/he fails, the grade of “4” which she/he received of the first semester work shall be converted to a grade of “5”.

### **Graduate Grading System and other Requirement**

The performance of the student in the graduate level (Masteral and Doctoral Levels) shall be rated at the end of each semester/terms in accordance with the following system:

Numerical Grade	Adjectival Grade
1.00-1.25	Excellent
1.50-1.75	Very Satisfactory
2.00-2.25	Satisfactory
2.50-2.75	Good
3.00	Fair

However, to remain in good standing the graduate studies the student must obtain a weighted average of 1.75.

Each candidate for Master’s Degree is required to take comprehensive examination, a pre-requisite to thesis writing. A student who fails in two subjects in the comprehensive examination shall be given another chance for re-comprehensive examination. If she/he fails again in two or more major subjects she/he has to retake it during the regular comprehensive examination schedule.

The candidate for the comprehensive examination should attend the COMPRE briefing two weeks before the scheduled examination.

The student's performance in the comprehensive examination shall be rated as follows:

Numerical Grade	Adjectival Grade
1.00-1.25	High Pass
1.50-1.75	Pass
2.00-2.25	Low Pass
2.50-below	Retake

If a student fails the Comprehensive Examination, a second examination shall be allowed within one (1) year after the first. Failure to pass this second examination or to retake it within the prescribed period shall bar the student permanently from the Master's program, and from admission into other Master's programs within the same Department.

A graduate student who passed the Comprehensive Examination is eligible to enroll in Thesis writing. The thesis requirements are as follows:

### **Title defense**

The candidate shall present three (3) titles to a panel composed of three (3) faculty members of the graduate studies who shall serve as examiners for the proposal and final defense.

### **Proposal Oral Defense**

Upon completing the requirements for the thesis proposal the student applies again for a thesis proposal oral defense under the same panel members who sits in the title defense.

### **Final Oral Defense**

Completed Masteral Thesis should pass an oral defense of on the panel who served as members of the proposal oral defense. Thesis to be presented for oral examination should be properly edited and recommended by the thesis adviser. Participation of an external expert is duly encouraged.

Graduate student who have successfully defended their Masteral Thesis shall submit seven (7) copies of her/his bound thesis to the Office of the Graduate Studies two weeks before graduation date.

A report of grade for each section shall be submitted by every faculty member as soon as possible after the final examination. A period of five (5) days is ordinarily allowed for each section for the grading of papers and the preparation of the report of grades.

In case a faculty member handles several sections and the interval between the examinations is less than five (5) days, the reports of grades for the various sections shall be submitted at the rate of one report at the end of every five-day period after each examination; provided, that all reports of grade must be submitted not later than seven days after the last day of the examination period. In justifiable cases, deviation from the above rules may be authorized by the President.

No instructor may be required to furnish grades in any one course oftener than twice a semester or term, in case the request comes from a college other than that to which the instructor is attached.

No student of the University shall solicit directly or indirectly any grade from her/his professor. Any student violating this rule shall lose credit in the subject's regarding which such solicitation is made, without prejudice to the filing of a case for disciplinary action.

In the graduate course, the requirement for graduation shall either be a general average grade of "2" or better in all formal courses except thesis, or a grade of "2" or better in each formal course as the graduate college or school may require. If the student fails to obtain grades which carry graduate credit as required by the particular graduate college/campus, the University rules on scholastic delinquency shall be applied.

No faculty member shall degree change any grade after the report of grade has been filed with the Secretary of the College. Where an error has been committed, the instructor may, not later than six (6) months after submission of the grade, request authority from the faculty of the College to make the necessary changes; provided, that the student shall be informed and given a chance to be heard by the College faculty if the change requested is to a grade lower than the one previously given. A faculty member may also request a change of grade upon present action of the student concerned within thirty (30) days from the student's receipt of the final grade and upon clear proof of error. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the University Registrar for recording and filing.

Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by the committee of the dean of the college, if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by the faculty member concerned. Should the change of the grade on said paper affect the final grade of the student the committee may request authority from the faculty of the college to make the necessary change in the final grades. Reconsideration shall be made only upon request by the student concerned within thirty (30) days after receipt of the final grade.

### **Academic Load**

One university unit of credit is at least eighteen (18) full hours of instruction in the form of lecture, discussion, seminar, tutorial, or recitation or any combination of these forms within a semester. For undergraduate students, the maximum academic load is 18 non-laboratory units, or 21 units including laboratory, except in programs where the prescribed load for the semester is more than 18 units. However, graduating students with very good academic records may be permitted to carry a heavier load in their last year. During the summer session, the normal load is 6 units, but in justifiable cases, the Dean may allow enrollment up to 9 units.

On the graduate level, full-time student are allowed the normal load of 9-12 units per semester. During the summer session, the normal load is 6 units. No graduate students employed on a full-time basis shall be allowed an academic load of more than 10 units in any semester, unless she/he has the prior approval of the head of the graduate unit to which she/he belongs.

### **Student Records**

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

1. Student Registration form, dropping and changing form
2. Student grades (Grade Sheets)
3. Student Evaluation form per semester
- 4.

## **Thesis of Students**

### **Composition of thesis/dissertation panel members**

1. For undergraduate thesis title, proposal and final defense ethnographer/statistician, program adviser, and members chosen by the student.
2. The same panel members shall set on the proposal and final thesis defense.
3. Any change in the composition of the panel shall require the prior approval of the program adviser and the Dean.
4. A student who is schedule to defend her/his thesis Title Problem must be enrolled for residency and pay the library and miscellaneous fees.
5. A student who is to defend her/his thesis proposal must hand in the required copies (5 copies) at least five days before the defense.
6. The panel shall deliberate on the graduate that a candidate deserves on the basis of the quality of the paper and performance in the final oral defense. The panel shall determine whether a candidate merits a passing grades or whether a re-defense is necessary. The panel has the final say in this matter.

## **Scholarship**

Qualified faculty member may apply for scholarship grants sponsored by local or international organization.

### **1. Local**

These are scholarships sponsored by agencies such as the Commission on Higher Education (CHED), Philippine Association of State Universities and Colleges (PASUC), Department of Science and Technology (DOST) and Faculty Development Program (FDP) of RSU.

### **2. International**

International Scholarships are those sponsored by agencies such as National Economic and Development Agency (NEDA) Commission of Higher Education (CHED), Philippine Association of State Universities and Colleges (PASUC) among others.

A faculty member who qualifies and maintains scholarship shall receive regular monthly salary and all benefits given to any faculty of RSU, aside from the scholarship allowances. She/he is required to sign a contract prepared by the Director

for Faculty and Staff Development. Immediately after finishing the scholarship, she/he is expected to return and serve to the university in exchange for all benefits granted.

Every year or fraction thereof that a faculty member has enjoyed a local scholarship is equivalent to one (1) year of service at RSU. On the other hand, every year or fraction thereof that a faculty member has enjoyed an international scholarship is equivalent to two (2) years of service at the university. Failure to fulfill this service obligation implies that the faculty member must pay back the university the full amount spent plus interests. The RSU President, in coordination with the University Accountant, arranges the payment procedures for non-fulfillment of the service obligation.

A faculty member unable to maintain a scholarship and has received a leave-with-pay benefit is also required to refund the university all the expenses spent one year after the termination of the scholarship. Similarly, the RSU President, in coordination with the University Accountant, arranges the payment procedures.

Faculty member on scholarship with pay is not allowed to do outside teaching, unless they have permission from the University President. She/he is required to submit a return-to-service report to their respective heads and finally to the President upon the termination of their scholarship leave.

## **Classifications of Scholarships**

### **Entrance Scholarship**

1. This is extended by the University to Valedictorians and Salutatorians from public and private high school graduates. Valedictorians are entitled to full exemption from tuition fees, whereas salutatorians are entitled to only 50% exemption from tuition fees.

### **Academic Scholarship and Its Requirement**

1. This is awarded on a semestral basis to regular college student with a GPA of 1.5 or better with no grade lower than 2.0 in any subject including NSTP.
2. They are entitled to free tuition fee only and should pay the administrative miscellaneous fee
3. They must carry a regular load of at least eighteen (18) units.
4. Grantees do not enjoy any other scholarships or study grant.



5. Grantees do not have any incomplete grades.
6. Grantees should submit a copy of grades from first year to the present signed by the Registrar. Presentation of class cards is not acceptable.
7. The scholarship is good for four (4) years as long as the student maintains a GPA of 1.5 or better with no grade lower than 2.0 in any subject including NSTP.

**Government Scholarship (Coverage and Limitations)**

The study grant shall cover full exemption from tuition fee and administrative miscellaneous fees. Supplementary miscellaneous fees however shall be paid by the grantees. The following are covered:

- A. Punong Barangay
- B. Sangguniang Barangay members
- C. The Barangay Treasurer
- D. The Barangay Secretary
- E. Legitimate dependents of elected Barangay officials during their incumbency.

**Qualification of Applicants:**

For First Year Applicants

1. She/he must be a legitimate child of the incumbent Barangay official as certified by the DILG.
2. The Barangay official is not undergoing suspension upon the student's application for the study grant or as certified by the DILG.
3. She/he must be single and must not be more than 21 years old.
4. A high school graduate whose average is 80% or higher with no grade below than 80% in any subject.
5. She/he has passed the RSU admission tests.
6. She/he is financially incapable of pursuing a college education and her/his parent's annual income does not exceed Php. 120, 000.00 annually
7. Must have earned a grade point average of 2.25 or better in the preceding semester, with no grade lower than 2.5 in all subjects.

8. Must not drop more than one subject. (whether authorized or unauthorized).

Documents to be submitted at once:

1. High school report card
2. RSU Admission test results
3. Birth Certificate (NSO)
4. Marriage contract of parents
5. Certificate of good moral character
6. Certification from DILG that she/he is an incumbent SK or Barangay

Official or a single legitimate dependent of the incumbent Barangay official and that the official is not charged with any administrative or criminal charges.

7. Copy of grades of the preceding semester signed by the registrar.
8. Certification form BIR that they are exempted from paying their taxes.

**Conditions for Assistance:**

The grantee shall:

1. Carry a full semestral load as prescribed by the approved course curriculum.
2. Maintain a grade point average of 2.5 or better in the preceding semester with no grade lower than 2.5.
3. Enjoy no other scholarship or study grant while enjoying the grant.
4. Shift to another course only once and on her/his second year. The transfer must be approved by the Dean of the college where she/he belongs and the Dean of the college where/he wants to transfer.
5. Forfeit the study grant once she/he transfers to another college/university.

**Termination of Study Grants:**

Condition for Terminations of Study Grants

1. Scholastic deficiency;
2. Falsification of official records;

3. Membership/participation in any subversive organization;
4. Transfer to other university or shifting of course without consent;
5. Non-availability of funds of the university;
6. Upon expiration of term of the Barangay official upon filing of administrative or criminal charges against the Barangay official;
7. When the grantee is found guilty of any offense.

**Service Grants:**

This service grants covers the following:

1. Varsity athletes
2. Band members
3. Cultural group members

**Coverage:**

1. Full exemption from tuition fee;
2. Scholarship shall start on the second semester;
3. Must have a load of 18 academic units per semester;
4. Varsity athletes, band and cultural group members must have a load of 15 units per semester and no grade lower than 2.5 in the previous semester.

**Scholarship for RSU employees:**

The coverage and limitations are as follows:

1. The privilege is given to children of permanent employee/faculty of the university;
2. Application must be submitted to the Office of the Student Affairs;
3. Only legitimate children can enjoy the scholarship;
4. The grantee must maintain a passing grade (3.0) or better every semester.

**University Scholarship**

A university scholarship shall be granted to any undergraduate student who obtain at the end of the semester an absolute minimum weighted average of “1.5” or better, or to a graduate whose weighted average of “1.25” or better. University scholars are listed in the President’s list of scholars.

### **College Scholarship**

A college scholarship shall be granted to any undergraduate student who, not being classed a University scholar, obtains at the end of the semester a weighted average of “1.75” or better; or to a graduate student whose weighted average is “1.5” or better. College scholars are listed in the Dean’s list of scholars.

### **Eligibility to Scholarship**

In addition to the general weighted average prescribed, a student to be eligible for a University or College scholarship must submit the following documents required to the Office of Student Affairs:

Enrollment report

Approved application for scholarship

Certificate of grades for the first semester

### **Required documents**

The required documents must be processed and submitted to the Office of Student Affairs on or before the last day of enrollment. If not processed on time, the grantee forfeits the grant.

## **On-The-Job Training/Internship/Practicum**

### **Purpose:**

The Teacher Education Department, and the many students who have already graduated with teaching credentials from its Teacher Education Program, are aware of the contributions of the public school teachers, principals, and the public school systems and the contribution of their time, efforts, and advice to the program.

The opportunity to take full responsibility for a class can provide an important learning experience for students. During the Pre-serving teaching, mentor teachers may ask Pre-service Teachers to accept duty of care for the class. In this case it is important

that Pre-service Teachers are familiar with contingency plans should they experience difficulties while taking classes on their own.

Pre-service Teachers will be supported by both coordinator and cooperating teacher during their Teaching Internship. They will guide Pre-service teachers as to better teaching path.

All Pre-service Teachers are unique and during the Professional Internship, each will confront issues that they may not have experienced before. It is quite common that some or all of the following tensions may arise during the longer placement. Being aware of these issues may go some way to addressing them.

The transition from short Teaching Experience placements to the longer version can represent a challenge for some students. Keeping track of paperwork and the other additional duties required of Pre-service Teachers may prove stressful. Mentor Teachers can alert Pre-service Teachers to the necessity of effective organization and suggest strategies they may use to facilitate this.

Issues associated with behavior management are referred to in several units that Pre-service Teachers undertake. Essentially, approaches to behavior management center on several themes:

- Understanding of behavior management policies that operate in the school
- Proactive approaches including the importance of careful lesson planning and ensuring a physically and emotionally safe learning environment
- Establishing a respectful rapport with all students
- Awareness of all members of the classroom
- Providing clear expectations and consequences
- Low key interventions

Given that learners will learn in different ways in different contexts, it is important that Pre-service Teachers implement a wide range of suitable pedagogies while on Professional Experience. In an environment where there is the support of the mentor teacher it is Murdoch's position that Pre-service Teachers should take calculated risks and show initiative when designing learning experiences. They should be encouraged to be appropriately creative in the approaches they use to teach content or skills and use 'real' examples or vicarious experiences to assist learning.

It is assumed that all Pre-service Teachers will reflect on the innovative strategies they use and be able to articulate ways they can improve. Mentor Teachers can play an important role by encouraging Pre-service teachers to plan and implement student centered pedagogies.

## **Educational Tours & Field trips**

### **Guidelines/Requirements**

#### **1. Submission of medical clearance**

All students who will undergo educational tours or field trips must submit medical clearance issued by a government physician before allowing them to join the educational tours and/or field trips.

#### **2. Provision of parallel School Activity**

For student who cannot join the educational tours and/or field trips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Persons with Disabilities (PWDs) shall be given due considerations.

#### **3. Conduct Briefing and Debriefing Program**

##### **3.1 Briefing**

Briefing program shall be undertaken by the Director of Students Affairs giving emphasis, among others, precautionary measures that will undertake from time, the students leave the station, progress on their tour/trip destination, until they comeback to station. Risk Assessment Plan/Procedure should also be discussed in this activity with parents/guardians and other stake holders. As a general requirement, parents and/or guardians consent should likewise be required.

##### **3.2 Debriefing**

There shall be a debriefing program to be conducted by the accompanying professor/instructor after the educational tour or field trip has concluded. This program shall include among others reflections of the learning experiences and assessment of relevant competences and learning outcomes following the university policy and/or Observation Guide.

#### **4. Learning Journal and /or Observation Guide**

Since Educational Tour and/or Field Trip is part of the curriculum or course program, there shall be a learning journal or observation guide that must be required and accomplished that highlights the relevant learning/s and competencies acquired by the students which would be the basis of their grades in the stated trips. The faculty should ensure that the journal/observation guide is thoroughly accomplished based on the format below:

## Overall Assessment of the Tour/Trip

---



---



---

Date & Time	Destination/Place / Specific Area Visited	Objectives Relevant Competencies To be Acquired	Lesson Learned	Degree of relevance to the course

### Checklist of Requirements For CMO No. 17 Policies and guidelines on Education Tours and Field Trips of College and Graduate Students

		Complied		Remarks
		Yes	No	
A. Before the educational Visit or Field Trip	Include in the curriculum with corresponding unit credits and time allotment whether lecturer or laboratory hours			
1. Include in the curriculum	-specify course title and unit credits			
2. Guidelines of concerned HEI include in the student's handbook, Displayed in conspicuous places, and included in the General Orientation of Freshmen	Updated Guidelines of concerned HEI include in the student's handbook, displayed in conspicuous places, and included in the General Orientation of freshmen			

3. Faculty-in-charge	Faculty-in-charge  A. present designation			
	B. with letter of notification from the administration  Indicating Faculty-in – charge role and responsibilities before, during and after the educational tours and field trips			
4. Advanced and properly coordinate with the local government and other concerned non- government officers	Advanced and properly coordinated with the local government and other concerned non- government offices with letter request by the sending HEI and acknowledge/approved by LGUs/NGOs			
5. Consultation conducted to concerned students, faculty and stakeholders	Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendances signature			
6. Destination chosen considering cost and benefit requirements	Destination chosen considering cost and benefit requirements, safely and relevance with the subject matter			
7. Fund and resources properly secured	Fund and resources properly secured and accounted for			
8. Briefing to concerned faculty and students	. Briefing to concerned faculty and students and provide the needed info			



	materials			
9. Written plans submitted to HEIs	Written plans by the accredited travel agency (if appropriate) with attached Grant Chart duly-approved by the HEI			
	Copy of the Itinerary and Travel Agency's or Tour Operator's Accreditation Certificate issued by DOT			
10. Insurance for students, faculty and other concerned stakeholders	Individual or group Insurance for students, faculty, and other concerned stakeholders			
11. Format of Learning journals given to students	Standard Format of Learning journals given to students			
12. Announcements to students, faculty and parents	Announcement to students, faculty and parents made one (1) to two (2) months before the scheduled date of educational tour/field trip			
13. Risk Assessment Plans in place	Risk Assessment Plans and preventive measures given to students and stakeholders			

### **Students Organization and Activities**

A student organization of the University or of any college or school thereof shall be any association, club, fraternity, sorority, order, or any other form of organized group fifty percent (50%) or more whose members are students of this University or whose principal officers are such students. When the vacancy is not permanent, the Council may choose a replacement who shall discharge the duties of the council member during the period of the latter's temporary vacancy.

Organizations which are provincial, sectional or regional in nature shall not be allowed in the University.

Student organizations may be University, College or class organizations. A University student organization shall be one whose members belong to two or

more colleges of the University; a college student organization shall be one whose members belong exclusively to one college; and a class organization shall be one composed of members of a class in any college.

University student organizations shall be directly under the control and supervision of the University Council Committee on Student Organizations, Activities and Welfare, through the Director for Student Affairs. College/campus student organizations and class organizations shall be under the jurisdiction of the Dean/Director of the corresponding college/campus.

The University Council Committee on Student Organization, Activities and Welfare shall have as its ex-officio Chairperson the Director for Student Affairs. The Committee shall review and recommend to the Council policies on student organization, activities and welfare.

Every University student organization shall have one or more faculty adviser or advisers chosen by it and approved by the Director of Student Affairs. No student organizations may hold any meeting or undertake any activity for any purpose whatever, except that of adopting the constitution, before its adviser or advisers are appointed and have assumed office.

No University student organization shall be allowed to function without a constitution which has been previously approved by the President through the University Council Committee on Student Organization, Activities and Welfare and the Director for Student Affairs.

Appeals from the decision of the Committee may be made within 36 hours from the time the decision is made known to the head or acting head of the organizations. They shall be taken to the President whose decision shall be final.

## **B. FACULTY**

### **Faculty Hiring & Selection**

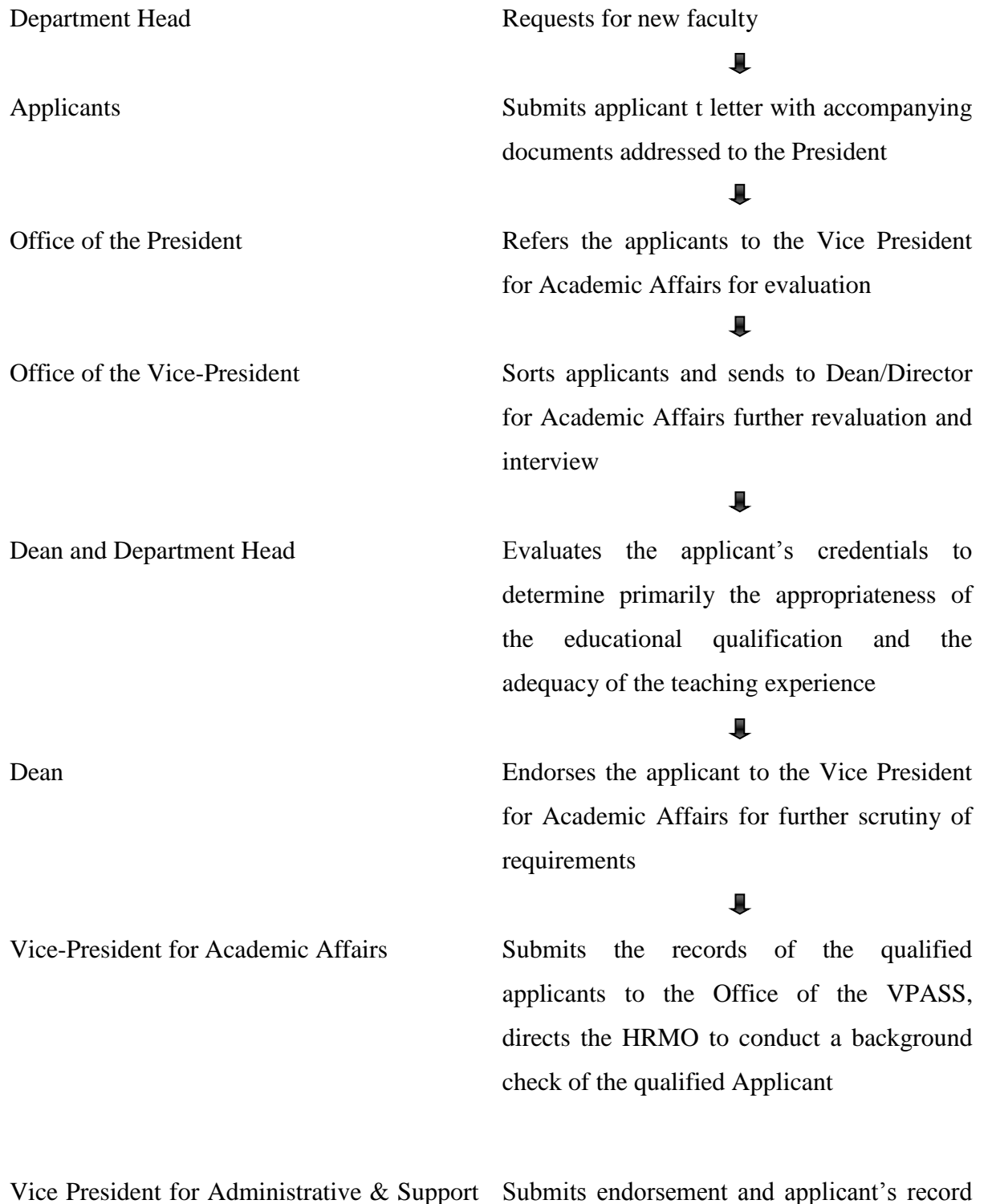
Hiring of faculty members is based on the need of the department for services, which cannot be fulfilled by full time faculty members of the department. This need is determined by the department head and reported to the College Dean/Campus Director. Search of the faculty member is done through the following:

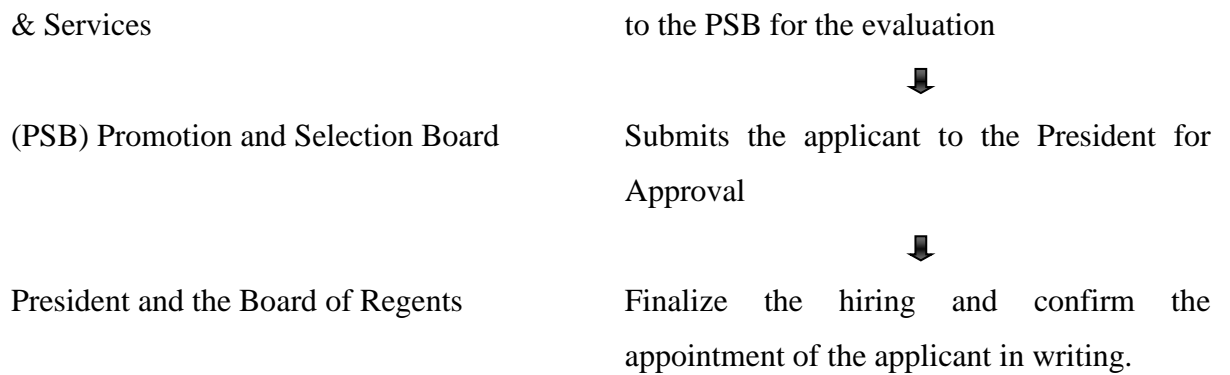
Recommendation from colleagues who are aware of the need;

1. Files of applications are sent to the office of the President;

2. Forwards the applications to the Office of the Vice President for Academic Affairs for sorting.
3. Forwards the sorted application letters to the College Deans for their evaluation and filing;
4. Advertisement of the need for faculty members.

**Hiring Procedures (Flow-Chart)**





This Flow chart establishes the activities in the recruitment and hiring of qualified and competent faculty and personnel

### **Faculty Loading**

A normal teaching load of 18 units per semester or its equivalent shall be required of each faculty member; provided, however, that no member of the faculty shall teach less than six (6) units per semester.

The President may reduce the teaching load to not less than twelve (12) units per semester, of any faculty member who is actively engaged in research, community service, and/or other authorized activities and no faculty member shall be allowed a total teaching load of more than 18 units per semester, including authorized teaching outside the University, unless otherwise given prior authorization by the President due to exceptional circumstances.

In the computation of teaching load, at least 18 hours, evenly distributed throughout the term, devoted to lecture, discussion, or recitation, or to any combination of these, or at least 32 hours supervision of laboratory work, field work, or related student activity, shall be credited as one (1) unit of teaching load; provided that in exceptional cases, the President in her/his discretion, may consider at least 24 hours of laboratory or similar work as the equivalent of one (1) unit of teaching load. A faculty member who combines, merges, or meets two or more sections as one (1) class shall be credited for teaching one (1) section only.

Thesis advising shall not be given any teaching load credit but shall be given honorarium in accordance with University rules and regulations.

### **RESPONSIBILITIES OF FACULTY/PROFESSOR**

- 1. Assists in the implementation of the Mission of RSU San Fernando Campus.

- 2. Teaches classes as assigned in accordance with the mission of RSU San Fernando Campus , course outlines, departmental policies and goals, school and departmental grading policies, as well as other school regulations.
- 3. Respects the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved. In these cases the appropriate administrator should be notified immediately.
- 4. Is obligated to read assignments given to students in a timely manner.
- 5. Handles routine discipline problems within the classroom and makes referrals to the Deans for serious infractions in accordance with school policies.
- 6. Carries out extra-curricular assignments as specified in the employment contract.
- 7. Participates in both formative and summative evaluations and makes good faith efforts to follow through on professional development strategies identified in these evaluations.
- 8. Keeps classrooms neat, orderly, and able to be used by other teachers assigned to share the room.
- 9. Interacts with students and colleagues on a professional basis in accordance with the policies specified in this manual.
- 10. Reports unsafe building conditions or other safety hazards to the Director of Facilities or to the Campus Director.
- 11. Attends all department and faculty meetings and in-services, participates in the review and ordering of instructional materials in relevant subject areas, and performs other services for the department as requested by the chair.
- 12. Adheres to all institutional policies and procedures as specified in this manual, departmental handbooks, the Student-Parent Handbook, and with other directives as issued by the President.
- 13. Arranges for guest speakers, films, field trips, special activities, and other educational experiences which will enrich the subject area for which he or she is responsible with the approval of the administration.
- 14. Is punctual at all class meetings, parent conferences, faculty meetings, supervisory assignments, and student assemblies as required. Only the Campus Director can excuse attendance from any of these functions; permission to miss any event is to be obtained well in advance.

□ 15. Teachers are to conform to professional standards of dress, language, and conduct in accordance with the policies specified in this manual.

□ 16. Teachers are strongly encouraged to participate in workshops, to join professional organizations, to visit other schools and to seek additional formal training. Requests for time off to pursue such activities should be made at least two weeks in advance.

### **Faculty Attendance**

The report of attendance of all committee meetings shall be consolidated by the assigned academic council secretary that would then be one of the documentary attachments in any endorsement of the committee to the Academic Council.

### **Absences**

Three (3) successive and two (2) accumulative absences incurred by any member in the meetings of the committee shall be considered as a ground for dis membership from the committee. The committee reserves its right to appoint new member/s as deemed necessary and appropriate.

### **Tardiness**

Faculty and employees must be in the campus or on post 10-15 minutes before time and must not go home before 5 P.M. (heads must remind their subordinates).

### **Make-up Classes**

1. Faculty member shall accomplish make-up class form for approval of the dean
2. Students shall be properly informed by the faculty member as to the schedule of make-up class

### **Faculty Meeting**

The schedule of faculty meeting is every after the values formation which is scheduled every Tuesday of the second and third week of the month. General Assembly with the students is scheduled every first Tuesday of the month and a mass on the last Tuesday of the month. Emergency meetings are held as the need arises. All faculty and employees are required to attend these meetings.

### **Faculty Performance Evaluation**

The Romblon State University shall develop its own performance management system ( PMS) performance evaluation system ( PES) for staff and faculty positions/ ranks to be administered in such a manner as to continuously foster the improvement and efficiency of the faculty members as well as effectiveness of the organization. It shall be an organized, methodical and standardized system of evaluation for staff and faculty members for organizational effectiveness. Said system shall be administered in accordance with the regulations and standard established by the Civil Service Commission. The CSC may assist the SUC in establishing its performance evaluation system.

### **Policies**

1. The performance rating of both non- teaching and teaching personnel shall be used as basis for promotion and giving of incentives and rewards.
2. The performance evaluation system may provide for at least five adjectival rating:
  - A. Outstanding
  - B. Very Satisfactory
  - C. Satisfactory
  - D. Unsatisfactory
  - E. Poor
3. No faculty and staff will be considered for promotion without a record of at least two successive performance ratings of at least very satisfactory immediately preceding the assessment of candidates for advancement to higher ranks or position.
4. The Romblon State University shall develop its own PES/ PMS in accordance with CSC policies to be approved by the CSC regional concerned.
5. A Performance Evaluation Review Committee (PERC) shall be created in the SUC with composition and responsibilities as follows:

### **Composition**

**Chairman-** Head of Agency( or authorized representative)

### **Member**

1. VP for Personnel Administration( or highest ranking official in charge of personnel management);

2. Vice President for Academic Affairs;
3. Dean encompassing non- teaching academic units;
4. Director for Planning(or head of planning unit or its equivalent);
5. Two representative both nominated by the duly accredited RSUUNTPA for non-teaching and ROSCOFEA for faculty association. The term of office of the representatives shall be determined by the PERC.

### **Responsibilities of PERC**

1. Review of the non- teaching and faculty members performance targets
  2. Review of performance
  3. Determination of performance
  4. Monitoring and evaluation of PES/ PMS.
6. Other feature and details of the performance evaluation system shall be reflected in the system that the campus will adopt as approved by the Civil Service Commission.

## **Classroom Management**

### **Care of the Classrooms**

The lights in the classroom are to be turned off when the classroom is not in use. The teacher of the last class for the day should turn off the lights, close the windows, and lock the doors.

All staff members should report, in writing, or e-mail any maintenance and/or janitorial needs to the Chairperson of Facilities immediately. All such requests are to be given to the Director of Facilities. Care should be taken to leave the classroom neat and orderly after each period because many classrooms are used by more than one teacher.

### **School-Day Supervision**

No student or group of students may be left unattended in a classroom, the gym, the locker room, or any other area of the RSU San Fernando Campus campus. Faculty



members are to supervise their classrooms and the corridor areas near their classroom between periods.

At the beginning of the school year, every faculty member is assigned a specific location to proctor at each of the following activities:

Mass

Assembly

#### Other Students Activities

Faculty members are required to report to the scheduled area within 5 minutes of the beginning of the activity and remain for the duration of the activity. Each faculty member will actively supervise their area and correct any inappropriate behavior when it occurs. In addition to addressing the inappropriate behavior directly, the faculty member will inform the appropriate Dean of all extraordinary discipline problems.

At various times throughout the school year, Faculty members may be assigned other supervisory duties (i.e., standardized testing, special class meetings, special events, etc.) by the Administration. Every attempt will be made to publish these special proctoring assignments sufficiently in advance.

Faculty members automatically assume supervisory responsibility when they open any school facility for students, graduates, or outsiders.

All student meetings for co-curricular activities before, during, or after school must have the coach or faculty moderator present. No group of students may be allowed to use any school facility without a faculty member being present.

No teacher is allowed to keep an entire class after school without specific and prior permission of the Deans' office. Individual students may be asked to remain after class or after school for specific reasons, for any reasonable length of time.

### **In-Breeding Policy**

Most leading universities of the world, including the best Institutes of India have an explicit or implicit policy of not including their own students into the faculty. To avoid such in-breeding, the CED will follow the following policies:

1. Candidates who have obtained or are expected to obtain their most recent degree (Ph.D. or M.A.) from the College will normally not be considered for recruitment, except where

there is a 3 year- gap (approximately) between leaving the Institute and the expected date of joining.

2. This is not applicable to candidates who are already members of the faculty, either regular or on contract, and are pursuing a higher degree in the University.

3. In special cases, where the department or the Selection Committee feels that an exception needs to be made (for reasons such as severe shortage of faculty in a given academic field or exceptionally brilliant candidate or any other), the reasons for such exceptions are to be recorded in writing and put up to the Faculty Selection Board (FSB) for approval. The Board, if convinced, may confirm the selection. Such appointments will not serve as precedence.

## **C. CURRICULUM**

### **Curriculum Review and Revision**

The administration provides adequate resources and support so that effective, quality curriculum can be attained at a minimal cost.

Administration monitors and supervises the effective implementation of the intended curriculum.

Regulations are promulgated to understand widely the clear model of good practices which are identified and disseminated.

Administration is the vehicle which assures that policies and procedures for implementation of the curriculum are implemented.

### **Composition of College Curriculum Committee**

This committee shall be composed of a co-chairperson who is a Senior Faculty member of the University and a holder of Ph. D in Education degree. All Deans, Campus and Institute Directors are automatically considered as members of the committee.

### **Function of the College of Curriculum Committee**

Institute Dean and Department Chairperson are tasked to monitor the implementation of the intended curriculum. The process for monitoring is done through:

1. Coaching and empowering scheme of chairs;

2. Mentoring the new faculty by the senior faculty members;
3. Checking of course syllabi;
4. Evaluating and requisitioning instructional materials and equipment;
5. Observing classes;
6. Analyzing results of performance ratings of teachers and students;
7. Sharing of “good practices” through meetings, formal and informal seminars and trainings;
8. Records keeping;and
9. Getting feedbacks from students, faculty, and non- teaching staff through surveys and interviews.

A period review is conducted by the curriculum committee for a systematic and effective evaluation of the curricular programs. Needs assessment through survey and interviews with teachers, students, community and stakeholders are conducted by the curriculum committee to improve the curriculum and the practices of teachers in the implementation of the curriculum.

The curriculum committee reviews all PAFTE and TEC recommendations and CHED memos for inclusion or revision of the existing curriculum. The group sees to it that mandate courses are included in the curriculum.

### **The Curriculum Review Process**

1. The Department Chairperson initiates the curriculum review of the program under his/her department. In this stage, all faculty members under the department convene and review the curriculum and come up with the recommendations/proposals on how it will be enhanced based on CHED, PRC and industry requirements.
2. The Department Chairperson endorses the recommendations to the College Dean. The college secretary shall schedule a meeting to deliberate the endorsed recommendation upon consultation with the College Dean and all members of the College Curriculum Review Committee (CCRC). The CCRC shall be composed of the College Dean as Chairperson, two (2) senior faculty members and all department chairpersons as members.
3. The CCRC convenes and discuss thoroughly the proposal/s.

4. The College Dean endorses the reviewed curriculum of the program/s to the Curriculum Committee of the Academic Council for final review and endorsement to the council through the council secretary for inclusion in the regular agenda items of the council meeting.

#### **D. SUPERVISORY PROGRAM OF THE CAMPU DIRECTOR**

Deans Supervisory

A. The approved organizational structure of the campus becomes the implementing mechanism for the attainment of Vision, Mission, Goals and Objectives.

#### **DESIGNATION OF ADMINISTRATIVE AND ACADEMIC OFFICIALS OF RSU-SF CAMPUS**

In order to facilitate the operation of the Campus programs and projects to maximum level of performance, the following personnel are hereby designated effective June 18, 2015, to wit:

<b>NAME</b>	<b>-</b>	<b>POSITION</b>
DR. CARMEN J. RIVA	-	Dean for Instruction/ Personnel Management Officer
PROF. RICARDO M. ROMERO	-	Chairperson, Administration and Support Services/BAC/ Head, Task Force Committee on Physical Facilities Repair and Ground Maintenance/NSTP Coordinator
INSTR. BETCIEVA G. RADA Adviser, Science Club/	-	Chairperson, Research/  Practice Teaching Supervisor
PROF. MARILOU B. LLAVOR	-	Chairperson for Extension / Science Laboratory Custodian
DR. IRENE R. ROMIAS	-	Head, Graduate Studies Chairperson, Training Office
PROF. ROSALINDA A. ROMERO member	-	Campus Registrar/Secretariat BAC
PROF. LILIAN R. RUADO Extension ,	-	Campus Secretary/Coordinator for

TED

INS. BLEZILDA R. BANGALISAN Management	-	Head, Business Administration  (BAM)
Department/Chairperson BAC  Builders		Secretariat/ Adviser Sibuyan
PROF. MARIO R. RONA Department (TED)	-	Head, Teacher Education
PROF. ALLAN R. AYATE	-	Head, Technology Education Department Head, Task Force on Planning, Physical Facilities Development /NGP Coordinator
INSTR. REYNALDO V. RUGA	-	Coordinator, Planning Office Co-coordinator OSA Coordinator, BSBA, BSHRM
PROF. BERNABE M. BANZUELO (IGU)	-	Head, Income Generating Units
MRS. MARGIE R. RECTO Records	-	Assistant to Personnel Mgt. Officer/ Officer
MRS. WILHELMINA A. MOLO Admission	-	Guidance Officer/Chairperson,  Office
MRS. LYRA G. MURCHANTE Member	-	Supply Officer/ BAC
MRS. GENE R. RIANO	-	Librarian
INSTR. DENNIS BULLAS Extension	-	Coordinator, Sports/ Coordinator for  Tech. Dept.
PROF. MARYJANE R. ARBOLEDA	-	Coordinator, Culture & Arts
PROF. NOEL R. ROYO Affairs	-	Coordinator, Office of Student
PROF. ROSENIE B. RUTOR Office	-	Coordinator, Alumni Affairs
PROF. EDITHA R. FRANCO	-	Coordinator, Student  Publication and  Media Affairs

INS. VILLARIN M. VIBAS	-	Coordinator-Testing, Evaluation Office/Adviser- Mathematics Club
PROF. LILY S. RUTOR	-	Coordinator, HRM/ Asst. Chair, IGP
DR. WILSON ROMERO	-	Coordinator, Medical Unit
PROF. ELBERT R. PEREZ	-	Co- Coordinator for Sports/ SSC Adviser
MRS. MERLY R. RONA	-	Asst. Coordinator, Medical Unit
MR. DAVY P. ROBLES	-	Chief, Security Office
<b>PROF. MARICON R. RAFOL</b>	-	<b>Adviser, Technology Student Organization</b>
		<b>(TechSO)</b>
PROF. VIVIAN R. RENION	-	Adviser, Scholars Organization/ Coordinator, IGP/Extension BAM Dept.
PROF. NIXON R. RUBIA	-	Co-Adviser, TecSO/ Coordinator, Research Technology Department.
INS. EDUARDO R. ROMIAS	-	Co-Adviser, The Scholars Organization/ Mathematics Club
PROF. LETECIA G. ROMERO	-	Adviser, TESO /Asst. Lab. Custodian
INS. AMELIA R. RIÑO	-	Coordinator, GAD

The above designation, however, does not entitle the designee to any additional compensation.

If possible, optimum level of performance for the welfare of the faculty, employees, students and community are expected of the designees.

#### B. Plan Financing

The campus in an effort to help implement program and projects will seek to rationalize and institutionalize a scheme of cost recovery and maximum utilization of assets by undertaking the following:

1. generate revenue in line with existing resources and capabilities
2. systematize fund raising/ resource mobilization
3. seek donor support locally, nationally, and internationally
4. seek funding from LGU to help in the scholarship of the students

### C. Monitoring and Evaluation

c.1 Monitor and evaluate the department's performance on the quadratic functions and other school related activities using the OPCR.

c.2 Bases for monitoring:

1. Accomplishment report of the activities submitted not later than:

10 April for the first quarter

10 July for the second quarter

10 Oct, for the third quarter

10 Jan. for the fourth quarter

c.3 Evaluation

Analyze inputs and activities and the effects and impacts through the different levels of evaluation like individual, Academic, and non-academic.

d. Aside from administrative concerns the following actions will be taken:

1. formulate policies to serve as guide of both administrative and academic personnel in the performance of their duties and responsibilities (see appendix

2. submit the programs for accreditation and recognition

3. improve performance in LET

4. submit to automation

5. enhance linkages and institutional partnership

### **E. CONFLICT RESOLUTION (GRIEVANCE)**

A qualified next - in- rank employee may present the grievance with the agency grievance machinery under the following conditions:

1. Non- compliance with the selection process;

2. Discrimination on account of gender, civil status, disability, pregnancy, religion, ethnicity, or political affiliation;

3. Disqualification of applicant to man career position for reason of lack of confidence of the appointing authority; and

4. Other violations of the provisions of this Merit Selection Plan.

### **Student Grievance Procedures**

Students have the right to bring grievances against a faculty member or an administrator concerning academic matters. Such matters may include, but are not limited to: failure to abide by the stated policies and procedures articulated in a syllabus,

unprofessional classroom practice, arbitrary and capricious awarding of grades, failure to respect a student's right to privacy, and discrimination based on age, sex, religion, race, marital status, national origin, or disability (the last category, discrimination, will be handled by the GAD Office, following procedures developed in compliance with the (Gender and Development Act).

### **Informal Grievance Procedure**

If a student has a complaint against a faculty member, the student should attempt to resolve the complaint by an informal meeting with the faculty member involved. If the student believes that he or she cannot discuss the complaint with the instructor, the student should submit a written letter of complaint specifying the details of the grievance and the actions he or she is requesting to the chair of the department within which the faculty member is located. The student should file this complaint in as timely a manner as possible, but in no case can the complaint be filed later than the limits prescribed above.

If the student has an unresolved complaint against a chair, as an instructor of record, the student should submit a written letter to the dean of the school/college. The dean, or the dean's designee, should meet with the student within 10 working days to discuss and attempt to resolve the complaint. If the student has an unresolved complaint against a dean or director as an instructor of record, the written letter of complaint should be submitted to the Office of the Vice President of Academic Affairs. Again, the student should file this complaint in as timely a manner as possible, but in no case can the complaint be filed later than 10 working days after the beginning of the semester (the first day of classes) following the semester in which the incident occurred.

Upon receiving a written letter of complaint, the chair of the department or the dean or the Vice President for Academic Affairs has 10 working days to notify the parties involved and to schedule a meeting. The student may be accompanied by a counselor (parent, friend, attorney, faculty member, etc.) if the student so wishes. A counselor may consult with the student, but he or she may not cross-examine those giving testimony or otherwise participate in the meeting. The purpose of this meeting is to resolve the student's complaint, informally. The chair, dean or Vice President for Academic Affairs) will keep a written record of the meeting between the parties and within five working days will inform each in writing (by certified mail to the student) of the understanding reached at the meeting. This written record will be kept for a minimum of three years.

If after receiving the written communication of the result of the informal procedure the student is not satisfied, he or she may ask for a formal resolution of his or her complaint by filing a request with the Office of the Vice President for Academic Affairs for a hearing before the University Student Grievance Committee. A petition for a



formal resolution must be filed no later than 10 working days from the date of the postmark of the chair's (Vice President for Academic Affairs') letter stating the outcome of the informal resolution.

## **CHAPTER III.**

### **RESEARCH AND EXTENSION PROGRAMS**

#### **RESEARCH**

##### **I. INTRODUCTION**

The University Research Extension Training (RET) Office of Romblon State University (RSU) is the official arm of the institution in carrying out the University's second function as a Higher Education Institution (HEI). The University aims an interdependent approach on the three functions of HEIs namely: Instruction, Research and Extension; to make these three (3) functions responsive to the social, cultural, economic, and development needs at the local, regional, and levels.

As a State University, RSU envisions to continuously quest for information, knowledge generation, and development of new and excellent ideas essential for the betterment of the Romblon province, our nation in particular and the world in general. It employs strategic solutions to create a research climate conducive for learning, foster research interest and confidence and sustain the enthusiasm of faculty members through varied research capability-building seminars, workshops, presentations, and publications.

The URC serves as the university's clearing house for research and development and facilitates formulation of research agenda and themes, implementation, monitoring, assessment and evaluation. It also provides direction in carrying out research programs guided with intellectual and moral principles,

scientific and technological values, and respect to cultural differences, encouragement of multi and inter-disciplinary collaboration, and promotion of scholarship and service to community.

The University Research and Extension Center (UREC) was established in 2009 by virtue of Republic Act No. 9721 that mandated to undertake research and extension services and to provide progressive leadership in its areas of specialization. The institution made a breakthrough and provided an impetus in consolidating research activities of the different colleges and in formulating the University Research Guidelines and Research Agenda.

Creation of the University Research Center (URC) generates research programs that help enhance the competency of faculty and staff to conduct valuable researches, application of findings, dissemination of information and technologies, publications, and benefit to communities. The programs and services of the URC include institutional researches, external research programs, research education and implementation assistance, research disseminations, and policy formulation and implementation. Successful implementation of capability-building programs increases faculty involvement in research. Research outputs were disseminated through the internet, brochures, newsletters, research journals, and symposia. Technologies generated in R&D programs were utilized by local communities. The students and teachers collaborations help improve laboratory facilities, development of instructional materials, and improvement of university services.

## **POLICIES AND STANDARD ON RESEARCH**

Research is obtaining evidence to support or refute proposed facts or principles. It is a scientific investigation of phenomena which includes collection, presentation, analysis interpretation of facts that's link man's speculation with reality. As such, it shall showcase the best of the academic and intellectual products and processes of the system.

The purpose of rationalizing and harmonizing the implementation of programs and projects in line with research, the following policies and standards are hereby proposed. Especially for:

### **I. RESEARCH COUNCIL:**

1. All Assistant Professor, Associate professor & up including Master's Graduate will compose the Research Council that shall be made up of the following:
  - Chairman
  - Secretary
  - Members

2. Research council shall have a quarterly meeting every last week of the last month.

## **II. RESEARCH COMMITTEE:**

1. All faculty who are master's degree graduate and the heads of the department shall compose the research committee.
2. The research committee shall formulate policies to be approved by the research council.
3. Meetings shall be made as the need arises.

## **III. TERM OF REFERENCES:**

### **Adviser**

1. Must be at least master's graduate.
2. Function in advising the students after proposal defense.
3. Responsible in guiding the student in their research together with professor until completion.
4. Guides students the corrections given during the panel and sees to it all changes are incorporated.
5. Shall have a maximum of 5 thesis advising.

### **Professor/Instructor**

1. Identify/assign the adviser with committee with student's suggestion.
2. Approves the title or problem.
3. Recommends, proposes and gives suggestion for the improvement or refinement of the paper.
4. Collates the grade given by the panel and grade the students. (Proposal: Teacher 50% Panelist 50 % /Final Defense :50% Panelist, 25% Adviser, 25% professor)

### **Panel**

1. At least 3 panel members who are master's graduate and who shall serve as chairman (1) and members (2).
2. The panel rates the proposal and final defense.
3. Recommends, proposes and gives suggestion for the improvement and refinement of the paper during defense of the proposal and final defense.
4. In case of BSIT/ BTTE student's one organic faculty may join the panel.

## **IV. PANEL AND ADVISER, STATISTICIAN NAD EDITOR'S FEE:**

1. The adviser's fee shall be two thousand two hundred (2200) and from the amount two hundred (200) will be shared to the research office. Payment will made at the IGP office, receipt copy furnish to RET office.
2. The panel member shall receive each a total of five hundred (500) per thesis.
3. Editor's fee shall be five hundred pesos (500) per thesis.
4. Statistician shall be paid five hundred pesos (500).
5. The adviser is responsible for the collection of student's fee.

#### **V. IN HOUSE REVIEW/YEAR END REVIEW:**

1. Year end review shall be held during every third week of February and shall identify the best paper award for student/faculty (3,000 cash award for faculty and 1,000 for student's)
2. In house review for students shall be held as per schedule of each department. For the faculty, it shall be scheduled July to August.

### **EXTENSION**

#### **A. Background and Rationale**

The University Extension Center of Romblon State University is the official arm of the institution in carrying out its third function as a Higher Education Institution (HEI). RSU implements its quadratic functions using convergence and interdependent approaches. It ensures that these programs are responsive to social, cultural, economic, and developmental needs of the local community, regional, national and global.

Republic Act No. 9721 mandated the University to undertake extension services and progressive leadership in its areas of specialization. The establishment of the University Extension Center (UEC) provided an impetus in consolidating the extension programs and in formulating a general plan to integrate the services of the different colleges in the University.

The UEC is directed to conduct capability-building activities to equip the extension coordinators, thereby enhancing delivery of services to partner communities and other stakeholders. The UEC also strengthens its procedures, networks and linkages which made the University a valued partner and provider of quality service that is anchored on the philosophy of a socially responsive institution in making communities and stakeholders economically developed, empowered and self-reliant.

## **CHAPTER IV**

### **POLICIES AND GUIDELINES IN THE USE OF FACILITIES AND EQUIPMENT**

#### **Policy Statement**

It is the policy of Romblon State University to provide guidelines for proper use and maintenance of school facilities and safeguarding, custody and disposals of university property and equipment inventory.

#### **Statement of Purpose**

- Promote compliance with University Code for University Property Equipment Inventory
- Promote compliance with states and other legal requirements for equipment inventory
- Promote efficient management in the use of university property

#### **Definition of Terms**

##### ***Property Inventory***

A written record of personal property owned along with price paid and current value, used for tax or insurance purposes

### ***Facilities Services, Maintenance and Operations***

The organization that is responsible for overseeing the planning, development, operation and maintenance of university buildings, structures and grounds.

Responsible for the physical assets of the college to ensure a quality environment for students, faculty, staff and visitors.

### ***Maintenance***

Systematic day-to-day process funded by the annual operating budget to control the deterioration of university facilities (e.g. structures, systems, equipment, pavement, grounds and includes landscape management, custodial and call-in-requests for service.

Examples include:

- **Preventive Maintenance** - periodic scheduled work planned to provide adjustment, cleaning, minor repair and routine inspection of equipment to reduce service interruptions.
- **Scheduled Maintenance** – funded from Facilities Services resources to maintain and repair facilities and equipment that serve the function of the institution.

### **Applicability**

This policy applies to all University departments and offices as they relate to all university property and equipment inventory amounting to Php10,000.00 or more per item.

### **Management Responsibility and Accountability for Property**

All faculty and staff are responsible for protecting Romblon State University's property and adhering to inventory procedures that property can be accounted and maintained.

### **Processes**

#### **A. Title to Property and Equipment**

The title to all University-owned property and equipment shall always be in the name of Romblon State University rather than any particular department head, office or section. The same rule will be applied to all grants and donations to Romblon State University San Fernando Campus.

#### B. Equipment Identification Procedures

All university owned and research equipment will be tagged and assigned specific locations.

#### C. Equipment Inventory

An annual physical inventory is required to all university-owned property and equipment. Inventory records will be periodically updated to reflect new purchases, as well as disposals. Equipment must be kept in the assigned locations indicated on the equipment inventory record.

#### D. Equipment Set-Up and Installation Procedures

All equipment purchased by Romblon State University San Fernando Campus personnel that requires set-up and installation must be reviewed to ensure that the University can support the equipment in regard to space and requirements for operation.

#### E. Safeguarding University Property

No individual is authorized to remove, for any purpose, equipment from university premises without prior written approval from the property custodian.

#### **Terms of Use:**

1. Ensure that no third party is granted permission to use the facility or any portion without prior, explicit, written approval.
2. Ensure that no persons are restricted from participation for reasons of race, religion, sex, sexual orientation or handicapping condition.
3. Ensure that the representative specified in the application for the use of facilities and equipment as the “person responsible” for that use is, in fact, present for the full duration of the scheduled event.
4. Request and receive approval from the Facilities Services for any signs, banners or streamer which are displayed and assure that these do not deface school property in any way.

5. Observe the time limits specified in the approved application for the use of the facilities and equipment.
6. All student activities, teacher groups and other school-sponsored organizations can use the university facilities and equipment free of charge except for the use of sound system which requires costs for maintenance.

## **READING CENTER**

### **PRACTICAL GUIDELINES TO LIBRARY USERS ON HOW TO LOCATE A BOOK THRU THE CARD CATALOG**

The reader will go first to the Card Catalog cabinet. In the small drawers he or she will find 3x5 cards listing the Author Title and the subject of the book. The cards are filled alphabetically according to guide word on the top line. They are either Author cards, Title cards, or subject cards.

### **LEARNING RESOURCE AVAILABLE**

1. Books
2. Graduate Thesis/Undergraduate Thesis
3. Teacher Journal
4. Magazines
5. Vertical Files
6. Let Reviewers

### **LIBRARY RULES**

The Library is the “Brain and the Heart” of the university and it plays an indispensable role in accomplishing the goals of each department in order to perform its function to the satisfaction of all its users.

#### **1. LIBRARY CONDUCT**

- 1.1. Leave bags, envelop, folder, books, umbrella, etc. at the baggage counter. Bring only ball pen, notebook and valuable things.



- 1.2. Sign in LOGBOOK and present your library card upon entering the library.
- 1.3. Observe "SILENCE".
- 1.4. Observe proper dress code.
- 1.5. Avoid tampering.
- 1.6. The library card is not transferable strictly no lending and borrowing of card.
- 1.7. Cell phone should be turn off or switched to silent mode upon entering the library.
- 1.8. Seats are not observed to be disarranged. Anything left on the reading tables for this purpose shall be removed by the library staff to room for other costumers.
- 1.9. Public services shall cease 15 minutes before the indicated closing time to enable staff to put the library in order for the next day's work.
- 1.10. Should you need any help, don't hesitate to approach any librarian on duty.

## **2. BOOKS**

- 2.1. General reference books such as Encyclopedia, dictionaries, newspaper, magazines and other materials should use only in the library.
- 2.2. Students may borrow a maximum of (2) book for overnight use provided each has different title.
- 2.3. Books should be borrowed personally.
- 2.4. No books should be taken out of the library without proper acknowledgment by the librarian.
- 2.5. Reference books can be taken home at 3:00 p.m. and to be returned the following morning before 9:00 o'clock in the morning.
- 2.6. Books should be and may be renewed from the librarian.
- 2.7. Books/materials may be recalled at any time whenever necessary.
- 2.8. Students are allowed to borrow books strictly for 30 minutes only during school hours. Failure to return after 30 minutes shall be fine P5.00 per hour.
- 2.9. No borrowing of books overnight (3) three days before exam.

## **3. FINES AND OTHER PENALTIES**

3.1. Students who fail to return borrowed books on the due date shall be fined P10.00 peso per day until such book are returned. **“NO PAYMENT. NO BORROWING”**.

3.2. Books are **STRICTLY** to returned the following morning before 9:00 o'clock AM (Late returnees will be fined P5.00 per hour).

#### **4. LOSES (BOOKS AND BORROWERS CARD)**

4.1. Lost books can be replaced with same kind, if not, payment in cash shall made corresponding to the current price of the lost book.

4.2. Report any lost book/material to the librarian immediately.

4.3. Mutilation of library material is penalized by a fined equal to the replacement value of the book.

4.4. The owner of the lost borrower's card must report his/her loss immediately to the circulation counter.

#### **LIBRARY USERS**

1. Faculty and employees of the university
2. Bonafide students of the school with the current validated library card
3. Researchers form other school and other institution referred to by their respective librarian or other school officials
4. Employees of various agencies
5. College alumni, retirees

#### **SECURING LIBRARY CARDS**

##### **Requirements:**

- a. Certification of enrollment (Registration Form)
- b. 2 copies of 1x1 ID picture and
- c. Php. 30.00 for lamination

#### **GUIDELINES USING THE LIBRARY COMPUTER**

1. All students, faculty, and staff are allowed to use the computers in the library for research only.

2. Ask the permission of the librarian if you are going to use the computer. The Librarian then will open the password of the computer.
3. Sign your name and time/out in the logbook.
4. **USB** should be clean first before using to avoid damage of the computer.

## **LIBRARY CLERANCE**

1. For clearance purpose library card must be presented.
2. Student with no library card will be cleared after checking the library records of their accountabilities.
3. Faculty and non-teaching personnel are required to secure clearance at the end of the school year or upon resignation or retirement.

## **UNIVERSITY LABORATORY FACILITIES**

### ***Laboratories***

A multimedia instructional center shall be maintained either as a separate unit or as a part of the library. It shall serve as a laboratory for the charts, pictures, films, slides, tapes, curriculum materials, course of study, computer- aided instructional materials, etc. A professionally trained personnel having experience in both areas of instruction and educational media shall administer the center.

A practicum laboratory in basic education, elementary class for BEEd and secondary class for BSEd shall be maintained within or outside the campus through appropriate linkages, networking or consortium.

## **SPEECH AND LANGUAGE LABORATORY**

### **Rules and Regulations in the Use of the Speech Laboratory**

1. Systematic entrance in the laboratory is an expected discipline. Avoid rush in going out.
2. **NO BAGS** allowed in the cubicle.
3. **CELLPHONES** should be shut off because it interferes with the sound system in the laboratory.
4. The speech instructor needs expertise in the use of computer.

5. Students are not allowed to use without the instructor.
6. Students should not go out often or move around to disturb others in their cubicles.
7. Assigning of students in the seat should be permanent.
8. Any lost or destruction made in the cubicle or with the phones will be paid for by the students.
9. Switch off and put headphones in its proper place after using.
10. No extra noise is allowed during sessions. The microphone is very sensitive to noise.

### **USAGE POLICY AND SAFETY IN COMPUTER LABORATORY**

It is important that everything you do in the laboratory is done safety. If you are unsure about any safety matter, ask the laboratory custodian or staff for instruction.

1. The faculty/ lecture is responsible fro each laboratory class have complete charge during the class.
2. If any faults with the equipment are suspected , the laboratory custodian or staff should be noticed immediately.
3. No eating, drinking, or smoking in the laboratories at any time.
4. Student's should not attempt to repair, open, tamper or interfere with any of the computer,printing, cabling, air conditioning or other equipment in the laboratory.
5. Please treat fellow users of the laboratory, and all equipment in the laboratory. With appropriate level of care and respect.
6. Student's are not permitted to work alone in the laboratory at any time.
7. Do not run your own software or load software to the computer's hard disk unless you have given permission to do so.
8. Do not delete. Disable or tamper with any software provided by the University.
9. Do not tamper with the hardware, network or power connection.
10. Never attempt to gain access to an account (user name or file) on another computer unless you have given permission to do so.
11. Do not connect your own equipment to the network except in approved location provided for that purpose.

12. All rubbish is to be removed and put in the bins provided.
13. Scheduled classes and student who are using for course related work will have priority.
14. No copyright materials (such as music) is to be stored on the computers or on the network storage provided.
15. No advertising material is permitted in the laboratories or the surrounding areas unless prior consent has been given by appropriate authorities.
16. Computers are not to be left unattended for than 30 minutes. Computers are logged unsaved data will be lost.
17. Playing games (including web-based games) and surfing sites for pornographic and violent themes is strictly prohibited.
18. Power, disk and system failures usually take effect without warning. The following good practice is recommended.
  - a. Save your files at frequent intervals.
  - b. It is sometimes possible retrieve files that have been deleted accidentally, but you should not rely on this feature.
  - c. Any user names or disk space provided for use on a particular course will be deleted at the end of the course. It is your responsibility to take a copy of anything you need before you finish.
19. Occupation Overuse Syndrome (OOS) is common in frequent users of computer workstation. Students should be aware that they can minimize the risk of injury by:
  - a. Ensuring that the chair, work surface, monitor and keyboard are in then correct position.
  - b. Taking frequent breaks.
  - c. Maintaining a straight-wrist position.
  - d. Using the whole arm to move the mouse, not just the wrist.
20. All users are directed to use these ICT facilities and services properties within legal and proper boundaries.
21. In case of emergency or incident in the laboratory, keep calm, Tell someone about it: the nearest staff member, a fellow student, or your instructor.
22. Students not copying with these policies will be reported to the appropriate authorities, following procedures stipulated in the University code and students Handbook.

## **SAFETY MEASURES IN THE LABORATORY ROOM**

We strongly advise the students to observe at all times the following safety measures in the laboratory. These rules to ensure that all work done are safe for you and your fellow students.

1. Put on the laboratory gown or apron and protective goggles before beginning an experiment.
2. Bare feet are not allowed in the chemistry laboratory.
3. Report any accident, determine what first aid is appropriate
4. When heating solutions in a test tube, be careful about the direction.
5. Chemical substance should not be inhaled unless you are told so.
6. Never look down in a test tube or flask.
7. Never taste anything in the laboratory.
8. Use fume hoods for reactions involving poisonous gases.
9. When evaporating flammable liquids, use hot-water bath.
10. Never heat a flask or beaker directly with a flame.
11. Be careful with the hot glass tubing.
12. Thermometers should be allowed to cool gradually.
13. Never add water glass to concentrated acid solutions.
14. To insert glass tubing through the hole of the cork or rubber stopper, moisten the tube with water or lubricate with glycerol.
15. Never work in the laboratory alone.
16. Know the location of safety equipment and first aid supplies and learn how to use it.

### **College Facilities and Maintenance**

It is everybody's responsibility and concern to take good care of all equipment, offices and facilities especially as a respect to previous predecessors and officials who have done and are making efforts to have these things available to us.

There is an existing task force for Planning, Implementation, Auxiliary and Support Services composed of committee with chairperson for planning and implementation who discharges the following duties:

1. Meet the task force for planning for the development of the campus;
2. Make the (POW) Program of Works for funded branches;
3. Implements the construction of the project based on the POW approved;
4. Performs other functions expected of unit heads which maybe assigned by the Campus Director or President from time to time;

Another committee chairperson for physical facilities repair and maintenance of the ground is discharged of the following duties:

1. Directly supervises the General Services Office staff, janitorial and maintenance staff;
2. Supervises the maintenance, cleanliness and sanitation of school buildings and facilities;
3. Oversees maintenance of order and security;
4. In matters related to physical plant facilities represents the Campus in dealing with municipal and national government agencies;and
5. Recommends budgetary requirements for the repair of physical facilities.

## **FACILITIES OPERATIONS AND MAINTENANCE**

### **A. PROPERTY INVENTORY**

1. All property is owned by the Romblon State University and custodial responsibility is assigned by department, office or a specific individual. The university has sole proprietorship of all property and equipment acquired regardless of source of funding and acquisition.
2. All property must be properly identified and/or labeled accordingly and secured by the property custodian.
3. Property transferred between departments must be documented using the official transfer process to ensure the 'receiving' department or office accepts ownership of the property and transferring department is released from his responsibility.
4. The Supply Officer is the Property Custodian responsible for ensuring that all faculty and employees adhere to inventory control procedures. She is likewise responsible for (a) establishing and enforcing inventory procedures for property assigned to the department and/or office (b) ensuring property is accounted at all times. Annually, Property custodian will be notified of the physical inventory to conduct departmental inventory and of applicable deadlines for the completion of annual inventory.
5. Missing or lost property should be reported:
  - a. All items will require documentation of attempts to locate the equipment
  - b. All items reported missing will be reported to the proper authority
  - c. Departments with high incidence of missing items will be required to investigate the reason for such losses.

- d. Department with high incidence of missing items may incur fiscal penalties, as determined by university administration.
- 6. Annually, Property custodian will be notified of the physical inventory to conduct departmental inventory and of applicable deadlines for the completion of annual inventory.

## **B.FACILITIES AND EQUIPMENT**

1. The Facilities and Auxiliary Services of the Romblon State University is responsible for maintaining and repairing the facilities on campus as follows:
  - a. Supply labor and paint for rooms requiring update
  - b. Supply adequate lighting and replacement bulbs.
  - c. Maintain all electrical and plumbing systems in safe working order
  - d. Responsible for locks, keys, door repairs
  - e. Responsible to repair/replace normal wear and tear to buildings, furniture, desks, chairs, blackboards, whiteboards, carpeting, etc.
  - f. Grounds Services
2. Any requests for maintenance/repairs should be reported to the Facilities Department. These will include facilities improvement such items for upgrades to offices (additional furniture, file cabinets, shelving, etc. ) and specialized classroom needs (shelving units, cabinets, file cabinets, bulletin board, etc.)
3. The Facilities Department will review all requests to determine which budget (s) will be affected, including project time and cost estimates, and will confirm with the requesting department or office in writing.
4. Any department or employee or student organization interested in sponsoring a special event (e.g. parade, fun run, programs or any event that otherwise does not occur on a routine basis at Romblon State University), is responsible to complete a Campus Grounds Use Request Form and Sound Permit.
5. No specialized equipment such as pumps, window-mounted air conditioner, etc. shall be installed without first contacting the Facilities Services Department.
6. Equipment to be brought outside the campus should secure a written request to be approved by the Campus Director. The Property Custodian will then prepare a Request and Issue Slip for Equipment for the release of said the equipment. This will be presented to the guard on duty.



### **C. CLASSROOMS**

1. 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.
2. 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.
3. The faculty must be the last to leave the room and see to it that fans, lights and other electrical facilities are off.
4. A class or block will be assigned to maintain the cleanliness and orderliness of the room.
5. 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.
6. All Classrooms will be padlocked after classes. 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.
7. 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.
8. Whenever the rooms will be used for purposes other than classroom activities, a request for the purpose must be approved by the Dean:
  9. If the request is from the CED students, a written request is needed duly noted by the class instructor/ adviser and endorsed by the Department Chairperson. In the event that CED students will have an overnight activity, the letter request must be noted by the Office of the Security Services.
    - 9.1. If the request is from the administration or other colleges/institute, a simple verbal or written request may be done.
    - 9.2. 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.
    - 9.3. 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.

### **B. CHAIRS**

1. All chairs with arm rest (wooden, fabricated and mono bloc) are for classroom use. The proper care and use of these chairs are the responsibility of the faculty concerned who uses the room.

2. The Facilities and Auxiliary Services Department is in-charge for the maintenance and repair of chairs.
3. Attention is given to the chairs at regular intervals to give many years of excellent service.
4. Regular maintenance should be observed three (3) months after chairs are installed, check all fastening for tightness. Every six (6) months thereafter, chairs should be carefully inspected by a responsible person. Any loose fastenings and hardware should be tightened and broken parts immediately replaced.
5. Plastic Arm Rest. Any part of the chair which breaks should be properly replaced to prevent additional breakage and injury to occupants. Chairs should be withdrawn from service until proper repairs are made.

## **Policies and Guidelines in using Computer, Printing and Photocopying Machines**

### **a. Computer Use Policy**

- Computers at the campus office are for faculty and staff use only.
- 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.

### **b. 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 is 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.

## **Janitorial Cleaning Services**

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

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

## **Energy and Safety Management**

- A.** 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 encouraged to practice the following:

1. If possible, all lights & lighting's and fans will be tuned on only on when necessary.
2. Two or three lamps will only be lighted during night time at the Campus corridors.
3. If possible, LED lamps will be used and the use of CFL is discouraged.
4. 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.
5. Students are not allowed to charge electronic gadgets in any CO's except for academic purposes.
6. Students without classes will not be allowed to stay inside the classrooms to avoid usage of fans and lights.
7. Air-conditioning systems inside the offices shall only be opened at 8:00 in the morning and shall be closed 1 hour before closing time. Electric fans in rooms and offices must be turned off when not in use.

8. Desktop computer must be closed when it will be idle for more than 30 minutes.
9. Open wires must be reported to the Dean's office immediately.
10. Periodic inspection of electrical facilities shall be done for safety purposes.
11. All damaged electrical facilities must be reported for immediate replacement.
12. Unplug all devices before leaving the rooms and offices.
13. All possible energy saving activity is encouraged.

## **OFFICE SUPPLIES MANAGEMENT POLICY**

### **System Of The Supply Management**

#### **I. ACQUISITION (PURCHASE) OF SUPPLIES, MATERIALS AND EQUIPMENT**

##### ***A. THROUGH LOCAL CANVASS/ SHOPPING***

1. Preparation of Purchase Request stating therewith the description of items to be purchased including the quantity and estimated cost of those items signed by the requesting official/employee, recommended by the Campus Director, duly signed by the Budget Officer for funds allotment and the university president for approval.

*Note: All Purchase Requests should be included in the approved Annual Procurement Plan (APP) and approved Special Budget of the campus/university.*

2. When Purchase Request has been approved, canvass shall be prepared by the Supply Officer to at least three (3) prospective suppliers for their quotation of supplies/materials/equipment.
3. Upon return of the canvass papers by the suppliers, Abstract of Quotation shall be prepared to determine the lowest price and winning bidder signed by two (2) members of the Bids and Awards Committee(BAC) and the Chairman of the BAC, attested by the Supply Officer and approved by the University President.
4. Purchase Order (PO) will then be prepared and served by the Supply Officer to the winning bidder/supplier signed by the accountant and approved by the University President stating therewith the unit, quantity, description of items and the total cost. The Purchase Order shows the P.O. number, the date the PO was prepared and the mode of procurement, whether it is through local

canvass, direct purchase or public bidding. It is also indicated in the Purchase Order the Allotment and Obligation Slip (ALOBS) No.

5. When supplies/materials/equipment are delivered, those will be inspected by the members of the Inspection Committee of the campus and the Supply Officer. After which, Inspection and Acceptance Report will be prepared signed by the former and the latter confirming that items received are verified as to the quality and completeness.
6. Obligation Request/ Budget Utilization Request will then be prepared to certify that the agency has the obligation to pay the expenses incurred signed by the Budget Officer and the Head of the Procuring Entity of the campus/university.
7. Disbursement Voucher will be prepared payable to the winning bidder/supplier stating therewith the total amount of obligation and the amount of tax withheld signed by the Accountant and approved by the university president.
8. Certificate of Withholding Tax is prepared for the amount of tax withheld by the agency from the total amount payable to the supplier.

#### ***B. THRU PUBLIC BIDDING***

- Procurement of goods will follow the procedures as stated in RA 9184 or the Government Procurement Reform Act

#### ***C. THRU DIRECT PURCHASE***

- The same procedure is being followed in purchasing supplies thru local canvass except that:
  - *Canvass and Abstract of Quotation is no longer prepared*
- Purchase of office and school supplies is being done thru direct purchase at Department of Budget and Management (DBM) Procurement Service in Manila. Supplies that are not available are being canvassed and purchased locally.

## **II. FOR CONSTRUCTION OR REPAIR OF BUILDINGS, FACILITIES AND OTHER STRUCTURES**

1. There should be a Program of Works and Designed Engineering Estimate prepared by the Chairman of the Facilities and Auxiliary Services.

- ❖ The Program of Work (POW) shows the following data and information:
    - a. Name of the Project
    - b. Location of the project
    - c. Appropriation of budget
    - d. Source of Funds for the project
    - e. No. of days to complete the project
    - f. Implementation Procedure
    - g. Date of starting the project
    - h. Description to works to be done
    - i. Direct total cost as stated in the description of work to be done
    - j. Breakdown of estimated expenditures with corresponding amount and its percentage to the total cost (such as labor, materials, rental of equipment, fuel, oil, maintenance, overhead, etc.)
    - *The POW is being prepared and signed by the Chairman of the Facility and Auxiliary Services. It must also have the signature of the Campus Director for her recommendation, checked by the accountant, concurred by the Budget Officer and approved by the university president.*
  
  - ❖ The Designed Engineering Estimates contain the following data:
    - a. Name of the project
    - b. Location of the project
    - c. Description of work to be done with the estimated cost of labor and materials to be used per job performed (such as carpentry works, painting works depending on the type of project). It should clearly state the quantity, unit, description of the item, unit cost and total cost of materials needed in the project. For the labor, it is indicated therein the no. of calendar days to complete each type of work to be performed.
    - *The Designed Engineering Estimate is being prepared and signed by the Chairman of the Facility and Auxiliary Services. It must also have the signature of the Campus Director for her recommendation, checked by the accountant, concurred by the Budget Officer and approved by the university president*
2. When the Program of Works (POW) and Designed Engineering Estimate has been approved, the same procedure is being followed above depending on the type of procurement to be used but mostly, the acquisition of materials and supplies are being done thru public bidding or canvassed locally unless

otherwise if there is failure in the bidding process, negotiated procurement may also be used.

### **III. ISSUANCE OF SUPPLIES AND MATERIALS TO OFFICIALS, FACULTY AND EMPLOYEES**

1. Secure the Requisition and Issue Slip (RIS) form from the Supply Office.
2. Accomplish the RIS form in triplicate copies stating therewith the unit, quantity and description of items to be withdrawn. These are signed by the requesting faculty/official/employee and approved by the Campus Director.
3. Proceed to the Supply Office presenting the approved RIS for issuance of supplies. After which the Supply Officer will sign in the RIS confirming the supplies issued and duly received by the requesting faculty/employee.
4. At month end, the Supply Officer will prepare the Report of Supplies and Materials Issued for the month.

### **IV. ISSUANCE OF EQUIPMENT AND OTHER PROPERTIES TO OFFICIALS, FACULTY AND EMPLOYEES**

1. Prepare the Acknowledgment Receipt for Equipment (ARE) in triplicate copies stating therewith the unit, quantity and description of equipment receipted with their corresponding cost acknowledged by the official/ faculty/employee and signed by the Supply Officer. The date of issuance is likewise stated.

### **V. CONDUCTING OF ANNUAL PHYSICAL INVENTORY OF PROPERTIES**

1. At the end of every school year, the Supply Officer scheduled a room to room inspection of the properties receipted to faculty before they go on summer vacation. Likewise, the properties and equipment located in every office of the campus is accounted for to determine the validity and completeness of the entry in the inventory report.

### **VI. OTHER CONCERNS**

1. During end of school year, faculty are requested to submit to the Supply officer the following documents:
  - a. List of Supplies Requisitioned for the school year.
  - b. List of Supplies Needed by priority.

- c. Inventory of properties Left in the Room
  - These are requirements for the signing of their clearance.
- 2. During end of first semester, heads of departments and offices are provided with the Project Procurement Management Plan (PPMP) form for them to accomplish and submit to the Supply Officer before the year end. It is listed there all the materials, supplies, equipment and other properties that they need in their department/office for the next school year. The PPMP is being consolidated by the Supply Officer as the basis in the preparation of the Annual Procurement Plan (APP) of the campus.

## **APPENDICES**

### **A. Program Checklist**

### **B. Vicinity Map**

### **C. Sample clearance**

### **D. Sample Observation Guide**

### **E. Policies Reviewed and Approved for the Implementation During the Academic, Administrative and Employees Meeting**

## **POLICIES REVIEWED AND APPROVED FOR IMPLEMENTATION DURING THE ACADEMIC, ADMINISTRATIVE AND EMPLOYEES MEETING**

**(January 24, 2013; January 31, 2013 & February 1, 2013)**

### **ON ATTENDANCE, MOARS, USE OF FACILITIES, / PRODUCTION;**

1. Faculty and employees must be in campus or on post 10-15 minutes before time and must not go home before 5 P.M. (heads must remind their subordinates)
2. Avoid going out when not on official business; during emergency must sign in the logbook at the gate; guard must record. Those who usually come 30 minutes late must be noted and counseled.
3. Guard must include in their MOAR how many visitors, faculty and employees were served. This also holds true with other offices.
4. Outsiders entering the gate must be inspected; Guard on duty must be vigilant always to serve/protect the students, faculty, employees and facilities.



5. Guards' logbook are to be kept and treated as confidential record of the university. No person is allowed to read, scrutinize and divulge its content. Only the chair for admin and the Campus Director has the right to inspect its contents. When already filled must be submitted to the admin for safe keeping.
6. Teachers and employees logbooks must be treated as official document. It reflects the signatures of faculty and employees who are present daily and are ready to perform their functions in the campus.
7. A new schedule for the guards was formulated by the Chair for Admin and was approved for implementation effective February 4, 2013. It is expected that proper turnover and receipt of the campus.
8. MOARS should be submitted if possible immediately on the last day of the month or within a week of the following month. All employees and faculty should submit to their immediate heads who will submit the same to the Chairmen (Instruction, Research and Extension and Administration in case of employees). A daily recording of accomplishment will help. Forms be provided by immediate supervisors.
9. All faculty and employees are required to attend our university activities on time for self development, information and service to colleagues and students. Immediate supervisors are directed to note, check, guide and counsel employees/faculty with problems relative to this policy. All faculty/employees as a sign of respect to oneself and to the whole assembly/council must not leave the venue especially during conferences until it is adjourned. If cannot be avoided, permission should be asked.
10. As Christian and friendly gesture, any faculty or employee may remind adherence to CSC policy if a colleague is observed not obeying the rules in the most acceptable way or may refer to the immediate supervisor. Commenting while the concerned is turning its back has no use at all.
11. It is everybody's responsibility and concern to take good care of all equipment, offices and facilities especially as a respect to previous predecessors and officials who have done and are making efforts to have these things available to us.
12. The chairs in the function hall are receipted to Mr. Alex Banzuelo; Inform/ask his permission when going to use these facilities.
13. All admin aides and contractuels are required to assist everytime there are activities in the campus. Volunteerism is a value.

14. Mr. Adrian Banzuelo is assigned to oversee the availability of technology/equipment everytime there is an activity especially when initiated by the administration.
15. IGP is a major function/concern of our campus, assignment to this job is counted as a part of one's function and will be reflected in the MOAR and performance.
16. At times when a patient is to be brought to a clinic administrative aides will be called to assist and not the guards on duty.

#### **ON COMMUNICATIONS/LEAVES**

1. All communications to and from the main campus must be known immediately to the Campus Director to avoid miscommunications.
2. Actions for leave, travels must be known to the CD. Form 6 must be initialled by the immediate supervisor before approval by the CD.
3. Any employee/faculty who failed to accomplish Form 6 before leaving the station will be on AWOL and will be noted, counselled, by the immediate supervisor and treated as absent without pay.
4. As professionals must have words of honor. Extra efforts should be done to notify authorities when promises/duties cannot be made.
5. As government servants and are paid by the government it is our responsibility to put priority to our clients over and above our personal gain.

#### **ON OFFICIAL MATTERS**

1. Teachers should avoid handling the funds of students organizations. OSA should require the organizations through advisers to report their finances/projects. Financial reports must be filed properly and presented to the body.
2. During activities a department should prepare immediately their financial report and present to the body a week after the activity. A portfolio containing the financial report and other documents of the activity will be submitted to the Chair of Instruction who will submit to the Campus Director for accreditation and reporting to the main campus.

## **OFFICE/SORROUNDING UPKEEP**

1. Spend 10 minutes always in cleaning and keeping things in order in each office before the start of the day.
2. Your immediate environment/surrounding is your concern. Cooperate in improving and maintaining our campus for the good of our students.
3. Initiate in improving our own offices. Tables must be properly covered every year.
4. Mr. Justino Halmin in the morning will help in the canteen. In the afternoon he will be assigned to maintain the science garden, the plants in the guest house, front landscape, flower boxes of the admin building and the stairs of the library. He should also sign in the logbook in the admin intended for the contractuales.
5. OSA should assign and schedule the scholars except the residents to help in the maintenance of offices and surroundings.

## **PERFORMANCE EVALUATION**

1. Evaluation must be objective. The sample size for clients and peers will be determined through a formula. Student evaluations as clients for employees will be coursed through the SSC. If possible a program should be created for them to go on line when evaluating to prevent too much paper waste. (Computer experts should attend to this)
2. Teachers on vacation basis before leaving the station for summer vacation should apply for a clearance. Portfolios with syllabi, test, TOS, financial reports, etc. should be submitted to the Heads of the Departments who will submit the same to the Chair for Instruction then to the Campus Director. No clearance means no vacation salary. Clearance will not be required of teachers on leave credits but they need to prepare their portfolios and submit the same proper authorities.

## **SERVICE CREDITS**

1. A memorandum and certificates are needed before a service credit is recorded. Every employee/faculty is expected to be proactive. Documents should be submitted immediately for proper recording.

2. Teachers must be reminded that service credits are first to leave credits before being monetized. 2.3 service credits= 1 leave credit

THESE POLICIES ARE SERIOUS MATTERS AND REFLECT THE HUMANE COMMITMENT OF EVERY FACULTY AND EMPLOYEE. ANYBODY WHO VIOLATES OR TENDS TO VIOLATE THESE RULES SHOULD BE COUNSELLED BY IMMEDIATE SUPERVISORS.

OTHER POLICIES WHICH WILL CONTRIBUTE TO BETTER PERFORMANCE OF EACH FACULTY AND EMPLOYEES WILL BE REVIED IF NEEDED.

LET US ALL WORK 8 HOURS A DAY OR MORE THAN AS EXPECTED FROM US. REMEMBER THAT FOR THOSE WHO GIVE MORE WILL BE GIVEN MORE AND THOSE WHO SHARED LESS; LESS WILL BE GIVEN. BLESSINGS COMES IN VARIED FORMS, PEACE OF MIND AND HEART ARE BETTER. ALWAYS SEE TO IT THAT WE PERFORM OUR FUNCTIONS DILIGENTLY FOR THE SAKE OF OUR STUDENTS AND THE COMMUNITY.

