



Mountain Province State Polytechnic College

GENERAL SERVICES OFFICE

**Operations Manual
2015**

VISION STATEMENT

A preferred university of developmental culture and inclusive growth

MISSION STATEMENT

It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship and an environment that assumes major responsibility in cultural vitality and well-being of the community.

GOALS

1. Attain and sustain quality and excellence for universityhood;
2. Promote relevance and responsiveness;
3. Broaden access and equity;
4. Enhance efficiency and effectiveness; and,
5. Develop harmony within the College, and with stakeholders and benefactors.

MAJOR THRUSTS

H - Hearty Approach to Management & Governance, & Transformational Leadership

E - Enriched Academic Programs

R - Relevant Student Services, Development, and Welfare Program

I - International and Local Linkages

T - Technology, Facilities, and Assets Enhancement Program

A - Aggressive Staff Development and Welfare Program

G - Gainful Resource Generation and Enterprise Development Program

E - Excellent Researches and Relevant Extension Programs

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PART I

INTRODUCTION

Mountain Province State Polytechnic College is among the state universities and colleges in Northern Luzon. It was formally established through Republic Act 7182 in 1992 during the term of the late President of the Republic Corazon C. Aquino. The law converted Mountain Province Community College into a state college that became the only government college in the province. Its creation provided educational opportunities for youths within the locality and nearby provinces who do not want to pursue their studies in the city.

The Board of Trustees, which is the supreme body of the institution, approved the Code of the Mountain Province State Polytechnic College known as the “MPSPC Code” that governs and applies to the entire college.

As embodied under the code, there shall be a General Service Office to look into the general maintenance, repair and supervision of buildings, grounds, facilities and other physical structures of the college. The office is also in charge for the establishment of different boundary lines and technical description of the land holdings of the college, initiate proper utilization and acquisition of land needed for various programs.

The General Service Office is one of the service units of the college headed by a director under the office of the Vice President for Administration and Finance (VPAF). It consists of three sub - service units: The building and electrical maintenance services; utility, janitorial and ground services; and student assistant services.

After the conversion of MPCC to MPSPC, Dr. Marcelino T. Delson who was then the college president designated the first Director for General Services Office in the person of Mr. William Lang-akan on May 27, 1994. His designation ended on March 2001. Dr. Peter L. Puma-at was the second to lead the office after Mr Lang-akan retired from the service from April 2000 – June 2005. He was replaced by Eng’r. Frank Armas from July 2005 – June 2010 when Dr. Nieves A. Dacyon was elected president of the college. Eng’r. Armas was designated as the Bontoc Campus Executive Dean in 2012 that gave a chance for Mr. Alban C. Fanao to take over the office from June 2012 – June 2013. In the same year when Dr. Eufemia C. Lam-en succeeded Dr. Dacyon, she designated Mr. Jayson Omaweng to head the office. Mr. Omaweng stayed in the office from June 2013 to July 2014.

At present, with the new administration under the leadership of Dr. Rexton F. Chakas as the president of the college, Mr. Edgar B. Mapangdol was designated to manage the office.

VISION

The General Service Office of Mountain Province State Polytechnic College aims to provide dedicated manpower that supports college events, systematically manage its physical plants and facilities and implement solid waste management program of the college.

MISSION

The General Service Office of Mountain Province State Polytechnic College is committed to provide excellent service as custodian of the college's physical plants and facilities and effectively maintain cleanliness and beautification of its surroundings.

OBJECTIVES

1. Formulate and carry out measures that will ensure the efficient and cost effective delivery of technical support services based on general service field of expertise to the college;
2. Develop plans and strategies on general services for the welfare of the college's stakeholder; and
3. Implement solid waste management program of the college in line with eco-waste management scheme of the Local Government Unit.

SERVICE UNITS:

1. BUILDING AND ELECTRICAL MAINTENANCE SERVICES

General Responsibilities:

- a. Assess condition of buildings, structures, hallways/stairways, road networks and grounds and recommend courses of action in coordination with the college engineer indicating designs and budgetary requirements as a basis for renovation/repair;
- b. Attend to complaints on power, light and water;
- c. Undertakes minor repair and maintenance of buildings, electrical facilities, fabrication and finishing of various office furniture and furnishing (cabinets, shelves), including renovation and repair/replacement of structures, drainage and plumbing systems (internal and external), fabrication/construction of garbage bins, and other related building maintenance and repair services;
- d. Prepare, install and maintains building signage like parking signs, door signs, and the like;
- e. Assist in the preparation and installation of carpentry and electrical requirements for special activities of the college;
- f. Regularly check the supply of water in the water tanks;
- g. Operate and maintain sound systems and other communication instrument during college activities; and
- h. Perform other tasks and functions related to the building and electrical maintenance that may be assigned from time to time by higher authorities.

2. UTILITY, JANITORIAL AND GROUND SERVICES

General responsibilities:

- a. Maintain cleanliness and undertake beautification of the college surroundings;
- b. Maintain cleanliness and orderliness of classrooms, offices, comfort rooms, corridors/hallways, flower boxes, open space, pathways, stairways, roads sewer and drainage systems, gutters, roofs and other areas in the college;
- c. Implement approved landscape development activities in the college. Maintain open spaces to include trimming of plants and cutting of grass;
- d. Collect waste materials and maintains garbage bins;
- e. Perform and provide hauling services for special activities in the college and offices such as office equipment, records, furniture, and others;
- f. Operate mimeographing machines during periodical examinations and/or anytime as the service demands; and
- g. Assist in the preparation of venues for various college activities.

Specific Functions:

Sweeping, mopping, spot scrubbing and polishing floors of all assigned areas;

- a. Thorough cleaning, sanitizing and disinfecting of toilets, toilet bowls and washrooms, applying sanitizing and disinfecting agent on commodes, urinals and wash basins;
- b. Dusting and/ or damp- wiping of vertical and horizontal surfaces, racks, cabinets, doors, windows and fixtures, air conditioners and exhaust fans;
- c. Cleaning of glass panels;
- d. Collection and emptying of trash and other disposable items at specified disposal points;
- e. Gardening, watering of plants and cleaning of designated premises;
- f. Bring wastes/garbage out ready for collection by the LGU as scheduled; and
- g. Perform other tasks and functions related to utility/ janitorial/ ground services that may be assigned from time to time by higher authorities.

3. STUDENT ASSISTANTS SERVICES

General Functions:

- a. Assist MPSPC personnel in the discharge of their functions in the office where student assistants are assigned;
- b. Assist utility personnel in building maintenance, cleanliness and beautification of the college;
- c. Assist college personnel in the preparation of venues for college events; and
- d. Perform tasks assigned by higher authorities related to general services from time to time.

Note: For the details on Student Assistants, please refer to Chapter III on page 12.

THE GSO DIRECTOR

As the head of the unit, he is responsible of the following:

- a. Supervise and monitor the three service units of the GSO in carrying out their functions;
- b. Coordinate the assignment of all GSO job requests;
- c. Estimate all required materials/ supplies for GSO job request and provide the same to the end user upon request;
- d. Check whether job request/s have been properly implemented and completed;
- e. Ensure the safe keeping of all carpentry and maintenance tools, equipment, facilities and other related materials;
- f. Coordinate with the college engineer on repairs that require programs and budget estimates;
- g. Prepare requests for materials/supplies/equipment needed for maintenance, sanitation, etc.; and
- h. Perform tasks, functions and other responsibilities that may be assigned by higher authorities from time to time.

GSO CAMPUS COORDINATOR

In every satellite of the college, there is a designated GSO Campus Coordinator that serves as an adviser of the director on matters pertaining to general services in the college satellite campus where he is assigned.

PART II

GUIDELINES AND PROCEDURES

1. REQUEST FOR JOB ASSISTANCE FROM THE GSO

Works that could be requested from the GSO which are related to building maintenance and electrical, utility/janitorial service or student assistants services are classified as follows:

A. VERY URGENT WORK/EMERGENCY

This is a type of work that ranges from one hour to one day. Included in this category are:

- Unexpected flooding in classrooms;
- Leakage of pipes;
- Declogging of comfort rooms;
- Replacement of electrical lights that are out of order; and
- Other works that are similar in nature

PROCEDURES IN REQUESTING FOR THIS TYPE OF WORK

1. The requesting party fills up the form indicating therein the type of work to be done then affix his signature. Form is available at the GSO;
2. The GSO director will evaluate the job request. On his assessment, he will identify the needed materials/supplies and check if these are available; and
3. The GSO director notifies/assigned the work to the utility crew who is fitted to do the job.

B. URGENT WORK

This classification has duration of more than one day to one week. This includes but not limited to:

- Repair of tables/chairs;
- Repaint of tables/chairs;
- Preparation of venues for activities;
- Replacement/repair of down spouts/leakage of pipes; and
- Other works that are similar in nature

PROCEDURES IN REQUESTING FOR THIS TYPE OF WORK

1. The requesting party fills up the form provided by the GSO indicating the type of work to be done then affix his signature;
2. The GSO director will evaluate the job request. On his assessment, he will identify the needed materials/supplies and check if these are available;
3. The director will call the attention of the service unit fitted to attend for the job request;

4. After the job is done, the service unit will let the end user sign the form indicating that the job request was complied with; and
5. A remark is placed in the requisition form indicating whether the end user is satisfied or not on the job done by the utility/service crew. The remark serves as an evaluation on the job done; and
6. If needed materials/items are not available, the director prepares a request letter for the purchase of materials to be approved by the VPAF and the college president.

C. WORK WITH LONG DURATION

This work category has duration ranging from more than one week to two months or more. Included in this are the following:

- Fabrication of tables/chairs/garbage bins/blackboards/bulletin boards, etc;
- Painting of offices and class rooms;
- Minor repair of structures;
- Construction of small structures; and
- Other works that are similar in nature

PROCEDURES IN REQUESTING FOR THIS TYPE OF WORK

Procedures are similar with that of category number 2. In case of several requests, implementation of these is based on priorities. Prioritization shall be determined by the GSO.

GUIDELINES FOR THE RESERVATION/UTILIZATION OF VENUES AND FACILITIES WITHIN THE COLLEGE

RATIONALE:

To ensure safety and orderliness in the use of college facilities/function halls, the following policies and guidelines are stipulated. These measures if properly implemented may avoid any unnecessary incidents that might put lives and properties in danger.

A. FOR COLLEGE RELATED ACTIVITIES

1. Requirements needed for reservation should be accomplished at least 2 – 3 days before the scheduled activity except for emergency cases;
2. All activities should end at 9:00 p.m. unless extension of activity is permitted but should not go beyond 12:00 midnight;
3. Postponement or cancellation of reserved activities should be made at least four days before the supposed date/s of activity. This is to accommodate other request;
4. The use of fire or any flammable materials/substances are not allowed;

5. The GSO has the right to disapprove or cancel reservations, remove any material, or to stop activities that do not comply with the rules and regulations of the college.

B. FOR ACTIVITIES BY EXTERNAL AGENCIES/ORGANIZATIONS

1. Events organized by outsiders that are hosted/coordinated through the college are subject to the endorsement of the Executive Dean or SSDO or VPAA or VPAF or VPRDE or VP for Resource Generation or the College President;
2. Installation of booths, photo exhibits or advertisements made by outsiders are subject to the approval of the Student Service Development Office and General Service Office;
3. External organizations are obliged to pay the required rentals of the venue/facility at the Cashier's Office. Amount to be paid shall be in accordance with the Resource Generation Manual. The GSO has the right to disapprove, cancel or stop the activity if the organization or its representative/coordinator could not present the receipt of the amount paid;
4. Postponement or cancellation of reserved activities should be made at least four days before the supposed date/s of activity. This is to accommodate other request. Otherwise, the full rental fee shall be enforced; and
5. Activities by other government agencies done within the college should be coordinated through the college president.

Note:

The use of the above enumerated venues is on first-come-first-served basis. The General Service Office is not responsible for the decoration and beautification of the venue.

C. PROHIBITIONS ON THE USE OF VENUES AND COLLEGE FACILITIES

1. Installation of advertisement stands, booths, cooking appliances, electrical appliances are not allowed at the venue except when permitted;
2. Installation of heavy structures on the floor is prohibited;
3. For safety purposes, crowd is limited to 800 at the college auditorium; and
4. Decorations should not block safety devices, such as fire extinguishers, exit signs, etc;
5. Decorations should not be placed in such a manner that may damage the surface of walls in the venues;
6. Chewing of betel nut (momma) and bubble gum are discouraged in the school vicinity;
7. The use of tape, glue, thumbtacks or adhesives on the walls, ceilings, frames or other college surfaces is prohibited;
8. Bringing in intoxicating beverages in the college campus/venues is strictly prohibited;

9. Participants under the influence of prohibited drugs/intoxicating liquor are not allowed in the venue. Security personnel are mandated to expel persons under the influence of prohibited drugs/intoxicating beverages away from the campus.
10. Highly flammable materials such as gas, kerosene, gasoline, alcohol and the like are not allowed in the function halls;
11. Bringing in firecrackers, fireworks paraphernalia, lighted candles are not allowed; and
12. Bringing in firearms and other deadly weapons are strictly prohibited.

D. FOR SECURITY AND SAFETY

1. Gates/doors of function halls while these are being occupied and used should not be locked. This is to facilitate evacuation of occupants in times of emergency;
2. Security Guards are allowed to enter the function halls to conduct inspection for security and safety purposes; and
3. For the guidance of users, maximum capacity of venues should be observed:

VENUE	CAPACITY
College Auditorium	800
Audio Visual Room	55 - 65
Conference Hall	30 - 40
Student Centre	20 - 30
Classrooms	55 - 65

Note:

The non-observance of the above allowable capacity of venues may cause the following risks:

- a. *Probability of fainting because of lack of proper ventilation;*
- b. *Overcrowding that may weaken the structure; and*
- c. *Possibility of stampede if crowd can no longer be controlled.*

E. MAINTENANCE OF ORDERLINESS AND CLEANLINESS

1. The requesting party's committee is responsible and obliged to observe and maintain cleanliness and the orderly use of function halls. The group/organization that used the facility must clean the venue after the activity;
2. Trash bags should be placed in strategic locations within the venue by the requesting party before the activity will start. Trash bags are available at the GSO;
3. The group/organization using the hall should keep the venue in an orderly condition after the activity; and
4. The requesting group is discouraged of placing unnecessary items along corridors and hallways to ensure smooth flow of the crowd.

Note:

Infraction in any of the prescribed regulations/guidelines may be grounds for disapproval/cancellation or discontinuance of the activity.

Damage to property or liability to any person/organization committed or due to negligence of the concessionaries shall be the accountability of the latter.

F. PROCEDURES IN THE RESERVATION/REQUISITION OF VENUE FOR ACTIVITIES**1. For MPSPC students activity**

- a. The requesting party for a venue will first proceed to the SSDO and accomplish the Activity Permit in 7 copies indicating the purpose/s of activity, the venue, the date/s of activity, equipment/s needed and the name of the requesting party. The requesting party then affix his signature together with the adviser if any. He may now proceed to the GSO to fill-up the Reservation Form;
- b. The GSO staff will see to it that there is no conflict of schedule and venue with other college activities. If there is none, the staff will put in the logbook the schedule of activity and signs the permit;
- c. The staff will advise the requesting party to proceed to the SSDO and the office of the executive dean for signature and approval; and
- d. After the permit has been signed and approved, the requesting party will furnish a copy to:
 1. Sports Office/Physical Education (for use of auditorium during school hours)
 2. Dean's Office
 3. Student Services and Development Office
 4. General Service Office
 5. Security Guard Office
 6. Office of the Production Office (for rentals of facilities)
 7. Office of the President

2. For External Organization Activity

- a. The requesting party should seek first the endorsement by the Executive Dean, VPAA, VPAF, VPRDE, VP for Resource Generation or the College President;
- b. The requesting party may then proceed to the SSDO for Activity Permit then to the GSO to fill-up the Reservation Form and for the booking of schedule. Reservation Form should be filled-up in 7 copies;
- c. For the activities that need rentals, the requesting party must present receipt issued by the cashier's office;
- d. The GSO staff will see to it that there is no conflict of schedule and venue with other activities. If there is none, the staff will put in the logbook the schedule of activity. The requesting party then affix his signature and so with the GSO staff;

- e. After the reservation form had been signed, copy of which shall be distributed to the following:
 1. Sports Office/Physical Education (for use of auditorium during school hours);
 2. Dean's Office
 3. Student Services and Development Office
 4. General Service Office
 5. Security Guard Office
 6. Production Office (for rentals of facilities)
 7. Office of the President

G. USE OF SOUND SYSTEM

1. Only the authorized sound system operator is allowed to have a control on the said equipment;
2. The use of sound system equipment is strictly for college activities only;
3. The use of sound system equipment by other government agencies hosted in the college should be approved by the president; and
4. Honorarium shall be provided by the requesting organization to the operator if the activity is scheduled beyond 5:00 p.m., weekends and holidays.

H. USE OF MIMEOGRAPHING MACHINE

1. Only the designated operator is allowed to have control over the machine;
2. Examination papers and other college documents only are permitted to be mimeographed. Documents for personal use are not allowed to be reproduced;
3. To ensure that the machine is utilized for its intended purpose, the following are required to be placed in the logbook:
 - Number of copies to be reproduced;
 - Name of requesting party (faculty, office representative, etc.);
 - Purpose of reproduction; and
 - The date of reproduction.
4. For purposes of income generation, documents for private use could be accommodated subject to the approval of the GSO. Price for this purpose will be in accordance with the Resource Generation Office Manual. Requesting party will pay the amount at the Cashier's Office prior to the reproduction.

I. USE OF THE COLLEGE CANTER

1. Only the designated driver is permitted to have a control over the vehicle;

2. The vehicle is utilized for college related functions only. Its usage shall be based on priorities.
3. In case the canter is rented out, the renter is responsible for the following:
 - Fuel for the duration of its use;
 - Per diem of the driver to include his foods; and
 - Minor repairs of damages caused while the canter is under the custody of the renter and if damages are not caused by normal wear and tear. However, if the damage is caused due to negligence of the driver, said driver shall be responsible for its repair; and
4. Rental fee shall be in accordance with the Resource Generation Manual. The rental is paid at the Cashier's Office. The renter shall first present the receipt before the release of the vehicle.

J. ADVERTISEMENT AND DISPLAY

1. Posters/notices should be approved by the Student Services Development Office;
2. Tarpaulins or banners can only be hung on the designated area duly approved by the General Service Office; and
3. Tarpaulins that are not in their appropriate sizes will not be displayed at the billboard stand.

PART III

STUDENT ASSISTANTS

1. RATIONALE

Anchored with the mission of the Mountain Province State Polytechnic College which is to “provide, progressive, relevant and accessible education that will contribute to the development of the community”, the college is committed to provide opportunities by delivering scholarship grants to the underprivileged but deserving students who wish to earn academic degree while working. Thus, the college hereby formulates policies, procedures/guidelines and conduct that shall be adopted to ensure the welfare, opportunities and right manner of its working students.

2. GOALS AND OBJECTIVES

- a) To financially assist students who generally belong to the “underprivileged but deserving” group who wish to pursue their education;
- b) To serve as training ground aimed at developing work and personal skills that the student may adopt upon employment; and
- c) To provide various offices within the college additional work force that may contribute effective and efficient accomplishment of office tasks.

3. DEFINITION OF TERMS

- a. Office Assistants – Students who are assigned in various offices in the college whose services are need to help college employees in the discharge of their office works for the duration of the semester or summer and thus, are covered by the provisions of the Working Scholarship Agreement;
- b. Assessment Helpers – Students who assist at the accounting office during the assessment and paying periods only;
- c. Enrollment Helpers – Students who are hired in the various offices or colleges to assist during the enrollment periods only; and
- d. Janitors/janitress – Students who are assigned to help utility in the maintenance of cleanliness and beautification of the college.

4. CRITERIA FOR SELECTION OF STUDENT ASSISTANTS

The selection must be based on the following:

- a. Financial need of the applicant as supported by the most recent Income Tax Return (ITR) of the Family or certification by the Barangay Chairman of the place where the applicant is a resident in the case of non-filing of such;
- b. General ability of the student to combine work and study without prejudice to one or the other, as evidenced by the Academic record of the student for the past two school terms, or 4th year high school card (for freshmen);
- c. Specific or special skills possessed by the applicant in relation to the job; and
- d. Other non-academic records of the applicant as a student, such as physical health, moral character, attendance and punctuality.

Note:

The number of Student Assistants to be hired shall be based on the need of offices/ departments in the college and shall be subject to the control numbers or slots specified for this program.

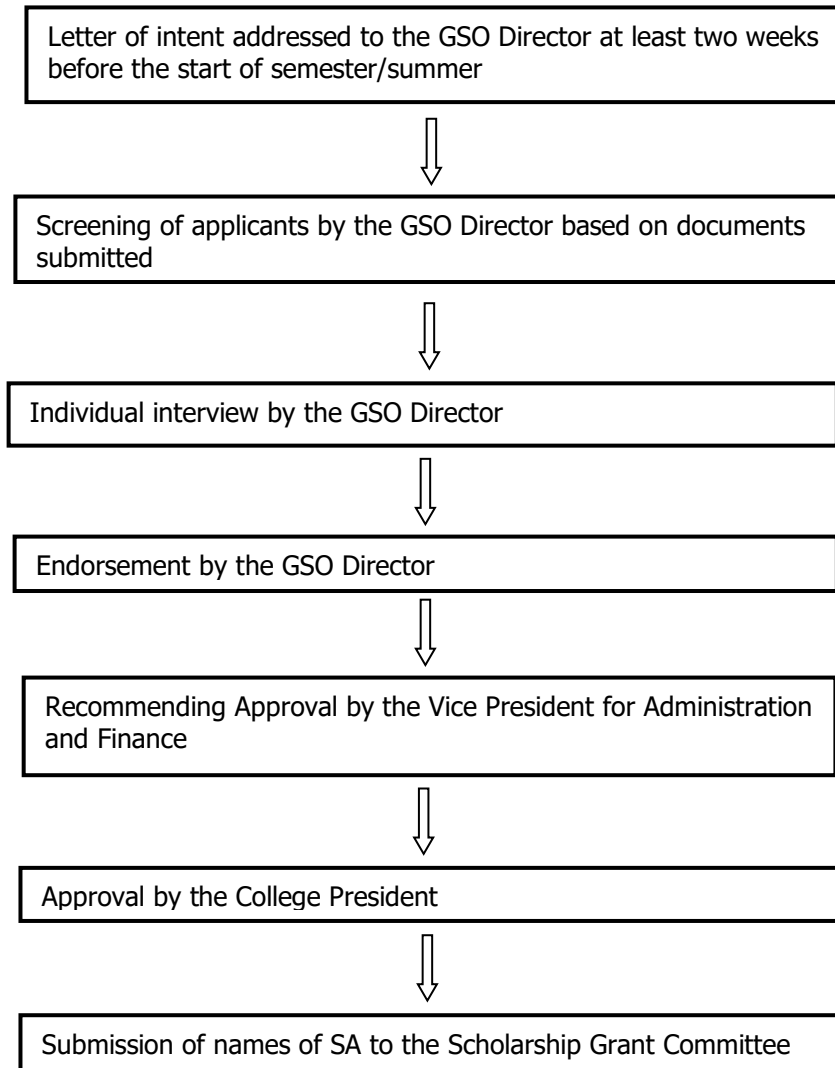
Hiring of student assistants will be limited to two siblings at a time. Children of college employees shall not be hired as they are automatically enjoying free tuition. Likewise, student assistants shall not be assigned to a department/office/unit where a relative is currently working.

5. PROCESSING PROCEDURES AND GUIDELINES

A. APPLICATION PROCEDURES FOR NEW STUDENT ASSISTANTS:

Application period starts two weeks before the end of the school term. Screening lasts for two weeks whereby the General Services Office screens applicants with complete set of requirements. These are:

1. Application letter addressed to the GSO Director;
2. Bio-data/resume;
3. One (2x2) ID picture;
4. Photocopy of the most recent school term grades (for college student applicants) or 4th year high school card (for entering freshmen);
5. Photocopy of recent Income Tax Return of parents or certification of tax exemption; and
6. Certificate of good moral character.

APPLICATION PROCEDURES FOR NEW STUDENT ASSISTANTS**Note:**

The applicant shall not be hired by the college if the student fails to meet the requirements or if he decides to withdraw his application. Further, list of hired applicants shall be posted in the official bulletin boards of the college. The list shall be signed by the GSO Director.

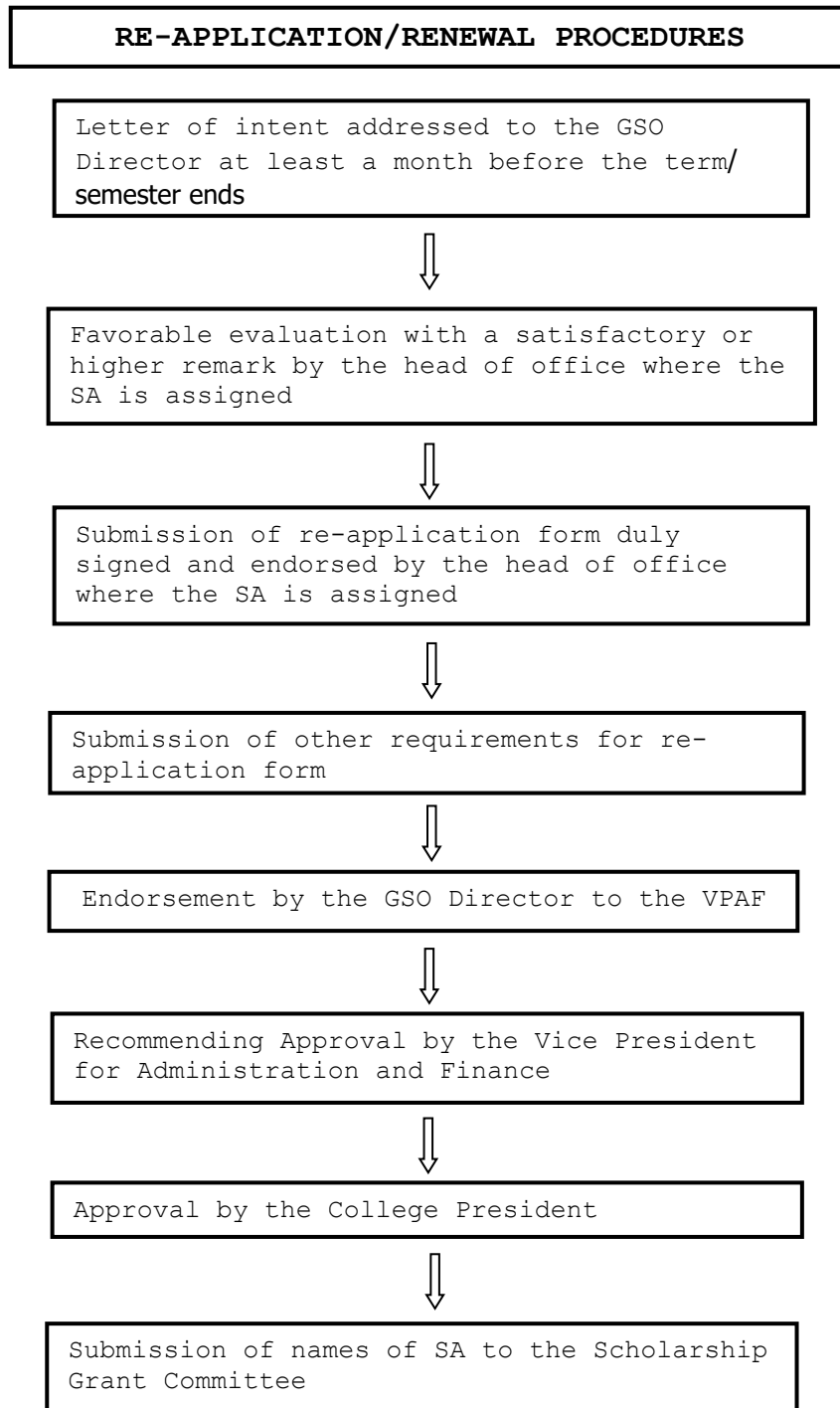
B. RE – APPLICATION/RENEWAL OF STUDENT ASSISTANT PROCEDURES

A Student Assistant may continue his/her service for the next term by complying with the following requirements:

1. A letter of intent addressed to the GSO Director submitted one month before the term ends;
2. A satisfactory rating in the evaluation form provided by the GSO should be attained by the student assistant at the end of the term;
3. The Student assistant should pass all his subjects. Student assistant

who incurs failing grade or dropped shall not be allowed to reapply. Further, student assistant who incurs No Final Grade (NFE) should immediately complete the matter, otherwise shall not be allowed to re-apply;

4. A re-application form duly signed and endorsed by his immediate supervisor; and
5. Latest grades and new schedules.



NOTE:

The applicant shall not be hired by the college if the student fails to meet the requirements or if he decides to withdraw his application.

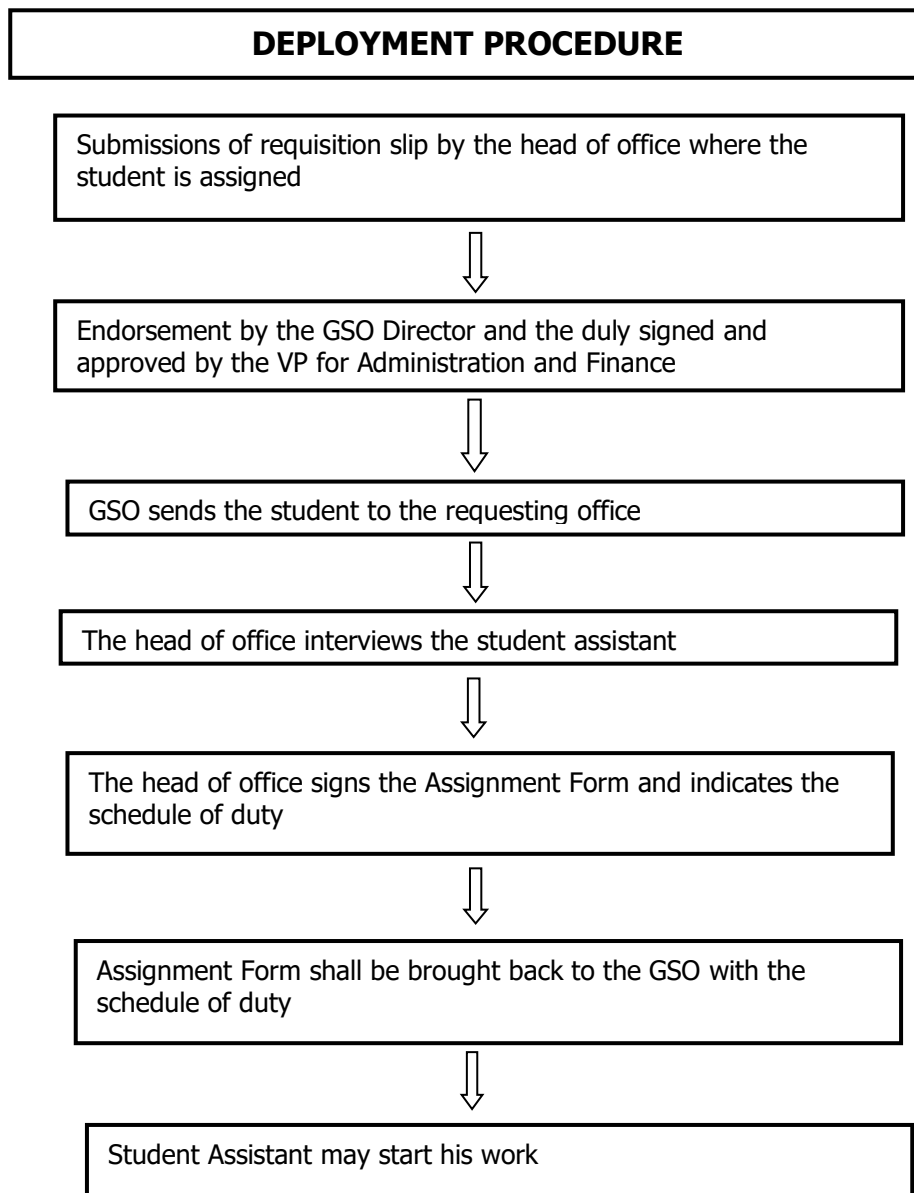
C. ORIENTATION

Orientation will follow as soon as requirements are completed and after the applicants to be hired are identified. The orientation shall be scheduled and facilitated by the Director for the General Service Office. Attendance by the applicants to the orientation is a must.

D. DEPLOYMENT

Deployment of student assistants shall start upon request by the head of office.

- a. The head of office shall submit requisition slip to the Office of the General Service;
- b. The Director of the General Service approves and sign the request form then sends the student to the requesting office;
- c. The student is instructed to report to the requesting office and take instructions from his immediate superior. The student shall start to work as student assistant.



NOTE:

The applicant shall not be hired by the college if the student fails to meet the requirements or if he decides to withdraw his application.

In case hired student assistant wishes to transfer to another work assignment or department, transfer would depend on:

- a. The availability of slots in the desired department;*
- b. The explicit approval of the current Head of Office; and,*
- c. The favorable action of the Head of Office of the unit/department he wishes to transfer.*

E. RETENTION GUIDELINES OF STUDENT ASSISTANT:

1. The working student shall maintain a passing grade in all subjects he enrolled. The student shall not be renewed if he incurs a failing grade;
2. The working student may be terminated at any time if he incurs three consecutive absences without justifiable cause; and
3. In the same manner, he shall be terminated if he is found ineffective/inefficient by the head of office where he is assigned and/or found guilty of violating the college policies, rules and regulations.

F. PREPARATION OF PAYROLL

1. Student assistant submits accomplished Daily Time Record to the head of office where he is assigned indicating there in the accumulated number of hours with the corresponding accomplishments for the month;
2. The head of office may scrutinize the information supplied by the student assistant in his daily time record and affixes his signature if he is contented. The head of office may cause for the revision of the DTR if he is not satisfied with the information given. (Ex. The number of hours indicated in the DTR do not conform with the actual number of hours rendered);
3. The DTR is then forwarded to the GSO for the preparation of general payroll. The payroll shall be signed by the GSO Director and counter signed by the VPAF;
4. The payroll is submitted to the accounting office to be certified by the college accountant; and
5. After signing by the college accountant, the payroll is elevated to the office of the college president for approval. After it has been approved by the president, the payroll is brought to the cashier's office for disbursement.

G. ACADEMIC LOADS

1. Newly hired Student Assistants can enroll a maximum load of twenty-one (21) units during the regular semester and nine (9) units during the summer term. If renewed as SA for the next school term, he can enroll a maximum load of twenty-four (24) units for the succeeding regular semester or nine (9) units during the summer term. Provided that no SA shall enroll two (2) laboratory subjects in one semester/summer.
2. Student Assistants who are on their last semester and who need to enroll more than 24 units to enable them to graduate at the end of the term may appeal their case in writing to the Office of General Services, through the Head of Office. A certification from the Registrar's Office should be attached to the letter of appeal. The GSO, however, shall see to it that there are free time periods by the SA to render duty.

H. TERMS OF CONTRACT

Student Assistants are not regular employees of the college and are specifically covered by the provisions of Sec. 4, Rule X, Book III: Conditions of Employment of the Omnibus Rules Implementing the Labor Code and other pertinent regulations, and in accordance with the college policies on Student Assistants. The Code states that:

“There is no employer – employee relationship between students on one hand and school, colleges/universities on the other, where students work for the latter in exchange for the privilege to study free of charge, provided the students are given real opportunity, including such facilities as maybe reasonably necessary, to finish their chosen courses under such arrangements”.

Hence, student assistants are not entitled to the benefits and working conditions of employees in the college. As such:

1. The contract of student assistant is effective for every semester or summer term only. It automatically terminates at the end of the school term;
2. A contract for Student Assistants known as the Working Agreement is distributed to be filled-up and signed by the student assistants themselves. A copy of the contract shall be given to each scholar after the MPSPC Vice-President for Administration and Finance has signed it;
3. The first day of work starts on the first day of classes and ends on the last day of the final examination for the school term or summer. When there are no classes in the college or when there is exigency of the SA's service, he may report as per request by the head of office where he is assigned;
4. Work schedules, as approved by the Head of Office, must be followed

- strictly. Any changes or adjustments should be reported immediately to the GSO for evaluation and approval;
5. Together with the Working Agreement, each student assistant is issued a Job Description, specifying the scope of duties and responsibilities for the position the SA was hired for. It follows therefore, that they should only be made to perform duties which are strictly office-work related.
 6. At the beginning of the school term, all new student assistants are required to attend the orientation session initiated by the General Service Office Director;
 7. A student assistant who intends to withdraw, change or add subjects after the enrollment day must seek prior approval from the General Service Office Director before proceeding to the Accounting Office;
 8. Student Assistant, who intends to resign at any time during the school term, should file his resignation letter with the Head of Office or with the General Services Office, who in turn, endorses the same to the Vice President for Administration and Finance; and
 9. Perform other related tasks assigned by higher authorities.

I. WORK HOURS

1. A Student Assistant is required to render continuous service for a maximum of four (4) hours or a minimum of three (3) hours per day during school days. He may be allowed to work overtime during school days and non-school days as service demands but with the proper requisition from the Head of Office and subject to the approval of the Accounting Office.
2. For maximum efficiency, a continuous work schedule shall be preferred. However, broken time schedule will be allowed for SA who is graduating at the end of the semester, as certified by the Registrar's Office. Nevertheless, the work schedule should be arranged in such a way that it is not less than two (2) consecutive hours and does not exceed a total of four (4) hours a day.
3. When classes are suspended by the Administration, but work in the offices / departments go on, SA's who are asked by the Head of Office to render service are considered on overtime; and,
4. Students can render service beyond the last day of classes of the term only if necessary.

J. ATTENDANCE AND PUNCTUALITY

1. Student Assistants are required to report to their work assignments on the first day of classes. They must report following the stated work schedule.

2. Student Assistants are encouraged to be punctual so that the work time is maximized and so that no deductions will be incurred in the computation of the number of hours they are supposed to render.
3. Each Student Assistant is given a Daily Time Record (DTR) during enrollment; this must be used on the first day of duty. Student Assistants must fill in accurately all information asked in the timecard.
4. Student Assistants of the College when reporting and leaving the place of work shall personally sign in and out on the logbook provided at the General Service Office. In keeping with this policy, student assistants are therefore strongly directed to refrain from signing in and out for any employee or co-working student, or from asking his name to be signed in and out by anybody else.
5. Student Assistant should sign / log in immediately before reporting to the place of assignment. A maximum of 30 minutes only is given as leeway before and after work schedule. They should use the logbook for signing in and out.
6. All DTR's for the previous month must be submitted promptly to the General Services Office then to the accounting office; Lost DTR's be submitted to the Accounting Office so that the services rendered can be properly reckoned with and paid accordingly.
7. Regular work goes on during examination days. To avoid undue disruption of work, the Head of Office should be notified in advance in cases of departmental examinations.
8. In cases of unforeseen absences, student assistants must exhaust all possible means to inform their Head of Office concerned before or within the first hour of duty. This is to allow some time for the Head of Office to make the necessary adjustments in order to avoid undue disruption of work.
9. Student Assistants are required to inform and secure permission from the Head of Office regarding forthcoming absence(s), at least 1 day before the date of the intended absence.
10. Student Assistants who have been absent from work because of illness shall present an excuse letter from parent or guardian, or a medical certificate from the college physician or a duly licensed physician.
11. As indicated in the working agreement, three (3) or more days of accumulated unexcused absences during the semester and summer term, may be a ground for non-renewal of the working agreement or termination from scholarship grant.

Note:

Student Assistants are required to attend all meetings called for by competent authority.

K. CHARACTERISTICS OF A STUDENT ASSISTANT:

1. Must be punctual. A Student assistant should report on time for duty to prevent work disruption.
2. Must be diligent. A Student Assistant must always be careful, meticulous and consistent in every work he does.
3. Must exercise wise judgment. A Student Assistant is expected to be on the alert for better ways of doing things without being told. He is quick to improvise, but if in doubt, he seeks guidance from his supervisors. He also finds time to help co-student assistants who are laden with work. This invariably leads to higher morale, smoother office team work, and greater productivity.
4. Must be dependable. Working inside the office, department or college exposes a Student Assistant to sensitive matters that should be kept in strict confidence. On matters pertaining to trust and confidentiality of work, friendship should never be prejudicial to the loyalty owed to the institution.
5. Must be courteous. A Student Assistant is expected to deal politely with students, and visitors, faculty members and the administrative body.
6. Must be honest. This trait manifests itself relative to custody and disposition of office supplies, office equipment, use of time, handling of money and other valuable materials at the workplace and anywhere in the campus.
7. Must be responsible. A responsible Student Assistant knows his job, gets it done and does it well. By all means, he informs his Head of Office if he cannot report for work.
8. Must be professional. A Student Assistant is expected to conduct himself in a professional manner at all times while at work and while in the campus. Unruly behavior should be avoided.

L. BENEFITS AND PRIVILEGES

Student assistants are entitled to the following:

1. Monthly allowance depending on the total number of hours rendered in each month. The amount per hour shall be within the discretion of the VP for Administration and Finance of the college;
2. Free tuition, miscellaneous and laboratory fees for the whole semester / summer;
3. Certificates of recognition for student assistants shall be given during the recognition day, provided the SA:
 - a) Had rendered service for at least two (2) school years or four (4) semesters (two summer terms to be counted as one semester); and,
 - b) That the working scholarship was not terminated or discontinued at any time because of disciplinary sanctions or violations of the college policies and regulations. In other words one who is terminated from the

service for a cause shall not be entitled to receive a Certificate of Recognition for services rendered.

- c) Provided further that there shall be one recipient for Student Assistant of the Year awarded to graduating Student Assistant with the following criteria:

- c.1. Recommendation by the adviser of the Student Assistants Organization;
- c.2. Peer group evaluation;
- c.3. Length of Service
- c.4. Position in the Student Assistant Organization (As an officer or a member)

- 4. Free trainings, seminars and workshops organized by the GSO; and
- 5. Free uniform T-shirt depending on the availability of budget.

M. CONDUCT

Student Assistants should always show good manners and respect for authority at all times.

1. **Commitment to Duties and Responsibilities** – the “Commitment to Duties and Responsibilities of Student Assistants” should strictly be followed and observed at all times.
2. **Relation to superior** – A student assistant should always maintain a harmonious working relationship with his/her superiors within and outside the college.
3. **Relation to fellow student assistants** – A student assistant should always maintain a harmonious working relationship with his/her fellow student assistants.
4. **In case of conflicts** – the student assistant should strive to avoid conflict and if it cannot be avoided, should resort only to peaceful means in its resolution.

In case of conflicts, the student assistant shall seek to have a dialogue with the person concerned, preferably in the presence of another party.

- a. Against superior_- if the conflict involves a superior, the matter should be directed to department head or dean of the College. In any case, the student assistant should speak to him/her in a respectful manner.
- b. Against fellow student assistants_- In case that a conflict with a fellow student assistant cannot be resolved, the mediation of their superiors may be asked.

5. **Student Service Development Office Intervention** – Any matter which

are not or cannot be resolved within the department/office/unit, the Student Development Office may be notified to intervene.

6. **Undue influence** – No student assistant should seek to carry the favor of his/her superior by giving gifts, performing personal favors, or speaking against his/her fellow student assistants.
7. **Relation to others** – All student assistants shall treat students, peers, superiors, guests and visitors with respect and courtesy at all times. They should avoid conflicts and never engage in arguments to persons with whom he is transacting.
8. **Relation to work** – The student assistant should be present in his post during the scheduled duty at all times. He should not leave his area of assignment without a reason. He should maintain the cleanliness of his immediate work area and office at all times.
 - a. The student assistant should not refuse to perform his assigned tasks, nor defer in their performance, unless it is physically impossible to do so.
 - b. The student assistant should observe proper and judicious use of office supplies, equipment and resources. The use of the same for personal reasons is prohibited. Internet surfing and the use of internet messaging are likewise prohibited.
9. **Confidentiality** – All documents and files should be treated with utmost confidentiality. The student assistant is not allowed to look at the contents of the files, more so the divulging of their contents except upon lawful orders of their superiors.

N. PERFORMANCE EVALAUTION

1. At the end of every semester or summer term, the Head of Office of the department where the student is assigned shall do an assessment of the work performance of the SA using the Performance evaluation tool (Appendix J). The results are discussed with the Student Assistant, who, thereafter, signs the accomplished form.

The following are the criteria in the assessment:

- Work efficiency
 - Quality of work
 - Quantity of work
- Work attitudes
- Personal qualities

2. The results of the evaluation shall be used as one of the bases for the eventual renewal or non-renewal of the working agreement.
3. Student Assistants who fail to come up with the requirements of the work and those who get a rating below 60% are automatically disqualified for renewal for work for the succeeding semester or summer term.

O. OFFENSES RESULTING TO DISCIPLINARY SANCTIONS

1. **Due Process** – in all matters that may result in the imposition of sanctions against the Student Assistant, administrative due process shall in cases be observed.
2. **Other causes** – any other violation of the Student Assistants shall be sufficient ground to revoke the grant of scholarship of the student.
3. **Offenses and their sanctions** – the following are the offenses and their corresponding sanctions.

OFFENSES WITH CORRESPONDING PENALTIES

OFFENSES	SANCTIONS		
	1 st Offense	2 nd Offense	3 rd Offense
A. ABSENTEEISM AND TARDINESS			
1. Absenteeism and Tardiness	Verbal warning	Written warning/notice of explanation	Subject to termination
B. INSUBORDINATION			
1. Failure to follow lawful orders from the superior	Verbal warning	Written warning/notice of explanation	Subject to termination
C. NEGLIGENCE OF DUTY			
1. Failure to perform duties enumerated by the head of office	Verbal warning	Written warning/notice of explanation	Subject to termination
2. Failure to follow office protocol; re-application requirements, and the like.	Subject to termination		
D. VIOLATION OF OFFICE DECORUM AND ETHICS			
1. Loafing, loitering, wasting time and prolonging rest periods	Verbal warning	Written warning/notice of explanation	Termination
2. Reporting to the place of work under the influence of liquor or drugs	Subject to termination		
3. Gambling in any form within the college	Written warning/notice of	Subject to termination	

premises	explanation		
4.Gossiping	Verbal warning	Written warning/notice of explanation	Termination
5. Showing or exhibiting of pornographic materials, pictures, films or literature within the college premises.	Termination		
6. Maintaining an affair or close relationship or intimate alliance with his/her Superior/Staff/co-student assistant within the same department.	Termination		
7.Grave misconduct, indecency, immorality, harassment, lascivious acts and the like	Termination		
E. ACTS OF DISHONESTY			
1.Unauthorized disclosure of confidential information which includes but not limited to, college records, trade secrets, financial operations statements and other college documents to unauthorized individuals	Termination		
2. Using of office supplies for personal use.	Written warning	Written warning/notice of explanation	Termination
3.Robbery, theft, pilferage and misappropriation of funds or money from the college, employees, clients or the Student Assistants Organization	Termination		
4.Adding/enrolling of subjects/units beyond the maximum units allowed per semester without the approval of the proper authority.	Termination		

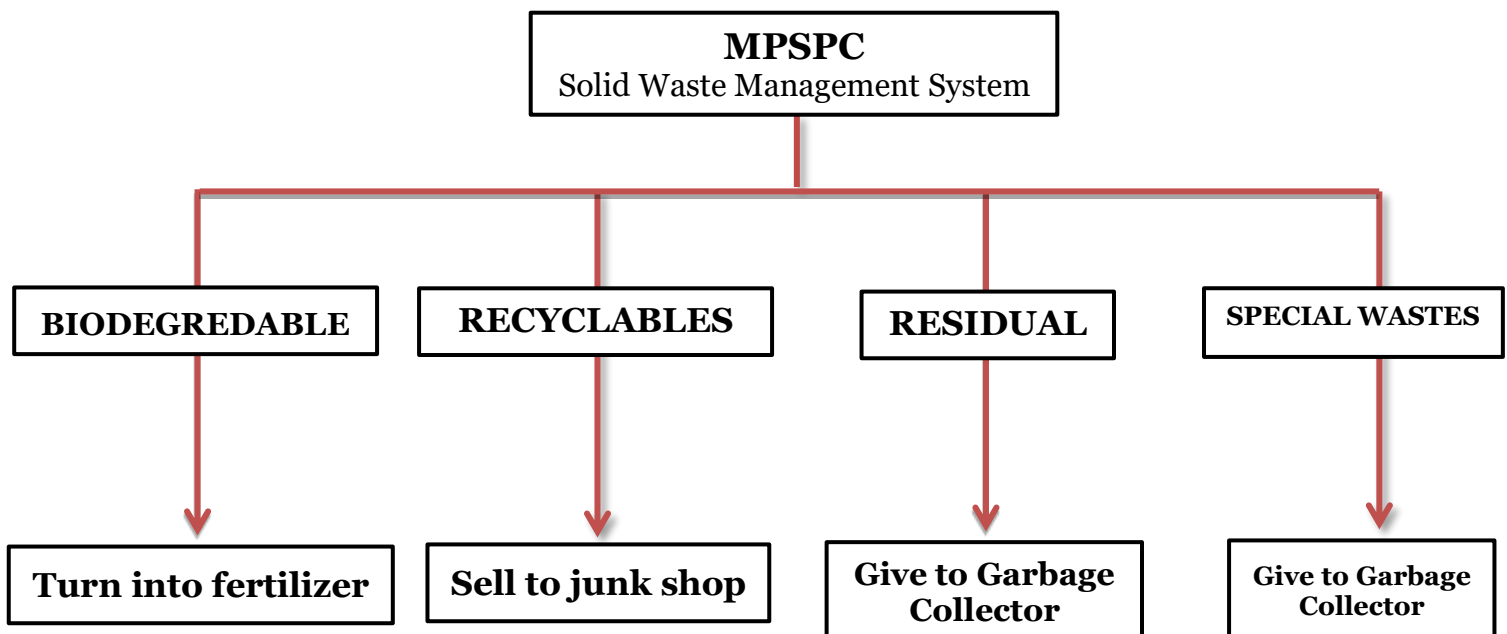
PART IV

SOLID WASTE MANAGEMENT SYSTEM OF MPSPC

In compliance with the mandate of Republic Act No. 9003 otherwise known as “An Act Providing for an Ecological Solid Waste Management Program, Creating the Necessary Institutional Mechanisms and Incentives, Declaring Certain Acts Prohibited and Providing Penalties, Appropriating Funds Therefore and for other Purposes” and in line with the Municipal Ordinance of Local Government Unit of Bontoc, Mountain Province on solid waste management, the Mountain Province State Polytechnic College formulated a program on how to properly manage the bulk of solid wastes it produce daily. This is known as the Solid Waste Management System of MPSPC.

The program is created with the purpose of ensuring that solid wastes generated by it be properly managed in a manner that environment as well as stakeholders’ health be protected. This system includes but not limited to the promotion of solid wastes prevention, collection, segregation, recycling and disposal.

This system is printed and displayed in strategic places of every campus of MPSPC for the awareness of everyone while in the college.



Classification of Solid Wastes:

a. Residual Wastes

The following are considered residual wastes: Styrofoam, cigarette butts, worn out plastics sacks, dirt from sweepings, worn out rags, sanitary napkins, disposable diapers, plastic straws, barber shop/ parlor waste, household medicine bottles, broken ceramics, colored broken glass, coco fiber from cushions, and etc.

b. Special Wastes

The following are considered special wastes: Paint /thinner containers, spray canisters, household batteries, pharmaceutical waste such as medicine foils, expired medicines, expired cosmetics, broken tiles/lamps, book cases/beds and cushions, and rubber tires/oil filters.

c. Recyclable Wastes

The following are considered recyclable wastes: Sando-bags, junk food/candy wrappers, dry papers/newspapers, dry card boards/ cartons, plastic materials, plastic water bottles, tin and aluminum cans, iron steel, broken glass, glass bottles, plastic bottle caps, toner cartridges, computer ink cartridges, PVC pipes, PE pipes, car batteries, broken TV sets/radios/stereos, washing machines, and broken furniture/filing cabinets.

d. Biodegradable Wastes

The following are considered biodegradable wastes: Fruit and vegetable peelings, spoiled food/leftovers, vegetable trimmings, fish scales, egg shells/ sea food shells/ sea, animal entrails and carcasses, corn cobs and sheaths/rice hulls, peanut shells, wet newspapers/cardboards, wet papers/cartons, coconut shells and husks/seeds, garden, grass clippings, pet manure, poultry/livestock manure, and chipped branches/sawdust.

Schedule of Garbage Collection, Disposal and Persons Responsible

Solid wastes are collected from the different areas in the college on Mondays, Wednesdays and Fridays by student assistants with the company of utility personnel. Collected wastes are brought to the Solid Wastes Management Facility for labeling and segregation. Wastes classified as residual and special are brought out along the national road at the frontage of the academic building by a utility personnel assigned under janitorial services together with the officers of the Student Assistants Organization ready for pick up by the Local Government Unit of Bontoc. The pick-up time for special and residual wastes is based on the schedule set by the Bontoc-LGU which is 7:00 am every Saturday.

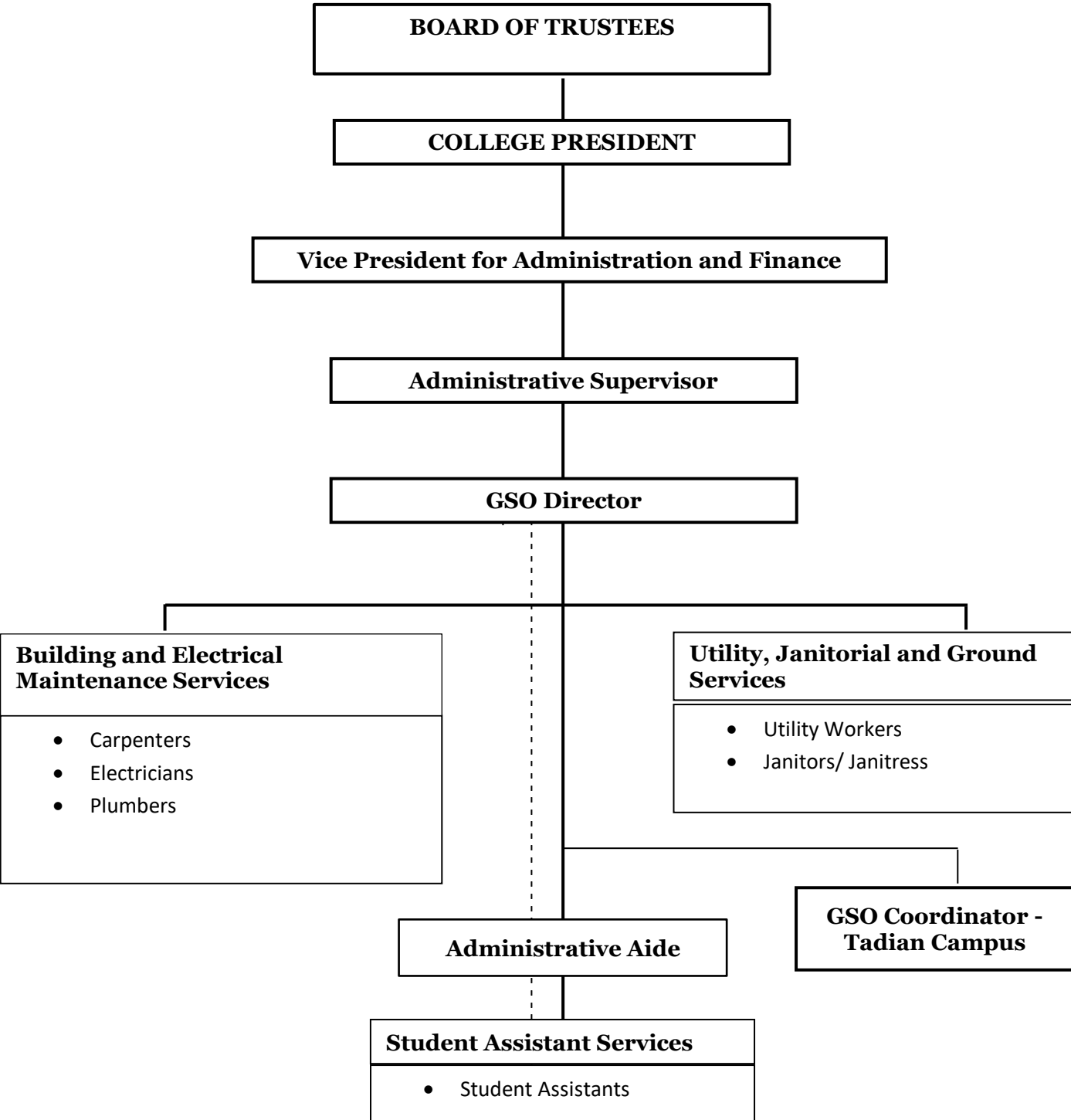
Biodegradables are being collected every afternoon of Monday – Friday by the janitors and student assistants. These wastes are converted to fertilizers for plants and flowers while recyclable wastes are sold by the SAs to the junkshop every Saturday. Amount generated from this activity is entrusted to the treasurer of the Student Assistants Organization and is deemed fund of the said organization.

Below is the flow of collection and segregation of wastes:

Activities	Location/Area	Person Responsible	Collection Schedule	
1. Collection of Garbage	Various Offices/ Corridors/Hallways	Utility Personnel; Student Assistants	MWF	
2. Waste Segregation	Solid Wastes Management Facility	Utility Personnel; Student Assistants	Residual Wastes	Saturday by LGU – Bontoc
			Special Wastes	
			Recyclables	Saturday (Sold to Junkshop)
3. Sorting of Biodegradables	Various Offices/ Corridors/Hallways	Utility Personnel; Student Assistants	Monday – Friday (Means of Disposal – Place at the plant/flower boxes to be used as Fertilizers)	

APPENDICES

A. ORGANIZATIONAL STRUCTURE



C. RESERVATION FORM FOR VENUES/FACILITIES/EQUIPMET

Name of Applicant : _____

Date Applied : _____

Purpose : _____

Department/Organization: _____

Venue (Please Check):

Auditorium _____ AVR _____

Conference Hall _____ Student Centre _____

Class Room (Specify the room) _____ Quadrangle _____

Reserved Date(s) : _____ Time: _____

Others (Please Indicate/Check):

1. Sound System _____

4. Flag/s _____

2. Microphone _____

5. Podium _____

3. Number of Chairs _____

6. No. of Tables _____

Contact Number: _____

Terms and Conditions:

1. Installation of heavy structure on the floor is not allowed;
2. The use of pyrotechnics, explosive devices and flammable substance is strictly prohibited;
3. The GSO should be informed of the postponement or cancellation of the activity at least 4 days before the reserved date/s to accommodate other activities;
4. Always observe cleanliness and orderliness;
5. Conservation of energy and water should be observed;
6. Using of fire/flammable materials or substances are not permitted;
7. Installation of the following without permission is not allowed: posters; display booths; cooking appliances; electrical appliances;
8. Chewing of betel nut (momma) and bubble gum are not allowed in the college campus. Guards are mandated to confiscate momma under the possession of anyone within the college vicinity;
9. Activity must go on according to the stipulated schedule; All activities shall end at 10 pm, except when extension is permitted;
10. Visitors are required to seek for clearance from the Security Guards;
11. Visitors from outside should be properly oriented to observe good conduct and proper etiquette during their stay inside the campus;
12. The applicant is responsible for any damage incurred during the use of the venue/facility/equipment;
13. Damaged facilities/equipment incurred during its use by the applicant which is not due to natural cause shall be replaced/repared by him; and

14. Maximum capacity of the venue should be observed.

VENUE	CAPACITY
College Auditorium	800
Audio Visual Room	55 - 65
Conference Hall	30 - 40
Student Centre	20 - 30
Classrooms	55 - 65

I hereby accept and agree to abide by all the terms and conditions stipulated above.

Conforme: _____

Signature of Applicant/adviser if any

Approved By: _____

GSO Director

D. REQUISITION FORM FOR SA

(Assessment Helpers/ Enrolment Helpers/Office Assistants)

Office/Department/College:

Date:

A. Please process students for the following needs:

	Number Needed:
_____ Student Assistants	_____
_____ Assessment Helpers	_____
_____ Enrollment Helpers	_____
_____ Others (please specify)	_____

B. Duration or Term

_____ 1st Semester of School Year _____

_____ 2nd Semester of School Year _____

_____ Summer _____

Other dates: From _____ to _____

C. Reason for Requisition:

Replacement of

_____ Additional (please state reason)

D. Qualification Required:

1. _____ Male _____ Female _____ Either

2. Other special skills:

E. Requested by:

Head of Office

Approved: _____

Director for General Service Office

E. WORKING AGREEMENT

I, _____, a duly enrolled student of Mountain Province State Polytechnic College in accordance with the policies and guidelines on student assistantship.

My work schedule throughout the whole semester is as follows:

MWF _____ TTh _____

However, I agree that rotation in job assignments can be made anytime at the discretion of the College.

As a general rule, I agree that working days shall be all on school days only, for four (4) hours a day, unless extended or shortened for specific reasons related to the job.

Tuition, miscellaneous and laboratory fees will be provided by the College per semester/summer regardless of subject load and an allowance of P12.50. In case of unexcused absences and tardiness, I agree that the amount of such is deducted from my allowance. Furthermore, in the event that I quit voluntarily or be removed for cause from work at any time during the semester/summer term, and the unpaid balance in my school fees be paid by me.

I further agree that this agreement shall be on a semestral basis only and is automatically terminated at the end of the semester/summer term. The privilege may not be renewed if:

- a. I had failed any of my enrolled subject, or
- b. I had been adjudged inefficient in my performance of duty, or
- c. I had been absent without justifiable cause and without prior notice for total of 6 days, or
- d. I had violated disciplinary regulations and policies of the College.

I finally agree that I am not regular employee of the College and that I am specially covered by the provision of the Policies and Guidelines on Student Assistantship.

(Signature above printed name)

ID No. _____ Course & Yr. _____

Date: _____

Endorsed by:

EDGAR B. MAPANGDOL
Director for General Services

APPROVED for the ____ semester/summer term of year _____

ROGELIO K. BALCITA Jr.
Vice President for Administration and Finance

F. PERFORMANCE EVALUATION TOOL FOR STUDENT ASSISTANTS

NAME: _____ Designation: _____

DEPARTMENT: _____

_____ Semester/Summer SY _____ Score: _____

	Excel lent	Very Satisfactory	Satisf actory	Fair	Needs Improvem ent
I.WORK EFFICIENCY	5	4	3	2	1
A. Quality of Work					
1. Accuracy					
2.Thoroughness					
3.Neatness and orderliness					
4.Mastery of phases of work					
B. Quantity of Work					
1.Maximization of time					
2.Quantity of output					
II.WORK ATTITUDES					
1.Sensitivity to instruction					
2. Care, proper use and maximization of supplies, facilities and equipment.					
3.Work procedures/methods					
4.Desiveness (take action without being told)					
5.Versatility/Adaptability					
6.Responsive to work					
7.Cooperation in discharge of functions					
8.Compliance to rules and regulations					
9.Promptness and punctuality					
III. PERSONAL QUALITIES					
1.Courtesy and respectfulness					
2.Open mindedness					
3.Tactful and being considerate					
4.Honesty, dependability and trustworthiness					

Would you renew the above student? _____ Yes _____ No

Rater's Name : _____ Ratee's Name: _____

Position : _____

Signature : _____

Was the evaluation discussed? _____ Yes _____ No

Date : _____

Noted by: _____

Director for GSO

REFERENCES

- a. Mountain Province State Polytechnic College Code
- b. UP Baguio Campus Maintenance Office
- c. University of Baguio Facility Utilization Clearance Slip
- d. University of Baguio Student Assistants Policies and Guidelines
- e. Mountain Province State Polytechnic College Student Assistants Guidelines and Procedures
- f. Labor Code of the Philippines
- g. Bontoc Solid Waste Management Municipal Ordinance #101
- h. [http://www.denr.gov.ph/policy/2001/Ref Act 9003.pdf](http://www.denr.gov.ph/policy/2001/Ref_Act_9003.pdf)
- i. <http://dnr.mo.gov/env/swmp/>

Separability Clause

Any part or provision of this manual that is invalid by virtue of the College Code or policies of other units/ departments, other sections or provisions hereof not affected by such inconsistency shall remain in full force and effect.

Repealing Clause

Existing policy/standards previously prepared, if there's any, is hereby repealed or modified accordingly.

Effectivity

This MPSPC – GSO Manual shall take effect upon its approval by the Board of Trustees.

Prepared by:

EDGAR B. MAPANGDOL
GSO Director

Noted by:

ROGELIO K. BALCITA Jr.
VP for Administration and Finance

Edited by: