




Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

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STUDENT SERVICES AND DEVELOPMENT OFFICE

MANUAL OF OPERATIONS

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Foreword

The Mountain Province State Polytechnic College (MPSPC) is a government institution where every citizen is free to seek enrollment in the different courses. However, as an institution, it has rules and regulations to be followed in order that its philosophy, vision, mission and goals could be realized.

The Student Services and Development Office(SSDO) is among the various offices that looks into the welfare of students as it establishes rules and regulations, implements students programs, and provides services to students from enrollment to graduation. To some extent it provides services seeking for employment.

Upon enrollment, a student imposes upon himself all the responsibilities appropriate to his status as a student; to learn and become morally upright, well-disciplined, civic-minded, and vocationally efficient. He acknowledges his responsibilities towards the administration, the faculty, fellow students and fellow citizens in the community. In return, the college assures all the student respect and protection of his right and privileges.

You have decided to make MPSPC your home as you pursue your college education. She will bear witness to the development of your God-given talents, to your formation as well as well-rounded individual who is supposed to become asset in the school, in your home and your community, in the country and in the services for God.

To attain your goals and dreams, it is best to remind you that your success will greatly depend on your enthusiasm and purposefulness. The keys therefore, are discipline, good behavior and industry.

This manual on student services serves as your guide in making the most of your stay as a student of MPSPC.


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Brief History of Mountain Province State Polytechnic College

As recorded by Dr. Marcelino T. Delson, the first idea of having a college in the province could be attributed to Mr. Alfredo Belingon who was then the Social Studies Supervisor in the BIAK division and who retired as Schools Division Superintendent of Kalinga-Apayao. He was responsible in opening the first barangay high school in the Division of Bangad, Kalinga. After the establishment of this barangay high school, he started working for the establishment of the Mountain Province Community College.

In 1973, Mr. John Kodoo Daoas was pulled from his cozy position at the Eastern Philippine Colleges to run the fledging Mountain Province Community College. Bringing his experiences as a professor and administrator of a tertiary institution, he harnessed whatever resource there is and continued the implementation of identified programs. By 1972, there were four degree programs and two non-degree programs being offered. The degree programs were Bachelor of Science in Elementary Education, Bachelor of Science in Secondary Education, Bachelor of Arts, and Bachelor of Science in Commerce. The two non-degree programs were Graduate Midwifery and Junior Secretarial.


The governance of the Mountain Province Community College was in the hands of Board of Directors headed by the Provincial Governor. Besides its policy formulation function, the Board of Directors was also tasked to secure funding support for the fledging college. The college however, drew its main operating expenses from the fees paid by students. With the low paying capacity of students who mostly came from the low income families in the region, collections were far from sufficient to meet the needs of the college.

It was this pitiful financial status of the community college that led people ogling for its conversion to a state college. As early as 1975, immediately after the implementation of the Presidential Decree No.1 reorganizing the governmental structures into regions, people started talking about the establishment of a state college in Mountain Province. Regional Director Telesforo Boquiren and his Assistant Regional Director Bernardo M. Reyes started proposing for the establishment of a state college in the province. Proposal were written and submitted to Secretary Juan Manuel but to no avail. The efforts to open such a state college were mainly through the administrative route of the Ministry of Education and Culture. Thus, the efforts were not strong enough to realize the establishment of a state college.

In 1978, the first national assembly of Batasang Pambansa was organized with Assemblyman Victor S. Dominguez having been elected as one of the Assemblymen representing Region 1.

Immediately after assuming office as a member of the Batasang Pambansa, Assemblyman Dominguez requested Mr. Marcelino T. Delson to draft a bill for the creation of a Mountain Province State Polytechnic College. The draft was prepared and was about to be filed in the Batasan when a moratorium was imposed against the establishment of additional state colleges in the country. This was during the early part of the eighties. With the moratorium, the drive to open a state-college in Mountain Province went into hibernation.


Sometime in 1983, the moratorium on the establishment of state institutions of higher learning was liberalized for the opening of colleges of agriculture and forestry. This was the time that the Ifugao State of Agriculture and Forestry was established. Assemblyman Dominguez was tempted to work also for the establishment of a similar college, but on second thought, he decided for the establishment of an institution with a broader course offering which is not only limited to agriculture and forestry. His decision was based on the fact that the province needs not only professionals or technologists in agriculture and forestry but also specialists in engineering, teacher education, computer education and other fields of endeavor. Thus, in 1985 he filed another bill for the creation of a college in his home province. Unfortunately, this was again overtaken by EDSA revolution which led to the abolition of the Batasang Pambansa. This dashed the hope of having a state college in Mountain Province established under the Martial Law Regime.

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After the reorganization of the congress of the Philippines in 1987, Congressman Dominguez was re-elected and one of his priorities was the establishment of a state college in Mountain Province. He requested two or three groups to draft again a bill which will establish a state institution that will cater to the professional and technological needs of the province. The drafts were synchronized and the final copy was the one filed in congress when it opened for its session in 1991. This bill later became Republic Act 7182 which known as “An Act Establishing the Mountain Province State Polytechnic College”. With the signing of R.A. 7182, the dream of establishing the only college in Mountain Province was finally realized.

The first graduates at Bontoc in March 1991 were those under the Mountain Province Community College. As MPSPC fully opened in June 1991, only the Bontoc Campus and the Tadian Campus were in operation. To give way to the increase enrolment from 92 in 1969 to 730 in 1992 and in the employees from 8 to 69, there was the need to rent the Fagsao Building to be used as MPSPC Administration and Finance Offices. Later, in 1991, the offices were transferred to the Multi-purpose building until 1996 when the Academic Building was turned over to MPSPC. Likewise, the College of Engineering and Technology shared with the buildings and facilities of Tadian School of Arts and Trade until 1996 when the Engineering was completed.

Upon the clamor of the officials of Bauko, Mountain Province, the College of Forestry opened in 1994 after Mayor Agrayon’s withdrawn of the lot donated for the proposed MPSPC campus at Chatol, Barlig Mountain Province.

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College Seal



The seal of the Polytechnic consists of the outer and middle circles. Inscribed the outer circle is the name of the institution, “Mountain Province State Polytechnic College” and “1992”, representing the year it became a state college.

Between the middle and the inner circles is a gear representing science and technology with six teeth that stand for the five provinces and one city in the Cordillera. Inside the innermost circle is a mountain chain that stands for the ten municipalities of the Mountain Province that comprise the immediate service areas of the Collge. The rice terraces represent the culture and characteristics of the people while the pine trees represent the five major tribes in the Mountain Province.

The fire represents the State College, fueled by the four pieces of wood that represent the four campuses of the College. The Chico River represents the State colleges as a solid foundation for the development in terms of its four-fold functions of instruction, research, extension and production.

Part I. Philosophy, Vision, Mission and Goals and Objective of the College

PHILOSOPHY

Man, created in the image and likeness of God, is the center piece of the univers. Thus, he is eondowed with innate powers, talents and capabilities to develop his potentials for transformation.


VISION

Mountain Province State Polytechnic Collge gains recognition as a prime education in the cordilleras for rural development excellence and global competitiveness, as it aspires to become a state university.

MISSION

Mountain Province Stae Polytechnic College shall:

- Produce responsible, morally upright and globally competitive professionals and technical workers.
- Promote and undertake relevant resaerch and extension that contribute to local and national prosperity.
- Advance cultural appropriate and responsive frameworks of education and development
 - Provide progressive and dynamic rural development programs.
 - Advocate sound resource management and development programs and;
 - Engage in profitable enterprises and become partly self-reliant.

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GOALS

- Attain and Sustain Quality and Excellence
- Promote Relevance and Responsiveness
- Broaden Access and Equity
- Improve and Enhance Efficiency and Effectiveness

CORE VALUES

Mountain Province State Polytechnic College subscribes to the following core values.

1. Self-discipline
2. Effectiveness
3. Responsibility
4. Versatility
5. Integrity
6. Commitment
7. Efficiency

COURSE OFFERINGS

Graduate Programs

Doctor of Education
Master in Science Education
Master of Arts in Education
Master in Business Administration
Master in Public Administration

Degree Programs (Bontoc Campus)

Bachelor of Arts
Bachelor of Science in Criminology
Bachelor of Science in Accountancy
Bachelor of Science in Business Administration

- Financial Management
- Marketing Management


Bachelor of Science in Office Administration
Bachelor in Secondary Education

- Mathematics
- General Science
- Social Science
- English
- Indigenous People's Educ.
- Music and Arts

Bachelor in Elementary Education

- Major in Special Education
- Major in Early Childhood Development

Bachelor of Science in Information Technology
Bachelor of Science in Nursing
Bachelor of Science in Hotel and Restaurants Management
Bachelor of Science in Tourism

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Competencies on Ladderized Programs (HRMT)

- Baking/Pastry
- Hot and Cold Kitchen
- Food and Beverage
- Front Office Management
- Housekeeping Management
- Banquet and Catering
- Commercial Cooking
- Bar Management
- Travel and Tour
- Tour Guiding

Degree Programs (Tadian Campus)

Bachelor in Secondary Education

- Mathematics
- General Science
- Social Science
- English
- Indigenous People's Education
- Music and Arts

Bachelor in Elementary Education

- Major in Special Education
- Major in Early Childhood Development


Bachelor of Science in Electrical Engineering

LADDERIZED PROGRAMS

- Bachelor of Science in Civil Engineering
- Bachelor of Science in Industrial Education
- Bachelor of Science in Industrial Technology
- Bachelor of Science in Hotel and Restaurant Services

COMPETENCIES ON LADDERIZED PROGRAMS

- Carpentry
- Welding and Rebar
- Automotive Servicing
- Building Wiring
- Baking/Pastry
- Food and Beverage
- Food Processing
- Front Office management
- Banquet and Catering
- Handicraft
- Hair Science


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COLLEGE FEES

| | | | |
|------------------------------------------------|-----|--------|-----------------|
| Tuition Fee | | | |
| Undergraduate | Php | 60.00* | 75.00** |
| Masteral | | | 150.00 |
| Doctoral | | | 250.00 |
| Entrance Fee | | | |
| Undergraduate | | 60.00 | |
| Graduate | | | 100.00 |
| Registration/Matriculation Fee | | | |
| Undergraduate | | 75.00 | |
| Graduate | | | 100.00 |
| Late Registration | | | 100.00 |
| Adding/Dropping | | | 50.00/subject |
| Affiliation Fee for Practice Teachers | | | 600.00 |
| Athletic Fee | | | 50.00 |
| Cultural Fee | | | 60.00 |
| Laboratory | | | |
| Science Subject | | 100.00 | |
| Computer Subject | | | 500.00 |
| Typing | | 100.00 | |
| Criminology Lab | | 100.00 | |
| SCUAA Fee | | | 50.0 |
| RAATI Fee | | | 75.00** |
| Clearance/Certification Fee | | | 25.00 |
| Graduation Fee | | | |
| Undergraduate | | 300.00 | |
| Graduate | | | 500.00 |
| I.D Card/School I.D. | | | |
| New | | | 250.00 |
| Validation Fee-Old | | | 25.00 |
| Replacement of Lost/Tampered school I.D | | | 250.00 |
| Library Fee | | | 300.00 |
| Spoilage/Lost assessment | | | 50.00 |
| Medical/Dental Fee | | | |
| Undergraduate | | | 50.00 |
| Graduate | | | 150.00 |
| Borrower's Card | | | 20.00 |
| OTR | | | |
| Undergraduate | | | 50.00/per page |
| Graduate | | | 100.00/per page |
| Student Service Fee/Development Fee | | | 500.00 |
| Admission Test Fee | | | 100.00*** |
| Scanning Fee | | | 50.00 |
| Authentication Fee | | | 20.0 |
| Evaluation Fee | | | 25.00 |

Note:

Php 60.00* (tuition fee) for old students
 Php 75.00** (tuition fee) for new enrollees
 (Implementation started last SY 2010-2011)

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RIGHTS OF THE STUDENTS IN SCHOOL

In addition to other rights, prescribed by laws and regulations, students shall enjoy the following rights:

- The right to receive primarily a competent instruction conducive to students' full development as persons with human dignity and relevance in line with national goals.
- The right to freely choose their fields of study subject to existing curricula and to continue their course therein up to graduation, except in case of academic deficiency or violation of disciplinary regulation.
- The right to avail of career guidance and counseling services with consistent and accurate evaluation of his/her potentials so that he/she may be able to consider all career alternatives based on sound information about the various fields of work.
- The right to access his school records, confidentiality of which the school should maintain and preserve.
- The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents.
- The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities similar in nature.
- The right to free expression of opinions and suggestions and to effective channels of communication with appropriate academic and administrative bodies of school or institution.
- The right to form establishes, join and participate in organizations and societies recognized by the school to foster the students' intellectual, cultural, spiritual and physical growth and development.
- The right to be free from involuntary contributions except those approved by their own organizations or societies.
- The right to be free from involuntary non-admission or suspension from school without due process or leave of absence.


PART II. THE STUDENT SERVICES AND DEVELOPMENT OFFICE:

1. Vision

The Student Services and Development Office Envisions to be the center for (PRO-SERVICISS); Practical, Relevant, and Organized Services Equally Responsive and Valuable for Intellectual, Corporeal, Emotional, Spiritual, and Social development of the youth.

2. Mission

The Student Services and Development Office serve the students in the maintenance of a healthy social relationship through varied and dynamic services to facilitate the optimum development of their potentials.

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3. Goals

4.1. *Development Goal*

The Student Services and Development Office shall provide student services towards the development of disciplined, responsible and highly trained students.

4.2. *Enabling Goals*

In pursuit of the development goals, the Student Services and Development Office aim to:

- 4.2.1. Enhance staff commitment and professional capability;
- 4.2.2. Provide an approach/system of efficient delivery of service;
- 4.2.3. Create an atmosphere of democratic social interaction; and
- 4.2.4. Maintain a strong feedback mechanism for evaluation.


5. Organizational Structure (See appendix A)

6. Officials

- 6.1. The Director of Student Services and Development (DSSD) is the head of the office and is supervised by the Vice Presidents for Academic Affairs or the President.
- 6.2. The SSDO director works in close coordination with the other student service offices of the college such as the Office of the College Registrar, the College Library/Learning Resource Center, the Health Services, the Industrial Relations, Job Placement and On-the Job Training Office, the National Service Training Program Office and the Campus Ministry, as well as with the different Department chairpersons of the College and the Directors of the different Administrative Offices of the College.
- 6.3. The following officials are under the Office of Student Services: Student Services Coordinator, Placement and Alumni Relations Officer, Guidance Counselors, Student Scholarships and Grants Coordinator, Student Organizations and Advisers.

Services:

Student Services and Development Office, supervises and coordinates different student service offices/units of the college. Several other offices/units are supervised by the Director for Student Services and Development as the case may be. The following offices/units under the jurisdiction of the Student Services and Development are: Guidance and Counseling, Student Organizations, Scholarships and Grants, Career Development and Employment/Job Placement, and Alumni Relations.

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1. Guidance and Counseling

1.1. Goals and Objectives

- 1.1.1. To assist the students achieve their maximum potential by developing self-awareness and self-realization.
- 1.1.2. To make available channels in optimizing the students' capabilities for achievement.
- 1.1.3. To assist the students in making satisfactory adjustments in the college and in reaching responsible decisions in academic, personal and social areas of their lives.
- 1.1.4. To undertake researches related to guidance and counseling which could contribute to the development of the college system.
- 1.1.5. To provide trainings for paraprofessionals and professionals in guidance counseling and testing to enable them as partners in guidance work.


1.2. Personnel

A License Guidance counselor heads the Office. He/She manages all the affairs of the office.

Guidance Staff. Does clerical and guidance related functions.

1.3. Services

- 1.3.1. Individual inventory. It serves as the 201 file of the students which includes records of psychological tests taken, counseling visits, and other pertinent information about the student.
- 1.3.2. Information. It provides an updated array of educational, vocational and personal-social materials which can be useful to the students as in the conduct of some seminars, workshops.
- 1.3.3. Counseling. It is conducted either individually or in groups on topics ranging from personal to career concerns.
- 1.3.4. In-school Placement. It serves as a link between the students and school Placement Office of the college where students in need of income are hired as student assistants of the college.
- 1.3.5. Psychological Testing and Evaluation. It is given to students who may be in need of such and whose evaluation may be an aide or a tool in the helping process.
- 1.3.6. Referral. This refers to cases which are considered beyond the scope of expertise of the office that are referred to more experienced and competent professionals as part of the helping process.
- 1.3.7. Follow-up. It's a continuing service to the students which includes a follow-up of the progress of their cases.
- 1.3.8. Peer Counselors Development Service. It is an approach to student development which takes advantage of the concept that peers learn from peers and peers teach peers.

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1.3.9. Research and Evaluation Service. It conducts researches on needs, problems and performances of students whose findings are reported to the administration for consideration.

1.3.10. Self-Enhancement Training Service. These are trainings provided as determined by the guidance counselor based on needs analysis.

2. Student Organizational Development

2.1. Goals and Objectives

2.1.1. To enhance the growth of students as individuals and members of the academic community by encouraging the formation of different student clubs and organizations within the college.

2.1.2. To complement the academic and curricular growth and development of the students through various student projects and activities such as sports fest, quiz bees and the like.

2.2. Personnel

2.2.1. Under the supervision of the SSDO, this Office is manned by a coordinator duly designated by the College President

2.2.2. The Coordinator of Student Organization handles the different accredited student clubs and organizations and the Supreme Student Council.

2.2.3. The Adviser/s of Publications monitors and supervises the activities of the student publication (as the case maybe).

2.2.4. The Board of Management for Student Organizations (BMSO) handles the accreditation process of student clubs and organizations. This is composed of the coordinator, representatives from the students, faculty, Administration, Adviser, and is headed by the SSDO director.

2.3. Functions

2.3.1. Accredits student clubs and organizations per school year.

2.3.2. Monitors the projects and activities of the different accredited student clubs and organizations and the Supreme Student Council.


2.3.3. Implements the Rules and Regulations Governing Organized Student Activities (RRGOSA).

2.3.4. Facilitates meetings/joint activities/exchange of ideas among student organizations.

2.3.5. Endorses student requests for funding (projects, training, and seminars) and the use of college facilities.

2.3.6. Approves the posting of promotional materials/advertisements within the campus.

2.3.7. Recommends college-wide activities geared towards the wholesome development of the student – mentally, physically, emotionally, socially spiritually and morally.

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2.3.8. Provides administrative and technical support to the official student newspaper of the College.


2.4. *Student Clubs and Organizations: Their Responsibilities.*

2.4.1. Comply with the following Requirements for Accreditation of Student Clubs/Organizations:

- a. Letter of request for accreditation addressed to the SSDO and duly signed by the elected president of the organization and the faculty adviser.
- b. List of officers of the club/organization with photocopy of the college identification card (I.D.) and the specimen signature of the officers.
- c. List of at least 25 members of the club/organization. The list should include, among other things, the course each student is enrolled in.
- d. Proposed Calendar of Activities of the organization for the School Year.
- e. Constitution and By-laws of the Club/Organization.
- f. Letter of acceptance of the faculty adviser chosen by the officers and members of the club/organization (appendix B).
- g. Geographical and religious organizations may want to submit two (2) advisers (internal and external). The internal adviser of a geographical organization is preferably a faculty member who comes from the same community/municipality where the students come from.
- h. Accomplishment Report. Accomplishment Reports shall be submitted to the SSDO every after the completion of an activity.
- i. Financial Report. Financial reports shall be audited by the external audit team of the JPIA and duly signed by the same. All Student organization should submit itself for external auditing. The preceding shall be a major requirement for reaccreditation.

2.4.2. *Guidelines on the Operation of Student Clubs/Organizations*

- a. The different clubs and organizations within the college are governed by the Rules and Regulations prescribed for the Organized Student Activities (RRGOSA).
- b. The accreditation process is handled by the Student Services and Development Office. It shall review the accreditation papers of student clubs and organizations and make recommendations pertaining thereto.
- c. A Certificate of Accreditation for the school year is issued to a student club/organization upon approval of its request for accreditation. Such

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certificate is shall be signed by the Director of Student Services and Development, Executive Dean and the Vice President for Academic Affairs.

- d. The College, through the Student Services and Development Office, has the right to revoke the certificate of accreditation granted to a Student club/organization in violation of the rules and regulations of the college, particularly the Student Code of Conduct and Discipline. As in all cases involving students, violators will be accorded due process.
- e. Fraternities and sororities must be accredited by the college. Recognition of these organizations is perceived to foster a better relationship with and among its officers and members and the college administration.
- f. All accredited fraternities and sororities shall be guided by Republic Act No.8049: An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities and Organizations and Providing Penalties (Appendix C) and CHED Order No. 4 “Preventive Measure Against Violence and Sanctions or Fraternities and Other Student Organizations.”


2.4.3. *Student Publication*

2.4.3.1. The official student newspaper of Bontoc Campus shall be known as the AP-APAWAY and WAWALITAN for the Tadian Campus and may be changed subject to proper consultation and deliberation.

2.4.3.2. The Student Services and Development Office provides administrative and technical support to the official student publication of the college. In accordance with the issued guidelines of campus/student journalism, this office updates student journalists on the current trends in newspaper writing. It recommends to the student body and the college administration the attendance of student delegates to different symposia, seminars and lectures of same nature. It also assists the staff in the screening of interested students wishing to take an active part in the student publication.

2.4.3.3. A yearly competitive examination is conducted to determine the members of the Editorial Board of the student publication. The college President through the Director of Student Services and Development creates the Selection Board/Committee whose members shall include a faculty member, an administrative staff, a practicing journalist, and a former member of the editorial board of the student publication and a former member of the editorial board of the student publication.

2.4.3.4. The publication obtains its finance from the student population through the Student Publication Fee of Php. 20.00 per semester. The amount may be increased after complying with consultative requirements and other legal issuances pertaining thereto.

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2.4.3.5. Republic Act 7079 also known as the Campus Journalism Act and the Rules and Regulations Governing Organized Student Activities shall serve as the basic guidelines of the student organ.

2.4.4. *Student Government*

2.4.4.1. The student government of the college shall be officially called SUPREME STUDENT COUNCIL (SSC).

2.4.4.2. The Supreme Student Council is governed by its own constitution and by-laws.

2.4.4.3. It shall exist to democratically serve as the link and bride between the college administration and the student population; thus, it functions for the betterment of the student population of the college.

2.4.4.4. Election of officers of the Student Council is, on the other hand, governed by the Student Election Code which is implemented and carried out by an independent student body, the Commission on Student Elections. The Commission on Student Elections is tasked to oversee the orderly conduct of student elections and to religiously carry out the rules, regulations and guidelines specified in the Election Code.

2.4.4.5. All members of the student government shall finance the projects and activities of the student government through the SSC Fee of Php. 20.00 per semester which may be increased after complying with consultative requirements and other legal issuances pertaining thereto. Accounting and auditing procedures of finances is indicated in its constitution and by-Laws and the Rules and Regulations Governing Organized Student Activities.

2.4.5. *Federation of Student Councils*

2.4.5.1. All elected student council presidents of the different campuses of the college system shall confederate and shall form the Federation of (college) Student Councils. (RA 8292)


2.4.5.2. The President of the federation shall sit as the student trustee in the Board of Trustees of the College (RA 8292) upon formal endorsement by the officers of the federation of student councils.

2.4.5.3. This federation exists to unify all efforts of the college system student council in addressing the needs of the students through a representation in the College Board of Trustees.

3. Student Housing

3.1. *The SSDO through a committee shall:*

3.1.1. Provide and manage activities and services to inculcate habits, attitudes, values of healthful living, efficient home management, good social relationship and responsiveness among student.

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3.1.2. Ensure that students residing in boarding houses are safe and that their boarding houses pass the sanitary requirements and condition prescribed by law and or local ordinances.

3.1.3. Shall conduct regular monitoring and Evaluation of Boarding houses, apartments, and dormitories providing accommodations to MPSPC students and recommend the same to students.

3.2. Functions

3.2.1. Provides a list of accredited boarding houses and dormitories within the vicinity of the college. This list is made available to parents and students during the opening of classes;

3.2.2. Recommend guidelines to boarding houses and dormitories willing to be included in the official roster of accredited residence quarters; and

3.2.3. Conducts home visits to boarding houses at least once a semester or more.

4. Student Scholarships and Assistantship

4.1. Goals and Objectives

4.1.1. To assist students who generally belong to the “poor but deserving” group to avail of scholarships/grants or financial assistance for educational purposes.

4.1.2. To scout for possible individual, agency or institutional sponsors for deserving students.

4.2. Personnel

4.2.1. The office is supervised by the Scholarship and Grants Coordinator who relates directly to the Director of Student Services and Development Office. The coordinator works with the scholarship committee composed of the Vice President for Academic Affairs as Chairman. The members are the : Director for Student Service and Development, Registrar, Finance Officer, HRMO and a representative from the student council (refer to College Code).


4.3. Functions

4.3.1. Keeps records of the different scholarship and educational grants offered to students either by the college, the national government or by any interested individual, group of persons or private company.

4.3.2. Disseminates information on possible scholarship slots as provided for by the Scholarship Committee;

4.3.3. Prepares and implements the Memorandum of Agreement between the grantor and the college through the Office of the President;

4.3.4. Coordinates with the scholarship committee in the screening of students availing for scholarship;

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4.3.5. Undertakes the processing of scholarship papers of the students; and


4.3.6. Takes charge of the Student Financial Assistance Program of the college in coordination with the appropriate office.

4.4. *Policies on Scholarship and Educational Grants of the College*

4.4.1. *MPSPC Sponsored Scholarships:*

- **Academic Scholarships.** Scholarships are granted by the College to students with excellent academic performance.
 - **President's List.** A student who gets a general average of 100%-92% shall enjoy full tuition fee discount provided that he/she carries at least the regular load prescribed by the department where he/she is enrolled, is of good moral character and has no grade lower than 86% in any subject in the previous semester he or she attended.
 - **Dean's List.** A student who gets a general average of 91%-89% shall enjoy a 75% tuition fee discount provided that he/she carries the regular load, is of good moral character and has no grade lower than 80% in any subject in the previous semester he or she attended.
 - **Entrance Scholars.** Scholarships shall be awarded to valedictorians and salutatorians from public and private schools in the country. Valedictorians shall enjoy full tuition while salutatorians enjoy 75% tuition fee for the first semester he/she enrolled in the college.

- **Grants-in-Aid-Service.** The college shall also extend other privileges in the form of full or half tuition fee to the following as approved by the board of trustees:
 - **Members of the MPSPC Band.** The adviser shall recommend to the College President through the Director for Students Services and Development. A deserving member of the band will be granted 100% tuition fee discount. The scholar must have no failing grade, must attend regular practices as called for by the band master and participate in school and community activities whenever the school band is invited or requested to perform.
 - **ROTC Corp Commander.** The ROTC Commandant shall recommend to the College President through the scholarship coordinator the ROTC Corp Commander. He/she will be granted 100% fee tuition privilege. The ROTC Corp Commander to be granted the scholarship must have no failing grades and must attend regular meetings when called for by higher authorities.
 - **Outstanding Athletes.** The Sports Director shall screen and recommend to the College President through the Scholarship Coordinator the grantees to this program based on set criteria such as: a) performance in the past athletic competitions as medalist in regional or athletic competition, and b) abides by the scholarship contract that serves as the application letter. The qualified athlete will be granted 100% tuition fee discount.
 - **SSC President.** The Adviser shall recommend to the Director of Student Services and Development and the Chairman of the

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Scholarship Committee through the Scholarship Coordinator the grantee to this program.

- SSC President-100% discount


-Editor-in-Chief and staff members of the school publication. The adviser shall recommend to the College President through the Director of Student Service and Development qualified school publication staffs. He/she will be granted tuition fee privilege. To qualify for the grant, he/she must have no failing grades, must attend regular meetings when scheduled by the Adviser and the college authority and must submit monthly/quarterly reports and annual reports.

-MPSPC Minstrels (Choral Group)/Student Cultural Arts Group (SCAG). The Adviser shall recommend to the College President through the Director of Student Services and Development and the Chairman of the Scholarship Committee the grantees to this program after a thorough audition.

-Socio-Cultural Scholarship Grants. The adviser shall recommend to the College President through the Director of Student Services Development and the Chairman of the Scholarship Committee the grantees to this program.

Policies/Guidelines for Grants

- A grantee shall be entitled to free tuition fee, miscellaneous, laboratory and other fees as billed in the assessment form.
- Shall carry a minimum of 18 academic unit loads except for graduating students.
- Shall enroll NSTP and PE required subjects, during the prescribed curricular period; and
- Shall pass all the subjects he/she is enrolled in the semester.
- **Service Grants.** This grant is given to a working student in recognition of his/her invaluable services to the college. The supervisor (GSO Director) shall recommend to the College President through Director for Student Services and Development the grantees to this program. He/she shall be entitled to free tuition fee, miscellaneous, laboratory and other fees as billed in the assessment form.
- **Special Privileges.** Free tuition fee is granted to employees and children of employees (Art. 76 sec. 1.g of the College Code.
- **Student Assistants.** The GSO Director shall recommend to the College President through the Director of student Service and Development qualified student assistants. The criteria in selection of student assistants include the following: a) financial need of the applicant as supported by the most recent Income Tax Return (ITR) of the Family or a Sworn Statement in the case of Non-filing of such return; 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 entering freshmen applicants); and c) specific or special skills possessed by the applicant in relation to the job. (See handbook for student assistants)

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4.4.2. *DILG Special Privilege.* As stipulated in the Local Government Code, incumbent officers of the Sangguniang Kabataan and legitimate children of incumbent Sangguniang Kagawad shall be exempted from paying tuition fees enrolled in State Colleges and Universities.

Requirements:

- Most recent certification from the DILG Officer or Municipal Mayor.
- Grades in the last semester attended.

4.4.3 *Private-Sponsored Scholarship and Grants*

With the intention of giving financial assistance to the student with excellent academic performance, non- government entities or individuals have forged the Memorandum of Agreement with the College. Specific criteria, guidelines and procedures are set by the sponsors that are most applicable to their end. In most cases, the pre-screening is carried out by the Scholarship committee in accordance with the prescribed criteria. In some instances, the students personally work for the scholarship and the processing of the document is asserted by the committee.

5. Auxiliary Services


5.1 *Goals and Objectives*

- 5.1.1. Provide assistance in other student-related concerns such as identification cards, insurance and others.
- 5.1.2. To ensure the smooth flow of procedures for the different services offered by the office.

5.2 . *Procedures*

5.2.1. *Obtaining Student Identification (ID) Card*

- Applying for an ID Card
 - Present the current registration form.
 - Fill-in the application form (Identification Card Registration Form)
 - Proceed to the ID Room for picture taking.
 - Claim the ID card on the specified date.
- Validation of ID card
 - A student who is enrolled for the semester is required to have an ID cards validated for the current semester. He/she must report to the Student Services and Development Office for validation stickers.
 - No student will be allowed entry to the college premises without the validation sticker even when the student has officially paid his/her school fees.
- Rules on the Use of ID Cards
 - A student is obliged to wear his/her Identification cards at all times.
 - No student is allowed to enter the college premise without wearing identification card properly signed by the Director of Student Services and Development and validated for the current semester.

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- Any student who violates the rules and regulation pertaining to the proper use of the college ID shall be dealt with accordingly as per the Student Code of Conduct and Discipline.
- Replacing a Lost ID card
 - Secures an affidavit of lost
 - Fill up ID replacement form (Appendix D)
 - Present the affidavit of loss (Appendix E) and replacement form, current registration form and one copy of the official ID pictures.
 - Pay the required ID fee and the penalty for lost ID card.
 - Claim the ID card on the specified date.

5.2.2. Student Group Insurance

The college encourages a student to avail of Student Group Insurance Package. However, any student who: a) is officially enrolled in the National Service Training Program (NSTP), b) officially enrolled in Supervised Industrial Training Program (SIT) or On-the-job Training Program (OJT) or Off Campus Student Teaching, c) will go on field/educational trips and related activities is required to get a Student Group Insurance.

5.2.3. Student Mails

- A bonafide student can have his/her mails addressed to the college.
- Mails can be claimed from the Student Service and Development Office during office hours provide that the student present his/her ID card.
- It is recommended that mails be addressed properly as in the example below:
Ms. MA. CRISTINA CRUZ
Mountain Province State Polytechnic College
Bontoc Campus, Bontoc 2616
Mountain Province, Philippines

5.2.4. School Uniform

- Each Department has its own prescribed uniform. A department is authorized to sell uniform at a reasonable price as a department IGP.


5.2.5. Attendance to Seminars and trainings

- Students' participation to seminars and trainings shall be determined by the SSDO and approved by the College President considering its relevance and the concept of "equal opportunity."

6. Career Development and Capability Building Services (Job Placement and Alumni Services)

6.1. Goals and Objectives

- 6.1.1. To provide employment counseling to graduating students.
- 6.1.2. To make available to students information on career pathing.
- 6.1.3. To conduct development activities and other related pre-employment activities.
- 6.1.4. Shall establish rules regarding attendance to seminars and trainings by the students.

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6.2. Personnel

6.2.1. The chair of the committee or task force on Career Development and Employment Services relates directly to the Director of Student Services and Development Office.

6.2.2. The task force coordinates with the Department chairpersons or other similar program of the college.

6.3. Functions:

6.3.1. Assists students in their career discovery

6.3.2. Conducts career counseling / advising

6.3.3. Facilitates / scouts opportunities for job placement

6.3.4. Conducts job fairs

6.3.5. Provides internet links

6.3.6. Designs programs and training (career orientation)

7. Sports, Recreational, Socio-Cultural, and Research and Extension Services

7.1. Goals and Objectives

7.1.1. To assist in the total development of the students through activities designed for the wise use of leisure time.

7.1.2. To promote the development of self-confidence, sportsmanship, social and cultural growth of students.

7.1.3 To Conduct and facilitate research and extension activities to develop the culture of research and community involvement.

7.2. Personnel

7.2.1. The unit shall be headed by the coordinator of Socio-Cultural Affairs designated by the College President.

7.2.2. The Sports Director coordinates with the Student Services and Development Office on the conduct of sports-related activities.

7.3. Functions


7.3.1. Plans and conducts sports, recreational, socio-cultural, and research and extension activities for the student.

7.3.2. Manages and offers facilities.

7.3.3. Coordinates college activities to be used for recreational and socio-cultural programs and activities.

7.3.4. Supervise the performing art groups with the college (MPSPC band. Minstrels, SCAG).

7.3.5. Initiates / stages exhibits and competitions / contests.

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8. Other Student-Service Offices

There are other offices within the college responsible in serving the student population but are not under the direct supervision and management of the Student Services and Development Office. These offices function to respond to the needs of the student population and to augment the student services of the college. Such offices/services are the following: Office of the College Registrar, Food Services, Health Services, Library and Resource Learning Centers and National Service Training Program.

8.1. The College Registrar's Office

8.1.1. Goals and Objectives


- 8.1.1.1. To maintain an updated registry of student records.
- 8.1.1.2. To ensure a systematic and orderly management of student records.
- 8.1.1.3. To prepare a periodic report on the statistical data as to enrolment and academic performance of the students.
- 8.1.1.4. To assist incoming students in their choice of course within the college.

8.1.2. Personnel

- 8.1.2.1. The College Registrar heads the office.
- 8.1.2.2. The administrative staff of this Office includes a registrar and clerical staff. Student assistants and OJT students are also assigned to assist in the office.

8.1.3. Functions:

- Plans, supervises and is responsible for:
 - registration / enrollment of students
 - admission and selective retention of students
 - compliance of admission and academic requirements
 - enforcement of government and college regulations on academic scholarships, scholastic delinquency, transferees, accreditation, student loading, subject sequence, cross-enrollment, graduation, graduation with honors, changing / adding / dropping of subjects, and other related matters
 - selection of honor student
- Prepares the following
 - Transcript of Records
 - Certifications (enrolment, units earned, graduation, completed academic requirements, etc.
 - Evaluation forms (official list of subjects already taken by the student with the corresponding grades obtained)
 - Honorable dismissal (granted to students wishing to voluntarily withdraw from the college.
 - Diploma
 - Rating Slips

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8.2. Library and Learning Resource Center

8.2.1. Goals and Objectives

- 8.2.1.1 To create an adequate and stimulating learning environment by providing information resources in pursuit of teaching, research and extension work of the academic institution.
- 8.2.1.2. To acquire, organize, and provide materials in line with the institution's main objectives, course offerings and programs.
- 8.2.1.3. To offer formal and informal institution's to library users in the use of books and resources.
- 8.2.1.4. To provide library users a reading area and other library facilities
- 8.2.1.5. To coordinate with the faculty and students regarding their needs on institutional materials;
- 8.2.1.6. To provide a variety of reading materials on different subjects and interests of students;
- 8.2.1.7. To establish linkages and networks with other agencies for library donations and resource sharing; and
- 8.2.1.8. To extend services to the community and other agencies.

8.2.2. Personnel


- 8.2.2.1. The Supervising Librarian closely coordinates with the Student Services and Development Office, Department Chairpersons and the Executive Dean in determining the book needs of the students.

8.2.3. Functions:

- 8.2.3.1. Makes available textbooks, reference books, interest and hobby books, magazines and other periodicals at the Library and Learning Resource Center of the college.
- 8.2.3.2. Updates the collection of the library by collecting the request of the department on needed books and other materials. Facilitate the procurement of new collection.
- 8.2.3.3. Scouts for possible donors of books and other materials. Offer other audio-visual materials relevant to classroom activities.

8.2.4. Guidelines in the Use of the Library Facilities

- 8.2.4.1. A students wishing to use the facilities and resources of the library is required to present a validated borrower's card together with his/her school ID.
- 8.2.4.2. For faculty and administrative personnel, the college I.D. should be presented upon entry.

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8.2.4.3. Researchers coming from outside of the college are required to present a referral letter from the Librarian of the institution of origin.

8.2.5. *How to apply for Library Card*

8.2.5.1. Present the current registration form to the Librarian-in-charge together with the student ID for the current semester.

8.2.5.2. Submit two (2) 2x2 ID pictures for a new students and one (1) 2x2 for an old student

8.2.5.3. Claim the borrower’s card on the specified date by presenting the registration form

8.2.6. *Internet Policies*

8.2.6.1. Internet services are made available to students.

8.2.6.2. A students must present his/her ID cards before he/she could log in.

8.2.6.3. Minimal charges set by the finance office is paid to the operator who remits daily collections to the cashier.

8.2.6.4. Opening, viewing and posting pornographic materials are strictly prohibited.

8.3. On the Job Training Program

8.3.1. *Goals and Objectives*

8.3.1.1. To ensure a collaborative partnership with the various industrial and employment firms and organizations within the country through a continuous deployment of students in the On-the-Job Training Program of the college.


8.3.1.2. To provide the students (both enrolled and graduated) with a list of partner schools, companies, agencies and firms for possible training and employment.

8.3.1.3. To complement the academic learning of the students through first-hand experience in the world of work.

8.3.2. *Personnel*

8.3.2.1. The On-the-Job Training Program is taken care of by the department chairs person/Faculty-in-charge. They submit reports to the Office of the Campus Dean and coordinates with the Director for Student Services and Development Office.

8.3.2.2. The Department Chairpersons and Coordinators should coordinate closely with the Student Services and Development Office through the Head of the Job Placement Services.

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8.3.3. Functions:

- 8.3.3.1. Coordinates the On-the-Job Training (OJT) or Supervised Industrial Training Program (SIT) for students enrolled in the OJT/SIT subject.
- 8.3.3.2. Makes referrals for job placement for graduates of the College through the Student Services and Development Office.
- 8.3.3.3. Disseminates announcement for job vacancies from requesting firms, companies and organizations.
- 8.3.3.4. Ensure that Student Internship Programs of every department shall be guided by CMO 23 “Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs with Practicum Subject” and Republic Act 9710 “Magna Carta of Women.”

8.4. Health Services

8.4.1. Goals and Objectives


- 8.4.1.1. To provide primary medical care exclusively to students, faculty and college personnel.
- 8.4.1.2. To ensure a healthy working environment for the students, employees and faculty members of the college.

8.4.2. Personnel

- 8.4.2.1. The College Dentist/Physician heads the College Health Services Office. He works in close coordination with the Student Services and Development Office (for student cases), the Vice President for Academic Affairs (for faculty concerns) and the Vice President for Administration (for employee concerns).
- 8.4.2.2. Under the supervision of the College Dentist/Physician is the College Nurse

8.4.3. Functions:

- 8.4.3.1. Handles simple, uncomplicated and stable medical cases.
- 8.4.3.2. Engages in preventive-promotive activities such as physical, medical and dental examinations.
- 8.4.3.3. Renders diagnostic and treatment services.
- 8.4.3.4. Attends to accidents and emergencies.
- 8.4.3.5. Refers cases to hospitals.

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8.4.3.6. Conducts medical examinations to students who will be deployed in their Supervised Industrial Training or On-the-Job Training.

8.4.3.7. Keeps medical records of students and employees.

8.5. Campus Ministry

8.5.1. Goals and Objectives

8.5.1.1. To provide an avenue for the spiritual needs of the students, faculty and administrative personnel of the college.

8.5.1.2. To complement the cognitive, social emotional and physical needs of the college population with spiritual activities for a total personality development.

8.5.1.3. To strive towards an educational approach in answering the spiritual needs of the college population.

8.5.2. Personnel

8.5.2.1. The advisers of religious organizations closely coordinate with the Director of Student Services and development and the College Deans in the conduct of activities of the Campus Ministry.

8.5.3. Functions:

8.5.3.1. Coordinates ecumenical services i.e., baccalaureate mass, etc.

8.5.3.2. Conducts/offers retreats and recollections.

8.5.3.3. Organizes Bible studies and Bible sharing.

8.5.3.4. Conducts outreach programs.

8.6. National Service Training Program (NSTP)


8.6.1. Goals and Objectives

8.6.1.1. Prepare college students for possible service in case of external and internal security problems.

8.6.1.2. Train and develop the ROTC cadets as future enlisted reservists of the AFP

8.6.1.3. Inculcate among the youth the spirit of patriotism and nationalism and enhance their involvement in public and civic oriented activities.

8.6.1.4. Prepare the youth for the vital role in nation building;

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8.6.1.5. Develop and promote the physical, moral, spiritual, intellectual and social well-being of the youth;

8.6.1.6. Develop civic consciousness and good citizenship among the youth; and

8.6.1.7. Train and develop, mold and produce service oriented and responsible students that will be of help to the locality and community.

8.6.2. *Personnel*

8.6.2.1. The office is headed by the NSTP director designated by the College President.

8.6.2.2. The Reserved Officers Training Corps (ROTC) is headed by the Commandant who closely coordinates with the NSTP Director.

8.6.3. *Functions:*

8.6.3.1. Provides modules along the areas of physical, moral, spiritual, intellectual and social well-being of the students through the Military Training Services (MTS) and Civic Welfare Training Services (CWTS) program. Establishes linkages with various communities.

8.7. Food Services

8.7.1. *Goals and Objectives*

8.7.1.1. To provide nutritious food and school supplies to the students, employees, faculty, college officials and guest at a reasonable price.

8.7.1.2. To ensure a variety of food available for breakfast, lunch, dinner and snacks of the students and employees of the college.


8.7.2. *Personnel*

8.7.2.1. The Personnel closely coordinates with the Director of Student Services and Development in terms of food services. The Canteen Manager has under his/her function to employ several people providing food service to the college.

8.7.3. *Functions*

8.7.3.1. Ensures a variety and affordable food services for breakfast, lunch, snacks and dinner of the students and employees.

8.6.3.2. Provides catering services

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PART III. General Guidelines and Procedures for Students on Academic Affairs Operation

1. Grading System

The undergraduate grading system

| <u>Percentage Equivalent</u> | <u>Descriptive Rating</u> |
|------------------------------|---------------------------|
| 98-100 | Excellent/Very Superior |
| 95-97 | Superior |
| 92-94 | Very Good/Above Average |
| 89-91 | Very Good/Above Average |
| 86-88 | Very Good/Above Average |
| 82-85 | Good/Average |
| 79-81 | Good/Average |
| 77-78 | Satisfactory/Fair |
| 75-76 | Satisfactory/Fair |
| 50-74 | Failure |
| DR | Dropped |
| INC | Incomplete |
| WP | Withdrawn with permit |

The passing grade in the undergraduate level is 75. The Incomplete,(INC) mark is given when student whose class standing throughout the semester is passing but fails to take the examination or submit other requirements of the course due to illness or other valid reasons. If found justified, the student may be given special examinations. In cases when the class standing is not passing, and the student fails to take the final examinations for no valid reasons a grade of 70 shall be given.

If a student passes an examination for the removal of an “INC” the final grade shall be higher. If he fails grade of 70 shall be given. An incomplete mark not removed within the period provided for removal shall automatically be 70.


In progress (Pr) shall be given for a work actually being undertaken at the time the grades are submitted. This should be written under remarks.

WP (withdrawn with permit) mark is given for courses or subjects that are dropped before the mid-term examinations. A “D” marks is given for students who drop their subjects after the mid-term test with permission and 70 without permission.

The No Final Examination (NFE) mark is given to a student who has completed requirements of the course but fails to take the final examinations. The student is given one semester to take the exam; otherwise, the Registrar’s Office will automatically convert the NFE to 70.

All reports of grades must be recorded to the Office of the Registrar within one (1) week after the final examinations at the end of each semester/term.

Grades shall not be changed after they shall have been submitted to the Office of the Registrar. However, should there be a need to make a change; the Instructor concerned should notify the Department Chairman, the Executive Dean and the Registrar.

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The Graduate Level Grading System


| Grade | Percentage Equivalent | Descriptive Equivalent |
|-------|-----------------------|------------------------|
| 1.0 | 99 + | Excellent |
| 1.1 | 98 – 99 | Excellent |
| 1.2 | 97 | Very Satisfactory |
| 1.3 | 95 – 96 | Very Satisfactory |
| 1.4 | 94 | Satisfactory |
| 1.5 | 92 – 93 | Satisfactory |
| 1.7 | 89 – 90 | Fair |
| 1.8 | 88 | Fair |
| 1.9 | 86 -87 | Poor |
| 2.0 | 85 | Poor |
| 2.25 | 80 -84 | (Conditional) |
| 3.0 | 79 and below | Failure |

- The passing grade in the graduate courses is 2.0.
- Other marks in use but not included in the computation of weighted general average are:
 - Dropped (D). This mark given when a course is officially dropped.
 - Incomplete (INC). This mark is given when a student whose class standing throughout the semester is passing ; passed the final examination but failed to submit other requirements of the course due to illness or valid reasons.
 - No Examination (NE). This mark is given when a student whose class standing throughout the semester is passing but failed to take the final exam.
 - In Process (IP). This mark is given for ongoing thesis / dissertation and independent research only. A numerical grade shall be given only after approval of thesis / dissertation manuscript by the Thesis / Dissertation Advisory Committee. The IP mark shall not be counted for any purpose.
 - Withdrawn with permit (WP). This mark is given for courses that are dropped before the midterm examinations.

2. Academic Load

2.1. Undergraduate Level

- 2.1.1. The total number of units in a regular semester for which a student may register shall be in accordance with the curricular programs the student is enrolled in.
- 2.1.2. During Summer Term, the normal load shall be six (6) units of technical or laboratory subjects provided that in justifiable cases the Executive Dean in consultation with the Department Chairman may allow a student to take nine (9) units of laboratory subjects. A graduating student shall be allowed a higher load but not exceeding 12 units.
- 2.1.3. Only a graduating student is allowed to have an overload, subject to his/her academic standing.
- 2.1.4. A graduating student may be permitted to carry a heavier load but not to exceed 28 units subject to approval by authorities concerned.

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2.1.5. A teacher Education student taking up Practice Teaching is not allowed to have any other subjects taken alongside with Practice Teaching.

2.1.6. A student who is considered as a scholastic delinquent is not allowed to have an overload.

2.1.7. The academic load of transferee students shall be limited only to the subjects without prerequisite until such time that he/she complete the pre-requisites.

2.1.8. The agency / employer of any working student shall recommend the maximum load of the said student to be approved by the Department Chair; in any case, the load should not exceed that which is allowed of regular students.

2.2. Graduate Level

2.2.1. The number of units to be registered shall depend on the status of the student as follows:

- A full- time student on study leave, under the local Scholarship Program (LSP) of the

Civil Service Commission and non-working students) may be allowed a maximum of twelve (12) units every semester and nine (9) units during summer.

- A part-time student is allowed during the regular semester a maximum of nine (9) units. During summer, he/she students can enroll six (6) units only.


3. Attendance

3.1. Student Attendance

3.1.1. The regular class attendance requirement is 54 class hours in one semester for a 3 units 'subject without laboratory and 36 class hours in one semester for a 2 unit subject. Three hours will be for every unit of laboratory. The number of class hours for any subject equivalent to number of class hours for any subject computed at eighteen (18) hours per unit.

The professor/Instructor has the prerogative to exercise classroom guidance by determining causes of his/her student's absence. If the student incurred three (3) consecutive or four (4) nonconsecutive absence, then the professor/Instructor is in the position to assess the causes of his/her student's absence and has the prerogative to decide whether to excuse or not his/her student based on the given explanation.

If the Professor/Instructor finds out that the student is suffering from psychological emotional, personal problems, then that will be the time that the student is referred to the guidance office for proper counseling services. When referring to the Guidance Office , the Professor/Instructor fills-up a guidance referral slip and indicates his/her assessments or findings as basis for referring the student for counseling services.

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3.1.2. Re-entry slip of absences shall be obtained from the Office of the Guidance and Counseling and to be submitted to the Student Services and Development Office to finally decide whether the case is Excused or Un-excused. The Guidance Office refers the case up to the SSDO for proper action before the former schedules a follow-up counseling session

4. Residence

4.1. Undergraduate Level

- An undergraduate student must finish the requirements of a course within a period of actual residence equivalent to a maximum of two (2) years of the normal length prescribed for the course; otherwise he/she shall not be allowed to re-enroll further in that course or advised to take additional subjects under justifiable reasons. Exceptions to this rule may be allowed on a case to case basis.
- Transfer students must have taken at least 50% of the total number of required units in the curriculum at the College.
- No student shall graduate from the College unless he/she has completed at least one (1) year of residence work immediately prior to graduation.
- Requests for extension beyond the given grace period will have to be addressed to the Office of the Registrar and endorsed by the Executive Dean.
- Cases that merit consideration are usually due to health reasons. A corresponding certification from the College Health Services should be obtained and presented to the Office of the Registrar.

4.1.3. Working Students


- A working student is required to finish his/her course within the specified years as provided for in his/her curriculum plus an additional one year or two semesters.
- For reasons beyond his/her control (illness, financial difficulties, etc) he/she may be allowed a grace period of two years or four semesters.
- Working mothers shall have the prerogative to choose their class schedules to accommodate their work schedule and their time for their children.

4.2. Graduate Level

A minimum of two semester residence is required or an equivalent of eighteen (18) units for the masters level and twenty-seven (27) units or three (3) semesters for doctoral level.

5. Cross-Enrollment

- 5.1. The College allows for the cross-enrollment of a student from another school under the following conditions:
- 5.2. The student is graduating at the end of the academic year or other justifiable reasons.
- 5.3. The subject to be cross-enrolled is not a major subject and is not being offered in the college where he/she comes from;

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- 5.4. The maximum number of units allowed for cross-enrollment is six (6), unless otherwise the other subjects are already the remaining courses to be taken by the student to qualify him/her for graduation.
- 5.5. No student shall be registered in any department in the college without the permission of the Department Chairman of the department where the student will be primarily enrolled; and the rotation of the college Registrar.
- 5.6. The College shall give no credit for any subject taken by a student from another university, college, or school if his/her enrollment in such subject was not authorized in writing by the Executive Dean;
- 5.7. The requests for cross-enrollment shall be recommended by the Department Head concerned and submitted to the Office of the Executive Dean. Cross-enrollment permits will be issued by the Office of the Registrar based on the approved request from the College Dean.

6. Enrollment Procedure for freshmen and New Student

- 6.1. A student shall be accepted in the college regardless of age, sex, nationality, religious beliefs, socio-economic status or political affiliations. The different departments shall not reject the enrolment of females who passed the battery of tests given by the Guidance Office.
- 6.2. The student must have graduated from recognized secondary schools.
- 6.3. A students must meet all the prescribed admission requirements of the College, to with
 - Complete and valid credentials (Form 138, Certificate of Good Moral Character and a copy of Birth Certificate; Marriage Contract for married female students).
 - Qualified General Weighted Average (GWA) set by the College or by CHED.
 - Permit to study from the agency in cases of employed students (government or private).
- 6.4. A student must pledge to abide by and comply with all the rules and regulations of the College.
- 6.5. A student must not have enrolled in any academic or college subject/s prior to the enrollment as beginning freshmen; otherwise, he/she shall be classified as transferee.
- 6.6. A student enrolled in vocational courses or those not leading to a degree program are admitted as beginning freshmen.
- 6.7 Student must take the guided admission test administered by the College.

7. Transferees

- 7.1. Undergraduate Level
 - Validation of courses taken from non-members of PASUC is required. The regular period for validation tests shall be (2) weeks before the first day of registration for each term or semester. No validating fee shall be charged during the regular period. Validating test given after the first day of registration shall be levied a fee of Php 15.00 per subject and only upon approval of the admission office;

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- All subjects and units taken from any private institution with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies in the Philippines (FAAP) may be accredited, provided that they are prescribed in the curriculum and have the same course content and number of units, and subject to residency requirement;
- Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical / vocational courses not be credited towards a degree program;
- Transferees from other private institutions with courses not yet accredited by any accrediting agency under the FAAP should undergo validation of subjects as prescribed in the accreditation process.

7.1.2. Transferees from other Schools / Universities

7.1.2.1. A student from other schools, colleges and universities wishing to transfer to MPSPC may do so provided that they undergo the same screening procedures that an entering new student undergoes.

7.1.2.2. He/she must also comply with the following admission requirements:

- Honorable dismissal from the previous university / college;
- Complete and valid credential
- Other requirements prescribed by the College and the concerned department:
 - Copy of grades signed by the Registrar or OTR for reference purposes
 - Certificate of Transfer Credential
 - Interview
 - Physical or Health Examination
 - Certificate of Good Moral Character
 - Marriage Contract for married female students
 - Permit to study from the agency in cases of employed students (government or private)
- Only a student who has enrolled in any course leading to a degree program is admitted as transferee.
- An Official Transcript of Record (ORT) shall be submitted prior to admission for the following semester. Otherwise, enrollment will not be allowed.
- Transferees from other SUC shall be admitted and treated as regular students in accordance with the existing policies of the College.
- Must pledge to abide by and comply with all the rules and regulations of the College.

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7.1.2.3. Apart from those previously mentioned, the following will have to be observed:

- A transferee from other state universities and colleges must have an average of 2.5. or better
- A transferee from non-SUC must have an average of 2.5 or better and must be able to pass the validation examinations of the subjects already taken from the previous university where he/she came from.

7.2. Graduate Level

7.2. A student who has been admitted to the Graduate School may apply for advance or transfer of credits for work done in other educational institutions upon presentation of credentials showing that courses taken are fully equivalent to those given at MPSPC.

- The course work for which transfer of credit is requested should be evaluated and hereby determined as to how much of the earned units can be transferred.
- A student transferring from institutions other than PASUC member institutions and accredited private institutions shall take a validating examination for a subject that can be credited in the degree course.
- A transferee can be granted nine (9) units as advanced or transfer credits of which six (6) units are basic subjects and three (3) units are either major or cognate subjects for the masters degree. For the doctoral level, transferee can be granted twenty four (24) units as advanced or transfer credits of which nine (9) units are basic subjects and fifteen (15) units are either major or cognate subjects.

7.3. Request for transfer from other campus within the system.

7.3.1. A letter of request endorsed by the Campus Dean where the student came from will have to be addressed to the College President through the College Dean.


7.4. Request to shift course (to another department)

7.4.1. Ideally, a student is discouraged from shifting courses; however, approval is granted on a case-to-case basis.

7.4.2. The approval is granted by the accepting Department Chairman and endorsed by the Department Chairman of the previous course enrolled by the student and approved by the Executive Dean. The Office of the Registrar will have to be provided with a copy of the approved letter of request for record purposes.

8. Leave of Absence

8.1. A student who wishes to defer enrolment for a particular semester or school year may do so provided that he/she applies for a leave of absence from the College.

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- 8.2. The request will have to be formally submitted to the Office of the Registrar and endorsed by the Department Head and the Executive Dean.
- 8.3. Before approval of the leave of absence, the student is also required to report to the Office of Guidance and Counseling to undergo the necessary interview regarding the application for leave of absence.
- 8.4. A student who goes on leave for a particular semester is advised to return to the college during the semester that he/she goes on leave in order for him / her to maintain his / her regular status as a student.
- 8.5. A student is also allowed to go on leave only for one (1) year. Approval for requests of extension of the leave of absence is made on a case-to-case basis.
- 8.6. A student who has not returned after 5 years of absence from the college will be accepted for enrolment provided that he/she will enroll as a freshman.
- 8.7. This shall be guided by Republic Act 9710 “Magna Carta of Women.” In particular, the following provisions shall be observed:
 - 8.7.1 No female student shall be expelled, dismissed, suspended, refused or denied of admission, or forced to take a leave of absence in any educational institution solely on grounds of pregnancy outside marriage during her school term.
 - 8.7.2 When needed, students who are pregnant shall be accorded with a special leave of absence from school upon advice of the attending physician, and be given an opportunity to make up for missed classes and examinations. The same leave benefits shall likewise be accorded to pregnant faculty members, and school personnel and staff.
 - 8.7.3 Pregnant students shall be assisted through available support services while in school, such as but not limited to counseling to ensure completion of their studies.

9. Incomplete Grade

9.1. Undergraduate Students


- 9.1.1. An undergraduate student who has incurred a grade of incomplete on a particular subject is given one semester to comply with the requirements of the subject before a grade is given.
- 9.1.2. Failure to do so will automatically mean a grade of 70 or failed in the subject concerned.

9.2. Graduate Students

- 9.2.1. A graduate student who has incurred a grade of Incomplete (Inc) and no exam (NE) on a particular subject is given one (1) year to comply with the requirements for completion . Failure of a student to do so shall be a sufficient good for conversion of the “Inc” and “NE” marks to a grade of “70” by the concerned faculty or with his authorization by the Admissions Office.
- 9.2.2. The concerned graduate student will have to fill in a completion form obtained from the Office of the Registrar and have it be signed by the subject Professor and the Graduate School Dean.
- 9.2.3. In the event that the Instructor / Professor who gave the “Inc” or “NE” marks is on leave for six (6) months or more, has transferred, or was separated from the service, the student can complete the requirement under the new of the said course professor upon recommendation and approval of the Dean of the Graduate School.

10. Changing / Adding / Dropping of Subjects


- 10.1. Changing / Adding / Dropping of subjects shall be made only for valid

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- 10.2. Changing / Adding / Dropping of subjects shall be made within the specified period and subject to payment of corresponding fees.
- 10.3. Changing / Adding of subjects shall be allowed only when schedules allow such.
- 10.4. Subjects changed / added unofficially or without prior approval of the Chairman shall not be given credit.
- 10.5. Total load carried by a student including the additional subject/s must not exceed the prescribed maximum load under the rule on academic load or that which is prescribed for his curriculum year during the term / semester.
- 10.6. Official dropping of a subject shall be allowed only before the mid-term. After the midterm, a student may still be allowed to drop a subject for a valid and justifiable reason determined by the Guidance Office and the Subject Teacher concern.
- 10.7. Unofficial dropping of a subject after the midterm shall earn the student a failing grade.

11. Admission Policy

1. A student shall be accepted regardless of age, sex, nationality, religious belief, socio-economic status political affiliations'. The different Departments shall not reject the enrolment of females and LGBTQ individuals who passed the battery of tests given by the Guidance Office.
2. A student must be a graduate of recognized secondary schools.
3. A student must pass the scholastic Aptitude test and take career preference inventory at the Guidance Office. Female applicants are to be given career mentoring before enrolling in their chosen program.
4. A student must meet all the prescribed admission requirements of the college.
 - A. He/she must submit the following documents:
 1. Form 138 or its equivalent
 2. Certificate of Health Examination issued by a government physician
 3. Certificate of Good Moral Character as a certified by the principal of the secondary school attended.
 4. Copy of NSO Certificate
 5. Copy of NSO Marriage Contract for married female students.
 - B. He/she students must qualify in the average grade requirement set by the college or by CHED.
 - C. He/she must pass interviews and admission tests required by the College or its respective units.
5. A student must not have enrolled in any academic or college subject/s prior to the enrollment as beginning freshmen; otherwise, he/she shall be classified as transferees.
6. A student enrolled in vocational courses or those not leading to a degree program are admitted as beginning freshman.

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DEPARTMENTAL ENTRY REQUIREMENTS

All colleges and or departments shall be guided by latest guidelines and CMOs issued by CHED:

A. Teacher Education (CMO 30, s.2004 and CMO 52, s.2007; latest CMO applicable)

1. The student should pass an admission test developed and validated by the Teacher Education Department.
2. A student who does not meet the minimum cut-off scores in the admission test may be admitted under probation. However, when admitted, he/she must meet certain minimum retention requirements to be set by the school before the student can enroll professional education courses or major subjects.

B. Criminal Justice Education-Criminology (CMO 21, s.2005; latest CMO applicable)

1. A student must pass the drug and psychological test.
2. As general rule for transfer of students, the study load and sequence of subject shall be followed as prescribed in the curriculum.

C. Accountancy (CMO NO. 26, s.2001; latest CMO applicable)

1. Applicants for admission should pass the college entrance examinations.
2. Equivalency credits for non-formal courses/work experience should be granted upon admission.
-Schools may establish maximum allowable equivalency credits and/or validated credits, but these must not exceed seventy five percent (75%) of the total units required to meet the prescribed residence requirement for the course.


*Proposed admission and Retention Policy by the Accountancy Department aside from those mentioned in the CMO.

1. To be retained in the BSA/BSAT program a student should pass all accounting, Law and Taxation subjects. One retake per subject is allowed.
2. To pass the comprehensive examination, the student shall obtain a general average of 75% but with no grade below 65% in any of the CE subjects.
3. He/she must pass the English proficiency test/examination

D. Civil/Geodetic/Electrical Engineering (CMO No.25, s.2005; latest CMO applicable)

The admission of each college/school of engineering shall require all students to meet the following entrance standard:

1. All students shall pass an engineering aptitude examination and meet a standard aptitude score.

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E. Nursing (CMO No.14, s.2009; latest CMO applicable)

A. For incoming First Year Nursing Students.

1. The college shall administer entrance examination to a incoming freshman.
2. He/she shall undertake an aptitude test to be conducted by the Guidance Office.
3. The enrollee shall submit the following documents:
 - a. Original copy of Form 138 (for the registrar)
 - b. Certificate of Good Moral Character from the school where she or graduated.
 - c. 2 copies of colored 2*2 recent I.D picture.
 - d. 2 copies medical certificate from any government health agency found within Mountain Province certifying that the student is physically fit for admission in the BSN program.
The following laboratories should be included; CBC, Hepa B screening, chest x-ray, urinalysis (should be accomplished prior to enrollment).
 - e. 2 brown envelope with complete name at the left upper side (1 long, 1 short)

B. Transferees/shifters

1. A student transferring from other schools shall meet the following additional requirements for incoming new students:
 - a. Must not be level 4 or fourth year
 - a. Certificate of Good Moral Character from school last attended.
 - a. Transfer credentials-must be presented upon enrollment.
2. Undergo the guidance office which focuses on the aptitude, interest test and personality adjustment.

C. Cross Enrollees

1. A student who wants to cross enroll into MPSPSC shall submit a permit to cross enroll from his/her mother school.
2. A MPSPC student decides to cross enroll to other schools shall be given permit to cross enroll after a clearance from the college has been obtained.

12. Retention Policies


12.1. Warning Status

- A student who failed 25% - 49% of any number of academic units enrolled is placed on the warning status.
- The student is allowed to enroll less 3 units from the normal load for the following semester.

12.2. Probationary Status

12.2.1. A student is placed on the probationary status on the following conditions:

- The student has received two (2) successive warning;

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- The student failed 50-75% of the 6 academic or more units enrolled.
- The student will be allowed to enroll 15 units only for the next semester. It is expected that with the de-loading, the student will be able to cope with the academic demands of his/her course.

12.2.2. The probationary status of the student will be lifted once the student is able to pass all of the subjects he/she enrolled in during his/her probationary status.

12.3. Dismissal

12.3.1. A student is considered dismissed from the official roll of the College when:

- He/she has acquired 76% or more failing grade in 9 academic units or more enrolled in the semester;
- He/she has been placed “on probation” for two (2) semester;
- A student who is already considered dismissed from one department shall not be admitted to another department in the college, unless in the opinion of the Chairman his aptitude and interest may qualify him in another field of study, in which case, he may be allowed to enroll in the appropriate course. Such student shall be placed on probation.
- Permanent disqualification does not apply to cases, where, on recommendation of the faculty concerned, he certifies that the grades of 74 and below is due to unauthorized dropping of the student and not to poor scholarship.
- The student may apply for his/her honorable dismissal to allow him/her to enroll in other institutions of learning.
- Other approved Admission and Retention Policies shall be applied accordingly.

13. Withdrawal from College


13.1. Any student wishing to officially withdraw from the college and transfer to another school, college or university may do so provided that he/she has already cleared himself/herself of all liabilities and responsibilities (administrative, academic and financial) in the college.

13.2. Withdrawal of registration shall be made and approved based on existing rules and regulation of the institution.

13.3. A student who withdraws his registration shall be entitled to refund except for matriculation and entrance fees.

13.4 A student who withdraws his registration shall be entitled to withdraw his credentials submitted as a requirement for enrollment.

13.5. No withdrawal of registration shall be made after the specified period. The rules for dropping shall apply.

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13.6 A student who has already paid his/her school tuition fees but who intends to withdraw from the College is entitled to a refund of his/her tuition fees, except the miscellaneous fee, in accordance with the following schedule:

- Within one week from opening of classes
- 75%
- Within the 2nd, 3rd, and 4th week of classes
- 50%
- After the fourth week of classes – No refund

13.7. Allowance Refunds:

- Any student suspended or dismissed for course is not entitled to any refund of his fees.
- In case of student's death, his tuition fees may be refunded corresponding to the remaining number of school days, upon the written request of the family.
- Tuition and laboratory fees for subjects dissolved by the college for lack of enrollees, conflict of schedule or no fault on the part of the student shall be refunded in full.
- Any student who is drafted for military training in accordance with the National Defense Act may be refunded the proportional part of the total amount he has paid for his tuition and other fees for the term in which he was drafted.


14. Replacement of Lost ID's, Permits and Class Cards

14.1. Aside from the Administration and regulatory fees already being charged by the college, the following shall also be collected (BOT Res. No. 727, s. 2003) unless otherwise amended, revised or revoked:

- replacement of lost ID cards – P250.00
- Replacement of lost permit – P50.00
- Replacement of lost class card – P50.00

15. Graduation Requirements

- 15.1. The Office of the Registrar, in accordance with the approved college calendar, announces the time specified for the application for graduation of students who have successfully completed all the course requirements (including academic and shop requirements) of their curriculum.
- 15.2. No student will be allowed to participate in the commencement activity unless all curricular requirements are completed and administrative sanctions, if any, are served.
- 15.3. No student shall be graduated from the College unless his name is approved as candidate for graduation by the Academic Council and confirmed by the Board of Trustees.
- 15.4. The list of candidates for graduation shall be prepared by the Office of Registrar and presented to the department concerned for approval, and finally to the Academic Council for endorsement to the Board of Trustees.
- 15.5. No student shall be graduated from the College unless he has completed at least one (1) year of residence work immediately prior to graduation.

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- 15.6. All candidates for graduation must have their deficiencies made up and their records cleared with the exception of their currently enrolled subjects not later than one (1) month before the end of the last semester at the Polytechnic with the exception of subjects currently enrolled (College Code).
- 15.7. All candidates for graduation shall have satisfactorily completed all the academic requirements for graduation one-week before graduation. (College Code)
- 15.8. No transfer student shall be graduated unless he has completed in the College at least 36 academic units for undergraduate studies. (College Code)
- 15.9. All graduating students shall attend the commencement exercises as scheduled.
- 15.10. Graduation in absentia for just reason shall be allowed, but must be properly supported by valid certifications and presented before the commencement program to the Office of the Registrar.
- 15.11. No student shall be graduated unless he pays the required graduation fee.
- 15.12. The date of graduation in the diploma and transcript of records shall bear the original date of graduation.

16. Thesis / Special Projects / Special Problems of Undergraduate Students

- 16.1. A student enrolled in the college is encouraged to produce thesis/special projects/special problems that are innovative in nature and are of high quality to meet world class standards as prescribed in their curriculum.
- 16.2 Undergraduate students enrolled in the technical courses are required to submit a special project for the completion of the course.
- 16.3. For those enrolled in the degree courses, a thesis has to be presented and defended before a panel.
- 16.4. If for any reason the special project or the thesis cannot be completed within the semester, the student should re-enroll the subject in the next semester.
- 16.5 A student enrolled in a degree course requiring thesis writing/project study/feasibility study/baby thesis as one of the subjects is not allowed to join the graduation rites unless the final edited copies and soft copies for the publication of his/her thesis are submitted to his/her respective Department Chairperson or subject teacher concern.

17. The Special Project/Thesis/Dissertation of Graduate Students (refer to Graduate School Policies and Guidelines)

- 17.1. The special project (for those enrolled in the master's program of a technology-based curriculum), the thesis (for those enrolled in the master's program of a non-technology-based curriculum) or the dissertation (for those enrolled in the doctoral program) is a major requirement before a graduate degree can be conferred on a student enrolled in the graduate programs of the College.
- 17.2. No graduate student will be allowed to join the graduation rites without the submission of the approved hardbound copies of his/her thesis/dissertation to the Office of the Graduate School Dean.

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18. Graduation with Honors

Undergraduate students, who have completed their courses with the following weighted averages, shall be graduated with honors to be inscribed in their diplomas and transcript of records.

18.1. Four-Year Courses

Summa Cum Laude. This honor is granted to a graduate whose general average is 98% to 100% without a grade lower than 89% in any subject and provided that all credits have been earned at MPSPC.

Magna Cum Laude. This honor is granted to a graduate whose general weighted averages of 95% to 97%, without a grade lower than 86% in any subject taken in the College. He/she must have minimum residence of three (3) academic years with full academic loads immediately preceding graduation. Also the graduate must not have received a grade lower than 86% in another institution prior to the College.

Cum Laude. This honor is granted to a graduate with a general weighted average of 89% to 94% in subjects taken in the College; provided that he/she has not incurred a grade lower than 80% in any subject. He/she should have at least two years of residence with full academic loads. Furthermore, he/she must have not received a grade lower than 80% in any subject taken in another institution.


Computation of the weighted average shall be carried to the third decimal place and rounded up to the second decimal place; provided that all the grades in the academic courses which are prescribed in the curriculum and taken in the college shall be included in the computation of the average excluding the advance ROTC only.

18.2. Two-Year Courses

Honors are also given to deserving graduates from two-year courses. The following honors may be granted with the corresponding requirements for such honors:

| Honor | General Weighted Average | Lowest Grade in any Subject | Residence (in years) |
|---------------------|--------------------------|-----------------------------|----------------------|
| With Highest Honors | 92 or better | 89 or better | 2 |
| With High Honors | 91 or better | 86 or better | 2 |
| With Honors | 88 or better | 86 or better | 2 |

In any case, the maximum residence of a graduate to be granted honors should not be longer than what is indicated or evident in the curricular program. Furthermore, he should not have shunned extra-curricular activities although he may

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not have been active in all, and not have intentionally violated any law, ordinance or regulation enforced in the College.


- In the final result of the computation of grade of candidates for honors, rounding off of final grades shall not be allowed.
- Only final grades shall be considered in the computation of the general average.
- In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included.
- The candidate for graduation with honors should not have any grade lower than 75% and /or an unresolved “Incomplete” or “Inc” in any academic or non-academic or non-academic subject, whether prescribed or not in his/her curriculum, taken in the College or any other educational institution.
- Students who are candidates for graduation with honors must not have repeated a subject in another educational institution.
- Students who are candidates for graduation with honors must have completed in the College at least 75% of the total number of academic units for graduation and must have been in residence therein for at least 2 years immediately prior to graduation.
- Students who are candidates for graduation with honors must have taken during each semester not less than 18 units of credit or in the normal/regular load prescribed in the curriculum. In case where such normal load is less than 18 units but not lower than 15 units, it shall be the responsibility of the student to establish the reason for overloading within the semester in which it takes place, subject to the consideration and approval of the Department Chairman, Registrar and VP for Academic Affairs.
- A candidate for graduation with honors who meet the prescribed grade average but failed to satisfy any of the requirements shall be awarded the “Certificate of Graduation with Academic Distinction”.

19. Dean’s List/President’s List

19.1. The college recognizes the performance and excellence of students in the academics by coming up with a semestral list of top achievers.

19.2. Qualification standards of the President’s List.

- He/she has obtained a GPA of 92 and above.
- He/she has no marks of “Dropped” (whether official or unofficial), “Incomplete” or “Failed” in any of his/her subjects including NSTP during the previous semester.
- He/she has enrolled as a regular student who carries the prescribed academic load of not less than 18 units.
- He/she is of good moral character.
- President’s Lists are given full scholarships on tuition discounts for the coming semester.

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19.3. Qualification standards of the Dean's List.

- He/she has obtained a GPA of 89 and above.
- He/she has no marks of "Dropped" (whether official or unofficial), "Incomplete" or "Failed" in any of his/her subjects including NSTP during the previous semester.
- He/she has enrolled as a regular student who carries the prescribed academic load of not less than 18 units.
- He/she is of good moral character.
- Dean's lists are given 75% scholarship on tuition fees for the coming semester.
- The dean's List and President's List are posted within strategic places in the college. Students included in the list are encouraged to report to the Office of Scholarships and student assistantships during the enrolment period for the probable notation on the tuition fee discounts.

20. Student Awards

The College holds the Annual Recognition Program for students before the end of the school year. A committee for this purpose is created to set guidelines, screen and deliberate on the possible student awardees. Members of the committee include the College Dean, Department Chairpersons, the Registrar, the Sports Director and the Director for Student Services and Development as Chairman.

20.1. Scholastic Awards


- 20.1.1. Students graduating with honors will be awarded certificates of recognition by the college.
- 20.1.2. Graduating and non-graduating students who are President's and Dean's Lister in their respective department will be receiving Scholastic Awards in recognition of their academic excellence.

20.2. Special Awards

- 20.2.1. Students who won in local, regional, national or international competitions would be awarded Certificates of Recognition in appreciation of their efforts in making the College above par with the other colleges and universities in the country.

20.3. Outstanding Student Leader Award

- 20.3.1. The college recognizes the leadership of students who have contributed to the mission / vision of the College in the total development of the student population.
- 20.3.2. Candidates to this Search should be graduating students who had at least, during their stay in the College, served as officer of any student club/organization including the Supreme Student Council.
- 20.3.3. Candidates are subjected to interviews and peer and subordinate evaluation. Proofs of leadership are required for deliberation purposes.

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20.3.4. Candidates are evaluated in terms of their accomplishments from first year to fourth year.

General Guidelines

- Must be of good moral character
- Must have a residency of 2 years (last 2 consecutive years in school)
- Must be a member of an accredited organization
- Should be nominated by the department chair or the organization adviser or the SSDO director in writing with a description of his achievements

20.3.5. Criteria

- Varsity (maximum 100pts.)
 - Officer of an Organization duly recognized by the College (40 pts.)
 - As president or secretary (10 pts.)
 - As a minor officer (5 pts.)

Note: One is an officer in more than one organization, multiply the points by the number of organizations.


- Member in other Organizations (20 pts.)
 - In more than 3 organizations (5 pts.)
 - In 2 organization (4 pts.)
 - In 1 organization (2 pts.)
 - Year level officer (President or Secretary) (1 pt.)
- Awards Received (40 pts.)
 - International (5 pts.)
 - National (4 pts.)
 - Regional (3 pts.)
 - Local (Provincial) (2 pts.)
 - Institutional (1 pt.)

Supporting Document: Certificate

- Productivity as Leader (maximum of 100 pts.)
- Has initiated and coordinated group programs or project in line with the VMGO of the college (researches, training, seminars, workshops, etc.) 60 pts.
 - College level
 - Conceptualized/proposed (10 pts.)
 - Implemented/completed (15 pts.)
 - Department level
 - Conceptualized/proposed (5 pts)
 - Implemented/completed 10 pts.

Supporting Document: Project design or concept paper together with the terminal report and certificate as project coordinator, if available

- Service (active participation of student in worthwhile activities or project) 30 pts. which is not part of the subject or the curriculum.
 - Voluntary service in any community project/program (5pts.)
 - Voluntary service to the college (5 pts.)
 - Voluntary service to the department (2 pts)

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Supporting document: In the event of no certificate of participation/appreciation/recommendation, narrative report or certification signed by the sponsoring agency/office shall be honored.

- Participation in Seminars, workshops, etc.

Supporting documents: Certification of participation issued by the sponsoring agency or office.

- Grades. The average grade will be computed from first to fourth year and fifth year for BS Accountancy.
 - Must have no failing grade including PE and NSTP
 - Must have no 'drop' mark
 - Must have no INC/Conditional grades before graduation

The following will be the point system to be used based on the ration and proportion

| Grade | Point | Grade | Point |
|-------|-------|-------|-------|
| 75 | 58 | 88 | 80 |
| 76 | 60 | 89 | 81 |
| 77 | 61 | 90 | 83 |
| 78 | 63 | 91 | 85 |
| 79 | 65 | 92 | 86 |
| 80 | 66 | 93 | 88 |
| 81 | 68 | 94 | 90 |
| 82 | 71 | 95 | 91 |
| 83 | 73 | 96 | 93 |
| 84 | 75 | 97 | 95 |
| 85 | 75 | 98 | 96 |
| 86 | 76 | 99 | 98 |
| 87 | 78 | 100 | 100 |

20.4. Outstanding Student Club/Organization Award

20.4.1. The prospective recipient of the Outstanding Student Club/Organization will be selected from among the accredited student clubs/organizations of the College for the current school year.

20.4.2. Criteria


- Accomplishment – based from annual reports (60%)
- Compliance to requirements – 40%

20.4.3. Proofs of accomplishments are required for deliberation and members of the organization are required to evaluate their own organization's effectiveness.

20.5. Journalism Award – to be given to graduating and non-graduating members of the Ap-apaway who has shown exemplary performance as a journalist.

20.5.1. Criteria

- Must be an outstanding reporter
- Preferably have held the position of editor-in-chief, associate editor, or its equivalent
- Must have a minimum residency of two years at MPSPC
- Must be of good moral character
- Must not have a failing grade in any of the subjects enrolled in for the last two years and
- Must be highly recommended by the Ap-apaway
- That he/she should receive award once

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20.6. Departmental Awards

20.6.1. Year's best. The different department will select from among their awardees

20.6.2. General Guidelines

- Must be a graduating student.
- Must be of good moral character.
- Must have a residency of 2 years (last 2 consecutive years in school, except for two year courses)
- Must have no failing grade for the last two years.
- Must have no "drop" mark within the last two years.
- Must have no Inc. /conditional grades before graduation.

20.6.3. Criteria:

- Rating of supervisor / critic teacher (60%)
- Rating of instructor / coordinator (20%)
- Grades (20%)

20.7. Athletic Awards – Graduating and non-graduating

20.7.1. General Guidelines

- Must be an active athlete and must have competed in regional meets for two (2) consecutive years.
- Must be of good moral character; and
- Must be recommended by the coaches through the sports director
- Medals earned in athletic meets participated in: (70%)
 - National (3 pts.)
 - Regional (2 pts.)
 - Local (1 pts.)
- Must have passed all subjects enrolled while an active athlete (30%)

21. Application for Clearance

21.1. Students who have already graduated and those who wish to transfer to another school must submit a duly accomplishment clearance form before he/she is allowed to apply for any of the following documents: transcript of records, certificate of good moral character, honorable dismissal and others.


21.2. Clearance forms are available at the Office of the Registrar.

21.3. No student will be issued his/her credentials unless he/she has been cleared of all accountabilities.

Part IV. Rules and Regulations on Student Activities

1. Organized Student Activities

These RULES AND REGULATIONS shall apply to all organized student activities, namely the supreme student council, other student organizations, the student newspaper and all school-related activities by "bonafide" students of the College.

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1.1. General Policies

1.1.1. Establishment of Organized Student Activities

Subjects to the limitations of these Rules and Regulations, the establishment and operation of any organized student activity in the college shall provide a forum for academic and personal interaction among students, faculty and administrative staff, as well as provide a medium for more productive endeavors towards the attainment of the goals of the college and that of society; provided, however, that the activities shall be along the psycho-physical and socio-cultural development of the student try; and provided further, that such activities shall be approved by the College President or his/her duly authorized representative.

1.2. Duties of the Student Services and Development Office

- As a link between the Polytechnic Administration and the student body and/or its organizations and association;
- Oversees the activities of all student organizations and provide guidance to student along social, cultural and community leadership;
- Coordinates all registered and recognized student organizations to operate under the charter rules of the Polytechnic;
- Coordinates the activities of the supreme student council, student publication, Placement Office and the Guidance and Counseling Office;
- Hears and recommends for decision to the Office of the College President any decision thereof and disciplinary cases involving students and student organizations and implement any decision thereof; and
- Performs other functions inherent to the Office of the Director for Student Service and Development Office.


1.3. Responsibilities of the Director of Student Services and Development.

- Formulates, recommends and implements rules and regulations governing organized student activities in accordance with the general policies of the college.
- Participates in the formulation of College policies concerning the welfare and interest of students.
- Coordinates the activities of the students in educational, social and cultural affairs.
- Structures and recommends the approval of the calendar of Student Activities.
- Oversees the use of the Student Development Fee for duly approved organized student activities.

1.4. Definition of Terms

1.4.1. Supreme Student Council

The Supreme Student Council is the central representative body of the College student try, the officers of which are elected by the general student population, which purpose is to serve as a linkage between the student try and the administration toward mutual cooperation for development.

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1.4.2. Student Organization

A student organization shall be any approved association of students by curriculum year, by course or by special interest, whose officers and members are bona fide students of the College. Organizations shall be categorized as Follows:

These refer to organizations that are academic in nature; belonging to a particular college, department or course.

- Non-college-based student organizations

These refer to organizations that are extra-curricular in nature (socio-civic, community-oriented); those officers and members are bona-fide students from different courses and departments.

- Fraternities and Sororities

These refer to non-political college-wide student organizations whose members belong to different colleges and whose primary aim is brother-hood and sisterhood with specific objectives and goals.

- Religious Organizations

These refer to student organizations responding to the spiritual and moral concerns of the students.

1.4.3. Student Publication

This refers specifically to the Ap-apaway for the College of Arts and Sciences and Wawalitan for the College of Engineering and Technology as the official organ of the students.

1.4.4. Curriculum Student Activities


This shall apply to all student activities such as activity-project field trip, in-plant visitations, off-campus and on –campus activities, supervised industrial training and other community-based programs which are intended to reinforce classroom learning.

1.4.5. Co-curricular Student Activities

This shall apply to all student activities such as seminars, symposia, for a, workshops, school publications and leadership development programs, etc. Which are designed to complement the student’s curricular activities.

1.4.6. Extra-curricular Student Activities

This shall apply to some other extra-curricular student activities such as dramatics, etc. The goals are toward the discovery, utilization and maximization of student potential.

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1.5. Operation of the Student Organizations.

1.5.1. Accreditation

This is the procedural aspect in operationalizing any organized student group in the college campus, which provides autonomy to the respective student groups to establish their identity by applying for the grant of authority to operate as an organized group.

1.5.2. Pre-accreditation Requirements

During the first week of classes, the Student Services and Development Office will announce the start of the pre-accreditation procedure for the school year. This measure is designed to give the different clubs/organizations an edge in the recruitment of their members. A Certificate of Pre-accreditation awarded to the student club/organization will serve as its passport in the recruitment of its members.

1.5.3. Requirements for Pre-accreditation

Any group of 25 students may apply for pre-accreditation, provided that the following requirements are submitted to the Student Services and Development Office in duplicate, 2nd week of the start of classes:


- Letter of application for pre-accreditation. This letter should be addressed to the Director of Student Services and Development Office.
- List of ad-hoc officers of the club/organization with their corresponding specimen signatures, course and ID pictures (no graduating Students).
- List of members of the student club/organization with their corresponding specimen signatures and courses.
- Constitution and by-laws of the club/organization.
- Plans/Activities/Projects with tentative schedule, venue and budgetary requirements.

1.5.4. Application for Pre-accreditation of previously accredited student clubs/organizations

Any student club/organization who has been accredited and wishes to renew its contract of accreditation for the coming school year may do so, provided, that the student club/organization will submit the necessary papers for pre-accreditation two weeks before the end of the school year. (Appendix G)

The following are the requirements:

- Letter of request for pre-accreditation addressed to the Director of Student Services and Development Office.
- List of ad-hoc officers with their corresponding pictures, specimen signatures and courses.
- Financial and Accomplishment Reports. (Financial reports should be audited by the JPIA students as external auditors)
- Recruitment Week

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The Student Services and Development Office will, at the start of the school year, announce the first official week of classes as the Recruitment Week for the various students clubs and organizations that have successfully met the requirements set forth in the pre-accreditation process.

1.5.5. Constitution and By-laws

The student club/organization shall have a Constitution and By-laws drafted and ratified by the members and approved by the College President upon the recommendation of the Director of Student Services and Development Office. No such student organization shall be allowed to function in the College without prior approval as required.

1.5.6 Faculty Adviser

The student organization has the privilege of choosing its own faculty adviser. The faculty adviser must be employed on a full-time basis in the College at the time of his/her acceptance of the responsibility and shall be under the supervision of the Director of the Student Services and Development. For geographical and religious organizations, they can have 2 advisers (internal and external). Internal Advisers of geographical organization should preferably from the same municipality.

1.5.7 Pledge of Commitment


The Faculty Adviser and the elected President of the student club/organization, together with the Director of Student Services and Development office, will sign a Pledge of Commitment (appendix H) with the college aims to solicit the cooperation of the student organization in carrying out the mission of the College and the Government . This will be required from the student organization before the certificate of accreditation is awarded.

1.5.8 Recommendation for Probationary Status

The Student Services and Development Office may recommend the probationary status of operation of a certain student organization which has applied for accreditation based on the following grounds:

- ❖ Upon completion of the requirements;
- ❖ Failure of the student organization to accomplish at least 50% of its plan, activities, project during the previous year of its operation

1.5.9 Any student club/organization that has been recommended for probationary status will be placed on probation for one semester. The overall performance of the student club/organization for one semester will be the determining factor in the lifting of the probationary status.

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1.5.10 Registration

The College through the SSDO shall maintain a registry of all accredited student groups in which shall consist, among others, updated information on the following:

- ❖ An entry book containing the name of the organization, the date of accreditation, the date of the filing of the constitution and by-laws and other required documents as stated in the rule;
- ❖ Plans/ activities/ projects that the organization plans to pursue or has already pursued and the status of the remaining plans, activities and projects;
- ❖ Inspection of the registry book. Any member of the college administration, faculty and the student body shall have access to any information in the registry book during regular office hours, subject to the rules and regulation of the college.

1.5.11 Appeals on Accreditation


An appeal to the decision of the director of Student Services and Development shall be made within 36 hours from the time the decision is made known to the groups concerned. All appeals shall be taken up with the Vice President for Academic Affairs. Further appeal maybe made to the President of the College whose decision shall be final.

1.5.12 Channel of Communication

All matters pertaining to the operation of the organized student activities shall be coursed through the Office of Student Services and Development. The director of Student Services and Development Office will then submit the matter to the Vice President for Academic Affairs then finally to the College President, for appropriate actions when needed.

1.5.13 Procedures for the approval of Student Activities/ Projects.

All Accredited student organizations, whenever wishing to pursue an activity/ project, should express their intention to do so in writing, and should submit a list of project/activities to the office of the Student Services and Development as part of the requirement for accreditation. The Student Services and Development Office will then prepare a semestral calendar of student activities based on the list submitted by the accredited student organizations. This calendar will include the date, time, and venue and the required budget of the project/activity, and will be forwarded to the Vice President for Academic Affairs for recommendation to the president who will approve the calendar. No accredited student club/organization can carry out or implement a project if it is not included in the calendar of student activities as prepared by the Office of Student Services and Development Office.

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1.5.14. Report of Activities

The officers of the accredited student organizations, through their respective presidents, shall render a report to the Director of Student Services and Development Office ten days before the end of the semester. The officers shall likewise render an annual report at the end of the school year.

1.5.15. Certificate of Clearance

- Whether the dissolution of the organization is deliberate and voluntary or otherwise, it should be the right of the college to require the officers of such organization to secure a clearance from money and property responsibilities from the college authorities concerned, through the Student Services and Development Office, as may be called for under existing college rules.
- The accredited student organization, upon reaching the end of the school year and after submitting its accomplishment and financial reports, will be issued a clearance by the Student Services and Development Office. Such certification will be needed should the organization apply for reaccreditation the following school year.
- Graduating officers of the accredited student organization will not be issued clearance if the required reports have not yet been submitted to the Student Services and Development Office.

1.6. Operation of the Supreme Student Council

1.6.1. The Supreme Student Council

The Supreme Student Council is the highest governing body of students. This body is created as a link between the administration, the faculty and the students. This body shall have the power to decide on matters concerning their hierarchy and their constituents/members- the students

1.6.2. Membership


The membership to the student council shall be limited to the bonafide students of the college. Every student officially enrolled in the college automatically becomes a member of the student government.

1.6.3. Constitution and By-laws.

The student council shall have a Constitution and By-laws drafted and ratified by the members which shall be approved by the College President. This will guide the operation of the student council, through its set of duly elected officers. The Supreme Student Council is not allowed to function in the college without prior approval of the Constitution as required by these Rules and Regulations.

1.6.4. A. Election of Officers, Induction, and Assumption of Office

The officers of the Supreme Student Council, as provided for in the Constitution and By-laws, shall be elected by the members thereof, provided that every election of officers of the supreme student council shall be under the Commission on Student Election and provided further that

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such has satisfactorily met the criteria in selecting its members and its operation according to and as provided for in the Constitution and By-laws of the student council.

The election of officers of the Supreme Student Council shall be held every last Friday of February of every School Year. They shall be inducted during the Second Monday of March of the same School Year and shall assume office during the First Day of enrollment of the next School Year.

Outgoing officers are mandated to turn-over all responsibilities and necessary documents to the newly elected officers prior to the enrolment for the next school year. In the case of graduating outgoing officers, turn-over shall be done prior to the signing of the clearance of the officer concern by the SSDO.

1.6.4. B. The Commission on Student Election shall be non-partisan

Political Partisan Activity refers to an act designed to promote the election or defeat of a particular candidate or candidates to a public office which shall include:


- (1) Forming organizations, associations, clubs, committees or other group of persons for the purpose of soliciting votes and/ or undertaking any campaign for or against a candidate;
- (2) Holding political caucuses, conferences, meetings, rallies, parades or other similar assemblies, for the purpose of soliciting votes and/ or undertaking any other campaign for or against a candidate;
- (3) Making speeches, announcements or commentaries, or holding interviews for or against the election of any candidate for public office;
- (4) Publishing or distributing campaign literature or materials designed to support or oppose the election of any candidate; or
- (5) Directly or indirectly soliciting vote's pledges or support for or against a candidate.

The provisions stipulated in this Student Manual will prevail in case of inconsistencies with the student Election Code.

1.6.5. A. Criteria in Selecting Candidates to the Supreme Student Council

Any student who wishes to run for any position in the Supreme Student Council must have the following qualifications:

- ❖ He/she must be a legitimate student of MPSPC;
- ❖ He/he must posse's outstanding leadership performance, good moral character as certified by the SSDO ;
- ❖ He/she must be resident of MPSPC for at least (2) consecutive semesters immediately preceding the general election, a first year student aspiring for the year level representative position is exemption in this provision
- ❖ He/she has enrolled at least 18 units

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- ❖ He/she is not a president of any accredited organization if he/she is aspiring for a position in Executive Body
- ❖ He/she must have no failing grades during the previous semester and summer term preceding the election
- ❖ He/she is not a graduating student for the school year in which the student election is being held
- ❖ He/she must have no criminal records nor records on offenses involving violation of the Student Handbook on Discipline, the existing CBL of the SSC and other laws;
- ❖ He/she must preferably be a 3rd and 4th year (for LA and Accountancy) student if he/she is aspiring for SSC President;
- ❖ A student deployed in an On-Job-Training (OJT) who is aspiring for executive and legislative positions shall not be allowed to run for office in the SSC;

Additional Criteria for screening the Candidates:

- ❖ Scholastic standing (grades on the previous semester)-30%
- ❖ Achievements (participation and awards during trainings, seminars and the like)-20%
- ❖ Character, Public relation and experience as an officer/leader-25%
 - Character-10%
 - Public relation-5%
 - Experience-10%
- ❖ Interview (to be conducted by the CSE)-25%
- ❖ Non submission of Certificate of Good Moral Character is a ground for disqualification.

1.6.5. B. Failure of Election


If, on account of violence such as terrorism, fraud, force majeure or other analogous cases, the election in any polling place has not been held on the date fixed, or had been suspended before the hour fixed for the closing of the voting and during the preparation and the transmission of the election returns or in the custody or canvass thereof, such election results in a failure to elect.

1.6.6. Channel of Communications

All activities to be pursued/sponsored by the Supreme Student Council and the different college organizations will have to be coursed through the Student Services and Development Office and finally to the college President.

1.6.7. Report of Activities

The officers of the Supreme Student Council, school paper and the different departmental organizations are vested with the responsibility of reporting to the student body their accomplishments for the school year that they had been elected to their respected posts. Likewise, they are required to report to the student body their financial standing with regard

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to the use of the Student Trust Fund one month before the end of the school year.

1.6.8. Accomplishment Report

The Supreme Student Council and the different accredited organizations including the school paper are required to submit to the Student Services and Development Office an accomplishment report which will be posted on bulletin boards for the information of the entire student body.

1.6.9. Financial Report

A financial report is likewise required from the Supreme Student Council, Ap-apaway and accredited student organizations. This will have to be reported by the Supreme Student Council treasurer and audited by the Auditor and JPIA students and noted by the SSC President and advisers as approved by the SSDO. This same financial report will have to be posted on college bulletin boards for the information of the entire student body.

1.6.10. Deadline for Submission of Reports

The Supreme Student Council, Ap-apaway and all accredited student organizations are required to submit the reports a month before the end of the school year.

1.6.11. Certificate of Clearance

An officer of the Supreme Student Council and Ap-apaway and all accredited organizations, graduating or non-graduating, will not be granted a Certificate of Clearance by the Student Services and Development Office if the accomplishment and financial reports have not yet been duly submitted a month before the end of the school year.

1.6.12. Financial Accountability


Only the President, Treasurer and Auditor of the Supreme Student Council, club or organization and the editor-in-chief of the school organization will be held liable to the college administration and student body with regard to the required financial report. In the same manner, all other persons who are proven to be directly involved in the handling of the finances of the student government, club or organizations are also to be held liable. No clearance unless the required report has been duly submitted.

1.6.13. Constitution and By-laws of Student Government

1.6.13.1. The supreme student council has its own constitution and by-laws duly ratified by the majority of its members.

1.6.13.2. The Supreme Student Council Constitution and By-laws contain the following:

- Preamble
- Name, Domicile and Nature
- Principles and Objectives of the SSC
- Power and Duties of the SSC
- Duties and Obligations of the students

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- Bill of Rights
- Composition of the SSC
- Duties and Responsibilities of the officers of the SSC
- The College Student Councils
- The Accredited Students Clubs and Organizations
- The Commission on Student Elections
- Accountability of Officers
- Funds and Fiscal Control
- Transitory Provision
- General Provision / Amendments
- Affectivity

1.6.14. The Supreme Student Council Election Code

1.6.14.1. This portion is intended for the election code of the Supreme Student Council of the college.

1.6.14.2. The Student Government Election Code contains the following:

- General Provision
- Student Electoral Board
- Elective Positions
- Qualifications of Candidates
- Qualifications of Electors or Student Voters
- Election Calendar
- Certificate of Candidacy
- Campaign
- Casting of Votes
- Canvassing and Proclamation
- Election Protest
- Penalties
- Disqualification
- Election Offenses

2. Co-Curricular and Extra-Curricular Activities

2.1. Specific Activities


All meetings, field trips, industrial visits or social functions of students held inside or outside the campus shall have prior recommendation by the Director for Student Services and Development and approved by duly constituted authorities.

2.2. Socialization Activities

Any organized accredited student group and curricular student group maybe permitted to have socializing activities within the semester provided that such activities are under the supervision of the adviser/s. No activity shall be conducted without the approved activity permit. Activity permit is to be accomplished 1 week before the scheduled activity. (Appendix J)

2.3. Socio-cultural Activities

The Supreme Student Council and other accredited student organizations can hold a literary, musical or socio-cultural program or debate or discussion of some public issues, provided however, that such request shall follow the calendar of college activities.

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2.4. College Calendar of Student Activities

All accredited student clubs and organizations and the Supreme Student Council will have to submit to the college through the Student Services and Development Office an annual calendar of student activities. This calendar of student activities should follow strictly the rules pertaining to the conduct of student activities by the students. Such calendar will have to be approved by the President through the Office of the Vice President for Academic Affairs as endorsed by the Director for Student Services and Development.

2.5. Use of College Premises and Facilities

The use of the College premises and facilities shall have prior approval from the President of the College or any of his/her representative in an activity permit through the Director for Student Services and Development.

- 2.5.1. Only accredited students clubs and/or organizations are entitled to the use of all available facilities.
- 2.5.2. The officers of the concerned student organizations shall be responsible for the damages to college properties and facilities incurred during such student activities.
- 2.5.3. The officers of the concerned student organization shall submit an activity accomplishment report 1 week after the activity. (Appendix G)

2.6. Chaperonage

All dances, picnics, excursions, student group activities and other social functions shall be properly chaperoned. The class advisers and/or student club/organization adviser/s have the responsibility of chaperoning such activities of students. A waiver or parental consent should be presented to the Director for Student Services and Development when activities are to be conducted outside of the College.


2.7. Faculty Adviser/s

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

2.8. Field Trips

Field trips are supplemental activities designated to translate classroom instruction and organizational objectives into concrete experience for the student. They are allowed subject to the following requisites:


- 2.8.1. Field trips are conducted but not compulsory to all students enrolled in the subject or members of the organization.
- 2.8.2. The students together with the teacher-in-charge must plan the proposed filed trip at least ten (10) weeks in advance.
- 2.8.3. A coordinator, chosen by the students among themselves or the faculty member / adviser, should file and application for a permit, containing the following information:

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- Number of participants;
- Amount of contribution of each student;
- Purpose of the contribution;
- Purpose/s of the field trip;
- Areas or places to be visited;
- Mode of transportation;
- Schedule of departure and arrival;
- Equipment or materials needed;
- Precautions and contingency measures adopted;
- Names of instructors who will supervise the students, at a ratio of one instructor per twenty-five (25) students.

- 2.8.4. The application is to be signed by the coordinator and the teacher-in-charge.
- 2.8.5. The application is submitted to be endorsed by the Director for Student Services and Development to the Executive Dean at least eight (8) weeks prior to the field trip dates.
- 2.8.6. The Dean acts on the application within five (5) days of its receipt. If he is convinced that the field trip if necessary of irrelevant, he shall deny the application. Due to the serious nature of responsibility assumed by the institution for the safety and well-being of its students, any decision by the Dean disapproving an application for a field trip shall be final and un-appealable.
- 2.8.7. If however, the Dean is convinced that the field trip is necessary and relevant, he shall forward the application to the VP for Academic Affairs with his favorable recommendation.
- 2.8.8. The VP Academic Affairs has five (5) days after receiving the application to grant or deny the application. The disapproval of the application by the VP Academic Affairs is final and un-appealable. If the same is approved, the approved application is NOT to be considered as the permit in itself, but merely an authorization for the teacher-in-charge, and the coordinator and the students to complete the other requirements for the holding of the field trip.
- 2.8.9. Upon the receipt of the approved application, the Dean immediately notifies the teacher-in-charge of the action of the VP Academic Affairs.
- 2.8.10. Notified, the teacher-in-charge requires the student to submit to him not later than three (3) weeks prior to the intended date the field trip, the affidavits of waiver executed separately and individually by the students and acknowledge by their parents or guardians.
- 2.8.11. Student Waiver and Guardian's Consent

The affidavit of waiver shall state that the student participating in the field trip is aware of the nature of the activity, its benefit to him, and any risks it may entail. In addition, he undertakes to inform his parents or guardian about the activity well in advance and obtains their permission for him to voluntarily participate. The waiver shall also contain an express stipulation that the student and guardian shall not hold the institution liable for damages due to death or injury suffered by any student during the field trip. The teacher-in-charge shall ascertain that the affidavits are executed properly. (Appendix K)


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- 2.8.12. Within two (2) weeks, the teacher-in-charge submits these affidavits of waiver to the Director of Student Services and Development Office who, in turn, informs the Dean and VP Academic Affairs that such affidavits have already been submitted and are found to be in order after being reviewed by the College Legal Officer.
- 2.8.13. Upon being so informed and within one (1) week, the VP Academic Affairs issues the permit for the holding of the field trip. The VP Academic Affairs, in issuing the permit, may impose other conditions to be complied with by the students during the field trip. Such conditions should be written on the face of the permit itself.
- 2.8.14. Any field trip conducted without the requisite permit is deemed unauthorized and shall subject the teacher and the students to appropriate disciplinary action.
- 2.8.15. During the field trip, no student or teacher can go to places other than those designated in the permit. Violation of this rule is a ground for disciplinary action against the erring student and teacher.
- 2.8.16. During the field trip students must observe the code of conduct prescribed by the college.
- 2.8.17. No student is allowed to separate himself/herself from the group during the field trip. The teacher-in-charge must see to it that those whose names are in the pre-departure list must be at the arrival area upon return.
- 2.8.18. Within ten (10) days from the completion of the field trip, the coordinator prepares a statement of expenses and submits the same to the Dean, furnishing the Director Of Student Services and Development Office and VP Academic Affairs with a copy thereof. The statement of the expenses bears the signature of the teacher-in-charge who certifies to the correctness of every item therein. Any unspent amount is returned to the students.

2.9. Fund Raising Activities

The College may allow recognized student organizations to raise funds for the realization of legitimate projects, subject to the following guidelines:

- 2.9.1. Duly recognized student organizations may be allowed to sponsor only one major fund-raising activity per school year, provided however, that no fund raising activity shall be scheduled one week before the final examinations of each semester.
- 2.9.2. Application to hold a fund raising activity duly signed by the president and faculty adviser of the organization and endorsed by the Director for Student Services and Development to be submitted to the Executive Dean for approval at least 30 days before the scheduled date of activity. Such application shall include the following:
- Objective of the fund raising;
 - Nature of the fund-raising activity, i.e., musical show, personality search, whether or not it involves sale of tickets, etc.;
 - Beneficiaries of funds expected to be realized.
- 2.9.3. The Director for Student Services and Development may require the student organization concerned to secure a permit from the Department of Social Welfare and Development (DSWD) or the Commission on Higher Education as the case may be.

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2.9.4. A financial report duly certified by the president and the adviser shall be submitted to the Student Services and Development Office within 10 days after the activity. Failure to do so shall be a ground for withdrawal of recognition of the organization.

2.9.5. No student or group or student may engage in any activity involving collection of cash or kind for whatever purpose, such as souvenir programs and other media materials. All monetary solicitations should be duly authorized by the Office of the VP for Academic Affairs endorsed by the Director for Student Services and Development and the College Dean.

2.10. Conduct and Discipline of Organized Student Groups

2.10.1. Acceptable Behavior

All organized student groups shall observe the laws of the land, the rules and regulations of the College and the standards of good society. The general behavior of its officers and members shall be courteous and considerate on all occasions as befitting men and women of refined moral values; and shall always act with prudence, moderation and respect for the opinions and feelings of others, as are necessary to promote goodwill and educated philosophy of life and values.

2.10.2. Prohibited Activities

Campus activities which are deemed unlawful, without prescribed permits and/or in violation of the existing legislations, rules and regulations shall be strictly prohibited, disallowed, and shall not be acknowledge by the school.


2.10.3 Disciplinary Action

In addition to the revocation of the authority to operate the student organization, the violators, as well as the officers and faculty adviser/s of the organization, may either be reprimanded, suspended in the case of a student, dropped from the rolls of students of the college, or expelled from the school or barred from enrolment in all government or non-government schools, depending on the seriousness of the violation or offense committed. Each action of the administration shall conform to the prescribed rules of the Commission on Higher Education.

Any student facing administrative charges involving prohibited activities may be prevented or suspended from attending his/her classes, or from entering from the President of the college, provided, however, that the evidence of guilt of the student is strong to warrant his/her dismissal from the school.

2.10.4. Amendments

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

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2.11. Students' Complaint against a Faculty

Students may air their complaints against faculty members to the Dean.

2.11.1. The student puts in writing his/her complaints and submits it to the Dean copy furnish the Director for Student Services and Development. In case a complaint comes from Supreme Student Council (SSC), the letter of complaint is submitted to the VP Academic Affairs and forwarded to the concerned Dean or Department Chairperson.

2.11.2. The Dean makes an initial evaluation of the merits of the case within two (2) days.

2.11.3. If it should be evident that there is prima facie merit in the complaint, the dean confers with both complainant and defendant within three (3) days after receipt of the complaint.

2.11.4. The concerned faculty members must answer the complaint also in writing within three (3) days.


2.11.5. The Dean resolves the complaint using his/her best discretion and renders a decision in writing, copies of which shall be furnished to both complainant and defendant and the Director for Student Services and Development, without prejudice to higher administrative recourses should either or both party decide to pursue the matter further.

PART V. Student Code of Conduct and Discipline

1. Social Norms

To ensure an atmosphere conducive to the pursuit of academic excellence and to the formation of responsible and productive Filipino citizens, as well as to maintain the order necessary for the common good, the college prescribes the following norms:

- Every MPSPC student is urged to adhere to the convention of proper grooming for school.
- Every MPSPC student shall, in word and in deed, observe the usual norms of courtesy and etiquette in all areas on interpersonal relationships with any member of the college community.
- Every MPSPC student is expected to show respect to every member of the college community and to all visitors in the campus.
- Every MPSPC student is expected to cooperate in regular classroom procedures as well as to help in keeping classrooms and corridors clean, bearing in mind that:
 - A decent, clean and orderly classroom is conducive to learning;
 - Chalkboard and pieces of chalk are for instructional purposes only;
 - Feet should be kept off furniture and walls ; and
 - Pieces of equipment should be handled with responsible care and stored properly after use.
- Every MPSPC student shall refrain from boisterous conduct; unbecoming behavior and actions that tend to disrupt and disturb the teaching-learning process. He/she should pass through corridors with minimum noise so as not to distract on-going classes;

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- Every MPSPC student shall refrain from smoking in classrooms, libraries, laboratories, shops and other places in the campus except in the smoking areas provided, if any;
- Students are encouraged to use school facilities for their meetings, seminars, conferences, cultural presentations, athletic activities, and the like, but with prior permits from the authorities concerned;
- Any student who wishes to participate in any activity outside the campus as a representative of the college shall first get a written clearance from the Director for Student Services and Development or from authorized representative. Without written authority, the student's participation shall be unofficial;
- Students who invite guests from outside (e.g. guest lectures, speakers, seminar participants, viewers of exhibits) are required to obtain prior approval from the Director for Student Services and Development and to submit to him/her a Visitor's List, including the names of campus visitors, purpose of their visit, and their expected time of arrival. This will be forwarded to the security-on-detail for proper information;

2. Norms of Conduct

2.1. Dress Code for students.

All students must subscribe to the prescribed dress code of the College especially during non-uniform days (wash days).

2.2. Wearing of Prescribed Uniform

Every student shall wear the prescribed uniform on the days specified by the department; student is likewise required to wear the shop/laboratory uniforms during shop/laboratory periods, the prescribed P.E. uniform during P.E. classes and the NSTP uniform during NSTP classes.

2.3. I.D. Requirements

Every student shall wear the official identification card (I.D.) at all times inside the College.

2.4. Hair Cut for Male Students

Male students shall sport a clean and decent haircut regardless of whether the student is enrolled in the ROTC or not.

2.5. Attendance to College Activities


A student is likewise encouraged to attend and participate in college activities such as General orientation Convocation, College intramural, College Foundation / Charter day programs, Recognition programs and the like. A Graduating student, on the other hand is required to attend the Commencement Exercises including the Baccalaureate Mass and other activities.

3. Disciplinary Standards

3.1. Categorization of Behavior Based on Gravity of Offenses Committed

Offensive behavior is categorized as either major or minor offenses.

3.1.1. Major offenses include those behaviors which seriously violate the preservation of life and property and the dignity of the College student.

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3.1.2. Minor offenses include all other offensive behaviors not listed under the major offenses.

3.2. Categorization of Behavior Based on Locus of Responsibility

For clarification as to the locus of responsibility for disciplinary action, offensive behaviors are classified into: College, academic and personal offenses.

3.2.1. College Offenses

These offenses are to be handled by the Director for Students Services and Development in coordination with the College Dean of the erring student. Any administrative personnel or faculty member or student who has observed a violation of the Student Code of Conduct and Discipline classified as college offenses can report such violation to Civil Security Office or directly to the Director for Student Services and Development, who coordinates with the College Dean in discussing the case of the student with the College Discipline Board.

3.2.2. Academic Offenses

Academic offenses are to be handled by the teacher concerned, the head of the Department, and the College Dean. Based on preliminary investigation conducted, the student shall be given the corresponding penalty for the violation committed, as discussed by the College Discipline and Grievance Committee.

3.2.3. Personal Offenses

The eclectic approach depending on the situation and circumstances is to be used in the discussion of the offense committed by the student against his/her co-student.

3.3. Behavior Subject to Disciplinary Action


The student's right to exercise the freedom to learn involves freedom from disciplinary action except through due process. Disciplinary action against a student should be taken only for violation of institutional standards of behavior and regulations, which are as clearly defined as possible, and which represent a reasonable degree of control over students.

3.4. Fair Procedure in Applying Disciplinary Sanctions

On all occasions, the college official shall exercise fairness in applying disciplinary measures to the erring students. Any erring student must be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to disprove them, and the right to appeal the decision if he desires.

3.5. The Student's Right to Appeal a Decision

When the misconduct of a student may necessitate serious penalties and when the student questions the fairness of disciplinary action taken against him/her, he/she should be granted upon request, a student must be given the right to be heard before a Hearing Committee duly constituted by the College President (and approved by the Board of Trustees).

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3.5.1. The Hearing Committee should include the Vice President for Academic Affairs, the Director for Student Services and Development, the Executive Dean, the Chairman of the department concerned, the student, and an adviser of his/her choice. No other person/s who may be interested in the particular case may sit in judgment during the proceeding.

3.5.2. The student shall be informed in writing of the proposed disciplinary action taken against him/her, with specific and sufficient time to give the student a chance to prepare for the hearing.

3.5.3. The student shall have the right to be assisted in his/her defense, by an adviser of his/her choice.

3.5.4. The burden of proof shall rest upon the College Officials bringing the charge.

3.5.5. The student shall be given the opportunity to testify and to present evidence and witnesses. The student has the right to question adverse witnesses and to rebut unfavorable remarks/judgment made against him/her and to be told of the names of those who made them.

3.5.6. All pertinent information or evidence must be presented before the Hearing Committee and the decisions shall be properly recorded or taped or documented in verbatim.

3.5.7. The decision of the Hearing Committee shall be final, subject to the right of the student to appeal to the College President through the Vice President for Academic Affairs or finally to the College Board of Trustees.

3.5.8. Offenses committed by the college students outside of the college and against outsiders are considered beyond the locus of responsibility of the college. The case will then be dealt with in accordance with the usual procedure.

4. Locus of Responsibility for Disciplinary Action.


4.1. For purposes of clarifying as to who is responsible for determining disciplinary action to be given to the erring student, offensive behavior is classified into: college, academic and personal.

4.1.1. The Teacher

The faculty member has the sole responsibility to discipline any student judged guilty of the offenses classified as academic (behavior whose locus of occurrence is inside the classroom or school corridors). Should the offensive behavior merit a penalty, a recommendation for disciplinary action is made by the teacher concerned in coordination with the Department Head and the College Dean.

4.1.2. The Department Head

The Department Head conducts his/her investigation of the case and recommends re-trial, as the case may be, to the college Dean.

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4.1.3. The College Dean

The College Dean is the next higher body who decides on the gravity or seriousness of the offense as reported by the teacher and as determined through due process of investigating the case by the Department Head. Offenses within the jurisdiction of the College Dean are those which fall under the category of Academic Offenses. In cases wherein the student has committed a college offense, the Dean of the College, together with the Director of Student Services and Development Office, determines the gravity or seriousness of the offense.

4.1.4. The Director for student Services and Development

The Director of Student Services and Development has the sole responsibility to determine the violation committed by any organized group of students in connection with activities conducted outside the classroom but within the college campus and outside the campus. Likewise, college offenses are also handled by the Director of Student Services and Development in coordination with the College Dean.

4.1.5. The College Discipline and Grievance Committee

The Discipline and Grievance Committee of the respective college conducts a case conference to discuss the case presented by the Department Head.

4.1.6. The College Discipline Board


The is composed of the President or Head of the School (as Honorary Chairman), Vice President for Academic Affairs, the College Deans, the Registrar, the legal counsel, and the Director of Student Services and Development (as Secretary General) who shall constitute the highest governing body for the discipline of behavior problems of students and is therefore empowered to pass the ultimate decision on the case. The student, however, has the freedom to appeal for the sanction to the Board of Trustees of the college.

5. Guidelines for Disciplinary Administration

5.1. The College Discipline Board shall have the responsibility of passing ultimate decisions on the case presented by either the College Dean (for academic offenses) and/or the Director for Student Services and Development (for college offenses).

5.2. The College Discipline and Grievance Committee, composed of the Dean of the college, the Head of the Department and the concerned faculty advisers, conducts preliminary investigation of the case involved and presents its findings to the College Discipline Board for appropriate action. It shall include in its report the initial findings of the Civil Security Department and the committee's endorsement of disciplinary measures on the case.

5.3. The Civil Security Office shall have the primary responsibility to apprehend any person inside the college premises caught violating the Student Code of Conduct and Discipline of the college. The CSO shall cause the preliminary investigation of the case as reported and submits its findings to the College Dean (for academic offenses) or the Director of Student Services and Development Office (for college offenses). The report of the CSO shall form part of the documents necessary in the litigation of the case.

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5.4. The parents shall be involved in the affairs of their children particularly in the cases of misbehavior. They shall be immediately notified about the case by either the Head of the Department, the Executive Dean or the Director for Student Services and Development. During the scheduled meeting or case conferences, the parents shall be invited to be physically present to show interest in the case of their son/daughter.

6. Student Assemblies

6.1 Definition of Student Assemblies

As defined in DECS order no. 61 s. 1985, a student assembly shall mean any rally, demonstration, march, parade, procession, convocation, seminar, workshop or any other form of meeting or mass action held within the premises of the college for such purposes as the discussion of issues, presentation of a cause, expression of any opinion, petition for redress of grievances.

As a matter of principle, the College shall uphold the student's right to peaceful assembly and petition the lawful school authorities for redress of their grievances, provided, however, the exercise of such rights shall be within the bounds of law public policy and accepted customs and traditions.

The college gives students freedom to allow discussion of ideas and exercise free speech as long as the exercise by persons of their right to free speech does not disturb, prevent or otherwise, infringe upon the exercise of other's rights to engage in their respective studies, work or other peaceful and lawful activities.


6.2 Procedures in Conducting Students Assembly

If the student mass action within the school campus is for redress of grievances against the college authorities or policies, all peaceful means in the forum of genuine dialogue must have been resorted prior to the application for a permit for a student assembly.

- Student's assemblies may be held within the campus or outside of it provided, however the pertinent provisions under this part on the holding of such assemblies shall be adhered to.
- The requirement of filling in application for holding the student assembly is as follows:

Before any student assembly is held or announced, a written permit must be secured by a sponsoring recognized student organization at least 5 school days before the assembly from the College President who shall decide within three school days upon receipt of the request.

- ❖ The application for permit must include the following:
 - A. Name of sponsoring organization, and the signature organization officer on the letter application;
 - B. Date, time and Duration;
 - C. Place Assembly;
 - D. Estimated number of participants; and
 - E. Course year and section of other students to be involved;
 - F. Name(s) of invited speaker(s), if any
- ❖ In case of academic seminars, workshop, lecture forum and the like, the application for the permit must be channeled through the Director of Student Services and Development. It shall be filed not less than (5) school days prior to the holding of the proposed activity.

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The application at the Office of the college President not less than five (5) school days prior to mass action. If the application for permit is denied, the college Official should inform the applicant of the reason(s) for denial. In case, an appeal from the decision may be forwarded to the President of the College.

6.2. a. Conduct of Student Assemblies.

Before a permit for mass action or academic student assembly is granted, to ensure a peaceful assembly, the student leader(s) must agree to adopt the following measures:

- ❖ To police the ranks of the participants;
- ❖ To exclude non-MPSPSC students from the assembly within the College premises;
- ❖ To properly coordinate with the college officials (Director for Student Services and Development, Executive Dean, Vice President of Academic Affairs, Security Personnel, etc.) with regard to the assembly/ Academic activity;
- ❖ To ensure that no person in the student assembly molests, intimidates, or threatens other persons in the college/community or interferes in the exercise by other of their rights to engage in their respective studies, work or other peaceful and lawful activities;
- ❖ To see to it that the student assembly shall be terminated on the date and time stated in the permit;
- ❖ To see to it that the student assembly does not block the gates of the school so as to permit the free entry and exit of students, academic and non-academic personnel;
- ❖ To see to it that no educational functions of the school are in any way disturbed, distracted or interrupted;
- ❖ To see to it that no student under the influence of liquor or prohibited drugs enter the college campus and participate in the assembly;
- ❖ To see to it that no deadly weapon i.e. guns, knives etc. are carried inside the college campus;
- ❖ To be accountable for the damages of the college facilities due to misuse or abuse as a result of the assembly; and
- ❖ To conduct the student assemblies within the bounds of the law, college rules and regulations including the laws in libel and sedition.

6.2. b. Creation of a Negotiating Panel.

In cases where the student mass action is intended for petition for redress or grievances, the student organization/s sponsoring such mass action shall submit with the application for permit the following:

- ❖ A position paper indicating therein the issues to be discussed, the subject/s of the grievances and proposed remedies/ solutions/ actions to be undertaken by concerned authorities for settlement of the grievance.
- ❖ The composition of the negotiating panel identifying the names of the members thereof. Upon receipt of the above, the college President shall designate the administration's negotiating panel.



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The negotiating panel of both sides shall agree to settle the grievance filed with utmost objectivity and impartiality, ascertaining that no injustice to either party will be committed. Rules of procedures in the dialogue held by the negotiating panel shall be established by said panel earlier than the date of the student mass action.

OFFENSES AND SANCTION

Minor Academic Offenses

| Offenses | Sanctions | | |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------|---------------------------|
| | 1 st offense | 2 nd offense | 3 rd offense |
| 1. loitering during class hours, making unnecessary noise such as singing or boisterous conversation causing disturbance | Warning/ Reprimand | Summon of parents or guardian | 15 school days suspension |
| 2. Improper uniform during uniform days or wearing an attire not befitting a college student | Warning/ Reprimand | Summon of parents or guardian | 2 school days suspension |
| 3. Leaving the room without permission from the instructor while the class is going on | Warning/ Reprimand | Summon of parents or guardian | 2 school days suspension |
| 4. Entering the room without permission from the instructor | Warning/ Reprimand | Referral to Guidance office | Summon of Parents |
| 5. Not wearing of School ID while inside the school campus. | Warning/ Reprimand | Confiscation of ID | 1 school day suspension |
| 5. Using cell phone while the class is on-going | Cell phone will be confiscated and summon of parents | 5 School Days Suspension | 15 School days suspension |

Major Academic Offenses

| Offenses | Sanctions | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| | 1 st offense | 2 nd offense | 3 rd offense |
| 1. Violence and physical assault/injury fighting inside the classroom or in the lobby or corridor | Suspension for the rest of the semester | Expulsion | N/A |
| 2. Slander/libel/ Rumor Mongering a. uttering defamatory, slanderous and libelous statements/ remarks against any faculty member/staff | 30 school days suspension | Suspension for the rest of the semester | Expulsion |
| b. disrespect or molesting faculty members or staff by ridiculing, mocking or instigating a quarrel. | 30 school days suspension | Suspension for the rest of the semester | Expulsion |
| 3. Vandalism- committing acts of vandalism, writing, drawing on walls and pieces of furniture, breaking of glass windows, showcases, cabinets, electrical devices, improper use of tables and chairs, tools and machines | Clean/paint wall, windows, etc. | 15 days and clean/paint wall, windows, etc. | 30 school days and clean/paint wall, windows, etc. |
| 4. Cheating a. cheating during examinations and or quizzes; and taking exams by proxy | Score of 0 or failure in the exam/quiz where the student cheated | Failure for the subject where the student cheated | |



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Minor College Offenses

| Offense | Sanctions | | |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------|
| | 1 st Offense | 2 nd Offense | 3 rd Offense |
| 1. Smoking within the college premises except in an area provided, if any. | warning | Summon of parents/ guardian | 30 days suspension |
| 2. Littering in the campus including spitting of momma | Clean the area. | Summon of parents/ guardian and pay the amount of PHP 300.00 for spitting of momma | 30 school days suspension |
| 3. Posting printed materials in the college without the approval of the college officials | Remove posters/ notices and confiscate leaflets and summon of parents | 15 school days suspension | 30 school days suspension |
| 4. Viewing, reading objects, pictures or literature that are pornographic in nature | Confiscate materials | Summon of parents/ guardian | 30 school days suspension |
| 5. Entering the campus without the ID card | Warning/ Reprimand | Summon of parents/ guardian | 30 school days suspension |
| 6. Failure to use the ID card exclusively for himself/herself, or use of other student's, or non-validated School ID cards | Warning/ Reprimand Warning | Summon of parents/ guardian | 30 school days suspension |
| 7. Misrepresentation of the college | Warning/ Reprimand | Summon of parents/ guardian | 30 school days suspension |
| 8. Disturbing the peace and order of the school, unless properly classified as major offense | Summon of parents/ Guardian | 30 school days suspension | Suspension for the rest of the semester |
| 9. Unauthorized use of college facilities | Warning/ Reprimand | Summon of parents/ guardian | 30 school days suspension |
| 10. Unauthorized assembly of students within the college during class hours. | Summon of parents/ guardian | 30 school days suspension for leaders of assembly | Expulsion |
| 11. Entering the campus not wearing the uniform on uniform days | Warning/ Reprimand | Summon of parents/ guardian | 30 school days suspension |



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Personal Offenses

| Offense | Sanctions | | |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| | 1 st offense | 2 nd offense | 3 rd offense |
| 1. Violence and physical Assault/injury a. intentionally hitting students b. gross misconduct, unruly behavior, etc. | 15 days school days suspension | Suspension for the rest of the semester | Expulsion |
| 2. Slander/ Libel/Rumor/ Mongering a. uttering defamatory, slanderous and libelous statements/ remarks against any students | 15 days school days suspension 15 days school | Suspension for the rest of the semester Suspension for the rest of the semester | Expulsion |
| b. gossiping or rumor-mongering with the malicious intention of destroying the reputation of another person | days suspension | | Expulsion |
| 3. Stealing Stealing any property of co-students, and any college personnel | Replacement of stolen item or payment of the value thereof and summon of parents | 15 school days suspension and replacement of stolen item or payment of the value thereof | Expulsion and replacement of stolen item or payment of the value thereof |
| 4. Immorality including but not limited to act of lasciviousness, petting and similar immoral acts within the school campus | 15 days of suspension | Suspension for the rest of the semester | Expulsion |



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College Offenses and Sanctions

| Offense | Sanctions | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------|
| | 1 st offense | 2 nd offense | 3 rd offense |
| 1. Liquor and Prohibited drugs. a. entering the college in under the influence of liquor or prohibited drugs | The student will be sent home during the time he was caught drunk/reported to authorities and summon to parents/guardian | 15 school days suspension | Non-readmission |
| b. Processing, selling, using or taking prohibited drugs, intoxicating liquor or chemicals in any form within the campus | Suspension for the rest of the semester | Expulsion | N/A |
| c. Bringing in liquor in the college premises | 15 school days suspension and summon to parents | Expulsion | N/A |
| 2. Mass action and subversive activities. a. joining, instigating or leading rallies, demonstrations and other forms of unapproved group actions which create disorder | 30 school days suspension | Expulsion | N/A |
| b. Posting distributing, disseminating and circulating leaflets and other printed matters that tend to instigate subversion towards the government and cause chaos to the college. | 30 school days suspension | Expulsion | N/A |
| c. Organizing and joining any fraternity, sorority and other unauthorized student organizations in the college which may create disorder and disciplinary problems in the college | Suspension for the rest of the semester | Expulsion | |
| 3. Carrying deadly and dangerous weapons, including explosives and incendiary materials within the premises of the college. | Expulsion | N/A | N/A |
| 4. Extortion Forcibly asking money from anybody | 30 school days suspension and payment of the same amount | Suspension For the rest of the semester and payment of the amount | Expulsion and payment of amount |
| 5. Violence and physical assault/ injury. Restoring to any acts of violence that results to physical bodily harm whether individually done or during student activity/program | Suspension for the rest of the semester | Expulsion | N/A |
| 6. Slander/ Libel/ Rumoring a. uttering defamatory, slanderous and libelous statements/ remarks against any college officials or his authorized representative | 30 school days suspension. | Expulsion | N/A |
| b. disrespect or molesting faculty members, employees or officials of the administration by ridiculing, mocking or instigating a quarrel. | 30 school days suspension | Expulsion | N/A |
| 7. Falsification of documents, records and credentials a. forging, falsifying or tampering college records, documents or credentials or knowingly furnishing the college with false or fraudulent information in connection with an official document | 30 school days suspension | Suspension for the rest of the semester | Expulsion |
| b. forging signatures of authorities. | 30 school days suspension | Suspension for the rest of the semester 15 school days suspension | Expulsion |
| c. entering school with fake, tampered or borrowed ID | ID card will be confiscated and summon of parents | 15 school days suspension | Suspension for the rest |




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| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|
| | | | of the semester |
| 8. Malversation of funds a. Php 2,000.00 and below | 30 school days suspension and payment | Suspension for the rest of the semester and payment | Expulsion and payment |
| b. Php 2,000.00 and above | Suspension for the rest of the semester and payment | Expulsion and payment | N/A |
| 9. Illegal or unauthorized possession of college property, illegally picking fruits, flowers and any other produce which are within the premise of the college | Replace tree/plant by planting 5 trees/plants | Replace tree/plant by planting 10 trees/plants and 15 days suspension | Replace tree/plant by planting 10 trees/plants and 30 days suspension |
| 10. CSE members engage in political partisan activity/ies | 15 days suspension; and perpetual disqualification as CSE member | | |
| 11. Ballot snatching. Bringing out ballot box outside the precinct by anybody not authorized by the CSE | 15 days suspension and ballot box/es will not be considered for canvassing. Perpetual disqualification as CSE | | |
| 12. Violation of any rule and regulation promulgated by the CHED | As stated in CHED Memorandum | | |

PART VI. Conduct Outside the School

While outside the campus, an MPSPC student should observe generally accepted rules of conduct and norms of behavior.

- 7.1. The student who has identified himself with MPSPC must reflect the good image of the college. He has the responsibility to uphold the image under any circumstance.
- 7.2. The student has the responsibility to exercise decency and self-discipline. He has to respect the rights of his fellow student, the faculty, and the administration. When acting as an official representative of the college he has the responsibility to abide with the written and oral instructions of the competent college authorities. He has the responsibility to conduct himself with dignity and deportment.
- 7.3. A student shows civic consciousness by participating in community projects, parades, meetings, civic programs and the like. The college encourages students to participate in such organized activities as long as the activities will not be contrary to the aims and purposes of the college and the community.
- 7.4. The student is expected to perform his civic duties by cooperating with local government officials in the implementation of ordinances, rules and regulations.
- 7.5. The student is enjoined to keep away from indecent night clubs, drinking bars gambling joints and other places or ill repute and to shun the company of men and women of questionable moral character and mean conduct.

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7.6. Any student caught violating any written or unwritten moral laws will be subject to disciplinary actions by duly constituted authorities of the college.

7.7. A student staying in boarding should follow the rules and regulations set by the landlord/landlady.

PART VII. Legal Framework

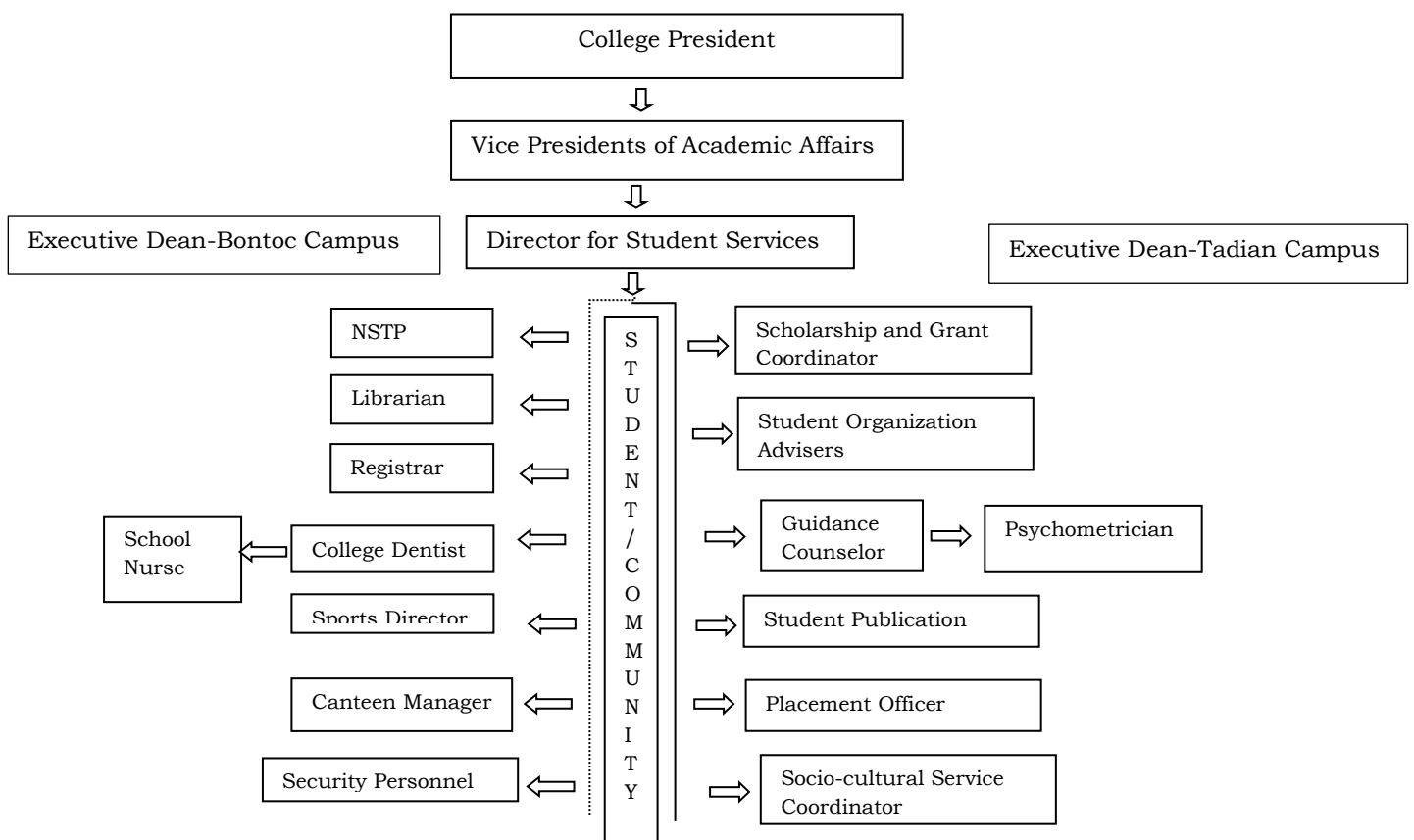
The following serve as the legal framework of this Manual of Student Services:

- 1.1. MPSPC Student Handbook (2004-2005)
- 1.2. MPSPC College Code
- 1.3. MPSPC Admission Manual
- 1.4. MPSPC Student library handbook
- 1.5. MPSPC Library manual of operations
- 1.6. MPSPC Graduate School Policies and Guidelines
- 1.7. MECS Order No. 57 s. 1981 an
- 1.8. MECS Order No. 62 s 1981.
- 1.9. Republic Act 7079 – The Campus Journalism Act
- 1.10. Republic Act 7877 – The Anti-Sexual Harassment Act
- 1.11. Republic Act 8049 - An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and organizations and providing Penalties thereof
- 1.12. CHED Memo No. 4 – Preventive Measure against Violence and Sanctions on Fraternities and other Student Organizations
- 1.13. Other relevant policies, standards, plans and guidelines, issuances approved by the BOT, and other recent Laws and Statutes
- 1.14. Recognized and established management practice


PART VIII. ORGANIZATIONAL STRUCTURE

Mountain Province State Polytechnic College
 College of Arts and Sciences
STUDENT SERVICES AND DEVELOPMENT OFFICE
 Bontoc, Mountain Province

ORGANIZATIONAL STRUCTURE



Legend: -----Coordination _____ Direct Supervision

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Appendix B

MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Student Services and Development Office
College of Arts and Sciences
Bontoc, Mountain Province


ADVISER'S OATH

I, _____ of the _____, do hereby solemnly pledge to guide the officers and members in all their activities, to give due support, morally, emotionally and whatever capacity I can be of help in achieving the objectives of the club/organization for which it was established. I will act as a friend, mentor and counselor to all of them and see to it that they abide by the rules promulgated in their Constitution and By-laws and that actions and activities are within the rules and regulations of the College and the Republic of the Philippines.

So Help Me God.

(Signature over printed name)

Date: _____

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Appendix C
REPUBLIC ACT NO. 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR

SECTION 1. Hazing, as used in this Act, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.


The term “organization” shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp. of the Citizen’s Military Training and Citizen’s Army Training. The physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this act.

SEC. 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall not exceed three (3) days, shall include the names of these to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

SEC.3.The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

SEC. 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results therefrom.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum periods (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.


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5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.
6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.
7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.
8. The penalty of prison correctional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.
 The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under the provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:
 - a) When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
 - b) When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
 - c) When the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
 - d) When the hazing is committed outside of the school authorities; or
 - e) When the victim is below twelve (12) years of age at the time of the hazing

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

| | | | |
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Appendix E

Republic of the Philippines)
Province of Mountain)
Municipality of Bontoc) s.s.
x.....x

AFFIDAVIT OF LOSS OF SCHOOL ID CARD

I, _____ of legal age, _____, Filipino and with residence and postal address at _____ Under oath, depose and state that: I am presently enrolled at the Mountain Province State Polytechnic College with a course of _____, _____ year student: Being a registered student, I was issued an official school ID card bearing number _____ which I have been using from the time of issuance to the time of loss:

State the circumstances of loss:


I never lost a grip of chance to locate said lost ID but until now I cannot find it; The same has not been confiscated by the school authorities for possible violation of school policies; I am executing this affidavit to attest to the veracity of the foregoing declarations and to request the office concerned to issue a Duplicate ID card in my favor in lieu of the los one. That I hereby bind myself to face stern penalty in case of another loss and further binding myself to surrender the first issued ID if it will soon be found.

In witness whereof, I have hereunto set my hand this ____ day of _____ 20__ at Bontoc, Mountain Province.

Affiant
CTC No. _____
Date issued: _____
Issued at: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20____ at Bontoc, Mountain Province.

Atty. Jose N. Co
Legal Officer

| | | | |
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Appendix F

Mountain Province State Polytechnic College
Student Services and Development Office
College of Arts and Sciences
Bontoc, Mountain Province


Certificate of Accreditation

In accordance with the Rules and Regulations governing organized student organizations, the _____ is hereby recognized as a legitimate student organization of the Mountain Province State Polytechnic College, College of Arts and Sciences for the school year 2005-2006 until revoked.

SSDO-Director

Executive Dean

Vice President for Academic Affairs

| | | | |
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Appendix H

SSDO Form 3a

Mountain Province State Polytechnic College
STUDENT SERVICES AND DEVELOPMENT OFFICE
College of Arts and Sciences
Bontoc, Mountain Province

ACTIVITY PERMIT

_____ Date

Nature of Activity: _____

Purpose/: _____

Day(s) Covered (indicate time): _____

Place: _____

Organizations Concerned: _____

Requested By:

Name and Signature of
President / Representative

Name and Signature of
Faculty Adviser(s)

Endorsed:

Director, General Services

Director, Student Services and Development Office


Approved:

Executive Dean

Remarks:

(Note: Advisers should be present in every activity of the Organization)

Copy Furnished: Student Services and Development Office
Supply Office (for use of facilities)
Security Division
Office of the President
Office of the Executive Dean

| | | | |
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Appendix I

Mountain Province State Polytechnic College
College of Arts and Sciences
Bontoc, Mountain Province

Date _____

Dear Parent/Guardian:

This is to inform you that your child/ward _____, is one of the student s of _____ who would be going for a field trip to _____ on _____.

The field trip aims to _____

Rest assured that your child/ward would be in safety as they would all be under the direct supervision of the instructor/employee in-charge. However, the instructor/employee in-charge nor the school shall not be held responsible to whatever untoward incidents which may occur to your child/ward in the course of the field trip that is the beyond control of the instructor or employee in-charge.

Thank you for your support and cooperation.

Very truly yours,

Instructor/Employee-in-charge

Parents' Consent


To Whom It May Concern:

I _____ of legal age, residing at _____ hereby grant permission for my child/ward _____ to join the Field Trip at _____ on _____.

Considering the benefits that will be derived from the participation in such activity for the interest of our child/ward, we voluntarily waive any claims against any school authorities in charge for any course of his/her participation, after all precautionary measures and exhaustive efforts have been taken by the person in-charge.

Done in _____, this _____ day of _____, 20_____.

(Signature of Parents/Guardian)

| | | | |
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APPLICATION FOR RECOGNITION

Proposed Name of the Organization: _____

Recommended Faculty Adviser(s): _____

Brief Rationale for organizing such club/organization:

Constitution and by-laws (enclosure 1) duly signed/ratified by the forming members

List of officers (enclosure 2) and their bio-data duly certified by the president and the recommended adviser.

List of members (enclosure 3) duly certified by the President and the adviser.

Action plan (enclosure 4) for one year school year signed by the president and the adviser.

Annual/Accomplishment report (re-accreditation), attach CBL if there is ratification made if none exclude #4.



Republic of the Philippines
Mountain Province State Polytechnic College
 Bontoc, Mountain Province

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STUDENT MANUAL

- Please complete this form and submit at the **Student Services and Development Office**.

LEAVE OF ABSENCE (SSDO form No. 15)

STUDENT INFORMATION

Student ID: _____ -OR- Student ID card Number: _____

Student Name: _____

_____ Last/Family First Name M.I.

Permanent Address: _____ Current Address: _____

Telephone #: _____ Mobile Phone #: _____ Personal E-Mail Address: _____

Home College: _____ Department: _____ Class: _____

Semester of Leave (circle one): 1st Sem. 2nd Sem. Summer 20__

Have you consulted with a College official regarding your return? Yes No If yes, who? _____
 Name

Student's Signature: _____ Date: _____

LEAVE OF ABSENCE INFORMATION

Student's Reasons for Leave: _____

Expected Semester/Year of Return (circle one): 1st Sem. 2nd Sem. Summer 20__

DEPARTMENT INFORMATION & SIGNATURES

Required for All Students

Comments/Requirements Governing Return: _____

Date Student Began Leave Procedure: ____/____/____ W Grade(s) Assigned? Yes No

Advisor: _____ Signature: _____ Date: _____
 Print Name

Dept. Head: _____ Signature: _____ Date: _____
 Print Name

Dean: _____ Signature: _____ Date: _____
 Print Name

DIRECTOR OF STUDENT SERVICES AND DEVELOPMENT USE ONLY


Comments/Requirements: _____

Director of Student Services: _____ Signature: _____ Date: _____
 Print Name

Return is conditional upon the Director of Student Services Office permission.

College Registrar USE ONLY

Semester _____ Units Dropped _____ New Enrollment Status _____ Adjusted Tuition _____ Initials/Date _____

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MPSPC HYMN

Lyrics: Josephine M. Ngodcho

Music: Daniel P. Cariño

**Mountain Province State Polytechnic College,
Noble seat of wisdom and knowledge;
Blesses gift from God’s gracious hand,
To our dear and blest Igorot homeland.**

Refrain:

**Hail to thee, MPSPC
We all love thee, we honor the;
And thy quest for truth will always be
For God and humanity.**

**OH, hail! Our dear Alma Mater,
All our minds, heart and hands we offer;
We will always rally round thee,
May the good Lord ever bless thee.**

Refrain:


**Hail to thee, MPSPC
We all love thee, we honor the;
And thy quest for truth will always be
For God and humanity.**



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

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ADMISSION AND REGISTRAR'S MANUAL

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PREFACE

This manual contains the policies, procedures and the flow of various activities or services provided by the college registrar's office including templates of communications, instruments and related documents.

It is intended to be a reference primarily for faculty, concerned officials and students in understanding academic policies approved by the Board of Trustees and it is a ready reference for registrars in all campuses of the Mountain Province State Polytechnic College to achieve uniformity in the implementation of policies, standards and guidelines. These policies are under continuous review and subject to modification.

With this manual, it is hope that all concerned will read it carefully, abide by it to improve the delivery of services to various stakeholders of the college.


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VISION, MISSION, GOALS AND MAJOR THRUST OF THE COLLEGE

Vision

A preferred University of developmental culture and inclusive growth.

Mission

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;
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.

Quality Objectives

1. 85% client satisfaction in all services offered achieved through client survey/feedback.
2. 100% compliance to applicable statutory/regulatory requirements.
3. 95% fund utilization rate for fund 101.
4. 80% fund utilization rate for fund 164.
5. 85% of the college's approved programs, project and activities implemented.
6. 85% of equipment are in good working condition.

Major Thrust

Hearty approach to management and governance and transformational leadership

Enriched academic programs

Relevant student services, development, and welfare program


International and local linkages

Technology, facilities and assets enhancement program

Aggressive staff development and welfare program

Gainful resource generation and enterprise development program

Excellent researches and relevant extension programs

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THE ADMISSION AND REGISTRAR'S OFFICE

Over the years, the Office of the Registrar has improved considerably in terms of its services to the different stakeholders of the college. Some of these developments include the following:

As a frontline service of the college in line with academic record information, the Office of the Registrar has standardized its operation to best serve the students and the public. With the use of the Student Information and Accounting System (SIAS), the Office can now easily generate in five minutes transcript of records and two or less than a minute for certifications. Thus, the burden of encoding and the agony of waiting are reduced, if not totally eradicated.

Automation of students' records is a dream come true for the Office of the Registrar. In 2006, Bontoc campus implemented the Student Information and Accounting System (SIAS) while in Tadian campus, the SIAS was implemented in 2014. With the SIAS, reports on real-time enrolment head count, list of students per department, per gender, per subject and the like are conveniently accessed. This operation paved way for easier transactions and sound management of data. Such technological marvel has vastly improved the records management of the Office of the Registrar.

VISION

The Office of Admissions and the Registrar (OAR) envisions itself to be completely automated and would be able to provide on-line services to clientele.

MISSION

The Office of Admissions and the Registrar (OAR) shall provide academic and administrative support to instruction to enable it to attain its educational mandate.


STATEMENT

The Office of Admissions and the Registrar commitment is to be:

Service-oriented,
Service-effective,
Service-efficient,
Clientele-friendly, and
Trustworthy

OBJECTIVES

1. Implement selective admission and retention policies to insure the quality of entering students.
2. To efficiently and effectively manage student records.
3. Provide total quality service to the students.

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GENERAL FUNCTIONS

1. Student Admissions
2. Registration/Enrollment
3. Evaluation of Student Records
4. Records Management
5. Curricular Information Dissemination
6. Evaluate eligibility of students for graduation

THE POSITION OF THE REGISTRAR

The Registrar is inherently part of the administration and a member of the policy-recommending body of the institution. His/her office is the repository of highly important and delicate vital documents. His/her decision carries weight in cases involving academic regulations, credentials, academic records, evaluation of subjects or credits, student accounting, academic placement, and eligibility for graduation.

His/ Her rank is not lower than the Chairman of an academic department. He/ She represent the school in matters related to his/ her duties and responsibilities.

He/ She is classified as “an academic non-teaching personnel” or a person “holding some academic qualifications and performing academic functions directly supportive of teaching.” (Letter “c”, Paragraph 3, Section 6, Chapter 1, The Educational Community, Education Act of 1982).

TRAINING AND QUALIFICATIONS


A Registrar should at least have three (3) years experience and training in student accounting, records, evaluation, and office-files-records-personnel management of related work.

He/She should at least be a holder of a baccalaureate or master’s degree preferably in education, management, or law. For a school offering graduate courses, it is preferable for the Registrar to have a master’s/doctoral degree. The position requires good public relations.

FUNCTIONS AND RESPONSIBILITIES OF OR PERSONNEL

A. COLLEGE REGISTRAR

1. Assists top administration in the formulation and enforcement of policies on admission, enrollment, accreditation, graduation, and other related academic matters.
2. Plans, supervises, and is responsible for:
 - a. Academic and selective retention of students.
 - b. Compliance of admission and academic requirements.
 - c. Registration/ Enrollment of students.
 - d. Enforcement of government and college regulations on academic scholarships, scholastic delinquency, transferees, accreditation, student loading, subject

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sequence, cross-enrollment, graduation, graduation with honors, changing/ adding/ dropping of subjects, and other related matters.


- e. Evaluation of scholastic records/ credits for purposes of accreditation of transfer units, determination of curricular level, scholastic standing, promotion, graduation, etc.
 - f. Selection of honor students.
 - g. Custody, security, integrity, and confidentiality of students' records.
 - h. Management, accounting, control, maintenance, and issuance/ release of students' academic records.
 - i. Dissemination of information on the curricular offerings, admission requirements, academic policies and regulations, and CHED issuances.
 - j. Orientation of students on academic polices rules and regulations.
 - k. Information on statistical data of enrollment, graduates, dropped-outs, etc.
3. Signs Official Transcript of Records, certifications, and other related documents.
 4. Maintains linkages with other Registrars in connection with student records and registrar's concerns.
 5. Sets a standard operating procedure for the OAR.
 6. Periodically reviews and improves present systems and procedures.
 7. Assigns, supervises, coordinates, checks and reviews work of OAR personnel.
 8. Evaluates performance of the OAR personnel.
 9. Designs and revises forms needed for the OAR use and transactions.
 10. Oversees the proper use, maintenance, control, and safekeeping of property and equipment of the office.
 11. Requests the needed office equipment and supplies.
 12. Submits Monthly and Annual Accomplishment Reports to higher authorities

B. IN-CHARGE OF ADMISSIONS

1. Prepare admission and enrollment paraphernalia.
2. Coordinates admission and enrollment of new students.
3. Reviews, checks, and verifies authenticity of submitted credentials of new students.
4. Requests for F137A/Secondary OTRs and OTRs of newly admitted transferee students.
5. Arranges and files admission credentials of new students before they are turned over to In-charge of Records.
6. Prepares enrollment list.

C. IN-CHARGE OF RECORDS/ EVALUATORS

1. Prepares individual student records (worksheets of consolidated grade, evaluation record, etc.)
2. Coordinates enrollment of students.
3. Posts grades and updates regularly student records.
4. Reconstructs lost or missing records or files.
5. Advises the students on curricular program, enrollment, subject load and sequence.
6. Evaluates student records as to curricular level, scholastic standing, graduation, etc.
7. Evaluates subjects and credits earned in other schools.
8. Assists in the enforcement of academic policies and regulations.
9. Informs the students of course deficiency.
10. Prepares enrollment lists, list of academic scholars, list of candidate for graduation, list of candidates for graduation with honors, and their corresponding g statistical data.

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11. Checks, verifies, and signs prepared Official Transcript of Records and certifications.
12. Manages, accounts, controls, and maintains students' records and secure their integrity and confidentiality.
13. Makes follow-up requests for records of new students in previous institutions.

D. IN-CHARGE OF REQUESTS

1. Accommodates, receives, processes, and releases requests for transcript of records, certifications, transfer credentials, and other academic records.
2. Attends to prompt compliance and release of requested records and other information.
3. Keeps a daily record of all incoming and outgoing records.
4. Prepares and generates requested academic records.
5. Prepares various OAR forms and enrollment paraphernalia.
6. Maintains logbooks for recording of incoming requests for academic records and their releases.
7. Manages, accounts, controls, and maintains students' records and secures their integrity and confidentiality.
8. Classifies, arranges, files and stores active and inactive records and files.


E. IN-CHARGE OF DATA PROCESSING

1. Encodes data on course and subject codes.
2. Encodes complete data of new students.
3. Encodes and updates student grades.
4. Generates worksheet of consolidated grades, transcript of records and certifications.
5. Prepares and generates enrollment lists and all needed statistical data.
6. Manages, accounts, maintains, and secures the integrity and confidentiality of students' records.
7. Assists in the accomplishment of various survey forms.

CODE OF ETHICS

A. PUBLIC RELATIONS OF THE REGISTRAR AND STAFF

1. The Registrar as school official and the staff as members of the academic community must always show courtesy, tolerance, politeness, friendliness, humaneness, and respect for the dignity of the individual they serve.
2. They must at all times be responsive to the needs of their clients without being unkind and oppressive.
3. They must adhere to the principle, "A public office is a public trust" thus, they are expected to perform to the best of their ability and earn the trust and confidence of their clientele.

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B. EXERCISE OF INDIVIDUAL RESPONSIBILITY IN MAINTAINING THE HIGHEST STANDARD OF PROFESSIONAL CONDUCT

The Registrar and staff must always endeavor to maintain the highest standard and degree of professional conduct through the following:

1. Toward Students
 - a. Ensures the confidentiality and security of students' records.
 - b. Ensures the accurateness of the students' records.
 - c. Must be prompt in the issuance and release of requested records and documents.
 - d. Extends guidance and assistance to students with problems pertaining academic regulations.

2. Toward Fellow Registrars
 - a. Attends promptly to requests for student records by another school.
 - b. Extends courtesy to a Registrar verifying the authenticity of records.
 - c. Honors, free of charge, a request made by another Registrar for a second copy of records to replace a lost or damaged one.
 - d. Secures the consent of the school last attended by a former student whose records in each of different schools the student has attended is being usually by a college/ university abroad.
 - e. Maintains rapport, open communication and exchange of useful information with other registrars.

3. Toward Other MPSPC Personnel
 - a. Maintains a cordial and professional relation with other personnel of the College.
 - b. Extends advice to the Chairman and faculty on curricular and academic matters and problems.
 - c. Coordinates and seeks the help of the departments, offices, and persons concerned in matters involving OAR activities.
 - d. Consults with the Executive Dean/ Chairmen on matters involving student academic performance, standing, and problems.
 - e. Conscientiously informs the College and persons concerned of all pertinent communications from CHED.
 - f. Entertains request for statistical data, surveys, etc. from colleagues.

4. Toward the College Administration
 - a. Holds with high regards the College Administration.
 - b. Attends to meetings called for by the administration promptly.
 - c. Cooperates with the administration in all its activities.
 - d. Assists the administration in solving students' academic problems.
 - e. Readily submits reports, surveys, and other data requested by the administration.

5. Toward the Commission on Higher Education
 - a. Enforces CHED regulations on curricular and academic matters, in cooperation with the administration and other college personnel.
 - b. Readily submits required reports, surveys, and other data as requested by CHED.
 - c. Cooperates with the CHED by the attendance to conferences, meetings, seminars, etc. called for by the CHED.



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6. Toward the Profession
 - a. Must be honest, competent, trustworthy, and sincere in his/ her work.
 - b. Must continuously aim for professional growth and advancement.
 - c. Must be professional in the delivery of service to the clientele.
 - d. Must be courteous at all times to all he/ she deals with.
 - e. Must always be present and punctual in coming to work and in the performance of assigned task and responsibilities.
 - f. Must have harmonious and cooperative relations with all members of the academic community.
 - g. Must have the right work attitude.
 - h. Must give his/ her best in the performance of his/ her task for the welfare of the College.
 - i. Must be open to suggestions for his/ her personal and work improvement.
 - j. Must continually improve and develop an effective and efficient system work procedures.

OFFICE MANAGEMENT

A. OFFICE LAYOUT

1. Office and working area should be spacious and adequate for the number of employees.
2. There should be enough windows at the service counters to accommodate students and other clientele.
3. Rooms should be provided for inactive files.
4. Active files should be in the working space or immediate vicinity of the evaluators.
5. There should be enough furniture, equipment, supplies, ventilation, and lighting facilities.
6. There should be one computer set for every personnel.

B. PERSONNEL ASSIGNMENTS

1. Every personnel should have definite duties and responsibilities to perform and to attend to.
2. The number of employees should be in proportion to the number of students and the volume of work to be performed.


C. FILE ARRANGEMENT

| Classification | Arrangement | Location |
|--------------------------------|-------------------------------------------|----------------|
| 1. Active Files/Records Sex | By Course, year level, Immediate vicinity | |
| 2. Inactive Files/Records | Numerical | Filing Station |

D. OPERATING PROCEDURES

Office Days and Hours

1. OAR personnel are encouraged to be punctual in attendance. A daily time record of attendance for each personnel is placed in the rack and is attended daily.
2. Office days, hours are observed and whereabouts of personnel should be posted in a conspicuous place for the information and guidance of the public.

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- OAR personnel are required to render overtime service after their regular hours to serve and accommodate evening and working students, if so needed.

Records of Communications, Credentials and Documents received and issued/released.

- The person in-charge of admissions is responsible for receiving, sorting, classifying, and recording all communications, credentials, and records and routing them to concerned personnel.
- A personnel is assigned to route communications emanating from the OAR to the different departments and offices. Records of outgoing communications should indicate the name and classification of communications, receiving department/office, date issued, and signature over printed name of receiver.
- An office personnel is assigned to prepare and reply to correspondences regarding curricular offerings and statistical data.

Safety and Security of Files and Records


- Every employee should be personally responsible and accountable for records and files in their possession needed in the performance of their work.
- Classified or Strictly Confidential records and files (e.g. Student's academic records are not allowed to be accessed by anybody, taken out of the office or borrowed.)
- Unclassified or Non-confidential files (e.g. statistical records) may be accessed or borrowed only with the knowledge and permission of the Registrar.
- Records/Files that are allowed to be borrowed should always be recorded in the record book specifying the following: name of the record/file, name and signature of the borrower, department/office, date, and name of issuing OAR personnel. The date and time the borrowed record was returned must be noted by receiving personnel.
- The filing station is for record files and to store supplies. It is a restricted area and only authorized personnel are allowed in it.
- Every employee has their account in the SIAS thereby activities are recorded in the database. The head of office has the authority to input the completed grades of the students.

Work Area and Filing Station

- The work area and filing station should be free from any fire hazard or combustible materials and must be provided with fire extinguishers.
- Files in the filing station or cabinets should be occasionally inspected and treated with insecticides or pesticides.
- Filing station should be able to accommodate foreseeable volumes that may accumulate from year to year.
- Proper temperature should be maintained in the Filing Station for preservation of records. It should be installed with air condition units.

Equipment and Supplies

- Office equipment should always be in good working condition. Personnel in-charge of said equipment is responsible for its upkeep and maintenance. Any malfunctioning equipment should be readily reported for repair or replacement
- Economy should be observed in using forms or supplies.

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FILES AND RECORDS MANAGEMENT

A. CLASSIFICATION OF FILES AND RECORDS

The records at the OAR are classified as follows:

1. Classified or Strictly Confidential. This refers to records of students submitted in pursuance of the “special relationship” it has with the school. That is, information disclosed to the school, for the latter’s use only for admission and or promotion and no other. The following are classified or strictly confidential records:

| | |
|-----------------------------------|------------------------------|
| Academic reports | Disciplinary Records |
| Adoption papers | Medical and Guidance Reports |
| Alien Certificate of Registration | Personal & Academic records |
| Baptismal or Birth Certificate | |

2. Unclassified or Non-confidential. This refers to other school records that should necessarily be made public to enable the State (government) and students or parents to determine legal existence and operation of the school and assess its performance.

The following are unclassified or non-confidential records:


| | |
|------------------------|-------------------------|
| Approval of Courses | Permits and recognition |
| Catalogues | Prospectus |
| Class Program | School annuals |
| Directory of Graduates | Statistical Records |
| Enrollment List | |

3. Active-classified or unclassified. This refers to records of students who are currently enrolled and studying in the College. These should be in a separate cabinet. They should be easily accessible because they are needed from time to time.

Active files to be kept in Individual jackets are as follows:

- Adding and Dropping Form
- Affidavit, correction of name
- Approval Request for Overload, substitution of subjects, waiver of pre-requisites
- Certificate of Transfer Credential
- Transcript of Records
- Clearance
- Form 138
- Permanent Record

4. Inactive-Classified or unclassified. This refers to records of students who are no longer studying, dropped or graduated. This should be kept in a separate cabinet for safekeeping.

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B. CREDENTIALS TO BE FILED IN THE STUDENTS JACKET

- Enrollment Form
- Adding/Changing/Dropping Form
- Affidavit, Order for Change of Name or Correction of name
- Applications for Graduation, Shift of Course, and Transfer
- Approved Permit for Cross-enrollment
- Approved Request for: Overload, Substitution of Subject/s and
- Waiver of Prerequisite
- OJT Permit, Certificate of Transfer Credential
- Clearance, Completion, Evaluation Forms
- Forms 138, 137A/Secondary OTR and OTRs
- Machine copy of Birth certificate and Marriage Contract
- Student Permits for Working Students and Foreign Student

GENERAL WORKFLOW AT THE OFFICE OF THE REGISTRAR

A. PRE-REGISTRATION

- Preparation of enrolment paraphernalia
- Preparation of admission slip (showing the deficiencies and scholastic standing for old students)

B. ADMISSION

- Admission of old and new students

C. REGISTRATION

- Registration of old and new students

D. POST REGISTRATION

- Sorting of Registration Forms (by department, Course, Major, Curricular Level, and Sex)
- Preparation of enrolment list (by department, Course, Major, Curricular Level, and Sex)
- Preparation of document jackets for new student's records

E. FILING, SORTING, AND ARRANGEMENT OF STUDENTS' RECORD

- Checking and filing of entrance credentials, Registration Forms, and other pertinent student records in the document jacket
- Sorting of document jackets of dropped-out and transferred students
- Arrangement of students' individual document jackets.

F. STUDENT RECORDS PREPARATION

- Requesting for Form 137A/Secondary Official Transcript of Records (Freshmen Students) and Official Transcript of Records (for Transferees)
- Encoding of New Student's personal data information
- Encoding of currently enrolled subjects to students in Form IX (collegiate permanent record)

G. POSTING

- Posting of students' grades from Grade Sheet to Consolidated Work Sheet in the SIAS



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H. EVALUATION

- Updating of records of deficiencies of students
- Evaluating students' records for purposes of enrolment (year level, scholastic standing)
- Evaluating students' records for purposes of graduation

I. GRADUATION

- Processing of application for graduation
- Preparation of list of candidates for graduation
- Preparation of list of honor students
- Presentation of candidates for graduation to the College Academic Council
- Preparation and generation of transcript of records, certifications, etc. as requested by students

J. PREPARATION & ISSUANCE OF REQUESTED ACADEMIC RECORDS


- Accommodation of requests for academic records
- Preparation and generation of transcript of records of graduated students
- Preparation and generation of transcript of records, certifications, etc. as requested by students

OFFICE OF THE REGISTRAR WORK PROGRAM CHART

| Activities | J | F | M | A | M | J | J | A | S | O | N | D |
|-------------------------------------------------------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| A. Pre-registration | | | x | x | x | | | | | x | | |
| B. Admission | | | | x | x | x | | | | x | x | |
| C. Registration | | | | x | x | x | | | | x | x | |
| D. Post Registration | | | | | | | x | x | | | x | x |
| E. Filing of Students' Record | x | | | | | x | x | | | | | x |
| F. Students' Records Preparation/ Encoding of Students' Personal Data | x | | | | | | x | x | x | | x | x |
| G. Posting/Encoding/Updating of Grades | | x | x | x | x | x | x | x | | x | x | x |
| H. Evaluation | x | | | x | x | | | x | x | | x | x |
| I. Graduation | x | x | x | | | | | | | | | |
| J. Preparation & Issuance of OTRs, Certifications, Transfer Credentials, etc. | x | x | x | x | x | x | x | x | x | x | x | x |

ACADEMIC CALENDAR

- A.** The annual school calendar shall be prepared in accordance with the rules and regulations as may be prescribed by the Board of Trustees. The framework of the school calendar including major activities of the Polytechnic shall be approved by the Administrative Council, and the details thereof prepared by the Registrar's Office in coordination with the Vice-President for Academic Affairs.
- B.** The academic year consists of two semesters. Each semester shall consist of 18 weeks with two weeks of semestral vacation and two (2) weeks of Christmas break.

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- C. A minimum of 18 class hours per unit is spread over 18 weeks per semester. Additional hours for laboratory activities shall be provided by the Academic Council subject to the approval of the Board of Trustees.

SCHEDULE OF CLASSES

- A. The Executive Deans and the Department Chairs shall prepare the schedule of classes in coordination with the Registrar's Office.
- B. As a rule, classes shall be scheduled during the regular school hours and in consideration of available facilities and/or faculty members. No class schedule shall be altered without the approval of the executive dean.

CLASS SIZE


- A. In the undergraduate level, the maximum size of a class shall be fifty (50) for lecture, twenty five (25) for laboratory and forty (40) for seminar-classes and technology transfer classes.
- The minimum size to warrant the opening of a class shall not be less than fifteen (15) students except in cases as determined by the Vice President for Academic Affairs and approved by the College President.
- B. No classes shall be split or fused after it has been duly opened and organized without the knowledge and approval of the Executive Dean.
- C. Subject to approval of the College President, as recommended by the Vice President and the respective Executive Deans, certain departments of the Polytechnic may be authorized to limit the enrollment in their department if such limitation is urgently necessary.
- D. At the end of each semester, each academic Department Chairman shall make a report to the Vice President through the Executive Dean concerned with his recommendation on his observations during the school

OFFICE PROCEDURES AND ITS OPERATION

A. ADMISSIONS

The Admissions Unit is manned by personnel who takes charge of admitting new freshmen students, transferees, and foreign students. One takes charge of old students. Admission of students is done in coordination with the different departments.

- a. The Admission of new students shall adhere to the policy of the College.
- b. The In-charge of Admissions shall coordinate with the departments as to the admission of students.
- c. The In-charge of Admissions shall process, examine, and evaluate carefully the entrance credentials and requirements of applicants and new enrollees.
- d. In cases of incomplete requirements and credentials submitted, the concerned student shall be informed by the In-charge of Admissions.
- e. The In-Charge of Admissions shall be responsible for requesting the Form 137A of new freshmen students and the Official Transcript of Records of transferees to concerned institutions.

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- f. The In-charge of Admissions shall process the requirements and admission of foreign students.

1. EVALUATION OF CREDENTIALS

- a. The following are not valid as transfer credentials or records for purposes of registration.
- 1) A high school card (F138) which does not state the eligibility of the student to the course; is not signed by the Principal or Registrar; is marked “used for enrollment in another school” or “cancelled”; or has erasures or alterations and machine copied.
 - 2) a diploma
 - 3) A transcript of record marked “For Evaluation only”, “For Personal reference only”, “For Employment Purposes”, “Not Valid for transfer”, etc.
 - 4) For 138 or Transcript of Records of applicant from any private school, that has neither government permit to operate, or government recognition.
- b. The OAR shall be the one to make an official request to the school concerned for an official copy.
- c. Any credential with a mark of erasures will not be honored, unless signed/initialed by the Registrar concerned.
- d. If in doubt as to the signature or the signatories, the credentials should be sent back for verification as to its authenticity and validity.

B. REGISTRATION/ ENROLLMENT

- a. The OAR coordinates with the different departments and offices regarding enrolment procedures.
- b. The schedule of enrollment follows the dates given in the Academic calendar.
- c. The department takes care of enrolling their students.
- d. Graduating students are provided with Notice of Deficiencies
- e. Complete set of class cards or grade slip from the previous semester are required in the enrollment of old students to serve as credentials.
- f. An enrollment form is being used to indicate the proposed subjects to be enrolled and has to be approved by the Department Chairs before encoding to the SIAS.
- g. Enrollment of scholastic delinquent students shall be guided by the rules on scholastic delinquency.
- h. Enrollment of academic scholars shall follow the rules on academic scholarship, while other scholars in the college shall also follow the requirements specified in the scholarship contracts.
- i. Rules and procedures on adding/changing/dropping, prerequisites, overloading, substitution, waiver of prerequisite, and cross-enrollment of subjects should be observed.
- j. Practice teaching should not be taken with any other subjects to afford the student teachers with full concentration and total immersion in actual teaching. (CMO 11, S. 1999).
- k. Care should be taken that any request (e.g. overloading, cross enrollment, waiver of prerequisite, etc.) of students during enrollment shall be done officially, signed and approved by authorities concerned, and copy furnished the OAR.
- l. For enrolling transferees, advanced subjects should not be enrolled unless prerequisites subject/s had already been validated.

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- m. Students who have not submitted their enrollment forms to the Department Chairs are not in the SIAS.
- n. Late submission of Registration form by a student shall not be entertained by the OAR, unless otherwise permitted by the Executive Dean after giving necessary sanction and payment of late registration fee.

1. REQUEST FOR CROSS- ENROLLMENT

A student may be allowed to cross-enroll in another school under the following conditions:

- a. The student is graduating at the end of the academic year or because of a justifiable reason.
- b. The subject to be cross-enrolled is not a major subject and is not offered in the college in the current term.
- c. The maximum number of units allowed for cross-enrollment is six (6), unless the subjects to cross-enroll are the last number of units to be taken by the students to qualify him for graduation.
- d. Request for cross-enrollment shall be approved by the Department Chairman and Executive Dean noted by the Registrar.
- e. The OAR shall prepare the cross-enrollment form to be carried by the student to the chosen school.

2. REQUEST FOR OVERLOADING OF UNITS

- a. Overloading of units is allowed only for a graduating student.
- b. The maximum number of units allowed for a student to enroll with overloading is twenty eight (28) units during the regular semester and twelve (12) units during summer term to qualify him/her for graduation.
- c. Overloading is not allowed for a delinquent student.
- d. A student who was allowed to have overload in a particular semester and obtained a failing mark shall not be allowed to have overload in the following semester.
- e. Request for overloading shall be approved by the Department head and Executive Dean and noted by the registrar.


3. REQUEST TO TAKE SIMULTANEOUSLY PREREQUISITE AND ADVANCED SUBJECT (WAIVER OF PREREQUISITE)

A student may be allowed to enroll in the prerequisite and advanced subjects simultaneously under the following conditions:

- a. The student is graduating at the end of the academic year.
- b. The prerequisite is a "repeated subject".
- c. Once the prerequisite subject is failed, the advanced subject is invalidated.
- d. The request must be recommended by the Department Chairman and Executive Dean, noted by the Registrar and approved by the VP for Academic Affairs.
- e. The approved request should be filed in the student's jacket.

4. REQUEST FOR SUBJECTS SUBSTITUTE

- a. The subject substitute must have the same number of units and allied to the required subject.
- b. The subject involved belongs to the old curriculum and is not being offered anymore in any course in the College.
- c. The request must be recommended by the Department Chairman, approved by the Executive Dean and a copy furnished to the Registrar's Office.


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- d. The approved request should be filed in the student's document jacket.

C. EVALUATION OF STUDENT RECORDS

Student records are evaluated at the end of each period for purposes of determining the scholastic standing, curricular level, and graduation of students.

- a. A staff of the registrar's office is assigned to evaluate to each department/program in the SIAS.
- b. The system automatically evaluate students based on their curriculum.
- c. If subject is not automatically credited, the staff of the registrar will manually credit the subject based on the course content of the subject.
- d. Subjects not officially enrolled by the students are not given credit and included in their permanent record.
- e. Only approved request for overloading, waiver of prerequisite, substitution of subjects and cross-enrollment by students shall be entertained by the evaluators, otherwise they shall be invalidated.
- f. In the evaluation of student records, close attention should be given to subjects requiring prerequisites. No student shall be permitted to take any advanced subject until he/she satisfactory passed the prerequisite subject/s. Subjects enrolled without the necessary prerequisite are invalidated and should not be credited regardless of the grade obtained.
- g. In evaluating records of transferees, no credit shall be given to subjects taken from schools that have not yet been validated and accredited by the Polytechnic. They must be of the same description and number of units. In case of doubt as to whether a subject is to be credited or not, the party should be required to submit a copy of a detailed description of the subject or course content from the previous school.
- h. When the units of credit in a subject is lower than those required in the curriculum, then the student is required to take same subject but following the number of required unit.
- i. The order of arrangement of subjects to be taken by the students shall follow the one prescribed in the curriculum.
- j. Evaluation of applicants from a foreign school is based on the curriculum the degree course the student is pursuing and the catalog/bulletin of the school last attended.
- k. The evaluator shall be responsible in determining the student's curricular level, academic standing and qualification as to being a candidate for graduation.
- l. Evaluation of student records for purposes of determining academic scholarship or delinquency shall be based from the College Code.
- m. In computing for scholastic delinquency, a grade of "Incomplete "is not to be 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.
- n. The grade coming from the NSTP is not included in the computation of academic scholarship and scholastic delinquency.
- o. In the computation of the general weighted average of candidates for graduation with honors, the guidelines on graduation with honors in the College Code shall be followed.
- p. Evaluators must be able to familiarize themselves with the curriculum of the course who are in charge with, the subjects, course coding's, course description and content, units, prerequisites, effectively date, and corresponding changes that will ensure later. They must also be up-to-date with the CHED Memorandum on Standard and Policies of courses and other CHED policies on academic matters.

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1. NAMES OF STUDENTS IN SCHOOL RECORDS

- a. Name entered in the school records should be the same as that in the certificate or admission credential, or in the Alien Certificate of Registration issued by the BID, in the case of foreign students.
- b. If there are discrepancies in name, the student is asked to secure Amended Birth Certificate from NSO Birth Certificate.
- c. F or change or Correction of name, the student must submit a copy of his NSO birth certificate or affidavit of correction of name, amended birth certificate or court order for change of name.
- d. The new or corrected name of the student should be used in all his academic records.

2. ENTRY AND SUBMISSION OF GRADES


- a. Every faculty member shall submit his/her final grading sheet issued by the Office of the Registrar in electronic format and in printed copy within the prescribed period in the Academic Calendar or one week after the final examination. (College Code)
- b. Faculty members who failed to meet the deadline for the submission of grade sheets should be reported by the Registrar to appropriate authorities of the College. The delinquency shall be entered in the personnel records of erring faculty with corresponding sanctions.
- c. The grading sheet shall contain an alphabetical listing of names of students.
- d. For subjects with students coming from different departments/courses, students shall be arranged alphabetically regardless of gender in the grading sheet to be submitted to the OAR.
- e. For incomplete grades of students, the faculty himself/herself will submit the completion slip within the completion period at the Registrar's Office.
- f. For a faculty who submitted a grade of a student enrolled in his class but transferred to another section, the assigned instructor shall prevail. Unless, the student asked for permission then both instructors shall prepare a letter indicating the reason of transfer and grade of the student to be signed by both instructors.

3. CHANGE OR CORRECTION OF RATINGS

- a. Change or correction of ratings in the grade sheet of the faculty should be within the allowed period of one month after the grades have already been submitted to the OAR.
- b. An authorization from the Chairman of the Department where the faculty member belongs to, make the necessary change or correction of ratings shall accompany the grade sheet to be submitted to the OAR.
- c. Only the faculty concerned shall do the necessary change or correction of rating.
- d. The faculty concerned shall initial the changes or corrections made in the grade sheet.

4. ISSUANCE OF GRADE SLIP

- a. Grade slip for the last semester attended is issued two (2) weeks after the final examination.

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D. RECORDS MANAGEMENT

1. AUTHENTICATION OF RECORDS/DOCUMENT

- a. Students may have their records/document authenticated by this office.
- b. The In-charge of Requests shall countercheck the authenticity of the records/document from the original copy to be authenticated.
- c. The remark, AUTHENTICATED COPY or CERTIFIED REPRODUCED COPY, shall be indicated in the machine copy to be signed by the Registrar.
- d. The student is required to pay the required fee for authentication of document.
- e. A certificate of authentication can also be requested. This is issued together with the machine copies of documents that are impressed with the College dry seal and signed by the Registrar.

2. FALSIFICATION OF A CREDENTIAL, DOCUMENT OR RECORD

Falsification is committed by changing a credential, document or records by alteration, erasures, forgery of signatures of designated OAR personnel or otherwise. It is a criminal act punishable by the Revised Penal Code.

- a. Requests made by the Civil Service Commission and Agencies requiring the same and veracity of documents submitted to them by MPSPC students must be attended to immediately.
- b. An MPSPC student who was found to falsify his/her academic records shall be reported to the Student Services and Development Office (SSDO) for disciplinary actions without prejudice to filing of criminal case against the offender.


3. PRODUCTION OF CERTIFICATION

- a. The prepared standard form of certification for each type of request shall be used.
- b. A uniform heading, format, style and size of paper for each kind of request shall be followed.
- c. Certifications not produced by this office will not be entertained for signing and impressed marking of College Dry Seal.

4. PRODUCTION OF OFFICIAL TRANSCRIPT OF RECORDS (OTRS)

Official Transcript of Records are complete and permanent academic record of students prepared by the Registrar and have the college seal imprinted on it. They are typically accepted for any official transactions such as proof of a degree or applications

- a. Only requested OTRs of students will be released.
- b. The official paper for the OTRs will be used. A uniform format style shall also be followed.
- c. The correct and complete name, middle name and family name of the student should be counter-checked before these are encoded.
- d. Name in the OTR must be the same with the name on the Birth certificate (NSO copy) with special emphasis on the spacing of letters/hyphenation and use of symbols in the names.
- e. Name printed must be the same in all pages.
- f. The course, subjects, descriptive titles, number of units, and grades must be completely entered and clearly printed in the OTR.
- g. Failure and incomplete grades should be indicated, even if already repeated, passed or has been removed. Dropped subject will also be indicated.

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- h. The OTR must not contain any erasures/typographical errors. In the event an erasure is made, it has to be initialed by the Registrar.
- i. Remarks for graduated students must contain the degree obtained, date of graduation (month, date, year), BOT Resolution and honors received (cum laude, magna cum laude or summa cum laude), if any.
- j. The OTR should bear the signatures of the following: the one who prepared it, the Registrar and Executive Dean. In the absence of the Executive Dean, the President or the VPAA may sign.
- k. The OTR should be impressed with the college dry seal.
- l. Scanned 2x2 ID picture will placed at the upper right corner of the OTR form.
- m. A documentary stamp will be affixed and duly cancelled in the OTR.

5. REQUEST FOR ACADEMIC RECORDS

- a. The requests by schools for OTRs or similar records, on the basis of a certificate of transfer, should be attended to promptly within 15 working days.
- b. The student concerned shall personally request for his/her academic record. In the event that he/she cannot be able to do it personally, he/she may authorize a person in writing to do the said request. This proxy is obliged to submit a letter of authorization duly signed by the student concerned and a photocopy of any valid ID to the OAR.
- c. A request for another copy of record, which was previously forwarded upon written request to another school, cannot be honored. The party concerned should be directed to go to the school to which the record was sent.

6. RELEASE ISSUANCE OF RECORDS

- a. Academic records are sent directly to requesting school. It cannot be entrusted to the former student, unless authorized to hand carry the said record. It has to be placed in a sealed envelope addressed to the Registrar concerned. The flap of the envelope shall bear the signature/initial of the Registrar.
- b. In cases where a subject with the corresponding grade and units was inadvertently omitted, a certification in supplement to the OTR already issued is made and sent to the school concerned.
- c. More than one copy of the OTR may be issued to a requesting student as long as no copy previously issued was used for enrollment in another school.
- d. OTRs released shall always indicate the purpose for which the record will be used ("For Employment Purposes", "For Reference Purposes Only", "For Board Examination Purpose Only", "For PNP Application Purpose Only"). On the other hand, the following purposes are not allowed as requested by the student: "For Enrollment Purposes", "For Miscellaneous Purpose", "For Transfer Purposes", and "For General Purposes".
- e. OAR personnel shall attend request and release of records right away, by having the requester to fill-up the application for request of record.
- f. All records to be released must be recorded in the Record Book of the OAR. The Record Book contains the following: name of student, date of release, course graduated, official receipt number, purpose and personnel who prepared the document.
- g. For graduates applying for Official Transcript of Records (first copy), a clearance is required. No graduated student shall be issued an Official Transcript of Records unless he/she has been cleared of all accountabilities.
- h. Precautions to be observed in the release requested OTRs:

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Under no circumstance shall the Official Transcript of Records be given to the students or parents, unless it has the written permission from the school concerned. The OAR is responsible in sending said records to the requesting school.

7. ISSUANCE OF TRANSFER CREDENTIAL

- a. Certificate of Transfer Credential is issued to a student who wishes to transfer to another school and is issued only once.
- b. A student who was not able to use his/her Certificate Transfer Credential to another school and wishes to return to MPSPC is required to surrender the Certificate of Transfer Credential issued to him/her together with all accompanying documents.
- c. Before a Certificate of Transfer Credential is issued, the student is required to submit an accomplished clearance form and pay the required amount.
- d. The OAR personnel in-charge of issuing the Certificate of Transfer Credential must see to it that the Form 137-A/OTR, NSO copy of Certificate of Live Birth are in file and all subjects and grades accounted for.
- e. Certificate of Transfer Credential issued to a student is always accompanied by a copy of the duplicate of OTR or scholastic record and Good Moral Character.

8. ISSUANCE OF DIPLOMA

- a. A diploma of graduated student is issued only once.
- b. Signatories in the diploma include the President, Executive Dean of the Campus, and Registrar.
- c. The student is required to have requested first his/her Official Transcript of Records before he/she is issued his/her diploma.
- d. For lost diplomas, a second copy maybe issued with the remarks "a second copy" at the lower left hand portion of the document, but the party concerned should execute an affidavit before a notary public, stating the circumstances of loss or destruction and a request letter addressed to the College President.

9. ISSUANCE OF A CERTIFICATION, RECORD OR DIPLOMA TO A PROXY

The proxy has to present a written authority from the owner of the academic record that he/she has been authorized to secure the said certification, record, or diploma.


10. RECONSTRUCTING A LOST OR MISSING RECORD

- a. The In-charge of Records shall be responsible for reconstructing a lost or missing record.
- b. If the lost or missing record is from another school, a duplicate copy shall be requested from the former school.
- c. If the lost or missing record is from the OAR, reconstruction may be done by referring to the enrollment list, worksheet of consolidated grades or from the faculty grading sheets

E. RIGHTS OF STAKEHOLDERS

1. RIGHTS OF PARENTS

Sec. 8, Chapter 2, paragraph 2 of the Education Act of 1982 gives parents who have children enrolled in a school "the right to access to any official record directly relating to the children who are under their parental responsibility."

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2. RIGHTS OF THE STUDENTS

Sec. 9, chapter 2 of Education Act of 1982 provides, in addition to other rights, and subject to limitations prescribed by law and regulations, that students and pupils in all schools shall enjoy (No. 4) “the right of access to his own school records, the confidentiality of which the school shall maintain and preserve” and (No. 5) “the right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request.”


CONFIDENTIALITY OF RECORDS

The Registrar’s files and records are classified into four categories, namely:

Classified or Strictly Confidential
 Unclassified or Non-confidential
 Active-Classified or unclassified
 Inactive-Classified or unclassified

Disclosure of student records is governed by very strict policies. The Handbook for School Registrars suggests the following guidelines:

- A student is entitled to a transcript of records, but he is not entitled to know other records in his file which are confidential in nature.
- A student has the right to see his academic records, from which a copy was made, and is entitled to any explanation of any information recorded on it.
- The student’s file or folder cannot be taken out of the office unless specifically authorized by the Registrar, depending on the purpose for which it was needed.
- School officials and faculty members of the institution may be permitted to look at the academic records of any student if needed in the evaluation of the academic standing of the student concerned.
- Requests for the production of a student’s record from the court are usually on a duly issued subpoena *ducestecum*, but the student must be notified of said subpoena if he is available or if he can be reached through any media of communication.
- Records or grades may be released to parents or guardians without prior approval of the student concerned if he is still a minor or have not yet been emancipated from parental authority.
- Requests for academic information from a company or firm to whom a student has applied for employment or where he is employed, should be honored, if they are of vital importance to his being employed or his being promoted position. No company or firm would employ a person without ascertaining his eligibility for hiring or employment.
- The same consideration should be accorded to requests from research or philanthropic organizations or government agencies supporting the student concerned.
- Request for information on a student’s record, made in an official communication by an official of any government office or agency, should be honored even without the prior approval of the person concerned, as long as the information sought for is limited to his enrollment, academic standing or school work, for the purpose of ascertaining his qualification or eligibility as employee of this particular government agency.
- Transcript of academic records should only contain information about academic status. Other matters such as disciplinary may be recorded to determine readmission.

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- All requests regarding disclosure of the student's academic record should be in writing and filed with his jacket or folder.

ACADEMIC POLICIES AND PROCEDURES


A. ADMISSIONS

1. NEW/ BEGINNING FRESHMEN STUDENTS

- a. Students shall be accepted regardless of age, sex, nationality, religious beliefs, socio-economic status or political affiliations.
- b. Students must have graduated from recognized secondary schools.
- c. Students must meet all the prescribed requirements of the Polytechnic.
 - i. Must qualify in the College Guided Test.
 - ii. Must have complete and valid credentials (Form 138, Original copy of ALS Report Card, Original copy of PEPT, Certificate of Good Moral Character, Health Examination Certificate, and NSO copy of Certificate of Live Birth, Marriage Contract for married female students)
 - iii. Students must qualify in the Physical or Health Examination
 - iv. Permit to study from the agency in cases of employed students (government or private)
- d. Students must pledge to abide by and comply with all the rules and regulations of the Polytechnic.
- e. Students must not have enrolled in any academic or college subject/s prior to the enrollment as beginning freshmen; otherwise, they shall be classified as transferees.
- f. Students enrolled in vocational courses or those not leading to a degree program are admitted as beginning freshmen.

2. TRANSFEREES

- a. Must have complete and valid credentials.
- b. Must meet all the prescribed admission requirements of the Polytechnic and the concerned department.
 - i. Qualifying test for transferees.
 - ii. Average grade requirement (GWA) from previous course.
Bachelor of Science in Accountancy – 80%
Teacher Education – 80%
 - iii. Copy of grades signed by the Registrar or duplicate of OTR for evaluation purposes.
 - iv. Certificate of Transfer Credential
 - v. Physical or Health Examination
 - vi. Certificate of Good Moral Character
 - vii. Marriage Contract for married female students
 - viii. Certificate of Live Birth, NSO copy
 - ix. Permit to study from the agency in cases of employed students (government or private).
- c. Only students who have enrolled in any course leading to a degree program are admitted as transferees and must submit Certificate of Transfer Credential.

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- d. Admission shall be on probation basis during the first term of stay in the Polytechnic or until such time as they shall have validated/repeated in accordance with the Polytechnic policies all the subjects taken outside the Polytechnic which are required for their course.
- e. Official Transcript of Records (OTR) shall be submitted prior to admission for the following semester. Otherwise, enrollment will not be allowed.
- f. Transferees from SUC institutions shall be admitted and treated as regular students in accordance with the existing policies of the Polytechnic.
- g. Must pledge to abide by and comply will all the rules and regulations of the Polytechnic.

3. FOREIGN STUDENTS

- a. Must have complete and valid credentials.
- b. Must meet all the prescribed admission requirements of the Polytechnic and the course applied for:
 - i. College Guided Test
 - ii. Certificate of Completion of a Secondary Curriculum
 - iii. Original Transcript of Record
 - iv. Personal Data
 - v. Affidavit of Support
 - vi. Alien Certificate of Registration (ACR)
 - vii. Student Visa
 - viii. Security Clearance from his/her Embassy
 - ix. Resident Guarantor of his/her Character
- c. Must meet the entire prescribed requirement by the DFA and BI.

4. CROSS-ENROLLEES (COLLEGE CODE)

- a. A student registered in another institution may be admitted as cross enrollee to the College provided he presents a written permit from the director of admission of his college setting forth the course and the total number of units in which the student will be registered.
- b. The College shall credit only the course taken by its students from any other college or school with expressed approval in writing by the Dean in consultation with the Department Chairman.

5. REFRESHER COURSE STUDENT

- a. A refresher course student maybe admitted to higher education institution at any time during a school term for audit purposes without earning credits, subject to such requirements and conditions as the school may prescribe.
- b. At the discretion of the institution, a refresher course student may be exempted from class assignments and examinations.

B. REGISTRATION

- Registration of students shall only be on the regular registration period indicated in the academic calendar. No student shall be registered in any subject after 12 percent of the regular class meetings had been held.
- A student is considered officially enrolled when he has paid his tuition and other fees.
- A student must be officially registered in order to receive credit for subject.



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- A student is not allowed to enroll in more than one course during his stay in the Polytechnic unless he/she secures permit/approval from the Vice President for Academic Affairs.
- Rules on sequencing of subjects (prerequisites) in a curriculum are observed and followed.
- Registration of a returning student is dependent on his previous scholastic standing.
- Special students are allowed to enroll only 6 units per semester and 12 units a year, for a period of only one year
- Late registration fee is charged to a student who enrolls after the regular registration period as provided for in the academic calendar.

1. ACADEMIC LOAD

- a. The total number of units in a semester for which a student may register shall be in accordance with curricular programs the student is enrolled in.
- b. During Summer Term, the normal load shall be six (6) units of technical or laboratory subjects provided, that in justifiable cases the Executive Dean in consultation with the Department Chairman may allow a student to take nine (9) units of laboratory subjects. Graduating students who shall be allowed a higher load not exceeding 12 units.
- c. Only graduating student's area allowed to overload subjects to their academic standing.
- d. A graduating student may be permitted to carry a heavier load but not exceed 28 units subject to approval by authorities concerned.
- e. Teacher education students taking up Practice Teaching are not allowed to have any other subjects taken alongside with Practice Teaching.
- f. Students who are scholastic delinquents are not allowed to have an overload.
- g. Load of transfer students shall be limited only to those subjects without prerequisite, until such time this subject had already been validated/ accredited.
- h. The agency/ employer of any working student shall recommend maximum load of the said student to be approved by the Department Chair; in any case, the load should not exceed those allowed of regular students.

2. CROSS-ENROLLMENT

- a. Cross-enrollment should be done within the period of registration.
- b. Cross-enrollment is allowed only for graduating students for a maximum of nine (9) units, unless otherwise those are the last number of units to be taken to qualify for graduation, and provided that these subjects are not offered in the institution, must have the same course descriptions and number of units, and must not be a major subject.
- c. No student is allowed to cross-register in two or more schools outside the Polytechnic.
- d. Cross-enrollment of students outside the Polytechnic must have the approval of the chairman and authorized by the Registrar for the subject/s to be given credit by the Polytechnic.
- e. Cross-enrollment of student of common subjects within the Polytechnic is allowed and does not require prior approval by the department faculty concerned.
- f. Students coming from other institutions may be allowed to cross-register within the enrollment period only and with a permit to cross-enroll from his/her Registrar.

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3. CHANGING/ADDING/DROPPING OF SUBJECTS

- a. Changing/Adding/Dropping of subject shall be made only for valid reasons and stated in writing to be approved by the Chairman and acknowledged by the Registrar.
- b. Changing/Adding/Dropping of subjects shall be made within the specified period and subjects to payment of corresponding fees.
- c. Changing/Adding/Dropping of subjects shall be made only for valid reasons and when schedules allow the same.
- d. Subjects changed/ added unofficially or within prior approval of the Chairman shall not be given credit.
- e. Total load carried by a student including the additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for his curriculum year during the term/semester.
- f. Dropping a subject shall be allowed before the mid-term, provided he/she submits a letter stating the valid and justifiable reason for the dropping the subject. After the mid-term, a student may be allowed to drop a subject for a valid and justifiable reason. This shall be done with the knowledge and approval of the Instructor concerned, the Department Chairman and the Executive Dean concerned. (College Code)
- g. Unofficial dropping of subject after the mid-term shall earn the student a failing grade or 70.

4. WITHDRAWAL OF REGISTRATION

- a. Withdrawal of registration shall be made and approved based on existing rules and regulations of the institution.
- b. A student who withdraws his registration shall be entitled to refund its matriculation and entrance fees.
- c. A student who withdraws his registration shall be entitled to withdraw his credentials submitted as requirement for enrollment.
- d. No withdrawal of registration shall be made after the specified period. The rule/s for dropping shall apply.

C. VALIDATION/ACCREDITATION

- Validation of courses taken from non-member of PASUC, AACUP is required. The regular period for validation tests shall be (2) weeks before the first day of registration for each term of semester. No validating fee shall be charged during the regular period. Validating tests given after the first day of registration shall be levied fee of Php15.00 per subject and only upon approval of the admission office.
- All subjects and units taken from any private institution with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies in the Philippines (FAAP) may be accredited, provided that, they are prescribed in the curriculum and have the same course content and number of units, and subjects to residency requirement.
- Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical/vocational courses and shall not be credited towards a degree program.

FOR THOSE UNDERGOING THE VALIDATION/ACCREDITATION PROCESS:

1. Transferees must have taken the validation examination for every subject the student would like to have accredited for advanced credits.
2. Subjects to be accredited must not exceed 30% of the total number of units prescribed in the curriculum.



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FOR A SECOND BACCALAUREATE DEGREE/ MAJOR SUBJECT

1. Students undertaking their second baccalaureate degree will not have to undergo anymore the validation/accreditation process.
2. For subjects to be credited, the first baccalaureate degree must be of the same or parallel level with the chosen second baccalaureate course.
3. All subjects earned from the first baccalaureate degree and are prescribed in the course applied for of parallel level, may be credited upon due notification to the concerned authorities, provided that, they have the same course content and number of units, and subjects to other requirements of the concerned department.
4. For students enrolled under the Bachelor Secondary Education who wish to have two (2) majors, must undergo Observation and Practice Teaching for each major subject to be entitled for the two majors.

D. EVALUATION

1. STUDENT CLASSIFICATION


Students are classified as follows:

- a. A full time/regular student is one who carries the full load in any given semester as specified in the curriculum.
- b. A part-time/irregular student is one who carries less than the full load specified in the curriculum.
- c. A transfer student is one who comes from another institution where he/she started studying for a course and who is now registered in the Polytechnic after qualifying for admission.
- d. A foreign student is one who is not a citizen of the Philippines.
- e. A special student is one who is not entitled to received official credit for his/her work because he/she does not satisfy the requirements for admission to the course or the subjects.

2. CURRICULAR LEVEL PLACEMENT

- a. Evaluation of curricular level placement of students according to progress toward graduation shall be based on the following:

| YEAR LEVEL | NUMBER OF UNITS EARNED |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Freshmen (First) | A freshman is a student who is taking up the first year of his curriculum or 35% of the total number of units required in his entire course. |
| Sophomore (Second) | A sophomore is a student who has satisfactorily completed the prescribed subjects of the first year of his degree program and is enrolled in the second year. |
| Junior (third) | A junior is a student who has completed the prescribed subjects for the first two years of his curriculum or who has finished not less than 50% nor more than 75% of the total number of units prescribed in his entire course. |
| Senior (Fourth) | A senior is a student who has completed the prescribed subjects of the first, second, third year of the curriculum or who has finished not less than 75% of the total number of units required in his entire course. |
| Terminal (Fifth) | Completed the first 4 years of his/her curriculum or has finished 85% of the total number of units required in his/her course. In a five or six-year degree program, the last is considered the senior year. |

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3. RESIDENT CREDITS

Resident Credits refer to all academic subjects and units earned in the Polytechnic including those earned in other institutions that are required for a particular degree and had already been validated/accredited in the Polytechnic.

Only resident credits are considered in evaluating subjects and units for a particular curriculum.

4. LIMITS FOR COMPLETION OF DEGREE PROGRAMS/RESIDENCY REQUIREMENT

Residence refers to the number of years or terms required for a student to finish the course.

- a. An undergraduate student must finish the requirements of a course within a period of actual residence equivalent to a maximum of two (2) years of the normal length prescribed for the course; otherwise he/she shall not be allowed to re-enroll further in that course or advised to take additional subjects under justifiable reasons. Exceptions to this rule may be allowed on a case to case basis.
- b. Transfer students must have taken at least 50% of the total number of required units in the curriculum at the Polytechnic.
- c. No student shall be graduated from the Polytechnic unless he/she has completed at least one (1) year of residence work immediately prior to graduation.

5. PREREQUISITE/S OF SUBJECT/S

- a. The rules on sequence of subjects in the curriculum of the course being taken must be followed.
- b. Enrolling in and attendance in a subject without passing its prerequisite shall earn the student no academic credit.
- c. Graduating student shall be allowed to take the prerequisite subject and higher subject simultaneously with the approval of the Chairman and the VP for Academic Affairs. However, if the student failed the prerequisite subject, the higher subject shall not be given credit. Subjects common to all Departments must have the same prerequisite/s

6. ACADEMIC SCHOLARSHIPS

Evaluation of student records for purposes of scholarships shall be based on the following standards:

- a. Scholarship in the College shall be classified into (1) honorific scholarships, (2) full academic scholarships, and (3) College scholarships and other privileges.
- b. Honorific scholarships shall be awarded to valedictorians and salutatorians from public or duly recognized private schools in the country. Valedictorians and salutatorians shall enjoy full free tuition fee and half free tuition fee, respectively on a semestral basis, renewable for each succeeding term, subject to certain terms and conditions.
- c. Full scholarships on tuition fee shall be extended to any undergraduate student (President's List) in any curricular program of the Polytechnic who shall obtain an average of 92% or better, with no failing grade in any subject during the previous



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- semester, provided that the scholar carries an academic load of not less than 18 units per semester and provided further that the scholar is of good moral character.
- d. Partial academic scholars shall be extended 75% scholarship on tuition fees to an undergraduate student (Dean's List) who shall obtain an average of 89% or better with no failing grade in any subject during each previous semester, provided that the scholar carries an academic load of not less than 18 units per semester and provided further that the scholar is of good moral character.
 - e. The Polytechnic shall also extend scholarships or other privileges in the form of full or half tuition to qualified members of the ROTC Corp commander, outstanding athletes, editors and staff of the college organ, members of the band, members of the School of Living Traditions Arts Group and the Theater Arts Group [BOT Resolution No. 038, s. 2008], SSC officers and others in accordance with the general rules promulgated by the Polytechnic as approved by the Board of Trustees.
 - f. Subject to the general rules promulgated by the Polytechnic as approved by the Board of Trustees the college shall accept scholarship grants from any private or public institution for individuals.
 - g. Any student who shall qualify for two (2) or more government scholarship programs shall avail himself of only one but without prejudice to accepting privately sponsored scholarships or assistantships.
 - h. There shall be a Scholarship Committee which shall be tasked to screen students availing for scholarships. The Scholarship Committee shall be composed of the Director for Instruction and Accreditation as chair and as members, the Director for Office of Student Affairs, Registrar, Finance Officer/Admin Officer and a representative from the student council.

7. SCHOLARSHIP DELINQUENCY

The following minimum standards shall be observed in dealing with this matter.

- a. Failure in one subject for the first time shall be given warning by the Guidance Counselor but shall retain his/her College scholarship grant. Failing one subject for the second time shall suffice to terminate the scholarship.
- b. The rules governing other government or private scholarships shall prevail.
- c. If a student is a recipient of 2 or more scholarships, he/she shall be required to choose only one.

8. RETENTION POLICIES

- a. Evaluation of student records for purpose of retentions is guided by the following standards:

| % FAILURE | NO. OF UNITS ENROLLED | STATUS | ALLOWABLE LOAD THE FF. SEMESTER |
|------------------|------------------------------|-------------------------------------------------|----------------------------------------|
| 25%-49% | Any number of academic units | Warning | Less 3 units from normal load |
| 50% - 75% | 6 academic units or more | Probation | 15 units only |
| 76% or more | 9 academic units or more | Dismissal from the department | Not allowed to enroll |
| 100% | | Permanent disqualification from the Polytechnic | |



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- b. Any student who has received two (2) Successive warning shall be placed on Probation.
- c. Probation status of a student may be lifted upon passing all the subjects carried during the term he is on probation.
- d. Any student under probation who again fails in 50% or more of the total number of academic units enrolled will be dismissed from the college.
- e. Any student dropped from one department shall not be admitted to another in the Polytechnic, unless in which case, he may be allowed to enroll in the appropriate course. Such student shall be placed on probation.
- f. Permanent disqualification does not apply to cases, where, on recommendation of the faculty concerned, he certifies that the grades of 70 is due to unauthorized dropping of the student and not to poor scholarship.

9. ENFORCING A NEW CURRICULUM

- a. When a new curriculum is enforced, only new students or freshmen shall be covered.
- b. A student shall follow the same curriculum that he started on within the maximum length of time allowed for residence.
- c. If a student fails to finish the course within the prescribed maximum number of years of residence, he shall be required to follow the new curriculum.

10. SUBSTITUTION OF SUBJECTS


- a. Substitution of subjects is allowed when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.
- b. Every petition for substitution must involve subjects allowed to each other and with the same number of units or greater than the units of the required subject.
- c. No substitution shall be allowed for a subject prescribed in a curriculum in which a student has failed, except when the subject is no longer offered, provided, that the proposed substitution substantially covers the same subject matter as the required subject.
- d. Petition for substitution must be recommended by the Chairman of the department, and approved by the VP for Academic Affairs and noted and duly recorded by the registrar.

11. GRADING SYSTEM

- a. The work of students shall be rated at the end of each term in accordance with the following system:

| Percentage Equivalent | Descriptive Rating |
|-----------------------|-------------------------|
| 98-100 | Excellent/Very Superior |
| 95-97 | Superior |
| 92-94 | Very Good/Above Average |
| 89-91 | Very Good/Above Average |
| 86-88 | Very Good/Above Average |
| 83-85 | Good/Average |
| 80-82 | Good/Average |
| 77-79 | Satisfactory/Fair |
| 75-76 | Satisfactory/Fair |
| 50-74 | Failure |
| CND | Condition |

| Percentage Equivalent | Descriptive Rating |
|-----------------------|---------------------------|
| IP | In Progress |
| DRP | Dropped |
| INC | Incomplete |
| NE | No Exam |
| NFE | No Final Exam |
| WP | Withdrawn with permission |
| WOP | Withdrawn w/o permission |
| NA | No Attendance |
| OD | Officially dropped |
| UD | Unofficially dropped |
| | |

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The passing grade in the undergraduate level is 75%-100%. **Incomplete, INC** mark is given when student whose class standing throughout the semester is passing; passed the final examination but failed to submit other requirements of the course due to illness or valid reasons.

If a student passes an examination for the removal of an "INC" the final grade shall be 75% or higher. If he fails a final grade of 70% shall be given. An incomplete (INC) mark not removed within the period provided for removal shall automatically be 70%.

In progress (IP) shall be given for a work actually being undertaken at the time the grades are submitted. This should be written under remarks. The Registrar's Office will automatically convert the IP to 70% if after one semester no grade shall be submitted.

WP (withdrawn with permit) mark is given for courses or subjects that are dropped before the mid-term examinations.


DRP mark is given for students who drop their subjects after the mid-term test with permission and 70% without permission.

NFE mark is given to a student who has completed requirements of the course but fails to take the final examinations. The student is given one semester to take the exam, otherwise, the Registrar's Office will automatically convert the NFE to 70%.

- b. All reports of grades must be in the admission office within one (1) week after the final examinations at the end of each semester/term. Grading sheets must be in electronic and hard copy format.
- c. Grades shall not be changed after they have been submitted to the Admission Office. However, should there be a need to make a change, the instructor concerned should notify in writing the Department Chairman, the Dean and the Registrar.

12. COMPLETION OF INCOMPLETE MARKS

- a. Removal examinations due to failure to take the final examinations shall be taken without fee under the following conditions:
 - i. It is taken during the regular examination period wherein an examination on the subject is included.
 - ii. The Validating Examination period starts two weeks prior to registration period, provided that the examination for the particular subject is handled by the same faculty member under whom the student received an "INC" or Condition
- b. On the event that the subject instructor is on leave or separated from the service, whoever takes over these subjects handled by him shall be responsible to ascertain or determine the completion grade for students.
- c. Removal of incomplete shall be done within one (1) semester. Failure of students to do shall be enough cause for conversion of the ("INC" to a grade of 70 %.) by the OAR.

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13. CHANGE OF GRADES

- a. A student who has received a passing in a given course is not allowed reexamination for the purpose of improving his grades.
- b. No faculty member shall change any grade after the report of record has been filed with the OAR. In Exceptional cases, as where an error has been committed, the instructor may request authority from the Chairman of his Department to make the necessary change. If the request is granted, a copy of the authority from the Chairman authorizing the changes shall be forwarded to the OAR for recording.
- c. No student in the Polytechnic shall directly or indirectly solicit assistance from any person, which may influence his instructor to change entries made in his record, examination paper, or final report of grades.

14. THE LIMITS FOR COMPLETION OF DEGREE PROGRAMS

1. A degree program in the undergraduate shall be finished by a student within a maximum of six (6) years for a four year course, eight (8) years for a six-year course.


Exceptions to this rule may be allowed on a case to case basis by the Executive Dean specially if applied to working students.

2. Any student can avail of a leave of absence from school for justifiable cause without prejudice to the time limit.
3. Any graduate or undergraduate student who failed to finish his degree within the specified time shall be advised to take additional subjects under justifiable reasons.

E. GRADUATION

1. GRADUATION PREREQUISITES

- a. Candidates for graduation must have satisfied all academic and non-academic requirements prior to graduation.
- b. No student shall be graduated from the Polytechnic unless his name is approved as candidate for graduation by the Academic Council and confirmed by the Board of Trustees.
- c. The list of candidates for graduation shall be prepared by the OAR and presented to the Department concerned for approval, and finally to the Academic Council for endorsement to the Board of Trustees.
- d. No student shall be graduated from the Polytechnic unless he has completed at least one (1) year of residence work immediately prior to graduation.
- e. All candidates for graduation must have their deficiencies made up and their records cleared with the exception of their currently enrolled subjects not later than one (1)

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month before the end of the last semester at the Polytechnic with the exception of subjects currently enrolled (College Code).

- f. All candidates for graduation shall have satisfactorily completed all the academic requirements for graduation one-week before graduation. (College Code).
- g. No transfer student shall be graduated unless he has completed in the Polytechnic at least 36 academic units for undergraduate studies. (College Code).
- h. All graduating students shall attend the commencement exercises as scheduled
- i. Graduation in absentia for just reason shall be allowed, but must be properly supported by valid certifications and presented before the commencement program to the OAR.
- j. No student shall be graduated unless he pays the required graduation fee.
- k. The date of graduation in the diploma and transcript of Records shall bear the original date of graduation.

2. ATTIRE

- a. Candidates for graduation with baccalaureate degrees shall wear costumes during the commencement exercises in accordance with the rules and regulations to be adopted. (College Code).
- b. Members of the faculty and officers of the Administration attending the commencement exercises shall wear academic costumes.
- c. Candidates for graduation in the non-degree program of the college shall wear appropriate attire as recommended by the Academic Department concerned.

3. GRADUATION WITH HONORS

Undergraduate students, who have completed their courses with the following weighted averages, shall be graduated with honors to be inscribed in their diplomas and transcript of records.

FOR FOUR - YEAR COURSES, HONORS SHALL BE GRANTED AS FOLLOWS:

- a. Summa Cum Laude. This honor is granted to a graduate whose general average is 98% to 100% without a grade lower than 89% in any subject and provided that all credits have been earned at MPSPC, and was able to finish the program as prescribed in the curriculum.
- b. Magna Cum Laude. This honor is granted to a graduate whose general weighted average of 95% to 97%, without a grade lower than 86% in any subject, provided that all credits have been earned in the College, and was able to finish the program as prescribed in the curriculum.



ADMISSIONS AND REGISTRAR'S MANUAL

- c. Cum Laude. This honor is granted to a graduate with a general weighted average of 92% to 94% without a grade lower than 80% in any subject, provided that all credits have been earned in the College, and was able to finish the program as prescribed in the curriculum.

Computation of the weighted average shall be carried to the third decimal place and rounded up to the second decimal place; provided that all the grades in the academic courses which are prescribed in the curriculum and taken in the college shall be included on the computation of the average excluding physical education, social orientation and ROTC.


FOR TWO - YEAR COURSES, HONORS SHALL BE GRANTED AS FOLLOWS:

Honors are also given to deserving graduates from two-year courses. The following honors may be granted with the corresponding requirements for such honors:

| Honor | General Weighted Average | Lowest Grade in Any Subject | Residence (in years) |
|---------------------|---------------------------------|------------------------------------|-----------------------------|
| With Highest Honors | 95% or better | 90% or better | 2 |
| With High Honors | 93% to 94% | 85% or Better | 2 |
| With Honors | 90% to 92% | 85% or Better | 2 |

In any case, the maximum residence of a graduate to be granted honors should not be longer than what is indicated or evident in the curricular program. Furthermore, he should not have shunned extra- curricular activities although he may not have been active in all, and not have intentionally violated any law, ordinance or regulation enforced on the Polytechnic. This shall be applied to all course whether short or baccalaureate courses.


- In the final result of the computation of grade of candidates for honors, rounding of grade of candidates for honors, rounding off of final grades shall not be allowed.
- Only final grades shall be considered on the computation of the general average.
- In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included.
- The candidate for graduation with honors should not have any grade lower than 75% and/or an unremoved "incomplete" or "INC" in any academic or non-academic subject, whether prescribed or not in his curriculum, taken in the Polytechnic or in any other educational institution.
- Students who are candidates for graduation with honors must not have repeated a subject in another educational institution.

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- f. Students who are candidates for graduation with honors must have completed in the Polytechnic at least 75% of the total number of academic units for graduation and must have been in residence therein for at least 2 years immediately prior to graduation.
- g. Students who are candidates for graduation with honors must have taken during each semester not less than 18 units of credit or in the normal/regular load prescribed in the curriculum. In case where such normal load is less than 18 units but not lower than 15 units, it shall be the responsibility of the students to establish the reason for under overloading within the semester in which it takes place, subject to the consideration and approval of the Department Chairman, Executive Dean, Registrar and the VP for Academic Affairs.
- h. A candidate for graduation with honors who meet the prescribed grade average but failed to satisfy any of the requirements shall be awarded the "Certificate of Graduation with Academic Distinction".

F. GRADUATION EXERCISES

- a. The OAR shall coordinate the arrangement for the commencement exercises.
- b. The commencement exercises for all graduating students of the Polytechnic including those who are to receive their titles and certificates below the Bachelor's Degree, shall be held on the same day and on the same date fixed for graduation on the academic calendar. Each campus may have its own separate graduation rites.
- c. All graduating students shall attend the commencement exercises as scheduled.

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DEFINITION OF TERMS

- Academic Records** - Refer to the transcript of records, copy of grades, registration forms, Form 137 A/Secondary Official Transcript of Records, evaluation record, tertiary permanent record, permits, etc.
- Academic Staff** - Include officials and employees engaged in academic affairs, either with or without regular teaching load.
- Accreditation** - Process of giving credit to the grades, subjects, and units earned by transferees from their previous institution.
- Admission** - The power of permission to enter. Admission of students is governed by the policies on admissions of the institution.
- Certificate of Transfer** - A document permitting a student to transfer to another school. This includes a duplicate copy of the OTR and Certificate of Good Moral Character.
- Certification** - The act of certifying graduation, degree earned, course taken, subjects, grades, units earned, authenticity of records, and the like of the students by the College Registrar.
- Checklist/Evaluation** - A form indicating all the subjects and number of units to be taken the student in every semester for a particular course/curriculum.
- Class Cards** - Ticket regulating admission to a specific subject at a particular time in a determined classroom. It is to be submitted on the first day of class to the instructor/ professor of the class of which the student is officially enrolled. The final grade is written on it at the end of the term and then returned to the student.
- Curricular Offerings** - Refer to the degree courses and subjects offered by the College.
- Documents** - Refer to worksheets, student's permanent records, grade sheets, enrollment list, statistical data, transcript of records, Form 137-A/Secondary Official Transcript of Records, diplomas, memoranda, etc.
- Evaluation** - Process of determining student's scholastic standing, curricular year level, subjects, grades and units earned, deficiencies, and graduation.
- Filing** - Refers to the method of keeping and preserving student's records.



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- Form 137-A** - Secondary Students' permanent record/Secondary Official Transcript of Records.
- Information Dissemination** - Process of spreading information regarding curricular offerings, subjects offered, admissions and registration policies and procedures, entrance testing policies and procedures, entrance testing program requirements, prerequisites, OAR activities, and the likes.
- Instructional Staff** - Refers to faculty members of the institution.
- Non-Academic Staff** - Consist of officials and employees not concerned with academic matters.
- OAR** - Office of Admissions and the Registrar
- Practices** - Exercise of procedures regarding a specific matter.
- Posting** - Process of entering students' grades and credits in the permanent record worksheet, and evaluation sheet.
- Records Management** - An official activity dealing with the proper creation, maintenance, utilization, control, and disposition of records.
- Registration Form** - Document showing that a student is officially enrolled. List of subjects, number of units, time schedule, and room assignment taken are indicated in the form.
- SIAS** - Student Information and Accounting System
- Sorting** - Process of segregating registration forms according to course, major, year level, section, sex. After this process is done, registration forms are arranged alphabetically.
- Official Transcript of Records** - an official document containing the e-list of all subjects taken and the chronological sequence with the final grades obtained and credits earned.
- Validation** - Process of giving legal form to subjects and units earned by transfer students in their previous school by undergoing the validation examination.

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SEPARABILITY CLAUSE


Any part or provision of this manual that is invalid by virtue of the College Code or policies of another 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 – Registrar’s Manual shall take effect upon its approval by the Board of Trustees.

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Mountain Province State Polytechnic College Code.

Mountain Province State Polytechnic College Student Manual.

Quirino State University Registrar's Office Operations and Procedures Manual
BOR Resolution No. 11-67, S. 2015




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Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Upper P. Burgos, Baguio City

MEMO FROM THE REGIONAL DIRECTOR

To : Presidents, Heads, Public, and Private HEIs
Attention : Registrar
Subject : Guidelines-on-Summer Classes and Over-Load of Subjects
Date : 22 March 2000

x-----x


In view of myriad inquiries emanating from students of the different higher education institutions in the region, please be informed that overloading of subjects and the offering of Summer Classes are left to the discretion of the concerned HEIs as per the following guidelines, via:

1. Summer classes are offered as compliance for students who flunk/fail in some subjects on order for them to be included on the block and the part of the regular classes.
2. If viability is compromised due to low enrolment, cross enrolling to reputable institutions offering the same courses is allowed on order not to delay the graduation of students.
3. Normally, the maximum unit to be taken is 9, except for the graduating students wherein a maximum of 12 units may be allowed.

However, since the HEIs set their own policies are the aforementioned, utmost care should be observed in evaluating the subjects taken by students in order to forestall any repetition or occurrence of any problem in the future.

For your information and guidance.

(SGD.) JOSEPH B. DE LOS SANTOS, Ph. D.
Director IV

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Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Upper P. Burgos, Baguio City

MEMO FROM THE REGIONAL DIRECTOR

To : Presidents, Heads, Public, and Private HEIs

Attention : Registrar

Subject : "Addendum to memo from the Regional Director re Guidelines-on-Summer Classes and Over-Load of Subjects dated on 22 March 2000"

Date : 07 April 2000


x-----x

The aforementioned "Addendum to memo from the Regional Director re Guidelines-on-Summer Classes and Over-Load of Subjects dated on 22 March 2000" is hereby strengthened by the addendum and shall read as follows:

1. Over-loading of subjects, it being an institutional prerogative, need no permission from this Office taking into considerations the following:
 - 1.1 the capability of the student; and that
 - 1.2 the student is graduating

For your information and guidance.

(SGD.) JOSEPH B. DE LOS SANTOS, Ph. D.
Director IV

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Republic of the Philippines
Professional Regulations Commission
Manila

Information sheet on transcript of records

GENERAL GUIDELINES

1. Must be signed by the school registrar or assistant or assistant registrar
2. Must not contain erasures/ typographical errors
3. Must bear the dry seal of the school
4. Must use the official school paper

SPECIFIC GUIDELINES

1. Correct entry of name should be made
(Surname, Given Name, Middle Name in full)

Ex. **CORPUZ, ANTONIO TORRES**

2. Name in TOR must be the same with the name on the Birth Certificate with special emphasis on the spacing of letters/ characters, hyphenation, use of symbols in the names:

NOTE: If there are discrepancies in name, ask student to secure Amended Birth Certificate from NSO or Local civil Registrar


3. Name printed must be the same in all pages

COURSES

1. Must be completely entered with respective descriptive title
2. Grades must be clearly printed/ written
3. Number of units must be indicated
4. Grading system of school must be stated, i.e. Passes/ Failed/ INC, etc.

REMARKS

1. Must contain the following:
 - degree obtained
 - date of graduation (month, date, year)
 - CHED Special Order Number and Date (Government and PAASCU accredited schools are exempted)

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Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Upper P. Burgos, Baguio City

SUBJECT: CHED Policies on Issuance of Certification,
Authentication and Verification (CAV)

DATE: 16 January 2002

Relative to the issuance of Certification, Authentication and Verification (CAV) to Filipino college graduate students, please be informed of the following CHED Policies:

1. As part of the deregulation of the Commission on Higher Education, Issuance of the CAV of academic records of graduates of state universities and colleges (SUCs) is now to the concerned SUCs.
2. In the case of graduates of private higher education institutions, issuance of CAV of academic records is normally handled by the Commission's Regional Offices which are spread all over the country. In certain cases, though, when time is of the essence, the Central Office, through the Office of Student Services, may issue the CAV after appropriate information of incurred from the Regional Office concerned.

Please be guided accordingly.

(SGD) ESTER A. GARCIA



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Mountain Province State Polytechnic College
 Bontoc, Mountain Province

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MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
 BONTOC CAMPUS
 Bontoc, Mountain Province

 Date

The Registrar

MADAM:


This is to request for the Official Transcript of Records of the student/s listed below who was granted transfer credential from that institution and is temporarily enrolled in this college.

| NAME OF STUDENT/S | DATE OF TRANSFER CREDENTIAL |
|-------------------|-----------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- The bearer is authorized to hand carry this request and the requested document back to this school in a sealed envelope addressed to the Registrar

Very truly yours,

 Registrar

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Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
College of Arts and Sciences
Bontoc, Mountain Province

PERMIT TO CROSS-ENROLL

The Registrar

SIR/MADAM:

Permission is granted, _____ to enroll at your school this
_____ with the following subjects:

COURSE NUMBER

DESCRIPTIVE TITLE

UNITS

Valid for ____ units only

It is very much appreciated if his/her final report on ratings be sent to our school after the Semester Term, addressed to the Registrar with the document placed in a SECURITY SEALED envelope.

Very truly yours,

School Seal

Registrar



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1 **AN EXCERPT FROM THE MINUTES OF THE 103rd REGULAR MEETING**
 2 **OF THE BOARD OF TRUSTEES HELD AT CHED CENTRAL, C.P. GARCIA**
 3 **AVE., U.P. CAMPUS, DILIMAN, QUEZON CITY ON 13 OCTOBER 2015**
 4 **AT 2:00 PM**

5
 6 Present:

- | | | |
|----|--------------------------------------------------|---------------------|
| 7 | Hon. ALEX B. BRILLANTES JR. | - Presiding Officer |
| 8 | Hon. REXTON F. CHAKAS | - Vice Chair |
| 9 | Hon. PILAR S. CAYETANO | - Member |
| 10 | (Represented by Hon. VIVIAN EUSTAQUIO) | |
| 11 | Hon. ROMAN T. ROMULO | - Member |
| 12 | (Represented by Hon. DENEESSE LOU CORTEZ) | |
| 13 | Hon. MILAGROS A. RIMANDO | - Member |
| 14 | Hon. JULIUS CAESAR V. SICAT | - Member |
| 15 | Hon. CIPRIANO G. SANTIAGO | - Member |
| 16 | Hon. ROMAN T. ROMULO | - Member |
| 17 | Hon. WILLIAM A. ASPILAN | - Member |
| 18 | Hon. MANUEL M. IMATONG | - Member |
| 19 | Hon. CAROLYNE DALE A. CASTAÑEDA | - Member |

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 21
 22
 23 **RESOLUTION APPROVING THE OFFICE OF ADMISSIONS**
 24 **AND REGISTRAR MANUAL**
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 28 **Res. No. 079, s. 2015**

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 30 APPROVING the Office of Admissions and
 31 Registrar Manual

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 34 **APPROVED**

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 39 CERTIFIED TRUE AND CORRECT:

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 42 **DERINE D. AGUID**
 43 *College/Board Secretary*
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Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

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GUIDANCE


MANUAL

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| GUIDANCE MANUAL | | | |

Foreword

Guidance and Counseling is an integral part of education. It is an aspect of education that makes up its holistic feature as an approach to student development toward national aspirations of unity, progress and equity.

This Guidance and Counseling Services Manual of Mountain Province State Polytechnic College is prepared to provide guidelines for the Guidance and Counseling Unit of the Mountain Province State Polytechnic College to plan and implement activities, projects or programs to advance the Mission, Vision, Goals, and Objectives of the said College as provided in the College Code and, in pursuit of the Policies and Objectives of all Higher Education Institutions as contained in CHED Memorandum Number 21, Series 2000 (Subject: Guidelines on Student Affairs and Services Program.)

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Mountain Province State Polytechnic College

I. **Brief History of the College**

MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE (MPSPC) traces its beginnings to the former MOUNTAIN PROVINCE COMMUNITY COLLEGE (MPCC) which was established in 1969 and whose conceptualization is credited to Mr. Alfredo Belingon, the Social Studies Supervisor of the then BIAK (Bontoc, Ifugao, Apayao, Kalinga) division. Mr. Belingon nursed the college for about two years.

Mr. Allyson Belagan took over as Officer-in-charge for about a year when Mr. Belingon was appointed as Assistant Superintendent for Kalinga-Apayao.


In 1973, Mr. John “Kodoo” Daoas, then professor at Baguio Central University, took over as full time administrator of the college. With his experience as professor and administrator in tertiary education, he harnessed whatever resources there was to continue the existing programs which were Bachelor of Science in Elementary and Secondary Education, Bachelor of Science in Commerce, Bachelor of Science in Accountancy, Bachelor of Arts and two non-degree programs: Junior Secretarial and Midwifery.

Mountain Province Community College was governed by a Board of Directors headed by the Provincial Governor, Jaime K. Gomez. Its main operating expenses were drawn from the meager fees paid by the students. This was far from sufficient to meet the needs of the college.

In 1975, then Regional Director Telesforo Boquiren and the Assistant Regional Director, Bernardo M. Reyes, started discussing the possibility of establishing a state college in Mountain Province. They submitted a proposal to then Education Secretary Juan Manuel but this had no political support so the proposal did not receive attention.

In 1987, years after Martial Law, the Congress of the Philippines was reorganized and then Hon. Congressman Victor Dominguez was reelected. He filed House Bill Number 00180, a House Bill for the creation of a state college for Mountain Province. Again, this did not prosper. On May 28, 1991, Hon. Victor Dominguez again filed another Bill to convert the Mountain Province Community College to Mountain Province State Polytechnic College integrating then Tadian School of Arts and Trade in Tadian, BACARRI Agricultural High School in Paracelis, Eastern Bontoc National Agricultural and Vocational School in Barlig and, appropriating funds thereof. This progressed and finally on January 17, 1992, then President Fidel V. Ramos acted on it and it became Republic Act Number 7182.

Dr. Marcelino T. Delson was appointed as the first College President. He remained president from 1992 to 2004. Mr. Juan B. Ngalob, NEDA-CAR Director took over as OIC- President from August, 2004 to March, 2005. Dr. Nieves A. Dacyon took over as the second College President in April 2005.

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At present, Mountain Province State Polytechnic College has three campuses, The College of Engineering and Technology is in Tadian, Mountain Province. This was the former Tadian School of Arts and Trade. The other campus is the College of Arts and Sciences in Bontoc. This was the Mountain Province Community College. The Baang Campus in Banao, Bauko accommodates the Administration Building and an Academic Building.

Enrolment has been steadily increasing from seven hundred twenty (720) in 1992. For the last five years, enrolment was at an average of four thousand (4000) students per semester.

At present, the college offers twenty-three (23) undergraduate programs that include technology courses and six (6) graduate programs.

II. History of the Office of Guidance and Counseling

In 1992, Mountain Province Community College was converted into a state college. President Delson made sure that guidance services are available. The guidance services were made part of the program of the Office of the Student Affairs. The designated Director of Student Affairs was concomitantly the Guidance Counselor.


From 1992 to 1994, Ms. Janet B. Yodong, who was a faculty member of the then Midwifery Department, was designated Director of Student Affairs and was at the same time the Guidance Counselor. From 1995 to 1997, Dr. Edarlina Fakat who was a faculty member of the Education Department took over. In 1998, when Dr. Fakat was elected as Dean of the Education Department, Mrs. Mary L. Dicdican, a faculty member of the Liberal Arts Department took over as Director of Student Affairs until 2001.

In 2001, Mr. Eric Mandiit, a new employee who had training in Psychology in Australia was designated as Guidance Counselor. He had 12 units teaching load thus he was not able to implement a lot of services. An office, separate from the Student Development Office (SSDO), was provided as a Guidance Office. However, his stay was only for two years because he left to pursue his studies in law. After him came Ms. Daniela Chumacog who took over as Director of Student Affairs. The Office of Guidance Services was left vacant until 2003 when the then president of the Supreme Student Council moved for the designation of a Guidance Counselor. Hence, the president designated Mrs. Mary Dicdican to be Guidance Counselor. The services offered during these time were limited to counseling, student inventory and career guidance.

In 2006, however, efforts were done to motivate students to become peer facilitators so some students from the Nursing and Education Departments were trained to compose the first batch of peer facilitators to help their fellow students.

In 2007, Mrs. Julie Tuguinay was designated as Guidance Counselor. Peer Facilitators Development was continued and Extension Services of the Guidance Office were explored. Mrs. Tuguinay left MPSPC in 2009. She was the one who proposed that the official name of the Guidance Office is Office of the Guidance and Counseling. Ms. Agapita Base took over but because she was not yet licensed, Professor Mary L. Dicdican who was licensed was asked to work with her.

Because of the presence of RA 9258 that is professionalizing the practice of guidance and counseling, there was no registered guidance counselor except for Mrs.

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Mary Dicdican but latter took an indefinite leave. She retired on July 2012. Ms. Agapita Base worked as a guidance staff from October 2009 to June 2011, and left to continue her masters in guidance. Ms. Renalyn Codod also worked as a guidance staff from 2010-2011 and then transferred to teaching. Both of them were job order.

Since nobody will stay at the guidance office, Ms. Bronwen Lang-akan who is a faculty member in the Liberal Arts Department was designated as the Psychometrist and Guidance Counselor from 2011 to April 2012. She then transferred to instruction when Ms. Claire B. Agyapas, a licensed guidance counselor, was hired on April 2012. Ms. Crystine C. Felimon, a registered guidance counselor, was also hired on December 2014. Other job order employees who worked at the office were Ms. Jeraldeen E. Bay-an, BS Psychology graduate and Ms. Jenny Dalnesa C. Bicarme, a registered guidance counselor.

On March 2017, Ms. Nicole Anne S. Sadcopen, a licensed psychometrician was hired. She was assigned as a job order employee at the Office of Guidance and Counseling-Bontoc Campus. On January 2018, another licensed psychometrician was hired in the name of Ms. Gretchen Fuchadcha. She was assigned in MPSPC- Office of Guidance and Counseling in Tadian Campus. Ms. Agustina Ansong, a psychology graduate was hired in 2018. She was assigned in the same office, Bontoc Campus and was tasked to perform the functions of the secretary.

III. **VMGO and Core Values of MPSPC**

1. Vision

A preferred university of developmental culture and inclusive growth

2. Mission

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

3. Goals

1. Attain and sustain quality and excellence;
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

4. Major thrust

Hearty approach to management and governance, and transformational leadership

Enriched academic programs

Relevant student service, development and welfare program


International and local linkages

Technology, facilities and assets enhancement program

Aggressive staff development and welfare program

Gainful resource generation ad enterprise development program

Excellent researches and relevant extension program

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MPSPC GUIDANCE PROGRAM

Introduction

This program of the Guidance and Counseling Unit of the Mountain Province State Polytechnic College includes the following: Legal Framework, Rationale, Vision, Mission, Goals and Objectives. It also mentions the personnel, the duties and responsibilities of each personnel, and a description of the different services that are offered by the program.

I. Legal Framework

The following serve as the legal framework of this manual of Guidance and Counseling Services:

MPSPC College Code

MPSPC Student Manual

MPSPC Admission Manual

CHED Memorandum No. 21, Series 2000

Subject: Guidelines on Student Affairs Services Program

Republic Act 9258- Guidance and Counseling Act: An Act Professionalizing the Practice of Guidance and Counseling

Republic Act 7722 – An Act Putting Up the Commission on Higher Education (CHED) to Take Over from the Department of Education and Culture the Task of Overseeing Tertiary Education

Republic Act 7731 – An Act that Abolished the NCEE to Give the Marginalized Sector Greater Access to College Education

Article XIV of the 1987 Constitution of the Philippines (Article on Education, Science and Technology, Arts, Culture and Sports)

Education Act of 1982

Magna Carta of Students (Bill No. 4288)


Other Relevant Policies, Standards, Plans, and Guidelines Approved by Board of Trustees

Republic Act 9442 – An act for disabled persons, and other purposes

II. Rationale

The Philippine education system has traditionally been concerned with the inculcation of knowledge. Emphasis has been placed on the acquisition of facts and information about the human race and the ability to transmit these requires mastery of the skills in reading, writing, mathematical ability and problem solving. In the recent decades, society has tremendous social changes on educational expectations, career patterns, countless advances in technology, and discoveries in medical science and rapid movement from industrial to information services in the world market. All these have impact and consequences on human development & adjustment that need to be dealt with professionally.

Guidance and counseling programs, services and functions recognize that emotional problems and attitudes interfere with learning and intellectual development

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and therefore concerned with the individual's adjustments in all spheres of life. The office of guidance and counseling recognizes the adequate preparation to responsible adulthood goes beyond the training of the intellect and must include personal, social, emotional and psychological development of individuals.

In the Philippines, the practice of guidance and counseling to address the complexities brought about by the changes aforementioned has recently been affirmed with the passage of Republic Act (RA) 9258 entitled *An act professionalizing the practice of guidance and counseling and creating for the purpose a professional regulatory board of guidance and counseling, appropriating funds therefore and for other purposes* "otherwise known as the *Guidance and Counseling Act of 2004*. This gives rise to guidance as a distinct recognition in the field of human development in school and other settings.

Mountain Province Polytechnic College (MPSPC) has a student population close to 5,000 for AY 2009-2010. Problems among students that have been dealt with at the guidance office range from attitudes such as laziness, losing interest in their studies, procrastinating, no definite goal, confused in life, personal and social problems such as relationship, premarital sex, dysfunctional family, failing grades and financial; psychological problems such as fears, insecurity, low self-esteem, pessimism, passivity etc. Special cases and long term counseling dealt with are drug addiction, relationship with married person, family break up and career life planning.

III. Vision, Mission, Goals and Objectives of the Guidance Program

Vision


The Office of the Guidance Counseling envisions a well-adjusted student utilizing his/her potentials.

Mission

Students developing their academic skills, enhance emotional intelligence, set and achieve career goals, make wise decisions, manage healthy relationships, positively cope with situations and become fully functioning individual.

Goals and Objectives

1. To provide dynamic and proactive services to students;
2. To conduct individual and group counseling to students;
3. To administer psychological testing as basis for decision making and interventions;
4. To conduct consultation cum counseling with parents, guardians and other school stake holders relative to student concerns & issues affecting their well-being;
5. To update cumulative record of each student;
6. To propose lectures and provide information to students to enhance their self-confidence, decision making skills, emotional intelligence, career path, etc.
7. To follow up performance, achievement and behaviors of students referred to the guidance office

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8. To notify parents and guardians of their child/ward's attendance, academic performance, dropped class cards and call for conference cum counseling at the guidance office
9. To facilitate continuing empowerment of peer facilitators
10. To refer students to other offices or agencies that will cater to their needs

THE GUIDANCE SERVICES

1. Counseling

Counseling is the heart of the guidance work and the core of the guidance program. It is aimed at assisting the individual to understand him/herself; gain deeper awareness of one's problems, situations, circumstances and concerns. It leads the individual to make intelligent decisions; define goals in life and helping the person become self-sufficient and mature individual at his/her option/choice. After all, it is the client who knows best about himself/herself as well as the solutions to his/her problems.

Counseling can be individual or group. Group counseling is provided to groups of individuals with similar concerns, problems and aspirations in life. It focuses on problem solving processes, conflict resolutions and remediation.

2. Individual Inventory

Individual inventory is a continuous process of collecting, accumulating, interpreting and recording information about each student (both undergraduate and graduate students). It provides data on the following: home and family background, personal concerns, scholastic progress, test results, services and procedures availed from the guidance office.

Data about the students are collected through personal data sheets, interview records, class schedule, cumulative record and/or individual inventory. This service is a form of assessment of student needs every semester and to address them thru information, counseling and/or other guidance services.

3. Information

Information service is provided in different forms such brochures which are distributed to the students and/or posted in the bulletin boards, group guidance, seminars, conferences with parents or teachers, enhancement or group dynamic activities, addressing inquiries of visitors and/or clients. Information has to be updated so as to address the needs of the students and employees.

a. Career, occupation, vocation


This includes posting job opportunities, career and life planning seminars or activities designed to develop skills goal setting, planning and decision making.

b. Personal-social

This includes seminars on enhancing themselves as individuals such as time management, self-esteem, decision making skills and others.

c. Academic-Educational

This includes scholarship opportunities, orientation to freshmen, school policies especially regarding absences and tardiness, and the like.

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4. Psychological Testing

Testing is available to students and other clients who want to further explore themselves scientifically in terms of IQ, EQ, interests, Aptitude and Personality.

Testing is intended for educational placement, decision making and intervention purposes. Aptitude test and interest inventory is conducted to incoming first years. This is to determine their capability to cope with the academic requirements and to reconcile with their interest. It is basically intended to develop intervention program for student.

5. Follow-up

The students who are provided with particular guidance and counseling services like information, placement, referral or training are followed up to determine if the services provided were worth it, to assess benefits if there are any or to determine additional services needed.

Tracer studies are done in collaboration with other units of the college to find out where college leavers and graduates may have landed in and to determine further needed services.

6. Referral

The guidance office has limitations and cannot cater to all forms of problems. Hence, it refers students, visitors, parents and/or teachers to other offices of the school or to appropriate agencies like hospital, social welfare and development office, providers of scholarships and the like.

7. Placement

The guidance and counseling office assists the students to find appropriate fields to train in, find interest groups to join vis-à-vis their interests and talents and needs.

8. Training

Training/workshops on continuing education for peer counselors, personality enhancement, sensitivity, like skills and other training needs could be designed and conducted to students and other school stakeholders.

To further enhance their competence as guidance counselors, they are required to attend to seminars and trainings especially those with continuing professional education (CPE) units that are needed for them to renew their license.

9. Consultation

The guidance staff accepts as well as conducts training and/or seminar that are within their expertise if they are invited by other schools or institutions.


10. Extension

Guidance and counseling services are not confined within the school premises. Extension services are available through trainings, seminars, consultancy, invitations as resource speakers and facilitators.

Career guidance and education is the activity mostly carried out under this service. It is extended to the different secondary schools to assist high school students make an enlightened decision on career and vocational choices.

11. Guidance & Counseling Services for Disabled Students

All Guidance & Counseling services are provided to students with disability and the Guidance Counselors has to adjust on their special needs.

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12. Guidance & Counseling Services for Drug Related Cases

All Guidance & Counseling services are provided to students, MPSPC personnel and other referred persons who are involved in any drug related activities for proper intervention.

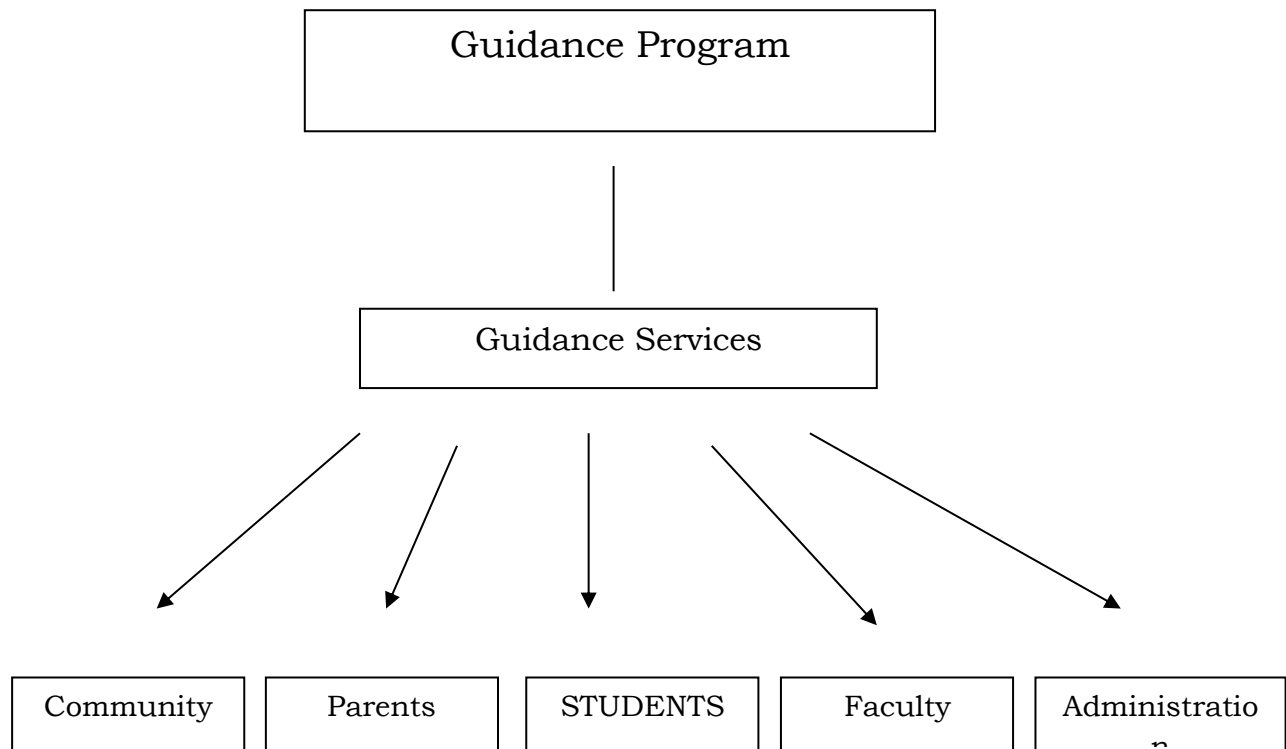
13. Research

Research shall be done to unearth problems and other concerns of the students and to improve the guidance services.

14. Others

- a. Issuance of certificate of good moral character (CGMC)
CGMC is issued to students for that could benefit them may it be for employment, transfer or enrollment to another school, board examination, or scholarship.
- b. Linkages the guidance office carries out collaborative activities with other guidance and counseling offices, agencies promoting the same guidance perspectives. The Guidance office also connects with the Philippine Guidance & Counseling Association of the Philippines (PGCA) professional growth.

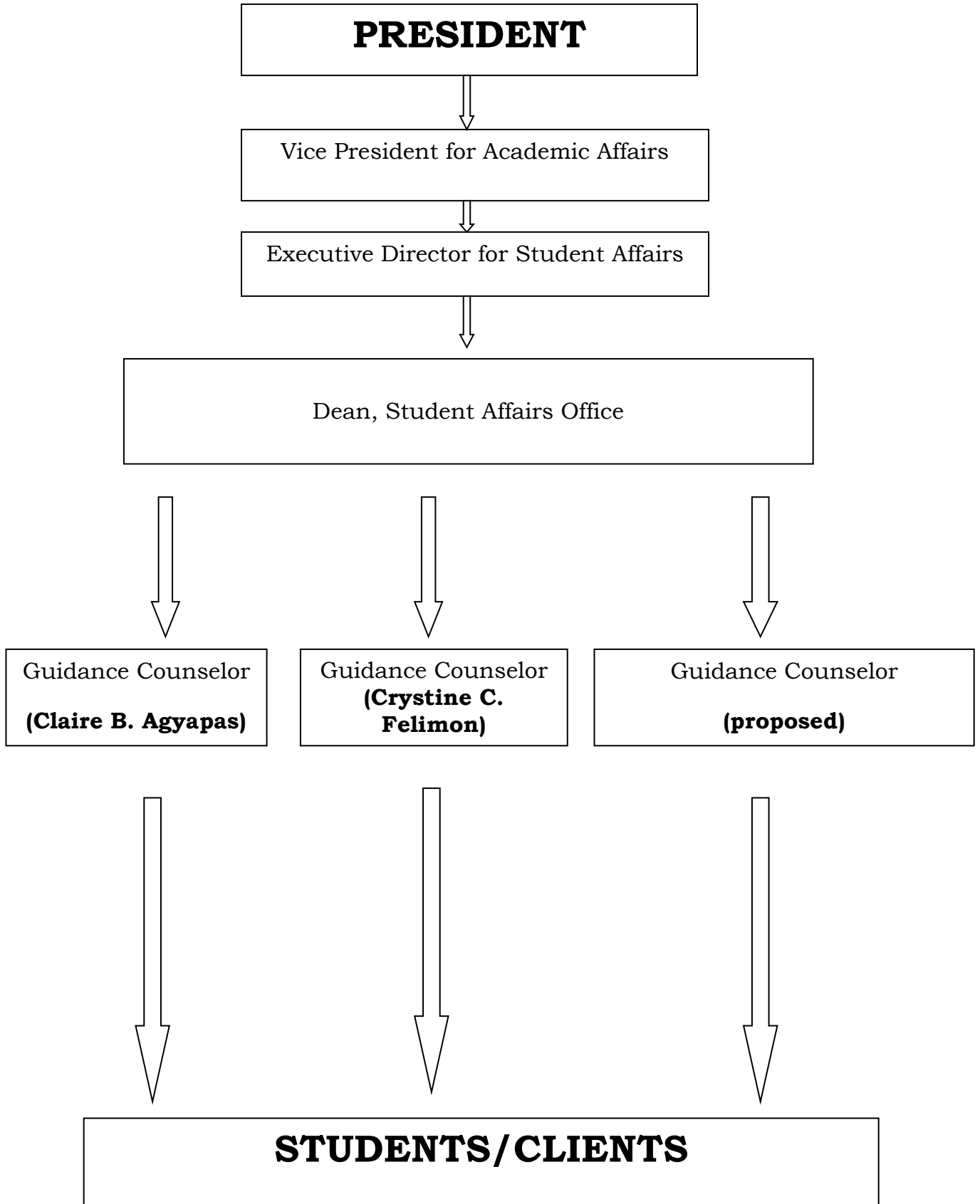
GUIDANCE PROGRAM FLOW CHART






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Guidance Function Flow Chart*



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PROGRAM MANAGEMENT

A. Material Resources Required

1. Facilities, Equipment and Tools

To carry out the services, programs or activities of the Guidance and Counseling Unit of the college, the following facilities, equipment and tools are necessary and shall be provided by the college administration.


- a. Guidance and Counseling Office that shall be structured such that there shall be the following spaces:
 - Receiving or Waiting room
 - Counseling Room/cubicle with upholstered sala set
 - Records Room
 - Testing Room
- b. Office Tables and Chairs for: Guidance Coordinator
Guidance Counselors
Psychometrist
Clerk/ Secretary
Student assistant
Peer counselor
Counselee
- c. Cabinets and lockers for: psychological tests, reports and other confidential data such as student cumulative record forms, test results and individual inventory Guidance Forms
- d. Computer set with accessories for: Clerk/Secretary
Psychometrist, Guidance Counselor
- e. Open Book Shelf/ Magazine Rack for Office Reading Materials
- f. Test Materials: Test for Intelligence and Mental Ability
Test for Occupational Interests and Aptitude
Personality Tests
Tests for Emotional Quotient
- g. Laptop, Overhead Projector/ Multimedia Player for seminars and trainings
- h. Camera for documentation of guidance activities

2. Budget

Sources of Revenue. The Guidance and Counseling Unit of the college shall derive its revenues from Testing Fees, Certification of Good Moral Character Fees and allotment from Student Development Fees.

Operational Expenses. Financial resources shall be used for the following:

1. Purchase of Testing Materials
2. Office Supplies: Papers, Pencils, Paper clips, Staple wires, Envelopes, Chalk, Crayons, Craft paper
3. Production and reproduction of materials
4. Computer software and licenses, discs, printer cartridges

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5. Professional Development Activities like attendance to conventions, workshops and seminars
6. Books and other reading materials
7. Repair and maintenance of equipment
8. Transportation for Extension Services
9. Training Supplies
10. Miscellaneous expenses

B. Personnel Resource Requirements

The Guidance and Counseling unit shall be staffed with a Guidance Coordinator, Guidance Counselor, Psychometrist, and a Secretary. They shall be assisted by Peer Facilitators and Student Assistants assigned in the Guidance and Counseling Unit. The above human resources shall have their respective roles and qualifications and functions as follows:

1. Guidance Coordinator.

The Guidance Coordinator shall be the over-all head the Guidance Counseling Unit of the college. He shall be appointed/ designated by the college president from among the qualified Guidance Counselors who have the proper license.

Three Major Roles of Guidance Coordinator

- a. As Manager, he ensures the provision and proper functioning of all the guidance personnel, activities, budget and facilities
- b. As Developer, he assesses needs for program planning, research, evaluation, improvement and establishment of accountability
- c. As Leader, he provides direction and motivation for personnel and program improvement.


Educational and Professional Qualifications for Guidance Coordinator

- a. Master's Degree in Guidance and Counseling (RA 9258)
- b. Have understanding and awareness of theories that guide professional practice
- c. Have practical working knowledge of fundamental principles and methods of psychology
- d. Undergoes constant updating and upgrading of skills and knowledge
- e. Actively participates in professional organizations
- f. Adheres to legal and professional ethical standards in the field

Traits of a Guidance Coordinator

- a. Capacity to communicate to the school community and the community-at-large what the guidance program is all about, convince them of its merits and stand firm on the ethics of the profession
- b. Flexibility in dealing with clients and staff
- c. Leadership

2. The Guidance Counselor. The Guidance Counselor is the central and most indispensable figure of the program. He is the specialist who brings unique knowledge

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and skills to the program. The ratio of guidance counselor to students is 1:1000 (one guidance counselor to cater to 1000 students).

Guidance counselor Roles

- a. As Counselor, he/she helps students overcome obstacles to their personal, educational and vocational development and growth.
- b. As Coordinator, he/she identifies tasks to be done by other personnel or unit and organize everything to facilitate the performance of such tasks. He/she acts as liaison between the client and resource persons as in referrals, symposia or seminars.
- c. As Consultant, he/she acts objectively in looking at situations and suggesting helpful interventions. He/she assists others assess problems, find alternatives for dealing with them and develop skills for effective work with parties involved.
- d. As Conductor of activities, he/she needs to plan and conduct activities that promote students’ positive movement in life.
- e. As Change Agent, the counselor is involved in the processes of organizational change. He may act as catalyst, process helper, solution giver, resource linker or stabilizer.


Specific Tasks of the Guidance Counselor

- a. Schedules and conducts individual counseling
- b. Organizes group or classroom guidance and counseling
- c. Coordinates enrichment/ training activities for students, teachers or parents
- d. Helps administer and interpret tests
- e. Ensures gathering and keeping individual inventory data
- f. Assesses needs as basis for activities
- g. Holds consultation activities
- h. Collects and disseminates appropriate information
- i. Writes reports and prepares needed materials
- j. Follows up clients
- k. Places students appropriately
- l. Conducts research and evaluation to determine effectiveness of programs and activities
- m. Refers clients to more qualified experts

Educational and Professional Qualifications of the Guidance Counselor

To qualify as Guidance Counselor of the college, one must have the following qualifications: (RA 9258)

- a. A Master’s Degree in Guidance and Counseling and the appropriate License
- b. Thorough familiarity with:
 - Human growth and development theories
 - Family development theories
 - Socio-cultural factors affecting families and individuals
 - Learning theories
 - Motivational theories

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- Career development and decision-making theories
- Knowledge of fundamental principles of modern psychology
- c. Sufficient self-awareness (strengths, limitations, values and fears)
- d. Regular pursuit of personal and professional growth
- e. Working knowledge of and application of professional ethics
- f. Active participation in professional organizations
- g. Sufficient human experience leading to understanding of:
 - People's goals, ambitions, motives
 - People's interests and preferences
 - Fears and needs

Required Counselor's Traits (American School Counselor Association)

- a. Genuine interest in the welfare of others
- b. Ability to understand others' perspectives or viewpoints
- c. Belief in the ability of others to solve their problems
- d. Willingness to take risks
- e. Strong sense of self-worth
- f. Courage to make mistakes and learn from them
- g. Warm and caring
- h. Keen sense of humor
- i. Patience and flexibility
- j. Decisiveness
- k. Value for continued growth as a person
- l. Unconditionally serves clients and sensitive to their cultural practice and gender preferences


3. Psychometrist. The Psychometrist in the Guidance and Counseling Unit is in charge of the Testing Service of the Unit.

Qualifications of the Psychometrist

- a. Four years background in Psychology, Counseling or Sociology and must have the appropriate license,
- b. Have training in administration, processing and interpretation of:
 - Standardized intelligence, achievement, aptitude and interest tests
 - Standardized personality tests
 - Projective tests
- c. Understanding and awareness of theories that guide professional practice
- d. Working knowledge of fundamental principles and methods of psychological testing
- e. Adherence to legal and professional ethical standards in the field of Psychological Testing.

Specific Tasks of the Psychometrist

- a. Identifies and selects, in coordination with the Guidance Coordinator and level Counselors, the tests that must be procured and administered
- b. Schedules, administers and corrects tests
- c. Writes reports of results and share reports to appropriate persons
- d. Prepares testing and related materials
- e. Secure test materials and results

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Required Skills for Psychometrists

1. Clear and fluid speech with appropriate diction and pronunciation
2. Clerical skills for correcting and recording test results
3. Motivational skills for encouraging examiners
4. Organizational skills for scheduling, administering and processing results
5. Technical writing skills for reporting results

Required Traits of a Psychometrist

1. Charm, pleasant disposition and patience
2. Confidentiality and integrity in handling test results
3. Attention in detail
4. Assertiveness in preventing unethical sharing of tests and test results
5. Presence of mind in dealing with critical incidents
6. Ability to respond to questions without destroying validity and Reliability of test

4. Clerk/ Secretary. The Secretary ensures proper transmission of messages and appropriate reception of callers in the Guidance and Counseling Office as she takes of clerical tasks.

Specific Tasks of the Secretary


- a. Welcome people and informs clients of whereabouts of Guidance Personnel
- b. Receives and transmits messages to the appropriate people
- c. Assists in checking and filing tests
- d. Assists in writing reports
- e. Delivers call slips and other material to concerned parties
- f. Ensures organization and security of files and records in her care

Qualifications of the Secretary

- a. At least a two-year secretarial course
- b. Awareness and understanding of principles related to work
- c. Capacity to maintain confidentiality of guidance materials
- d. Clerical skills
- e. Interpersonal skills
- f. Communication skills expected of a receptionist
- g. Negotiation skills to handle difficult clients
- h. Common sense to handle emergencies

5. Student Assistants and On-the-Job Trainees

1. Perform clerical jobs in the office
2. Assist in preparing materials for psychological testing and trainings
3. Assists in organizing and filing records
4. Assists clients while the Counselor is busy
5. Maintains cleanliness, orderliness of the office
6. Do errands in relation to guidance matters
7. Performs tasks as directed by the Guidance Counselor

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ANNEX "A"

PROFFESIONAL REGULATORY BOARD OF GUIDANCE AND COUNSELING
BOARD RESOLUTION NO. 05
SERIES OF 2008

CODE OF ETHICS FOR REGISTERED AND LICENSED GUIDANCE COUNSELORS

Preamble

Guidance and Counseling in the Philippines is now recognized as a profession and as such, it carries with it certain responsibilities and expectations.

The role of the Guidance Counselor is significant in the lives of people. The nature of his work demands competence, excellence, integrity, trust, and service. He must be guided by recognized ethical standards, which define his functions and responsibilities and which provide guidelines for his practices as Guidance Counselor.

**ARTICLE 1
GENERAL ETHICAL PRINCIPLE**


Section 1. Observe of Principles. – Guidance Counselors shall observe the following basic and general principles:

- 1.1 Abide by the ethical principle laid down by the Guidance and Counseling Profession
- 1.2 Not misuse the professional relationship for profit, power, or prestige, or for personal gratification not consonant with the welfare of his Counselee.
- 1.3 Realize that his professional time and effort are fully, faithfully, conscientiously, and truthfully devoted to the accomplishment and improvement of the guidance and counseling profession.
- 1.4 Grow professionally and keep abreast with current trends in guidance work through continuing professional education and affiliate himself with reputable and recognized local, national and international guidance associations;

**ARTICLE II
RELATIONSHIP WITH COUNSELEE**

Sec. 2 Counselor’s Relationship with Counselee. – Counselors shall establish and maintain good relations with their counselees and, accordingly, shall:

- 2.1 Respect the personhood and integrity of the person with whom he works.
- 2.2 Recognize individual differences.
- 2.3 Clarify his role to the Counselee.
- 2.4 Establish professional relationship with the Counselee.
- 2.5 Explain results of tests and other diagnostic tools in a comprehensive and constructive manner.

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2.6 Give information about the Counselee only to persons who can be of help to the Counselee and is done only with the approval of the Counselee and/or his parents or guardian. When revelations may result in possible harm to the Counselee or to someone else, or may endanger the community or the country, he must report the facts to appropriate authorities and take emergency measures to prevent any untoward event or harm to Counselee.

2.7 Recommend a referral when it is indicated that the Counselee does not benefit from the guidance relationship, but assume responsibility for the welfare of the Counselee until the guidance responsibility is assumed by the person to whom the Counselee has been referred.

ARTICLE III RELATIONSHIP WITH THE COMMUNITY


Sec. 3. Counselor’s Relationship with the Community. - Guidance Counselors shall establish and maintain good relations with their community, and accordingly, shall:

- 3.1 Establish a relationship between the community and the guidance program in a manner that is beneficial to both.
- 3.2 Show sensible regard for and ethical recognition of the social code and moral expectations of the community in which he works and strives to elevate the understanding of its social and cultural traditions.
- 3.3 Attend the needs, problems, aspirations, and human resources of the community in order to enable him to give relevant service responses, and to develop a wholesome community spirit.

ARTICLE IV RELATIONSHIP WITH COLLEAGUES IN THE PROFESSION

Sec.4 Guidance Counselors’ Relationship with their Peers. Guidance Counselors shall establish with their colleagues and, accordingly, shall:

- 4.1 Initiate peer relations and maintain high standards of professional competence in the guidance and counseling discipline.
- 4.2 Keep relationships on a professional level by refraining from petty personal actions.
- 4.3 Consult colleagues as a matter of professional courtesy, when planning to initiate a professional activity likely to encroach upon his colleagues’ recognized academic disciplines or researches.
- 4.4 Give accurate information and avoid any misinterpretation or unclear explanations.
- 4.5 Hold responsible for proper permission from and adequate recognition of authors and publishers of counseling and testing instruments which he uses and sees to it that psychological tests re administered only by professionally-trained and competent guidance personnel under his direct supervision.

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**ARTICLE V
RESEARCH AND PUBLICATIONS**

Sec. 5 guidance Counselors' attitude on Research and Publications. – Guidance Counselors shall undergo research and publications and, accordingly, shall:


- 5.1 Undertake research to contribute to the advancement of the Guidance and Counseling profession.
- 5.2 In conducting research, adhere to the highest standards of research methodology.
- 5.3 In reporting results of researches, reveal the identity of the subjects of research only with the permission of the subjects concerned and only for professional purposes.
- 5.4 Acknowledge the source of his ideas and material in his research as well as in his publications, and recognize divergent opinions from responsible person.

**ARTICLE VI
MISCELLANEOUS PROVISIONS**

Sec. 6. Administrative Penalties. – Any registered and licensed Guidance Counselor who violates any provisions of this Code shall be administratively liable under Sec. 24, Art. III of R.A. No. 9258 and Sec. 24, Rule III of Board Resolution No. 02, Series of 2007, the “RR of R.A. No. 9258)

Sec 7. Separability Clause. – If any part of this Code is declared unconstitutional or invalid, the remaining provision/s or part/s thereof not affected hereby, if separable, shall continue to be valid, enforceable, and operational.

Source: FOUNDATIONS OF GUIDANCE. Vicentita M. Cervera. 2009. Great Books Publishing, 7B Cavite St., Barangay Paltok, West Avenue, Quezon City.

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ANNEX B

Right of Students in the College

In addition to other rights, and subject to the limitations prescribed by law and regulations, students in the college shall enjoy the following rights:

- The right to receive competent instruction conducive to students' full development as persons with human dignity and relevant quality education in line with national goals.
- The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency or violation of disciplinary regulation.
- The right to avail of career guidance and counseling services with consistent and accurate evaluation of their potentials so that they may be able to consider all career alternatives based on sound information about various fields of work.
- The right of access to their school records, the confidentiality of which the school shall maintain and preserve.
- The right to the issuance of official certificates, diplomas, transcript of records, grades. Transfer credentials and other similar documents.
- The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities similar in nature.
- The right to free expressions of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the college.
- The rights to form, establish, join and participate in organizations or societies recognized by the college to foster their intellectual, cultural, spiritual and physical growth and development.
- The right to be free from involuntary contributions except those authorized by their own organizations or societies.

Source: MPSPC Student Manual

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ANNEX C


The Guidance Counselor's Creed

I will not agree to help you go off the edge,
I will not help you become a robotized,
Normal and adjusted person;
I will not help you stay and wallow
In the cesspool of your own making.
All of these will go against my values.

I will help you grow to become more productive
By your own definition.
I will help you become more autonomous,
More excited, sensitive and feel more free
To becoming the authority of your own living.

I cannot give you your dreams or fix you up
Simply because I cannot.
I cannot make you grow or grow for you;
You must grow for yourself.
I cannot take away your loneliness or pain.
I will not sense your world for you
Evaluate your world for you
Or tell you what is best for you in your own world.


For you have your own world;
I cannot convince you of the crucial choice
Of choosing the scary uncertainty;
Of growing over the safe misery of not growing;
I want to be with you, and know you as a rich and growing friend,
Yet, I cannot get close to you.

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ANNEX D

Modus Operandi of Guidance Counselors

1. Arrange office so that desk is not between you and counselee/interviewee.
2. Be as friendly and informal as possible.
3. Completely cast aside tasks on hand and attend to counselee.
4. Put your guest at ease, by all means.
5. Exhibit a keen interest on him and his problems.
6. Give him ample time/opportunity to tell his story.
7. Find out what he considers important in the situation and why.
8. Hold him to see his own problem clearly and in the proper perspective. Restate it in various ways until he agrees that you have it right.
9. Inquire concerning the step he has taken in solving his problems.
10. Judges actions by own standard first, then if necessary, by those of society.
11. Keep a friendly, sympathetic and helpful attitude, but do not assume responsibility for finding solution client's problem.
12. Lead the counselee to develop a plan of action. Suggest some possible next steps. Assist him to choose what is most likely helpful.
13. Mention the title of a book or two that might help.
14. Name people who might have suggestions.
15. Offer to make the necessary contacts with other persons with whom interviews should be arranged.
16. Pursue the main problem until you are satisfied that you have been definitely helpful.
17. Quell any desire to sermon except in rare instances.
18. Review the steps to be taken before the interview.
19. Send your interviewee away with the feeling that he is welcome to return on his initiative.
20. Take time to make a record of the interview for future reference. Review this record.

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ANNEX E

Policies on the Confidentiality of Student Records:

- I. What are Confidential Guidance Records?
 - Cumulative Records/Individual Inventory Records
 - Counseling Records
 - Psychological Records

- II. Who are In-charge/Responsible?
 1. On Cumulative Records
 1. a. Cumulative Records of students are systematically arranged by the Guidance Personnel inside the Counseling Room.
 1. b. Only Guidance Personnel are authorized to have access on these Cumulative Records.
 1. c. Cumulative Records may be shown to concerned parents and instructors upon formal request, depending on the “noble intentions/purposes,” but with the permission of the student.
 1. d. “Noble purposes” means the Instructors or Parents requests to see the Cumulative Record of the student for:
 - ✓ Academic purposes
 - ✓ Growth and development of the student

 2. On the Counseling Records
 2. a. Counseling sessions are done at the Counseling Room, wherein only the Guidance Counselor has access to information revealed. Counseling forms filled-up by the counselor are filed on a confidential counseling folder for follow-up.
 2. b. The counselor who handles the first counseling session is responsible for the follow- up sessions. He / She may only refer the case to a fellow counselor in cases when he/she is not available to deal with the client in the next sessions.
 - 2.c. Turn-over of counseling records are only done by the counselor (who handled the cases) to a fellow counselor at the office.
 - 2.d. Counseling Records are strictly locked in a counseling cabinet, in which other Guidance workers are prohibited to open.

 3. On the Psychological Test Results
 - 3.a. Psychological Test Results are only handled by Psychology graduates, who work at the MPSPC Guidance Office. Psychological Answer Sheets are the responsibility of BS Psychology graduates since they are the only authorized Guidance staff to administer, check, score, and interpret (see Ethics on Psychological Testing).
 - 3.b. Release of Test Results is done on a one-on-one basis (through appointments) with the test-taker only. This is released by either the designated Psychometrist or the Guidance Counselor.

The above Counseling and Testing policies are regularly oriented to all Guidance workers working at the MPSPC Guidance Office for constant compliance.

CLAIRE B. AGYAPAS
Guidance Counselor




Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

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ANNEX F

GUIDANCE AND COUNSELING FORMS


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ADMISSION SLIP

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|  | <div style="border: 1px solid orange; padding: 2px; display: inline-block;">GC-AS-_____</div> |
| <p>Republic of the Philippines Mountain Province State Polytechnic College Office of Guidance and Counseling ADMISSION SLIP</p> | |
| Name: _____ | |
| Course & Year: _____ ID #: _____ | |
| Date: _____ | |
| Subjects: _____ _____ _____ _____ | Instructor's Signature _____ _____ _____ _____ |
| <input type="checkbox"/> Excused <input type="checkbox"/> Unexcused <input type="checkbox"/> Re-admit | |
| Remark/s: _____ _____ | |
| _____ Guidance Personnel | |
| <i>Dear Faculty Concerned,</i> Kindly return this slip at the Office of Guidance and Counseling for monitoring, follow-up, and documentation. Thank you for your support to the student services. | |


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CERTIFICATE OF GOOD MORAL CHARACTER

| | | |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------|
|  | <p>Republic of the Philippines Mountain Province State Polytechnic College Office of the Guidance and Counseling</p> | GC-CGMC-_____ |
| Certificate of Good Moral Character | | |
| Requirements and Claim Slip (Kindly check if you are: ___ currently enrolled, ___ Alumni, ___ Authorized representative) | | |
| General requirement: Receipt issued by the Cashier's Office | | |
| For currently enrolled student: Student ID | | |
| For authorized representative: Authorization letter, Valid ID of authorized representative | | |
| Name: _____ | | |
| Name of Authorized person: _____ | | |
| Date of application: _____ | | |
| Purpose of CGMC: _____ | | |
| Date issued: _____ | | |
| Issued by: _____ | | |

| | | | |
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EVALUATION SLIP

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
|  | GC-EF1-_____ |
| Republic of the Philippines Mountain Province State Polytechnic College Office of Guidance and Counseling EVALUATION SLIP | |
| <p>1. What did you do at the Guidance & Counseling Office?</p> <p>_____ claim class card</p> <p>_____ get an admission slip</p> <p>_____ counseling</p> <p>_____ psychological test/result discussion</p> <p>_____ others (specify) _____</p> | |
| <p>2. How do you feel after talking to the Guidance personnel? (Kindly check)</p> <p>_____ relieved</p> <p>_____ threatened</p> <p>_____ helped</p> <p>_____ ashamed</p> <p>_____ confused</p> <p>_____ contented</p> <p>_____ angry</p> <p>_____ others (specify) _____</p> | |
| <p>3. Suggestion: _____</p> <p>_____</p> | |
| <p>Signature: _____</p> <p>Date today: _____</p> | |



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EVALUATION FORM



GC-EF2-

EVALUATION FORM

Name: _____
 Course & Year: _____
 Date: _____
 Activity Title: _____

Instructions: Evaluate the activity using the rating below. Encircle the corresponding number. Also, freely with your other comments in the space provided.

4- Excellent, 3 – Good, 2 – Fair, 1-Poor

1. Venue
 4 3 2 1

2. Date & Time:
 4 3 2 1

3. Facilities/Materials:
 4 3 2 1

4. Topic/s:
 4 3 2 1

5. Speaker/s: 4 3 2 1

6. Flow/parts of the program/activity:
 4 3 2 1


7. Participants involvement
 4 3 2 1

8. Significance of the Activity:
 4 3 2 1

9. Overall, rate the activity:
 4 3 2 1

10. Write lesson/s that you learned or a line that caught your attention most.

11. Suggestions, questions, and other comments:

| | | | |
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FOLLOW-UP/CALL SLIP



GC-FS-_____

Republic of the Philippines
Mountain Province State Polytechnic College
Office of Guidance & Counseling

FOLLOW-UP / CALL SLIP

Date: _____

To the Faculty Concerned:
Room: _____

Kindly allow _____ to proceed at the Office of Guidance & Counseling
____ immediately, ____ just after class for the following reason/s:

- _____ Guidance purposes
- _____ Parent/guardian is waiting at the said Office
- _____ Verification
- _____ others _____

Thank you!

Name & Signature of Faculty Concerned:

Respectfully yours,

Guidance Counselor



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Republic of the Philippines
 Mountain Province State Polytechnic College
 Office of Guidance and Counseling

**Individual Inventory Record
 (for freshmen and Transferees)**

I. IDENTIFY DATA

Name: _____ Course and Year: _____
 ID #: _____
 Date of Birth: _____ Sex: _____ Age: _____ Civil Status: _____
 Provincial/Home Address: _____
 Address in BONTOC: _____
 Type of abode in Bontoc: Boarding House Own House Apartment
Relative's House
 Name of Guardian in Bontoc: _____ Contact number: _____
 Relationship with the guardian: aunt uncle grandparent sister/brother
cousin in-laws others (specify) _____
 Name of Father: _____ Occupation: _____
 Name of Mother: _____ Occupation: _____
 Number of siblings (brothers and sisters): _____ Order of Birth in the Family: _____
 Annual Family Income: below P80, 000 P80, 001-P135, 000 P135, 001- P250, 000
P250, 001-P500,000 P500, 001-P1, 000,000 above P1, 000,000

II. HIGH SCHOOL BACKGROUND:

Name of School in High School; _____
 High School General Weighted Average (GWA); _____ High School Strand: _____

III. YOU

Interests, Special Skills, Hobbies: _____
 Goals in Life: _____
 First course choice in college: _____ 2nd course choice: _____
 Problem that disturbs you most at the present: drugs liquor
Financial Crisis
parental/ family problem romantic relationship career confusion
Committed serious offense not good boarding house time management
Teacher strategy peer pressure noisy environment/board mates
Poor study habit lack of self-discipline
absence of oral support Others (specify): _____
 Do you experience the following?
Absence of friends difficulty sleeping hurting yourself
Difficulty concentrating loss of appetite eating
intense fear Always sad/lonely often tired gets easily irritated
 Reason/s for enrolling in MPSPC: _____
 Do you have a disability? No Yes
 (specify) _____


V. COMPLETE THE FOLLOWING STATEMENTS

- I am good in _____
- I cannot concentrate _____
- I have problems with _____
- I want to _____
- My family _____
- My course _____
- I enjoy _____

VI. THE FOLLOWING is FOR TRANSFEREES ONLY:

From what college or university: _____
 Reasons for transferring: _____

Date today: _____ Signature _____ contact number _____

| | | | |
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Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

OFFICE OF GUIDANCE & COUNSELING

INFORMATION TO PARENTS/GUARDIANS

Dear **Mr./Ms.** _____,

This office would like to inform you the following matters regarding your ward/child, _____, who is enrolled in this college in the Department of _____.

- incurred several absences
- others: _____

You may visit the office for conference regarding the above matters concerning your child/ward.

Guidance Counselor

Date

Acknowledgement Slip


Dear Parent/Guardian,

Please return this form to the Guidance and Counseling Office for monitoring, follow-up, and documentation. Thank you for working with us for the welfare of your child/ward.


Respectfully yours,


Guidance Counselor

Received by: _____
Signature over printed name
Relationship to student: _____
Date Received: _____


| | | | |
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SCHOOL ABILITY AND CAREER GUIDED TEST RESULT

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|  | Mountain Province State Polytechnic College Office of Guidance and Counseling School Ability and Career Guided Test Result | MPSPC-GCO-CGT-001 |
| <p>Dear Mr. /Ms. _____:</p> <p>This is to inform that based on the ability and career guided tests that you took, you are recommended to enroll _____ . If you have questions or still undecided on what course to enroll, you may visit the Office of Guidance and Counseling for further career guidance and/or counseling.</p> <p>Note: _____</p> <p>_____</p> <p>Respectfully yours,</p> <p>_____</p> <p>Guidance Counselor</p> | | |


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REFERRAL & FOLLOW-UP SLIP


| | | |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------|
|  | <p>Republic of the Philippines Mountain Province State Polytechnic College Office of Guidance & Counseling</p> | GC-RS1-____ |
| REFERRAL & FOLLOW-UP SLIP | | |
| Date: _____ | | |
| _____: | | |
| Office Concerned | | |
| Respectfully referring our student, | | |
| _____, | | |
| For your appropriate intervention/s. | | |
| Thank you very much. | | |
| _____ | | |
| Guidance Counselor | | |
| | | |
| Return Slip | | |
| Remarks of the office concerned: | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |


| | | | |
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INFORMATION SERVICE


| | | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------|
|  | Republic of the Philippines Mountain Province State Polytechnic College Office of Guidance and Counseling | GC-RS2-_____ |
| | REFERRAL SLIP | |
| Name/s of person/s referred: _____ Reason/s of referring: _____ _____ | | |
| Name and signature of referring person: _____ Date: _____ | | |

**INFORMATION SERVICE
 (For Visiting Parent/Guardian)**


| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------|
|  | Republic of the Philippines Mountain Province State Polytechnic College Bontoc, Mountain Province | GS-IS2-_____ |
| | INFORMATION SERVICE (For Visiting Parent/Guardian) | |
| Date: _____ Name of Parent/Guardian: _____ Name of child/ward: _____ Request to be informed on: (kindly check) _____ evaluation of grades, _____ balance on tuition fee _____ scholarship or grants availed _____ others(please specify) _____ Purpose: _____ _____ _____ _____ _____ Signature of Parent/Guardian | | |

| | | | |
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**INFORMATION SERVICE
(For Authorized Representative)**

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|  | <p>Republic of the Philippines Mountain Province State Polytechnic College Bontoc, Mountain Province</p> <p style="text-align: center;">INFORMATION SERVICE For Authorized representative)</p> | GS-IS3- _____ |
| <p>(Requirements: Authorization Letter, Valid ID of authorized representative, Valid ID of requesting party)</p> Date: _____ Name of Authorized Representative: _____ Contact #: _____ Name of Requesting Party: _____ Contact #: _____ Request to be informed on: (kindly check) _____ evaluation of grades, _____ balance on tuition fee or others _____ scholarship or grants availed _____ others _____ Purpose: _____ _____ _____ | | |
| Signature of Authorized Representative | | |

**PSYCHHOLOGICAL TESTING SERVICE
(For Faculty Member)**

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------|
|  | <p>Republic of the Philippines Mountain Province State Polytechnic College Office of Guidance & Counseling</p> | GS-PTS2- ____ |
| Date: _____ Name of Faculty Member: _____ Department/Unit: _____ Purpose of taking the psychological test: _____ _____ _____ | | |
| Name and Signature | | |
| For Guidance Use Only: | | |
| ____ Test Administered ____ Test Scored, Interpreted and Summarized ____ Psychological Test result discussed to the Faculty Member | | |



GUIDANCE MANUAL


ANNEX G

TASKING of GUIDANCE PERSONNEL 2018
 Bontoc Campus

| Guidance Personnel | Tasks |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Claire B. Agyapas Guidance Counselor (Permanent) Guidance Coordinator (Designation) | 1. Supervises and may also conduct individual and group counseling. 2. Supervise the conduct of group enrichment activities. 3. Ensures the smooth administration and interpretation of test results. 4. Conducts assessments/evaluations and researches as a basis of enhancing the guidance programs and services. 5. Ensures that the unit gather and disseminate relevant and appropriate information. 6. Perform other tasks assigned by higher authorities. 8. Certifies Certificate of Good moral character of students |
| 2. Crystine C. Felimon Guidance Counselor (Permanent) | 1. Conducts guidance and counseling to students and employees and other stakeholders of the college 2. Conducts lectures for self-enhancement needed by the students 3. Helps in administration, scoring and interpretation of psychological tests 4. Discusses test results to test takers 5. Handles students who are claiming admission slip 6. Ensures gathering and keeping inventory data of students 7. Conducts research relative to students' needs 8. Certifies Certificate of Good moral character of students in the absence of Ms. Agyapas |
| 3. Rose Ann N. Cayabas Licensed Psychometrician (Job Order) | 1. Prepares testing materials 2. Coordinates and schedules test administration and interpretation to concerned personnel 3. Administers, scores and interprets test result of clients (e.i. students, faculty members, job applicants) 4. Discusses test result to test takers 5. Summarizes the test results 6. Helps conduct lectures for self-enhancement to students 7. Files and ensures privacy of testing materials used. 8. Handles students who are claiming admission slip |
| Tadian Campus | |
| 4. Joel Guinat (Psychometrician – (Job Order) | 1. Receives and transmits communication to appropriate people 4. Delivers call slips and other material to concerned parties 5. Ensures organization and security of files and records in his care Prepares testing materials 2. Coordinates and schedules test administration and interpretation to concerned personnel 3. Administers, scores and interprets test result of clients (e.i. students, faculty members) 4. Discusses test result to test takers 5. Summarizes the test results 6. Helps conduct lectures for self-enhancement to students 7. Files and ensures privacy of testing materials used. 8. Handles students who are claiming admission slip. |

Tasks of everybody regardless of position:

1. Refer clients to the appropriate office, personnel or more qualified expert.
2. Follow up clients.

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|---------------|
|  <p>Republic of the Philippines Mountain Province State Polytechnic College Bontoc, Mountain Province</p> | Doc. Control No. | MPSPC-OSA-PM-005 | |
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| GUIDANCE MANUAL | | | |

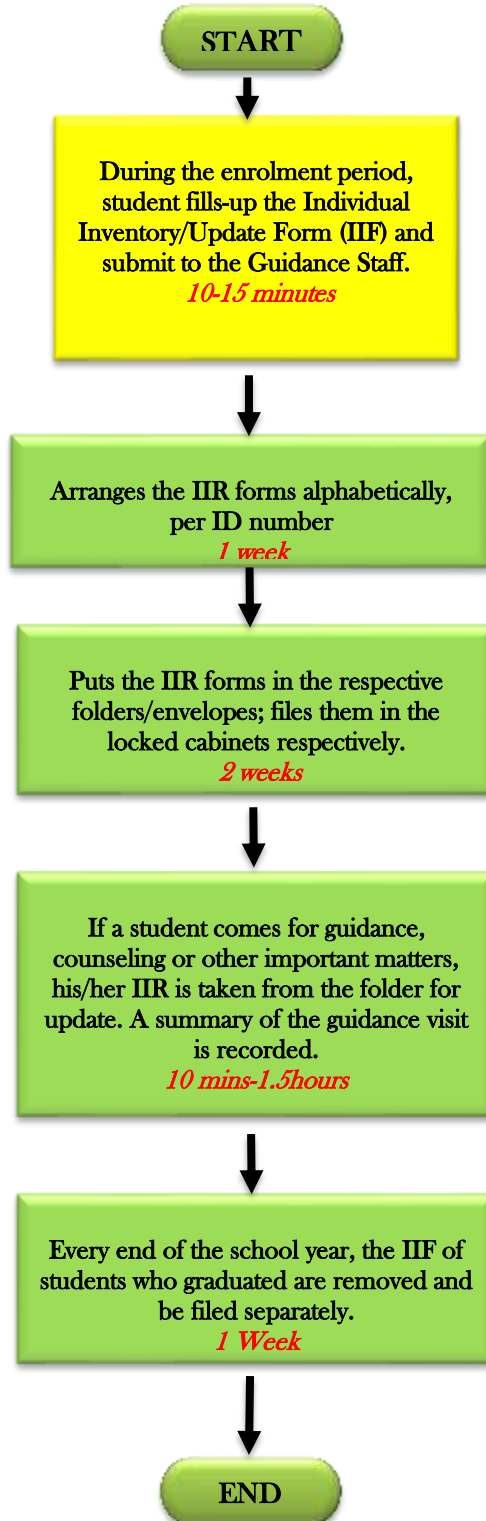
ANNEX H

FLOW CHART OF THE DIFFERENT GUIDANCE SERVICES



GUIDANCE MANUAL

INDIVIDUAL INVENTORY RECORD AND ARCHIVING



Legend:

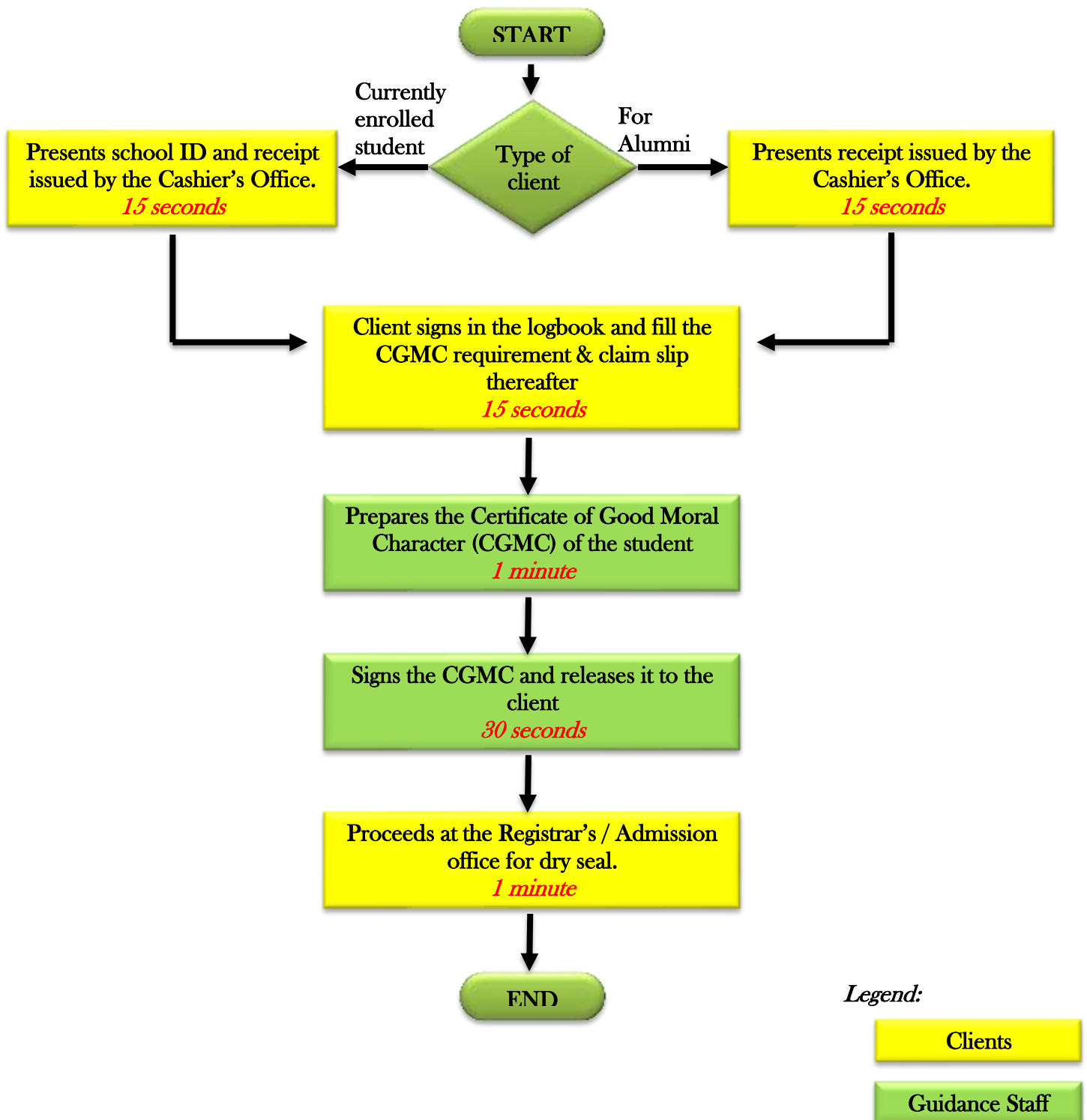
Students

Guidance Staff



GUIDANCE MANUAL

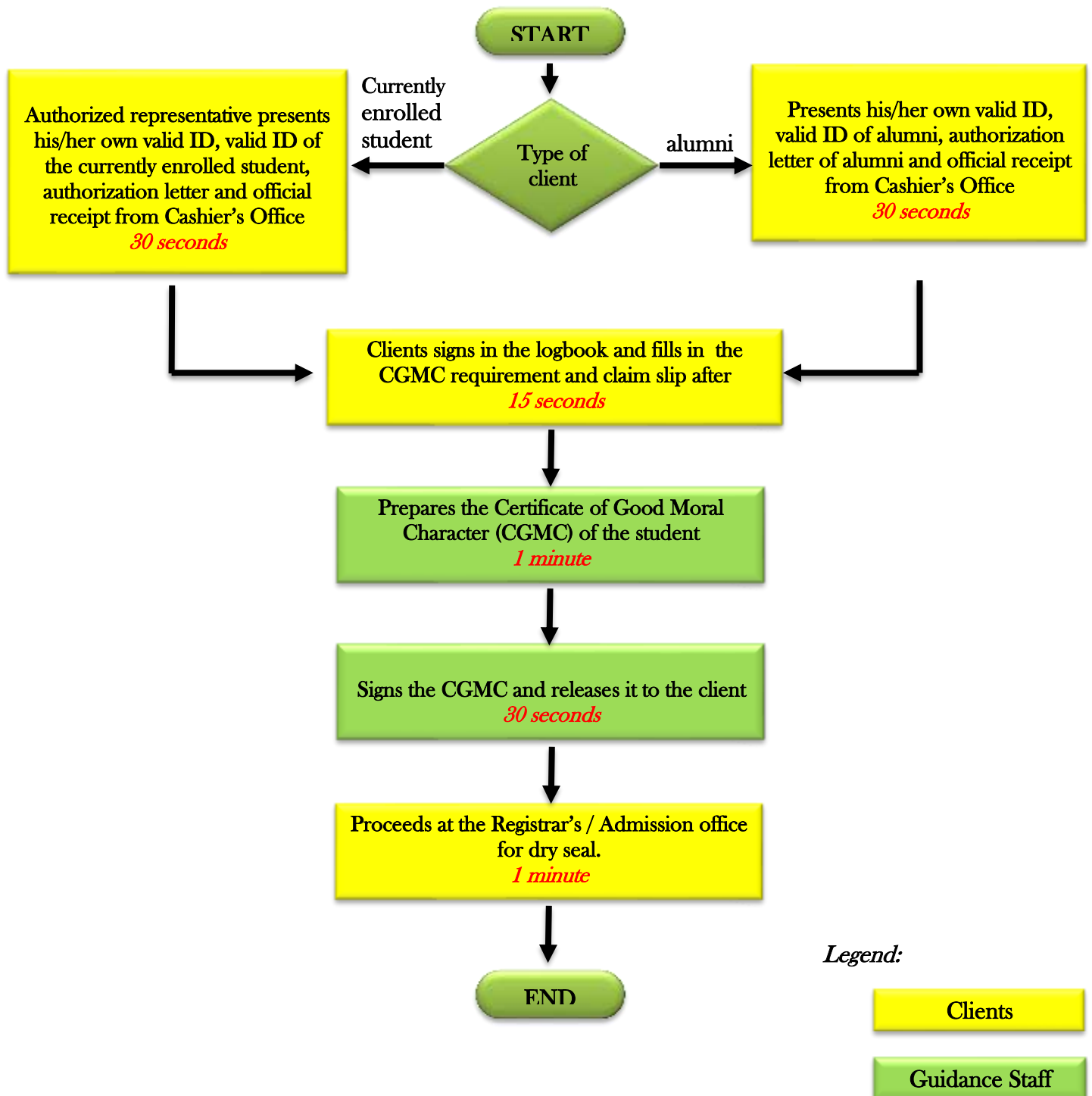
ISSUANCE OF CERTIFICATE OF GOOD MORAL CHARACTER
(Personal Appearance)






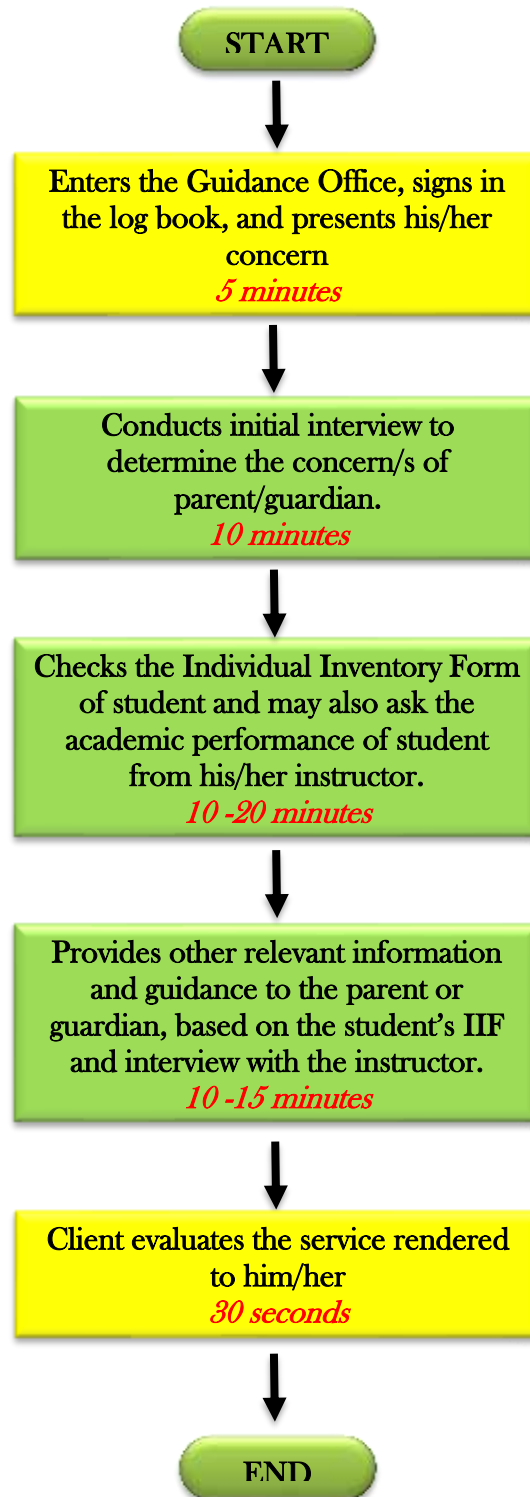
GUIDANCE MANUAL

ISSUANCE OF CERTIFICATE OF GOOD MORAL CHARACTER
 (Authorization)

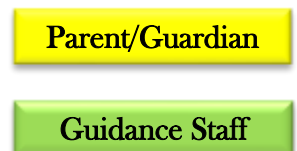


| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|---------------|
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| GUIDANCE MANUAL | | | |

PARENT / GUARDIAN CONFERENCE



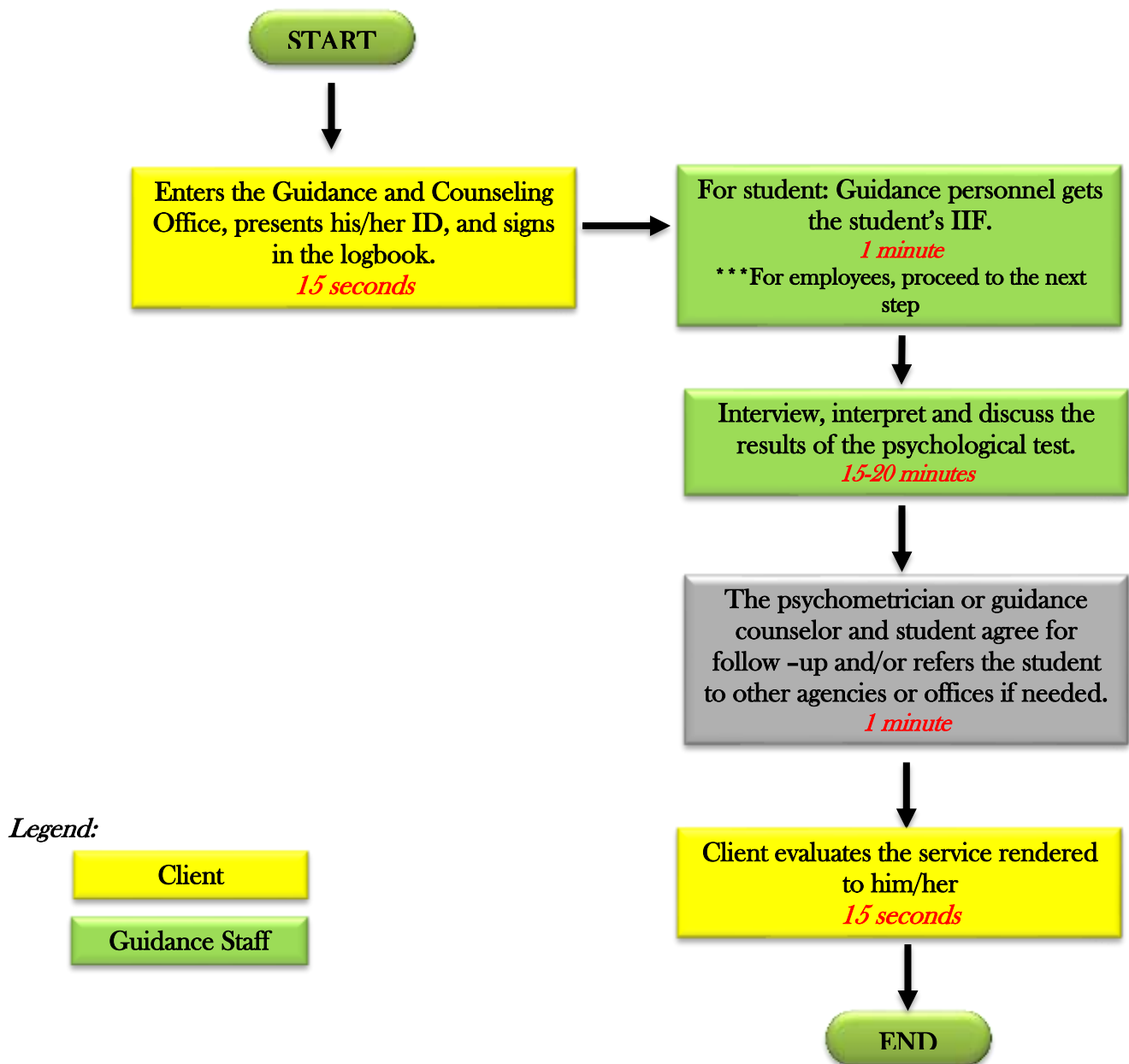
Legend:





GUIDANCE MANUAL

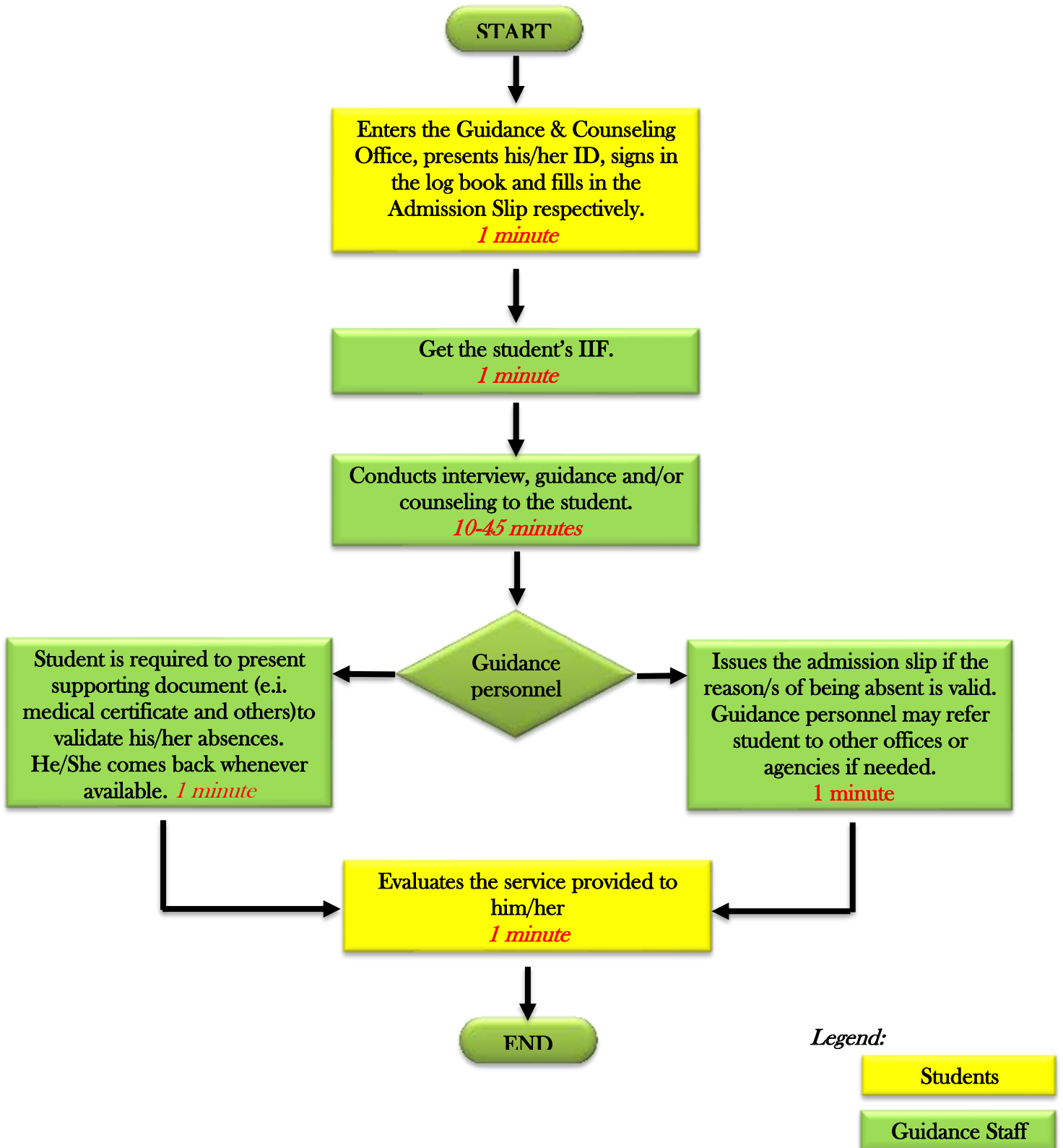
INDIVIDUAL PSYCHOLOGICAL TEST RESULT'S DISCUSSION





GUIDANCE MANUAL

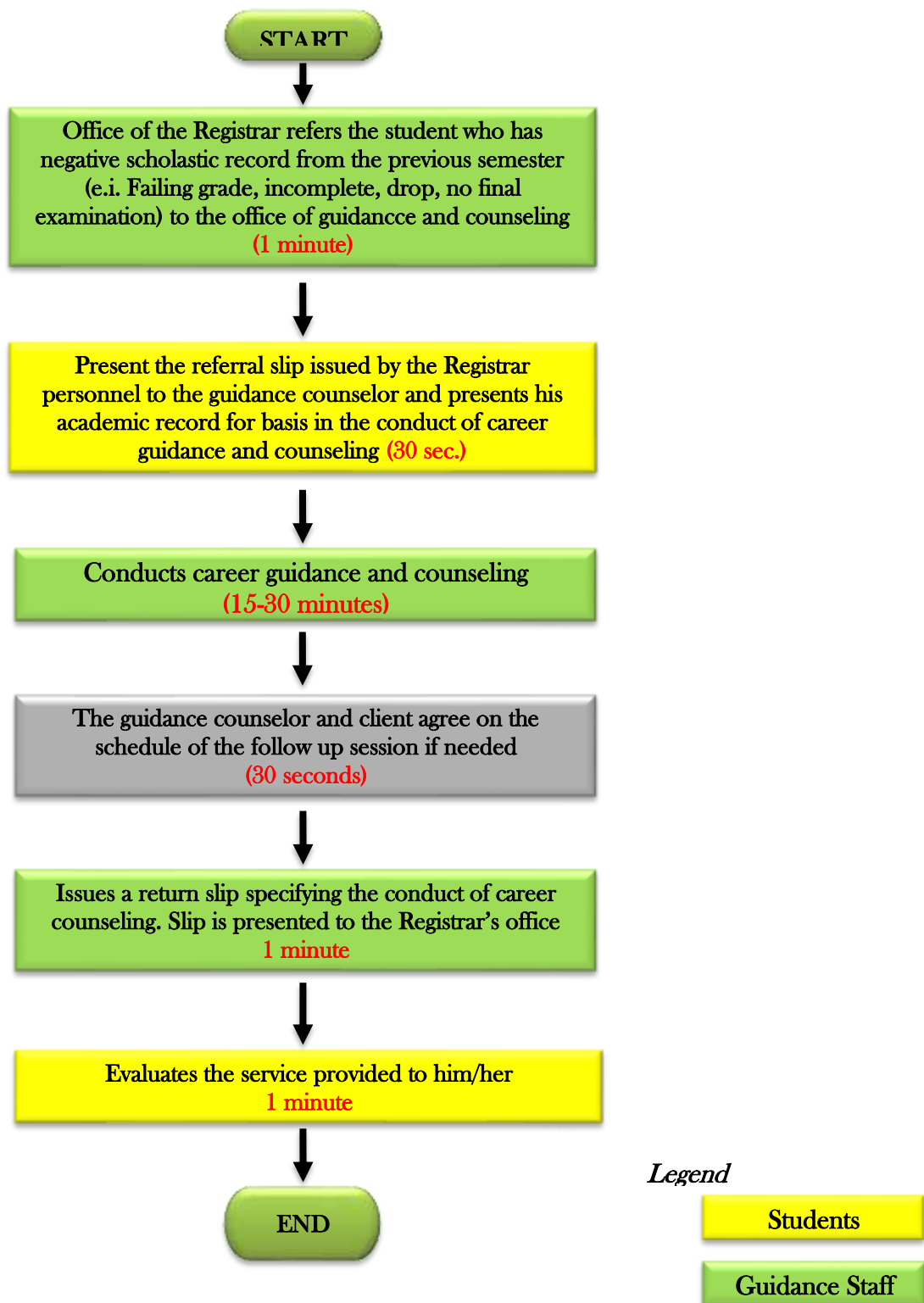
ISSUANCE OF ADMISSION SLIP





GUIDANCE MANUAL

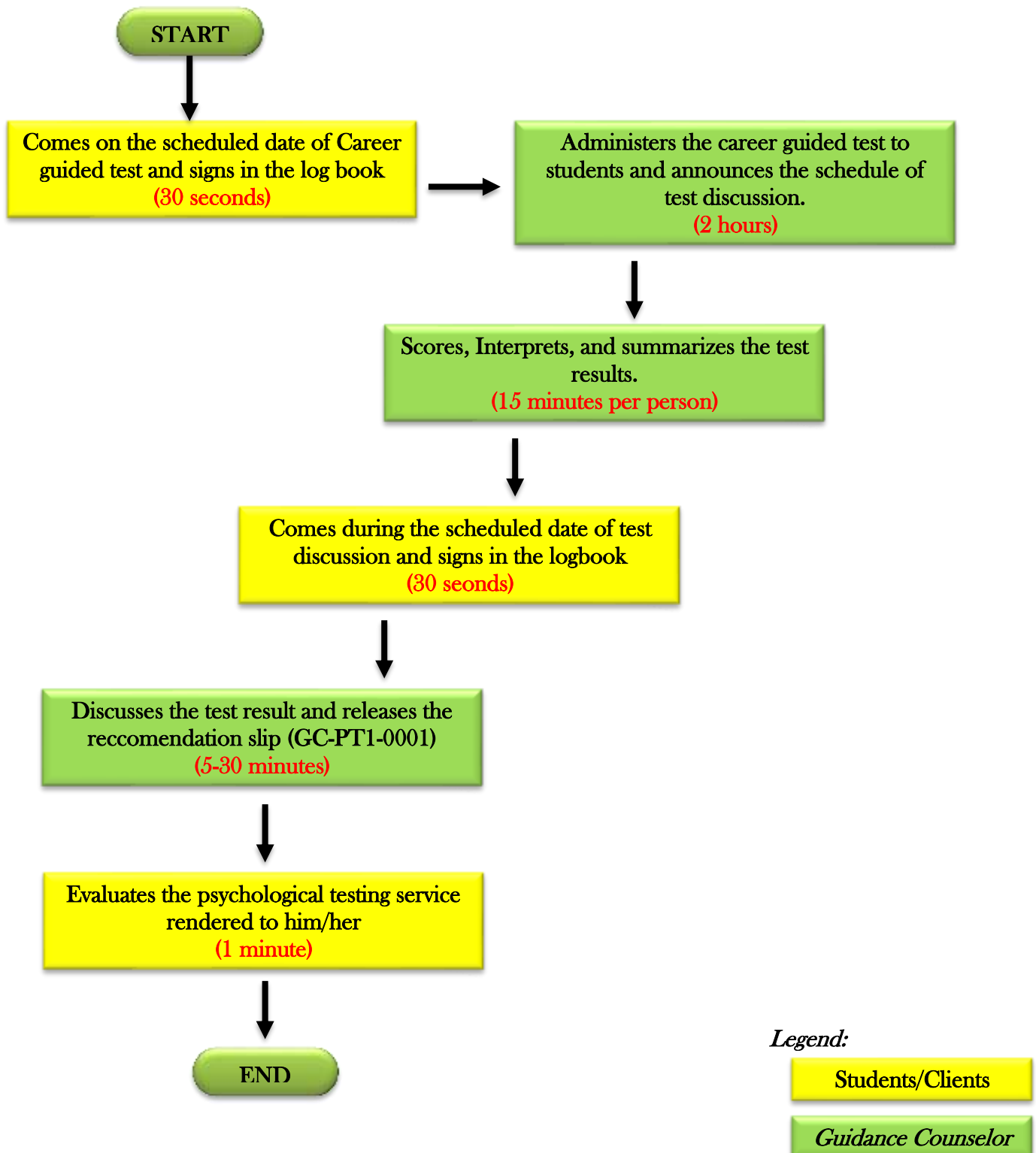
**CAREER GUIDANCE AND COUNSELING AS REFERRED
BY THE REGISTRAR'S OFFICE**
(duration: every enrollment period)





GUIDANCE MANUAL

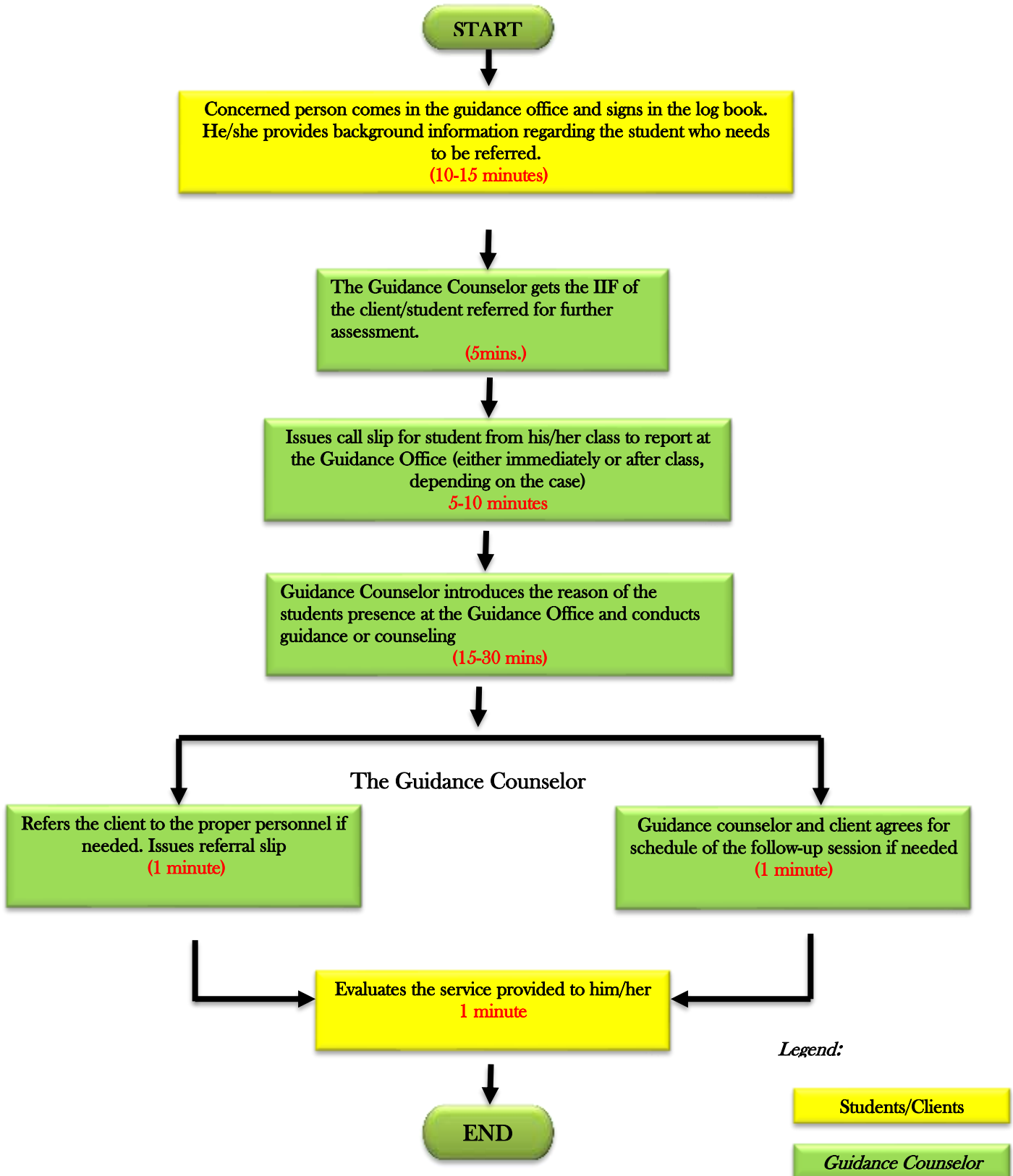
FRESHMEN CAREER GUIDED TEST





GUIDANCE MANUAL

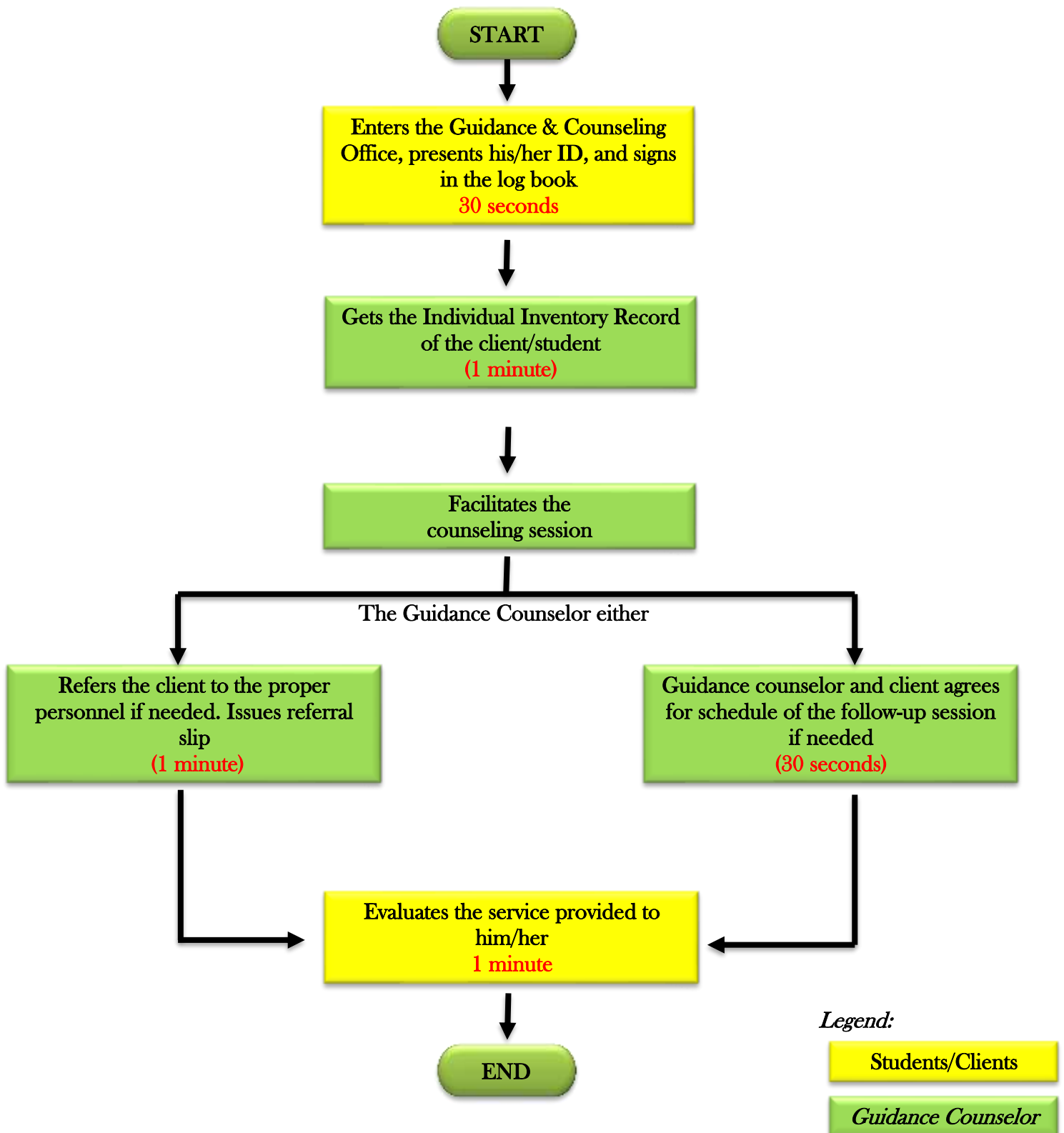
COUNSELING
 (Referred)





GUIDANCE MANUAL

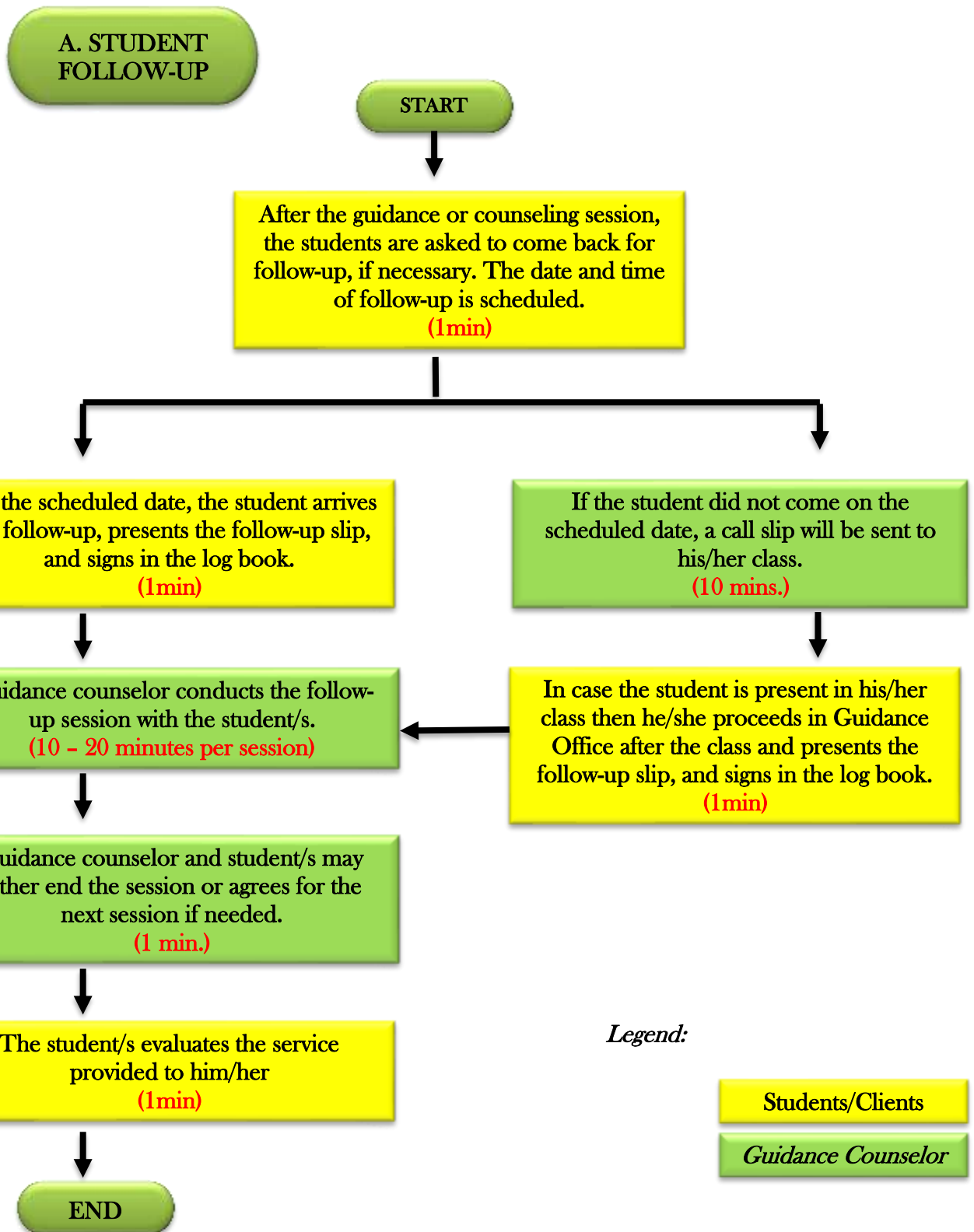
COUNSELING
(Self-referred/Walk-in)





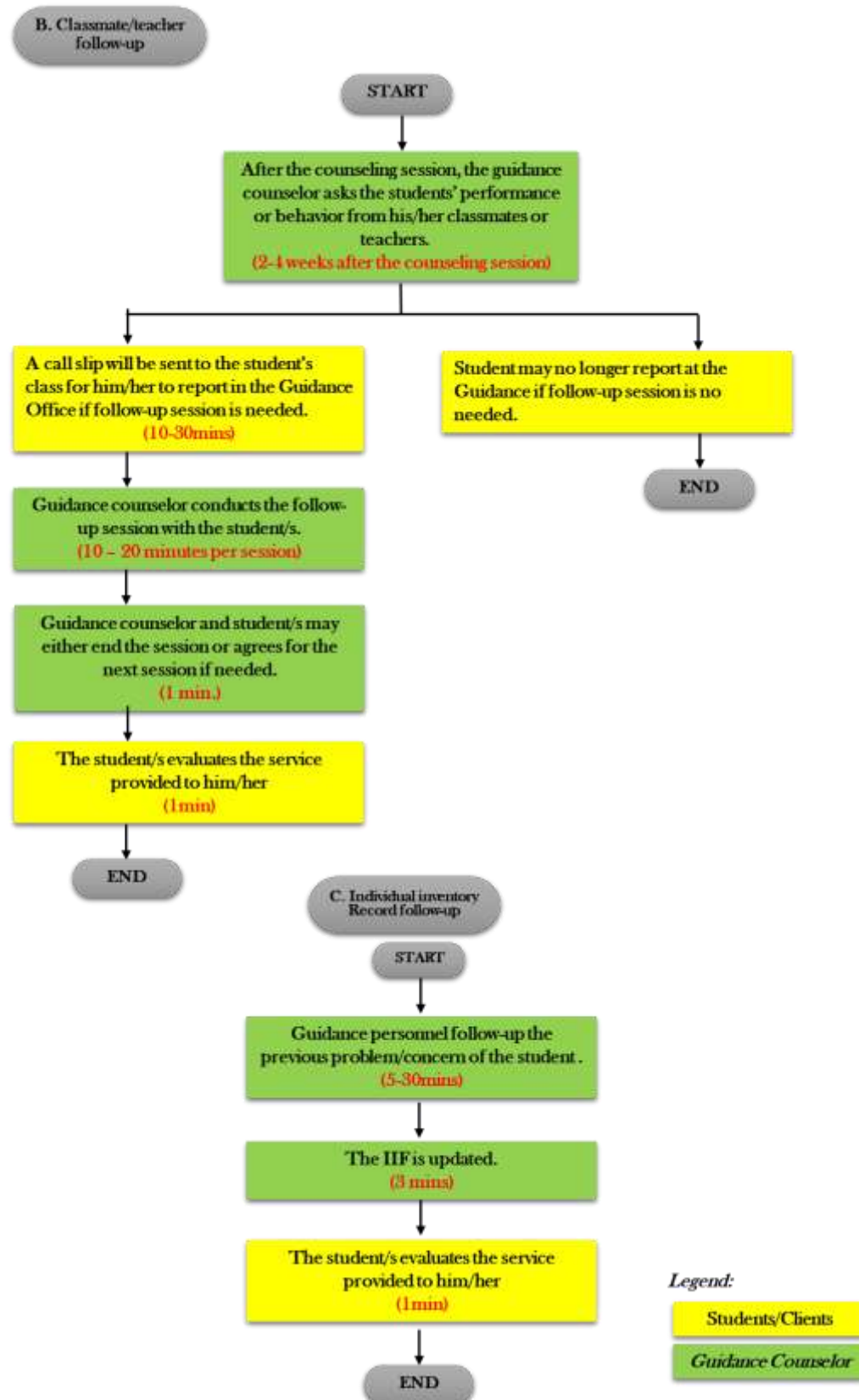
GUIDANCE MANUAL

FOLLOW-UP





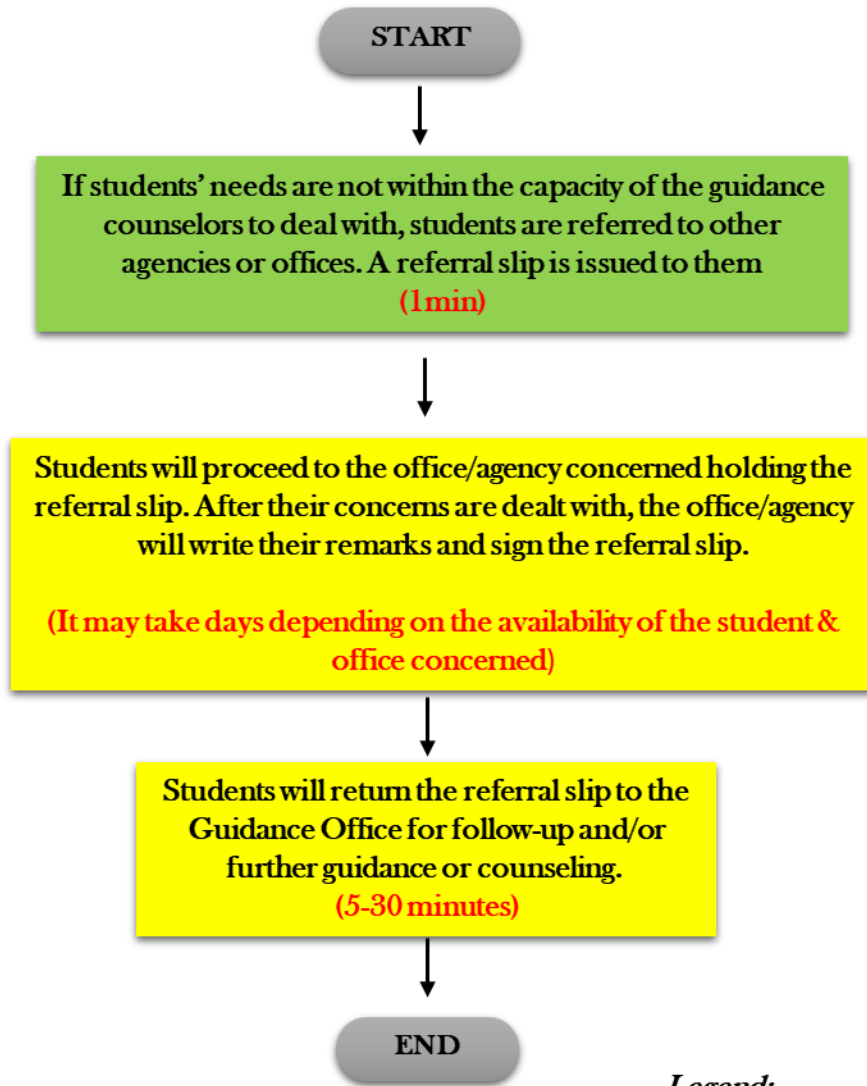
GUIDANCE MANUAL





GUIDANCE MANUAL

REFERRAL & FOLLOW-UP



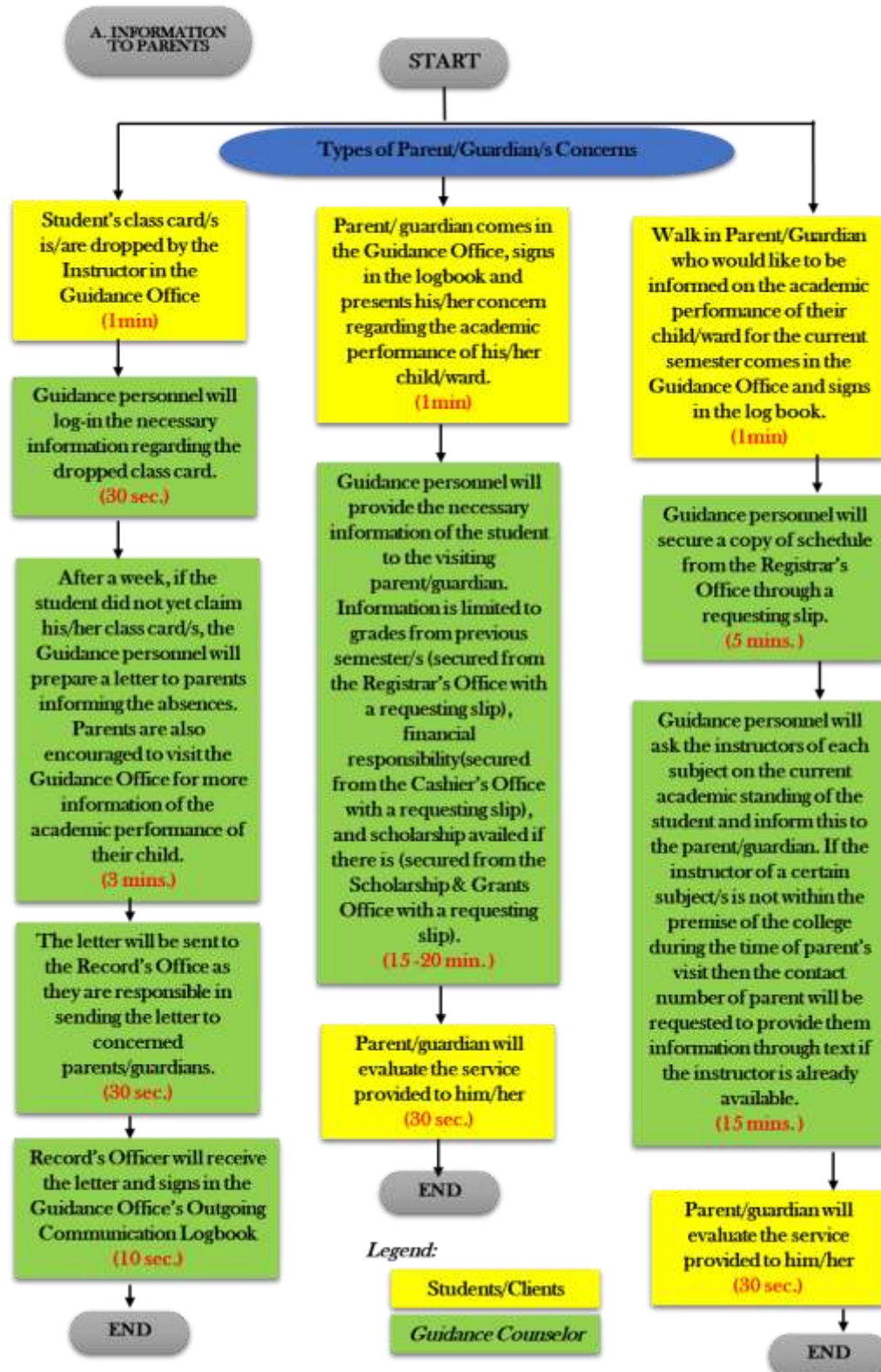
Legend:

- Students/Clients
- Guidance Counselor



GUIDANCE MANUAL

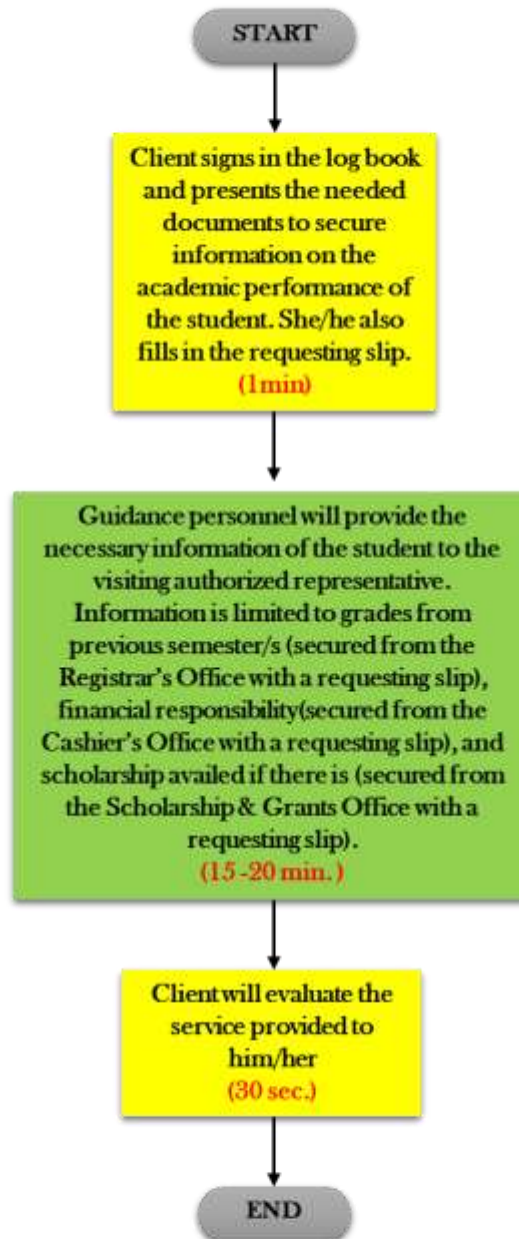
INFORMATION SERVICE





GUIDANCE MANUAL

INFORMATION SERVICE PARTICULARLY ON SECURING GRADES Of the Authorized Representative



Legend:

Students/Clients

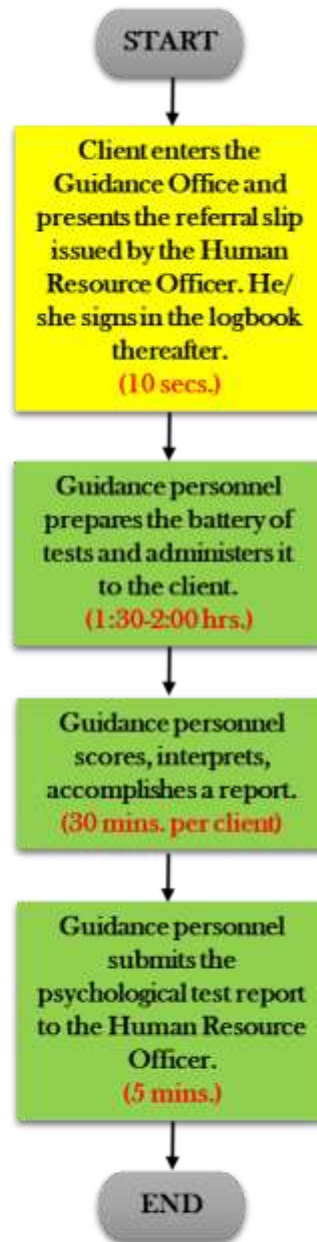
Guidance Counselor



GUIDANCE MANUAL

PSYCHOLOGICAL TESTING SERVICE

A. Psychological Testing for Job Applicants and Promotion of Regular Employees

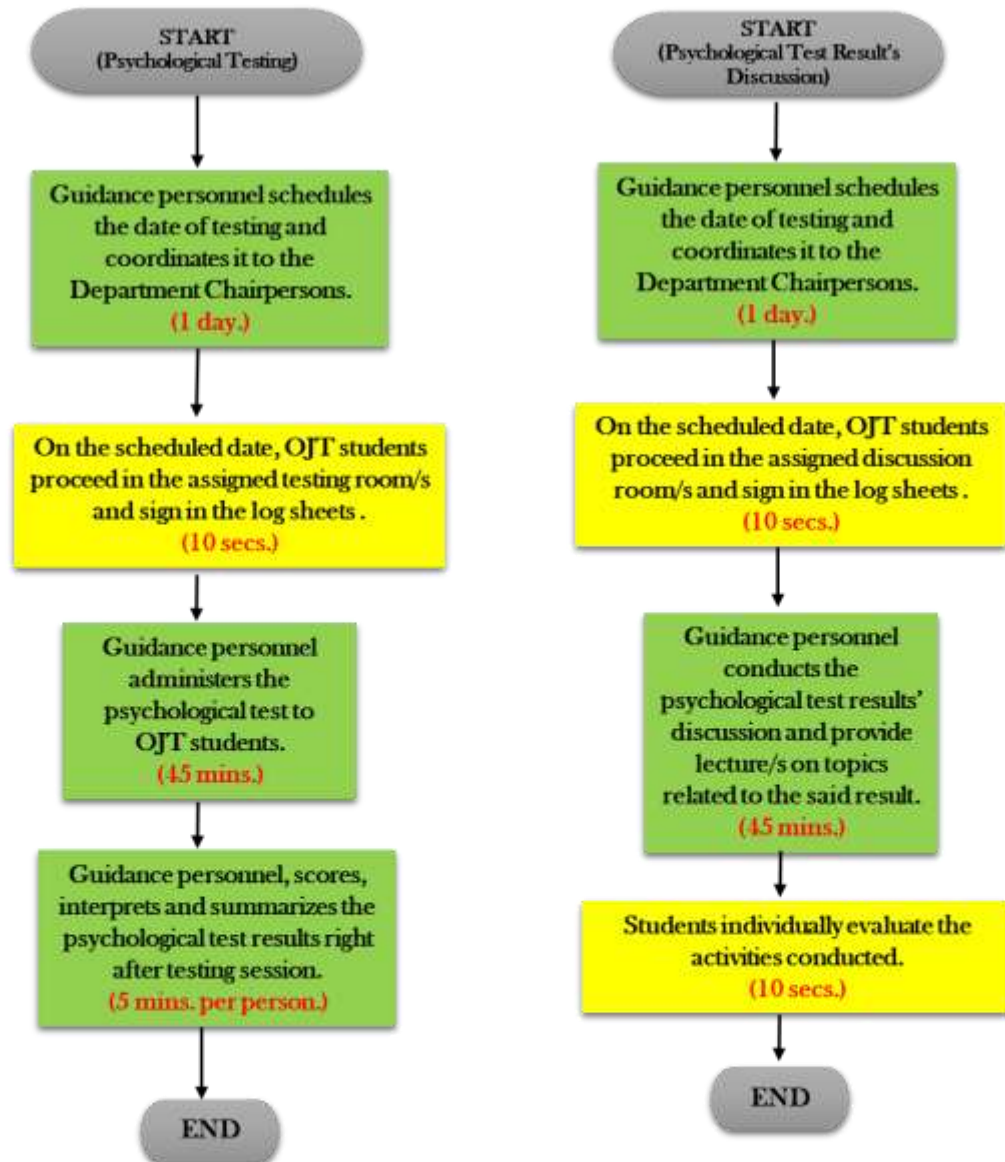


Client
 Guidance Counselor



GUIDANCE MANUAL

B. Group Psychological Testing and Test Results Discussion for OJT Students



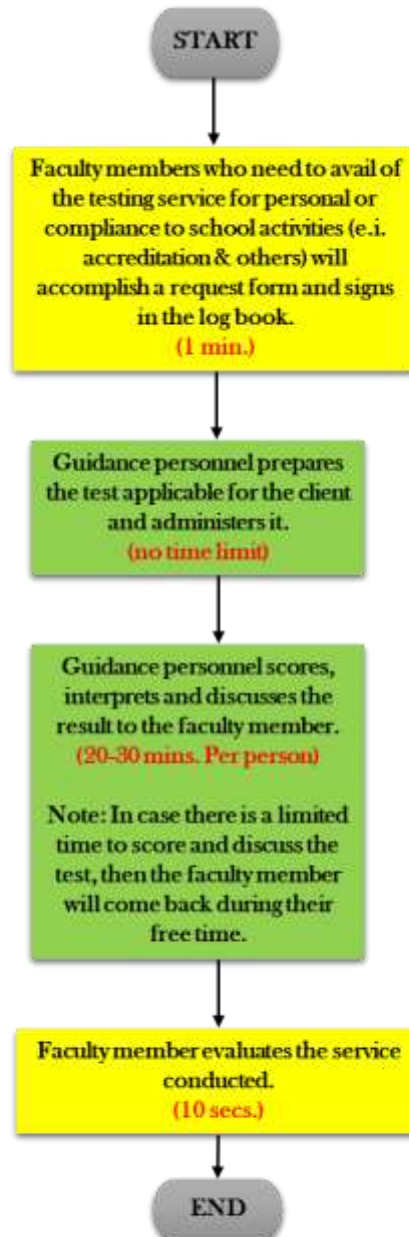
Legend:





GUIDANCE MANUAL

B. Psychological Testing and Discussion for Faculty Members



Legend:

Client

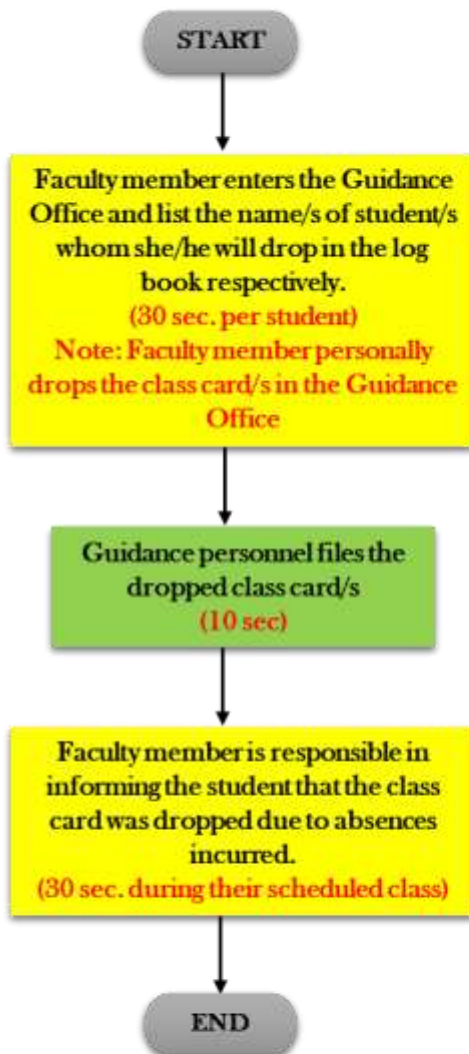
Guidance Counselor



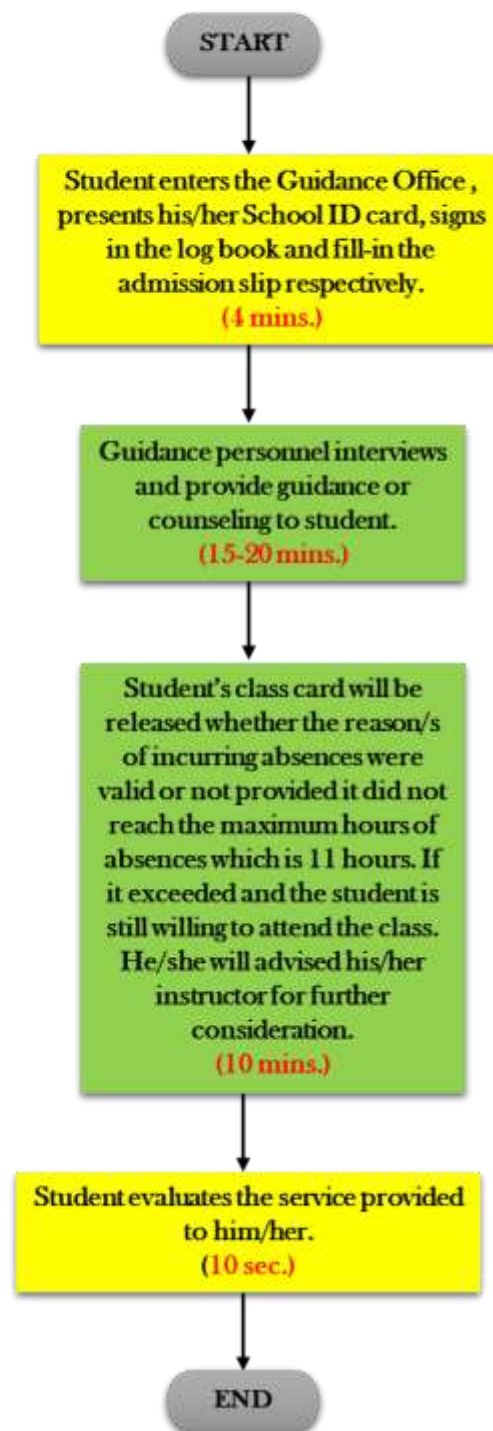
GUIDANCE MANUAL

DROPPING & CLAIMING OF DROPPED CLASS CARDS

DROPPING OF CLASS CARD/S BY A FACULTY MEMBER



CLAIMING OF DROPPED CLASS CARD/S BY THE STUDENT





GUIDANCE MANUAL

GUIDANCE & COUNSELING SERVICES FOR DRUG RELATED CASES

