
	<b>Kalinga State University</b> Bulanao, Tabuk City, Kalinga  <b>STUDENT DEVELOPMENT SERVICES AND          PLACEMENT SERVICES</b>  <b>OPERATIONS MANUAL</b>	Doc. Ref No.:	KSU-SDS-PS-MOP
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## DEFINITION OF TERMS AND ACRONYMS


<b>Academically-able</b>	refers to enrolling students who pass the academic and retention standards of the SUCs.
<b>Central Student Government (CSG)</b>	is the highest organization in the university. It comprises of officers elected from the three sets of SSC officers in the university. It is headed by a president who sits with the board during regular and special BOR meeting. He/she is the representative of the studentry to the board during planning and decision-making.
<b>Club/Organization/ Society</b>	refers to any group that undergoes proper process for its approval. It is headed by a president and through the assistance of a certain adviser.
<b>Continuing students</b>	refers to enrolling students in an SUC who were enrolled in the same SUC in the previous semester.
<b>Cross-enrollee</b>	is a student who is currently enrolled in another school who is permitted to enroll in the university to earn credit units or vice versa.
<b>Cum Laude</b>	is an award accorded to a graduating student whose General Weighted Average (GWA) fall under 1.51 - 1.75.
<b>Fifth Year</b>	a student who is on the fifth year of his/her curriculum is considered a senior if he/she has completed at least 80% of the curricular requirements like in the engineering courses.
<b>Foreign student</b>	is a student whose citizenship is not a Filipino who intends to enroll any degree program in the university.
<b>Freshman</b>	is one who is on the first year level of his/her curriculum, or who has not finished the prescribed subjects of the first year of his/her curriculum, or 25% of the total number of units required in his/her entire course.
<b>Graduate student</b>	is a student who is enrolled in any graduate program in the state university.
<b>Irregular student</b>	is a student who enrolled less than the prescribed academic load in a given semester in the curriculum for which he is enrolled.

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- Junior** is one who is on the third year level of his/her curriculum, or who has satisfactorily completed the prescribed subjects of the first and second years of his curriculum or has finished more than 50% but less than 75% of the total number of units required in his/her entire course.
- Magna Cum Laude** is an award accorded to a graduating student whose General Weighted Average (GWA) falls under 1.25 - 1.50.
- Pantawid Pamilyang Pilipino Program (4Ps) beneficiary** refers to households receiving assistance from the 4Ps, whether through the regular or modified versions of the program.
- Regular student** is a student who enrolled the prescribed academic load in a given semester in the curriculum for which he is enrolled.
- Secondary student** is a student who is enrolled in the secondary school (Grade 7-Grade 12) degree/program in the university.
- Senior** is one who is on the fourth year level of his/her curriculum, or who has satisfactorily completed the prescribed subjects of the first, second and third years of his/her curriculum or has finished more than 50% but less than 75% or more of the total number of units required in his/her entire course.
- Sophomore** is one who is on the second year of his/her curriculum, or who has satisfactorily completed curriculum.
- Summa Cum Laude** is an award accorded to a graduating student whose General Weighted Average (GWA) falls under 1.00 - 1.24.
- Supreme Student Council (SSC)** is the highest student organization in the campus. It facilitate in the implementation of all programs and activities of the university.
- Transferee** is a student who finished a degree/program or partly finished his course in another HEI and will pursue a degree in the university.
- Undergraduate student** is a student who is enrolled in the baccalaureate program in the university.
- Validation of Subjects** refers to validation of the subjects taken from other schools or colleges in order not to re-enrol it.

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## PART I. OVERVIEW OF THE INSTITUTION

### 1. QUALITY POLICY OF THE UNIVERSITY

The Management maintains the Quality Policy, which ensures the satisfaction of the KSU's clients and other interested parties, and compliance with statutory and regulatory requirements relative to mandated services. This policy is communicated to ensure that it is understood and applied at all levels of the organization. Comprehension of the Quality Policy is verified through, but not limited to, Internal Quality Audits, Management Reviews and during staff meetings.

The Management is responsible for ensuring that the quality policy is appropriate to its mandate and provides framework for establishing and reviewing quality objectives and goals. This is reviewed periodically to ensure continuing suitability to its mandate and thrusts, including the requirements and needs of its clients.


#### QUALITY POLICY

**K**alinga State University is committed to provide quality education and engage in relevant researches, effective extension services, and viable income generating projects that satisfy the needs of its stakeholders and other interested parties towards sustainable development through good governance;

**S**teadfast to develop the human resource of Kalinga, the Philippines and the Asia Pacific; and,

**U**nited to comply with the statutory and regulatory requirements and to continuously implement a monitoring and evaluation system to improve the effectiveness of its Quality Management System.

**EDUARDO T. BAGTANG, CPA, DBM**  
University President

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## 2. UNIVERSITY VISION, MISSION, CORE VALUES, GOALS AND OBJECTIVES

### *Vision*

A Knowledge and Technology Hub in Asia-Pacific Region.

### *Mission*

Kalinga State University shall primarily provide higher and advanced education, professional instruction and training in the arts, agriculture, forestry, social and natural sciences and technology, and other relevant fields of study. It shall also promote and undertake research and extension services, and provide progressive leadership in its areas of specialization.

### *Core Values*

In order to attain its vision and mission, KSU shall adhere to Good Governance in all its endeavors, treat all its clientele and employees with Kindness and Compassion, promote Strong Sense of Service Orientedness and Commitment to foster Unity and Love for Nature and Humanity.

### *Goals*

#### Quality and Excellence

##### **Instruction**

- State-of-the-Art Instructional Facilities and Equipment
- Excellent and Highly-competent Faculty Specialist in respective Disciplines
- Center of Development (COD) Center of Excellence in priority degree programs
- Outcomes-Based Education (OBE) anchored on Philippines Higher Education Road Map and compliant to ISO standards and requirements
- High Profile of Graduate's Performance in Board/Licensure Examination and Job Placement
- Level IV accredited status of priority/mandated curricular programs

##### **Research**


- KSU as a Prime Center for Research and Development Service of CAR
- Technology and Enterprise Development-Oriented Research Program anchored in National Higher Education Research Agenda (NHERRA)
- Center of Research in Upland Agriculture
- Complete and State-of-the Art Research Laboratory

##### **Extension**

- Enterprise Development-Oriented Extension Service Program

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- Strong Linkages and funding support from local, regional, national and international partners

#### **Administration**

- Practice of Good Governance
- Establishment of Modern infrastructure facilities

#### **Relevance and Responsiveness**

##### **Instruction**

- Relevant Curricular Programs responsiveness to local, national and global industry Need and Job Market-Driven Demands
- Student Mobility through Student Internship Program(SIIP/SIAP) anchored on strong and sustained partnership and collaboration with local, national and international host training entities and universities
- Establishment of innovation centers

##### **Research**

- Development-Oriented Research program within the context of National Higher Education Research Agenda
- State-of-the Art Research facilities and equipment responsive to research challenges and demands

##### **Extension**

- Enterprise Development-Oriented Extension Services Program relevant and responsive to local, regional, national and international challenges and demands

##### **Administration**

- Practice of Transparency and Accountability
- Accredited of the University (ISA and ISO)

#### **Access and Equity**


##### **Instruction**

- Rationalized Scholarship Program for all three KSU Satellite Campuses in the province

##### **Research**

- KSU Partnership/Linkages on Research Projects with at least Local, National and International Research and Funding Institution

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### **Extension**

- Increased number of beneficiaries and communities served KSU Extension program services
- Enterprise Development-Oriented Extension Service program consistent with KSU Vision, Mission, Values, Goals and Objectives

### **Administration**

- Equal Treatment of Clientele
- Implementation of Freedom of Information (FOI)

## **Efficiency and Effectiveness**

### **Instruction**

- Discipline Specialist Development-Oriented Faculty Development Program
- Complete State-of-the Art Instruction Facilities and Equipment

### **Research**

- Research Capability Building Program
- State-of-the Art Research Facilities and Equipment

### **Extension**

- Revitalized Extension Service Program directed towards Enterprise Development Expert Committee Extension workers

### **Administration**


- Implement policy on quick response
- Modernization of facilities

## **Objectives**

### **Instruction**

- Eighty-five (85%) establishment of a State-of-the Art Instructional Facilities and equipment
- Ninety-eight percent (98%) of Instructional capabilities and academic qualifications of all faculty members are verticalized to their degrees and specializations
- Established One Center of Development (COD) and one Center of Excellence in priority degree programs
- 100% of program offering are Outcomes-Based Education (OBE) anchored on Philippines Higher Education Road Map and compliant to ISO standards are requirements
- Student's performance in Licensure/Board Examination surpass national passing rate by eighty percent (80%)

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- Offering of additional 5 Relevant Curricular Programs that are responsive to local, regional, national and global Industry needs and Job Market-Driven Demands
- Ninety percent (90%) priority degree programs are relevant and responsive development oriented are accredited to Level IV and compliant to international standards
- Offering of open distance learning and transnational education increased to six (6) courses
- One hundred percent (100%) of graduating students equipped with global competitiveness
- Five Thousand Students participating in student mobility through Student Internship program (SIIP/SIAP) anchored on strong and sustained partnership and collaboration with local, national and international host training entities and universities
- Rationalized 6 Scholarship/Grant Program for all three KSU Satellite Campuses
- Establishment of two (20) innovation centers


#### **Research**

- Faculty researchers trained under a rational Research Capability Building Program increased by ninety-five percent (95%)
- Research and Development Program is Technology and Enterprise Development-Oriented on hundred percent (100%) aligned and consistent with the National Higher Education Research Agenda (NHERA) and the provincial and regional Medium Term Development Plan
- Physical resources and infrastructure for research improved by ninety-eight percent (98%) towards compliance to State-of-the Art Research Laboratory
- Establish 4 additional research centers
- Linkages and partnership with Research Institutions and funding agencies is expanded by ninety-eight percent (98%)
- Policy research on environment that will promote quality performance improved by ninety-eight percent (98%)
- Dissemination of Research outputs for technology transfer and commercialization of products from research is enhance by ninety-eight (98%)

#### **Extension**

- Eighty percent (80%) Extension services programs are revitalized towards Enterprise Development-Oriented and are relevant and responsive to local, regional, national and international challenges and demands

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- Strengthen 90% of its Linkages and funding support from local, regional, national and international partners
- A pool of qualified, trained, dedicated and competent Faculty Extensionists capable in implementing KSU's Extension Services Program towards building enterprising and self-reliant communities increased by ninety-eight percent (98%)
- Number of beneficiaries and communities served through the various extension services programs and projects increased by ninety-eight percent (98%)
- Personnel and Physical resources towards the end view of increasing KSU's Extension Services Capabilities are increased by ninety-eight percent (98%)
- Capability of KSU's Extension unit in accessing needed data for its operations through interconnectivity with primary data sources and innovating and creating delivery approaches and strategies by ninety-eight percent (98%)

#### **Administration**


- Enhance by 100% the practice of good governance in all offices of the university, such as: Transparency and accountability, equal treatment of clientele, implementation of Freedom of Information (FOI), adoption of a quick response policy
- 100% ISO and ISA Accredited
- 90% improvement of facilities
- 7 new construction of academic and other facilities
- 90% Modernization of academic and administrative facilities improve by 90% the resource generation/income of the university.

#### **BRIEF HISTORY OF THE INSTITUTION**

On January 26, 1986, the Kalinga-Apayao State College was created under P.D. 2017 mandating the merging of the Kalinga Community College, BIBAK National Agricultural School, Doña Eufronia Molina Puzon Memorial National High School and the Tabuk National High School. However, its operation took effect only on October 7, 1992.

The Kalinga–Apayao State College was converted into Kalinga State University through merit on December 15, 2015 by virtue of the CHED Certification acknowledging the conversion of KASC to Kalinga State University which was eventually confirmed by the KSU Board of Regents through its Board Resolution No. 1243, s. 2016 dated January 21, 2016.

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## PART II. INTRODUCTION, LEGAL BASES AND REFERENCES, GOALS AND OBJECTIVES, OFFICE STRUCTURE AND FUNCTIONS


### Article 1. INTRODUCTION

This KSU Student Manual was prepared to acquaint every student about the Kalinga State University. It includes the university's history, vision, mission, goals and objectives, curricular offerings, academic policies, rules and regulations, scholarships, student services, rights and privileges, clubs/organizations and their activities and, code of conduct and disciplinary sanctions. The contents of this manual were lifted from the University Code and from the Student Manual approved by the Board of Trustees through Resolution No. 918 series 2012 dated October 1, 2012. Every student therefore has the obligation to read this Manual so that he/she will be properly guided to observe the policies, rules and regulations of the institution.

### Article 2. LEGAL BASES AND REFERENCES

<b>Board Resolution No. 1418, s. 2017</b>	A resolution approving the revision and amendments of the Student Handbook 2013 Edition to be Student Manual 2017 Edition.
<b>JMC No. 01, s. 2014 and 2016</b>	A Joint Memorandum Circular that created the Implementation of Rules and Regulations of the ESGP-PA or Expanded Student Grants in-Aid Program for Poverty Alleviation.
<b>CMO No. 23, s. 2013</b>	A memorandum that covers the General Policies and Guidelines for programs with Practicum subjects.
<b>CMO No. 09, s. 2013</b>	A CHED Memorandum that covers all the student services functions and programs.
<b>BOT Resolution No. 623, s. 2007</b>	A resolution that covers the library services of Kalinga-Apayao State College.
<b>University Code</b>	A code that discusses the functions of offices, officials and the thrusts of the university.

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**Article.3. OFFICE GOALS AND OBJECTIVES**

Section 3.1. To facilitate the execution of school politics among students as one measure to harness their leadership skills;

Section 3.2. To promote the organization of clubs and societies that will serve as an instrument for the students to display their management ability;

Section 3.3. To direct students on the validation of their subjects taken from other colleges or departments;

Section 3.4. To monitor the implementation of the different activities of the different clubs and organizations;

Section 3.5. To oversee the plans, programs, and activities of the offices under the student development services.


Section 3.6. To scout potential students to the search for outstanding students

3.6.1. of the university (OS-KSU)

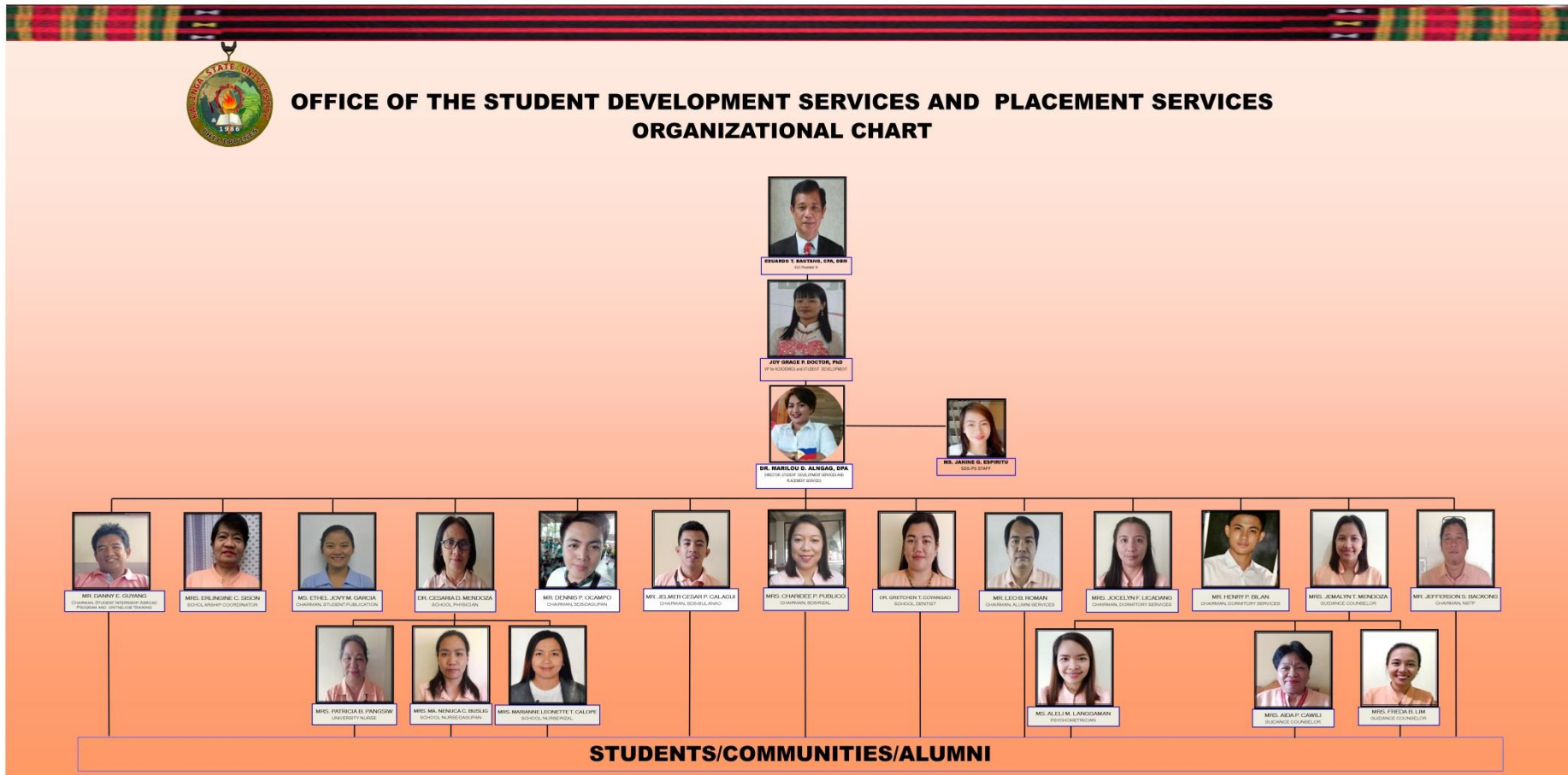
3.6.2. of the Cordillera Administrative Region (OSCAR-Regional Level)

3.6.3. of the Philippines (TOSP-National Level)

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**Article 4. ORGANIZATIONAL STRUCTURE**



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## **Article 5. FUNCTIONS OF THE OFFICE OF STUDENT DEVELOPMENT SERVICES AND PLACEMENT SERVICES**

### **Section 1. Director for Student Development Services and Placement Services**

- Section 1.1. Serve as a link between the University Administration and the Student Body and/ or its organization and association;
- Section 1.2. Exercise over-all leadership and direction in the planning, implementation and evaluation of Student Development Programs and Services;
- Section 1.3. Oversee the execution of college policies, rules and regulations with regards to their implementation on students while in campus;
- Section 1.4. Plan, coordinate, implement and monitor scholarship programs of the university (internal or external);
- Section 1.5. Coordinate with other function directors and other appropriate agencies in determining and implementing activities for student development;
- Section 1.6. Coordinate/prepare the orientation or seminar/training programs of student trainees in preparation for OJT deployment;
- Section 1.7. Synchronize with the cooperating agencies, offices, schools and hospitals for the deployment of student trainees (local, national or international);
- Section 1.8. Participate in the preparation of Memorandum of Agreement (MOA) between KSU and the cooperating agencies, offices, schools and hospitals for signature of the concerned parties;
- Section 1.9. Responsible in the deployment of student trainees in their respective assignment;
- Section 1.10. Monitor the activities of the trainees in their respective assignments;
- Section 1.11. Recommend the pull-out of student trainees who violate any provisions of the OJT policies;
- Section 1.12. Assist and guide the student trainees in the preparation of their narrative reports and other OJT requirements;
- Section 1.13. Prepare and submit accomplishment reports on the OJT programs/activities to concerned officials; and
- Section 1.14. Perform other duties as may be assigned by higher authorities.

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**Section 2. Under the Office of the Student Development Services and Placement Services are:**

**Section 2.1. The NSTP Implementers**

The Colleges/campus must have NSTP Implementers who have a plantilla/itemized position with five (5) years of teaching and other qualifications deemed appropriate and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

**Functions:**

1. The Colleges/campus NSTP Implementers; shall assist the Dean in the formulation, planning, monitoring, implementation and evaluation of NSTP related activities/programs of the Institute/campus; and
2. Perform other functions as may be directed by higher authorities.

**Section 2.2. The Student Publication Office**

The Office for Student Publication shall be headed by a coordinator with plantilla/itemized position at least five (5) years of relevant experience and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

**Functions:**

1. Coordinator shall take charge of the Official student organ of the State University;
2. The Coordinator for Student Publication shall be directly accountable to his immediate supervisor and shall submit plans, annual reports and other pertinent records as required by higher authorities.


**Section 2.3. The Student Scholarship Office**

The Office for Scholarship Services shall be headed by a coordinator with plantilla/itemized position, at least five (5) years of teaching experience and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

**Functions:**

1. The coordinator for Scholarship Services shall screen applicants in accordance with the rules and regulations of the University and shall look for scholarship donors;
2. The Coordinator for Student scholarship shall be directly accountable to his immediate supervisor and shall submit plans, annual reports and other pertinent records as required by higher authorities.

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#### **Section 2.4. The Health Services Office**

The Health Services Office shall be headed by a Medical Officer who shall be a Doctor of Medicine with at least three (3) years of experience in the medical practice. The Medical Officer shall be assisted by Medical and Dental staff.

##### **Functions:**

1. Conduct medical and dental examination of all students and personnel of the University;
2. Attend medical and dental consultation, diagnosis and treatment of minor ailment of students and personnel;
3. Issue medical certificate to students and personnel;
4. Provide health information, lecture and orientation to students and personnel;
5. Plan, implement and evaluate medical programs for students, faculty and staff of the University
6. Coordinate with other agencies/offices for the conduct of medical missions for the stakeholders of the university, if needed.
7. Prepare and submit list of supplies/medicines for procurement for the students.
8. Perform other related functions necessary for the attainment of objectives of the Office.

#### **Section 2.5. The Dormitory Services**

The Dormitory Services is headed by a Chairman, with permanent plantilla/item, and other qualifications deemed appropriate and with at least three (3) years of relevant teaching experience and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

##### **Functions:**

1. Act as property custodian of all the facilities and equipment of the various dormitories of the State University;
2. Coordinate with the General Services Office (GSO) for the repair and maintenance of the dormitory facilities and equipment;
3. Plan, implement, monitor and evaluate programs and activities of the occupants of the dormitories of the State University;
4. Responsible in the over-all welfare of the dormitorians;
5. The Dormitory Chairman shall be directly accountable to his immediate supervisor and submit plans, annual reports and other pertinent records as required by higher authorities.

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## Section 2.6. Chairman-Student Development Services

The Chairman for Student Development Services in the campus shall hold, at least a Master's degree, with at least five (5) years teaching experience and other qualifications deemed relevant. He shall be appointed by the University President for a term of one (1) year and may be renewed for another term only upon evaluation of a very satisfactory performance.

### Functions:

1. Serve as a link between the Campus Administration and the Campus student body or organizations/associations.
2. Assist the Campus Administrator in the planning, implementing, monitoring and evaluating Student Development program and service in the campus.
3. Plan, implement and monitor scholarship program in the campus in coordination with the University Student Development Services Director.
4. Coordinate/prepare the orientation seminar and other similar trainings for students to be conducted in the campus.
5. Monitor activities of student trainees, field practice, OJT in their respective assignment, in coordination/consultation with higher offices.
6. Perform other related functions delegated to him by higher authorities.


## Section 2.7. The Guidance and Counseling Services

The Guidance Services Office shall be headed by a Guidance Counselor with an appropriate Master's Degree, and with at least three (3) years of relevant teaching experience and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

### Functions:

1. Manage activities/services aimed at reinforcing student ability and confidence in knowing and understanding himself in relating with others to ensure his own psychological growth and development;
2. Cause continuous enrichment of unit resources/ approaches/methodologies and techniques in counseling, testing, ground guidance/dynamics and other guidance services;
3. Undertake research in relation to guidance and counseling;
4. Submit accomplishment reports on time to higher authorities;
5. Perform such other related functions necessary for the attainment of the objectives of the office.

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### **Section 2.8. The Alumni Affairs Office**

The Office for Alumni Affairs shall be headed by a chairman who shall be a graduate of KSU and presently employed thereat, and with at least three (3) years of relevant teaching experience and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

#### **Functions:**

1. Keep records of names, addresses and other pertinent information of graduating students and those that have already graduated from KSU;
2. Monitor activities of the KSU Alumni Association; and
3. Submit accomplishment reports on time to higher authorities;
4. Conduct graduate tracer studies; and
5. Perform other related functions that may be assigned to him by appropriate higher authorities.

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### **PART III. PROCEDURES, POLICIES AND GUIDELINES**

#### **Article 6. TITLE**

These policies, rules and regulations shall be known as the “**Student Manual**” of the Kalinga State University.

#### **Article 7. UNIVERSITY GOVERNANCE**

**Section 1. The Governing Board** The governing body of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

- a. The Chairperson of the Commission on Higher Education (CHED), Chairperson;
- b. The President of the University, Vice Chairperson;
- c. The Chairperson of the Committee on Education, Arts and Culture of the Senate, member;
- d. The Chairperson of the Committee on Higher and Technical Education of the House of Representatives, member;
- e. The Regional Director of the National Economic and Development Authority (NEDA), member;
- f. The Regional Director of the Department of Science and Technology (DOST), member;
- g. The President of the federation of faculty associations of the University, member;
- h. The President of the federation of student councils of the University, member;
- i. The President of the federation of alumni associations of the University, member; and
- j. Two (2) prominent citizens from the private sector who have distinguished themselves in their profession or the fields of specialization of the University, members.

**Section 2. The Administrative Council** There shall be an Administrative Council consisting of the President of the University as Chairperson, vice presidents, deans, directors and other officials of equal rank as members, whose duty is to review and recommend to the Board the policies governing the administration, management and development

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planning of the University.

**Section 3. The Academic Council** There shall be an Academic Council to be composed of the President of the University, who shall act as Chairperson, and all academic staff with the rank of at least an assistant professor, as members.

The Academic Council shall have the power to review and recommend the curricular offerings and rules of discipline of the University, subject to the approval of the Board. It shall fix the requirements for the admission of students, as well as for their graduation and conferment of degrees, subject to review and approval by the Board through the President of the University. It shall have the disciplinary power over students of the University and shall formulate academic policies and rules and regulations on discipline, subject to the approval of the Board.

#### **PART IV. CURRICULAR PROGRAMS**

The university offers curricular programs that are in consonance with higher education goals consistent with local, regional, and national development thrusts. As such, the following curricular programs are offered:


##### **Article 8. GRADUATE COURSES:**

1. Doctor of Philosophy (Ph.D.) Major in Development Education, and Community Development
2. Master of Arts in Education (MAED)  
Major in Educational Management, English, Filipino, Mathematics and Social Studies
3. Master in Public Administration (MPA)
4. Master of Science in Rural Development (MSRD)
5. Master in Business Administration (MBA)

##### **Article 9. UNDERGRADUATE COURSES:**

1. Bachelor of Laws (LLB)
2. Bachelor of Science in Accountancy (BSAcc)
3. Bachelor of Science in Criminology (BSCrim)
4. Bachelor of Science in Hotel and Restaurant Management (BSHRM)
5. Bachelor of Science in Midwifery (BSMId)
6. Bachelor of Secondary Education (BSEd)  
Major in Mathematics, Biological Science, Social Studies, Filipino, and English
7. Bachelor of Elementary Education (BEEd)
8. Bachelor of Science in Business Administration (BSBA)

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- Major in Financial Management
9. Bachelor of Science in Entrepreneurship (BSEntrep)
  10. Bachelor of Science in Office Administration (BSOA)
  11. Bachelor of Arts in Political Science (AB POL SCI)
  12. Bachelor of Arts in History (AB HIST)
  13. Bachelor of Arts in English Language (AB English)
  14. Bachelor in Public Administration
  15. Bachelor of Science in Agriculture (BSA)  
Major in Crop Science and Animal Science
  16. Bachelor of Agricultural Technology (BAT)  
Major in Food Production Technology, Animal Production Technology  
and Crop Production Technology
  17. Bachelor of Science in Forestry (BSF)
  18. Bachelor of Science in Agro-Forestry (BSAF)
  19. Bachelor of Science in Information Technology (BSIT)
  20. Bachelor of Science in Computer Engineering (BSCoE)
  21. Bachelor of Science in Civil Engineering (BSCE)
  22. Bachelor of Science in Agricultural Engineering (BSAEng)
  23. Bachelor of Science in Development Communication
  24. Bachelor of Science in Biology
  25. Bachelor of Science in Mathematics
  26. Bachelor of Science in Environmental Science
  27. Bachelor of Science in Forensic Science (BSFS)
  28. Bachelor of Science in Electrical Engineering (BSEE)
  29. Bachelor of Science in Social Works

#### **Article 10. SENIOR HIGH SCHOOL**

1. Accountancy, Business and Management (ABM) Strand
2. Humanities and Social Sciences (HUMSS) Strand Science, Technology, Engineering and Mathematics (STEM)


#### **Article 11. LABORATORY HIGH SCHOOL**

1. Secondary Education Development Program Curriculum
2. Secondary Math-Science Enhanced Curriculum

The main implementers of curricular programs are the Academic Executives: The University President, the Vice President for Academic Affairs, the Campus Administrator, the Deans, the Program Chairmen, and the faculty

Each college has a curriculum review and evaluation committee with the following compositions: Dean as Chairman, Program Chairman as Vice Chairman, all core faculty members in the program as members, a parent, appropriate industry sector representative, a student, and an alumnus.

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## PART V. SCHEDULE OF SCHOOL FEES AND CHARGES

### ARTICLE 12. FEES TO BE PAID BY CHED-UNIFAST

LIST OF FEES	AMOUNT	TOTAL
a) Tuition Fees		
a.1. BSAcc		200.00 per unit
a.2. BSCrim, BSHRM & BSTM		150.00 per unit
a.3. Other Programs		100.00 per unit
b) Miscellaneous and Other School Fees		
1. Admission Fee		None
2. Athletic Fees		100.00
2.a. Athletic Fee	50.00	
2.b. SCUAA Fee (Reg'l and Nat'l Competition)	50.00	
3. Computer Fees		300.00
4. Cultural Fees		60.00
5. Development Fees		670.00
5.a. School Publication	30.00	
5.b. Student Development Fund	50.00	
5.c. NSTP	90.00	
5.d. Equipment Modernization	500.00	
6. Entrance Fees		100.00
7. Guidance Fees		50.00
8. Handbook Fees		50.00
9. Laboratory Fees		1,200.00
9.a. Science Laboratory Fee	100.00	
9.b. Crime Laboratory Fee (BSCrim)	300.00	
9.c. Training Laboratory Fee (BSHRM)	800.00	
10. Library Fees		75.00
11. Medical and Dental Fees		140.00
11.a. Medical Fee	50.00	
11.b. Dental Fee	50.00	
11.c. Mutual Aid Assistance Fee/Insurance	40.00	
12. Registration Fees		
12.a. BSAcc, BSCrim & BSHRM		100.00
12.b. Other Programs		75.00
12.c. Testing Fee		100.00
13. School ID Fees		105.00
13.a. School ID Fee	75.00	
13.b. Library ID Fee	30.00	

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**Article 13. FEES TO BE PAID BY STUDENTS:**

- |   |                       |
|---|-----------------------|
| 1. Related Learning Experience Fee (2 year Midwifery) | 5.5 per hour          |
| 2. Clinical Practicum Fee (BSMID)                     | 1,392 per subject     |
| 3. P.E Uniform  | 395 per set           |
| 4. Affiliation Fees (2 year midwifery)                | 1 per hour            |
| 5. Affiliation Fees (BS MID)                          | 357 per subject       |
| 6. Affiliation Fees (COED)                            | 600 per subject (OJT) |

**Article 14. MODE OF PAYMENT**

Payment of fees shall be in cash, in full or installment basis. When fees are paid by installment, the student must pay the miscellaneous in full upon enrollment. The remaining balance will be divided into two as computed by the Computerized Assessment System and shall be paid before each periodical examination.

No student is allowed to take the final examination if he has not paid all his financial obligations.

**PART VI. PROCEDURES/POLICIES AND GUIDELINES ON REGISTRATION, AND OTHER RELATED ACTIVITIES**

No student shall be denied admission to any university or college by reasons of sex, nationality, religion, political affiliation, or physical disability (Sec. 12, RA 8292). All applicants who seek education in any program offerings of Kalinga State University must comply with all the general admission requirements and prescribed specific admission and retention policies in the chosen program of study.

**Article 15. ADMISSION REQUIREMENTS**

Every applicant for admission in the university shall meet all the prescribed minimum requirements such as:

**Section 1. First Year**

- Section 1.1. Form 138, FORM 137-A or its equivalent
- Section 1.2. Certificate of Good Moral Character
- Section 1.3. PSA Authenticated Birth Certificate (Original)
- Section 1.4. PSA Authenticated Marriage Certificate (for married women)
- Section 1.5. Permit to study in case of employed students in the government or in private agencies
- Section 1.6. Must pass the qualifying examination (if any); and
- Section 1.7. Latest 2x2 colored ID picture with white background
- Section 1.8. Students shall not be admitted for enrolment without complete admission requirements.

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## Section 2. Transferees

- Section 2.1. Certificate of Eligibility to Transfer (Honorable Dismissal)
- Section 2.2. True Copy of Grades;
- Section 2.3. Certificate of Good Moral Character;
- Section 2.4. PSA Authenticated Birth Certificate (Original)
- Section 2.5. PSA Authenticated Marriage Certificate (Original)
- Section 2.6. Permit to study in case of employed students in the government or in private agencies
- Section 2.7. Must pass the entrance examination (if any); and
- Section 2.8. Latest 2x2 colored ID picture with white background
- Section 2.9. The admission of transferees shall be on a probation basis until such time that the Official Transcript of Records from the last school attended is received by the Office of the Registrar
- Section 2.10. Students shall not be admitted for enrolment without complete admission requirements.

## Section 3. Cross Enrollees

- Section 3.1. Permit to cross-enroll; and
- Section 3.2. Certificate of Good Moral Character

## Section 4. Graduate Students

- Section 4.1. Certificate of Eligibility to Transfer (Honorable Dismissal)
- Section 4.2. True Copy of Grades
- Section 4.3. Certificate of Good Moral Character
- Section 4.4. PSA Authenticated Birth Certificate of (Original)
- Section 4.5. PSA Authenticated Marriage Certificate (for married women)
- Section 4.6. Latest 2x2 colored ID picture with white background
- Section 4.7. Permit to study in case of employed students in the government.
- Section 4.8. Application letter address to the Dean with two (2) letters of references from two recognized authorities in the discipline or superior/peer for MPA.
- Section 4.9. Must pass the admission test.
- Section 4.10. Non-refundable application fee of one hundred pesos (P100.00), subject to change as needed and approved by the BOR.
- Section 4.11. Students shall not be admitted for enrolment without complete admission requirements.

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## Section 5. Law Students

- Section 5.1. Certificate of Eligibility to Transfer (Honorable Dismissal)
- Section 5.2. True Copy of Grades;
- Section 5.3. Certificate of Good Moral Character from the Dean of school previously attended
- Section 5.4. PSA Authenticated Birth Certificate (Original)
- Section 5.5. PSA Authenticated Marriage Certificate (for married women)
- Section 5.6. Latest 2x2 colored ID picture with white background
- Section 5.7. Permit to study in case of employed students in the government
- Section 5.8. Police Clearance
- Section 5.9. NARCOM Clearance
- Section 5.10. Certificate of Eligibility to the Law Course
- Section 5.11. An applicant for admission to the KSU College of Law be a holder of any College Bachelor's Degree and must have earned at least 18 units of English, 18 units of Social Science and 6 units of Mathematics.
- Section 5.12. A graduate of Bachelor of Laws from other school who applies for a refresher course may be admitted upon presentation of proof that he was a graduate of the degree. Subjects to be refreshed will be recommended by the Dean of the College of Law in accordance with the existing prescribed requirement by Legal Education Board. A certificate of completion will be granted by the Dean of the College of Law upon absolute compliance of the refresher course.
- Section 5.13. Must pass the Philippine Law School Admission Test
- Section 5.14. Students shall not be admitted for enrollment without complete admission requirements.

## Section 6. Transnational Students

- Section 6.1. Original Transcript of Records in English (OTR);
- Section 6.2. Accomplish Personal Data Sheet
- Section 6.3. Alien Certificate of Registration
- Section 6.4. Student Visa
- Section 6.5. Original Passport
- Section 6.6. Affidavit of Financial Support
- Section 6.7. Latest 2x2 colored ID picture with white background
- Section 6.8. Must meet all the requirements prescribed by the Department of Foreign Affairs and the Bureau of Immigration; and
- Section 6.9. Non-refundable application fee of one hundred US Dollars (US\$100.00)

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## **Section 7. University Mobility in Asia and the Pacific (UMAP) Credit Transfer Scheme (UCTS)**

Kalinga State University recognizes in the developments brought about the internationalization of Philippines higher education in response to globalization and liberalization of trade in goods and services worldwide with expanded opportunities for student mobility and cross-border employability;

Kalinga State University shall recognize the university mobility in Asia and the Pacific (UMAP) Credit Transfer Scheme or viable system of credit transfer facilitate students' earning of credits among university mobility in Asia and the Pacific (UMAP) Higher Education Institutions (HEI's).

## **Section 8. High School**

- Section 8.1. Form 138-A
- Section 8.2. Certificate of Good Moral Character;
- Section 8.3. Original PSA Authenticated Birth Certificate;
- Section 8.4. Must pass the Entrance Examination (for freshman students);  
and
- Section 8.5. Marriage Certificate (for married female students)

All submitted documents pertinent to admission become part of the university files and shall not be returned or temporarily borrowed by the students.

## **Article 16. ENROLMENT PROCESS**

### **Section 1. Secondary Level**

- Section 1.1. Accomplish Enrolment Form
- Section 1.2. Submit to the Principal/Dean's Office for Encoding;
- Section 1.3. Receive Enrolment and Assessment Form; and
- Section 1.4. Proceed to the cashier for payment of miscellaneous fees

### **Section 2. Old Students**

- Section 2.1. Proceed to respective colleges for evaluation and assessment of subjects to be enrolled using the KSU-OUR Form 01 (Enrollment Form) and have it approved by the Dean;
- Section 2.2. The clerk will encode and issue student's copy of the Enrollment and Assessment Form;
- Section 2.3. Proceed to the Finance Office for payment, if any; and get validation sticker of ID.

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### **Section 3. New Students/Transferees**

Section 3.1. Proceed to the Guidance Office for the Entrance Test;

Section 3.2. Proceed to the respective colleges for evaluation of academic records. Subjects to be enrolled will be given by the Program Chairman using the KSU-OUR Form 01-A (Enrollment Form) and to be approved by the Dean. Attach admission requirements including Entrance Test result.

Section 3.3. The clerk will encode and issue student's copy of the Enrollment and Assessment Form;

Section 3.4. Proceed to the Finance Office for payment, if any;

Section 3.5. Proceed to the Auxiliary Office for issuance of School ID Card

### **Section 4. Shifters**

Section 4.1. Pay application fee of fifty pesos (P50.00) at the Finance Office;

Section 4.2. Accomplish Application Form to Shift Course/Specialization at the Office of the University Registrar;

Section 4.3. Undergo the process of validation of subjects previously taken;

Section 4.4. Proceed to the Guidance Office for the Entrance Test (from Non Board Courses to Board Courses);

Section 4.5. Proceed to the respective colleges for evaluation of academic records. Subjects to be enrolled will be given by the Program Chairman using the KSU-OUR Form 01-A (Enrollment Form) and to be approved by the Dean. Attach admission requirements including accomplished Application Form to Shift Course/Specialization and Entrance Test result. The clerk will encode and issue student's copy of the Enrollment and Assessment Form;


Section 4.6. Proceed to the Finance Office for payment, if any;

Section 4.7. Proceed to the Auxiliary Office for new School ID Card issuance.

### **Section 5. Students Enrolment to Law Course**

Section 5.1. Pay Admission Fee of P200.00 and Evaluation Fee of Thirty Pesos (P30.00) to the Cashier's Office(For New Students)

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Section 5.2. Proceed to the Dean’s Office for the validation and evaluation of academic records taken from the previous law school. Interview will be conducted by the Dean of Law;

Section 5.3. If found eligible to enroll, secure and fill up enrolment form (KSU-OUR Form 01) from the Dean’s Office. Attach admission credentials and approved validation to be submitted to the Dean for his approval. The clerk will encode and issue student’s copy of the Enrollment and Assessment Form;

Section 5.4. Proceed to the Finance Office for payment;

Section 5.5. Proceed to the Auxiliary Office for School ID Card issuance.

### **Section 6. Cross Enrollment**

Section 6.1. Present a permit to cross enroll from their institution to the Office of the University Registrar.

Section 6.2. Proceed to the College through the Program Chairman where his subject/s to cross enroll is offered. Fill up enrolment form (KSU-OUR Form 01) and attach the permit to cross enroll to be approved by the Dean. The clerk will encode and issue student’s copy of the Enrollment and Assessment Form;

Section 6.3. Proceed to the Finance Office for payment;

Section 6.4. Proceed to the Auxiliary Office for School ID issuance.

### **Article 17. GENERAL RETENTION POLICIES AND SCHOLASTIC DEFICIENCY**

An applicant with some lacking admission requirements may be guided according to the following standards in determining his/her status basing from his/her deficiencies and failures.

- 1.1 A student must pass at least 75% of the total number of units enrolled during the semester;
- 1.2 When a student incurs a failing mark in less than 50% of the total unit he enrolled, he is under probation and given a warning by the Dean concerned;
- 1.3 A student who obtains an “INC” mark in 50% of his normal load shall be placed on probation status for the succeeding semester;
- 1.4 A student who is on probation status shall be allowed to enroll at maximum of 15 units;
- 1.5 When a student fails 75% to 100% of the total units he/she has enrolled, he/she shall be dismissed from the program;

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- 1.6 For a student to enroll in major courses, he must qualify for the college's internal policy; and
- 1.7 Promotion and retention in the Laboratory High School Department shall follow the scheme prescribed by the Department of Education.


## 2. **ACADEMIC LOAD OF STUDENTS**

- 2.1 An academic year consists of two semesters and one special term. The approved CHED school calendar contains the number of school days per semester/summer which are posted at the Registrar's and/or at the College Dean's Office.
- 2.2 Regular load of students per semester is prescribed in their curriculum. Hence, students are not allowed to take more than the total number of units as prescribed in their curriculum. Only in exceptional case and with the approval of the Dean, graduating students may be allowed to carry a maximum of 6 units over and above the total units in the curriculum they are enrolled in during the last semester of their course.
- 2.3 Subjects taken without necessary pre-requisites and co-requisites will not earn equivalent unit-credit. Thus, policy on pre-requisites and co-requisites must be strictly observed.
- 2.4 The number of unit load allowed during the special term shall be 6 units of technical/laboratory subjects or 9 units of non-laboratory subjects. Only graduating students during summer term will be allowed to carry a maximum of 9 units technical/laboratory subjects or 12 units of non-laboratory subjects.
- 2.5 Students are allowed to enroll in another college within the university provided that the number of load does not exceed the maximum units allowed in their curriculum per semester/term.
- 2.6 In determining the maximum number of units, non-academic unit in NSTP is not included.
- 2.7 A working student/assistance is allowed to enroll a maximum of 18 units only.

## 3. **OFFERING OF UNPROGRAMMED SUBJECT/S**

- 3.1 Subject not scheduled for a given term may be offered upon written request of at least thirty (30) students for the undergraduate duly endorsed by the Program Chairman, recommending approval by the College Dean and approve by the Vice President for Academics & Student Development. Exception to the number of petitioners may be allowed under the following conditions.
  - 3.2 The student is graduating during the term;
  - 3.3 When an old curriculum is superseded by a new curriculum;
  - 3.4 Failure of a student to take the subject/s is attributed to the institution;
  - 3.5 The approved offering of unprogrammed subject/s shall be transmitted to the Office of the University Registrar for official offering.

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#### 4. CROSS REGISTRATION

A bonafide KSU student may be allowed to cross enroll in other state owned or government recognized private educational institution for a subject needed for graduation except for major subjects such as field practice, practice teaching, special topics, seminars and undergraduate thesis provide that,

- 4.1 The subject is not offered during that semester/special term or is offered during that term but cannot be enrolled due to conflict in schedule and which cannot be resolved.
- 4.2 The student has no more deficiencies other than the subject to be cross enrolled elsewhere during that semester or special term;
- 4.3 The cross enrollment will not result to exceeding the normal unit load for his curriculum level during that semester or special term;
- 4.4 The course description of the subject where it is to be cross enrolled is essentially the same/similar to that of the Kalinga State University.
- 4.5 The cross enrollment is recommended by the chairman of the department where the subject is being taught and duly approved by the College Dean
- 4.6 A copy of the approved application is submitted to the Office of the University Registrar for the issuance of permit to cross enroll;
- 4.7 The institution where he/she shall cross-enroll is of the same level or higher than KSU and it must be an accredited school.

#### 5. DROPPING OF SUBJECTS

- 7.1 Any student may be permitted to drop subjects enrolled during the semester or special term provided that the prescribed dropping form is correctly filled up and is duly signed by the Program Chairman of the course he/she is enrolled in, and by the College Dean.
- 7.2 Subjects dropped after first week of classes and with the days that follow before the midterm examinations will be marked "OD" which means the subject is officially dropped.
- 7.3 A grade of 5.0 shall be automatically marked to unauthorized dropped subjects and those that are dropped after the midterm examination.

#### 6. ADDING AND CHANGING OF SUBJECTS/SCHEDULES

- 8.1 Adding and changing of subjects, as well as changing of schedules are allowed during the first week of classes only.
- 8.2 The prescribed form for adding and changing of subjects should be correctly filled up and be duly signed by the Program Chairman of the course enrolled in, and by the Dean of the College where the student is enrolled.
- 8.3 Adding and changing of subjects are allowed provided the subject does not have a pre-requisite; and the subject will not exceed the required maximum academic load as prescribed in his/her curriculum.

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## 9. SCHEDULE OF ALLOWABLE REFUNDS FOR LAW AND GRADUATE STUDIES

- 9.1 Students with enrolled subjects that are officially dropped within the first week of classes are entitled of a refund of the total assessed tuition and miscellaneous fees except for the registration fee.
- 9.2 Students with enrolled subjects that are officially dropped within the second week of classes are entitled of a 50% refund of the total assessed tuition and miscellaneous fees except for the registration fee
- 9.3 Enrolled subjects that are officially dropped after the second week of classes and unauthorized dropped subjects will be charged the whole amount of the assessed fees.

## 10. LATE ENROLMENT

Students who do not register during the days specified in the KSU School Calendar for registration are subject to additional fee adjustment. All late registrants shall undergo the regular procedure of enrolment. Late enrollees may be accepted only in exceptional cases and shall pay a fine of fifty pesos (P 50.00) per day.

Late registrations due to any of the following causes are exempted from payment of the late registration fee:

- 10.1 Interruption of regular transportation due to natural calamities like typhoons, floods, earthquakes or military operation;
- 10.2 Accidents while in transit that need immediate hospitalization;
- 10.3 Students who got sick during the registration period under home medication should present a medical certificate issued by a licensed Health Officer.

## 11. VALIDATION OF EARNED UNITS FROM OTHER INSTITUTIONS

A transferee may have to be admitted 15 days before the schedule of enrollment and upon submitting the admission requirements. He must apply for validation of earned credit for work done in another institution, subject to existing rules and regulations.

Procedures:

- 11.1 Present the certificate of course description of each subject taken from other institution for validation to the Director for Student Services and Placement Services.
- 11.2 The DSDS-PS will issue notice of validation to the different committee in charge of each discipline who shall evaluate the credentials of the student.
- 11.3 The student shall proceed to the different discipline committee assigned to evaluate and validate the subject/s taken from other institution.

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- 11.4 After subjects are approved and validated, the student will photocopy the approved validation form/s into two (2) copies for submission to the chairman of the course he has chosen to enroll and to the Office of DSDS-PS.
- 11.5 The original copy of validation form/s shall be submitted to the Office of the University Registrar for proper recording and filing.

## 12. VALIDATION UNDER THE LAW COURSE

Law students from other institutions may be allowed to be admitted in the College of Law provided he complies upon enrolment all the admission requirements set forth by the University. Credits earned from other institution must apply for validation/accreditation, subject to existing rules and regulations of the University.

Procedures:

- 12.1 Pay Validation Fee of P50.00 to the Collecting Office.
- 12.2 Show proof of payment to the Office of the University Registrar for the issuance of Validation Form.
- 12.3 Present the Certificate of Course Description of each subject to be validated by the Dean of Law for his review and approval.
- 12.4 Submit the approved validation forms including all attachments to the Office of the University Registrar.

## 13. REMOVAL OF INCOMPLETE MARKS

- 13.1 In the event that the subject Instructor is on leave or has separated from the service, whoever takes over the subject handled by him shall be responsible to determine the completion of the grade of the student. The College Dean upon valid reason/s shall recommend the completion of the incomplete mark.
- 13.2 A student who fails to take any periodical examination due to a valid reason/s is given special examination with a fee of fifty pesos (Php 50.00) per subject unless sent by the school for office business.
- 13.3 Removal of "INC" marks must be done within one year from the date of its occurrence. However, an "INC" mark must be completed before the enrollment period if it is a pre-requisite subject. Failure of the students to do so shall be enough cause for the conversion of the "INC" to grade of "5" by the University Registrar.

## 14. LEAVE OF ABSENCE

- 14.1 A student who wishes to temporarily discontinue his studies for valid reason/s must file an Application for Leave of Absence at the Office of the University Registrar in order that his absence shall not be counted in the prescribed period limit to finish his degree course, depending on what program he is enrolled in the Institution. Provided, however, that the leave of absence shall not exceed a maximum of one (1) year.

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- 14.2 A student must fill up an Application Form for Leave of Absence to be cleared and signed by the respective offices concerned and to be noted by the University Registrar.
- 14.3 The Application Form for Leave of Absence is divided into three (3) copies; and upon receipt of the approved application for leave of absence at the Office of the University Registrar, a copy will be transmitted to the Dean's Office and one copy will be given to the student. An amount of thirty pesos (Php30.00) will be paid for such application.
- 14.4 In case a student is officially given permission for leave of absence, the leave shall not be included in the computation of tenure.
- 14.5 Any student who withdraws from the University without a formal leave of absence shall apply for readmission as a new student.

## 15. RESIDENCY LIMITS OF DEGREE PROGRAMS

- 15.1 A degree program in the undergraduate shall be finished by the student within a maximum of six (6) years for a four-year course and (7) years for a five-year course except valid and acceptable reason.
- 15.2 A master's degree program shall be finished within a maximum period of five (5) years and period of seven (7) years for a doctorate degree.
- 15.3 Any student who fails to finish his degree within the specified time shall be advised to take additional subjects/refresher subjects.

## 16. REQUEST FOR RECTIFICATION OF GRADE SHEETS

- 16.1 Upon valid reasons, the Professor/Instructor concerned files a written request for rectification or modification of grading sheets to his respective Dean.
- 16.2 The following shall be rectified or modified in the grading sheets:
- 16.2.1 Changes in the name of students;
  - 16.2.2 Changes of the grades;
  - 16.2.3 Omission of names or grades; and
  - 16.2.4 Other essential matters contained thereto.
- 16.3 Upon receipt of the request for rectification or modification, together with the supporting documents, but not limited to (i.e. original grading sheet, rectified grading sheet, class records, test papers, and attendance sheets); the Dean may within 3 days grant or deny the request depending on the merit of the course. In case of denial the decision of the Dean becomes final and not subject to any appeal. However, in case the Dean grants the request, his endorsement together with the original and rectified copies of grading sheet and addition thereto, the supporting documents shall within three (3) days be forwarded to the Academic Council Review Committee.
- 16.4 Within three (3) days from receipt of the endorsement of the Dean, together with the supporting documents, the Academic Council Review Committee shall act on the matter which shall either affirm or deny the same. In case of denial, the decision of the Academic Council Review Committee becomes

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final and not subject to any appeal. However, in case the aforesaid committee affirms the request, the decision shall within three (3) days be transmitted to the Office of the University Registrar together with the rectified grading sheet including all the pertinent supporting documents for the proper replacement of the originally submitted grading sheet.

## 17. GRADING SYSTEM

The University follows a numerical grading system for Undergraduate and Graduate programs while the Law Course follows a percentage grading scheme.

NUMERICAL GRADE	PERCENTAGE EQUIVALENT
1.00	99-100
1.25	96-98
1.50	93-95
1.75	90-92
2.00	87-89
2.25	84-86
2.50	81-83
2.75	78-80
3.00	75-77
5.00	Failure
INC	Incomplete
OD	Officially Dropped


Table 1. Grading System of Undergraduate Program

NUMERICAL GRADE	PERCENTAGE EQUIVALENT
1.00	97-100
1.25	94-96
1.50	91-93
1.75	88-90 ( <i>Passing Grade for Doctorate Degree</i> )
2.00	85-87 ( <i>Passing Grade for Master's Degree</i> )
5.00	Failure
INC	Incomplete
OD	Officially Dropped

Table 2. Grading System for Master and Doctorate Program

NUMERICAL GRADE	PERCENTAGE EQUIVALENT
1.00	99-100
1.25	96-98
1.50	93-95
1.75	90-92
2.00	87-89

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2.25	84-86
2.50	81-83
2.75	78-80
3.00	75-78
5.00	Failure
INC	Incomplete
Officially Dropped	OD

Table 3. Grading System for Bachelor of Laws

The grading system in the *secondary level* shall follow the scheme used by the Department of Education.

In a grading period, there is one Quarterly Assessment but there should be instances for students to produce Written Work and to demonstrate what they know and can do through Performance Tasks, but these must be spread out over the quarter and used to assess learner's skills after each unit has been taught.

The following are the steps in computing for the Final Grades.

1. Grades from all student work are added up. This results in the total score for each component, namely Written Work, Performance Tasks, and Quarterly Assessment.

Raw scores from each component have to be converted to a Percentage Score. This is to ensure that values are parallel to each other.

2. The sum for each component is converted to the Percentage Score. To compute the Percentage Score (PS), divide the raw score by the highest possible score then multiply the quotient by 100%. This is shown below:

$$\text{PERCENTAGE SCORE (PS)} = \frac{\text{(Learner's total raw score)}}{\text{(Highest possible score)}} \times 100\%$$

3. Percentage Scores are then converted to Weighted Scores to show the importance of each component in promoting learning in the different subjects. To do this, the Percentage Score is multiplied by the weight of the component found in the Table. The product is known as the Weighted Score (WS).

	Core Subjects	Academic Track	Technical –Vocational and Livelihood (TVL)/Sports/ Arts and Design Track
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			All other subjects	Work Immersion/ Research/ Business Enterprise Simulation/ Exhibit/ Performance	All other subjects	Work Immersion/ Exhibit/ Performance
<b>11 to 12</b>	Written Work	25%	25%	35%	20%	
	Performance Tasks	50%	45%	40%	60%	
	Quarterly Assessment	25%	30%	25%	20%	

**Weighted Score (WS) = Percentage Score x Weight of Component**


- The sum of the Weighted Scores in each component is the Initial Grade. This Initial Grade will be transmuted using the given transmutation table (see Appendix B) to get the Quarterly Grade (QG).
- The Quarterly Grade for each learning area is written in the report card of the student.

#### Transmutation Table

Following is the range of Initial Grades and their equivalent Transmuted Grades that will be reflected in the report card.

Initial Grade	Transmuted Grade	Initial Grade	Transmuted Grade
100	<b>100</b>		
98.40 - 99.99	<b>99</b>	66.40 - 67.99	<b>79</b>
96.80 - 98.39	<b>98</b>	64.80 - 66.39	<b>78</b>
95.20 - 96.79	<b>97</b>	63.20 - 64.79	<b>77</b>
93.60 - 95.19	<b>96</b>	61.60 - 63.19	<b>76</b>
92.00 - 93.59	<b>95</b>	60.00 - 61.59	<b>75</b>
90.40 - 91.99	<b>94</b>	56.00 - 59.99	<b>74</b>
88.80 - 90.39	<b>93</b>	52.00 - 55.99	<b>73</b>
87.20 - 88.79	<b>92</b>	48.00 - 51.99	<b>72</b>
85.60 - 87.19	<b>91</b>	44.00 - 47.99	<b>71</b>

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84.00 - 85.59	<b>90</b>	40.00 - 43.99	<b>70</b>
82.40 - 83.99	<b>89</b>	36.00 - 39.99	<b>69</b>
80.80 - 82.39	<b>88</b>	32.00 - 35.99	<b>68</b>
79.20 - 80.79	<b>87</b>	28.00 - 31.99	<b>67</b>
77.60 - 79.19	<b>86</b>	24.00 - 27.99	<b>66</b>
76.00 - 77.59	<b>85</b>	20.00 - 23.99	<b>65</b>
74.40 - 75.99	<b>84</b>	16.00 - 19.99	<b>64</b>
72.80 - 74.39	<b>83</b>	12.00 - 15.99	<b>63</b>
71.20 - 72.79	<b>82</b>	8.00 - 11.99	<b>62</b>
69.60 - 71.19	<b>81</b>	4.00 - 7.99	<b>61</b>
68.00 - 69.59	<b>80</b>	0 - 3.99	<b>60</b>


## **18. SHIFTING/CHANGING OF COURSE/SPECIALIZATION**

- 18.1 Any student who chooses to change/shift his degree/course/specialization for valid reason/s must file an Application to Shift Course/Specialization at the Office of the University Registrar one (1) month before the start of enrolment period of each term.
- 18.2 A student must fill up an Application Form to Shift Course/Specialization to be signed by the Adviser (*if applicable*), recommended by the Program Chairman and approved by the Dean of releasing college. The program chairman of the accepting college shall evaluate the scholastic record of the student and the Dean approves upon recommendation of the chairman. (*Note: Subjects taken from previous course shall follow the validation procedure.*)
- 18.3 An approved application to shift course/specialization including the validation form/s shall be submitted to the Office of the University Registrar for proper recording. File copies of approved application shall be transmitted to each Dean concerned.
- 18.4 An amount of fifty pesos (P50.00) will be paid upon securing of application form to cover the application fee, evaluation and validation of records.

## **19. GRADUATION**

A student shall be recommended for graduation only after he/ she has satisfactorily completed all the academic requirements prescribed by the Commission on Higher Education and upon recommendation by the Academic Council to the Board of Regents. An application for graduation should be filed with the Office of the University Registrar through the College Dean within four (4) weeks after the regular enrollment period during his last semester in the University. All academic

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deficiencies should be made up before or during the enrollment for their last semester and their incomplete grades be cleared not later than one month before the end of their last semester at the University.

All candidates for graduation shall have satisfactorily completed all the academic requirements for graduation two weeks before graduation. They must have no outstanding financial and/or other obligations to the school. A clearance is secured from the proper school authorities.

### 19.1 **Graduation with Honors**

19.1.1 Undergraduate students who have completed on the basis of credits shall graduate with honors to be inscribed on their diplomas and on their Transcript of Records, with no pending failures, and no dropped subjects provided that no grade lower than 2.0 has been earned in any academic subject.

Summa Cum Laude	1.00- 1.24
Magna Cum Laude	1.25- 1.50
Cum Laude	1.51- 1.75

19.1.2 Computation of the weighted average grades shall be carried to the third decimal place, provided, that all the grades in the academic subjects which are prescribed in the computation of the average including physical education. However, a failing grade in CWTS or in ROTC shall disqualify a candidate to graduate with honors.

19.1.3 Candidates for graduation with honors shall have taken strictly during each semester the required full load.

19.1.4 Transferees who are Candidates for graduation shall have been in-residence therein for at least one (1) year immediately preceding graduation.

### 19.2 **Commencement and Baccalaureate Exercises**

19.2.1 The University Academic Council fixes the time and place of the commencement and baccalaureate exercises.

19.2.2 All graduating students are required to attend the commencement exercises as scheduled unless the Dean concerned recommends the graduation of a student in absentia on grounds of sickness or in writing equally valid reasons which must be supported by strong evidence; provided, that the student has met all the requirements including payment of all necessary fees.

19.2.3 Candidates for graduation with degrees or titles or certificates as well as all members of the academic staff or faculty and key officials of the University are required to wear academic gowns during commencement exercises.

## 20. **RECTIFICATION/CHANGE OF NAME**

A bonafide student of the institution may request for rectification or change of name previously used in all his academic records, provided, that valid legal documents are submitted to the Office of the University Registrar.

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20.1 Types of Rectification or Change of Name:

- 20.1.1 Complete Change of Name
- 20.1.2 Alteration of Spelling of Name
- 20.1.3 Addition or Omission of Name
- 20.1.4 Addition of Middle Name
- 20.1.5 Use of Father's Surname (*for legitimation*)
- 20.1.6 Change of Surname (*for married women*)

20.2 Supporting documents to be submitted are as follows: (*whichever is applicable*)

- 20.2.1 Affidavit of two (2) disinterested person
- 20.2.2 Affidavit of discrepancy
- 20.2.3 Court decision documents
- 20.2.4 PSA Live birth (original)
- 20.2.5 Marriage Certificate (PSA authenticated copy)
- 20.2.6 Annulment Certificate or Divorce Certificate
- 20.2.7 Death Certificate of Spouse (for women)
- 20.2.8 Special Power of Attorney/Letter of Consent
- 20.2.9 Valid Identification Card
- 20.2.10 Student Identification Card
- 20.2.11 Request for rectification or change of name of a student will not be accepted by email.
- 20.2.12 Parents or guardian are allowed to process request only when they are declared as such by a minor student.
- 20.2.13 Third party is allowed to process request provided he is authorized by the student. However, he is required to submit a letter of consent or special power of attorney by the student supported by valid identification cards (IDs) of the student and the third party.
- 20.2.14 An amount of Thirty Pesos (P30.00) will be paid to cover for the processing of the request.


**21. Application of CAV (Certification, Authentication, and Verification) of School Credentials**

A bonafide student of the institution who is applying for (CAV) Certification, Authentication and Verification of academic records for Red Ribbon shall apply at the Office of the University Registrar within a maximum of two (2) days before the release of the document.

Procedures:

- 21.1 Fill up request letter to process school credentials for CAV such as Diploma and Official Transcript of records at the Office of the University Registrar. For

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non-graduates, Official Transcript of Records and Certificate of Earned Units are eligible for CAV.

- 21.2 Provide three (3) sets photocopies of the above-mentioned documents for CAV including their original copies for verification of records. Documents are authenticated and certified correct by the University Registrar and official endorsement to the Department of Foreign Affairs will be transmitted.

Breakdown of fees:

21.2.1 Diploma Authentication	P30.00
21.2.2 Official Transcript of Records	30.00
21.2.3 Certificate of Earned Units	30.00
21.2.4 Endorsement Letter	30.00
21.2.5 CAV	70.00
21.2.6 Freight ( <i>if the school will send the CAV thru mail</i> )	200.00

- 21.3 Requests for CAV done by third parties may be allowed provided that they are authorized by the concerned student or graduate.

Requirements to be submitted by the third party:

- 21.3.1 Authorization Letter or Special Power of Attorney
- 21.3.2 Photocopy of valid identification card (Third Party)
- 21.3.3 Photocopy of valid identification card (Student/Graduate)

## 22. Request for Authentication of School Credentials

All school credentials such as Official Transcript of Records, Diploma, True Copy of Grades, Certifications and School IDs originated from the Office of the University Registrar are valid for authentication.

Procedures:

- 22.1 Present original and photocopies of documents to be authenticated at the Office of the University Registrar and pay corresponding fees.


Breakdown of fees:

22.1.1 Diploma	P30.00
22.1.2 Transcript of Records	30.00
22.1.3 Certifications	30.00
22.1.4 School IDs	30.00

- 22.2 The amount of Thirty Pesos (P30.00) per document will be collected and an additional of Ten Pesos (P10.00) per document in excess of three (3) copies.

- 22.3 Third parties may be allowed to process authentication of credentials, provided, that they are authorized by the concerned student or graduate.

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- 22.4 Requirements to be submitted
- 22.4.1 Letter of Consent or Special Power of Attorney
  - 22.4.2 Photocopy of valid identification card (Third Party)
  - 22.4.3 Photocopy of valid identification card (Student/Graduate)

### 23. Request for Official Transcript of Records

Request for the issuance of the Official Transcript of Records (OTR) must be filed at the Office of the University Registrar at least five (5) days before its released.

Procedures:

- 23.1 Secure clearance form from the Office of the University Registrar;
- 23.2 Fill up necessary information in the clearance form;
- 23.3 Proceed to offices concerned for the clearance portion;
- 23.4 Present the accomplished clearance form at the Office of the University Registrar for the assessment of fees;
- 23.5 Pay the amount indicated in the clearance form at the Finance Office;
- 23.6 Surrender the clearance form at the Office of the University Registrar and wait for the claim stub;
- 23.7 Claim the OTR at the scheduled date of issuance indicated in the claim stub.

Official Transcript of Records of graduates are issued during the commencement exercises, provided, they have accomplished the clearance form and have submitted to the Office of the University Registrar.

### 24. Issuance of Diploma


As a matter of policy of the University, Diploma is issued to eligible graduates during the commencement exercises. All candidates for graduation must pay before graduation the approved graduation fee and Clearance form must be accomplished. In the event that the first issuance of Diploma was lost due to valid reason, replacement for a second copy is allowed.

Procedures:

- 24.1 Apply a petition for replacement of Diploma at the Office of the University Registrar;
- 24.2 Submit a sworn affidavit of loss of Diploma;
- 24.3 Fill up request form for Diploma replacement;
- 24.4 Pay at the Finance Office;
- 24.5 Surrender the request form at the Office of the University Registrar and wait for the claim slip;
- 24.6 Receive the second copy of the Diploma at the scheduled date of issuance indicated in the claim slip.

### 25. Request for a Certificate of Eligibility to Transfer

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A student who desires to leave the University shall be granted a Certificate of Eligibility to Transfer by the University Registrar. A clearance shall be accomplished indicating that the student is cleared from any financial obligation as well as property accountability.

Procedures:

- 25.1 Secure clearance form and fill up necessary information therein;
- 25.2 Proceed to offices concerned for the clearance portion;
- 25.3 Present the accomplished clearance form at the Office of the University Registrar for the assessment of fees;
- 25.4 Pay the amount indicated in the clearance form at the Finance Office;
- 25.5 Surrender the clearance form at the Office of the University Registrar;
- 25.6 Receive the Certificate of Eligibility to Transfer

#### **26. Issuance of Permit to Cross-Enroll**

Any student of this institution may be allowed to apply for a permit to cross enroll to other accredited state owned or private higher education institutions, provided, he is eligible under the provisions explicitly stated in the Chapter V, Article 7 of the Student Manual.

Procedures:

- 26.1.1 Seek a letter of recommendation from your program chairman to be approved by the Dean. The recommendation letter should contain what specific subject, descriptive title and units you are only allowed to cross enroll.
- 26.1.2 Submit the approved recommendation letter to the OUR
- 26.1.3 A permit to cross enroll is prepared and issued.

#### **27. Issuance of True Copy of Grades and Certifications**

A bonafide student or graduate of this institution may request for a certification or true copy of grades for whatever purpose it may serve.


Procedures:

- 27.1 Fill up request form at the Office of the University Registrar;
- 27.2 Check the desired request in the form;
- 27.3 Return the request slip to the Office of the University Registrar for the assessment of fees;
- 27.4 Pay at the Finance Office the amount indicated in the slip;
- 27.5 Surrender your receipt to the Office of the University Registrar;
- 27.6 Requested document is processed and issued

### **PART VII. POLICIES AND GUIDELINES ON SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAMS (SFAPs)**

The scholarship and financial assistance programs in the university are classified as; Internal Scholarship and Financial Assistance Programs and External Scholarship

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and Financial Assistance Programs.

### **The Scholarship and Financial Assistance Committee (SFAC)**

The committee shall carry out the purpose of this manual and shall be composed of the following members;

1. The Director SDS-PS as chairperson;
2. The Unit Head of the Scholarship Services as Co-Chairperson;
3. The University Registrar as member;
4. The Unit Head of the Counseling, Testing and Placement Center (Guidance Services) as member;
5. A representative from the Finance Division as member;
6. A representative from a subsidiary of the state university were a specific program is originated as member.

### **CLASSIFICATION OF SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAMS**

The scholarship and financial assistance programs in the university are classified as; Internal Scholarship and Financial Assistance Programs and External Scholarship and Financial Assistance Programs.

**Internal Scholarship and Financial Assistance Programs** are crafted by the state university and its subsidiary to reward students who excelled in curricular and extra-curricular programs and activities in the State University.


**External Scholarship and Financial Assistance Programs** are crafted by External Linkages of the University such as; Commission on Higher Education (CHED), Unified Student Financial Assistance System (UniFAST), Department of Agriculture (DA), Local Government Units (LGUs) and other Public or Private Sectors for academically able and deserving students who are enrolled and shall enroll in the university based on the qualification standards set by the above-mentioned benefactors.

### **THE OPERATIONAL PROCESS**

For Internal Scholarship and Financial Assistance Programs, the committee shall review and craft an existing and new Implementing Guidelines of all scholarship and financial assistance programs and shall recommend to the Board of Regents (BOR) for approval.

This guidelines shall be implemented by the committee as a centralized unit on the

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succeeding school year upon issuance of an approved BOR Resolution by the Office of the Board Secretary.

For External Scholarship and Financial Assistance Programs, sponsoring agencies, public or private benefactors, shall enter into Memorandum of Agreement (MOA) and shall furnish or submit a copy of the implementing rules and regulations and other necessary legal documents of the program to the state university.

This programs shall be jointly implemented upon compliance of the above mentioned documents for the succeeding school year according to the set calendar of activities specified in the implementing guidelines of the program.

### **Student Application Procedures**

1. Students shall enquire to the Scholarship Services Office for any available Scholarship and/or Financial Assistance Program;
2. For Internal SFAPs, applicants shall accomplish application forms and requirements and shall submit to the Scholarship Services Office for evaluation;
3. For External SFAPs, applicants shall accomplish application documents to the respective benefactors or to the responsible office as provided in the Implementing guidelines;
4. In case of application not granted, applicants has the right to demand for reasons or justifications of the none approval of the application.


### **SFAPs Terms and Conditions**

1. Each SFAP will have terms and conditions clearly stated;
2. The terms and conditions shall be stated in the Notice of Award (NOA) of all SFAP recipients;
3. The SFAP condition will specify the duration and other details for the program;
4. The SFAP condition will clearly state any specific commitment the SFAP recipient must make in order to take up the program;
5. A recipient accepting an offer of any SFAP is required to sign the terms and conditions as confirmation of their agreement.

### **SFAPs Monitoring**

1. SFAP monitoring is a process undertaken to determine if SFAPs recipients are abiding by the terms and conditions of their Scholarship or Financial Assistance;

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2. SFAP monitoring may include but is not limited to: Academic progression monitoring, Re-assessment of personal circumstances, enrolment monitoring and Payment Monitoring.

**PART VIII. GENERAL POLICIES AND GUIDELINES FOR ALL PROGRAMS WITH PRACTICUM SUBJECTS (Based on CMO No. 23, Series of 2009)**

**General Objectives of KSU SIPP Pursuant to CMO No. 23 Series of 2009 specifically Article II-Section 3.**

The SIPP of KSU aims to attain the following objectives.

1. Provide students with the opportunity to acquire practical knowledge, develop skills and desirable attitudes and values during their internship in reputable partner establishments/industries in the Philippines.
2. Enhance student Internships' work competencies and discipline and capabilities as they relate with people in the workplace.
3. Promote competitiveness of students through their training during their internship period.
4. Strengthen and enrich the degree program with Internship/practicum.
5. Provide opportunities to learn from and network with experienced professionals.
6. Handle new challenges and complex tasks or problems.
7. Identity future career directions and become candidates for future job opening.

**SCOPE AND COVERAGE**

Pursuant to Section 4 of Article III in CMO No. 23, Series of 2009, these General Policies and Guidelines of KSU SIPP shall apply to all qualified KSU students enrolled in degree programs with Internship/Practicum, Student Teaching, OJT, RLE, and Apprenticeship.

**IMPLEMENTING GUIDELINES**

Pursuant to Section 5 of Article IV of CMO No. 23, Series of 2009, KSU as a Higher Education Institution adopts the following requirements for parties involved in KSU SIPP;

1. Kalinga State University as Higher Education Institution
  - 1.1. Have appropriate Board Resolution for its curricular programs with Internship/Practicum units.
  - 1.2. Have no pending complaint or administrative/criminal/civil action filed against it either before the CHED, other government agencies/entities or in any court of competent jurisdiction.
  - 1.3. Have reputable Host Training Establishment (HTE) partner or Entry.


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- 1.4. Have a Manual or Plan or Internship Program designed in collaboration with the HTE.
- 1.5. Have an evaluation system to be used in the evaluation of student performance and to be furnished to the HTE partner(s).
  
2. Host Training Establishment Partners (HTEP)
  - 2.1. Host Training Establishment (HTE) partners of KSU for the implementation of the Student Internship Program/Practicum of Degree Programs of the Institutes shall be duly licensed and registered institutions/establishments in the Philippines and must have the capability to provide appropriate training program for the students trainees in accordance with the Training Manual or Plan or Internship/Practicum Program.
  - 2.2. The partners shall be provided an evaluation system of student trainees' performance for them to follow.
  
3. Requirements/Qualifications of Students to be involved/eligible for Internship/Practicum. In order to be eligible/ qualified for Internship/Practicum a student must meet the following requirements and minimum qualifications.
  - 3.1. He/She must be officially enrolled in KSU.
  - 3.2. He/She must be at least 18 years old
  - 3.3. He/She must be officially enrolled in student Internship/ Practicum or the equivalent subject and at least 3rd year student in the second semester or 4th year or 5th year in the curriculum year.
  - 3.4. He/she should have completed or passed pre-practicum requirements such as the pre-deployment orientation seminar or training.
  - 3.5. He/She must be physically, mentally and psychologically fit and must submit a certificate of Physical and Psychological examination certified by the DOH accredited clinics and hospitals or by the KSU medical officer.
  - 3.6. He/She must be articulate in English, Filipino, or the language used by the Host Training Establishment partner.
  - 3.7. He/She must not have a pending case of disciplinary problem in Kalinga State University, criminal or civil or administrative case.
  - 3.8. He/She must submit an authenticated certificate of parent's/ Guardian's consent/waiver.
  - 3.9. He/She must have completed in Kalinga State University at least 90% of his/her academic subjects or has passed and taken all his/her major (professional) subjects in KSU.

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4. Kalinga State University admits transferees and/or students who have graduated or completed another degree program and are enrolled in a second curricular program that requires internship or practicum, however, they are required to complete at least two semesters with 12 units of professional subjects per semester.

**Obligations/Responsibilities of KSU, the Host Training Establishment (HTE) student Interns & Trainees.**

**A. Kalinga State University as a Higher Education Institution**


KSU, thru the concerned College Dean and Faculty Internship/ Practicum Program In-charge adheres to the following obligations and responsibilities;

1. On Selection of Student Interns/Practicum Students, OJT, RLE, Apprentice

The following are the basic criteria and qualifications for selection of Student Interns, Practicum Students, OJT, RLE, and Apprentice Students:

- 1.1. Officially enrolled in KSU
  - 1.2. Must be at least 18 yrs. old and above
  - 1.3. At least 3rd year in the second semester or 4th year (for degree) or 2nd year in 2 year courses and officially enrolled in Internship or Practicum or equivalent subject.
  - 1.4. Passed all pre-requisite subjects prior to Internship/Practicum and have complied with all pre-internship/practicum requirements. No INC Grade prior to Internship.
  - 1.5. In good moral and academic standing and should have completed all pre-requisite subjects.
  - 1.6. Physically, mentally and emotionally fit as certified by DOH accredited clinics or hospitals or by the college medical officer. He/She must submit a physical and psychological examination certificate issued by the college medical officer or by DOH hospital.
  - 1.7. Speaks fluently English or the language used by the Host Training Establishment
  - 1.8. Has submitted an authenticated parent/guardians' consent
  - 1.9. Has finished at least 90% of his/her academic requirements or has passed and taken all his/her major (professional) subjects.
  - 1.10. Has no pending disciplinary case in KSU or criminal/civil case in any court of justice.
2. On Placement of Student Interns (OJT/Practicum RLE, Apprentice, Student Teachers).
    - 2.1. Student Interns shall be deployed to their respective host training establishment (HTE) only after they have completed the Pre-Deployment Orientation Seminar (PDOS), MOA signed.

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- 2.2. Parents/Guardians of Student Interns shall be invited during the orientation to be informed of some important concerns on KSU's Policies and requirements specified on the CMO 23 and about their HTE.
  - 2.3. Student Interns shall be deployed in selected HTE which are near or locally sited duly licensed and registered in accordance with existing laws
  - 2.4. Distance cost and security of students shall be considered in the placement of student Intern in their respective HTE.
  - 2.5. Prior to placement/deployment of student interns, KSU thru the Dean and Faculty Student Internship Coordinator or In-charge and concerned University Officials shall conduct an orientation meeting with the selected HTE about the Goals and objectives (Target outcomes) to be achieved, knowledge and skills, attitudes, competencies learning, areas. Assignments and schedule of activities. Student Internship Policies and requirement in accordance with Student Internship Manual, Monitoring and Evaluation activities.
  - 2.6. Before deployment of student Interns, a duly authorized MOA should have been executed by KSU, HTE and Student Interns. KSU shall provide the CHED a copy of the authorized MOA.
  - 2.7. An appropriate uniform as part of the dress code policies of KSU shall be required to all Student Interns.
3. On Monitoring and Assessment of Student Interns
    - 3.1. Monitoring and Evaluation of Students Interns shall be done jointly by the HTE and KSU using a standard monitoring and Evaluation Form.
    - 3.2. Students Interns shall be monitored by their respective Faculty Student Internship In-charge consistently as per schedule of the teaching load by the in-charge. Faculty Internship In-charge shall devise a systematic, regular and intensive monitoring scheme and shall periodically submit a monitoring report to the Dean.
    - 3.3. Assessment of Performance of Student Interns shall be in accordance with the evaluation system devised by KSU. Evaluation shall be done twice within the coverage or mandated training hours duly approved by KSU and in accordance with Student Internship or Training Plan.
    - 3.4. Student Interns are required to complete the mandated number of Hours of Training. Unexcused absences shall subject the Student Intern/Training for an extension of Training. Non-completion of Training hours shall be deemed failed.
    - 3.5. Student Interns are required to log into their DTR their time of Arrival and Dismissal and must accomplish them daily to be counter-signed by the HTE representative.
    - 3.6. Student-Interns are required to accomplish their Training portfolio (narrative report) and submit the same to their respective faculty In-charge in due time.

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- 3.7. Student Interns are required to submit a post-internship/ training certificate duly signed by the HTE representative (form will be provided by the Institute) and Student Intern's Performance rated by the HTE representative which shall be computed together of his/her rating given by the Faculty Internship In-charge.
  
4. Selection of Faculty Internship/Practicum Coordinator or In-charge.
  - 4.1. Criteria for the selection of Faculty SIPP coordinator or In-charge shall be based on the relevance/verticality of his/her degree, specialization, experience and other appropriate qualifications, such as his/her proven commitment and ability to handle responsibility/ accountability in implementing, monitoring, and evaluating Student internship activities and performance.
  
  - 4.2. The College Dean and Program chairmen of the curricular program with Internship/Practicum shall choose the Faculty SIPP/Practicum In-charge and submit it to the Campus Administrator for recommendation to the VPASD and endorsement to the University President for approval and designation.
  
  - 4.3. KSU through the Campus Administrator and Vice President for Academics and Student Development shall submit to CHED through the CHEDRO basic documents. Deans and program chairmen and faculty Internship In-charge are mandated to submit to the Campus Administrator and VP for Academics and Student Development the following reports;
    - 4.3.1. Annual Report per school year on the Implementation of the Student Internship Program, number of student Interns/ Practicum students per program, Issues and Concerns and action signed by the State University President, Deans of concerned program and registrar.
    - 4.3.2. List of students certified to have completed internship with supporting documents.
    - 4.3.3. SIPP Evaluation form as part of the documentation.
  
5. KSU shall see to it that any Student Intern/Practicum Student found after due process, guilty of violating any of the provisions contained in these policies and guidelines or any provision of the Student Manual of KSU shall be subject to the Institutional disciplinary sanctions.
  
6. It shall be the duty of KSU, through the Dean, Program chairmen and Faculty Internship/Practicum In-charge to issue a final grade to the student upon completion of requirements on the prescribed period.
  
7. KSU shall issue a certificate of appreciation for the completion of training of student interns/practicum students to the HTE.
  
8. KSU shall determine judiciously the cost of affiliation fees and other

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fees through the recommendation of the Dean and Program chairmen to be presented to the Administrative and Academic Council for adoption and endorsement for approval by the BOR of KSU and CHED.

9. KSU shall see to it that no other fees will be collected from students without prior consultation with student Interns/Practicum Student/OJT, RLE, Apprentice.

**B. The Obligations and Responsibilities of Host Training Establishments (HTE) in the Student Internship Program of KSU. The HTE shall:**


1. Facilitate the processing of the documents of Student Interns/Practicum Students/Student Trainees with KSU.
2. Provide Supervised Applied Learning Experience for Student Interns/Trainees in accordance with the agreed Student Internship Program/Training Plan and Scheduled Activities.
3. Assign a competent staff/coordinator responsible for the implementation of all phase of the Student Internship/Practicum/Training Program.
4. Conduct a post training review and evaluation of the Student Internship/Practicum/ Training Program with KSU.
5. Issue a certificate of completion of the Student Intern/ Practicum/Trainees two weeks after the completion of Internship/Practicum/Training.
6. May provide necessary incentives to student Intern/Practicum/Trainees as contained in the MOA such as free meals, travel allowance and uniform if possible.

**C. Obligations and Responsibilities of Student Intern/Practicum Students/Trainees.**

The Following are the Obligations and Responsibilities of Students involved in the College.

1. Must comply with the minimum qualifications and requirements prescribed in Art. IV Implementing Guidelines, Section 5 of CMO No. 23, Series 2009.
2. Sign and comply with the provisions of the contract (MOA) at all times with the rules and regulations of the NTE, HEI and CHED.
3. Complete the agreed duration of his/her internship.
4. Participate/undergo the required Pre-deployment Orientation Seminar/

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Training conducted by KSU through the Dean and Program Chairman, the Faculty Internship Coordinator/In-charge and by the HTE.

- 4.1. Submit a monthly Journal of Practicum experiences describing his/her Training activities problems, encountered and reflections on the training experience to the Faculty Internship Coordinator or In-charge.
- 4.2. Sign the acceptance letter/or training contract.

**D. Obligations/Responsibilities of Parents/Guardian or Spouse in the SIPP.**

The following are the Obligations and Responsibilities of Parents/Guardian/Spouse in the Student Internship/ Practicum/ Training Program KSU;

1. Co-signs the Training Contract/MOA to manifest approval or consent to the training of their son/ daughter or spouse.
2. Issue a waiver/consent duly signed by him/her as parent or guardian.

**E. Obligations and Responsibilities of CHED**

1. The Office of the Student Services (OSS) of CHED is responsible in:
  - 1.1. Preparing the monitoring instruments and orients the CHEDRO.
  - 1.2. Consolidating reports for policy formulation and decision-making.
2. The CHED Legal Services Office, upon request of the Executive Office may conduct investigation on alleged violation committed by the HEI or HTE and submit its reports and recommendation to the commission en Banc for appropriate action.
3. The CHED Regional Office (CHEDRO) shall perform the following;
  - 3.1. Insure the safety and well-being; of Student Interns/ Practicum Students/Student Trainees by monitoring compliance of HEIs with the provisions of CMO No. 23 S. 2009 through the reports of HEIs, on-state-visits and other appropriate mechanism as CHED Institutes.
  - 3.2. Establish and maintain linkages with government and non-government, agencies, organizations and/ or industries and enter into agreements with them specifying their roles or obligation in the implementation of SIPP.
  - 3.3. Conduct monitoring and evaluation of the implementation of SIPP.
  - 3.4. Submit annual report on the status of implementation to OSS.
  - 3.5. Provide feedback mechanism to HEIs and HTEs.
  - 3.6. Ensure that all HEIs and their duly designated HTE must comply with the provisions of these guidelines for the welfare and protection and training of students.
  - 3.7. Submit to Central Office CHED Legal Services through the OSS any alleged violations committed either by the HEI or HTE.

**F. Monitoring and Evaluation**

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1. KSU through the Faculty SIPP In-charge/Coordinator or Dean and the partner HEI shall jointly monitor and evaluate the performance of the student Interns/Practicum Students/Trainees using standard procedures, instruments and methodologies such as observations, monthly reports, and interviews or conferences with students.
2. At the end of the internship/practicum/training period, the HTE shall transmit to the HEI the following documents;
  - 2.1. Certificate of Completion
  - 2.2. Duly accomplished evaluation sheet
  - 2.3. Other pertinent reports, information and/or documents which may be included for purposes of describing students' performances.
  - 2.4. The Faculty SIPP Coordinator/In-charge Report including the evaluation report will be the basis of the student's final grade.
  - 2.5. A Student Intern/Practicum/Trainee whose contract was terminated due to resignation or other causes shall be given a final grade on the basis of KSU grading system after considering the circumstances surrounding such termination.
  - 2.6. KSU thru the Dean, Program chairman and Faculty SIPP Coordinator/In-charge shall strictly monitor compliance of these policies and guidelines.

**G. Duration of the Student Internship/Practicum/Training**

1. The duration of the Internship/Practicum/Training of Students shall be in accordance with the approved curriculum.
2. Make up of absences due to unavoidable circumstances beyond the control of students shall be enforced provided the HTE and KSU approve duly consider duly the reasons.

**H. Fees**


1. Fees for Student Internship/Practicum/Training shall follow the approved student fees by the KSU BOR and noted by CHED.
2. KSU shall not charge fees that are without prior consultation with students and approval of the BOR and note by CHED.

**I. Offenses /Violations**

For the guidance of all who are involved the SIPP especially Deans and Program Chairmen of curricular programs with Student Internship/Practicum/Training Program, the following are violations/offenses that should always be avoided in order not to be meted with the appropriate sanctions provided for in Section II, Article IV Implementing Guidelines of CMO No. 23, Series 2009.

1. Sending Students for Internship/Practicum/Training without the required government recognition and BOR Resolution for said program.
2. Partnering with HEIs that have no established reputation.

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3. Failure to monitor welfare of student Interns, Practicum Students/Trainees exposing them to situations that may be deemed as exploitation of the students.
4. Allowing student interns/Practicum Students/Trainees to undertake SIPP without a valid training offer or contract between the HTE and Students.
5. Allowing Student Interns/Practicum Students/Trainees to undertake SIPP without signed MOA with HTE. Or Training Partner (MOA between HEI and HTE be optional on a case-to-case basis depending on the volume/member of students deployed to the latter.
6. Making false statement/mis-statements of student records/ documents to make it appear that the student is qualified to undertake SIPP.
7. Failing to submit required reports to CHED as specified under the guidelines in CMO 23, S. 2009 particularly on results of pre and post monitoring and evaluation of students and action taken on their grievances and complaints.
8. Demanding from Student Interns/Practicum Students/Trainees fees or charges, NOT Approved by CHED/BOR in addition to the fees already paid by the student during enrollment in order to participate in the SIPP.
9. Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

**J. Violations by Host Training Establishment (HTE)**

Any HTE that shall be found to have committed the following violations of the Guidelines set forth in CMO 23, S. 2009 shall be meted with the appropriate sanctions stated in Art. IV Sec. II – Implementing guidelines.


1. Changing provisions of signed MOA or contract without the consent of the HEI and students.
2. Non-compliance with prescribed SIPP or Training Plan
3. Placing Student Intern/Practicum/Trainees in unsuitable training venues
4. Withholding Internship/Practicum/Training reports of students.
5. Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

**K. Sanctions**

Any violation or non-compliance of HEIs and HTEs to the guidelines and regulations stipulated in CMO 23, S. 2009 the Commission on banc may, upon recommendation of the CHED Legal Services impose the following sanctions...

1. 1st Offense – A written warning.
2. 2<sup>nd</sup> Offense – Suspension for period of time determined by the

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commission en banc.

3. 3rd Offense – Revocation or downgrading of the recognition status of the program.

Submission of a collective plan of action designed to address the violation committed by the HEI.

**L. Investigation of Complaint**

1. Upon receipt by CHED-OSS of complaints or reports on alleged above-mentioned violations or student exploitation. The same shall be immediately referred to the CHED Legal Services for appropriate action following prescribed procedures instituted by the same.
2. The HEI while under investigation for alleged violations of the guidelines in CMO 23, S. 2009 maybe suspended from accepting incoming freshmen in that particular program by the CHED Chairman.

**PART IX. POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND FIELD TRIPS OF UNDERGRADUATE AND GRADUATE STUDENTS**

The foregoing KSU Policies and Guidelines on Educational Tours and Fieldtrips of Undergraduate and Graduate Students are in accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, the Constitutional provision which states that the State shall exercise reasonable supervision over all higher education institutions and pursuant to the CHED Commission en Banc Resolution No. 122-2012 dated June 11, 2012, and CMO 17, S. 2012.

For purposes of institutionalizing policies and guidelines on Educational Tours and Field Trips of Undergraduate and Graduate Students, this manual has been formulated as a reference for all Institutes of KSU relative to their plans and implementation of Educational Tours and Field Trips as reinforcement and enhancement of learning activities in the various disciplines.

**STATEMENT OF POLICIES**

1. KSU as a Higher Education Institution adopts the state policy to create and sustain a complete adequate and integrated system of education relevant to the needs of the people and society. Consistent with this, KSU shall pursue its goals of human development in order to contribute to employment generation and tourism development.
2. KSU also adopts the policy of the State to consistently promote the law to prevent certain acts of public officers and private persons alike, which constitute graft and corrupt practices or which may lead thereto. In line with this, KSU shall implement strictly the policies, guidelines, procedures and standards to prevent graft and corrupt practices relative to Educational Tours and Field Trips.

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## COVERAGE

1. KSU as on Higher Educational Institution shall approve only Educational Tours and Fieldtrips to be conducted in any part of the Philippines; if required in the approved curriculum as included in the syllabus; and if the faculty members to handle educational trips and fieldtrips are duly authorized by appropriate officers of KSU; and if the student participants are duly enrolled in said subject course. Students who have graduated are not covered by the policies and guidelines and are not allowed to join educational tours and fieldtrips.
2. KSU recognizes **Educational Tours** as educational activities involving long travel duration of students and supervising faculty.
  - 2.1. Educational activities involving students and supervising faculty lasting a short duration of one day travel with fewer destination are considered by KSU as **Fieldtrips**.

## OBJECTIVES


1. As Higher Education Institution (HEI) KSU adheres to the Policies and Guidelines set forth in CMO 17, S. 2012 in order to rationalize the conduct of Educational Tours and/or Fieldtrips. All Educational Tours and/or Field Trips to be initiated and conducted should conform to the following objectives;
  - 1.1. To provide access to efficient and interactive learning of students through meaningful educational tours and/or fieldtrips as required in their program requirement embodied in the approved curriculum.
  - 1.2. To ensure that HEIs provide quality educational tours and/or fieldtrips relevant to the acquisition of the necessary knowledge, skills and values for student welfare and development.

Any objectives, purposes, activities of Educational Tours and/or fieldtrips that are not consistent with or not in conformity with the afore-cited objectives shall not be approved and be a ground for cancellation.

## ACADEME – INDUSTRY LINKAGE

KSU as an academic institution recognizes Educational Tours and/or Fieldtrips as means of broadening the students perspectives, likewise for enabling students to feel the realities of the world. Further, KSU considers that through Educational Tours and/or Fieldtrips, Academic and Industry linkages partnership or collaboration will be motivated and strengthened. Towards this end, KSU shall devise an ACADEME–INDUSTRY Linkage or Partnership Plans appropriate to the requirements of degree programs.

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## REQUIREMENTS OR STUDENT PARTICIPATION IN EDUCATIONAL TOURS AND FIELDTRIPS

1. Consistent with the provisions of CMO 17, S. 2012 KSU enforces the following policies and guidelines, procedures and requirements on students participating in Educational Tours and/or Fieldtrips.
  - 1.1. Only students who are physically, mentally fit as well as financially capable to undertake such Educational Tours and/or Fieldtrips. KSU Administration shall not allow student with outstanding unpaid accounts to the school to participate in Educational Tours and Fieldtrips.
  - 1.2. Only students with medical clearance issued by KSU medical officer and duly submitted to appropriate authorities prior to the tour or trip will be allowed to join. Students with special needs such as persons with disabilities (PWDs) will be given due consideration.
  
2. Students who can not join Educational Tours and/or Fieldtrips due to physical, emotional disability, or financially incapable shall be given parallel school activity which provides similar acquisition of knowledge and the required practical competencies to achieve other objectives.
  
3. KSU students undergoing internship, practicum OJT RLE or Practice Teaching Programs shall be governed by the mandates of the CMO No. 23 S. 2009. Guidelines for Student Internship Program in the Philippines (SIPP) for all curricular programs with practicum subject.
  - 3.1. KSU shall not allow Educational Tours and Field Trips as a substitute of examinations or part of an examination or as a requirement in a subject in order to prevent students to be compelled to join educational tours and fieldtrips. Participation in Educational Tours and Field Trips should not be compulsory.
  - 3.2. KSU Students who join Educational Tours and/or Field Trips are governed by rules and regulations on Discipline stated in the KSU Student Manual.

### DESTINATION FOR EDUCATIONAL TOURS/FIELD TRIPS

1. In order to minimize cost and avoid additional financial burden on the part of students and parents, KSU shall consider Educational Tours and/or field trips with destinations that are near and not so far from point of origin. Destinations which are in line with the objectives of the Educational Tours/Field Trip and CMO 11, S. 1997 such as museum, cultural sites, landmarks among others shall be considered.

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2. Prior Consultation with students joining Educational Tours or Field Trips shall be done should additional cost is required and shall not be during the event of Educational Tour/Field Trip.
3. Advance and proper coordination shall be conducted by KSU faculty/official in-charge of the Educational Tour or Field Trips.

### **ROLES AND RESPONSIBILITIES OF KSU ON EDUCATIONAL TOURS AND FIELD TRIPS**

1. KSU shall approve Educational Tours/Field Trips if they are deemed appropriate and in accordance with the specific degree program requirement.
2. KSU, specifically the Official/Faculty in-charge of Educational Tour/Field Trip must conduct pre-departure briefing which includes precautionary measure and risk assessment procedures with concerned students: Submission of requirements such as medical clearance from the college's medical officer and parents or guardian consent are compulsory. As an Institutional policy, KSU requires the submission of proposed Educational Tour or Field Trip Plan, with a list of student participants an accomplished prof-type (Institutional format) of Educational Tour/Field Trip Observation, of Budgetary outlay, Proposed Accredited Tour Operation/Guide, Transport Service to be covered by MOA, Parent's or Guardian's consent/waiver for approval by the Director of Instruction, Director for Students Development Services and Placement Services, Vice-President for Academics and Student Development and the University President. All proposed Educational Tour/Field Trips shall be duly signed by the Deans of the College.
3. KSU shall require an Observation Guide for Educational Tours/Field Trips to be submitted giving emphasis on relevant competencies and learning outcomes from the Educational Tours/Field Trips conducted. Such shall be part of the curriculum/course. The Faculty In-charge is responsible in accomplishing such and submitting it to the Dean and to the appropriate officials. An assessment of learning outcomes must also be accomplished following KSU grading system.
  - 3.1 It shall be the responsibility of KSU as an HEI to inform parents/guardians and students about the KSU's policies and guidelines on the conduct of Educational Tours and/or Field Trip.
  - 3.2 Policies and Guidelines on Educational Tours and/or Field Trips shall be included in student handbook and should be displayed during the student orientation program or should be deployed in conspicuous places and bulletin boards for students' guidance and reference.
4. KSU shall inform the CHEDRO on the nature of Educational Tours and/or field trips to include purpose, schedule, destinations, cost and submit a report

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on the matter to the CHED Regional Office, at least one month before the opening of classes for every academic year. KSU's report should include among others with the understanding that the field trip or educational tour is not conducted to unduly benefit or accommodate any of the establishment enumerated in the list, owned by KSU or employee or by any owner who is a relative within the 3rd civil degree of consanguinity or affinity of officials or employee of KSU having any evolvment in the conduct of educational tours and or field trips.

5. In case Educational Tours/Field Trips require the services of tour guides, KSU shall engage only accredited tour operators and Tour Guides from the Department of Tourism in order to ensure the quality and professional conduct of tours. KSU shall exert effort to determine DOT accredited tourism enterprises from the DOT main or Regional Office.
6. KSU shall ensure the security of Students on Educational Tours/Field Trips as its foremost responsibility, hence, the concerned Dean and Faculty-In-charge shall inform parents or guardians on the policies and guidelines governing the conduct of educational tours/field trips.
7. KSU as a Higher Education Institution thru College Deans and Faculty-In-Charge, shall assume the responsibility of disseminating, policies, guidelines and procedures governing Educational Tours/Field Trips, by including such in the Student Manual or displaying in conspicuous places for the guidance and reference of Faculty members and Students.
8. KSU deems unlawful for any employee to personally profit directly or from in directly Educational Tours/Field Trips or receives tokens, gifts or donations or any favors from travel and tour operators. Violation to this section may cause termination of the employee for grave misconduct.
9. If any of the service companies (DOT-accredited Travel and Tours enterprises) are established as a laboratory or practicum training outfit, the provision of the immediately, preceding sections shall not apply.


### **FUNDING**

KSU officials shall conduct prior consultation on the manner, time and duration of Educational Tours and/or field trips with concerned students, Faculty In-charge and stake holder. However, if Educational Tours and/or Field Trips are included as part of Internship/ Practicum, it shall be explained fully to concerned students, or informed to parents or guardians. (see requirements check in Annex A of CMO 17, S. 2012).

### **SANCTIONS**

KSU shall recognize and comply to the sanctions stated in CMO 17, S. 2012.

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## PART X. STUDENTS' SERVICES

### A. LIBRARY SERVICES

#### Based on BOT Resolution No. 623 s. 2007

1. Readers' Services
2. Circulation Services
3. Reference Services
4. Referral Services
5. Multimedia Services
6. E-Resources/Internal Services
7. Photocopying Services
8. Promotional Services
9. Technical Services

#### Authorized Users

- 1.1. Bonafide students, faculty members, administrators and personnel of the university;
- 1.2. Students of other institution of higher learning provided they have Referral Letter duly signed by the Librarian;
- 1.3. Other users within the locality provided that they have VALID OFFICIAL ID's; and
- 1.4. Alumni of the University who are active members.

#### Admission to the Libraries


A student must;

- 2.1. Have a valid school I.D. worn with the proper lace.
- 2.2. Have a valid library I.D. and Borrower's Card.
- 2.3. Be in school uniform during uniform days.
- 2.4. Students without prescribed uniform should abide the proper dress code.

#### Library Hours:

KSU Libraries	Days	Time
Main Library	Monday - Saturday	7:00 AM – 5:00 PM
Dagupan Campus Library	Monday – Saturday	7:00 AM – 5:00 PM
Rizal Campus Library	Monday – Friday	7:00 AM – 5:00 PM

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Lab. High School Library	Monday – Friday	7:00 AM – 5:00 PM
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### Loaning Privileges and Policies

- 4.1. A student may borrow a maximum of three (3) books of different titles at one time for overnight on school days; a maximum of five (5) books of different titles at one time for overnight before the weekends. A borrower is responsible for the use and safety of all library materials charged to his/her name.
  - 4.2. Reserved books maybe borrowed for room use only for a maximum of one (1) hour and can be renewed for another hour if there is no prior request for them.
  - 4.3. Fiction books can be borrowed for a maximum of three (3) days.
- \* Students can still borrow non-fiction books even if they have already borrowed fiction books. They only have to inform the person on-duty at the charging area.**
- 4.4. General reference, periodicals and theses are for room use only.
  - 4.5. Only abstracts of Research Materials (Thesis and Dissertations) are allowed to be photo-copied.
  - 4.6. For students who have thesis writing subject, they are allowed to borrow three (3) to Five (5) books for One (1) week, provided said books are not in demand.

### For Faculty and Staff:

- 4.7. Faculty and staff may borrow books for photocopying purposes only and/or for overnight use and can be renewed if there are no prior requests for them. This implies to books from the reference and Filipiniana section excluded books on reserve.
- 4.8. Faculty and staff should borrow books or any library materials personally; letter of authorization is not entertained.
- 4.9. They may borrow books for class use provided the book is in multi-copies. For limited copies, they may borrow for overnight use only. The needs of the students must not be sacrificed over faculty/staff needs.

### How to Borrow and Return Library Materials (Books, Serials, and Multimedia and Researches)

#### Overnight/Fiction Books

- 5.1. Consult the Online Public Access Catalog (OPAC)

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- 5.2. If the book is available, get the book/books from the shelves, sign the book card and present your Library ID at the Circulation Counter for the processing of said material in the library system.
- 5.3. Wait until your borrower's card will be stamped OVERNIGHT.

**Room Use/Photocopying**

- 5.4. All books and periodicals to be borrowed for room use or for photocopying must be properly processed at the Circulation Counter before photocopying said material.
- 5.5. Users who would like to photocopy a library material shall be given thirty (30) minutes grace period after which, an overdue fine of P 1.00 per minute will be charged, if not returned on time.

**For Multimedia Materials**

- 5.6. Multimedia materials are available for viewing at the AVR at the ground floor of the main library.
- 5.7. All materials in this section are for ROOM USE only.
- 5.8. Mutilation or damage of AVR materials shall be dealt with accordingly.

**\* E-Books and e-journals can be accessed free at designated portals of the University Libraries.**

**Returning Procedure of Overnight/Home Use Books**


- 5.9. Proceed to the Circulation Counter and present book/s and borrower's card to the Staff-In-Charge.
- 5.10. Wait until your borrower's card will be marked "RET" and with the initial of the staff in-charge. The Staff-In-Charge will process the returned materials on the library system.

**Section 6. Fines and Penalties**

- 6.1. Overdue materials are charged with overdue fines. Saturdays (*for those who do not have classes on Saturdays only*), Sundays and Holidays are not included in the computation of the overdue fines.

<b>FINES FOR OVERDUE BOOKS</b>	
<b>Overnight loan books</b> (If student fails to return the book on or before 8:30 am on the next working day, he/she shall be sanctioned)	Php 10.00 /book/night

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For photo-duplication use load books	Php 1.00 /book/ with grace period of five (5) minutes (the time of counting starts after the five (5) minutes grace period)
A fee of Php 5.00 /is charge for the replacement of list/mutilated borrower's card.	

**A lost book must either be:**

- 6.2. Pay the recent price of the book, its accumulated fines and additional processing fee of Php 50.00;
- 6.3. Replaced with similar title having the latest edition with the accumulated fine and the processing fee;
- 6.4. Lost book should be settled within one (1) week after the case was reported;
- 6.5. Library materials damaged beyond normal usage must be replaced with the same title with additional processing fee of Php 50.00;

**Section 7. Securing Clearance**

The following must obtain a library clearance:

- 7.1. Faculty members (permanent, casual and part-time) every end of the semester;
- 7.2. Faculty members, non-teaching staff and administrators who are resigning or applying for a leave of absence, or are separated from the university;
- 7.3. Students who are: 1. applying for honorable dismissal; 2. graduating; 3. and all KSU students every end of the semester.

**B. HEALTH SERVICES**

**Section 1. The Medical Health Service Office** provides the following:


- 1.1. Consultation and management of clients
- 1.2. Health education and counseling
- 1.3. Physical examination to all freshmen, transferees, and selected students as a requirement for OJT/practicum
- 1.4. Front liners in emergency situation
- 1.5. Prompt referral of morbid cases
- 1.6. Issuance of medical certificates

**Section 2. The Dental Health Service Office** provides the following:

- 2.1. Dental extraction  
Dental fee per tooth Php50.00
- 2.2. Oral prophylaxis  
With mild to moderate problem Php150.00  
With severe problem Php200.00

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- 2.3. Provide initial dose of medicine
- 2.4. Counseling on dental problems
- 2.5. Issuance of dental certificates.

### **C. GUIDANCE SERVICES**

**Section 1. The Guidance Services Office** provides the following:

- 1.1. Counseling Services.
  - 1.2. Appraisal Service.
    - 1.2.1. Individual Inventory Services.
    - 1.2.2. Academic Scholarship Assessment
    - 1.2.3. Issuance of Certificate of Good Moral Character
  - 1.3. Testing Services.
    - 1.3.1. IQ Test
    - 1.3.2. Personality Test.
  - 1.4. Information Service
    - 1.4.1. Orientation
    - 1.4.2. Career Coaching
    - 1.4.3. Employment Coaching
    - 1.4.4. Personality Enhancement Services
    - 1.4.5. Seminar-Training for Persons w/ Special Needs
  - 1.5. Multi-faith Services
    - 1.5.1. Conduct of monthly Eucharistic Celebration
    - 1.5.2. Prayer Meetings

### **D. DORMITORY SERVICES**

The dormitory services of the school provides smooth and effective quality services to its clientele. Policies are hereby outlined for implementation to ensure order and safety among the dormitorians including the proper upkeep and maintenance of all dormitory facilities. Dorm occupants must adhere to the following policies and guidelines:

#### **Section 1. Policies and Guidelines:**

- 1.1. Any student of KSU seeking to stay in the dormitory must be interviewed by the dormitory in-charge;
- 1.2. Applicants who passed the interview and the screening shall fill up an application form;
- 1.3. Duly filled up application form shall be signed by the in-charge to be presented to the accounting office as basis for payment of dorm fee amounting to P500 per month inclusive of light and water;

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- 1.4.** He/She must abide by all the following house rules set forth by the in-charge;
- 1.4.1.** Must provide his/her beddings, kitchen wares and utensils, etc. and is personally responsible for their proper upkeep and safety;
- 1.4.2.** Observe the proper use, care and maintenance of all dorm facilities like the comfort rooms, bath room, cabinets, lockers, and other furniture and fixtures provided thereat;
- 1.4.3.** Help in the maintenance of cleanliness and sanitation of the dormitory and its premises;
- 1.4.4.** Observe at all times conservation measure and safety practices such as switching off lights, putting off electronic gadgets and equipment (radio, flat irons, and electric fans) and the closing of water faucets and the like when not in use.
- 1.4.5.** Must be courteous at all times and shall give due respect to the property and personal belongings of others;
- 1.4.6.** Must fill up and sign properly the logbook whenever leaving the dormitory except when going to school to attend classes;
- 1.4.7.** Observe the curfew hour set by school authorities at 7:00 PM to 4:00 AM. In case a dormitorian goes out and return back within the curfew period, he/she must secure a pass slip duly signed by the in-charge, which will serve as her passport to be presented to the guard on duty;
- 1.5.** Visitors of any dormitorian must abide by the following regulations:
- 1.5.1.** Observe curfew hours and the approved visiting schedule;
- 1.5.2.** No male visitors are allowed to enter the rooms of the ladies;
- 1.5.3.** Visitors are to be entertained only at the lobby or at the receiving room;
- 1.5.4.** Parents or guardians may be allowed to sleep overnight subject to house rules;
- 1.5.5.** Visitors must fill up and sign the logbook of visitors for record purpose;
- 1.5.6.** Visitors under the influence of liquor are not allowed to visit at the dormitory;
- 1.5.7.** One room in the dormitory is reserved for transient visitors with a corresponding fee;
- 1.6.** In case of trouble, especially in tribal conflict, it is the responsibility of everybody to protect her fellow dormitorians;
- 1.7.** Any religious group or sect seeking to hold services in the dormitory must first seek the approval of the in-charge and present their schedule of activities. Services should not exceed the curfew hours at night time. If possible, religious activities must be scheduled during weekends to lessen the disturbance of non- members.

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#### **E. CANTEEN SERVICES**

At the Bulanao Campus, canteens at the Business Center are managed by private individuals and a carinderia and a consumer's cooperative store are being operated by the BIBAK Multi-Purpose Cooperative. At the Dagupan Campus, canteens are managed by private individuals. Healthful snacks and lunches are served to students and to employees. Grocery items are also available at the cooperative store.

#### **F. STUDENT PUBLICATION SERVICES**

The official name of the Student Publication of the University is EARTHLINE. Its main office is located at the Student Center of Kalinga State University, Bulanao Campus.


It is headed by an Adviser and supported by the Publication Staff.

### **PART XI. STUDENT CLUBS AND ORGANIZATIONS**

#### **GENERAL POLICIES**

1. The state university recognizes the right of students to organize and to develop creative and responsible leadership; thus, it encourages students to form, join and participate in student organizations, clubs, associations, societies, or any other student group that will suit their legitimate needs, aspirations and interests.
2. Participation in these organizations will supplement their academics activities in the classrooms, enhance their leadership skills and human relations, and help them discover avenues for personal and professional growth.
3. Academic work should not be placed below any other activity in the campus; however, meetings, discussions of activities and programs can be held during classes provided that they are duly coordinated with and approved by proper authorities.
4. The goals and objectives of campus organizations should not be contrary to the KSU's institutional vision and mission statements
5. All campus clubs/organizations must be duly accredited by the Office of the Director for Student Development Services and Placement Services (ODSDS-PS) before conducting official operations. This is to avoid the establishment of campus clubs/organizations that are inimical to the best interest of the students and of the State University.
6. Each student Campus organization shall have a faculty adviser holding a plantilla item.

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- 6.1. A club/organization adviser must submit his Action Plan, CBL, and other important documents. He must also submit an Accomplishment Report at the end of every semester.
  
7. Fraternities and Sororities inside the school campus or other organizations whose goals and objectives are contrary to law, morals, customs, order, public policy, and existing rules and regulations of the State University are totally banned.
  
8. The Office of the Director for Student Development Services and Placement Services (ODSDS-PS), in cooperation with the Central Student Government (CSG), shall coordinate the operations and activities of student organization, clubs, associations, etc.

#### **PROCEDURES OF ACCREDITATION**

1. A student organization applying for accreditation shall submit to the DSDS-PS through the Student Development Services Chairman the following:
  - 1.1. Three (3) copies of its Constitution and By- Laws;
  - 1.2. Names of at least fifteen (15) of officers and members;
  - 1.3. One (1) year plan of activities; and
  - 1.4. The DSDS-PS through the SDS Chairman shall deliberate on the application and shall determine whether or not the constitution and by-laws and the plan of activities are in accordance with the KSU's Vision, Mission, Goals and Objectives and/ or other rules as may be promulgated by the Director for Student Development Services and Placement Services (DSDS-PS), duly approved by the Vice President for Academics and Student Development (VPASD).
  - 1.5. Accredited student organizations shall apply for revalidation within forty- five (45) days from the start of the school year. Each shall submit the following documents to the DSDS-PS through the SDS Chairman.
    - 1.6. Annual report on accomplishments and activities of the previous year and on-going projects;
    - 1.7. Amendments to the constitutions and by-laws, if any;
    - 1.8. Plan of activities.
    - 1.9. All fund-raising activities undertaken by student organizations shall be duly approved by the DSDS-PS.
    - 1.10. The student organizations shall be supervised as follows:
      - 1.10.1. The DSDS-PS or the SDS Chairman may require any student organization to submit its financial statement or cause the auditing of its finances any time during the year.
      - 1.10.2. The DSDS-PS shall be notified of all the activities of any student organizations for proper guidance and coordination.

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- 1.10.3.** Accredited organizations shall be entitled to privileges and benefits such as the use of college facilities as the school and the CSG may grant.
- 1.10.4.** The DSDS-PS shall be officially notified of any change in the set of officers of any student organization.
- 1.10.5.** Posters and notices shall be posted only on freedom boards or any other locations as may be duly authorized by the administration from time to time. The sources/ proponents should be identified in the posters/ notices which should be noted by the DSDS-PS/SDS Chairman. Such proponents/sources shall be held answerable in case of complaints.

**CENTRAL STUDENT GOVERNMENT (CSG) UNIVERSITY SUPREME STUDENT COUNCIL (USSC) AND COLLEGE OFFICERS**

1. Organization and election of college government shall be facilitated by the members of the faculty under each college. The Dean of the College is the adviser.
2. The SDS Chairman shall facilitate the organization of the SSC and CSG in the early part of the first semester.
3. Election of officers of the SSC and CSG shall be subject to regulations and policies of the University.
4. The members of the faculty and the SDS Chairman shall constitute an impartial Commission on Election and thereby regulate the proceedings of the campaign and the elections.
5. The SSC and the CSG shall operate and function in accordance with their Constitution and By Laws. However, the CSG shall be purely representative in nature while SSC shall be that of "executor".
6. The SSC and the CSG shall exist as student organizations bound by the policies of the University as well as the limitations concerning matters of school administration and instructional matters.
7. Tenure of office of officers is co-terminus with the school year term.
8. Before the last school day, officers of the SSC and the CSG shall turn-over all KSU properties/facilities to the DSDS-PS office for the latter to return said items to the Supply Officer. The CSG and other campus organizations must turn-over to their respective advisers their financial statements, records, equipment, supplies, money, etc. for safe-keeping and to be turned-over to the incoming officers.

**STUDENT ACTIVITIES**

1. All organization's activities should be reported first to the SDS chairman for proper coordination and approval.
2. No outside activities in the name of school campus organization or institute will be held without proper coordination with the SDS Chairman and with the DSD-PS.

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## **PART XII. STUDENTS' RIGHTS AND PRIVILEGES**

### **STUDENTS RIGHTS AND PRIVILEGES**

The rights and freedoms herein specified are recognized by the State University. Such rights and freedom are to be exercised with responsibility and prudence. These rights and freedom should not be used by any student as means to discredit the University and its members or to prevent it from the performance of their functions.

1. Privilege to be admitted and retained in the college roster under specified term in the Student Manual.
2. Right to be protected against improper academic evaluation.
  - 2.1. Through orderly procedure, a student may appeal a grade he thinks to have been given inadvertently. The order is as follows:
    - 2.1.1. Professor concerned
    - 2.1.2. Program Chairman
    - 2.1.3. Dean
    - 2.1.4. Campus Administrator
    - 2.1.5. Director for Student Development Services and Placement Services
    - 2.1.6. Vice President for Academics and Student Development
    - 2.1.7. University President
    - 2.1.8. Board of Regents
3. The right to be protected against unprofessional academic conduct. A student shall have the protection against unethical and unprofessional conduct of a faculty member in relation to the following:
  - 3.1. Consistent failure or negligence of a teacher to meet his classes;
  - 3.2. Consistent failure of the teacher to present learning materials relevant to the courses or to the test on said materials;
  - 3.3. Discriminatory actions in the classroom; and
  - 3.4. Immoral advances of any professor.
4. The right to be protected from disclosure of personal and confidential academic counseling and disciplinary records.
5. Every student has the right to:
  - 5.1. Enjoy freedom of expression;
  - 5.2. Participate in the election of his respective class, societies or clubs, Supreme Student Council organization.
6. Every student shall individually or collectively be entitled to:
  - 6.1. Have his grievances be heard and speedily redressed; and
  - 6.2. Present his views to appropriate bodies and/or authorities concerning

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any policy or decision affecting his interest and welfare.

7. Every student shall have free access to:
  - 7.1. His academic records; and
  - 7.2. School facilities and services specifically provided for students.

### **PART XIII. CODE OF CONDUCT AND DISCIPLINARY SANCTIONS**

#### **CODE OF CONDUCT**

1. Every KSU student must value and exercise self-discipline, respect to fellow students, faculty members and staff and administration. He must conduct himself in class or in the campus with the norms of good behavior, decent in manners and appearance, and courteous in speech at all times to earn due respect.
2. Every KSU students must be responsible to know, understand, and comply with the contents of this handbook, memoranda, circulars, announcements, letter, notices, and directives for students as may be regularly posted and/or disseminated by KSU authorities.

#### **DISCIPLINARY SANCTIONS**

The following shall be used as a guide in the imposition of sanctions to students who violate school rules and regulations:

<b><u>OFFENSE</u></b>	<b><u>SANCTIONS</u></b>		
	<b>1<sup>ST</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
1. Non-wearing of validated ID	No entry to the KSU premises and to the class	Guidance	Parental
2. Non-wearing of prescribed school uniform/attires		counseling	Notification
3. Wearing of tattered clothes			
4. Coming to school with long hair (for male students)			
5. Using someone's ID	No entry to the KSU premises and to the class plus confiscation of the ID used and never to be returned	Guidance	Parental
6. Using invalid ID (tampered, with mutilated picture)		Counseling	Notification
7. Wearing of earrings by male students			
8. Non-wearing of PE uniform	No entry to the class		
9. Littering	Clean the area	One week cleaning	

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**Kalinga State University**  
Bulanao, Tabuk City, Kalinga

**STUDENT DEVELOPMENT SERVICES AND  
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10. Unauthorized stay or entry at/to any KSU campus or any classroom after evening classes or non-school days	Warning	Suspension: 1 school day plus cleaning the area	Suspension: 3 school days, Parental guidance
11. Smoking anywhere in the campus			
12. Spitting on the windows, floors, walls, plants or at the immediate premises of the buildings	Warning plus cleaning the area	Suspension: 1 school day plus cleaning the area	Suspension: 3 school days
13. Bringing/ Chewing Momma to/in School			
14. Cheating during quiz/ examination (glancing at another's paper/ communication with another student orally and in code)	Warning plus automatically zero from the total score in quiz/ examination	Confiscation of paper and be given automatic "5.0" in her grade.	Parental notification and Guidance counseling and be given 5.0 as her grade
15. Cheating during a quiz (using hidden "notation" on materials like: body parts, tissues, handkerchiefs and attires, opening of books/ notebooks/ "codigos", passing and receiving of paper)			
16. Cheating during an examination (using hidden "notation" on materials like: body parts, tissues, handkerchiefs and attires, opening of books/ notebooks/ "codigos", passing and receiving of paper)	Confiscation of test paper and a grade of 5 are automatically given in that subject during the grading period.		
17. Posting, distributing or disseminating notices, poster, leaflets, streamers which are inimical to the integrity of the school or to any of its personnel	Warning plus removal of posted material/s	Suspension: 3 school days plus removal of posted material/s plus parental notification	Dismissal from the university plus removal of posted material/s

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18. Possession, distribution, production, exhibition, and dissemination of pornographic materials, in film or in print	Guidance counseling, confiscated of material	Suspension: 5 school days	Dismissal
19. Gambling of any form within the campus and its immediate vicinity	Warning plus confiscation of materials used	Suspension: 6 school days plus confiscation of materials used plus parental notification	Dismissal plus confiscation of materials used
20. Giving money, gift, token of any kind or giving a treat to a faculty member, employee, personnel or official in exchange for favors for any requirements of a subject, graduation, NSTP/ROTC requirements or acts tantamount to bribery.	Warning plus invalidation of grade	Suspension: 3 school days plus invalidation of grade and parental notification	Dismissal plus invalidation of grade
21. Unauthorized collection or solicitation of money or in kind from any student, school, personnel, or outside the school	Warning plus returning whatever solicited	Suspension: 5 school days plus returning whatever was solicited and parental notification	Dismissal plus returning whatever solicited
22. Bringing in or dispensing liquor or any intoxicating beverage or entering KSU premises in a state of intoxication	No entry in class	Suspension: 5 school days plus parental notification	Dismissal
23. Coming to school under the influence of liquor	No entry to the KSU premises and to the class plus parental notification	Suspension: 5 school days plus parental notification	Dismissal
24. Defamation of character assassination against any student or school personnel	Warning	Suspension: 3 school days	Suspension: 6 school days

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25. Stealing of school or personal property	Warning plus returning or replacing the stolen property and parental notification, and guidance counseling	Suspension: 3 school days plus returning or replacing the stolen property and notifying the parents/ guardians and guidance counseling	Dismissal plus returning or replacing the stolen property and notifying parents/ guardians
26. Wanton destruction of school property	Warning plus repairing, repainting or replacing the destroyed property	Suspension: 3 school days plus repairing, repainting or replacing the destroyed property and notifying parents/ guardians	Dismissal plus repairing, repainting or replacing the destroyed property
27. Obstruction of/or disruption of classroom teaching, administrative work, disciplinary proceedings, other University activities.	Warning and counseling plus Suspension: 3 school days plus parental notification	Suspension: 6 school days plus parental notification	Dismissal
28. Threatening coercing, intimidating, students and preventing any administrative official, faculty member, personnel or employee from discharging his duties.			
29. Possessing, using, or storing firearms, explosives, dangerous chemicals, or weapons which includes ice pick, bolo, knives, darts in the University premises or in the course of any College activity	Warning plus confiscation of material/s brought and parental notification	Dismissal plus confiscation of material/s brought and parental notification	

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30. Forging of signature; alteration, falsification or misuse of KSU documents, permits, receipts and/or other forms; and furnishing the University/ its representative with forged credentials, excuse letters, certificates, and the like	Warning plus counseling plus parental notification	Suspension: 5 school days plus parental notification	Automatic failure of dismissal
31. Participation and/or membership in unacceptable activities, fraternities, sororities, or organizations not recognized by the University.	Warning plus written promise to immediately cease membership and parental notification		Dismissal
32. Illegal use, possession, sale, distribution of prohibited or narcotic drugs, substances or paraphernalia such as marijuana, shabu, and the like in the campus	Warning plus counseling plus parental notification	Dismissal	
33. Offenses against decency and good customs. a. <b>Grave Scandal</b> – it is committed by any student who shall offend against decency of good customs by any highly scandalous conduct not expressly falling with any other provisions of this manual (i.e. naked, wearing scandalous attires, having elicited relationship, and the like);  b. Engaging in sexual intercourse inside school premises or within the school campus.  c. Engaging in the act of prostitution; and  d. Engaging in acts of lasciviousness within the school	Warning and subject to guidance counseling plus parental/ guardian's notification  Dismissal  Warning  Warning and subject to	Dismissal  Dismissal  Suspension: 5 school day plus parental notification	   Dismissal

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premises or within the campus, i.e. petting, kissing, necking, or any actions with lewd designs.	guidance plus parental/ guardian's notification		
e. engaging in relationship with married person	Warning, parental notification, and guidance counseling	Dismissal	


### DISCIPLINARY BOARD

The Committee on Discipline shall be composed of the Vice President for Academics and Student Development as Chairman, the Director for Student Development Services and Placement Services as Vice Chairman, Campus Administrator, the Dean concerned, the Guidance Counselor of the university, the Legal Officer of the State University, the SDS Chairman concerned, the CSG and the SSC President concerned as members.

### DUE PROCESS

1. Sanctions for violations of ordinary school rules and regulations (i.e. Non wearing of uniforms/ID) be given immediately without the due process in Number 2 of this Article.
2. For acts of grave Misconduct the due process shall be as follows:
  - 2.1. Any person (including the concerned Dean) may file a written complaint against any student of the University who has violated any of its rules and regulations with the Committee on Discipline to the Director for Student Development Services and Placement Services.
  - 2.2. The Chairman of the Committee on Discipline convenes the Committee members for a formal meeting.
  - 2.3. Within 24 hours upon receipt of the written complaint, the Chairman of the Committee shall inform in writing the alleged offender of the existence of said complaint.
  - 2.4. During the trial of the respondent, the latter must always present. The Committee shall have the power to issue summons, subpoena or subpoena any witness or records and the like pertinent to the case. The Committee shall have likewise had the power to cite any person/s in contempt directly or indirectly for unruly behavior or failure to obey lawful orders.
  - 2.5. The trial proceeding may be opened or closed to the public as the members of the Committee see it fit. Witnesses must present their accounts in the presence of the Committee on Discipline and that of the alleged defender. Before an respondent student is give the corresponding sanction, he has the right to be heard, explain, and defend himself before the Committee on Discipline. However, if found guilty, the Committee on Discipline gives the corresponding sanction


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as stipulated in this handbook.


- 2.6. The Chairman and the members of the committee shall all have the power to vote. The rule of the majority prevails.
- 2.7. The decision of the majority shall be immediately enforceable after 5 days from receipt of the same by the respondent student.

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INPUTS/ INFORMATION	CHARACTERIS TIC/ STANDARD/ CRITERIA	ACTIVITY	SUB-ACTIVITY/ STEPS	CUSTOMER	OUTPUT	CHARACTERISTIC/ STANDARD/ CRITERIA	CONTROLS (FORMS/ TEMPLATE)	RESPONSIBILITIES	REFERENCES
True Copy of Grades	Certified	Evaluating documents for the election	1. Dissemination of Election Guidelines	Students	Evaluated documents to be attached in the COC	Complied requirements	Signed COC	DSDS-PS and Chair-SDS	Student Manual2017 Edition BOR Res. 1418 s. 2017
Certificate of Good Moral Character			2. Screening documents submitted by candidates						SSC CBL
			3. Giving Certificate of candidacy to aspirants						
			4. Posting of names of qualified candidates						

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Control Sheet	Honest election	<b>Casting of votes and proclamation of winners</b>	1. Giving of ballots to the different colleges	Students	Name is checked in the control sheet after casting his vote		Control Sheet	College Deans as COMELEC Chair	
School ID			2. Casting of votes		casting of vote in 5 minutes		College Student Coordinator to facilitate election	Student Manual 2017 Edition BOR Res. 1418 s. 2017	
			3. canvassing				SDS Chairman to monitor in the conduct of election	SSC CBL	
			4. Proclamation of winners				DSDS-PS to proclaim winners		


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INPUTS/ INFORMATION	CHARACTERISTIC/ STANDARD/ CRITERIA	ACTIVITY	SUB- ACTIVITY/ STEPS	CUSTOMER	OUTPUT	CHARACTERISTIC/ STANDARD/ CRITERIA	CONTROLS (FORMS/ TEMPLATE)	RESPONSIBILITIES	REFERENCES
Complied Big Book	Complied requirements	Submission of Application for the Outstanding Student of the Year	1. Dissemination of guidelines for the search for outstanding students of the year	Students	Evaluated entry	Well-accomplished entry	Criteria for Judging	DSDS-PS	TOSP Guidelines
			2. Submission of entries				Mechanics of the search	SDS Chairmen	OSCAR Guidelines
			3. Evaluation of entries					Evaluators	
			4. Announcing the result						

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## 7. Student Development Services

### 7.1 Office of the Student Development Services and Placement Services (OSDS-PS)

The office supervises the implementation of the different programs and activities of the student development services such as the Medical/Dental, Scholarship, Guidance, Dormitory, Alumni, NSTP, Student Publication, and OJT.


The Objectives are in consonance with the Vision, Mission, Goals and Objectives of the university.

#### 7.1.1 List of Relevant Interested Parties

INTERESTED PARTIES	NEEDS	EXPECTATIONS
Students	Student Services: <ul style="list-style-type: none"> <li>▪ Dental/Medical</li> <li>▪ Guidance</li> <li>▪ Library</li> <li>▪ Laboratory</li> <li>▪ Scholarship</li> <li>▪ Dormitory</li> <li>▪ Canteen</li> <li>▪ Student Publication</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete and available student services</li> </ul>
Faculty	<ul style="list-style-type: none"> <li>▪ Library and laboratory services</li> <li>▪ Instructional Materials</li> <li>▪ Computer-Assisted teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Independent learners</li> </ul>


#### 7.1.2 Strength, Weaknesses, Opportunities and Threats

	STRENGTHS	WEAKNESSES/CHALLENGES
<b>INTERNAL</b>	<ul style="list-style-type: none"> <li>▪ Staff of the DSDSPS are sent for trainings, seminars, and symposia that will develop their skills in serving the students</li> <li>▪ The CSG President sits with the Board of Regents representing the student body.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Non-wearing of prescribed school uniform</li> <li>▪ Inexperienced Student leaders</li> </ul>
	OPPORTUNITIES	THREATS
<b>EXTERNAL</b>	<ul style="list-style-type: none"> <li>▪ Student leaders are tapped as speakers to some leadership seminars</li> </ul>	

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### 7.1.3 Risk Registry

	Process/Risk Description	Risk Causes & Consequences	Current controls	L	I	Risk Rating	Treatment	Responsible	Target Date	Target Risk Assessment-after treatment		
a.	<b>Process</b> SDS-PS <b>Risk Description</b> Non-wearing of prescribed school uniform	<b>Causes:</b> <ul style="list-style-type: none"> <li>▪ Some faculty members do not check the uniform of students in their classes</li> <li>▪ Lenient implementation of the policy upon entry</li> </ul> <b>Consequence:</b> <ul style="list-style-type: none"> <li>▪ Unsecured perimeter</li> <li>▪ Compromised security of students and employees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Checking of school uniform upon entry</li> <li>▪ Faculty members check the students who are not in uniform</li> </ul>	4	4	16-High	<ul style="list-style-type: none"> <li>▪ Strict implementation of sanctions for non-wearing of uniform</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>▪ OSDS-PS</li> <li>▪ SDS Chairmen</li> <li>▪ Guards on Duty</li> <li>▪ Faculty</li> <li>▪ Student leaders</li> </ul>	January 2019	2	2	4 Low
b.	<b>Process</b> SDS-PS	<b>Cause</b> Non-attendance to leadership	to leadership trainings and seminars	3	4	12- High	nings and seminars for student leaders at least	<ul style="list-style-type: none"> <li>▪ VPASD</li> <li>▪ DSDS-PS</li> </ul>	Jan 2019	2	2	4 Low


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	<b>Risk Description</b> Inexperienced student leaders	trainings and seminars  <b>Consequence</b> Cannot deliver expected services				per school year	<ul style="list-style-type: none"> <li>▪ SDS Chairmen</li> <li>▪ Deans</li> <li>▪ Student Leaders</li> </ul>			
--	--	--	--	--	--	-----------------	--	--	--	--

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#### 7.1.4 Opportunity Registry

Opportunity Statement (include benefit once opportunity is encountered)	L	I	Opportunity Rating	Opportunity Pursuit Action Plan (may refer to other planning documents)	Responsible	Target Date
<b>Opportunity:</b> <ul style="list-style-type: none"> <li>Staff of the DSDSPS are sent for trainings, seminars, and symposia that will develop their skills in serving the students</li> </ul> <b>Benefits</b> <ul style="list-style-type: none"> <li>Upgraded and updated ideas in serving the students</li> </ul>	5	5	25- High	<ul style="list-style-type: none"> <li>Attend relevant seminars to update the SDSPS Staff capability</li> </ul>	<ul style="list-style-type: none"> <li>SDSPS and FTDC Committee</li> </ul>	<ul style="list-style-type: none"> <li>January 2019</li> </ul>
<b>Opportunity:</b> <ul style="list-style-type: none"> <li>The CSG President sits with the Board of Regents representing the student body.</li> </ul> <b>Benefit/s</b> <ul style="list-style-type: none"> <li>The administration is informed matters about student concerns through the Student Regent</li> </ul>	5	5	25- High	<ul style="list-style-type: none"> <li>Air and report issues and concerns of students</li> </ul>	<ul style="list-style-type: none"> <li>OSDS</li> </ul>	<ul style="list-style-type: none"> <li>Nov 2018</li> </ul>
<b>Opportunity:</b> <ul style="list-style-type: none"> <li>Student leaders are tapped as speakers to some leadership seminars</li> </ul> <b>Benefits:</b> <ul style="list-style-type: none"> <li>A privilege to bring the school in the community</li> </ul>	5	4	20- High	<ul style="list-style-type: none"> <li>Inclusion of the services of KSU in their lecture outside</li> </ul>	<ul style="list-style-type: none"> <li>VPASD</li> <li>OSDS-PS</li> </ul>	<ul style="list-style-type: none"> <li>Upon invitation</li> </ul>

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### 7.1.5 Improvement Plan

Objective	Key Performance Indicator	Baseline Data	Target	Action Plan	Responsible Unit	Completion Date	Monitoring Method
To send the SDS-PS staff for trainings, seminars, and conferences.	No. of trainings, seminars, and conferences to be attended to by the staff of SDS-PS	4 Trainings in a year	3	Identify trainings, seminars, and conferences to be attended by the SDS-PS staff	FTDC	January 2019 onwards	Certificate of Attendance  Certificate of Participation
To assist the student regent in serving the students.	No. of meetings to be attended by the student regent to the board	Quarterly with special sessions	5	Identify the agenda to be presented by the student regent to the board	Board of Regents (BOR)	Year round	Attendance from the Board Secretary
To expose the students outside the university	No. of speaking involvement of the tapped students	Once in a semester	2	Include the university services in the speaking engagement of the tapped student leaders	SDS-PS  Dean	Year round	Invitation Letter  Program  Certificate of Attendance

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### 7.1.6 Reference Matrix

PROCESS	SUB-PROCESS	REFERENCES	RESPONSIBLE PERSON
Student Services	<ul style="list-style-type: none"> <li>▪ Implementation on the wearing of prescribed school uniform</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student Manual 2017 Edition</li> </ul>	<ul style="list-style-type: none"> <li>▪ SDS-PS</li> <li>▪ SDS Chair</li> <li>▪ Guards on Duty</li> <li>▪ Faculty</li> <li>▪ Student Leaders</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Election of officers for the different clubs, organizations, college, society, etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student manual 2017 Edition</li> <li>▪ Central Student Government (CSG) Constitution and By-Laws</li> <li>▪ Supreme Student Council (SSC) Constitution and By-Laws</li> </ul>	<ul style="list-style-type: none"> <li>▪ SDS-PS</li> <li>▪ Deans</li> <li>▪ Faculty</li> <li>▪ SDS Chair</li> </ul>

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## KSU HYMN

*LET HUMANITY PREVAIL*


**KSU is the light of the vast Kalinga Province**  
**Born encompassing with the breadth of the poor**  
**Bringing forth a glamorous delight**  
**To tinge the innocent mind of every child**

*Refrain:*

**Hail KSU I' ll sing you a song of praise**  
**I cling to thy brow to sip the nectar of your ways**  
**Flowing in thy streams of wisdom and truth**  
**Pride of Kalinga Province walk on!**

**When humanity's understanding prevails**  
**Thy offspring would proudly stand with palms on their breast**  
**To pour out their golden thoughts ablaze**  
**Where dreams, now realities of culture and birth**

*Repeat Refrain:*

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**Flowing in thy streams of wisdom and truth**

**Hail, Kalinga State University walk on!**