

## **PREFACE**

This Manual was developed to guide the employee on important policies and procedures related to the over-all management and operation of the University. Specifically, the Manual contains detailed facts on the policies, procedures and processes in line with the organizational structure and mandated functions of the University.

The Manual is also intended to provide the user with useful information about the official duties and functions of various offices as well as the expected major outputs of these offices. Likewise, legal, proper and prescribed processes for frontliners and other service-oriented administrative offices are identified to ensure the accomplishments of the critical services and tasks assigned to concerned employees.

Compliance of all policies and procedures in this manual will ensure the attainment of the University's vision, mission and goals.

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## HISTORY OF UNIVERSITY OF RIZAL SYSTEM

The University of Rizal System is a merger of two (2) state colleges and a University extension campus- the Rizal Polytechnic College, Rizal State College, and the Rizal Technological University extension campus. The Republic Act 9157 lapsed into law on August 11, 2001, established as a State University in the province of Rizal to be known as the University of Rizal System, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and Rizal Technological University-Antipolo Annex, all in the province of Rizal. On June 18, 2002, CHED Resolution No. 411-4004 was issued identifying Tanay Campus as the main campus of the University.

The Rizal National Agricultural School (RNAS) was established by Republic Act Number 1560 authored by Cong. Serafin Salvador, which was approved on June 16, 1956. RNAS was opened on May 27, 1959. It was chartered as a state college on June 24, 1983 by Batas Pambansa Bilang 622 authored by Assemblyman Frisco F. San Juan making it the first state college in the Province of Rizal known as Rizal College of Agriculture and Technology (RCAT). RCAT was later renamed Rizal State College (RSC) by virtue of Republic Act 7858 sponsored by Hon. Congressman Emigdio S. Tanjuatco, Jr. and approved by His Excellency Fidel V. Ramos on January 21, 1995.

Rizal Polytechnic College was first established as Morong High School on August 16, 1944. It was converted into Morong National High School on August 20, 1976 and to Morong National Comprehensive School on March 30, 1977. With the integration of Tomas Claudio Memorial Elementary School, it was converted into Morong National Comprehensive School, later renamed Rizal Technological and Polytechnic Institute on August 10, 1983 through Batas Pambansa 469. RTPI became a state college, the Rizal Polytechnic College on March 1, 1995 through Republic Act 7933. Through Board of Trustees Resolution No. 06-13-98 dated February 12, 1998. RPC Cardona Research Extension was established.

At present the University operates with ten (10) campuses in the Province of Rizal, namely: URS Angono, Antipolo, Binangonan, Cainta, Cardona, Morong, Pililla, Rodriguez, Tanay and Taytay. It offers complete education from Kindergarten to Graduate School. The University implements a number of academic programs in the doctorate, masters, baccalaureate, non-degree and short-term courses. It also provides research, extension and production services as well as establishment of centers. The existence of the University caters to the needs of the stakeholders within and nearby provinces.

## **UNIVERSITY CHARTER (Republic Act No. 9157)**

### **“AN ACT ESTABLISHING THE UNIVERSITY OF RIZAL SYSTEM BY INTEGRATING THE EXISTING STATE COLLEGES IN THE PROVINCE OF RIZAL AND THE RIZAL TECHNOLOGICAL UNIVERSITY – ANTIPOLLO ANNEX, APPROPRIATING FUNDS THEREFORE AND FOR OTHER PURPOSES”**

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled

**SECTION 1.** There is hereby established a State university in the Province of Rizal to be known as the University of Rizal System, hereinafter referred to as the University, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University — Antipolo Annex, all in the Province of Rizal. The main campus of the University shall be determined by the Commission on Higher Education.

**SECTION 2.** The University shall primarily offer higher professional and technical instructions and training in science and technology and promote research, extension, and production services, advanced studies and specialized training in all fields deemed relevant to the development goals of the Province of Rizal.

**SECTION 3.** A reasonably-sized laboratory school shall be allowed to remain and operate subject to the maintenance of a College of Education within the University. Likewise, the University may adopt public elementary and secondary schools in the Province of Rizal to serve as pilot centers for innovative teaching and learning strategies and approaches so operated and maintained under an appropriate memorandum of agreement between the University and the Department of Education, Culture and Sports (DECS).

**SECTION 4.** The University may open new branches/annexes in consortium with other academic institutions only within the Province of Rizal.

**SECTION 5.** 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 Chairman of the Commission on Higher Education (CHED), Chairman;
- b. The President of the University, vice-chairman;
- c. The Chairman of the Committee on Education, Culture and Arts of the Senate or his/her representative, member;
- d. The Chairman of the Committee on Higher and Technical Education of the House of Representative or his/her representative, member;

- e. The Regional Director of the National Economic Development Authority (NEDA), member;
- f. The Regional Director of the Department of Science and Technology, member;
- g. The President of the Federation of faculty associations of the University, member;
- h. The President of Federation of student councils or the students representative elected by 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 who have distinguished themselves in their professions or in their specializations, members.

Two (2) prominent citizens shall be chosen from among a list of at least five (5) qualified persons in the Province of Rizal, as recommended by a search committee constituted by the University President in consultation with the chairman of CHED based on the normal standards and qualifications for the position.

The term of office of the representatives of the federations of faculty associations, student councils and alumni associations shall be co-terminous with their respective term of office.

For the purpose of the provisions of this Sec., the associations of faculty, alumni and student councils in each branch of the University shall organize themselves to form their respective federations, which in turn shall elect their federation officials

The two (2) prominent citizens shall serve for a term of two (2) years.

**SECTION 6.** The Board shall promulgate and implement policies in accordance with the declared policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722.

**SECTION 7.** The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under existing laws:

- a. To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the State University;
- b. To receive and appropriate all sums as may be provided, for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University;

- c. To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the University and subject to the limitations, directions and instructions of the donors, if any. Such donations shall be exempt from the donor's tax and the same shall be considered as allowable deductions from the gross income of the donor, in accordance with the provisions of the National Internal Revenue Code, as amended;
- d. To fix tuition and other necessary school fees and charges such as, but not limited to, matriculation fees, graduation fees and laboratory fees as the Board may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other incomes generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension, or other programs/projects of the University: Provided, That all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If for reasons beyond its control, the University shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University.

- e. To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- f. To authorize the construction or repair of its buildings machineries, equipment and other facilities, and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through the Board shall be exempt from all taxes and duties;
- g. To appoint upon recommendation of the president of the University, vice-presidents, deans, directors, heads of departments, faculty members and other officials and employees;
- h. To fix and adjust the salaries of faculty members and administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such

regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

- i. To approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- j. To set policies on admission and graduation of students;
- k. To award honorary degrees upon persons in recognition of outstanding contributions in the fields of education, public service, arts, science and technology, or in any field of specialization within the academic competence of the University; and to authorize the awarding of certificates for completion of non-degree and non-traditional courses;
- l. To absorb non-chartered tertiary institutions within the Province of Rizal in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- m. To establish research and extension centers where such will promote the development of the University;
- n. To establish chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;
- o. To delegate any of its powers and duties provided for herein above to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- p. To authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- q. To collaborate with other governing boards of State colleges and universities within the province or region, under the supervision of the CHED and in consultation with the Department of Budget and Management (DBM), the restructuring of the University to become more efficient, relevant, productive and competitive;
- r. To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds of which will be used for the development and strengthening of the University;
- s. To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the University;



- t. To develop academic arrangements for institution capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- u. To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- v. To establish policy guidelines and procedures for participative decision-making and transparency within the University;
- w. To privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and
- x. To extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee.

**SECTION 8.** The Board of Regents shall regularly convene at least once every quarter. The chairman of the Board of Regents may call a special meeting whenever necessary: Provided, that members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall consist a quorum for board meetings: Provided: That, the chairman of the Board, or the president of the University is among those present in the meeting.

In the absence of the chairman of the CHED, a commissioner of the CHED, duly designated by him, shall represent him in the meeting: Provided, however, That during this meeting, the president of the University as vice-chairman shall be the presiding officer: Provided, further, That this proviso notwithstanding, the chairman of the CHED is hereby authorized to designate a CHED commissioner as the regular chair of the Board of Trustees, in which case said CHED commissioner shall act as the presiding officer.

The members of the Board shall not receive compensation but shall be reimbursed for necessary expenses incurred in their attendance of meetings or in connection with their official business authorized by resolution of the Board, subject to pertinent existing laws and regulations.

**SECTION 9.** The administration of the University shall be vested in the president of the University who shall render full-time service. He shall be appointed by the Board upon recommendation of the Committee on Higher Education, in consultation with a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, however, That this proviso notwithstanding, in order to effect a smooth transition to a

university, the chairman of the CHED shall appoint an officer-in-charge pending the appointment of the first University president.

In case of vacancy in the office of the president by reason of death, resignation, incapacity of the president to perform the functions of his office, the Board shall have the authority to designate an officer-in-charge of the University pending the appointment of a new president.

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term. If the successor shall serve for a period of more than two (2) years, then such shall be considered as one full term for the successor.

The powers and duties of the president of the University, in addition to those specifically provided in this Act, shall be those usually pertaining to the office of the president of similar universities.

The salary of the president of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by similar educational institutions of like enrollment and standing.

**SECTION 10.** There shall be an administrative council consisting of the president of the University as chairman, the vice-president(s), deans, directors and other officials of equal rank as members whose duty is to review and recommend to the Board policies governing the administration, management and development planning of the University.

**SECTION 11.** There shall be an academic council consisting of the president of the University, as chairman, the vice-president(s) and all members of the instructional staff with the rank of not lower than assistant professor, as members.

The academic council shall have the power to prescribe curricular offerings subject to the approval of the Board. It shall fix the requirements for admission to the University, as well as for graduation and the conferring of degrees, subject to review and/or approval by the Board through the president of the University. It shall also have disciplinary powers over the students through the president within the limits prescribed by the rules of discipline, as approved by the Board.

**SECTION 12.** There shall be a secretary of the University who shall be appointed by the Board upon recommendation of the president of the University. He shall also be the secretary of the Board and shall keep such records of the University as may be determined by the Board.

**SECTION 13.** The Treasurer of the Philippines shall be the ex officio Treasurer of the University.

**SECTION 14.** No student shall be denied admission to the University by reason of sex, nationality, religion, or political affiliation.

The University shall provide a scholarship program and other affirmative action programs to assist poor but deserving students to qualify for admission to the university.

**SECTION 15.** No religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University: Provided, however, That no member of faculty shall teach for or against any particular church or religious sect.

**SECTION 16.** On or before the fifteenth (15th) day of the second month after the opening of the regular classes each year, the Board shall file with the Office of the President of the Philippines, through the chairperson of the CHED and to both Houses of Congress, a detailed report on the progress, conditions and needs of the University.

**SECTION 17.** All the assets, fixed and movable, personnel and records of the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University — Antipolo Annex as well as liabilities or obligations, are hereby transferred to the University of Rizal System: Provided, That the positions, rights and security of tenure of personnel therein employed under existing laws prior to absorption by the University are not impaired: Provided, further, That the incumbents of the positions shall remain in the same status until otherwise provided for by the Board. All parcels of land belonging to the government, occupied by the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University — Antipolo Annex shall be declared the property of the University of Rizal System and shall be titled under that name: Provided, furthermore, That should the University cease to exist or be abolished or such parcels of land aforementioned be no longer needed by the University, the same shall be transferred to the Province of Rizal. However, the provincial government of Rizal can only utilize such land (or its equivalent monetary values) for higher education purposes as mentioned in this Act.

**SECTION 18.** All accounts and expenses of the University shall be audited by the Commission on Audit or its duly authorized representative.

**SECTION 19.** The heads of bureaus and offices of the national government are hereby authorized to loan or transfer, upon request of the president of the University, such apparatus, equipment or supplies as may be needed by the University and to detail employees for duty therein when in the judgment of the bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to the public service. Employees so detailed shall perform such duties as required of them by the president of the University, and the time so employed shall be counted as part of their regular services.

**SECTION 20.** The amount necessary for the implementation of this Act shall be charged against the current year's appropriations of the Rizal State College, the Rizal Polytechnic College and the Rizal Technological University — Antipolo Annex. Thereafter, such sums as may be necessary for the continued operation and maintenance of the University of Rizal System shall be included in the annual General Appropriations Act.

**SECTION 21.** Sections 1, 4 and 22 of Republic Act No. 8365 are hereby repealed. All other laws, presidential decrees, executive orders, rules and regulations contrary or inconsistent with the provisions of this Act are hereby repealed, amended, or modified accordingly.

**SECTION 22.** Within a period of one (1) school year after the approval of this Act, the CHED is hereby empowered to define and design the process of reorganization and restructuring of the University.

**SECTION 23.** If for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

**SECTION 24.** This Act shall take effect fifteen (15) days upon publication in the Official Gazette.

Approved:

**AQUILINO Q. PIMENTEL , JR.**  
President of the Senate

**FELICIANO BELMONTE, JR.**  
Speaker of the House of Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 6, 2001 and June 7, 2001, respectively.

**LUTGARDO B. BARBO**  
Secretary of the Senate

**ROBERTO P. NAZARENO**  
Secretary General  
House of Representatives

Approved:

**GLORIA MACAPAGAL- ARROYO**  
President of the Philippines

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Lapsed into law on August 11, 2001  
Without the signature of the President  
In accordance with Article VI, Section 27 (1) of the Constitution

**UNIVERSITY OF RIZAL SYSTEM**

BOR Resolution No. 042-390-13

**URS VISION**

The leading University in human resource development, knowledge and technology generation and environmental stewardship.

**URS MISSION**

The University of Rizal System is committed to nurture and produce upright and competent graduates and empowered community through relevant and sustainable higher professional and technical instruction, research, extension and production services.

**CORE VALUES**

- R Responsiveness
- I Integrity
- S Service
- E Excellence
- S Social Responsibility

**URS BRAND**

“Nurturing Tomorrow’s Noblest”

**URS BRANDING SYMBOL**

The GIANTS

**GOALS**

- Quality and Excellence
- Relevance and Responsiveness
- Access and Equity
- Efficiency and Effectiveness

## URS VECTOR

The Birth of the URS Mighty Giants



**BOR Resolution No. 042-390-13**

**Administrative Council Resolution No. 02-007-13**

**Executive Committee Resolution No. 25, Series of 2013**

**(Date of Official Commencement of Use: September 16, 2013)**

In Philippine myths, a legendary figure named Bernardo Carpio is a giant. He had a strength that was similar to that of Hercules of the Greek mythology. Giants or commonly called as Titans were a primeval race of powerful duties and descendants of Earth and Sky that ruled during the legendary golden age. They were immortal beings of incredible strength and stamina and were also the first pantheon God and Goddesses. Giants possessed overwhelming physique and power beyond human capacity. The basic form of the legend is that Bernardo Carpio, a being of great strength, is trapped in between two great rocks in the Mountains of Montalban. Accordingly, he is keeping the mountains from crashing into each other (similar to the Greek titan Atlas holding up the sky). When Carpio shrugs his shoulder, an earthquake occurs.

As an “icon” in the URS vector, Bernardo Carpio depicts that the enslaving poverty and oppressing ignorance will be replaced with freedom and happiness through perseverance and education. The Giant in its colossal glory is at the center while lifting the word “Giants” with the name/acronym of the University written at the top. The brusque and masculine demeanor of the Giant represents the excellence and greatness of the institution and holds the URS core values. Giants are undefeatable and will always RISE to persevere odds and challenges. The state-of-trance-expression of the giant bordering from rage and duress conveys the feeling of “I’ll give all my bests to strive for Greatness and Excellence.”

“Go, Go, Go, Mighty Giants!”

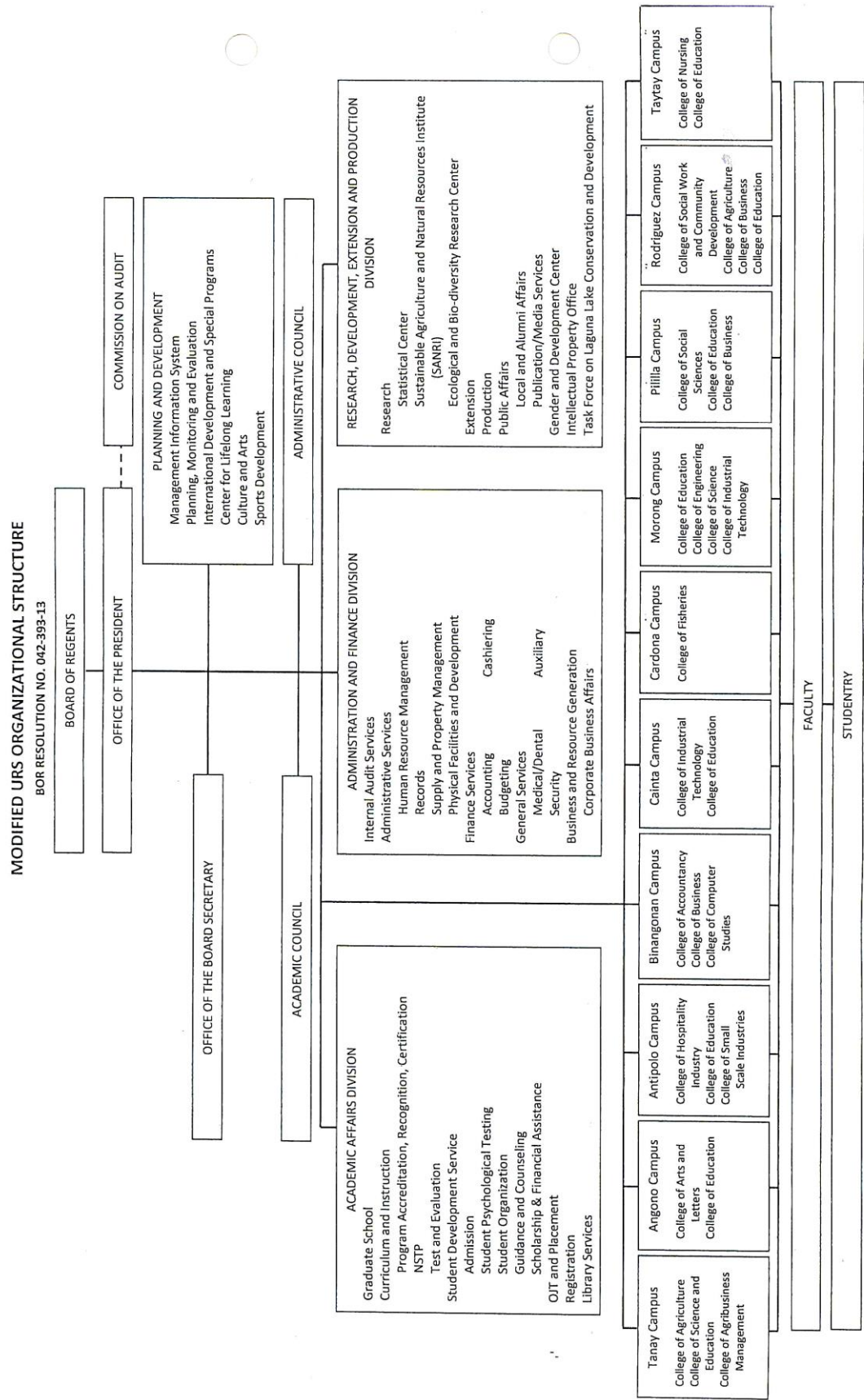
**UNIVERSITY SEAL**  
BOR Resolution No. 03-2003



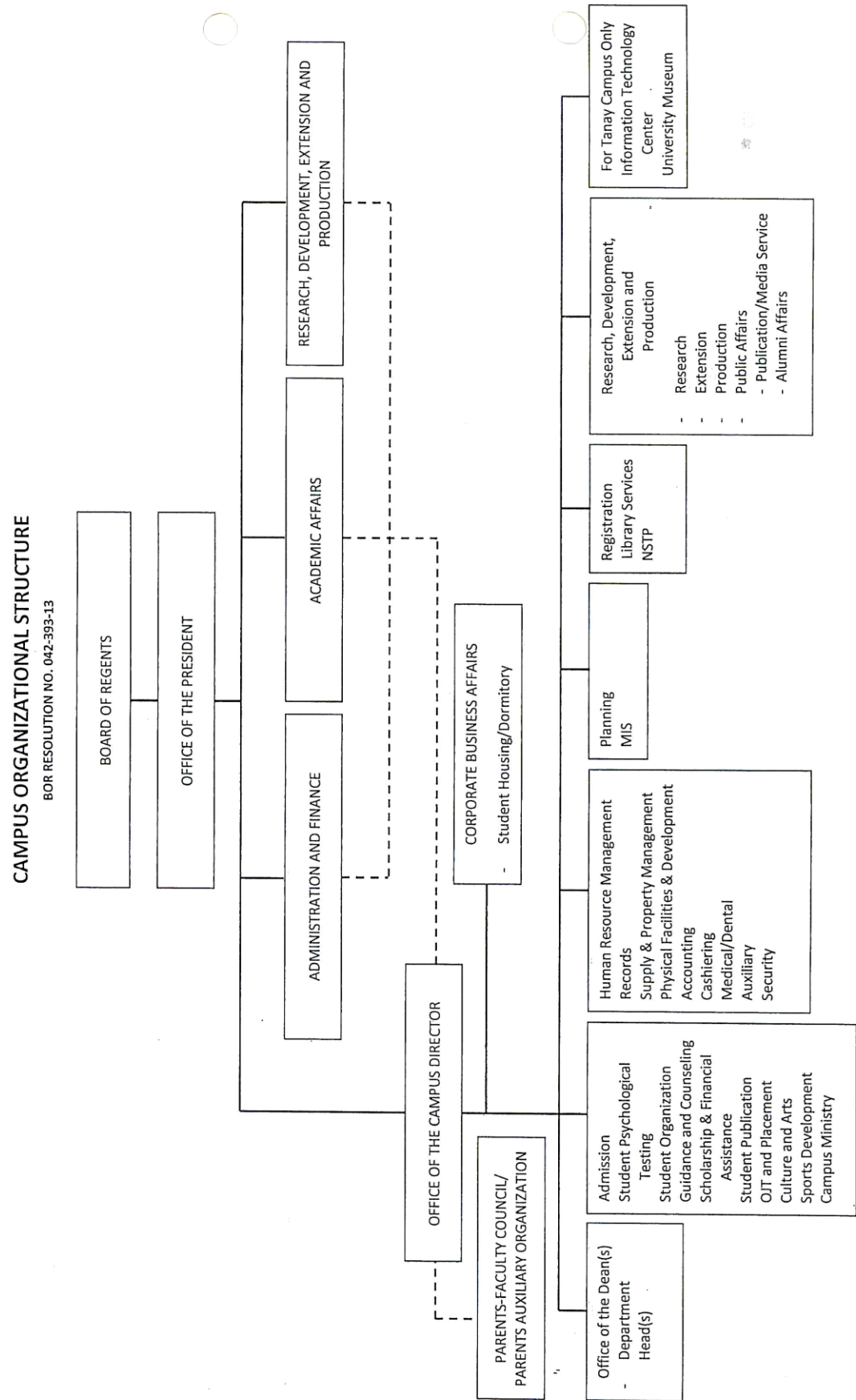
Map of Rizal	The service area and location of the University
Rope	The people from all walks of life who support and ideally carry the name of the University in mind, heart and in deeds
Pillar	The school as a citadel of learning providing knowledge and guidance developing values and shedding light on the minds and hearts of the learners
Diploma	The achievement for all the efforts of the students, the parents, the staff, Administration, the alumni and the community to attain quality education
Gear	The technology innovations which unify and facilitate the operational management of the University as a system
Orbit	Shows the continuous development of the individual as a learner and the University as an avenue of community development and nation building. It also symbolizes excellence in the four-fold functions of the University as Instruction, Research, Community and Extension
Leaves	The aim of the University for academic excellence and progress. Furthermore, it exhibits the component of agriculture as an instrument in the upliftment of productivity and the quality of life of the people
2001	The year when Republic Act No. 9157 lapsed into law
Globe	The challenges of global education
Wide space	The prospects of the University in providing relevant and responsive course offerings and community service



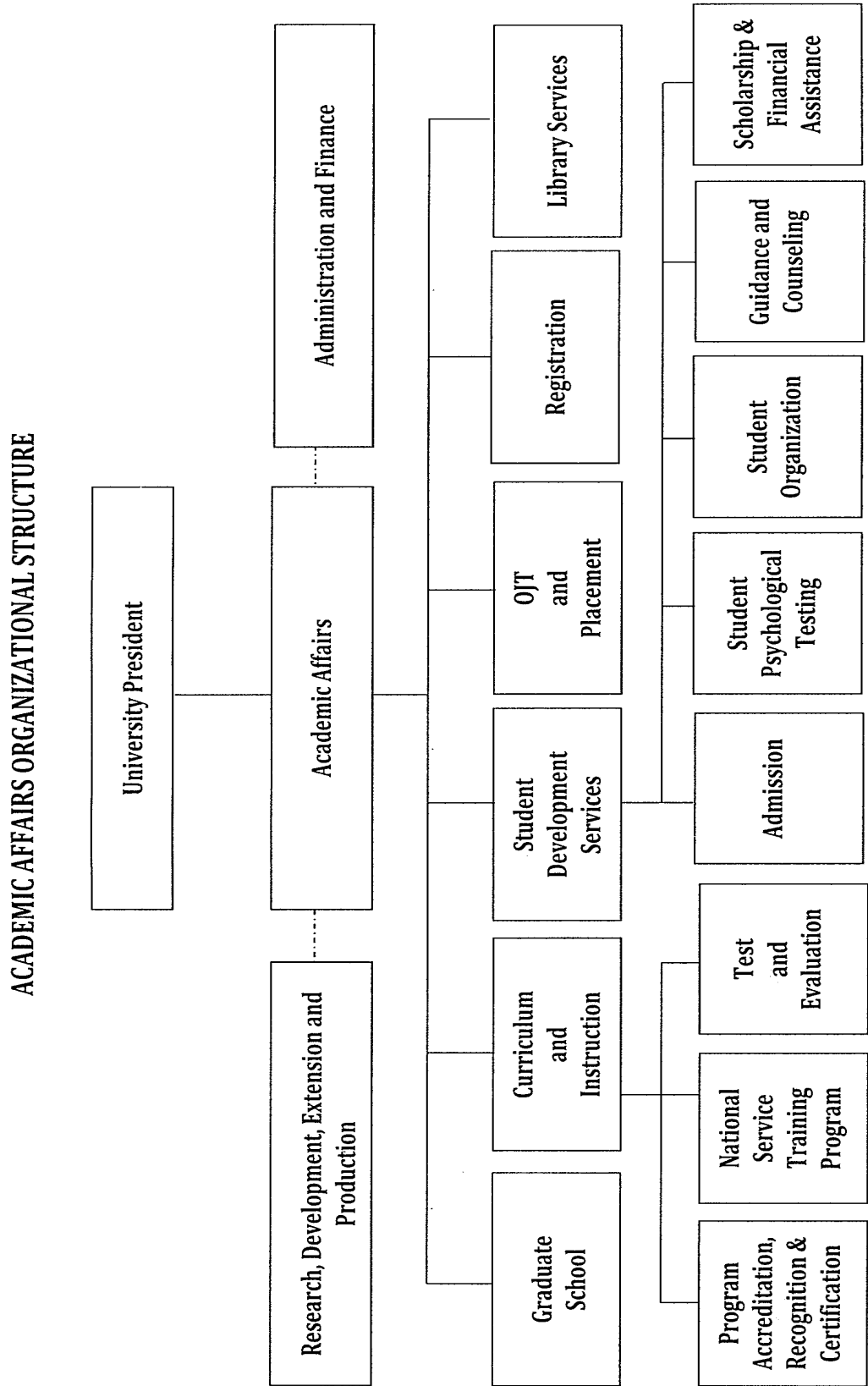
URS ORGANIZATIONAL STRUCTURE



CAMPUS ORGANIZATIONAL STRUCTURE



ACADEMIC AFFAIRS ORGANIZATIONAL STRUCTURE



**I. THE ACADEMIC AFFAIRS OF THE UNIVERSITY**

**1. The Vice-President for Academic Affairs**

The Vice-President for Academic Affairs is directly responsible to the President in carrying out all educational policies, for implementing all programs and projects of the institution, and for supervising curricular, instructional, and other academic activities in the institution. In addition, he/she shall perform the following specific duties and functions:

- 1.1 Plan and implement approved plans on academic affairs and programs of the University in coordination with other Division head, Campus Directors, Deans and Heads of Units;
- 1.2 Assume educational leadership in the academic affairs;
- 1.3 Implement University policies on academic affairs and shall promote the welfare and development of faculty members, Campus Directors, Deans Heads of Units and the students;
- 1.4 Shall have management and supervisory functions over all the Campus Directors, Deans of Colleges/Centers, Director of student services/instruction and all academic units of the University;
- 1.5 Recommend to the University President policies on promotion and qualified persons to fill positions in the different offices and units under your supervision;
- 1.6 Conduct meetings and conferences with the Campus Directors, Deans, Heads of Units and faculty members; and
- 1.7 Perform other functions as may be delegated by the President.

**2. Offices under the Academic Affairs Division**

The duties and functions of each personnel under the Academic Affairs Division are presented as follows:

**2.1. The Graduate School**

**2.1.1 Dean, Graduate School**

- 2.1.1.1 Administer and supervise the operation and affairs of the Graduate School;
- 2.1.1.2 Plan and implement approved policies, thrusts and programs for the growth and development of the Graduate School;

- 2.1.1.3 Prepare, upgrade and propose curricula and other offerings in the Graduate School;
- 2.1.1.4 Initiate, maintain and evaluate linkages both local and foreign;
- 2.1.1.5 Recommend and assume responsibilities for implementation of academic policies;
- 2.1.1.6 Coordinate with faculty and staff for chairmanships in academic programs;
- 2.1.1.7 Initiate plans, provide assistance and evaluate professional activities in the areas of research, extension, publication and production;
- 2.1.1.8 Enforce the admission, retention and graduation requirements for the students;
- 2.1.1.9 Propose annual budgetary requirements, procurement programs for supplies, materials and equipment of the Graduate School; and
- 2.1.1.10 Perform other functions as may be delegated by the President.

## **2.2 Curriculum and Instruction**

### **2.2.1 Head, Program Accreditation, Recognition and Certification**

- 2.2.1.1 Spearhead the planning and implementation of the accreditation of academic programs in all campuses together with the Campus Directors and Deans;
- 2.2.1.2 Monitor the accreditation status of the academic programs and assist the Deans in complying with the recommendations of accrediting institutions;
- 2.2.1.3 Assist the Deans in pursuing the grant for recognition of academic programs by the Commission on Higher Education;
- 2.2.1.4 Coordinate with the Deans on matters pertaining to application and/or sustaining the TESDA certification of various academic programs;
- 2.2.1.5 Plan and implement approved plan on human resource development in coordination with the Camus officials concerned related to quality assurance program; and

- 2.2.1.6 Perform other functions as may be delegated by superiors.

## **2.2.2 Head, National Service Training Program (NSTP)**

- 2.2.2.1 Plan and implement approved plans on NSTP programs of the University in coordination with the Campus Directors;
- 2.2.2.2 Prepare periodic consolidated reports of NSTP program and activities;
- 2.2.2.3 Oversee and monitor the implementation of the NSTP program in the University;
- 2.2.2.4 Monitor and supervise facilitators in their community immersion activities and program;
- 2.2.2.5 Coordinate with LGUs and other concerned agencies regarding the implementation of the programs of the ROTC/CWTS/LTS students; and
- 2.2.2.6 Perform other functions as may be delegated by superiors.

## **2.2.3 Head, Test and Evaluation**

- 2.2.3.1 Formulate and recommend policies and procedures covering the operation of the Unit;
- 2.2.3.2 Coordinate with the Laboratory Schools, Office of Student Admission and Graduate School regarding the review, revision and modification of admission examinations;
- 2.2.3.3 Prepare annual budgetary requirement and annual procurement plan for the unit;
- 2.2.3.4 Spearhead the review, revision and modification of the pre-board examination in coordination with the Dean/Head of the different aid in policy/regulated courses;
- 2.2.3.4 Collect, consolidate and evaluate data and organize these into data bases to aid in policy/decision making purposes;
- 2.2.3.5 Prepare periodic accomplishment reports;
- 2.2.3.6 Coordinate with the concerned Dean/Head/Director the review/modifications of instruments procedures and guidelines on Trade Tests/Certifications;

- 2.2.3.7 Assist in the review, revision and modification of faculty performance evaluation instrument in coordination with the University HRMO, Deans/Heads and Campus Director; and
- 2.2.3.8 Perform other functions as may be delegated by superiors.

**2.3 Student Development Services**

2.3.1 Office of the Director of Student Development Services

- 2.3.1.1 Plan, supervise and evaluate the implementation of various student development programs and services in the different campuses;
- 2.3.1.2 Recommend policies and programs that will lead to student development;
- 2.3.1.3 Conduct researches that will contribute to student development;
- 2.3.1.4 Submit a consolidated annual budget for student development services;
- 2.3.1.5 Coordinate with the Campus Directors in the implementation of the programs and projects;
- 2.3.1.6 Act on proposed student activities of the campuses upon recommendation of the Office of the Campus Director; and
- 2.3.1.7 Perform other functions as may be delegated by superiors.

**2.3.2 Head, University Admission**

- 2.3.2.1 Implement admission policies;
- 2.3.2.2 Interpret terms and conditions for admission and enrolment;
- 2.3.2.3 Coordinate with the Testing Section in the administration, scoring and interpretation of the Admission Test;
- 2.3.2.4 Initiate information campaign on the curricular offerings and schedule of admission activities of the University in other agencies in coordination with the Campus Directors;
- 2.3.2.5 Coordinate with the Registrar’s Office on the schedule of activities, terms and conditions of enrolment; and

- 2.3.2.6 Perform other functions as may be delegated by superiors.

### **2.3.3 Head, Student Psychological Testing**

- 2.3.3.1 Develop a psychological testing program for the University;
- 2.3.3.2 Keep and prepare records and reports of test result and evaluations;
- 2.3.3.3 Interpret and disseminate classification of students based on set of criteria;
- 2.3.3.4 Assess and interpret the results of psychological tests of students;
- 2.3.3.5 Coordinate and provide other Offices/Colleges the necessary data about students; and
- 2.3.3.6 Perform other functions as may be delegated by superiors.

### **2.3.4 Head, Student Organization**

- 2.3.4.1 Recommend policies for the establishment and operation of student organizations;
- 2.3.4.2 Coordinate the activities of the different student organizations;
- 2.3.4.3 Keep records and evaluate the activities and accomplishments undertaken by the different organizations;
- 2.3.4.4 Coordinate with other sections/offices/institutes on the activities and projects of the students organizations;
- 2.3.4.5 Conduct orientations and accreditations of different organizations; and
- 2.3.4.6 Perform other functions as may be delegated by superiors.

### **2.3.5 Head, Guidance and Counselling**

- 2.3.5.1 Supervise, monitor and evaluate the implementation of the guidance and counselling programs in the University;



- 2.3.5.2 Initiate the upgrading of competencies of the guidance counsellors;
- 2.3.5.3 Coordinate with the Campus Directors in the implementation of the guidance and counselling programs;
- 2.3.5.4 Consolidate reports pertaining to counselling programs;
- 2.3.5.5 Initiate and recommend innovation in the guidance and counselling program of the University; and
- 2.3.5.6 Perform other functions as may be delegated by superiors.

**2.3.6 Head, Scholarship and Financial Assistance**

- 2.3.6.1 Identify and assess the applicants for scholarships and financial assistance in coordination with the Campus Directors;
- 2.3.6.2 Consolidate and prepare reports to sponsors on scholars/grantees' status performance in coordination with the Campus Directors;
- 2.3.6.3 Recommend policies on scholarships and financial matters;
- 2.3.6.4 Organize and implement programs on scholarships and financial assistance in coordination with the Campus Directors;
- 2.3.6.5 Monitor, keep records and evaluate performance of scholars;
- 2.3.6.6 Act as liaison officer between the University and the sponsors of the scholarships and financial assistance; and
- 2.3.6.7 Perform other functions as may be delegated by superiors.

**2.3.7 On-the-Job Training (OJT) and Placement**

- 2.3.7.1 Tap potential linkages for training, placement and on-the-job training of students;
- 2.3.7.2 Assess the recommended graduates in consultation with concerned Deans and Directors for direct employment;
- 2.3.7.3 Conduct periodic studies and surveys on manpower needs in the CALABARZON and MARILAQUE areas;

- 2.3.7.4 Conduct workshops in relation to vocational career paths, job fairs and consultative activities in coordination with the Campus Directors;
- 2.3.7.5 Coordinate with administrative and academic units on the implementation of the OJT and placement programs;
- 2.3.7.6 Plan and implement approved programs and projects related to the implementation of on-the-job trainings;
- 2.3.7.7 Undertake follow-up of graduates and recommend measures for the improvement of the programs;
- 2.3.7.8 Establish relationships with business and industrial sectors for training of teachers and students;
- 2.3.7.9 Conduct general performance evaluation of the job immersion program and recommend measures and innovations;
- 2.3.7.10 Keep up-to-date records of teachers/students trainees in coordination with the Campus Directors; and
- 2.3.7.11 Perform other functions as may be delegated by superiors.

**2.3.8 University Registrar**

- 2.3.8.1 Recommend and implement policies, rules and regulation on admissions, enrolment, promotion, retention, graduation and awards of students;
- 2.3.8.2 Initiate, implement and evaluate systematic innovations of students' record management;
- 2.3.8.3 Prepare and consolidate, in consultation with the Campus and College Registrars and Campus Directors, statistical reports on student matters;
- 2.3.8.4 Act as Secretary of University Academic Council;
- 2.3.8.5 Coordinate with the Campus and College Registrars and Campus Directors on the submission of records and reports of student;
- 2.3.8.6 Check and sign all documents needed by the clients;
- 2.3.8.7 Act on queries of faculty members and students pertaining to academic load, Transcript of Records, certifications and other related matters;

- 2.3.8.8 Take charge of the preparation of information materials like University catalogue and general bulletin of information; and
- 2.3.8.9 Perform other functions as may be delegated by superiors.

**2.3.9 Head, University Library Services**

- 2.3.9.1 Plan and implement approved plans on the development of the University Library Services to make them responsive to the needs of the faculty and personnel, student and community;
- 2.3.9.2 Propose and implement approved measures and activities including library rules, regulation and procedures intended to make the library efficient and effective in serving its various clients;
- 2.3.9.3 Initiate the acquisition, selection and evaluation of books, periodicals, documents, audio-visual materials or equipment and other informational materials;
- 2.3.9.4 Supervise the classification and cataloguing of books, periodicals and other informational materials;
- 2.3.9.5 Prepare and submit a consolidated library reports, annual budget and procurement program of the campuses;
- 2.3.9.6 Recommend and implement University library policies;
- 2.3.9.7 Establish linkage and networking system with other librarians;
- 2.3.9.8 Supervise the personnel assigned to the Library, evaluate their performance, recommend travel and other similar opportunities;
- 2.3.9.9 Prepare a continuing program, either by purchase or by donation of library holdings in coordination with the Campus Directors; and
- 2.3.9.10 Perform other functions as may be delegated by superiors.

**3. The Deans of Colleges**

The Deans of Colleges are expected to perform the following functions:

- 3.1 Exercise educational leadership and management of the College and of the students to include among others: supervise periodic examinations, academic advising of students and the handling of their academic/disciplinary problems; supervise programs, projects and activities and enforce the admission and graduation requirement for students;
- 3.2 Recommend and assume responsibilities for implementation of University policies, thrusts and programs relevant to the College;
- 3.3 Designate qualified persons for chairmanship in academic and related programs;
- 3.4 Exercise management and supervisory functions over instruction and other programs of the College;
- 3.5 Spearhead, monitor and evaluate professional activities in the area of research, production and extension of the College;
- 3.6 Facilitate the review, modification, updating and approval of course syllabi and preparation of instructional materials;
- 3.7 Spearhead the planning, implementation and evaluation of curriculum and faculty development program in the College;
- 3.8 Supervise personnel, evaluate their performance and promote personal welfare and development;
- 3.9 Propose annual budgetary requirements, procurement programs for supplies and equipment of the College;
- 3.10 Initiate the maintenance and improvement of facilities; and
- 3.11 Prepare class schedule in coordination with the Campus Registrar, University Registrar and the VP for Academic Affairs.

#### **4. The Colleges**

The University shall have the following Colleges:

- College of Agriculture
- College of Social Science
- College of Education
- College of Engineering
- College of Science
- College of Industrial Technology
- College of Computer Studies
- College of Business
- College of Arts and Letters
- College of Hospitality Industry

- College of Agribusiness Management
- College of Fisheries
- College of Small Scale Industry
- College of Accountancy
- College of Social Work and Community Development
- College of Nursing

## **5. The Academic Program Head**

- 5.1 Assist the Dean in the enforcement of admission, retention and graduation requirements for students;
- 5.2 Assist the Dean in the assignment of teaching loads and preparation of class programs;
- 5.3 Coordinate with the Dean on matters related to curriculum and quality assurance of the academic program;
- 5.4 Facilitate the review, updating and approval of course syllabi as well as the preparation of instructional materials;
- 5.5 Perform other functions as may be deemed necessary by the Dean of Higher office.

## **6. The Principal of Laboratory Schools**

- 6.1 Supervise instruction in the laboratory schools;
- 6.2 Submit required reports to the Office of the Dean;
- 6.3 Prepare schedule of classes in coordination with the Dean;
- 6.4 Exercise supervision among the faculty members of the laboratory schools;
- 6.5 Evaluate faculty performance and submit to the Campus Dean;
- 6.6 Conduct classroom visitations/observations at least once a month, hold individual or group conference with faculty members;
- 6.7 Supervise maintenance of property and equipment and cleanliness of buildings and surroundings;
- 6.8 Recommend faculty members' leave of absence;
- 6.9 Recommend emergency assignments in the absence of faculty member;
- 6.10 Recommend disciplinary action of students in coordination with the Office of Student Development Services; and
- 6.11 Perform other functions as may be delegated by superiors.

## **7. The Academic Teaching Staff**

The members of the academic teaching staff shall be classified as regular and non-regular.

The regular members of the faculty are as follows:

- University Professor
- Professor
- Associate Professor
- Assistant Professor
- Instructor

## **8. The Academic Non-Teaching Staff**

The members of the Academic non-teaching staff and their duties and responsibilities are as follows:

### **8.1 Registrar**

- 8.1.1 Recommends and implements policies, rules and regulations on admission, enrolment, promotion, retention, graduation and awards of students;
- 8.1.2 Acts as custodian of an issues student personal record and issue student records;
- 8.1.3 Initiates, implements and evaluate innovations in systematic student's record management;
- 8.1.4 Prepares all statistical reports on student matters;
- 8.1.5 Coordinates with the deans on the submission of grades, records and reports of students;
- 8.1.6 Issue students credentials (such as transcript of records, diplomas, dismissal and the like); and
- 8.1.7 Takes charge of the preparation of information materials like University catalogue and general bulleting of information.

### **8.2 Librarian/ Library-in-charge**

- 8.2.1 Initiates the acquisition, selection and evaluation of books, periodicals, documents, audio-visual materials or equipment and other information materials;
- 8.2.2 Supervises the classification and cataloguing of books, periodicals and other informational materials;

- 8.2.3 Prepares and submits library reports, annual budget and procurement program;
- 8.2.4 Recommends and implements library policy;
- 8.2.5 Establishes linkage and networking system with other librarians; and
- 8.2.6 Perform such other tasks as may be delegated by the coordinator for Academic Affairs.

### **8.3 Coordinator, Student Activities**

- 8.3.1 Recommend policies for the establishment and operation of student organizations;
- 8.3.2 Coordinate the activities of the different student organizations;
- 8.3.3 Keep records and evaluate the activities and accomplishments undertaken by the different organizations;
- 8.3.4 Coordinate with other sections/offices/institutes on the activities and projects of the students organizations;
- 8.3.5 Conduct orientations and accreditations of different organizations; and
- 8.3.6 Performs such other tasks as assigned by the Director.

### **8.4 Coordinator, Campus Ministry**

- 8.4.1 Promote Christian atmosphere on campus by fostering the spirit of truth, justice, freedom and love;
- 8.4.2 Formulate, implement, and evaluate programs for spiritual enhancement;
- 8.4.3 Recommend to the Director, policies and curricular innovations pertinent to spiritual values development; and
- 8.4.4 Perform such tasks as assigned by the Director.

### **8.5 Coordinator, Student Publication**

- 8.5.1 Acts as a technical adviser of the school paper, other periodicals and bulletin of information about the University;

- 8.5.2 Prepares brochures, catalogues, bulletin of information, quarterly and annual reports and yearbook of the University;
- 8.5.3 Spearheads the trainings on campus journalism;
- 8.5.4 Formulates and recommend policies on campus journalism;
- 8.5.5 Coordinates with different sections/offices/institutes on articles and pertinent information for publication; and
- 8.5.6 Perform such tasks as assigned by the Director.

**8.6 Coordinator, Scholarship**

- 8.6.1 Identifies and assesses the applicants for scholarships and financial aids;
- 8.6.2 Keeps records and prepares reports to sponsors on scholars/grantees status performance;
- 8.6.3 Recommends policies on scholarships and financial matters;
- 8.6.4 Organizes and implements programs on scholarships and financial assistance;
- 8.6.5 Monitors and evaluates performance of scholars; and
- 8.6.6 Acts as liaison officer between the University and the sponsors of the scholarships and financial aids.



## II. THE FACULTY

### 1. Duties, Recruitment, Appointment and Promotion

#### 1.1 Duties of Faculty Members

##### 1.1.1 Instruction

Instruction focuses on the process of facilitating the acquisition of knowledge and skills to develop the analytical and creative faculties of learners. It also includes other specific tasks such as student consultation, academic advising, and all other initiatives that facilitate the process of learning.

Every faculty member is expected to:

- Identify learner needs;
- Prepare and follow a course syllabus based on the needs identified;
- Facilitate the learning process through active engagement in classroom tasks and activities;
- Develop students' analytical and creative thinking skills through purposive activities with focus on higher order thinking skills;
- Design alternative and innovative models of teaching for all types of students: regular, gifted and those with special needs;
- Make oneself available for consultation, academic advising and other relevant functions that help improve the student's well-being;
- Manifest a strong commitment to development of highly competent and qualified graduates by improving one's craft;
- Vary teaching methodologies and techniques in the pursuit of effective teaching and learning process; and
- Attend University/College affairs such as academic councils, commencement rites, foundation and University/College week activities and faculty development programs.

##### 1.1.2 Research

Faculty members need to continually explore areas of inquiry through active participation in research endeavors. They are expected to:

- Participate in formulating the research agenda for the University/Campus;
- Generate research paradigms to enhance instruction in their field of specialization;
- Encourage students to become creative, innovative and productive researchers;
- Study recently published papers on basic and applied researchers, materials development, feasibility studies and others;
- Participate actively in local and international conferences; and

- Publish articles/monographs in recognized and refereed journals and magazines.

### **1.1.3 Extension**

Faculty members are strongly encouraged to participate or to render service either in University/Campus sponsored community extension projects or in their own community, sectoral and/or professional organizations. Faculty participation in these activities is regarded as part of their professional and personal commitment to the academic profession.

To strengthen the University/Campus institutional linkages, collaboration and networking, faculty members are encouraged to:

- Conduct in-service training programs to teachers, school administrators and other educators in both public and private sectors;
- Contribute in strengthening institutional ties and network with other national and international educational institutions;
- Be involved in developing and implementing activities on literacy, political education, environment education, multicultural and values education; and
- Participate in extension programs aimed at developing and implementing projects that help preserve indigenous cultures.

### **1.1.4 Production**

Faculty members at the tertiary level are encouraged to produce scholarly outputs that showcase their expertise and scholarship. These knowledge-based projects can help generate additional income for the institution. Faculty members are expected to:

- Publish and develop scholarly works like books, magazines, journals, research articles, and monographs, lectures, modules, and instructional materials;
- Design, develop and share multimedia courseware and resources such as tapes, videotapes, powerpoint presentation and other courseware packages; and
- Design and produce materials for presentation and production in the performing arts.

## **1.2 Recruitment and Appointment**

### **1.2.1 Hiring Procedure**

- Part-time Faculty

The University shall recruit and appoint its faculty in accordance with the following procedure:

- The University HRMO/Campus HRMO shall conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as written examination, skills test, interview and others.
- The University HRMO/Campus HRMO shall submit the selection line-up to the Campus Personnel Selection Board herein referred to as the CPSB for its deliberation en banc.
- The Campus PSB shall evaluate the applicants or candidates through interview and demonstration teaching using the Performance Evaluation Form (Form \_\_), deliberates and determines the most qualified applicant/s.

The Campus PSB will be composed of the following:

Chair	:	Campus Director
Vice Chair	:	College Dean concerned
Members	:	Senior Faculty (Highest Academic Rank)/Faculty Association Subject Specialist
Secretary	:	Campus HRMO

- The Chairperson of the Campus PSB recommends the qualified applicant/s to the University Personnel Selection Board for faculty for final interview.
- The University Personnel Selection Board for faculty herein referred to as University PSB is composed of the following:

Chair	:	Vice President for Academic Affairs
Co-Chair	:	Vice President for Administration and Finance
Members	:	Vice President for Research, Development, Extension & Production Director, Administrative Services Representative, Faculty Federation Campus Director
Secretariat	:	Human Resource Management Officer

The Human Resource Management (HRM) Officer as the UPSB Secretariat shall continuously make an inventory of all vacant positions and coordinate with the deans/director in determining qualified applicants who may be considered for appointment. He/She shall keep records of the proceedings of the PSB and maintain all records or documents

The University PSB shall make the activities and decisions as transparent as possible.

- The University PSB conducts final interview to assess the competence and qualifications of candidates for appointment and shall recommend the same to the University President for action.
  - The University PSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidate's competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report.
  - The University President then issues the appointment to the qualified applicants.
- Regular Faculty

As a general policy, recruitment, selection and appointment of regular faculty members are in accordance with the provision on item no. 2 Section 7 Book V of Executive Order No. 292 otherwise known as the Administrative Code of 1987 Memorandum Circular No. 38, s. 1993 dated September 10, 1993 and Memorandum Circular No. 40 s. 1998 and in consonance with CHED Circular and the University Merit System (see Appendix A).

- Pursuant to the University/College merit system for faculty members, the minimum educational qualification for recruitment shall be a master's degree or its equivalent in the appropriate specific area of specialization.
- In the absence of one qualified the appointment shall be temporary until such time the person concerned has acquired the requisite qualification within a period of no more than two (2) years.
- Entry to faculty and academic staff positions shall be at an appropriate faculty rank based on the prevailing criteria for evaluation.
- Hiring of faculty members is primarily based on the need of the program/department for services, which cannot be fulfilled by full time members of the program/department.
- This need is determined by the program/department head and is reported to the Dean of the College.
- Search for the faculty member is done through the following:
  - ❑ Search and recommendation from colleagues who are aware of the need;

- ☐ Search from the college or program/department data file of previous applicants. Files of applications sent to the Office of the President and forwarded to the Office of the Vice-President for Academic Affairs are sorted and sent to the Deans of Colleges for their evaluation and filing; and/or
- ☐ Advertising the need for faculty members.
- Selection of the faculty member is done through the procedures of the Campus/University Promotion and Selection Board for Faculty Members.

### **1.3 Levels of Appointment**

#### **1.3.1 Temporary Status**

- A faculty member who has been newly appointed for full-time work is given a probationary period of no more than four (4) consecutive terms or two (2) years. At the end of which the appointee may either be retained or dropped based on the performance evaluations.
- A faculty on temporary status is expected to consider the employment strictly temporary. In case of the University/College's non-renewal of contract, a notice of termination shall be served at least thirty (30) days before the last day of employment.
- A temporary appointment shall be given to an individual who is employed due to exigencies of the service and shall be given time to meet the required minimum educational qualification in accordance with pertinent CSC rules. In case of failure, a more qualified applicant may replace the appointee.

#### **1.3.2 Permanent**

A permanent appointment shall be given to a faculty after the two-year probationary period. For non-MA faculty members who do not have the required educational qualification but are employed due to exigencies the following criteria shall followed:

- Very satisfactory teaching performance as evaluated by students, peers, the Department head and the Dean;
- Values and attitudes reflecting the University/College mission statement, such as the sense of cooperation, and responsibility in academic tasks;
- Completion of a master's degree for those hired with a bachelor's degree;
- Compliance with regulations and academic responsibilities and requirements for attendance, and punctuality in institutional activities, and prompt submission of grades and other reports;
- Demonstration of research capability; and

- Active participation and membership in Program/Department, College, and University/College committees and activities.

## 1.4 Promotion and Advancement

### 1.4.1 General Guidelines

A faculty shall be promoted/advanced to a higher faculty rank/sub-rank of the extent to which he/she meets the specific requirements and/or standards as set forth in this document.

Basis for Promotion and Advancement

- Common Criteria for Evaluation (CCE)

There shall be a quantitative evaluation of the educational qualification, experience and length of service, and the professional development, achievement and honors of every faculty.

- Educational qualification
- Experience and professional services
- Professional development, achievement and honors

- Qualitative Contribution for Evaluation (QCE)

This is a qualitative evaluation of a faculty in four functional areas:

- Instruction
- Research
- Extension
- Productivity

### 1.4.2 Definition of Terms

For purposes of implementation of the NBC 461, the following terms are herein defined:

- **Advancement**- refers to the upgrading of the academic rank of a faculty from one sub-rank to a higher sub-rank within a rank and accompanied by an increase in salary in accordance with the provisions of the Salary Standardization Act. The Board of Regent approves advancement and subsequently issues a Notice of Salary Adjustment to the faculty.
- **Promotion**- refers to the upgrading of the academic rank of a faculty from a lower rank to a higher rank, for example, from Instructor to Assistant Professor, Associate Professor to Professor, etc. and accompanied by an increase in salary in accordance with the provisions of the Salary Standardization Act. A promotion is

approved by the Board of Regents and the Commission on Civil Service and an Appointment and Notice of Salary Adjustment is subsequently issued to the faculty.

- **Merit promotion**- refers to the movement of a faculty from one rank/sub-rank to another on the basis of meritorious performance and despite the absence of the required educational qualification for the rank/sub-rank.
- **Presidential discretion**- refers to the authority of the president to advance/promote a faculty on the basis of meritorious performance despite the absence of the educational qualification required for the position, rank or sub-rank to which a faculty shall be finally promoted/advanced on the basis of qualitative factors other than those herein specified.
- **Rank**- refers to the academic positions of faculty, namely Instructor, Assistant Professor, Associate Professor, Professor, College Professor, and University Professor.
- **Sub-rank**- refers to the academic positions within a rank. The sub-ranks for the Instructor rank are Instructor I, II and III; for the Assistant Professor rank- Assistant Professor I, II, III and IV; for the Associate Professor rank- Associate Professor I, II, III, IV and V; for the Professor rank- Professor I, II, III, IV, V and VI.

#### 1.4.3 Performance of Appraisal for SUCs

There shall be a Performance Appraisal System which shall be used to assess the instructional competencies of every faculty. Performance appraisal shall be conducted at the end of each term that is semester and summer.

#### 1.4.4 Promotion and Advancement Cycle

Promotion/advancement shall be done every two years without prejudice to interim promotion/advancement on account of degree(s) earned during the period. In no instance, however, should a faculty be promoted/advanced within a period of two terms after the latest promotion. Advancement/upgrading shall be done every odd year.

#### 1.4.5 Accreditation Committee

All candidates for the rank of Professor shall undergo screening by a Regional Accreditation Committee and shall be confirmed by a National Accreditation Committee.

#### 1.4.6 Procedures for Promotion

- The Human Resource Management Office (HRMO) or its duly authorized representative, upon the approval of the University President, shall announce all vacant positions to be filled. Submission of the required documents shall be deemed as an application for a particular vacancy.
- The committee shall evaluate the candidate's credentials and other supporting documents submitted by the HRMO. The results are forwarded to the FASEB which shall make appropriate recommendation to the President.

#### 1.4.7 Procedures for Advancement/Upgrading of Rank/Position

- The PSB Chairperson shall advise all faculty and academic staff concerned to update their records and submit pertinent documents to the FASEC at the start of the evaluation period.
- The rules and procedures in the prevailing criteria for evaluation on position or rank advancement/upgrading shall be followed.
- The PSB shall evaluate the credentials of the faculty and academic staff concerned and shall officially transmit them to the computer-processing center for SUCs. This will be accompanied by the results of the QCE done by the QCE committees of the institutions. Advancement/upgrading shall be done every odd year (NBC 461).
- The computer printouts issued by the recognized processing center shall be used by the PSB to determine the appropriate rank or sub-rank of its faculty.
- Aggrieved parties shall file protests within 15 days from date of notice of the promotion, upgrading, or advancement.

## 2. Discipline and Termination of Appointment

The service of a permanent faculty member may be terminated due to major offense and after due process has been undertaken as per pertinent Civil Service laws, rules and regulations. No member of the faculty, officer, or employee shall be suspended or removed for cause, except after an investigation and hearing shall have been had pursuant to RRACCS. The President may suspend any member of the teaching staff, officer, or employee during the pendency of the administrative charges against him/her. The Board of Regents upon recommendation of the University President may suspend or remove, after due hearing, administrative officers and employees without prejudice to an appeal to the Civil Service Commission within 30 days after the receipt of the decision.

### 2.1 Transfer and Resignation

- A faculty member who opts to transfer or resign must tender written notice and quit claim. Upon filing of transfer/resignation notice, the faculty must secure a clearance form and clear himself/herself of all



accountabilities and other obligations with the University. This clearance form is available at the Human Resource Management Office (HRMO). All applicable benefits shall be given to him/her.

- Transfers within the semester shall not be allowed.
- No resignation presented by any member of the faculty shall be considered unless notice thereof has been given to the University President thru channels, at least thirty (30) days before it takes effect. A resignation is deemed accepted upon filing thereof and deemed irrevocable without prejudice to necessary clearance or legal action of the University if the 30-day notice has not been complied with. It is incumbent upon all faculty, whether tenured or non-tenured, to finish the semester of a particular academic year.
- The above rules shall not apply to resignations on account of serious illness, or when, in the judgment of the President, it is in the interest of the University that the resignation be accepted to take effect immediately. Acceptance of a resignation does not carry with it any waiver of the financial and property obligations of the person concerned to the University.
- A contractual tenured faculty and non-tenured faculty whose contract expires need not file a resignation letter but has to accomplish the necessary clearance form or clear his/her person of all accountabilities and other obligations with the University.
- In addition to the applicable provisions in this Manual, any faculty who has abandoned his/her employment and committed breach of contract shall, as a consequence, have all benefits which may have been credited in his/her favor automatically forfeited.

## **2.2 Extension of Service in the University**

### **2.2.1 Beyond Compulsory Retirement Age of 65**

As a matter of policy, the services of officials or employees who attain the compulsory retirement age of 65 years are not availed of unless the services of these officials or employees is absolutely necessary in the interest of public service. In case of rehiring of faculty beyond retirement age on non-tenured basis will be allowed depending on the following criteria:

- letter of intent of the employee
- outstanding performance for the last three years
- good health conditions and executing waiver
- need of the college

The President may extend the service of tenured faculty members of the University beyond the age of sixty-five (65) on non-tenured basis (whether part-timer or full-timer), on recommendation of the Vice President for Academic Affairs, whenever in his/her opinion their services on are specially needed. Provided, however, that no extension

of service shall be made within six (6) months after effectivity of the retirement, and beyond the age of seventy (70). The teaching load shall be limited to eighteen (18) units only whether in the undergraduate or graduate level or combined. Payment should be based on his/her highest educational attainment. Deans of academic units and campus directors with the assistance of the University HRMO are all advised to review the age profile of their respective faculty and carefully plan the faculty complement needed for the offering of their programs. In highly justifiable cases when requests for rehiring cannot be avoided, such as when the retiree's 65th birthday falls in the middle of a semester, all concerned are reminded to initiate the process early enough.

## **2.3 Types of Faculty Appointment**

### **2.3.1 Regular Faculty**

- **Permanent Faculty**

These are faculty members who are hired on a full-time basis with security of tenure (with plantilla items) and whose main functions include instruction, research, extension, and production in pursuance of the vision-mission of the University.

- **Temporary Faculty**

These are faculty members who are hired on a full-time basis in temporary status with the conditions prescribed by law such as minimum qualification of educational attainment, experiences and other regulations provided by the University whose main functions include instruction, research, extension, and production in pursuance of the vision-mission of the University.

- **Contractual Faculty**

These are faculty members who are hired on a fulltime, in contract basis to conduct instruction and/or research services to the University/College.

### **2.3.2 Non-Regular Faculty**

Non-regular faculty members are classified as follows:

- **Non-Tenured Faculty**

These are faculty members employed to teach on a term basis (semester or summer). They receive remuneration on an hourly rate. Though their expected to undertake assigned tasks and spend time to conduct research, improve and augment productivity, and

promote and develop extension services in pursuance of the vision-mission of the University.

- Part-time (Non-Tenured) Faculty. This refers to a non-tenured faculty who teaches subjects not more than 18 units per given semester.
- Full-time (Non- Tenured) Faculty. This refers to a non-tenured faculty who teaches subjects more than 18 units but not more than 30 units in a given semester.

For the colloquial purposes part-time non-tenured faculty members are called “Full-timers”, and Full-time Non-Tenured are dubbed as “part-timers”.

Non-tenured faculty members should be informed of their tentative teaching loads at least two (2) weeks before the start of classes. If there are changes in the schedule, these shall be communicated to the faculty member concerned at least twenty-four (24) hours before the start of classes.

Contracts of these faculty members expire at the end of every term (semester or summer). The Dean shall recommend renewal after consultation with the Department Faculty and if the part-time faculty member has passed all the criteria set for evaluating faculty performance. Part-time faculty members are expected to serve the entire term of their employment. Any violation of the contract will result to non-renewal of contract.

- **Visiting Professor**

Visiting professors are those invited by the University from other institutions to render services in the form of instruction, research, extension, and the like for the duration of a program. Foreign professors who are invited to speak in a forum, symposium, or a lecture series fall under this category.

- **Adjunct Faculty**

These are cooperating teachers who are directly involved in the supervision of students performing their off-campus practice teaching. The University/College can provide incentives to the adjunct faculty and to the cooperating institution, which can be in the form of staff development, instructional materials or financial assistance.

- **Professor Emeritus**

This is a retired faculty member or administrator who holds the rank of at least Full Professor at the University upon his/her

retirement and is given the title in recognition of exceptional competence in his/her field of specialization. He/she is likewise invited to render instructional or research services.

### **3. Faculty Performance Evaluation**

Performance of faculty member is done every semester through the University/Campus HRMO using the University evaluation and appraisal system. However, pursuant to CSC Resolution No. 1200481 dated March 16, 2012 as issued under CSC Memorandum Circular No. 6 s. 2012, all government agencies are directed to establish and implement Strategic Performance Management System (SPMS) based from the issued Administrative Order No. 25 dated December 21, 2011 in consonance with Executive Order No. 80 s. 2012 which aimed to strengthen performance, monitoring and appraisal system. The SPMS incorporates the positive features of past initiatives.

III. FACULTY WORKLOAD

REVISED POLICIES AND GUIDELINES ON FACULTY WORKLOAD

Pursuant to Board of Regents Resolution No. 044-411-13 and University Administrative Council Resolution No. 03-014-13 the revised policies and guidelines on Faculty Workload of the University of Rizal System are hereby established for the guidance of all concerned.

1. Full-time Equivalent (FTE)

This refers to a standard load measurement of faculty members and students. For management and budgetary purposes FTE is used to determine the number of faculty members and the numbers of students served.

Faculty FTE is the standard number of contact hours per week of actual teaching (AT) and non-teaching assignment/equivalent workload (EWL).

2. Faculty Teaching Load

2.1 The actual teaching hours (ATH) per week will be 18 hours for undergraduate level wherein:

- Lecture class 1 unit = 1ATH
- Laboratory class 1 unit = 3ATH

2.2 National Service Training Program (NSTP)

There should be at least fifty (50) students to a class which is equivalent to three (3) ATH.

2.3 Student Teaching/ Supervised Industrial Training (SIT)/ On-the-Job Training/ Occupational Internship Program (OIP)/ Practicum/ RLE

For student teaching, a class with 25-30 students is equivalent to six (6) ATH, provided the Student Teacher Supervisor conducts supervision at least 4 hours a week. In the case of SIT, a class with forty (40) students is equivalent to three (3) ATH. For OJT/OIP/Practicum of 6 units, it is equivalent to six (6) ATH i.e. ATH is equivalent to the number of units of the subject.

The Actual Teaching Hours (ATH) of Faculty handling Related Learning Experience (RLE) shall be in accordance with the provisions of the Philippine Regulatory Commission and the Commission on Higher Education on duty hours of nursing students.

2.4 Laboratory School

For Laboratory School faculty members, 18 ATH and an additional of three (3) contact hours for an advisory class shall be considered as regular teaching

load. A faculty without advisory class will be given an additional three (3) ATH.

2.5 Faculty with Administrative Functions

The Actual Teaching Hours (ATH) of faculty members performing administrative functions, inclusive of RDEP workload are as follows:

Designation	ATH
Vice-President/Campus Director/Campus Dean	3
Deans	
16 and more classes to supervise	6
15 and less classes to supervise	9
Director (Research, Extension, Production, OSDS, Public Affairs)	6
Head, University-wide UPFDU	6
Asst. Head, University-wide UPFDU	9
University Registrar	6
Principal, Laboratory School	6
Head, Library Services	9
Program Head (serving at least 100 students)	15
Head, Academic Affairs Sections:	
a. Curriculum & Instruction (Program Accreditation, Recognition & Certification, NSTP, Test & Evaluation)	9
b. Student Development Service (Admission, Student Psychological Testing, Student Organization, Guidance & Counseling, Scholarship & Financial Assistance)	9
c. OJT & Placement	9
Head, RDEP Section (Stat Center, SANRI, Eco & Bio Diversity, Publication/ Media Service, GAD, IPO, TFLLCD)	9
Head, Administration & Finance Sections	
University CBA	9
Campus CBA	12
Head, Planning & Development Services Sections (MIS, Int'l Dev't& Special Proj., CCL, Culture and Arts, Sports Dev't.)	9
Campus-wide Designations	
OSDS Coordinator	18
MIS & Planning	18
SPMO	15
Accreditation Over-all Chair	18
RDEP Unit	15
General Services	18
Publication	18
Sports	18
Culture and Arts	18
Guidance Counselor	18
Campus Registrar/ Cashier/ Librarian	
With non-teaching staff	15
Without staff	9

**3. Research, Extension and Production Workload**  
**(Reference: BOR Resolution No. 07-246-08 dated July 21, 2008)**

- 3.1 Faculty members shall render academic workload specifically an additional 3-unit workload intended for research, extension and production activities. The additional 3-unit faculty workload should be approved and recognized pursuant to the policies and guidelines on the approval and conduct of the RDEP activities.
- 3.2 Faculty may opt to take 3 units teaching load to be rendered within his/her regular official time in lieu of the additional 3 units RDEP workload. Faculty members should observe the university policy guidelines on the completion and non-completion of research, extension and production workload.
4. Regular faculty members on teacher leave status shall complete the required thirty (30) hours per week from Monday to Friday, excluding one-hour lunch break.
- Faculty members with administrative functions (on vacation-sick leave status) shall complete the required forty (40) hours per week from Monday to Friday, excluding one-hour lunch break.
- Faculty with twelve (12) ATH per week and below shall be classified under Vacation-Sick leave status while those with more than 12 ATH per week will be placed under Teacher Leave status.
5. Non-teaching assignments covered by official designation issued by the Vice-President and/or Campus Director/Campus Dean is given a corresponding equivalent workload of no more than 3 ATH per week and implies year round performance of functions in support of instruction, research, extension or production programs.
6. For undergraduate level, in excess of 3 preparations, one (1) CHW will be added to the total number of CHW.
7. Faculty members are allowed to have six (6) hours teaching overload per week provided they maintain a very satisfactory rating during the last two (2) immediately preceding semesters.

The time for teaching overload should be outside the regular official time and the one-hour lunch break.

Teaching loads over and above the minimum load stated are subject to compensation provided extension of hours beyond the official time is rendered.

When no qualified faculty member is available to teach a subject, an additional teaching overload of three (3) hours per week may be given to a faculty member. The schedule of which must be outside the regular official time and the one-hour lunch break.

8. Administrative staff may be given six (6) hours teaching load per week. Teaching hours rendered outside their official time entitles them to teaching overload pay.

9. Outside Teaching Load

Outside teaching load refers to academic instruction rendered in other colleges or universities. The schedule for outside teaching load should not be within the regular official and overload teaching time.

Faculty members who wish to teach outside the University should secure permission of the Dean, Campus Director/Campus Dean, Vice-President for Academic Affairs and the President on a semestral basis. The maximum teaching load outside the University is nine (9) hours per week.

Faculty on study leave or scholarship is not allowed to render outside teaching load and other professional services not covered by the scholarship contract.

Outside teaching load should not conflict with the faculty member's duties and responsibilities at the University. In times when their services are needed, their commitment to the institution must be prioritized.

10. Actual teaching load of part-time faculty shall be limited to twenty-one (21) hours per week. In meritorious cases, ATH may be increased by three (3) additional hours.
11. Faculty who is tasked to take charge/handle special project and is covered by an official designation issued by the University President shall be given a corresponding deloading at the discretion of the President.
12. Committee work/assignment and advisorship of co-curricular/extra-curricular activities/class organizations are considered exigency of the service, hence form part of the non-teaching hours.



## **IV. FACULTY DEVELOPMENT PROGRAM**

### **POLICIES AND GUIDELINES IN THE CONDUCT OF HUMAN RESOURCE DEVELOPMENT PROGRAM**

These policies and guidelines as approved by the University Administrative Council through Resolution No. 03, Series of 2014 have been formulated in accordance with the existing rules and regulations of the Civil Service Commission and other existing laws and regulations.

The University of Rizal System values its human resources and commits to develop through systematic program of career and personal development for its faculty and staff members.

The provisions of these policies and guidelines are in line with the University's commitment to professional workforce for the delivery of basic service to the public.

#### **1. Coverage**

These policies and guidelines shall apply to all the officials, faculty and staff members of the University on permanent, contractual and casual status.

##### **1.1 Basic Policies**

- The University seeks to afford its officials, faculty and staff opportunities for academic development and skills enhancement for a more effective delivery of the mandated functions and public services.
- The Faculty and Staff Development Committee (FSDC) shall conduct the necessary screening of applicants and recommend to the President the most qualified personnel who may participate in human resource development programs; likewise, the committee shall monitor and ensure compliance by the participants or beneficiaries with applicable requirements.
- The FSDC shall also formulate policies and procedure in the conduct of human resource development programs of the University.

##### **1.2 Basic Guidelines**

The following guidelines shall apply to all human resource development programs scholarship and trainings:

The faculty/staff shall satisfy the following requirements:

- have obtained a performance rating of at least Very Satisfactory (VS) for two (2) consecutive rating periods preceding the application;
- be physically and mentally fit;
- have no pending criminal or administrative cases;

- have rendered the service obligation of any previous service contract (if there is any);
  - not more than 45 years old as of the award of scholarship grant.
- 1.3 Attendance of personnel in authorized human resource development programs shall be on official business.
- 1.4 Scholarship and study leaves shall be covered by a service contract/scholarship contract to be executed between the employee and the University President.
- 1.5 Financial assistance may be extended by the University as may be warranted.
- 1.6 Faculty and staff members who have availed themselves of any human resource development program must submit to the University President, through the FSDC and his/her immediate head, a feedback report on their participation within five (5) days from completion of the program with certificate of participation from the sponsoring organization.
- 1.7 Participants or beneficiaries of any human resource development program shall be relieved of all duties and responsibilities for the duration of the program.
- 1.8 Faculty and staff members to avail of another human resource development program must first satisfy the requirements of the FSDC.
- 1.9 The trainings, conferences, or fora to be attended should be relevant to the Campus/University's thrusts or official duties and responsibilities of the concerned faculty or staff member(s).
- 1.10 The FSDC shall have the following composition:
- Chair: Vice-President for Academic Affairs
  - Vice-Chair: Vice-President for Research, Development, Extension & Production
  - Vice-Chair: Vice-President for Administration & Finance
  - Members:
    - Director, Finance Services
    - Campus Directors
    - University Human Resource Management Officer
    - Director, Administrative Services
    - One Representative from Faculty Federation and from the Non-teaching Association elected at large.
- 1.11 The FSDC shall be responsible for the proper implementation of the provisions of the policies and guidelines. As such, they will perform the following functions:
- Screen faculty/staff applicants to scholarship and recommend faculty and staff to seminars/training.

- Disseminate information on scholarship opportunities.
  - Coordinate with campuses on scholarship matters
  - Monitor performance of scholars
  - Formulate and amend scholarship policies and guidelines
  - Oversee the implementation of scholarship policies
  - Determine the faculty development needs of the University
- 1.12 The Dean/Head of Unit shall be responsible in determining the training needs and other Human Resource Development Programs of their subordinates using the performance evaluation report or individual career development plan and in accordance with the thrusts and priorities of the University.
- 1.13 The Campus HRMO shall prepare list of eligible faculty and staff member(s) who may be recommended for seminars, training and fora indicating therein their previous and recent record of seminars, conferences attended including area of specialization and/or present designations and shall be submitted to the Faculty and Staff Development Committee for reference.
- 1.14 The Campus HRMO shall maintain an accurate record of faculty and staff members who availed the scholarships and staff development program.

2. Definition of Terms

CONSOLIDATED HUMAN RESOURCE DEVELOPMENT PLAN	refers to the consolidated information about trainings, seminars and fora of officials, faculty and staff members from the different campuses furnished by Campus HRMO to the University HRMO.
CSC	stands for Civil Service Commission which is the central personnel agency of the government
FACULTY	refers to teaching personnel of the University on permanent or contractual status
FSDC	refers to the Faculty and Staff Development Committee that is responsible in upgrading skills, knowledge, attitude and competence of faculty and staff of the University
HUMAN RESOURCE DEVELOPMENT PROGRAMS	refers to activities aimed at enhancing career progress and personal growth, which include scholarships, study leaves, trainings, seminars, workshops, conferences and conventions.
SABBATICAL LEAVE	is defined as a leave for encouraging/motivating faculty members (including administrative officers who hold faculty rank) to engage in scholarly research or other activities that will increase their scholarly achievement or their capacity for service to the University.
STAFF	Refers to non-teaching personnel on permanent, contractual and casual status.

### **3. Forms**

To systematize the human resource development programs, the FSDC shall pursue the development and approval of generic faculty development manuals, documents, and forms including forms to use for application of various programs.

- Form for Training – Faculty & Staff Development Committee (FSDC) (HRMO Form 5)
- Feedback Report (HRMO Form 5a)
- Form for Scholarship - Faculty & Staff Scholarship Form (HRMO Form 6)
- Scholarship Contract
- Co-maker Undertaking
- Human Resource Development Plan Matrix

### **4. Human Resource Planning and Budgeting**

- 4.1 All human resource development programs should be within the approved budget of the University and should be meticulously and judiciously planned by the Human Resource Management Office. No program whether trainings, seminars, or scholarship shall be undertaken unless it is in accordance with the approved annual budget (Internal Operating Budget and the General Appropriations Act) for the said purpose. In the case of trainings, seminars or scholarships funded by outside local or foreign entities, the FSDC shall immediately update the budget to include counterpart costs subject to the herein guidelines. Such shall be at all times consistent with the appropriations for the said purpose.
- 4.2 Each campus/department/unit shall judiciously prepare, maintain, and update their annual human resource development plan for the consolidation of the FSDC. The Consolidated Human Resource Development Plan shall bear the approval of the FSDC consistent with the approved yearly budget.
- 4.3 The preparation and updating of the Consolidated Human Resource Development Plan shall be the responsibility of the FSDC.
- 4.4 Updating of the campus/department unit human resource development plan and the consolidated human resource development plan shall be undertaken every six (6) months or as often as may be required by the FSDC.

### **5. Trainings, Seminars, Workshop, Fora, Conferences, Conventions and Exposure Trips**

- 5.1 Local Trainings, Seminar, Workshops, Conferences and Conventions-These refer to undertakings that aim to provide opportunities for employee participation in any of the following:

- Development courses which include orientation and reorientation courses, retraining on basic skills inherent to the positions, value formation and development programs in preparation for higher responsibilities for both rank-and-file and management-level employees; and
- Highly specialized, technical or scientific seminars or studies including opportunities for capability building, skills development or enhancement at any level or rank of employment requiring an understanding or use of special tools and techniques in order to cope with work changes or transfer of technology.

## 5.2 Application, Nomination and Selection

- 5.2.1 The Campus HRMO/Dean shall send, receive invitation/request for nominees to the college/department/unit concerned based on:
- Relevance of the seminar, training, or forum to the faculty and staff members responsibilities/functions.
  - Potential benefits that may directly or indirectly accrue to the MVOs/Goals functions of the college/department/unit
- 5.2.2 In case that the invitation is addressed to the faculty or staff member, the same shall be submitted to the Dean for appropriate action.
- 5.2.3 The applicant(s) as recommended by the Dean/Unit Head shall submit requirements relevant to the seminars, trainings, and fora unless the inviting agency/organization provides, otherwise. Provide a copy to the Campus HRMO.
- 5.2.4 The Campus HRMO shall provide the Campus Director/Dean with the list of qualified applicants and the complete documentary requirements.
- 5.2.5 The Campus Director/Dean and Campus HRMO shall convene to select the nominees using the selection criteria pursuant to the set policies and guidelines.
- 5.2.6 In the event that there are no nominees endorsed to the Campus HRMO, the selection after deliberation of the Campus Director/Dean shall be done from the submitted list of eligible faculty and staff members. The FSDC thru the HRMO shall notify the recommendee of the result of the selection.
- 5.2.7 In case of foreign/international/seminars, trainings and fora, the Dean after deliberation shall recommend the qualified nominees to the Campus Director for final selection of official participant(s).
- 5.2.8 Completed research(es), projects, and invention (whether individual or group entries) for presentation should be duly recognized by the

University RDEP Office. The RDEP Office shall recommend official nominees, in the following manner:

- For individual research, project or invention
  - i. Only the researcher shall be recommended to present
- For group research, project or invention
  - i. Only the main author or his duly recognized representative shall be recommended to present
- In case the research, project or invention is a product of Master's Thesis or Dissertation (*i.e. any research output from the Undergraduate Level is not considered for this purpose*)
  - i. If the author completed the degree from URS Graduate School
    - a. The Main author or his duly recognized representative shall be recommended to present the paper
    - b. The adviser shall be recommended to present the paper only as co-author and not as the main author on Official Time only and should have written consent from the main author allowing him to present the paper on the author's behalf. Moreover, the adviser may not claim any of the incentives stipulated in the Publication and Presentation Incentives provision in the URS Research Operations Manual (BOR Resolution No. 032-283-10 dated September 7, 2010).
  - ii. If the author completed the degree from any other school other than URS.
    - a. The main author or his duly representative (as employee of the URS) shall only be recommended to present the paper when there is written permit or consent from the school/University where he had completed the said research as a graduate student.

5.2.9 For foreign/international seminars, trainings, and fora, the University Faculty and Staff development Committee shall convene to select the nominees using the selection criteria of this policies and guidelines.

5.3 Attendance of Faculty and Staff in Local Trainings, Seminars, Workshops, Conferences and Conventions conducted by the URS and duly Accredited Professional Organizations-Attendance of personnel, whether permanent, contractual or casual, to trainings, seminars, workshops, conferences or conventions may be authorized only if sponsored by the following:

- 5.3.1 University of Rizal System
- 5.3.2 Commission on Higher Education
- 5.3.3 Professional Associations or Organizations of SUC Faculty and Staff
- 5.3.4 Department of Budget and Management
- 5.3.5 Commission on Audit
- 5.3.6 Civil Service Commission
- 5.3.7 Agencies of the Government; i.e PRC, Senate, Congress, DOST, DTI and the like
- 5.3.8 Non-governmental organizations duly accredited by the CSC
- 5.4 Attendance of Faculty and Staff in Local Trainings, Seminars, Workshops, Conferences and Conventions conducted by Professional Organizations, Non-governmental Associations or Private Training Institutions Not Endorsed by the CHED – will be allowed provided:
  - 5.4.1 The program is relevant to the faculty or staff member's function or designation and/or the needs of the University
- 5.5 International Research Presentation and Invention Demonstration
  - 5.5.1 Inviting entity is not located on those high risk countries identified by the department of Foreign Affairs
  - 5.5.2 Research paper for presentation or invention for demonstration should be an approved, completed and recognized research paper/invention in the University as certified by the RDEP Office. In addition, the following shall also be recognized:
    - Research or Invention as a product of the URS Graduate School (i.e. Master's Thesis and Dissertation) shall also be recognized within the last 3 years.
    - Research or inventions as a product of the Graduate School requirement from other school/university within the last 3 years shall be recognized only when accompanied by a written permit from that particular school or university (where the research served as a requirement in earning a particular graduate degree)
- 5.6 Merit-Based Financial Assistance Program on Paper Presentation in International Conference.

This program has the intention to provide professional advancement opportunities for University of Rizal System faculty and staff members in the international field covering special topics / area of specialization. This is a form of Teacher Fellowship Scheme, which involves paper presentation, and pursuit of research.
- 5.7 National or Foreign/International Entities Assisted Seminars, Trainings, and Fora



- 5.7.1 The Faculty/Staff members have served the University for at least one (1) year Continuous Service for the National seminars, trainings, conference and fora.
- 5.7.2 For foreign seminars, trainings, conference and fora, Faculty/Staff members have served the University for at least two (2) years continuous service on a permanent status.
- 5.7.3 Inviting entity refers to any professional or non-governmental organizations duly accredited by the CSC or by the CHED, or by virtue of their national prominence as existing institutions.
- 5.7.4 Invitation letter of a national or foreign entity must be forwarded to the University President.
- 5.7.5 The Campus HRMO shall submit the name(s) of the invited faculty or staff member(s) with corresponding documentary requirements to the Dean for appropriate action subject to the selection criteria specified in the guidelines. In case of foreign/international seminars, trainings, conference and fora, the qualified nominees shall be submitted to the University Faculty and Staff Development Committee for final selection.

## 5.8 Entitlement

- 5.8.1 Faculty/Staff attending seminars, trainings, conference and fora shall be:

- Attendance to Seminars, Trainings and Conferences
  - Entitled to travelling allowance and other expenses incidental to it subject to existing COA and DBM rules. Provided however, that such entitlement shall be limited once a year for every faculty or staff members as deemed necessary as determined by the Dean/Campus Director/Vice Presidents (for international or foreign seminars)

- With Paper or Poster Presentation

Faculty/Staff members with RDEP recognized research or invention may attend the seminars, trainings, conference and fora in the following manner:

- The faculty/staff members may attend seminars, trainings, conference and fora and present the paper in three different levels in a year (i.e. Regional, National, International) and entitled to travelling allowance and other expenses incidental to it not in contrast with other provisions within this guideline.



- Succeeding presentation/s of the same paper in any of the three levels (i.e. Regional, National, International) within the same year and succeeding year shall be allowed only on Official Time.
  - Succeeding presentation of the same author and the same paper within the year in different levels shall be allowed only on official time
  - However, presentation of another paper within the year shall again entitle the faculty/staff member the provisions in item “i” and should follow item “ii” for the succeeding presentations of the same paper.
- 5.8.2 Executive Development Program- a training program meant for key officials of the University and other employees holding administrative position.
- 5.8.3 Those who intended to attend seminars, trainings and fora exceeding the allowable slot per year shall be permitted on official time only;
- 5.8.4 One (1) slot shall be allowed to each faculty and staff members for seminars, trainings and fora for every year.
- 5.8.5 Attendance to seminars, trainings and fora, and invention demonstration chargeable to the personal expense of the participant shall be limited only to the relevance congruent/appertaining to the nature or field of specialization/ official function of the participants.
- 5.8.6 Attendance to seminars, trainings and fora that do not fall in 7.7.3 shall require filing of leave form and approval of the same for the said purposes.
- 5.8.7 Registration fee for the attendance to international paper presentation and invention demonstration recognized by the University. Other expenses including transportation expenses, allowance, and other expenses incidental to it shall be chargeable to the participant. However, this should be applied once a year for every faculty or staff member.
- 5.8.8 Approved participation shall be entitled to allowances and other benefits pursuant to existing rules and regulations;
- 5.8.9 Participant(s) shall be relieved of all duties and responsibilities of the position for the duration of the approved seminars and trainings.
- 5.8.10 Participant(s) who are allowed to attend seminars, trainings and fora, but fail to attend seminars, trainings, and fora with invalid reason(s) forfeit his/her slot for the given year.
- 5.8.11 Faculty and staff members attending to trainings, seminars and fora shall be allowed one day before and another extended day after as travel time allowance

- 5.8.12 A Memorandum of Agreement on attendance to seminars, trainings and fora both local and international of at least one month shall indicate immediate return to service of the faculty and staff

## 5.9 Service Obligations

- 5.9.1 Participant(s) shall be required to render echo activity relative to the seminars, conferences, conventions, fora, training, paper presentation and invention demonstration attended. It must be closely monitored by the campus director or the deans and must be reported to the faculty and staff development committee.
- 5.9.2 Participant(s) of trainings must render service obligation as may be determined by the University Faculty and Staff Development Committee for trainings with the duration of at least one (1) month.

## 6. Scholarships

**6.1 Foreign Scholarships and Training Programs (FSTP)** – Foreign scholarships and training programs are those extended to the Philippines by a foreign donor country or foreign institution based on the identified training needs of agencies or institutions. These consist of long term courses, the duration of which ranges from one (1) to three (3) years, and short term courses, which are usually for less than a year. Applicants to these FSTP shall meet the following:

- 6.1.1 a permanent appointment at the time of the filing of the application; however, for short term courses, faculty and staff may apply;
- 6.1.2 have served the University for at least six (6) semesters or three (3) years of continuous service prior to the scholarship application;
- 6.1.3 not more than 50 years old except those officials or employees, whose official functions or designations are contingent to the scholarships, seminars, trainings, and fora to be attended unless the age requirement is set by the foreign inviting entity.
- 6.1.4 have no approved application for any other local or foreign scholarship (in case of application of University scholarship program) and meet the required qualifications.
- 6.1.5 must have passed the evaluation of the committee which will be composed of:
- University Scholarship Committee Chair;
  - Head Financial Division;
  - Head Human Resource Management Office;
  - Two representatives of the University Employees Faculty/Staff);

- Campus Director

- 6.1.6 complete all in the requirements of the course within the specified period;
- 6.1.7 shall comply with the terms and conditions of the grant and keep up with the standards of the scholarship or award;
- 6.1.8 must be given allowable travelling allowance based on EO 298
- 6.1.9 Upon completion of the scholarship, the scholar must render two years of service to URS for every year or a fraction thereof of scholarship. Failure to comply would mean refund to URS of the amount granted to him/her subject to appropriate computations. The same rule applies to those who avail of educational assistance.
- 6.1.10 shall immediately submit to the University, through the FSDC, their official transcript of the records or grades and certificate of performance or its equivalent at the close of each quarter, term or semester;
- 6.1.11 shall return immediately to the Philippines and report to the University upon the termination of their scholarship. An extension of stay may be granted subject to the approval of their leave application; and
- 6.1.12 shall submit a post-training feedback report within fifteen (15) days after their return to duty to the President and an interview with the USC Chairman.

**6.2 University Scholarships and Financial Assistance** –Scholarship and financial assistance extended to the faculty by the University. Full-time and part-time scholarships are awarded to faculty members who pursue graduate studies in accredited/recognized private HEIs or other SUCs.

**6.2.1 FULL TIME SCHOLARSHIP** – This scholarship is given to a faculty / staff member who qualifies for masteral / doctoral program sponsored by the university or any other sponsoring agency.

- The recipient is entitled to a study leave based on the prescribed period for the completion of course. He will be covered by the terms and conditions stated in the scholarship contract.
- The USC may grant the amount of tuition fee prescribed by the training agency/university with annual adjustment increase of 5%, a monthly transportation allowance and semestral book allowance of P1,500.00 within the duration of the program provided, that books purchased out of the allowance would be donated to the library after he / she finished the program

- Scholars must render two-year service obligation for every year granted.
- Faculty and staff members on full-time scholarship are not allowed to participate in trainings and seminars both local and international.

**6.2.2 PART-TIME SCHOLARSHIP** – This will be available to faculty/staff members who belong to the following category:

- Faculty/staff member who intends to take a course / special course considered as a priority need of the University in other University/College, a letter of request addressed to the USC with attached details of the course is required to avail of this scheme.
- The USC may recommend granting the amount of tuition fee prescribed by the training agency / university with annual actual adjustment increase and the faculty/staff will be attending the course on Saturdays/Sundays. Re-enrolment of the same subject will not be paid by the University.
- Granting of tuition and miscellaneous fee shall only be limited to the approved program of studies.
- Faculty/staff member who wants to pursue graduate education program in the priority areas, provided he/she would teach/report to work regularly on weekdays and attend classes on weekends. Faculty on part-time scholarship shall carry a regular teaching load and should not take overload.
- The USC may recommend the granting of monthly transportation allowance and semestral book allowance of P1,500.00 within the duration of the program provided the grantee would not go on study leave and that books purchased out of the allowance would be donated to the library after he/she finished the program.
- Part-time Scholars who will intend to apply for Full-time Scholarship are subject to recommendation of the USC and approval of the President
- Faculty / Staff members must render one year service obligations for every year granted.

**6.2.3 THESIS/DISSERTATION FINANCIAL ASSISTANCE**

- Upon submission of the thesis / dissertation abstract, manuscript in soft copy, the University extends financial assistance to the faculty / staff members. Equivalent to the amount approved by the Administrative Council and the Board of Regents

- Masters Thesis Assistance (P20,000.00)  
Doctoral Dissertation (P30,000.00)
- Faculty and staff on contractual Status may avail of the thesis/dissertation Financial Assistance provided that they have served six (6) semesters or three (3) years continuous service prior to the scholarship application;

**6.2.4 FACULTY / EMPLOYEE DISCOUNT** – This pertains to the Fifty (50%) percent discount on tuition fee given to a faculty/staff who will enroll in the graduate program of the University.

**6.2.5 EMPLOYEE ENHANCEMENT PROGRAM** – This program is for the Staff Personnel who wish to upgrade themselves by pursuing degree programs in the University.

- This is open to permanent, casual, and contractual staff / employee who intend to pursue a college degree/ non-degree program in the University.
- He/she would write a letter of intent to the FSDC for approval of the President
- The staff/employee can take 15-unit load in a semester but maintain a weighted average of 2.5 and should not have a Failed or Dropped grade in any subject.
- He/she should finish the course within six (6) years for four-year degree and three (3) years for non-degree program.
- In case there is conflict between official time and schedule of classes, the employee should make necessary arrangements with the immediate supervisor and the HRMO.
- The staff, as a student, when he/she is in the Campus / classroom should follow the University policies.
- The staff / employee is entitled to free tuition fee, miscellaneous fee and book allowance of P 1,500.00 per semester.
- Staff / employee must render the service obligation of one year per year granted.

**6.2.6 EXPERT’S LICENSURE ASSISTANCE** – This is offered to faculty / staff member who has finished a degree course, which requires a license and has intention to take review classes prior to taking the board/licensure exams.

This assistance is open to engineers, accountants, law graduates, and professionals in other field of study, which are the priority needs of the university.

- A faculty / staff member who has the intention to enroll in review class prior to the board examination may apply for financial assistance to defray tuition fee expenses for the review classes and application fee for licensure examination.
- The applicant may write an application letter to the FSDC and attach the corresponding details of the program he/she want to avail.
- In case that the grantee did not pass the Licensure examination he/she will be given three years to pass the board examination on his/her personal expense or else shall be asked to refund previous privilege availed of.

**6.2.7 SABBATICAL LEAVE FOR RESEARCH** - is a leave of faculty or staff. It is a scheme which will enable the faculty/staff to take a period of study of time away from the substantive role at the University in order to undertake research. Research sabbatical scheme has the following applications:

- ☐ Contribution to the University research strategy;
  - ☐ Quality and academic impact of potential output;
  - ☐ Impact on the benefits to the economy, society, public policy, culture and quality of life
- Period of Sabbatical Leave  
  
The faculty and non-teaching employees may avail of sabbatical leave for a period of six (6) months to one (1) year, with pay, pursuant to the existing "Sabbatical Leave Program" of the University. A Sabbatical Leave Screening Committee shall evaluate recommended applications.
  - Forms of Sabbatical Leave
    - Sabbatical Leave for Conducting Research
    - Sabbatical Leave for Book Writing
    - Sabbatical Leave for Development of Instructional Materials to Improve Instructional Manuals
  - Basic Requirements for Sabbatical Leave
    - Rank of Associate Professor or Chief of a unit, if a non-teaching employee and at least Salary Grade 18
    - Permanent appointment
    - Has completed at least two (2) researches duly recognized by the University
    - Seven (7) years of continuous service in the University
    - Has Very satisfactory performance for the three ratings.

- Not over 63 years at the time of application or grant. In no case the sabbatical leave shall be granted to a faculty who shall retire within two (2) years upon return to active service.
- Committee for Sabbatical Leave for Research

A Sabbatical Leave for Research Screening Committee shall be composed of the following:

Chair	:	VP for RDEP
Vice Chair	:	VP AA/ VP AF
Member	:	3 Research Specialists on the Discipline of the Applicant

- Functions of Sabbatical Leave Screening Committee
  - Shall deliberate on the relevance of sabbatical assignment to University thrusts and priorities and recommend to the University President for approval.
  - The Committee shall recommend the distribution of slots among the colleges, institutes, centers, or division such that a particular college, institute, center or division will not be allotted two (2) slots successively.
- Procedures for Screening of Sabbatical Leave Application
  - The Employee must submit application letter to the immediate supervisor stating the purpose of sabbatical leave; duration of leave; plan of work stating activity and timetable.
  - Department/ College/ Institute/ Office must recommend and submit justifications to support the proposed sabbatical leave output, together with the HRD Plan/ Sabbatical Leave Schedule that included the applicant to undertake sabbatical leave assignment within the specified period.
- Obligations of Sabbatical Leave Grantees
  - Upon approval of the President and confirmation by the Board of Regents, the grantee shall submit sabbatical leave contract under oath and clearance from money and property responsibilities prior to the effectivity of the sabbatical leave.
  - Leave grantee shall submit progress report to the University President through the Sabbatical Leave Screening Committee to support his/her claim for payment of salaries and benefits.
  - Upon completion of the sabbatical leave plan, the employee shall present his/ her output and re-entry plan to the college, institute, or division concerned indicating how the output will benefit the University.



- The sabbatical leave shall not be taken as a way out or for employees to look for employment elsewhere.

### **6.3 Civil Service Commission Local Scholarship Programs (CSC-LSP)**

This CSC-LSP shall consist of the following:

- 6.3.1 LSP FOR BACHELOR'S DEGREE COMPLETION (BDC) – This program refers to the completion of the academic requirements for a Bachelor's Degree and shall be available to those who need only one (1) more year to study to obtain the degree.
- 6.3.2 LSP FOR MASTERAL DEGREE COURSE (MDC) – This program refers to (a) the pursuit of a one (1) year masters degree course in a chosen field of study relevant to the needs of the agency; or (b) the completion of the academic requirements for a masters degree.
- 6.3.3 LSP FOR SKILLED WORKERS IN THE GOVERNMENT (SWG) – This program refers to skills upgrading for 1<sup>st</sup> level positions in the clerical, trades, and crafts. It aims to equip employees with working knowledge of new developments and innovations in their areas of work; upgrade existing skill levels in government; and enhance capabilities, which will allow expanded career paths for rank-and-file employees. This program includes:
  - Clerical Development Course
  - Automotive / Land Transport / Vehicle Maintenance / Auto/Diesel Mechanic; Electricity; Refrigeration and Air Conditioning; Building Maintenance/ Construction Trades; Electronics and Telecommunications; Audio-Visual Aids Equipment Operation and Maintenance/Photography; Microcomputer Repair Servicing; Foremanship Training; and Gas/ARC Welding.

## **7. Common Provisions on Local and Foreign Scholarships**

The following provisions shall apply to both local and foreign scholarships:

### **7.1 Effects of Administrative Cases**

- 7.1.1 When the scholars are formally charged prior to enrollment with an administrative offense where the penalty is dismissal, they shall be automatically disqualified to avail themselves of the grant.
- 7.1.2 When a formal charge is filed after enrollment, the scholars shall be allowed to continue their studies, unless the charge is for a grave offense and the probable cause is strong.
- 7.1.3 When the scholars are subsequently found guilty of an administrative offense and dismissed from a service, they shall refund to the



University all expenses incurred, all salaries and allowances received while studying.

7.2 Effects of Incomplete or Failing Grades of the Scholars

7.2.1 If the scholars receive an incomplete grade in a particular subject in the semester or term, they shall still be allowed to avail themselves of the scholarship grant for the next semester, or summer term. Completion of the requirements must be undertaken within six (6) months after each semester or summer term; otherwise, the scholars shall refund to the University all expenses incurred, all salaries and allowances received.

7.2.2 In case the scholars receive a failing grade in any subject the scholarship grant shall be discontinued and they shall refund to the University all expenses incurred, all salaries and allowances received for the period covered.

7.3 Extension of Scholarship – Extension of one-semester may be allowed provided that there are justifiable reasons and request is filed at least two (2) months before the effectivity of the request.

7.4 Effects of Discontinuance of Studies – In any case the scholars discontinue their studies or fail to complete the course due to their own fault of willful neglect or other causes within their control, they shall: (1) refund to the University all expenses incurred, all salaries and allowances received for the period covered; and (2) be barred from participating in future scholarship examinations or assessment processes.

7.5 Effects of Failure of Scholars to Render Service Obligation – In case the scholars fail to render the service obligation stipulated in the contract through their own fault or willful neglect, resignation, voluntary separation or transfer to the private sector, they shall refund to the University the full amount actually defrayed for their study grant and all salaries and allowances received for the period covered. However, even if the transfer is to another government agency, the scholar shall still be obliged to refund to the University all salaries, benefits, and allowances received for the duration of the scholarship.

7.5.1 In case of failure to render the required service obligation or restitution of the expenses incurred the University shall prosecute the employee for administrative and civil liability. All litigation expenses shall be borne by the grantee.

For scholars who have rendered at least fifty percent (50%) of the total service obligation in the University, they shall refund only a proportionate amount of the salaries and allowances received in accordance with the following formula:

$$\frac{R}{x \text{ TCR}} = \underline{\hspace{2cm}}$$

		SOR
R	=	Refund
SOR	=	Service Obligation Required
SOS	=	Service Obligation Served
TC	=	Total Compensation Received

7.5 Effects of Leave of Absence– In case the scholars take a leave of absence due to unavailability of subjects or other reason beyond their control, they shall return to work and assume all duties and responsibilities of their position.

The duration of leave shall be deducted from the contract period provided there is an approved leave of absence from the University/College where the scholar is enrolled.

8. Effectivity– These policies and guidelines shall take effect upon this approval.

V. ACADEMIC PROCESSES

1. Graduate School

1.1 General Requirements

1.1.1 For New Students

The Dean shall determine the acceptability of applicants after submission or completion of the following:

- Accomplished application form for admission;
- Two (2) letters of recommendation from immediate superior or former Dean/Professor;
- Original copy of transcript of records;
- A GPA (Grade Point Average) of at least 2.50;
- Permit to study (if employed in government institutions);
- Certificate of Employment if presently working or had previous work experience;
- For Graduate Programs in Education (MAT)with specialization; a certification that the teacher has been teaching the subject/s for at least 3 years is required.
- An applicant whose major/degree in the bachelor’s program is not in line with the master’s program being applied for is required to take the bridging course.
- Results of Passing the Graduate School Admission Test GSAT) and Interview:

Admission Test	(70%)
Interview	(30%)

1.1.2 For Foreign Applicants

Foreign Applicants are required to submit:

- Accomplished application form for admission;
- Two (2) letters of recommendation from immediate superior or former Dean/Professor;
- Student visa issued by the Bureau of Immigration and Deportation (BID), renewable yearly;
- Alien Certificate of Registration (photocopy);
- Certificate of Proficiency in English Language;
- Original Transcript of Records;
- Results of passing the Graduate School Admission Test (GSAT) and Interview

Admission Test	(70%)
Interview	(30%)

### 1.1.3 For Transferees

Transferees from other Colleges/Universities are required to submit:

- Accomplished application form for admission
- Honorable Dismissal
- Latest Transcript of Records
- Results of Passing the Graduate School Admission Test (GSAT) and Interview
  - Admission Test (70%)
  - Interview (30%)

## 1.2 Academic Requirements

### 1.2.1 Master's Program

- The applicant should be a holder of an appropriate bachelor's degree from any recognized/accredited institution.
  - An applicant to the Master of Arts in Education and Master of Arts in Teaching must be a graduate of teacher education program or any bachelor's degree with at least 18 units of professional education courses in the undergraduate level.
  - An applicant to the Master of Arts in Teaching (MAT), whose specialization in the bachelor's degree is not the major in the program being applied for may be allowed if:
    - a. he/she has been teaching the said specialization/subjects for at least 3 years as certified by the immediate superior or has taken at least 18 units of major subjects in the undergraduate level.
  - An applicant to the Master in Public Administration is preferably a graduate of Bachelor's Degree in Public Administration, or any related bachelor's degree, an applicant whose specialization in the bachelor's degree is not the major in the program being applied for, may be allowed if he/she has been in the government service for at least 3 years.
  - An applicant to the Master of Science in Agriculture is preferably a bachelors' degree holder in Agriculture or allied courses. For non- agriculture graduate, he /she must be currently engaged in agricultural activities or employed in an institution engaged in agricultural activities.
  - An applicant to the Master in Business Administration must be a graduate of business management course or other related courses, an applicant whose specialization in the bachelor's degree is not the major in the program being applied for, may be allowed if he/she has experience or a practitioner in the field of business management for at least 3 years.

- An applicant whose major/ degree in the bachelor's program is not in line with master's program being applied for shall be required to take a bridging course.
- An applicant whose QPA is 2.10 to 2.50 may be accepted under probationary status. He/she is allowed to enroll a maximum of 6 units, and required to obtain an average grade of 1.70 or better to continue the program.

#### 1.2.2 Doctorate Program

- The applicant should be a holder of an appropriate master's degree from any recognized/accredited institution.
  - An applicant to the Doctor of Philosophy in Education (Ph.D.) and Doctor of Education (Ed. D.) must be a holder of master's degree in any field of teacher education and with thesis.
  - An applicant to the Doctor of Philosophy in Agriculture (Ph D) must be a holder of any of the following degrees: Master of Science in Agriculture (MSA), Master of Applied Science (MappSci) in Agriculture or Master in Agricultural Technology Education (MATE) and with thesis (or other related fields).
  - An applicant to the Doctor in Public Administration (DPA) must be a holder of Master in Public Administration or Master of Laws and with thesis.
  - An applicant to the Doctor of Business Administration must be a holder of Master in Business Administration and with thesis.
- An applicant to the doctorate degree whose master's degree is not the preferred course for the degree/major applied for may be accepted but will be required to take additional fifteen (15) units in the Master's program (bridging course).
- An applicant who is a graduate of a non-thesis program is required to take in the Master's level, Methods of Research, Statistics, Seminar in Thesis Writing and Thesis Writing before proceeding to doctoral studies.
- Qualitative Point Average for applicant to the Doctoral Program is at least 1.5 in the Master's Program, if it is below, he/she will be placed on probationary status. He/she is allowed to enroll a maximum of 6 units, and required to obtain an average grade of 1.50 or better to continue the program.

#### 1.3 Accreditation of Transferees

A transferee from other University/College may apply for accreditation to the Office of the Dean/Graduate School In-charge for the work done in other school of recognized standing, subject to the following conditions:

- Courses taken from other public or private schools shall be subject to validation.
- Course contents and credits similar to those offered in the University shall be given full credit provided he/she obtained a grade of at least 1.5 and above and provided these units were earned two years prior to enrolment.
- Only one – third (1/3) of the units earned by the student transferees from government and/or recognized private institutions may be accredited provided the courses have equal weight and have similar descriptive titles to those Courses included in the approved graduate curriculum of the University.
- For transferees who have completed the academic requirements but stopped for a year or less will be required to take 6 units (1 major and 1 foundation). For those who have stopped for more than a year , he/she will be required to take 12 units (2 foundation and 2 major) of subjects.
- Courses are to be credited only after evaluation and upon the recommendation of the Registrar and approved by the Dean.

1.4 The Graduate School Admission Test (GSAT & Interview)

The applicants should pass the Graduate School Admission Test and Interview.

- All incoming graduate students including transferees shall take the Graduate School Admission Test (GSAT) to be conducted by the Graduate School.
- Only applicants who have submitted the admission requirements will be allowed to take the examination.
- An examination fee of P300.00 for Master’s Program and P500.00 for Doctoral Program shall be charged to each applicant to be paid upon filing of application form.
- The components of the GSAT are as follows:

Component	Item - Points	
	Master’s Program	Doctor’s Program
Language Proficiency		
English	40	40
Filipino	20	20
Composition Writing	30	40
General Information		
Mathematics	35	50
Science	35	50
Field of Specialization	40	50
Total	200	250

- An applicant who obtained an equivalent grade of 85 passes the examination. An applicant who failed to meet the required minimum grade will not be admitted in the program.

- The GSAT(written) will be administered for one and half hour for Masters and two hours for Doctoral.
- The GSAT(written) results will be released by the Graduate School one week after the examination.

The following are the equivalent grades of the raw scores:

Master's	Doctoral	Equivalent Grade
200	250	100
192 – 199	249 – 241	99
185 – 191	240 – 233	98
178 – 184	232 – 225	97
171 – 177	224 – 217	96
164 – 170	216 – 209	95
157 – 163	208 – 201	94
150 – 156	200 – 193	93
143 – 149	192 – 185	92
136 – 142	184 – 177	91
129 – 135	176 – 169	90
122 – 128	168 – 161	89
115 – 121	160 – 53	88
108 – 114	152 – 145	87
101 – 107	144 – 137	86
94 – 100	136 – 129	85 Passing Grade

- The GSAT (interview) will be conducted upon passing the GSAT(written). An interview committee created by the Graduate School shall be responsible in giving rating base on the following criteria:

Criteria	Rating
Articulation	30%
Decisiveness	30%
Depth of knowledge in the field of specialization	30%
Personality	<u>10%</u>
Total <b>100%</b>	

- The Final Result of the screening will be based on the following:

Exam	70%
Interview	30%
Total	100%

The passing score is 85%

- Individual result shall be released to the applicants through the Graduate School Office.

1.5 Enrolment Procedures

1.5.1 Pre – Enrolment Procedures (For new students)

The following steps will be done prior to enrolment:

- Get and accomplish application form.
- Submit the general requirements and pay the admission fee to secure an examination permit.
- Take the examination and attend the interview on the scheduled date.
- Get the results of the Admission Screening.
- If the applicant passes the screening, she/he proceeds to the general enrolment procedure.
- If transferee passes the screening, credentials are evaluated for accreditation of subjects before proceeding to the enrolment procedure.
- For foreign students, the-out-state fee should be paid prior to enrolment procedure.

1.5.2 Enrolment Procedure

The general enrolment procedure shall be as follows:

- Present the following to be able to get a registration form:

For New Students	-	Admission Slip
For Foreign Students	-	Admission Slip, Official Receipt for the out – of – state Fee
For Old Students	-	Accomplished Student Clearance
- See the Graduate School Secretary for assistance and advising. Student handbook with filled – up checklist should be presented for the advising of old students. (optional)
- Get and accomplish registration form.
- Fill – out and submit the registration form for the assessment of fees.
- Pay the fees to the Cashier.
- Attend ID picture-taking (For New students & Transferees)
- Present receipt of payment and enlist in the official list of students by subject.
- Submit Registrar’s Copy and get class cards.

1.6 Changing, Adding and Dropping of Subjects

- For the changing, adding or dropping of subjects, a student should accomplish the necessary form, submit it to the Registrar’s Office for approval and pay the required fee.



- These requests should be made within the period prescribed in the academic calendar for that school year.
- A student may add or change subject/s within the allowed period indicated in the University Academic Calendar. The number of units to be requested for adding is part of the allowed maximum load for that particular curriculum level where the student is classified. The student must accomplish the form for adding and changing of subjects available at the Registrar's Office.
- No further changes may be made after that period. Changes made in the subjects without the approval of the Dean and the Campus Registrar will not be given credit.

#### 1.7 Subjects Under SLP (Self-Liquidating Program)

- Subjects which is not offered on a regular schedule may be accommodated upon request provided it will meet the required number of enrollees. In case that the number of enrollees is below the minimum number , it will be treated under self-liquidating program with the following provisions:
- The honorarium of professorial lecturers teaching the subjects under SLP shall be paid by the students.

#### 1.8 Cross Enrolment

- Students of URS Graduate School who wish to enroll to other URS campuses offering graduate programs may be accepted upon submission of the letter of referral from the Dean of Graduate School/In-charge of the Graduate School where she is currently enrolled .The following requirements should be met:
  - Courses to be cross-enrolled must not be offered in the University/Campus or if offered, is/are in conflict in schedule with other subjects to be enrolled.
  - A maximum of 2 courses or 6 units are allowed to be enrolled in a semester.
  - Two (2) major, two (2) cognates or two (2) foundation courses with a total of four (4) can be cross-enrolled in the entire program.
- A certification of grades of the courses taken from other Campus shall be submitted to the Registrar's Office of the Campus of the student who enrolled.

#### 1.9 Degree Requirements

##### 1.9.1 Curricular Requirements

- Master of Arts in Education, Master of Arts in Teaching, Master in Public Administration, and Master in Business Administration

- Students under the MAED, MAT, MPA, and MBA are required to take all the 15 units of foundation courses, 18 units major courses, 9 units cognate courses and 6 units thesis writing, a total of 48 units.
  - Students who were allowed to take a major/ degree which is not their specializations in the bachelor's degree are required to take an additional fifteen (15) units in the Undergraduate Major subjects before enrolling in the major subjects of the Master's program.
- Master in Management
  - Students of Master in Management are required to take 12 units of basic subjects and 33 units of major subjects with a total of 45 units.
- Master of Science in Agriculture
  - Master of Science in Agriculture students are required to take all the 12 units of foundation subjects, 15 units major subjects, 6 units of cognates and 6 units of Master's Thesis a total of 39 units.
  - Students who were allowed to take a major/ degree which is not their specializations in the bachelor's degree are required to take the bridging course before enrolling in the major subjects of the Master's program
- Doctor of Education major in Educational Management
  - Doctor of Education students are required to take all the 12 units foundation subjects, 24 units of major subjects, 12 units cognate subjects and 12 units in Dissertation Writing, a total of 60 units.
  - Students who were allowed to take this program but whose specializations in the Master's degree are not the preferred courses, are required to take additional 15 units in the Master's program before enrolling in the major subjects of the Doctoral Program.
- Doctor of Philosophy major in Educational Management
  - Students of Doctor of Philosophy are required to take 12 units of foundation subjects, 24 units of major subjects, 12 units of cognate subjects and 12 units in Dissertation Writing, a total of 60 units, plus two (2) Foreign Languages.
  - Students may be exempted in taking the Foreign Language provided, the student has taken this from other University/College or has attended training which met the numbers of hours (54 hours) as provided. A certificate must be presented for validation.

- Students who were allowed to take this program but whose specializations in the Master's degree are not the preferred courses, are required to take additional 15 units in the Master's program before enrolling in the major subjects of the Doctoral Program.
- Doctor of Philosophy in Agriculture
  - Doctor of Philosophy in Agriculture students are required to take all the 12 units of Foundation Subjects, 21 units of Major Subjects, 15 units of cognates and 12 units of Dissertation Writing a total of sixty (60) units, plus two (2) Foreign Languages.
  - Students may be exempted in taking the Foreign Language provided, the student has taken this from other University/College or has attended training which met the numbers of hours (54 hours) as provided. A certificate must be presented for validation.
  - Students who were allowed to take this program but whose specializations in the Master's degree are not the preferred courses, are required to take additional 15 units in the Master's program before enrolling in the major subjects of the Doctoral Program.

#### 1.9.2 Maximum Load

- New students are allowed to take 9 units, except those who are on probationary status who will only be allowed to enroll 6 units.
- A regular graduate student is allowed to take 9 units every semester
- The maximum load for regular students during summer is 9 units subjects to be offered during summer will be scheduled during weekdays and weekends.
- A full-time graduate student is allowed to take 12 units in a semester or summer provided however that he/she maintains grades of 1.5 or higher.
- Graduating students may be allowed to take 12 units and students under scholarship to take 15 units with a maintaining grade of 1.5 or better.

#### 1.9.3 Maximum Residence and Old Student Returning

- Maximum Residence for regular students
  - A maximum of ten (10) semesters and five (5) summers is required to finish a master's degree program and fourteen (14) semesters and seven (7) summers for the doctorate program.
  - Students who overstayed beyond the maximum residency requirement which is 5 years for the master's and 7 years for the doctorate program are required to take refresher courses, specifically two (2) courses in either major or cognate subjects.

- Leave of absence in the study for a maximum of one (1) year may be allowed upon application for the reasons such as official business, sickness and other unavoidable circumstances. In the event that the students failed to return after the allowable period of leave of absence, that period of leave of absence shall be counted in the total number of years of residency.
- Old Students Returning
  - A student who has five (5) years of absence will audit 12 units, two (2) foundation subjects and two (2) major subjects.
  - A student who has stopped schooling for more than 3 years will repeat the whole program.

1.9.4 Students taking Audit Course/Courses

A student who takes refresher course must indicate the remark “For Audit” in the column “Unit” in the registration form and should pay the required fees like regular students. He/she is expected to complete course requirements, but he/she does not receive any rating nor earn credits. However, he/she will be given a classcard which indicates an “Audited” mark.

1.9.5 Change of Area of Specialization

A student who wants to apply for a change in specialization is required of the following:

- A formal written request to the GS Dean through the GS Secretary citing reasons for the request of changing the area of specialization and shall pay the admission examination fee of 300.00 /500.00
- Pass the qualifying examination in the intended area of specialization.
- Upon accomplishing the requirements, the change of area of specialization shall be approved by the GS dean and confirmed by the Registrar.

1.9.6 The Grading System

- Grades and Description
  - The performance of every graduate student shall be graded in accordance with the following numerical figures:
  - The University adopts the grading system below for its graduate programs.

Doctorate Degree (see the tabulated grade)

1.00	-	Excellent
1.1-1.3	-	Very Good

1.4-1.6	-	Good
1.7	-	Passed
Below 1.7	-	Failed
INC	-	incomplete, lack of course requirement i.e. failed to take the examination and/or submit other final requirements.
Master's Degree		
1.00	-	Excellent
1.1-1.3	-	Very Good
1.4-1.6	-	Good
1.7-1.9	-	Satisfactory
2.00	-	Passed
Below 2.0	-	Failed
INC	-	incomplete, lack of course requirement, i.e., failed to take examination and/or submit other final requirements.

*Note: The GS Secretary submits the Grade for the Dissertation Defense based on the average rating of the members of the Panel of Examiners.*

A student receiving a grade below 1.7 (for a doctorate degree) and 2.0 (for a Master's degree) in any subject will have to be repeated or she /he to enroll in another subject (for cognates only) in the same discipline or area with the approval of the GS Dean. However, for purposes of graduation, the QPA in the academic course should be at least 1.7 for a doctorate degree and 2.0 for a master's degree.

The grading system for audit courses shall be given a remark of "Audited" , with the number of units indicated in parenthesis.

- Incomplete

A mark of INC. is given if a student, whose class standing throughout the semester is passing, fails to appear for final examination or fails to submit other requirements due to illness or other valid reasons. An incomplete grade should be completed within one year. Completion form should be duly accomplished and submitted to the Registrar's Office. A grade of INC. becomes 5.0 after one school year if the student fails to complete the course. Upon the consent of the professor , the registrar shall indicate the grade of 5.0 in the permanent record of the student.

In case that the professor for any reason has gone abroad or is not any more connected to the Graduate School and has no chance of

contact, the Dean of the Graduate School or the GS Secretary may act on the Incomplete Mark or give the grade on behalf of the professor.

- Dropped

A student shall be marked (AD) Authorized Dropped after completion of the application for dropping signed by the professorial lecturer/s concerned, recommended by the GS Secretary and approved by the Registrar. This should be within the time frame set in the academic calendar for that school year.

A student will be automatically marked (UD) Unauthorized Dropped if he/she has incurred 12 hours absence in the class without valid reasons and notice and has not accomplished the application for dropping the subject/s. Unauthorized dropping of subject may result to a failed grade.

- Audit

Students who are taking refresher courses shall receive the mark Audited when he or she satisfactorily completed all the requirements of the subject.

- No Credit

A mark of 'No Credit' or "NC" shall be given if the students failed to comply the requirements prescribed in the subject

1.9.7 Computation of Grades

The grades for the academic subjects will be based on the following weights:

70%	Class Standing
<u>30%</u>	<u>Term Examination</u>
100%	Total

The class standing may be composed of recitation, oral reports/presentation and term paper/projects. Distribution of percentages is on the discretion of the professorial lecturer as approved by the Dean in the submitted course syllabus. Such should be discussed during the class orientation.

- For the Seminar in Thesis Writing, the grade shall be the rating obtained in the Research Colloquium/Proposal Oral Defense
- The grade for the Thesis and Dissertation writing shall be the obtained rating in the Final Oral Defense.

- There will be no rating for the Foreign Language 1 and 2 (non-credit courses in the Ph. D.), a mark of Passed shall appear in the Transcript of Records.

#### 1.10 Grading Sheets

Every professorial lecturer shall submit the grade sheet/s to the Office of the Graduate School two weeks after the final examination. Grading sheets shall be filed to the Office of the Registrar one week after.

No professorial lecturer shall change any grade after his/her report of grades has been filed with the Registrar. In meritorious cases as for instance an error has been committed or a name of student has been omitted, the professorial lecturer may request authority to make the necessary changes or addition through a letter explaining the error made. Any change can be effected only after approval by the Dean of the Graduate School upon recommendation by the GS Secretary and Registrar.

#### 1.11 Student Clearance

Students are required to accomplish the student clearance before the final examination. The clearance shall be submitted to the Graduate School Registrar as requirement for the next enrolment.

Accomplished clearance is also required in the request of any record or credential.

#### 1.12 The Written Comprehensive Examination (WCE)

The Comprehensive Examination (CE) is a written test which will measure the learning gained by the candidate both in the foundation subjects and fields of specialization. It is specifically designed to test their ability to integrate, organize and apply knowledge gained from the graduate course work. The student takes a comprehensive examination after the completion of his/her course requirements.

##### 1.12.1 Requirements for the Written Comprehensive Examination (WCE)

- Students who have earned credits for all the academic subjects are qualified to apply for the written comprehensive examination. Students should file application for Written Comprehensive Examination to the Office of the Graduate School Secretary on the prescribed period for evaluation.
- An amount of Php 2,000.00 for the Master's and Php 3,000.00 for the Doctorate students shall be paid to the Cashier as Written Comprehensive Examination fee. For the foreign students it will be US \$ 100.00 for the master's program and US \$ 150.00 for the doctorate or their peso equivalent based on the present peso-dollar rate.

- Faculty members of the University are entitled to 50% discount in the WCE fee.
- The Registrar shall evaluate if the applicant is qualified to take the WCE and recommend to the Graduate School Secretary and Dean for approval.

#### 1.12.2 The CE Committee

- The WCE Committee shall be composed of the Chairman and its members who are the test contributors, correctors and the examiners.
- The Chairman shall be appointed by the GS Dean as recommended by Graduate School Secretary based on the following criteria:
  - A doctorate degree holder
  - A professorial lecturer at the time of the Written Comprehensive Examination
  - A teaching experience in the graduate school of not less than six (6) semester

#### 1.12.3 The function of the Chairman are as follows:

- Organize the WCE Committee composed of test contributors, correctors and the examiners for approval of the GS Dean
- Orient the Committee on the scope of work and responsibilities
- Prepare communications and make the necessary coordination in relation to the WCE
- Solicit and select from test questions submitted, edit if necessary and organize the examination
- Conduct orientation to the examiners and examinees
- Prepare test materials
- Supervise actual conduct of the WCE
- Facilitate the process of correcting the test booklets, consolidate the scores, prepare and submit results
- Request for the honoraria of the WCE Committee

#### 1.12.4 The General Procedures of Conducting the WCE

- The GS Office announces the application period.
- Applicants file application and pay the fees.
- Registrar evaluates records of applicants and indorses to the GS Secretary the qualified list for approval by the Graduate School Dean.
- The Chairman prepares test specifications, solicits questions from the test contributors, selects the questions and organizes the test. The WCE is then submitted to the GS Secretary and for approval by the Dean



- Test materials, code numbers and seat plan are prepared by the Chairman with the assistance of the GS Secretary.
- The Chairman conducts an Orientation Meeting with the examiners and the examinees at least a week before the WCE. The GS Secretary releases examination permit to the examinees.
- WCE is conducted on the scheduled date for two (2) half days.
- The Chairman facilitates correction of the test papers by the correctors, consolidate the scores, prepares the results of the examination and submits to the GS Secretary. The GS Secretary indorses it to the Dean for approval.
- After approval of the results, the Chairman prepares individual results of the WCE signed by him/her and the Dean. The GS Secretary releases the results.

#### 1.12.5 The Actual Conduct of the WCE

- Examinees should come before the time of the examination on the assigned testing room with his or her examination permit.
- Examinees submit their permit to the examiner who shall lead them to the assigned seats.
- Examiner orients the examinees on some rules few minutes before the start of the test, as follows:
  - Calculators are allowed for the computation.
  - Scratch papers are to be provided by the examiner.
  - Ballpens and not pencils should be used in answering the test
  - Cellphones should not be used and should be turned – off during the test.
  - There will be no break but examinees are allowed to bring snacks and eat during the test.
  - Examinees shall use the assigned comfort rooms.
  - Code numbers not names should be written on the answer sheets
- Examiner distributes the questionnaires and answer booklets
- Examinees write their code numbers to the answer booklets before starting to answer the test.
- Upon submission of the examinee of his/her answer booklets and questionnaire, the examiner should check if the correct code number was written in the answer booklets.
- The examiner places all the answer booklets and questionnaires in the envelope, seals it, signs and submits it to the Chairman.

#### 1.12.6 Absence in the WCE

Examinees who for any reason fail to attend the Written Comprehensive Examination will not anymore be able to reimburse the fee paid.

An examinee who fails to attend on the second day of the WCE with valid reason shall have an *Incomplete* mark in the results. If she/he passed the area of the test taken, its results will be considered valid only for the next regular schedule of the WCE. He/ she may take the Area which he/she is not able to get on the next schedule of the WCE.

Any examinee who fails to come on the first day will not be anymore allowed to take day one-test on the second day.

1.12.7 The General Composition of the WCE, Weights and Scoring

- The WCE is composed of the following major parts and corresponding weights:

AREA	POINTS	TRANSMUTED GRADE
Foundation	100	
Major Field of Specialization	100	
Cognate	50	
TOTAL	250	
Average Grade		

- Raw score for the Foundation and Major Fields shall be transmuted separately using the following transmutation table:

RAW SCORE	EQUIVALENT GRADE
100	1.0
95 – 99	1.1
90 – 94	1.2
85 – 91	1.3
80 – 86	1.4
75 – 79	1.5
70 – 71	1.6
65 – 69	1.7
60 – 64	1.8
55 – 59	1.9
50 - 54	2.0
48 -49	2.1
46 - 47	2.2
44 - 45	2.4
42 – 43	2.5
40 - 41	2.6
38 - 39	2.7
36 - 37	2.8
34 - 35	2.9
32 - 33	3.0
30 - 31	3.1

28 - 29	3.2
26 - 27	3.3
24 - 25	3.4
22 - 23	3.5
20 - 21	3.6
18 - 19	3.7
16 - 17	3.8
14 -15	3.9
12 -13	4.0
11 and below	5.0

- A candidate should obtain a passing grade in major and foundation and cognate subjects, which should not be lower than 1.7 for the doctoral program and 2.0 for the master’s program. If he or she does not meet the required passing grade in any of these areas, he or she shall retake the examination on the particular area which he/she failed.

A test retake shall be limited to a second retake only, which means a total of three (3) examinations. If the candidate fails in the Major Area, he/she will be required to audit two(2) major subjects. If the candidate fails in the Foundation or cognate Area, he/she will be required to audit two (2) Foundation subjects or one (1)cognate subjects where he/she got the lowest scores. If the candidate fails in all areas, he/she will be required to audit five (5) subjects: two (2) major two , (2) foundation subjects where he/she got the lowest scores and one (1) cognate.

- The final grade will have the following verbal descriptions:

For Masters Program

1.0 (1.0)	100	Excellent
1.25 (1.1-1.3)	91– 99	Very Good
1.50 (1.4-1.6)	70 – 90	Good
1.75(1.7-1.9)	55 – 69	Fair
2.0	50 – 54	Passed
Below 2.0	49 and below	Failed

For Doctorate Program

1.0 (1.0)	100	Excellent
1.25 (1.1-1.3)	91– 99	Very Good
1.50 (1.4-1.6)	70 – 90	Good
1.7	55 – 69	passed
Below 1.7	50 – 54 49 and below	Failed

#### 1.12.8 Approval and Release of Results

- The Chairman shall submit the results of the WCE to the GS Secretary who will recommend it for approval of the Dean of the Graduate School.
- The results of the WCE shall be released thirty (30) working days after the examination.
- Individual result will be prepared by the Chairman for each examinee who shall receive it from the secretary of the Graduate School. An Authorization should be presented in case a representative will get the results.

#### 1.12.9 Removal Examination

- After the release of the WCE Results, the chairman shall schedule at once the date of the Removal Examination which should be not later than one month after the release.
- The student should file the application for Removal Examination at the Office of the Graduate School. He or she shall pay an amount of P750.00 for the Master's and P1,000.00 for the Doctoral.
- The Chairman in coordination with the test contributors prepares the test and conducts the removal examination.
- Results of the Removal Examination is released two (2) weeks after the examination. If an examinee still fails to pass the test, he or she shall get the second retake on the particular area where he/she fails on the next regular schedule of the WCE.

#### 1.13 Oral Comprehensive Examination (OCE)

The non-thesis graduate programs offered in the regular programs and in the Graduate Special Programs require oral comprehensive examination.

The guidelines for enrolment in OCE are listed below:

- The enrolment for OCE is similar to that for a regular subject.
- Separate internal OCE procedure consistent with the provisions of this Manual shall be prepared by concerned GS secretary with the approval of the GS Dean and VP for Academic Affairs.

#### 1.14 Graduation Requirements

The following are required for graduation:

- Candidates should pass the Comprehensive Examination.
- Candidates submit the bound copies and e-data in CD copy on pdf format of the thesis/dissertation.
- Candidate should complete all the course requirement.
- Pass the comprehensive examination.
- Pass the oral examination on the dissertation or thesis.

- Meet the minimum one-year residence requirement.

1.15 Academic Excellence Award

1.15.1 The Academic Excellence Award is given to a graduating student who fulfills the following requirements:

- Must be a regular student not a transferee from other University where other grades/subjects were taken
- Has obtained a weighted average of 1.20 or better in all the subjects
- Has not incurred a grade of 1.3, Incomplete or Dropped in any subject
- Has passed the Comprehensive Examination and obtained a mark of very good to “Excellent”.
- Must have not taken “audit” or “refresher” subjects or have not finished the program beyond the maximum residency requirement.
- Has a rating in the Final Oral defense of 1.10 or better
- Must possess good moral character
- Should have passed the interview conducted by the Graduate School Academic Excellence Award Committee

1.15.2 The interview has the following criteria and points:

Criteria	Points
Mastery of Specialization	50
Research Skills	20
Communicative Competence	20
Personality & Character	<u>10</u>
Total	100

Passing score in the interview is 90 to be able to qualify for the award.

1.15.3 The Graduate School Academic Excellence Award Committee will an ad hoc committee composed of a Chair, a Co-chair, two (2) members from the professorial lecturers and the School Registrar, recommended by the Dean/Graduate School In-charge and appointed by the Campus Director.

1.15.4 The list/s of the nominees will be submitted by the GS Academic Excellence Award Committee to the Dean who in turn will endorse it to the Campus Awards Committee for inclusion in the Campus Academic Committee deliberation. The nominee will also be submitted to the University Academic Council for deliberation and for endorsement to the BOR for approval.

1.15.5 A University gold medal shall be given to the awardee during the Graduation Rites.

1.16 Awarding of Honorary Degrees

The University of Rizal System in awarding honorary degrees gives recognition to individuals to honor their outstanding accomplishment, scholarly contributions to a field or discipline and the significant impact of his/her contributions to the community, country or to the University.

In honoring these outstanding individuals the University as well is honored and given more prestige. In awarding honorary degrees the University displays its values, character and diversity. The excellent accomplishments of the awardees should give inspiration to the parents, faculty and graduates of the University.

1.16.1 General Policies

- Eligibility and Exclusions (as per CHED Memo no. 16, s. 1996)
- Honorary degrees shall be conferred only by Higher Education Institutions upon persons who have exceptionally meritorious achievements in the fields of the arts, the sciences, the humanities and in public service.
- No honorary degree shall be awarded on a reciprocal basis and/or solely for publicity purposes and/or to boost the career and/or reputation of a particular person.
- No honorary degree shall be conferred upon incumbent administrators and/or members of the faculty and/or staff of the HEI concerned or to incumbent officials and/or employees of the Commission and/or the Department of Education.

1.16.2 The Honorary Degree Committee (HDC)

- The Honorary Degree Committee (HDC) is an ad hoc Committee appointed by the President with the major responsibility of screening the candidates for the honorary degree.

The Composition of the HDC shall be as follows:

Chair	:	VP for Academic Affairs
Co-Chair	:	Any official of the University
Members	:	-VP for Research, Development Extension & Production (for scholarly distinctions in Research & Community Service) -Dean of the Graduate School three (3) members of the Academic Council (in the field/discipline of the candidate) -Faculty Federation Representative (in case no nomination came from the Faculty Association)

Members of the Academic Council who submitted nominations will not be considered for membership in the HDC

- The HDC will have the following functions:
  - Checks from the standing list if there are nominees which can be considered for nominations
  - Performs preliminary screening to select the candidates
  - Performs final screening of the Candidates
  - Submits report of result to the President and recommendations for awarding of the honorary degree

#### 1.16.3 Nominations

Nominations may come from the following:

- Members of the Academic Council
- Alumni Associations/Graduates' Society
- Community

#### 1.16.4 Major Criteria

The following criteria should apply in considering nominees for the honorary degrees:

- Exceptional Achievements/Scholarly Distinctions in a particular field or specialization
- Outstanding service to the University (should not be solely on the basis of donations)
- Outstanding Service to the Community/Country

#### 1.16.5 Maximum Honorary Degree to be Awarded and Received

- The number of honorary degrees to be awarded by the University should not exceed three (3) in a school year.
- An individual can receive only one (1) honorary degree from the University.

#### 1.16.6 Title of Degrees Conferred

Only the following degrees may be conferred: (CHED Memo. 50 s. 1996)

- Doctor of Humanities (H.D)
- Doctor of Science (Sc.D.)
- Doctor of Music (Mus. D.)
- Doctor of Literature (Litt. D.)
- Doctor of Pedagogy (P.D.)
- Doctor of Laws (LL.D.)

#### 1.16.7 Requirements for Nominations

The following documents are required to be submitted by the nominators:

- A letter of nomination addressed to the University President
- A brief biographical sketch of the nominee
- Curriculum Vitae of the nominee with educational background, career experience, awards received and other appropriate information
- Supporting and other related documents may be required by the HDC from the nominator.
- Statement of nomination (not more than 250 words)

This statement should summarize the nominee's accomplishment that highlights the significance of his/her achievements. This is not a list of his/her awards, activities or positions, (which should be contained in the CV) but this should provide the HDC in context an understanding how important are the contributions of the nominee, the real impact of the contributions why the University should honor this person.

#### 1.16.8 Procedures

- Nominations are submitted to the President during Summer and first quarter of the schoolyear. Deadline of submission is announced.
- The HDC is appointed by the President.
- The HDC receives documents of nominations from the President and performs preliminary screening.
- The HDC selects a maximum of five (5) candidates from among the submitted nominees and recommends the list to the President for approval. In case there are less than five (5) nominees, the HDC still performs screening to qualify nominees before submission to the President.
- After approval of the President of the list of candidates, the HDC performs the final screening.
- The HDC submits results of final screening to the President, if a candidate is chosen for an honorary degree, a recommendation should be made by the Committee with the following:
  - Name of the proposed recipient and honorary degree to be awarded as contained in the letter of recommendation
  - Curriculum vitae of the proposed recipient
  - Statement of Justification for awarding the degree
- If the President accepts the recommendation, it will be submitted to the University Academic Council for approval.
- If the Academic Council passes the recommendation, it will be submitted to the Board of Regents for approval.



- A written request for authority to confer the degree is filed to CHED at least 15 days before the conferment and accompanied by a curriculum vitae of the conferee and a copy of the BOR Resolution (CHED Memo 16. S, 1996 Item No. 7).
- Upon approval, the President informs the recipient of the honorary degree to be given. If the recipient accepts it, the President shall
- Inform the University constituents and the community of the award to be given.
- The President determines the date and venue of the ceremony.

#### 1.16.9 Awarding Ceremony and Citation

- The Awarding Ceremony may be done during Graduation Rites, Anniversary Celebration or other dates as determined most appropriate by the President.
- The venue of awarding the degree is determined by the President which in most cases should be at the University or if for some reasons be in other venues, may be allowed as approved by the Board of Regents.
- An honorary degree cannot be awarded in absentia. In case the supposed recipient for any reason cannot come or dies before the awarding, the President may make official information that he/she was selected for an honorary degree but the degree cannot be conferred.
- The Format of the Awarding Ceremony

The following is the basic format of the ceremony:

Invocation/Doxology  
Philippine National Anthem  
Opening Remarks  
Reading of the Resolution of the Board of Regents  
Awarding  
Reading of the Citation  
Conferment of the Degree  
Hooding & Capping  
Receiving of Diploma, Plaque & Medallion  
Words of Gratitude  
Induction to the Alumni Association

- Reading of the BOR Resolution is done by the Board Secretary.
- The reading of the Citation is done by the Chair of the HDC and Conferment is given by the University President.
- Hooding, capping and giving of the diploma, plaque and medallion is done by the President and with other guest/s of honor.
- Words of Gratitude is given by the recipient.
- Induction to the Alumni Association is led by the Alumni President.
- Other parts may be added to the program but which should not affect its solemnity.

#### 1.16.10 The Citation

Citations will be read before the conferment of the degree. The reading should not be more than five (5) minutes. It should contain in summary the justifications why the honorary degree should be conferred to the person. It should therefore mention the excellent or scholarly and outstanding performance of the recipient and its strong impact or contributions to a field or discipline, to the University, community or country.

It is read by the Chair of the HDC who recommends the candidate for the honorary degree while the candidate is presented in public and to the University President. After the reading of the citation, the President confers the degree upon the recipient.

- The recipient of the honorary degree shall receive a diploma, plaque of recognition, a University medallion and an academic gown designed by the University for a particular honorary degree.

#### 1.17 Student Organization

- All graduate students shall become members of the association of graduate students of their respective campuses.
- Specialized clubs/organizations may also be formed by different programs where membership of students is optional.
- All activities of student organizations shall pass through the approval of the GS Dean upon recommendation of the GS Secretary. A brief proposal should be submitted for reference.

##### 1.17.1 Student Development Activities

Activities outside the classroom which will promote student development such as educational tours, fora, workshops and others shall have the following procedure:

- A brief proposal shall be submitted to the Dean by the class and the professor or student organization for endorsement to the VP for Academic Affairs for approval.
- If there is a request from the student development fund, request form shall be accomplished by the professor and indorsed by the Dean to the VP for Academic Affairs for approval.
- If there will be fees or contribution to be charged to the students, the activity should not be a requirement and joining should be voluntary.
- Authority to travel should be secured by the professor if there is a trip involved in the activity.
- A feedback report with documentation and evaluation report should be submitted to the office of the Dean after the activity. A financial report with supporting documents should also be

submitted in case there are registering fees or contributions collected from the students.

- Field trips or educational tour shall comply the provisions of CHED Memo no. 17, s. 2012.

## 1.18 Student Services

### 1.18.1 Library Services

The URS Graduate School provides library services to serve the needs of the graduate students. Computerized resources and access to internet are also provided for the graduate students.

The libraries keep copies of thesis and dissertation. Newspapers and magazines or journals on different areas are also available in the libraries.

### 1.18.2 Medical Services

The graduate students are also provided with medical services during graduate school classes, which aims to serve the immediate health needs of the students. Basic medicines and treatment are given by its medical staff.

### 1.18.3 Canteen Services

The Canteen operates during graduate school class hours. It aims to serve the graduate students with nutritious foods at low cost served in a clean environment.

### 1.18.4 Guidance and Counseling Services

The University provides guidance and counseling services to graduate students through its qualified and competent guidance counselors. This realizes the holistic development provided by the University to its graduate students.

### 1.18.5 Media Services

The University provides media services to the graduate students through documentation of student co-curricular activities and other development activities.

### 1.18.6 Facilities and Maintenance Services

Utilization of facilities of the University is provided to the graduate students for curricular and co-curricular activities. The staff ensures that the facilities are properly maintained and safe to use.

#### 1.18.7 Facilities

The facilities of the University can be used by the graduate students for learning activities and student development activities. These includes Shops for Trade Areas, Science Laboratory, Speech Laboratory, Engineering Laboratory, Audio – Visual Rooms, Auditorium, Gymnasium, Conference Centers, Computer Laboratories and conducive and spacious classrooms.

#### 1.18.8 Records Services

Each Campus has a unit that provides records services to graduate students. The graduate students are provided with accurate records upon request.

### 1.19 Request of Records and Other Credentials

#### 1.19.1 Procedure in Requesting Credentials/Records

- Accomplish and submit student clearance.
- Get Request Form, fill-up and pay to the Cashier.
- Submit Request Form to the Registrar/Representative and present receipt.
- Secure claim stub.

1.19.2 All requests are due and can be claimed one month after. Those who need to claim it in less than a month should file the special request with an additional charge.

1.19.3 A regular fee of P 100.00 per copy (Certification) or per page (transcript of records) shall be paid by those who will claim it after a month. A fee of P 200.00 per copy (certificate) or per page (transcript) will be paid if it has to be claimed in less than a month.

1.19.4 Students should bring the claim stub in getting the requested record/credential. In case of representatives, an authorization must be presented in claiming.

### 1.20 Student Development Programs

The University provides regular student development programs such as Orientation Program for New Students, Career Programs, Research Capability Building Program, Lecture Fora on Specializations, Field Trips and other student activities that promote holistic development among graduate students.

### 1.21 Student Discipline

#### 1.21.1 Dress Code

Students are required to wear appropriate attire during Graduate School classes as follows:

	Allowed	Not Allowed
Male:	Polo Shirts with collars Maong Pants/Slacks Shoes(any kind)	T-Shirts  Shorts, jogging pants Slippers
Female:	Blouse/Polo Shirts with Collars Maong Pants/Slacks Skirts Shoes Sandals	T-Shirts sleeveless, straps and backless Shorts, jogging pants Slippers

1.21.2 Violations and Penalties

Graduate students will be subjected to disciplinary actions upon committing violations.

- Violations

The following are strictly prohibited:

- Carrying of firearms and/or deadly weapons (knives, ice picks, sharp instruments...)
- Verbal and physical assaults to co-students, professors and staff.
- Disrespect to persons in authority
- Acts against morality and decency
- Extortion
- Gambling, smoking, drinking liquor and use and possession of prohibited drugs
- Acts of theft and robbery
- Forging of school records and other forms of misrepresentation
- Dishonesty or deceit such as cheating during examinations, plagiarism and others

- Penalties

If a student committed a certain violation, he or she may be subjected to the following actions:

- Reprimand
- Suspension
- Expulsion

The Discipline Committee which is an ad hoc committee created by the Dean/Graduate School In-charge will perform investigation and submit

report and recommendation to the Dean. It shall be composed of a Chair, Co – chair and 3 members from the professorial lecturers.

Reprimand is executory on the level of the Dean, Suspension is upon approval of the Campus Director while Expulsion will require recommendation by the VP for Academic Affairs and the President for approval by the Board of Regents.

### 1.22 Thesis and Dissertation Writing

Upon completion of all coursework and other requirements of the program, a student may enroll in thesis or dissertation writing. The thesis or dissertation or the equivalent research work entails an in- depth study and an extensive investigation of a problem. It must show originality and should contribute to the existing field of knowledge, preferably in conformity with institutional goals, thrusts, and objectives, and should manifest the student's competence in research.

- Thesis or dissertation is required for the graduate degree courses in MAED, MAT, MS, MPA, MA, Ed.D., Ph. D. , DBA and DPA courses. MBA candidates may choose from thesis or feasibility study.
- Seminar in Thesis or Dissertation Writing can be enrolled only if the student has finished Methods of Research and Statistics and if only one (1) academic subject is left to be enrolled at the same time with this subject.
- Thesis or Dissertation Writing can be enrolled only if the student has already passed the Comprehensive Examination.
- If the graduate student failed to defend his/her thesis/dissertation proposal in the Seminar in Thesis/Dissertation Writing or to have the final oral defense in the Thesis/Dissertation Writing, he/she will be given a mark of "In Progress" in the Transcript of Records.
- A period of 2 semesters is given to students to defend his proposal in case of the Master's thesis or Dissertation for doctorate degree. If the student failed to defend his/her proposal for a period of one year, he/she is required to re-enroll the subject and will be required to propose another study.
- The following are the general steps to be undertaken in conducting the graduate research:

#### 1.22.1 Seminar in Thesis/Dissertation Writing (STW/SDW)

- Title Defense
- Writing of the Research Proposal (Chapter 1,2 &3)
- Submission to the STW/SDW Professor for checking
- Revision of the Research Proposal
- Submission of the Revised Proposal to the Professor and Endorsement for Oral Defense
- Proposal Defense (Research Colloquium)
- Revision of the proposal and submission to the Panel for review
- Request permit to conduct the thesis/dissertation

### 1.22.2 Thesis/Dissertation Writing (TW/DW)

- Actual Conduct of the Study
- Writing of Chapters 4, and 5
- Submission to the Adviser for Checking and Endorsement for Pre-Oral Defense
- Pre-Oral Defense
- Revision of the manuscript
- Submission to the Adviser for Checking and Endorsement for Final-Oral Defense
- Final Oral Defense
- Revision and Checking of the Manuscript
- Submission to the panel for review
- Editing of the manuscript by a Language critic
- Submission to the adviser for certification
- Secure approval for reproduction and binding from the Graduate School Office
- Submission of Bound Copies

### 1.22.3 The Oral Defense Process, Rating and Fees

- The Oral Defense Process

There will be four oral defenses/examinations, the Title Defense, Proposal Defense (Research Colloquium), pre-oral defense and the Final Oral Defense.

- The Title Defense

The date of the title defense of students enrolled in the STW/SDW will be scheduled by the professor and confirmed by the Dean/In-charge of the Graduate School.

The Graduate Research Committee (GRC) members who will serve as panel of oral examiners will be notified by the Dean.

The researcher shall present three (3) topics to the GRC from which the selection shall be made. Modifications may be made on the topic selected or a suggestion may be given by the Committee to be the title of the research.

- Proposal Defense (Research Colloquium)

Research proposal composed of chapters 1, 2 and 3 will be presented during the proposal defense.

The proposal shall be endorsed by the STW/SDW Professor to the Dean who will set the date and venue of oral defense.

The Dean/Graduate School In-charge appoints the panel of oral examiners composed of the Critic Reader, two (2) experts in the field of the researcher, for Master's thesis and three (3) experts for the dissertation and a Statistician for thesis/dissertation and Accountant/Economist for feasibility study. A recorder is also appointed.

○ Procedure of Oral Defense

- The oral defense may start with an opening prayer led by the researcher (optional)
- The Dean may start by introducing the panel members
- The panel elects the Chairman
- The researcher will be asked to introduce himself or herself
- The researcher will have a capsulized presentation of the proposal
- Oral examination is conducted
- Rating is given to the researcher by the panel members and the chairman announces the rating.
- The recorder provides a copy of the minutes of oral defense to the researcher.

○ Pre- Oral defense

The completed thesis/dissertation/feasibility study manuscript with Preliminaries, 5 chapters and end matters will be presented in the Pre- Oral Defense.

The thesis /dissertation/feasibility study shall be endorsed by the adviser to the Dean who will set the date and venue of the defense.

The panelists for pre-oral defense shall be composed of the Dean of the GS, an expert in the field, statistician and critic reader. The adviser will serve as the rapporteur.

○ Final Oral Defense

The complete thesis/dissertation/feasibility study manuscript with Preliminaries, 5 chapters and end matters will be presented in the Final Oral Defense.

The thesis /dissertation/feasibility study shall be endorsed by the adviser to the Dean who will set the date and venue of the Final Oral Defense.

The Dean/Graduate School In-charge informs the designated panel members during the proposal defense on the schedule of the Final Oral Defense and appoints additional (1) expert . An



external panel shall be invited to serve as one of the expert in the field of the study of the proponent/researcher.

- Procedure of Oral Defense

The same procedure in the Research Colloquium is followed for the Final Oral Defense. However, the Adviser will now be tasked to introduce the researcher.

A dress code shall be observed by the researcher, and the Panel of Evaluators. They should be in business attire during the oral defense.

- Moratorium for Oral Defense

There will be a moratorium for oral defense before the University Academic Council meets for the deliberation of the candidates for graduation. The schedule is stipulated in the academic calendar.

- Rating for Pre –Oral and Final Oral Defense

- The final rating of the Thesis /dissertation shall be computed based on the following; 30 percent of the pre-oral defense grade and 70 percent of the final oral defense grade.
- The panel members shall give the rating based on the rating system for oral defense.
- All members of the Oral Examination Committee shall give their individual ratings. The final rating will be the average of the ratings. The Dean does not give a rating but attests to the rating given.
- In case of some deficiency or lacking in the manuscript, minor errors in computation and other similar conditions, the panel members may recommend to the Dean to defer the rating for the final oral defense until such time that the researcher has complied.
- In case of major errors in the conduct of the study or treatment of data, the panel members may recommend to the Dean a Repeat Oral Examination.

- Oral Defense Fees

The following are the schedule of fees in the oral defense:

- Title Defense

In the title defense, the graduate student shall pay an amount of P200.00 for each of the five (5) members of the Graduate Research Committee.

○ Proposal Defense (Research Colloquium)

Schedule of Fees for the Proposal Defense

Master's Degree			Doctorate Degree		
Unit		Fee (in PhP)	Unit		Fee (in PhP)
1	Recorder	500.00	1	Recorder	750.00
1	Statistician/Economist/Accountant	750.00	1	Statistician/Economist/Accountant	1,000.00
1	Critic Reader	750.00	1	Critic reader	1,000.00
2	Experts	1,500.00 (750.00 each)	3	Experts	3,000.00 (1,000.00 each)
	Addt'l fee for the Chairman	500.00		Addt'l for the Chairman	500.00
1	Dean/Head	750.00	1	Dean/Head	1,000.00
Total		4,750.00			7,250.00

Schedule of Fees for the Final Oral Defense

Master's Degree			Doctoral Degree		
Unit		Fee (in PhP)	Unit		Fee (in PhP)
1	Recorder	500.00	1	Recorder	750.00
1	Statistician/Economist/Accountant	1,000.00	1	Statistician/Economist/Accountant	1,250.00
1	Critic reader	1,000.00	1	Critic reader	1,250.00
2	Expert	2,000.00 (1,000 each)	3	Expert	3,750.00 (1,250 each)
	(Addt'l Fee for the Chairman)	500.00		(Addt'l Fee for the Chairman)	500.00
1	Dean/Head	1,000.00	1	Dean/Head	1,250.00
1	Adviser	3,000.00	1	Adviser	4,500.00
	TOTAL	P9,000.00 + admin cost		TOTAL	13,250.00 + admin cost

1.23 The Graduate Research Committee (GRC)

The GRC is an ad – hoc Committee which performs the screening and selection of titles for thesis, dissertations and feasibility studies.

1.23.1 The Graduate Research Committee is composed of the following:

Chair:	Dean of Graduate School (or Campus Director in the absence of a Dean)
Co-Chair:	Professor in Seminar in Thesis/Dissertation Writing
Members	Three (3) experts in the field of specialization of the researcher

1.23.2 The GRC has the following duties and responsibilities:

- Oversees that theses and dissertations conducted in the Graduate School meet the University Research Agenda
- Maintains quality and relevance of the thesis and dissertation
- Conducts the title defense
- Screens, selects and refines/modifies topics for thesis and dissertations

1.23.3 The Adviser and The Panel of Oral Examination Committee

- Composition of the OEC

The Oral Examination Committee is composed of the following:

<b>Master’s Program</b>	<b>Doctorate Program</b>
(Thesis and Feasibility)	Dissertation
Statistician/Accountant/Economist	Statistician
Critic Reader	Critic Reader
Experts (2)	Experts (3)
Dean of GS	Dean of GS

The Chairman of the OEC will be elected from among the members of the Committee.

1.23.4 Qualifications of the Adviser and the Oral Examination Committee

The Adviser and the Oral Examination Committee (OEC) are selected based on the following criteria and will perform the following functions:

- The Adviser

The Adviser who may come from the University or other institutions is selected by the Dean based on the following qualifications:

- At least a Master's Degree holder for the thesis and a Doctorate degree holder for the dissertation
- Should be in line of specialization pursued by the graduate researcher or has equivalent experience such as trainings or work experience related to the topic of investigation
- Should have experience as a thesis adviser in the undergraduate/ graduate levels
- May be recommended by the student researcher.

- The Critic Reader

The critic reader is selected by the Dean based on the following criteria:

- Should have a specialization in language, English or Filipino, or has it as a minor specialization
- At least a Master's Degree holder for the thesis or a Doctorate Degree holder for the dissertation
- Should have experience as a critic reader in the undergraduate level/graduate levels
- Has mastery of the thesis/dissertation format used in the University
- Must be research – oriented

- The Statistician/Economist/Accountant

The Statistician is selected by Dean/Campus Director on the following criteria:

- Should be a Math major or has special training or work experience in Statistics and use of applicable statistical software or programs
- Should have an experience as statistician in the undergraduate/graduate levels
- Should be a Master's Degree holder for the thesis and Doctorate Degree holder for the dissertation
- Should be research – Oriented

The Economist is selected based on the following criteria:

- Should be an Economics major or has special training or work experiences in this field
- Should have experience in research
- Should be master's degree holder

The Accountant will be selected based on these criteria:

- Should be a Certified Public Accountant or has equivalent experience in this field of Accountancy
- Has experience in research
- Should be a master's degree holder
- Expert

The experts are selected based on the following criteria:

- Should be a specialist in the area pursued by the researcher or has equivalent experience such as training or work experience related to the topic of research
- Should be a Master's Degree holder for the thesis, doctorate degree holder for the dissertation or Certified Public Accountant for the feasibility study
- Should be research - oriented
- The Chairman

The Chairman is elected by the panel members at the time of the oral defense with the following considerations:

- The Chairman is preferably along the line of specialization pursued by the researcher
- Must be research-oriented
- Should have experience as Chairman in the undergraduate/graduate levels

#### 1.23.5 Duties and Responsibilities

- The adviser has the following duties and responsibilities:
  - Monitors the research work of the research advisee
  - Provides consultation to the researcher regarding the research work
  - Oversees the conduct of the research that it meets the requirements and conditions set during the colloquium
  - Checks the technical aspect of the research and the manuscript, including organization of ideas
  - Certifies the readiness of the advisee for oral defense and indorses it to the Dean for final oral defense
- The Chairman has the following duties and responsibilities:
  - Presides in the oral defense
  - Decides on the procedure of the oral defense upon consultation with the panel members

- Clarifies to the researcher the question of any member of the Committee in case not well understood
  - Settles disagreements in the ideas, comments and suggestions of Committee members
  - Consolidates the comments and announces the rating
- The Critic Reader has the following duties and responsibilities:
  - Checks the grammar and vocabularies used, presentation and format of the manuscript
  - Certifies as to the correctness of the grammar and format of the manuscript
- The Statistician has the following duties and responsibilities:
  - Advises appropriate statistical treatment for the study
  - Guides the researcher and checks the computation, analysis and interpretation of data
  - Certifies as to the correctness of the computation and analysis of data
- The Expert has the following duties and responsibilities:
  - Comments and suggests on the methodology and instrument in the conduct of research
  - Checks on the worthwhile contribution of the research to the field of specialization
  - Contributes in the improvement of the technical aspect of the research

1.24 Maximum Research Service Load

The maximum research work load of the Adviser and Committee Members for a school year are as follows:

Adviser	–	Maximum of three (3)
Statistician	–	Maximum of five (5)
Critic Reader	–	Maximum of four (4)
Chairman	–	Maximum of five (5)

If a faculty performs multi – services as adviser or panel member, he or she is allowed to have a maximum, total of seven (7) for a school year.

1.25 Absence and Withdrawal

In case of absence or withdrawal of an adviser or any member of the OEC, the following are the guidelines:

1.25.1 If anyone from the OEC for any urgent reason is not be able to attend the proposal and pre oral defense, he or she should inform the Office of

Dean. The schedule may be reset if still possible, if not, the Dean shall get a replacement.

1.25.2 If the Adviser or anyone in the appointed OEC for any reason, withdraws from the designation, he or she should formally write to the Dean citing her reasons and sign a waiver. The selection of the replacement shall be guided by the same criteria.

1.25.3 In the final oral defense, there will be no more replacement in any of the members of the Committee or the Adviser. In case anyone is not able to attend for an important reason, he or she should inform the Office of the Dean to be able to arrange a rescheduling. Replacement will only be made if any of the members or adviser has valid reason such as going abroad for a longer period, resigning or retiring, or leaving the post due to illness.

#### 1.26 Ownership of Research Projects and Outputs

If the thesis or dissertation has come-up with a research project or output, ownership will be guided by the following:

1.26.1 Research projects and other outputs which can be considered are:

- Module
- Workbook/Worktext
- Instructional Materials
- Test
- Training Program
- Computer programs
- Manual
- Machine/Tool/Equipment
- Products
- Designs

1.26.2 Any output developed by the researcher through his or her thesis or dissertation which is a requirement to the degree shall be owned both by the University and the researcher. The ownership will be forty percent (40%) to the researcher and sixty percent (60%) to the University.

1.26.3 Selling and utilization of the research project or any output shall require permission and/or proportional share of the income with the University.

1.26.4 If the research output will be produced by the University for use or selling, it shall pass through the production policies and guidelines of the University as provided in the RDEP Manual.

1.27 Submission of Bound Copies

1.27.1 Six copies of the bound thesis/dissertation with approval sheets all originally signed shall be submitted to the Office of the Dean/Graduate School for distribution to the following:

- Office of the Dean/Graduate School
- College Library
- Graduate Library
- National Library
- Research & Development Office
- Personal Copy of the Researcher

1.27.2 E-data in CD copies shall also be submitted to the Dean’s Office and the Graduate Library.

1.27.3 Research outputs of the Thesis/Dissertation such as modules, workbook, software programs and other outputs should also be submitted separately.

1.27.4 Bound Copy cover will use the following colors:

MAT/MAED/Ed.D.	Aqua Blue
MS/Ph.D	Olive Green
MBA	Maroon
MPA/DPA	Brown

1.27.5 For the format of the cover, see SAMPLES on the Graduate Research Manual.

1.27.6 Bound Copies of thesis/dissertation should be submitted thirty (30) working days before the graduation.

1.28 The Research Excellence Award

The following are the criteria for the Research Excellence Award:

- Has obtained a weighted average of (1.30) in all of the subjects
- Has a grade of not lower than 1.15) in Research and Statistics
- Has obtained a mark of “Very Good” to “Excellent” in the Research and Statistics Areas of the Comprehensive Examination
- Has a rating of 1.10 or better in the final oral defense

Has an outstanding quality of the research work to be evaluated on the following criteria:

Contribution to the Development of the Discipline	30%
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Novelty/Uniqueness	10%
Appropriateness and Accuracy of the Methodology	30%
Utilization	30%
Total	100%

- Contribution to the Development of the Discipline (30%)

This refers to the contribution of the research through new theories, knowledge, concrete ideas or though providing new strategies, designs or innovations which enrich the practice of the discipline.

- Novelty/Uniqueness (10%).

This refers to the originality of the research work.

- Appropriateness and Accuracy of the Methodology (25%).

This refers to the efficient and effective use of the methodology of the research and accuracy in the data gathering which yielded valid results.

- Utilization (25%)

This refers to the benefits which can be gained from the research by the University other agencies or any component of the community.

The rating of the candidate research work in the Outstanding Quality should be 90% and above to qualify for the award. The Research Excellence Award committee will conduct an interview with the researcher to validate the quality of the research.

The Graduate School Research excellence Award Committee will be composed of Chair, Co-chair and three (3) members from the professorial lecturers recommended by the Dean.

The awardee shall be submitted by the Committee to the Dean/ VP for Academic Affairs who in turn will endorse will to the University Academic Council for deliberation and will be submitted to the BOR for approval upon the recommendation of the President.

A University plaque shall be given to the awardee during the Graduation Rites.

- 1.29 Thesis/Dissertation Format /Feasibility Format shall follow the APA format with the following parts.

## **FOR EXPERIMENTAL STUDY**

TITLE PAGE  
APPROVAL SHEET  
ACKNOWLEDGEMENT  
DEDICATION  
ABSTRACT  
TABLE OF CONTENTS  
LIST OF TABLES  
LIST OF FIGURES  
LIST OF APPENDICES

### Chapter

- 1 THE PROBLEM AND ITS BACKGROUND
    - Introduction
    - Background of the Study
    - Scope and Limitation of the Study
    - Statement of the Problem
    - Hypothesis
    - Theoretical Framework
    - Conceptual Framework
    - Definition of Terms
  - 2 REVIEW OF RELATED LITERATURE AND STUDIES
    - Variable
    - Literature (Foreign and Local)
    - Studies (Foreign and Local)
  - 3 RESEARCH METHOD AND PROCEDURE
    - Research Method and Design
    - Setting of the Study
    - Subject of the Study
    - Procedure of Study
    - Sources of data
    - Sampling Procedure
    - Data Gathering Procedure
    - Statistical Treatment
  - 4 PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA
    - (Subtitles will be based on the statement of the problem)
  - 5 SUMMARY OF FINDINGS, CONCLUSIONS AND RECOMMENDATIONS
    - Summary of Findings
    - Conclusions
    - Recommendation
- REFERENCES  
APPENDICES

**FOR DESCRIPTIVE STUDY**

TITLE PAGE  
APPROVAL SHEET  
ACKNOWLEDGEMENT  
DEDICATION  
ABSTRACT  
TABLE OF CONTENTS  
LIST OF TABLES  
LIST OF FIGURES  
LIST OF APPENDICES

Chapter

- 1 THE PROBLEM AND ITS BACKGROUND
  - Introduction
  - Background of the Study
  - Scope and Limitation of the Study
  - Statement of the Problem
  - Hypothesis
  - Theoretical Framework
  - Conceptual Framework
  - Definition of Terms
- 2 REVIEW OF RELATED LITERATURE AND STUDIES
  - Variable
  - Literature (Foreign and Local)
  - Studies (Foreign and Local)
- 3 RESEARCH METHOD AND PROCEDURE
  - Method of Research Used
  - Setting of the Study
  - Subject of the Study
  - Procedure of Study
  - Sources of data
  - Sampling Design and Sample
  - Construction of the Instrument
  - Validation of the Instrument
  - Administration of the Instrument
  - Data Gathering Procedure
  - Statistical Treatment of Data
  - Statistical Treatment
- 4 PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA
  - (Subtitles will be based on the statement of the problem)
- 5 SUMMARY OF FINDINGS, CONCLUSIONS AND RECOMMENDATIONS
  - Summary of Findings
  - Conclusions
  - Recommendation

REFERENCES  
APPENDICES

*Note: FOR MBA PROGRAMS (the students have the option to conduct either thesis or feasibility study)*

### 1.30 Graduate School Organizational Structure

On top of the organizational structure is the University President, under him/her is the Vice-President for Academic Affairs, followed by the Campus Director. Under the Campus Director is the Dean who is the one directly responsible in the management of the Graduate School.

Under the supervision of the Dean/Graduate School In-charge are Department Heads/Coordinators of the different areas or specializations and the Heads/Coordinators for Research, Extension and Production. Faculty members are grouped by Department based on their specialization. All students are under their supervision.

The Accreditation Committee is a special committee tasked to work on program accreditation as supervised by the Dean/Graduate School In-charge.

#### 1.30.1 The Dean

The Dean/Graduate School in-charge has the following functions:

- Exercises educational leadership and management of the Graduate School;
- Recommends and assumes responsibilities for implementation of academic policies;
- Designates qualified persons for chairmanship in academic programs;
- Exercises management and supervisory functions over instruction and other programs of the Graduate School;
- Plans, conducts, participates and evaluates professional activities in the areas of research, production and extension of the Graduate School;
- Supervises periodic examinations, academic advising of students and the handling of their academic/disciplinary problems;
- Enforces the admission and graduation requirements for the students;
- Supervises personnel, evaluate their performance and promote personal welfare and development;
- Proposes annual budgetary requirements, procurement programs for supplies and equipment of the Graduate School; and
- Implements University policies, thrusts and programs relevant to the Graduate School.

#### 1.30.2 The Department Chairman

The Department Chairman has the following functions:

- Provides leadership in the enhancement of instruction in the department;
- Facilitates the review, enrichment and modification of course syllabi and preparation of instructional materials;
- Spearheads the planning, implementation and evaluation of curricula in the department;
- Prepares and submits request for training and instructional supplies and materials;
- Recommends to the Dean matters related to curricular and staff development of the Department
- Performs related tasks.

#### 1.30.3 The Faculty (Professorial Lecturers)

- Prepares and submit syllabus of assigned subjects prior to the start of classes
- Conducts lectures and other related academic activities as stipulated in approved syllabus
- Submits grades within 15 days after the last day of classes
- Conducts himself/herself according to proper decorum as a professor
- Participates in all activities of the graduate school
- Attends meetings called for by the dean for special purpose
- Conducts research and /or extension activities related to his field of specialization

#### 1.30.4 The Accreditation Committee

The Accreditation Committee will be composed of professorial lecturers grouped on the different areas of Accreditation who are tasked to work on the accreditation activities.

The Committee is expected to:

- Prepare plans and program of activities for the accreditation of the different curricular offerings;
- Propose budgetary requirement and procurement programs for supplies and expenditures for accreditation;
- Coordinate and implement accreditation related activities;
- Gather, consolidate and organize documents needed for the accreditation;
- Conduct self-evaluation of the program offerings and submit reports and recommendations;
- Facilitate accreditation of the different programs;
- Perform accreditation-related tasks.

*The Accreditation Committee is recommended by the Dean/Graduate School In-charge and appointed by the Campus Director.*

### 1.31 Accreditation of Professorial Lecturers

A faculty of the University or of other educational institutions or agencies may be accredited as professorial lecturer in the Graduate School upon satisfying the following criteria:

The applicant should:

- Be a doctorate or master's degree holder taken from an accredited/recognized educational institution with good scholastic records.( the professorial lecturer coming from the university is holding an academic rank of Associate Professor),
- Have taught at least five (5) years in the collegiate level or three (3) years in the graduate studies or has an equivalent work experience in other agency related to what will be taught in the Graduate School.
- Must be proficient in English
- Should have track record in research e.g. (Must have been completed, presented/ published at least one research and /or extension project )
- Should pass the screening given by the Graduate School for the accreditation of professorial lecturers which includes documentary evaluation of records and accreditation interview.

Those who have already taught in the URS Graduate School will not be anymore subjected to accreditation provided they have established track record in research and extension. They are already considered accredited professorial lecturers.

### 1.32 Graduate School Academic Committee

The GSAC shall be composed of faculty whose academic rank is Associate Prof I and above. They will be selected from the GS professorial lecturers. The committee shall perform the following functions:

- deliberate and recommend for approval candidates for graduation , honors and awards
- proposed, recommend new program offerings
- review and revise and recommend for approval curriculum in the Graduate School

### 1.33 General Procedure for the Application as Professorial Lecturer

- The applicant should first submit a letter of application to the President of the University, a photocopy of transcript of records, curriculum vitae and other related documents.
- The President endorses the application Graduate School Dean
- The applicant shall be notified by the Office of the Dean on the schedule of the interview.

- After the assessment of documents and the results of interview were summarized, the acceptance as professorial lecturer will be determined.

1.33.1 The Accreditation Interview

- The Accreditation Interview will be guided by the following criteria:

Communicative Competence	20%
Content/Mastery of the Subject Matter	40%
Research Competence	20%
Personality and Character	<u>20%</u>
TOTAL	100%

- The applicant should obtain a rating of 85% or better to pass the interview.

The following shall compose the Accreditation Interview Panel

Chairman	:	VP for Academic Affairs
Co – Chairman	:	Campus Director
Members	:	Graduate School Dean, two (2) experts on the specialization of the applicant

1.34 The Full-time and Part-time Professorial Lecturers Academic Loading and Hourly Rate

1.34.1 Academic Loading

- The full-time are the regular professorial lecturers in the Graduate School with minimum academic loads of four (4) or 12 contact hours per week. Excess to this minimum load shall be paid in hourly rate.
- The part-time professorial lecturers are the professors from the University, other Colleges/Universities or other agencies serving on hourly basis.

1.34.2 Hourly Rate for Professorial Lecturers

Classification	Hourly Rate
Doctorate Degree Holder	450.00
Master’s Degree Holder	350.00

1.35 Appointment as professorial lecturer

An accredited professorial lecturer shall be appointed by the University President as recommended by the Vice-President for Academic Affairs and the Dean of the Graduate School. Appointment as professorial lecturer will be on rotation basis.

1.35.1 Renewal of Appointment as Lecturer

Renewal of appointment as professorial lecturers in the graduate school will be done every semester /term and it will require every professor to meet the accreditation requirements and obtained at least a very satisfactory rating in the semester/term.

1.36 Graduate School Departments

The professorial lecturers in the Graduate School are grouped into Departments:

- Department of Language
- Department of Mathematics
- Department of Science
- Department of Social and Behavioral Sciences
- Department of Agriculture and Forestry
- Department of Public Administration
- Department of Business Management
- Department of Educational Management
- Department of Technology and Livelihood Education
- Department of Physical Education

1.36 Performance Evaluation of Professorial Lecturers

The performance of full-time professorial lecturers shall be evaluated on the following:

Factors for the Performance Evaluation of Professorial Lecturers

Factors	Percentage
I. Perceptive Evaluation	50%
Teaching Competence	30
Personal & Social Qualities	20
II. Documentary Evaluation	50%
Instruction	25
Research, Extension & Production	25
<b>TOTAL</b>	<b>100%</b>

In the perceptive evaluation, 70% shall come from the student evaluation and 30% from the Graduate School Dean.

The form for the Documentary Evaluation shall be filled-up and submitted by the professorial lecturers.

The result of the performance evaluation will be shown to and signed by the professorial lecturers concerned.



## 2. Undergraduate

### 2.1 Academic Calendar

The academic year for the undergraduate and graduate courses are divided into two (2) semesters of not less than eighteen (18) weeks a semester, exclusive of approved vacations and inclusive of legal and special holidays and days for special activities.

A summer session of six (6) weeks follows the second semester. Class work in the summer session is equivalent to class work in one (1) semester.

The first semester begins in June, the second semester in November, and the summer session in April.

### 2.2 Student Admission

#### 2.2.1 Undergraduate

Graduates of secondary schools may be admitted on the following bases:

- Take and pass the University Admission Test (URSAT)
- Holders of Philippine Educational Placement Test (PEPT) certificates are eligible for admission to college provided that he/she should pass the University Admission Test and undergo Career Counseling.
- Evaluation of applicants shall be rated as follows:  
70% - URSAT  
30% - General Average

*Note: Degree Courses requiring Licensure Examination should have a General Average of 85% or better in English, Mathematics & Science.*

- Certified True Copy of Form 137-A (General Average in the Third Year Level) for freshmen and certificate of good moral character, medical certificate/ chest x-ray/ drug test, NSO birth certificate and 3 copies of "2x2" picture.
- No entrance examination shall be administered to transferees during second semester

#### 2.2.2 Transfer

- A student from other colleges/universities who wishes to transfer must satisfy University Rules on Transfer Student
- Take and pass the University Admission Test
- Carry a weighted average of 2.0 or better or its equivalent in other grade description for regulatory courses and 2.2 for non-regulatory

course and without failure in any subject from the school last attended;

- Meet the quota set by the College concerned
- Take and pass the qualifying test and meet the requirements specific to a program applied for
- Submission of the following requirements:
  - Certified true copy of scholastic records/ transcript of record
  - Certification of good moral character from either the President, Dean or Registrar of the school last attended
  - Transfer credentials (honorable dismissal)
  - 3 copies 2"x2" recent photo
  - Medical Certificate/ Chest x-ray, Drug test

From a URS Campus, students may be admitted as transferees upon the recommendation of the Campus Director and/ or Registrar depending upon the availability of slots; and, application for transfer should be filed two (2) weeks before enrolment and have complied with all other requirements for admission: Transcript of Records/ Transfer Credentials, Certificate of Clearance and Good Moral Character

### 2.2.3 Foreign Students

Foreign students who desire to enrol in the University shall comply with the following requirements:

- Secure the university policies from the Admission Office and proceed to the International Affairs Office for registration.
- Submit certified true copy of:
  - Alien Certificate of Registration (ACR)
  - Study permit issued by the Commission on Higher Education
  - Student Visa by the Bureau of Immigration and Deportation
  - Result of Validating Examination administered for college students
  - Form 137, Form 138(High School Report Card) or their equivalent
  - Transcript of Records
  - Grade in the English Language Learning Readiness Test
- Pay the prescribed tuition fee for foreign students as prescribed in the MOA

## 2.3 Sit-in Students

Sit-in students in all levels should present a letter of request from the parents stating that they will not claim any credit for the period the students shall have stayed in the school addressed to the school head and endorsed to the Admission Office.

The Admission Officer issues admission slip for the perusal of the Dean/person in-charge of the college. Likewise, these students are required to abide with the school rules and regulations.

**2.4 Old Student Returning**

An Old Student Returning (OSR), may be readmitted to a program or any other special program of the University upon evaluation of the scholastic rating and approval of the application for re-enrolment by the Registrar per university policy on grade requirements for regulatory and non-regulatory courses.

In case where a new curriculum is implemented and the previous curriculum is no longer in existence, the OSR shall be readmitted under the current curriculum that is in effect at the time of readmission.

**2.5 Admission to Short-term Courses**

Short-term courses offered by the University shall be so designed as to the benefit of the community. For out-of- school youth (OSY undergraduate high school students who want to pursue short-term course), may be admitted to short term courses after completing the following requirements:

- Barangay Clearance
- Certification of enrolment from the school last attended
- Birth Certificate

**2.6 Admission to Career Education Development Program**

Deserving students may be admitted to Career Education Development Program (CEDP) after completing the requirements such as High School Card/ Form 138, Scholastic Record (transfer students) and Barangay Clearance.

Such courses include the following: Information and Communication Technology, Electrical Technology, Electronics Technology, Automotive Technology, Civil Technology, Drafting Technology, Mechanical Technology and Welding Technology.

**2.7 Evaluation of Student Performance**

The work of student shall be graded at the end of each semester/ term in accordance with the following system:

Grades	Percentage	Verbal Description
1.0	100	Excellent
1.1	98-99	
1.2	96-97	
1.3	94-95	
1.4	92-93	
1.5	90-91	Very Good

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1.6	89	
1.7	88	
1.8	87	Good
1.9	86	
2.0	85	
2.1	84	
2.2	83	Fair
2.3	82	
2.4	81	
2.5	80	
2.6	79	
2.7	78	
2.8	77	
2.9	76	
3.0	75	Passing
3.1-5.0	74 and below	Failed
Inc.	Incomplete	
AD	Authorized Dropped	
UD	Unauthorized Dropped	

2.7.1 Conditional Grade

A grade of “4.0” means Conditional Failure. It may be removed by re-examination. There will only one (1) re-examination within a semester. Failure to do so means conversion of 4.0 to a grade of 5.0.

2.7.2 Incomplete Grade

A mark of “Incomplete” (INC) is given if a student fails to appear during the final examination or submits other requirements due to illness or any other valid reasons. If in the opinion of the instructor the absence from the examination or failure to submit requirements is justified, the student may be given the chance to complete the requirements. In case the class standing is not passing and the student fails to take the final examination for any reason, the Instructor may give a grade of 5.0.

Removal of an “Incomplete” must be done within one academic year from the date the mark of incomplete is given. Submission of requirements or re-examinations shall be permitted only for the purpose of removing grades of “Inc”. A student who receives a passing grade in a subject shall not be allowed to take another examination for the purpose of improving his grade.

2.7.3 Officially Dropped

A student is deemed officially dropped if he/ she voluntarily drops a subject and files corresponding dropping form within the prescribed period.

2.7.4 Unofficially Dropped

The mark “Unofficially Dropped” (UOD) is given to a student who fails to attend the subjects for the whole semester and fails to file the necessary dropping.

## 2.8 Registration

- Registration of students shall be on the prescribed period indicated in the Academic Calendar.
- A student is considered officially enrolled when:
  - He/ She has paid his tuition (in full or in instalment) and other fees;
  - His/ Her official receipt of payment had been validated; and
  - His/ Her registration certificate has been properly stamped, registered and signed by the Registrar.
- Registration of a returning student is dependent on his previous scholastic standing. Application for re-enrolment/ Clearance/ Report of Rating/ Scholastic Records of an old student is required as credentials for enrolment.
- A student is not allowed to enrol in more than one course during his stay in the University.
- Rules on sequencing of subject (pre-requisite) in the curriculum shall be observed and shall be followed in the enrolment.
- Late registration fee is charged to a student who enrolls beyond the scheduled period of enrolment.
- A student may enrol after the lapse of the registration period specified in the approved school calendar, and be admitted in accordance with the reasonable rules of the institution for late enrolment, but in no case shall exceed two (2) weeks after the opening of classes. Thereafter, no further enrolment shall be allowed.

## 2.9 Withdrawal of Registration and Refund

Withdrawal of registration shall be made and shall be approved based on the existing rules and regulations of the University.

- A student who withdraws his/ her registration may refund the fees paid, except registration fee
- A student who withdraws his/ her registration within two weeks after the opening of classes shall be entitled to withdraw his/ her credentials submitted as requirement for enrolment.
- No withdrawal of registration shall be made after the specified period. The rules for dropping shall apply.

### 2.10 Academic Load

- The total number of units for which a student may register shall be in accordance with the curricular programs the student is enrolled in.
- During Summer Term, a student shall be allowed to a maximum load of 9 units except graduating students who shall be allowed for 12 units.
- Only graduating students are allowed to enroll overload subjects or a maximum of 28 units as approved by the Dean and the Registrar
- Students who are scholastic delinquents are not allowed to have an overload (Scholastic delinquents are those students who has incomplete and failing grades in 3 or more subjects per semester).
- Academic load of transfer students shall be limited only to those subjects without pre-requisite.
- Graduating students shall be required to pass all the pre-requisite subjects.

### 2.11 Dropping of Subjects/ Course

- A student who wants to drop a subject(s) should secure a Dropping Form from the Registrar's Office. Dropping should be processed not later than the specified period (please refer to the Academic Calendar). He/ she should submit the form to the Registrar's Office for evaluation. The said dropping form should have the Professor's signature for the subject to be dropped.
- A subject will only be considered officially dropped (OD) if the said Dropping Form has been processed through the Cashier and acted upon by the Dean and the Registrar otherwise, the said subjects(s) shall be considered unofficially dropped. Distribution of the copies of the duly acted upon Dropping Form includes the Office of the Registrar, Dean, Cashier and student.

### 2.12 Shifting of Courses

A student may be allowed to shift courses provided that:

- He/ she secures an application form for change of course in the Registrar's Office
- Student records shall be evaluated by the Registrar and the Director, Office of Student Development Services based on the following guidelines:
  - Students who want to transfer to regulatory courses must have a weighted average of 2.0 or better, and for non-regulatory courses an average of 2.2.
  - Students who failed in three (3) major subjects shall be subjected on probation for one semester.
  - Continuing Education Development Program (CEDP) students who would like to transfer to technician education shall be admitted based on the Skills Development Training rating.
  - All students who are shifting their course should pass the qualifying examination for the course they intend to transfer in.

- Recommendation for the approval in the change of course should be secured from the Dean/ Registrar.
- The Dean of the College where the students intend to enroll shall approve the application form before submission to the Registrar's Office.
- Shifting of course shall be done two (2) weeks before the opening of classes.

### **2.13 Cross Enrolment**

- A student of the University may be authorized by the concerned Dean/Registrar to cross-register in another accredited institution of higher learning if the subject/s he/ she needs to enrol in during a given term is/are not offered in the University.
- The subject to cross-enroll should have the same course description and number of units. The cross-enrolment is limited to nine (9) units only.
- No student is allowed to cross-enroll in two or more Universities. Cross enrolment of subjects outside the University must have the approval of the Dean and authorized by the Registrar for the subject(s) to be given credit by the University.
- Students coming from other universities/ colleges may be allowed to cross-enroll with a permit to cross-enroll from their Registrar.
- Cross-enrolment should be done within the period of registration.

### **2.14 Supplemental Units**

Students who want to take supplemental subjects in another program may be allowed during their regular course provided he/ she has obtained a grade of 2.3 and above in all the subjects and he/ she should have secured a permit from the Dean of the College where he/she wants to enroll.

### **2.15 Probation and Dismissal**

A student, who, because of poor health, irregular attendance or low scholastic achievements fails to meet the standards of the Program he/ she belongs shall be placed on probation or dismissed from the College under the following conditions:

2.15.1 Probation – a student who receives a final grade of 5.0 in any three subjects at the end of the semester shall be placed on probation by the College and receive warning from the Dean. His/ Her loads shall be limited to a number of subjects to be determined by the Registrar. If after the probation period the student concerned did not show any improvement, he/ she may be dismissed from the College.

2.15.2 Dismissal- a student who receives a final grade of 5.0 in any four or more of his subjects at the end of the semester will be dismissed from the University.

### **2.16 Attendance and Punctuality**

Students who have incurred accumulated unexcused absences equivalent to 20 percent of the required total number of class periods (lecture and/or laboratory) in a given semester shall be dropped from that particular subject. Absences due to illness should be supported by a medical certificate signed by the attending physician.

Three (3) accumulated lates incurred by the student are equivalent to one (1) absent.

### **2.17 Maximum Residence**

A student who is enrolled in any program will be given additional one year to complete his requirements and graduate in the course (for Degree Courses a maximum of 5 years and a maximum of 6 years for Engineering courses) . Working students and/ or students who suffered from illness shall be given additional one year.

### **2.18 Leave of Absence**

A student who does not intend to enrol a semester may apply for a leave of absence (LOA). A student on leave of absence does not sever his/her ties with the University.

A request for a leave of absence should be made in writing to the Dean. The request should state the reason for the leave and should specify the period. The leave may be approved for a period of one (1) year but may be renewed for at most another year.

A student who withdraws from a college without formal leave of absence (considered on absence-without-leave status or AWOL) shall have his/her registration privileges curtailed or entirely withdrawn.

The College, through the Dean or the duly authorized representative, shall inform the Campus Registrar and the parents/guardian of every student granted leave of absence, indicating the reasons for the leave.

A student returning from a leave of absence shall declare his/her intention to enrol by writing to the Campus Registrar through his/her College Secretary.

### **2.19 Validation of Credits for Transferees**

Units earned by student transferees from other colleges/universities may be given credit provided:

2.19.1 The subjects have equal weight and have similar descriptive titles to those prescribed by the College;



2.19.2 That the total unit weight and descriptive course titles are equal/similar to those subjects prescribed by the College

2.20 Student Classification

2.20.1 Curriculum Level

- *Regular student.* One who carries the full load for a given semester as indicated in the curriculum for which he is enrolled.
- *Irregular student.* One who is registered for formal credits but carries less than the full load indicated in a given semester in the curriculum.

2.20.2 Academic Load

- Full time student. One who carries 18 units or above in one semester or one who carries his regular semestral load as indicated in the curriculum.
- Part-time student. One who carries less than 18 units in one semester or one whose load is less than the regular semestral load in the curriculum.

2.20.3 Number of Units Taken

Classification	Percent Completion			
	Curricular Program			
	2-year	3-year	4-year	5-year
Freshmen	0-49%	0-32%	0-24%	0-19%
Sophomore	50-99%	33-65%	25-49%	20-39%
Junior		66-99%	50—74%	40-59%
Senior			75-99%	60-79%
Senior 5 <sup>th</sup> Year				

A freshman is a student who has not finished the prescribed subjects in the first year of his curriculum, or 50%, 33%, 25%, or 20% of the total number of units required in a 2-year, 3-year, 4-year, or 5-year course, respectively.

A sophomore is a student who has not finished the prescribed subjects in the second year of his curriculum, or 66%, 50%, or 60% of the total number of units in a 2-year, 3-year, 4-year, or 5-year course respectively.

A junior is a student who has not completed the prescribed subjects in the third year of his curriculum, or 75% or 60% of the total number of units required in a 4-year or 5-year course, respectively.

A senior is a student who has completed all the prescribed units less than the equivalent number of units prescribed during the last year in a

4-year degree course and a student who has not finished 80% of the total number of units required in a 5-year course.

A senior 5<sup>th</sup> year is a student who has completed all the prescribed units less the equivalent number of units prescribed during the last year of the curriculum.

## **2.21 Second Degrees**

A student who has successfully completed a degree program can pursue another degree within the same level.

### **2.21.1 Baccalaureate Degree**

Only one (1) baccalaureate degree may be conferred at a time. A holder of a bachelor's degree from the University may earn another bachelor's degree upon the successful completion of at least 36 additional units prescribed by a discipline, after the previous degree. (For those who earned their bachelor's degree from another University, see Transfer Admission from other Universities)

### **2.21.2 Master's Degree**

A student who has earned a master's degree in the University can earn another master's degree provided the following requirements are satisfied:

- Earn in the University at least 18 graduate units in addition to the course requirements common to both degrees; and
- Complete all the requirements of the second master's degree.

These additional units are exclusive of the thesis, or of other requirements in lieu of thesis, and shall be in advanced courses in the student's major field and cognates from other related graduate courses in the University that may strengthen the new area of specialization.

## **2.22 Pre-requisites**

A student is responsible for knowing about prerequisites for subjects and sequence for the course he has chosen. If the student enrolls in a subject for which he is not qualified, the University reserves the right to cancel his registration in that subject even after the enrolment period; if for any reason, he obtains a passing grade, he will not be given credit.

## **2.23 Enrolment Procedure**

### **2.23.1 Enrolment Guidelines for Incoming Freshmen**

Step 1. Report to the Program Head/Dean for the interview and screening; screening will be based on the admission policy of

the College/Program where you intend to enroll. Once qualified in the program, you may apply and take the College Admission Test.

- Step 2. Secure copy of the result of the College Admission Test from the Admission Office. If you passed, you may proceed to Step 3.
- Step 3. Attend the pre-orientation to be conducted by the Office of Student Development Services (see the posted schedule).
- Step 4. Submit yourself for a medical and dental examination at the campus clinic. You are required to present your X-ray result. After the examination, you will be issued a medical certificate, which you will be presenting together with the other requirements indicated in step 5.
- Step 5. Secure registration form from the Registrar and/or enrolling instructor/staff upon submission of the following requirements:
- Copy of the Result of the College Admission Test
  - Secondary Report Card
  - Certificate of Good Moral Character
  - Photo copy of NSO Birth Certificate
  - Medical and Dental Certificate
  - It is in this step that you will be assigned a student number. Fill up the registration form completely and legibly. Once accomplished present it to the Registrar or enrolling instructors for checking whether all needed information have been written and assessment of fees have been made. Finally, the registration form must be duly signed by the Registrar or enrolling officer.
- Step 6. Pay to the Cashier (scholars shall present Certification of Scholarship duly signed by the Head of Scholarship).
- Step 7. Report to the Library for the issuance of library card.
- Step 8. Report to the Office of Student Development Services for the issuance of I.D.
- Step 9. Proceed to the Registrar's Office for the submission of the registration form (Registrar's copy). The Registrar or enrolling instructor/staff stamps the word ENROLLED in the official receipt and registration form (student's copy) and then issues the classcards of enrolled subjects to the student.

Step 10. Finally, proceed to the Office of the Dean for confirmation of enrolment. The Office of the Dean enlists (by year level & section) the student as officially enrolled.

#### 2.23.2 Enrolment Guidelines for Transferees

- Step 1. Report to the Program Head/Dean for the evaluation of grades and interview; screening will be based on the admission policy of the College/Program where you intend to transfer. Once qualified in the program, you may apply and take the College Admission Test.
- Step 2. Secure copy of the result of the College Admission Test from the Admission Office. If you passed, you may proceed to Step 3.
- Step 3. Attend the pre-orientation to be conducted by the Office of Student Development Services (see the posted schedule).
- Step 4. Submit yourself for a medical and dental examination at the campus clinic. You are required to present your X-ray result. After the examination, you will be issued a medical certificate, which you will be presenting together with the other requirements indicated in step 5.
- Step 5. Secure registration form from the Registrar and/or enrolling instructor/staff upon submission of the following requirements:
- Copy of the Result of the College Admission Test
  - Transfer Credentials/Scholastic Records
  - Certificate of Good Moral Character\
  - Photo copy of NSO Birth Certificate
  - Medical and Dental Certificate
  - It is in this step that you will be assigned a student number. Fill up the registration form completely and legibly. Once accomplished present it to the Registrar or enrolling instructors for checking whether all needed information have been written and assessment of fees have been made. Finally, the registration form must be duly signed by the Registrar or enrolling officer.
- Step 6. Pay to the Cashier (scholars shall present Certification of Scholarship duly signed by the Head of Scholarship).
- Step 7. Report to the Library for the issuance of library card.
- Step 8. Report to the Office of Student Development Services for the issuance of I.D.
- Step 9. Proceed to the Registrar's Office for the submission of the registration form (Registrar's copy). The Registrar or enrolling instructor/staff stamps the word ENROLLED in the official receipt and registration form (student's copy) and then issues the classcards of enrolled subjects to the student.

- Step 10. Finally, proceed to the Office of the Dean for confirmation of enrolment. The Office of the Dean enlists (by year level & section) the student as officially enrolled.

#### 2.23.3 Enrolment Guidelines for Old Students

- Step 1. Report to the Program Head/Dean for the evaluation of grades.
- Step 2. Secure registration form from the Registrar and/or enrolling instructor/staff upon submission of the following requirements:
- Accomplished Clearance
  - Report of Ratings/Grades
  - Evaluation of Program Head
  - Fill up the registration form completely and legibly. Once accomplished present it to the Registrar or enrolling instructor for checking whether all needed information have been written and assessment of fees have been made. Finally, the registration form must be duly signed by the Registrar or enrolling officer.
- Step 3. Pay to the Cashier (scholars shall present Certification of Scholarship duly signed by the Head of Scholarship).
- Step 4. Report to the Library for the validation of library card.
- Step 5. Report to the Office of Student Development Services for the validation of I.D.
- Step 6. Proceed to the Registrar's Office for the submission of the registration form (Registrar's copy). The Registrar and or enrolling instructor/staff stamps the word ENROLLED in the official receipt and registration form (student's copy) and then issues the classcards of enrolled subjects to the student.
- Step 7. Finally, proceed to the Office of the Dean for confirmation of enrolment. The Office of the Dean enlists (by year level & section) the student as officially enrolled.

#### 2.23.4 Enrolment Guidelines for Student Returnees and Shifters

- Step 1. Report to the Program Head/Dean for the evaluation of grades.
- Step 2. Fill up application for re-enrolment/shifting. Approval of admission for returnees and shifters will be subject to the existing policies in the College/Program you intend to re-enroll/shift.
- Step 3. Secure registration form from the Registrar and/or enrolling instructor/staff upon submission of the following requirements:
- Approved application for re-enrolment/shifting
  - Accomplished Clearance

- Report of Ratings/Grades
  - Evaluation of Program Head
  - Fill up the registration form completely and legibly. Once accomplished present it to the Registrar or enrolling instructor for checking whether all needed information have been written and assessment of fees have been made. Finally, the registration form must be duly signed by the Registrar or enrolling officer.
- Step 4. Pay to the Cashier (scholars shall present Certification of Scholarship duly signed by the Head of Scholarship).
- Step 5. Report to the Library for the validation of library card.
- Step 6. Report to the Office of Student Development Services for the validation of I.D.
- Step 7. Proceed to the Registrar's Office for the submission of the registration form (Registrar's copy). The Registrar and or enrolling instructor/staff stamps the word ENROLLED in the official receipt and registration form (student's copy) and then issues the classcards of enrolled subjects to the student.
- Step 8. Finally, proceed to the Office of the Dean for confirmation of enrolment. The Office of the Dean enlists (by year level & section) the student as officially enrolled

## 2.24 Dean's List Requirement

To qualify for the Dean's Honor List, a student must:

- Carry at least 15 graded credit units in the previous semester or at least 75% of his regular semestral load as indicated in the curriculum.
- Have a qualitative point average in that semester which meets the minimum requirement set by the College in which they are currently enrolled.

At the beginning of each academic year, each College will choose and make known to its students and the University Registrar the necessary minimum grade requirement per subject and the Qualitative Point Average (QPA).

## 2.25 Graduation

### 2.25.1 Graduation Requirements

To qualify for graduation in any program in the undergraduate level, a student must:

- Satisfy all academic and other requirements prescribed in the course curriculum.
- Complete at least one academic year of residence work prior to graduation.

- Obtain a QPA of at least 3.0 in all subjects taken in the College including those taken and accepted by transfer from other institutions.
- Have an approved application for graduation.
- Have paid the graduation fees.

Those who had completed all the requirements of the curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated. In case, the student had completed academic requirements more than ten years prior to his application for graduation must be subjected to validation of a special examination before the degree can be awarded.

2.25.2 Application for Graduation

- Application for graduation is done at the University Registrar's Office during the enrolment of the last semester, provided that 75% of the academic units required in his/ her curriculum has been earned.
- Student clearance must be accomplished not later than two weeks before the end of the last semester
- Students who are enrolled in the final term of their course work shall file their application for graduation with the Dean three months before the expected date of graduation.
- After the last day of filing application for graduation, each Dean or his duly authorized representative shall certify to the Campus Registrar, a list of the candidate for graduation. The Campus Registrar, in consultation with the Dean, shall then check the academic records of each candidate to ascertain whether any candidate in such list has any deficiency(ies) and whether he has fulfilled all other requirements which shall qualify him to be a candidate for graduation.
- All candidates for graduation must have their deficiencies made up and their records and other requirements for graduation cleared not later than two (2) weeks before the Campus Academic Council meets to act on the application for graduation. Those who fail to comply with requirements before the deadline shall not be included in the list to be recommended for graduation.

2.25.3 Honors

The following honors are awarded to graduating students who have met the required residence and whose computed weighted grades are as follows:

- Four Year/ Five Year Degree

Summa Cum Laude	1.19 to 1.00 (98-100)
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Magna Cum Laude	1.49 to 1.20 (95-97)
Cum Laude	1.69 to 1.50 (92-94)

Entry requirement for the evaluation of honor students is the weighted grade

- No student with incomplete, conditional and failing grades shall be included in the ranking of honor students.
- The candidate must have finished the degree on the regular schedule of the curriculum.
- All grades of transferees shall be included in the computation of the weighted average.
- All units earned shall be considered in the computation of weighted average.
- Summa Cum Laude shall be awarded to students without a grade lower than 1.5 in all academic subjects
- Magna Cum Laude shall be awarded to students without a grade lower than 1.7 in all academic subjects
- Cum Laude shall be awarded to students without a grade lower than 1.9 in all academic subjects
- Residency requirements – The students should have stayed in the University for at least two years and with a minimum load of 15 units/semester

2.25.4 Diploma, Associate or Non-Degree, Two and Three Year Certificate Courses

With Highest Honors	1.19 to 1.00 (98-100)
With High Honors	1.49 to 1.20 (95-97)
With Honors	1.69 to 1.50 (92-94)

- No student with incomplete, conditional and failing grades shall be included in the ranking of honor students.
- All grades of transferees shall be considered for computation of weighted average.
- All units earned whether for graduation purposes or otherwise shall be considered in the computation of weighted average.
- With Highest Honor shall be awarded to students without a grade lower than 1.5 in all academic subjects
- With High Honors shall be awarded to students without a grade lower than 1.7 in all academic subjects
- With Honors shall be awarded to students without a grade lower than 1.9 in all academic subjects

2.25.5 Special Awards

- Distinguished Graduate Award



This award is presented to a member of the graduating class who best satisfies the following requirements:

- An academic standing with a weighted average of at least 1.69 but not incurring a grade lower than 2.0
- An active member/leader of any two organizations as certified by the club president of the organizations/ officers en banc in all years of the student life at URS as evidenced by accomplishments
- An exemplary character as evidenced by accomplishment as certified by the instructors and absence of any derogatory record in the Office of Student Services.

- Loyalty Award

This award is given to a member of the graduating class who satisfies the following requirements:

- With residence of at least 12 years for two year courses; 14 years for four year degree courses; and, 15 years for five year degree courses as certified by the Registrar
- No failing grades
- An active member/leader of any 2 organizations. The nature of participation should be certified by the Office of Student Services

- Dignity Award

This award is granted to a member of the graduating class who best satisfies the following requirements:

- Has a qualitative point average of 2.5 or better
- Has worked under the Student Assistance Program for at least 1 year for two year courses and 3 years for degree courses immediately prior to graduation duly certified by the personnel section chief.
- Has worked in other companies outside the College for the same length of time and had submitted a certificate of employment from the employer
- If self-employed, a certificate should be obtained from the barangay captain of the student's place of residence
- Active participation in any two organizations duly certified by the organization president and validated by the OSDS
- An exemplary character exhibited as a worker and as a student as certified by the Dean and the Employer

- Service Award

This award is given to a member of the graduating class who satisfies the following requirements:

- Has a qualitative point average of 2.5 or better
  - Has not incurred failing grades, incomplete and conditional marks
  - Has an exemplary contribution/participation in the different activities of the school and winning in regional/ national contests, conferences, seminars or positions held in community organizations, Copies of certificates/ medals won should be submitted to the Office of Student Development Services
  - Has an exemplary character as a student duly certified by the Office of Student Development Services
- Outstanding Student Teacher Award

This award is given to a graduating student who satisfies the following requirements:

- Has an off-campus rating of 1.20 to 1.0
- Has no grade lower than 1.7 in any of his/ her subjects
- Has a Qualitative Point Average(QPA) of 1.7 or better

Basis for over-all rating:

Performance in Student Teaching	70%
<u>QPA</u>	<u>30%</u>
	100%

*Note: The one who gets the highest over-all rating shall be awarded.*

- Outstanding Student Trainee Award

This award is given to a graduating student who satisfies the following requirements:

- Has a practicum rating of 1.20 to 1.0
- Has no grade lower than 1.7 in any of his/ her subjects
- Has Qualitative Point Average (QPA) of 1.7 or better

Basis for over-all rating:

Performance in Student Training	70%
<u>QPA</u>	<u>30%</u>
	100%

*Note: The one who gets the highest over-all rating shall be awarded.*

- Proficiency Award

This award is given to a graduating student who satisfies the following requirements:

- Has passed at least NC I third class license
  - Has no grade lower than 2.0 in any of his/ her major subjects
  - An active member/ leader of any two organizations the nature of participation should be certified by the OSDS
- Leadership Excellence Award

This award will be given to any graduating student in the colleges who satisfies the following requirements:

1	Versatility	10%
	Officer of an organization duly recognized by the College	
	As President	5
	As an officer	3
	As an active member	2
2	Productivity as a Leader	40%
	Institutional/Regional Level	
	Has led in a project with institutional benefits	20
	Department/College Level	
	Has led in a project with benefits to the department/ college where he/ she belongs to	15
	Small Group Level	
	Has led in projects with benefits only to small group but duly recognized by the department/ college and OSDS	5
3	Service	20%
	Voluntary service to the community, barangay / zone duly certified by person in authority	10
	Voluntary Service to College	7
	Voluntary Service to the Department	3
4	Experience in seminars, workshops, clinics, etc	10%
	International	5
	National	3
	Regional/Provincial	1.5
	Local	0.5
5	Personal Qualities	10%
	Sense of responsibility	2.5
	Ability to relate with faculty and staff	2.5
	Ability to relate with peers	2.5
	Ability to make sound decisions	2.5
6	Interview by the Screening Committee on Honors& Awards	10%

- Outstanding Awards  
URS provides at the University level the following: Best Research Award in every category (Descriptive, Feasibility Study, Developmental and Experimental) for student researchers; Outstanding Entrepreneurial Award; and Best Student Organization.

## 2.26 Submission of Grades

Every faculty member shall encode and submit his report of grades on or before the date indicated in the University Academic Calendar. In case of delay with justifiable reason, the faculty concerned should request from the Dean approval on late submission.

### 2.26.1 Penalties for Late Submission of Grades

Since delay in submission of grades hinder efficiency in the enrolment process and evaluation of student's performance, the following penalties will be imposed in case of delayed submission of report of grades without justifiable reason.

- The faculty member who fails to meet the deadlines must be reported by the Dean to the Campus Director. The Campus Director endorses said report to the Vice-President for Academic Affairs.
- Upon recommendation of the VPAA and subject for approval of the President, the faculty member will be subjected to the following penalties:
  - warning;
  - reprimand;
  - fine of not more than his salary per day for each day of delay; or
  - suspension without pay for a period not exceeding one semester in case of repeated delinquency.
- The procedure for the imposition of penalty shall consist of the following steps:
  - notification of deadline;
  - request for a written explanation;
  - report of delinquency prepared by the Dean; and
  - order imposing the penalty.

### 2.26.2 Correction of Grade Errors/ Application for Change in Grades

An instructor may not change a grade after it has been filed with the Campus Registrar. An application for change of grades must be accomplished by the concerned instructor and must be submitted personally to the University Registrar.

The duration for consideration of such request will be two (2) weeks after the deadline for submission of grades as indicated in the University Academic Calendar.

In case where a faculty will be repeatedly requesting for a change in grade errors, he will be subjected to the same penalties indicated under LATE SUBMISSION OF GRADES.

## 2.27 Scholarship

CHED Memorandum Order No. 09 series of 2013 on the Enhanced Policies and Guidelines on Student Affairs, specify Scholarship and Financial Assistance as one among the student programs that a higher education institution should provide to its students, under Article IX Section 25.

On the said provisions, it is stated that there shall be scholarships and financial assistance in various forms. Information regarding these program should be well disseminated and there must be a structure which can provide better access to it. Further, it states that there must be policies and guidelines particularly for students who belong to the marginalized sectors of the country.

To efficiently implement this provisions, an organization for scholarship was created in the University, the Scholarship and Financial Assistance Unit which is a component of the Office of the Student Development Services.

The URS Scholarship Program was conceived on the idea that the school must assist deserving students in the pursuit of higher education. Students in all disciplines may avail of various scholarships classified as entrance scholarship, academic scholarship, service scholarship, and externally funded scholarship.

### 2.27.1 Entrance Scholarship

Upon enrolment in the University, a student may enjoy privileges of a scholar if he/she satisfies the following criteria:

- A student who graduated valedictorian of a class composed of not less than 50 graduates duly attested by the school principal will enjoy 100% exemption from tuition for one semester
- A student who graduated salutatorian of a class of not less than 50 graduates duly attested by the school principal will enjoy 50% exemption from the tuition fees for one semester
- If the student maintains his/ her grades in the second semester, he/ she shall be considered for academic scholarship.

### 2.27.2 Academic Scholarship

A scholarship consisting of 100% or 50% exemption from tuition fees for a semester shall be enjoyed by any college student who satisfies the following requirements:

- Has a weighted average of 1.24 or better for 100% free tuition fee and a weighted average of 1.44 to 1.25 for 50% free tuition fee
- The scholar is required to earn full semestral load on the course he/she is taking as prescribed in the curriculum
- Has no incomplete grade(s) or failing grades incurred by the applicant
- The applicant should possess a good moral standing with no derogatory record (minor or major offenses committed), and has leadership potential through participation in authorized school activities, both curricular and co-curricular
- The Head, Scholarship and Financial Assistance shall coordinate with the College Deans in the awarding of Academic Scholarship grants from private and government enterprises.

### 2.27.3 Service Scholarship

- Athletics

Athletes or varsity players may enjoy full or partial tuition and/or fees. Grantees are recommended by the Head, Sports Development of the University.

#### Classification

- Full Grantee is a student who will receive free Tuition and other fees except for Laboratory fee, Practicum Fee / OJT/SIT Fee, Research fee, and Fiduciary Fees (CSS / USG, PFC, SWA, Student Development Fee, Student Handbook, School ID / Library Card, School ID/ Library Card Validation, NSTP/ROTC/CWTS and Student publication fee.)

A full grantee must meet the following:

A GPA of 2.5 or better with no failing grades for a regular academic load, as prescribed in the curriculum, in the preceding semester.

- Partial Grantee is a student who will enjoy free tuition fees only.

A partial grantee must meet the following:

Has a GPA of less than 2.5 but with no failing grade for regular academic load of at least 15 units in the preceding semester.

Requirements:

Applicants for Athletic scholarship must satisfy the following requirements:

- Must be a bonafide student of URS carrying at least 15 units except for graduating student.
- Has a good personal character and conduct.
- Has passed the required try-outs conducted by the trainor/coach.
- Has regular attendance during training.
- Has participated in the regional level of competition. In the absence of such participation, an athlete must have demonstrated an athletic ability comparable if not better than those who competed in the regional meet.
- Must be recommended by the trainor/coach in certain sports duly endorsed by Campus Sports Coordinator and Head of the University Sports Development.

- Cultural Arts

This may be availed of by the members of the University Chorale, University Band and University Theater group. Specific tuition [discounts](#) may be awarded to grantees recommended by the Coordinators of Chorale, Band, Dance Troupe and Theater to the Head of Cultural Arts.

A scholarship consisting of 100% exemption from tuition fees for a semester shall be enjoyed by any college student who satisfies the following requirements:

- Must be a bonafide student carrying a minimum of 15 units semestral load on the course he/she is taking.
- Has a weighted average of 2.5 or better for 100% free tuition fee
- Has not incurred a failing grade. Incomplete grades should be completed before the start of the succeeding semester
- Must attend the regular trainings/ rehearsals
- Must render services during University affairs/ programs
- The applicant should be included in the University Selection and/or passed the screening as certified by the Coordinators, URS Dance Troupe/ Theater Arts, URS Band Conductor (for Band Members) and URS Chorale Adviser (for URS Chorale)

Members of Independent Organization are excluded from the scholarship grant. Independent Organizations/ clubs are those which do not require financial support from the administration for

*members' scholarship and organizations' programs and projects but rather obtain from the organization's IGPs.*

- Officers of the Federation Executive Committee

A scholarship consisting of 100% exemption from tuition fees for a semester shall be enjoyed by the officers of the Federation Executive Committee who satisfies the following requirements:

- Must be a bonafide student carrying the prescribed academic load or a minimum of 15 units semestral load on the course he/she is taking
- Has a weighted average of 2.5 or better for 100% tuition fee
- Has not incurred a failing grade. Incomplete grades should be completed before the start of the succeeding semester.

- Externally Funded Scholarship

Various scholarships sponsored by organizations, companies, agencies, or foundations are granted to economically deprived students through the Head of Scholarship at the Office of Student Development Services.

The following are to be prepared by all applicants aside from the requirements set by individual sponsors:

- Accomplished Scholarship application form
- Parents' latest income tax return (ITR) or an affidavit of non-filing of ITR (stating the job and estimated monthly income).
- Photocopy of 4th year high school grades (for freshmen)/ grades obtained during the previous semester (for old students) as certified by the Registrar.
- Honors/awards/recognition received in high school (for incoming freshmen)
- Latest 2" x 2" ID picture (3 copies)
- Vicinity sketch of residence

#### 2.27.4 Scholarship Screening Committee

The University Screening Committee will evaluate the performance of the service scholars every semester. The Office of the President will organize the University Screening Committee.

The campus Screening Committee is composed of the College Dean as the Chair, Scholarship Coordinator and one (1) student representative recommended by the Dean.

Screening and selection of all scholars shall be conducted by the College Dean or Director and Scholarship Committee organized by the Office of Student Development Services.



*Note: If a student is entitled to two or more scholarships, he/ she shall be required to choose only one.*

## **2.28 Issuance of Second Copy of Diploma**

2.28.1 The original diploma is issued only once. However, a graduate may request for a second copy of diploma, under the following conditions:

- The second copy of the diploma will be signed by the University Registrar only.
- The words "SECOND COPY" are printed in the second copy of the diploma.
- That once a second copy has been issued, the original diploma shall be rendered null and void in the records of the University of Rizal System and shall be considered as such when presented for verification/authentication and for other purposes.
- The second copy of the diploma will be issued only once, in case when the same should be damaged or lost, a certification of graduation will be issued instead.
- In the case of lost original diploma, a duly-notarized Affidavit of Loss must be submitted.
- In the case of damaged original diploma, the same must be surrendered upon request for second copy of the diploma.

2.28.2 No request for second copy of diploma will be granted for reasons of discrepancy in name. The name which will appear in the diploma is based on the records the student has submitted to the Office of the Registrar upon admission. In case, a discrepancy was found out during the time that the student has not graduated yet, supporting documents must be forwarded to the Office of the Registrar for proper reconciliation. But, if the discrepancy was found out after graduation, the University is no longer accountable in making the necessary corrections by way of issuing a second copy of diploma, instead a graduate will be advised to attach a duly-notarized affidavit of discrepancy to the original diploma when presenting it to any institution for whatever purpose.

## **2.29 Student Work Program**

This program provides part-time job opportunities within the College which aims to train and expose students to real work experiences while they earn. Students who meet all criteria for eligibility may be hired to work as student assistant in the University for a minimum of four (4) to a maximum of twenty (20) hours per week. Interested student who desires to work should:

- be financially handicapped
- have at least four (4) hours of straight free period
- have passing grades in all his/ her subjects

- possess an attitude of love and pride of work
- be of good health

### 2.30 Student Welfare Assistance

The Student Welfare Assistance (SWA) is one-year financial assistance fund that will cater to all bonafide college/ graduate students who met an accident. A membership fee shall be automatically collected upon enrolment.

A student who meets an accident or sustains an injury should prepare the following to be able to claim financial assistance:

- medical certificate and hospital abstract or hospital records
- original official receipts of expenses, such as medicines and hospital bills
- certificate of enrolment from the Registrar's Office
- photocopy of his/ her registration card
- photocopy of police report, in case of vehicular accident

*He should submit all the requirements and fill out the application form at OSDS SWA In-charge.*

#### 2.30.1 Classification of Accidents and Claim for Financial Assistance

- Minor Accidents (Non-academic Related)

If the accident happen inside or outside the school premises resulting to minor injury, medical certificate and official receipts shall be submitted to the SWA In-charge for the student to receive a maximum financial assistance amounting to P3, 000.00.

- Minor Accidents (Academic Related)

If the accident happen in the industry/agency where the student is having SIT/ Student Teaching/Practicum resulting to minor injury, the accident report together with the certification from the company and/ or any government medical officer will be submitted to the SWA In-charge. The student will receive a maximum amount of P5, 000.00 upon assessment of the veracity of the report.

- Major Accidents (Non-academic Related)

If the accident happen outside the school premises resulting to major injury, the Police Officer Report together with the Certification of the company physician, medical certificate and official receipts shall be submitted to the SWA In-charge for the student to receive a maximum financial assistance amounting to P10,000.00

- Major Accidents (Academic Related)

- If the accident happen in the school/ industry/agency where the student is having SIT/ Student Teaching/ Practicum and within working hours, resulting to hospitalization, the company report together with the certification from the company physician will be submitted to SWA.

Hospitalization bills not exceeding to P 15,000.00 will be submitted to the SWA. The school physician will validate the submitted requirements before the release of the financial assistance. Then the SWA In-charge will give the financial assistance to the trainees.

- If the accident happen in the industry/ agency where the student is having SIT/ Student Teaching/ Practicum and/ or on the way to school/ training site or going home from school/ training site resulting to permanent disability, the Accident Report together with the Certification from the company physician and/ or any government medical officer will be submitted to SWA. Then, it will be assessed by the school physician for the veracity of the report and the student will receive a maximum amount of P20,000.00.
- In case of death of the student, the maximum amount of P30,000.00 will be given to the parents or legal guardian provided the cause of incidental death is school related. If the death is not school-related a maximum of P10,000 can be given.

### **2.31 Rules and Regulations on Student Conduct and Discipline**

As an extension and reflection of URS, it is very important for students to sustain a wholesome discipline record to be assured of their continued stay in the University. When a student freely enrolls in URS, he submits himself to and agrees to comply with and is bound by the rules and regulations of the school. Upon his enrolment in URS, the student assumes all the responsibilities towards the administration, the faculty, his fellow students and the school as a whole.

For the guidance of all concerned, the following rules and regulations on the conduct and discipline of students are hereby promulgated:

#### **2.31.1 General Directives to Students**

- Every student officially enrolled must have an identification card validated in each enrolment period and must observe the guidelines on the use of official identification (ID)
  - He/she shall wear his ID conspicuously at all time while inside the campus.
  - A student who uses a non-validated ID shall be subject to disciplinary measures.

- A student who uses the ID of other students shall be subjected to disciplinary measures
  - A student who loses his ID shall be required to report at the OSDS for reissuance of another ID
  - A graduating student from the University must surrender his ID card at the office of the Registrar as a prerequisite to the issuance of clearance by the Registrar.
- In case a student has lost his/ her ID card, he/ she should:
  - Report the loss to the In-charge of ID production as soon as possible;
  - Present an alternate picture-bearing identification card and/or current registration form;
  - Apply for a new ID card at the OSDS; and,
  - Pay the necessary amount for the new identification card at the OSDS. While the new ID card is being processed, the ID Production In-charge issues a temporary gate pass indicating the number of days, such gate pass will be in effect.
- ID cards may only be confiscated by persons in authority when students commit a violation of school rules and regulations (caught in the act). Upon confiscation of the identification card, the person in authority will submit the same to the OSDS which issues a temporary gate pass, good for three (3) days.
- Students should be in complete uniform whenever they are in campus during class days.
  - P.E. attire should be worn only during P/E. classes.
  - Male students shall wear sky-blue polo, navy blue pants and black shoes
  - Female students shall wear the prescribed sky-blue blouse with tie and box type skirt which shall be below the knee and closed-black heels.
  - Students with National Service Training Program (NSTP) subjects may wear their NSTP uniforms the whole day on which these subjects are scheduled.
  - The following attires are not allowed during school days:
    - ✓ all kinds of shorts and torn/worn out jeans
    - ✓ spaghetti straps, razor back, tube
    - ✓ blouses and dresses with plunging neckline/backless
    - ✓ midriiffs, hanging blouses, off shoulder blouses and dresses
    - ✓ mini/micro-mini skirts (more than 3 inches above the knee)
    - ✓ rubber slippers, worn out shoes
    - ✓ body hugging blouses and skirts/pants
    - ✓ haltered blouses and dresses
    - ✓ see-through attires

- All male students must have a decent/ clean haircut.
- Tattoos and earrings are strictly prohibited among male students.

2.31.2 Sakbay

The Sakbay is a genuinely university graduation costume and a popular alternative to the traditional western style academic caps and gowns or black toga and constitutes the following features such as the alibata characters, the University logo, meaningful colors and the border designs and tassels.

- Use of Sakbay

All graduating students are required to wear the Sakbay during commencement exercises with the approved graduation attire.

2.31.3 Prohibited Behavior/ Acts and Their Penalties

The following sanctions may be imposed upon any student found to have violated the rules on prohibited behavior:

Category	Offenses	Penalties		
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
3.1 Academic Minor Offense	<ul style="list-style-type: none"><li>○ Tardiness</li><li>○ Improper Uniform</li><li>○ Cutting classes or habitual absenteeism</li><li>○ Cheating/copying</li></ul>	Reprimand	<ul style="list-style-type: none"><li>○ Written Warning</li><li>○ College Community Service</li></ul>	Apology/Promissory & Counselling Suspension from classes for 2 days
3.2 Non-Academic Minor Offenses	<ul style="list-style-type: none"><li>○ Wearing of earrings (males only)</li><li>○ Truancy</li><li>○ Using profane or indecent language</li><li>○ Smoking inside the school</li><li>○ Littering</li><li>○ Gambling</li><li>○ Loitering</li><li>○ Indecent haircut</li></ul>	<ul style="list-style-type: none"><li>Written warning</li><li>College community service</li></ul>	<ul style="list-style-type: none"><li>Written warning</li><li>Suspension from classes for 2 days</li></ul>	<ul style="list-style-type: none"><li>College community service</li><li>Suspension of not less than 15 calendar days</li></ul>
3.3 Non Academic Serious Offense	<ul style="list-style-type: none"><li>○ Possession , use or bringing in the campus of prohibited or regulated drugs</li><li>○ Threatening, intimidating, provoking and</li></ul>	<ul style="list-style-type: none"><li>Suspension from school from 1-5 days</li><li>Payment or replacement</li></ul>	<ul style="list-style-type: none"><li>suspension from a period of not less than thirty (30) days but not more than one</li></ul>	dismissal or expulsion

	<div>coercing any member of the school community</div> <div><div><div>○ Theft</div><div>○ Destruction of school property</div><div>○ Fighting or inflicting injury upon any member of the school community, visitor or guests</div><div>○ Imbibing intoxicating drinks or attending school activities/entering campus premises in a state of intoxication</div><div>○ Extortion</div><div>○ Dishonesty</div><div>○ Misuse/malversation of school funds</div><div>○ Other forms of misconduct</div></div></div>	<div>t of the damaged property</div> <div>Reprimand holds</div>	<div>semester and/or suspension from the college for not less than seven (7) days</div>	
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Category	Offense	Penalties	
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
3.4 Academic Serious Offenses	<div><div>○ Forgery of parent’s, guardian’s, teacher’s and other school official’s signature</div><div>○ Publishing or circulating false or malicious information about the school, a teacher or any school officials or student in any form of publications and/ or social media</div><div>○ Breaking or trespassing into school premises</div><div>○ Disrespect, defiance, assault or abusive behavior toward school authorities including refusal or failure to submit to safety security requirements</div><div>○ Immorality</div><div>○ Hazing</div><div>○ Plagiarism</div><div>○ Instigating, leading or participating in concerted</div></div>	Suspension	Offenses may be penalized by dismissal or expulsion for the first offense

	<p>activities to a stoppage of class, disruption of academic activities or administrative functions like rallies</p> <ul style="list-style-type: none"><li>○ Preventing or threatening of student or faculty members or school authorities from discharging their duties from attending classes/ school</li><li>○ Organizing and affiliating to fraternities and similar organizations</li><li>○ Continuous disregard of school policies</li></ul>		
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- Procedural Requirements

The procedure to be followed in adjudicating disciplinary cases in general, involves the following steps:

- Academic and Non-academic minor offenses are to be handled by the Dean and Head of Discipline; Academic and Non-academic serious offenses will be handled by the Student Disciplinary Tribunal members (Tribunal Members are OSDS Director, Head of Discipline , Faculty Representative from the different Colleges, ROTC Representative, USG President, Chief of Security Guard).
- The complaint or charge against the student(s) is filed with the Head of Discipline and/ or the Director, Office of Student development Services.
- The student accused will be notified of the complaint in writing by the Head of Discipline and would be asked to submit written explanation to the complaint.
- The tribunal members will convene and investigate the evidence presented by both parties.
- The Tribunal arrives at a decision with the corresponding sanction through majority vote.
- The Tribunal submits the recommendation to the Office of the President for final implementation of the suspension of more than three days, dismissal or expulsion sanctions in serious cases.
- For minor cases, which are committed as second offense, the Dean may submit the case to the Director, Office of Student Development Services for handling.
- The student is referred to the Counseling Section for advice and counselling after implementation of the sanction.
- If any appeal to the decision/ sanction imposed is desired, it can be made within 7 days to the Office of the President in writing. The student will be informed if further appeal is possible and any condition which may pertain.

### 2.33 Student Activities

Conduct of student activities should be in accordance with the University implementing rules and regulations (URS Executive Committee Resolution No. 48 s. 2013)

## **IMPLEMENTING RULES AND REGULATIONS ON THE ORGANIZATION'S CONDUCT OF STUDENT ACTIVITIES**

Approved by the Executive Committee

Resolution No. 48 s. 2013

November 12, 2013, URS Cainta

### **I. BACKGROUND**

#### **A. Rationale**

The University encourages students to participate in co-curricular and extra-curricular activities as part of a well-balanced training. For this purpose, it seeks to encourage the formation of student groups whose activities are geared toward social, cultural, religious, literary and recreational aspects of student development.

The recognition of student organization shall be pre-conditioned for its operation in the College. A corresponding certificate of accreditation shall be issues by the Office of the Student Development Services to each student organization upon full compliance with the requirements prescribed by the Student Activity Section.

#### **B. Organizational Structure**

All student organizations are under the umbrella of the Office of the Student Development Services (OSDS) which will supervise and coordinate matters pertaining to student organizations and their activities. Specifically, university organizations and their activities will be handled by the OSDS. College organizations and their activities will be handled by the respective campus/college committees for student organizations and supervised by the In-charge Student Activity of the OSDS.

#### **C. Scope of the Guidelines**

All co-curricular and extra-curricular activities sponsored, co-sponsored and participated in by the Recognized Student Organizations and Independent Organizations (outside) must be approved by the Student Activities Section and the Office of the Student Development Services and must undergo certain process.

The URS Implementing Rules and Regulations on Student Organizations' Conduct of Activities cover all student organizations including those at the



external URS campuses. This Implementing Rules and Regulations will safeguard the students and the accredited student organizations in their conduct of activities. However, the external campuses may observe similar rules and policies applicable to their situation provided they do not run contrary to the URS University Code and Student Handbook and this Implementing Rules and Regulations.

**II. CLASSIFICATION OF STUDENT ORGANIZATIONS**

A. According to Scope of Membership

1. University Organizations- are student organizations whose members come from two or more campuses in the university and which has been granted university-wide recognition.
2. College Organizations- are student organizations whose members come from one college/institute and which has been granted campus recognition.
3. Institutional Organizations- are student organizations whose members come from two or more colleges/institutes and granted campus recognition.
4. Independent Organizations- organizations which are not connected to the university and whose members do not belong to academic program courses.

**III. ACCREDITATION OF STUDENT ORGANIZATIONS**

The recognition of student organization shall be pre-conditioned for its operation in the College. A corresponding certificate of recognition/accreditation shall be issued by the Office of the Student Development Services to each student organization upon full compliance with the requirements herein prescribed; however, such certificate shall be effective for one school year and will have to be renewed each succeeding school year that the organization is in existence. Each student organization may have a faculty adviser. The Office of the Student Activities appoints the faculty adviser upon the recommendation of the organization concerned.

Any student organization which has been granted campus and/or institutional recognition and which violated its own statement of purpose/constitution; or fails to comply with school policies is liable to revocation of their certificate of recognition.

- First offense -on probation for one (1) semester
- Second offense -total revocation/ non-recognition of the organization

#### **IV. SPECIFIC RULES FOR STUDENT ORGANIZATIONS**

##### **A. Special Provisions for Student Organizations in Conducting Student Activity:**

1. All communications such as solicitations, invitations, requests, inquiries, and the like, sent by Recognized Student Organization to offices and individuals outside URS must be noted by the Campus Director and the Director of Student Development Services.
2. Other than membership fee, no other collections shall be made for any activity unless the project is duly authorized by Student Activity Section and Office of Student Development Services.
3. All solicitation letters for projects/activities must have the approval of the Campus Director and Director of Student Development Services, subject to the University policy on solicitation.
4. All Recognized Student Organization are subject to annual financial audit by the Internal Auditor.
5. All student organizations must undergo accreditation; otherwise, they shall not be allowed to conduct activities. All activities to be conducted by the accredited organizations must be included in the action plan, thus, no activity shall be conducted if not included in the action plan.
6. All activities of Accredited Student Organizations and Independent Organizations (outside organizations) should submit project proposals to the OSDS for proper assessment and endorsement. Failure to comply means non-approval and discontinuance of the activity.
7. Student groups are not allowed to hold activities one week before and during major examinations and other banned dates set by the Office of Student Development Services.
8. All proposals should have approval of their respective college deans/campus director. However, a copy of the approved project proposal with resolution number has to be submitted to the Office of the Student Development Services.
9. Independent organizations that are not connected to the University and used students of the University as players to income generating project should and must monetarily compensate the students properly.
10. Activity(ies) outside the University which shall be ventured in by the students must be known and noted by the OSDS Director and Campus Director with proper waiver. The University shall not be liable for whatever accident that might happen to students if not permitted by the OSDS Director/Campus Director.

## **B. Rights and Privileges of Accredited Organizations**

Accredited student organizations have the following rights and privileges:

1. Use of school facilities such as grounds, classrooms and other areas, subject to rules and regulations on such use, provided other academic activities are not prejudiced.
2. Representation in committees involving student welfare and interest.
3. Officers and members of fully accredited organizations may be appointed by the University President or their college dean/director in community activities.

## **V. CONDUCT OF ACTIVITIES**

### **A. General Procedure in the Conduct of Activities**

#### **A.1 Campus Level**

1. Accomplished Student Activity Form (*signed by the Organization President, Organization Adviser, Noted by the Dean of College, recommending approval by the In-Charge, Student Activities and OSDS Campus Coordinator and Approved by the Campus Director*) with the following attachments:
  - Project proposal
  - Approved action plan and resolution of the organization
  - Letter of intent addressed to the Campus Director, Dean of College and OSDS Coordinator
  - Budgetary allocation
  - Reservation of venue
  - Program of activities
  - Profile of speakers/facilitators/resource person (for seminars/workshops)
  - Parental consent (for off-campus activity/ live-in)
  - Other requirements that may be required by the Student Activity Section.
2. After the activity has been conducted, the following must be submitted to the Office of Student Activity Section/Office of the Student Development Services:
  - Evaluation results of the activity including one copy of the instrument used
  - Accomplishment report of the activity conducted, supported by documentations
  - Financial/liquidation report

## A.2 University Level

All proposed activities within the University level should have been passed the academic council and/or approved by the VP for Academic Affairs and VP for Administration and Finance, thus, comply the following:

1. Accomplished Student Activity Form (signed by the Conducting Party/Organization, noted by the OSDS Director for the conduct of the activity, recommending approval by the VPAA/VPAF and approved by the University President with the following attachments:
  - Project proposal
  - Approved action plan and resolution of the organization
  - Letter of intent addressed to the Campus Directors, Deans of College and OSDS Coordinator
  - Budgetary allocation/ Purchase request
  - Reservation of venue
  - Program of activities
  - Profile of speakers/facilitators/resource person (for seminars/workshops)
  - Parental consent (for off-campus activity/ live-in)
  - Other requirements that may be required by the Student Activity Section.
2. After the activity has been conducted the following must be submitted to the Office of Student Activity Section/Office of Student Development Services:
  - Evaluation results of the activity including one copy of the instrument used
  - Accomplishment report of the activity conducted, supported by documentations
  - Financial/liquidation report

## B. Permits

1. All activities including those using URS facilities must have an approved permit as recommended by the adviser and OSDS Director for university organizations or College Dean/Director for college organizations. Use of facilities must be endorsed to the venue approving officers. Permits must be processed early for persons concerned to see the feasibility of the request especially those involving the use of school facilities and reach the OSDS at least seven (7) working days before the activity. Permits filed a day before the activity will NOT be considered unless the activity is urgent and organized by the administration.

2. Permit B is used for non-academic activities conducted by the university or college organizations. Approval is by the OSDS Director or College Dean/Director and VPAA (for activity inside the university) and the University President (for activity outside). For non-academic activities during class days, the classes or students concerned must have a request for exemption from classes approve by the College Dean/Principal, OSDS Director and VPAA.
3. Permit A is used for academic-related activities. Approval is by the OSDS Director, Campus Director and VPAA (for activities within URS). The University President approves for other activities outside URS. The OSDS is given a copy of the permit.
4. Waivers must be attached to permits for activities after 8:00 PM and/or that are out-of-campus.
5. All student activities must observe the curfew hour established by the university. A special permit shall be secured for activities beyond the curfew hour.

#### **C. Procedure for Obtaining Permit**

1. Accomplish Permit Form- 2 copies for Permit B; 3 copies for Permit A.
2. If the activity involves money, a budget plan prepared by the treasurer, concurred by the chairman, recommended by the adviser and department head should be attached. For college organizations, it shall be approved by the College Dean/Director. For university organizations, the budget plan shall be approved by the VPAF as per recommendation by the OSDS Director and VPAA.
3. Obtain the signatures of recommending and approving officers as specified in the permit.
4. Once approved, leave a copy of the permit to the OSDS.

#### **D. Activities with Guests of Visitors**

1. The OSDS for university/college organizations must be informed about the presence of a guest speaker or visitor/s in a symposium, lecture or conference scheduled by a student organization.
2. A student organization with an approved permit to conduct an activity and have visitor/s coming to join the activity shall provide the guard a list of the visitor/s. To be allowed into the university, the visitor/s shall present his/her valid ID which can be claimed upon leaving the university premises.

## **VI. FINANCES**

### **A. Managing the Funds**

1. It is recommended that student organizations open a bank account with any reputable bank. Authorized signatories are the chairman, treasurer and adviser. Bankbooks shall be submitted to OSDS at the end of the school year for safekeeping and taken back at the beginning of the school year upon accreditation of the organization.
2. Financial collections must be immediately deposited in the bank and not be allowed to stay long with a person or in an office. Advisers must ensure that money is safely kept and properly used.
3. Funds of student councils and student organizations shall not be lent to anyone.
4. All expenses to be used by the Accredited Organizations shall not be charged to SDF aside from the approved trainings and seminars. Expenses for the activities shall be charged to organizational funds.

### **B. Fund Raising**

1. Fund raising activities may be allowed for each school year provided that student organization secures official permit from DSWS/DTI and BIR. The purpose of the fundraising must be specified on the permit. When tickets are issued, they shall be numbered with signatures of the chairman and adviser of the organization and controlled by the organization's faculty adviser and officers. The generated income must be properly expended, monitored, accounted and reported in the financial report.
2. All fundraising and other activities must submit project proposal to the Office of Student Development Services for review and recommendation.
3. Solicitation letters with reply slips must be numbered for accounting of the auditor and adviser.

### **C. Financial Liquidations and Financial Reports**

1. Financial liquidations containing the list of collections and expenses shall be submitted to OSDS for university/institutional organizations or college organizations for approval within TWO WEEKS after each activity. Receipts and evidences shall support proper use of the money for the approved purpose. Aside from the Chairman, Treasurer and Auditor, the financial liquidation shall bear the signature of the adviser. This is needed before the request for permit for the next activity can be considered.

2. Financial reports for the academic year containing summary of expenses for all activities, shall be submitted to OSDS for university organizations or for college organizations, for approval, three (3) weeks before the start of the final examinations in the 2<sup>nd</sup> semester. This is a requirement for OSDS or the college to clear the officers and advisers of the schools organizations from accountabilities.

#### 2.34 Student Services

The University of Rizal System believes in holistic development. While innovative classes and lectures strengthen academic excellence, the Office of Student Development Services (OSDS) supervises the extra-curricular activities and various student development programs.

##### 2.34.1 Library

The hub of learning of URS is the library system. Acquisition and evaluation of books, periodicals documents, audio-visual materials or equipment and other informational materials are the primary tasks accomplished by the library.

##### 2.34.2 Guidance and Counseling

The Guidance and Counseling facilitates the total growth and development of students through the services offered. Its four-point scheme covers self-awareness, self-acceptance, self-direction, and self-actualization. To ensure that the individual needs of students are attended to each student is assigned to a particular counselor throughout his/her stay in the university.

##### 2.34.3 Medical Dental

The medical and dental have always been promoting the good health of students, teachers and employees through Health Education, diagnosis of illnesses and injuries, and provides medication for common ailments.

##### 2.34.4 Student Admission

To provide access and equity to students who wish to pursue their education at URS, the section implements admission policies, terms and conditions for enrolment and initiates information campaign on the curricular offerings and schedule of admission activities of the University.

##### 2.34.5 Testing

This section is responsible for the development, administration and supervision of psychological testing program of the University. Records and reports of test results and evaluations are prepared and kept systematically and with confidentiality. It also helps in the assessment

of interest, aptitude, personality and, strength and weaknesses of students.

#### 2.34.6 Registrar

The show window of the University that evaluates and implements innovation in systematic student record management. It also manages the enrolment and schedule of classes of the University.

#### 2.34.7 Scholarship

The University Scholarship Program awards financial aid and assists poor but deserving students in the pursuit of higher education. Scholarships are awarded on various criteria usually reflecting the values and purposes of the donor or founder of the award.

#### 2.34.8 Spiritual Ministry

It promotes a blissful atmosphere in the University by fostering a spirit of true God-fearing community, founded on truth, justice, freedom and love, and by providing services for spiritual worship and living.

#### 2.34.9 Cultural Arts

It dedicates itself in promoting a well-balanced non formal education of culture and the arts to the URS community. It also cultivates the innate talents of artistically inclined students through its different cultural organizations representing dance, music and theatre. The skills of aspiring artists in these fields are refined through relevant workshops, seminars, symposia as well as competitions and awards.

#### 2.34.10 Placement

It provides assistance to alumni of the University in job placement and recruitment. It trains students for demands of the world of work, guides students in learning skills needed for job hunting and provides them information and materials about the world of work. It also establishes linkages with government and non-government agencies.



### 3. National Service Training Program

#### 3.1 NSTP and its Component

The National Service Training Program (NSTP) is a program aimed at enhancing the civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism undergoing training in any of the three program components especially designed to enhance the youths active contribution to the general welfare. The three components are the following:

- Reserve Officers' Training Corps (ROTC) refers to the Program component, institutionalized under section 38 and 39 of the Republic Act No. 7077, designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness.
- Literacy Training Service (LTS) refers to the program component designed to train the students to teach literacy and numeracy skills to school children, out-of-school youths and other segments of society in need of their services.
- Civic Welfare Training Service (CWTS) refers to the program component or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.

#### 3.2 Program Implementation

##### 3.2.1 Coverage

- All incoming first year students, male and female, starting School Year 2002-2003 enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP component of their choice, as graduation requirement.
- The above provision, however does not cover the following:
  - Students who finished or graduated from a baccalaureate degree or two year technical-vocational or associate course and pursuing or enrolled in another or additional baccalaureate degree or two year technical-vocational or associate course in SY 2003-2004;
  - Students who completed any of the three NSTP components but considered freshmen to the course where they transferred or shifted;
  - Foreign students or aliens.

3.2.2 Duration and Equivalent Course Unit

- Each NSTP component shall be undertaken for an academic period of two (2) semesters.
- Each NSTP component shall be credited for three (3) units per semester for fifty four (54) to ninety (90) training hours per semester.
- A One (1) Summer Program in lieu of the two (2) semester program (108 hours) maybe offered in accordance to the DND or CHED guidelines.
- Earned NSTP units shall not be included in the computation of the Grade Point Average (GPA) grades of college graduating students.

3.2.3 Fees

- No fees shall be collected for any NSTP components except basic tuition fee, which should not be more than fifty (50%) percent of the charges of the University per academic unit.
- NSTP component taken during summer is part of the Self Liquidating Program, thus miscellaneous fees is included upon enrollment

3.2.4 25- Hour Common Module

- There shall be an orientation for all NSTP enrollees to be jointly conducted by the ROTC, LTS and CWTS coordinators/implementers.
- Students enrolled in the First Semester of the Freshmen Year shall be made to undergo a common module phase for 25 hours training period.
- The Minimum Standard for Common Module are as follows:

Common Module	Scope of Instruction	No. of Hours
Physical Organization and Course Orientation	<ul style="list-style-type: none"><li>• Organizing the students and course orientation</li></ul>	1 hour
NSTP Program (RA 9163)	<ul style="list-style-type: none"><li>• Preamble</li><li>• Specific provision of the 1987 Philippine Constitution RA7077 (An Act Providing for the Organization, Administration, Training, Maintenance and Utilization of the Citizen Armed Force of the Philippines for other Purposes)Commonwealth Act No. 1 of 1935</li><li>• RA 9163 and its IRR</li></ul>	1 hour
Citizenship Training	<ul style="list-style-type: none"><li>• Philippine Constitution (Preamble, Bill of Rights and Duties and Responsibilities of a Filipino Citizen)</li><li>• Flag Heraldic Code of the Philippines</li></ul>	3 hours

	<ul style="list-style-type: none"><li>(RA 8491 s. 1998)</li><li>Values Formation (Makadiyos, Makatao, Makakalikasan, Makabansa)</li><li>Volunteer Act of 2007 (RA 9418)</li></ul>	
Drug Education	<ul style="list-style-type: none"><li>General orientation on RA 9165, nature of drugs, drug menace, national drug situation, controlled substances, and other pertinent laws</li><li>Role of the youth on Drug detection and prevention</li></ul>	3 hours
Disaster Risk Reduction and Management Awareness	<ul style="list-style-type: none"><li>Geographic Profile of the Philippines</li><li>Disaster Risk Profile of the Philippines (focus on Specific Region/Area where the school is located)</li><li>Overview of the Philippine Disaster Management System (PDMS)</li><li>Disaster Risk Reduction and Management (DRRM) concepts, principles and trends. (RA 10121)</li><li>Role of the Youth in disaster preparedness and management, Basic Disaster Preparedness and Response Training (Survival Training)<ul style="list-style-type: none"><li>First Aid/Basic Life Support</li><li>Search and Rescue (Water, Earthquake, Landslide and Fire)</li></ul></li></ul>	7 hours
Environmental Protection	<p>Basic knowledge and understanding on the following:</p> <ul style="list-style-type: none"><li>Global warming (effects) and climate change (adaptation, mitigation and anticipation)</li><li>Seven Principles of Environment and Environmental Laws</li><li>Forest Protection, Conservation and Development</li><li>Water Sanitation and Conservation</li><li>Cleaning up Water Ways, Industrial and other Sites (hospital, esteros and others)</li><li>The Role of the Youth in Environmental Protection and Management<ul style="list-style-type: none"><li>Nursery establishment, tree planting, mangrove planting, restoration and preservation</li></ul></li></ul>	7 hours
Other National Security Concerns	<ul style="list-style-type: none"><li>Overview of National Security Situation<ul style="list-style-type: none"><li>External threats situation (Foreign threats , Global Terrorism and Transnational Crimes)</li></ul></li><li>Internal threats situation (Insurgency problems and other local</li></ul>	3 hours

	threats, history, strategy, recruitment, methods and propaganda. Concept of threats as applied in Philippine setting, their capabilities and responsibilities) <ul style="list-style-type: none"><li>• Peace Education<ul style="list-style-type: none"><li>○ Understanding Culture Peace (Cultivating Inner Peace, Dismantling the Culture War, Living with justice and compassion, living in harmony with earth, promoting Human Rights Responsibilities and building Intercultural Respect, Reconciliation and Solidarity, Role of the Youth in the National Security.</li></ul></li></ul>	
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3.3 Enrolment

- Freshmen students should enroll NSTP together with other subjects.
- Students who completed the common module for 25 hours are required to enroll\enlist in their choice of NSTP (CWTS/LTS) component provided that there are still slots available or they may enroll in the ROTC program.
- Students who were not able to complete the 25 Hours Common Module will be placed on the waiting list and should give way to those who completed the training period. Should the chosen component of the student is no longer available, students may take the NSTP component the following school year or may opt to take the One (1) Summer Program in lieu of the two (2) semester program (108 hours) if it is offered.
- Students who did not attend the common module for 25 hours, can no longer choose the component that they want, however they can enroll in the ROTC program provided that they will render an additional 25 hours replacement period as part of their training program or they can take the One (1) Summer Program in lieu of the two (2) semester program (108 hours) if it is offered.
- Students who have taken ROTC but wishes to take CWTS or LTS are allowed to enroll provided that they finish CWTS/LTS 1 and 2.
- Clustering of students from different colleges/campuses during the semester or summer periods maybe done for NSTP components, taking into account geographical location.
- NSTP 1 is a prerequisite to NSTP 2 and must be taken one at a time or for an academic period of two semesters.

3.4 Dropping

- Official dropping of the student from the course while enrolled in academic subjects shall not be allowed unless there is due and enough cause of dropping the subject.
- A student should accomplish a dropping form to officially drop from any NSTP component.

- The dropping should be countersigned by the NSTP Coordinator prior to the approval of the Dean.
- A duplicate copy of the accomplished dropping form should be submitted to the NSTP Coordinator for consolidation and reporting purposes for submission to concerned offices.

3.5 Transfer

- NSTP students enrolled in the ROTC/CWTS/LTS component but decided to transfer to another component shall apply for transfer from the NSTP Office on or before the third meeting/training day from the start of classes.
- Transfer without approval from the NSTP Office in due time is considered not valid and the student is deemed to be officially enrolled in the component which he first enrolled.
- If a student was given a grade in the component where he transferred without proper justification, such grade shall not be valid.
- A duplicate copy of the approved application for transfer should be submitted to the NSTP Coordinator for consolidation and reporting purposes for submission to concerned offices.

3.6 Training

There shall be a standard module to be used by the university in conformity with the national standards in the implementation of the NSTP program.

The Minimum Standard for Specific Modules are as follows:

Specific Module		Scope of Instruction	Number of Hours
CWTS	Self Awareness and Values Development	a. Nature of Self b. Personal Development Plans c. Roots of the Filipino Character d. Nationalism and Patriotism Program e. Good Citizenship Values	7 hours
	Leadership Training	a. Concepts of Leadership b. Human Behavior c. Leading, Direction, Communication d. Motivation e. Leadership Style f. Teamwork g. Time Management h. Decision Making	7 hours
	Dimensions of Development	Global, National and Local in terms of: a. Health b. Education(enhancement of instructional support materials and faculties) c. Entrepreneurship	15 hours

		<div>d. Recreation, morals of the citizenry and other social welfare concerns<ul style="list-style-type: none"><li>• Voters Education</li><li>• Poverty Alleviation</li></ul></div>	
	Community Exposure/Agency Visits	<div>a. Nature of Community Work b. Development of Community Work c. Approaches in Community Work d. Community Development Project e. Community Practice &amp; Community Building</div>	10 hours
	Community Needs Assessment	<div>a. Knowing the community b. Community Needs Assessment Process c. Needs Assessment Survey d. Actual conduct of Community Needs Assessment</div>	8 hours
	Community Service	<div>Community Services of any or combination of the following:<ul style="list-style-type: none"><li>a. Drug Education</li><li>b. Health e.g. Medical Dental Education</li><li>c. Environmental Education</li><li>d. Entrepreneurs</li><li>e. Culture</li></ul></div>	32 hours
	Program Evaluation	<div>a. Fundamentals of Work plan, Implementation Processes and Monitoring &amp; Monitoring Program b. Development of Work plan, Implementation Process and Monitoring and Evaluation Program</div>	4 hours
LTS	Self-Awareness and Values Development	<div>a. Nature of Self b. Personal Development Plans c. Roots of the Filipino Character d. Nationalism and Patriotism Program e. Good Citizenship Values</div>	7 hours
	Leadership Training	<div>a. Concepts of Leadership b. Human Behavior c. Leading, Direction, Communication d. Motivation e. Leadership Style f. Teamwork g. Time Management h. Decision Making</div>	7 hours
	Literacy and Numeracy Skills	<div>a. Definition, Purpose and Importance of Functional Literacy and Numeracy b. Principles Facilitating Techniques c. Training Life Skills d. Principles of Learning e. Nature and aspects of Learning Process f. Instructional Materials</div>	15 hours

		g. Community Immersion	
	Community Exposure/ Agency Visits	a. Nature of Community Work b. Development of Community Work c. Approaches in Community Work d. Community Development Project e. Community Practice & Community Building	10 hours
	Community Needs Assessment	a. Knowing the Community b. Community Needs Assessment c. Needs Assessment Survey d. Actual Conduct of Community Needs Assessment	8 hours
	Community Service	Community Services of any or combination of the following: a. Drug Education b. Health e.g. Medical Dental Education c. Environmental Education d. Entrepreneurs e. Culture	32 hours
	Program Evaluation	a. Fundamentals of Work plan, implementation Processes and Monitoring & Evaluation Program b. Development of Work plan, Implementation Processes and Monitoring & Evaluation Program c. Community Immersion	4 hours
ROTC	Military Science 1 (First Semester)	1. Module/Subject (15 Training Days) 2. Physical Organization/Orientation 3. Military Orientation 4. Combat Training of Individual Soldier 5. Civil Affairs 6. Drills and Ceremonies 7. Test and Evaluation 8. Commander's Time	
	Military Science 2 (Second Semester)	Module/Subject (15 Training Days) 1. Physical Organization/Orientation 2. General Military Subjects 3. Small Unit Tactics 4. Educational Tour 5. Individual/Unit Training 6. Markmanship Training/Familiarization Firing 7. Individual Protective Measure 8. Basic Obstacle Course 9. Drills and Ceremonies 10. Weapons Training 11. Reservist and Retiree Affairs Program 12. Test and Evaluation	

		13. Environmental Protection 14. Commander's Time	
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3.7 Grading System

The grading system shall adopt the grading system of URS.

3.8 Bases for Student Evaluation

For CWTS/LTS	30% = Attendance 40% = Term Exams/Reports 30% = Impact Projects Participated and Accomplished
For ROTC	30% = Attendance 40% = Term Exams 30% = Aptitude

3.9 Special Students

- Special students (students with major defects) as evidenced by pertinent documents and actual observation, shall be mobilized according to their skills and potentials.
- They are required to enroll NSTP and shall be given grades for their corresponding performance.

3.10 Certificate of Completion

- A Certificate of Completion bearing the URS Seal with the corresponding serial number issued by CHED or DND shall be awarded to students who have successfully complied with the program requirements.
- There should be a standard format of certificates issued to students who have finished CWTS 1 and 2 and LTS 1 and 2. ROTC certificates will be given by the DND-ROTC Program.
- The signatories for the CWTS/LTS Certificate of Completion are as follows: the President/Campus Director, NSTP Head/Coordinator and the University/Campus Registrar.
- The signatories for the ROTC Certificate of Completion are as follows: the University Commandant, ROTC Officials and University/Campus Registrar.

3.11 Organization of NSTP Graduates

- Graduates of non-ROTC components of the NSTP shall belong to the National Service Reserve Corps (NSRC) and could be tapped by the State for literacy and civic welfare activities, especially in times of calamities.
- Graduates of the ROTC Program shall form part of the Citizen Armed Force pursuant to RA 7077, subject to the requirements of DND.



### 3.12 Program of Operation

#### 3.12.1 NSTP Funding

- NSTP tuition fees collected shall constitute a Trust Fund, 70% of which shall be exclusively used for operation of the Program. The remaining 30% retained by the school shall form part of the administrative cost and shall serve as contingency fund especially in support to un-programmed activities not originally included in the Program of Expenditures prepared by the ROTC Commandant, NSTP Coordinator and NSTP Head.
- NSTP Fund releases shall be based on an approved program.
- The unexpected fund balance shall be carried over to the next semester; provided, however, NSTP fund shall not be converted into savings at the expense of the proper implementation of the Program;
- Subsidies from the government, any legal agency or institution appropriated for NSTP shall be included in the preparation of the program of expenditure and reports on the utilization of funds.

#### 3.12.2 NSTP Faculty Selection and Workload

- Only faculty members who have attended to seminar/training for NSTP will be allowed to handle/teach the NSTP programs particularly CWTS/LTS.
- The CDC Unit will have the jurisdiction in selecting their ROTC Instructors/GMAs.
- A minimum of 50 students per NSTP class shall be handled by NSTP facilitators which is equivalent to 3 units workload.
- NSTP facilitators may handle a maximum of two (2) NSTP classes per component every semester

#### 3.12.3 Channels of Communication and Administrative Services

- All NSTP related communications to school authorities shall be coursed thru the NSTP Head or NSTP Coordinators.
- Any discrepancies, errors, verification and other inquiries shall be referred to the Office of the NSTP Head through the NSTP Coordinators and communicated to proper authorities when needed or as the case maybe for final judgment and action.
- All ROTC Grade Sheets must be submitted to the NSTP Head for proper endorsement to the University Registrar.

*Note: The conduct of NSTP activities should follow the guidelines set as per Memorandum No 01 s. 01-14 on Approved Rules and Regulations on Student Organization and Conduct of Student Activities.*

## 4. Internship

### 4.1 Organizational Structure

The University Internship Program Organizational Structure shall be composed of the following:

Duties and Responsibilities:

#### 4.1.1 University Head, Internship and Placement

- Taps potential linkages for training of students in the university;
- Coordinates with the administrative and academic units on the implementation of the Internship program;
- Plans and implements approved programs and projects related to the implementation of the Internship trainings;
- Establishes relationship with business, industrial and other training institutions for student interns;
- Conducts general performance evaluation of the internship program and recommend measures and innovations;
- Keeps-up-to-date records of teachers/students and in coordination with the Campus Directors; and
- Performs functions as may be delegated by superiors.

#### 4.1.2 Campus Internship Coordinator

- Searches and recommends to the University Head of Internship and Placement potential linkages for training of student interns in the campus;
- Coordinates with the University Head of Internship and Placement and Program Intern Supervisor for smooth implementation of the Internship training of interns in the campus;
- Implements the University Guidelines on Internship as stipulated in the Internship Manual;
- Monitors the performance of Program Intern Supervisor;
- Keeps an updated report of all student interns in the different programs;
- Coordinates with the Host Training Establishment (THE) relative to the deployment of the student interns/trainees;
- Submits feedback report to the University Head of Intern; and
- Recommends measures to improve the conduct of Internship.

#### 4.1.3 Program Intern Supervisor

- Pre-deployment of Interns
  - Searches and establishes partnership to prospective HTEs in coordination with the URS Office of Internship and Placement;

- Assists in the preparation for the signing of Memorandum of Agreement by and between URS and HTEs;
  - Prepares general program of activities for the Internship Program with the corresponding budgetary requirements for the operation of the Program;
  - Secures checklist of requirements for the interns from the industry partners;
  - Performs screening and selection of qualified interns in coordination with the Campus / College registrar;
  - Recommends interns for endorsement to prospective company/agency to the College Dean;
  - Coordinates with the industry partners the list of interns qualified to undergo internship;
  - Assists interns in complying all the requirements set by the URS and host training establishment;
  - Conducts orientation, seminars and training to prospective interns on the Internship Policies and their duties and responsibilities within the duration of the training;
  - Secures endorsement letter of interns from the University to Host training establishment;
  - Attends the orientation of the company;
  - Identifies the company policies; and
  - Monitors and evaluate the performance of the interns during the internship period in coordination with the designated HTE Supervisor.
- During Internship
  - Submits placement report of interns to the College/School Dean;
  - Monitors that the provisions of the MOA are complied by both parties;
  - Monitors attendance and behavior of the interns through consultation with the designated industry coordinator;
  - Obtains from the HTEs the rating of the interns' work behavior or attitude and performance through the Internship Performance Evaluation Forms;
  - Assesses trainees' performance based on the HTE reports and formulate recommendations for the improvement of Internship Program; and
  - Keeps records of the Internship Program.
- After Internship
  - Facilitates submission of the internship narrative reports/fort polio/logbook; and
  - Prepares and submits final grades of interns to the Dean and Registrar.

#### 4.1.4 Student Interns

- Signs and complies with the provisions of the contract, at all times with the rules and regulations of the HTE, CHED and the URS;
- Completes the agreed duration of his/her internship;
- Undergoes the required orientation/training program conducted by the URS and HTE;
- Submits a monthly journal of internship experiences describing his/her training activities, problem/s encountered, and reflections on the training experience to the Intern Supervisor; and
- Signs the acceptance letter and/or training contract.

#### 4.1.5 Secretary

- Types communication, reports, memorandum of agreements and other documents;
- Routes or refers communication to the proper office for appropriate action;
- Files letters and routine endorsements;
- Does simple posting figures on bulletin boards and record forms;
- Sorts, indexes and files communication, records and other documents; and
- Does related work.

#### 4.1.6 Parent, Guardian or Spouse

- Co-signs the Training Contract to manifest approval or consent to the internship of their child/spouse; and
- Issues waiver duly signed by parent, guardian, or spouse.

### 4.2 Implementing Guidelines

#### 4.2.1 Requirements for Parties Involved

The following shall be required of the parties involved in this internship program:

- University of Rizal System (URS)
  - The URS must have appropriate Board Resolution for program(s) with internship units;
  - The URS must have no pending complaint or administrative/criminal/civil action filed against it either before CHED, or other government entities or in any court of competent jurisdiction;
  - The URS must have reputable Host Training Establishment (HTE) partner or entity;
  - The URS must have a manual or plan designed in collaboration with the HTE ;and

- URS must furnish the HTE with the evaluation system to be followed in the evaluation of student performance.
- Host Training Establishment (HTE)
  - The HTE must be duly licensed and registered institution/establishment in the Philippines. They must provide appropriate training program for the students intern and must follow the Training Manual or Plan; and
  - The HTE must follow the evaluation system of student intern performance provided by URS.
- Student Intern
  - The intern must be enrolled in URS;
  - He/ She must be at least 18 years old;
  - He / She must be enrolled in practicum or equivalent subject, at least third year (second semester) or in fourth curricular year;
  - He / She must pass the pre-internship requirements;
  - The intern should be in good academic standing and completed all pre-requisite subjects;
  - The intern must be physically, mentally and emotionally fit, as contained in the physical and psychological examination certified by DOH accredited clinics and hospitals;
  - He/ She must be articulate in the language used by the HTE;
  - The intern must have consent from parent/guardian/spouse; and
  - He /She should have finished at least 90% of his/her academic requirements or has passed and taken all his/her major (professional) subjects.

#### 4.2.2 Obligations and Responsibilities

The parties involved shall have the following responsibilities:

- University of Rizal System
  - Formulates local school practicum policies and guidelines on selection, placement, monitoring and assessment of interns;
  - Pre-qualifies interns in accordance with the school off campus training policies and requirements as specified herein and from the receiving host training establishment;
  - Sets criteria in the selection of an intern supervisor academically qualified and responsible as Faculty Student Internship Program in the Philippines Coordinator per program for all aspect of the student internship programs including program implementation, monitoring and evaluation;
  - Selects HTE and ensure acceptability of training manual or plan and practicum venue in order to protect intern's interest;

- Executes duly notarized MOA with HTE;
  - Develops in collaboration with the duly selected HTE a Training Manual or Plan for the student intern specifying goals and objectives, desired outcomes and how these outcomes will be achieved, knowledge, skills, attitudes and competencies that the intern should acquire in each learning area, assignments, and schedule of activities, among others. The training manual or plan shall be part of the Training Contract signed by the student trainees, HTE, and URS;
  - Conduct general orientation for qualified student interns and their parents/guardians;
  - Conduct initial and regular visit/inspection of their HTE organization to ensure the safety of interns;
  - Submit to CHED through CHEDRO all basic documents needed for internship;
  - URS should see to it that any student intern found guilty of violating any of the provisions contained in these guidelines be subjected to the institutional disciplinary policies;
  - Issue a Certificate of Appreciation to the HTE for the accommodation of the interns; and
  - Provide CHEDRO a copy of duly notarized MOA.
- Host Training Establishment (HTE)
  - Facilitates the processing of the documents of the student interns in coordination with the higher education institutions;
  - Provide Supervised Applied Learning Experience for student intern in accordance with agreed Training Manual/Plan and schedule of activities;
  - Assigns a competent Program Intern Supervisor responsible for the implementation of all phases of the Training Plan;
  - Conducts a post training review and evaluation of the program and the performance with the partner HEI;
  - Issues Certificate of Completion of the students intern two weeks after the completion of training;
  - Monitors and evaluates performance of the student interns jointly with the HTE based on the prescribed Training Manual or Plan;
  - Monitors the student interns and attend to their needs and concerns by coordinating with HTE, CHED, and other concerned government authorities if necessary;
  - Issues a final grade to the student interns upon completion of requirements on prescribed period; and
  - May provide necessary incentives to the student intern as contained in the MOA such as free duty meals, travel allowance and uniform, if possible.
- Campus Internship Coordinator

- Searches and recommends to the University Head of Interns potential linkages for training of student interns in the campus;
  - Coordinates with the University Head of Interns and Program Intern Supervisor the smooth implementation of the Internship training of interns in the campus;
  - Implements the University Guidelines on Internship as stipulated in the Internship Manual;
  - Monitors the performance of Program Intern Supervisor;
  - Keep an updated report of all student interns in the different programs;
  - Coordinate with the HTE relative to the deployment of the student interns/trainees;
  - Submit feedback report to the University Head of Intern; and
  - Recommend measures to improve the conduct of Internship.
- Program Intern Supervisor
  - Pre-deployment of Interns
    - ✓ Prepares general program of activities for the Internship Program with the corresponding budgetary requirements for the operation of the Program;
    - ✓ Secures checklist of requirements for the interns from the industry partners;
    - ✓ Performs screening and selection of qualified interns in coordination with the Campus / College registrar;
    - ✓ Recommend interns for endorsement to prospective company/agency to the College Dean.
    - ✓ Coordinates with the industry partners the list of interns qualified to undergo internship;
    - ✓ Assists interns in complying with all the requirements set by the URS and host training establishment;
    - ✓ Conducts orientation, seminars and training to prospective interns on the Internship policies and their duties and responsibilities within the duration of the training;
    - ✓ Secures endorsement letter of interns from the University to THE;
    - ✓ Attends the orientation of the company;
    - ✓ Identifies the company policies; and
    - ✓ Monitors and evaluates the performance of the interns during the internship period in coordination with the designated HTE Supervisor.
  - During Internship
    - ✓ Submits placement report of interns to the College/School Dean;
    - ✓ Monitors that the provisions of the MOA are complied with by both parties;

- ✓ Monitors attendance and behavior of the interns through consultation with the designated industry coordinator;
- ✓ Obtains from the host training partners the rating of the interns work, behavior or attitude and performance through the Internship Performance Evaluation forms;
- ✓ Assesses interns' performance based on the HTE reports and formulate recommendations for the improvement of Internship Program; and
- ✓ Keeps records of the Internship Program.
- After Internships
  - ✓ Facilitates submission of the internship narrative reports/portfolio/logbook; and
  - ✓ Prepares and submits final grades of interns to the Dean and Registrar.
- Student Interns
  - Signs and complies with the provisions of the contract, at all times with the rules and regulations of the HTE, CHED and the URS;
  - Completes the agreed duration of students internship;
  - Undergoes the required orientation/training program conducted by the URS and HTE;
  - Submits a monthly journal of internship experiences describing the training activities, problem/s encountered, and reflections on the training experience to the Program Intern Supervisor; and
  - Signs the acceptance letter and/or training contract
- Parent, Guardian or Spouse
  - Co-signs the Training Contract to manifest approval or consent to the internship of their child/spouse; and
  - Issues waiver duly signed by parent, guardian, or spouse.

#### 4.2.3 Requirements for Interns

Any intern must be a Filipino citizen or foreigner who is currently enrolled at the University of Rizal System and must have either of the following:

- Bachelor degree completed at least 75% of professional units or 4th year of graduating students for that particular program;
- Associate degree at least 50% of the total credit units for that particular program for degree programs; or at least 17 years old for non-degree programs;



- At least 18 years old at the time of the internship; for degree programs; or at least 17 years old for non-degree programs;
- Have completed the orientation internship seminar/workshop; and
- Physically, mentally and emotionally fit and have passed the physical and psychological examination as certified by DOH accredited clinics and hospitals.

#### 4.2.4 Procedure for Local Student Internship Program (LSIP)

- Phase I
  - Any student intern who is qualified to undergo an internship program should file an application for internship at the Registrar's office.
  - The student intern shall be evaluated by the Registrar based on his/her records. After the evaluation, the registrar shall issue a certificate of completed academic requirements or its equivalent based on the indicated number of units required for the internship.
  - The student intern shall present the certificate of academic completion or its equivalent to the Dean of the College and in turn, the Dean shall endorse the applicant to the Program Intern Supervisor.
  - The applicant will then pay the registration fee and shall attend the orientation seminar.
- Phase II
  - Once the student intern completed the seminar, he/she should submit the certificate of seminar completion (CSC) to the Program Intern Supervisor.
  - The Program Intern Supervisor in turn will deploy the applicant to the target HTEs.
  - After completing all the necessary requirements, the Internship proper shall commence and will last until the end of the Internship period.
  - The Program Intern Supervisor shall appear at the HTEs to formally end the training of the student intern.
  - At the end of the Internship, the student intern is required to complete and submit the necessary documents such as certificate of completion duly signed by the representative of HTEs, portfolio, narrative report and other related documents for a period of 15 days or less depending on the deadline of application for graduation.

Any student who is willing to undergo an international internship must submit/present the following:

- Authenticated birth certificate from the NSO;

- Parental consent duly signed by the parent, guardian, or spouse;
- Notarized application letter signed by authorized school officials;
- Original copy of medical certificate;
- Transcript of Records with seal;
- Photo copy of Passport;
- School certificate of student eligibility with seal;
- Certificate of good moral character;
- Flight details;
- Portfolio, narrative or journal;
- Daily time record (local); and
- Certificate of completion (international)

#### 4.2.5 Procedure for International Student Internship Program (ISIP)

- The Dean evaluates the student intern if he is qualified to go for Internship abroad; the student intern must enroll the Internship subject.
- The University secures the approval of the Board for the International Student Internship Program (SIAP).
- The University prepares communication letter addressed to the CHED Region IV Director and the Region IV Director endorses it to the CHED OSDS Director who reviews and forwards it to the CHED Chair for approval.

The following attachments are to be submitted to CHED for clearance approval:

- MOA of URS and coordinating agency abroad;
- MOA of the students and the coordinating agency abroad;
- Minutes of the Board of Regents;
- Authority to travel;
- Affidavit of undertakings;
- Certificate of the Dean;
- Medical Certificate of the accredited clinic or hospital;
- Flight details or plane ticket;
- Photocopy of passport and student visa;
- Transcript of Record; and
- Photocopy of 2 valid ID's.
- The approved letter from the CHED must be submitted to the Bureau of Immigration (BOI), submitted first to DERO Department for evaluation of no derogatory record to be brought to the Student Department for clearance. The approved clearance from the Immigration will be given to the student intern to be presented at the airport.
- The following attachments are to be submitted to the Bureau of Immigration (BOI):

- Approved CHED clearance;
  - MOA of URS and the coordinating agency;
  - MOA of the student and the coordinating agency abroad;
  - Xerox of passport and student visa;
  - Xerox of 2 valid ID's;
  - Flight details or plane ticket.
- The student must submit and present his narrative report, photo copy of his certificate of completion or certificate of internship.

#### 4.2.6 Monitoring and Evaluation of Interns

- Weekly Journal

Weekly journals are a vital aspect of the practicum program that serves several important functions. They:

- Ensure a systematic method of personal communication between the Program Intern Supervisor and the intern;
- Provide early and consistent evaluation and feedback to the Program Intern Supervisor regarding the important aspects of an intern's placement;
- Allow an intern to practice written communication skills on a regular basis during the internship;
- Require the intern to reflect upon the monthly experiences by analyzing the relevant issues and events encountered during that time frame;
- Allow the intern to narrate tasks performed;
- Provide opportunities for the intern to narrate the nature and range of opportunities through the internship;
- Describe the outcomes achieved through the internship period; and
- Narrate the personal, professional and career development contributions of the internship experience.

*Submission procedure: Unless circumstances warrant other arrangements, the Weekly Journal can be submitted through email every end of the week.*

- Midterm and Final Practicum Evaluation Forms
  - The Host Training Supervisor (HTS) is expected to conduct formal evaluations of the intern's performance at least twice during the internship program. The midterm internship evaluation is especially important because:
  - It provides structured feedback to the intern based on assessments of the strengths and weaknesses of their performance to date, and

- It offers an opportunity for both intern and host training supervisor to re-establish or set new performance goals which can be used to further their development over the course of the second half of the internship.
  - The final evaluation is used to determine the overall performance and development of the intern since the start of the internship with the agency. Both performance evaluations serve as a written and permanent documentation of the intern's record and accomplishments for the internship.
  - Submission procedures follow. The midterm evaluation should be completed halfway into the internship, while the final assessment is conducted during the last week of the placement with the agency. In both cases the HTS should meet with the PIS to discuss the performance evaluation before the intern and program intern supervisor sign the form. Upon completion of each, the Midterm Practicum Evaluation Form and Final Practicum Evaluation Form are to be hand delivered to the Intern Supervisor to form part of the student's file.
- On-Site Visit

An on-site visit is one of the most effective means of monitoring an intern's progress. Through this, the PIS is able to gain a better appreciation for an intern's work site environment. Site visits entail face-to-face contact between the PIS and the HTS, during which the intern's progress can be discussed. The PIS may conduct on-site visits during the semester.

#### 4.2.7 Evaluation of Interns

- Internship Program as Part of the Curriculum for Non – Technology Program
  - Student interns are evaluated based on student internship performance by the host training establishment (70%) and by the supervisor (30%).
  - Evaluation by the Host Training Establishment (70%)
  - The following forms are considered in the evaluation of student internship performance:
    - ✓ University evaluation of student interns form;
    - ✓ Host training establishment evaluation of student interns form;
    - ✓ Evaluation forms specific for the program.
  - Evaluation from the Program Intern Supervisor (30%)
    - ✓ Narrative/ Portfolio/ Internship journal (15%)
    - ✓ Evaluation to be done by the PIS (15%)
- Internship Program as Part of the Curriculum for Technology Program

- Student interns are evaluated based on student internship performance (85%) and compliance with pertinent requirements (15%).
- Student internship performance (85%)
- Evaluation to be done by the Host Training Establishment Internship Supervisor
- Compliance with pertinent internship requirements (15%)
  - ✓ Narrative/ Portfolio/ Internship Journal
  - ✓ Others (as specified by the Program Intern Supervisor)
- Internship program conducted in Lieu of Thesis
  - Student interns are evaluated based on student internship performance (70%) and from the Host training establishment and (30%) from the Program Intern Supervisor.
  - Evaluation by the Host Training Establishment (70%)
  - The following forms are considered in the evaluation of student internship performance:
    - ✓ University evaluation of student interns form;
    - ✓ Host training establishment evaluation of student interns' form;
    - ✓ Evaluation form specific for the Program.
  - Evaluation from the Supervisor (30%)
    - ✓ Narrative Report as evaluated by panel of evaluators (15%)
    - ✓ Evaluation by the Program Intern Supervisor (15%)
  - The interns shall accomplish the following:
    - ✓ Cooperating Agency Student Evaluation. This helps assess the efficiency and effectiveness of the agency relative to the internship objectives.
    - ✓ Intern Self Evaluation. This allows the intern to identify his improvement.

#### 4.3 Guidelines in Conducting Orientation to Interns and their Parents/ Guardians/ Spouse

##### 4.3.1 Student Orientation

- A student intern is required to attend the Work Attitude Seminar Workshop (WASW)/Student Teachers Enhancement Program (STEP) prior to deployment;
- A student intern must be a Junior/Senior standing depending on the program offered in every College/Campus; and
- Topics to be discussed in the said seminar should include:
  - Personality Development;
  - Work Ethics;
  - Business Correspondence and Public Speaking;
  - Law (Appropriate laws, gender issues, sexual harassment).

*Note: Each area is requested to follow the topic attached across the 10 campuses. If there is still need to add more topics then they will seek the approval of the Dean and Campus Director.*

- The duration of the seminar must be 1 – 2 days. In case of the additional days, there must be approval by the Dean and Campus Director;
- Attendance is a must. An intern who fails to meet the required number of hours for the seminar must not be allowed for deployment not unless he/she has attended other pre-deployment orientation from other campuses and must be duly endorsed by their Program Intern Supervisor;
- Certificate of Attendance and Completion must be given and duly signed by the authorized person ( Program Intern Supervisor, Deans of Colleges and Campus Director), and will not be released unless parents/guardians will also attend a separate orientation seminar for them; and
- A student intern must inform his parents for the parent's orientation seminar.

#### 4.3.2 Parents Orientation

- Parents/guardians of an intern are required to attend the pre – orientation seminar;
- Duties, functions, and responsibilities of the student intern, their parents/guardians, the University, and the host training establishment will be discussed in the seminar; and
- Consent/Waivers are required to be submitted by the parents/guardians during the seminar.

#### 4.4 Guidelines for Ocular Visit to be Observed

- Program Intern Supervisor must visit before/during deployment of the trainees to the host agency/company; and
- Assessment checklist must be provided to the PIS by the school to determine the appropriateness of the host training establishment.

#### 4.5 Criteria for Selection

##### 4.5.1 Intern

- Student interns should have satisfied all pre- requisite subjects;
- For irregular students only those with a maximum of 6 units deficiencies will be allowed to take the practicum. However, there must be a conditional clause regarding the extension of the practicum period;

- Interns must secure notarized parental/ guardian / spousal / nearest of kin consent;
- Interns must undergo the Pre-deployment Orientation with certificate;
- He / She must comply with the requirements needed as prescribed by the University and host training establishment. These are;
  - Curriculum Vitae;
  - Temporary Transcript of Records/ Registration Form;
  - Endorsement Letter;
  - Notarized Intern-University Agreement and Liability Waiver
  - NBI Clearance
  - Medical Certificate/ Health Certificate
  - Prescribed Internship Uniform
  - Others TIN, SSS, NBI, CTC, Police clearance,
  - barangay clearance, mayor's clearance and others unless required by the HTEs; and
  - Submission of Hardbound thesis.

#### 4.5.2 Criteria for Selection of a Program Intern Supervisor

- He/ She must be a permanent faculty member preferably with a permanent position;
- The program intern supervisor's specialization is related to the intern's area of specialization;
- The program intern supervisor is willing to conduct visit to closely monitor the progress of interns; and
- He/ She is duly appointed by the College Dean upon the recommendation of the Program Head.

#### 4.6 Internship Classification

There are two classifications of Internship Program:

- 4.6.1 The Internship Program as a subject implements internship program as a regular part of the curriculum. The required narrative report/journal/portfolio after the internship must be endorsed by the PIS and must be approved by the Dean of the College.
- 4.6.2 The Internship Program conducted in lieu of thesis implements internship program as an option of the student to be immersed in a reputable establishment/industry to gain practical knowledge, skills and desirable attitudes and values. The required narrative report/journal/portfolio after the internship must be presented to a panel of evaluators convened by the College Dean and endorses the report to the Campus Director for approval.

## 5. Library Procedures

### 5.1 Requirements for Library use

- A student must have a valid school Identification Card to be pinned or presented upon entering the library.
- A student will be issued a Borrower's Card upon enrolment in the first year. Library card must be validated every semester. The Card must be used every time a student borrows books and other materials from the library. Borrower's card is non-transferable. Borrowing or lending the borrower's card to other students would result to loss of library privileges.

### 5.2 Use of the Library

#### 5.2.1 Entry to the library

- Library users are required to log in/register on the designated logbook upon entering the library
- They are allowed to bring only their pens, writing and reading materials including valuables (wallet, cell phone, calculator, laptop, etc.). The library is not liable for any loss of personal valuables.
- Before leaving the library, one must return the chair properly under the table and return the books/periodicals to their proper places.

#### 5.2.2 Borrowing Books

- Consult the OPAC/Card Catalog. Fill out the call slip, copy carefully all the required information about the book (author, title, etc).
- Present the library card at the circulation desk and register at the log book.
- Proceed to the collection (open shelves) and/or ask assistance from the circulation staff.
- Upon determining which books are to be borrowed, the researcher fills up the necessary information on the book card located at the back of the book.
- The book card together with the library card shall be filed chronologically according to accession number on the tray provided for.
- For photocopying and home reading purposes, the borrower should sign his/her name indicating the time and date borrowed on the book card.
- Books for overnight use are charged out starting at 4:00 p.m. or two hours before closing time and to be returned the following morning before 9:00 a.m.
- One (1) book is allowed for overnight use.
- Faculty members and staff are allowed to borrow a maximum of three (3) books for one (1) week only.



5.2.3 Library Books and other library materials for room use only are:

- General References (like encyclopedia, dictionary, etc).
- Unpublished Materials (like theses and dissertations).
- Periodicals

5.2.4 Photocopying

Students are allowed to photocopy library materials for thirty (30) minutes except encyclopedia, dictionary and unpublished materials.

5.2.5 Examination Week

Student will not be allowed to borrow books for overnight use one (1 week) before the final examination during the regular semester.

5.2.6 Overdue Books

Aside from paying the overdue fines, the student who has incurred an overdue will be subject to the following sanction:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> offense | : Warning   |
| 2 <sup>nd</sup> Offense | : 1 week suspension from borrowing books for overnight use  |
| 3 <sup>rd</sup> Offense | : 2 weeks suspension from borrowing books for overnight use |

5.2.7 Overdue Fines

- Borrowed books for overnight use must be returned on or before 9:00 a.m. the following day. Materials returned late are subject to overdue fines:

₱ 1.00 / hour  
₱ 8.00 / day

- Clearance will not be signed or issued until overdue books are returned and overdue accounts are settled.

5.2.8 Lost of Books and other Library Materials.

- Lost library materials must be reported immediately to the librarian.
- A lost book/library materials must be paid according to its current value, accrued fines and a processing fee of fifty (50.00) pesos.
- A new edition of the lost or damaged book is accepted.
- If the lost books or periodical is out of print the cost of photocopying shall be charged plus the binding and processing fee.
- The lost book/library materials must be replaced/paid within thirty (30) days after it was reported lost.

### 5.3 Visiting Users

Visiting users are allowed provided, they have ID/Library card and referral letter from their librarians or administrator.

### 5.4 The Library Staff

#### 5.4.1 Appointment

The Head, University Library Services is appointed by the President and reports directly to the Vice-President for Academic Affairs while Campus Librarian reports directly to the Campus Director.

#### 5.4.2 Qualification

- Head, Library Services
  - Master's Degree Holder in Library Science or Information Science
  - Four (4) years' experience involving management and supervision
  - Registered librarian
- College Librarian I/III
  - Graduate of Bachelors Degree in Library and Information Science/Bachelor of Science in Education major or minor in Library Science
  - Two ( 2 ) years of relevant experience
  - Registered Librarian
- IT Professional Staff
  - Graduate of Bachelor of Science in Information Management

### 5.5 Duties and Responsibilities

#### 5.5.1 Head, Library Services

- Plans and Implements approved plans on the development of the University Library Services to make them responsive to the needs of the faculty and personnel, students and community.
- Proposes and implements approved measures and activities including library rules, regulations and procedures intended to make the library efficient and effective in serving its various client.
- Initiates the acquisition, selection, evaluation of books, periodicals, documents, audio-visual materials or equipment and other informational materials.

- Supervises the classification and cataloguing of books, periodicals and other informational materials.
- Prepares and submits a consolidated library reports, annual budget and procurement program of the ten campuses.
- Recommends and implements University library policies.
- Establishes linkages and networking system with other librarians.
- Supervises the personnel assigned to the Library, evaluate their performance, recommends travel and other similar opportunities.
- Prepares a continuing program, either by purchase or by donation of library holdings in coordination with the Campus Librarian.
- Perform other functions as may be delegated by superiors.

#### 5.5.2 Librarian/Library in-charge

- Plans and implements approved plans on the development of the Campus Library.
- Implements library policies for efficient and effective library services.
- Selects and acquires books and other library materials to update the library collection.
- Classifies and catalogs books and other library materials.
- Indexes periodical articles and clips news items of current issues.
- Prepares and submits library reports.
- Types and files catalog cards, p-slips and bibliographies.
- Issues and receives books to library clientele.
- Conducts library orientation to freshmen and transferees.
- Assists library users in finding reference sources in their research.
- Issues and validates library cards.
- Conducts library inventory.
- Does related works.

#### 5.5.3 Student Assistants

- Checks Library ID's of users upon entry.
- Assists students and other clientele in searching needed materials for research.
- Assists in Shelf-reading of books.
- Keeps records of the Statistics of Library users and materials borrowed.
- Files theses abstracts.
- Files referral letters.
- Stamps ownership marks to books, periodicals and theses, placing book pockets and book cards, repairing and covering books.
- Assists in issuing library cards.
- Clips newspaper articles.
- Assists in inventory of books and other library materials.
- Assists in signing of library clearance.
- Library housekeeping.

- Does related works as may be delegated by superiors.

## 5.6 Library Resources and Services

### 5.6.1 Readers Services

- Library Instruction

At the beginning of the first semester of Academic Year, the library in cooperation with the Vice President for Academic Affairs conducts orientation program to freshmen and transferees.

Any individual who wishes to be oriented more will be allowed provided the librarian is free to do so. Library instruction is one of the lessons given by English teachers to first year students. Sometimes the English Instructor invites the librarian as a resource speaker to give an in-depth lecture on library use and its resources.

### 5.6.2 Reference Services

The Reference services goal is to assist clientele by providing comprehensive services such as answering information request accurately, maintain an accurate, relevant and timely reference collection, a conducive learning environment and easy access to the reference collection. Reference books are for library use only.

### 5.6.3 Circulation Services

- Borrowing
  - Consult the OPAC/Card Catalog. Fill out the call slip, copy carefully all the required information about the book (author, title, etc).
  - Present the library card at the circulation desk and register at the log book.
  - Proceed to the collection (open shelves) and/or ask assistance from the circulation staff.
  - Upon determining which books are to be borrowed, the researcher fills up the necessary information on the book card located at the back of the book.
  - The book card together with the library card shall be filed chronologically according to accession number on the tray provided for.
  - For photocopying and home reading purposes, the borrower should sign his/her name indicating the time and date borrowed on the book card.
  - Books for overnight use are charged out starting at 4:00 p.m. or two hours before closing time and to be returned the following morning before 9:00 a.m.

- One (1) book is allowed for overnight use.
- Faculty members and staff are allowed to borrow a maximum of three (3) books for one (1) week only.
- Returning
  - On returning the book, library assistant shall determine whether the book returned on time or a fine shall be imposed. If there is a fine, the borrower will sign his/her name, the date and the amount paid at the record book.
  - The book shall also be examined if it was returned in good condition. The policy for damaged materials shall be imposed in case the book returned has missing pages, torn out, etc.
  - The book card shall be inserted on the book pocket of the corresponding book borrowed and the library card will be returned to the borrower.
  - For purposes of statistics the borrowed book shall be recorded according to its subject.
  - The book should be returned on the shelves according to its call number.

#### 5.6.4 Internet Services

In addition to books and non-book materials, the URS library gives internet privileges to the students, faculty and staff of the University Monday to Friday 8:00 a.m. – 5:00 p.m. The facility is primarily intended for research and academic related activities and for official University business. As such, the following are strictly prohibited:

- Games
- Personal e – mail
- Access of website of pornographic materials
- Chat

Violations of the above mentioned prohibitions shall be subject to the following sanctions.

- First offense - verbal warning/reprimand
- Second offense - 2 weeks suspension of internet access.
- Third offense - one month suspension of internet access.

#### How to avail the Internet Privileges

- Present your library card to the librarian in-charge.
- Register at the log book.
- Proceed to internet search.

#### 5.6.5 Referral Services

Students or faculty members who needed additional information not available in the library may request a referral letter from the college librarian to institutions/libraries of their choice.

#### 5.6.6 Public Relations

Public relation aims to inform constituents about the library programs, services and resources. Annual report; a record of the year's accomplishment is being prepared yearly. It describes collection growth, reader services, statistics on library use and suggestions on library improvement. Library handbook describes how to access to the library and its materials. It serves as a guide to clients. A monthly report is maintained to record the accomplishment for the month. Bulletin board is also one of the most common and most simple means of publicizing the resources and services of the library. As new books are received in the library, the bulletin board announces those new titles. Important current events are also displays for the year. Library website also features promotion of library services and collections

#### 5.6.7 Technical Services

- Selection and acquisition (Books)
  - Procedure on Purchasing Books
    - ✓ Different book stores will quote the books requested in the different fields of knowledge or book dealers or jobbers will deliver books in different knowledge for examination/evaluation by the faculty and library staff.
    - ✓ The Librarian does the pre-selection of books. The Collection Development Policy is followed considering the University mission and vision. Pre-selection is necessary to avoid duplication of acquisition.
    - ✓ The member of the Library Committee will evaluate, review the books and recommend for approval then purchase request will be prepared.
    - ✓ The Director, Budget Officer and VP-Administration and Finance will approve if funds are available and finally the President.
    - ✓ All purchased books were delivered to the library for technical and mechanical processing.
  - Procedure in Acquiring Books and other Materials through Donation
    - ✓ The Head, Library Services or faculty members may write a formal letter or request for donation to the:

- funding institutions with book sharing programs.
  - government agencies.
  - non-government organizations, associations and other institutions.
- 
- ✓ Upon receipt of reply and or requested donations, the librarian prepares an acknowledgement letter for the donated materials.
  - ✓ The Head, Library Services does the selection of relevant and quality materials which are to be included in the core collection.
  - ✓ The Librarian and library staff perform the technical processing of the donated books.

## 5.7 Technical and Mechanical Processing of Books

### 5.7.1 Procedure in Technical and Mechanical Processing of Books

- Inspection and acceptance report must be accomplished upon arrival of books.
- The library staff carefully checks the titles and number of volumes/copies received in the invoice record.
- Collation process takes place whereby a detailed examination of the book is made through identification of missing pages, deficiency in binding or any other defect that might be found within and outside the book.
- After collation, the non-defective books will be stamped with library ownership mark.
- Accessioning or recording of books will follow. Placement of Accession number will be on the following:
- Cataloguing and classification will be done after accessioning. Books will be processed according to Library of Congress Classification Scheme. To avoid dissimilarity of call numbers for duplicate titles, the cataloguer should consult the existing shelf-list. The same call number will be assigned to a particular duplicate copy and the accession number of which should be written in the existing shelf-list card. Placement of the call number will be on the following:

### 5.7.2 Cataloguing and Classification Process

- Cataloguing

Each book will be catalogued descriptively using P-slips and pencil. The tools for cataloguing and classification are:

Library of Congress ( Binangonan, Tanay Campus Library )

- Dewey Decimal Classification ( 4 volumes )

- Sear’s list of subject headings
- C.A. Cutler’s Two – Figure Tables
- AACR2

The main entry will be determined by the cataloguer, it may be under the author or the title of the book. The tracing will be a part of this main entry. It is used as the basis in producing other cards such as the title cards, author cards and subject cards, etc. Another card which is called a shelf-list card shall be kept and maintained by the cataloguer. The accession number of a book should be written on the lower left side of the shelf-list card.

- Classification

For easy access, coding system such as the following shall be established:

R	-	Reference books
Fil.	-	Filipiniana books
RS	-	Reserved books
P	-	Periodicals
VR	-	Video Recording
F	-	Fiction
T	-	Theses

The assigned call number shall be labeled on the spine of the book (1½ inches from the bottom).

- Each book should be provided with the book pocket, book card and date due slips. The author’s name, the title and the call number should appear on the book pocket and on the book card.
- Proof reading and final checking shall be made to make sure that information cited in the book corresponds to what is written on the book cards.
- Typing of title, author, subject and shelf-list cards shall follow. Under each category, author, subject and title cards are filed alphabetically in the card catalog. Shelf-list cards are filled on a separate tray and according to the arrangement of books on the shelves.
- A list of newly acquired and catalogued books will be posted and disseminated for promotion and circulation.

5.7.3 Selection and acquisition (Serials)

- Librarian/Librarian-in-charge in coordination with the College deans and program heads selects periodical titles from the lists provided by the serial dealer considering the flagship program offered and the required quantity.
- Librarian prepares request for purchase.



- Director, VP–Finance, budget officer approved if funds are available.
- The serial dealer delivers the serials requested.

#### 5.7.4 Procedures in Technical and Mechanical Processing of Serials (magazines, journals, newspaper)

- Upon arrival of delivery of a magazine, journal or newspaper, the assigned library assistant shall stamp the ownership mark right on top of its title.
- Recording of the magazine, journal or newspaper follows.
- In house indexing will be done before and/or after circulation.
- Newly acquired journals, magazines and newspapers shall be displayed.
- Index cards prepared shall be arranged alphabetically by subject. Subject authority file shall be established.

Back issues of magazines, journals are filed and in-house soft binding for complete volumes and issues were done.

### 5.8 Inventory

At the end of every school year, the library staff holds an inventory of library materials and equipment. During this process Library services are temporarily closed.

Inventory involves checking the shelf list cards against books on the shelves. This is to determine how the collection has survived the year ends.

### 5.9 Statement on Collection Development Policy

#### 5.9.1 Purpose

This Statement on Collection Development Policy is meant to guide the collection development librarian on the general policies of the library with regards to the principles upon which the library collection of materials and equipment are built or developed.

#### 5.9.2 Objectives

The URS Library's role is to support the University in its mission on providing quality but affordable education to the socially and economically disadvantaged individuals. Resource materials are selected and acquired to support the research, instructional and extension programs of the University.

### 5.9.3 Specific Objectives:

- To acquire books of current publications not more than 10 years shall be given priority. This will be observed when acquisitions are limited by insufficient fund.
- Resource sharing with the other libraries and agencies are encouraged. Faculty members and students needing in depth materials, which are not in the collection, shall be encouraged to use the library's referral services to make use of resources available in other libraries.
- The criteria for the selection and acceptance of book gifts and donations are the same as those for purchased materials. However the librarian shall be free to decide whether all the gifts shall be integrated into the collection, Discarded, gifts and exchange will be given to other library units in the University which will benefit more with the materials.
- To provide the bibliographic apparatus for efficient use of the collection.
- To serve as well as preserve library materials.

## 5.10 Categories of Materials for Library Acquisition

In support of instructional and research, and in the fulfillment of the general reading function, the University Library shall select and collect materials in the following categories.

### 5.10.1 Curricular Collections

Standard works in subject fields. Titles directly related to specific courses or subjects taught in the college.

- General Books

Materials which satisfy the general reading function of the University Library, books that are important regardless of their immediate relationship to the curriculum.

- Multimedia

In the selection of audio visual materials, the same policies and objectives applied to book selection will be used. Other considerations include color reproduction, quality of photography and compatibility with available materials.

- Reference Collections

Books for consultations and bibliographical investigation—encyclopedias, dictionaries, atlases, indexes, abstract, almanacs, yearbooks, bibliographies, maps, etc.

- Research Collections

Materials to support work at the graduate and undergraduate levels including but not limited to:

Periodicals / serials / journals  
Government Publication  
Newspaper  
Undergraduate theses  
UN and specialized agency publications, related to ASEAN  
Brochures / leaflets / pamphlets / vertical file materials  
Monographs  
Photographs / prints / pictures  
Archival documents

- Recreational Materials

Contemporary fiction, drama, poetry, travel, essays, biography and other books for those who read simply for the love of reading.

- Periodical Collection

Consists of serials, magazines and journals

## 5.11 Levels of Collection, Strengths and Collecting Intensity

### 5.11.1 Minimal Level

A subject area which is out of scope for the library's collection, describe a range and diversity of titles and forms of materials.

### 5.11.2 Basic Level

A highly selective collection which serves to introduce and find the subjects and to indicate the varieties of informal variable elsewhere. It includes dictionaries and encyclopedias and a few major periodicals in the field.

### 5.11.3 Instructional Level

A collection which is adequate to support undergraduate courses or sustain independent study adequate to maintain, knowledge of subject required for limited or generalized purposes of less than research intensity.

### 5.11.4 Comprehensive Level

A collection in which a library endeavor, so far as in reasonable possible include all significant works of recorded knowledge

publications, manuscripts, other forms in all applicable languages necessarily defined in limited field.

### 5.12 Responsibility for Collection Development

The development of academic library collection is an activity most efficiently accomplished when shared by responsible members of the Community.

- The overall growth of the library collections is the responsibility of the Head of the Library Services or University Librarian and the professional staff of the library.
- The Administration plays an active role by providing the necessary funds and by using its persuasive power to involve the faculty in materials selection in particular and the University Library in general. The administration must provide for the organization of the Library Advisory Board/Committee, which shall represent all sectors of the academe in matters, related to the expenditure of funds especially for curricular collections.
- The Faculty assists the Head of Library Services in the selection of materials for acquisition and assures the academe of expertly selected materials for the various courses.
- Students are involved in collection development through their request of books and other library materials through more formal means. These are means of determining and satisfying demand for materials on certain subjects.
- The Head of Library Services and her staff select in those areas not sufficiently covered by faculty and students selection. This includes all categories of materials but especially in Reference, Research, General Reading Collections, Periodicals and Recreational materials.

### 5.13 Policies to Guide Selection

The Library shall acquire all types of materials (books, monographs, serials, thesis, etc.) (in print and non-print formats) in all the fields covered by the curriculum.

- Demand shall be a major factor in selection;
- As a general rule, more recent publications shall have priority over older materials;
- The University Library will strive to present opposing points of view on a subject, whenever possible;
- Materials, which are too expensive or not available through regular book sources maybe made available by other means, e.g. photocopy, inter-library borrowing, etc.
- The University Library shall maintains vertical files, picture files and other files which otherwise fugitive or ephemeral materials which shall be organized for use;
- As much as possible the University Library shall acquire at least a copy of College and Faculty publications;

- Hardbound edition shall generally be preferred over paperbacks.
  - On Religion

Religious materials purchased or accepted, as gifts must be of general in nature.
  - On Duplicates

Duplicate materials will be acquired only according to the following:

    - ✓ heavy and continuous demand
    - ✓ subject to the availability of funds

#### 5.14 Gifts

- The Library shall solicit and encourage gifts and donations of useful materials, or money to purchase them provided that there are no attached restrictions as to the organizations or use of the materials.
- The Library shall be free to deal with or even dispose of donated materials whenever necessary.

#### 5.15 Exchanges

The Library shall undertake exchange of materials with other institutions as a means of acquiring needed items, whenever such exchanges are possible and advantageous to the University.

#### 5.16 Serials

The University Library shall acquire serials according to the following guidelines and as financial resource permit:

- Reading serials in the fields of interest of the College.
- Serials devoted to the discussion of public affairs.
- Serials containing substantial factual information concerning economic, political and social events, and scientific knowledge.
- Serials of research value
- Publications of the College.
- Newspaper

#### 5.17 Filipiniana

The Filipiniana Section shall strive to gather a rich collection of Filipiniana, which shall include the following:

- Books and other materials about the Philippines and its culture
- Books and other materials about the Filipinos

- Philippine history, including local history
- Travel books in the Philippines
- Publications of the Philippine government and its agencies
- All other materials treating of Philippine subjects

#### 5.18 Aids to Selection

To help the members of the University Library Advisory Board/Committee and other interested in the selection process, the University Library shall undertake the following:

- Provide selection journals and other selection aids for faculty browsing (location: General Reference Section, University Library).
- Inform the faculty Library Committee members on publishers, notices and brochures about new publication of books and services etc.
- Provide the University Library Advisory Board members with copies of the Library list of Acquisition.
- Make an arrangement on books to be delivered to the University Library for examination and notify concerned members of the University Library Advisory Board when such books arrived at the Library for their perusal.

#### 5.19 Strategies to be used in Selection

Selection may use any or all of the following devices for examining titles for the University Library:

- Scanning journal publications in specific fields.
- Checking against selected bibliographies.
- Visiting book fairs, exhibits, etc.
- Scanning "Book for examination" whenever these are made available in the library.
- Taking notes of unanswered reference questions.
- Taking notes of demands for materials at the counters.
- Reading book, reviewing periodicals, newspaper reviews and announcements, going through publisher catalogues and brochures.

#### 5.20 Weeding the Collections

Weeding is the removal of materials from the collection area in the library. Regular weeding is practiced to keep the collection up to date and to maximize the use of valuable shelf space and review collection for content and identify areas where additional titles are needed.

##### 5.20.1 Criteria for Weeding (Print)

- Books
  - Condition- Materials in poor condition are prime candidates for replacement. Weed items which have the following defects:

- ✓ Loose, frayed or broken bindings
- ✓ Yellow, brittle pages
- ✓ Soiled covers and pages
- ✓ Missing pages and illustrations
- ✓ Heavily marked pages
- ✓ Mutilation or damage
- Content- Books may be in excellent physical condition but contain inaccurate information or be presented in such a way as to warrant weeding. Weed based on the following criteria:
  - ✓ Superseded editions
  - ✓ Ephemeral; waning interest
  - ✓ Dated or inaccurate information
  - ✓ Duplicate copies
- Use- Consider items that have not circulated in the last 10 years as possible candidates for withdrawal.
- Thesis/Dissertation

Thesis/dissertation beyond 10 years are considered obsolete and condemned.
- Non-Print (Audio-Visual Materials)
  - Unserviceable
  - Worn out
  - Out-of-date
  - Rarely used

After the selection of materials to be weeded out, a request letter with the list and specifications of materials to be condemned is submitted to the Supply, Property Management Office.

### 5.21 Updating

This Statement on Collection Development Policy should be reviewed and updated regularly.

6. Laboratory School

6.1 Admission and Retention

6.1.1 Committee on Admission

The Committee on Admission shall be composed of the following:

Chair	:	University/Campus Admission Officer
Vice-chair	:	Principal, Laboratory Schools
Members	:	LS Guidance Counselor, Senior Faculty Laboratory School

6.1.2 Criteria on Admission and Retention

- Criteria in the Selection of Prospective Students
  - Laboratory High School

The following shall be the implementing strategy for screening of Grade7 students:

The screening of students for Laboratory High School applicants shall be done in two steps;

- ✓ Applicants shall be given the Admission Test on the scheduled date and will go through an interview by the Committee on Admission. The quantity of the target enrolment shall be taken from the total applicant.
- ✓ Final results shall be claimed from the Committee on Admission.
- ✓ Pupils/students who leave the University for another School shall no longer be readmitted.
- ✓ There shall be no admission of transferees within the school year.

Evaluation of applicants for admission shall be rated as follows:

Mental Ability Test	-	60%
Interview	-	30%
GPA	-	10%
100%		

- Laboratory Grade School
  - ✓ All applicants will be given Grade School Admission Test and shall undergo an interview by the Committee on Admission
  - ✓ All applicants for Grade 1 must satisfy the following requirements:



- Must be of age 6 by October 31 on the same Academic Year
  - Must meet the requirements of Kindergarten Regular Program (KRP) with Certificate of Completion and/or Report Card (DepEd Order Nos. 37 & 51, s. 2011)
- Evaluation of applicants for admission shall be based on the following:

Admission Test	-	70%
Interview	-	30%
		100%

6.1.3 Transferees

- With the limited number of students who can be accommodated in elementary level, applicants must have a weighted average (GPA) of 83% and above provided that the applicants do not have grades lower than 80 in any subject in all grading periods:
  - Must pass the qualifying exam.
  - Transferees shall be admitted in Grades 2 to 5 and Grades 8 and 9 provided that slots are available after the enrolment period and must meet the requirements set by the University.
- Evaluation of transferees shall be rated as follows:

Qualifying Test	-	60%
Interview	-	30%
GPA	-	10%
		100%

6.1.4 Pupils/ students who leave the University for another school shall no longer be readmitted.

6.1.5 There shall be no admission of transferees within the school year.

6.2 Enrolment

6.2.1 Requirements for Enrolment

- For Kindergarten, Grades 1 and 7, photocopy of NSO birth certificate
- For those entering in Grades 2-6, Form138 or Report Card.
- For Grades 1-6, medical certification by the University Physician (to include in items under Medical Services)
- Kindergarten, Grades 1 and 7 shall have met the qualifying admission requirements.

- For Grades 1 & 7, Form 138, Certificate of Good Moral Character and Admission Slip
- For foreign applicants, Certificate of Good Moral Character and Alien Certificate of Registration (ACR) issued by the proper authority.

6.2.2 Enrolment Procedure

- Present pass slip to the Committee on enrolment for the registration form and assessment.
- Proceed to the Principal for approval.
- Proceed to the Office of the Business Affairs for the assessment of books.
- Proceed to the University Registrar for approval of registration form.
- Go to the campus cashier for payment of school fees.
- Present receipt of payment to the registrar for issuance of class Admission Slip. Only pupils/students with valid admission slip shall be admitted to the class.
- New pupils/students will proceed to the OSDS or personnel in-charge for ID application.

6.3 School Fees

Fees to be paid by the pupils/students

Registration Form	50.00
School ID and Lace	120.00
Library Fee	80.00
Library ID	20.00
Athletic Fee	50.00
SWA (Student Welfare Assistance)	50.00
PTA Fee	100.00
Security Fee	100.00
BSP/GSP	55.00/60.00
Organizational Fee	50.00
Publication Fee	50.00
Laboratory Fee	100.00
Sanitation Fee	50.00
Computer Fee	550.00
Student Devt. Fee	800.00
Medical/Dental Fee	50.00
Cultural Fee	50.00
ICT/ Development Fee	300.00
Research Fee	100.00
Sakbay (For Graduating Pupils/ Students-Rental)	100.00
Graduation Pin(For Graduating Pupils/ Students)	100.00
Graduation Fees (For Kinder, Grade 6 and Grade 10 only)	2,000.00

Student Handbook (Kinder, Grade 1/Grade 7 and Transferees)	100.00
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6.4 Classification of Pupils

Heterogeneous sectioning is adopted for Kindergarten, Grades 7 – 10 where students’ general average is ranked per level from highest to the lowest. (include guidelines on hetero sections)

6.5 Grading System

The grading system in the Laboratory School is based on DepEd Order No. 73 s 2012 (Assessment and Rating.... ).

6.5.1 Laboratory School

Curriculum: BEC and NLS

Percentage Distribution of the Components of the Student’s Grade Laboratory Grade School

Subject Area Component	Filipino	English	Science / NLS/	Math	Sibika / HEKAS I	EPP/BHE	Music	Arts	PE/Scouting
Periodic Test	25%	25%	25%	25%	25%	25%	25%	25%	25%
Quizzes/Unit Test	15%	15%	15%	15%	15%	15%	15%	15%	15%
Class Interaction/ Participation	20%	20%	20%	25%	30%	15%	15%	15%	15%
Assignment	5%	5%	5%	5%	5%	5%	5%	5%	5%
Projects	10%	10%	10%	15%	10%	25%	10%	20%	10%
Informal/ Formal Theme	10%	10%							
Experiments			15%						
Other Performances Output Musical Activities Art Activities Sports/Dances	15%	15%	10%	15%	15%	15%	30%	20%	30%
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%	100%

LABORATORY SCHOOLS  
K-12 GRADING SYSTEM

Assessment Tools	Fil/ MT	Eng	Sci	IT	Math	AP	TLE	EsP	Musi c	Art s	PE	Health
Knowledge (15%) Paper-pencil tests	15 %	15%	15%	15 %	15%	15 %	15 %	15 %	15%	15 %	15 %	15%
Process or Skills (25%)												
Informal/ Formal Themes/ other Written works	15 %	15%				15 %		10 %				15%
Computations Interpretation Conversion Board works Performance			10%		25%							
Laboratory/ Experiments			15%	15 %			25 %					
Application/Presen tation Drawing Picture Interpretation Outlining Diagram Construction Translation Internalization	10 %	10%		10 %		10 %			25%	25 %	25 %	10%
Character/ Behavior								15 %				
Understanding(30 %)												
Prelim Long Quiz Practical Exam	10 %	10%	10%	10 %	10%	10 %	10 %	10 %	10%	10 %	10 %	10%
Periodical exam	20 %	20%	20%	20 %	20%	20 %	20 %	20 %	20%	20 %	20 %	20%
Product/ Performances (30%)												
Assignment	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Projects Outputs Portfolio	10 %	10%	10%	10 %	10%	10 %	15 %	10 %	10%	15 %	10 %	10%
Participation Performance Group Works	15 %	15%	15%	15 %	15%	15 %	10 %	15 %	15%	10 %	15 %	15%

“Nurturing Tomorrow’s Noblest”

Reports												
TOTAL	100 %	100 %	100 %	100 %	100 %	100 %	100 %	100 %	100 %	100 %	100 %	100%

At the end of the four quarters, the final grade or final rating shall be reported as the average of the four quarterly ratings.

NATURAL-LIFE SCIENCE CURRICULUM

Grade 4

Subject	Unit	Hrs/Week
English 4 (Language and Reading	2	6 hrs 40 min
Mathematics 2 (Applied Mathematics with Number Theory	1.5	5 hrs
Science and Health 4 (General Science with Applied Biology)	2	6 hrs 40 min
Filipino 4 (Wika at Pagbasa)	1.5	5 hrs
Computer Education 4 (Advanced Word Processing and Graphic Design	1	2 hrs
BHE 4 (Fundamentals of Food, Clothing & Textiles)	1	3 hrs 20 min
Music Educ 4 (Fundamentals of Music & History of Phil. Music)	0.5	1 hr
Art Educ 4 (Fundamentals of Drawing)	0.5	1 hr
PE 4 (Physical Fitness with Scouting)	0.5	1 hr
HEKASI 4 (AngPilipinas at angMundo)	1.5	5 hrs
NLS 5 (Intro to Earth and Environmental Science)	1	2 hrs
TOTAL	13	39 hrs/week

Grade 5

Subject	Unit	Hrs/Week
English 5 (Language and Reading with Philippine Literature)	2	6 hrs 40 min
Mathematics 5 (Applied Mathematics with Basic Statistics and Probability)	1.5	5 hrs
Science and Health 6 (General Science with Applied Chemistry)	2	6 hrs 40 min
Filipino 5 (Wika at Pagbasa)	1.5	5 hrs
Computer Education5 (Basic Spreadsheet and Presentation Software)	1	2 hrs
BHE 5 (Introduction to Crop and Animal Production)	1	3 hrs 20 min
Music Education 5 (Elements of Music and History of Asian Music)	0.5	1 hr
Art Education 5 (Basic Painting)	0.5	1 hr
PE 5 (Rhythmic Activities and Scouting)	0.5	1 hr
HEKASI 4 (AngPilipinassalba’tIbangPanahon)	1.5	5 hrs
TOTAL	13	39 hrs/week

Grade 6

Subject	Unit	Hrs/Week
English 6 (Language and Reading with World Lit)	2	6 hrs 40 min
Mathematics 6 (Applied Mathematics with Elementary Algebra)	1.5	5 hrs
Science and Health 6 (General Science with Applied Physics)	2	6 hrs 40 min
Filipino 6 (Wika at Panitikan)	1.5	5 hrs
Computer Education 6 (Basic Networking)	1	1 hr
BHE 6 (Industrial Arts and Intro to Entrepreneurship)	1.5	3 hrs 20 min
Music Education 6 (Elements of Music & History of Western Music)	0.5	1 hr
Art Educ 6 (Basic Designing & Printing)	0.5	1 hr
PE 6 (Rhythmic Activities with Scouting)	0.5	1 hr
HEKASI 6 (AngPilipinas at angPamahalaan)	1.5	5 hrs
NLS 6 (Investigative Reports and Projects in Science)	1	2 hrs
TOTAL	13	39 hrs/week

LABORATORY HIGH SCHOOL

Percentage Distribution of the Components of the Student’s Grade  
Laboratory High School

The curriculum for high school shall be as follows:

Subject Area Component	Filipino	English	Science / NLS/ Research/ Elective	Math	Araling Panlipunan	Technology And Livelihood Education	Music Arts Health PE and Scouting/ CAT	Values Education
Periodic Test	25%	25%	25%	25%	25%	25%	25%	25%
Quizzes/Unit Test	10%	10%	10%	15%	20%	10%	10%	
Participation/ Performance	30%	30%	35%	35%	25%	20%	30%	40%
Output/Project	25%	25%	20%	15%	20%	35%	25%	25%
Assignment	10%	10%	10%	10%	10%	10%	10%	10%
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%

NATURAL-LIFE SCIENCE CURRICULUM

Fourth Year

Subject	Unit	Hrs/Week
English IV (Comm. Arts & Skills with World Literature)	1.5	5
Filipino IV (Wika at Panitikan)	1.2	4
Science IV (Applied Physics)	2.0	6 hrs 40 min
Mathematics IVa (Analytic Geometry with Calculus)	1.5	5
Mathematics IVb (Trigonometry)	1.0	3
AralingPanlipunan IV (Ekonomiks)	1.0	3
LEd IV (Livelihood and Entrepreneurship)	1.2	4
Research 2 (Applied Research)	1.2	4
Music IV (Modern Music, Composing & Arranging Graduation Song)	1.4	3
Art Ed IV (Designing & Printing)	0.5	1
PE and CAT IV (Team Sports/CAT)	0.5	1
CAT IV (Team Sports/CAT)	0.5	1
IT IV (Computer Programming)	1.0	2
Elect 2 (Fundamentals of Bio-Chemistry)	1.0	3
<b>TOTAL</b>	<b>14.10</b>	<b>42.4 hrs/week</b>

BEC, NATURAL-LIFE SCIENCE (NLS) AND MATH, SCIENCE AND TECHNOLOGY CURRICULA

1. Rubrics should be used to assess the performance in each of the following components; participation/performance projects/outputs, among others.
2. The lowest failing grade that may appear in the class record is 65%.
3. The lowest failing grade that may appear in the report card is set as 70%.
4. Test/Quiz scores shall be recorded using the transmutation table.
5. The final rating shall be determined by averaging the marks for the four quarters in NLS and Math, Science and Technology. The final rating for each subject will be multiplied to the number of units of each subject. The total grades will be divided by the total number of units to get the GPA/GWA.
6. The final rating of pupils for each subject in the elementary level under BEC shall be determined by averaging the marks for the four quarters taking the last quarter to be added twice. The total grades will be divided by the total number of subjects to get the general average. Final rating and General Average is expressed in two decimal places.
7. The lowest passing mark in any given learning area shall be a grade of 75% and the failing mark shall be a grade of 74% and below.
8. Students shall be ranked according to their general weighted average.
9. The computation of grades for the graduating Grade VI pupils shall be on the following criteria:

Academic Excellence for graduating students shall be based on the general average in Grade VI.

Co-Curricular Activities covers the achievement in all activities (school, division, regional, national and international) active participation in authorized student organizations or clubs, outstanding awards from actualization of what has been learned in school and travels in relation to such work.

Quality	Weight
Academic Excellence	7
Co-Curricular Activities	3
Total Points	10

*Note: Item no. 5 is applicable for LHS under BEC & NLS and LGS under NLS.*

K TO 12 CURRICULUM

1. Rubrics should be used to assess the levels of proficiency.
2. The lowest failing grade that may appear in the class record is 65%.
3. The lowest failing grade that may appear in the report card is set as 70%.
4. Test and quiz scores shall be recorded using the transmutation table.
5. The final rating shall be determined by averaging the marks for the four quarters.
6. The total grades will be divided by the total number of subjects to get the general average. The grades of students on the assessment tools (Knowledge, Process or Skills, Understanding and Products or Performance), Final Rating and General Average are expressed in two decimal places.
7. The lowest passing mark in any given learning area shall be a grade of 75% and the failing mark shall be a grade of 74% and below.
8. Students shall be ranked according to their general weighted average.
9. The computation of grades for the graduating students shall be based on DepEd Order No 92 s. 2009 and No. 74 s.,2012.

Academic Excellence for graduating students shall be based on the general average in Grades 6 and 10.

Co-Curricular Activities covers the achievement in all activities (school, division, regional, national and international) active participation in authorized student organizations or clubs, outstanding awards from actualization of what has been learned in school and travels in relation to such work.

Quality	Weight
Academic Excellence	7
Co-Curricular Activities	3
Total Points	10

6.6 Scheduled Examination

Examinations are given at the end of each quarter to help determine the pupils' achievement within the period.



Special examination will be given to the pupils/students with valid reasons who failed to take the examination as scheduled.

6.7 Student Retention and Academic Performance Requirements

A student in the Laboratory School (Elementary and High School) will be retained in this University provided that he/ she maintains a general average of 85% and above. Otherwise, if he/ she obtained a general average of lower than 85%, he/ she shall undergo a Remedial Instruction/ Tutorial Program.

A student should maintain a grade of 82% or higher at the end of every grading period. A weighted average of 81% and below at the end of the grading period will lead the student to a Tutorial/ Remedial Program. When the grade of the student does not improve by the final quarter, this will lead to termination at the end of the school year.

6.8 Honors and Awards (DepEd #74, s. 2012&DepEd #92,s 2009)

At the end of the school year, pupils/students who showed exemplary academic performance are given recognition.

6.8.1 Graduating Students/Pupils

- All deserving pupils/students in Grades 6 and 10 shall be considered in the selection of honor pupils/students.
- Graduating pupils/students to be included in the honor roll shall have no final rating lower than 90% (with level of proficiency of “Advance”) in any learning areas.
- Upon computation of the general grade, pupil/student with the highest grade shall be considered first honors/valedictorian to be followed by the second honors/salutatorian and honorable mention students for graduating students.
- The computation of grades shall be based on the following criteria:

Academic Excellence for graduating students shall be based on the general average in the last two curricular years-Grades 5 and 6 /Grades 9and10.

Co-curricular Activities cover the achievements in all activities (school, division, regional, national and international), active participation in authorized student organizations or clubs, outstanding awards from actualization of what has been learned in school and travels in relation to such work.(Point system shall be referred to Dep Ed Order#74 s 2012,Dep Ed Order#23 s2012,and Dep Ed Order 92 s 2009 )

Grades 6 and 10

Quality	Weight
Academic Excellence	7

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Co-curricular Activities	3
Total Points	10

- To get the final average, the final grade in each subject is added divided by the number of subjects.
- The list of graduating honor pupils/students is posted or announced only after deliberation and confirmation of the Academic Council.

6.8.2 Non-Graduating Pupils and Students

- All deserving pupils/students in Kindergarten, Grades 1 to 5 and Grades 7 to 9 shall be considered in the selection of honor pupils/students.
- Students/pupils to be included in the honor roll shall have no final rating lower than 90% (with level of proficiency of “Advance”) in any learning areas.
- Upon computation of the general grade, pupil/student with the highest grade shall be considered first honors to be followed by the second honors, third honors, fourth and fifth.
- The computation of grades for the non-graduating Grades- 1-5 pupils and Grades 7-9 students shall be based on the following criteria:

Academic Excellence for non-graduating pupils/students shall be based on the general average.

Co-curricular Activities cover the achievements in all activities (school, division, regional, national and international), active participation in authorized student organizations or clubs, outstanding awards from actualization of what has been learned in school and travels in relation to such work. (Point system shall be referred to DepEd Order#74 s 2012,Dep Ed Order#23 s2012,and Dep Ed Order 92 s 2009 )

Grades 1-5 and Grades 7-9

Quality	Weight
Academic Excellence	7
Co-curricular Activities	3
Total Points	10

- To get the final average, the final grade in each subject is added divided by the number of subjects.
- The list of non-graduating honor pupils/students is posted or announced only after deliberation and confirmation of the Academic Council.

*All academic records and co-curricular documents of all recommendees shall be kept at the Office of the Principal for future reference.*

### 6.8.3 Subject Proficiency Awards

- For Graduating Students

These concern English, Mathematics, Science, Filipino, HEKASI/AralingPanlipunan, EPP/BHE, MAPEH, EdukasyonsaPagpapakatao (ESP), and add-on/specialized subjects in the elementary. Whereas, for the Junior High School, these include English, Mathematics, Science, Filipino, TLE ,AralingPanlipunan, , EdukasyonsaPagpapakatao (ESP), and add-on/specialized subjects. These awards are given to pupils/students who obtained the highest final grade not lower than 90% and did not have a grade lower than 80% in any grading period as per DepEd Order #31 s 2012.

### 6.9 Promotion/ Retention

All class advisers are required to sign each pupil's / student's progress report certifying that the pupil/ student was promoted or retained.

Promoted means that the pupil/student has completed the requirements of the grade level. The average grade of pupil /student to be promoted in the grade is 75% or above.

A pupil/student is retained if he gets an average below 75%.

#### 6.9.1 Academic Delinquency

Grounds for non-readmission in the Laboratory Schools are:

- Those who have failing marks and were not able to cope with the remediation program.
- Those who failed in one or more subject in the final rating and/or retained in the grade level

### 6.10 Release of Cards

- Pupil's / Student's Report Cards are issued to parents / legal guardians by the advisers on scheduled date of release.
- All unclaimed Report Cards at the end of school year should be claimed at the Office of the Principal.

### 6.11 Graduation Requirements

- All graduating pupils/students must have passed all the academic requirements prescribed in the curriculum and must obtain an average not lower than 75%.
- Every graduating pupil/student must pay the graduation fee and is encouraged to attend the graduation rites as scheduled.
- Graduating pupil/student must have settled all financial obligations.

### 6.12 Clearance

Pupils/Students are required to accomplish clearance to prove that pupils/students are cleared of all the requirements and accountabilities for the school year.

### 6.13 Non-academic Policies

#### 6.13.1 Membership to Accredited Organizations

Laboratory pupils and students are encouraged to become members of the different organizations as part of their co-curricular activities. Joining such organizations provide pupils the opportunity to develop the social and leadership skills and talents. The following are the existing organizations in the Laboratory Schools:

- Laboratory Grade School
  - Grade School Pupils Organization (GSPO)
  - Book Lovers Club
  - Future Homemakers of the Philippines
  - Young Farmers Club
  - Mathematic Club/Mathematics Club
  - Munting Barangay
  - Elem.Graduating Organization
  - Glee Club
  - UNESCO
  - Kapulungang Filipino
  - Girl Scouts of the Philippines
  - Boy Scouts Philippines
  - LGS Newsette
  - Homeroom Organizations
  - LGS DanceTroupe
  - Young Scientists Club
  - Educational Computing Organization
- Laboratory High School
  - Student Body Organization (SBO)
  - Council of Leaders

- Council of Presidents (COP)
- MATH-A-MATRIX/ Mathematics Club
- SibolAgham
- Senior's Organization
- BuklodDiwa at Panitik
- UNESCO
- Tariki Dance Troupe
- SIKAP
- Seniors Planning Board
- Rizalian Herald
- AngTanglaw
- High School Chronicle
- Glee Club
- Student Catholic Action (SCA)
- Scouts of the Philippines (SOP)
- Future Farmers of the Philippines (FFP)
- Future Agricultural Homemakers of the Philippines (FAHP)
- Future Homemakers of the Philippines (FHP)
- Kapulungang Filipino
- Diamond Theater
- DulaangSining
- The English Society
- The Red Cross Society
- Homeroom Org
- Rondalla
- Interact Club
- YES-O
- IT Club
- Music Lovers Club
- Research Organization for Leadership Empowerment (ROLE)

#### 6.13.2 Guidelines for Membership

- All bonafide pupils / students are automatically members of accredited organizations.
- He/She can be an officer of at most three (3) organizations.
- A pupil/student elected as President in one organization cannot assume presidency in another organization, however, he/she can be elected as minor officer in another organizations.

#### 6.14 Non-Academic Awards for Graduating and Non-Graduating Pupils/Students

##### 6.14.1 Leadership Award – High School Level

- The recipient will receive University President's Trophy/Plaque
- Certificate of Recognition; and
- One Thousand Pesos Cash (Php 1,000.00)

This award shall be conferred to a bonafide student who met the following criteria:

- Must be of good moral character.
- Must be member of the graduating class.
- Must have shown/exhibited outstanding leadership in different co-curricular organizations from Grade 7 to Grade 10.
- Must have been actively involved in at least two or more university organizations in the Laboratory Schools.
- Must have participated and/or have been sent as official representative of the University in regional, national or international activities.
- Must have at least a tangible accomplishment, in the form of either cultural, educational, civic, sports and other welfare and development projects.
- Must have a general average not lower than 85%.
- Must be recommended by any of the following: adviser of the graduating class, advisers of the co-curricular organizations, faculty of the Laboratory Schools or by the student leaders.

#### 6.14.2 Athletics Award

The athletic award is given to any student who satisfied the following criteria:

- Must be of good moral character.
- Must have excelled and won honor or place in any sports category within the current school year in district, municipal, provincial, regional, national or international competitions.

#### 6.14.3 Co-Curricular Organizations Award

- Must be of good moral character.
- Must be a member of the graduating class.
- Must have represented the University and won in any district, division, regional, national or international competition in different co-curricular contests/activities.
- Must be an active member of the organization from Grade 7 to Grade 10.
- Must be recommended by the adviser of the organization and noted by the principal

#### 6.15 Student Welfare Assistance

The Student Welfare Assistance is one-year financial assistance fund that will cater to all bonafide High School students/ Elementary pupils who met an accident. Only curriculum related incidents are qualified to receive the assistance. Any accident resulting to hospitalization will receive a maximum financial assistance amounting to P5, 000.00. This will cover medical and

Doctor's fee. It also guarantees reimbursement of medical expenses incurred as a result of accident injuries to the stated maximum amount.

#### 6.15.1 Membership Requirements

- Student Welfare Assistance Application Form
- One (1) pc. "1x1" ID Picture
- Membership Fee of P 50.00 for new students

#### 6.15.2 Requirements for Claiming Financial assistance

- Major Assistance
  - If accident happened in the campus resulting to loss of life or permanent disablement, the accident report together with the certification from the attending Physician will be submitted to SWA then it will be assessed by the school physician for the veracity of the report.
  - In case of death of the student, the maximum amount of P20, 000.00 will be given to the parents or guardian provided the case of incidental death is school related.
- If the accident happened while on the way to school/ training site or going home from school/ training site resulting to permanent disablement, the Police Officer Report together with the Certification of the Municipal Physician will be submitted to SWA. Financial assistance amounting to P10, 000.00 will be given.
- In case of death of the student, which is not, school related, an amount of P10, 000.00 will be given to the parent or guardian.

#### 6.15.3 Requirement for Claiming Financial Assistance

- Minor Assistance
  - If a school related accident happened in the campus the certification from the attending physician will be submitted to SWA. Hospitalization bills not exceeding to P 5,000.00 will be covered by SWA .The school physician will assess the veracity of the submitted requirements. Then the SWA will give the financial assistance to the victims.
  - If accident happened while on the way or going home resulting to hospitalization, the Police Report together with the certification of the Municipal Physician will be submitted to SWA. Financial Assistance amounting to P 5,000.00 will be given.
  - If the accident happened within the school, the students are qualified to receive the assistance amounting to maximum of P 5,000.00 will be given.

- The claimant should submit all the pertinent documents and receipts to avail financial assistance.

## 6.16 Order and Discipline

### 6.16.1 Uniform and Identification Card

All pupils/students are required to wear the prescribed school uniform from the first day of classes up to the end of school year.

- For Boys:

Light-blue polo shirt with navy blue collar and piping  
Navy-blue short pants for grades 1-4  
Navy-blue long pants for grades 5-6 and high school  
White socks  
Black shoes

- For Girls:

Light-blue blouse with baby collar and neck tie  
Navy-blue skirt  
White socks  
Black shoes

PE Uniform

Prescribed-aqua blue T-shirt Aqua-blue jogging pants

It is therefore expected that after receiving the Identification Card from the OSDS Office or personnel in-charge, it should be worn when reporting to school.

## 6.17 Suspension of Classes

In case of typhoons, classes in the Grade School are automatically suspended when typhoon signal is raised to Signal No. 2 or higher. Regardless of typhoon signals, classes may be suspended by school authorities when to their judgment it is to the best interest of the pupils and their teachers and parents have also the discretion to send or not their children to school.

The school follows DepEd announcements for Region IV. In cases of typhoons, floods, other natural calamities and situations affecting the school, discretion and announcement from the local government unit, Municipal Disaster Risk Reduction and Management Council (MDRRMC) and university administrators shall be imposed.

Typhoon Signal no. 1 - no class for Kindergarten

Typhoon Signal no. 2 – no classes from kindergarten to high school



*Note: When the children are already in school and dismissal is announced, parents should come and fetch their children the soonest possible time.*

## 6.18 Attendance and Punctuality

### 6.18.1 Tardiness

Parents are notified in writing of every five (5) tardiness of a student. The notice is signed by the parents and returned to the Class Advisers.

## 6.19 Norms and Conduct within the Campus

### 6.19.1 Flag Ceremony / Flag Retreat

- Pupils/Students should be at the designated place at 6:45 every Monday morning for flag raising ceremonies.
- Assigned pupils and faculty advisers take charge of the conduct of flag ceremony.
- After the flag ceremony pupils/students will proceed to their respective classrooms in line.

### 6.19.2 In the Library

- The library is open from 7:00 in the morning to 4:00 in the afternoon daily.
- Pupils/Students with School ID and in complete uniform are allowed to enter the library.
- The library operates an open-shelf system. The pupils are free to enter the collection area to get the books they need. Books borrowed should be listed in the logbook for library users before leaving the counter.
- Pupils/Students are allowed to use the television in the library following the schedule of viewing. They must be accompanied by their respective advisers or teachers.
- Silence and courtesy must be observed at all times.
- Reserved books should not be brought outside the library.
- Only pupil/student with Library ID are allowed to borrow books and other references.
- Overnight book is allowed at 4:00 P.M. and to be returned at 8:00 A.M. the following day
- Library books and magazines are school properties and should be handled with care
- Eating is not allowed in the library.

### 6.19.3 In the Assembly Hall

- Proper behavior is likewise to be observed in the Social Hall during any activity.
- Silence must be observed at all times.

- Pupils/Students should not leave Hall while the program/activity is going on.
- Pupils/Students should respect the participants by listening attentively.
- Pupils/Students should avoid littering.

#### 6.19.4 In the Classroom

- Pupils/Students should form their lines when entering or leaving classrooms.
- Each pupil/student is expected to occupy the seat assigned to him by the class advisers.
- Trash cans should be emptied before leaving in the afternoon.
- Rubbish should be segregated and placed in the garbage can provided in the classrooms and corridors.
- Always keep the room clean and in good order.
- Check the electric switch/es before leaving in the afternoon.

#### 6.19.5 In the Computer Room

- Pupils/Students shall form their lines outside the computer room and wait for the announcement to enter or to leave the room.
- Pupils/Students write their names in the logbook for computer users.
- Pupils/Students must be in their respective assigned on designated places in the computer room.
- No pupil/student should use the computer unless instructed to do so
- Eating and bringing of food is strictly prohibited inside the computer room
- Computer equipment must be handled with care at all times.
- Use of external storage devices such flash drives; SD cards etc. are not allowed.

#### 6.19.6 In the Comfort Room

- Comfort room should be kept clean at all times.
- Do not throw papers, wrappers and the like in the bowls.
- Do not write anything on the walls.
- Flush toilet bowls after using.

#### 6.19.7 In the Athletic Grounds

No pupil/student should stay in the athletic ground during class hour except during PE schedule and other activities approved by the college.

### 6.20 Other Activities

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#### 6.20.1 Educational Trip and other Co Curricular Activities

Pupils/Students maybe allowed to participate in educational trip and other co-curricular activities provided they comply with the following requirements:

- Submission of written parental consent duly signed by the parents/guardian.
- Waiver of Liability and Hold Harmless Agreement
- Medical certificate from the University Physician
- Payment of fees/expenses like entrance fee and the like

#### 6.21 Miscellaneous

##### 6.21.1 Pupil's Insurance

Pupils automatically become members of Damayan / Student Welfare Assistance (SWA) upon enrolment.

##### 6.21.2 Parental Visit and Bringing-out of Children

- Parents/guardian who wishes to visit their children during class hours should make an appointment through the Class Adviser/Principal
- Bringing out of children during class hours by parents/guardians without valid/urgent reason is discouraged. However, a form should be accomplished and noted by the adviser and/or the principal before the child can be released.
- University policies and guidelines relative to this must be strictly observed.

#### 6.22 Student Services

##### 6.22.1 Guidance Services

Guidance Services are organized activities which help individual pupil in examining, evaluating and choosing realistic personal goals, and which follow each pupil towards the realization of his goals.

This services aim to assist students in their personal, social, educational and career development. Most of the activities of the guidance program are planned and carried out for the primary purpose of complementing the counseling service.

##### 6.22.2 Counseling

Counseling is the purposeful learning experience which aims to assist each pupil/student to make more effective adjustments to the

environments in which he/she lives. No other function of the guidance program can serve as substitute for this service. Counseling alone provides a medium through which the pupil may be assisted to recognize and evaluate the many factors upon which decisive and intelligent action hinges.

#### 6.22.3 Individual Inventory

Based on the principle of pupil's uniqueness, individual inventory is the analysis of individual pupil in a most inclusive sense. Data about the pupil that comprise his inventory accumulate from birth and take on added significance as they grow in number and develop into increasingly coherent pattern.

#### 6.22.4 Information

This service embraces every type of information needed by the pupil in evaluating his environmental opportunities. This is carried out through the following:

- Homeroom Guidance Program
- Special Program and Class Encounters
- Career Development Program

#### 6.22.5 Testing

This service refers to the administration and interpretation of psychological tests in order to assess the student's strengths, weaknesses and possibilities. This aims to assist pupils as well as teachers and administrators in setting and attaining realistic goals for the students.

#### 6.22.6 Research and Evaluation

Through this service, accountability is established and progress toward individual and program goal is monitored, measured and interpreted.

#### 6.22.7 Placement and Follow-up

The placement service is that group of activities which provide the "follow-through" to the pupils' realistic planning. Follow-up service provides the assistance to the pupils after the school. It also provides information that could help the school in improving curricular and extracurricular programs.

#### 6.22.8 Consultation

Through interviews and conferences, the Guidance Center works closely with parents and teachers of the students to harness all

possible resources for the maximum development and adjustment of the pupils.

#### 6.22.9 Admission

This refers to the selection of incoming students through testing and evaluation to determine their readiness and ability to meet the school's academic requirements.

#### 6.22.10 School Clinic

The primary responsibility of the school clinic is to give first aid in case of emergency and to treat the minor injuries and illness in school. A school physician and a registered nurse are on duty during regular school hours.

- A student may visit the clinic during the class hours bringing a clinic permit signed by her subject teacher. When she returns to class, she presents her subject teacher admit-to-class slip signed by the nurse.
- When the student are sick:
  - First aid medication is given
  - When not relieved, parents are informed.
  - If the student is advised by the nurse to go home, the nurse makes the necessary arrangements.
  - In case of serious emergencies, parents are informed and the child is brought to the nearest hospital.
- Annual medical and dental check-ups are scheduled for each grade/year level.
- Before conducting any immunization, an Immunization Consent Form is signed by the parents.
- Referrals to private physician or dentist are given for abnormal finding of students.

#### 6.23 Expected Behavior of Students

- Observe courtesy towards teachers, fellow students, administrators, all school personnel and visitors.
- Follow classroom rules and procedures.
- Maintain order and cleanliness at all times:
  - Use desks, lockers, classrooms, bulletin boards, blackboards and service areas properly.
  - Dispose trash in the proper trash cans.
- Ask permission to go to the washroom during class hours.
- Respect the property of others and treat equipment and facilities with care. Be responsible for repairs due to damages done to school equipment and facilities.

- Be responsible for all personal belongings before, during and after class hours. Leave valuables in lockers when going to PE classes and similar activities. Lockers are opened only at designated times.
  - When transferring to another venue, students must bring all the things they need. They may not go to the classroom when the class is not there.
- Observe corridor courtesy.
  - Walk to the right.
  - Do not block traffic.
  - Pass through corridors and administrative offices quietly.
  - Refrain from disturbing classes.
- Maintain good posture at all times.
- Observe the rules and regulations of the Learning Resource Center.
- Bring only what is needed in school:
  - Unnecessary items will be confiscated and maybe returned only at the discretion of the Class Adviser
  - Cellular phones, beepers, walkman, cards and other equipment/materials are not allowed. These will be confiscated.
  - Unauthorized collection for whatever purpose is strictly prohibited.
- Unauthorized collection for whatever purpose is strictly prohibited.
- Posting or distributing literature, buying or selling tickets and other things or soliciting contributions are allowed only with explicit permission from the Administrative Team. Have posters approved by a member of the Administrative Team; otherwise, these will be confiscated. Use bulletin boards and not the walls for posters.

#### 6.24 Fire Drill/Emergency Guidelines and Procedures

The clusters and buildings are equipped with fire extinguishers that are inspected and replenished regularly as required. Fire and emergency drills are conducted periodically.

In case of fire or other emergencies in the building, the bell will be rung to alert everyone.

- Upon hearing the signal, everybody should immediately stop whatever she is doing.
- Follow instructions.
- Teachers in the classroom are responsible for maintaining order and calmness in their classes. They are the last to leave the classroom.

The following procedures will be observed:

- Turn off all appliances, lights and other electrical devices. Students nearest to the switch are in charge of turning off the lights and the electric fans.
- File out of the classroom by twos. The first two (2) rows nearest the door will go out of the room first, followed by the rest.

- Move out in silence and in a fast and orderly manner using the designated exit and stairway of the class.
- Avoid pushing and keep double line formation while moving to the safe areas.
- When the students reach the safe areas, the Section Representative will give the command “Count Off” to make sure everyone is accounted for.

## 6.25 Traffic Rules and Regulations

Drivers must observe all traffic rules and regulations.

- All vehicles will unload/load students in the designated areas.
- School buses, carpools and private cars are allowed entry only at arrival and departure time.
- Blowing horns and turning the radio to a loud volume are not allowed within the campus.
- Observe 15 kph. speed limit.
- Respect NO PARKING areas.
- The school reserves the right to refuse entry to smoke-belching vehicles and/or those whose drivers smoke or litter or do not observe traffic rules and regulations or do not show courtesy to the guards and others who regulate traffic.
- Only authorized vehicles may park in school during class hours. The school is not responsible for vehicles in the campus.
- Refer to campus memo

## 6.26 Safety Rules and Regulations

- Observe OFF-LIMIT AREAS:
  - Preschool Playground (off-limit to HS at all times and to GS during Preschool class hours)
  - High School Building (off-limits to Preschool GS)
  - Faculty Rooms (GS & HS)
  - Retreat House and its vicinity
  - Ecology Park
  - Center for Service and Sharing
  - Students may go to these places only when accompanied by a teacher or when they have official business in the place.
- Avoid rough games that incite students to quarrel or fight.
- Keep right and walk briskly when moving from place to another. Pass through the covered walks and use ramps for roller bags and trolleys.
- No climbing trees, buildings, high-rise inclined planes and covered walks.
- Observe safety precautions in all areas specially in the following places:
- Science Laboratories
  - Work Education Rooms
  - Computer Rooms

- Stairs and inclined planes
- Along the driveways
- Observe Arrival/departure guidelines.
- Students may not stay in their classrooms or in other areas of the school after school hours. To use any of the rooms outside the regular period, Clubs or groups may obtain clearance from the teacher or the Club Moderator who will then inform the Principal. After school hours stay at the departure area.
- Students may not cross through vehicles and road during arrival and departure time. They should get down or ride vehicles only on the side of the buildings or covers walk.
- Except for students authorized to stay behind, the school will no longer be responsible for students 15 minutes after dismissal time.

#### 6.27 Offenses and Disciplinary Actions

Shall be Based and Consolidated with the Committee on Deportment

The offenses and the corresponding disciplinary actions, which are imposed after due process shall depend on the nature and the degree of the offense committed as promulgated in the Board of Regents Resolution No. 011-108-04 issued September 8, 2004.

- Lost and Found
  - Report immediately all losses to the Class Adviser.
  - Turn-over all lost and found articles to the Guidance Office.
  - Claim lost items during break or departure time.
  - Articles which are not claimed within the semester will be donated to charity.

As much as possible, group activities such as projects, assignments, research, and rehearsals should be completed within the regular class period or club time. However, for unfinished group activities the following guidelines must be observed:

Each group must submit to the subject teacher or club moderator a work plan for accomplishing the activity.

As a rule, overnight and overtime stay on Saturdays and other non-class days to work on group activities are not allowed under the following conditions:

- Venue – solely in Laboratory School Morong, Rizal and only under close supervision by the subject teacher or the club moderator concerned. Research in the LRC should be cleared with the LRC
- Coordinator at least one day prior to the scheduled date.
- Visual Plan - The students must prepare a visual plan duly noted by the subject teacher/club moderator, and approved by the Subject



- Coordinator/Students Activity Program Coordinator and the Administrative Team. Parents of the student concerned must sign the acknowledgement slip which should be returned to the subject teacher/club moderator at least three (3) days before the proposed activity.
- Upon approval of the activity, students will presents to the school gate guard duly accomplish individual permits and written permission from parents.
  - Submit to the Administrative Coordinator names of outsider/resource persons/guests who will participate in the activities.
- Interviews must have the teacher's approval.
    - Students make initial contact with interviewee and ask for an appointment for interview.
    - Present the interviewee with a request for interview signed by the subject teacher. State the purpose of interview and submit list of student-interviewers.
    - Submit acceptance slip to the teacher.
    - Observe punctuality and good manners in conducting the interview.

# APPENDICES



Appendix A

**STUDENTS' CLEARANCE FORM**

Campus: ☐ Angono    ☐ Antipolo    ☐ Binangonan    ☐ Cainta    ☐ Cardona  
☐ Morong    ☐ Pililla    ☐ Rodriguez    ☐ Tanay    ☐ Taytay

Name of the Student: \_\_\_\_\_  
*Last Name      First Name      Middle Name*

Student Number: \_\_\_\_\_

Course/Major: \_\_\_\_\_

Year and Section: \_\_\_\_\_

College: \_\_\_\_\_

Academic Year: \_\_\_\_\_

Academic Year Last Attended  
(for old returning) \_\_\_\_\_

Reason for Clearance

a. Enrolling

☐

b. Graduating

☐

c. Transferring

☐

d. Others

☐

NO.	DEPARTMENT	CLEARING OFFICER	SIGNATURE	DATE	REMARKS
1	LABORATORY/SHOP				
2	LIBRARY				
3	CASHIER				
4	STUDENT DEVELOPMENT SERVICES				
5	CLASS ADVISER				
6	PROGRAM HEAD				
7	DEAN				
8	REGISTRAR				

STUDENT'S SIGNATURE

(In accomplishing the clearance, please be guided by the instructions at the back.)

**INSTRUCTIONS:**

1. Secure Student's Clearance Form at the Registrar's Office.
2. Laboratory/Shop in-charge clears the student of accountabilities in terms of utilization of equipment/tools. The laboratory/shop pertained to here are the following: Computer/ICT. Typing, Science, HRM, Fish-Processing.
3. Librarian clears the student of accountabilities in terms of book/s or any other library's information material/s.
4. Cashier clears the student of any financial obligation.
5. Office of Student Development Services clears the student on matters that concern the different units namely Discipline, Guidance and Scholarship, as well as the different student organizations.
6. Class Adviser clears the student of accountabilities concerning classroom maintenance; the class adviser coordinates with the different subject instructors if there are other concerns that need to be settled
7. Program Head checks whether the student has subjected himself to evaluation in the previous semester (enrolment purposes) to ensure that all units required for the program have been met; for graduating, whether the academic requirements have been completed.
8. Office of the Dean clears the student upon confirmation with the Program Head as to the fulfillment of the academic requirements.
9. Registrar checks for the completion of the student's clearance form and the student surrenders the school ID upon completion/withdrawal from the course.
10. This clearance shall be presented to the enrolling officer during enrolment or when claiming for transfer credential, Transcript of Records (TOR), diploma and other certification.

**Note:** *The student needs first to write in full the names of their respective class adviser, program head, and college dean before requesting for their signatures.*

Appendix B

Republic of the Philippines  
**UNIVERSITY OF RIZAL SYSTEM**  
Tanay, Rizal

Name of Faculty \_\_\_\_\_ College/Campus \_\_\_\_\_  
Present Rank \_\_\_\_\_ Department \_\_\_\_\_

PASUC COMMON CRITERIA FOR EVALUATION OF FACULTY  
NBC 461

SUMMARY OF POINTS

MAJOR COMPONENTS	MAXIMUM POINTS	PREVIOUS POINTS ASOF	ADDITIONAL POINTS AS OF	TOTAL CCE POINTS	QCE POINTS
1.0 Educational Qualification	85				
2.0 Experience & Length of Service	25				
3.0 Professional Development, Achievement & Honors	90				
TOTAL	200				

Local Evaluation Committee:

Review Committee:

\_\_\_\_\_  
Chairman  
  
\_\_\_\_\_  
Members  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
Chairman  
  
\_\_\_\_\_  
Members  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

## Appendix C

### PASUC COMMON CRITERIA FOR EVALUATION OF FACULTY (NBC 461)

1.0 EDUCATIONAL QUALIFICATION		85 pts	EVALUATOR'S RATING : VERIFIER'S RATING	
			RS	EP
1.1 Highest relevant academic degree or educational attainment				
1.1.1	Doctorate Degree	85		
1.1.2	Master's Degree	65		
1.1.3	LLB, MD	65		
1.1.4	Diploma Course (Above			
	a. Bachelor's Degree	55		
1.1.5	Bachelor's Degree			
	a. Four Years	45		
	b. Exceeding four years	45 plus 5 pts for every year over 4 years		
1.1.6	Special Courses			
	a. 3-year post secondary course.	30		
	b. 2-year post secondary course	25		
1.2 Additional equivalent degree earned related to the present position				
1.2.1	Master's Degree	4		
1.2.2	Bachelor's Degree	3		
1.3 Additional credits earned (maximum of 10 points)				
1.3.1	For every 3 units credit earned towards An approved higher degree course	1		
2.0 EXPERIENCE AND LENGTH OF SERVICE		25 pts		
2.1 Academic Experience				
2.1.1	For every year of full-time Academic service in the state Institution of higher learning	1		
2.1.2	For every year of full-time academic service in the institution of higher learning other than SUC's, CHED-Supervised and TESDA Schools, service in private or public research institution	0.75		
2.2 Administrative Experience				
2.2.1	For every full-time year of administrative experience as:			
	a. President	3.0		
	b. Vice President	2.5		
	c. Dean/Director/School Superintendent	2.0		
	d. Principal/Supervisor/Department Chairperson/Head of Unit	1.5		

2.3 Industrial/Agricultural Experience					
2.3.1 For every year of full-time industrial/ agricultural teaching experience as:					
a. Engineer Plant/Farm Manager	1.5				
b. Technician	1.0				
c. Skilled Worker	0.5				
2.3.2 For every year of experience as:					
a. Cooperating Teacher	0.5				
b. Basic Education Teacher	0.5				
3.0 PROFESSIONAL DEVELOPMENT ACHIEVEMENT AND HONORS		90pts			
3.1 Innovations, patented inventions, publications and other creative work (maximum of 30 points)					
3.1.1 For every cost and time saving innovation, patented invention and creative work as well as discovery of an educational, technical scientific and/or cultural value		1-7 pts			
3.1.2 For every published book, (original, edited or compiled)					
3.1.2.1 as sole author	3-7				
3.1.2.2 as co-author	2-5				
3.1.2.3 as reviewer	1-4				
3.1.2.4 as editor/compiler	1-3				
3.1.3 For every scholarly research, monograph educational and/or technical article published in a technical/scientific/ professional journal					
a. International	5				
b. National/Regional	3				
c. Local	2				
3.1.4 For every instructional manual audio-visual materials developed and approved for use		1-3			
3.2 For expert services, training and active participation in professional/technical activities (max of 30 pts)					
3.2.1 Training and Seminars (Maximum of 10 pts)					
3.2.1.1 For every training course with a duration of at least one year (Pro-rated for less than a year and not to exceed 10 pts)					
a. International	5				
b. National	3				
c. Local	2				

3.2.1.2 For certified industrial, agro-industrial or fisher training ... 1/120 hrs (max of 5 pts) \_\_\_\_\_

3.2.1.3 For participation in conferences, seminars, workshops

a. International	3	_____	_____	_____
b. National	2	_____	_____	_____
c. Local	1	_____	_____	_____

3.2.2 Expert Services rendered (Max of 20 pts)

3.2.2.1 For serving as a short-term consultant/ expert in an activity of an educational, technological, professional scientific or cultural nature (foreign or local) sponsored by the government or other agencies

a. International	5	_____	_____	_____
b. National/Regional	3	_____	_____	_____
c. Local	2	_____	_____	_____

✓ 3.2.2.2 For services rendered as coordinator, lecturer, resources person or guest speaker in conferences, workshops, and/or training course

a. International	5	_____	_____	_____
b. National/Regional	3	_____	_____	_____
c. Local	2	_____	_____	_____

✓ 3.2.2.3 For expert services as adviser in doctoral dissertations, masteral and undergraduate thesis (max of 10 pts)

a. Doctoral dissertation	1.00	_____	_____	_____
b. Masteral thesis	0.50	_____	_____	_____
c. Undergraduate thesis	0.25	_____	_____	_____

3.2.2.4 For certified services as reviewer/ examiner in the Professional Regulations Commission (PRC) or in the Civil Service Commission (CSC)

1 \_\_\_\_\_

✓ 3.2.2.5 For expert services in accreditation work as member of the Board of Directors, member of the Technical Committee or Consultant Group

1 \_\_\_\_\_

3.2.2.6 For expert service in trade skill certification

1 \_\_\_\_\_

3.2.2.7 For every year of services as coach/ trainer in sports or adviser of student organization

1 \_\_\_\_\_



3.3 Membership in Professional organizations/  
honor societies and honors received (max of 10pts)

3.3.1 For current individual membership  
in relevant professional organizations

a. Learned Society				
Full-member	2	_____	_____	_____
Associate Member	1	_____	_____	_____
b. Honor Society	1	_____	_____	_____
c. Scientific Society	1	_____	_____	_____
d. Professional				
Officer	1	_____	_____	_____
Member	0.5	_____	_____	_____

3.3.2 For undergraduate academic honors earned:

a. Summa Cum Laude	5	_____	_____	_____
b. Magna Cum Laude	3	_____	_____	_____
c. Cum Laude	1	_____	_____	_____

3.3.3 Scholarship/Fellowship  
This may be degree or non-degree granting

a. International Competitive				
Doctorate	5	_____	_____	_____
Masteral	4	_____	_____	_____
Non-Degree	3	_____	_____	_____
b. International, non-competitive				
Doctorate	3	_____	_____	_____
Masteral	2	_____	_____	_____
Non-Degree	2	_____	_____	_____
c. National/Regional competitive				
Doctorate	3	_____	_____	_____
Masteral	2	_____	_____	_____
Non-Degree	1	_____	_____	_____
d. National/Regional, non-competitive				
Doctorate	2	_____	_____	_____
Masteral	1	_____	_____	_____
e. Local, competitive Or non-competitive	1	_____	_____	_____

3.4 Awards of distinction received in recognition of  
achievement in relevant areas of specialization/  
profession and/or assignment of the faculty concerned

a. International	5	_____	_____	_____
b. National	3	_____	_____	_____
c. Local	2	_____	_____	_____

3.5 Community Outreach (maximum of 5 points)

3.5.1 For every year of participation in service-oriented projects in the community

1 \_\_\_\_\_

3.6 Professional Examination

3.6.1 For every relevant licensure and other Professional examinations passed (max of 10pts)

a. Engineering, Accounting, Medicine, Law, Teacher's Board, etc

5 \_\_\_\_\_

b. Marine Board/Seaman Certificate  
Master Electrician/Master  
Plumber Certificate, etc;  
Plant Mechanic Certificate;  
Professional Radio Operator  
Certificate

2 \_\_\_\_\_

c. Other trade skill Certificate

1 \_\_\_\_\_

NOTE: THIS FORM WILL BE FILLED BY THE FACULTY MEMBERS OF A STAFF/UNIVERSITY

INSTRUCTIONS:

- 1. FILL OUT THIS FORM ACCURATELY AND LIGIBLY TYPEWRITTEN OR HANDWRITTEN, REFER TO ATTACHED NOTES FOR DETAILS.
- 2. FOR ADDITIONAL SPACE USE THE SAME SIZE OF BOND PAPER. FOLLOW THE SAME FORMAT.

Name:	
Date:	Sex:
Civil status:	
Home Address:	Tel No.
Mailing Address:	Tel No.
College:	
Department:	
Present Rank/Sub Rank:	
Status of Appointment:	
Annual Salary:	
Date of Last Appointment/NOSA:	

EDUCATIONAL QUALIFICATION

1.1 Highest relevant academic degree or educational attainment and additional equivalent degree earned related to the present position.

DEGREE EARNED	SPECIALIZATION	INSTITUTION	YEAR OBTAINED

1.2 Additional credits earned towards an appropriate higher degree.

BACCALAUREATE	MASTERAL	DOCTORAL

EXPERIENCE AND LENGTH OF SERVICE

2.1 Services Record ( Includes full-time teaching, research, extension service, administrative experience and industrial experience)

INCLUSIVE DATE	POSITION HELD	INSTITUTION/ADDRESS

3.0 PROFESSIONAL, DEVELOPMENT, ACHIEVEMENT AND HONORS

3.1 Innovational, patented inventions, inventions with patent pending, publication and other creative works.

NATURE INNOVATIONS/INVENTIONS	PATENT NUMBER	YEAR PATENTED

3.1.2 – 3.1.5 Published books, research, monographs, articles, instructional manual; workbooks, films, compositions.

Nature books/articles/films		

3.2 Expert Services, Training and Active participation in professional/technical activities

3.2.1 Training Courses and Seminars ( Including academic, technical, industrial, agro-industrial and fishery training)

A. Training

Title of Training	Sponsoring Agency	Level ( Int'l, Nat'l, Reg'l, Local, Inst'l)	Inclusive Date

B. Conferences, seminars, etc.

Title of Conference	Sponsoring Agency	Inclusive Dates

3.2.2 Expert Services

A. Consultancy

Nature/Area of Consultancy	Country	Sponsoring Agency	Inclusive Dates

B. Active participation in training, workshops, conference, as coordinator, lecturer, resource person, guest speaker

Title of Conference Seminars, Workshop, etc	Nature of Participants	Sponsoring Agency	Inclusive Dates

C. For expert services as adviser in doctoral dissertation and masteral thesis.

Title of Paper	Nature	Inclusive Dates

D. For certified services (includes review/examiner in PRC or CSC, accreditation work, trade skill certification, service as coach/trainer, adviser of student organization.

Nature/Area	Company/Agency	Inclusive Dates

3.3 Membership in professional organizations/honors societies and honors received.

3.3.1 Membership in professional/honor societies

Name of Organization	Date of Membership

3.3.2 Academic honors received

Honors Received	Degree Obtained	Institution Address

3.3.3 Scholarship/Fellowship

Title of Scholarship	Nature (Competitive: Int'l/Nat'l Reg'l, Local Non-Competitive: Int'l Nat'l/Reg'l Local)	Sponsoring Agency	Inclusive Date



E. Research recommendations transformed to public policy benefiting to the country, and other creative works.

Complete title of Research	Level Int'l/Nat'l Reg'l/Local/Inst'l	Sponsoring Agency	Inclusive Dates

F. Supervision, tutoring or coaching of graduate scientists and technologies

Nature/Area of Supervision/tutoring coaching	Country	Sponsoring Agency	Level: Int'l Nat'l/Reg'l/Inst'l	Inclusive Dates

3.4 Awards of Distinction received in recognition of achievement in relevant areas of specialization profession/assignment

Title of Award of Distinction (Instructional Materials)		Field of Services	Grantee Organization	Level Int'l/Nat'l/Reg'l

3.5 Community Outreach: Service oriented projects participated in the community

Name of Project	Participation/Service	Sponsoring Agency	Inclusive Dates

3.6 Professional Examinations

Title of Examination	Rating	Date

G. Research results applied or utilized and/or commercial projects or undertakings.

[illegible]

I hereby certify to the correctness and accuracy of the statements:

## Signature of Faculty Members

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
Affiant exhibiting to me his/her Residence Certificate No \_\_\_\_\_ issued at \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_