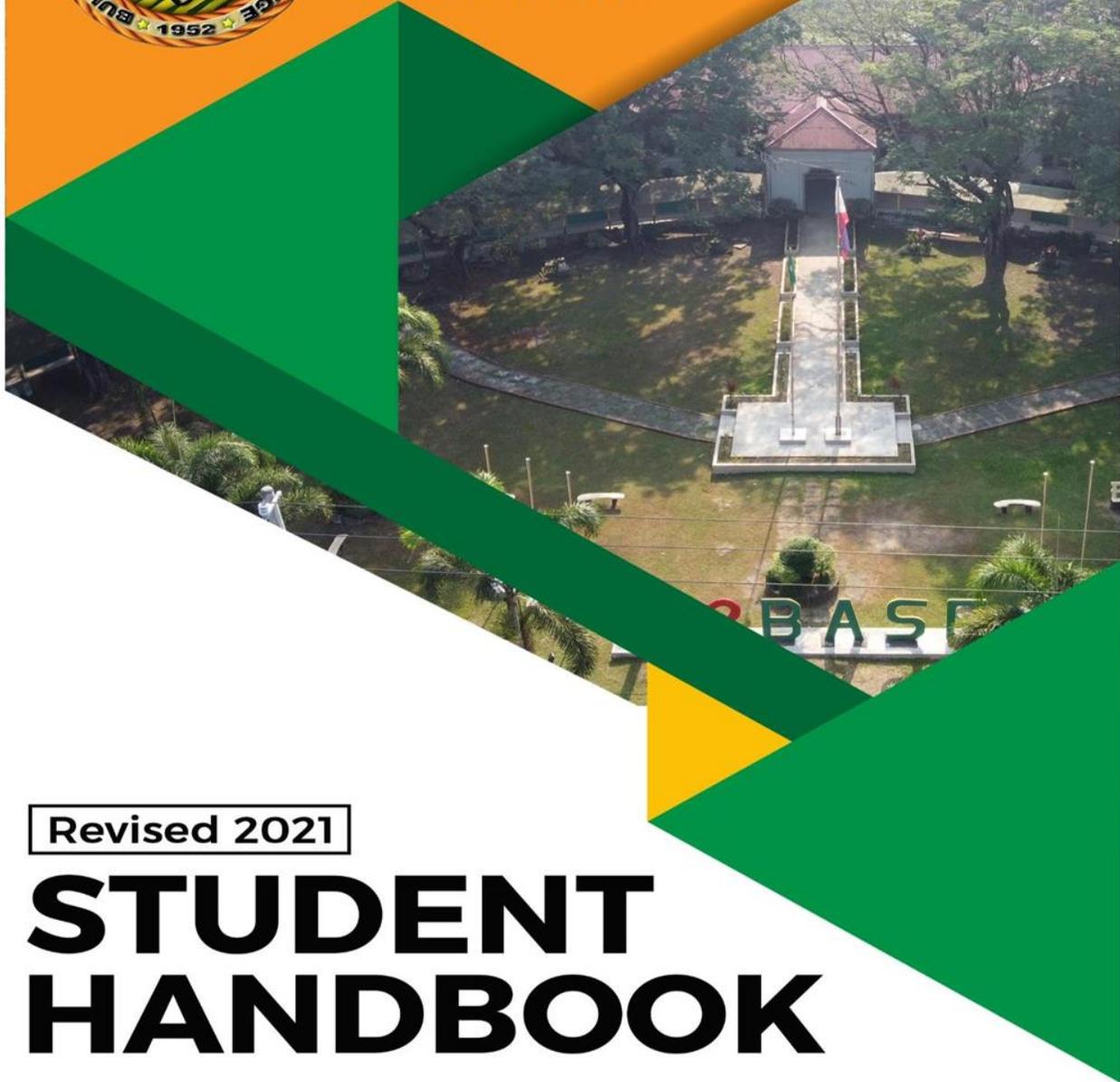




# BULACAN AGRICULTURAL STATE COLLEGE

Pinaod, San Ildefonso 3010,  
Bulacan, Philippines



Revised 2021

# STUDENT HANDBOOK



# **STUDENT HANDBOOK**

**REVISED 2021**

Approved as per BASC Board of Trustees Resolution 21 – 1366, 24 June 2021

## TABLE OF CONTENTS

I.	INTRODUCTION	
	A. History	1
	B. Vision, Mission, Goals and Objectives and Core values	2
	C. Seal and Colors	3
II.	GENERAL ACADEMIC REGULATIONS AND PROCEDURES	
	A. Academic Calendar	5
	B. Student Admission	5
	C. Dismissal and Postponement of Classes	5
	D. Class Attendance	5
	E. Examinations and Grading System	6
	F. Classification of Students	8
	G. Academic Retention	9
	H. Retention and Exclusion Policies for Education Students	9
	I. Graduation	17
	J. Release of School Credentials	19
	K. Classification of School Fees	19
	L. Student's Guide to RA10931 – “Free Higher Education”	20
	M. Off-Campus Activities	22
III.	STUDENT PROGRAMS AND SERVICES	
	Office of the Student Affairs and Services (OSAS)	24
	A. STUDENT WELFARE SERVICES UNIT	
	1. Information and Orientation Services	25
	2. Guidance and Counseling Services	26
	3. Career and Job Placement Services	30
	4. Economic Enterprise Development	32
	5. Student Handbook Development	32
	B. STUDENT DEVELOPMENT PROGRAMS UNIT	
	1. Student Discipline	
	a. Processing of Disciplinary Cases	34
	b. Certificate of Good Moral Character Preparation	35
	c. Clearance Signing	35
	d. Processing of Activity Permits	36
	e. Procedure of Posting of Bills	36
	f. Submission of Accomplishment Reports	37
	g. Accrediting an Organization	37
	h. Awarding an Outstanding Student Leader/Organization/ Student Council/Fraternity and Sorority	38
	i. Student Council/Government	43
	j. Student Publication	83
	k. Availing of Yearbook/Annual	106
	C. INSTITUTIONAL STUDENT PROGRAMS AND SERVICES UNIT	
	1. Scholarships and Financial Assistance	
	a. Screening of Scholarship/Financial Assistance Beneficiaries	106
	b. Student Assistantship	107
	2. Food Services	108
	3. Health Services	108
	4. Safety and Security Services	109
	5. Student Housing and Residential Services	109
	6. Multi-Faith Services	110

7.	Foreign/International Student Services	
a.	Process for Student Exchange	110
b.	Process for Foreign Students Acceptance	111
8.	Services for Specific Students Determination of Eligibility for Students with Special Needs	111
9.	Culture and Arts Program	112
	The Culture and the Arts Development Office	
10.	Sports Development Program	113
	Procedure on Recruitment of Varsity Athletes	
11.	Social and Community Involvement Programs	113
12.	Other Related Programs and Services	
a.	International Linkages and On-the-Job Training Program	114
	Process for Student Internship (Local and Abroad)	
b.	Testing and Materials Development	114
c.	Insurance Services Procedure	115
IV.	LIBRARY SERVICES	
A.	The Library Sections	116
B.	Other Library Services	117
C.	Procedure for Disciplinary Actions on Violation of Library Rules	121
D.	e-library Services and Procedures	123
V.	STUDENT CODE OF CONDUCT AND DISCIPLINE	
A.	Norms of Conduct	127
B.	Code of Conduct	127
C.	Personal Disciplines	128
D.	Conduct Outside the School	130
E.	Flowchart in Dispensing Cases	137
F.	Guidelines for Disciplinary Cases	
	Acts of Misconduct and Corrective Measures for Students	138
	Fraud	139
	Harm to Person	143
	Damage to Property	146
	Other Inappropriate Behavior	148
	Violations of Policies on the Use of IT Resources	154
	Acts of Misconduct and Corrective Measures for Recognized Student	154
G.	Mitigating, Aggravating and Alternative Circumstances	156
H.	The Student Disciplinary and Arbitration Board	158
I.	The College Disciplinary Committee	159
J.	Intercollege Disciplinary Committee	161
K.	Complaints	162
	APPENDICES	
A.	Acts of Misconducts of Students	173
B.	Corrective Measures	178
C.	The Student Discipline Frameworks	179
D.	Admission Procedure Using the Campus Management System	180
E.	Students with Special Needs and Persons with Disability	189
	References	

## FOREWORD

Welcome to the Bulacan Agricultural State College. As you read through the pages of our Student Handbook, you are walking through the pathways that led to the building of the community of BASC. Each page contains information that leads towards the achievement of our guiding principle that “Shaping Minds, Transforming Lives”.

This handbook is a product of the combined efforts of BASCians whose main objective is to help YOU in every step of the way as you interact with your instructors/professors, College officials and all our support personnel to achieve your goals as a student. This handbook will be your guide and support as you face challenges of academic life.

Understand very well your purpose in life in relation to the vision, mission, goals and objectives of BASC. Know how to integrate these with your goals and those of your institute spurring you towards the same course and direction. I pray that the Good Lord bless you in all your undertakings at the Bulacan Agricultural State College.

Mabuhay Ka BASCians!

  
**JAMESON H. TAN, EdD**  
SUC President III

## ***To the BASC students...***

All of us at the Bulacan Agricultural State College welcome you! It is our hope that the years you spend here will be both happy and productive ones, as you embark on your College journey in preparation for your future career.

This handbook was prepared to help you understand your privileges and responsibilities. Please read it with care. Share and discuss it with your parents. Refer to it when you need to. If you have any questions that are not answered in this handbook, ask your teachers. There are many people in this College who will help you. Your teachers, school counselors, advisors and academy directors, along with many other school employees, are here to assist you in any way they can.

Your STUDENT HANDBOOK is full of information about our school, if used properly, can help you be the best you can be at BASC. Read each part of this handbook carefully. Following the rules and enjoying all of the programs in our College. BASC will help you make the most of your College day's experience.

We wish you much success and please know that a wonderful educational adventure filled with opportunities awaits you here at BASC. Make the most of it!

“The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education”. - Martin Luther King, Jr.

  
**JENNIFER P. ADRIANO, PhD**  
*Director, Office of Student Affairs and Services*

## **CHAPTER I**

### **INTRODUCTION**

#### **A. History**

The story of Bulacan Agricultural State College, a product of decades of educational and socio-political metamorphoses, is humble and remarkable. At present, it is a sixty-seven (67) year old state-funded institution of learning situated in Brgy. Pinaod, San Ildefonso, Bulacan.

Established in 1952, the institution started as the Plaridel Community Agricultural High School (PCAHS) located in Brgy. Bintog, Plaridel, Bulacan. Soon after, PCAHS was renamed Bulacan Provincial Agricultural High School (BPAHS) having just about 100 students. A growth in the student population occurred as students arrived not just from local communities but from other municipalities in the province as well. On June 20, 1953, its name was again changed to Bulacan National Agricultural High School (BNAHS) by virtue of Republic Act No. 948.

On June 8, 1955, then President Ramon D.F. Magsaysay signed Proclamation No. 163 reserving around 192.5 hectares of the Buenavista Estate for BNAHS. By virtue of Republic Act No. 2416, BNAHS was converted to Bulacan National Agricultural School (BuNAS) on June 21, 1959.

In 1960, the two-year Associate in Agriculture program became part of the curricular offerings of BuNAS; the first tertiary education program offered in the school which eventually led to the offering of the Bachelor of Science in Agriculture degree with majors in Agronomy and Animal Husbandry.

Cognizant of the prevalent agriculture education and training needs of Bulakeños at the time, Hon. Ricardo C. Silverio, then Representative of the 3rd District of Bulacan, authored House Bill No. 2389 which proposed for an expanded educational program for BuNAS. With the bilateral approval of both Houses, then President Fidel V. Ramos signed Republic Act No. 8548 officially converting BuNAS into a chartered state college known as the Bulacan National Agricultural State College (BNASC) on 24 February 1998. Over time, its name was changed to Bulacan Agricultural State College (BASC) by virtue of Republic Act No. 9249 signed by Former President Gloria Macapagal-Arroyo on 19 February 2004.

Situated between the country's capital Metro Manila and the Province of Nueva Ecija, it opened its door in 1952 and 60 years later, it continues to be devoted to discovering answers to the profound challenges of this generation and training students for leadership in today's multifaceted world. Furthermore, BASC has grown to be a regional leader in higher education, interdisciplinary partnerships and innovative research programs.

The college still supports competent collaborators from different backgrounds to work together with the Administration in the direction of feasible targets. It advocates

alliance and modernization across conventional hindrances of education, generating exceptional individuals who pass on their mark to the world. Most of all, BASC continues to uphold its pledges to students, viable research and education.

Like every distinguished education institution, BASC equally pondered and operated upon the bigger world. Its groundwork later became potent and creative. Personnel, students and alumni, partners and stakeholders; and allies have united for this grand educational endeavor. BASC would not be BASC without their dreams, service, and allegiance.

Now, its educational calling is to help students by coaching them with leadership and problem-solving proficiency and principles of quality, moral conduct, responsibility to humanity and faithfulness to their potential jobs. Everything is being done to train students for sensible global citizenship and leadership by combining sustainability, public responsibility and esteem for varied outlooks all throughout their curriculum while they acquire deep professional competence.

At present, the College has four satellite campuses on top of the main campus. One is located at Brgy. Poblacion, San Ildefonso, Bulacan, that is, the College of Agriculture Campus. Next is located at Brgy. Sapang Bulak, Dona Remedios Trinidad, Bulacan aptly called the BASC-DRT Campus which was established in 2005. Established in 2011, the other campus is located in Balagtas, Bulacan in consortium with Balagtas Technical Vocational School. Lastly, located at Brgy. Guyong, Sta. Maria, Bulacan is the Sta. Maria Campus which is part of the collaboration with Fortunato F. Halili National Agricultural High School.

BASC believes that every student, staff and client brings a unique aspiration. All are welcomed and encouraged to carry out accomplishments they feel can play a part to self, community, country, and international progress.

## **B. Vision, Mission, Goals and Objectives, and Core Values**

### **Vision**

A globally-engaged higher education institution of agriculture and allied disciplines.

### **Mission**

Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.

### **Goals**

- Sustained Excellence in Instruction
- Innovative RDE System and Competitive S&T Products
- Adequate and Sustainable Resource Generation Activities
- Efficient, Effective and Client-Centered Administrative Support Services
- Functional and Adequate Physical Facilities and Infrastructure

## Core Values

The four (4) core values institutionalized as a way of the BASC community are:

**R** - Relevance

**I** - Integrity

**T** - Truth

**E** - Excellence

## C. Seal and Colors

**Seal** – The seal of the College shall be in accordance with the design, form, and style as prescribed below:

1. The basic shape of the College logo is the CIRCLE, which signifies oneness and unity of the College's major stakeholders - *the administration, the faculty and employees, the students and the community* - in the attainment of its mandate as a higher institution of learning. The circle between the name of the institution represents the world as the symbol of the College's vision for global competitiveness.

It shall bear the name "Bulacan Agricultural State College" and "1952", the year it was established. The two stars represent the vision and mission of the College. It shall be bounded on its inner and outer sides with entwined ropes symbolic of the College's bond and unity of purpose and its strong determination to be the instrument of national development.

2. The *white book* at the center portion of the logo represents education as a basic mandate of the College. It signifies truth and knowledge as the fundamental philosophy and the foundation of development of both the individual and society.
3. The *golden torch* represents light and wisdom in its search for scientific and technological progress by developing the skills and potentials of its clientele thru provision of quality and relevant instruction.
4. The *atom* symbolizes the other thrusts of the College – research, extension and production – through the appropriate modern technology which will benefit the students and the industry as symbolized by the barn.
5. The *mountains and the meadows* symbolize the serene place of the College set up in its early establishment which had been mute witnesses to the growth and development of the school into a state college where birds, animals and plants live abundantly.
6. The *rice paddies* represent the primary mission of the College to be the premier institution of higher learning in agriculture in this part of the country.
7. The *clouds* are the graduates whom after graduation emerge from oblivion to the wide horizon of opportunities.

8. The *blue sky* depicts the graduates whom like the clouds when blown by the wind, fill the sky of aspirations and opportunities to serve the country.

Provided, that the seal of the College may be modified by the Board of Trustees upon the recommendation of the College President after consultations with the stakeholders of the College.

**Colors** – The basic colors of the College shall be blue, white, green and gold as briefly described below:

1. *Blue* represents energy, fervor, passion, and zeal for excellence.
2. *White* represents life, purity, and truth.
3. *Green* represents productivity and the promotion of sustainable development of the Central Luzon region.
4. *Gold* represents prestige, high aspiration, wealth, and nobility of purpose.

The combination of the four colors embodies the College's pure and noble aspiration and zeal for excellence of the life of the individual as a useful and productive member of the bigger society, reflected in its vision, mission, goals and objectives.

Provided, that the colors of the College may be modified by the BASC Board of Trustees upon the recommendation of the College President after consultations with the stakeholders of the College.

**CHAPTER II**  
**GENERAL ACADEMIC REGULATIONS AND PROCEDURES**

**A. Academic Calendar (BASC Code, 2019)**

A.1. The annual school calendar shall be prepared in accordance with the rules and regulations as may be prescribed by the Board of Trustees. The framework of the school calendar including major activities of the College shall be approved by the Administrative Council, and the details thereof prepared by the Admission Office in coordination with the Vice-President for Academic Affairs and other offices concerned.

A.2. Each school calendar shall consist of not less than forty (40) weeks and the semestral term for collegiate courses shall not be less than eighteen (18) weeks, with two (2) weeks of semestral vacation, and two (2) weeks of Christmas break.

A.3. During each academic year, the College shall observe its Charter Day every 24th day of February.

**B. Student Admission**

No student shall be denied admission to the College by reason of age, sex, race and religion (BASC Affirmative Action, 2020).

**C. Dismissal and Postponement of Classes (BASC Code, 2019)**

**1. Dismissal of Classes**

1.1 Classes may be dismissed ten (10) minutes before scheduled time to give ample time for students to transfer from one room/building to another or from one online class to another.

1.2. A class may be dismissed if after the first fifteen (15) minutes the instructor has not entered the classroom or the online classroom. Should this happen: (1) during face to face classes, the students must be advised to go to the library or other learning centers for research work and/or readings, (2) during online classes, the students must be advised to do readings.

**2. Transfer/Suspension of Classes**

2.1. No instructor shall postpone his/her class to any other hour, transfer or move his classes to any other day, room or place except when expressly permitted in writing to do so by the Department Chair or Chairperson.

2.2. Classes in all levels shall automatically be suspended when public/weather Signal No. 3 is raised by the PAGASA Weather Bureau.

**D. Class Attendance**

- Whenever a student is absent from class for three (3) consecutive class days, the instructor concerned shall report the matter to the Guidance Office for proper action and formal notification to the parents or guardians.
- When the absences of a student are equivalent to 20% of the total number of hours of recitation or lecture of (or) laboratory, or any other scheduled work in one semester, he/she shall be automatically dropped from the course; provided, that such absences had been incurred before the midterm test. If such absences had been incurred after the midterm test, a grade of “5” is given. If the absences are incurred due to valid reasons as determined shall be marked “Dropped” without a grade.
- Excuse slips for absences shall be obtained from the Guidance Office. These shall be presented to the Instructor concerned upon the student’s return. Excuse slips are issued for the class time missed only. All work covered by the class during the period of absence shall be made up within the term by the student concerned in accordance with prescribed requirements.

**E. Examination and Grading System (BASC Code, 2019)**

**1. Examinations**

- There are two major examinations scheduled during the semester: midterm and final examinations. These are accordingly announced in the academic calendar. No student shall be exempted from these examinations.
- The OCR in consultation with the Vice President for Academic Affairs and the Director of Student Affairs and with the approval of the College President may schedule an Integration Period of two (2) days before the final examination to enable the students to review; provided that all the Professors/Instructors shall keep regular office hours and make themselves available for consultation.

**2. Grading System**

The performance of students every semester shall be determined and the corresponding numerical grades and supplementary marks shall be given. The equivalents are for purposes of interpretation relative to the grading system of other Colleges and Universities, and other countries. The passing grade in the Graduate School and undergraduate level is 3.0. However, a student in the Graduate School shall have an average of 2.0 per term to pursue studies in the Graduate Program.

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

<b>For the Undergraduate Level</b>	<b>For the Graduate Level</b>
------------------------------------	-------------------------------

1.0	Excellent	1.0	Excellent
1.25 to 1.5	Very Good	1.25	Very Good
1.75 to 2.0	Good	1.5	Good
2.25 to 2.5	Satisfactory	1.75	Satisfactory
2.75 to 3.0	Passing	2.0	Passing
4.0	Conditional Failure	3.0	Failing
5.0	Failing	INC	Incomplete
INC	Incomplete	IP	In-Progress for Thesis Writing
IP	In-Progress for Thesis Writing		Thesis/Dissertation

1. The conditional failure grade, is given to student whose class standing falls within 4.0 passing grade, fails to take the final examination or fails to complete other course requirements for valid reason. The final grade is either 3.0 or 5.0.
2. The grade of INC is given if a student whose class standing for the semester is passing, fails to take the final examination or fails to complete other course requirements for valid reason.
3. The numerical grading system shall be used in the giving of grades in the research subject/s and Thesis Writing subject.
4. IP grade shall be given only to Thesis Writing subject, where an equivalent accomplishment was rendered and the process is still in progress and on-going, otherwise, if there is no progress, a 5.0 shall be given.
5. In the computation of grades, the faculty shall follow the approved standard grading system.

### **Completion of Grades**

1. Students, whose final grade in a subject at the end of the semester is Conditional Failure, are required to take the removal examination for the said subject. Students who passed the removal examination shall be given a grade of 3.0. Failure to take the removal examination shall earn the students a grade of 5.0. Likewise, students who failed in the removal examination shall be given a grade of 5.0. The completion for the grade of 4.0 must be done within the prescribed time of one semester.
2. Completion for the INC grade must be done within the prescribed time of one (1) year by passing an examination or satisfying the requirements for the course, after which the student shall be given a final grade based on his/her overall performance.

3. Removal examinations for completion of INC and 4.0 grade may be taken at other times upon the recommendation of the Faculty concerned and approval of the Dean.

### **Change of Grades**

1. A student who has received a passing grade in a given course is not allowed to take re- examination for the purpose of improving his/her grades.
2. No faculty member shall change any grade after the report of record has been filed with the College Registrar. In exceptional cases, as where an error has been committed, the instructor may request authority from the Dean of his/her Institute/College to make the necessary change. If the request is granted, a copy of the request letter from the Dean authorizing the change shall be forwarded to the Office of the College Registrar for recording.
3. No student in the College shall directly or indirectly solicit assistance from any person, which may influence his instructor to change entries made in his/her record, examination paper, or final report of grades.

### **F. Classification of Students**

#### **1. Regular and Irregular Students**

- a. A regular student is one who is registered for formal academic credits and who carries the full load required for in a given semester or term by the curriculum for which he/she is registered; provided, that if a student has already finished some of the required course/s, the earned credits shall be added to the units he/she is actually taking in the computation of his/her load for the purpose of determining his/her status.
- b. An irregular student is one who is registered with formal credits but carries less than the full load required for a given semester or term in the curricular for which he/she is registered.

#### **2. Classification According to Curricular Year**

- a. A freshman is a student who is taking up the first year curriculum or 25% of the total number of units required in the entire degree.
- b. A sophomore is a student who has satisfactorily completed the prescribed course/s of the first year curriculum or has finished not less than 25% nor more than 50% of the total number of units required for the entire degree.
- c. A junior is a student who has completed the prescribed course/s of the first two years of the curriculum, or has finished not less than 50% nor more than 75% of the total number of units required in the entire degree.

- d. A senior student who has completed the prescribed course/s of the first, second, third, year of the curriculum, or has finished not less than 75% of the total number of units required in the entire degree.
- e. In a five or six year degree program, the last is considered the senior year.

**G. Academic Retention (Applicable to all undergraduate programs except the Education Students)**

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

- a. Any student who at the end of the semester obtains final grades below “3” in 25% to 49% of the total number of academic units in which he/she is enrolled shall be warned by the guidance counselor through the Department Chair or Chairperson and the Advisers to improve his/her work.
- b. Any student who at the end of the semester obtains final grades below “3” in 50% to 75% of the total number of academic units in which he/she is enrolled shall be placed on provisional status for the succeeding semester. Provisional status shall be removed by passing with grades of “3” or better in more than 50% of the units in which he/she has his/her final grades in the succeeding semester.
- c. Any student who at the end of the semester obtains final grades below “3” in 75% of the total number of academic units shall be required to enroll not more than 12 units on advice of the College Dean.
- d. Any student who at the end of the semester obtains an incomplete grade in 50% or more of the normal load shall be on provisional status for the succeeding semester.
- e. For the purpose of this Code, provisional status means a student cannot carry a regular load during the succeeding term otherwise, s/he shall be dropped from the College.

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

**H. Retention and Exclusion Policies for Education Students (BASC Board of Trustees Resolution No. 21-1347)**

The Institute of Education Degree program has its retention policies which are being imposed.

**INTRODUCTION**

In pursuit of the institute’s vision and mission to provide quality education and as compliance to the AACCUP recommendation which should be mandatorily complied with before the award of Level III of the Bachelor of Secondary Education

and Bachelor of Elementary Education programs to devise and implement a comprehensive plan other than the conduct of LET review to improve the performance of the graduates in the Licensure Examination for Teachers, the admission, retention and exclusion policies were crafted to set minimum requirements for the student applicants before they can be admitted to the course.

Bulacan Agricultural State College (BASC) has been implementing Admission, Retention and Exclusion policy in the College since 2003, however, the said policy covers both the courses with and without board examinations. It is but timely that the Institute of Education (IEd) crafted criteria in the selection, retention and expulsion of its students.

Pre-service Teacher Preparation programs play a pivotal role in producing education leaders who are holistically developed and have undergone rigid screening and training to prepare them for their future professional roles.

Thus, the main goal of these policies is to ensure that those students who will be admitted and completed the BASC teacher education programs are those who are academically, professionally and morally qualified.

### **ADMISSION POLICIES FOR INCOMING STUDENTS**

Before being admitted in the Institute of Education, the student must satisfy the following requirements:

1. A student must obtain a score of 75 % or higher in the BASC Admission Test (BASCAT) in three different subject areas namely English, Mathematics, Science and Abstract Reasoning.
2. Submission of Pertinent documents as prescribed by the Office of the Student Affairs and Services (OSAS).
3. An average grade of 85 % or higher in the Form 138 is recommended, specifically in English, Mathematics and Science.
4. Students must undergo and pass the Interview administered by the institute designated officials or faculty members.

#### **Criteria for Grading the Interview**

Communication Skills	-	10 pts
Organization of Ideas	-	5 pts
Appropriate Non-Verbal Cues	-	5 pts
<b>TOTAL</b>	-	<b>20 pts</b>

Note: Please see Appendix A for the Rubrics for this Criteria.

5. Applicants must obtain a cumulative score of 75 points or better for them to be admitted in the institute.

#### Distribution of Scores

BASC Admission Test	-	40 points
Form 138	-	40 pts
Interview	-	20 pts
<b>TOTAL</b>	-	<b>100 pts</b>

### CRITERIA FOR THE ADMISSION, RETENTION AND EXCLUSION POLICIES

#### A. FOR FRESHMEN STUDENTS

1. Upon admission to the institute, the students must not be involved in any unlawful acts that can be grounds for their suspension, expulsion or dismissal from the College while they are officially enrolled. Such acts are', ***“stealing or any attempt thereof; oppression, misconduct, disgraceful, immoral, fraudulent and/or unlawful conduct; unauthorized solicitation of funds or promoting the sales of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes even in the latter cases; gambling of any form within the premises of the institution; conduct prejudicial to the best interest of the college.”***

Note: This condition must be satisfied by all students from first to fourth year.

2. For the first semester, the following conditions must be met by the students in order to be retained in the program:

2.1. **No failing grade in all of their subjects.** A failing mark will automatically mean students will be culled from the Institute and they will be advised to transfer to another institute.

2.2. **Incomplete or (INC) grade** should be completed upon enrollment.

2.3. **Conditional or a grade of 4** must also be processed before enrollment.

3. For the Second Semester, in addition to the same conditions which they have to meet during the first semester, students must have also:

3.1. Obtained at least **General Weighted Average of 2.25** or higher for the whole academic year;

3.2. scored at least 60% in each component of the battery exam which shall be composed of the following:

3.2.1. Bachelor of Elementary Education

General Education

Professional Education

3.2.2. Bachelor of Secondary Education

General Education

Professional Education

Major/Specialization

**B. FOR SECOND YEAR AND THIRD YEAR EDUCATION STUDENTS**

1. Students in the **Second and Third Year level shall no longer be excluded in the program** on the basis of academic performance except for committing unlawful acts as stated in the BASC student manual.

2. At the end of each academic year, students must take the exit exam and achieve a minimum average of 80% on the following areas:

- a. Bachelor of Elementary Education  
General Education  
Professional Education
- b. Bachelor of Secondary Education  
General Education  
Professional Education  
Major/Specialization

2.1. If the student/s failed to achieve the average of 80%, the student will undergo the coaching session.

3. A **student who failed in any subject shall be automatically deloaded** in the next semester to ensure that the student will have more time to focus on the current load. The student should enroll in summer class to take the subject in which he/she has failed. The Program Chair must see to it that the subject to be deloaded should be a General Education subject and without pre-requisite.

4. If the students with the failing mark are enrolled in the coaching session, they must prioritize their summer classes however, they still need to attend and comply with the requirements of the coaching sessions.

**C. FOR FOURTH YEAR STUDENTS**

The following conditions must be met by the students and will also serve as part of the requirements in accomplishing their students' clearance:

1. must be enrolled to Project R2: Review during the first semester and only be allowed to be absent twice.
2. must take and pass the Mock Exam which will be administered during the second semester. They may be allowed to take the mock exam for several times until the student have obtained the passing score.

#### **D. SHIFTERS/TRANSFEREES/UNIT EARNERS**

1. Express intention to shift course using BASC Form for Shifters, subject for the approval of the Dean for availability of slots. **Note: For SHIFTERS only.**
2. They must undergo all the screening procedures for freshman students.
3. They must have a General Weighted Average (GWA) of 1.75 from their previous course.
4. In case of the unit earners, they must also take and pass the Mock Exam.
5. If the student is qualified to be admitted in the institute, an interview with the parents or guardian is required to ensure that the parents are aware of their children's decision. Note: For SHIFTERS ONLY.

#### **LEAVE OF ABSENCE**

1. A leave of absence is the non-enrollment of a student from the College for one semester subject to renewal.
2. A leave of absence is granted to a student under the following conditions:
  - 2.1. A student is sick and unable to continue attending classes supported by a medical certificate.
  - 2.2. A student is being drafted for military training.
  - 2.3. A student is unable to continue going to school beyond the period of official dropping, but whose class standing is of passing quality as certified by the instructors/professors.
3. Prolonged leave of absence may be sought by a student in writing to the Registrar stating therein the reasons for the petition and the specific period of applicability but not to exceed one academic year.
4. Withdrawal from the College without the formal petition for leave of absence may cause the curtailment of the entire withdrawal of registration.

#### **RESIDENCY REQUIREMENTS**

Residency refers to the numbers of years required for a student to finish the course.

1. An undergraduate student must finish the requirements of a course within the period of actual residence equivalent to a maximum of one and on-half of the normal length prescribed for the course otherwise he may not be allowed to enroll in the same course.
2. No student shall be graduated from the College unless he has completed at least one year of residence work immediately prior to graduation.
3. Transferees must have taken at least 50% of the total number of required in the curriculum at BASC.

**Figure 1. Rubrics for Interview**

<b>Criteria</b>	<b>Points &amp; Description</b>	<b>Points &amp; Description</b>	<b>Points &amp; Description</b>	<b>Points &amp; Description</b>	<b>Points &amp; Description</b>
Communication Skills 15 points	6-Presents unclear and contradicting ideas and delivery.	8-Language was unclear and delivery relied exclusively on notes	10-Language was weak, unclear and wordy, delivery relied too much on notes and lacked spontaneity	12- Language and delivery were generally good but could have been more effective	15-The language was powerful and effective, delivery was clear and powerful.
Organization of ideas 10 points	2-Student manifested inability to organize their thoughts.	4-Student shows difficulty in organizing their ideas and may require more time in answering it.	6-Interviewee has difficulty following presentation because student jumps from one idea to another.	8-Student can present information but may require some time to answer it.	10-Student presents information in logical, interesting sequence which the interviewee can follow.
Appropriate Non-Verbal Cues 5 points	1-Student does not all uses appropriate verbal cues.	2-Student sparingly uses appropriate nonverbal cues.	3-Student seldom uses appropriate nonverbal cues.	4-Student uses few appropriate verbal cues during the interview.	5-Student uses many and different appropriate verbal cues during the discussion

**Figure 2. Scoring Sheet for Form 138**

<b>Grade in Form 138</b>	<b>Points</b>
100-99	35
98-97	34
96-95	33
94-93	32
92-91	31
90-89	30
88-87	29
86-85	28
84-85	27

**Figure 3. Scoring Sheet for Institute Qualifying Exam**

<b>Score</b>	<b>Points</b>
150	35
145-149	34
140-144	33
135-139	32
130-134	31
125-129	30
120-124	29
115-119	28
110-114	27
105-109	26
100-104	25
95-99	24
90-94	23
85-89	22
80-84	21
75-79	20
70-74	19
65-69	18
60-64	17
55-59	16
50-54	15
45-49	14
40-44	13
35-39	12
30-34	11
25-29	10
20-24	9
15-19	8
10-14	7
5-9	6

## **I. Graduation**

### **1. Graduation Pre-Requisites (BASC Code, 2019)**

- a. Students shall be recommended for graduation only after they have satisfied all academic requirements prescribed by the curriculum for graduation.
- b. For undergraduate programs, graduating students shall apply for evaluation at the OCR within one month after enrollment for their last semester at the College.
- c. For Masters and Doctorate degree programs, graduating students shall apply for graduation within one month after enrollment for their last semester at the College.
- d. All candidates for graduation shall have their deficiencies made up and their records cleared not later than one month before the end of their last semester at the College, with the exception of course/s currently enrolled.
- e. All candidates for graduation shall have satisfactorily completed all the academic requirements for graduation one week before the College Academic Council (CAC) Meeting to endorse candidates for graduation to the Board of Trustees (BOT).
- f. No transferred students shall graduate unless they have completed in the College at least 54 academic units for undergraduate studies; and 21 academic units for the master's program; and 27 units for the doctoral program.

### **2. Graduation with Honors**

#### Bases for Conferring Honors

Undergraduate students who have completed their courses with the following averages, computed on the basis of credits, will graduate with honors, which will be engraved on their diplomas and transcripts of records, with no pending failures and no dropped subjects in their academic record.

Summa cum Laude - 1.00 to 1.25

Magna cum Laude - 1.26 to 1.50

Cum Laude - 1.51 to 1.75

1. In the final result of the computation of grade of candidates for honors, rounding off of final grades shall not be allowed.

2. Only final grades shall be considered in the computation of the general average.
3. In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included.
4. The candidate for graduation with honors should not have any grade lower than 2.5 and/or unresolved "Incomplete" or "Inc." in any academic or non-academic subject whether prescribed or not in the curriculum, taken in the College or in any educational institution.
5. Students who are candidates for graduation with honors must have not repeated a subject in another educational institution.
6. Students who are candidates for graduation with honors must have completed in the College at least 75% of the total number of academic units for graduation and must have been in residence therein at least 2 years immediately prior to graduation.
7. Students who are candidates for graduation with honors must have taken during each semester not less than 15 units of credit or the normal/regular load prescribed in the curriculum. In case where such normal load is less than 15 units but not lower than 12 units, it shall be the responsibility of the student to establish the reason for overloading within the semester in which it takes place, subject to the consideration and approval of the Dean and College Registrar.
8. No students shall graduate with honors if they completed the degree in more terms and/or years than the terms prescribed in the program.
9. A candidate/the candidates for graduation with honors who meet the prescribed average but failed to satisfy other requirements shall be awarded the "Certificate of Graduation with Academic Distinction".
10. Students who are candidates for graduation with honors in courses with prescribed length of less than four years, the English equivalent, "With Highest Honors", "With High Honors", "With Honors shall be used.
11. Students who are candidates for graduation with honors must not have been charged and found guilty of any violation of existing College rules which is at least punishable by at least one-week suspension.
12. In the case of graduate students graduating with "Academic Excellence", the general weighted average must be 1.25 or better, has a High Passed Grade in comprehensive exam, and have no incomplete grades in any academic or non-academic subject prescribed in the curriculum.

The following shall be observed in the computation of point grade average:

1. Weighted average grades will be computed to three (3) decimal places which will be finally ascended off to two decimal places.

2. In rounding off number, the following will be observed.

a. If the third decimal figure is less than five, the first two decimal figures are retained.

b. If the third decimal figure is more than five, the second decimal figure is increased by one (1).

If the third decimal figure is five, the second decimal figure is retained if it is an even number, if it is odd number the second decimal figure is increased.

#### **J. Release of School Credentials (BASC Citizen's Charter)**

##### 1. Transfer Credentials

All students who desire to leave the College shall be granted transfer credentials by the College Registrar upon submission of the College clearance.

##### 2. Student Academic Records

All student records are confidential. These should be released only upon request by the student, their parents or guardians, faculty or personnel in connection with the student's academic financial aid or for other legal purposes. Only the Office of the College Registrar (OCR) is authorized to release official student academic records.

3. Official Transcript of Records Application for Official Transcript of Records (OTR) shall be filed at the OCR upon submission of the accomplished College Student Clearance and request form.

#### **K. Classification of School Fees**

a. Regular school fees include tuition, matriculation, medical-dental, athletic, diploma, library and identification card.

b. Student fees include fees for student publication, student body government, student handbook, and graduation fees for seniors.

c. Administrative fees include fines for late enrollment, for changing, adding or dropping of course/s within the first ten (10) days from the start of classes,

special service fees for validation/removal examinations, official transcript of records, and testing service fees.

- d. The Out-of-State fees are levied on foreign students who are qualified to enroll in the College.

*\*Any student who gets forms and then transferred or who will not continue enrollment shall be charged with a minimal fee.*

NOTE: Pursuant to RA No. 10931, known as the “Universal Access to Quality Tertiary Education Act” qualified students of BASC shall be exempted from paying tuition fees and miscellaneous fees. (Please refer below, Student’s Guide to RA 10931: “Free Higher Education” or see Appendix)

#### **L. Student’s Guide to RA 10931 – “Free Higher Education”**

Republic Act 10931 or also known as the “Universal Access to Quality Tertiary Education Act of 2017” basically means that all Filipino students currently enrolled or shall enroll in any bachelor degree in any State University and Colleges (SUCs) and Local Universities and Colleges (LUCs) shall be exempted from paying tuition fees. This means FREE EDUCATION.

This was implemented on the First (1st) Semester of School Year 2018-2019.

##### **1. Benefits**

- a. free tuition for all courses/classes enrolled in during a particular semester/term, as part of the curriculum and are essential to obtaining a degree;
- b. free miscellaneous fees include:

library fees	admission fees
computer fees	registration fees
laboratory fees	developmental fees
school ID fees	guidance fees
athletic fees	handbook fees
medical and dental fees	cultural fees
entrance fees	

##### **2. Requirements**

Students are only eligible to receive free tuition and other school fees if they qualify with the admission and retention requirements of the SUCs and LUCs.

Students who will benefit from the free higher education provision are obligated to undergo the SUC or LUC Return Service System.

### **3. Who are ineligible to avail?**

- a. Those who already finished a bachelor's or undergraduate degree.
- b. Those who failed to comply with the admission policy of the SUC/LUC.
- c. Those who failed to complete bachelor's degree within the year as prescribed in the program. However:

In case of shifters, any semester wherein the students have availed the benefits of free higher education will be subtracted from the expected duration of the current program in which the students are enrolled.

In the case of transferees, any semester wherein the student has availed of any form of government-funded Student Financial Assistance Programs (StuFAPs) shall be subtracted from the expected duration of the current program in which the student is enrolled.

In case of returning students and other students who filed leave of absences, no subtraction shall be issued.

In special cases, the SUCs and LUCs shall decide on the extension of the student's availment of free higher education.

- d. Those who are enrolled in a non-credit-semester tutorial or review classes, or review and enhancement classes offered by the Higher Education Information Systems.
- e. Those who have voluntarily opt out of the free higher education provision.

### **4. The Opt Out and Voluntary Contribution Mechanism**

SUCs and LUCs are mandated to create their own mechanisms in case a student decides not to avail the free higher education provision or to voluntarily contribute a financial amount to the SUC or LUC.

The students who would opt out/ voluntarily contribute shall decide during the enrollment period. Their decision is final and irrevocable. They however, will still be allowed to change their decision in subsequent semester/terms.

The students who would opt out will of course pay the assessed tuition and other school fees and are exempted from civic obligation brought about by the SUC or LUC's Return Services System.

A waiver containing the following information must be signed by the student who would opt out/ voluntarily contribute.

**OPT – OUT**

- a. a statement certifying that the student is aware of the provisions of free higher education, providing the reason for opting out, and certifying that the student made the choice voluntarily and not by force or under duress;
- b. the academic period (semester/term and academic year) in which the student opted out;
- c. signature of the student, if minor, signature of the legal guardian or parent; and
- d. certification/acceptance by the registrar and/or guidance counselor.

**VOLUNTARY CONTRIBUTION**

- a. a statement certifying that the student is aware of the provisions of free higher education and certifying that the student made the choice voluntarily and not by force or under duress;
- b. the amount of financial contribution;
- c. the academic period (semester/term and academic year) in which the student voluntarily contributed;
- d. signature of the student, if minor, signature of his/her legal guardian or parent; and
- e. Certification/acceptance by the registrar and/or guidance counselor.

**M. Off-Campus Activity (CMO No. 63 s. 2017)**

The College is following the CHED Memorandum Order No. 63 s. 2017 as its policies and guidelines on local off-campus activities. For more information, please refer to References.

Timeline	Preparation Undertakings
Beginning of the Semester	The Instructor prepares the syllabus for the subject course where an off campus activity is necessary.
Two (2) months before the off-campus activity	The students, parents and faculty concerned must be consulted. A general consensus to pursue the off-campus must be achieved in this consultation.
One (1) month before the off-campus activity	The itinerary, mode of transportation, and schedule of fees must be finalized.

Twenty (20) days before the off-campus activity	The Certificate of Compliance issued by the College President must be submitted to the CHEDRO3.
Fifteen (15) days before the off-campus activity	All pertinent documents must be submitted to the VPAA for endorsement/recommending approval. The Office of the President may approve or disapprove the conduct of the off-campus activity.

**CHAPTER III**  
**STUDENT PROGRAMS AND SERVICES**  
**OFFICE OF THE STUDENT AFFAIRS AND SERVICES (OSAS)**

**OFFICE OF STUDENT AFFAIRS AND SERVICES (OSAS)**

The Office of Student Affairs and Services (OSAS) was re-organized in 2019 and is directly under the jurisdiction of the Office of the Vice President for Academic Affairs. The OSAS aims to develop, implement, and monitor programs that come in the form of academic support experiences. These programs eventually lead to the holistic development of each BASC student.

**OSAS Principle**

A service-oriented partner for the development of competitive students

**OSAS Mandate**

Advocate quality and relevant student development services and programs that are responsive to the emerging needs of time

**OSAS Goal**

Equip students with essential life skills that serve as catalyst in order to become productive citizens of the local and international society

**OSAS Objectives**

1. Manage student-centered programs and services that promote holistic development in support of academic instruction, nation-building, and global competitiveness;
2. Plan, organize, coordinate and implement student programs and activities in relation to student development, student wellness, health, library services and international students' program;
3. Oversee that accredited student organizations operate within the charter and rules of the College;
4. Conduct investigation on disciplinary concerns involving students and student organizations and recommend appropriate actions to the President through the VPAA;
5. To help build and promote capabilities and competence of students, faculty and staff members, researchers and scholars through well-stocked relevant quality library collections; and

6. Develop a better quality of life through health promotion, disease prevention and medical intervention.

## SERVICES UNITS

### A. Student Welfare Services Unit (SWSU)

The SWSU is concerned with activities that facilitate the academic, vocational, social and personal growth and development of each BASC student. Under the SWU, the following are included:

#### 1. Information and Orientation Services (CMO No. 08, s. 2021)

The Institution has information materials, such as brochures, on institutional mission, vision and goals, academic rules and regulations, student conduct and discipline, student programs, services and facilities and such other information necessary for student development and should be made accessible and would be available to all students.

There is a regular comprehensive orientation program for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities.

Conduct of lectures, seminars, and workshops, and distribution of informative materials on different academic performance and personality enhancement topics, as follows:

- a. R.A. 9262 or Anti Violence against Women and Children Act;
- b. Guidelines on drug abuse prevention and control;
- c. R.A. 7877 or the Anti-Sexual Harassment Act of 1995;
- d. HIV/AIDS Awareness;
- e. Self-care and healthy lifestyle;
- f. R.A. 9442, particularly on the provision on public ridicule and vilification against persons with disability;
- g. Anti-Bullying Act of 2015; and
- h. R.A. 9344 or the Juvenile Delinquency Act.

***All italicized procedures are for the new normal.***

Steps	Procedures
1	The student logs in the SWSU attendance monitoring form. <i>The student logs in the SWSU online attendance through google form.</i>
2	The Head of SWSU conducts the activity and seminar.

	<i>The Head of SWSU conducts online activity and seminar.</i>
3	The student submits the accomplish Feedback form to the Head of SWS. <i>The student emails the accomplish Feedback form to the Head of SWS.</i>

## 2. Guidance and Counseling Services (CMO No. 08, s. 2021)

The main function of this service is to help students attain personal growth and development. The unit assists students in examining and resolving problems and situations that impede their academic, personal, moral, spiritual, social, and psychological as well as career development through interventions or strategies being utilized such as gathering the students' personal information and administration of psychological tests.

Provision of care to students through counseling or life-coaching, appraisal, follow-up, and referral to aid students come up with necessary coping and decision-making skills they can use when faced with difficult circumstances.

### Guidance and Counseling Services Procedures

#### a. Guidance, Counseling and/or Life Coaching (Individual or Group)

Steps	Procedures
1	The client/s log/s in the SWSU-GC Transaction logbook upon visit <i>The client/s log/s in the google form for online consultation.</i>
2	If referring, the client/s present/s his/her/their referral slip/s to the attending SWSU personnel and/or Guidance Counselor (GC) or Student Assistant (SA). If referred, the client/s present/s his/her/their call slip/s to the attending SWSU personnel and/or Guidance Counselor (GC) or Student Assistant (SA). <i>If referring, the client/s fill/s out his/her/their referral slip/s via Google forms.</i> <i>If referred, the client/s receive/s his/her/their call slip/s through email.</i>
3	The attending SWSU personnel and/or Guidance Counselor (GC) provides necessary and appropriate intervention/s (individual or group counseling), and administration of appropriate psychological test/s to further assess the student/s' issue/s.

	<i>The attending SWSU personnel and/or Guidance Counselor (GC) provides necessary and appropriate intervention/s through video call or chat, whichever the client/s prefer/s to use.</i>
4	The SWSU personnel and/or Guidance Counselor (GC) issues feedback form to both the referring and referred parties respectively. <i>The SWSU personnel and/or Guidance Counselor (GC) emails the feedback form to both the referring and referred parties respectively.</i>
5	The SWSU personnel and/or Guidance Counselor (GC) conducts Follow-up Counseling Sessions, if needed (the number of follow-up sessions depends on the nature of concern of the student/s). <i>The SWSU personnel and/or Guidance Counselor (GC) conducts Follow-up Counseling Sessions through video call or chat, if needed (the number of follow-up sessions depends on the nature of concern of the student/s).</i>
6	Student/s is/are referred to other experts, like a Clinical Psychologist or Psychiatrist, if the student/s' concern/s need/s special intervention/s is/are beyond the Counselor's expertise.*
7	The SWSU personnel and/or Guidance Counselor (GC) terminates counseling process / relationship (if student/s has/have developed constructive coping and/or sound decision-making skills).*

\*applicable for walk-in and online

- b. Guidance and/or Life Coaching of Students Applying for Leave of Absence (LOA)

<b>Steps</b>	<b>Procedures</b>
1	The student presents the accomplished Leave of Absence (LOA) Application Form procured from the Office of the College Registrar (OCR). <i>The student emails Leave of Absence (eLOA) Application Form downloaded from the Office of the College Registrar (OCR).</i>
2	Concerned student fills out the SWSU-GC Transaction Logbook. <i>The client/s log/s in the e-logbook via google form.</i>
3	The SWSU personnel and/or Guidance Counselor (GC) provides guidance and/or life coaching to the student. The SWS personnel and/or Guidance Counselor (GC) acts on (endorses or not) the LOA application of the student. <i>The SWSU personnel and/or Guidance Counselor (GC) provide online guidance and/or life coaching to the student. The SWS</i>

	<i>personnel and/or Guidance Counselor (GC) acts on (endorses or not) the eLOA application of the student.</i>
--	--

*\*applicable for walk-in and online*

c. Guidance and/or Life Coaching of Students Applying for Readmission

<b>Steps</b>	<b>Procedures</b>
1	The student presents the accomplished Application for Re-admission Form (ARF) procured from the OCR. <i>The student emails the accomplished e-copy of Application for Re-admission Form (ARF) downloaded from the OCR.</i>
2	The GC evaluates and documents the accomplished Re-admission form.*
3	The SWSU personnel and/or Guidance Counselor (GC) conducts psychological assessment that aids guidance and/or life coaching to the student. The SWSU personnel and/or Guidance Counselor (GC) issues feedback form for the status. <i>The SWSU personnel and/or Guidance Counselor (GC) provides online guidance and/or life coaching to the student though video call or chat. The SWSU personnel and/or Guidance Counselor (GC) emails the Feedback form for the status.</i>
4	The SWSU personnel and/or Guidance Counselor (GC) acts on (endorses or not) the Application for Re-admission of the student.*

*\*applicable for walk-in and online*

d. Academic Guidance and/or Counseling of Students with Academic Deficiencies

<b>Steps</b>	<b>Procedure</b>
1	The college or the teacher presents the referral form to the SWSU personnel and/or Guidance Counselor (GC). <i>The college or the teacher fills out the referral form via Google form.</i>
2	The SWSU personnel and/or Guidance Counselor (GC) receives, classifies and collates the data given by teachers per college. *
3	Guided by the individual and/or group counseling process, the SWSU personnel and/or Guidance Counselor (GC) call-in the concerned students for guidance and counseling, along with administration of appropriate psychological test/s that will be interpreted and explained to the students.

	<i>Guided by the individual and/or group counseling process, the SWS personnel and/or Guidance Counselor (GC) emails the concerned students for guidance and counseling sessions.</i>
4	SWSU personnel and/or Guidance Counselor (GC) provides updates to referring colleges and/or teachers for feedback purposes. *

*\*applicable for walk-in and online*

- e. Guidance and/or Life Coaching of Students Seeking Permission to Shift, Withdraw or Drop Subjects

<b>Steps</b>	<b>Procedures</b>
1	The student presents the accomplished Application for Shifting/Withdrawing/Dropping Form procured from the OCR. <i>The student email the accomplished e-copy of Application for Shifting/Withdrawing/Dropping Form downloaded from the OCR.</i>
2	The SWSU personnel and/or Guidance Counselor (GC) evaluates and documents the accomplished Application for Shifting/Withdrawing/Dropping Form.*
3	The SWSU personnel and/or Guidance Counselor (GC) provides guidance and/or life coaching to the student. The GC acts on (endorses or not) the Application for Shifting/Withdrawing/Dropping Form of the student. <i>The SWSU personnel and/or Guidance Counselor (GC) provides online guidance and/or life coaching to the student. The GC acts on (endorses or not) the Application for Shifting/Withdrawing/Dropping Form of the student.</i>

*\*applicable for walk-in and online*

- f. Academic Guidance and/or Counseling of Students Referred due to Absences and/or Tardiness

<b>Steps</b>	<b>Procedures</b>
1	The Instructor submits a Referral Slip to the SWSU-GC. <i>The Instructor emails a Referral Slip.</i>
2	The student will be called-in to the SWSU-GC. <i>The SWSU personnel and/or Guidance Counselor (GC) emails the schedule of consultation with the concerned student.</i>
3	The SWSU personnel and/or Guidance Counselor (GC) interviews, provides necessary intervention/s. The GC issues Feedback form

	<p>for follow-up, if deemed necessary.</p> <p><i>The SWSU personnel and/or Guidance Counselor (GC) interviews, provides necessary intervention/s through video call or chat. The SWS personnel and/or Guidance Counselor (GC) issues Feedback form for follow-up, if deemed necessary.</i></p>
--	--

*\*applicable for walk-in and online*

g. Request for Student Records or Information

<b>Steps</b>	<b>Procedures</b>
1	<p>The client presents a valid identification card and fills out the GC Request for Student/s' Records or Information Form.</p> <p><i>The client emails a scanned copy of valid identification card and Accomplished e-copy of Request for Student/s' Records or Information Form.</i></p>
2	<p>The GC evaluates and documents the submitted Request for Student/s' Records of Information Form.*</p>
3	<p>If the request is approved, the SWSU personnel and/or Guidance Counselor (GC) releases the requested student records.</p> <p><i>If the request is approved, the SWSU personnel and/or Guidance Counselor (GC) emails the requested student records.</i></p>

*\*applicable for walk-in and online*

**3. Career and Job Placement Services (CMO No. 08, s. 2021)**

This aims to assist students' pre-employment and employment needs by providing the following programs:

1. Provision of career counseling towards a well-informed career decision-making;
2. Maintenance of pertinent documents such as exit records for possible job referrals. These documents will be kept confidential;
3. Conduct of career orientation programs which assist the students in selecting from various options open to them. Topics to be discussed are related to areas such as Pre-Employment Orientation Service (PEOS), Labor Education for Graduating Students (LEGS), choice of career, job hunting, and resumé writing. Mock interviews are likewise to be conducted to better prepare graduates for actual job interviews;
4. Providing assistance to students' job placement by conducting annual job fairs. Companies representing various industries are invited as part of the school's on-campus recruitment program;

5. Implementation of One-Stop-Shop Program which is to be participated by SSS, PAGIBIG, PhilHealth, NSO and BIR to give students' a head-start in the world of work; and
6. Linkages with Department of Labor and Employment (DOLE), Public Employment Service Office (PESO), as well as BASC Alumni Office are will be provided to the students with relevant information about the present labor market situation and employability of BASC graduates.

## Career and Job Replacement Procedure

Steps	Procedures
1	The student records required entries on the PESO services' logbook. <i>The student records required entries on the PESO e-services' google form.</i>
2	Assist students on their presented concerns. <i>Online assistance on students' concerns through the FB page: <a href="https://web.facebook.com/bascpeso">https://web.facebook.com/bascpeso</a></i>
3	The PESO Coordinator will do necessary actions pertaining to the concerns of the students.*

*\*applicable for walk-in and online*

### 4. Economic Enterprise Development (CMO No. 08, s. 2021)

This refers to those services and programs that would cater to the other economic needs of students such as but not limited to 1) student cooperative, 2) entrepreneurial, 3) income generating projects, and 4) saving if in case the College opted to organize cooperative, the same must be recognized/registered with the Cooperative Development Agency (CDA) subject to the existing laws and guidelines of the said Agency.

The College may develop mechanisms to promote and develop student economic enterprises but not limited to academic activities.

### 5. Student Handbook Development (CMO No. 08, s. 2021)

There is an existing student handbook being used for a year. There is now a mechanism to revise it and it is on the process of revision. This student handbook development as well as any revision and inclusion is based on CMO No. 09, s. 2013, and in the existing laws of the land.

#### Student Handbook Development Procedures

Steps	Procedures
1	The College President releases a Memorandum Order for Student Handbook Development Committee.*
2	The Committee reviews the existing handbook for updates.*
3	The Committee endorses the revised handbook to the Student Trustee and Academic Council. <i>The Committee emails the revised handbook to the Student Trustee and Academic Council for comments and suggestions.</i>

4	The Committee evaluates the comments and suggestions of the students and the Academic Council.*
5	The Committee submits the revised student handbook to the Board of Trustees for evaluation. <i>The Committee emails the revised student handbook to the Board of Trustees for evaluation.</i>
6	If approved by the board, the Committee circulates the new student handbook. <i>If approved by the board, the Committee circulates the e-copy of the new student handbook.</i>

\*applicable for walk-in and online

## **B. Student Development Programs Unit**

The SDPU banners the growth, improvement, training and promotion of sustainable endeavors of all bonafide BASC students and alumni. Under the SDPU the following are included:

### **1. Student Discipline (SD)**

The goal of the SD is to ensure judicious implementation of institutional rules and regulations governing student behavior and conduct in and outside the campus while carrying-out school-related activities.

### **Student Discipline Procedures**

**a. Processing of Disciplinary Cases**

<b>Steps</b>	<b>Procedures</b>
1	<p>Upon receipt of the Incident Report from referring party using the Appointment Slip, the SDPU Head conducts preliminary inquiry guided by the Student Code of Conduct and Discipline.</p> <p><i>Upon receipt of the Incident Report from referring party using the e-copy of the Appointment Slip, the SDPU Head conducts preliminary inquiry guided by the Student Code of Conduct and Discipline.</i></p>
2	<p>To ease access and afford close monitoring of cases, SDPU Head creates respective file-folder of students endorsed for disciplinary intervention/s.*</p>
3	<p>As indicated in the accomplished Appointed Slip, referred student reports to the SDPU Office for due process.</p> <p><i>As indicated in the accomplished e-copy of Appointed Slip, referred student reports to the SDPU Office to submit for due process via zoom/google meet.</i></p>
4	<p>The SDPU Head prepares respective Monitoring Checklist Form of referred students where progress of case processing and other pertinent information are reflected.*</p>
5	<p>At the initial intervention stage, the SDPU Head prepares formal charge/s and serves to respondent as the student reports for accountability.</p> <p><i>At the initial intervention stage, SDPU Head prepares formal charge/s and serves to respondent as the student reports for accountability via zoom/google meet.</i></p>
6	<p>Student respondents prepare written explanation detailing their side of the incident. The students then submit written account within 72 hours from the receipt of the formal charge/s.</p> <p><i>The student will be given 72 hours to email the written explanation.</i></p>
7	<p>Depending on the severity of offense, the SDPU Head schedules hearings; refers to the concerned offices for appropriate intervention measures; and/or elevates case to the Student Judge.</p> <p><i>Depending on the severity of offense, SDPU Head schedules hearings; refers to the concerned offices for appropriate intervention measures; and/or elevates case to the Student Judge via zoom/google meet.</i></p>
8	<p>As the case is decided, student respondent serves meted sanction/s</p>

	based on the BASC Student Code of Conduct and Discipline (BSCCD).*
9	SDPU Head records updates and completion of meted disciplinary sanction/s and informs all concerned anent status of case (whether closed or on appeal).*
10	SDPU Head files confidential documents / records under lock and key for safekeeping and for future reference as the need arises.*

*\*applicable for walk-in and online*

**b. Certificate of Good Moral Character Preparation**

<b>Steps</b>	<b>Procedures</b>
1	Requesting party writes entries on the OSAS-SDPU Transaction Logbook.
2	SDPU Head checks disciplinary records on file to establish good repute of the requesting party.
3	Requesting party presents the document's Official Receipt (OR) of payment.
4	SDPU Head prepares the Certificate of Good Moral Character (CGMC) on pre- signed template.
5	The CGMC is imprinted / marked with the College dry seal for authentication.
6	The SDPU Head checks the accuracy / veracity of logbook entries to document the transaction.
7	The CGMC document is handed to the requesting party along with the marked "Used for CGMC" OR.

*\*applicable for walk-in and online*

**c. Clearance Signing**

<b>Steps</b>	<b>Procedures</b>
1	The student presents the clearance form to the SDPU Head.
2	The requesting party writes pertinent entries on OSAS-SDPU Transaction Logbook.
3	The SDPU Head checks disciplinary records to establish good repute of requesting party.
4	If cleared, the SDPU Head imprints OSAS Director's facsimile on Clearance Form before affixing initials on same.
5	For special cases, the requesting party is referred to the Student Development Services Division Head for disposition.

6	Once cleared of accountabilities on the special concern/s, steps 3 and 5 are carried out.
---	---

*\*applicable for walk-in and online*

**d. Processing of Activity Permits**

Steps	Procedures
1	The student leader records required entries on the OSAS logbook.
2	The students presents Activity Proposal with signatures of all concerned and required attachments.  <i>The students emails Activity Proposal complete with e-signatures of all concerned and required attachments that will be sent to bascsdu@gmail.com.</i>
3	The SDPU Head evaluates the submitted documents taking into account compliance to OSAS requirements on processing lead time among others.*
4	If in order, endorses activity/ies to next higher authorities (OSAS Director, and VP for Academic Affairs and/or the College President) for approval.
5	Once approved, SDPU Head gets the unit's copy, encodes details of activities on database for monitoring and report generation purposes and gives other copies to student leader.  <i>Once approved, the SOAU Head gets the unit's copy, encodes details of activities on database for monitoring and report generation purposes and gives other copies to the student leader. E-copy of the approved activity will be sent back to the concerned student organization.</i>

*\*applicable for walk-in and online*

**e. Procedure on Posting of Bills**

Steps	Procedure
1	The student leader records required entries on the SDPU services' logbook.  <i>The student leader records required entries on the SDPU google form.</i>
2	The student organization submits the accomplished form and completed documents with signature/s 2 weeks before posting of bills.  <i>The student organization emails the accomplished form and</i>

	<i>completed documents with signature/s 2 weeks before posting of bills.</i>
3	The SDPU Head evaluates submitted documents taking into account completeness and compliance to OSAS requirements.*
4	The SDPU Head endorses the posting of announcements to the OSAS Director for signature and attached the approval stamp that bears the expiration date.*

*\*applicable for walk-in and online*

#### **f. Submission of Accomplishment Reports**

<b>Steps</b>	<b>Procedures</b>
1	The student leader records required entries on the SDPU services' logbook. <i>The student leader records required entries on the SDPU google form.</i>
2	The student submits Accomplishment Report Forms (ARFs) complete with signatures of all concerned and the required attachments. <i>The student emails Accomplishment Report Forms (ARFs) complete with e- signatures of all concerned and the required attachments that will be sent to bascsdu@gmail.com.</i>
3	The SDPU Head evaluates submitted documents taking into account completeness and compliance to OSAS requirements.*
4	The SDPU Head documents transaction and hands other copies to student organization after receiving SDPU's copy. <i>E-copies will be provided to the concerned student organization.</i>

*\*applicable for walk-in and online*

#### **g. Accrediting an Organization**

<b>Steps</b>	<b>Procedures</b>
1	The student leader records required entries on the SDPU services' logbook. <i>The student leader records required entries on the SDPU google form.</i>
2	The student presents the required complete documents with signatures of all concerned party.

	<i>The student emails the required complete documents with signatures of all concerned party/ies that will be sent to bascsdu@gmail.com</i>
3	The SDPU Head evaluates submitted documents taking into account compliance to OSAS requirements on processing lead time among others.
4	The SDPU Head recommends list of Student Organizations to the next higher authorities (OSAS Director, VP for Academic Affairs and/or College President)
5	Once approved, Awarding of Certificate of Recognition will be done. <i>Once approved, Virtual Awarding of Certificate of Recognition will be done.</i>

*\*applicable for walk-in and online*

**h. Awarding an Outstanding Student Leader/Organization/ Student Council/Fraternity and Sorority**

<b>Steps</b>	<b>Procedures</b>
1	The Student leader of each organization records required entries on the SDPU services' logbook. <i>The Student leader of each organization records required entries on the SDPU Google form.</i>
2	The student submits the required complete documents with signatures of all concerned party. <i>The student emails the required complete documents with signatures of all concerned party.</i>
3	The SDPU Head will recommend list of awardees to the committee of the Award-Giving Body.*
4	The Student Leader presents their Accomplishment Report in front of the committee of the Award-Giving Body for pointing system. <i>The Student Leader presents their Accomplishment Report to committee of the Award-Giving Body via Zoom/Google meet for pointing system.</i>
5	Once done, the committee of the Award-Giving Body will endorse the outstanding organization to the College President.*
6	Awarding Ceremony will be done. <i>Virtual Awarding Ceremony will be done.</i>

*\*applicable for walk-in and online*

<b>Criteria</b>	<b>Points</b>
Participate in the Leadership Training/Workshop/Seminar	10%

Approved Activities	15%
Collaborated with other Organizations	20%
Attended to the meetings called by OSAS	5%
Submitted Accomplishment Report	5%
Community Outreach	20%
Research Project	25%
Total	100%

### Scoring Rubrics

#### A. Participation in the Leadership Training/Workshop/Seminar – Maximum of 10 points

##### International Participation

Face-to-Face	Points	Virtual	Points
1 certificate of participation	4 points	Minimum of 3 certificates of Participation	4 points
2 certificates of participation	7 points	4 – 7 certificates of participation	7 points
3 certificates of participation	10 points	8 or more certificates of participation	10 points

##### National Participation

Face-to-Face	Points	Virtual	Points
1 certificate of participation	1 point	Minimum of 3 certificates of participation	1 point
2 certificates of participation	3 points	4-5 certificates of participation	3 points
3 certificates of participation	4 points	6-7 certificates of participation	4 points
5 or more certificates of participation	5 points	8 or more certificates of participation	5 points

##### Regional Participation

Face-to-Face	Points	Virtual	Points
1 certificate of participation	1 point	Minimum of 3 certificates of participation	1 point

2 certificates of participation	3 points	4-5 certificates of participation	3 points
3 certificates of participation	4 points	6-7 certificates of participation	4 points
5 or more certificates of participation	5 points	8 or more certificates of participation	5 points

Local/Municipal Participation – will be given 0.5 points for every certificate of participation

**B. Approved Activities – Maximum of 15 points**

College wide Approved Activities

Face-to-Face	Points	Virtual	Points
1 approved activity	3 points	Minimum of 2 approved activities	3 points
2 approved activities	4 points	3 - 5 approved activities	4 points
3 or more approved activities	5 points	6 or more approved activities	5 points

Institute wide approved Activities

Face-to-Face	Points	Virtual	Points
1-2 approved activities	1 point	Minimum of 3 approved activities	1 point
3-4 approved activities	2 point	4 - 6 approved activities	2 point
5 or more approved activities	3 point	7 or more approved activities	3 point

Within organization approved activities – will be given 0.5 point for every approved activity

**C. Collaborated with other Organizations – Maximum of 20 points**

International Participation

Face-to-Face	Points	Virtual	Points
1 collaboration with other organizations	5 points	Minimum of 2 collaborations with other organizations	5 points
2 or more collaborations	10 points	3 or more collaborations	10 points

with other organizations		with other organizations	
--------------------------	--	--------------------------	--

National Participation

Face-to-Face	Points	Virtual	Points
1 collaboration with other Organization	3 points	Minimum of 2 collaborations with other organizations	3 points
2 collaborations with other organization	4 points	3 collaborations with other organizations	4 points
3 or more collaborations with other organization	5 points	4 or more collaborations with other organizations	5 points

Regional Participation

Face-to-Face	Points	Virtual	Points
1 collaboration with other organization	1 point	Minimum of 2 collaborations with other organizations	1 point
2 collaborations with other organizations	2 points	3 – 4 collaborations with other organizations	2 points
3 or more collaborations with other organization	3 points	5 or more collaborations with other organizations	3 points

Local/Municipal Participation – will be given 1 point for every collaboration with other organizations.

**D. Attended Meetings – Maximum of 5 points**

100% attendance – 5 points

95-99% attendance – 4 points

90 – 94 % attendance – 3 points

85 – 89% attendance – 2 points 84% and below attendance – 1 point

**E. Submission of Accomplishment Report**

Submitted Accomplishment Report – maximum of 5 points	Points
One or more weeks before deadline of submission	5 points

5-6 days before deadline	4 points
3-4 days before deadline	3 points
1-2 days before deadline	2 points
Deadline date	1 point

**F. Community Outreach Project/Program – Maximum of 20 points**

Approved Community Project	Points
5 or more Community Outreach Projects/Programs	20 points
4 Community Outreach Projects/Programs	17 points
3 Community Outreach Projects/Programs	14 points
2 Community Outreach Projects/Programs	10 points
1 Community Outreach Projects/Programs	5 points

**G. Research Project – Maximum of 25 points**

	Points
1 submitted but deferred proposal	5 points
1 submitted but approved proposal	10 points
1 ongoing project	15 points
1 completed research project	25 points

In order to be selected as an Outstanding Student Leader of the Year, the following criteria will be used:

CRITERIA	POINTS
Organization Points	50%
Interview with the Panel	10%
Professor's Evaluation	25%
General Weighted Average (GWA)	15%
Total	100%

**Scoring Rubrics for Outstanding Student Leaders**

**A. Organization Points** – the formula will be used to calculate the points.

$$\text{Points} = \text{Accumulated Organization Points} \times 50\%$$

**B. Interview** – Average will be used to calculate the scores in Interview by the committee.

**C. Professor's Evaluation** – a rating scale will be used to evaluate Student leader.

**D. General Weighted Average (GWA)**

<b>GWA</b>	<b>Points</b>
3.00	1
2.75 – 2.99	2
2.50 – 2.74	3
2.25 – 2.49	5
2.00 – 2.24	7
1.75 – 1.99	9
1.50 – 1.74	11
1.25 – 1.49	13
1.00 – 1.24	15

**1. Cash Incentives.** There would be cash incentives that will be given to the Outstanding Organizations and Student Leader.

**1.1.** Php 20,000 will be given to the awardee for their tangible project for the College.

**1.2.** The cash incentives will be charged in the Student Development Fund.

**2.** In order to claim the cash incentives the following are needed:

**2.1.** A project proposal endorsed by the adviser to the Awards Committee;

**2.2.** The approved project recommended by the Awards Committee subject for the Approval of the College President;

**2.3.** Proper Liquidation subjected to Commission on Audit (COA) rules and regulations; and

**2.4.** Weekly and/or Monthly Accomplishment submitted to the Office of the Student Affairs and Services for the Monitoring and Evaluation of the Project.

**i. Student Council / Government**

***Preamble***

*We, the students of Bulacan Agricultural State College, imploring the aid of Almighty God to form and establish an organization that shall embody our ideals,*

*promote our moral, social, cultural, political, gender responsiveness and intellectual standards, protect and uphold our rights, promote our general welfare with utmost responsibility, integrity, truth, peace and equality, do hereby adopt and promulgate this Constitution and By-Laws.*

## **ARTICLE I**

### **NAME AND OFFICE**

**Section 1.** The name of this student government shall be known as the Federation of Supreme Student Council (FSSC) of Bulacan Agricultural State College (BASC).

**Section 2.** The office of the Federation of Supreme Student Council shall be located at the Student Center, Bulacan Agricultural State College, Pinaod, San Ildefonso, Bulacan.

## **ARTICLE II**

### **OBJECTIVES**

**The FSSC aims to:**

**Section 1.** promote the interest, rights, and general welfare of the students;

**Section 2.** develop leadership of the student populace who shall be responsible for governing FSSC;

**Section 3.** enhance the sense of responsibility and social, moral, gender responsiveness, intellectual, environmental, and political awareness; and

**Section 4.** advance and encourage the students to work together in healthy and worthwhile programs, activities, and projects.

## **ARTICLE III**

### **DECLARATION OF PRINCIPLES AND POLICIES**

#### **Principles**

**Section 1.** The primary function of the Federation is to unite Bulacan Agricultural State College students into common understanding of the problems concerning all Colleges, Institutes and Campuses.

**Section 2.** The Federation of Supreme Student Council shall be the official student government of all BASC students.

**Section 3.** The Federation shall recognize the vital role of the Bulacan Agricultural State College students in nation building and shall ensure the fundamental equality before the law of women and men; thus, it shall maintain active participation in activities of the school that shall promote their physical, intellectual, and social well-being.

**Section 4.** The Federation shall promote goodwill and cooperation among the students, faculty members and staff, and administrators.

**Section 5.** The Federation shall have the right to determine its policies and programs on students' activities subject to the provisions of this Constitution and By-Laws.

**Section 6.** The Federation shall treat all its members equally on the basis of religion, social standing, gender, race, belief, disabilities and ethnic affiliations.

#### **Policies**

**Section 7.** The Federation shall have the right to conduct meeting and do business free from any personal interest or political discrimination.

**Section 8.** The Federation, through its officers and members, shall have all the power to prescribe and direct students to obey existing College rules and regulations.

**Section 9.** The Federation may, as it may deem necessary and crucial, request the attendance of students to attend activities and programs it has organized.

**Section 10.** The Federation shall continually see new ways to educate its members in the current pressing social issue, and shall set the interests of its members above their own.

**Section 11.** All officers of the student federation, College level or Institute/Campus level, shall automatically be excused from their classes and shall be given special considerations (major exam, quizzes, and any other forms of assessments and/or requirements) during meetings or activities duly approved by the College / Campus Officials in and out of the Campus / College.

**Section 12.** The session of the FSSC and CSC/ISC shall be open to students who wish to listen and observe but are not allowed to participate in

the deliberation unless otherwise allowed by the members of the respective student council.

**Section 13.** All levels of student governing body shall have their advisers, in accordance to the following:

**13.1.** Adviser/s shall be chosen by the head of the student governing body.

**13.2.** The Federation of Supreme Student Council Adviser and Institute/Campus Student Council Adviser must be a regular faculty member and a co-adviser may be a regular/ a part-time faculty of the College.

**13.3.** Functions of the Advisers are stipulated in the Students' Handbook.

**13.4.** Advisers are mandated to be present in all meetings (emergency, special, and regular) and activities held by the body.

**13.5.** Advisers should not hold more than 1 adviser position in student council, regardless of level of student council.

**13.6.** Students are given independence and freedom in their decisions with the guidance of their Advisers.

**13.7.** Advisers may be changed with the concurrence of two-thirds (2/3) of the concerned Student Council.

**Section 14.** No person holding a key position in the Institute/Campus Student Council shall be allowed to head any specialized accredited organization.

#### **ARTICLE IV**

#### **MEMBERSHIP**

**Section 1.** All bona fide students of Bulacan Agricultural State College shall automatically be members of the Federation.

**Section 2.** Membership is non-revocable, unless the member has transferred to another institution.

#### **ARTICLE V**

#### **BILL OF STUDENTS' RIGHTS AND PRIVILEGES**

**Section 1.** All members shall enjoy their right as a Filipino citizen as embodied in Article III, Bill of Rights of the 1987 Constitution and other pertinent laws of the Republic of the Philippines.

**Section 2.** Right to Academic Freedom

a. No student shall be deprived of quality education by reason of poverty, creed, culture, race and even those convicted by final judgment for minor felonies;

b. Right to be provided with a course syllabus on the first week of the semester; and

c. Right to be provided with proper quality of education by means of receiving professional competence from faculty members and administration.

**Section 3.** Right to Freedom of Expression and Right to Dignity

a. Right to have free and responsible countenance of opinions and suggestions;

b. Right to be treated as an individual, free from any kind of discernment, judgment and any form of harassment;

c. Right to file a complaint against any member of the College following due process of the law; and

d. The FSSC shall amiably assemble and petition for redress of grievances.

**Section 4.** Right to Information

a. In accordance to the policies and guidelines of the College, every student has the right to seek and obtain information on matters of student concerns which include, but not limited to, students' academic records and evaluation. And the right to access official records, acts, transactions, decisions and fiscal matters, as well as data used as basis for policy formulation which shall not be impaired;

b. Every student has the right to evaluate the performance of their professors; and

c. Every student has the right to be given proper consultation by their professors by virtue of the consultation hours of the latter.

- Section 5.** Right to Privacy
- a. Every student has the right to confidentiality of communication and correspondence; and
  - b. Freedom against any form of irrational and unreasonable searches and confiscation.
- Section 6.** Rights against Excessive Fees
- a. Every student has the right against imposition of excessive, irrational, and involuntary fees; and
  - b. Every student has the right against excessive compulsory contributions for matters and activities not included in the syllabus, projects, and other expenses irrelevant to the subject matter.
- Section 7.** Right to equal access to adequate and safe properties, facilities, and equipment; and
- Section 8.** Right to Participate
- a. Freedom to participate in all activities conducted by the College; and
  - b. Right to create, form and/or join organizations and to have the freedom to develop his/her fullest potential with intention/s and purpose/s of which are not contrary to the law.

## **ARTICLE VI**

### **DUTIES AND RESPONSIBILITIES OF MEMBERS**

- Section 1.** Every member shall uphold and defend this Constitution and By-laws, aims, principles, rules, and regulation of the College, policies of CHED, and the laws of the land under all circumstances;
- Section 2.** Promote and maintain the peace and order of the College by observing the rules of discipline and exerting efforts to attain harmonious relationship with fellow students, the teaching and non-teaching staff;
- Section 3.** Actively participate in the programs and activities within the College and in the community as well;
- Section 4.** All students are required to wear their own valid School I.D. and prescribed uniform inside the College premises during school days;

4.1. In case of Violation, they shall pay for penalty or must comply in any given sanctions as prescribed by the Federation or Institute/Campus Student Council.

**Section 5.** Every member shall report to the body any relevant information affecting the welfare, integrity, and reputation of the organization.

**Section 6.** Every member shall not use the name of FSSC for unjust, unlawful, and/or immoral ends.

## **ARTICLE VII**

### **SUFFRAGE**

**Section 1.** The right to vote should be exercised by all members of the Federation of Supreme Student Council.

## **ARTICLE VIII**

### **FEDERATION OF SUPREME STUDENT COUNCIL**

**Section 1.** The Federation of Supreme Student Council (FSSC) is the official student government of Bulacan Agricultural State College. It is composed of all elected and appointed officers of the Executive Board, Legislative Board, Judiciary Board, Constitutional Commissions, and Institute/Campus Student Council.

**Section 2.** The term of office for officers shall be valid for one academic year and shall commence on the day of the oath taking ceremonies until their successors shall have been qualified, elected, and sworn into office.

## **ARTICLE IX**

### **THE EXECUTIVE BOARD**

**Section 1.** The Executive Board of Federation of Supreme Student Council (FSSC) shall be the highest governing student body of BASC.

**Section 2.** The Executive Board shall be composed of the following:

2.1. The President and the Vice President, who shall be elected by seven (7) Institute/Campus Student Council Governors and Vice Governors, respectively;

2.2. The Executive Staff and the Cabinet Secretaries, who shall be appointed by the President with the approval of the Commission on Appointments; and

2.3. The High School Ambassador, who shall only be elected by High School Students.

**Section 3.**

The Executive Board shall have the following authorities:

3.1. Formulating and outlining student related activities, programs, and projects that shall promote students' right, welfare, development, women empowerment, and gender equality;

3.2. Implementing its rules, regulations, guidelines, resolutions and orders concerning the student;

3.3. Creating ad hoc committees and appointing head thereof to spearhead proceedings and shall report to the Federation upon accomplishment of the task being given;

3.4. Formulating standard operating procedures and regulation to facilitate order, efficiency, and effectiveness in conducting student government operations;

3.5. Initiating a student-administration or student-faculty dialogue at least twice every semester;

3.6. Initiating and formulating budget for the whole semester;

3.7. Implementing the decision of the Legislative Board; and

3.8. Forming an Executive Committee (ExeComm) that shall embody and guide the accredited student organizations. It shall be composed of all Presidents of Student Organizations and the Vice President of the Federation of Supreme Student Council who shall act as the Chairperson.

**Section 4.**

Duties and Responsibilities of Executive Board Officers.

**4.1. President**

The President shall:

4.1.1 represent the BASC Student Body in the BASC Board of Trustees and is otherwise known as the Student Trustee to the board;

- 4.1.2 preside over all meetings of the Executive Board. If, however, he/she decides to take part in debate or discussions, he/she may appoint the Vice President, or in the absence of the latter, any member of the Executive Board to take the chair;
- 4.1.3 be the representative of the Federation in his/her capacity as President on occasions and events where the Federation needs representation within and beyond campus premises;
- 4.1.4 monitor and supervise all programs and activities of the Federation of Supreme Student Council;
- 4.1.5 sign all communications, resolutions, memorandum, and papers of the Executive Board;
- 4.1.6 exercise the power of veto on any bill approved by the Senate provided that the reasons for veto should have given a maximum of two (2) weeks upon receipt of the bill otherwise it would be good as approved upon approval of the two-thirds (2/3) of the members of the Senate;
- 4.1.7 attest the correctness of the minutes of the meeting and other records in his/her custody;
- 4.1.8 execute plans and projects for the benefit of the students;
- 4.1.9 participate in matters pertaining to international, national, and local issues through a position paper or the like;
- 4.1.10 appoint the following Executive Staff:
  1. Executive Secretary
  2. Finance Secretary
  3. Auditor
  4. Business Manager
  5. Press Secretary
  6. Others as deemed necessary

Appoint Cabinet Secretaries for the following Departments:

1. Department of Students Activities and Development

2. Department of Budget and Finance
3. Department of Evaluation
4. Department for External Affairs
5. Others as deemed necessary

4.1.11 sign other agreements made by external elements with the approval of the Senate and knowledge of the Federation of Supreme Student Council Adviser.

#### **4.2 Vice President**

The Vice President shall:

- 4.2.1 take over the function of the President whenever his/her Office is vacated by reasons of absence, resignation, suspension, impeachment, incompetence, death, physical, and mental disability;
- 4.2.2 assist the President in all matters where his/her assistance is required;
- 4.2.3 be responsible for the Students' Insurance matters;
- 4.2.4 Shall be the Chairperson of the Executive Committee (ExeComm); and
- 4.2.5 Shall perform all other duties as the President may assign to him/her.

#### **4.3 Executive Secretary**

The Executive Secretary shall:

- 4.3.1 record all the proceedings of the Executive Board;
- 4.3.2 keep all records, paper, correspondences, and statements of the Executive Board;
- 4.3.3 create administrative policies to facilitate a fast, efficient, and effective daily operation of the Federation of Supreme Student Council Office;
- 4.3.4 prepare the agenda as well as the minutes of the previous meetings; and
- 4.3.5 perform all other duties as the President may assign to him/her.

#### 4.4 **Finance Secretary**

The Finance Secretary shall:

- 4.4.1 prepare a budget proposal subject to consultation with the Executive Board;
- 4.4.2 Collect and receive all funds occurring in the Executive Board;
- 4.4.3 keep a book of accounts of the Executive Board;
- 4.4.4 act as property custodian of the Executive Board;
- 4.4.5 submit audited report of the financial statement of each activity and/or in every end of the semester to the College Accountant, and Legislative Board;
- 4.4.6 be in charge in liquidation and responsible in purchasing or procurement of equipment, materials, and supplies needed by the Executive Board; and
- 4.4.7 perform all other duties as the President may assign to him/her.

#### 4.5 **Auditor**

The Auditor shall:

- 4.5.1 audit and check all receipts, disbursements, and book of accounts of the Finance Secretary every end of each activity and/or semester;
- 4.5.2 check all the properties of the Executive Board and affix his/her signature to the record duly noted by the President;
- 4.5.3 ascertain the legality of fund disbursement and contributions of property; and
- 4.5.4 perform all other duties that the President may assign to him/her

#### 4.6 **Business Manager**

The Business Manager shall:

- 4.6.1 create Income Generating Projects (IGP) for the Executive Board;

4.6.2 be responsible on canvassing and public bidding; and

4.6.3 perform all other duties that the President may assign to him/her.

#### 4.7 **Press Secretary**

The Press Secretary shall:

4.7.1 make press release about the activities of the Executive Board;

4.7.2 act as the spokesperson of the Executive Board for its various activities; and

4.7.3 perform all other duties that the President may assign to him/her.

#### 4.8 **High School Ambassador**

The High School Ambassador shall:

4.8.1 embody the High School Students in the Executive Board; and

4.8.2 perform all other duties that the President may assign to him/her.

#### 4.9 **The Cabinet Secretaries**

4.9.1 Department of Students Activities and Development shall:

a. create and propose programs such as seminars, symposia, trainings, camps, and other activities that may be identified. They may also propose leisure and entertainment activities such as concerts, fairs, and related events that may be identified.

4.9.2 Department of Budget and Finance shall:

a. manage all financial transactions and records incurred by the Executive Board;

b. perform fiscal supervision over the organization; and

c. develop standard procedures and disbursing procedures as legislated.

4.9.3 Department of Evaluations shall:

- a. create procedures and mechanisms in evaluating all the activities and programs undertaken by the Federation of Supreme Student council or Institute/Campus Student Council; and
- b. create a semestral evaluation mechanism which will serve as a guide for the Federation of Supreme Student council or Institute/Campus Student Council for the next semester.

4.9.4 Department for External Affairs shall:

- a. establish outside linkages upon authority of the President;
- b. propose activities and program that is outside of the College in nature such as outreach programs, help for victims of calamities and other related activities; and
- c. assist the President in responding to matters pertaining to international, national, and local issues and to create activities, if needed, that are related thereof.

**Section 5.**

Session of the Executive Board

- a. The Executive Board shall be held at least once a week preferably at the FSSC Office. The Council Officers shall agree upon the date, time and alternative place conducive for such meeting;
- b. Regular Sessions of the Executive Board shall be held a week after the oath of office of the President and twice every month up until the end of their term;
- c. Special Sessions of the Executive Board shall be called upon by the President or upon the request of at least fifty percent (50%) of its member as the need arises; and
- d. All sessions of the Executive Board shall comply with the Robert's Rules of Order in their proceedings.

**Section 6.** The Executive Board Officers must not serve any position in any organization in the College during their term of Office.

## **ARTICLE X**

### **THE LEGISLATIVE BOARD**

**Section 1.** The Legislative Board, hereafter referred to as the Senate shall be the highest policy-making body of the students. Its decision shall be final and executory.

**Section 2.** The Senate shall be composed of the following:

2.1 Eight (8) Senators who shall be elected by the student body at large;

2.2 Senate President who shall be elected by the eight (8) Senators;

2.3 The Senate Pro-Tempore shall be elected amongst the Senators but will also hold a Senate Committee; and

2.4 Senate Secretary and other Senate staffs who shall be recommended and appointed by the Senate.

**Section 3.** Sessions of the Senate

a. Regular Sessions- shall be held one week after the oath of office of the FSSC, and twice a month thereafter.

b. Special Sessions- shall be called upon by the President, the Senate President, or upon the request of at least fifty percent (50%) of its members as the need arises.

c. Official quorum shall be composed of a quorum of simple majority (50%+1) of all Senators.

d. All sessions of the Senate shall comply with the Robert's Rules of Order in their proceedings.

**Section 4.** Power and Function of the Senate

4.1 The Senate shall:

i. legislate laws, approve resolutions, and release other forms of orders relevant to the College, the FSSC, and its affairs;

- ii. coordinate with organizations, people, and offices for proper implementation of rules and regulations of the FSSC and the College;
- iii. maintain proper communication amongst the students of the College and between the College Administration and the Students;
- iv. ensure equality, liberality, and constitutionality of law within the campus.
- v. create special committees or commissions as deemed necessary;
- vi. submit reports to the Office of Student Affairs and Services and/or Judiciary Board as deemed necessary;
- vii. interpret the Constitution and By-Laws of the organizations; and
- viii. spearhead inquiries, information campaigns, regarding relevant matters in the College all in aid of legislation.

4.2 The Senate President shall:

- i. preside over regular and special sessions of the Senate;
- ii. call on points of order of the Senate;
- iii. assign resolutions and other works of the Senate if found necessary;
- iv. maintain order and call for the creation of positions relevant to the Senate functions if the need arises;
- v. coordinate with the Committees of the Senate as they are needed;
- vi. conform and sign papers representing the decisions of the Senate; and
- vii. cast a deciding vote if a tie of votes is established.

4.3 The Senate Pro-Tempore shall:

- i. assume the responsibility of Senate President in case of absence or disability, permanent vacancy due to removal from office, resignation, death or permanent incapacity to discharge the function;
- ii. oversee Senate committees that monitor the progress of the bill, resolution, and tasks assigned to the Appointed Committee Members and Committee Secretary; and
- iii. be elected amongst the Senators and still hold a Senate Committee.

4.4 The Senate Secretary shall:

- i. keep records of all the transactions of the Senate;
- ii. maintain and supervise coordination with the Senators;
- iii. keep minutes of all sessions;
- iv. schedule meetings and provide all relevant information to the Senate.
- v. disseminate relevant information to the Senate; and
- vi. submit any documentation to other Federation of Supreme Student Council Boards, College Administration, Student Organization and Student as necessary.

**Section 5.**

Committees shall be created in the Senate to craft policies or to investigate issue/s or case/s which the committees have jurisdiction over. Each senate committee shall have its head. The senate committees that shall be created and adopted shall be known with its function as the following:

5.1 Committee on Student Conduct, Ethics, Rights and Welfare

- 5.1.1 It shall have jurisdiction on all matters relating to maintenance of conduct, discipline, rights, safety, dignity, integrity and reputation of the Senate and its members, and shall have the power to supervise the

actions and behaviour of the publications in the College. Moreover, the committee shall protect the rights of students provided under Article V of this constitution.

5.2 Committee on Accountability of Public Officers and Investigation or Blue Ribbon Committee

5.2.1 It shall have jurisdiction on all matters relating to, including the investigation of appeals on malfeasance, misfeasance or nonfeasance in office by any officer of the Executive Board, the Senate, the Student Disciplinary Tribunal, Institute/Campus Student Council and accredited Student Organization of BASC.

5.3 Committee on Culture and Arts

5.3.1 It shall have jurisdiction on all matters relating to Culture and Arts.

5.4 Committee on Education

5.4.1 It shall have the jurisdiction on all matters directly and principally relating to the academic rights and performance of the students.

5.5 Committee on Sports, Fitness, and Health

5.5.1 It shall have the jurisdiction on all matters relating to Sports, Fitness, and Health.

5.6 Committee on Gender and Development

5.6.1 It shall cover matters relating to the upliftment, protection, and promotion of gender sensitivity and equality in the College.

5.7 Committee on Constitutional Amendments and Revision

5.7.1 It shall have jurisdiction on all matters relating to proposed amendments and revisions to this constitution & bylaws. All proposals shall be regulated and discussed by this committee.

**Section 6.**

## Qualifications

- a. Must be student enrolled in BASC-Main Campus;
- b. Must be at least one semester of residency;
- c. Must not have any failing grade since admission to the College;
- d. Must not have any On the Job Training (OJT) for a whole semester within the year of service; and
- e. Must be legible to run for the elected positions.

**Section 7.**

## Commission on Appointments

- i. There shall be a Commission on Appointments that shall facilitate and approve all Appointed Officials mandated by this Constitution and shall also facilitate and approve the appointment of officials to vacant position if not provided by law.
- ii. The Commission on Appointments shall be composed by all members of Senate where the Senate President shall act as the Chairperson of the Appointment Board.
- iii. The Commission on Appointments would set an Inquiry of Appointments one month after the members have sworn their oath of office. Must first submit their;
  - a. resume;
  - b. endorsement of the President;
  - c. COR or Certificate of Registration (if the Appointment is made during the summer and the candidate has no summer class then they must present the COR of the preceding semester); and
  - d. COG or Certificate of Grades.
- iv. The Commission would then send a Confirmation on Appointment 48 hours after a Candidate has passed the approval of the members.
- v. Before any would be appointed to their position, they should first be endorsed by the President and be approved in the

Commission on Appointments. An Official can legally be appointed with the concurrence of 2/3 of all of the members of the Commission.

- vi. No Officers appointed two months before the annual students' election. Any such appointment is henceforth illegal.

## **ARTICLE XI**

### **THE JUDICIARY BOARD**

**Section 1.** The Judiciary Board, hereafter referred to as the Student Disciplinary Tribunal, shall be the only judicial entity of Federation of Supreme Student Council.

**Section 2.** The Student Disciplinary Tribunal shall be composed of:

- 2.1 Eight (8) Student Judges who shall be elected at large by the student body; and
- 2.2 An appointed Student Disciplinary Tribunal Secretary who will be appointed by the Student Disciplinary Tribunal *en banc*.

**Section 3.** Composition of the Student Disciplinary Tribunal

a. **Lead Judge**

The Lead Judge shall:

- I. preside over trials and sessions of the court;
- ii. call on points of order of the Court;
- iii. maintain order and call to the creation of positions relevant to the court;
- iv. conform and sign papers representing the decisions of the Court; and
- V. cast a deciding vote if the Court deemed necessary

B. **Student Tribunal Secretary**

The Student Tribunal Secretary shall:

- I. keep records of all the transactions of the court;

- ii. maintain and supervise coordination between the Jury;
- iii. keep minutes of all sessions and hearings;
- iv. schedule and provide all relevant information to the Jury.
- V. disseminate relevant information to the Jury; and
- vi. submit any documentation to the people, organizations or offices as per necessity.

c. **Student Judge**

The Student Judge shall:

- i. issue, submit, and create a dissent over cases preceding decisions;
- ii. hear and preside over minor hearings as determined by the lead judge; and
- iii. ensure the function of the executive and legislative board is being sought properly.

**Section 4. General Provisions**

- a. The officers of the Student Disciplinary Tribunal shall be called “Student Judge”, or collectively be called “The Jury”;
- B. The Student Disciplinary Tribunal shall have a “Lead Judge ” elected by the members of the Jury;
- c. The Student Disciplinary Tribunal shall have jurisdiction over all cases handed to them by the students thru a complaint form;
- d. Decision of the Student Tribunal shall be rendered by a vote of majority (50%+1) by the members present during the hearing of cases; and
- e. The Student Disciplinary Tribunal shall handle administrative cases not related to Impeachment or Termination from office, but the court can endorse an impeachment or termination complaint after an officer is proven guilty in an administrative case.

**Section 5. The Sessions of the Student Disciplinary Tribunal**

- A. The Student Disciplinary Tribunal shall hear cases submitted by any student which has been proven to have probable cause;
- b. Regular Sessions of the Student Disciplinary Tribunal shall be held a week after the oath of office of the Student Judge and twice every month up until the end of their term;
- c. Hearing Sessions of the Student Disciplinary Tribunal shall be held every day when a case is submitted for hearing until the same has been resolved or decided;
- d. Final hearings shall and only be presided by the Lead Judge or if an Associate Justice is appointed by the Lead Judge in his absence to preside the hearing; and
- e. Minor sessions and hearings can and shall be presided by other Student Judge in the absence of the Lead Judge upon the consent of majority (50%+1) of the other Student Judge.

**Section 6.**

**Powers and Functions of the Student Disciplinary Tribunal**

- a. Carry out student justice, protection of rights, and equality abiding to the constitution of the Philippines and the rule and policies of the College;
- b. Extend its services to all cases involving the rights of the students of Bulacan Agricultural State College;
- c. Determine the extent of violation and of punishment of any actions against their fellow students, subject to existing rules on Student Conduct and Discipline of the College;
- d. Receive and hear reports of student conduct, by student organization, and College governments;
- e. Review the constitutionality of every law, orders, and documents passed by the Legislative and the Executive Board of the Federation and issue decisions;
- f. Coordinate with the Office of Student Affairs and Services and all other offices as deemed necessary for disciplinary measures for the student of Bulacan Agricultural State College;

- g. Hear appeals on cases after sentencing; and
- h. Keep and establish a library and records of every ordinance, laws, and all types of orders issued by the Executive and Legislative Board, Other Units, and Institute/Campus Student Council.

**Section 7.** Qualifications

- a. Any student enrolled in BASC;
- B. With at least one semester of residency;
- c. Must not have any failing grade since admission to the College;
- d. Must not have any On the Job Training (OJT) for a whole semester within the year of service; and
- e. Shall be legible to run for the elected positions.

**Section 8.** The members of the Judiciary Board shall be co-terminus with the term of the Executive Board Officers.

**ARTICLE XII**

**THE INSTITUTE/CAMPUS STUDENT COUNCIL**

**Section 1.** There shall be an Institute/Campus Student Council (ISC/CSC) for every Institute and Campus to be established by its own constitution, parallel with the FSSC Constitution and By-Laws, in which council shall be autonomous in the management of its own internal affairs and implementation of its respective projects, programs and activities.

**Section 2.** It shall be composed of Governor, Vice Governor, Board Member on Secretarial and Administrative Affairs, Board Member on Finance Affairs, Board Member on Sports and External Affairs, Board Member on Cultural Affairs, Auditor, Public Information Officer and Business Manager.

**Section 3.** The elected ISC/CSC officers shall not hold any position in any other student organization.

**Section 4.**

The Institute/Campus Student Council shall execute the following functions:

- 4.1 Serve as the highest governing student body particularly in Institutes/Campuses;
- 4.2 Initiate, organize and implement student activities of campus-wide concern in line with the policies laid out by the concerned Institute/Campus Student Council;
- 4.3 Make decisions subjected to FSSC constitution and by-laws and coordination with Institute/Campus Administration to resolve matters concerning the students;
- 4.4 Make pertinent recommendations regarding Institute/Campus student policies, rules and management, and forward it to the Legislative Board subjected to Campus/Institute Administration;
- 4.5 Hold quarterly and special dialogue with the Institute/Campus Dean needed for the advancement of student welfare and concerns;
- 4.6 Advise and make recommendations to the proper authorities on matters affecting the welfare of the students. They shall create yearly dialogues with their respective College deans and officials pertaining to issues affecting their respective constituents;
- 4.7 Formulate semestral project and budget proposal;
- 4.8 Formulate Financial Utilization Plan and all programs of the Institute/Campus Student Council;
- 4.9 Create financial reports to be submitted and scrutinized by the Legislative Board, during the budget hearing upon schedule every semester, upon recommending approval by the Legislative Board;
- 4.10 Issue Student Clearances at the end of each semester with the signatures of the Governor, Treasurer, and Organization President if applicable;
- 4.11 It may raise its own source of fund to finance their projects and activities subjected to the Legislative Board approval; and

- 4.12 It shall coordinate with the FSSC and Legislative Board for effective and responsible governance.

**Section 5.**

Institute/Campus Student Council Adviser

- A. The Institute/Campus Student Council shall have an adviser who is a regular faculty member of their respective Institutes/Campuses and will perform the following function;
- b. Be a co-signatory, along with the Institute/Campus Student Council Governor, Board Member and Treasurer, in the College Student Government bank account; and
- c. Sign the proposed programs and plans, financial and accomplishment reports, and communication letters if deemed needed.

**Section 6.**

Duties and Responsibilities of ISC/CSC Officers;

**6.1 Governor**

The Governor shall:

- 6.1.1 preside over all meetings of the Council;
- 6.1.2 present proposals that are beneficial to the Institute/Campus activities;
- 6.1.3 coordinate Institute/Campus activities and execute plans and projects;
- 6.1.4 assist in the implementation of the rules, regulations and/or guidelines of the Council, the Institute, and the College;
- 6.1.5 exercise executive powers and shall represent the Institute/Campus Student Council in every general meeting and other activities requiring representation of their respective Institute/Campus Student Council;
- 6.1.6 sign all communications, proposals and papers of the Council; and
- 6.1.7 perform all other duties that the FSSC, Council and the Institute/Campus may assign him/her.

**6.2 Vice Governor**

The Vice Governor shall:

- 6.2.1 take over the function of the Governor whenever his/her office is vacated by reasons of absence, resignation, suspension, impeachment, incompetence, physical and mental disability and death;
- 6.2.2 assist the Governor in all matters where his/her assistance is required; and
- 6.2.3 perform all other duties that the FSSC, Council and the Institute/Campus may assign him/her.

**6.3 Board member on Secretariat Affairs**

The Board member on Secretariat Affairs shall:

- 6.3.1 record all the proceedings of Council meetings;
- 6.3.2 prepare the agenda as well as the minutes of the previous meetings; and
- 6.3.3 perform all other duties that the FSSC, Council and the Institute/Campus may assign to him/her.

**6.4 Board member on Financial Affairs**

The Board member on Financial Affairs shall:

- 6.4.1 prepare a budget proposal subject to consultation with the Council;
- 6.4.2 collect and receive all funds occurring in the Council;
- 6.4.3 keep a book of accounts of the Council;
- 6.4.4 act as property custodian of the Council;
- 6.4.5 submit report of the financial statement of each activity and/or in every end of every semester;
- 6.4.6 submit to the Legislative Board the audited receipts, disbursements and book of account of the Council;
- 6.4.7 develop and implement budgets, prepare reports for the Council and ensure that the organization complies with the Legislative Board; and

6.4.8 perform all other duties that the FSSC, Council and the Institute/Campus may assign him/her.

**6.5 Board member on Sports and External Affairs**

The Board member on Sports and External Affairs shall:

6.5.1 be responsible in gathering athletes representing the Institute/Campus in any major and minor sports exhibition; and

6.5.2 perform all other duties that the FSSC, Council and the Institute/Campus may assign him/her.

**6.6 Board member on Cultural Affairs**

The Board member on Cultural Affairs shall:

6.6.1 be responsible for representing the Institute/Campus in any minor and major cultural competition in the College; and

6.6.2 perform all other duties that the FSSC, Council and the Institute/Campus may assign him/her.

**6.7 Auditor**

The Auditor shall:

6.7.1 collect and analyze data to detect deficiency controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and Council policies;

6.7.2 report to Council about asset utilization and audit results, and recommend changes in operations and financial activities;

6.7.3 prepare detailed reports on audit findings;

6.7.4 prepare, analyze, and verify annual reports, financial statements, and other records, using expected accounting and statistical procedures to assess financial condition and facilitate planning; and

6.7.5 perform all other duties that the FSSC, Council and the Institute/Campus may assign him/her.

**6.8 Business Manager**

The Business Manager shall:

- 6.8.1 be responsible for overseeing and supervising the Council activities and officers;
- 6.8.2 create an Income Generating Project for the council; and
- 6.8.3 perform all other duties that the FSSC, Council and the Institute/Campus may assign him/her.

**6.9 Public Information Officer**

The Public Information Officer shall:

- 6.9.1 make press releases about the activities of the Council;
- 6.9.2 act as the spokesperson of Council for its various activities;
- 6.9.3 establish a close relationship among members; and
- 6.9.4 perform all other duties that the FSSC, Council and the Institute/Campus may assign him/her.

**ARTICLE XIII**

**CONSTITUTIONAL COMMISSIONS**

**Section 1.** Constitutional Commissions

The composition of the Federation of Supreme Student Council shall also include:

- a. Commission on Student Election (CSE)
- b. Student Commission on Audit (SCOA)

**Section 2.** **General Provision-** The constitutional commissions which shall be independent are the Commission on Student Elections and Student Commission on Audit.

**Section 3.** Composition, Function and Responsibilities

- a. **Commission on Student Election**

There shall be a Commission on Student Elections composed of a chairperson who is a BASC Faculty member, one Student Commissioner from each department appointed by the Dean of their respective Institutes and Campuses, an Election Security Force from the ROTC Command, and the College Electoral Board who are bona fide students and must not be holding any elective or appointive position in the FSSC which shall set guidelines in this Constitution.

- i. The Commission on Student Elections shall exercise the following powers and functions:
  - a. enforce and administer all laws and regulations relative to the conduct of an election, plebiscite, initiative, referendum and recall;
  - b. decide, except those involving the right to vote, all questions affecting elections, including determination of the number and the location of polling places, appointment of election officials and inspectors;
  - c. deputize the Reserve Officers Training Corps (ROTC) for the exclusive purpose of ensuring free, orderly, honest, peaceful and credible elections; and
  - d. enforce effective measures to minimize election spending, including limitation of places where propaganda materials shall be posted, and to prevent penalizing all forms of election fraud, offenses, and malpractice and nuisance candidates.
- ii. A free and open party system shall be allowed to evolve according to the free choice of the students, subject to the provision of the article.
- iii. Political parties shall not be represented in the CSE. However, they shall be entitled to appoint poll-watchers in accordance with the law.

- iv. Bona fide candidates for any position shall be free from any form of harassment.
- v. Funds, certified by the commission as necessary to defray the expenses for holding regular and special elections, plebiscites, initiatives, referenda and recalls shall be provided in the regular special appropriation, and once approved shall be released automatically upon certification by the chairman of the commission.

**b. The Student Commission on Audit**

- i. There shall be a Student Commission on Audit (SCOA) composed of a chairperson and two commissioners who shall be bona fide students of BASC. The chairperson and commissioners shall be appointed by the President.
- ii. The SCOA shall have the power, authority and duty to examine, audit and settle all accounts pertaining to receipts and expenditures or uses of funds by the FSSC. It shall keep the general account of the FSSC and all the recognized organizations.
- iii. No law shall be passed exempting any recognized organizations from the jurisdiction of the Student Commission on Audit.
- iv. All recognized organizations are required to submit their financial statements duly signed by the President/Governor, Treasurer/Finance, Auditor and Adviser of such entity to the SCOA before the end of each semester.

**ARTICLE XIV**

**QUALIFICATION AND DISQUALIFICATION OF CANDIDATES ON  
INSTITUTE/CAMPUS STUDENT COUNCIL**

**Section 1. Qualifications**

The Candidates shall:

- 1.1 have spent at least one full academic year in the College;

- 1.2 a certification attesting their enrolment from Registrar Office;
- 1.3 a good scholastic record from the Registrar Office:
  - 1.3.1 an average not lower than 2.75 taken from the previous semester; and
  - 1.3.2 at least not have an incomplete grade or a grade of 4.0 before the filing of candidacy;
- 1.4 must be of good moral character and as certified by the guidance counsellor.

**Section 2.** Disqualifications

- 2.1 The Chairperson of the CSE shall disqualify the candidate/s if he/she has not met the qualifications as provided for in Section 1 of this Article.

**ARTICLE XV**

**STUDENT ELECTIONS**

**Section 1.** The annual election of the Senate, Student Disciplinary Tribunal and Institute/Campus Student Council shall be on the first Monday of May provided no inevitable circumstances. The latter shall only be elected by the students of their respective institute/campus.

**Section 2.** Election for the FSSC shall be held on the second Monday of May.

**Section 3.** Election should be done by secret balloting. The CSE shall provide a system for securing the secrecy and sanctity of the ballots.

**Section 4.** The Governor and Vice Governor of each Institute/Campus Student Council of Bulacan Agricultural State College shall be automatically nominated for presidency and vice presidency of the Federation respectively.

**Section 5.** The President and Vice President, shall be directly elected by the seven (7) duly elected Institute/Campus Student Council Governor and Vice Governor per Institute/Campus respectively.

**Section 6.** The qualified candidates shall be given a minimum of 3 minutes and a maximum of 10 minutes each for their campaign speech.

**Section 7.** The campaign period of the Institute/Campus Student Council shall be five days before the Election Day.

## **ARTICLE XVI**

### **ADVISER/S**

**Section 1.** The FSSC will elect its two (2) advisers subject to re-election or depending upon the decision of the Federation.

**Section 2.** Qualifications of the Faculty Advisers

2.1 As much as possible the adviser must be a full time faculty member of the College.

2.2 If the Federation would like to have an adviser who is not a full time faculty member, this may be allowed on the case-to-case basis.

2.3 No faculty adviser to a Federation shall serve two student organizations at a time. This is to guarantee that he/she devotes his/her full service and loyalty to the organization as a faculty adviser.

**Section 3.** Duties and Responsibilities of the Faculty Advisers

The Faculty Advisers shall:

3.1 make him/herself available for consultation to all members and officers of the Federation;

3.2 regularly attend meeting of the Federation;

3.3 assist in planning of activities that is aligned with organizational objectives;

3.4 foster unity and camaraderie among officers and members of the Federation and shall serve as arbiter of all internal conflicts;

3.5 present in the organization's activity on and off campus when the Federation is representing the school; and

3.6 if the adviser is unable to attend, he/she should request another faculty member to take his/her place. He/she should assure the safety of all members of the Federation and all others involved in the activity.

## ARTICLE XVII

### RULE OF SUCCESSION

- Section 1.** In the case of permanent vacancy in the position of the President, in the case of death, permanent disablement, expulsion from the College, impeachment or resignation, the Vice President shall immediately assume and take the oath of office as the President for the remainder of the unexpired term. The office of the Vice President shall be entrusted to the Senate President and the duties of the Senate President is entrusted to the Senate Pro- Tempore.
- Section 2.** In the case of permanent vacancy in the position of the Vice President, in the case of death, permanent disablement, expulsion from the College, impeachment or resignation, the Senate President shall immediately assume and take the oath of office as the Vice President for the remainder of the unexpired term. The office of the Senate President shall then be entrusted to the Senate Pro-Tempore.
- Section 3.** In the case of permanent vacancy of the position of both the President and the Vice President, in the case of death, permanent disablement, expulsion from the College, impeachment or resignation, the Senate President shall assume and take the oath of office as the President for the remainder of the unexpired term. The Senate Pro-Tempore shall take oath as the Vice President and the members of the Senate shall elect a new Senate President and Senate Pro-Tempore.
- Section 4.** The Vice President cannot in any way refuse the assumption of the Office of the President once a permanent vacancy is determined.
- Section 5.** The Senate President cannot in any way refuse the assumption of the Office of the President and the Office of the Vice President once a permanent vacancy is determined.
- Section 6.** If for any reasons the office of the President is temporarily vacant, then the Vice President can act legally as the Officer-in-Charge of the Office of the President. The Vice President shall have two offices but must discharge his duty using the title as Officer-in-Charge of the Office of the President and not as the Vice President. As Officer-in-Charge, the Vice President has the power to approve

all such preceding documents and has the authority that is given to the position of the President.

**Section 7.** If the case of permanent vacancy of any of the members of both the Senate and Student Tribunal then the position must be filled with a.) The 9th elected Senator or Student Judge from the election or in the case of the individual's refusal or absence in the position b.) Appointment of a replacement member through the Commission on Appointments.

**Section 8.** In the case of permanent vacancy of the position of the Governor, in the case of death, permanent disablement, expulsion from the College, impeachment or resignation, the Vice Governor shall immediately assume and take the oath of office as the Governor for the remainder of the unexpired term. The office of the Vice Governor shall be appointed in replacement through the Commission on Appointments.

**Section 9.** In the case of permanent vacancy of the position of the Vice Governor, in the case of death, permanent disablement, expulsion from the College, impeachment or resignation, appointment of a replacement member through the Commission on Appointments must be made.

**Section 10.** In the case of permanent vacancy of the position of both the Governor and the Vice Governor, in the case of death, permanent disablement, expulsion from the College, impeachment or resignation, the 2nd elected Governor and Vice Governor should take the position.

## **ARTICLE XVIII**

### **FUNDS**

**Section 1.** The general fund of the Federation of Supreme Student Council shall consist of the amount received from the Unified Financial Assistance System for Tertiary Education Act or UniFAST and was estimated 250PhP per the number of students as determined by the College per Semester.

**Section 2.** The fees to be collected by the Institute/Campus Student Council shall be referred to as the "ISC/CSC fee" and shall be legally

collected by the ISC/CSC- Board member on Financial Affairs duly approved by the Senate.

**Section 3.** The Institute/Campus Student Council shall have its autonomy to collect fees from their respective Institute/Campus subjected to the Senate approval.

**Section 4.** The FSSC Trust Fund can be withdrawn through a resolution approved by the body. The President, Finance Secretary and the FSSC Adviser/s shall be the authorized signatories.

**Section 5.** The total amount of the FSSC Trust Fund shall be allocated to the needs of the Executive, the Senate, the Student Disciplinary Tribunal and the Constitutional Commissions. The following matrix shall be observed:

- a. 100% of the FSSC Trust Fund where it shall have:
  - i. 90% of the 100% shall go the Executive Board;
  - ii. 5% of the 100% shall go to the other Units;
  - iii. 3% of the 100% shall go to the Senate; and
  - iv. 2% of the 100% shall go to the Student Disciplinary Tribunal.

**Section 6.** The Federation of Supreme Student Council Executive Board and Institute/Campus Student Council shall formulate and adopt projects which shall embody a work plan of program with estimated expenditures for the incoming semester to be presented on a budget hearing and shall provide a copy for the Office of Federation of Supreme Student Council and Office of Student Affairs and Services for notation.

**Section 7.** The balance of the FSSC Trust fund for a specific term shall be returned as the fund of the FSSC for the next or succeeding terms.

## **Article XIX**

### **ACCOUNTABILITY OF STUDENT COUNCIL OFFICERS**

**Section 1.** General Definitions

(a) Accountability of Student Officers. It refers to the just responsibility and professionalism shown by elected and appointed officers of the Federation of Supreme Student Council.

(b) Impeachment. To charge a Student Official before a competent tribunal with misconduct in office. It refers to a process by which a competent tribunal initiates charges against a student official for a misconduct in office.

(c) Termination of Office. It refers to an executive order calling for the removal of an official within the boundaries of the executive board.

**Section 2.** Student Council is a Student Trust. Student officers must at all times be accountable to the students, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with transparency and justice and live modest lives.

**Section 3.** Student Officers must be knowledgeable of their respective responsibilities, authority and limitations and must have a thorough knowledge of the constitution.

**Section 4.** Student Official must understand that the sovereignty resides on the student body and all legitimate authority emanates from them.

### **Guidelines for Impeachment**

**Section 5.** The President, the Vice President, the members of Legislative Board, and the Institute/Campus Governors may be removed from office through impeachment.

**Section 6.** All officials may be removed from office if they are tried and convicted of the following:

- (a) Culpable violation of the Federation of Supreme Student Council Constitution;
- (b) Bribery;
- (c) Graft and Corruption;
- (d) Betrayal of Student trust; and
- (e) Incompetency with the performance of one's duty towards their respective offices.

**Section 7.** The Senate President has the exclusive power to initiate all cases for impeachment.

**Section 8.** The procedures to file for an impeachment complaint and trials are as follows:

- (a) A formal written complaint must be first filed in the Senate that states the name of the official and the charge/s that should be filed along with the endorsement by any member of the Senate.
- (b) A special session will be then called by the Lead Judge (3) days after the complaint has been filed wherein they will deliberate on the legality and the eligibility of the impeachment complaint filed. A vote of 50%+1 must be reached if such impeachment trial were to take place. The vote of each member must be recorded.
- (c) No impeachment complaint must be initiated against the same official more than once within a period of one month.
- (d) After the complaint reaches the affirmation vote, the Senate President will then move the motion for the impeachment trial and will set the dates for the public inquiry, preliminary hearings and the formal trial.
- (e) The public inquiry and preliminary hearings must not go beyond a period of one week.
- (f) The formal trial must happen two days after the end of the preliminary hearings.
- (g) The Senate shall have the sole power to try and decide all cases of the impeachment. When sitting for that purpose, the Judiciary Board shall be on the oath of affirmation. When the Federation of Supreme Student Council President is on trial, the Lead Judge must preside but must not vote. In a regular trial, the Senate President must preside and must not vote. If the Senate President is on trial, the Senate Pro-Tempore must be appointed and must not vote.
- (h) The members will also act as the inquiry panel while the person on trial is free to have their defense and legal counsel to defend them in the trial within the boundaries of the Federation of Supreme Student Council Judicial Board.
- (i) No person shall be convicted without the concurrence of two-thirds of all the members of the Senate with the lone exception of the Senate President.

### **Guidelines for Termination from Office**

**Section 9.** Members of the Executive Board and the members of Institute/Campus Student Council may be removed from office through the termination from office.

**Section 10.** They may be removed from office if they are convicted of the following:

- (a) Culpable violation of the Federation of Supreme Student Council Constitution;
- (b) Bribery;
- (c) Graft and Corruption;
- (d) Betrayal of Student trust; and
- (e) Incompetency with the performance of one's duty with regards to their respective offices.

**Section 11.** The procedures to file for a termination complaint and trials are as follows:

- (a) A written complaint is filed to the Office of the President.
- (b) The President, The Lead Judge and the Senate President will be the ones who will have the exclusive power to initiate and try all termination trials.
- (c) The Three-man panel will decide the conviction of the officer in question.
- (d) The Three-man panel will be the inquiry panel of the trial and the defendant is given freedom to form his/her defense panel within the boundaries of the Judicial Board.
- (e) The inquiry and sentencing trial will last not more than three days.

### **Rights of the Accused**

**Section 12.** No person shall be removed from office without the due process of law.

**Section 13.** The accused officer is subject to the presumption of innocence until proven guilty and is convicted by a competent tribunal.

**Section 14.** All accused officers shall have the ability to form their own defense panel within the boundaries of the Judicial Board and must be free from any harassment and intimidation by other elements.

**Section 15.** They have the right to face their accuser within the boundaries of the trial.

**Section 16.** The accused is subjected to their defense counsel's most aggressive defense.

## **ARTICLE XX**

### **GENERAL PROVISION**

**Section 1.** The Federation of Supreme Student Council shall adopt an official logo that shall embody its aspirations and ideals as a student representative in the Bulacan Agricultural State College expressed in symbols appropriate to its goals and objectives.

**Section 2.** The Official seal shall be circular in form expressive of its mission to serve the studentry that knows no bound and limitations. The circular form signifies that everyone is in unison; one part gives service to another. It bears the name Federation of Supreme Student Council, BASC as the institution of the FSSC. The seven stars symbolize the three Institutes and four external campuses of BASC. The book symbolizes knowledge and wisdom. The torch signifies the supremacy and leadership of the Federation of Supreme Student Council. Gavel is the symbol authority and signifies an orderly succession from one chair to another; The Balance Scale symbolized impartiality and the obligation of the Federation to weigh the evidence presented; the laurel leaves represent the Federation's productive and prosperous activities, programs and projects for the students. The two circles represent vision and mission of BASC to support the studentry. The hexagon represents the equal rights of the students, regardless of their institutes, campuses, courses, and gender. The circle bounded by a rope entwined on its outer side symbolizes the council's strong commitment to serve the student body as well as the institution.

**Section 3.** All organizations existing and operating within the College shall have to coordinate with the FSSC and therefore all activities, transactions, collection of fees and other form of solicitation and

fund raising shall be subjected for the approval of the FSSC and Office of the Student Affairs and Services.

## **ARTICLE XXI**

### **TRANSITORY PROVISION**

- Section 1.** Upon the turnover of the key of responsibility:
- 1.1 All outgoing officers of FSSC and Institute/Campus Student Council shall finish their term in office.
  - 1.2 All newly elected officers of FSSC and Institute/Campus Student Council shall begin their term in office.
  - 1.3 Vacant elected position shall be on appointment basis upon approval of the Commission on Appointments.
  - 1.4 All remaining funds held in trust by the College shall be transferred over to the new administration with new signatories.
- Section 2.** Pending projects, reports or business of the outgoing administration must be settled before they left their post depending upon the decision or situation of the outgoing and newly elected officers.

## **ARTICLE XXII**

### **AMENDMENTS, RATIFICATION, AND EFFECTIVITY**

- Section 1.** Any amendment to or revision of this Constitution and By-Laws may be proposed by:
- 1.1 Two third votes of the Legislative Board; and
  - 1.2 Initiative of the students upon a petition of at least thirty percent shall consist twenty percent of student per Institute/Campus.
- Section 2.** Amendment or revision to this Constitution and By-Laws shall not be allowed within two years unless the conversion of the College into University requires so.
- Section 3.** This Constitution and By-Laws shall take effect immediately upon ratification by a majority of votes casted in a plebiscite held for the purpose and shall supersede all previous constitutions.
- Section 4.** This must be approved and signed.



**j. Student Publication**

**ARTICLE I**

**PRINCIPLES AND POLICIES**

- Section 1.** The Soil Tiller shall be the official student publication of the BULACAN AGRICULTURAL STATE COLLEGE.
- Section 2.** The Soil Tiller shall hold its office at the BULACAN AGRICULTURAL STATE COLLEGE.
- Section 3.** The Soil Tiller shall serve as an independent newspaper of the students informing the school community of local, sectoral and national events that are of concern and interest to the studentry.
- Section 4.** The Soil Tiller shall be composed of qualified students mentioned under Article IV of the Character and shall be published.
- Section 5.** The Soil Tiller shall not be subjected to any censorship.
- Section 7.** The Soil Tiller shall serve as a medium to facilitate the nationalist aspirations of the students and shall embody and uphold the ideals and objectives of democracy and uphold the truth.
- Section 8.** The Soil Tiller shall encourage, promote and develop knowledge of the studentry.
- Section 9.** The Soil Tiller shall guard the rights of any person, group, organization or institution in addressing the issues that were published in the paper.
- Section 10.** The Soil Tiller will publish quarterly and may have additional issues subjected to the availability of funds.
- Section 11.** The Soil Tiller shall provide issues and printed materials to be circulated across the College and satellite campuses.
- Section 12.** The Soil Tiller is limited to circulate to the main campus of BASC. Student publications from satellite campuses shall be subjected to the review of The Soil Tiller.
- Section 13.** The Soil Tiller shall be governed by these principles and policies and which may promulgate regulations as by the Editorial Board in accordance with the existing laws of the Republic.

**ARTICLE II**

## THE EDITORIAL BOARD

### Section 1. The Editorial Board

- a) DEFINITION – The Editorial Board, when sitting en banc, shall be the highest decision and policy-making body of The Soil Tiller.
- b) COMPOSITION – It shall be composed of the Editor-in-Chief, Associate Editor, Managing Editor for Administration, Managing Editor for Finance and Managing Editor for Circulations. A simple majority of the members shall constitute a quorum, and such may arrive at decisions relevant to the agenda.
- c) POWERS AND DUTIES - The Editorial Board shall have the following powers and duties:
1. meet regularly at least once a week or as often as deemed necessary;
  2. convene a special or emergency meeting that can be called by the Editor-in-Chief or at the request of the majority of the members on matters needing urgent decision or immediate actions;
  3. act or decide on important organizational matters;
  4. draw up programs of action and to formulate the image of The Soil Tiller upon the approval of the Editorial Board;
  5. choose individual who shall constitute the Investigative Body;
  6. deliberate and impose disciplinary actions on erring staff members upon the approval of its members (EB) or the Investigative Body (IB);
  7. choose individuals who shall constitute the screening board to be tasked with the administration of the qualifying examinations. (See Art. IV, Sec. 3);
  8. reshuffle the Section Editors upon the recommendation of Managing Editor for Administration and Editor-in-Chief;

9. create other Editorial Board positions other than those specified in Art. 2 Sec. 1 (b);
10. select a staff member who will fill vacant position in EB (See Art. VI, Sec. 3);
11. create a set of house rules/policies that shall be strictly observed by the Editorial Board (See Art. IX, Sec. 5); and
12. choose and deliberate who should be The Soil Tiller's adviser/ advisers.

**Section 2. The Editor-in-Chief**

- a) DESCRIPTION – The Editor-in-Chief shall be the highest executive and administrative officer of The Soil Tiller.
- b) POWERS AND DUTIES – The Editor-in-Chief shall have the following functions:
  1. act as the chairman of the Editorial Board when the said board is sitting en banc;
  2. call for a regular or emergency meeting of the EB;
  3. sign memoranda, resolutions and other communication letters of the EB;
  4. supervise the Editorial Board of The Soil Tiller;
  5. act as the official spokesperson of The Soil Tiller;
  6. represent The Soil Tiller in conferences, symposia, conventions relative to journalistic matters and such other activities inside and outside the school premises;
  7. see to it that The Soil Tiller's issues shall be published and distributed on time;
  8. check and assign articles, news items, features and other writings for the publication from the Managing Editor for administration;

9. spearhead the editorial of The Soil Tiller, or assign it to one of the editors after the said editorial has been deliberated and agreed upon by the editors;
10. provide ways and means of improving the skills and availability of the general staff of The Soil Tiller;
11. provide ways and means of the effecting unity among the staff towards the attainment of harmonious working relationship within The Soil Tiller;
12. motivate the staff towards the effective discharge of their duties and responsibilities;
13. recommend administrative sanctions against any erring staff members of the EB;
14. edit all articles preparatory for submission to the press;
15. make/sign transactions, contracts or agreement in behalf of The Soil Tiller with the conformance of the EB; and
16. be one of the signatories of The Soil Tiller's account.

**Section 3. The Associate Editor**

- a) DESCRIPTION – The Associate Editor shall be the second highest ranking official of The Soil Tiller.
- b) POWER AND DUTIES – The Associate Editor shall have the following functions:
  1. sit in the EB when the board is in session;
  2. perform the functions of the Editor-in-Chief in case the latter's absence;
  3. automatically take over as Editor-in-Chief in case of the latter's death, suspension, resignation, or disqualification;
  4. keep full minutes if the meeting of the EB and staff, and shall be responsible of the safekeeping of all official records and documents;

5. call for an emergency meeting of the EB and staff subsequent to the consultation with and presentation of the agenda to Editor-in-Chief;
6. act as the secretary of the board of editors when the board is in session;
7. see to it that the communication letters for publication are submitted on time; to prepare and deliberate assignments of section editors in consultation with the Editor-in- Chief;
8. be one of the signatories of The Soil Tiller's account (see Art. X, Sec. 3);
9. consult the Managing Editor for Administration in all articles preparatory to submission to Editor-in-Chief;
10. represent The Soil Tiller in conferences, symposia and convention when requested;
11. write the editorials when necessary; and
12. perform such other functions as may be deemed necessary by the Editor-in-Chief.

#### **Section 4.**

##### **The Managing Editors**

- a) DESCRIPTION – The Managing Editor for Administration, for Finance and for Circulations shall be the third, fourth and fifth highest – ranking officers of The Soil Tiller, respectively.
- b) POWER AND DUTIES – The Managing Editors shall have the following functions:

##### **Managing Editor for Administration:**

1. sit the Editorial Board when the said board is in session;
2. take part in the preparation of the lay-out of The Soil Tiller in cooperation with the Editor-in-Chief and Lay-out Artist;
3. supervise and handle the news, sports, literary and feature articles; handle the photography and art departments;

4. edit all articles for publication received preparatory to submission to the Editor-in- Chief;
5. supervise and to assign tasks to all staff under his/her jurisdiction;
6. scrutinize the performance of the section editors and staff members under him/her;
7. recommend reshuffling of section editors under him/her;
8. be one of the signatories of The Soil Tiller's account (see Art. X, Sec. 3);
9. act as the custodian of all the supplies and resources of the publication;
10. call for an emergency meeting of the EB and Editorial Staff subsequent to the consultation with and presentation of agenda to the Editor-in-Chief;
11. represent The Soil Tiller in conferences, symposia and conventions when requested; and
12. perform such other functions as may be deemed necessary by the Editor-in-Chief.

**Managing Editor for Finance:**

1. sit the Editorial Board when the said board is in session;
2. supervise and handle the business departments;
3. prepare financial reports in coordination with the Editor-in-Chief;
4. be the custodian of all funds and financial assets of The Soil Tiller;
5. monitor disbursement of funds and see to it that official receipts and necessary documents are secured;
6. prepare budget allocations to be approved by the Editorial Board;

7. be one of the signatories of The Soil Tiller's account (see Art. X, Sec. 3);
8. call for an emergency meeting of the EB and Editorial Staff subsequent to the consultation with and presentation of agenda to the Editor-in-Chief;
9. represent The Soil Tiller in conferences, symposia and conventions when requested;
10. perform such other functions as may be deemed necessary by the Editor-in-Chief; and
11. consult the Managing Editor for Circulations in all articles preparatory to submission to Managing Editor for Administration.

**Managing Editor for Circulations:**

1. sit in the Editorial Board when the said board is in session;
2. take charge on overall operations concerning releases of the publication;
3. check all communications including Resolutions and Business letters of the publication before circulation;
4. consult the Associate Editor and Managing Editor for Finance in editing all articles for publication received preparatory to submission to the Managing Editor for Administration;
5. be one of the signatories of The Soil Tiller's account (see Art. X, Sec. 3);
6. call for an emergency meeting of the EB and Editorial Staff subsequent to the consultation with and presentation of agenda to the Editor-in-Chief;
7. represent The Soil Tiller in conferences, symposia, and conventions when requested; and
8. perform such other functions as may be deemed necessary by the Editor-in-Chief.

a) DESCRIPTION – The Section Editors shall be the sixth highest – ranking officer of The Soil Tiller.

b) POWER AND DUTIES – The Section Editors shall have the following functions:

**News Editor/s:**

1. take charge of the News Page;
2. assign and monitor News articles;
3. collect and edit News articles for encoding;
4. update the publication on all future events of the college;
5. conduct News Writing trainings twice a month;
6. demand and set deadlines as deemed requiring by the Managing Editor for Administration and for Circulations;
7. represent The Soil Tiller in conferences, symposia, and conventions when requested; and
8. perform such other functions as may be deemed necessary by the Editor-in-Chief.

**Developmental Communication (DevCom) Editor/s:**

1. take charge of the DevCom Page;
2. assign and monitor DevCom articles;
3. collect and edit DevCom articles for encoding;
4. collect and finalize topics for DevCom articles;
5. conduct DevCom writing trainings twice a month;
6. demand and set deadlines as deemed by the Managing Editor for Administration and for Circulations;
7. represent The Soil Tiller in conferences, symposia, and conventions when requested; and
8. perform such other functions as may be deemed necessary by the Editor-in-Chief.

**Feature Editor/s:**

1. take charge of the Feature Page;
2. assign and monitor Feature articles;
3. collect and edit Feature articles for encoding;
4. collect and finalize topics for Feature articles;
5. conduct Feature Writing trainings twice a month;
6. demand and set deadlines as deemed necessary by the Managing Editor for Administration and for Circulations;
7. represent The Soil Tiller in conferences, symposia, and conventions when requested; and
8. perform such other functions as may be deemed necessary by the Editor-in-Chief.

**Literary Editor/s:**

1. take charge of the Literary Page and Literary Folio;
2. assign and monitor Literary articles;
3. collect and edit Literary articles for encoding;
4. collect and finalize data/topics for Literary Page;
5. recommend topic for Literary Folio for the approval of the Editorial Board;
6. consult the graphic artists, lay-out artists regarding the design and concept of the literary folio;
7. conduct Literary and Creative Writing trainings twice a month;
8. demand and set deadlines as deemed by the Managing Editor for Administration and for Circulations;
9. represent The Soil Tiller in conferences, symposia, and conventions when requested; and
10. perform such other functions as may be deemed necessary by the Editor-in-Chief.

**Sports Editor/s:**

1. take charge of the Sports Page;
2. assign and monitor Sports articles;
3. collect and edit Sports articles for encoding;
4. update the publication on all future sports events of the college;
5. collect and finalize topics for Sports articles;
6. conduct Sports Writing trainings twice a month;
7. demand and set deadlines as deemed by the Managing Editor for Administration and for Circulations;
8. represent The Soil Tiller in Sports and Cultural events where the students of BASC are concerned;
9. represent The Soil Tiller in conferences, symposia, and conventions when requested; and
10. perform such other functions as may be deemed necessary by the Editor-in-Chief.

**Head Graphic Artist/s:**

1. take charge of all the Literary Graphic and Editorial Cartoons;
2. assign and monitor Graphics illustrations for Features, Literary and Editorial Cartoon as deemed necessary;
3. conduct Graphic and Arts trainings twice a month;
4. demand and set deadlines as deemed necessary by the Managing Editor for Administration and for Circulations; and
5. perform such other functions as may be deemed necessary by the Editor-in-Chief.

**Head Lay-out Artist/s:**

1. take charge of Lay-outs of publication for releases;
2. conduct Lay-outing trainings twice a month;

3. act as the custodian of the publication laptop;
4. coordinate with the Managing Editor for Circulations, Managing Editor for Administration and Editor-in-Chief in preparation for any press releases;
5. make illustrations for Features, DevCom and Literary articles as deemed necessary; and
6. perform such other functions as may be deemed necessary by the Editor-in-Chief.

**Online Editor/s:**

1. take charge of social media accounts of the publication;
2. make online press releases of the publication with the approval of the Editorial Board;
3. post news, features and literary articles in the publication's Social Media page;
4. coordinate with the Head Lay-out Artist/s in preparation for online press announcements / releases; and
5. perform such other functions as may be deemed necessary by the Editor-in-Chief.

**Head Photojournalist:**

1. act as the custodian of the publication camera;
2. capture events, affairs, occasions and important happenings through photographs within and outside the campus when deemed necessary;
3. shall be responsible to keep tab on the schedules, events and happenings in the campus and be alert on unexpected circumstances that may occur at any time to be able to capture it on film to be used as materials for any issue;
4. keep and maintain file photos and other pictorial records for the purpose of the reproduction as to whatever consequences may require;

5. submit records of his/her materials to Associate Editor, and expenditures for the accounting of the Managing Editor for Finance;
6. conduct Photography trainings twice a month; and
7. perform such other functions as may be deemed necessary by the Editor-in-Chief.

**Section 7.** The Staff Writers

a) POWER AND DUTIES – The Staff writers shall have the following functions:

1. write news, features, devcom, literary, or sports articles out of an assigned event for current issues;
2. attend seminars and trainings to conducted by the Section Editors; and
3. perform other functions as may be deemed necessary by the Section Editor and the Editorial Board.

**Section 8.** The Photojournalist/s

a. POWER AND DUTIES – The Photojournalists shall have the following functions:

1. capture events, affairs, occasions and important happenings through photographs within and outside the campus when deemed necessary;
2. shall coordinate with the Editorial Staff for any assignment deemed necessary for the performance of his/her duty;
3. attend seminars and trainings to be conducted by the Section Editors; and
4. perform other functions as may be deemed necessary by the Section Editor and the Editorial Board.

**Section 9.** The Artist/s

- a) DESCRIPTION – Lay-out Artist / Graphic Artist / Cartoonists
- b) POWER AND DUTIES – The Artist/s shall have the following functions:

1. prepare lay-out / graphic illustrations / editorial cartoon preparatory to approval of the corresponding editor;
2. make illustration for Features, DevCom, Literary and other publication articles as may be deemed necessary;
3. coordinate with the Editorial Board for any assignment as deemed necessary for the performance of his/her duty;
4. attend seminars and trainings to conducted by the Section Editors; and
5. perform other functions as may be deemed necessary by the Section Editors and the Editorial Board.

### **ARTICLE III**

#### **ADVISER/S**

#### **Section 1.**

- a) **DESCRIPTION** – The Soil Tiller shall have an adviser/s chosen from list of names and shall be deliberated by the incumbent Editorial Board;
- b) **POWER AND DUTIES** – The Adviser/s shall have the following functions:
  1. The adviser/s shall be limited to one of the technical guidance and shall not in any way infringe on the freedom of expression, organization and assembly of the editorial staff.
  2. The adviser shall be one of the signatories of all legal documents.
  3. The adviser shall guide the newspaper staff in accordance with approved editorial policy and aids the educational process related to producing the newspaper.
  4. The adviser shall work with the faculty and administration to help them understand the freedom

accorded to the students and the professional goals of the school publications.

5. The adviser shall not act as a censor or determine the content of the paper. The adviser shall offer advice and instruction, following the Journalists Code of Ethics established by the Philippine Press Institute, the National Union of Journalists in the Philippines, and the National Press Club. School officials shall not fire or otherwise discipline advisers for content in student media that is determined and published by the student staff.

## **ARTICLE IV**

### **MODE OF SELECTION**

- Section 1.** All applicants/aspirants to the Editorial Board position and other staff positions mentioned in Article II of this Chapter shall undergo fair and competitive examinations and must have sampled the requirements mentioned in Article V of this Charter.
- Section 2.** All applicants/aspirants to the Editorial Board positions must have at least one year of residence at The Soil Tiller.
- Section 3.** The screening board shall be composed of the incumbent adviser/s of The Soil Tiller, one mass media practitioner who is acceptable to both (school administration and editorial board), the former Editor-in-Chief, and one past editor to be chosen by the incumbent Editorial Board.
- Section 4.** No member of the Editorial Board shall be chosen or appointed by the school administration/administrator.
- Section 5.** Academic ranking shall not be decisive criterion in choosing the Editorial Staff members except in case of a tie.
- Section 6.** The qualifying examination for the Editorial Board shall cover the following: Editorial Writing 15%; News Writing and Evaluation 15%; Feature Writing 15%; Lay-out 15%; Previous Experience or performance as Editor/Section Editor 15%; Investigative Journalism 10%; and Interview 15%; for the total of 100%.

**Section 7.** The screening board shall choose the Editorial Board from the top nine (9) examinees. Ranking shall be based on the following:

**For the Editorial Board:**

1. The examinee obtaining the highest rank shall be the Editor-in-Chief.
2. The examinee obtaining the second highest rank shall be the Associate Editor.
3. The examinees obtaining the next highest from the Associate Editor shall be the Managing Editor for Administration, for Finance, and for Circulations.

**Section 8.** The competitive examination for the Editorial Board shall be administered one month before the closing of every school year.

**Section 9.** The Board of Judges, upon ensuing the final result of the qualifying examination they administered, shall be automatically dissolved.

**Section 10.** The new Editor-in-Chief, Associate Editor, and Managing Editors shall administer the qualifying examinations for the staff position one month after the opening of classes of the preceding school year. The first month of the school year shall be allotted for the preparation of the examination and for the information campaign.

**Section 11.** All applicants who shall qualify and pass the examination given by the Editorial Board shall serve as Staff Writer/Probationary Writer during the same school year.

**Section 12.** The qualifying examinations for Staff Writers/ Correspondents shall cover: Grammar and Usage, 30%; News Writing, 25%; Editorial/Opinion Writing, 25%; and Interview 20%; for the total of 100%. The qualifying examinations for Photographers and Artists shall be limited to and shall correspond to their applied positions.

**Section 13.** The Editorial Board shall ascertain the number of successful applicants for the qualifying examinations. Applicants must obtain 80% passing score to be a Staff Writer. Applicants obtaining 70-79% will be considered as Probationary Staff.

**Section 14.** The Editorial Board must release results of the examinations for staff positions not later than one week after the date of the said examination.

**Section 15.** The test papers and evaluation of all applicants in the qualifying examination shall be open for scrutiny by any contesting party.

## **ARTICLE V**

### **QUALIFICATIONS**

**Section 1.** To eligibly take the examination for the Editorial Board, the candidates must have the following qualifications:

- a. a bona fide student of the Bulacan Agricultural State College; Aspirants for the Editorial Board except for the position of the Editor-in-Chief, must have at least one academic year residency at The Soil Tiller.

Aspirants for the position of Editor-in-Chief must have at least two (2) consecutive years of active residency at The Soil Tiller.

- b. enrolled in a degree course and must carry a minimum load of 12 units or not lower than 60% of the regular load; and

- c. Aspirants for the Editorial Board must not hold any major positions in any student organizations as specified below:

#### **Student Government (SSC/SC)**

- President/ Speaker of the House
- Vice President/ Deputy House Speaker
- Secretary and its equivalent

#### **Campus-wide Organizations**

- Chairman or its equivalent
- Vice Chairman or its equivalent
- Secretary and its equivalent

**Section 2.** In case a member of Editorial Board would like to run for an elected post in any of the positions mentioned in Article V, Sec. 1 after qualifying examinations, he/she must file his/her resignation letter to the Editor-in-Chief one month before the campaign period. Any member of the Editorial Board who acquires other positions mentioned in Article V, Sec. 1 automatically resigns from his/her post.

**Section 3.** Question of eligibility of an applicant shall be forwarded to the screening board within one week before the scheduled examination.

## **ARTICLE VI**

### **TERM OF OFFICE**

**Section 1.** Term of office of the Editors and Staff members is for one (1) academic year.

**Section 2.** An incumbent Editorial Board member may take the qualifying exam for the Editorial Board positions to retain or elevate his/her position. When an incumbent Editor-in-Chief wishes to retain or pursue his/her current/desired position, a former Editor-in-Chief of The Soil Tiller shall assume the responsibility for conducting the competitive examinations as provided in Article IV of this Charter.

**Section 3.** Position left vacant through abdication, disqualifying, or resignation shall be filled with a staff member selected by the Editorial Board.

## **ARTICLE VII**

### **SECURITY OF TENURE**

**Section 1.** Any member of The Soil Tiller must maintain his/her status as student of the college in order to retain membership as staff in the publication. He/She should not be expelled or suspended solely based on articles he/she has written, or because of the performance of his/her duties as an Editorial Board member of The Soil Tiller.

## **ARTICLE VIII**

### **RIGHTS AND FREEDOM OF THE PRESS**

**Section 1.** Subject to limitations imposed by the rules and regulations of the laws of the Republic, the staff members of The Soil Tiller shall have the following rights:

- a) the right to independently publish and manage on their own responsibility and discretion a student paper;
- b) the right to publish free and responsible expressions, view or opinion;

- c) the right to access official institutional records unless otherwise prohibited by law;
- d) the right to withhold the sources of their information unless otherwise ordered by the court;
- e) the right to constitute the screening board as provided by this charter;
- f) the right to engage in the pursuit of truth and knowledge through research on investigations and print exhaust and accurate findings within the limits of journalism ethics and moral.

**Section 2.** The publication will serve the best interest of the students of BASC, keeping itself free from any commercial obligations distracting from this purpose that is defined by the publication itself.

**Section 3.** Any decisions affecting the publications on all levels will be made by the Editorial Board. The adviser is allowed to give legal advice and his/her opinion, but the final decision rests in the hands of the Editorial Board.

**Section 4.** Student journalists may use print and electronic media to report news and information; to communicate with other students and individuals, to ask questions and consult with experts; and to gather material to meet their newsgathering and research needs.

## **ARTICLE IX**

### **RULES ON DISCIPLINE**

**Section 1.** All members of the staff and of the Editorial Board of The Soil Tiller are obliged to act with dignity, integrity, and honesty in the performance of their duties.

**Section 2.** All members of the staff and the Editorial Board are obliged to abide the principles and policies provided in this Charter.

**Section 3.** All members of the staff and the Editorial Board are duly bound to protect the prestige reputation of their colleagues and of the publication defending them from any malicious and unfounded accusations and implications.

**Section 4.** Any member of the staff and the Editorial Board shall be dealt accordingly in violation of the foregoing provisions:

- a) for culpable violation of this Charter and other acts involving moral turpitude, the defender shall suffer penalty of expulsion from membership of The Soil Tiller;
- b) for minor offences, warning, reprimand, suspension of remuneration and suspension shall be meted out;
- C) the degree of offenses, whether culpable acts or minor infractions, shall be determined by the Editorial Board.

**Section 5.** A set of house rules shall be made by the Editorial Board through a quorum and shall be observed strictly by the Editorial Board. These House Rules shall be posted inside the Office of The Soil Tiller.

## **ARTICLE X**

### **BUSSINESS MANAGEMENT/FUNDING**

**Section 1.** The fund of the publication shall be supported by the CHED – UNIFAST as is it considered part of the Free Higher Education Program under R.A. 10931 known as the Universal Access to Quality Tertiary Education Act.

**Section 2.** The allotted budget of Php 60.00 for every student per semester which still depends on the total student population of the college shall be shouldered by the CHED – UNIFAST (see. “Implementing Rules and Regulations of Republic Act No. 10931, known as the “Universal Access to Quality Tertiary Education Act of 2017”; Rule 2. Section 10.)

**Section 3.** All amounts received from subscription, advertisement, donations, and other sources shall be part of The Soil Tiller.

**Section 4.** The student publication fund shall be deposited in a bank for proper safekeeping under the name of The Soil Tiller with the Editor-in-Chief, Associate Editor, Managing Editor for Administration, Managing Editor for Finance, Managing Editor for Circulations and the Adviser as signatories.

**Section 5.** The Budget shall include expenses for the printing costs of the publication, transportation, and needs of the staff during press works, office supplies and equipment, attendance of student publication representatives at press conference and seminars and

such other things necessary for the office operation and TST staff performances of their duties and responsibilities.

**Section 6.** Publication funds from UNIFAST, savings, donations, grants and other funds collected from other sources shall be for its exclusive use. The money collected shall not be spent for purposes other than those cited in Section 5 of this Article.

**Section 7.** To effect disbursement, there must be a resolution signed by the Editor-in-Chief, Associate Editor, Managing Editor for Administration, Managing Editor in Finance, Managing Editor for Circulations and the Adviser/s. The purpose of the said disbursement must be clearly stated in the resolution. A set of accounting and auditing procedures shall be made by the Editorial Board that is to be strictly imposed to the Editorial Staff.

**Section 8.** The printing of the student publication by a private printer shall be conducted by Editorial Board through canvass.

**Section 9.** The Semestral Financial Report shall be submitted by Editor-in-Chief duly attested by the Managing Editor for Finance one week before closing of each semester to an authorized auditor of the College. Thereafter, the audited summary financial statement shall be published in the student publication at the end of the school term.

**Section 10.** The Soil Tiller shall establish and maintain a book of accounts covering the expenditures and corresponding official receipts and documents.

**Section 11.** The Editorial Board shall make any increase in publication fund from CHED - UNIFAST through a recommendation to the Student Congress and as approved by College President.

## **ARTICLE XI**

### **TRANSITORY PROVISIONS**

**Section 1.** An outgoing member of the Editorial Board having the highest rank shall take the role of the incumbent Editor-in-Chief in the case of the latter's bid for another term/position until the new set of Editorial Board has been established accordingly, as provided by Article IV of this Charter.

**Section 2.** A copy of this Charter shall be posted on the bulletin boards for at least one week before the annual qualifying examinations.

**Section 3.** All existing laws, orders, proclamation, project letters of instructions and other issuance not consistent with this Charter shall remain operative until amended, repealed or revoked.

**ARTICLE XII**

**AMENDMENTS**

**Section 1.** The majority of the members of the Editorial Board shall determine any amendments to or revision of this Charter.

The result and minutes of the deliberation shall be posted on conspicuous places one week after the said quorum has been made.

**ARTICLE XIII**

**EFFECTIVITY**

**Section 1.** The Charter shall take effect immediately upon approval of the incumbent Editorial Board.

**1. EDITORIAL BOARD EXAMINATION**

<b>Steps</b>	<b>Procedures</b>
1	The Editorial Board examination must be taken one month before the academic year ends.*
2	An application form and accomplishment report must be submitted. <i>Email an application form and accomplishment report via email or messenger.</i>
3	The aspirants will take the EB Exam. <i>The aspirants will take the Online EB Exam.</i>
4	The aspirants will undergo an interview. <i>The aspirants will undergo an online interview.</i>
5	The screening board shall choose the Editorial Board and Section Editors by rank.*

*\*applicable for walk-in and online*

**2. EXAMINATION FOR STAFF POSITION/APPLICANTS**

<b>Steps</b>	<b>Procedures</b>
1	The examination shall be administered by the EB one month after

	the opening of classes of the preceding school year.*
2	The applicant shall fill out and submit the application form. <i>The applicant shall email the application form.</i>
3	The applicant shall proceed to examination proper (Journal/Grammar Exam and Practical) <i>The applicant shall proceed to examination (Journal/Grammar Exam and Practical) will be taken online.</i>
4	The applicant shall undergo evaluation process.*
5	Release of result (not later than one week after the date of said examination).*

*\*applicable for walk-in and online*

### 3. EDITING OF ARTICLES

Steps	Procedures
1	The Section Editors will assign articles/graphics/photograph to the writers/graphic artists/photojournalists.*
2	The assigned articles will be submitted to the section editor. <i>The assigned articles will be emailed to the section editor via email or messenger.</i>
3	The submitted articles will be edited by the section editors, and will be returned to the writer if revision is needed.*
4	If the articles need no revision, the section editor will submit the edited articles to be proofread by the Managing Editor for Administration.*
5	The articles proofread by the Managing Editor for Admin will be submitted to the EIC.*
6	The articles proofread by the EIC will be submitted to the adviser for final editing.*

*\*applicable for walk-in and online*

### 4. DISTRIBUTION OF ISSUES

Steps	Procedures
1	After the printed issues are delivered, the EB will decide on a date of distribution which is not later than 5 days after delivery.*
2	Printed copies will be distributed to the different offices of the college on the date decided by the EB. <i>PDF copy will be posted on the official Facebook Page of The Soil Tiller.</i>

3	A booth must be placed outside the building where the office of TST is located for 3 days for the distribution of issues to the students.*
4	All who wish to have a copy of the printed issues after the 3 days period of distribution in the booth can get their copies from the office of TST.*

*\*applicable for walk-in and online*

## 5. SELECTION OF ARTICLES

Steps	Procedures
1	All possible events, contests, and news events within the college and outside but relating to the college will be included in the news articles to be published.*
2	For sports, SCUAA and Intramurals will always be included. For sports, Online sports events relating to the college will be included.

*\*applicable for walk-in and online*

### FEATURE/DEVCOMM/LIT/SPORTS      FUTURE      or SPORTS Editorial

Steps	Procedures
1	Feature Editor/s will assign all staffers to submit at least one possible topic as a feature article.*
2	Feature Editor/s will choose the top 10 topics from all the submitted topics and will forward these to the Editorial Board.*
3	The Editorial Board will decide which among the forwarded topics will be approved for writing.*
4	The section editors will assign the articles to the writers/staffers and will forward this again to the Editorial Board after editing.*
5	The Editorial Board will then choose which articles are to be included in the publication's issue.*

*\*applicable for walk-in and online*

### COLUMN

Steps	Procedures
1	The Editorial Board will assign the staffer/s who will write the column/s for the issue.*
2	The chosen staffer/s will submit a topic to the Editorial board and will

	proceed to writing after the topic has been approved by the EB.*
--	--

*\*applicable for walk-in and online*

### **EDITORIAL**

<b>Steps</b>	<b>Procedures</b>
1	The publication will conduct a general meeting to select a topic as their Editorial from among the current issues.  <i>The publication will conduct a general meeting via zoom app/messenger chat/Google meet to select a topic as main Editorial from among the current issues.</i>
2	All members of the publication from the probationary members up to the EB must agree with at least one topic for the Editorial.*

*\*applicable for walk-in and online*

#### **k. Availing of Yearbook/Annual**

<b>Steps</b>	<b>Procedures</b>
1	The student submits the accomplished form and the required documents for yearbook/annual to the Institute Secretary.  <i>The student emails the accomplished form and the required documents for yearbook/annual to the Institute Secretary.</i>
2	The Institute Secretary evaluates and records the accomplished form.*
3	The Institute Secretary releases list of students for yearbook/annual.*

*\*applicable for walk-in and online*

### **C. Institutional Student Programs and Services Unit**

1. Scholarships and Financial Assistance (CMO No. 08 s. 2021)
  - a. Screening of Scholarship/Financial Assistance Beneficiaries

<b>Steps</b>	<b>Procedures</b>
1	BASC and sponsoring organization sign the MOA and the Program's Implementing Rules and Standards.
2	ISPSU Head announces / publishes Call for Applications.*
3	Interested students submit Application Form from the ISPSU Head with the required supporting documents on or before deadline.  <i>Interested students email Application Form with the</i>

	<i>required supporting documents on or before deadline at bascipsu@gmail.com.</i>
4	ISPSU Head prescreens submitted documents; schedules and conducts interview with applicants.*
5	ISPSU Head issues list of qualified applicants and endorses the same to the sponsoring organization / BASC recommending personnel for perusal and approval.*
6	Sponsoring organization / BASC recommending personnel submits to ISPSU Head the list of student applicants accepted for the scholarship or financial assistance.
7	ISPSU Head issues Notices of Award to concerned students upon receipt of the approved endorsement. <i>ISPSU Head emails Notices of Award to concerned students upon receipt of the approved endorsement.</i>
8	ISPSU Head and/or sponsoring organization orient/s scholars / grantees on the rules and standards of the scholarship/grant. <i>ISPSU Head and/or sponsoring organization conduct/s online orientation on the rules and standards of the scholarship/financial assistance.</i>
9	ISPSU Head processes the scholarship /financial assistance.*
10	Sponsoring organization / BASC recommending personnel takes action on the disbursement of scholarship / grant benefits.*

*\*applicable for walk-in and online*

b. Student Assistantship (SA)

<b>Steps</b>	<b>Procedures</b>
1	During the application period to interested students who meet the minimum requirements of the SAP shall submit the complete set of application requirements as follows: <ul style="list-style-type: none"> <li>• BASC-issued Identification (ID) Card;</li> <li>• Enrolment Form for the current semester;</li> <li>• Letter of consent from parent or guardian; and</li> <li>• Letter of endorsement from the thesis adviser.</li> </ul>
2	Interview Before the interview, the applicants fill out the SAP Application Form and submit the same to the staff in-charge. Then, they prepare and submit themselves for assessment interview by the PU Head.

3	Acceptance Qualified applicants will be informed accordingly.
4	Orientation As a mandatory requirement before deployment, all qualifiers are obliged to attend the orientation on work ethics and other required calling of the program.
5	Placement Taking into consideration the qualifications of the student assistants and the criteria provided by end users, the PU Head assigns and deploys them correspondingly.

2. Food Services (CMO No. 08 s. 2021)

Processing of Food Safety (Food Court)

Steps	Procedures
1	Stall occupancy owner records required entries on the ISPSU services' logbook.
2	They presents properly filled-out Stall Occupancy Form (SOF) complete with signatures and required attachments.
3	The ISPSU Head evaluates submitted documents taking into account compliance to Food Safety requirements on processing lead time among others.
4	If in order, endorses the list of stall occupancy to next higher authorities (OSAS Director, Business Affair Director, and VP for Academic Affairs and/or the College President) for approval.
5	Once approved, ISPSU Head gets the unit's copy, encodes details of exchange student database for monitoring and report generation purposes and gives other copies to the occupancy owner.
6	The ISPSU Head will use the Weekly monitoring Form to supervise and monitor each stall owner for food safety protocols.

3. Health Services (CMO No. 08 s. 2021)

a. Medical and Dental Consultation Procedures

Steps	Procedures
1	The patient reports to the Medical or Dental Clinic for consultation and/or management.

	<i>The patient emails to the Medical or Dental Clinic for consultation and/or management.</i>
2	The Nurse or the Dental Aide on duty conducts preliminaries such as checking of records, taking vital signs, etc. and refers the patient to the attending Physician or the Dentist for management.*
3	The patient is referred back to the Nurse or the Dental Aide on duty for final instructions.*

4. Safety and Security Services (CMO No. 08 s. 2021)

BASC ensures that the students and the employees are provided with safe and secure environment.

5. Student Housing and Residential Services (CMO No. 08 s. 2021)

The SHU primarily provides shelter to the students. It also provides a healthy atmosphere conducive for study, social interaction and group living. The Ladies' and the Men's Dormitories are "homes away from home" to their residents.

a. Application at the Ladies' and the Men's Dormitories

<b>Steps</b>	<b>Procedures</b>
1	Proceed to respective Residence Hall (Ladies' Dorm for females, Men's Dorm for males) and APPLY for accommodation.
2	The applicants are interviewed / screened by the concerned Dormitory-in-Charge.
3	If in order, applicants accomplish the Dormitory Application Forms provided to them by the Dorm-in-Charge. Applicants proceed to the Cashiering Office and to PAY the dormitory fee for one (1) semester / term. To comply with the required supporting documents, the applicants photocopy the Official Receipt of payment and ready initial requirements* for submission along with the Application Form before proceeding back to the Ladies' or Men's Dormitory.
4	Applicants submit the accomplished Dorm Application Forms complete with required attachments to the Dorm-in-Charge. Dorm-in-Charge checks the completeness of submitted documents including compliance with initial requirements*.
5	If compliant, applicants are given their respective room

	assignments upon checking- in, that is, three (3) days before the start of classes.
--	---

6. Multi-Faith Services (CMO No. 08 s. 2021)

These services refer to the provision of an environment conducive to free expression of one’s religious orientation in accordance with institutional principles and policies.

7. Foreign/ International Student Services (CMO No. 08 s. 2021)

Under CMO 55 series of 2016 “Policy Framework and Strategies on the Internationalization of Philippine Higher Education involve mobility of students, and researchers; programs, and institutions. Based on the UNESCO 2005 Guidelines, activities under cross-border education. Cross border education - movement of people, programs, providers, knowledge, ideas, projects and services across national boundaries.”

a. Process for Student Exchange

<b>Steps</b>	<b>Procedures</b>
1	The student intern records required entries on the ISPS services’ logbook. <i>The student intern records required entries on the ISPS google form.</i>
2	The student will submit a complete Student Exchange Form (SEF) with signatures and required attachments. <i>The student will sent an email of complete Student Exchange Form (SEF) with signatures and required attachments at bascispu@gmail.com.</i>
3	The ISPSU Head evaluates submitted documents taking into account compliance to Student Exchange Program requirements on processing lead time among others.*
4	If in order, endorses the list of exchange students to next higher authorities (OSAS Director, Internationalization Director, and VP for Academic Affairs and/or the College President) for approval.*
5	Once approved, ISPS Head encodes details of exchange student database for monitoring and report generation purposes and gives other copies to the exchange student and concerned Institute. <i>Once approved, ISPSU Head encodes details of student exchange database for monitoring and report generation purposes and emails</i>

	<i>the copy to the exchange student and concerned Institute.</i>
--	--

*\*applicable for walk-in and online*

b. Process for Foreign Students Acceptance

<b>Steps</b>	<b>Procedures</b>
1	Foreign Students record required entries on the ISPSU services' logbook. <i>Foreign Students record required entries on the ISPSU google form.</i>
2	The foreign student will submit a complete Foreign Student Form (FSF) with signatures and required attachments. <i>The foreign student will sent an email of complete Foreign Student Form (FSF) with signatures and required attachments at <a href="mailto:bascpu@gmail.com">bascpu@gmail.com</a></i>
3	The ISPSU Head evaluates submitted documents taking into account compliance in Food Safety requirements on processing lead time among others.*
4	If in order, endorses the list of Foreign Students to next higher authorities (OSAS Director, Internationalization Director, and VP for Academic Affairs and/or the College President) for approval.*
5	Once approved, ISPSU Head encodes details of foreign student database for monitoring and report generation purposes and gives other copies to the foreign students and concerned institute. <i>Once approved, ISPSU Head encodes details of foreign student database for monitoring and report generation purposes and emails the copy to the foreign student and concerned Institute.</i>
6	The ISPSU Head conducts orientation regarding school policy and guidelines for foreign students. <i>The ISPSU Head conducts online orientation regarding school policy and guidelines for foreign students.</i>

8. Services with Specific Students Services (Determination of Eligibility for Students with Special Needs and Persons with Disabilities) (CMO No. 08 s. 2021)

BASC's Policies and Procedures for Academic Accommodations for Students with Disabilities and Special needs. Any student desiring to receive classroom or curricular accommodations, as a mandatory prerequisite to receiving any such accommodations, must register with the

Office of Student Affairs and Services (OSAS), provide competent medical documentation as requested evidencing the existence of a specific disability, and cooperate with the OSAS in determining the type(s) of accommodations that may be warranted in the case. It is the affirmative obligation of the student not only to provide competent medical documentation as requested by the Office of Student Affairs and Services, but also to renew any additional requests for accommodations each new academic semester.

9. Culture and Arts Program (CMO No. 08 s. 2021)

The Culture and the Arts Development Office

1. The Culture and the Arts Development Office Director motivates the students as well as the faculty and other college personnel to generate creativity through cultural and social development.

2. Through this office, the students shall be encouraged to participate in programs/convocations, seminars and workshops related to cultural and social affairs, sponsored by the college and other provincial, regional, national, and international agencies either in live or virtual presentations.

Procedure on Recruitment

Steps	Procedures
1	The opening of the recruitment of new members for Culture and the Arts will be announced at the OSAS Orientation.
2	Interested students should contact the person in charge for audition procedures and express their interest in the recruitment.
3	The person in charge will advise the students to prepare their audition piece, artworks and literary pieces. <i>The student should prepare two video recorded performances to be emailed to the official email address of the Office of Culture and the Arts.</i>
4	The audition pieces, artworks, and literary pieces sent by the students will be evaluated by the screening committee based on the criteria that will be created by this office.*
5	The Office of Culture and the Arts will post the list of students who passed the audition and the evaluation of the artworks and literary

	pieces.*
6	The members of the Culture and the Arts should regularly attend the trainings, practice and meetings that will be conducted by the office. There will be three days per week allotted for this activity and will be done at 5:00 – 7:00 pm. The office will determine the specific days based on the schedule of the students.  <i>There will be two days per week that will be dedicated for the activities that will be conducted through Google Meet.</i>
7	The student who will fail to attend the activities of the Office of Culture and the Arts will be subjected to disciplinary procedures.*

*\*applicable for walk-in and online*

10. Sports Development Program (CMO No. 08 s. 2021)

The BASC Sports Development Program Headed by the Director of Sports Affairs together with the Sports Coordinator in every Institute, taps qualified athletes, and coaches and trainer to lead and to compete on the outside competitions.

Recruitment of Varsity Athletes

Steps	Procedures
1	Students submit accomplish varsity athlete form to the Office of Sports Director.  <i>Students emails the Accomplish Varsity Athlete form at bascosd@gmail.com</i>
2	The Sports Director records and evaluates the submitted documents.*
3	Student prepares for a try-out for their respective field of expertise.
4	The Sports Director releases list of qualified Varsity Athletes and subject for approval of the VP AA and/or the College President.*
5	Qualified varsity athletes will undergo orientation about the policy and guidelines for varsity athletes.  <i>Qualified varsity athletes will undergo online orientation about the policy and guidelines for varsity athletes.</i>

*\*applicable for walk-in and online*

11. Social and Community Involvement Programs (CMO No. 08 s. 2021)

This program address the needs of communities through academic expertise and volunteer works of the students.

12. Other Related Programs and Services

a. International Linkages and On-the-Job Training Program

Under CMO 55 series of 2016 “Policy Framework and Strategies on the Internationalization of Philippine Higher Education involve mobility of students, and researchers; programs, and institutions. Based on the UNESCO 2005 Guidelines, activities under cross-border education. Cross border education - movement of people, programs, providers, knowledge, ideas, projects and services across national boundaries.”

Process for Student Internship Local/Abroad

Steps	Procedures
1	The student intern records required entries on the ISPSU services' logbook. <i>The student intern records required entries on the ISPS google form.</i>
2	The student will submit properly filled-out Internship Form (IF) complete with signatures and required attachments. <i>The student will sent an emails a complete Accomplished Internship Form (IF) with signatures and required attachments at <a href="mailto:bascispu@gmail.com">bascispu@gmail.com</a></i>
3	The ISPSU Head evaluates submitted documents taking into account compliance to Student Internship requirements on processing lead time among others.*
4	If in order, endorses the list of intern students to next higher authorities (OSAS Director, Internationalization Director, and VP for Academic Affairs and/or the College President) for approval.*
5	Once approved, ISPSU Head encodes details of internship database for monitoring and report generation purposes and gives other copies to the intern student and concerned Institute. <i>Once approved, ISPSU Head encodes details of internship database for monitoring and report generation purposes and gives electronic copies to the intern student and concerned Institute.</i>

\*applicable for walk-in and online

b. Testing and Materials Development (TMDU)

The TMDU is concerned primarily with the delivery of testing services through the preparation, administration, scoring, and interpretation of psychological tests for specific purposes. It also develops

materials such as survey forms and questionnaires to be used in researches in relation to testing and other services, programs, and activities of the OSAS.

c. Insurance Services Procedure

<b>Steps</b>	<b>Procedures</b>
1	<p>The students submit the filled-out Insurance form to the ISPSU Office.</p> <p><i>The students email the filled-out Insurance form to the ISPSU Office.</i></p>
2	<p>The ISPSU Head evaluates submitted documents taking into account compliance to Insurance company requirements.*</p>
3	<p>The ISPSU Head endorses the list of students to the next higher authorities (OSAS Director, VP AA and/or College President).*</p>
4	<p>Once approved, the ISPSU Head forwards the list of students to the Insurance Company for the releasing of Policy and Receipt of payment.*</p>
5	<p>The ISPSU Head conducts orientation regarding insurance policy and guidelines.</p> <p><i>The ISPSU Head conducts online orientation regarding insurance policy and guidelines.</i></p>

*\*applicable for walk-in and online*

## CHAPTER IV

### COLLEGE LIBRARY AND INFORMATION SERVICES (CLIS) DIVISION

The CLIS Division is committed to the achievement of BASC's vision, mission, goals, and objectives through higher quality services, resources and functional ICT through its technology-based services and technical services.

#### A. The Library Sections

##### 1. Reference and Information Services Section

This section has general references like atlases, bibliographical indexes, bibliographies, dictionaries, directories, encyclopedias, guidebooks, manuals, maps, OPAC, book listings, government issuances and other related reference sources. This section also serves as frontline services to cater queries for clients and visitors. All materials are for room use only.

##### 2. Serials Section

This section contains all local and foreign journals, magazines and newspapers, vertical files and other continuing resources. All materials are for room use only.

##### 3. Filipiniana Section

Books and other materials on various courses or topics written by Filipino authors, or about the Philippines, or published in the Philippines are found in this section. Also included are the collections of theses and dissertations. The Master Theses and Dissertations are for room use only.

##### 4. General Circulation Section

This is an open shelf section where subject references on humanities, social sciences, history, language, pure sciences, applied sciences, and literatures are found. Users can directly search and browse the books on the shelves.

##### 5. Virtual Library and Interactive Resources Section

This section provides internet access, printing and other interactive references, access to subscriptions either in online or LAN and CDROM/DVD based databases. A student is allowed to use the internet upon the presentation of Official Receipt or Validated ID.

##### 6. Institutional Archives and Special Collections Section

The collections in this section include the following: official College records, College publications, Presidents' memorabilia, employee personal papers, and print preservation services.

## **B. Other Library Services**

### 1. Online Public Access Catalog (OPAC)

OPAC is an index to the library's own collection. It is an online version of the traditional card catalog.

### 2. Current Awareness Service (CAS)

This service gives awareness of the latest acquisitions and developments with regard to the library. CAS services are relayed in print and social media sites created by the library.

### 3. Literacy and Library Orientation

This service is given to all freshmen and transferees every first semester of the school year to familiarize them with the use of the library and its resources capped with library tour. A lecture on library matters can be conducted by request.

### 4. Online Services

Electronic Theses and Dissertations (ETD's) are available at <http://digilib.basc.edu.ph>.

### 5. Library Catalog

The search box for the Library Catalog on the site is [catalog.basc.edu.ph](http://catalog.basc.edu.ph). The Catalog.

### 6. Open Access Resources

These are digital scholarly or academic communications or knowledge products that are free to read, reuse, and download but it must be ethically cited.

### 7. Free Online Reference/Citation Sites

Through Referencing Styles PLAGIARISM can be avoided by correctly sourcing out references, use Library House Rules and Regulations.

### 8. Library Hours

The College Library is open from 7:30 AM to 6:00 PM on Mondays to Fridays and during Saturdays from 8:00 AM to 5:00 PM.

It is closed during Sundays and holidays, semestral/Christmas breaks, and does not provide user's services on mid-year term breaks.

9. Categories of Library Users

- a. All bonafide students of BASC (for room use and with referral letter)
- b. BASC Faculty members (regular/contractual)
- c. BASC alumni with valid ID (upon payment of the Alumni fee)
- d. Researchers from other Universities/Agencies
- e. Prof Ed Students
- g. High School Students (for room use only)
- f. All members of the BASC Board of Trustees
- g. Visiting Professors (by Sponsorship)

10. Identification

- a. A BASC ID is:
  - required for the entire library transaction;
  - valid only for the semester enrolled;
  - required upon entering the library premises;
  - forfeited if its holder makes any alteration, addition, or erasure on it; and
  - is non-transferable.
- b. Lost ID should be reported immediately to the Office of the Registrar for replacement.

11. Uses of the Library Collections

a. Use of the Library by the Members

The library is open to all bonafide students, faculty members, administrative staff, and other members of the academic community.

b. Use of the Library by Non-Students

The library is open to all visiting users who wish to make use of the library facilities provided that the users present a referral letter from the librarian or agency where they come from.

c. Use of Reference Collection

All reference materials are strictly for room use only. A user may request to borrow reference materials for photocopy or for classroom use only.

d. Use of Periodicals Collection

Like any reference materials, the use of periodicals are limited inside the library only. A user may borrow periodical material for photocopy or for classroom use only.

e. Use of Theses and Dissertation

Theses, dissertations and research projects are limited to room use only. Only abstract of a thesis and/or dissertation is allowed for photocopying.

f. Use of Filipiniana Collections

Filipiniana circulation collection may be borrowed for overnight only and may be renewed for another day if not needed by another user. Faculty members can borrow these materials for one month and can be renewed for another month if not needed by other library users.

g. Use of the General Circulation Collection

Books from the general circulation may be borrowed by students for three days and can be renewed for another transaction if not needed by other user. Faculty members can borrow these materials for one month and can be renewed for another month if not needed by other library users.

h. Use of Archives and Special Collection

Special materials like university publications, archival materials and other special collection are limited to room use only.

1. Lost ID

Lost ID should be reported at once to the Office of the Registrar for replacement. Students are advised to get temporary slip from the Registrar's Office to continue with their library privileges (ID on process).

12. Lost Books

Lost book should be reported to any of the library information desks. Users who lost any library materials are requested to get and fill out a Lost Book Form (LBF) from the library clerk. They are given a grace period of one (1) month to look for the lost materials. The LBF will be turned over to the Technical Section to determine price, supplier and the number of library copies. This must be paid for according to the current value with additional processing fee as determined by the library or be replaced with the same title or related reference if the book is no longer available in the market.

13. Lost Periodicals by the User

Lost periodicals/magazines should be reported at once to the library. This must be paid according to the current value as determined by the library or be replaced with the same title and issue.

14. Failure to Return Books

A borrower who fails to return books on time is charged P15.00/day/ book excluding Sundays and Holidays.

15. Mutilation or Damage of College Property

Mutilation or damage to College property is a major offense covered by both the Student Code and the Staff Manual. Records or note of incidence must be indicated in the "NOTES" section of the Patron account in the ILS.

16. Materials Taken without Permission

Taking library materials without permission is considered stealing, or a major offense covered by the Student Code.

17. Use of another ID card

A BASC Identification Card is used for all library transactions. ID cards are non-transferable. Anyone found using ID card not on their own shall be subject to disciplinary action as prescribed in the Student Code.

18. Disorderly and Disruptive Behavior

Unnecessary noise, loud conversation, sleeping, drinking, smoking, and eating within the library are strictly prohibited. Courtesy must be practiced in the library especially when borrowing and/or returning library materials.

19. Refusal to Pay Overdue Fine

A borrower who refuses to settle library obligations for overdue books will not be allowed to register/borrow books unless said obligations are settled.

Likewise, a name and ID number will be submitted to the Registrar's Office to make sure that accountability is settled.

20. Accessing Pornographic or Illegal Sites

Students and non-students caught accessing pornographic sites, games and chatting will be subject to disciplinary action.

**C. Procedure for Disciplinary Action**

1. Procedure

Violation of library rules and regulations shall be sufficient grounds for reprimand or suspension of the library privileges that will be based on the Student Code, employee manual or may be decided by the College Librarian.

2. Sanctions

a. For minor offenses

<b>Steps</b>	<b>Procedures</b>
1 <sup>st</sup> Offense	Reprimand and warning to be given by the Library authorities on the 1 <sup>st</sup> offense.
2 <sup>nd</sup> Offense	Suspension of library privileges for one (1) week. A written report shall be given to the Dean of the students, and copy furnished the Guidance Office, Director of Office of Student Affairs and Services and the President of the Student Council.
3 <sup>rd</sup> Offense	Suspension of library privileges for one (1) month. A written report shall be given to the Dean of the students, and copy furnished the Guidance Office, Director of Office of Student Affairs and Services and the President of the Student Council.
4 <sup>th</sup> Offense	Suspension for one (1) semester. A written report shall be given to the Dean of the students, and copy furnished the Guidance Office, Director of Office of Student Services and the President of the Student Council.

b. For major offenses

<b>Steps</b>	<b>Procedures</b>
1 <sup>st</sup> Offense	A written report shall be submitted to the Director of Office of Student Affairs and Services for proper action.
2 <sup>nd</sup> Offense	Suspension of library privileges for one (1) semester. A written report shall be given to the Director of Office of Student Affairs and Services for proper action.

3 <sup>rd</sup> Offense	Permanent cancellation of library privileges. A written report shall be given to the Director of Office of Student Affairs and Services for proper action.
-------------------------	--

### 3. Fines and Penalties

#### a. Fines

Books on loan (borrowed) when not returned on time (due date) will cause the borrower to pay a fine of Php15.00/day/book excluding Sundays and holidays. The library software automatically computes the library fine of every borrower.

#### b. Penalties

Library privileges of students and faculty members with unsettled accounts shall be temporarily suspended until such time that the accountability is settled. The report on the delinquent borrowers is permanent in the library software and will be cleaned until such time the borrower will settle during examinations or signing of clearance.

#### c. Loaning Procedure for Library Resources

Steps	Procedures
1	Students search the call number, title and author of the book from the OPAC or online catalog.
2	They proceed to the section where the book or material is located; sign the book card and leave it to the personnel-in-charge.
3	Then they proceed to the circulation desk for proper checking out of the book/s. Note: Loaning time is from 2:00 pm to 5:45 pm for undergraduate students and anytime within office hours for graduate students.
4	On or before the expiry date of the loaning period, the students return the borrowed books and/or materials to the personnel-in-charge at the Control Desk for proper checking in. Before leaving, concerned students are advised to always confirm if the personnel-in-charge properly accounted their borrowed books and/or material/s.

*Loan Desks are located in every section wherein users can borrow books.*

### Borrowing Privileges

1. Undergraduate students

A student is allowed to borrow one book at a time for overnight loan only from the Filipiniana and two books also from the General Circulation for two days.

2. Faculty and Administrator

Faculty members and top College officials may borrow five (5) books at a time for a period of one (1) month. However, books that have high demand are subject to recall for student use.

3. Graduate Students

Graduate students from all colleges/institutes may borrow five (5) books at a time for a period of one week.

4. BASC Alumni/Visiting Users

Alumni and visiting users, provided with alumni ID and referral letter from the librarian and/or their company may be allowed to use the library resources. However, this is limited for room use only. A library research fee of P30.00 for undergraduate and P50.00 for graduate students is being charged by the College library.

**D. e-Library Services**

1. BASC E-Library Mobile Application– the library had developed an android application mainly for the online resources and web linkages that are compiled for the users to help with their research and studies. Users can browse journals, articles and download e-books. This application has also a library attendance and borrowed books listing system.

2. Virtual Library Facilities Set Up Navigation – the library users can navigate the virtual library to be more familiarized with the building facilities of the College Library.

3. Automated Library Attendance – a digitalized attendance which uses a barcode as main entry for the attendance form to be submitted into online storage of the library.

**e-Library Procedures**

Sign-up

Steps	Procedures
-------	------------

1	Sign in using a valid email address.
2	Fill the necessary data needed for verification of user's account.
3	Then click submit upon completion.

### Log in

Steps	Procedures
1	Click "I have already Registered".
2	Enter the password you have registered.
3	Then Click Log In to load the application home page.

### Set up profile

Steps	Procedures
1	Click the edit icon below the form to start the setup your profile.
2	Then click the clear icon to delete the pre-saved information.
3	Fill the necessary information.
4	Upon completing, click the save icon to save the into cloud storage.
5	Lastly, click update icon to show up the changes to your profile.

## Application Menu

### BASC Library

Steps	Procedures
1	Click the BASC LIBRARY icon to enter the about of the College Library
2	Choose from the topic you are interested and view your selected topic.
3	Click menu button to move back into the topics.

### Library Online

Steps	Procedures
1	Click the LIBRARY ONLINE icon to be directed into the Library announcement and web portal.
2	Click Library announcement to view the current announcement or events of the library.
3	Click Library web portal to view online updates of linkages and more

	information about the college library.
4	Click Menu icon to go back to the Library announcement and web portal
5	Click Home to go back into the main page of the application.

### E-Books Resources

Steps	Procedures
1	Click E-BOOK RESOURCES to be directed into the collections of e-books
2	Choose one of the collections to be directed into the storage of the e-resources.
3	Click one of the available e-book resources to view the content using installed pdf viewer on your smart phone.
4	To download the e-books, simply hit the download icon to start.
5	Click menu to go back to the collection list.
	Click Home to go back into the main page of the application.

### Websites

Steps	Procedures
1	Click WEBSITE from the main page to view website for books and articles
2	Choose whether websites for books or articles, the click the icon you are interested. <i>If user chose website for books, it shows to option (DOWNLOAD and RESEARCH SITES).</i> <i>If user chose website for articles, it shows linkages icon.</i>
3	Choose and click between download and research sites to view the listed linkages to be redirected ( <i>if user chose website for books</i> ).
4	Click menu from the WEBSITE to go back to website for books and articles option.
5	Click Back button to go back in to the option Menu ( <i>if user is redirected</i> ).
6	Click Home to go back into the main page of the application.

### Grammar

<b>Steps</b>	<b>Procedures</b>
1	Click Grammar to show grammar and plagiarism checker.
2	Choose one of the option to be redirected into the specific online site.
3	Click back press button to go back into the option menu.
4	Click Home to go back into the main page of the application.

#### Attendance

<b>Steps</b>	<b>Procedures</b>
1	Go to Profile ( <i>must be set up</i> ) for attendance.
2	Enter daily library code ( <i>generated everyday</i> ).
3	Choose Library user ( <i>automatic identifier base on id number</i> ) and attendance type.
4	Long press submit button or scan QR code to send user's attendance.
5	Check your information into the attendance list to make sure the submission of attendance.

#### Barrowed Books

<b>Steps</b>	<b>Procedures</b>
1	Go to Profile ( <i>must be set up</i> ) and click Borrow form.
2	Fill the necessary book's information that you have borrowed.
3	Click Borrow to put it on the list of borrowed books.

## CHAPTER V

### STUDENT CODE OF CONDUCT AND DISCIPLINE

#### A. Norms of Conduct

A student is imbued with moral character and qualifies, if, among others, he/she:

- learns to act, live and think as a person whose values, attitudes and convictions are in accord with the universal ethical norms;
- is receptive to change accepting and overcoming his/her shortcomings;
- is fair and just in dealing with his/her fellow brethren;
- lives by precepts of love, justice, compassion and concern for others;
- respect the rights of others; and
- expresses views and opinion inside and outside the classroom in a respectful manner and subject to existing College policy. Any opposition to school policies, which are disadvantageous to the interests of the students, shall not be a ground for denying or withdrawing scholarship grants and privileges of deserving students. The privacy of communication and correspondence of students is inviolable. However, any form of private communication and correspondence that violates College policies or injurious to the reputation of the College or any of the stakeholders is not allowed.

#### B. Code of Conduct

The following Code of Conduct shall be observed by all students inside the College Campuses:

- In their dealings with peers and other members of the community, students are expected to practice acceptable norms of civility, etiquette and decorum, courtesy, sensitivity to the needs and welfare of others, helpfulness and other positive values and virtues which create harmony in human relations must be observed. Administrators and faculty members, in their obligation to exercise the judgment of good parents based on the principle of “in loco parentis” as provided under Article 349 and Article 342 of the Civil Code of the Philippines, shall call the attention of students whose behavior infringes on the rights and welfare of others.
- Students should strictly observe College policies, rules and regulations concerning use and maintenance of properties and in the observance of peace and order within its premises.

- Student should follow standard classroom policies and procedures as well as that preset and agreed upon by their peers and faculty members. Infraction on such policies and procedures may be a reason for sending out a student from the class. A student in such a circumstance must secure from the Dean of the Institute/College concerned or the Director of Student Affairs and Services Office a temporary permit to enter the class for the next meeting, subject to final judgment of the violation committed in accordance with the provisions in College Code and/or in this Students' Handbook of the College.
- Unseemly and boisterous conduct (e.g., loud whistling, howling, shouting, jumping, and other delinquent acts) which disturb or disrupt classroom/laboratory and other academic activities should be avoided.
- Destruction of College properties is strictly forbidden.
- Particularly in interaction with the opposite sex, students must be gender-sensitive.
- Students must observe honesty and decency in thoughts, words and deeds and conduct themselves in a manner befitting the College's Vision. Students are exhorted to be respectful, obedient, polite, friendly, and cooperative with fellow students as well as faculty members, office personnel and College authorities in order to promote peace and harmony in the College.
- Public display of affection inside the campus is strictly prohibited. Curfew in campus starts at 9:00PM for College and Graduate students and 7:00PM for Laboratory High School Department students. No student is allowed to stay or roam around the College campus beyond this period unless there is permission from the College President or authorized representative. Whoever violates this provision shall be required to leave the premises.
- Any report regarding misconduct and other violations of prescribed rules on proper behavior automatically brings about an inquiry by the Director of Student Affairs and Services Office. Such action may render a student liable for investigation by the Students' Disciplinary Tribunal (SDT).
- In theory and in practice, the underlying principle behind this code of conducts lies in the ancient maxim known as the Golden Rule: "Do not do unto others what you do not want others do unto you."

### **C. Personal Discipline**

A student is imbued with personal discipline and qualities, if, among others, he/she: General Rules on Student Conduct

1. The Identification Card

Every bonafide student must have a proper and valid Identification Card (ID) which may be worn properly at all times while in the college premises. The ID must bear the signature of the Registrar and College President as per SSC Resolution No. 02-01.

2. Dress Code

The wearing of the prescribed uniform is compulsory to all students from Monday to Thursday; Friday, however is free day where everyone can wear dress of his/her choice provided that decency is observed. P.E. uniform may also be worn during P.E. class and training period. Those having out-door laboratory class may wear working clothes as scheduled.

Choice of Attire. Students shall have the right to dress according to their respective SOGIE while keeping within the prescribed school attire of the College. In the absence of school attire, students are expected to dress simply, appropriately, and decently.

3. Attendance and Punctuality

3.1. Every student shall attend classes promptly and regularly. In all cases of absences, students may only be re-admitted to their classes upon presentation of a letter of excuse signed by their parent/guardian.

3.2. All students are likewise encouraged to attend and participate in college activities such as College Week/Foundation Day Programs, recognition programs and the like. Graduating students, on the other hand, are required to attend the Commencement Exercises including the Baccalaureate Mass and other activities.

4. Behavior and Conduct

4.1. Each student is expected to act as a responsible maturing man or woman at all times, giving due respect to duly constituted authorities and the rights of fellow students.

4.2. Each student is expected to cooperate and participate in all co-curricular and extra- curricular activities of the college.

4.3. Each student is expected to give due respect and courtesy, live by the precepts of love, justice, compassion and concern for others.

4.4. Students with vehicle shall observe traffic rules and regulations of the College.

## **D. Conduct outside the School**

**Section 1.** While outside the campus, a student should observe generally accepted rules of conduct and norms of behavior.

1. A student identifies himself/herself with BASC and must reflect good image of the College. He/She has the responsibility to uphold that image under all circumstances.
2. The student has the responsibility to exercise decency and self-discipline. He/She has to respect the rights of their fellow students, the faculty members and the administrators.

When acting as an official representative of the College, he/she has the responsibility to abide by all the instructions of the competent authorities, written and oral.

3. He/She has the responsibility to conduct himself/herself with dignity and deportment.
4. A student shows civic consciousness by participating in community projects, parades, meetings, civic programs and the like. The College encourages students' activities so long as the activities will not be contrary to the aims and purposes of the College and the community.
5. The student is expected to perform his/her civic duties by cooperating with local government officials in the implementation of ordinances, rules and regulations.
6. The student is enjoined to keep away from indecent places, such as night clubs, drinking bars, gambling joints and other places of ill repute and to shun the company of men and women of questionable moral character and mean conduct.
7. Any student caught violating any written or unwritten moral laws will be subjected to disciplinary action by duly constituted authorities of the College.
8. Student organizations are created mainly to uphold and promote student welfare, any act contrary to such an objective violates not only the rights of its members but the right of the College as well.

**Section 2. Applicability** - This Code shall apply to all campuses of the College and in all its programs, until such time as the individual campuses shall have formulated their own student code of conduct.

**Section 3. Nature of Proceedings** - The investigation and hearing before the student administrative disciplinary authorities shall be summary in nature and shall not directly adhere to the technical rules of procedure and evidence applicable in judicial proceedings. The provisions of the Revised Rules of Court may only be applicable in a suppletory character.

**Section 4. Confidentiality of Proceedings; Confidentiality Rule** - The proceedings for disciplinary and non-disciplinary cases shall be treated with utmost confidentiality. The members of the investigating body/ office and all involved during the proceedings shall be barred from communicating the status of the case to any other person save the parties and only when the request for an update is made in writing. A violation of this rule shall be treated as an administrative violation and shall be dealt with correspondingly.

**Section 5. Referral of Case or Matter to the Proper Office** - In the event that a student administrative case or matter is filed before any of the bodies described herein, but jurisdiction over such case or matter properly belongs to another body, the same shall be forwarded to the appropriate office.

**Section 6.** For purposes of this Code, the following terms shall be defined

thus:

1. **Academic Activity** - any activity that involves academics such as, but not limited to, classes, tutorials, seminars, conferences, lectures, examinations, fulfillment of academic requirements and others of the same nature.
2. **Academic Year** - as determined by the College.
3. **Actual Damages** - as defined by law.
4. **Reprimand** - a written formal reproof.
5. **Alternative Dispute Resolution (ADR)** - any process to amicably settle a dispute involving less serious misconduct of purely personal in nature by which the dispute is resolved

by the parties themselves with the assistance of a neutral third party. The term includes mediation and conciliation.

6. **Apology** - a signed and accepted written expression of repentance or remorse for a wrong done.
7. **Clearance** - a written certification from the College that the student is cleared of all accountabilities.
8. **College** - all academic units such as but not limited to College, School, Institute, Center or Program.
9. **Community Service** - any rehabilitative activity as provided by the disciplinary authority designed to provide for the public good in keeping with the overall goals of the community, and agreed upon by the disciplinary authority and the respondent/s, provided that it should not displace regular employees, supplant employment opportunities ordinarily available, or impair contracts for services. In the imposition of community service, the disciplining authority shall direct that the erring student, as far as possible, serve his/her penalty outside of the college where he/she belongs.

Formula to convert suspension to community service:

Using fifteen (15) units as the minimum full load, fifteen (15) hours per week of community service will be deemed equivalent to a suspension of one (1) week. For example, a two-week suspension may be converted into thirty (30) hours of community service. Community service may be rendered within a period that is not more than two (2) times the length of the suspension.

<b>Suspension</b>	<b>Equivalent in Community Service</b>	<b>Maximum Period of Implementation</b>
One (1) week	Fifteen (15) hours	Two (2) weeks
One (1) month	Sixty (60) hours	Two (2) months
One (1) semester	Fifteen (15) hours/ week throughout the semester	Two (2) continuous semesters

Only penalties of one-semester suspension or less may be converted to community service.

10. **Day, Week, Month, Year** - "It shall be understood that years are of three hundred sixty-five (365) days each; months, of thirty (30) days; days, of twenty-four (24) hours; and nights, from sunset to sunrise. If months are designated by their name, they shall be computed by the number of days which they respectively have. In computing a period, the first day shall be excluded, and the last day included."
11. **Exclusion** - permanent disqualification from attendance in the Bulacan Agricultural State College.
12. **Fraud** - deliberately making a false statement and practicing any deception.
13. **Forum Shopping** refers to the filing of several administrative actions or complaint either simultaneously or successively before another agency of any tribunal having jurisdiction over the case against the same party involving the same essential facts, circumstances, acts, causes of action or relief, and all raising substantially the same issues either pending in, or already resolved adversely by, some other tribunal or agency.
14. **Gambling** - any activity that involves wagering of money or something of material value on an event with an uncertain outcome with the primary intent of winning additional money and/or material goods, without prejudice to fundraising activities by student organizations expressly allowed by the University, such as bingo and raffle.
15. **Student Hearing** - an opportunity for the parties to be heard.
16. **Intellectual Dishonesty** - any fraudulent act performed by a student to achieve academic advantage or gain for oneself or others, including but not limited to:

**Plagiarism**, defined as "the appropriation of another person's ideas, processes, results or words without giving appropriate credit";

**Fabrication**, defined as “making up data or results ”; falsification, or “manipulating research materials, equipment, or processes or changing or omitting data or results such that the research is not accurately represented in the research record ”; distortion and/or destruction of data;

Copying or providing the means or accessing means to copy exam answers, homework, projects, laboratory experiments, term papers, etc.; possession and/or use of cheat devices during an examination; allowing another person to take an examination in one’s name, and/or impersonating another student or allowing someone to impersonate oneself in an academic activity; and manipulating a corrected exam paper; submission of the same work in two (2) or more courses without the instructors’ consent; and other acts analogous to a, b, c, and/or d.

17. **Intellectual Property** - as defined by existing College Intellectual Property Rights Policy/ies.
18. **Official Report** - includes any report duly submitted in writing to any proper authority in the College by a faculty member, member of the College security force, any officer of a college or unit, or any officer of the College administration.
19. **Reparation** - appropriate compensation to the aggrieved party for damage and/or loss.
20. **Recognized Student Organization (RSO)** - a group of students officially registered by the College.
21. **Restitution** - return of property to reverse unjust enrichment.
22. **Retention-** continuing status as student of the College by satisfying retention requirements such as good academic standing or retention grades.
23. **Rules of Court** - the rules promulgated by the Supreme Court which apply to judicial proceedings.
24. **Semester** - academic period as determined by the College pursuant to its existing policies.

25. **Student**- any individual admitted to and enrolled in a degree or non-degree program, or cross-enrolled in any course of the College on a regular or part-time basis, including one who is officially on leave of absence; and who has not yet been separated from the College formally through either transfer, graduation, honorable or dishonorable dismissal, exclusion or expiration of the period allowed for maximum misconduct, regardless of whether or not he/she is enrolled in any unit of the College at the time of the filing of the charge or during the pendency of the disciplinary proceedings against her/him.
26. **Suspension** - an involuntary, temporary leave from the College wherein a student shall not:
- a. attend classes or academic activities;
  - b. use campus facilities, including but not limited to athletic facilities, libraries and computer laboratories, except dormitories for dormitory residents under suspension for less than one (1) semester;
  - c. enter academic buildings and their premises;
  - d. participate in student activities within College premises;
  - e. hold jobs in the College;
  - f. take academic examinations and other graded academic activities such as quizzes, assignments, and the like; and
  - g. avail of any other privilege attendant to being a BASC student.
27. **Aspulan** - a space or spaces designated within the College which the members of a Recognized Student Organization officially occupy for a specified period in order to conduct organization activities. The term is derived from the Ibaloi language which basically refers to a "Meeting place".
28. **College Official** - for purposes of this Code, includes all College employees, such as teaching and non-teaching

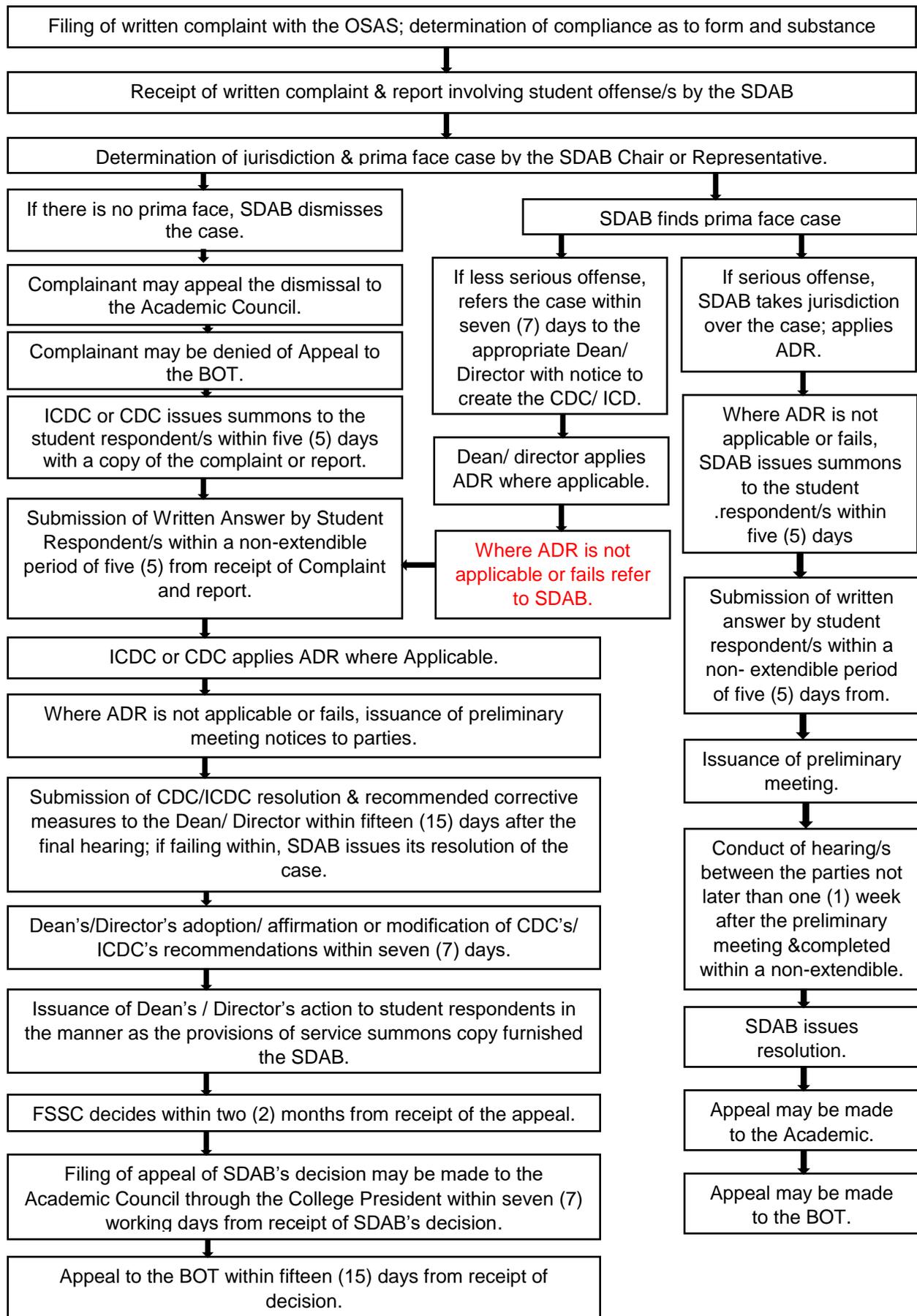
staff, regular and contractual, and independent contractors (those under Contracts of service or job order status).

29. **College Premises** - as defined by the College's certificates of title or landholdings documents and all areas owned by the College irrespective of the use to which the land is devoted.

All terms, unless specifically defined, should be understood in their ordinary and plain meaning, provided they are not inconsistent with other existing College rules and regulations.

## E. Flowchart in Dispensing Cases

(CDC/ICDC/SDAB)



*Note: If no appeal is made by any party within the reglementary period, the Dean/ Director to which the student respondent/s belong/s the Resolution shall be executed.*

**F. Guidelines for Disciplinary Cases**

The College encourages students to engage in activities that help them flourish as individuals and as groups. Students and recognized student organizations may not be subjected to any disciplinary proceeding except as provided in this Code.

<b>Acts of Misconduct and Corrective Measures for Students</b>	
<b>Acts of Misconduct</b>	<b>Corrective Measures</b>
(See Appendix A )	(See Appendix B)
Committing any form of intellectual dishonesty such as, but not limited to:	
a. Plagiarism;	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester.</li> <li>2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year.</li> <li>3. For the third violation, exclusion.</li> </ol>
b. Fabrication, falsification, distortion and/or destruction of data;	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester.</li> <li>2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year.</li> <li>3. For the third violation, exclusion.</li> </ol>
c. Copying or providing the means or accessing means to copy exam answers, homework, projects, laboratory experiments, term papers, etc.; possession and/ or use of cheat devices during an examination; allowing another person to take an examination in one's	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester.</li> <li>2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year.</li> </ol>

<p>name, and/or impersonating another student or allowing someone to impersonate oneself in an academic activity; and manipulating a corrected exam paper;</p>	<p>3. For the third violation, exclusion.</p>
<p>d. Submission of the same work in two (2) or more courses without the instructors' consent;</p>	<p>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester. 2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year. 3. For the third violation, exclusion.</p>
<p>e. Other acts analogous to a, b, c, and/or d.</p>	<p>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester. 2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year. 3. For the third violation, exclusion.</p>
<p>f. Additional corrective measures for all acts of Intellectual Dishonesty:</p> <ol style="list-style-type: none"> <li>1. Revocation of degree;</li> <li>2. Withdrawal of honors;</li> <li>3. Disqualification from graduation with honors;</li> <li>4. Cancellation of enrollment; and</li> <li>5. Withdrawal of Information Technology (IT) privileges as defined by the current policies on IT uses and resources of the College.</li> </ol>	
<p><b>Fraud</b> - Employment of fraud in the following shall be dealt with administratively:</p>	
<p>a. Making a false statement and practicing any and deception or fraud in connection with and for purposes of admission to the College;</p>	<p>The admission to the College of any student found to have committed the misconduct shall be declared by the College Registrar to be null and void; they shall be permanently barred from admission.</p>
<p>b. In connection with enrollment in the College</p>	<p>1. For the first violation, suspension for a minimum of</p>

	<p>two (2) months to one (1) semester.</p> <ol style="list-style-type: none"> <li>2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year.</li> <li>3. For the third violation, exclusion.</li> </ol> <p>Possible additional corrective measures:</p> <ol style="list-style-type: none"> <li>a. Cancellation of enrollment in the course/s for which the fraudulent act was committed</li> <li>b. No refund of tuition and other fees</li> <li>c. Disqualification from graduation with honors</li> <li>d. Revocation of degree</li> </ol>
<p>c. In connection with retention in the College</p>	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester.</li> <li>2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year.</li> <li>3. For the third violation, exclusion.</li> </ol> <p>Possible additional corrective measures:</p> <ol style="list-style-type: none"> <li>a. Cancellation of enrolment for the course/s for which the fraudulent act was committed</li> <li>b. No refund of tuition and other fees</li> <li>c. Disqualification from graduation with honors</li> <li>d. Withdrawal of degree</li> </ol>

	upon recommendation of disciplinary body.
d. In connection with graduation from the College	<p>Exclusion.</p> <p>The degree granted to any student found to have committed the misconduct shall be recommended to the Board of Trustees for revocation.</p> <p>Disqualification from graduation with honors.</p>
e. In connection with application to and/or receiving any scholarship or grant funded or managed by the College and its affiliated institutions for the purpose of receiving the grant;	<ol style="list-style-type: none"> <li>1. For the first violation <ul style="list-style-type: none"> <li>- Suspension for a minimum of one (1) semester to one (1) year; or reimbursement of the full cost of the grant, its processing, plus interest; and</li> <li>- Possible additional corrective measure: <p>Permanent disqualification from all scholarships or grants funded or managed by the College and its affiliated institutions.</p> </li> </ul> </li> <li>2. For the second violation, exclusion and/or reimbursement of the full cost of the grant, its processing plus interest.</li> </ol>
f. In connection with stealing/malversation/ misuse of organization funds collected in connection with student activities and/or student organizations, recognized or not;	<ol style="list-style-type: none"> <li>1. For the first violation: <ol style="list-style-type: none"> <li>a. suspension for a minimum of one (1) week to one (1) month;</li> <li>b. restitution, or the return of the funds to the rightful owner; and</li> <li>c. reparation, or compensation to the aggrieved party for damage or loss.</li> </ol> </li> <li>2. For the second violation: <ol style="list-style-type: none"> <li>a. suspension for a minimum of one (1) month and one (1) day to six (6) months;</li> <li>b. restitution, or the return of the</li> </ol> </li> </ol>

	<p>funds to the rightful owner; and</p> <p>c. reparation, or compensation to the aggrieved party for damage or loss.</p> <p>3. For the third violation:</p> <p>a. suspension for a minimum of six (6) months and one (1) day to one (1) year;</p> <p>b. restitution, or the return of the funds to the rightful owner; and</p> <p>c. reparation, or compensation to the aggrieved party for damage or loss.</p>
<p>g. In connection with recognition of student organizations;</p>	<p>1. For the first violation, suspension of student/s responsible for a minimum of one (1) week to one (1) month.</p> <p>2. For the second violation, one (1) and one (1) day to six (6) months suspension.</p> <p>3. For the third violation, six (6) months and one (1) day to one (1) year suspension.</p>
<p>h. In connection with the use of College facilities by, or in the name of student organizations, recognized or not;</p>	<p>1. For the first violation, suspension of officers and students who applied for the use of the College facilities under the name of the organization for a minimum of one (1) week to one (1) month; they shall be solitarily liable for the payment of the actual cost of use of the facility.</p> <p>2. For the second violation, suspension of one (1) month and</p>

	<p>one (1) day to two (2) months.</p> <p>3. For the third violation, two (2) months and one (1) day to six (6) months suspension.</p>
<p>i. In connection with the use of intellectual property of the College, which results in gain, material or otherwise.</p>	<p>1. For the first violation, suspension for a minimum of one (1) month to six (6) months.</p> <p>2. For the second violation, suspension of six (6) months and one (1) day to exclusion.</p>
<p><b>Harm to Persons</b></p>	
<p>a. Creating and/or engaging in disorder, tumult, breach of peace, or serious disturbance such as, but not limited to, rumbles, within the College premises, resulting in harm to persons;</p>	<p>1. For the first violation, suspension for a period ranging from one (1) week to fifteen (15) days.</p> <p>2. For the second violation, suspension for sixteen (16) days to one (1) month.</p> <p>3. For the third violation, suspension for one (1) month and one (1) day to exclusion.</p> <p>Provided, that if the misconduct is committed by two (2) or more persons acting in concert, the corrective measure shall be as follows:</p> <p>1. For the first violation, suspension of the students involved in the disorder for fifteen (15) days to one (1) semester;</p> <p>2. For the second violation, suspension of six (6) months and one (1) day to exclusion.</p> <p>Provided further, that if the misconduct involves the use of deadly weapons, measure shall be:</p> <p>1. For the first violation, suspension of the students</p>

	<p>involved in the disorder for one (1) month to one (1) semester.</p> <p>2. For the second violation, suspension of six (6) months and one (1) day to exclusion.</p>
<p>b. Attacking a person resulting in physical and/or psychological injury;</p>	<p>1. For the first violation, the sanction shall be:</p> <ul style="list-style-type: none"> <li>a. if the victim is medically certified to have sustained injury but is not incapacitated, e.g., able to attend classes or work, suspension for one (1) week to thirty (30) days;</li> <li>b. if the victim is not hospitalized or is hospitalized for less than seven (7) days and is medically certified to be incapacitated, e.g., unable to attend classes or work, suspension for one (1) month and one (1) day to two (2) months;</li> <li>c. if the victim is hospitalized at least seven (7) days as a consequence of the act, suspension for two (2) months and one (1) day to six (6) months; and</li> <li>d. if the victim dies as a result of the act, exclusion.</li> </ul> <p>Provided further, that if the physical attack is committed by two (2) or more persons acting in concert, the corrective measure shall be suspension for one (1) month and one (1) day to six (6) months.</p> <p>2. For the second violation, six (6) months and one (1) day suspension to exclusion.</p> <p>Provided further that if the victim is an employee of the BASC and the</p>

	<p>act was committed in relation to the performance of the functions of employee, the measure shall be suspension of one (1) semester to exclusion.</p> <p>3. For the third offense, exclusion.</p>
c. Engaging in any of the acts described in RA 8049, otherwise known as the Anti-Hazing Law;	<p>1. Exclusion of the officers of the organization actually and directly involved and members involved in the act.</p> <p>2. The neophyte who allows himself / herself to be subjected to such rites and rituals shall be suspended for one (1) week to one (1) semester and shall be required to undergo counseling.</p>
d. Disrespect towards any person, which includes, but not limited to, insulting, discriminatory and/or threatening behavior;	<p>1. For the first violation, suspension for one (1) week to fifteen (15) days and a verified written apology acceptable to the offended party.</p> <p>Provided, that if the misconduct is committed against a College official, faculty member or person in authority, suspension for a minimum of one (1) month and one (1) day to one (1) academic year and a verified written apology acceptable to the offended party.</p> <p>Provided further, that if the misconduct is committed by two (2) or more persons acting in concert, suspension for a minimum of one (1) month and a verified written apology acceptable to the offended party.</p>
e. All acts described in the Anti-Sexual Harassment Act of 1995 (R.A. 7877) and its Implementing Rules and Regulations	<p>For the first violation, a minimum suspension for one (1) week to fifteen (15) days and a verified written apology</p>

(IRR).	<p>acceptable to the offended party.</p> <p>Provided, that if the misconduct is committed against a College official, faculty member or person in authority, suspension for a minimum of one (1) month to one (1) academic year and a verified written apology acceptable to the offended party.</p> <p>Provided further, that if the misconduct is committed by two (2) or more persons acting in concert, suspension for a minimum of one (1) month and a verified written apology acceptable to the offended party.</p>
<b>Damage to Property</b>	
<p>a. Damaging or defacing property within College premises, including but not limited to, littering and vandalism;</p>	<ol style="list-style-type: none"> <li>1. For the first violation, suspension from one (1) week to two (2) weeks, or community service.</li> <li>2. For the second violation, suspension from fifteen (15) days to two (2) months.</li> <li>3. For the third violation, suspension for a period of two (2) months and one (1) day to one (1) semester.</li> </ol> <p>Provided, that if the misconduct is committed by two (2) or more persons acting in concert and/or committed on the occasion of violent confrontations or any similar disturbance, the corrective measure shall be as follows:</p> <ol style="list-style-type: none"> <li>1. For the first violation, suspension for fifteen (15) days to one (1) month.</li> <li>2. For the second violation,</li> </ol>

	<p>suspension from one (1) month and one (1) day to one (1) semester. This penalty shall also apply to succeeding violations.</p> <p>In all cases, the students shall be required to repair the damage done at their expense or to pay the costs incurred in repairing such damage. Suspension shall remain until such damage is fully compensated by the students. In no case shall the reparation of the damages be converted to suspension or community service.</p> <p>If the victim is the College or any of its employees, the measure shall include a verified written apology.</p>
<p>b. Stealing.</p>	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for one (1) week to two (2) weeks or community service;</li> <li>2. For the second violation, suspension for fifteen (15) days to one (1) month;</li> <li>3. For the third violation, suspension for a period of one (1) month to one (1) semester;</li> </ol> <p>Any succeeding violation shall be punished with exclusion.</p> <p>Provided, that if the misconduct is committed by two (2) or more persons acting in concert and/or committed on the occasion of violent confrontations or any similar disturbance the corrective measure shall be as follows:</p> <ol style="list-style-type: none"> <li>4. For the first violation, suspension for one (1) month to two (2) months.</li> </ol>

	<p>5. For the second violation, suspension for two (2) months and one (1) day to six (6) months.</p> <p>In all cases, the students shall be required to make restitution and/or reparation, and repair the damage done at their expense or to pay the costs incurred in repairing such damage, suspension shall remain until the stolen property is returned or replaced and any damage is fully compensated by the students.</p> <p>In no case shall the reparation of the damages be converted to suspension or community service.</p> <p>If the victim is the College or any of its employees, the measure shall include a verified written apology.</p>
<b>Other Inappropriate Behavior</b>	
<p>a. Drinking of alcoholic beverages, except where and when expressly allowed, and/or drunken behavior within College premises;</p>	<p>Admonition with suspension for three (3) to fifteen (15) days or community service.</p>
<p>b. Smoking in violation of the provisions of R.A. 9211;</p>	<p>Admonition with suspension for three (3) to fifteen (15) days or community service.</p>
<p>c. Possession and/or use within the College premises of any dangerous or deadly or potentially deadly object or material such as, but not limited to, firearm; any bladed or pointed object; stick, pipe, or any similar object; and chemicals unless required in his/her course or official activity;</p>	<p>1. For the first violation, suspension for one (1) week to one (1) month. Provided, that should the deadly weapon be a firearm, explosive, or any similar device, the corrective measure shall be suspension of at least two (2) months.</p> <p>2. For the second violation, suspension for two (2) months and one (1) day to one (1) year. Provided, that if the misconduct is committed by two (2) or more persons</p>

	<p>acting in concert, the corrective measure shall be exclusion.</p> <p>3. For the third violation, exclusion</p>
<p>d. Unauthorized possession, manufacture, storage and/or use of regulated or prohibited drugs or substances as defined in the prevailing Comprehensive Dangerous Drugs Law, within the College premises;</p>	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for one (1) month to three (3) months.</li> <li>2. For the second violation, suspension from three (3) months and one (1) day to one (1) semester</li> <li>3. For the third violation, suspension from one (1) semester and one (1) day to one (1) academic year.</li> <li>4. For succeeding violations, exclusion.</li> </ol> <p>For the first to third violations, the student shall be required to undergo counselling. Rehabilitation may be required at the student's expense. The parent/s or guardian/s of the student shall be notified and shall be involved in the crafting of rehabilitation programs.</p>
<p>e. Gambling within the College premises;</p>	<p>Admonition with suspension for three (3) days to two (2) months or community service.</p>
<p>f. Undermining or obstructing any investigation or proceeding, and/or willfully disobeying any written lawful order or directive by the Deans, Directors of academic units, OSAS Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings;</p>	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for three (3) days to seven (7) days or community service;</li> <li>2. For the second violation, suspension for eight (8) days to thirty (30) days or community service;</li> <li>3. For the third violation, suspension thirty-one (31) days to one (1) semester.</li> <li>4. Any succeeding violation shall be punished with suspension of one (1) semester and one (1) day to</li> </ol>

	exclusion.
g. Non-wearing of valid school identification card (ID);	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand</li> <li>- 2nd Offense – Admonition and suspension of one (1) day to five (5) days</li> <li>- 3rd Offense – Suspension for five (5) days to two (2) weeks</li> </ul>
h. Unauthorized use of borrowed school identification card (ID) or unauthorized lending of school ID to be used for official transaction;	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand</li> <li>- 2nd Offense – Admonition and suspension of one (1) day to five (5) days</li> <li>- 3rd Offense – Suspension for five (5) days to two (2) weeks</li> </ul>
i. Unauthorized use of stolen school or any kind of IDs;	<ul style="list-style-type: none"> <li>- 1st Offense – Summon parents; sign promissory note; suspension for three (3) days to seven (7) days</li> <li>- 2nd Offense – Suspension for eight (8) days to two (2) weeks</li> <li>- 3rd Offense – Suspension for fifteen (15) days to one (1) semester</li> </ul>
j. Loitering during the prescribed curfew in the evening	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand</li> <li>- 2nd Offense – Admonition and sign undertaking</li> <li>- 3rd Offense – Summon parents; suspension for three (3) days to two (2) weeks</li> </ul>
k. Failure to obtain from the concerned College office permit for the use of any College facility, subject to conditions imposed thereto;	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand , sign undertaking</li> <li>- 2nd Offense – Suspension of the persons involved for three (3) days to one (1) month</li> <li>- 3rd Offense – Suspension of the persons involved for one (1) month and one (1) day to two (2) months</li> </ul>
l. Using without prior authority, the name of Bulacan Agricultural State College (BASC) in any announcement, ticket,	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand; summon parents; sign undertaking</li> <li>- 2nd Offense – Suspension of all</li> </ul>

<p>invitation, program, or similar printed materials;</p>	<p>involved for three (3) days to one (1) month</p> <ul style="list-style-type: none"> <li>- 3rd Offense – Suspension of all involved for one (1) month and one (1) day to one (1) semester.</li> </ul> <p>Provided that if the income in the activity has resulted in the personal gain of the student involved, he/she shall be required to remit it to the organization which name was used in the activity.</p>
<p>m. Posting, distributing or disseminating notices, posters, leaflets or bills without approval;</p>	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand; summon parents; sign undertaking</li> <li>- 2nd Offense – Suspension of all involved for three (3) days to one (1) month</li> <li>- 3rd Offense – Suspension of all involved for one (1) month and one (1) day to one (1) semester</li> </ul> <p>Provided that if the income in the activity has resulted in the personal gain of the student involved, he/she shall be required to remit it to the organization which name was used in the activity.</p>
<p>n. Possessing and/or distributing immoral or indecent pictures, posters, slides or similar materials; writing, possessing, or distributing immoral and/or subversive literature</p>	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand; summon parents</li> <li>- 2nd Offense – Suspension for two (2) weeks to one (1) month</li> <li>- 3rd Offense – Suspension for one (1) month and one (1) day to one (1) semester</li> </ul> <p>Provided that if the notices, posters, leaflets and bills are of such nature that tend to destroy the reputation of any person including the College or any of its employees, or inviting an uprising, walkout, protest, strike against the College or any of its employees, the</p>

	<p>students involved shall suffer the following penalties:</p> <ul style="list-style-type: none"> <li>- 1st Offense - Suspension for two (2) weeks to one (1) month</li> <li>- 2nd Offense - Suspension for one (1) month and one (1) day to one (1) semester</li> <li>- 3rd Offense - Suspension for one (1) semester to one (1) academic year</li> </ul> <p>Succeeding violations shall be penalized with exclusion.</p>
<p>o. Littering in College premises;</p>	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand; sign undertaking</li> <li>- 2nd Offense – Community service for fifteen (15) hours to twenty-nine (29) hours</li> <li>- 3rd Offense – Community service for thirty (30) hours to forty-four (44) hours</li> <li>- 4th and succeeding offenses – Community service for forty five (45) hours to sixty (60) hour</li> </ul>
<p>p. Spitting in College premises;</p>	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand; sign undertaking;</li> <li>- 2nd Offense – Community service for fifteen (15) hours to twenty-nine (29) hours</li> <li>- 3rd Offense – Community service for thirty (30) hours to forty-four (44) hours</li> <li>- 4th and succeeding offenses – Community service for forty five (45) hours to sixty (60) hours</li> </ul>
<p>q. Violating legally posted instructions or signages such as “No Trespassing,” “Keep off the Grass,” “Off Limits,” etc.;</p>	<ul style="list-style-type: none"> <li>- 1st Offense – Community service for one (1) day to three (3) days</li> <li>- 2nd Offense – Community service for four (4) days to seven (7) days</li> </ul>

	<ul style="list-style-type: none"> <li>- 3rd Offense – Community service for eight (8) days to fifteen (15) days</li> </ul> <p>In all cases, the violator shall be required to restore the condition of the area violated.</p>
<p>r. Preparing, or disseminating libelous, defamatory or subversive manifestos, streamers or any form of graphic materials that undermine faith or foments distrust of duly constituted authorities within or outside the College;</p>	<ul style="list-style-type: none"> <li>- 1st Offense – Suspension for three (3) days to fourteen (14) days; sign undertaking</li> <li>- 2nd Offense – Suspension for two (2) weeks to one (1) Month</li> <li>- 3rd Offense – Suspension for one (1) month and one (1) day to one (1) semester</li> </ul> <p>Provided that if the materials are of such nature that tend to destroy the reputation of any person including the College or any of its employees, or inviting an uprising, walkout, protest, strike against the College or any of its employees, the students involved shall suffer the following penalties:</p> <ul style="list-style-type: none"> <li>- 1st Offense – Suspension for two (2) weeks to one (1) month</li> <li>- 2nd Offense – Suspension for one (1) month and one (1) day to one (1) semester</li> <li>- 3rd Offense – Suspension for one (1) semester to one (1) academic year.</li> </ul> <p>Succeeding violations shall be penalized with exclusion.</p>
<p>s. Instigating, participating or leading a boycott, strike, or any other act causing disruption of classes; impeding, obstructing, and preventing the right and obligation of a teacher or professor to teach his/her subject or the right or any</p>	<ul style="list-style-type: none"> <li>- 1st Offense – Summon parents; sign undertaking; suspension for one (1) week</li> <li>- 2nd Offense – Suspension for one (1) week to one (1) semester</li> <li>- 3rd Offense – Exclusion</li> </ul>

student to attend classes;	
t. Committing sexual acts within College premises such as but not limited to, necking, petting and other sexual acts.	<ul style="list-style-type: none"> <li>- 1st Offense - Reprimand; sign undertaking; summon parents</li> <li>- 2nd Offense - Summon parents; suspension for one (1) week to one (1) semester</li> <li>- 3rd Offense - Exclusion</li> </ul> <p>In the case of sexual intercourse, the students directly involved shall be suspended for one (1) week to one (1) semester.</p> <p>Succeeding violations shall be penalized with exclusion.</p>
<b>Violation of Policies on the Use of IT Resources</b>	
a. Violation of the College policies on the use of IT resources.	Suspension of privileges to use IT resources subject to the discretion of the disciplinary authority.
<b>Acts of Misconduct and Corrective Measures for Recognized Student Organizations (RSO)</b>	
A recognized student organization shall be subject to disciplinary action for any of the following acts without prejudice to the filing of a case against a member as a student.	
<b>Acts of Misconduct</b> (See Appendix A)	<b>Corrective Measures</b> (See Appendix B)
<b>Fraud</b>	
<ul style="list-style-type: none"> <li>a. Making a false statement , practicing or attempting to practice any deception or fraud in connection with application for recognition on behalf of the organization;</li> <li>b. Making a false statement , practicing or attempting to practice any deception or fraud in connection with the use of College facilities on behalf of the organization;</li> <li>c. Making a false statement, practicing or attempting to practice</li> </ul>	<ul style="list-style-type: none"> <li>1. For the first violation, suspension of recognition for six (6) months to one (1) year.</li> <li>2. For the second violation, suspension of recognition for one (1) year and one (1) day to two (2) years;</li> <li>3. For the third violation, suspension of recognition for two (2) to five (5) years;</li> <li>4. For the fourth violation, disqualification from recognition for at least five (5) years, until conditions imposed by the</li> </ul>

<p>any deception or fraud in connection with application in any College -funded or managed grant or prize on behalf of the organization;</p> <p>d. Making a false statement, practicing or attempting to practice any deception or fraud in connection with application on behalf of the organization;</p> <p>e. Making a false statement and/or withholding information in relation to the changes in the organization's membership and officers within the duration of recognition on behalf of the organization.</p>	<p>disciplinary body is met.</p> <p>Provided, that in addition to the corrective measures above, the following shall be imposed:</p> <ul style="list-style-type: none"> <li>- for a: Community service, the length of which to be determined by the Office of Student Services (OSAS) or the College, shall be imposed;</li> <li>- for b, d and e: Community service, the length of which to be determined by the OSAS or the College, shall be imposed;</li> <li>- for c: Restitution and/or fine equivalent to the amount of the grant; and</li> <li>- for b, c, d and e: Suspension of all officers for one (1) semester to exclusion; second violation, exclusion.</li> </ul> <p>Provided further, that restoration of recognition is contingent upon fulfilment of obligations.</p>
<p><b>Harm to Persons</b></p>	
<p>a. Creating and/or engaging in disorder, tumult, breach of peace, or serious disturbance such as, but not limited to, rumbles, tumults, within the College premises, resulting in harm to persons;</p> <p>b. Any violation of RA 8049 otherwise known as the Anti-Hazing Law.</p>	<ol style="list-style-type: none"> <li>1. For the first violation, suspension of recognition for one (1) semester to one (1) year. The organization shall be required to pay actual damages.</li> <li>2. For the second violation, suspension of recognition for one (1) year to five (5) years. The organization shall be required to pay actual damages.</li> <li>3. For the third violation, disqualification from recognition for at least five (5) years, until conditions imposed by the</li> </ol>

	<p>disciplinary body is met. The organization shall be required to pay actual damages.</p> <p>With disqualification from recognition for at least five (5) years, until conditions imposed by the disciplinary body is met. The officers of the organization shall be charged accordingly.</p>
b. Appropriating for the student organization property of another;	<p>For every violation, suspension of recognition for one (1) month to five (5) years, to be served successively. The officers and members shall be required to make restitution and/or reparation.</p> <p>The students who participated shall be charged under the provisions of this Code.</p>
<b>Any Other Form of Misconduct</b>	
a. Willfully disobeying any lawful written order or directive by the President, Deans, Directors of academic units, OSAS Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings.	Suspension of recognition for one (1) month to disqualification from recognition for at least five (5) years, until conditions imposed by the disciplinary body is met.
b. Engaging in any other form of misconduct, whether within or outside College premises, significantly affecting the good order and welfare and/or good name of the College, and/or which violates the provisions of this Code regarding student organizations.	

**G. Mitigating, Aggravating and Alternative Circumstances.** In the determination of the penalties to be imposed, mitigating, alternative and/or aggravating circumstances attendant to the commission of the offense shall be considered.

The following circumstances shall be appreciated:

- a. physical illness;

- b. good faith;
- c. malice;
- d. time and place of offense;
- e. taking undue advantage of position;
- f. taking undue advantage of subordinate;
- g. undue disclosure of confidential information,
- h. use of government property in the commission of the offense;
- i. habituality;
- j. offense is committed during office hours or within the premises of the office or building;
- k. employment of fraudulent means to commit or conceal the offense;
- l. education; and
- m. other analogous circumstances:
  - Age (whether minor or of age)
  - Respondents with Special Needs
  - Differently-abled Respondents
  - Persons with Diverse Sexual Orientation & Gender Identity
  - Etc.

In the appreciation thereof, the disciplining authority, in the interest of substantial justice, may take consider these circumstances *motu proprio*.

**Manner of Imposition.** When applicable, the imposition of the penalty may be made in accordance with the manner provided herein below:

- a. The minimum of the penalty shall be imposed where only mitigating and no aggravating circumstances are present.
- b. The medium of the penalty shall be imposed where no mitigating and aggravating circumstances are present.
- c. The maximum of the penalty shall be imposed where only aggravating and no mitigating circumstances are present. Where aggravating and mitigating circumstances are present, paragraph (a) shall be applied where there are more mitigating circumstances present; paragraph (b) shall be applied when the circumstances equally offset each other; and paragraph (c) shall be applied when there are more aggravating circumstances.
- d. Penalty for the Most Serious Offense - If the respondent is found liable of two (2) or more charges or counts, the penalty to be

imposed should be that corresponding to the most serious charge and the rest shall be considered as aggravating circumstances.

**Procedure.** This Code provides a set of procedure cases for misconduct involving a student and student organizations.

In cases of sexual harassment, the complaint shall be treated as serious or less serious misconduct depending on the gravity of the actions.

**Disciplinary Bodies.** There are five (5) disciplinary offices/bodies in the College:

- a. The College Academic Council;
- b. The Student Disciplinary and Arbitration Board (SDAB),
- c. The College /Institute Dean, Institute Director;
- d. The College Disciplinary Committee (CDC), and
- e. The Inter-College Disciplinary Committee (ICDC).

The members of all disciplinary committees/boards have the duty to disclose their relationships of any nature and to any extent with the parties involved, to the College President. Upon their acceptance of the designation, members of the committees, *ad hoc* or regular, shall undergo orientation on the Code of Student Conduct.

#### **The College Academic Council (CAC); Functions and Jurisdiction.**

The College Academic Council Board shall have appellate jurisdiction over student disciplinary cases where the penalty imposed is exclusion. All decisions of the Student Disciplinary and Arbitration Board (SDAB) imposing the penalty of less than exclusion or non-readmission shall be final and executory and not appealable to the College Academic Council.

#### **H. The Student Disciplinary and Arbitration Board (SDAB)**

##### **Composition of the Student Disciplinary and Arbitration Board (SDAB).**

The Student Disciplinary and Arbitration Board (SDAB) is a body formed by the President under the administrative supervision of the Vice President for Academic Affairs (VPAA), for the purpose of implementing the pertinent provisions of this Code. The College President / Chancellor shall appoint five (5) tenured members of the SDAB, one (1) of whom shall be appointed the Chair. Majority of the designees must be regular faculty members who are not on leave,

sabbatical, secondment or special detail. At least one (1) of the faculty designees shall come from the Office of the VPAA. At least one (1) of the member shall be coming from the Federation of Supreme Student Council (FSSC), in consultation with the latter.

The OSAS shall serve as the Secretariat of the SDAB and all other disciplinary bodies as defined herein, and shall function as the administrative support staff of the SDAB. All complaints shall be initially filed before it and all records shall be under its care and custody.

At its initial constitution, three (3) of the members of the SDAB, including its Chair, shall serve a term of two (2) years. The other member shall serve a term of one (1) year while the student representative shall serve until his/her term as SSG officer expires. Thereafter, upon the expiry of the two- and one-year terms, all members, including the chairman, shall serve for two (2) years. A vacancy in the SDAB due to leave, sabbatical, secondment, special detail or other reasons shall be filled by the President. The replacement shall serve the remaining period of the term.

The SDAB may have an office space and appropriate staff. The staff may be designated from the OSS.

#### **Jurisdiction and Functions of the Student Disciplinary and Arbitration Board (SDAB).**

The SDAB shall have original jurisdiction over all student administrative cases classified as serious and an appellate jurisdiction over all cases decided by the college deans and institute directors over student disciplinary cases.

The SDAB, through the OSS, shall receive copies of all complaints and case reports involving offenses of students. It shall monitor the progress and resolution of all cases, including enforcement of corrective measures, and submit status reports to the President.

In the exercise of its functions, the SDAB may designate any of its members as conciliator, mediator or arbiter.

The SDAB may conduct orientations on the Code of Student Conduct to all ad hoc disciplinary committees.

#### **I. The College Disciplinary Committee (CDC)**

**Composition of the College Disciplinary Committee (CDC).** The CDC is an *ad hoc* committee formed by the Dean or Director for the purpose of

implementing the pertinent provisions of this Code. The Dean/Director shall not sit as a member of the CDC but may observe the proceedings. The hearing committee shall be composed of three (3) members, one (1) of whom shall be tenured, regular faculty member who is not on leave, sabbatical, secondment or special detail, the second member shall be a Department Chairperson while the third member shall be an elected member of the College Student Government or a recognized organization in the College/Institute.

Student members must have the following qualifications:

- a. Good moral character, defined as not having been found guilty of any offense in a court of law or liable in a student disciplinary body, and is not the subject of any pending case;
- b. Good academic standing, defined herein as having passed at least 75% of units enrolled in the previous semester; carrying a full or regular academic load in the current and previous semesters, except in the case of graduate student members who need not carry or have carried a full load; and not having exceeded the Maximum Residence Rule; and
- c. Residency in the College for at least one (1) year.

Graduating students may not be appointed to hearing committees. In cases where there is no College Student Government or when no member of the College Student Government is qualified, the Dean/ Director shall appoint a student within the same college/ institute who meets the aforementioned qualifications.

A faculty adviser of a student organization may not serve in a committee hearing a complaint against the student organization or any member of the student organization he/she advises. An official or member of a student organization may not serve in a committee hearing a complaint against his/her student organization or any member of his/her student organization.

Continuing qualifications are required to remain in the hearing committee until the conclusion of its work.

The student member of the committee hearing a complaint against an undergraduate student(s) shall be an undergraduate, while the student member of the committee hearing a complaint against a graduate student(s) shall be a graduate student.

Under special circumstances, the Dean may request the SDAB to assign one of its members to become an external member of the CDC.

**Jurisdiction and Functions of the College Disciplinary Committee (CDC).** The CDC shall hear and resolve cases of less serious character, where the student/s involved belong to the same College and the incident occurred within the College premises. The Dean/Director shall have the discretion to refer all cases where the parties have opted for arbitration to the SDAB.

**J. The Inter-College Disciplinary Committee (ICDC) Composition of the Inter-College Disciplinary Committee (ICDC)**

The ICDC is an *ad hoc* committee formed by the Deans/Directors of two (2) or more Colleges/Institutes, for the purpose of implementing the pertinent provisions of this Code, when a student or students of a College/s is alleged to have committed a violation classified as less serious offense in another College. The Dean of the College/Institute where the offense was committed shall initiate the constitution of the ICDC. The ICDC shall be composed of an odd number of members, one (1) faculty member each from the colleges concerned, and one (1) faculty member from a disinterested college. Each faculty member of the ICDC shall be tenured, regular faculty not on leave, sabbatical, secondment or special detail. At least two (2) of the other members shall come from a Recognized Student Organization of the College where the complainant belongs while the fifth member shall come from the OSS. The ICDC members shall select a chair from among themselves.

Should the Deans/Directors involved be unable to form the ICDC within fourteen (14) working days from the receipt of the complaint, owing to a fundamental difference in position or some other substantive constraint, the SDAB shall appoint the members of the ICDC. The Deans/Directors concerned may observe the proceedings.

Under special circumstances, the Dean/Director may request the SDAB to assign one (1) of its members to become an external member of the ICDC.

**Jurisdiction and Functions of the Inter-College Disciplinary Committee (ICDC)**

The ICDC shall hear and resolve all cases classified as less serious involving students from more than one (1) college/institute or when the offense charged was committed by a student from one (1) college/institute in another college/institute.

## **Jurisdiction of the College Dean/Director**

In all cases where the act subject of the complaint is less serious and is committed within a particular college/institute and involves only students belonging to said college/institute, the concerned Dean/Director shall take jurisdiction of the case.

Where it involves an intercollege offense, the Dean/Director where the respondent belongs shall take jurisdiction of the case. In the case of multiple respondents belonging to different colleges/institute, the deans/ directors of the colleges/institutes shall automatically constitute an ad hoc committee the members of which shall depend on the number of respondents who shall all sign the decision for the case.

## **Compensatory Overtime Credit and Overtime**

Subject to existing laws, rules and regulations and whenever warranted, the Office of the President may grant overtime pay/ Compensatory Overtime Credit to the Dean/Director and members of the, CDC, ICDC and the SDAB, subject to existing laws rules and regulations as may be applicable. The disciplining bodies are encouraged to prioritize their functions as prescribed in this Code.

## **K. Complaints**

**Who May Initiate** - Student administrative proceedings may be initiated by the disciplining authority motu proprio upon a report of any BSU employee or upon complaint of any other person.

**Requisites of a Valid Complaint** - Except when initiated by the disciplining authority or his/her authorized representative, no complaint against a student shall be given due course unless the same meets the following:

The complaint in triplicate copies shall be written in a clear, simple and concise language and in a systematic manner as to apprise the person complained of the nature and cause of the accusation/s against him/her and to enable him/her to intelligently prepare his/her defense or answer/ comment. However, should there be more than one (1) person complained of, the complainant is required to submit additional copies corresponding to the number of persons complained of.

The complaint shall contain the following:

1. full name and address of the complainant;

2. full name and address of the person's complained of as well as his/her/their position/s and office/s;
3. a narration of the relevant and material facts which shows the acts or omissions allegedly committed;
4. original or certified true copies of documentary evidence and affidavits of his/her witnesses, if any; and
5. certification or statement of non-forum shopping,

In cases initiated by the proper disciplining authority or his/her authorized representative as a result of a report, a show cause order is sufficient.

The services of any of the legal officers or any person authorized to administer oath may be employed.

The complaint or report shall likewise be accompanied by pieces of supporting evidence, if any. The absence of any of the aforementioned requirements may cause the dismissal of the complaint without prejudice to its re-filing upon compliance with the above requirements. However, it shall be the obligation of the receiving officer to require completion of the requirements from the complainant or reporting party. A form shall be prepared for such purpose.

**How Commenced-** An incident involving a student administrative offense may be reported, orally or in writing and duly signed, by anyone directly to the OSAS, or through the Dean or a Faculty Member of the College/Institute where the incident occurred or any College employee. In the case of the latter, the report or complaint shall be forwarded to the OSAS. Oral reports shall be put in writing and duly signed by the person filing the report. The OSS shall examine all complaints and require compliance with the requirements herein. The OSAS shall, within five (5) working days from receipt of report or complaint, determine whether a CDC or an ICDC should be constituted, and write the Report, and forward the same to the SDAB.

Determination of Jurisdiction and Prima facie case. The SDAB Chair or his/her representative shall determine whether:

- a. the act subject of the complaint is serious or less serious offense;
- b. the offense occurred in more than one college/institute;
- c. the students involved belong to more than one college/institute;

and,

- d. there is prima facie case.

The SDAB shall determine jurisdiction of the case and, when necessary, refer the case within seven (7) working days to the appropriate Dean/s with the notice to create the CDC/ICDC.

**Parties**-In all cases of where the acts complained of are not personal in nature, the College is deemed the complainant. The student/s reported to have committed the offense is/are the respondent/s and the complainants as witness/es.

**Representation of Parties and Right to Counsel** - The College shall be represented (as a special prosecutor) by a tenured, regular employee of the University who is not on leave, sabbatical, secondment or special detail, who is designated by the SDAB.

The respondent/s shall represent himself/herself/themselves, and shall have the right to counsel. The counsel's role shall be limited to advice. The counsel of choice may be any person who can assist the respondent.

**Constitution of the College Disciplinary Committee (CDC) or the Inter-College Disciplinary Committee (ICDC)** - The Dean/s constitute/s the CDC or the ICDC within one (1) week from receipt of the complaint as forwarded by the SDAB through the OSAS.

**Proceedings** -The CDC or ICDC shall not be bound by technical rules of evidence and all proceedings shall be summary in nature. The parties and their witnesses, if any, shall submit affidavits under oath subject to clarificatory questions by the disciplinary committee. The following requests to the disciplinary committee shall be prohibited:

- a. Extension of time to file an answer, except when the grounds are meritorious;
- b. Dismissal of the complaint, except when the grounds are meritorious;
- c. Re-opening of a case;
- d. Demurrer to evidence;
- e. Postponements/cancellation of hearings;
- f. Reply/rejoinder;
- g. Intervention; and
- h. New proceedings on the same case.

The preliminary meeting, hearings, and all other meetings of the CDC or ICDC shall proceed when a majority of the members are present.

**Summons** -The CDC or ICDC shall, within five (5) working days, from its constitution, issue summons to the respondent/s with a copy of the complaint and the Report, copy furnished the Dean and the SDC. The summons shall be served within another five (5) working days (a) personally to the respondent/s through the Department Chair, Institute Director and/or the Secretary of the College to which he/she belongs or through the Office of the College Registrar (OCR) if the respondent does not belong to any college/institute; (b) by registered mail to the respondent's residence address indicated in his/her latest Student Information Sheet (SIS) at the OCR, wherein the respondent is presumed to have received the Summons; or (c) to the minor respondent's parents or guardians.

Proof of receipt of summons served through the Department Chair, Institute Director, the College Secretary or the OCR shall be submitted to the CDC or ICDC within two (2) working days.

These modes of service of summons shall also apply to the service of notices, decisions and other communications.

**Answer** -The respondent shall answer in writing within a non-extendible period of five (5) days from receipt of the summons and the OSAS's Report. If the respondent fails to answer within the time period, he/she/they is/are deemed to have waived his/her/their right to present his/her/their side.

The respondent/s shall indicate in his/her/their answer whether he/she/they elect/s a formal investigation or waive/s his/her/their right to counsel.

### **Appearances and Participation during Hearings**

The College shall appear through its duly authorized representative as provided above. If the complainant is a tenured employee of the College, he/she may represent the College.

The respondent shall appear in person and may be accompanied by parents, guardians and/or counsel, unless representation by counsel is waived. The participation of his/her parents, guardians and counsel shall be limited to advice.

**Notice of Hearing** -The CDC or ICDC shall serve to the parties a notice of dates of preliminary meeting and hearings in such a manner as shall ensure the receipt of the notice at least three (3) days before the date of the initial hearing.

**Preliminary Meeting** - The preliminary conference/meeting shall be mandatory. The CDC or ICDC shall set the preliminary meeting date not later than one (1)

week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Failure of the private complainant or the complainant-representative of the College to appear shall be ground to dismiss the complaint. Failure of the respondent to appear shall have the same effect as failure to answer where the committee may resolve the case based on existing documents. The failure of the appointed College representative to appear shall not prejudice the case in which case the hearing shall be reset to another date to a maximum of one resetting. Failure of the appointed representative to appear without sufficient cause despite resetting and notice shall be treated as an administrative offense pursuant to the Revised Rules and Administrative Cases in the Civil Service (RRACCS) and the case may be dismissed. If based on evidence, there is sufficient ground to establish substantial evidence; the committee may render a decision thereon.

At the commencement of the formal investigation, the disciplinary authority shall conduct a pre-hearing conference for the parties to appear, consider and agree on any of the following:

1. stipulation of facts;
2. simplification of issues;
3. identification and marking of evidence of the parties;
4. waiver of objections to admissibility of evidence;
5. limiting the number of witnesses, and their names
6. dates of subsequent hearings, and
7. such other matters as may aid in the prompt and just resolution of the case.

Matters taken and agreed upon during the preliminary meeting shall be reduced in writing and attested to by the members of the CDC or ICDC present, the College representative and/or the private complainant, and the respondent/s. The preliminary meeting report shall be binding on the parties. The parties may also agree to submit the case for resolution during the preliminary meeting. The hearing body, through the chairperson, shall issue a preliminary meeting order containing all that transpired and agreed upon during the meeting. The same shall be the guide of the parties during the proceedings. The parties may opt to agree on the submission of position papers in lieu of a formal type of hearing.

**Hearing** - The initial hearing must be set not later than one (1) week after the preliminary meeting. Hearings must be completed within a non-extendible period of two (2) months after the initial hearing, after which the CDC or ICDC shall resolve the case.

**CDC or ICDC Report** - The CDC or ICDC shall submit its resolution and recommended corrective measures, if any, to the Dean within fifteen (15) working days after the final hearing. The resolution shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations on which the resolution and recommended corrective measures are based. It shall note the attendance of CDC or ICDC members of meetings and hearings.

**Dean's Action** - The Dean/Director of the College/Institute to which the student belongs may adopt the resolution or affirm or modify the recommended corrective measures within the prescribed range, if any, within seven (7) working days.

**Service of the Dean's Action** - The parties shall each be served a copy of the Dean's Action in the same manner as the provisions on service of summons, copy furnished the SDAB. The duly appointed representative of the College shall submit a copy of the resolution to the President / Dean which shall inform the College Academic Council.

**Appeal** - The Dean's action may be appealed by either party to the SDAB within seven (7) working days from receipt of the decision. The SDAB shall decide the appeal within fifteen (15) working days from receipt of the appeal.

The Decision of the SDAB may be appealed to the College Academic Council, through the College President, within the same period. The College Academic Council shall decide the appeal within two (2) months from receipt of the appeal.

**Finality and Enforcement of the Decision** - If no appeal is made by any party within the reglementary period, the decision shall be final and immediately executory upon the expiration of the period for filing an appeal. The final decision shall be executory upon receipt personally by the respondent or his/her parent(s)/guardian(s)/nearest relative and/or by registered mail. The parent/s/guardian/s shall be furnished a copy of the decision. The resolution shall be executed by the Dean/Director of the College/Institute to which the respondent belongs. In the case of exclusion, the resolution shall be executed by the SDAB. If the decision involves suspension, the College/Institute Secretary and concerned professors shall be notified.

**Implementation of Corrective Measures Involving Suspension** - Final decisions of suspensions of thirty (30) to sixty (60) days, which are executory within thirty (30) days prior to the first day of the final examination period, shall

take effect on the first day of classes during the subsequent semester, except when the respondent is graduating, in which case the corrective measure shall immediately take effect upon the final decision. The SDAB, the Office of the College Registrar (OcR), the College Secretary and concerned professors shall be informed of the implementation of the corrective measure.

**Alternative Dispute Resolution. Procedure to be followed by the College Dean** - In all cases involving less serious offense and which are purely personal in nature, where Alternative Dispute Resolution (ADR) methods are applicable, the Dean shall, within one (1) week after the determination of jurisdiction, resolve the case by employing such methods. ADR employs any process to amicably settle a dispute involving less serious misconduct by which the dispute is resolved by the parties themselves with the assistance of a neutral third party.

Upon arriving at a resolution, the same shall be made in writing, embodying all the terms agreed upon, copy furnished the SDAB. Such written resolution, when signed by the Dean, shall be final and immediately executory. The Dean, for meritorious reasons may refer the ADR to the SDAB.

In cases where ADR is either inapplicable or where it was employed but no resolution had been arrived at, the Dean shall form a CDC. In the case of an inter-college offense, the Dean of the offending party shall notify the Dean/s of the other parties and propose for the constitution of an ICDC. The constitution of the committees shall be made within one (1) week after the determination of jurisdiction, or after the conclusion of the unsuccessful alternative dispute resolution, as the case may be. The Dean shall forward the complaint to the CDC/ICDC and direct the same to take cognizance of the case.

The CDC/ICDC shall hear and resolve the case in accordance with these rules.

**ADR; Procedure before the CDC/ICDC** - In all cases where Alternative Dispute Resolution (ADR) methods are applicable, the CDC/ICDC Chair shall resolve the case by employing such methods. Upon arriving at a resolution, the same shall be made in writing embodying all the terms agreed upon. Such written resolution, when signed by the CDC/ICDC Chair, shall be final and immediately executory.

In cases where ADR is either inapplicable or where it was employed but no resolution had been arrived at, the CDC/ICDC shall proceed with the investigation in accordance with these rules.

## **Rights of Respondents**

Each respondent shall enjoy the following rights:

- a. To the integrity of the administrative procedure;
- b. To the protection that the burden of proof rests with the complainant, who must present substantial evidence;
- c. To be heard only on evidence introduced at the proceedings of which the respondent has been properly apprised;
- d. To defend himself/herself personally or, in the case of minors, through his/her parent/s/guardian/s;
- e. To be assisted by counsel of his/her choice;
- f. To a speedy and judicious disposition of the case;
- g. To request as corrective measure community service, in cases so allowed, which may only be granted by the disciplinary body concerned;
- h. To appeal a decision in accordance with this rules and the BASC Charter; and
- i. To confidentiality of proceedings, documents, and records.

**Preventive Suspension.** Notwithstanding the provisions of the foregoing sections, the President, through the Dean, may preventively suspend, for a limited period not to exceed twenty (20) days, a student in the following cases:

1. Making a false statement and practicing any deception or fraud in connection with enrollment in the College;
2. Engaging in any of the acts described in RA 8049, otherwise known as the Anti-Hazing Law;
3. Disrespect towards any person, which includes, but not limited to, insulting, discriminatory and/or threatening behavior;
4. All acts described in the Anti-Sexual;
5. Harassment Act of 1995 (R.A. 7877) and its Implementing Rules and Regulations (IRR) approved by the Board of Trustees (BOT);
6. Damaging or defacing property within College premises, including but not limited to, littering and vandalism;
7. Possession and/or use within the College premises of any dangerous or deadly or potentially deadly object or material such

as, but not limited to, firearm; any bladed or pointed object; stick, pipe, or any similar object; and chemicals, unless required in her/his course;

8. Unauthorized possession, manufacture, storage and/or use of regulated or prohibited drugs or substances as defined in the prevailing Comprehensive Dangerous Drugs Law, within the College premises;
9. Undermining or obstructing any investigation or proceeding, and/or willfully disobeying any written lawful order or directive by the President/ Deans, Directors of academic units, College Secretaries, OSAS Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings; and
10. Preventive suspension aims to assist investigation by preventing a student from destroying, hiding or suppressing evidence and to prevent a student from inflicting damage to persons or property.

Preventive suspension may carry prohibition on any or all of the following:

- a. Attending classes and academic activities;
- b. Entering academic buildings and their premises;
- c. Using campus facilities, including but not limited to, athletic facilities, libraries, and computer laboratories; except dormitories for dormitory residents;
- d. Participating in student activities within University premises;
- e. Holding student jobs; and Enjoying IT privileges as defined by the current policies on IT uses and resources of the College, except online enrolment.
- f. The preventive suspension may include other conditions set by the president or Dean.
- g. The conditions of the preventive suspension should not prevent the student from enrolling and/or complying with academic requirements.

**Records** - All proceedings before any disciplinary body shall be set down in writing by a competent official record keeper. Original records pertaining to student discipline shall be under the custody of the SDAB/ICDC/CDC and/or the Dean. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless s/he is a party therein, or unless s/he has a legal right which cannot be protected or vindicated without access to or copying of such records, or unless authorized in writing by the President. Any person who violates the confidential nature of such records shall be subjected to disciplinary action, without prejudice to the filing of appropriate cases in Court.

### **General Provisions**

**Effectivity.** This Code shall supersede all previous rules on student discipline (Rules and Regulations on Student Conduct and Discipline). It shall apply suppletorily to all Rules and Regulations governing Fraternities, Sororities and other Student Organizations but shall repeal all provisions inconsistent with it and shall take effect after its endorsement by the College Council and the approval by the Board of Trustees (BOT) on the first day of the succeeding semester. The provisions hereof shall not apply to decided cases or to students already serving their penalty unless favorable to them in which case the provisions hereof may be given retroactive effect.

**Separability Clause.** If any clause, sentence, paragraph or part of this Code shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of said Code, but shall be confined in its operation to the clause, sentence, paragraph or part thereof directly involved in the controversy.

**Amendment Clause.** Any provision of this Code may be amended by a special meeting for the purpose, by the College Council. The amendment, as approved by the Board of Trustees (BOT), shall take effect on the first day of the succeeding semester. Students and faculty members may propose amendments to the Code.

**Repealing Clause.** Existing bodies, tribunals, offices, committees, and units which are rendered obsolete by this Code are hereby dissolved; and all existing rules and regulations that are in conflict with this Code are hereby repealed.

**Transition Clause.** Present bodies shall remain until the new disciplinary committees are created. The Code shall apply to all pending cases, in so far as it will benefit the respondents.

**Review.** The President shall call for the review of this Code or parts of it by faculty members and students, if none has been made in ten (10) years.

## **APPENDICES**

## Appendix A – Acts of Misconduct of Students

### I. Acts of Misconduct of Students

#### A. Serious

1. Intellectual Dishonesty
  - a. Plagiarism;
  - b. Falsification, fabrication, distortion and/or destruction of data;
  - c. Copying or providing the means or accessing means to copy exam answers, homework, projects, laboratory experiments, term papers, etc.; possession and/or use of cheat devices during an examination; allowing another person to take an examination in one's name, and/or impersonating another student or allowing someone to impersonate oneself in an academic activity; and manipulating a corrected exam paper;
  - d. Submission of the same work in two (2) or more courses without the instructors' consent; and
  - e. Other acts analogous to a, b, c, and/or d.
2. Fraud - deliberately making a false statement and practicing any deception or fraud in connection with:
  - a. Admission to the College;
  - b. Enrolment in the College;
  - c. Retention in the College;
  - d. Graduation from the College;
  - e. Application to and/or receiving any scholarship or grant funded or managed by the College and its affiliated institutions;
  - f. Stealing / malversation / misuse of funds collected in connection with student activities;
  - g. Recognition of student organizations;
  - h. Use of College facilities by, or in the name of, student organizations; and

- i. Use of Intellectual property of the University, which results in gain, material or otherwise.
3. Harm to Persons
  - a. Creating and/or engaging in disorder, tumult, breach of peace, or serious disturbance such as, but not limited to, rumbles, within the university premises, resulting in harm to persons;
  - b. Attacking a person resulting in physical and/or psychological injury;
  - c. Engaging in any of the acts described in R.A. 8049;
  - d. Disrespect towards any person, which includes, but not limited to, insulting, discriminatory and/or threatening behavior; and
  - e. All acts described in the Anti-Sexual Harassment Act of 1995 (R.A. 7877) and its Implementing Rules and Regulations (IRR).
4. Unauthorized possession and/or use within the College premises of any dangerous or deadly or potentially deadly object or material such as, but not limited to, firearm; any bladed or pointed object; stick (except pens, pencils, drawing instruments and other things for academic and school use), pipe, or any similar object; and chemicals, unless required in his/her course;
5. Unauthorized possession, manufacture, storage and/or use of regulated or prohibited drugs or substances as defined in the prevailing Dangerous Drugs Law, within the College premises;
6. Undermining or obstructing any investigation or proceeding, and/or willfully disobeying any written lawful order or directive by the President, Vice Presidents, Deans, Directors of academic units, OSAS Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings;
7. Violation of Policies on the Use of IT Resources;
8. Stealing within College premises;

9. Any other form of misconduct affecting the good order and welfare and/or good name of the College;
10. Damaging or defacing property within College premises, including but not limited to, littering and vandalism, in the second and third violations;
11. Preparing, or disseminating libelous, defamatory or subversive manifestos, streamers or any form of graphic materials that undermine faith or foments distrust of duly constituted authorities within or outside the College;
12. Committing sexual acts within College premises such as but not limited to: sexual intercourse, necking, fondling and other sexual acts; and
13. Instigating, participating or leading in boycott, or disruption of classes; impeding, obstructing, and preventing the right and obligation of a teacher or professor to teach his/her subject or the right or any student to attend classes.

**B. Less Serious**

1. Damaging or defacing property within College premises, including but not limited to, littering and vandalism;
2. Drinking of alcoholic beverages, except where and when expressly allowed by the President and/or drunken behavior, within College premises;
3. Smoking in violation of the provisions of R.A. 9211;
4. Gambling within the College premises;
5. Violation of municipal/provincial ordinance i.e. violation of the municipal ordinance in relation to chewing of momma, etc.;
6. Non-wearing of valid school I.D;
7. Unauthorized use of borrowed school I.D. or lending school I.D. to be used for official transaction;
8. Unauthorized use of stolen school or any kind of IDs;
9. Loitering during the prescribed curfew hours;

10. Failure to obtain permit for the use of any College facility, subject to conditions imposed thereto;
11. Using without prior authority, the name of Bulacan Agricultural State College in any announcement, ticket, invitation, program, or similar printed materials;
12. Posting, distributing or disseminating notices, posters, leaflets and bills without the approval of the Office of Student Affairs and Services/ Administration;
13. Possessing and/or distributing immoral or indecent pictures, posters, slides or similar materials; writing, possessing, or distributing immoral and/or subversive literature;
14. Littering;
15. Spitting; and
16. Violating legally posted instructions or signage such as "No Trespassing," "Keep off the Grass," "Off Limits," etc.

## **II. Acts of Misconduct of Recognized Student Organizations**

### **A. Serious**

1. Fraud
  - a. Making a false statement, practicing or attempting to practice any deception or fraud in connection with application for recognition on behalf of the organization;
  - b. Making a false statement, practicing or attempting to practice any deception or fraud in connection with use of College facilities on behalf of the organization;
  - c. Making a false statement, practicing or attempting to practice any deception or fraud in connection with application in any College - funded or managed grant or prize on behalf of the organization;
  - d. Making a false statement, practicing or attempting to practice any deception or fraud in connection with application for asuplan on behalf of the organization; and
  - e. Making a false statement and/or withholding information in relation to the changes in the organization's membership and officers within the duration of recognition on behalf of the organization.

2. Harm to Persons
  - a. Creating and/or engaging in disorder, tumult, breach of peace, or serious disturbance such as, but not limited to, rumbles, within the College premises, resulting in harm to persons; and
  - b. Any violation as described in R.A. 8049, otherwise known as the Anti-Hazing Law.
3. Willfully disobeying any lawful written order or directive by the President, Vice- Presidents, Deans, Directors of academic units, OSAS Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings;
4. Engaging in any other form of misconduct, whether within or outside University premises, significantly affecting the good order and welfare and/or good name of the College, and/ or which violates the provisions of this Code regarding student organizations including but not limited to attempt to organize or organizing a strike, riot, walk out against the College or any of its employees or officials;
5. Damaging or defacing property within College premises, with the use of hazardous chemicals, use of explosives or incendiary materials;
6. Preparing, or disseminating libelous, defamatory or subversive manifestos, streamers or any form of graphic materials that undermine faith or foments distrust of duly constituted authorities within or outside the College; and
7. Instigating, participating or leading in boycott, or disruption of classes; impeding, obstructing, and preventing the right and obligation of a teacher or professor to teach his/her subject or the right or any student to attend classes.

**B. Less Serious**

1. Damaging or defacing property within College premises, including but not limited to, littering and vandalism. However, if allegedly committed with the use of hazardous chemicals, use of explosives or incendiary materials, it is considered serious;

2. Appropriating for the student organization in the University the property of another;
3. Failure to obtain permit for the use of any University facility, subject to conditions imposed thereto;
4. Using without prior authority, the name of Bulacan Agricultural t State College in any announcement, ticket, invitation, program, or similar printed materials;
5. Posting, distributing or disseminating notices, posters, leaflets and bills without the approval of the Office of Student Affairs and Services / Administration; and
6. Possessing and/or distributing immoral or indecent pictures, posters, slides or similar materials; writing, possessing, or distributing immoral and/or subversive literature.

### **Appendix B – Corrective Measures**

#### **Corrective Measures:**

1. Admonition
2. Reprimand
3. Apology
4. Cancellation of Enrolment
5. Suspension
6. Exclusion
7. Withdrawal of Degree

#### **Additional Corrective Measures, which may be concurrently imposed with above corrective measures:**

1. Fine
2. Disqualification from graduation with honors
3. Reparation
4. Restitution
5. Suspension or withdrawal of IT privileges as defined by the current policies on IT uses and resources of the College.

**Corrective measures that are *sui generis* or in a class of their own:**

**For Students:**

1. Cancellation of Admission to the College
2. Community Service

**For Student Organizations:**

1. Cancellation of Recognition
2. Suspension of Recognition

**Appendix C – Student Discipline Framework**

**The Student Discipline Framework**

1. **Office of Student Services - Student Development Services.** The Student Discipline Unit's (OSAS-SDS-SDU's) goal is to ensure JUDICIOUS IMPLEMENTATION of the institutional rules and regulations governing student behavior and conduct in and outside the campus while carrying-out school-related activities.

**2. Key Elements of Case Dispensation**

- a) Guarantee of Due Process - Appropriate protection of the rights of an individual while determining liability for wrongdoing.
- b) Procedure is administrative rather than criminal.
- c) Time-bound.- No hearing on any case shall last beyond two (2) calendar months.
- d) Confidentiality of Disciplinary Records
- e) Restorative Justice - Recognition of the importance of social relationships to individual well-being. Differentiating the unacceptable behavior from the person's worth.

**3. Design & Approaches**

- a) Reinforcement of BASC's Core Values Student-Centered Leadership Integrity Diversity Efficiency Service
- b) Student Discipline as more developmental and less adversarial
- c) Mediation of Disputes

d) Counseling. A caring confrontation where behavior is critically examined in a supportive relationship. The central goal is to see what can be learned from situation not so much as to determine guilt and punishment.

4. Commitment. BASC is a school community that ensures the well-being of its studentry. All who study are expected to conduct themselves in appropriate manner, observe the College Student Code of Conduct and Discipline, and respect the rights of others, thereby, maintain the best possible atmosphere of learning.

5. Shared Advocacy. Let us be partners in creating a well-managed academically effective school where freedom is lived alongside high scores of responsibility and volunteerism.

6. At the Best. We, at the Office of Student Affairs and Services (OSAS), resolve to REFORM rather than punish by promoting ethical behavior among BASC Students!

## **Appendix D - Admission Procedure using the Campus Management System**

### **Admission Procedure using the Campus Management System**

#### ADMISSION AND TESTING PROCEDURE

##### Graduate Level: Masters and PhD

1. Create a new e-mail address following this format: LASTNAME.FIRSTNAME@GMAIL.COM

For those who have multiple first names, use only either one or two of it (e.g. Rizal.JuanMiguel@gmail.com). Take note of your new e-mail address, its username, and password as this will be used as our primary means of communication to you for instructions and updates.

2. Prepare the following documentary requirements:
  - Scanned copy of all pages saved in PDF Format of Transcript of Records or TOR (for Certificate of Teaching and Graduate Level)
  - Scanned copy or photo of previous Employment or Government ID (for Certificate of Teaching and Graduate Level)
  - 2x2 photo in white background
  - Birth Certificate (preferably PSA)
3. Completely fill-out the online application form at \_\_\_\_\_.

3.1 Choose examination type: onsite (for residents near the school campus) or home-based (for residents who are far from the school campus or have travel restrictions)

3.2 Choose the desired academic year and term. (1st Semester, 2nd Semester, and Mid-year Term)

3.3 Choose the appropriate application type:

- **Freshman** – a student applicant who is incoming 1st year level of either college or graduate level academic program;
- **Transferee** – a student applicant who intends to transfer from other schools and enroll in BASC;
- **Cross-Enrollee** – a student applicant from another university who intends to cross-enroll in BASC;
- **Returnee** – a student applicant who withdrew from the program or was granted a Leave of Absences (LOA) or who went on Absence Without Leave (AWOL) for one semester or more and intends to re- enroll in the College;
- **2nd Courser** – a student applicant who is a 4-year degree holder and who intends to enroll in a 4-year academic program in BASC;
- **Earning Units** – a student applicant who intends to enroll in Certificate of Teaching (COT);

3.4 Choose the appropriate department:

- Post Baccalaureate (for Certificate of Teaching)
- Masters
- PhD

3.5 Attached all documentary requirements.

4. Submitted documentary requirements will be evaluated by the admission officer while tor will be evaluated by the academic program chair.

5. If incomplete and inaccurate documents are submitted, e-mail of follow-up will be sent while e-mail of accepted application with exam permit, testing schedule and test instructions will be sent to your new e-mail address if application is deemed in order.

6. Accepted onsite test taker:

6.1 Get Evaluation Slip from the Admission and Scholarship Office.

- 6.2 Pay Testing fee of Php 500 (for Master and PhD) and Php 450 (for Certificate of Teaching) at the Cashier.
- 6.3 Present the official receipt of payment to the Admission and Scholarship Office to claim the Permit to Take the Entrance Examination with signature and fill out the logbook.
- 7. Accepted homebased test taker
  - 7.1 Download Exam Permit embedded in the e-mail of accepted application.
  - 7.2 For Master and PhD student applicants, payment of testing fee of Pho 500 will be charged upon further notice.
- 8. Take the admission test as scheduled.
- 9. Wait until test results will be released.

## **B.2 Undergraduate**

Applicants for college admission must be a graduate of Kto12 senior high school, or a graduate of high school before the implementation of K to 12 program (High School graduate until 2016), a transferee from other SUCs or private higher education institution, or an Alternative earning System graduate.

Only applicants who shall meet all the entrance requirements shall be admitted. No students shall be denied admission to the College by reason of ethnicity, age, sex, socio-economic status, religious belief, political affiliation, conviction, or ideology. Every applicant shall pass a physical and medical examination. Admissions of foreign students shall be subject to existing laws and regulations.

In case of applicants for admission in the graduate program, they must be a holder of a degree relative to the degree they intend to pursue. If their educational background is not related to the intended field of specialization, completion of 18 academic units in the master's program and 21 academic units in the doctorate program shall be required.

## **Application Procedure**

### **A. General Guidelines**

- 1. Application Form for admission is available at any time from the school office or may be downloaded from the school website at [basc.priisms.online](http://basc.priisms.online).

2. Admission to the Institute of Education is open to all qualified applicants.
3. Admission Test is given according to the scheduled time.
4. Applicants with incomplete requirements will not be scheduled for testing.
5. Applicants who have applied online and received a follow up email for lacking document/s but missed the schedule of submission can bring their lacking requirements onsite.
6. Recommended preventive measures that include social distancing, wearing face masks and face shield, hand washing, covering one's mouth when sneezing or coughing shall be strictly observed as well as the use of personal ball pen and pencil. Likewise, applicants with cold, cough, and fever are not allowed to enter the school premises.

## **B. Specific Guidelines**

First year and transfer applicants

1. Applicants with BASCAT Schedule
  - 1.1 Create an Account using a valid email address to register following the format:

LastName.FirstName.BASC@gmail.com

For those who have multiple first names, use only either one or two of it (e.g.Rizal.JuanMiguel.BASC@gmail.com).
  - 1.2 Submit a long brown envelope containing the following:
    - a. photocopy of Form 138 for GRADE 11 Report Card with at least first semester grades in Grade 12 with adviser/principal's signature (FRONT AND BACK PHOTOCOPY);
    - b. photocopy of GRADE 12 School ID or Certificate of Registration;
    - c. 2 pieces latest 2x2 I.D. picture in white background; and
    - d. photocopy of PSA Birth Certificate.

3 Completely filled out BASCAT Application Form.

1.3 Take the admission exam according to the scheduled time.

2. Applicants with No BASCAT Schedule Yet

2.1. Bring printed electronic copy of the email received on Online Sign- up

2.2. Submit a long brown envelope containing the following:

- a. Photocopy of Form 138 for GRADE 11 Report Card with at least first semester grades in Grade 12 (front and back view of the Report Card duly signed by the adviser/principal
- b. Photocopy of Grade 12 School ID or Certificate of Registration
- c. One piece latest 2x2 I.D. picture in white background
- d. Photocopy of PSA Birth Certificate

2.3 Take the admission exam according to the scheduled time.

3. Transfer Applicants

3.1 Create an Account using a valid email address to register following the format:

LastName.FirstName.BASC@gmail.com

For those who have multiple first names, use only either one or two of it (e.g.Rizal.JuanMiguel.BASC@gmail.com). Take NOTE...

3.2 Submit a long brown envelope containing the following:

- a. Photocopy of Transfer Credentials (Honorable Dismissal and Copy Grades or
- b. Certified Copy of Grades/Official Transcript of Records (TOR)
- c. Two pieces of latest 2x2 I.D. picture in white background
- d. Photocopy of PSA Birth Certificate
- e. Completely filled out BASCAT Application Form.

3.3. Take the admission exam according to the scheduled time.

*Note: College freshmen student applicants who have applied online and received a follow up email for lacking document/s but missed the schedule of submission can bring their lacking requirements onsite.*

## **Admission and Testing Procedure**

### **(College Level)**

1. Create a new e-mail address following this format:  
firstnamelastname.basc@gmail.com

For those who have multiple first names, use only either one or two of it (e.g. juandelacruz.basc@gmail.com). Take note of your new e-mail address, its username, and password as this will be used as our primary means of communication to you for instructions and updates.

2. Prepare the following documentary requirements:
  - For College Freshmen
    1. Scanned copy of all pages of Form 138 or Report Card with current grades in Grade 11 saved in PDF Format.
    2. Scanned copy or photo of previous School ID (front and back part) or Certificate of Registration for Enrollment.
    3. 2x2 photo in white background
    4. Scanned copy of all pages of Birth Certificate (preferably PSA)
  - For Transferee and 2nd Courser
    1. Scanned copy of all pages of Certificate of Grades/Transcript of Records (TOR)
    2. Scanned copy or photo of previous School ID (front and back part) or Certificate of Registration for Enrollment.
    3. 2x2 photo in white background
    4. Scanned copy of all pages of Birth Certificate (preferably PSA)
3. Completely fill out the online application form at [basc.priisms.online](http://basc.priisms.online).

- 3.1 Choose examination type: onsite (for residents near the school campus) or home-based (for residents who are far from the school campus or have travel restrictions).
- 3.2 Choose the desired academic year and term.
- 3.3 Choose the desired school campus.
4. Choose the appropriate application type:
  - Freshman – a student applicant who is incoming 1st year college level.
  - Transferee – a student applicant who intends to transfer from other schools and enroll in BASC.
  - Cross-Enrollee – a student applicant from another university who intends to cross-enroll in BASC.
  - Returnee – a student applicant who was granted a Leave of Absences (LOA) or who went on Absence Without Leave (AWOL) for one semester or more and intends to re-enroll in the same program.
  - Shiftee - a student applicant who intends to transfer from one program to another of the same level within the college.
  - 2nd Courser – a student applicant who is a 4-year degree holder and who intends to enroll in a 4-year academic program in BASC.
  - Earning Units – a student applicant who intends to enroll in Certificate of Teaching (COT)
5. Choose the preferred Department:
  - Institute of Education
  - College of Agriculture
  - Institute of Management
  - Institute of Engineering and Applied Technology
4. Submitted documentary requirements for incoming freshmen will be evaluated by the admission officer while for transferees and second courses will be evaluated by the academic program chair.
5. If incomplete and inaccurate documents are submitted, e-mail of follow-up will be sent while e-mail of accepted application with exam permit, testing schedule and test instructions will be sent to the new e-mail address if application is deemed in order.
6. Take the admission test as scheduled.
7. Wait until test results are released.

## Specific Qualification Requirements for Incoming Education Students

1. A student must obtain a score of 75 % or higher in the BASC Admission Test (BASCAT) in three different subject areas namely English, Mathematics, Science and Abstract Reasoning.
2. An average grade of 85 % or higher in the Grade 11 Form 138 is required, specifically in English, Mathematics and Science. In addition, applicants should also submit their Grade 12 1st and 2nd grading grades.
3. The students must submit the BASCAT result slip given by the OSAS and a photocopy of their Form 138 to the Institute of Education for evaluation.
4. Upon evaluation, qualified students will proceed to the Interview process.

### Interview Procedure:

- 1) Students must undergo and pass the Interview administered by the officials or faculty members designated by the Institute. The Institute of Education will evaluate the BASCAT result and grades of the students based on the requirements above and will release a list of Qualified Student Applicants for the Interview.

- a) For Face to Face Interview

- A.1 Upon confirmation of qualification based on the BASCAT and evaluation of Form 138, student applicants should coordinate with the Institute to reserve their date of interview.

- A.2 The student applicant has to show up on the given date of appointment for interview and be on time because the institute will conduct it by first come first served basis.

- A.3. The student applicant will be directed to the designated Faculty interviewer by the Institute Secretary.

- A.4. If the student applicants fail to show up on the interview date, the student has to get another date of appointment from the Institute.

- b) For Online Interview

- B.1. Upon confirmation of qualification based on the BASCAT and evaluation of Form 138, student applicants should coordinate with the Institute to reserve their date of interview.

B.2. Once the date of interview is given, the student applicants should have stable internet connection so that the interview would be smooth sailing.

B.3. The interview would be conducted through Google Meet and the designated Faculty members would be the one to set the link that will be given to the student applicants.

B.4. If the student applicant failed to attend the Google Meet, the student will have to wait for the Institute to give a new appointment date.

#### Criteria for Grading the Interview

Communication Skills	10 pts.
Organization of Ideas	5pts.
Appropriate Non-Verbal Cues-	5 pts.
TOTAL	20 pts.

#### **Institute of Education FINAL EVALUATION Procedure:**

1. Applicants must obtain a cumulative score of 75 points or better for them to be admitted in the institute.

#### Distribution of Scores

BASC Admission Test	40%
Form 138	40%
Interview	20%
TOTAL	100%

2. The students who are given the slots will be given 1 week to send a letter that expresses their intent to enroll in the Institute so that the slots will be reserved to their names. The students who will comply with this requirement will be allowed to enroll in the Institute.

3. If the student applicants failed to send a letter of intent, the institute secretary will coordinate with the student applicants and verify if they will still reserve the slot for enrollment.

4. The Institute will release a Waiting List if in case there are still available slots in the Program.

5. If the student applicants failed to send a letter of intent, the institute secretary will coordinate with the student applicants and verify if they will still reserve the slot for enrollment.

6. The Institute will release a Waiting List if in case there are still available slots in the Program.

## **Appendix E – Students with Special Needs and Persons with Disabilities**

### 1. Purpose

1.1 It is the policy of Bulacan Agricultural State College to offer educational opportunities and experiences to all students enrolled at the College on the basis of individual merit without interference from illegal, arbitrary, or capricious acts or omissions. BASC will not tolerate discrimination against any student because of gender, race, and age, status as a veteran, national origin, religion, or disability. BASC embraces and commits itself and its faculty and staff employees to follow provisions of government law prohibiting discrimination against persons with disabilities, including, but not limited to, CMO no.9, s. 2013.

1.2 In order to assist applicants to and students of BASC regarding needed academic accommodations, BASC has empowered its Director of OSAS with the authority to review complaints of potential disability discrimination and also has created the Office of Student Disability Services with the specific charge of working with students, staff and faculty to help ensure that appropriate steps are engaged in by the College in each case. The names of the current administrative officials overseeing those offices, and their addresses and telephone numbers, are identified in the BASC campus telephone book, the office of Student Affairs and Services, the Office of the President, and several other locations on campus.

1.3 This policy statement is intended to formalize procedures already established for the provision of academic accommodations for students with disabilities and to outline mechanisms for resolving complaints concerning the provision of such academic accommodations. This policy statement is intended to supersede and control over any other policy of the College concerning whether the College is appropriately providing classroom or curricular accommodations to a student with a disability.

1.4 BASC shall make such modifications to its academic requirements as are necessary to ensure that requirements relating to its academic programs do not discriminate or have the effect of discriminating on the basis of disability

against an applicant or student. Modifications, in appropriately documented instances, may include changes in the length of time permitted for the completion of degree requirements, substitutions of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. Determinations regarding the appropriateness of accommodations for students with disabilities inherently must be made on an individualized, case-by-case basis.

1.5 BASC will not impose upon students with disabilities other rules, such as the prohibition of tape recorders in classrooms or of dog guides in campus buildings that have the effect of limiting the participation of students with disabilities in an educational program or activity.

1.6 In course examinations or other procedures for evaluating students' academic achievement in its programs, BASC will provide such methods for evaluating the achievement of students with disabilities that impair sensory, manual, or speaking skills as will best ensure that results of evaluations represent the student's achievement, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where such skills are the factors that the test purports to measure).

1.7 BASC will take steps as are necessary to ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to, discrimination under the education programs or activities operated by the College because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills. Auxiliary aids may include taped texts, interpreters, or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and action.

1.8 Academic requirements that are essential to the program of instruction being pursued by a student with a disability or to any directly related licensing requirement will not be regarded as discriminatory.

1.9 The term "Vice President for Academic Affairs" is intended to refer to the President of the College or his/her designate within the Office of Academic Affairs.

## 2. Definitions

2.1 "Student with a disability" is any student who:

- has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such impairment.

2.2 "Physical or mental impairment" includes, but is not limited to:

- any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or
- Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

2.3 The term "substantially limits" means:

- Unable to perform a major life activity that the average person in the general population can perform; or
- Significantly restricted as to the condition, manner or duration under which an individual can perform a major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

2.4 Objective criteria for diagnosis of a "specific learning disability" have yet to be succinctly defined by educational psychologists. BASC embraces the general guidelines suggested by the Board of Trustees in 2014, which acknowledge that while multiple approaches are used in this area, specific criteria for diagnosis of a learning disability include: average to above average intellectual ability; severe processing deficits; severe aptitude achievement discrepancies, despite adequate learning opportunities; and a condition of presumed neurological origin.

2.5 A "classroom accommodation" is one where an alteration in the manner in which a specific class is conducted is requested by a student. Such alterations may include, but are not necessarily limited to, alterations in testing time limits, providing special tutoring, providing textual materials in alternative formats (such as on audiotape), note taking, and the like.

2.6 A "curricular accommodation" is an alteration in degree program requirements. Such alterations may involve, but are not necessarily limited to, substitutions or waivers of classes normally required to successfully complete a

degree program offered by the College, or alterations of time limits required for completion of degree programs.

### 3. Determination of Eligibility

3.1 Any student desiring to receive classroom or curricular accommodations, as a mandatory prerequisite to receiving any such accommodations, must register with the Office of Student Affairs and Services, provide competent medical documentation as requested evidencing the existence of a specific disability, and cooperate with the Office of Student Affairs and Services in determining the type(s) of accommodations that may be warranted in the case. It is the affirmative obligation of the student not only to provide competent medical documentation as requested by the Office of Student Affairs and Services, but also to renew any additional requests for accommodations each new academic semester.

3.2 Competent medical documentation is required for two purposes: (1) to document the existence, nature, and extent of the physical or mental disability; and (2) to identify reasonable accommodations. Because the provision of all reasonable accommodations and services is based on assessments of the current impact of the student's disabilities on his/her academic performance in a specific academic program, it is in the student's best interest to provide recent and appropriate documentation. In most cases, this means that the medical or psychological evaluation and report will have been conducted within the past three years. Learning assessments must be based upon adult-level learning. Assessments made at a pre-college level will qualify as acceptable documentation only if they reflect adult capabilities and the academic demands of higher education. Competent medical documentation, in order to be acceptable, must be rendered by a practitioner with credentials appropriate to the area in question. For example, for diagnosis of specific learning disorders or attention deficit/hyperactivity disorders, the documentation must come from a licensed psychologist.

- If a diagnostic report is incomplete or inadequate to determine the present extent of the disability or appropriate accommodations, the College may require supplemental assessment at the student's cost. If the diagnostic report is complete but the College requires a second opinion (which may include getting a second opinion regarding the diagnostic report or a reevaluation of the disability), the University may select the practitioner and shall bear the cost of the second assessment.

- The Office of Student Affairs and Services may require a student to provide additional competent medical documentation evidencing the need for continued academic accommodations at any time that it appears that the student's physical or mental disability has substantially changed in character or if a student who has been granted special academic accommodations requests additional accommodations.

3.3 Verification of the existence of a disability will be retained in the Office of Student Disability Services and will be shared with other College personnel only as necessary and in conformity with applicable state and federal laws.

3.4 The Office of Student Affairs and Services will assist students with disabilities who are seeking classroom or curricular accommodations and will make recommendations to appropriate College personnel regarding accommodations, if any, that are believed to be needed by students. If recommended accommodations are not agreed upon between a student, the Office of the Student Affairs and Services, faculty, or academic administrators, a request for further review may be filed by the student or the affected faculty member/academic administrator. Classroom accommodations as recommended by the Office of Student Affairs and Services will be implemented during such time as the matter is under review. Curricular accommodations will not be implemented during the pendency of the review process.

3.5 A student who believes that appropriate academic accommodations are not being afforded by the College may seek further review through informal or formal means. Such a student may either file for formal review of such determination by following the processes set forth below in this policy statement or, prior to doing so, may seek informal resolution of the dispute by discussing the matter with the Office of the Director of OSAS. During the time that the dispute is in informal review by the Director of the Office of OSAS, the time frames for filing a formal appeal as set forth below are tolled.

#### 4. Request for Review of Classroom Accommodation

4.1 A request for special classroom arrangements in order to assist a student with a disability is initiated by the student filing a request with the Office of Student Disability Services. The Coordinator of the Office of Student Affairs and Services initially reviews the request to assess whether the student has provided recent competent medical documentation evidencing the need for the accommodations being requested and to make a recommendation regarding

classroom accommodation(s) to be provided to the student. The Coordinator will notify the student of his/her determination and, if an accommodation is recommended, will also notify the appropriate faculty member(s) of that recommendation.

- A student or faculty member disagreeing with a recommended classroom accommodation, or a recommendation from the Office of Student Affairs and Services that no accommodation is warranted, may request further review by the Vice President for Academic Affairs (or his/her designee) of the matter. Forms for such requests may be obtained from either the Office of Academic Affairs or the Office of Student Affairs and Services. The completed form and any desired attachments must be filed with the Office of Academic Affairs, and a copy filed with the Office of Student Affairs and Services, within five (5) working days of the date that the person requesting has received notice of the classroom accommodations, if any, recommended by the Office of Student Affairs and Services. The Office of Academic Affairs will forward copies of the filed documents to the affected student or faculty member(s), and to the appropriate Faculty member(s) and Dean. The faculty member(s), and Dean must maintain confidentiality regarding the request.

4.2 The student or faculty member(s) affected by the request for further review will be given the opportunity to present a written response to the Vice President for Academic Affairs. Such responses must be received by the Vice President for Academic Affairs within three (3) business days after receipt of the request documents from the Vice President for Academic Affairs unless additional time is granted by the Vice President for Academic Affairs. If no response is timely filed, the Office of Academic Affairs has the authority to make a determination without further delay.

4.3 The Vice President for Academic Affairs, after consulting with the Faculty member(s) and Dean, will make a final decision regarding the appeal. The Vice President for Academic Affairs will normally make such final decision within five (5) working days. A copy will be forwarded to the Office of Student Affairs and Services for permanent retention with the student's file. There is no further appeal of such decision.

4.4 The student and faculty member/administrative official may mutually agree to some other form of accommodation at any time in the review process. If such an agreement is reached, such agreement should be memorialized in writing, signed by the student, and the review process automatically will be terminated.



# **CHED MEMORANDUM ORDER**



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED MEMORANDUM ORDER**

No. 08  
Series of 2021

**SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF FLEXIBLE DELIVERY OF STUDENT AFFAIRS AND SERVICES (SAS) PROGRAMS DURING THE COVID-19 PANDEMIC**

In accordance with the pertinent provisions of Republic Act (RA) 7722, otherwise known as the "Higher Education Act of 1994," and by virtue of Commission *en Banc* (CEB) Resolution No. 507-2020 dated 28 July 2020, the Commission on Higher Education (CHED) hereby issues these guidelines on flexible delivery of Student Affairs and Services (SAS) programs during the Coronavirus 2019 (COVID-19) pandemic.

**I. RATIONALE**

The COVID-19 pandemic brought interruptions in all sectors of the society causing a chain reaction of economic and psycho-social impacts affecting every Filipino citizen.

For the Philippine higher education sector, the learning environment has been severely disrupted, campuses were closed and face-to-face classes were suspended to protect the health and safety of students. But despite these interruptions, CHED ensured the continuity of learning by enjoining higher education institutions (HEIs) to implement flexible learning modalities. The Commission addressed the current impediments brought by COVID-19 to the higher education sector through: 1) organized massive capacity-building trainings workshops for faculty members, 2) launching the PHL CHED CONNECT website for free access to instructional and learning materials, and 3) provision of grants to HEIs for their projects that would improve the delivery of flexible learning, among others.

However, while some HEIs implemented flexible learning, others discontinued the delivery of SAS programs and imposed retrenchment on the SAS personnel. This has caused adverse repercussions as SAS programs serve as the backbone to the holistic development and academic success of students. The delivery of SAS programs is now more crucial considering the effects on the mental health and well-being of students as they try to adjust and recover from the pandemic. Thus, aside from continuity of learning, CHED enjoins all HEIs to enhance the delivery of SAS programs through various flexible learning modes to provide equitable learning opportunities and help the students adjust to the learning environment during the COVID-19 pandemic as well as prepare them on the resumption of classes under the new normal conditions.

**II. OBJECTIVES**

CHED aims to pursue the delivery of SAS programs during the pandemic, through partner HEIs, focused on catering to mental health of students through various modes/options most appropriate to them. Hence, these guidelines intend to provide strategies for the effective delivery of flexible SAS programs in all HEIs.

Page 1 of 17

These guidelines shall be applied in correlation with CHED Memorandum Order (CMO) No. 09, series of 2013 titled "Enhanced Policies and Guidelines on Student Affairs and Services," as well as CMO No. 04, series of 2020, "Guidelines on the Implementation of Flexible Learning."

### III. SCOPE AND COVERAGE

These guidelines shall govern the delivery of flexible SAS programs in all public and private HEIs including their campuses/branches, effective Academic Year (AY) 2020-2021 onwards, or until the face-to-face mode of instruction is allowed.

### IV. DEFINITIONS

For purposes of these guidelines, the following definitions of the different SAS programs under CMO No. 09, series of 2013, are hereby adopted:

1. **Student Welfare Services** – basic services and programs needed to ensure and promote the well-being of students
  - a. **Information and Orientation Services** – informative activities and materials designed to facilitate student adjustment to life in higher education
  - b. **Guidance and Counseling Services**
    - Guidance service** – a set of services using an integrated approach for the development of individuals primarily by helping them to utilize their potentials to the fullest
    - Counseling** - individual and/or group intervention designed to facilitate positive change in student behavior, feelings, and attitudes
    - Appraisal** - gathering of student-information through psychological tests and use of non-psychometric devices
    - Follow-up** –systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular
    - Referral** - coordination with a multi-disciplinary team of specialists to ensure the special needs of students are met
  - c. **Career and Job Placement Services** – assistance provided to students in making informed educational and occupational exploration and career planning
  - d. **Economic Enterprise Development** – services and programs that would cater to the other economic needs of students such as but not limited to 1) student cooperatives, 2) entrepreneurial, 3) income-generating projects, and 4) savings
  - e. **Student Handbook** – process of developing, reviewing and revising the student handbook, in consultation with student representative/s, containing relevant information for the guidance of the students
2. **Student Development Services** – services and programs intentionally designed by the HEI to provide opportunities for student formation and discipline in the context of the 21<sup>st</sup> century



- a. **Student Organizations and Student Activities** – recognition/ accreditation, supervision, and monitoring of student groups including the evaluation of their activities.
  - b. **Leadership Training** – programs and opportunities to develop and enhance leadership effectiveness in the personal level and student organizations, emphasizing student leadership role in the new normal
  - c. **Student Council/Government** – the student body duly organized and elected at large by the students themselves, with due recognition and authority from the HEI as the students' official representative in matters affecting them
  - d. **Student Discipline** – judicious implementation of institutional rules and regulations governing student behavior and conduct
  - e. **Student Publication/Yearbook** – the official publication/ organ/journal/yearbook and such other student-oriented print and non-print media of the HEI
3. **Institutional Student Programs and Services** – services and programs designed to proactively respond to the basic health, food, shelter, and safety concerns of all types of students.
- a. **Admission Services** – services related to the processing of students' admission to the institution, including requirements
  - b. **Scholarships and Financial Assistance** – generation, management, and/or allocation of funds for scholarship and financial aid to deserving students
  - c. **Food Services** – assurance that adequate, safe and healthy food choices are available within the campus and its immediate vicinity in accordance with the food, safety, and sanitation guidelines of the Department of Health
  - d. **Health Services** – provision of primary health care and wellness programs
  - e. **Safety and Security Services** – provision of a safe and secure environment and that of the members of the academic community
  - f. **Student Housing and Residential Services** – assistance provided to students to ensure access to safe accommodation that is also conducive to learning
  - g. **Multi-faith Services** – provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles
  - h. **Foreign/International Students Services** – provision of assistance to foreign students to address their needs. HEIs shall provide an integrated



service program catering to the socio-psycho-cultural, academic, and non-academic needs of all international students.

- i. **Services for Students with Special Needs and Persons with Disabilities** – programs and activities designed to provide equal opportunities to students belonging to the vulnerable population, such as but not limited to students with disabilities, students belonging to indigenous groups, students who are solo parents, etc.
- j. **Cultural and Arts Programs** – set of activities designed to provide opportunities to students to develop and enhance talents, abilities, and values for appreciation, promotion and conservation of national culture and multi-cultural heritage.
- k. **Sports Development Programs** – programs designed for physical fitness and wellness of students other than the Physical Education subjects
- l. **Social and Community Involvement Programs** – programs and opportunities designed to develop social awareness, personal internalization and meaningful contribution to nation building

## V. IMPLEMENTING GUIDELINES

### 1. SAS Offices

HEIs shall maintain the operations of their SAS offices/units during the pandemic. These offices shall ensure that students are given proper orientation on the flexible learning systems to be implemented and the type of support services that they can avail to help them adjust and succeed in the new learning environments.

### 2. SAS Programs Continuity Plans

As a monitoring mechanism to ensure sustainability of SAS programs, HEIs shall submit, their SAS Programs Continuity Plans to the CHED Regional Office within a period of thirty (30) days from the effectivity of these guidelines (refer to **Annex "A"** for the template) for the information and reference of the Commission. The CHEDROs shall maintain a registry of student representatives for the purpose of sending out a student satisfaction survey (refer to **Annex "B"**) on the implementation of SAS programs by their respective HEIs during the pandemic. The survey results shall be used to improve the implementation of the said SAS programs.

The Office of Student Development and Services (OSDS) shall develop a mechanism in providing incentives to HEIs with best practices in the implementation of SAS programs during the pandemic.

### 3. Fees Related to SAS Programs

HEIs shall be transparent and accountable to the students on how SAS fees will be utilized during the pandemic. Private HEIs may recalibrate their miscellaneous or other school fees for the purpose of supporting the implementation of flexible learning while still providing essential student support services. A separate set of guidelines shall be issued on the recalibration of miscellaneous or other school fees.



**4. Mental Health of Students**

HEIs shall provide mental health services to ensure the psycho-social and mental well-being of the students during the pandemic such as, but not limited to, Remote Psychological First Aid, Tele-Counselling, and Tele-Mental Health. Qualified staff of the HEIs shall administer a student needs assessment tool to determine the appropriate interventions needed. HEIs, in delivering remote or online guidance and counseling services, are required to observe ethical standards such as protection of the data privacy of students under counselling.

HEIs are also encouraged to re-examine the delivery of their cultural, arts, and sports development programs to contribute to the mental well-being of their students.

Furthermore, HEIs shall institutionalize a mechanism to closely monitor the academic performance, mental health, and psycho-social well-being of students during the pandemic. This monitoring mechanism shall be included in the Student Handbook/Flexible Learning Primers to be disseminated to the students.

**5. HEI Partnerships/Collaborations**

HEIs are highly encouraged to develop collaborations or consortia among themselves so that critical SAS programs may be provided to all students to ensure their academic success. For this purpose, HEIs may establish library networks so that students may have access to learning materials/resources or online library facilities nearest to them under allowable circumstances.

HEIs are also encouraged to enter into partnerships with international HEIs for benchmarking and/or for sharing experiences and good practices.

**6. Electronic Student Database**

HEIs shall establish and maintain an electronic database of all their students to effectively disseminate and transmit documents and/or information. The said database will help HEIs monitor the welfare (health and safety) and development of their students during the pandemic.

**7. Guidebook on the Implementation of Flexible Learning**

HEIs shall supplement their student handbooks with a guidebook/handbook on the implementation of flexible learning. The guidebook/handbook, which shall include etiquette during online classes, tips on sourcing materials online, intellectual property rights, plagiarism, etc., shall likewise be disseminated to the students.

**8. Online Platforms**

HEIs are advised to create SAS social media platforms/webpage/microsite for efficient dissemination of information to the students and faculty. They are highly encouraged to create offline (e.g. landlines) and online channels (e.g. Viber, Facebook, messenger) to facilitate communication with students.



## 9. Admission Policies

HEIs that cannot administer admission tests online or through any distance mode may require submission of documents or requirements online (sending through offline email address), via couriers, or drop-off points as instructed by the HEIs to determine the qualifications of entering students for admission purposes. For SUCs, qualifications must include at least the grade point average of student applicants and the availability of slots in the degree program being applied for.

## VI. FLEXIBLE DELIVERY OPTIONS

The suggested actions under offline and online flexible delivery options are enumerated below. HEIs may adopt these or develop their own strategies depending on available resources and capability as well as students' needs. However, for offline delivery options, face-to-face delivery is not yet allowed during the pandemic until permitted by CHED/Inter-Agency Task Force on the Management of Emerging and Infectious Diseases (IATF), or other competent government authority.

### 1. Student Welfare Services

#### a. Information and Orientation Services

Offline	<ul style="list-style-type: none"><li>Send printed or digital information and orientation materials (brochures, handouts, orientation packets, learning packets, guidebooks, etc.) to students via courier or distribution of USB.</li></ul>
Online	<ul style="list-style-type: none"><li>Create contents and materials that can be downloaded, develop other platforms for orientation, conduct synchronous and asynchronous sessions and/or live broadcasts using different media platforms.</li></ul>

#### b. Guidance and Counseling Services

Offline	<ul style="list-style-type: none"><li>HEIs may partner with organizations located where the students are based.</li><li>Conduct remote psychological first aid, tele-counseling, and/or tele-mental health through mobile or landline.</li></ul>
Online	<ul style="list-style-type: none"><li>Conduct remote psychological first aid, tele-counseling, and/or tele-mental health through online platforms (e.g. online/web counselling).</li><li>Conduct series of webinars for mental health and wellness using secured digital platforms (e.g. Zoom, DoxyMe).</li></ul>

#### c. Career and Job Placement Services

Offline	<ul style="list-style-type: none"><li>Send via courier printed Career Services Packets containing possible job opportunities, the profile of hiring companies, tips on securing jobs, etc.</li></ul>
Online	<ul style="list-style-type: none"><li>Conduct virtual career fairs, with clearance from DOLE.</li><li>May form partnerships with career fair organizers such as DOLE, jobs180, Kalibr, and LinkedIn.</li></ul>



	<ul style="list-style-type: none"> <li>• Conduct webinars on personality development, resume writing, etc.</li> <li>• Provide links (e.g. DOLE links) on resources for job applications, opportunities, and legal considerations (e.g. labor rights).</li> </ul>
--	--

**d. Economic Enterprise Development**

Offline	<ul style="list-style-type: none"> <li>• Provide printed information materials on the different opportunities for loans and educational assistance for students and financial literacy.</li> </ul>
Online	<ul style="list-style-type: none"> <li>• Conduct online entrepreneurial initiatives and webinars on financial literacy.</li> <li>• Provide online platforms or mechanisms for the delivery of services (student loans, etc.).</li> <li>• Institutionalize online process or mechanism for a student loan to ensure collection of fees.</li> <li>• Make information available through digital platforms (chatbots, website, social media, etc.).</li> </ul>

**e. Student Handbook Development**

Offline	<ul style="list-style-type: none"> <li>• Send the hard copy of the guidebook/handbook to the students via courier or distribution to designated pick-up points.</li> <li>• Send printed materials on the FAQs and primer on important details the students need to know.</li> </ul>
Online	<ul style="list-style-type: none"> <li>• Make available online version (e-handbook) of the guidebook/handbook on the HEI website or other digital platforms.</li> <li>• Provide online FAQs related to the different services and policies.</li> <li>• Provide primers that are downloadable and can be part of the orientation for the new students.</li> <li>• Strongly emphasize observance of proper discipline even on online classes and interactions (online etiquette), access to resources on e-citizenship, digital well-being, digital safety, etc.</li> </ul>

**2. Student Development Programs**

**a. Student Organizations and Activities**

Offline	<ul style="list-style-type: none"> <li>• Allow submission of recognition/accreditation documents through couriers or at drop-off points in the schools.</li> </ul>
Online	<ul style="list-style-type: none"> <li>• Allow online submission of applications for accreditation and re-accreditation of student organizations.</li> <li>• Student organizations can conduct online activities but must be reported in advance to SAS for proper monitoring.</li> <li>• HEI shall provide online platforms or virtual meeting rooms to student organizations for their student activities.</li> </ul>

**b. Leadership Training**



Offline	<ul style="list-style-type: none"> <li>Send printed materials on leadership training modules.</li> </ul>
Online	<ul style="list-style-type: none"> <li>Organize webinars on leadership training.</li> <li>Provide online resources on or links to leadership.</li> <li>Provide students a list of online seminars-workshops and conferences.</li> <li>Allow students to participate as official representatives in online seminars, workshops, conferences, etc.</li> </ul>

**c. Student Council/Government**

Offline	<ul style="list-style-type: none"> <li>To be determined by the student council/government as long as they abide by the health and safety protocols of the DOH and IATF for face-to-face activities.</li> </ul>
Online	<ul style="list-style-type: none"> <li>HEI shall provide the Student Council/Government online platforms, virtual meeting rooms, etc.</li> </ul>

**d. Student Discipline**

Offline	<ul style="list-style-type: none"> <li>Send student discipline policies, which should be part of the student handbook, via courier or via pick-up.</li> <li>Students may file their grievances or complaints through courier or drop-off.</li> </ul>
Online	<ul style="list-style-type: none"> <li>Include in virtual orientations highlighting positive reinforcement of behaviors producing resilient and well-mannered individuals.</li> <li>Provide an online student discipline process (Students Desk) managed by a committee that will handle student complaints (grievances) following standard protocols.</li> </ul>

**e. Student Publication/Year Book**

Offline	<ul style="list-style-type: none"> <li>Send student publications via courier or pick-up.</li> </ul>
Online	<ul style="list-style-type: none"> <li>Conduct webinars on online campus journalism.</li> <li>Provide software for students to convert print campus journals to e-publication.</li> <li>Provide online platforms for student publications.</li> </ul>

**3. Institutional Student Development and Services**

**a. Admission Services**

Offline	<ul style="list-style-type: none"> <li>Applicants may submit academic credentials through courier.</li> </ul>
Online	<ul style="list-style-type: none"> <li>During admission, applicants can submit scanned copies of basic admission credentials, but with undertaking on the submission of not readily available documents. Once admitted they are required to submit original credentials.</li> <li>There shall be online enrollment.</li> <li>May conduct time-bound online entrance examination for applicants.</li> </ul>



**b. Scholarships and Financial Assistance**

Offline	<ul style="list-style-type: none"><li>• Applicants may submit documents via courier.</li></ul>
Online	<ul style="list-style-type: none"><li>• There shall be an online application for submission of documents (no home visitation).</li><li>• Application documents shall be made available online for easy download.</li><li>• If there are available funds, HEIs may offer financial assistance to support technological requirements of students for flexible learning.</li></ul>

**c. Food Services**

Offline	<ul style="list-style-type: none"><li>• No food services during pandemic.</li></ul>
Online	<ul style="list-style-type: none"><li>• Not applicable.</li></ul>

**d. Health Services**

Offline	<ul style="list-style-type: none"><li>• Send materials and primer on health and safety protocols via courier.</li></ul>
Online	<ul style="list-style-type: none"><li>• Provide tele- and online medical consultations, digital format of forms and prescriptions.</li><li>• Conduct webinars on health and wellness.</li></ul>

**e. Safety and Security Services**

Offline	<ul style="list-style-type: none"><li>• Provide printed materials on safety and security to reduce disaster risk reduction be provided to students via courier.</li><li>• Activate the school DRRM to be ready to respond in case of disasters.</li></ul>
Online	<ul style="list-style-type: none"><li>• Provide online materials on the safety and security during disaster.</li><li>• Conduct webinars on safety and security during disaster.</li></ul>

**f. Student Housing and Residential Services**

Offline	<ul style="list-style-type: none"><li>• Send information materials regarding student housing available in-campus and surrounding areas.</li><li>• Provide informational materials on safety protocols in dormitories and boarding houses.</li><li>• School dormitories may be opened but must comply with health and safety protocols.</li></ul>
Online	<ul style="list-style-type: none"><li>• Provide information on school dorms and student housing in surrounding areas online.</li></ul>

**g. Multi-faith Services**

Offline	<ul style="list-style-type: none"><li>• HEIs determine appropriate strategies.</li></ul>
Online	<ul style="list-style-type: none"><li>• HEIs may host online worship services for various faith.</li></ul>



**h. Foreign/International Students Services**

Offline	<ul style="list-style-type: none"><li>• Send appropriate informational materials through courier.</li></ul>
Online	<ul style="list-style-type: none"><li>• Conduct online orientations for foreign students on visa requirements, etc.</li><li>• Provide appropriate services offered to foreign students through online platforms.</li></ul>

**i. Services for Specific Students**

Offline	<ul style="list-style-type: none"><li>• Same services shall be provided in consideration with their specific needs. If with disabilities, provide services in consultation with the National Council on Disability Affairs.</li></ul>
Online	<ul style="list-style-type: none"><li>• Same services shall be provided in consideration with their specific needs. If with disabilities, provide services in consultation with the National Council on Disability Affairs.</li></ul>

**j. Cultural and Arts Programs**

Offline	<ul style="list-style-type: none"><li>• Provision of artistic training materials (e.g. printed or email) that the student artists can learn in their own time.</li><li>• Send information and video materials that can be used by the general student body on using the arts for general wellness (i.e. meditation, arts therapy through music, dance and theatre exercises).</li><li>• Aid the academic sector in the creation of online instructional materials for the promotion and conservation of national culture and multi-cultural heritage.</li><li>• Assist in staging online institutional events.</li></ul>
Online	<ul style="list-style-type: none"><li>• Provision of artistic training materials for student artists.</li><li>• Synchronous delivery of regular artistic trainings and meeting rooms for student artists.</li><li>• Host virtual cultural and artistic performances.</li><li>• Creating virtual platforms for cultural and artistic performances and exhibitions.</li><li>• Creation of instructional materials to promote wellness through the arts.</li><li>• Assist in staging online institutional events, local and national cultural/historical celebrations.</li><li>• Aid the academic sector in the creation of online instructional materials for the promotion and conservation of national culture and multi-cultural heritage.</li></ul>

**k. Sports Development Programs**

Offline	<ul style="list-style-type: none"><li>• Send illustrative materials showing exercises to still encourage physical movement while studying at home.</li></ul>
Online	<ul style="list-style-type: none"><li>• Conduct or host individualized physical fitness program through online platforms.</li></ul>



**I. Social and Community Involvement Programs**

Offline	• Send information materials on how students can safely volunteer during pandemic.
Online	• May host virtual meetings with LGUs and discuss how students can help their communities.

**VII. EFFECTIVITY**

These Guidelines shall take effect immediately upon approval.

Issued in Quezon City, Philippines, May 20, 2021.

For this Commission:

**J. PROSPERO E. DE VERA III, DPA**  
Chairman



## SAS PROGRAMS CONTINUITY PLAN

## PART I. HEI PROFILE

Name of HEI:
Address of HEI:
Type of HEI (SUC, Private, LUC):
Head of SAS:
Contact Details of Head of SAS: Cell phone No.:
E-mail Address:
Name and Email Address of Student Representative per Year Level: First Year:
Second Year:
Third Year:
Fourth/Fifth Year:
Graduate Level:

## PART II. FLEXIBLE DELIVERY STRATEGIC ACTIONS

## A. STUDENT WELFARE SERVICES

SERVICES	OFFLINE	ONLINE
Information and Orientation Services		
Guidance and Counseling Services		
Career and Job Placement Services		
Economic Enterprise Development		
Student Handbook Development		

## B. STUDENT DEVELOPMENT SERVICES

SERVICES	OFFLINE	ONLINE
Student Organizations and Activities		
Leadership Training		
Student Council/Government		
Student Discipline		
Student Publication/Year Book		



**C. INSTITUTIONAL STUDENT PROGRAMS AND SERVICES**

SERVICES	OFFLINE	ONLINE
Admission Services		
Scholarships and Financial Assistance (SFA)		
Food Services		
Health Services		
Safety and Security Services		
Student Housing and Residential Services		
Multi-faith Services		
Foreign/ International Students Services		
Services for Specific Students		
Cultural and Arts Programs		
Sports Development Programs		
Social and Community Involvement Programs		

<b>Prepared by:</b> <hr/> (Signature over Printed Name) <hr/> (Position) Date accomplished:	<b>Reviewed and Certified Correct:</b> <hr/> Dean of SAS/VP for SAS	<b>Approved by:</b> <hr/> President/Head of HEI
--	--	--



**STUDENT SATISFACTION SURVEY ON SAS PROGRAMS**

The results of this survey shall be used to improve the implementation the implementation of student affairs and services (SAS) programs by HEIs during the pandemic.

**PART I. STUDENT PROFILE**

Name of Student:
Email address:
Current location of student:
Name of HEI currently enrolled in:
Location of HEI:
Course (please do not abbreviate):
Year level:
Semester:

Do you have a certified disability?

- I do not have any certified disability
- I have a certified learning disability
- I have a certified physical disability
- I have both
- Don't know
- Prefer not to answer

Do you belong to any Indigenous Group? If yes, please indicate \_\_\_\_\_

**PART II. SURVEY ON SAS PROGRAMS**

1. How did you access the learning modalities of your course?
  - Learning packets/printed modules
  - Online learning
  - Combination of printed and online
  - Others (please indicate) \_\_\_\_\_
  
2. Please indicate the student affairs and services you are familiar with that are being provided to you by your school:
  - Information and orientation services
  - Guidance and counseling services
  - Career and job placement services
  - Economic enterprise development
  - Student handbook development
  - Student organizations and activities
  - Leadership training
  - Student council/government
  - Student discipline
  - Student publication/yearbook
  - Admission services
  - Scholarship and financial assistance
  - Food services



- Health services
- Safety and security services
- Student housing and residential services
- Multi-faith services
- Foreign/international students services
- Services for specific students (students with disabilities, students belonging to indigenous groups, students who are solo parents, etc.)
- Cultural and arts program
- Sports development program
- Social and community involvement program
- Others (please indicate) \_\_\_\_\_

3. Identify one service that you liked the most and was very helpful to you during this pandemic.

4. Identify one service that you did not like the most and was not very helpful to you during this pandemic.

5. Indicate the three (3) student affairs and services you would like for your school to provide.

- Information and orientation services
- Guidance and counseling services
- Career and job placement services
- Economic enterprise development
- Student handbook development
- Student organizations and activities
- Leadership training
- Student council/government
- Student discipline
- Student publication/yearbook
- Admission services
- Scholarship and financial assistance
- Food services
- Health services
- Safety and security services
- Student housing and residential services
- Multi-faith services
- Foreign/international students services
- Services for specific students (students with disabilities, students belonging to indigenous groups, students who are solo parents, etc.)
- Cultural and arts program
- Sports development program
- Social and community involvement program
- Others (please indicate) \_\_\_\_\_



6. Please tell us how much you agree or disagree with the following specific areas by placing a check mark (✓) indicating your response:

Areas	Response					
	Very Dissatisfied	Dissatisfied	Neither Satisfied or Dissatisfied	Satisfied	Very Satisfied	Don't know
The school personnel including the faculty, advisers, student affairs and services were accessible and courteous to answer questions or provide feedback.						
The orientation conducted by the school on flexible learning and student affairs and services were clearly outlined.						
The student handbook provided by the school contains information such as contact numbers of school personnel, how to access student services, etc.						
The services to ensure psychosocial and mental well-being during the pandemic are administered regularly.						
The services provided are accessible to students with disabilities, students belonging to indigenous groups, students who are solo parents, etc.						
The school provided career and occupational opportunities.						
The school supported online activities of student organizations.						
The school supported the student council/government.						
The school publication is active and accessible.						
The school personnel in the admissions'/registrar's office are helpful.						



Areas	Response					
	Very Dissatisfied	Dissatisfied	Neither Satisfied or Dissatisfied	Satisfied	Very Satisfied	Don't know
The school provided accessible information to having a healthy lifestyle.						
The school provided accessible health services such as online medical consultations among others.						
The school provided a safe online/distance/flexible learning environment.						
The school provided accessible and safe student housing or residential services.						
The cultural and arts program provided opportunities to develop and enhance talents, abilities, and values for appreciation, promotion and conservation of national culture and multi-cultural heritage.						
The sports development program provided physical fitness and wellness other than Physical Education subjects.						
Overall, how satisfied or dissatisfied were you with the student affairs and services during the pandemic?						

7. What are your suggestions to improve the delivery of student affairs and services during the pandemic?

Thank you





Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED MEMORANDUM ORDER**

No. 09  
Series of 2013

**SUBJECT: ENHANCED POLICIES AND GUIDELINES ON STUDENT AFFAIRS AND SERVICES**

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act No. of 1994", Batas Pambansa 232, and Resolution No. 321-2013 of the Commission en banc dated April 8, 2013, the Commission on Higher Education, pursuant to its commitment to the utmost achievement of quality, relevant and efficient higher education in the country, hereby adopted and promulgated the following Enhanced Policies and Guidelines on Student Affairs and Services, which define the scope, procedures, the extent of regulations as well as the mechanics of evaluating student welfare and activities for students enrolled in Higher Education Institutions (HEIs) thus:

**ARTICLE I  
GUIDING PRINCIPLES**

- Section 1** The 1987 Philippine Constitution declares that the State shall protect and promote the rights of all Filipino citizens to quality education at all levels and shall take appropriate steps to make education accessible to all.
- Section 2** The State shall establish, maintain and support a complete, adequate, and integrated system of education relevant to the needs of the people and society.

**ARTICLE II  
STATEMENT OF POLICIES**

- Section 3** The CHED is mandated to promote quality education; take appropriate steps to ensure that education shall be accessible to all; and ensure and protect academic freedom for the continuing intellectual growth, the advancement of learning and research, the development of responsible and effective leadership, the education of high level professionals, and the enrichment of historical and cultural heritage.
- Section 4** An educational institution seeks to form individuals who can later become productive citizens of the country and the world. Its responsibility is not only confined to the teaching and development of job skills, but also to the acquisition of life skills and values. The individuals produced by the educational institution should be able to contribute positively to the progress of his/her country, and to the upliftment of the human conditions. Student Affairs and Services, therefore, must systematically and deliberately address this end objective of producing citizens suited to the aims of the country and of humanity. Higher Education Institutions must provide a set of student centered activities and services in support of academic instruction intended to facilitate holistic and well rounded student development for active involvement as future responsible citizens and leaders. These shall be collectively known as Student Affairs and Services.

## *Student Affairs and Services*

---

- Section 5** The students' enjoyment of their rights shall be balanced by the exercise of accountability and social responsibility, that is, for every right enjoyed, there is a corresponding duty and accountability.
- Section 6** The rights of students to "self management" with the exercise of right to self-organize on matters that will advance their welfare and maximize their potentials shall be invaluable.
- Section 7** HEIs shall ensure full implementation of these Policies and Guidelines and provide mechanism for its monitoring and evaluation.

### **ARTICLE III OBJECTIVES**

- Section 8** This set of guidelines aims to set minimum standards on student affairs and services among Higher Education Institutions (HEIs) in order to:
- 8.1 ensure proper balance between rights of educational institution and student rights;
  - 8.2 improve the quality of Student Affairs and Services among Higher Education Institutions;
  - 8.3 promote access to quality, relevant, efficient and effective student affairs and services;
  - 8.4 support student development and welfare; and
  - 8.5 ensure that all Higher Education Institutions provide holistic approach for Student Affairs and Services and comply with the minimum requirements for student affairs and services.

### **ARTICLE IV SCOPE AND COVERAGE**

- Section 9** This set of policies, and guidelines shall apply to all Higher Education Institutions both public and private, duly authorized by the Commission on Higher Education and/or their respective Board of Trustees/ Board of Regents (BOT/BOR) in case of public institutions.

### **ARTICLE V STUDENT AFFAIRS AND SERVICES**

- Section 10** **Student Affairs and Services (SAS)** - Student Affairs and Services are the services and programs in higher education institutions that are concerned with academic support experiences of students to attain holistic student development. Academic support services are: those that relate to student welfare, student development and those that relate to institutional programs and services. Implementation of these services can be unique to an institution.
- 10.1 Student Welfare Services are basic services and programs needed to ensure and promote the well-being of students.

## *Student Affairs and Services*

---

- 10.2 Student Development Services refers to the services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership, and social responsibility through various institutional and/or student-initiated activities.
- 10.3 Institutional Student Programs and Services – refers to the services and programs designed to pro-actively respond to the basic health, food, shelter, and safety concerns of students including students with special needs and disabilities and the school.

### **ARTICLE VI MANAGEMENT AND ADMINISTRATION OF STUDENT AFFAIRS AND SERVICES**

**Section 11** Higher Education Institution must ensure that there is an office to manage the Student affairs and Services.

- 11.1 The HEI must ensure an adequate number of student services personnel to serve the student population.
- 11.2 The HEI must ensure that the student services personnel are qualified, and competent.

**Section 12** **Student Services Funds** - The HEI must ensure that any Student Affairs and Services fees collected must be judiciously disposed for Student Affairs and Services. There shall be a mechanism to ensure transparency and accountability in the usage of the fund.

### **ARTICLE VII STUDENT WELFARE**

These are basic services that are necessary to serve the well-being of students. These include Information, Orientation and Awareness, Guidance and Counseling, Career and Placement, Economic Enterprise Development, and Student Handbook development.

**Section 13** **Information and Orientation Services** – refer to informative activities and materials designed to facilitate student adjustment to life in tertiary/higher education.

**13.1 Information and Orientation Services**

13.1.1 The Institution shall have Information materials on institutional mission, vision and goals, academic, rules and regulations, student conduct and discipline, student programs, services and facilities and such other information necessary for student development and should be made accessible and would be available to all students.

13.1.2 There shall be a regular comprehensive orientation program held for new and continuing students responsive to their needs, including

orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities.

- 13.1.3 There shall be an organized, updated, and readily available educational, career, and personal/social materials in different accessible formats. Information materials include statutes affecting students such as (a) R.A. 9262 or Anti Violence Against Women and Children Act; b) guidelines on drug abuse prevention and control, c) R.A. 7877 or the Anti-Sexual Harassment Act of 1995, d) HIV AIDS awareness, e) self-care and healthy lifestyles and (f) R.A. 9442, particularly on the provision on public ridicule and vilification against persons with disability.

**Section 14      Guidance and Counseling Services**

- 14.1    **Guidance Service** – a set of services using an integrated approach to the development of well – functioning individuals primarily by helping them to utilize their potentials to the fullest.
- 14.2    **Counseling** – individual and/or group intervention designed to facilitate positive change in student behavior, feelings, and attitudes.
- 14.2.1    Gender sensitive individual and group counseling shall be provided by a licensed counselor. The acceptable ratio of counselor to student population is at least 1:1,000.
- 14.2.2    A counseling room shall be provided to ensure the privacy and confidentiality of counseling sessions. The records and/or counseling notes are maintained and kept confidential.
- 14.2.3    Appropriate and pro-active intervention programs and strategies may be adopted by HEIs to ensure that every student’s need for guidance and counseling and psycho-social services may be provided in a timely manner.
- 14.3    **Appraisal** – gathering information about students through the use of psychological tests and non-psychometric devices.
- 14.3.1.    The Guidance Office shall maintain student’s cumulative records which contain relevant information about the student e.g. family background, test data, disability records, etc. Records shall be appropriate, usable and regularly updated.
- 14.3.2    There shall be provision for a well-planned assessment program for students with appropriate standardized psychological tests administered, scored and interpreted by qualified personnel. The test results are interpreted to students, teachers, and concerned individuals e.g. parents.
- 14.4    **Follow-up** – a systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular. C/v

14.4.1 There shall be adequate and appropriate Follow-up and Referral Schemes known to students and concerned parties.

14.5 **Referral** – refers to coordination with multi-disciplinary team of specialists to ensure that special needs of students are met.

**Section 15 Career and Job Placement Services** – refer to the assistance provided for vocational and occupational fitness and employment.

15.1 The Higher Education Institution shall institute valid appraisal data of students for career and job placement. They shall have continuous follow-up and monitoring of student placement conducted on regular basis.

15.2 The Higher Education Institution shall maintain active networking with school, community, alumni, and other relevant agencies for career and job placement of students.

15.3 Informative materials in accessible formats on career and job opportunities shall be provided and skills development programs shall be made available.

15.4 There shall be regular career seminars and job placement services available for the students.

15.5 There shall be mechanisms to institutionalize the link with industries.

15.6 The students must be informed of the timelines for the concerned HEI's assistance in seeking career and job placement at least until a specified period of time.

**Section 16 Economic Enterprise Development** – refers to those services and programs that would cater to the other economic needs of students such as but not limited to 1) student cooperatives, 2) entrepreneurial, 3) income generating projects, and 4) savings. If in case the HEIs opted to organize cooperative, the same must be recognized/registered with the Cooperative Development Agency (CDA) subject to the existing laws and guidelines of the said Agency.

16.1 The HEI may establish mechanisms to promote and develop student economic enterprises but not limited to academic activities.

**Section 17 Student Handbook Development**

17.1 There shall be mechanisms to develop the student handbook and updates be made into accessible formats (such as but not limited to electronic, large print, media, braille, and sign language) for dissemination, information, and guidance of students and university stakeholders .

17.2 There shall be mechanisms to archive and retrieve previous student handbooks for purposes of improving the same. ✓

- 17.3 A representative from the student body must be included in the development and revision of student handbook.

**ARTICLE VIII  
STUDENT DEVELOPMENT**

These are programs and activities designed for the enhancement and deepening of leadership skills and social responsibility, which include Student Organizations and Activities, Professional organization or societies, special interests, Leadership Training Programs, Student Council/ Government, Student Discipline, Student Publication/ media.

**Section 18 Student Activities** – supervision, recognition, and monitoring of student organizations and their activities such as leadership programs, student publication, student organizations, sports development, volunteerism, peer helper program, etc.

**Section 19 Student Organizations and Activities** – refer to the recognition/accreditation, supervision and monitoring of student groups including the evaluation of their activities.

19.1 The Higher Education Institution (HEI) shall have a system of accreditation, re-accreditation, monitoring and evaluation using participatory institutional procedures and processes in recognition of basic rights to organize. Requirements and procedures for recognition/accreditation of student groups shall be widely disseminated.

19.2 The HEI shall provide accredited student organizations adequate office space and other institutional support.

19.3 The Constitution and by laws of student organizations shall provide for and require participation in activities on anti-drug abuse, awareness and drug abuse prevention initiated by Government and Non-government Organizations. There shall be a mechanism to coordinate with the school administration relative to the treatment and rehabilitation of students with drug-related problems.

**Section 20 Leadership Training**– are programs and opportunities to develop and enhance leadership effectiveness in the personal level and student organizations.

20.1 The HEI shall ensure that leadership training programs are provided and opportunities for interaction with counterparts from other institutions.

**Section 21 Student Council/Government** – refers to the student body duly organized and elected at large by the students themselves, with due recognition and authority from the HEI, as the students' official representative in matters affecting them.

21.1 The HEI must recognize the right of the students to govern themselves as a student body, to be transparent and accountable to their constituents; and be represented in various for a where the students need to be consulted. ✓

## ***Student Affairs and Services***

---

- 21.2 The HEI must ensure transparency in the development/revision of guidelines and procedures for the student council/government.

**Section 22 Student Discipline** – refers to the judicious implementation of institutional rules and regulations governing student behavior and conduct.

- 22.1 The HEI shall have gender and disability sensitive rules and regulations formulated in consultation with students and faculty and published in a student manual that is accessible and disseminated to students including students with disabilities, faculty and concurred in by parents. The rules and regulations define appropriate student conduct and prescribe sanctions for misconduct such as but not limited to acts of vandalism, exaggerated utterances, irresponsible and libelous statements and other negative acts of militancy that threaten peace and order and private and public properties inside and outside the HEIs.
- 22.2 A discipline committee shall be established in all HEIs to ensure due process in dealing with student misconduct.
- 22.3 There shall be timely mechanisms to address student grievance.

**Section 23 Student Publication/Year Book** – refers to the official publication/organ/journal/yearbook and such other student oriented print and non-print media of the university and/or college.

- 23.1 The HEI shall support the establishment and implementation of student publication as provided for in R.A. 7079, otherwise known as “Campus Journalism Act of 1991” and other media forms preferably within the framework of self-management.
- 23.2 There shall be mechanism to ensure that the provisions under this Act are complied with.
- 23.3 There shall be mechanism to encourage other media and yearbook production.

### **ARTICLE IX INSTITUTIONAL STUDENT PROGRAMS AND SERVICES**

These are programs and activities offered by the HEIs to facilitate the delivery of essential services to the students that include Admission, Scholarship and Financial Assistance, Food, Health, Security and Safety, Housing and Residential Services, Multi-Faith, Foreign/International Students, services for Students with Special Needs and other programs such as: culture and arts, sports, social and community involvement.

**Section 24 Admission Services** – refer to services that take care of the processing of students' entrance and requirements.

---

## ***Policies and Guidelines***



## ***Student Affairs and Services***

---

- 24.1 Requirement and procedures for admission are in place with consideration/reasonable accommodation for those applicants and/or persons with disabilities as stipulated in R.A. 7277.
- 24.2 Stakeholders are properly informed of the guidelines of the HEI.
- 24.3 List of tuition and other school fees and educational visits and field trips must be posted in conspicuous places.

### **Section 25 Scholarships and Financial Assistance (SFA) - refer to the management, generation and/or allocation of funds for scholarship and financial aid to deserving students.**

- 25.1 There shall be student scholarships and financial assistance in various forms and accessible modalities available to students with appropriate screening and monitoring procedures, and guidelines understood by applicants and recipients.
- 25.2 There shall be structures to provide access to scholarship and financial assistance instituted. Availability, qualification requirements, and procedures for availment of scholarships and financial aid should be widely and promptly disseminated in various media.
- 25.3 There shall be mechanisms for HEIs to institutionalize more compassionate policies and guidelines particularly for those students belonging to the vulnerable and/or marginalized sector of our country. The HEIs must provide access on any financial assistance in cases where the stated students can not pay on the particular moment.

### **Section 26 Food Services – refer to the ensurance of available, adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health.**

- 26.1 The Higher Education Institution shall set the criteria for safety and sanitary conditions and food choices of food outlets within the compound of the institution. They shall coordinate with local government for the safety of food service outside the school premises.
- 26.2 The Higher Education Institution shall periodically inspect food outlets for sanitation and hygiene. The Certificate to Operate should be displayed in a prominent area of the food outlet.

### **Section 27 Health Services – refer to the provision of primary health care and wellness program.**

- 27.1 The Higher Education Institution shall provide primary health care services administered by licensed medical, dental and allied professionals to all students.

---

## ***Policies and Guidelines***



## *Student Affairs and Services*

---

- 27.2 There shall be adequate facilities for health care and updated health records including disability records for students with disabilities that are kept and maintained as required by the Department of Health and other related agencies.
- 27.3 There shall be mechanisms to promote healthy lifestyle such as but not limited to healthy diet, physical activities, and no smoking and drinking of alcoholic beverages and substance abuse; and provide healthy environment not only inside the campus but also outside the school premises.
- 27.4 The school shall provide policy and environment to enable the practice of healthy lifestyle.
- 27.5 There shall be compliance with the relevant and existing health and related laws, rules and regulations.

### **Section 28 Safety and Security Services** – refer to the provision of a safe and secure environment and that of the members of the academic community.

- 28.1 There is safe, accessible (for persons with disabilities) and secure environment, buildings and facilities shall comply with government standards. Licensed and competent security personnel shall ensure the safety and security of students and their belongings.
- 28.2 There shall be mechanisms to address disaster risk reduction and management concerns to include persons with disabilities' needs in compliance with R.A. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010".
- 28.3 There shall be a regular conduct of earthquake and fire drills involving majority of students and teaching and non-teaching personnel.
- 28.4 There should be a contingency plan for each campus of each HEI in compliance with R.A. 10121.
- 28.5 There shall be an established mechanism for the students to help in crime prevention, safety and security of the concerned HEI.

### **Section 29 Student Housing and Residential Services** – refer to the assistance provided to ensure access to accommodation that is safe and conducive to learning.

- 29.1 The school must provide mechanism, assistance and/or list of acceptable student dormitories and housing facilities that are safe, clean, affordable, accessible to students with disabilities, and conducive to learning.

### **Section 30 Multi-faith Services** – refer to the provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies.

---

## ***Policies and Guidelines***



## *Student Affairs and Services*

---

30.1 The HEI shall be encouraged to ensure that the right of religion is respected.

30.2 The HEI must provide mechanism for the use of facilities.

### **Section 31 Foreign/International Students Services** – refer to the provision of assistance to address the needs of foreign students.

31.1 An integrated service program that caters to the socio-psycho-cultural, academic and non-academic needs should be available to all international students.

31.2 The school should provide a liaison officer to assist international students with the government agencies like CHED, Department of Foreign Affairs and Bureau of Immigration.

31.3 There shall be a regular submission of the list of foreign students and compliance reports as required by the concerned government agencies.

31.4 There must be a Code of Conduct that will govern foreign students while they are inside the country in compliance with prescribed rules and regulations.

31.5 Adequate quota between Filipino and Foreign students should be established within the particular HEI considering local and national security in accordance with prescribed rules and regulations.

### **Section 32 Services for Students with Special Needs and Persons with Disabilities** are programs and activities designed to provide equal opportunities to Persons With Disabilities (PWDs), indigenous peoples, solo parents, etc. (academic accommodation for learners with special needs).

32.1 The HEI shall ensure that academic accommodation is made available to persons with disabilities and learners with special needs with proper consultation and conference with students with disabilities themselves, together with their teachers, parents/guardian/s, personal assistant/s and other concerned professionals, whenever necessary.

32.2 There shall be provisions/programs for life skills training e.g. conflict management and counseling or testing referrals shall be done whenever necessary.

32.3 There shall be a regular submission of the list of students with disabilities detailing the intervention programs to the CHEDROs in order to build up the Database of HEIs Accommodating PWDs.

### **Section 33 Cultural and Arts Programs** – refer to the set of activities designed to provide opportunities to develop and enhance talents, abilities and values for appreciation, promotion and conservation of national culture and multi-cultural heritage.

33.1 The HEI shall provide opportunities for appreciation of culture and the arts.

## *Student Affairs and Services*

---

33.2 There shall be mechanisms to promote Philippine Culture and the Arts in coordination with other government agencies.

33.3 The HEI shall provide an Office for Culture and the Arts.

**Section 34 Sports Development Programs** – are programs designed for physical fitness and wellness of students.

34.1 The HEI shall provide opportunities for physical fitness and well-being of students.

34.2 There shall be mechanism to promote national, sectoral and cultural sports activities and development in coordination with other agencies. Example: arnis (national), sports for persons with disabilities, and sipa (cultural).

34.3 There shall be a regular conduct of sports programs supporting school athletes and the whole studentry.

**Section 35 Social and Community Involvement Programs** – refer to programs and opportunities designed to develop social awareness, personal internalization and meaningful contribution to nation building.

35.1 The HEI shall ensure opportunities for meaningful socio-civic involvement of students which include among others volunteerism, environment protection, etc.

35.2 The HEI shall ensure that the students are insured in their field work days.

**Section 36 Other Related Programs and Services** - refer to those that include other institutional programs that might be established by the institutions.

36.1 There shall be appropriate mechanisms established to inform the students and stakeholders regarding the other related programs and services not cited in this CHED Memorandum Order.

### ARTICLE X RESEARCH ON STUDENT AFFAIRS AND SERVICES

**Section 37** The Higher Education Institution shall be encouraged to conduct research on Student Affairs and Services Programs. The students may be involved in the research.

**Section 38** Research results and outputs shall be disseminated and utilized.

**ARTICLE XI  
MONITORING AND EVALUATION**

**Section 39 Monitoring and Evaluation on Student Affairs and Services** – feedback mechanism on the effectiveness of the Student Affairs and Services.

- 39.1 There shall be mechanisms for regular monitoring and evaluation on the implementation of Student Services and submission of reports regarding the same to CHEDROs.
- 39.2 There shall be mechanisms to ensure sustainability of effective programs and submission of reports on student affairs and services to the CHEDROs for the purpose of improving existing policies, guidelines and procedures dealing with student affairs and services.
- 39.3 Evaluation results and outputs shall be disseminated and utilized.
- 39.4 Monitoring and evaluation instruments shall be developed and issued.

**ARTICLE XII  
REWARDS AND INCENTIVES**

**Section 40 Institutional Rewards on Excellence in Student Affairs and Services**

- 40.1 There shall be mechanisms for HEIs to provide incentives and rewards for proper implementation and execution of the Student Affairs and Services.

**Section 41 Government and Non Government Incentives**

- 41.1 Incentives and rewards shall likewise be awarded to HEIs that properly implemented and executed the Student Affairs and Services.

**ARTICLE XIII  
REPEALING CLAUSE**

**Section 42** CHED Memorandum Order No. 42 s. 2005 "Implementing Guidelines for the Creation of Student Crime Prevention Councils in all Colleges and Universities" is hereby repealed.

**Section 43** All CHED issuances or memorandum orders or parts thereof contrary to or inconsistent with this memorandum order are hereby repealed or modified accordingly.

**ARTICLE XIV  
TRANSITORY PROVISIONS**

**Section 44** Higher Education Institutions operating in the country must comply with the ensuing Guidelines within three years from its issuance. New applicants for higher education



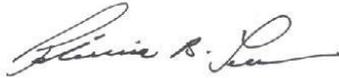
***Student Affairs and Services***

---

program must strictly adhere to these Enhanced Policies and Guidelines on Students Affairs and Services.

**ARTICLE XV  
APPROVAL AND EFFECTIVITY**

**Section 45** This set of Policies and Guidelines is hereby approved and shall take effect Academic Year 2013-2014.



**PATRICIA B. LICUANAN, Ph. D.**  
Chairperson

Issued on April 19, 2013.

Enclosure: Appendix A – List of References



List of References

Laws	Short Titles
R.A. 6728	Government Assistance to Students and Teachers in Private Education Act
R.A. 6847	Philippine Sports Commission Act
R.A. 7079	Campus Journalism Act of 1991
R.A. 7277	Magna Carta for Persons with Disabilities
R.A. 7356	Law Creating the National Commission for Culture and the Arts
R.A. 7610	Protection against child abuse, exploitation and discrimination
R.A. 7877	Anti-Sexual Harassment Act of 1995
R.A. 8049	Anti- Hazing Law
R.A. 8749	Clean Air Act of 1999
R.A. 9165	Comprehensive Dangerous Drugs Act of 2002
R.A. 9163	National Service Training Program Act of 2001
R.A. 9211	Anti-smoking law
R.A. 9262	Anti-Violence Against Women and Children Act
R.A. 9418	Volunteerism Act of 2007
R.A. 9442	An Act Amending Republic Act No. 7277, known as the "Magna Carta for Disabled Persons and for Other Purposes"
R.A. 9512	Environmental Awareness and Education Act of 2008
R.A. 9520	Philippine Cooperative Code of 2008
R.A. 10121	Philippine Disaster Risk Reduction and Management Act of 2010
<b>Rules and Regulations</b>	<b>Title</b>
<b>Exec. Order No.</b>	
285 s. 2000	Amending the Guidelines Governing the Entry and Stay of Foreign Students in the Philippines, and the Establishment of an Inter-agency Committee on Foreign Students for the Purpose
<b>CHED Memo Order</b>	
21 s. 2006	Guidelines on Student Affairs and Services Program



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED Memorandum Order**  
No. 63  
Series of 2017

**SUBJECT: POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES**

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Blg. 232, the Constitution which states that, "*The State shall exercise reasonable supervision over all higher education institutions,*" and by virtue of Commission *en Banc* Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.

**ARTICLE I  
RATIONALE**

In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the students' learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe-industry linkage. These learning situations include: internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

**ARTICLE II  
STATEMENT OF POLICIES**

**Section 1.** CHED recognizes the academic freedom of the HEIs in promoting quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

**Section 2.** All HEIs are given the authority to design, determine and approve the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEI's particular context or respective mission. Such authority of the HEIs however, shall be exercised with paramount consideration given to the safety and welfare of the student participants.

**Section 3.** It is the obligation of the HEIs to: (a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and (b) observe due diligence and strict adherence to the requirements stipulated in this CMO and the Joint Memorandum Circular (JMC).

**Section 4.** To ensure the well-being and safety of all the students in higher education and guarantee the quality of their learning and exposure, CHED, in partnership with the Department of Tourism (DOT), Department of the Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

### **ARTICLE III OBJECTIVES**

**Section 5.** These set of policies and guidelines aim to guide HEIs in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

- 5.1 access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;
- 5.2 quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;
- 5.3 mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel; and
- 5.4 mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

### **ARTICLE IV COVERAGE**

**Section 6.** The CMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

#### **6.1 Curricular**

- a. Educational Tours/Field trips
  - Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
  - Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or



- Plant industry visit, host training establishment visit, and other related visits.
- b. Participation and/or attendance in degree program-relevant events
- c. Field Study/Experiential Learning/Related Learning Experience

**6.2 Non-Curricular**

- a. mission-based activities (e.g., retreat, recollection, etc);
- b. conventions, seminars, conferences, symposiums, trainings and teambuilding;
- c. volunteer work including peer helper programs, relief operations, community outreach and immersion;
- d. advocacy projects and campaigns;
- e. participation in sports activities;
- f. activities initiated by recognized various student groups;
- g. interschool competitions/tournaments; or
- h. culture and arts performances and competition.

**ARTICLE V  
DEFINITION OF TERMS**

**Section 7.** For the purposes of this CMO, the following terms are defined as follows:

- 7.1 **Approved curriculum** refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).
- 7.2 **Curricular activities** are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.
  - a. **Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
  - b. **Field trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.
  - c. **Field Study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.



KA  
3

- 7.3 **Institution** refers to the HEI where the student is enrolled or where the personnel is employed.
- 7.4 **Non-curricular activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured.
- 7.5 **Off-campus activities** refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

#### **ARTICLE VI EXCLUSIONS**

The following off-campus activities shall be excluded from this CMO. However, HEIs shall properly undertake mechanisms to assure due diligence in the conduct of all off-campus activities for the safety and security of the academic community.

##### **Section 8. International Educational Tours or Field Trips**

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015.

##### **Section 9. Internship/OJT/Practicum**

Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs.

#### **ARTICLE VII REQUIREMENTS, OBLIGATIONS, AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED**

##### **Section 10. Government**

It is the obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities pursuant to the JMC that shall be issued by and between the following agencies:

- 10.1 Commission on Higher Education (CHED);
- 10.2 Department of Tourism (DOT);
- 10.3 Department of the Interior and Local Government (DILG);
- 10.4 Land Transportation Office (LTO);
- 10.5 Land Transportation Franchising and Regulatory Board (LTFRB);
- 10.6 League of Cities of the Philippines (LCP); and
- 10.7 League of Municipalities of the Philippines (LMP).



## Section 11. Higher Education Institutions (HEIs)

### 11.1 Responsibilities and Obligations:

The HEIs shall:

- a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.
- b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.
- c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.
- d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the HEIs shall adopt an appropriate PIC-student ratio, as it deems fit.
- e. Ensure safety and welfare of mobility of students through the following transportation vehicles:
  - e.1 owned by the HEI – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and
  - e.2 third party or sub-contracting – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.
- f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).
- g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.
- h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.



- i. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).
- j. Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

**11.2 Requirements:**

a. Checklist of requirements:

**a.1 Before the off-campus activity**

The President must require the submission of the following from its personnel concerned:

REQUIREMENTS	PROOFS
<p><b>a.1.1 Curriculum</b></p> <p>The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.</p>	<p>Course Syllabus which reflects the relevance of requiring an educational tour and field trip</p>
<p><b>a.1.2 Destination</b></p> <p>As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled, <i>Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Researches</i> may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity.</p> <p>The destination and schedule should be relevant to the subject matter.</p>	<p>Appropriate report</p>
<p><b>a.1.3 Handbook or Manual</b></p> <p>The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.</p>	<p>Handbook or Manual</p>



REQUIREMENTS	PROOFS
<b>a.1.4 Consent of the Parents or Student's Guardian</b>	Duly notarized/subscribed consent
<b>a.1.5 Medical Clearance of the Students</b>	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
<b>a.1.6 Personnel-In-Charge</b>	
The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, <i>identify overall leader from among the personnel-in-charge.</i> With appropriate first-aid and medical emergency training.	<ul style="list-style-type: none"> <li>o Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities</li> <li>o Relevant certificate on first-aid training</li> </ul>
<b>a.1.7 First Aid Kit</b>	
The HEI should provide a complete first-aid kit.	First-aid kit
<b>a.1.8 Fees/Fund Source</b>	
The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.	Duly approved schedule of fees
There should be a breakdown of fund sources and other resources properly secured and accounted for.	Appropriate report
<b>a.1.9 Insurance</b>	
The HEI should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision
<b>a.1.10 Mobility of Students</b>	
a.1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
a.1.10.2 Third party or sub-contracting	
a.1.10.2.1 Franchisee	<ul style="list-style-type: none"> <li>o Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up- to-date), if applicable.</li> <li>o Special Permit from LTFRB if transportation is out-of-line</li> <li>o Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>



REQUIREMENTS	PROOFS
<p>a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.</p> <p>If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.</p>	<ul style="list-style-type: none"> <li>○ Copy of Travel and Tour Operator Accreditation Certificate by the DOT</li> <li>○ Duly approved Plan/ Itinerary of travel by the HEI</li> <li>○ Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up- to-date), if applicable.</li> <li>○ Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>
<p><b>a.1.11 LGUs/NGOs</b></p> <p>The HEI should duly coordinate with appropriate LGUs/NGOs.</p> <p>Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.</p>	<ul style="list-style-type: none"> <li>○ Copy of the letter sent to the LGUs</li> <li>○ Copy of acknowledgement letter from the LGUs</li> </ul>
<p><b>a.1.12 Activities</b></p>	
<p>a.1.12.1 General orientation to students</p>	<p>Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders</p>
<p>a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature</p>	
<p>a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities</p>	<ul style="list-style-type: none"> <li>○ Letters to parents, students and adult companion preferably faculty</li> <li>○ Appointment with conforme of Personnel-in-charge</li> </ul>
<p>a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip</p>	<ul style="list-style-type: none"> <li>○ Itinerary</li> <li>○ Handy information materials for students</li> </ul>
<p>a.1.12.5 Learning journals for students</p>	<p>Standard format of learning journals given to students</p>
<p>a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders</p>	<p>Appropriate report</p>



**a.2 During the off campus activity**

REQUIREMENTS	PROOFS
a.2.1 Personnel-in-charge, identify overall leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	

**a.3. After the off-campus activity**

REQUIREMENTS	Proofs
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure report	Breakdown of expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

**b. Submission of Reports:**

The HEIs shall submit the following comprehensive reports in compliance with this CMO:

**b.1 Certificate of Compliance.** A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex A)

**b.2 Report of Compliance.** A report of compliance must be certified correct by the PIC, reviewed by the Dean or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex B)



**b.3 Comprehensive Semestral/Term Report.** A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Please refer to Annex C)

**c. Exemption from submission of report to CHED**

c.1 HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least Level III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)

c.2 Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

**Section 12. Students**

12.1 Responsibilities and Obligations:

Students shall:

- a. Be officially enrolled;
- b. Adhere to the rules and regulations of student manual; and
- c. Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experiences.

12.2 Imposition of sanctions for non-performance/violation of above-mentioned actions should be in accordance with the HEIs' policies.

**ARTICLE VIII  
MONITORING AND EVALUATION**

**Section 13.** The CHEDROs shall conduct a monitoring of the compliance vis-à-vis obligations and liabilities of the HEIs to the documentary requirements and activities undertaken.

**Section 14.** All HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or with at least Level II accredited programs, and SUCs with at least Level III shall be exempted from monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

**Section 15.** CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Student Development and Services (OSDS).



**ARTICLE IX  
FEES**

**Section 16.** Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual.

**ARTICLE X  
VIOLATIONS AND SANCTIONS**

**Section 17. Violations.** The following are considered violations of these policies and guidelines:

- 17.1 Failure to comply with any of the requirements in the CMO, such as:
  - a. Conduct of orientation or consultation;
  - b. Conduct of activity without approval of the President/Head of the HEI;
  - c. Verification with agency concerned on road worthiness of vehicles;
  - d. Validation of appropriate license of the driver;
  - e. Establishment of parallel activities;
  - f. Submission of required reports to CHEDRO;
  - g. Submission of requirements per required timelines; or
  - h. Compliance with the requirements and obligations (Faculty/student ratio, loading capacity of transportation, etc.).
- 17.2 Imposition of punitive measures upon the student who failed to attend/join the activity.
- 17.3 Deployment of unqualified PIC.
- 17.4 All other analogous circumstances.

**Section 18. Sanctions.**

- 18.1 The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO:
  - a. written warning
  - b. cancellation of the activity
  - c. order the refund of collected fees

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.



18.2 For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banc, taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs:

- a. Blacklisting of the third party (franchisee or tour operator);
- b. Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
- c. Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

18.3 This is without prejudice to the right of the concerned students/injured party/ies to file the necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

#### **ARTICLE XI REPEALING CLAUSE**

**Section 19.** This CMO supersedes CMO No. 17, s. 2012 entitled "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students." All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

#### **ARTICLE XII TRANSITORY PROVISION**

**Section 20.** All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

**Section 21.** The moratorium on the conduct of educational tours and field trips entitled "*Imposition of Moratorium on Field Trips and other Similar Activities Covered Under CHED Memorandum Order No. 17, Series of 2012, and Review of the Policy to Strengthen Mechanisms that Safeguard All Students at All Levels and Faculty Members in Activities included in the Curricular, Research and Extension Programs of Higher Education Institutions*" shall also be deemed lifted upon the effectivity of this CMO.

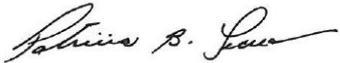


**ARTICLE XIII  
EFFECTIVITY**

**Section 22.** This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of National Administrative Register (ONAR) and shall remain in force and effect until revoked or amended.

Issued this 25 day of July in Quezon City.

For the Commission:



**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson

*Annexes:*

*ANNEX A – Certificate of Compliance*  
*ANNEX B – Report of Compliance*  
*ANNEX C – Comprehensive Semestral/Term Report*





(Name of HEI)

**LOCAL OFF-CAMPUS ACTIVITIES  
CERTIFICATE OF COMPLIANCE**

This is to certify that all the processes, procedures and requirements before the conduct of the off-campus activity/ies pursuant to CMO No.\_\_\_\_, s. 2017 entitled "Policies and Guidelines on Local Off-campus Activities" have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

**Certified Correct:**

**Recommending approval:**

\_\_\_\_\_  
Personnel-in-Charge

\_\_\_\_\_  
Vice-President for Academic Affairs

**Approved by:**

\_\_\_\_\_  
President/Head of HEI/  
Authorized representative

SUBSCRIBED AND SWORN to before me, this \_\_\_\_\_, by \_\_\_\_\_ who exhibited to me (his/her) competent proof of identification \_\_\_\_\_ issued at \_\_\_\_\_, Philippines on \_\_\_\_\_.

Notary Public

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_;



Republic of the Philippines  
Office of the President  
COMMISSION ON HIGHER EDUCATION

LOCAL OFF-CAMPUS ACTIVITIES

REPORT OF COMPLIANCE

NAME OF HEI: \_\_\_\_\_

REGION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**BASIC INFORMATION:**

PROGRAM NAME	COURSE	DESTINATION/S AND VENUE	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL-IN-CHARGE
<i>e.g. BS Travel Mgt.</i>	<i>PTour 1</i>	<i>Baguio Burnharm Park Pinagbenga Festival</i>	<i>February 25 – 28, 2017</i>	<i>40</i>	<i>Engr. Liveta Mr. Ong</i>

**REPORT BEFORE THE ACTIVITY:**

ACTIVITIES	COMPLIANCE	
	YES/NO	REMARKS
1. Curriculum Requirement		
2. Destination		
3. Handbook or Manual		
4. Students Consent of the Parents/Guardians Medical Clearance of the Students		
5. Personnel-In-Charge		
6. First Aid Kit		
7. Fees/Funds		
8. Insurance		
9. Mobility of Student (vehicles) Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/ Tour Operator		
10. LGUs/NGOs		
11. Activities Orientation to students Consultation Announcements Briefing before the trip Learning Journals Emergency Preparedness Plan		

Certified Correct: \_\_\_\_\_

Recommending approval: \_\_\_\_\_

\_\_\_\_\_  
Personnel-In-Charge

\_\_\_\_\_  
Vice President for Academic Affairs

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Dean or Program Head

\_\_\_\_\_  
President/Head of HEI/ Authorized representative



Republic of the Philippines  
Office of the President  
COMMISSION ON HIGHER EDUCATION

LOCAL OFF-CAMPUS ACTIVITIES  
COMPREHENSIVE SEMESTRAL/TERM REPORT

NAME OF HEI: \_\_\_\_\_ REGION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROGRAMS	DESTINATION/S	NO. OF STUDENT	NO. OF HEI PERSONNEL
<i>e.g. BS Travel Mgt.</i>	<i>Baguio</i>	<i>120</i>	<i>5</i>
<i>BS Civil Engineering</i>	<i>Bataan</i>	<i>50</i>	<i>2</i>

**Problems encountered and actions taken to address the situation**

---



---

**Recommendation**

---



---

Certified Correct:

Recommending approval:

\_\_\_\_\_  
Personnel-in-charge

\_\_\_\_\_  
Vice President for Academic Affairs

Approved by:

\_\_\_\_\_  
President/Head of HEI/ Authorized representative



## **PLEDGE**

I do hereby express my willingness and commitment to conform and comply with the procedures, rules, and regulations in this student handbook, upon enrolling at the Bulacan Agricultural State College. The college reserves the right to take disciplinary action when my conduct is contrary to the best interest and objectives of the College.

We, the Parents/Guardians agree/conform with this Student's Pledge and support the same;

---

Student's Signature over Printed Name

---

Parent/Guardian's Signature over Printed Name

## PROGRAM OFFERINGS

### MAIN CAMPUS

Pinaod, San Ildefonso, Bulacan

#### Graduate Programs

Doctor of Philosophy in Development Education

Master of Arts in Education (MAED),

Major in:

Mathematics

Science

Educational Management

#### Undergraduate Programs

Bachelor in Secondary Education (BSE),

Major in:

Science

English

Bachelor in Elementary Education (BEEd)

Bachelor of Science in Agricultural and Biosystems (BSABEn)

Bachelor of Science in Geodetic Engineering (BSGE)

Bachelor of Science in Food Technology (BSFT)

Bachelor of Science in Agribusiness Management (BSAM)

Bachelor of Science in Information Technology (BSIT)

Bachelor of Science in Business Administration (BSBA)

Bachelor of Science in Hospitality Management (BSHM)

### COLLEGE OF AGRICULTURE CAMPUS

Poblacion, San Ildefonso, Bulacan

#### Graduate Programs

Doctor of Philosophy in Agricultural Sciences

Master of Science in Agriculture, Major in:

Agricultural Extension

Animal Science

Horticulture

#### Undergraduate Programs

Doctor of Veterinary Medicine

Bachelor of Science in Agriculture (BSA), Major in:

Crop Science

Animal Science

Horticulture

### DRT CAMPUS

Doña Remedios Trinidad, Bulacan

#### Undergraduate Programs

Bachelor in Elementary Education (BEEd)

Bachelor of Science in Agroforestry (BSAF)

### BTVC CAMPUS

Balagtas, Bulacan

#### Undergraduate Programs

Bachelor of Science in Agriculture (BSA)

Bachelor in Elementary Education (BEEd)

Bachelor of Science in Information Technology (BSIT)

### FFHNAS CAMPUS

Sta. Maria, Bulacan

#### Undergraduate Program

Bachelor of Science in Agriculture (BSA), Major in:

Crop Science

Animal Science

## ADMINISTRATIVE COUNCIL

**DR. JAMESON H. TAN**

*President*

**DR. CECILIA S. SANTIGAO**  
*Vice President, Academic Affairs*

**DR. RONALD REAGAN T. ALONZO**  
*Vice President, Administration, Finance,  
and Business Affairs*

**DR. SUSAN C. SANTOS**

*Vice President, Research, Extension, Production, and Development*

**DR. HONEYLET J. NICOLAS**  
*Director, Research*

**DR. JENNIFER I. GUEVARRA**  
*Director, Alumni Affairs Office*

**DR. IMEE D. ESGUERRA**  
*Director, Extension and Training*

**DR. LEONORA C. STA. ANA**  
*Director, Cultural Affairs Office*

**ENGR. JOSELITO D. TUCIT**  
*Director, Intellectual Property Office*

**MR. JOSEPH F. AVELLANOZA**  
*Director, Sports Development Office*

**DR. MELCHOR I. PASTRANA**  
*Director, Security, Transportation and  
General Services/Disaster Risk  
Reduction Management Office*

**MRS. EDNA MAE D. CRUZ**  
*Director, Gender and Development  
Office*

**DR. MERIAM F. SULIT**  
*Director, Registration Office*

**MRS. MA. KRISVIE ABIGALE F.  
MENDOZA**  
*Director, Internationalization Affairs  
Office*

**MRS. MA. DOLORES G. BERSAMINA**  
*Director, Administration and Finance*

**MR. JOHN EDWARD Y. CRUZ**  
*Director, Planning and Development*

**DR. JENNIFER P. ADRIANO**  
*Director, Office of Student Affairs and  
Services*

**MRS. FLERIDA D. SAYCO**  
*Director, Internal Audit Services*

**MRS. ALICIA B. ALBA**  
*Director, Human Resource Management  
Office*

**DR. JULITA P. MENDOZA**  
*Dean, College of Agriculture*

**ENGR. ALVIN G. QUIZON**  
*Director, Quality Assurance Office*

**ENGR. ALFREDO L. TALUBAN, JR.**  
*Dean, Institute of Engineering and  
Applied Technology*

**DR. BILLY JOE V. VILLENA**  
*Director, Business Generation Office*

**DR. ANALIZA A. VENDICACION**  
*Dean, Institute of Education*

**DR. RODRIGO G. BUENAVENTURA**  
*Dean, Institute of Management*

**DR. LAURO S. NUÑEZ**  
*Dean, Institute of Arts and Sciences*

**DR. ANTHONY C. ORTEGA**  
*Campus Director, BASC-DRT*

**DR. JOSEPHINE G. DE GUZMAN**  
*Principal, Laboratory High School*

**MR. ROBERT A. CAPALAD**  
*President, BASC Faculty and  
Employees Association*

**MR. ARGIE T. BUNALADE**  
*President, Federation of Supreme  
Student Council*

**MS. BEA T. VINCULADO**  
*Board Secretary*

## BOARD OF TRUSTEES

### **HON. RONALD L. ADAMAT**

*Chairperson  
Commissioner, Commission on Higher Education*

### **HON. JAMESON H. TAN**

*Vice Chairperson  
President, Bulacan Agricultural State  
College*

### **HON. MARK O. GO**

*Member  
Chairperson, House Committee on  
Higher and Technical Education  
Represented by:*

### **HON. LORNA C. SILVERIO**

*Congresswoman, 3<sup>rd</sup> District Bulacan*

### **HON. CRISPULO G. BAUTISTA, JR.**

*Member  
Director, Department of Agriculture,  
RFO III*

### **HON. EDGARDO V. GALVEZ**

*Member  
President, BASC Alumni Association  
Represented by*

### **MR. RICARTE V. CASTRO**

### **HON. GINA T. GACUSAN**

*Member  
OIC Director, National Economic and  
Development Authority, RO III*

### **HON. ROBERT A. CAPALAD**

*Member  
President, BASC Faculty and  
Employees Association*

### **HON. JOEL VILLANUEVA**

*Member  
Chairman, Senate Committee on  
Higher, Technical and Vocational  
Education*

*Represented by:*

### **HON. MARIA CRISTINA PEREZ – LITONJUA**

### **HON. ARGIE T. BUNALADE**

*Member  
President, Federation of Supreme  
Student Council*

### **HON. RUFINO L. DELA ROSA**

*Member  
Private Sector Representative*

### **ATTY. REBECCA S. FRANCISCO**

*Member  
Private Sector Representative*

### **DR. JULIUS CAESAR V. SICAT**

*Resource Person  
Director, Department of Science and  
Technology, RO III*

### **DR. MARIA TERESITA M. SEMANA**

*Resource Person  
OIC – Regional Director, Commission  
Higher Education, RO III*

### **BEA T. VINCULADO**

*Board Secretary*