



Republic of the Philippines
Western Philippines University
Aborlan, Palawan

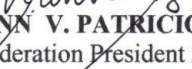
September 22, 2017


CERTIFICATION


TO WHOM IT MAY CONCERN :

This is to certify that consultation with Student Leaders regarding the Student Services Program (SSP) was conducted on September 22, 2017 at WPU Career Center Conference Room.

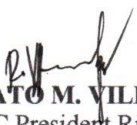
This certify further, that we understand the content of the SSP and we strongly endorse its approval.


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STUDENT SERVICES PROGRAM

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.
- Section 3. The CHED is mandated to promote quality education; take appropriate steps to ensure that education shall be accessible to all.

ARTICLE II STATEMENT OF POLICIES

- Section 1. Western Philippines University 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 the acquisition of life skills and values.
- Section 2. Student Affairs and systematically and deliberately address the end objective of producing citizens suited to the aims of the country and humanity.
- Section 3. The students' enjoyment of their rights shall be balanced by the exercise of accountability and social responsibility, that is, for rights enjoyed there is a corresponding duty and accountability.
- Section 4. The rights of students to "self-management" with the exercise of rights to self-organization on matters that will advance their welfare and maximize their potentials shall be invaluable.
- Section 5. Western Philippines University shall ensure full implementation of these policies and guidelines.

ARTICLE III GOALS AND OBJECTIVES

This set of student affairs and services programs shall have the following goals and objectives:

- Section 1. Goals
1. Improved and expanded student services and provided opportunities for development of talents and skills.
 2. Conducted activities and participated in green initiatives among students of the university.
 3. Expanded participation of students in research and extension activities
- Section 2. Objectives
1. Provide balanced co- curricular activities of the different student groups that provide opportunities for the students to actualize their abilities as responsible and productive leaders and citizens.

2. Ensure proper balance between rights of educational institutions and rights of students;
3. Improve the quality of Student Affairs and Services among Higher Education Institutions;
4. Promote access to quality, relevant, efficient and effective student affairs and services;
5. Ensure holistic student development and support student development and welfare.

ARTICLE IV SCOPE AND COVERAGE

Section 1. This set of programs of different student services units shall apply to all campuses of Western Philippines University

ARTICLE V STUDENT AFFAIRS AND SERVICES

Section 1. Students Affairs and Services (SAS). Student Affairs and Services are the services and programs in Western Philippines University that are concerned with academic support experiences of students to attain holistic student's development. Student Affairs and Services are those that relate to student welfare, student development and those that relate to institutional programs and services.

Section 2. Student Services Orientation: The Student Services Program holds the philosophy that the student is: *the most important person on the campus, without students there would be no need for our office or this institution; not a cold enrollment statistic, but a flesh and blood human being with feelings and emotions like our own; not someone to be tolerated so that we can do our thing. They are our thing; not dependent on us. Rather, we are dependent on them; not an interruption of our work, but the purpose of it; We are not doing them favor by serving them. They are doing us a favor by giving us the opportunity to do so.*

ARTICLE VI STUDENT SERVICES PROGRAM ORGANIZATIONAL STRUCTURE

Section 1. This portion is intended for the organizational chart of the student affairs and services of the university. It shows the chain of command in the student services sector. This hopes to provide a clearer understanding of the flow of leadership, responsibility and communication concerning student services in the university. (Figure 1. Organizational Structure)

ARTICLE VII MANAGEMENT AND ADMINISTRATION OF STUDENT SERVICES PROGRAM

Section 1. Western Philippines University shall ensure that there is an office to manage the Student Services Unit (SSU). The university shall ensure that there is an adequate number of student services personnel to serve the student population. The university shall ensure that the student personnel are qualified and competent.

Section 2. Student Services Funds. The university shall ensure that any Student Affairs and Services fees collected must be judiciously disposed for the purpose that it was collected. There shall be a mechanism to ensure transparency and accountability in the usage of fund.

ARTICLE VIII STUDENT WELFARE

Student Welfare Services are basic services and programs needed to ensure and promote the well-being of students. This includes Information, Orientation and Awareness, Guidance and Counseling, Career and Placement, Economic Enterprise Development and Student Handbook Development.

Section 16. Information and Orientation Services

A. General Functions of Information and Orientation Services

The Information and Orientation program is one of the services provided by the Office of Student Affairs and Services to serve the well-being of students. It is designed to facilitate student adjustment in their college life.

The function of this program is to provide information materials on Vision, mission, goals and objectives of the university rules and regulations, student conduct and discipline, student programs, services and facilities available to all students.

B. Goals and Objectives Information and Orientation Services

1. Provide and distribute information materials about the university VMGO and the university rules and regulations to all students. Plan and implement orientation programs for new and continuing students, orientation on dynamics and nature of persons with disabilities and other relevant laws.
2. Ensure that students are provided with brochures, flyers and other materials related to university policies and other related laws.

C. Personnel in-charge of Information and Orientation Services

The Director of Student Affairs and Services shall supervise the Guidance and Counseling and Career Center Personnel and other student services units under the Office of Student Affairs and Services.

D. Services of the Information and Orientation Services Unit

1. The Office shall provide information materials that should be accessible to students and would be available to them;
2. Conduct Orientation program to freshmen, returnees, and transferees, and other orientation programs about relevant laws;
3. Facilitate Seminars and symposium, fora to students;

E. Policies and Guidelines in Management of Information and Services Unit

Policies and Guidelines on Information and Orientation Services

1. All students shall be provided with information materials on Vision, mission, goals and objectives of the university rules and regulations, student conduct and discipline for student development.
2. New and continuing students must be present in the Orientation program conducted by the OSAS and students shall be required by the college to attend other similar programs.

3. The Office of Student Affairs and Services shall disseminate information to all students through student handbook, brochures, flyers and other means of information.
4. Students shall be informed of the student programs and activities through posting of announcements and notices in bulletin boards assigned in different strategic places in the campus.

Guidelines in Conducting Orientation Program and other Similar Program

1. Letter of Request for Orientation program/similar programs must be attached with program for approval of the University President.
2. Provide the In-charge of facility a copy of approved request of College /University facilities and other concerned personnel.
3. Deans and other concerned persons shall be provided a copy for dissemination of information.
4. Posting of announcement to prescribe areas and bulletin boards.

Guidelines on Release of Information Materials

1. Student handbook and other information materials shall be released during orientation program and other similar programs conducted by the Office of Student Affairs and Services.
2. Students are required to log-in in the logbook or attendance sheet before the release of student handbook/ information materials to ensure all students have avail the said materials.
3. Students shall avail information materials about Student Services Policies and other relevant laws (brochures, flyers etc.) from the different units of OSAS.

Section 17. Guidance Program and Services

A. General Functions of the Guidance Services Unit

The Guidance and Counseling is one of the sections under the Office of Student Affairs and Services headed by the University Guidance Counselor. It facilitates the total growth and development of the students and provides different guidance services.

The Guidance services of the university intend to promote and provide proper conducive educational environment by extending proper assistance to students in the various aspects of their campus life like: vocation, recreation, companions, educational opportunities, and sense of values. The university guidance and counseling program, therefore, will include every kind of outside help enough to give a student an individual self-knowledge and self-discipline in order to enable the individual to properly live his life and solve his problems.

B. Goals and Objectives of the Guidance Services Unit

1. To assist the students, achieve their maximum potential by developing self-awareness and self-realization.
2. To make available channels in optimizing the students' capabilities for achievement.
3. To assist the students in making satisfactory adjustment in the University and in reaching responsible decisions in academic, personal and social areas of their lives.
4. To develop a good working relationship between students, teachers' administrator, parents and community

Pursuant to Education Act of 1982, the following have been adapted by WPU Guidance and Counseling section for its

General Objectives of the Guidance Services Unit

1. To assist students in all aspect of their personality.
2. To assist the students towards the goal of producing quality graduates.
3. To assist students through counseling. To make intelligent plans, wise choice and proper adjustment at home, in school and society.
4. To ensure the individualization of education to all students with different abilities, interest, needs and background the help of teachers in the university.
5. To develop a good working relationship between students, parents and community.

Specific Objectives of the Guidance Services Unit

This program aims to assist every individual student to:

1. Make a better understanding of him.
2. Help him profit best out of his capacities.
3. Make him adjust better to his environment.
4. Help him make wise choice and decisions independently.

5. Develop healthy study habits and determine the growth rate of achievements as measured by academic performance.
 - 5.1 This program aims to help teachers to help the teachers with their more serious problems with students like counseling students for more effective behavior.
 - 5.2 Help teachers understand teaching-learning situation through data gathered related the development of their students.
 - 5.3 For administrators, this program aims to orient them with the guidance services that should be made available to students.
 - 5.4 For parents, this aims to provide them with information about their children in college. It also aims to orient the parents with the guidance services of the university to develop harmonious working relationship for the development of their children.

C. Personnel in- charge of Guidance Services Unit

The University Guidance Counselor heads the Office. The staff under his/her supervision are: psychologist, psychometrician and guidance counselors (Campus Guidance Counselors and Guidance Counselor coordinators of the different colleges)

Each college of the university is assigned a Guidance Counselor depending on the student size/student population of the college. The designated Guidance Counselors of the different colleges helps in the implementation of guidance and counseling service of their respective colleges.

D. Services of the Guidance Services Unit

The Guidance Office provides the following services:

1. *Individual Inventory Services.* The individual Inventory Record is accomplished by every student upon admission in the University. Test results, information about home and family background, and other developmental data are also compiled and updated. These are used ready references in understanding the world of the student and planning for appropriate intervention programs.
2. *Information Services.* The students are provided with information regarding the policies of the University. They will likewise be provided with information related to their success like curricular and co-curricular offerings, opportunities and requirements, scholarships, trainings, schedule of entrance exam and school calendar and other pertinent information. Orientation programs are conducted to disseminate information to students.
3. *Counseling Service.* Regular counseling ensures that that all students have a one-on- one meeting with the assigned counselor during the school year to discuss emerging issues about the students and his success like academic performance, teacher-student relationship, school-classroom behavior and personal behavioral problem. Special counseling is also given to students who personally come for counseling or are referred by teachers, parents or by others. Individual counseling, Group counseling, and Peer counseling are also provided to assist individual students in their needs.
4. *Follow- up services* is provided by the counselor to determine the *value* and extent of progress of the counselee. Follow- Up service includes home visitation and coordination with subject teacher, class adviser and other school personnel concerned in whom the student has guidance relation. Research on the follow –up of graduates are also being conducted. Exit-interview is conducted for students who leaves the University.
5. *Referral Services* This services recommend selected cases to appropriate professional help-givers in the university such as infirmary, library, registrar, sports and cultural, OSAS including linkages with outside agencies and

institutions like Philippine National police, Department of Social Welfare and Development and Non-Government Organizations and other help-oriented agencies.

6. *Consultation service.* This service assists the parents and teachers regarding the aspects and teachers regarding the aspect of student development and behavior through parent-education meetings and teacher-in-service activities.
7. *Research Services.* Researches are undertaken to identify the students and the school's achievement profile, learning needs and behavior problems so that appropriate interventions can be given. Studies should be conducted as a means of adding knowledge in the field of Guidance and Counseling.
8. *Evaluation Service.* Assessment of effectiveness of the Guidance program of the university is conducted every two years to ensure its effectiveness and to recommend additional services needed by the students in the university.

The year-round program of activities shall be strictly implemented as presented below:

Guidance Services	Description of the Services	Activities to be undertaken	Timetable
Individual Inventory/ Appraisal Service	Gathering, organizing and making Functional use of pertinent data about the students	Asking the new students to fill up personal data sheet during enrolment Updating the Individual Inventory Records of Old students	May - June Year Round
Information	Disseminating vital information that directly affects the students	Posting announcements, information on bulletin boards and in all strategic area in the university Interviewing students Testing	Year Round Year Round Year Round
Counseling	Helping learners in dealing with specific concerns, planning strategies to address them, and evaluating success in carrying out this plan	Individual Counseling Group Counseling Peer Counseling Career Counseling	Year Round Year Round
Follow-up	Monitor counseling cases as well as school graduates	Conducting counseling follow-up session Conducting research on follow-up of graduates	Year Round Year Round

Referral	Recommending selected cases to appropriate professional help-givers	Recommending selected cases and establishing linkages with the outside agencies and institutions	Year Round
Consultation	Assisting parents and teachers regarding the aspect of student development and behavior	Parent-educators meeting, Conferences, etc.	Year Round
Research	Conducting studies as a means of adding knowledge guidance and in the field of counseling	Making profile of students in every college	Year Round
		Undertaking other relevant studies	Year Round
Evaluation	Assessing the effectiveness of the Guidance Program	Administration of evaluation of questionnaire	March – April
		Dissemination of evaluation results to the community	Year Round

E. Policies and Guidelines in Guidance Services Unit

1. All freshmen, returnees and transferees should have a file of Individual Inventory Record in the Guidance Office.
2. Any bonafide students of the university shall avail the different guidance services offered by the Guidance and Counseling Unit.
3. Persons with disability, Learners with Special Needs and Pregnant women shall be given priority in seeking guidance and individual/group counseling and shall be conducted by the Licensed Guidance Counselor at the Guidance Office.
4. The Deans of different colleges shall designate their College Guidance Coordinators and shall assist the students through counseling in their respective colleges.
5. The Campus Guidance Coordinators shall be under the guidance and supervision of the University Guidance Counselor.
6. The Guidance counselors shall orient and provide information about the different guidance services offered by the Guidance and Counseling Unit of the university and shall be made available to the students.
7. The Guidance and Counseling unit shall provide orientation to parents to orient them about the different guidance services and to develop harmonious working relationship for the development of their children.
8. The Guidance Counselors/Coordinators shall ensure that the students have one-on-one meeting or regular counseling during the school year.
9. Students are discouraged from shifting and dropping of subject/s, however, approval is granted on a case-to case basis. Approval is granted by the accepting dean and endorsed by the college dean of the previous course enrolled by the

student and it shall also be signed by the Guidance counselor after counseling has been made. For shifting, the students in the main campus shall be referred to the Career Center for SDS exam before he/she will be signed.

10. Any student who wishes to leave the university or transfer to the same/or another university shall pass through their college guidance coordinator for initial signing before he/she shall be interviewed by the University Guidance Counselor before signing the General Clearance.
11. Guidance counselors/coordinators shall hold their counseling/interview in a cubicle or guidance office for privacy purposes. For follow-up, the student shall be informed through a call slip signed by the guidance counselor/coordinator.
12. All Guidance counselors/coordinators shall not be part of the discipline process of the college/university or actual administration of punishment of the student, nor work for free him from any punishment like a defense lawyer.
13. All guidance and counseling documents shall be kept confidential and shall be stored in the steel cabinet and should be labeled.
14. All guidance counselors/coordinators shall use the guidance forms of the university.
15. When necessary, the Guidance counselor/coordinator should refer the counselee to qualified persons or agencies and should take steps to make such referrals possible.
16. The Guidance and Counseling unit shall provide and facilitate seminars/trainings for students and Guidance Coordinators such as HIV/AIDS/Anti-sexual Harassment, Anti-bullying, Anti-Drug. Prevention Magna Carta for Disabled Person, VAWC, Teenage Pregnancy, Healthy Life style and Environmental awareness
17. The College Guidance Coordinator shall pass a Year-end report to their respective Campus Guidance Coordinators and it shall be submitted to the University Guidance Counselor for monitoring and consolidation
18. Any documents needed by the college for accreditation shall seek permission from the University Guidance Counselor before it shall be released. Improper release of documents or information about the individual can result in personal liability for defamation of the student's character or invasion of his civil rights.
19. Guidance counselor/coordinator shall encourage to conduct research to identify the students' needs and behavioral problems so that appropriate interventions can be given.
20. Evaluation of the guidance program shall be made every two years to determine the strengths and weaknesses of the program. The results of evaluation help the guidance staff, teachers, administrators, and parents gain new insights which will enable them to perform better.

Section 18. Career and Job Placement Services

A. *General Functions of Career and Job Placement Services*

Testing, Career and Job Placement Section is a venue that aims to expose students to series of activities envisioned to prepare them from being students to hopeful graduates. Graduates equipped with skills and knowledge all set to face the work arena. The Section maintains a database of students' portfolio which collates relevant information for ready reference. The registry is continually updated to match the present accomplishments and achievements of each student.

As one of the identified integral function, the Section provides career advocacy and employment coaching services and maintains partnership with other service providers to ensure maximum delivery of quality performance. As an information center for clients, it makes data available on its respective programs and services. The year-round activities are deliberately planned by the expert officers and members of the Advisory Board to collectively achieve the end-goals.

B. Goals and Objectives of Career and Job Placement Services

Career and Job Placement Services program strives to:

1. work cooperatively with individual student, staff/faculty member, recruiter/employer, or any other office/department or stakeholders and ensure the success of such cooperative efforts.
2. demonstrate to the entire university and the business community on a continuing basis that we are credible in describing the nature of our programs and services, and that we are well-organized and in control of things that lead to the successful delivery of those services.
3. conduct periodic examination to students to continually assess their level of mental functioning and basic psychological needs related to school and other relevant aspects of their lives that may affect personal preferences and decisions
4. facilitate counseling sessions to guide students specifically in determining career choices and helping them deal with other significant adjustments of their college life.

C. Personnel of the Career and Job Placement Services Unit

Career and Job Placement Services Unit is under the umbrella of DSAS, the Section is led by the Head, Testing/Career and Job Placement who is directly in-charge of all Section transactions. The Section Head supervises a Technical Assistant assigned to help carry out basic functions of the Section. Volunteers are continually recruited to help in peer coaching and other relevant works that may be assigned to them particularly peer assistantship programs.

D. Services of Career and Job Placement Services Unit

1. *Career/E-portfolio Services.* Career and Job Placement Section institutes valid appraisal data of students for career and job placement. It has a continuous follow-up and monitoring of student data and placement updated and conducted on regular basis.
2. *Academe-Industry Partnerships.* It maintains active networking with school, community, alumni and other relevant agencies for career and job placement of students.
3. *Information Services.* It keeps records of informative materials in accessible formats on career. Job opportunities and skills development programs are provided and made available for all students. There are regular career seminars and job placement services available and accessible for students. Career Orientation for Senior High students is maintained to guide them in choosing the appropriate course to match their skills and interest.
4. *Testing Services.* Personality and Intelligence Quotient Testing are regularly conducted to determine level of correlation between test results and student's performance, both in academics and in their intra/extra personal adjustment to college life. Aptitude tests are employed to assess and guide students towards realization of career choices.
5. *Career Counseling/Advising.* Career counselor provides this service on a regular basis particularly to students who plan to shift their courses. It is usually conducted after SDS examination is individually administered and interpreted to the student.

6. *Career/Job Fair.* All students are encouraged to participate in career fairs. Other employer relations activities that may include all students are: marketing Career Center services to employers, employer receptions, employer career panel presentations, assisting in the employer-in-residence program, and greeting/orienting employers participating in on-campus interviewing.
7. *Employer Relations.* There is a mechanism to institutionalize the link with industries with such purpose as to gather labor market information for graduating students' career pathing. This enable each student to develop contacts with organizations and representatives associated with employment opportunities.
8. *Pre-Employment Orientation Seminar.* The Section provides outreach programming. These programs may include Career Center-sponsored seminars, liaison presentations, jointly-sponsored programs such as Orientation and New Student Preview programs.
9. *Peer Coaching/Peer Assistance.* Student Volunteers are encouraged to become active members of the Section. Regular meetings and seminars are specifically designed to continually upgrade their skill and knowledge.
10. *Follow-up Services.* Records of all services are kept intact and updated for follow-up and future reference.

E. Policies and Guidelines *in the Career and Job Placement Services Unit*

True to all Sections, specific policies are set to maintain attain proper decorum and order. The following are stated as guidelines:

Policy on the Use of Career Center

1. The Director of SAS is the one in charge of all Career Center transactions. She/He must be informed at all times regarding use of the Office as venue for meetings, conferences and other similar purposes.
2. Career Center users are responsible for the clean-up after using the workroom.
3. All equipment used/borrowed must be properly endorsed to authorized person-in-charge after the activity.
4. Career Center properties are sacred belongings of the Section. All users are requested to take maximum care of them when inside the Center.
5. A box is visibly placed to receive clients'/visitors' comments and suggestions. Data gathered will be used as basis for future improvement of Career Center Programs and Services.

Guidelines for recruitment of Career Center Student Volunteers

Qualifications of a Volunteer:

A Volunteer:

1. willingly shares his/her free time for the upliftment of Career Center objectives
2. Adheres to treat all Career Center Data with utmost confidentiality
3. Contributes to continuous improvement of the Center by making constructive suggestions contributory to the attainment of section's goal;
4. Endeavors to act as a role model to fellow students;
5. Maintains a good working relationship with another volunteer as well as with all Career Center Staff;
6. Innovative, pro-active, flexible and receptive;
7. Attends to most meetings which may be called by the Center specially when his/her time permits;
8. Retains competitive grades despite occupied schedule;
9. Works with genuine concern to the Section;
10. Views being a volunteer as an opportunity to share his/her knowledge and competence to another student, and to improve his own, as well;

11. Keeps an eye on Career Center belongings during his/her tour of duty;
12. Signs the logbook before and after his/her tour of service;
13. Aware of key words such as “endorse, coordinate, inform and communicate”;
14. Maintains professional relationship with Career Center Staff;
15. Strives for continued excellence by attending orientations and seminars offered by the Center
16. Steps for Recruitment. These steps shall be considered in the recruitment of volunteers:
 - 16.1 Willing and interested students must attend the Orientation for Student Volunteers.
 - 16.2 Selection procedure includes taking the PDS and IQ Test after the Orientation.
 - 16.3 An interview will be scheduled after examination protocols are interpreted.
 - 16.4 Result is individually disclosed after the interview.
 - 16.5 A regular attendance is necessary particularly those schedule freely stated on the record.
 - 16.6 A Volunteer should serve at least one (1) to two (2) hours each week to keep himself/herself updated.

Policies and Guidelines in Career Shifting

1. Student must obtain a referral letter from the Guidance Office.
2. Present the referral form to the examiner at the Career Center.
3. Take the Self-Directed Search Examination or the Career Thoughts Inventory.
4. Wait for his/her schedule of interview after the test has been interpreted. The result will be used as point of reference for career counseling.
5. Sign the logbook when result is released.
6. Present the evaluation form to the Guidance Office for inclusion to Student’s Inventory Record.
7. Payment schedule for SDS examination is yet to be determined.

Policies and Guidelines in Test Administration:

Placement Exam

1. Students who wish to take the Placement Exam should pay to the cashier the amount of P150.00 as placement fee.
2. Receipt of payment must be presented to the examiner before testing starts.
3. Results of Placement Exam will be released at assigned dates or as soon as records are made available. Thereafter, additional subject/s that should be enrolled by the student will be initially discussed.
4. Report of rating will be presented by the student to the enrolling adviser of each college for proper guidance.
5. Students who passed the Placement Exam will enroll in English 101 and Math 101, and those who failed will be required to enroll in English plus and Math plus and shall be made to furnish the section with the payment receipt for recording.

Psychological Tests

1. Freshmen students are required pay an institutional testing fee of P300.00 to the cashier upon enrollment.
2. The student shall take IQ test which will be administered during the semester that he/she is admitted to the university and an additional psychological test shall be given if needed for counseling intentions.
3. Career shifters may take additional tests whenever necessary for career advising/counseling.
4. The psychometrician shall release the result of tests with extreme confidentiality.

5. The HRMO may recommend prospective employees of the university for IQ and/or Personality Testing.
 - 5.1 The applicant shall present the receipt of payment of Testing Fee to the psychometrician before taking the test.
 - 5.2 Result of such will be given to the concerned individual for submission to the HRMO subject to written authorization from the applicant.
6. Confidentiality aspect is highly regarded. All tests/data will be dealt with proper care and storage. Test instruments and results of tests are considered confidential records.
7. Tools and instruments shall be made available to clients upon request:
 - 7.1 *Placement Exam* is used to determine the students' placement in the English and math sections.
 - 7.2 *Differential Aptitude Test by George K. Bennet, Harold G. Seashore & Alexander G. Wesman* is used for personnel and career assessment. This is to help students decide on what course to take in college and it likewise promotes accuracy and efficiency of hiring decisions made by Personnel Officers. It aids to determine an applicant's general cognitive and perceptual abilities as well as clerical and language skills.
 - 7.3 *Mooney Problem Checklist* is used to help students identify and discuss their problems. It is an instrument that should be employed by the school to systematically address the students' troubles and difficulties.
 - 7.4 *Otis-Lennon School Ability Test*. This test shall be used for students who are referred to the office to determine whether they will be given probationary status. It furnishes information about a student's capacity to learn. Likewise, this test provides accurate and efficient measures of his/her abilities needed to acquire the desired scholastic outcome of formal education.
 - 7.5 *Raven Progressive Matrices by John C. Raven* is used to measure a person's ability to form perceptual relations as correlated to his/her IQ level.
 - 7.6 *16 Personality Factors* is used to help identify students/adults with potential academic, emotional and social problems. Test result may be of help in personnel selection and decision-making process, and subsequent career development plans. It is widely used in organizational applications as predictor of job performance across many studies and occupations. This test helps determine occupation for which the individual is best suited, as well as identify personality factors that may predict marital compatibility and satisfaction. Moreover, 16PF is a stress/burn-out forecaster.
 - 7.7 *Self-Directed Search* was created as a means for assessing a person's resemblance to each of the six personality types which pertains to the RIASEC theory of vocational personalities and work environments as introduced by J. Holland, SDS author. Holland's assumption created a typology that describes people, environments, and their interactions. The SDS assesses the outcomes of a person's life experiences and assigns him/her to a code to locate occupations or work environments that will be satisfying to him/her.
 - 7.8 *Career Thoughts Inventory* is a theory-based assessment and intervention resource intended to improve the quality of career decisions made by adults, high school/college students, and the quality of career services delivered to these individuals? The CTI is a self-administered, objectively-scored measure of dysfunctional thinking in career problem solving and decision making

Section 19. Economic Enterprise Development Services

A. General Function Economic of Enterprise Development Services

The Economic and Enterprise Development Program is one of the services provided by the Office of Student Affairs and Services that would cater the economic

needs of students. This includes 1) student cooperatives, 2) entrepreneurial, 3) income generating projects, and 4) student loans.

The function of this program is to promote and develop student economic enterprises.

B. Goals and Objectives of Enterprise Development Services

1. Provide programs that would cater the needs of the students in economic enterprises.
2. Establish mechanisms to promote and develop student economic enterprises but not limited to academic activities.

C. *Personnel of the Enterprise Development Services Unit*

The following are the concerned personnel for Economic Enterprise Development:

1. Director of Student Affairs and Services
2. Deans of Colleges
3. Practicum/Thesis/Occupational internship and Thesis Advisers
4. Accounting Division Personnel in charge of Student Loans Services

D. *Services of the Enterprise Development Services* The Office shall provide programs for the welfare of the students

1. Provide information on economic enterprise with the assistance of concerned professionals.
2. Facilitate Seminars and Trainings to students through their respective colleges and student organizations.

E. *Policies and Guidelines of Economic Enterprise Development Services*

1. The curricular programs which include Cooperatives as one of the subjects are encouraged to put into practice the essence and value of cooperatives.
2. The students with entrepreneurial skills are encouraged to prepare their project proposal to the Head of the Career and Job Placement who will coordinate with the Department of Trade and Industry (DTI) and other government agency for possible training on the production of the chosen commodity.
3. Student Loans shall be made available when budget warrants.
 - 3.1 Types of Loans. The types of loans are:
 - 3.1.1 School Needs Assistance Program. This program entitles student to a loan of not more than Two thousand pesos (P2000,00). The loan shall be repaid for a duration of one semester with an interest of 1% per month or 12% per annum.
 - 3.1.2 Income Generating Project Loan. This loan is designed to finance the inputs needed for income generating projects of student's practicum, occupational internship and thesis. This loan is paid upon maturity or upon marketing of the products. Students can avail a maximum amount of Ten Thousand Pesos (P10,000.00) at the rate of 1% per month.
 - 3.1.3 Students Financing Assistance Program (SFAP). This is an assistance program in the form of loan subsidized by CHED with the primary intent to supplement academic related expenses of senior and graduating students. A maximum of One Thousand Pesos (P1,000.00) can be availed by qualified students, with no interest and collateral and payable before claim of transcript of records after graduation.
 - 3.1.4 Student Assistance Fund for Education (SAFE). This is an assistance program in the form of loan subsidized by CHED with the primary intent to cater the financially needy students who are

in their third, fourth and fifth year. Priority shall be given to students in the CHED priority courses. The loan can be used for payment of tuition and other school fees, books and course projects, thesis writing, board and lodging, graduation fees and other valid related educational expenses. A loan grantee can borrow as much as Eight Thousand Pesos (P8,000.00) and payable after graduation.

3.2 Application for Student Loan.

- 3.2.1 The students shall first inquire from the Accounting Office as to availability of fund for loan. The student has to decide on what type of loan shall be applied for.
- 3.2.2 If there is available fund for loan, the student shall then go to the OSAS to ask for loan application form.
- 3.2.3 The in-charge of loan at the OSAS shall explain to the student the details of how the form shall be filled out.
- 3.2.4 The accomplished loan application shall be submitted to the OSAS for review and verification of entries and attachments before it shall be forwarded to the accounting office.
- 3.2.5 Further review and verification shall be made by the accounting office and it shall be processed and forwarded to the cashier for preparation of cheque and releasing of loans to the student.

Section 20. Student Handbook and Development Services

A. General Functions

The student handbook contains the spelled out policies and guidelines of the University which is beneficial to facilitate holistic student development. It is a compendium of student services and procedures that guides a student in his/her development. It is regularly developed, updated and made into accessible formats for dissemination, information, guidance of students and university stakeholders.

B. Goals and Objectives Student Handbook and Development Services Unit

The following are set as aims and purposes;

1. To provide students with information regarding University policies and guidelines;
2. To inform students with the basic knowledge as regards University provisions governing them;
3. To instill collective awareness among students with regard to their basic rights and responsibilities thereto attached;
4. To ensure maximum compliance of the rules and regulations herein stated.

C. Personnel of the Student Handbook and Development Services Unit

The student handbook is regularly updated and revised and distributed to students under the supervision of Head of Student Handbook and Development and the Director for Student Affairs and Services.

D. Services of the Student Handbook and Development Services Unit

1. The unit guarantees all students have access to the handbook by allocating one copy for each of them;
2. Orientation are done exclusively to dissect contents of the handbook;
3. Consultation with students shall be done in the revision of any part of the handbook.

E. Policies and Guidelines in Student Handbook and Development Services

1. Students are provided with a copy of the handbook during orientation program for freshmen and transferees which is usually done on the first semester of every semester;

2. Students are advised to listen attentively while each section discusses on important details regarding its implementation and rulings;
3. Students are encourage to ask questions to see to it that all parts of the handbook is clearly understood;
4. Each student is encouraged to thoroughly read and understand all provisions stated on the handbook;
5. Handbook is updated to ensure its validity and timeliness.
6. Students may get their personal copies of the handbook from OSAS, in case they failed to attend the orientation.

ARTICLE XI
STUDENT DEVELOPMENT

The Student Development Program are set of programs and activities designed for the enhancement and deepening of leadership skills and social responsibility which include Student Organization and Activities, Professional Organizations and societies, special interests, Leadership Training Programs, Student Council/Government, Student Discipline and Student Publication/media.

Section 21. Student Organization and Activities

A. *General Functions of Student Organization and Activities*

The Student Organization and Activities is a unit that coordinates with the Student Council, Department organizations and all other organizations recognized by the university. It plans and carries out activities in accordance with the objectives, constitution and by-laws of the respective organizations. It sponsors programs, symposia, fora and convocations for the students provided that the objectives are not contrary to the law of the land.

The unit is also tasked with processing of application for accreditation/ recognition as well as coordination and monitoring of the activities of the student organizations in and out of the campus.

The student organizations are also given assistance by conducting leadership training to student leaders and members to produce self- reliant and well- rounded individuals.

Every end of the year, the university gives awards to deserving student organization and student leader. Through the Board of Management of Student Organization (BMSO) who handles the annual Search for Outstanding student leader and Outstanding Organization.

B. *Goals and Objectives Student Organization and Activities*

1. To enhance the growth of students as individuals and members of the academic community by encouraging the formation of different student clubs and organizations within the University.
2. To complement the academic and curricular growth and development of the students through various student projects and activities such as sports fests, quiz bees and the like.

C. *Personnel of the student service unit*

1. The Student Organization and activities works under the office manned by the Head of Student Organizations and Activities, supervised by the Director of Student Affairs and Services;
2. The Head of Student Organizations and Activities handles the activities of the different accredited student clubs and organizations and the student council;
3. The Board of Management for Student Organizations (BMSO) handles the accreditation process of student clubs and organizations. This is composed of representatives from the students, faculty, administration, the Head of the Student Organizations and Activities and is headed by the Director for Student Affairs and Services.

D. *Services of Student Organization and Activities*

The Student Organization and Activities unit regularly provides the following services:

1. Accredits student clubs and organizations per school year;
2. Monitors the projects and activities of the different accredited student clubs and organizations, the different college councils and the University Student Council/Government;

3. Implements the Rules and Regulations Governing Organized Student Activities (RRGOSA);
4. Facilitates meetings/joint activities/exchange of ideas among student organizations;
5. Endorses student requests for funding (projects, training, and seminars) and the use of university facilities;
6. Approves the posting of promotional materials/advertisements within the campus;
7. Recommends university-wide activities geared towards the wholesome development of the student – mentally, physically, emotionally, socially, spiritually and morally.

Policies and Guidelines Student Organization and Activities

1. Only organizations that will promote social, educational, cultural, academic, and civic development will be recognized by the University.
2. Fraternities/ sororities are not recognized in the university.
3. Organization/clubs seeking recognition and registration should have membership of not less than fifteen (15) members. College organization should have 50 members, Supreme Student Council should have at least 500 members.
4. All organizations shall be required to have at least one (1) faculty/staff adviser selected/elected by the members. Only regular faculty/staff can serve as adviser of any student organization. Advising two or more organizations is strongly discouraged and requires approval from the Office of Student Affairs and Services.
5. Only registered organizations shall be allowed to use the facilities of WPU. Student organization shall be responsible for the damages to the university properties and facilities incurred during such student activities.
6. A student organization shall be considered in good standing if it can present/sponsor one (1) social and one (1) cultural/educational activity in a semester.
7. Recognized organizations must submit to the Office of the Student Affairs and Services the following: plan of activities, semestral accomplishment report, financial report, and list of officers, list of members and updated constitution and by-laws.
8. All student activities shall terminate one (1) week before Midterm and Final Examinations except in some meritorious cases which may be permitted upon approval by the Vice President for Academic Affairs.
9. All academic activities shall be programmed outside office hours except for special occasion.
10. All off-campus or overnight activities of recognized student organization should secure approval from the university along with the waiver signed by the parents or guardians of the participants indicating that the school is not liable for any untoward incident which may occur during the conduct of the said activity and the letter of conformity of accompanying adviser.
11. Activities that the organization periodically sponsors or intends to sponsors/ conduct for the current year must be submitted to the Office of the Students Affairs at most ten (10) days after its officers have been inducted to the office for proper monitoring.
12. All registered organizations shall submit a written semestral report of activities, audited financial statement concurred upon by the adviser/s and non-compliance with this requirement will be a ground for withdrawal of recognition of subject organization by the University. Permission to operate is a requirement for the initial operation of any student organization. Any group of fifteen (15) students may apply to the OSAS to form a student organization. Letter of application shall be filed to the OSAS.
13. Any of the following are grounds for withdrawal of recognition of a student organization, and other activities contrary to the rules and regulations of the University.
 - 13.1 Request officers for the withdrawal of recognition.
 - 13.2 Inactive status for two semesters.
14. Hazing activities are not allowed.
15. All rules and regulations concerning student organizations and their activities within the school campuses must be strictly based on existing DECS/ CHED/ TESDA Memoranda, Republic Acts, and other Laws enacted by the State for student organizations.

Guidelines on the Operation of Student Clubs/ Organizations

1. The different clubs and organizations within the University are bound by University standards to follow the Rules and Regulations Governing Organized Student Activities (RRGOSA).
2. The accreditation process is handled by a committee, the Board of Management of Student Organizations (BMSO). The BMSO exists to review the accreditation papers of student clubs and organizations and to make recommendations pertaining thereto.
3. A Certificate of Accreditation for the school year is issued to a student club/organization upon approval of its request for accreditation. Such certificate is duly signed by the Director of Student Affairs and Services, the Vice President for Academic Affairs, and the President of the University.
4. The University, through the BMSO, has the right to revoke the certificate of accreditation granted to a student club/organization in violation of the rules and regulations of the University, particularly the Student Code of Conduct and Discipline. As in all cases involving students, violators will be treated with due process.
5. The Board of Management of Student Organizations is a committee, which shall handle the accreditation process of student clubs and organizations in the University.
6. It shall be composed of the DSAS as chairman, and representatives from the students, the faculty sector, the administrative sector and the Head of the Office of Student Organizations and Activities as members.
7. The functions of the BMSO are as follows:
 - 7.1 Recognize, review and/or cancel the recognition granted to student organizations based on pertinent and existing regulations and guidelines of the University.
 - 7.2 Formulate solutions to problems/conflicts that may arise in connection with student organizations and other related matters thereto.
 - 7.3 Formulate guidelines and deliberate matters related thereto, in the granting of awards to deserving student organizations and student leaders in the annual Search for Outstanding Student Organization and Outstanding Student Leader.
8. Classification of Accredited Student Organization

Student Organization. A student organization shall be any approved association of students by curriculum year, by course or by special interest, whose officers and members are bona fide students of the University. Organizations shall be classified as follows:

 - 8.1 Classification According to Status:
 - 8.1.1 *College-based student organizations.* These refer to organizations that are academic in nature; belonging to a particular college, department or course.
 - 8.1.2 *Non-college-based student organizations.* These refer to organizations that are extra-curricular in nature (socio-civic, community-oriented); those whose officers and members are bona-fide students from different colleges, courses and departments.
 - 8.1.3 *Religious Organizations.* These refer to student organizations responding to the spiritual and moral concerns of the students.
 - 8.2 *Classification According to nature:*
 - 8.2.1 *Curricular Student Activities.* This shall apply to all student activities such as activity-project field trip, in-plant visitations, off-campus and on-campus activities, supervised industrial training and other community-based programs which are intended to reinforce classroom learning.

- 8.2.2 *Co-curricular Student Activities.* This shall apply to all student activities such as seminars, symposia, fora, workshops, school publications and leadership development programs, etc. which are designed to complement the student's curricular activities.
- 8.2.3 *Extra-curricular Student Activities.* This shall apply to some other extra-curricular student activities such as dramatics, etc. whose goals are toward the discovery, utilization and maximization of students' potentials.

Guidelines for Accreditation of Student Clubs/ Organizations:

1. The organization who wish to apply for accreditation must comply with the following requirements:
 - 1.1 Letter of request for accreditation addressed to the University President and duly signed by the elected president of the organization and the faculty adviser and recommended by the Director of Student Affairs and Services and the Vice President for Academic Affairs.
 - 1.2 List of officers of the club/organization. A photocopy of the university identification card (I.D.) and the specimen signature of the officers, personal data of officers and adviser/s are also required.
 - 1.3 List of members of the club/organization. There should at least be 15 members to qualify for accreditation. The list should include, among other things, the course that each student is taking up.
 - 1.4 Constitution and By-laws of the club/organization. The CBL of student organizations shall provide for and require participation in activities on anti-drug abuse, awareness and drug prevention initiated by Government and Non-Government Organizations.
 - 1.5 Letter of acceptance of the faculty adviser chosen by the officers and members of the club/organization.
 - 1.6 Proposed Calendar of Activities of the organization for the School Year
 - 1.7 Accomplishment Report
 - 1.8 Financial Report.

The last four items are required of student clubs and organizations requesting for re-accreditation.

2. Any accredited student club/organization accredited and wishes to renew its contract of accreditation for the coming school year may do so, provided, that the student club/organization will submit the necessary papers for re-accreditation two weeks before the end of the school year. The following are the requirements:
 - 2.1 Letter of request for re-accreditation addressed to the Director of Student Affairs and Services
 - 2.2 List of ad-hoc officers with their corresponding pictures, specimen signatures and courses (no graduating students)
 - 2.3 Financial and Accomplishment Reports
 - 2.4 Bank book (Request for withdrawal of funds shall be signed by President, Treasurer, and Adviser of the organization)

3. The applicant for accreditation and re accreditation shall go through go to the Office of Student Organization and Activities and get a SOA form and fill-up the application form.

4. Prepare a letter of request addressed to the University President duly signed by the elected President and the faculty/Staff adviser of the organization,

recommended by the Director of the Student Affairs and Services and the Vice President for Academic Affairs.

5. Accomplish the following SOA Forms:
 - a. SOA Form 001 - Application Form
 - b. SOA Form 002 - List of Officers
 - c. SOA Form 003 -Personal Data Sheet (Student Leader and Adviser)
 - d. SOA Form 004 - Roll of Members
 - e. SOA Form 005 - Plan of Activities
6. All documents submitted by the organizations shall be screened by the Board of Management of Student Organizations (BMSO).
7. Interview on the documents prepared by student officers will be conducted by the BMSO.
8. Submit three (3) copies of documents to the Office of Student Organization and Activities.
9. For re- accreditation the same procedure (1-8) will be required including accomplishment report and financial report for the previous semester.

Guidelines on Submission of Accomplishment and Financial Report

1. Accomplishment Report
 - 1.1 The accomplishment report shall be prepared following the required format and duly signed by the secretary, president and adviser.
 - 1.2 The accomplishment report shall be reviewed by the SOA unit and if found complete it shall be accepted;
 - 1.3 If the accomplishment report is not complete, it shall be returned to the secretary for completion.
 - 1.4 Semestral clearance of the secretary shall be signed by SOA unit and DSAS upon completion of the accomplishment report;
2. Financial Report
 - 2.1 Financial Report must be prepared by the treasurer, properly scrutinized, audited and signed by the auditor, president and adviser before submission to SOA unit.
 - 2.2 If the financial report has been complied with, the SOA unit will sign the semestral clearance of the treasurer;
 - 2.3 If the financial report is not complied with, it shall be returned to the treasurer for refinement.
 - 2.4 For financial accountability, the president, treasurer and auditor of the student government, club or organization will be held liable to the university.
 - 2.5 The financial report shall be submitted one month before the end of the school year. All other persons who are proven to be directly involved in the handling of the finances of the student government, club or organizations are to be held liable.
3. No Certificate of Clearance will be issued to the accountable officers and persons unless the required report has been duly submitted.

Procedure for the Request for Approval of Student Activities/Projects

1. All accredited student organizations, wishing to pursue an activity/project, should express their intention to do so in writing, and should submit a list of the

- projects/activities to the Office of Student Affairs and Services as part of the requirements for accreditation.
2. The SOA unit will prepare a calendar of student activities, based on the activities submitted by the accredited student organizations. This calendar will include the date, time and venue, and the required budget of the project/activity, and will be recommended for approval by the Vice President for Academic Affairs to the University President who will approve the calendar of activities.
 - 2.1 No accredited student club/organization shall carry out or implement a project if it is not included in the approved Calendar of Student Activities.

Procedure in Conducting Student Activities

1. All non- curricular activities conducted by the accredited student organization must be approved by the university.
 - 1.1 Prepare three copies letter of request for activities and request for college facilities for approval.
 - 1.2 Submit one (1) copy of approved letter to the SOA
 - 1.3 Provide the in-charge of facility a copy of approved request for facilities.
 - 1.4 Secure Parental Consent and Medical certificate (for Sports activities)
2. *Use of University Premises and Facilities*
 - 2.1 The use of the University premises and facilities by the student organizations shall have prior approval from the President of the University or any of his/her authorized representative. Only accredited student clubs and/or organizations are entitled to the use of all available facilities.
 - 2.2 The officers of the concerned student organizations shall be responsible for the damages to university properties and facilities incurred during such student activities.
3. *For Off-Campus And Overnight Activities*
 - 3.1 The accredited student organization will seek approval from the university President for the off-campus and overnight activities with the following documents:
 - 3.1.1 Approved letter of request duly signed by the elected president of the student organization and advisers and it will pass through the office of the Director of SAS, Vice President for Academic Affairs approved by the University President.
 - 3.1.2 Accomplished Parental Consent/waiver of the students
 - 3.1.3 All off-campus and overnight activities shall be attended by the faculty/staff adviser.
4. *Chaperonage*
 - 4.1 All dances, picnics, excursions, student group activities and other social functions shall be properly chaperoned. The class advisers and/or student club/organization adviser/s have the responsibility of chaperoning such activities of students.
 - 4.2 A waiver and parental consent should be presented to the SOA unit and DSAS when activities are to be conducted outside of the University.
5. *Faculty Adviser/s*
 - 5.1 All curricular, co-curricular and extra-curricular activities of the students shall be under the supervision of the faculty adviser/s.
 - 5.2 All designated faculty adviser/s shall be present in all affairs of the student organization they supervise.
 - 5.3 All decisions affecting the conduct of the activity shall bear the approval of the faculty adviser/s.
6. *For Organization Project/Project Proposal*

- 6.1 The following requirements must be submitted
 - 6.1.1 Minutes of the meeting when the project was approved by the members of the organization;
 - 6.1.2 Copy of the Project Proposal
 - 6.1.3 Budgetary Allocation
 - 6.1.4 In case of seminars or similar activities, the
 - 6.1.4.1 Profile of Resource Speakers/ Facilitators
- 7. *Fund Raising Activities*
 - 7.1 All fund raising and solicitation letters for projects and activities must have the recommending approval of the DSAS, VPAA, approved by the University President.
 - 7.2 Requirements
 - 7.2.1 Submit an application with name and purpose of activity, including the date, time, venue and beneficiaries of the fund raising
 - 7.2.2 Officer/members directly in charge of the activity
 - 7.2.3 Secure permit from DSWD/BIR/Barangay (tickets for raffle draw)
- 8. *Solicitations*. These refer to monies collected from advertisements, sales of tickets, or similar fund raising activities.
 - 8.1 Such solicitations shall be duly approved by the organization on its meeting and recorded in its approved calendar of activities.
 - 8.2 The request for approval to carry out the solicitation activities must be duly signed by the organization's secretary, president and adviser and recommended for approval by the Head of SOA, DSAS, VPAA and approved by the University President.
 - 8.3 All such solicitations shall be duly receipted by the soliciting student government or student organization.
 - 8.4 Solicitations shall be subject to audit and shall be stated in the financial report of the organization.

Guidelines in the Selection of Outstanding Student Leader and Student Organization Award

1. Outstanding Student Leader Award

- 1.1 The University recognizes the leadership of students who have contributed to the vision/ mission of the University in the total development of the student population.
- 1.2 Candidates to this Search should be graduating students who had at least, during their stay in the University, served as officer of any student club/organization including the university student government and the student publication.
- 1.3 Candidates are subjected to interviews and peer and subordinate evaluation. Proofs of leadership are required for deliberation purposes.
- 1.4 Criteria for Selection of Outstanding Leader of the Year Award

Category A: Position and/or Membership to Various Organizations

CRITERIA	POINTS
1. Campus Organization	
a. President (SSC)	5
b. Vice-President (SSC)	4
c. President/ Governor of the Other Campus Organizations	4
d. Vice President/ Governor or its Equivalent	3

e. College and Other Organization		2
f. Member		1
2. Off- Campus Organization		
a. National		
1. President/Chairman/Coordinator or its equivalent		15
2. Vice President/ Vice Chairman/ Asst Coordinator or its equivalent		10
3. Minor Positions (Treasurer, Secretary, etc)		6
4. Member		3
b. Regional		
1. President/Chairman/Coordinator or its equivalent		12
2. Vice President/ Vice Chairman/ Asst Coordinator or its equivalent		8
3. Minor Positions (Treasurer, Secretary, etc)		5
4. Member		2
a. Regional		
1. President/Chairman/Coordinator or its equivalent		12
2. Vice-President/Vice Chairman/Asst Coordinator or its equivalent		8
3. Minor Positions (Treas., Sec., etc.)		5
4. Member		2
b. Provincial		
1. President/Chairman/Coordinator or its equivalent		9
2. Vice-President/Vice Chairman/Asst Coordinator or its equivalent		6
3. Minor Positions (Treas., Sec., etc.)		4
4. Member		2
c. Municipal		
1. President/Chairman/Coordinator or its equivalent		6
2. Vice-President/Vice Chairman/Asst Coordinator or its equivalent		4
3. Minor Positions (Treas., Sec., etc.)		2
4. Member		1
3. Special Committee:National: Regl : Provl: Mun/Campus		
1. Leadership Seminar, Training Attended		
a. Pres/Chair or Equivalent	10 : 7 : 5 : 3 : 3	
b. VP/VChair or Equivalent	7 : 5 : 3 : 2 : 2	
c. Member	7 : 5 : 3 : 2 : 2	

Category B. Leadership Enhancement

1. Leadership Seminar- Workshop, Training Attended		
a. Resource Person:		
National		10
Regional		8
Provincial		6
Municipal		4
Campus		2
b. Participant/ Delegate		
National		5

	Regional	4
	Provincial	3
	Municipal	2
	Campus	1
2. Leadership Seminar/ Workshop /Training/Symposia Coordinated		
	National	10
	Regional	7
	Provincial	5
	Municipal	3
	Campus	
	• Represented or Participated by all Students	2
	• Represented or Participated by Dept. or Groups	1
3. Other Projects/ Contributions		
	National	10
	Regional	7
	Provincial	5
	Municipal	3
	Campus	
	• Represented or Participated by all Students	2
	• Represented or Participated by Department or Groups	1

Category D: Achievement, Awards, Citations or Recognitions:

1. Contributions		
	National	10
	Regional	7
	Provincial	5
	Municipal	3
	Campus	2
2. Awards Received in Recognition of his Leadership or Contribution to the School, Colleges/ Organizations		
	National	15
	Regional	12
	Provincial	9
	Municipal	6
	Campus	
	• Given by the University	5
	• Given by the Colleges	3
	• Given by a Registered Campus Organization	2

2. Outstanding Student Club/Organization Award

- 2.1** The prospective recipient of the Outstanding Student Club/Organization will be obtained from among the accredited student clubs/organizations of the University for the current school year.
- 2.2** Activities conducted by the organization are evaluated along the following areas: spiritual, academic, social, civic and physical.
- 2.3** Proofs of accomplishments are required for deliberation and members of the organization are required to evaluate their own organization's effectiveness.

Criteria for the Selection of the Student Organization of the Year

Category A. Members & Students' Developmental Activities

CRITERIA	POINTS
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1. Leadership Seminar Workshop/Training Attended or sponsored by the Organization		
	1. National	15
	2. Regional	12
	3. Provincial	9
	4. Municipal	6
	5. Campus	
	• Activities intended for/represented or participated by the whole studentry	5
	• By college	3
	• By a certain group	1

Category B. Service-Oriented Activities

1. In- Campus		
	➤ Activities intended for/ represented by the whole studentry	5
	➤ By College	3
	➤ By certain Group/ organization	1
2. Off- campus		
	➤ National	15
	➤ Regional	12
	➤ Provincial	9
	➤ Municipal	6
	➤ Barangay	3
	➤ Sitio	1
3. Other Service Oriented/Projects/Programs/Activities In campus:		
	➤ Activities for whole studentry	5
	➤ Activities for college	3
	➤ For organization or certain group	1

Category C. Achievement & Honors for the Organization

	Scholarly Research, Publication, creative work, educational and other related achievements	
	➤ National	15
	➤ Regional	12
	➤ Provincial	9
	➤ Municipal	6
	➤ Campus /Barangay	5
	Awards of Distinction for the Organization	
	➤ National	15
	➤ Regional	12
	➤ Provincial	9
	➤ Municipal	6
	➤ Campus /Barangay	
	• Given by the Institution	5
	• Given by the College	3
	• Given by the Recognized Campus Organization	2

Section 22. Leadership Training Services

A. General Functions of Leadership Training Services

The Leadership Training Services Program are programs and services to develop and enhance leadership effectiveness in the personal level and student organization. It comprises the series of leadership trainings from local to national level. It encourages students' attendance to international fora and promotes multicultural exchange among students.

B. Goals and Objectives of Leadership Training Services

1. Provide opportunities for students to develop their leadership skills.
2. Expose students on different avenues of leadership training to develop their potentials to become effective leaders.
3. Strengthen and enrich students' knowledge and leadership skills necessary in leading their organizations.

C. Personnel of Leadership Training Services

The Head of Student Organization and Activities shall take the lead in providing Leadership Training to the students. The Director of Student Affairs and Services shall take the responsibility in monitoring the different activities and leadership training program of the university

D. Services of the unit

1. Conduct seminars, trainings, fora and symposia to students.
2. Coordinate with the different organizations for leadership seminar and trainings.
3. Collaborates with other student councils/organizations to develop leadership training program.
4. Recommends students to attend regional, national and international trainings.

E. Policies and Guidelines

Policies and guidelines in conducting trainings/seminar-workshop

1. The Director for Student Affairs and Services shall initiate a program and encourage students to participate in the leadership training.
2. Accredited Student organizations are encouraged to conduct leadership training. The following are the guidelines:
 - 2.1 The organization who would like to sponsor a leadership training should prepare a training design for approval.
 - 2.2 Explore for possible funding from the university through the DSAS.
 - 2.3 If there is available fund, the DSAS shall inform the organization to prepare the budgetary requirement for approval of the president.
1. Approved Request letter in conducting training/seminar-workshop to students with program and invitation attached.
2. Submit one copy of approved request letter and request for college/university facilities to the Office of Student Organization and Activities.
3. Secure parent consent for off-campus activities and submit approved request letter from the barangay/school/ government or non-government organizations.
4. Students who wishes to attend seminars/trainings may request a financial support through the approval of the Director of Student Affairs and Services with the attached program and invitation

Procedure on Conducting Leadership Training

1. Prepare a letter of request for approval.
2. Documents shall be attached with the following requirements:
 - Venue and Budgetary allocation
 - Profile of Resource speakers
 - Other requirements required by Student Organization and Activities
3. Submit a copy of approved request to the Student Organization and Activities.

Policies and Guidelines on Attendance to Leadership Trainings

1. Students/Student leaders who wish to attend leadership training and seminars outside the university shall seek an approval from the university.
2. Any student who wish to attend a training or seminar must be accompanied by a faculty/staff adviser.
3. The National and regional trainings endorsed by CHED or other accredited Organizations or Society shall be allowed for the students or student leaders to be attended/participated subject to the university policies.
4. Students or Student leaders who shall attend trainings or seminars outside the university that represents their student organizations are required to submit a narrative report to the Office of Student Affairs and Services.
5. Students or Student leaders participating in any off-campus activities like trainings and seminars must submit a waiver signed by the parent/guardian before they will be allowed to participate.
6. Students should not participate in any outside activities as representative of their organizations or university without written authorization from the Dean of their respective colleges for academic-related activities or noted by the Director of Student Affairs and Services.

Policies on attending trainings or seminars outside the university.

Outside of the university refers to local, municipal, provincial, regional, national and international seminars which are to be held outside of the university campus.

1. Student/ student organizations who would like to attend trainings/seminars outside the university shall seek approval from the university president before they are allowed to attend and participate to seminars or trainings outside the university. The letter of request for approval shall include the following attachments:
 - 1.1 Invitation from the sponsoring agency;
 - 1.2 Importance of the student/students organization to the training/seminar indicated;
 - 1.3 Request letter of student/ student organizations signed by the student/ president of the organization and the adviser;
 - 1.4 Source of funding of the expenses to the training/seminar;
 - 1.5 Recommendation by the College Deans, Student Organization and Activities, Director, Student Affairs and Services, Vice President for Academic Affairs upon submission of notarized waiver and parent consent;
2. If the source of fund is from the university, the student shall be required to process the Cash Advance Voucher, approved itinerary of travel, Budget Utilization Request and other supporting documents or a Reimbursement Voucher whichever is possible.

3. Upon return of the student from training/ seminar, a liquidation report or reimbursement shall be required.
4. The student shall submit to DSAS the Travel Report or Narrative Report with complete attachment and pictorials.
5. Student leaders who attended regional or national trainings/seminars shall conduct echo seminars/trainings to students.

Section 23. Student Council/ Government

A. General Functions of the Student Council/Government

The Supreme Student Council is under the supervision of student organization and activities adhering to the principles and philosophy of democracy, in order to establish student government that shall embody our ideals, hopes, and aspirations, unite ourselves to promote the general welfare of the students, and cognizant to the vital role we play in nation building.

It plans and carries out activities in accordance with the objectives of its, constitution and by-laws. It sponsors programs, symposia, for a convocations for the students provided that the objectives are not contrary to the law of the land.

B. Goals and Objectives

1. To protect the general welfare and well-rounded development of the students through organize, active and constructive activities;
2. To promote unity and understanding among its member through constant dialogues, convocations and other related activities;
3. To help maintain peace and order in the university campus and in location where its activities may be undertaken;
4. To cooperate in the maintenance of sanitation and hygiene in the university;
5. To serve as link between the administration and the university students;
6. To promote the objectives of the university through participation in various development activities;
7. To assist and help in the dissemination information on issues affecting the interest of members of the university;
8. To extent moral and material support to members who are in need; and,
9. To provide leadership training and promote social consciousness through seminars and workshops among its members.

C. Personnel of the Student Council

The Student Council is the organization of the whole students in the university. It operates with this defined structure:

1. The Executive Department shall be composed of the following:
 - 1.1 SSC President
 - 1.2 SSC Vice-President
 - 1.3 Cabinet Members
 - 1.3.1 Chairman of Records and Information Committee
 - 1.3.2 Chairman of Budget and Finance Committee
 - 1.3.3 Chairman of Information Dissemination Committee
 - 1.3.4 Chairman of Business and Income-Generating Project Committee
 - 1.3.5 Chairman of Culture and Sports Committee
 - 1.3.6 Representative from Recognized Student Clubs and Organizations (RCSO)
2. The Legislative Department shall be composed of the following:
 - 2.1 Upper House

- 2.1.1 Senate President
- 2.1.2 Student Senators
- 2.1.3 Secretary of the Senate
- 2.2 Lower House
 - 2.2.1 Speaker of the House
 - 2.2.2 Student Representatives
 - 2.2.3 Secretary of the House of Representatives

D. Services of Student Council

1. Facilitate meetings/joint activities/exchange of ideas among College Governors and students.
2. Provides technical support to the College Governing Unit and student.
3. Support and assist every activity of different accredited and recognize Organization through financial, and materials and other needed.
4. Hold seminars/activities and programs to enhance student ability on every aspect of life and empower the communication of each through competition and socialization.
5. Disseminate information and informed students of the rules and regulations affecting them.
6. Build infrastructure through student enhancement fee.
7. Voice and bridge of every student to Administrative Council.

E. Policies and Guidelines

Guidelines to Become Officer and Adviser of SSC

Requirements:

1. Must be a bona fide student of the Western Philippines University.
2. Must have a residence of at least one year in the University.
3. Must carry a minimum of 9 to 24 units as prescribed by the SSC Election Code.
4. Must have a general average of 2.5 and must not have any failing grades (excluding PE and NSTP) during the semester prior to the filing of candidacy;
5. Must have a certificate of good moral character from the office of Student Services.
6. Must have attended the orientation conducted by the COMSELEC.
 - 6.1 Student Volunteers who are willing to work for the COMSELEC and who have successfully met the qualifications stated in the COMSELEC Election Code shall comprise the core group of the COMSELEC provided that there shall be representatives per college to the COMSELEC.
7. The adviser of the organization shall be considered honorary members without voting rights. They shall only enjoy the membership, as they are elected/selected by the organizations advisers.

Procedure on Election and Selection of Officers

1. Student who are willing to become an officer must undergo to the screening of Chairpersons of Screening Committee.
2. After they passed on the screening, they have an opportunity to introduce their selves and present their platforms during the grand rally.
3. The counting of ballots must be conducted by COMSELEC with the presence of two (2) representative from each party.
4. The regular election of the officers of the SSC shall be held every third week of February and every year thereafter.

5. Induction of the newly elected officers shall be held during the University Day.
6. The tenure of office of the SSC Officers shall take effect on the first Monday of May and shall terminate on the same date of the succeeding year.
7. All organizations shall be required to have at least one (1) faculty/staff adviser selected/elected by the members.

Section 24. Student Discipline

A. General Functions of Student Discipline

Student Discipline refers to the judicious implementation of the institutional rules and regulations governing student behavior and conduct. All students shall observe the laws of the land, the rules and regulations of the university and the standards of a good society. The Discipline Services Section of the Office of Student Affairs and Services shall be responsible in implementing the provisions set forth in the Student Code of Conduct and Discipline

B. Goals and Objectives of Student Discipline Unit

The discipline services program aims to:

1. Formulate rules and regulations including gender and disability sensitive concerns in consultation with students;
2. Ensure due process in dealing with student misconduct;
3. Provide a timely mechanism to address student grievance;

C. Personnel of the Student Discipline Unit

The Discipline Services Section is handled by a committee chaired by the Director for Student Affairs and Services. The committee is composed of the OSAS director, chief security officer, representatives from administrative staff, faculty association and students. The discipline committee submits reports of investigation to the President who is the chair of the Academic Council.

D. Services of the Student Services Unit

The Student Discipline Services provides aims to:

1. Address students grievances and complaints;
2. Conducts investigation of students' cases and recommends action to the academic council;
3. Ensure due process in disposal of cases.

E. Policies and Guidelines

1. The Student Code of Conduct and Discipline

1.1 Norms of Conduct

1.1.1 Dress Code for Students

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

1.1.2 Wearing of Prescribed Uniform

Every student shall wear the prescribed uniform on the days specified by the university. Students are likewise required to wear the shop/laboratory uniforms during their shop/laboratory periods, the prescribed P.E. uniform during their P.E. classes and the NSTP uniform during their NSTP classes.

1.1.3 I.D. Requirements

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

1.1.4 Haircut for Male Students

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

1.1.5 Student Attendance

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

1.1.6 Attendance to University Activities

All students are likewise encouraged to attend and participate in university activities such as University 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

1.1.7 Locus of Responsibility for Disciplinary Action

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

1.1.8 The Teacher

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

1.1.9 The Department Head

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

1.1.11 The College Dean

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

1.1.12 The Director for Student Affairs and Services

The Dean of Student Services has the sole responsibility to determine the violation committed by any organized group of students in connection with activities conducted outside the classroom but within the university campus and outside of it. Likewise, university offenses are also handled by the Office of Student Affairs and Services (Student Discipline and Tribunal).

1.1.13 The College Discipline and Grievance Committee

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

1.2 Code of Discipline

The code of discipline of students is adopted to ensure peace and harmony in attaining the goal of this University.

1.3 Basic Rights and Responsibilities

Unless otherwise superseded by a more recent basis, the rights, privileges granted to students and their responsibilities while in school

shall conform with those promulgated in the Education Act of 1982.
These are:

- 1.3.1 The right to receive, primarily through quality instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity;
- 1.3.2 The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations;
- 1.3.3 The right to University guidance and counseling services for making decisions and selecting the alternatives in fields of work suited to his/her potentialities;
- 1.3.4 The right to access to his/her own records, the confidentiality of which the university shall maintain and preserve;
- 1.3.5 The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents within thirty (30) days from request;
- 1.3.6 The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;
- 1.3.7 The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the university;
- 1.3.8 The right to form, establish, join and participate in organizations and societies recognized by the university to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;
- 1.3.9 The right to be free from involuntary contributions, except those approved by their own organizations or societies;
- 1.3.10 The right to participate in the formulation and development of policies affecting the university in relation to the locality/region, and nation through representation in the Academic Council to be determined by the Governing Board;
- 1.3.11 The right to receive reasonable protection within the university premises;
- 1.3.12 The right to be informed of the rules and regulations affecting him;
- 1.3.13 The right to participate in curricular and co-curricular activities;
- 1.3.14 The right to due process of law;
- 1.3.15 The right to be assisted by his/her university through current and adequate information on work opportunities; and
- 1.3.16 The right to receive medical and dental services as well as first-aid services. Every student shall be provided medical supplies for simple illness.

1.4 Duties and Responsibilities of Students

Every student, regardless of circumstances of his/her birth, sex, religion, social, and economic status shall have the following duties and responsibilities:

- 1.4.1 Exert his/her utmost effort to develop, potentialities for service, particularly, by undergoing an education suited to his/her abilities, in order that he may become an asset to his/her family and to society;

- 1.4.2 Uphold the academic integrity of the university and endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;
- 1.4.3 Promote and maintain the peace and tranquility of the University by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and non-teaching staff and other University personnel;
- 1.4.4 Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development, of his/her community and in the attainment of a just, compassionate and orderly society;
- 1.4.5 Exercise his/her rights and in the knowledge that he/she is answerable for any infringement or violation of the welfare and of the rights of others;
- 1.4.6 Strive to lead an upright, virtuous and useful life;
- 1.4.7 Love, respect, and obey his/her parents, and cooperate with them to maintain the family solidarity;
- 1.4.8 Respect the customs and traditions of our people, the duly constituted authorities, the laws of the country and the principles of democracy;
- 1.4.9 Help in the observance and exercise of individual and social rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace; and
- 1.4.10 Respect and cooperate with teachers, fellow students and university authorities in the attainment and preservation of order in university and in the society.

2.0 Rules and Regulations on Student Conduct and Discipline

Section 1. Basis of Discipline

Every student shall observe, in addition to the laws of the land, the rules and regulations formulated herein and other rules that will be passed in separate resolution regarding discipline by the Board of Regents.

Section 2. Classification of offenses and their Corresponding Sanctions/ Penalties

The following acts constitute offenses punishable under this code:

1. Those against campus peace, order, security and safety.
 - a. Instigating, inciting, provoking, leading or taking part in illegal and/or violent demonstration or other activities, or giving active support thereto in any form or manner.
Penalty: Suspension to dismissal from the university
 - b. Creating disturbance, leading or otherwise taking part in any activity which disrupts university functions or adversely affects classroom instructions, whether such activity is or not accompanied by violence, such as disconnection or tampering of electrical connections, of switches for generators, motors, fans, air conditioners, lights, and fire alarms, giving false alarms, shouting, banging of doors, walls, table, desks, chairs, and other acts of rowdiness and disturbances and the like;
Penalty: Suspension to dismissal from the University.
 - c. Harboring criminals and notorious characters;
Penalty: Suspension to dismissal from the University.

- d. Carrying or displaying explosives or fireworks or possessing firearms, knives or other deadly weapons of whatever kind within the university premises;
Penalty: Suspension to dismissal from the University.
 - e. Assaulting, insulting, challenging, fighting, or committing physical abuse or any act of gross disrespect directed against persons in authority, faculty members, personnel and fellow students or threatening to do any of the aforementioned acts;
Penalty: Suspension to dismissal from the University.
 - f. Ungentlemanly conduct in the class or preventing in any manner, university officials, faculty members and personnel and/or fellow students from performing their duties or exercising their rights;
Penalty:
 - First offense – Suspension of 7 to 15 days.
 - Second offense – Dismissal from the university.
 - g. Failure or refusal to wear the required ID and/or student uniform within the school premises;
Penalty:
 - First offense – Warning to suspension of 1 to 15 days.
 - Second offense – Suspension of 7 to 15 days.
 - Third offense – Dismissal from the University
2. Those offensive to public decency, good customs and morals.
- a. Gambling, maintaining or participating in any game of chance within the university premises;
Penalty: Warning to suspension of not less than five (5) days. If the student is found guilty for the third time, the penalty shall be dismissal from the university.
 - b. Indecent exposure, gross immorality and other acts constituting scandalous and reprehensive conduct;
Penalty: Suspension to dismissal. If the student is found guilty for the second time, the penalty shall be dismissal from the university.
 - c. Cheating in examinations, forgery, tampering, other falsehoods;
Penalty: Suspension ranging from one semester or expulsion depending on the gravity of the offense.
 - d. Extortion or blackmail, whether or not the purpose or objective is accomplished;
Penalty: Suspension to dismissal depending on the gravity of the offense.
 - e. Drinking liquor in the campus or entering in the school premises under the influence of liquor or begin in the state of drunkenness;
Penalty: Suspension to dismissal from the University.
 - f. Possession or use of, or trafficking in, of prohibited drugs;
Penalty: Expulsion from the University

- g. Use of offensive language or commission of acts which are disrespectful, vulgar, indecent, or which in any manner may cause or tend to cause molestation or injury to members of the academic community
Penalty: Suspension of one semester to expulsion
3. Those that endanger health and sanitation.
 - a. Spitting on floors or walls
Penalty: Warning to suspension of 1-15 days.
 - b. Smoking in libraries, dormitories, classroom, laboratories, hall or corridors and other public places;
Penalty: Suspension to dismissal from the University.
 - c. Littering of paper or any form of waste within the classroom or at the university premises;
Penalty: Warning to suspension of (15) days maximum and dismissal from the university for the second offense.
 4. Those detrimental to the property rights and interests of the university and the academic community.
 - a. Solicitation of money, donation, or contribution in any kind without the prior approval of the university.
Penalty: Suspension to dismissal from the University.
 - b. Misappropriation of or failure to account for funds belonging to the university or any recognized organization;
 - c. Taking the examination without the required permit;
 - d. Unauthorized use of the name of Western Philippines University.
 - e. Use of the University premises and/ or facilities without prior authorization;
 - d. Unauthorized distribution within University premises of leaflets, handbills, or other printed materials whose authorship is not clearly or especially stated therein.
Penalty: Suspension to dismissal from the University.
 - g. Gross disobedience to or disregard of a lawful order or authority of any faculty member or university official, resorting to invectives, personal insults, black propaganda, or malicious imputations, oral or written, in order to discredit or ridicule University officials, personnel, faculty members or fellow students;
Penalty: suspension to dismissal depending on the gravity of the case.
 - h. Robbery, thievery and acts of malicious mischief involving University property or that of the members of the academic community including university guests and callers;
Penalty: replacement of destroyed property to suspension to dismissal depending on the gravity of the offense.
 5. Those against the invalidity of the University records, official papers, certificates and other official documents.
 - a. Forging of/ tampering with school records and other forms of misrepresentation;

Penalty: Suspension ranging from one to one school year or expulsion depending on the gravity of the offense.

- b. False statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission registration in or graduation from the University.

Penalty: Suspension to Expulsion depending on the gravity of the offense.

- c. Deception of fraud in connection with his application for the University-funded or sponsored scholarship or grant;

Penalty: Suspension to dismissal from the University depending on the gravity of the offense.

Section 3. Disciplinary Sanctions

The following are the disciplinary sanctions that may be imposed on a student for the commission of any offense defined herein;

- a. Reprimand, Censure or Warning

These are sanctions meted out by way of admonishing the erring student that repetition thereof or other similar offense will be dealt with more severely.

- b. Suspension

The offender may be barred for a certain period from the class (es) or from the University.

- c. Dismissal

This is an extreme form of disciplinary administrative sanction whereby an offender is dismissed from school without finishing the semester or term.

Section 4. Imposition of Penalties

The imposition of penalties will depend on the following factors:

- a. Previous record of the student;
- b. Inherent gravity of the offense committed
- c. Position of the aggrieved persons;

Established precedents; and other related circumstances such as the pertinent and applicable mitigating found in the Revised Penal Code.

Section 5. Disciplinary Jurisdiction

The University takes disciplinary jurisdiction over offences committed outside the school and beyond the school hours in the following:

- a. In case of violations of school policies or regulation occurring in connection with a university-sponsored activity off- campus: or
- b. In cases where the misconduct of the student involves his status as a student or affects the good name or reputation of the University or any of its officials or employees even if the offence is committed outside of WPU Campus.

Section 6. Administrative Due Process

A student charge with misconduct shall be afforded due process which includes a formal complaint, answer in a fair and reasonable opportunity to defend himself. In case of voluntary confession with assistance of a council or offences committed in fragante delicto, a decision shall be summarily rendered and the corresponding penalty imposed of the erring students, and provided, further, that if the responding-student refuses to file his answer to the compliant, appear or present his defense or employs dilatory tactics in the course of the investigation, the hearing may be conducted *ex parte*.

Section 7. Hearing Body

The Director for Student Affairs and Services is the officer authorized to receive complaints, conduct preliminary inquiry together with the security officer, and on the basis thereof submits recommendations to the hearing body composed of the Director for Student Affairs and Services, Chief of the Security Force, one student representative, one administrative personnel, and one faculty member of the university

Security Force, one student representative, one administrative personnel, and one faculty member of the university. The hearing body, upon recommendation of the Director for Student Affairs and Services, will conduct the investigation of the case and submit its findings and recommendation to the University Academic Council through the University President.

Section 8. University Academic Council

The University Academic Council through the University President shall automatically review the findings and recommendation of the hearing body and finally render the decision by majority vote within (7) days from date of receipt of the record.

Section 9. Disposal of Case and Disciplinary Action

1. Whenever a student has been reported to have violated a provision of the rules of discipline, an Investigating Committee composed of five (5) members (1 faculty member, 1 administrative personnel, the Chief Security, Dean of the Student Services and 1 student) shall be created to conduct a preliminary investigation and determine whether the case should be elevated to the Academic Council through the University President.
2. Any student respondent in the case shall have the right to be represented by any personnel of the university or lawyer as counsel.
3. The University Administration may suspend any student for a period of not exceeding fifteen (15) days pending the investigation of the case, when there is strong ground to believe that he is guilty of serious misconduct affecting discipline.
4. A student who has committed any breach of discipline and who fails to appear for an investigation after having been served 72 hours. Notice to reappear shall be considered as in default and the Investigating Body shall proceed with the investigation and decide on the basis on the evidences presented
5. Misconduct committed outside the University campus constitutes NO DEFENSE if it affects the reputation of the university.
6. In all disciplinary cases, parents and guardian should be fully informed of the misconduct of their child or ward. Likewise, in all cases of suspension, a written promise of future exemplary conduct signed by the parents or guardians shall be required as a condition of readmission.
7. Any administrative disciplinary measure taken against students for violation of any of the foregoing regulations shall be without prejudices to any criminal or civil action that maybe taken by the victims or by proper authorities under the Laws of the Philippines.

Section 10. Appeal

The decision of the Academic Council may be appealed to the University President but the appeal shall be filed within five (5) days after receipt of a copy of the decision and shall be decided within five (5) days after submission thereof.

Section 11. Repealing Clause

All the provision in this Code of Discipline shall take effect on March 15, 2007, the approval date on the Student Handbook. It repeals other codes of discipline previously formulated.

Proposed Dress Code for Students Of Western Philippines University

1. Every student must subscribe with the prescribed dress code of the university especially during non- uniform days (wash days).
 - a. Male students are not allowed to wear shorts, porontong, sando in the school premises and offices during non- uniform days.
 - b. Female students are not allowed to wear shorts, porontong, sando/ spaghetti strap, plunging necklines, revealing see-through clothes and seductive garments in the school premises and offices during non- uniform days.
2. Every student must wear the prescribed uniform on the days specified by the university.

Tertiary

Monday	-	University Uniform
Tuesday	-	College Uniform
Wednesday	-	Free Day/ Non-uniform Day
Thursday	-	University Uniform
Friday	-	College Uniforms/Department Uniforms

High School

Monday	-	ASHS Uniform
Tuesday	-	ASHS Uniform
Wednesday	-	ASHS(Department T- shirt)
Thursday	-	ASHS Uniform
Friday	-	FFP-FAHP Uniform

Elementary

Monday	-	BELS Uniform
Tuesday	-	BELS Uniform
Wednesday	-	BELS (Department T- shirt)
Thursday	-	BELS Uniform
Friday	-	BELS Uniform

3. The prescribed uniform for BELS shall be white blouse and green skirt for girls and white polo and black slacks for boys.
4. The prescribed university uniform for College students shall be white blouse and blue skirt for ladies and white polo and dark blue slacks for men.
5. The design/cut shall be strictly followed as described by the uniform committee of the university.
6. University uniform must be worn with proper shoes.
Men: Black shoes
Ladies: Black heeled closed shoes (1 inch high)
7. Every student must wear the official identification card (I.D.) and lanyard at all times inside the university.
8. Students with laboratory are required to wear their laboratory uniform during their laboratory period only.
9. Students with PE are required to wear their PE uniform during their PE classes only.
10. Students with NSTP are required to wear their NSTP uniform during their NSTP classes only.
11. These policies and guidelines for uniform shall be true to all students in all courses and in all campuses of the university.
12. Male students shall wear a clean and decent haircut regardless of whether the student is enrolled in the ROTC or not.

13. Checking of uniforms shall be the responsibility of the colleges. Sanctions for not wearing of uniform shall be the responsibility of the college organizations. Fines imposed and collected for non-wearing of uniform shall be collected and the same shall become fund of the college student organization.
14. The Security guards should also help implement the policies and guidelines on the wearing of uniforms and dress code.
15. Faculty should monitor student's wearing of uniforms and proper dress code.
16. Penalty for non- wearing of uniforms shall be fines to be imposed and collected by college student organization and shall be used as fund of the organization. In case of refusal to wear the prescribed uniform and ID and refusal to pay fines set by the college student organization, the policies and guidelines on student Code of Conduct and Discipline shall be imposed. Code of Discipline of Students Article II Section 2g emphasized that Failure or refusal to wear the required ID and/or student uniform within the school premises shall have the following sanctions: Penalty: First offense – Warning to suspension of 1-15 days, Second offense – Suspension of 7 to 15 days, Third offense – Dismissal from the university.
17. College and Department uniforms must be approved by the academic council upon recommendation of the uniform committee of the university.
(As approved by the Academic Council on March 17, 2015)

Section 25. Student Publication/Yearbook

A. *General Function of Student Publication*

The publication section is under the umbrella of the Office of the Student Affairs and Services of the university. It is the overseer of all existing student publications in the university campuses. It ensures that each publication issue reflects the students' freedom of expression but considers the ethics of journalism. It also encourages balance and responsible journalism.

All such publications shall be under the general supervision of the Director of Student Services and Publication Section and shall reflect the goals and objectives of the University.

B. *Goals and Objectives of Student Publication*

1. Promote the spirit of campus journalism and encourage free expression among students as provided for in R.A 7079
2. Arouse and channel student's interests and talents into useful, productive and relevant activities and endeavors;
3. Serve as training ground for honing the skills of amateur writers and student leaders of the university;
4. Encourage students to voice out views and opinions regarding internal and external issues affecting the studentry and the people as a whole;
5. Promote vigorous standards of honesty and fair play in the exercise of campus writing;
6. Analyze controversial subjects and treat dispute issues with impartiality;
7. Support students to participate in the struggles of other campus papers and the mainstream media for a free press.
8. Develop campus journalists and paper advisers who will act as watchdogs of society with respect to balance and responsible journalism

C. *Personnel of Student Publication*

The publication section is under the office of the director of Student Affairs and Services headed by the publication section in-charge.

1. The publication section head
 - 1.1 Coordinate with different campuses and colleges to promote student publication in the university;
 - 1.2 Uphold and protect the freedom of the press at the campus level.
 - 1.3 Encourage balance and responsible journalism.
 - 1.4 Initiate training/seminar-workshop that would enhance the students' writing skills, strengthen ethical values, encourage critical and creative thinking, and develop moral character and personal discipline of the journalists.
2. The staff/clerk of the section
 - 2.1 Support all the undertakings of the publication.
 - 2.2 Compile, copy, sort and file office records of activities, business transactions, and others
 - 2.3 Document events that concern school & students affairs
 - 2.4 Gather data and encode documents for publication use.
 - 2.5 Operate office machines such as photocopier & scanner, printer & personal computer.
 - 2.6 Deliver messages & run errands

- 2.7 Prepare and process documents such as request for facilities, equipment & other communication.

3. The publication adviser

- 3.1 Each campus paper adviser should submit quarter/annual report to the publication in- charge every semester. He/she is also required to be present during presswork, hell nights or any activity inside or outside the campus.
- 3.2 Provide technical guidance to the staff of the campus publication;
- 3.3 Responsible in chaperoning the students in all activities and see to it that all the requirements be complied with and submitted to the publication head and OSAS director when the activities are to be conducted outside the university;
- 3.4 Be present in all activities/affairs of the publication as an organization

D. Services of Student Publication

1. In-charge of 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 with the framework of self-management.
2. It ensures that the provisions under this Act are complied with.
3. It is a unit assigned to encourage other media and year book production.
4. It supports the campus publications namely: The Tentacles of WPU-PPC Campus, Pinumbra of WPU- Quezon Campus and the WPU Collegian Student Organization (WPU-CSO) with the following publications: The Collegian, the student official newspaper, Ang Collegian, its Filipino newsletter, the Westwind, official magazine, Senti, the official literary folio and other special issues which are usually released during intramurals, foundation day and Yuletide season.
5. It spearheads training/seminar-workshop in developing campus journalists’ writing skills, school paper management, not only in WPU Campuses but also among its school feeders.

E. Policies and Guidelines

1. Editorial Writing

- 1.1 The editorial is the official collective stand of the office of student publication in certain issues;
- 1.2 The Board of Editors decides and approves the issue to be discussed in the editorial;
- 1.3 Any member of the Editorial Staff could have the privilege to write the editorial;
- 1.4 The Board of Editors will choose who will be tasked to write the Editorial;
- 1.5 The first draft of the Editorial shall be submitted to the Board of Editors for final comment and effect changes if necessary;
- 1.6 The final draft of the Editorial shall be submitted to the Editor in chief for editing and shall be submitted to the adviser/language critic for the final editing.

2. Editorial Cartooning

- 2.1 The Board of Editors decides what local or national issues shall be illustrated in the Editorial Cartooning;
- 2.2 The cartoonists shall make illustrations that depict the topic and shall submit to the Board of Editors.
- 2.3 The Board of Editors shall choose the Editorial Cartoon to be published; changes may be integrated based on the deliberation of the Board of Editors.
- 2.4 The final illustration shall again be submitted to the Board of Editors for final critiquing.

3. News and/or Sports Report

- 3.1 The Editor in chief assigns an Editorial Staff to cover event(s) within and outside the school campus.
- 3.2 The assigned Editorial staff submits the news report to the news editors on or before the deadline.
- 3.3 The News Editor shall submit the news article to the Associate Editor; the Associate Editor will then submit the article to the Editor-in-Chief for editing.
- 3.4 The Editor in Chief submits the news article to the adviser/language critic for the final editing.

4. Comic Strip Drawing

- 4.1 The Board of Editors will decide what issue to depict in the Comic Strip Drawing and shall assign who among the pool of artists will draw and justify the topic selected by the Board of Editors.
- 4.2 The topics shall depict the light issues concerning students and the whole Academic Community.
- 4.3 The final copy shall be submitted to the Board of Editors for approval and comments if necessary.

5. Features Article

- 5.1 The Board of Editors with the aid of the Adviser will make a list of suggested topics to be featured and shall select among the list.
- 5.2 The feature editor together with the editor in chief will decide who will write the article.
- 5.3 The Feature writer shall submit the article to the feature editor on or before the deadline.
- 5.4 The feature editor shall review the article and return to the writer for rewriting if necessary.
- 5.5 The Feature Editor shall submit the article to the Editor in chief for editing and the latter shall submit the article to the adviser/language critic for final editing and critic.

6. Literary Articles

- 6.1 Any student of the Campus who wishes to publish his/her literary pieces(s) (e.g. poem, essay, short story) can submit his/her work to the Office of the Collegian or any member of the editorial staff.
- 6.2 The Literary Editor shall collect the submitted pieces and shall edit and submit the pieces to the Editor in chief for editing.
- 6.3 After the articles have been edited, it will be passed to the adviser for final editing and approval.

Selection of the Collegian Staff and Other School Publication

A Screening and Selection Panel shall be composed by publication section head, and adviser of student publication to select the junior and senior staff and other staff of the Collegian.

The staff shall be selected through a competitive written and oral examination held on the last week of the second semester for senior staffers, and the third week of the first semester for the rest of the staff.

1. Criteria for Selection of Staff writers

The following criteria are to be used to select the new staff: oral and written examinations, relevant previous experiences, work ethics and values. The same

criteria will be used to designate the old staffers to positions with due consideration to their performance rating in the previous semester/s.

- Point weighted average is by percentage which is as follows:

Written examination	-	40%
Oral examination (personal interview)	-	30%
Relevant previous experience (and/or performance rating)	-	20%
Work ethics and values	-	10%

Total	-	100%

- The following criteria for the oral examination are used to select the student applicants:

Fluency of verbal expression	-	10%
Values/judgment analysis	-	15%
Personality traits	-	5%

2. *Appointment of the Staff*

A work contract is issued to the ranking students in the form of an appointment paper which states the specification of functions of the position in the Editorial Board. The appointment paper is issued to the student by the adviser and head of publication section and duly signed by the student “in conformed” of the conditions stated in the appointment paper.

3. *The Head for Publication/campus paper adviser*

The role of the Head for Publication is as per R.A. 7079. (An Act Providing for the Development and Promotion of Campus Journalism and for other Purposes) and as provided in the description of function.

4. Editorial Board Succession

- 4.1 The associate editor succeeds the editor in chief;
- 4.2 In case of unavailability of the Associate Editor, the Managing Editor may succeed as the Editor in Chief;
- 4.3 If the managing editor is not available, members of the editorial board shall take a qualifying exam to be given by the adviser.
- 4.4 The Editor with highest rank in the examination will automatically be the Editor-in-Chief.
- 4.5 Sections Editors will be selected by the adviser and the Editor-in-Chief.

5. Discipline of Erring Students

All student staffers of the Collegian shall strictly adhere to the Code of Ethics for Student Journalists as spelled out clearly in the ANPE Code of Ethics for Student Journalists, which subscribes to truth, respect, integrity, social service, freedom, common will, dignity and solidarity. Willful and deliberate commission of acts which are offensively personal, which may torment dissension among students or between students and faculty shall be dealt with corresponding punishments as specified in the Rules of Student Discipline.

Funds

The primary source of funding of the official student publication of every campus is the Student Privilege Fee “School Organ/ Publication Fee” (SPF) paid upon enrolment by every student in the University. The said amount is the same for all courses. Money collected from the students shall be under a Trust Fund specifically for the purpose of financing the activities of the students, duly approved by the University officials. Any approved organization of students may derive its funding from:

1. Membership Dues. As may be provided for in the Constitution and Bylaws, the accredited student clubs and organizations may collect a reasonable annual membership fee from its members, provided, however, that payments made for the purpose are duly acknowledged through receipt by the Treasurer of the organization, and provided, however, that all such payments and voluntary contributions of the members, shall be likewise accounted for in accordance with the provisions of the University rules and regulations appertaining thereto.

2. Solicitations. These refer to money collected from advertisements, sales of tickets, or similar fund raising activities. Such solicitations shall be duly approved by the Dean of Student Services, the Faculty Adviser, and the President and Treasurer of the student government/Publication and the university authorities concerned. All such solicitations shall be duly acknowledged through receipt by the soliciting student government or student organization.

3. Management of the Student Trust Fund

The Student Trust Fund shall be managed by the editorial board of the student publication.

4. Collection

The Student Organ SO Fee shall be paid to the Cashier’s Office and shall be kept as Trust Fund of the Collegian/The Tentacles/Pinumbra. Such collection shall be done during the enrolment period, in collaboration with and under the supervision of the university administration. In case that the campus publication editorial board demands to handle the publication fund as provided in R.A 7079, a clerk and financial adviser or book keeper be provided for the smooth operation of the publication. The salary/ honorarium shall be charged to the publication fund.

Publication Office Conduct

- 1.* Articles should be submitted on time.
- 2.* Two successive releases without any contribution will mean termination from the office.
- 3.* Editors and Staff should spend at least two hours of his/her vacant time in the office during school days based on the assigned time.
- 4.* The officer on duty is the one responsible for the cleanliness and orderliness of the office.
- 5.* Anyone who enters the office (editors, staffs, Collegian adviser, and visitors) must sign his/her name on the logbook upon entering and leaving the office.
- 6.* There should be a general office cleaning once a month and every member of the publication must attend.
- 7.* Three consecutive absences from meetings without valid reason will mean termination from the publication.

8. No one is allowed to run for a position in the Student Body Government or other organizations.
9. Being a student journalist, anyone should maintain a good reputation. Anyone who made a scandal in and outside the campus will undergo disciplinary action from the publication depending on the sanction agreed upon by the editors, staff, and the adviser.
10. Non-members are not allowed to use the office supplies and equipment for economic reason and security purposes.
11. If over time is highly needed, every member should render his/her service.
12. In every school activity, every member must be there for his/her awareness and for news gathering purposes.
13. Every member of the publication and the adviser should maintain the confidentiality of all the records specially the controversial issues.

Editorial Board Succession

1. The Associate Editor succeeds the Editor-in-Chief;
2. In case of unavailability of the Associate Editor, the Managing Editor may succeed as the Editor in Chief;
3. If the Managing Editor is not available, members of the Editorial Board shall take a qualifying exam to be given by the adviser, and his/ her performance will be evaluated.
4. The Editor with highest rank in the examination and performed evaluation will automatically be the Editor in Chief.
5. Section Editors will be selected by the adviser and the Editor-in-Chief

ARTICLE VI INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

The Institutional Student Programs and Services Programs are programs and activities offered by the university to facilitate the delivery of essential services to students that include Admission, Scholarship and Financial Assistance, Food, Safety, Security, Housing/Residential Services, Multi- Faith, Foreign/International Students, Services to Students with Special Needs and other programs such as: Culture and Arts, Social and Community Involvement.

Section 26. Admission Services

A. *General Functions of Admission*

The admission section is responsible to assist and admit the students in the different courses offered in the university. It help the university achieve its goals and objectives, especially in attaining its increase in enrolment.

B. *Goals and Objectives of Admission*

1. To screen prospective student both in the undergraduate and graduate level for possible placement in the different courses offered by the university.
2. To assist the incoming students in their choices of courses within the university.

Specific Goals and objectives of Admission

1. To serve and admit prospective clientele who comes to the office.
2. To assist students specially the freshmen in their educational pursuit.
3. To establish good rapport and development good values among students towards higher learning.
4. To assist and guide students to the policies, guidelines and procedures to ensure smooth and efficient admission of incoming freshmen student and transferees.
5. Formulate and implement plans for efficient recruitment and admission of the students in coordination with the different colleges of the university.

C. *Personnel of the Student Admission Unit*

The admission officer works in close coordination with the SAS director, university registrar, college dean and director of external campuses. One Administrative Aide is assigned to the section to help the implementation of the program.

D. *Services of the Admission Unit*

Refers to services that take charge of the processing of student entrance and requirements.

1. Screens freshmen applicants. The Admission Officer and the staff screens the documents submitted by the new entrants;
2. Orients the new entrants on the procedure of enrollment.
3. Familiarizes the new entrants on the procedure of availment of scholarship and financial assistance (Free Tuition).
4. Prioritizes the students who needs immediate assistance, the marginalized and the Persons with Disability (PWD).

E. *Policies and Guidelines of the Admission Services Unit*

University Admission Policy

The prospective enrollee to the university must proceed to the admission section of OSAS to secure the OSAS Form 1 to be presented to the Registrar upon enrolment.

1. Admission Policy for Freshmen (New Entrants)

1. The new entrants to the university must present the requirements for admission to the admission personnel for evaluation. The entrance requirements are the following:
 - 1.1 Must be a High school graduate (Grade 12)
 - 1.2 Must qualify in the Admission Test given by the University
 - 1.3 Must not have enrolled in any college/ university
 - 1.4 Must have completed the other credentials listed below:
 - 1.4.1 Result of Placement Exam
 - 1.4.2 Medical Certificate
 - 1.4.3 Form 138 (HS Card – Original copy)
 - 1.4.4 Certification of Good Moral Character from the school previously attended
 - 1.4.5 Birth Certificate (PSA)
 - 1.4.6 Two (2) pcs ID pictures (2x2)
2. Admission Policy for Transferees from other Schools
 - 2.1 The transferee from other college/ university must present the following requirements to the admission personnel for evaluation:
 - 2.1.1 Certificate of Transfer Credentials from the school previously attended (formerly referred to as Certificate of Honorable Dismissal)
 - 2.1.2 Original copy of Transcript of Records (for evaluation purposes)
 - 2.1.3 Certification of Good Moral Character from the school previously attended
 - 2.1.4 Birth Certificate (PSA)
 - 2.1.5 Two (2) pcs ID pictures (2x2)
3. Transferees from other Campus of the University
 - 3.1 The transferee from other campus of the university must present the following documents to the admission personnel:
 - 3.1.1 Endorsement from the Campus Registrar from the previous campus.
 - 3.1.2 Original copy of Collegiate Records (for evaluation purposes)
 - 3.1.3 Duly accomplished student clearance
 - 3.1.4 Certification of Good Moral Character
4. Admission Policy for Foreign Student
 - 4.1 The foreign student who would like to be admitted to the university must present the following documents to the admission personnel:
 - 4.1.1 Student Visa
 - 4.1.2 University Admission Test
 - 4.1.3 Certificate of Completion of a Secondary Curriculum
 - 4.1.4 Original Transcript of Records
 - 4.1.5 Personal Data
 - 4.1.6 Affidavit of Support
 - 4.1.7 Alien Certificate of Registration (ACR)
 - 4.1.8 Result of TOEFL
 - 4.1.9 Security Clearance from student's embassy
 - 4.1.10 Resident Guarantor of the student's character
 - 4.1.11 Certification of Proficiency in English based on TOEFL score for non- native speakers of English
 - 4.2 The Foreign student applicant must meet all the prescribed requirement of DFA and BI
5. The student applicant, upon completion of all the requirements for admission shall be issued OSAS 1
6. The admission personnel in charge shall enter the name in the SIAS. The student shall be given a student number.

7. The admission personnel in charge shall advise the student to proceed to the Registrar for enrollment.

Section 27. Scholarship and Financial Assistance Services

A. General Functions

The scholarship unit provides our clients with information on the different services, requirements, procedures, fees and timeline; and implements policies and regulations on students' scholarships and grants. It provides opportunity for students to meet costs of education through scholarships and financial assistance.

B. Goals and Objectives of the Scholarship Program

1. To assist students who generally belong to "poor but deserving" group to find ways and means of financial support through scholarships and grants for educational purposes.
2. To scout for possible scholarship grantors (private and government) to deserving students

C. Personnel of the Scholarship Program

The University Scholarship coordinator manned the Scholarships and Financial Assistance Section of the university who reports directly to the Director of Student Affairs and Services (SAS). He/She has a support staff that helps her implement the program.

A counterpart in every campus and college is designated for a close monitoring of scholars who directly report to the University Scholarship Coordinator.

D. Services of the Scholarship Program

The Scholarship Services Program offers the following services to all students of the university:

1. Individual Record
 - The scholarship section maintains pertinent data about the scholars.
2. Information
 - Available scholarships and financial assistance, process of availment, are widely and properly disseminated through orientation/meetings, brochures and postings.
3. Counseling
 - To provide scholars the opportunity to describe their feelings and problems related to their scholarship or financial assistance enjoyed and then to reach decisions and actions that are based on informed choices.
4. Referral
 - Selected cases of scholars will be recommended to professional help-givers.
5. Evaluation
 - Services and extent of accomplishment of the program is being determined. The result helps the personnel in-charge improve the services rendered.

E. Policies and Guidelines on Student's Scholarship Services

E.1. Process of Availment of WPU- Subsidized Scholarship

The policies and guidelines governing the availment of WPU-subsidized scholarship shall be as follows:

All applicants (new and continuing) must fill out application form available at the Office of the Scholarship Section of the university/ campus/college.

1. All applicants (new and continuing) must submit all accomplished forms and requirements for the scholarship being applied for to the Office of the Scholarship Section, Office of Student Affairs & Services.
2. The requirements of the applicants shall be pre- screened by the scholarship coordinator and shall be presented to the Scholarship Committee for final screening.
3. The scholarship committee shall sit en banc to examine the credentials, documents and requirements submitted by the applicants. The committee is composed of the following:

Chair	:	Director of Student Affairs
Co-Chair	:	University Registrar
Members	:	University Scholarship Coordinator University Budget Officer University Accountant Director of External Campuses

4. The list of applicants who qualifies for the scholarships/ financial assistance shall be submitted by the Scholarship Coordinator to the President for approval.
5. Copies of the approved list of scholars shall be furnished to the Accountant, OSAS, WPU-PPC Campus SRO, and Dean of External Campuses.
6. Names not included in the approved list shall not be considered scholar.
7. The deadline for submission of application for scholarship shall be on the following dates:

First semester - Every June 30
Second semester – Every November 30

E.2. Policies and Guidelines of WPU-Subsidized Scholarships

REVISED WPU-SUBSIDIZED SCHOLARSHIPS /FINANCIAL ASSISTANCE

Second Revision
(BOR Resolution No.227 Series of 2015)

A. SCHOLARSHIP PROGRAMS

Academic Scholarship

- a. President's List
- b. Dean's List

B. FINANCIAL ASSISTANCE PROGRAMS

1. Barangay Officials' Dependents / SK Study Grants
2. Tagbanua and Other Outstream Cultural Communities Scholarship
3. Library Educational Assistance
4. Clean and Green Educational Assistance
5. Athletic/Varsity Educational Assistance
6. Performing Arts Educational Assistance
7. Educational Privilege to Children of WPU employees
8. Special Privilege to Children of WPU Early Retirees
9. ROTC Officers Study Grant
10. Supreme Student Council (SSC) President Financial Assistance
11. Mr and Ms WPU Financial Assistance,
12. AFFA (BS Agriculture, BS Fisheries, BS Forestry and BS Agricultural Engineering) (5 slots per course)
13. Educational Assistance to Person with Disability (RA 9442)
14. Educational Assistance to Indigenous People (IPs)
15. Educational Assistance to Children of Solo Parent (RA 8972)
16. Educational Privilege to Dependents of Military Personnel who die or become incapacitated in line of Duty (PD 577)
17. Suki Financial Assistance

Policies And Guidelines

A. SCHOLARSHIP PROGRAMS

ACADEMIC SCHOLARSHIP

Academic Scholarship shall be classified into:

A. President's List

- a class of students whose General weighted average is not lower than z 1.20 and don't have 2.25 grade in any subjects taken

B. Dean's List

- a class of students whose:
 - A. General Weighted Average is within the range of 1.21 - 1.75 and should not have a failing grade in any subjects taken (for on going students)
 - B. a graduate of Agricultural Science High School.
 - C. comprising the top 10 of the graduating class of any public/private High School

Qualifications / Requirements

1. Ongoing student must have a general weighted average of 1.75 and above.

2. Incoming freshman must comprise the top ten (Valedictorian up to 10th honors) of the graduating High School class.
3. Must submit the following documents to support the application:
 - (ONGOING STUDENT)
 - a. Accomplished application form
 - b. Certification of Grades
 - c. Certificate of Good Moral Character
 - d. Certificate of Registration
 - (FRESHMAN)
 - a. Accomplished application form
 - b. Certification from the Teacher In-charge / Principal that he / she graduated with honors from a graduating class
 - c. Certificate of Good Moral Character
 - d. Photocopy of Form 138 or High School Card School
4. Must apply every beginning of semester.

Benefits/Privileges

- A. Presidents List
 1. Free tuition and miscellaneous fees
 2. Allowance of one thousand (1,000.00) per month
- B. Dean's List
 1. Free tuition and miscellaneous fees for Dean's List Class A & B
 2. Free tuition and miscellaneous fees for Valedictorian and Salutatorian
 3. Free tuition for First Honorable mention up to tenth honors

Retention Policies and Guidelines

1. Must maintain the required General Weighted Average of 1.75 and above
2. Commissions of any act of immorality, discourtesy, membership/ involvement in any subversive organization or violation of any provision of the Code of Discipline of Students are grounds for termination of the scholarship.
3. Must renew scholarship every beginning of semester with these credentials:
 - a. Certificate of Grades
 - b. Certificate of Good Moral
 - c. Certificate of Registration

C. Financial Assistance Program

1. BARANGAY OFFICIALS' DEPENDENTS / SK STUDY GRANTS

Qualifications / Requirements

1. A grantee must be a son / daughter of a barangay official who is single, below 21 years old, or an elected Chairman or Kagawad of the Sangguniang Kabataan.
2. The scholarship is limited to two (2) legitimate dependent children of barangay official
3. He/ she must pass the admission requirements of the University.
4. Transferee from other schools may be granted the scholarship provided he/she has not incurred failing grades/ scholarship deficiency during the two preceding semesters.
5. Must enroll only in the following fields: agriculture, and agriculture related agricultural engineering, fisheries, forestry, environment and rural development. courses, not incurred failing grades/ scholarship deficiency during the two preceding semesters.
6. The grantee must sign a contract with the university.
7. The applicant must submit the following documents during enrolment:
 - a. Accomplished application form
 - b. Certification from the Municipal Mayor duly attested by the Municipal Local Government Operation Officer (MLGOO) that the parent is an elected/appointed barangay official (for barangay official's dependents); or a certification from the Punong Barangay duly attested by the MLGOO that the grantee is an incumbent SK Official.
 - c. Form 138/Transcript of Records/Certification of Grades
 - d. Barangay Clearance
 - e. Authenticated Birth Certificate
 - f. Certificate of Good Moral from the school last attended
 - g. Notarized Deed of Undertaking

Benefits / Privileges

1. Free tuition fee
2. Completion of the semestral term in case of termination of office of the sponsor barangay official/SK official.

Retention Policies and Guidelines

The grantee must not be a recipient of any other scholarship.

1. Must carry / enroll the prescribed semestral load requirements set for the course.
2. Must maintain a General Weighted Average of 2.50 exclusive of PE and ROTC/NSTP but must maintain a passing grade for both.
3. He/she must not incurred 5.0 in any subject.
4. Shifting shall be limited only on the prescribed courses and with approval of the Local Scholarship Committee.
5. Leave of absence may be considered on meritorious cases but with approval of the Local Scholarship Committee.
6. The course must be completed within the prescribed number of years as indicated in the curriculum.
7. Scholarship is valid only during regular semesters. Summer classes are not covered by the grant except when it is required in the curriculum.

8. Commissions of any act of immorality, discourtesy, membership/involvement in any subversive organization or violation of any provision of the Code of Discipline of Students are grounds for termination of the scholarship.
9. The grantee must renew his/her scholarship during enrolment. Late renewal is a ground for termination of the scholarship.
10. The grantee must not be a recipient of any other scholarship.

2. TAGBANUA AND OTHER OUTSTREAM CULTURAL COMMUNITIES SCHOLARSHIP

Qualifications / Requirements

A grantee must:

1. Belong to any of the cultural minority groups in Palawan, i.e. Tagbanua, Palaw-an, Batac, Cuyuno, etc. with 100% blood affiliation.
2. Be a graduate of a public or a recognized private high school.
3. Have a general weighted average grade of higher than 85% or its equivalent from the school last attended.
4. Be single.
5. Submit the following documents:
 - a. Letter of application for scholarship
 - b. Certification of tribal affiliation from a Tribal Chieftain or any authorized person
 - c. Certificate of Live Birth
 - d. Certificate of Good Moral Character
 - e. Medical certificate
6. Must be willing to sign a Deed of Undertaking.
7. Not be enjoying other scholarship assistance.

3. LIBRARY EDUCATIONAL ASSISTANCE

Qualifications / Requirements

1. The applicant shall undergo an interview and must undergo apprenticeship in the library work of not less than 20 hours to be evaluated by the Librarian.
2. Must submit credentials to the Librarian and submit the groups' document altogether to the Committee, to wit:
 - a. Accomplished application form
 - b. Certification of Grades
 - c. Medical Certificate issued by the University physician
 - d. Certificate of Good Moral Character
 - e. Certificate of Indigency
 - f. Certificate of Registration
3. Must be willing to sign a Deed of Undertaking

Benefits / Privileges

Free tuition and miscellaneous fees

Retention Policies and Guidelines

1. Must render services in the library with a minimum of 10 hours per week or 50 hours per month.
2. Must not incur failing and incomplete grades except for meritorious reason.
3. Must not be a recipient of other similar educational assistance.
4. Commissions of any act of immorality, discourtesy, membership/involvement in any subversive organization or violation of any provision of the Code of Discipline of Students are grounds for termination of the scholarship.

5. Must renew assistantship every beginning of semester and follow same process in submitting credentials:
 - a. Certificate of Grades
 - b. Certificate of Good Moral
 - c. Certificate of Registration

4. CLEAN AND GREEN EDUCATIONAL ASSISTANCE

Qualifications / Requirements

1. The applicant shall undergo an interview and shall undergo apprenticeship in field work of not less than 20 hours to be evaluated by the In charge.
2. Must submit credentials to the Clean and Green In-Charge and submit the groups' document altogether to the Committee, to wit:
 - a. Accomplished application form
 - b. Medical Certificate issued by the University physician
 - c. Certification of Grades
 - d. Certificate of Good Moral Character
 - e. Certificate of Indigency
 - f. Certificate of Registration
3. Must not be enjoying other similar educational assistance.
4. Must be willing to sign a Deed of Undertaking

Benefits / Privileges

Free tuition and miscellaneous fees

Retention Policies and Guidelines

1. Must render services with a minimum of 10 hours per week or 50 hours per month.
2. Must not incur failing and incomplete grades except for meritorious reason.
3. Must not be a recipient of other similar educational assistance.
4. Commissions of any act of immorality, discourtesy, membership/involvement in any subversive organization or violation of any provision of the Code of Discipline of Students are grounds for termination of the scholarship.
5. Must renew assistantship every beginning of semester and follow same process in submitting credentials:
 - a. Certificate of Grades
 - b. Certificate of Good Moral
 - c. Certificate of Registration

5. ATHLETIC / VARSITY EDUCATIONAL ASSISTANCE

Qualifications / Requirements

1. A bonafide student of Western Philippines University.
2. Physically and mentally fit.
3. To qualify as a varsity player, he should be a winner during the previous year/s, however, those with potential can be included in the list of scholars.
4. Willing to sign a scholarship contract with the university.
5. The applicant / grantee must submit the following documents:
 - a. Certification of Grades
 - b. Certificate of Good Moral Character
 - c. Birth Certificate
 - d. Medical Certificate
- e. Certification and / or recommendation from sports Coach / Director specifying his / her achievements or track records
- f. Certificate of Participation and Awards received (for old scholars)

Benefits / Privileges

1. Free tuition and miscellaneous fees for those who won First, Second, and Third placers in their events / games during Regional and National competitions, to exclude Internet and Development Fees.
2. Free tuition fee for varsity players.

Retention Policies and Guidelines

1. Must achieve significant place / prize in , Regional and National Meets.
2. Must not incur failing and incomplete grades except for meritorious reason.
3. Must follow the policies and regulations governing Athletic / Varsity teams.
4. Must carry a minimum load of 15 and a maximum of 21 units per semester.
5. Must not be involved in any immoral acts and / or violation of pertinent policies of the school and of the government.
6. Scholarship is renewable every semester.

6. PERFORMING ARTS EDUCATIONAL ASSISTANCE

	SLOT
Main Campus	
Himigyaw	20
Combo	5
Theater arts	10
PPC Campus	
Dance Group	10
Choral	10
Orchestra/Marching/Acoustic Band	15
Acoustic Band	5

Qualifications / Requirements

1. A bonafide student of Western Philippines university and must apply for the educational assistance.
2. Must qualify the audition / screening and recommended by the In-charge.
3. Must submit these credentials to the Performing Arts In-charge and submit the groups' document altogether to the Committee :
 - a. Medical Certificate issued by the University physician
 - b. Certification of Grades
 - c. Certificate of Good Moral Character
 - d. Certificate of Registration
4. Must be willing to sign a Deed of Undertaking

Benefits / Privileges

Free tuition and miscellaneous fees

Retention Policies and Guidelines

1. Must show enthusiastic and attend rehearsals regularly.
2. Must participate actively in all the cultural activities of the university.
3. Must perform every First Monday or First Tuesday of the month or during the Monthly Flag Ceremony of the university.
4. Must follow the rules and regulations during practice and presentations.
5. Must not incur failing and incomplete grades except for meritorious reason.
6. Commissions of any act of immorality, discourtesy, membership/involvement in any subversive organization or violation of any provision of the Code of Discipline of Students are grounds for termination of the scholarship.
7. Must renew assistantship every beginning of semester and follow same process in submitting credentials:
 - a. Certificate of Grades
 - b. Certificate of Good Moral
 - c. Certificate of Registration

7. EDUCATIONAL PRIVILEGE TO CHILDREN OF WPU EMPLOYEES

Qualifications / Requirements

1. A grantee must be a legitimate child of any permanent member of the faculty and staff of the university.
2. The applicant / grantee must submit the following documents:
 - a. Certification from HR office that the parent is a WPU employee

- b. Birth Certificate
- c. Form 138 / High School Report Card / Certification of Grades.
- d. Certification of Good Moral Character
- 3. The applicant / grantee must not be enjoying other scholarship grants.
- 4. Must be willing to sign a Deed of Undertaking.

Benefits / Privileges

- 1. Free tuition fee for first child to enroll at WPU
- 2. Free half tuition fee for second child to enroll at WPU
- 3. Free one-fourth tuition fee for third child to enroll at WPU

Retention Policies / Guidelines

- 1. Must carry / enroll the minimum load requirement set for the preferred course.
- 2. Must pass all the subjects enrolled during the term.
- 3. Must finish his / her course within the prescribed number of years for the course.
- 4. Shifting / changing of courses shall be with the prior approval of the Scholarship Committee.
- 5. Must not be involved in any immoral acts or violation of the Student Code of Discipline.
- 6. Scholarship shall be validated every beginning of the semester.

8. SPECIAL PRIVILEGE TO CHILDREN OF WPU EARLY RETIREES

Qualifications / Requirements

- 1. A legitimate child, single and dependent for support from an early of Western Philippines University. An early retiree is a WPU employee who are granted retirement due to health problems, incapacity to perform their functions because of accident, and / or untimely death.
- 2. An early retiree must have served the university for not less than 10 years of continuous service, and 5 years continuous service for untimely death.
- 3. A maximum of two (2) children can avail of the scholarship.
- 4. The grantee must not be enjoying other scholarship grants.
- 5. The applicant / grantee must submit the following documents:
 - a. Certification from HR office on the length of service rendered by the employee
 - b. Birth Certificate
 - c. Form 138 / High School Report Card
 - d. Certificate of Good Moral Character
- 6. Must be willing to sign a Deed of Undertaking.

Benefit / Privilege

Free tuition fee

Retention Policies and Guidelines

- 1. A grantee must carry / enroll the minimum load requirement set for the preferred course.
- 2. A grantee must pass all the subjects enrolled, with not more than one (1) incomplete grade to be completed before the end of the immediate succeeding semester. The moment a grantee obtained a grade of 5.0 at the end of semester, he ceased to be a scholar for the following semester. However, it can be regained

in any semester following a term where passing marks to all subjects taken have been achieved.

3. A grantee must finish his / her course within the prescribed period required for the curricular program.
4. Shifting / changing of courses shall be with the prior approval of the Scholarship Committee.
5. The grantee must not be involved in any immoral acts or violation of the Student Code of Discipline.
6. Scholarship shall be validated every beginning of the semester.

9. ROTC OFFICER STUDY GRANT

Qualifications / Requirements

1. Must be a bonafide student of Western Philippines University.
2. Must be the Corps Commander and staff (S1 to S4) of the unit.
3. The applicant / grantee must submit the following documents:
 - a. Certification of Grades
 - b. Certificate of Good Moral Character
 - c. Birth Certificate
 - d. Position order from the Commanding Officer
4. Must not be enjoying other scholarship programs.

Benefits / Privileges

- a. Free tuition fee for Corps Commander
- b. Half tuition fee free for S1 to S4

Retention Policies and Guidelines

1. The grantee must enroll the minimum semestral load prescribed for the course.
2. Must maintain a general weighted average of 2.5 or better without any failing subjects.
3. Commissions of any act of immorality, discourtesy, membership/involvement in any subversive organization or violation of any provision of the Code of Discipline of Students are grounds for termination of the scholarship.
4. Scholarship is valid only during regular semesters. Summer classes are not covered by the scholarship program.
5. Scholarship shall be validated every beginning of the semester.

10. SUPREME STUDENT COUNCIL (SSC) PRESIDENT FINANCIAL ASSISTANCE

Qualifications / Requirements

1. Must be the elected president of the Supreme Student Council.
2. The applicant / grantee must submit the following documents every semester:
 - a. Accomplished application Form
 - b. Certification of Grades
 - c. Certificate of Good Moral Character
 - d. Birth Certificate

Benefit / Privilege

Free tuition fee

11. MR. AND MS. WPU FINANCIAL ASSISTANCE

Qualifications / Requirements

1. Must be the reigning Mr and Ms WPU.
2. The applicant / grantee must submit the following documents every semester:
 - a. Accomplished application Form
 - b. Certification of Grades
 - c. Certificate of Good Moral Character
 - d. Birth Certificate

Benefit / Privilege

Free tuition fee

12. AFFA (BS AGRICULTURE, FORESTRY, FISHERIES AND AGRICULTURAL ENGINEERING) SCHOLARSHIP

SLOT: 5 for each course per year

Qualifications / Requirements

1. Incoming/transferee/shifter students who are willing to take agriculture-related courses such as BS Agriculture (BSA), BS Forestry (BSF), BS Agricultural Engineering (BSAE) and BS Fisheries (BSFisheries) with a general weighted average of 80 or its equivalent.
2. Must pass the qualifying examination given by the university.
3. Must apply for the scholarship upon enrolment. The applicant/grantee must submit the following documents:
 - a. Accomplished application form
 - b. Form 138 or High School Card
 - c. Authenticated Birth Certificate
 - d. Certificate of Good Moral Character
 - e. Certificate of Registration
4. Must be willing to sign a Deed of Undertaking

Benefits / Privileges

Free full tuition and miscellaneous fees

Retention Policies and Guidelines

1. Must maintain a General Weighted Average of 2.5 exclusive of PE and ROTC/NSTP provided with a passing grade in both.
2. Must not incur incomplete and failing grades except for meritorious reason.
3. Commissions of any act of immorality, discourtesy, membership/involvement in any subversive organization or violation of any provision of the Code of Discipline of Students are grounds for termination of the scholarship.
4. The student should refund scholarship cost if he/she decided to shift to a different course not mentioned in this scholarship program or transfer to another college or university.
5. Summer classes are covered by the scholarship provided it is prescribed in the curriculum.
6. Must renew scholarship every beginning of semester with these credentials:
 - a. Certificate of Grades
 - b. Certificate of Good Moral
 - c. Certificate of Registration
7. Must not be enjoying other similar scholarship.

13. EDUCATIONAL ASSISTANCE TO PERSON WITH DISABILITY

(RA 9442) SLOT: Unlimited

Qualifications / Requirements

1. A grantee must be a person with disability.
2. The applicant must submit the following documents upon enrollment:
 - a. Accomplished application Form
 - b. Certification of Disability from the Department of Social Welfare & Dev't (DSWD)
 - c. Medical certificate from the University Physician
 - d. Authenticated Birth Certificate
 - e. Certificate of Good Moral Character
3. Must be willing to sign a Deed of Undertaking.

Benefits / Privileges

Free tuition and miscellaneous fees

Retention Policies and Guidelines

1. Enroll and carry the load requirement per semester.
2. Maintain a general weighted average grade of 2.5 exclusive of PE and ROTC/NSTP but must maintain a passing grade in both.
3. Must not incur incomplete and failing grades.
4. Must not shift from one course to another or drop or leave without prior approval of the scholarship Committee.
5. Commissions of any act of immorality, discourtesy, membership/involvement in any subversive organization or violation of any provision of the Code of Discipline of Students are grounds for termination of the scholarship.
6. Must complete the course within the prescribed number of years in the approved curriculum of the college.
7. Must renew his/her educational assistance every beginning of semester.
8. Must renew assistantship every beginning of semester with these credentials:
 - a. Certificate of Grades
 - b. Certificate of Good Moral
 - c. Certificate of Registration

14. EDUCATIONAL ASSISTANCE TO INDIGENOUS PEOPLE (IPs)

SLOT: 8 for the whole university at a time

Qualifications / Requirements

1. The applicant must be an indigent with an annual income of not more than 60,000.00.
2. Have a General Weighted Average grade of higher than 85% or its equivalent from the school last attended.
3. Must be single.
4. Must undergo interview.
5. Must comprise the top 8 applicants.
6. The applicant must apply and submit the following credentials:
 - a. Accomplished application Form
 - b. Certification of Indigency
 - c. Certificate of Live Birth
 - d. Certificate of Good Moral Character
 - e. Medical certificate
7. The applicant must sign a Deed of Undertaking.
8. Must not be enjoying other similar financial assistance.

Benefits / Privileges

Free tuition and Miscellaneous fees

Retention Policies and Guidelines

1. Enroll and carry the minimum load requirement in a degree course per semester.
2. Must maintain a General Weighted Average of 2.50 exclusive of PE and ROTC/NSTP but must maintain a passing grade for both.
3. Must not shift from one course to another or drop or leave without prior approval of the scholarship Committee.
4. Commissions of any act of immorality, discourtesy, membership/involvement in any subversive organization or violation of any provision of the Code of Discipline of Students are grounds for termination of the scholarship.
5. Must renew educational assistance every beginning of semester with these credentials:
 - a. Certificate of Grades
 - b. Certificate of Good Moral
 - c. Certificate of Registration

15. EDUCATIONAL ASSISTANCE TO CHILDREN OF SOLO PARENT

(RA 8972) SLOT- 8 for the whole university at a time

Qualifications / Requirements

1. Must be a son/daughter of a Solo Parent who is dependent for support, unmarried, unemployed and not more than twenty-one (21) years of age.
2. The applicant must submit the following documents upon enrollment:
 - a. Accomplished application form
 - b. Certification of Solo Parent from the Department of Social Welfare & Dev't (DSWD)
 - c. Medical certificate from the University Physician
 - d. Authenticated Birth Certificate
 - e. Certificate of Good Moral Character
3. The applicant must sign a Deed of Undertaking.

Benefit / Privilege

Free tuition fee

Retention Policies and Guidelines

1. Enroll and carry the load requirement per semester.
2. Must not incur incomplete and failing grades.
3. Must not shift from one course to another or drop or leave without prior approval of the scholarship Committee.
4. Commissions of any act of immorality, discourtesy, membership/involvement in any subversive organization or violation of any provision of the Code of Discipline of Students are grounds for termination of the scholarship.
5. Must complete the course within the prescribed number of years in the approved curriculum of the college.
6. Must renew scholarship every beginning of semester with these credentials:
 - a. Certificate of Grades
 - b. Certificate of Good Moral
 - c. Certificate of Registration
7. Must not be enjoying other similar financial assistance.

16. EDUCATIONAL PRIVILEGE TO DEPENDENTS OF MILITARY PERSONNEL WHO DIE OR BECOME INCAPACITATED IN LINE OF DUTY (PD 577)

SLOT- 8 for the whole university at a time

Qualifications / Requirements

1. A grantee must be legitimate dependents of Military Personnel who die or become incapacitated in line with duty.
2. The applicant must submit the following documents upon enrollment:
 - a. Accomplished application form
 - b. Certification that the applicant is a dependent of Military Personnel from DND who die or become incapacitated in line with duty
 - c. Medical certificate from the University Physician
 - d. Authenticated Birth Certificate
 - e. High School card for Freshman and Certification of Grades for on going college student
 - f. Certificate of Good Moral Character
3. The applicant must sign a Deed of Undertaking.

Benefit / Privilege

Free tuition fee

Retention Policies and Guidelines

1. Enroll and carry the load requirement per semester.
2. Must not incur incomplete and failing grades.
3. Commissions of any act of immorality, discourtesy, membership/involvement in any subversive organization or violation of any provision of the Code of Discipline of Students are grounds for termination of the scholarship.
4. Must complete the course within the prescribed number of years in the approved curriculum of the college.
5. Must renew assistantship every beginning of semester with these credentials:
 - a. Certificate of Grades
 - b. Certificate of Good Moral
 - c. Certificate of Registration
6. Must not be enjoying other similar financial assistance.

17. SUKI FINANCIAL ASSISTANCE

Qualifications / Requirements

1. Must be the third child onwards studying at Western Philippines University and whose first two siblings were holders of bachelor's degree from the university.
2. Must apply for financial assistance upon enrolment.
3. The applicant must submit the following documents upon enrollment:
 - a. Accomplished application form
 - b. Authenticated Birth Certificate
 - c. High School card for Freshman and Certification of Grades for on going college student
- d. Certificate of Good Moral Character
4. Must be willing to sign a Deed of Undertaking.

Benefit / Privilege

Free tuition fee

Retention Policies and Guidelines

1. Enroll and carry the load requirement per semester.

2. Must not incur incomplete and failing grades.
3. Commissions of any act of immorality, discourtesy, membership/involvement in any subversive organization or violation of any provision of the Code of Discipline of Students are grounds for termination of the scholarship.
4. Must complete the course within the prescribed number of years in the approved curriculum of the college.
5. Must renew scholarship every beginning of semester with these credentials:
 - a. Certificate of Grades
 - b. Certificate of Good Moral
 - c. Certificate of Registration
6. Must not be enjoying other similar financial assistance.

Section 28. Food Services

A. General Functions

Western Philippines University Cafeteria is responsible for providing basic food services to students and WPU employees. The University encourage the None Academic Personnel (NAPO) and Multi-Campus Faculty Association (MCFA) to operate a canteen also as a venue of food services to students and WPU employees.

B. Goals and Objectives

Goal: *To satisfy at least 90% of the consumers by giving them nutritious foods at reasonable price*

Objectives:

1. To provide nutritious at reasonable price food for the students, WPU employees and guest; and
2. To ensure a variety of food available for breakfast, lunch dinner and snacks of the students, WPU employees and guest.

C. Personnel of the student service unit

WPU Cafeteria is supervised by Project In-Charge who report directly to the Director of IGP/Auxiliary and coordinate closely with the Director of Students Services.

The Cafeteria project In-Charge supervises several people who provide food services to the university.

D. Services of the unit

Cafeteria

1. Offers meals and snacks to WPU students, employees and guest daily from Monday to Friday and Saturday if needed.
2. Provides catering services to trainings and seminars as well as parties and reception. These are carried out in coordination with the person In-Charge of the Training Center and the gymnasium. Small group are accommodated in the Air-con Room of Cafeteria.
3. Rent out Canteen facilities (mono block chairs and tables) to interested persons for non-official activities.
4. Available Function Rooms at the University Cafeteria.
5. Dining Hall with seating capacity of 100 pax
6. Air-con Function Room with seating capacity of 30 pax

E. Policies and Guidelines

Cafeteria Rental

1. University Organization of Faculty, Staff and Students who are willing to occupy stall inside the cafeteria must secure an approved letter to the WPU President.
2. There must be a notarized stall lease of contract signed by the WPU President as the lessor and the lessee, stipulating their responsibilities.
3. The lease of contract is renewable every semester, however the lessee must execute a letter of intent (LOI) to the President if they are still willing to renew after expiration of their lease contract.
4. The lessee must register the business name with the Department of Trade and Industry (DTI) and pay the necessary taxes, business permit and licenses before starting its operation.
5. The lessee is responsible for the payment of electricity and water bill.
6. The lessor will provide the building with plastic chairs and tables; however the lessee will replace the items in case of damage and loss.
7. Maintain cleanliness and orderliness in their respective areas. The lessee will be the one to dispose their garbage.
8. The stall rental with a value of Php 300.00/m² as the floor price/stall per month. It shall be paid by the lessee to the University Cashier not later than every 5th of the month. And the photocopy of Official Receipt of payment will be submitted to WPU IGP/Auxiliary Director. One month advance and one month deposit will be imposed.
9. The lessee will provide their own cabinet, utensils, and other tools related to their operations.
10. Observance of dress code
Male: White T-shirt, long pants , rubber shoes and hairnet
Female: White T-shirt, long pants , rubber shoes/sandals and hair net

Facilities Rental

Tables / Chair rental and others

1. Chairs and Tables (set) P 80.00 (1 plastic mono block table @ P50.00 and 6 chairs @ P5.00 each)
2. Set cover at the training center (P20.00/piece)
3. Mattress and linens (P100/set)
4. Any damaged rented (chairs and tables, etc.) be replaced by the borrower.
5. A penalty will be charged for not returning on time.
6. A gate pass is issued before the equipment rented is taken out
7. Rental during school days is not allowed.
8. Activity of the WPU students and church is free of charge.

(Approved by Admin Council last Aug. 19, 2013)

Section 29. Health Services

A. *General Functions of the Health Services*

The Health Services Division aims to promote health of students and school personnel of Western Philippines University by providing comprehensive and quality health care. It is intended to prevent health problems that could hinder students' learning and performance of their developmental task and to assist teaching and non-teaching personnel to cope with actual and potential stresses in relation to their work and work environment.

WPU has seven (7) existing health facilities, the University Infirmary at the Main Campus, Campus Clinic at Puerto Princesa City and five (5) First Aid Stations in the different External Campuses (Quezon, Rio Tuba, El Nido, Busuanga, and Culion). The University Infirmary operates as 10-bed capacity with a physician, dentist, nurse, medical-dental aide, and instructor/nurse that caters to the health and welfare of the students and school personnel as a whole. The Campus Clinic in Puerto Princesa City is manned by a campus nurse on a daily basis with the assistance of student volunteers (Medical Emergency Response Team). Each First Aid Station have first aid officers that offers emergency medical assistance.

Every student deserves to be as fit and as healthy as possible to gain maximum benefits from his/her education. It is the primary concern of the Office of Student Affairs and Services (OSAS) to coordinate with the Health Services Division on the Medical and Dental Programs to ensure the well-being of the students. This is to maintain their physical, mental and social health for their personal and professional growth. Hence, health is considered as an important resource in education.

B. *Goals and Objectives*

With the changing health care landscape, the Health Services Division aims to use various tools and procedure necessary to deliver basic health services. Specifically, it aims to:

1. Implement the University Medical and Dental Health Program;
2. Regularly assess and screen the health and nutritional status of the students and school personnel;
3. Treat/manage common ailments, attend to emergency cases and refer when necessary;
4. Conduct health education and counselling in coordination with the Office of Student Affairs and Services;
5. Monitor the general health status of the campus through generating monthly health report;
6. Conduct regular monitoring of the campus cleanliness and sanitation to increase social awareness on communicable diseases; and
7. Facilitate active student participation by organizing Medical Emergency Response Team and conduct necessary training to strengthen their abilities as volunteer first aiders during school-initiated activities.

C. *Personnel of the Health Services Unit*

The following are the concerned personnel for Health and Services:

University Physician

1. Supervise and manage the activities of the University Infirmary and its personnel.
2. Act as health consultant to all university personnel, students and people from neighboring communities.
3. Treat medical and minor physical cases.
4. Prescribed and administer medicines to the patients.
5. Conduct physical and medical examinations to students, faculty and staff

6. Issue medical certificate upon request.
7. Prepare plans and programs for the effectively and efficiency of medical services of the University Infirmary.

University Dentist

1. Conduct dental check up to enrolling students, faculty and staff.
2. Treat students with regards to dental problems.
3. Perform dental extraction and oral prophylaxis.
4. Manage the dental unit/equipment of the university.

University Nurse

2. Assist the University Physician and Dentist in giving health examination to the students, faculty and staff and give necessary instructions to them.
3. Assist the University Physician during minor surgical operations.
4. Carry out the doctor's order diligently and dispense medicines as ordered by the University Physician.
5. Assess health needs of students, faculty and staff including its dependents and OPD's as needed.
6. Provide first aid services and nursing care.
7. Monitor blood pressure of students, faculty and staff regularly.
8. Administer drugs prescribed by the University Physician.
9. Accomplish reports and records pertaining to community nursing activities.
10. Conduct blood typing determination.

D. Services of the Health Services Unit

1. *Daily Consultation*

1.1 The school personnel and students can visit the University Infirmary, Campus Clinic, and First Aid Stations to avail the services thereto offered by the facility primarily for consultation on matters that ailed them physically, mentally, or socially. This is done on daily basis unless there are school-initiated activities.

2. *Pre-enrolment Medical and Dental Examination*

2.1 Freshmen and transferees are required to submit themselves for medical and dental examinations to be administered by the Health Services Division personnel prior to enrolment. This aims to discover the signs of illness and physical defects in order to correct them, check on the health habits of students, and prevent the progress of those which cannot be corrected. This is also to ensure the students to be fit and as healthy as possible to gain maximum benefits from their education.

3. *Blood Pressure Measurement and Nutritional Assessment*

3.1 Measuring and monitoring of blood pressure is very common procedure to determine an individual has underlying illness. Students and school personnel are encouraged to visit the clinic and check their blood pressure.

3.2 Height and weight measurement is a procedure for evaluating the tallness or the shortness and the heaviness of the student. Body Mass Index (BMI) is computed which is the most acceptable parameter and the simplest way to determine the nutritional status of the school population.

4. *Campus Visits/Medical Mission to External Campuses*

4.1 Every first (1st) and third (3rd) Wednesday of the month, the University Physician and University Dentist conduct medical and dental consultation to Puerto Princesa Campus Clinic. In every External Campus, the medical team conducts medical mission at least once every school year. The students which were diagnosed with health problems during daily consultation are referred to

the University Physician for further management. The University Dentist on the other hand, conducts dental extraction and oral prophylaxis for students and school personnel who needed dental management. The University Nurse conducts health education during the visit.

5. *Blood Typing Determination*

5.1 This promotes and encourages voluntary blood donation by the students and school personnel and to instil public consciousness of the principle that blood donation is a humanitarian act. The students and school personnel visit to determine their blood type on scheduled date. This also mobilizes the clinic to have a list of "Walking Blood Donors." They will be on the list with their blood type. They will not be extracted immediately and stored. This will be required only when need arises.

6. *Health Education and Awareness Campaign*

6.1 The Health Services Division personnel take every opportunity to talk on health related topics both in formal and informal settings. It is a great privilege to help improve the health knowledge and the behavior of students and school personnel and help enhance the quality of their lives by the way of planning and conducting training programs or lectures on health. The Healthcare personnel can act as a resource person on any health related activities and can disseminate to teachers health messages and health assessment findings and their prevention and control during meetings.

E. Policies and Guidelines

Enrollment

1. All freshmen and transferees are required to undergo medical and dental examination upon enrolment.
2. They must pay the amount of Php 50.00 for the Cashier's Office as approved by the WPU Board of Regents under Resolution No. 170 Series of 2007.
3. All male enrollees should be in prescribed haircut. Earrings are not allowed.
4. All female enrollees must submit themselves for abdominal and breast examinations when necessary by a female nurse.
5. Colored nail polish is not allowed. Nails must be trimmed short.
6. Enrollees with tattoo mark must submit clearances from their respective locality (Barangay, Police and Judge Clearances).
7. All enrollees must submit the following:
 - 7.1 One (1) 2x2 ID picture;
 - 7.2 One (1) accomplished Student Health Inventory Record
 - 7.3 Pregnant enrollees must submit medical clearance/certificate from their obstetrics-gynecology doctor stating that they are fit to continue their studies and must present a pre-natal visit card from Barangay Health Center, hospital or private clinic. In addition, they will submit notarized waiver from their husband or parents. If their expected date of confinement/delivery is within the semester, they will be referred to the University Physician, to their department and to OSAS.

Clinic Visit/Consultation

1. Waiting Time. Give priority number to client.
2. Implement "First Come, First Serve" policy except for emergency cases.

Registration/Admission

1. Greet client upon entry and establish rapport.
2. Prepare the record for new client or retrieve records for old clients.
3. Elicit and record the client's chief complaints and clinical history.

4. Perform a physical examination on the client and record it accordingly.
5. Triage
6. Manage all common ailments.
7. For all other cases which have no potential danger, treatment or management is initiated by the nurse to do own nursing diagnosis and then refer to University Physician for medical management.

Clinical Evaluation

1. The University Physician will validate clinical history and physical examination.
2. Inform client on the nature of illness, the appropriate treatment and prevention, and control measures.

Laboratory and Other Diagnostic Examinations

1. Identify a designated referral laboratory when needed.

Referral System

1. Refer the client if needed further management following the two-way referral system.
2. Accompany the client when an emergency referral is needed.

Prescription/Dispensing of Medicine

1. Give proper instruction on drug intake as to dosage, time, frequency and precautions.
2. Students will be given priority to medication. Others will be given initial dose only.

Health Education

1. Conduct one-on-one counseling with the client.
2. Reinforce health education and counseling messages.
3. Give appointment for the next visit.

Releasing of Medical Clearance and Certificate

Medical Certification Fee (Php 50.00 as approved by the administrative council dated November 25, 2003)

Coverage:

1. issuance of driver's license and food vendor permit,
2. scholarship grants,
3. admission or examination requirement for other institutions,
4. maternity leave and sick leave for absence more than thirty (30) days,
5. employment, reappointment, renewal, or reinstatement,
6. Membership to organizations and groups.

Absences due to Sickness

1. Only those individuals who consulted and have medical record of present illness will be given medical certificate.
2. Absences due to illness more than one month will pay medical certification fee before the issuance and/or signing medical certificate.
3. Medical certification for absences due to illness of any duration requested by other private or government employee must secure official receipt before issuance and signing of medical certificate.
4. On-the-Job Training (OJT) and other Related Activities
 - 4.1 They must pay the amount of Php 50.00 for the Cashier's Office.
 - 4.2 He/She must submit laboratory results:
 - 4.3 complete blood count,

- 4.4 routine urinalysis, and
- 4.5 pregnancy test (for women)
- 4.6 Students must fill out medical certificate form and annual student health record.
- 4.7 They must submit themselves for physical examination by the University Physician for the issuance of medical certificate.

Pregnant Students

- 1. *Female student* who admits that she is pregnant or found to be pregnant on a test with the Expected date of confinement/delivery (EDC/EDD) not within the semestral period will be allowed to enroll and/or undergo OJT and related activities provided that:
- 2. The student and her parents know and understand the risks of being a pregnant individual.
- 3. The student and her parents know and understand that pregnancy is not an illness but a result or consequence of an action. Therefore, absences due to it is not an excuse.
- 4. The student must submit medical clearance from their obstetrics-gynecology doctor stating that she is fit to continue her studies and a notarized parental waiver (or consent).
- 5. Pregnant student with EDC/EDD within the semestral period will not be allowed to enroll and/or undergo OJT and related activities. She will be recommended to apply for a **special leave of absence (LOA)** at the OSAS due to pregnancy of not less than one (1) semester to one (1) school year.

Health and Sanitation

- 1. All food establishments (canteen/cafeteria/kiosk) must abide with the existing sanitation code of the Philippines. All food vendors (ambulant/food handler) must get campus permit which include medical clearance and medical certification fee. They must wear their prescribed uniform or clean clothes.
- 2. All food vendors (food service workers/food handlers) must submit themselves to medical examination and should secure medical certification every start of school year.
- 3. No selling of cigarette, liquor, or junk food inside the campus. Cigarette smoking is strictly prohibited inside the campus.
- 4. Health Services Division personnel have the authority to report or recommend to the management any findings for improvement of health and sanitation around the campus.

Others

- 1. No consultation during student activities like ground improvement, symposium, seminars and sports activities except for emergency cases.

GENERAL REGULAR ACTIVITIES

1. *Pre-enrollment Medical and Dental Examination*

Freshmen and/or transferees are required to submit for medical and dental examinations to be administered by the Health Services Division personnel prior to enrollment to determine physical deficiencies, communicable diseases possessed by these students or whether they are physically and mentally fit for higher learning.

2. *Medical and Dental Missions*

Medical and Dental Missions to External Campuses (El Nido, Busuanga, Culion, Quezon External Campuses and Rio tuba and Canique Taytay Extension Schools) are scheduled by the medical personnel in coordination with the Dean of Community College. Medical check-up, blood

typing determination and blood pressure monitoring as well as dental extraction, check-up and oral prophylaxis are among the main tasks of the medical mission. This activity is done once a year.

3. *Regular Campus Visit to Puerto Princesa Campus*

Medical and dental check-up to students and employees of the WPU Puerto Princesa City Campus is scheduled every 1st and 3rd Wednesday of the month. A campus nurse was assigned in the clinic to attend to the medical needs of the students and employees

4. *School Personnel Blood Pressure Monitoring*

Monitoring of blood pressure to faculty and staff is done every Monday at administration building. The objective of this activity is to closely monitor the blood pressure of the employees in order to closely monitor and prevent the risk of hypertension and other related diseases.

5. *Visitation to Student Dormitories, Cafeterias, School Canteens and University Comfort Rooms*

The medical team conducts regular visit to student dormitories to monitor the living condition of the students and to ensure the safety and sanitation of their living place. Visitation to school canteens and cafeteria are also being done to monitor its cleanliness and sanitation.

All comfort rooms in the campus are also being monitored by the medical personnel. Health and sanitary inspection report is periodically done and recommendations are submitted to the administration for proper action.

6. *Health Teaching and Health Education Program*

Lecture on mass de-worming and actual distribution of deworming drugs to elementary and high school students is done yearly. Other lectures like Nutrition, Personality and good grooming, drug abuse, Human sexuality and HIV-Aids awareness is being undertaken.

7. *Evaluation and Reporting*

Monthly summary of the services done is being monitored. Evaluation and reporting of the accomplishments of services is done every end of the semester to determine the number of students, faculty and staff that were given medical and dental services.

Section 30. Safety and Security Services

A. General Functions

Safety and Security Services refers to the provision of a safe and secure environment and that of the academic community and the implementation of the University Safety Management Policy and University Security Plan whose primarily focused in the promotion of safety and security of the environment in the workplace, study area, laboratory and offices through identification, prevention and suppression of all type of security vulnerability and hazard.

The University Supply Office Safety and University Security Department shall be responsible in monitoring and enforcement of the University Safety and Security guidelines as describe in the provision present in the Student Handbook.

B. Goals and Objectives

The University Safety and Security Services Management aims to:

1. To put into effect all laws, rules and regulation in accordance to the provision under the University Safety Management Policy and Security Plan.
2. To promote and enforce Safety that adhere the Occupational Safety and Health Standards (OSHS) for a safe and environment friendly campus.
3. To ensure screening and hiring of competent qualified licensed Security Personnel in accordance to the provision under Personnel Recruitment Qualification of the WPU Security Plan.
4. To ensure safe accessible means of egress for persons with disabilities in accordance with the Implementing Rules and Regulation of BP#344 (Accessibility Law), and ensure that all building strictly comply with provisions under the Building Code and Fire Code of the Philippines and make safe of the environment by following DENR Environmental laws.
5. To promote and implement procedures in response to different calamities under the WPU Disaster Risk Reduction Plan in accordance with R.A. 10121 otherwise known as Philippine Disaster Risk Reduction and Management Act of 2010.
6. To conduct quarterly earthquake and fire drill and other disaster response simulation as part of the contingency plan under the provision in the WPU Security Plan in compliance with R.A 10121 which involving majority of the students, faculty and staff.
7. To promote and conduct crime prevention mitigation and safety awareness program to students, faculty and staff

C. Personnel of the student service unit

The University Safety and Security Services is handle by a committee chaired by the _____, The committee is composed of the Supply Officer, Safety Officer, Physical Plant Supervisor, Health Services Director, and Chief Security Officer, representative from administrative staff, faculty association and students.

D. Services of the unit

The University Safety and Security Management Program

E. Policies and Guidelines

Section.1. Faculty/Staff/ Students and Visitors

1. Require all to wear IDs at all times and wear prescribed uniform per memorandum order for faculty/staff and per curricular programs for students. Freshmen are given about one month to comply with this requirement after June enrollment.
2. Entrance will be denied to students and other visitors which pose a threat to campus peace and order, security and safety.

3. Outsiders with no official business must be denied of access.
4. Selling of goods/services thru peddling/roaming around offices/classrooms/premises is prohibited.
5. Unauthorized persons in all offices are prohibited from 6:00 PM to 6:00 AM. Employees and students working within the prohibitory period must have an approved request.
6. Curfew hours must be observed by all students, faculty and staff especially those living inside the campus.

Section. 2. ***Traffic Rules and Regulations***

1. NO WPU sticker gate pass no entry.
2. Removal/loss of color coded gate pass motorcycles, tricycles and other private vehicle will be checked and be given three days to produce the or else they will be restricted to enter the campus.
3. Only drivers with professional license are authorized to conduct passengers inside the campus and holders of Non-Professional Driver's license are authorized to enter and convey their commuter.
4. Proper dress code (T shirt, pants and shoes) for tricycle driver and motorcycle driver are encourage to wear shoes. Any traffic violation of tricycle for hire, motorcycle and other private vehicle inside the campus will be sanctioned. All motorized vehicle, tricycle and motorcycle must observe and obey traffic rules and regulations. All drivers caught under the influence of liquor while driving is prohibited. Likewise drivers under the influence of liquor will not be authorized to enter the campus.
5. Minors are not allowed to drive motorcycle or tricycle inside the campus.
6. Speed limit of vehicles (with driver's license) is limited to 15kph.
7. All motorcycles that have more two back riders are not authorized to enter WPU Campus.
8. All tricycles and motorcycles that have a noisy muffler (Tambutso) are not authorized to enter WPU campus.
9. Vehicles are granted exit upon surrender of official trip tickets, visitors gate pass, otherwise, appropriate entries must be made in the logbook.
10. Mandatory visual inspection must be made on outgoing public and private vehicles.
11. All vehicles carrying University properties must secure gate pass from the Supply Office and appropriate logbook entries must be made at all times.

Section. 3. ***Building Security and Safety***

1. Security personnel on duty must inspect and monitor all buildings within the campus premises. Turn off lights, electric fans, air cons in unoccupied rooms. If room are close inform college/staff in-charge immediately. Ensure such most especially during power failures and during weekends & holidays.
2. Maintain street lights and security lights from 7:00 PM to 6:00AM depending on the prevailing weather conditions.
3. Secure chairs, tables and other movable properties.
4. Custody of duplicate of keys to offices and classroom must be deposited with the Supply/Property Officer. Mobile keys are the custody of designated personnel which must be monitored thru a logbook by the Security personnel at the gate or admin desk security personnel.
5. Assist and safeguard guest especially those housed at the Guest House.
6. Submit report any hazards, busted lighting features, security vulnerabilities to the head of department concern

Section 4. ***School and Office Safety***

1. *Indulging in horseplay during work hours shall be prohibited.*
2. Pointed bladed instruments shall be kept in proper storage immediately after use.

3. No intoxicating liquor shall be introduced or consumed at school campus and working place. Student found intoxicated condition, or carrying intoxicating liquor on the campus¹ will be subjected to disciplinary action.
4. Always obey safety signs placed throughout campus, work area.
5. Never carry caustic or other dangerous chemicals in open containers. Wear suitable eye protection and safety apparel.
6. If the light should fail in unfamiliar areas or elevated places keep to the wall or handrail, feel your way step by step.
7. No breakable /heavy objects shall be left on the edge of desks or tables where can easily fall.
8. When carrying a stack of material, be sure you can see over and around it when walking through the office/classrooms.
9. When going downstairs always use handrail, walk do not run.
10. Office machines and equipment shall be operated only by authorized personnel.
11. Desk and file cabinet drawers shall be fully closed at all times, because these are tripping hazards.
12. Turn off all electrical equipment, lights office machines shall be disconnected during office breaks, after office hours and or when not service.
13. Only electrical cords in good condition shall be used.
14. Ladders or stands shall be used when reaching high storage.

Section 5 ***Fire Awareness and Prevention***

1. No SMOKING Policy of the University shall be enforced at all times.
2. No BURNING Policy of the university shall be enforced, As per Memorandum Circular No. 02, S. 2000. Page 2, No3.
3. Flammable liquid shall be removed from the work place before lighting a torch.
4. Creating sparks or flames while changing electric storage batteries shall be prohibited.
5. Using open flames in “No Smoking” areas shall be prohibited.
6. When working with highly combustible materials, possible sources of ignition shall be eliminated and fire extinguishing equipment shall be made available.
7. All transient combustible materials, including those stored in approved containers shall be monitored.
8. Combustible materials within 35 feet radius of the immediate area shall be removed and or shielded properly, when activity involves open flame work.
9. Blocking of fire exit doors, windows, ladder ways is prohibited. It must not be locked and exit routes must be easily accessible.

Portable Fire Extinguisher

1. Extinguishers shall be kept in their designated places and if they are removed for refilling/repair it shall be replaced with same type and capacity.
2. Durable inspection tags shall be attached securely to each extinguisher showing the servicing data properly recorded and signed by the designated safety officer.
3. Fire extinguishers shall be installed in installed in strategic locations at all times. Further, it shall never be used as door stopper.
4. Tampering of markings, tags and other emergency Instructions labeled on all fire protection equipment’s shall be prohibited.
5. Unauthorized use of fire extinguisher shall be prohibited.

Fire Hydrants, Fire Hoses And Accessories

1. Fire hydrants, fire hoses and accessories shall be kept in good condition. They shall be used properly and only for the purpose for which they are intended.
2. Fire hose installed at yard hydrant shall be kept in a well-ventilated fire hose cabinet properly locked and marked “FOR FIRE USE ONLY”.

3. Inspection and or testing of fire hydrants, fire hoses and accessories shall be conducted at least once a month by designated safety officer. Defective items shall be replaced immediately.
4. Opening/tampering of hydrant valves, hose valves, fire alarm buttons, etc. shall be prohibited.

Section 6 *Vehicular and Traffic Safety*

1. Driving WPU vehicles without valid LTO license and approved Trip ticket shall be prohibited.
2. Driving under the influence of liquor, narcotics and or sleep Inducing shall be prohibited.
3. Loading beyond capacity and allowing staff, faculty or student to ride on running boards, fenders, tailboards or any external parts of the vehicles shall be prohibited.
4. WPU vehicles shall be used only for official business.
5. Daily inspection/ checkup shall be conducted on the vehicle by its assigned driver.
6. Reporting of vehicular accidents within 24 hours after occurrence shall be enforced.
7. Trip tickets shall be issued to authorized/ official WPU drivers.
8. Before driving/ using a newly repaired vehicle, a clearance from the head of motor pool department shall be issued.
9. National and local traffic laws and ordinances shall be observed at all times.
10. When driving inside the campus observed prescribed speed limit, and regulations shall be imposed.

Good Housekeeping

1. No Littering Policy of the University shall be enforced At all times, as per Memorandum Circular No. 02,S.2000, Dispose and segregate waste into biodegradable and non-biodegradable waste, Designated labelled garbage cans are strategically located within the campus.
2. Rubbish shall be segregated and shall be brought to the waste segregation management section for proper disposal.
3. Broken glasses, spilled liquids and other unwanted materials shall be swept, wiped and disposed of properly.
4. Oil soaked and paint saturated rags, papers and other combustible shall be removed from work areas and disposed of be secured.
5. All passageways leading to building exits, stairways, wash rooms, fire extinguishers, and electrical controls shall be lighted adequately and shall be kept free from obstructions at all times.
6. The pouring of flammable liquids, corrosive chemicals and compounds which produce toxic fumes or odors into the sinks, sewers and or drainage systems, shall be prohibited.
7. Work areas shall be provided with waste or trash drums/can in appropriate places.
8. Appropriate safety signs and barricades shall be provided in Hazardous areas.
9. Bulletin boards shall be kept clean and orderly.
10. Defective bowls, fittings and other fixtures of restrooms shall be repaired immediately.
11. All loose objects that may involve stumbling hazards shall be removed immediately, especially or in the vicinity of passageway, stairway.
12. Protruding nails, bars shall be pulled out or bent immediately.

Section 7. *WPU DRR Contingency Plan*

1. In case of any emergency follow the procedures in the University Disaster Management plan in compliance with R.A. 10121, and incorporated in the provision in the Security Plan

EMERGENCY RESPONSE PROCEDURES

1. In the event of Civil Disturbance

- 1.1 Inform Campus Admin. Officer and convene Central Safety Committee immediately and activate ECC, ERT on alert and standby status.
- 1.2 Stay calm
- 1.3 Communication/dispatch officer to contact immediately the PNP Civil Disturbance Unit in your area.
- 1.4 Secure building and its perimeter.
- 1.5 Establish ECC and create negotiation panel to solve the conflict.

2. In The Event of Fire

1. Person who see the fire to shout “FIRE” or “SUNOG” at least 3 times to call attention and to immediately call communication/dispatch and report the exact location of the fire.
2. Communication/dispatch unit to call Emergency Coordinating Center Chairman to activate emergency response team and Emergency Coordinating Center.
3. Guard on duty to sound of the general alarm to call the attention of the Fire Brigade, Rescue and Evacuation Team and the First Aid Team.
4. Other occupant who see the fire or hear the shout of “fire or “sunog” to activate the fire alarm system.
5. Fire extinguisher handlers to suppress incipient fire using portable fire extinguisher.
6. Occupants to execute fire evacuation procedure.
7. Communication/dispatch unit to contact the Local Fire department to request for assistance.
8. Fire Brigade Team, Rescue and evacuation Team, First aid team to respond at once and proceed to the fire scene upon verification of the location of fire with the Emergency Coordinating center.
9. Fire brigade team will assemble at the scene of fire and will conduct firefighting operations. Rescue and evacuation team equip with fire suit and breathing apparatus will conduct rescue operation of trapped personnel upon advice from the fire brigade chief.
10. Medical/ First Aid team to give immediate emergency treatment to the injured victims and to call dispatch for transport.
11. Dispatch to call transport to assist and transport those seriously injured to the nearest hospital.

3. In the Event of a Chemical Spill

1. Alert ECC Chairman of any chemical spill incident.
2. ECC Chairman to notify Emergency Response, ERT on standby alert.
3. Conduct initial assessment, be aware of the reactivity, flammability and health hazards of chemical used.
4. Notify Chief of Chemical Spill Team and cordon off the area.
5. Chemical spill team to respond at once and proceed to the chemical spill scene upon verification of the location of chemical spill with the ECC.
6. Chemical spill team will assemble equipped with safety suits and spill kits such as bags and labels for disposal at the scene of chemical spill and will conduct cleaning, handling, processing, transport and disposal procedure.
7. PH paper should be used to test unknown liquids:
RED – Acid

BLUE – Caustic
NO CHANGE – Neutral

8. Treat spills as hazardous until liquid is identified.
9. Be prepared for emergencies, alert Communication/ dispatch units for mobilization of Emergency Response Team.
10. To advice Chairman of ECC of situation and to prepare and submit written report.

4. In Case of Bomb Threat

As soon as a bomb threat is received, the communication/dispatched officer should inform immediately the Safety/Security Officer who will in turn:

1. Inform Campus Admin. Officer and convene Central Safety Committee immediately and activate ECC, ERT on alert and standby status.
2. Campus Admin. Officer to order to immediately evacuate affected area.
3. Evacuation team leader of the department/college shall sound on the evacuation alarm and perform evacuation procedure.
4. Convene immediately the ERT,s and start searching the area with extreme caution. This bomb could be in a box, a dynamite stick, a hand grenade or bomb itself.
5. If sighting is made, do not touch, instead endeavor to sandbag the area to minimize its ill effect should it finally explode.
6. Communication/dispatch officer to contact immediately the PNP Ordinance Bomb Disposal Unit in your area.
7. Cordon off the area, do not allow anyone to return inside the facility until announced the area is clean.
8. Convene again the CSC before the ALL CLEAR signal is sounded.

The following basic search safety rules must be strictly observed in all searching operations.

1. Never use more searchers than absolutely necessary.
2. Use a maximum of two searchers per room or for an area of up to 250 square feet.
3. Use searchers in alternate rooms or areas.
4. Never assume that only one device has been planted, continue searching operations until the whole area is cleared.
5. Clearly mark and report areas searched and cleared.
6. Clearly mark and report areas found hazardous.

5. In Case of Earthquake (Manmade Or Natural Earthquake)

1. In the Office: (During the earthquake)
 - 1.1 Remain inside the building.
 - 1.2 Seek immediate shelter under a heavy desk/table or brace yourself inside a door frame or against an inside wall.
 - 1.3 Get at least 15 ft. away from windows.
 - 1.4 Stay firm. If shaking causes the desk to move, be sure to move with it.
 - 1.5 Resist the urge to panic. Organize your thoughts, Mentally review the established psychological considerations for earthquake safety.
 - 1.6 Don't be surprised if the electricity goes out, fire alarms begin to alarm.
 - 1.7 Expect hear noise from broken glass, cracking walls and falling objects.
2. **In a Gymnasium or Training Center:**
 1. Remain in your current location. Do not rush to the exits. The chaotic fleeing of large crowds diminishes the effectiveness of an evacuation procedure and frequently results in unnecessary injuries and deaths.

2. Seek cover under a bench or chair. If unavailable, crouch down and cover your head with your arms and protect against falling debris.
 3. Keep away from overhead electric wires or anything that might fall.
- 3. *Immediately After the Earthquake***
1. Convene ECC and activate ERT.
 2. Remain in the same position for several minutes after the earthquake in case of aftershocks.
 3. Do not attempt to evacuate or leave your immediate area unless absolutely necessary or when instruction to do so by a proper authority.
 4. Check for injuries and administer first aid. Recognize and assist coworkers or students from shock or emotional distress.
 5. Implement evacuation plan. Establish a temporary shelter if rescue team are expected to be delayed.
 6. Use stairway when instructed to exit the building.
- 4. *In Case of Typhoon/ Flash Floods***
1. Convene ECC in case of storm signal warning from PAGASA, MDCC.
 2. Implement Disaster Risk Reduction Plan
 3. Activate ERT on standby alert status.
 4. Initiate Clearing operation, Search and Rescue operation after a storm
 5. Evacuate residents to designated evacuation center
 6. Initiate damage assessment to environment and property.

Section 31. Student Housing and Residential Services

A. *General Functions of Student Housing and Residential Services*

Western Philippines University is responsible for providing students dormitory while studying in WPU to insure their accessibility to accommodation that is safe and conducive for learning.

B. *Goals and Objectives*

Goals:

To ensure the accommodation of the students that is safe and conducive for learning.

Objective:

To provide students dormitory that is safe, clean, affordable, and accessible also to students with disabilities.

C. *Personnel of Student Housing and Residential Services*

WPU Dormitory is under the supervision of project In-Charge, who report directly to the Director for IGP/Auxiliary Services and coordinates closely with the Director of Students Services.

D. *Services of Student Housing and Residential Services*

The Western Philippines University Lodging Guest House/Town house/Training Center Dorm and Finnigan Hall is open to the University employee's family, students and for other private persons in order to generate income/revenue for the University.

To attain this objective, some guidelines and procedures are being followed:

1. The WPU constituents shall be given first priority to occupy the guest house in the main campus (Aborlan), Puerto Princesa campus and in the Liaison Office in Q.C

2. Those interested to stay shall make a request/or negotiate through the Office of the President and Auxiliary/IGP office a week before the date of arrival.
3. The request shall be approved by the President/Director/Project In-charge.
4. Registration form must be filled-up and pre-numbered.
5. The Project In-charge records the occupancy for monitoring purposes. A record book shall be maintained by the office to record the stay, date and fees.
6. The payment shall be paid before or on the day of departure to the Cashiers Office or to the In-charge.
7. Rate/person/day or month:

(Presented to the Administrative Council meeting this 12th of May, 2017)

Projects	Old Rate	New Approved Rate	
a.Ladies Dorm/SAKA	Php 250.00/px/mo.	Php 300.00/px/mo.	
b.Training Center Dorm	Php 250.00/px/day	Php 300.00/px/day	
c. Guest House (air con)	WPU Family	Students	Others
PPC campus	Php 350.00	Php 150.00	Php 400.00
Main Campus	Php 300.00	Php 125.00	Php 350.00
Town House (Q.C.)	Php 350.00	Php 200.00	Php 450.00
Town House Conference room			Php 250.00/hour
d. Finnigan Hall	Php 700/room/day		Php 800.00/room/day

Note :Additional of P150.00 for extra bed

E. Policies and Guidelines

Guest House Rules and Regulation

1. Standard check-in time is 2:00 pm and standard check-out time is 12 nn or an equivalent of 22 hours guest house accommodation.
2. Registration form must be filled-up and payment by cash will be collected by the care/taker/ In-charge and salary deduction be indicated to the registration form.
3. Smoking and drinking alcoholic beverages inside the guest house is strictly prohibited.
4. Guest are strictly enjoined to observe cleanliness inside the guest house particularly inside the rooms, kitchen and comfort rooms.
5. Not allowed to use any facilities, equipment's and utensils without the knowledge of the caretaker/In-charge.

WPU Dormitory: Policies and Guidelines

1. Every bona fide student of WPU is given the privilege to stay in the dormitory until she/he finishes her course provided that:
 - 1.1 He/ She must be required to reapply every semester.
 - 1.2 He/She has not been suspended/barred from the dormitory and/or committed serious violation of the Rules and Regulations of the University.
2. Every resident shall be accountable for all damages to property due to her malicious act or mere negligence.
3. All residents are enjoined to conserve water. Three violations of this rule will be ground for ejection of the resident. Washing of clothes should be done at the designated area which will determined by the houseparent.

- | | |
|----------------|--------------------|
| Friday night | 6:00 – 9:00 pm |
| Saturday night | 6:00 – 9:00 pm |
| Sunday | 10:00 am – 5:00 pm |
16. **Signing Out/In:** This must be strictly by every resident. Important information such as name of residents, destination, time-out and time-in. Any resident who decides to go home or stay overnight outside the dormitory will have to secure an overnight slip from the houseparent provided the purpose is reasonable.
 Penalty: First offense warning
 Second offense ejection of the resident
17. **Curfew Hours:** There will be curfew hours to be observed. At 9:00 pm, the main door will be closed. All residents are expected to be in their respective rooms. At 9:35-10:00 pm. Attendance will be checked by the assigned matron/assistant matron. Room hopping is not allowed beyond the curfew hours.
 Penalty: First offense - warning
 Second offense - ejection of the resident
18. Littering/throwing of garbage through the window, along the corridors, comfort rooms, kitchen and elsewhere in the dormitory is strictly prohibited.
 Penalty: First offense fine of twenty pesos (P20.00)
 Second offense fine of twenty five pesos (P25.00)
 Third offense ejection of the resident
19. Transferring and or exchanging rooms, cabinets and other fixtures without the knowledge of the houseparent are strictly prohibited.
 Penalty: First offense warning
 Second offense ejection of the resident
20. Under No circumstances shall drinking of beer and hard drinks, gambling and smoking be allowed anywhere in the dormitory. Use of prohibited drugs, like opium, marijuana, shabu and the like are absolutely prohibited. The management reserves the right in all cases to refuse entry or eject immediately any resident or to any person under the influence of liquor, caught gambling, caught smoking, possessing and/ using any prohibited drugs. Penalty are :
- 20.1 Gambling- Warning to suspension of not less than five (5) days. If the student is found guilty for the third time, the penalty shall be dismissal from the university.
- 20.2 Drinking liquor, smoking- Suspension to dismissal from the university.
- 20.3 R.A. 6425-Dangerous Drugs Act – School heads are hereby empowered to apprehend , arrest or cause the apprehension or arrest of any person who shall violate any of the said provision pursuant to section 5, Rule 113 of the Rules of Courts. School head or immediate superior who shall in turn, report to the proper authorities.
21. Vandalism such as defacing, destroying or damaging government, personnel and student property, and writing on the wall the like is strictly prohibited.
 Penalty: Any resident/person caught will be punished with payment or replacement of the destroyed/defaced property, suspension to barring from barring from University.
22. Initiation in the dormitory, particularly with the use of hazing, either by recognized or not recognized organizations **is strictly not allowed**.
 Penalty: Withdrawal of privileges to stay in the dormitory to barring from University depending on the gravity of the offense.

The management reserves the right not to accept dormitory applicant and/ or eject the violator of these policies, rules and regulations and to communicate directly to parents or guardians regarding the conduct of the residents. Furthermore, the management reserves the right to file complaints against the residents on the council.

Section 32. Multi- Faith Services

A. General Functions of Multi-faith Services

The Multi-Faith program is under the Office of Student Affairs and Services that provide opportunities to free expression of one's religious orientation in accordance with the principles and policies of the university.

This serves as an avenue for religious organizations to ensure that the right of every religion is respected.

The university provides mechanism for the use of facilities needed by religious group in conducting their religious activities.

B. Goals and Objectives

1. Provides the students an opportunity to join, participate in religious activities conducted by the organizations.
2. Enhances their beliefs and values as they share and relate to other students in a conducive environment.
3. Encourages students to be members of an organization that will strengthen their faith.

C. Personnel of the Multi-Faith Services

Student Organization Advisers who are regular employee of the university are the in-charge of the religious organization and activities of their respective organization.

Faculty and Staff who are active members of their religious sect are also designated to spearhead activities.

D. Services of Multi-Faith Unit

1. Establish good relationship among members of religious organizations.
2. Conducts seminars, trainings and fellowship activities that will help the members grow spiritually.

E. Policies and Guidelines

1. The students have the right to choose to join religious organization in the university;
2. The faculty/staff advisers of the religious organization in the university shall ensure the safety of the students by attending/chaperoning in all their activities.
3. Only accredited religious organizations are entitled to use all available college/university facilities;
4. Any religious organization recognized by the university desiring to conduct activities shall secure approval of the university President.
 - 4.1 Procedure On Conducting Religious Activities
 - 4.1.1 Prepare a letter of request for the activities and college/university facilities for approval of the university president with attached program of activities;
 - 4.1.2 Provide the facility In-charge and concerned personnel a copy of approved letter;
 - 4.1.3 Submit one copy of approved request to the Office of Student Organization and Activities;
 - 4.1.4 Posting of announcement shall be strictly monitored by Office of Student Affairs and Services.

Section 33. Foreign/ International Students Services

A. General Functions of Foreign Students Services Unit

The Foreign Students Committee is responsible to assist and admit foreign students from the ASEAN and other neighboring countries in the different curricular programs/courses offered in the university. It will help the university achieve its goals and objectives, especially in attaining its increase in enrolment.

B. Goals and Objectives

1. To screen prospective students from the ASEAN and other neighboring countries in the undergraduate and graduate level for possible placement in the different courses offered by the university.
2. To assist the incoming students in their choices of courses within the university at the same time assess the student's potential for higher education based on the specialization of the university.

Specific Goals and Objectives of the Foreign Students Committee

1. To serve and admit perspective clientele who browsed the WPU website and to be addressed to the FSC office;
2. To assist foreign students specially the freshmen in their educational pursuit.
3. To establish good rapport and development good values among students towards higher learning and graduate studies.
4. To assist and guide students with the policies, guidelines and procedures to ensure smooth and efficient admission of incoming freshmen foreign students in the undergraduate, graduate and transferees.
5. Formulate and implement plans for efficient recruitment and admission of the foreign students in coordination with the different colleges of the university.

C. Personnel of the Foreign Student services unit

The chairperson of the FSC will work in close coordination with the different college deans, the University Registrar and the Director for Student Affairs and Services, the Admission Officer who heads the admission program of the university.

D. Services of the Foreign Student Unit

The Foreign Students Committee of the university is tasked to conduct and continuously encourage prospective foreign students or clientele to enroll in the different curricular programs/courses offered by the university. The FSC serves its functions all throughout the school year so as to ensure the increase in enrolment especially for the incoming year.

The Foreign Student Services Unit shall seek the assistance from the alumni working or living abroad in line of the thrust of the university to increase enrolment.

E. Policies and Guidelines in Foreign Students Services Unit

The Foreign student who wish to be admitted in the university shall comply with the following requirements for admission:

1. Must meet all the prescribed requirements of the DFA and BI
2. Must meet all the prescribed admission requirements of University and the course applied for
 - 2.1 Student Visa (9f)
 - 2.2 9 (e-1) or (e-2) for foreign government officials and dependents;
 - 2.3 7 (a) (2) for exchange fellows and scholars under sponsorship or international organizations;
 - 2.4 9 (d) – for treaty traders;

- 2.5 13 (a), 13 (g) for permanent residents; or
- 2.6 Lol 105-for Balikbayan
- 3. University admission test;
- 4. Certificate of completion of a secondary curriculum or its equivalent;
- 5. Original Transcript of Records duly authenticated by the Philippines Service Post;
- 6. Personal data-Personal History Statement with 2x2 ID picture with white background taken not more than six months prior to submission;
- 7. Notarized Affidavit of Support;
- 8. Alien Certificate of Registration (ACR);
- 9. Result of TOEFL;
- 10. Security Clearance from his/her character;
- 11. Photocopy of passport duly authenticated by the Philippines Service Post (PSP)

Section 34. Services to Students with Special Needs

A. General Functions

The Services Students with Special Needs is one of the programs of the Office of Student Affairs and Services to provide activities and give equal opportunities to Persons with Disabilities and Learners with special needs. This program conducts activities to enhance their talents and provide life skills training.

Its function is to coordinate and facilitates the concerns and needs of Students with Disabilities with the different units/section or departments of the university as well as other concerned agency.

B. Goals and Objectives

- 1. Design program and activities that will provide the PWD an equal opportunity to develop their potentials;
- 2. Build up data base in order to update the records of PWD
- 3. Ensure that academic accommodation is made available to Persons with Disabilities and learners with special needs;
- 4. Provide consultation and counseling to Persons with Disabilities and learners with special needs thus making their stay meaningful in the university.

C. Personnel of the student service unit

This services shall be undertaken by the Admission Section of the Student Affairs and Services who works hand in hand with Guidance and Counseling Services Unit Personnel with the supervision of the Director of Student Affairs and Services

D. Services of the unit

- 1. Provide immediate services to the PWD's and students with special needs;
- 2. Conducts seminars for student with special needs /PWD's to enhance their knowledge and develop their life skills;
- 3. Assist the PWD about their concerns and needs to the different units of the university;
- 4. Monitors and evaluate the services provided for Persons with Disability;
- 5. Provide proper consultation and conference with students with disabilities and counseling whenever necessary with Disability.

E. Policies and Guidelines

1. Students with disability or with special needs shall be given first priority in any transaction;
2. The Admission Section shall maintain assessment of Students with Disabilities about their progress in academic and non-academic activities through monitoring;
3. Ensure that academic accommodation is made available to persons with disabilities;
4. Attends to the immediate needs of the Students with Disabilities;
5. Students with Disabilities shall be provided with proper consultation and counseling;
6. All Persons with Disabilities and Students with Special Needs shall be given priority in admission and other transactions in the university;
7. Students with disabilities shall comply all the requirements needed in the transactions inside the university with assistance of concerned personnel;
8. Persons with Disabilities shall be given assistance regarding their needs and concerns on the different units of the university.
9. Students with Disabilities and Learners with special needs shall be given counseling when necessary by Licensed Guidance Counselors/Social Workers

Section 35. Culture and Arts Programs and Services

A. General Functions Culture and Arts Program and Services

The Culture and the Arts is primarily established to plan and conduct activities on culture and the arts activities designed to provide opportunities to develop and enhance talents, abilities and values for appreciation, and to elevate cultural awareness among students, and whole academic community.

Specifically, the culture and arts shall be responsible in the:

1. Development and enhancement of artistic talents and abilities of students, faculty and staff;
2. Development of academic community that is highly appreciative and has deep respect for culture and the arts;
3. Promotion of cultural and artistic heritage;
4. Dissemination of cultural and artistic works; and
5. Preservation and integration of traditional culture and arts.

B. Goals and Objectives of Culture and Arts Program and Services

The Western Philippines University through the Office for Culture and the Arts, has:

Goal #1: Achieved recognition as center for culture and the arts

Objective #1: Discover, develop and enhance artistic talents and skills of students, faculty and staff

Activities

1. Organize annual culture and the arts festival
2. Organize new and maintain existing cultural and arts groups
3. Organize artistic trainings/workshops

Objective #2: Participate in various cultural and arts affairs and competitions

Activities

1. Send students to local, regional, national and international culture and the arts competitions (e.g., PPPAHEI, STRASUC/PASUC culture and the arts festival)
2. Send performers to perform during activities of various offices, departments, and organizations inside and outside the University

Goal #2: Developed into a culture and the arts hub

Objective #1: Implement effective administrative systems and processes in OCA

Activities

1. Formulate OS and operations manual of OCA
2. Facilitate the organization of a Culture and the Arts Advisory Board
3. Formulate, review or revise OCA policies and processes

Objective #2: Improve cultural and arts facilities

Activities

1. Procure necessary costumes, instruments, and equipment
2. Facilitate the establishment and maintenance of repositories of cultural/historical artifacts and artistic creation and all other related materials (e.g., IP villages, museum)

Objective #3: Develop awareness and appreciation for culture and the arts among students, faculty and staff, and other stakeholders.

Activities

1. Organize seminars/exhibits/production/performance of cultural and artistic works
2. Prepare/disseminate IEC materials about culture and the arts
3. Provide technical assistance in the areas of performing arts, visual arts and literary arts

Goal #3: Established prominence in research of culture and the arts

Objective #1: Improve creative works and cultural research outputs

Activities

1. Encourage students and faculty to conduct and present/publish researches on culture and the arts
2. Encourage students and faculty to develop creative works

Objective #2: Improve cultural and arts research capability

Activities

1. Establish/strengthen linkages with other culture and the arts entities
2. Encourage attendance of students, faculty and staff to seminars on cultural and arts topic

C. Personnel of the Culture and Art Program and Services

The Office for Culture and the Arts is composed of the Director, Campus Cultural Coordinators, Trainers/Advisers for each cultural and arts group, and a Secretary (Figure 1). OCA is headed by the Culture and the Arts Director. The Director is being supervised by the Vice President for Academic Affairs, who is under the University President. A Culture and the Arts Advisory Board serves as an advisory body to the OCA. The Advisory Board provides guidance and counsel to the Director on issues that affect the OCA's ability to carry out its functions as well as on current trends and future directions in culture and the arts.

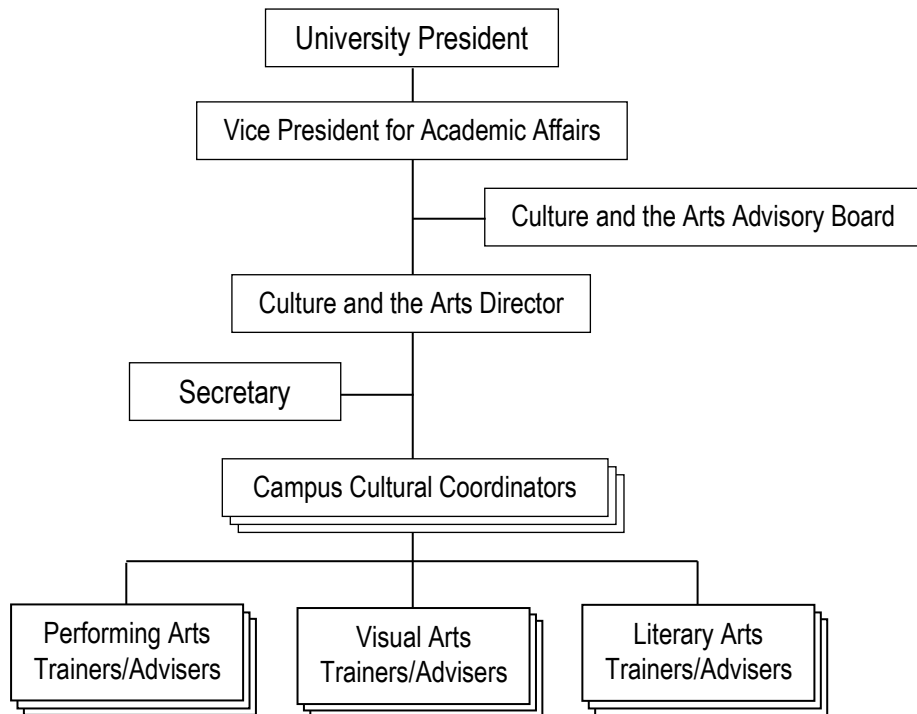


Figure 1. Office for Culture and the Arts Organizational Structure

1. Director for Culture and the Arts

The Director for Culture and the Arts shall perform the following functions:

- 1.1 Formulate and implement programs and policies for the promotion of culture and the arts within the University;
- 1.2 Initiate and spearhead activities that will develop, strengthen and sustain artistic and cultural consciousness among students, faculty and staff;
- 1.3 Coordinate with all the colleges/units, division, sections in connection with the implementation of culture and the arts program;
- 1.4 Represent the University on matters pertaining to culture and the arts;
- 1.5 Provide overall supervision of all cultural and arts groups within the University;
- 1.6 Promote the conduct of research on culture and the arts; and
- 1.7 Perform administrative functions concerning the Office for Culture and the Arts
- 1.8 Perform other related functions that may be assigned by the Vice President for Academic Affairs and the University President from time to time.

2. Campus Cultural Coordinator

The Campus Cultural Coordinator is directly under the supervision of the Director. The Coordinator shall perform the following functions:

- 2.1 Assist the Director in conceptualizing and implementing programs and policies for the promotion of culture and the arts within the campus;
- 2.2 Spearhead the conduct of culture and the arts activities within the campus in consultation with the Director;
- 2.3 Coordinate with all the colleges/units, division, sections in the campus in connection with the implementation of culture and the arts program;
- 2.4 Provide overall supervision of all cultural and arts groups within the campus;
- 2.5 Prepare and submit annual work plan for the implementation of culture and the arts activities within the campus;
- 2.6 Prepare and submit quarterly and annual accomplishment report to the Director;

- 2.7 Take full responsibility for the safety and maintenance of costumes, props, equipment and other property acquired or assigned for culture and the arts activities; and
- 2.8 Perform other related functions that may be assigned by the Culture and the Arts Director from time to time.

3. Trainer/Adviser

The Trainer/Adviser of a culture and the arts group is under the supervision of the Campus Cultural Coordinator. The trainer/adviser shall perform the following functions:

- 3.1 Recruit, screen applications and conduct audition for interested applicants to a culture and the arts group;
- 3.2 Train, supervise and coordinate the members to develop a group capable of performing in University and external engagements;
- 3.3 Conduct regular training sessions/rehearsals;
- 3.4 Keep the group members updated in the rudiments of art form/genre;
- 3.5 Oversee the performance of the group in official engagements within and outside the University;
- 3.6 Maintain discipline and promote camaraderie and teamwork among members of the group during rehearsals and performances;
- 3.7 Prepare and submit annual work plan on the group's activities to the Coordinator;
- 3.8 Prepare and submit quarterly and annual accomplishment report to the Coordinator;
- 3.9 Maintain an inventory list of all costumes, props and equipment used by the group; and
- 3.10 Perform other related functions that may be assigned by the Campus Cultural Coordinator and the Culture and the Arts Director from time to time.

4. Secretary

The Secretary of the Culture and the Arts Director shall perform the following functions:

- 4.1 Compile, copy, sort, and file records of office activities, business transactions, and other activities;
- 4.2 Operate office machines, such as photocopier and scanner, printer and personal computer;
- 4.3 Review files, records, and other documents to obtain information to respond to requests;
- 4.4 Deliver messages and run errands;
- 4.5 Process and prepare documents, such as request for services, facilities, equipment and other communication letters; and
- 4.6 Perform other functions that may be assigned by the Culture and the Arts Director from time to time.

D. Services of the unit

OCA shall provide the following services year-long:

- 1. *Cultural and Arts Group Development.* Through cultural and arts groups (CAG), OCA provides artistic training to students, faculty and staff inclined in performing arts, visual arts, or literary arts.
 - 1.1 Performing Arts – provides opportunities for artistic talent development and enhancement in performing arts, specifically in the fields of dance, music, and theatre (dance and music – existing services; theatre – to be offered).
 - 1.2 Visual Arts – provides opportunities for artistic talent development and enhancement in visual arts e.g., painting, drawing, photography, ceramics (to be offered).

1.3 Literary Arts – provides opportunities for artistic talent development and enhancement in literary arts e.g., essay writing, storytelling, speech (to be offered).

2. *Endorsement to Performing Arts Scholarship Grant.* OCA provides endorsement to qualified performing arts groups members for the availment of the Performing Arts Scholarship Grant of the University (existing service).
3. *Performance Requests Grants.* OCA, through its CAG, provides performances during the activities of the University or its various units, and other requesting entities outside the University (existing service).
4. *Dissemination of Culture and Arts-related Information.* OCA acts as the center of information in the University regarding events where the students, faculty and staff can enhance their knowledge and experiences of culture and the arts (existing service). Likewise, OCA disseminates IEC materials regarding culture and the arts (to be offered).

E. Policies and Guidelines

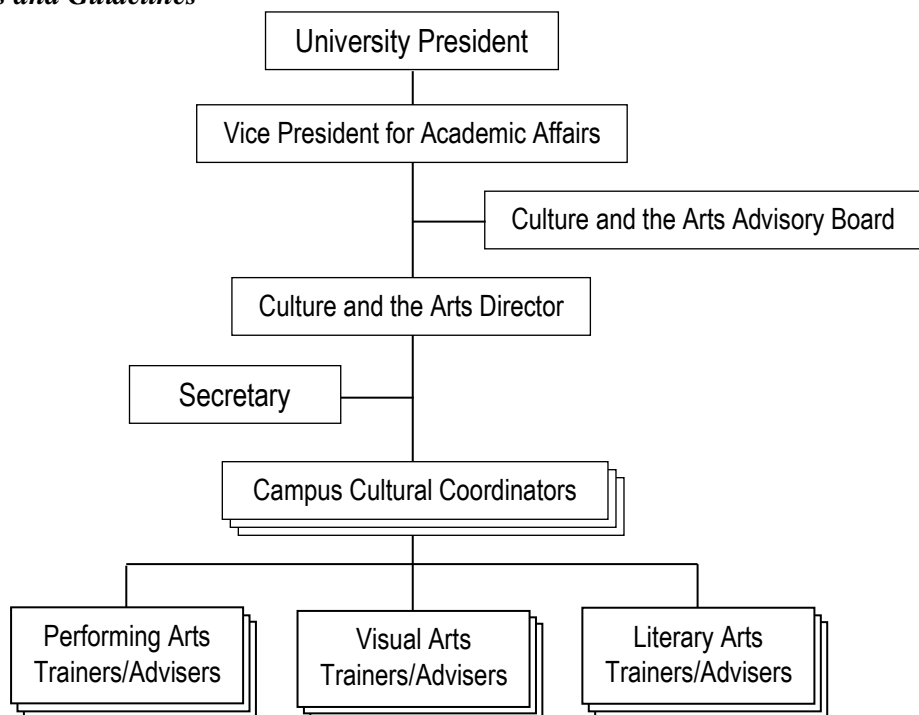


Figure 1. Office for Culture and the Arts Organizational Structure

A. DIRECTOR FOR CULTURE AND THE ARTS

The Director for Culture and the Arts shall perform the following functions:

1. Formulate and implement programs and policies for the promotion of culture and the arts within the University;
2. Initiate and spearhead activities that will develop, strengthen and sustain artistic and cultural consciousness among students, faculty and staff;
3. Coordinate with all the colleges/units, division, sections in connection with the implementation of culture and the arts program;
4. Represent the University on matters pertaining to culture and the arts;
5. Provide overall supervision of all cultural and arts groups within the University;
6. Promote the conduct of research on culture and the arts; and
7. Perform administrative functions concerning the Office for Culture and the Arts

8. Perform other related functions that may be assigned by the Vice President for Academic Affairs and the University President from time to time.

B. CAMPUS CULTURAL COORDINATOR

The Campus Cultural Coordinator is directly under the supervision of the Director. The Coordinator shall perform the following functions:

1. Assist the Director in conceptualizing and implementing programs and policies for the promotion of culture and the arts within the campus;
2. Spearhead the conduct of culture and the arts activities within the campus in consultation with the Director;
3. Coordinate with all the colleges/units, division, sections in the campus in connection with the implementation of culture and the arts program;
4. Provide overall supervision of all cultural and arts groups within the campus;
5. Prepare and submit annual work plan for the implementation of culture and the arts activities within the campus;
6. Prepare and submit quarterly and annual accomplishment report to the Director;
7. Take full responsibility for the safety and maintenance of costumes, props, equipment and other property acquired or assigned for culture and the arts activities; and
8. Perform other related functions that may be assigned by the Culture and the Arts Director from time to time.

C. TRAINER/ADVISER

The Trainer/Adviser of a culture and the arts group is under the supervision of the Campus Cultural Coordinator. The trainer/adviser shall perform the following functions:

1. Recruit, screen applications and conduct audition for interested applicants to a culture and the arts group;
2. Train, supervise and coordinate the members to develop a group capable of performing in University and external engagements;
3. Conduct regular training sessions/rehearsals;
4. Keep the group members updated in the rudiments of art form/genre;
5. Oversee the performance of the group in official engagements within and outside the University;
6. Maintain discipline and promote camaraderie and teamwork among members of the group during rehearsals and performances;
7. Prepare and submit annual work plan on the group's activities to the Coordinator;
8. Prepare and submit quarterly and annual accomplishment report to the Coordinator;
9. Maintain an inventory list of all costumes, props and equipment used by the group; and
10. Perform other related functions that may be assigned by the Campus Cultural Coordinator and the Culture and the Arts Director from time to time.

D. SECRETARY

The Secretary of the Culture and the Arts Director shall perform the following functions:

1. Compile, copy, sort, and file records of office activities, business transactions, and other activities;
2. Operate office machines, such as photocopier and scanner, printer and personal computer;
3. Review files, records, and other documents to obtain information to respond to requests;
4. Deliver messages and run errands;
5. Process and prepare documents, such as request for services, facilities, equipment and other communication letters; and
6. Perform other functions that may be assigned by the Culture and the Arts Director from time to time.

F. Services of the unit

OCA shall provide the following services year-long:

1. *Cultural and Arts Group Development*. Through cultural and arts groups (CAG), OCA provides artistic training to students, faculty and staff inclined in performing arts, visual arts, or literary arts.
 - 1.1 Performing Arts – provides opportunities for artistic talent development and enhancement in performing arts, specifically in the fields of dance, music, and theatre (*dance and music – existing services; theatre – to be offered*).
 - 1.2 Visual Arts – provides opportunities for artistic talent development and enhancement in visual arts e.g., painting, drawing, photography, ceramics (*to be offered*).
 - 1.3 Literary Arts – provides opportunities for artistic talent development and enhancement in literary arts e.g., essay writing, storytelling, speech (*to be offered*).
2. *Endorsement to Performing Arts Scholarship Grant*. OCA provides endorsement to qualified performing arts groups members for the availment of the Performing Arts Scholarship Grant of the University (*existing service*).
3. *Performance Requests Grants*. OCA, through its CAG, provides performances during the activities of the University or its various units, and other requesting entities outside the University (*existing service*).
4. *Dissemination of Culture and Arts-related Information*. OCA acts as the center of information in the University regarding events where the students, faculty and staff can enhance their knowledge and experiences of culture and the arts (*existing service*). Likewise, OCA disseminates IEC materials regarding culture and the arts (*to be offered*).

G. Policies and Guidelines

OCA shall be open for transactions from students, faculty and staff of the University and other stakeholders from Monday to Friday, 8:00 AM to 12:00 NN and 1:00 PM to 5:00 PM. For more efficient delivery of services, the clients are advised to note and follow these guidelines:

1. Receipt and signing of documents and consultations with OCA personnel shall be done Monday to Friday, 8:00 AM-12:00 NN and 1:00 PM-5:00 PM. Any document for signature and approval of the Director or Coordinator, or Trainer/Adviser is given a lead time of at least one (1) day upon OCA's receipt of the document.
2. All letters and requests to the Director, Coordinators or Trainers/Advisers and follow up of signatures and requests shall be done through the Secretary.
3. A record book for all papers coming in and out of OCA shall be in place to easily track the status of the documents for processing. The Secretary shall stamp the documents "Received", indicating the date and time of its receipt and then shall input the details of the received communication in the record book.
4. Consultations with the Director, Coordinator, or Trainer/Adviser about very delicate matters shall be arranged by appointment. Appointment shall be arranged with the Secretary at least two (2) days before the target date. However, if the matter requires immediate action, the Director, Coordinator, or Trainer/Adviser may be approached at once, so they can attend to the concern as soon as possible.
5. Important announcements shall be disseminated through memoranda or notice signed by the Director, and distributed by the Secretary to the office or person concerned. The announcements shall be posted at the OCA bulletin board as necessary.
6. In the absence of the Director, he/she shall assign any of the Coordinators or Trainers/Advisers to act as the officer in charge.
7. In matters pertaining to the services provided by OCA to student artists and clients, specific policies and guidelines for each service shall be followed.

A. CULTURAL AND ARTS GROUP DEVELOPMENT POLICIES AND GUIDELINES

1.0 PURPOSE

This Policy Guideline is issued to prescribe the procedure for membership application and conditions for members of cultural and arts groups of the University.

2.0 SCOPE

- 2.1 This Policy Guideline covers University students interested to join cultural and arts groups of the University as well as the existing members of the groups. Cultural and arts groups in the University are categorized into three (3): Performing Arts, Creative Arts, and Literary Arts.
- 2.2 Performing Arts include dance, music, and theatre.
- 2.3 Visual Arts include drawing, painting, ceramics, design, crafts, sculpture, photography and filmmaking.
- 2.4 Literary Arts include essay writing, storytelling, sweet play, speech and include different genre of literature such as poetry, drama, prose, nonfiction, media, and graphic novels

3.0 PERFORMING ARTS GROUPS

3.1 Recruitment of Members

- 3.1.1 Disseminating Announcement on Recruitment of Members.
 - 3.1.1.1 Trainers/Advisers shall disseminate an announcement for the recruitment of new members of the performing arts groups. Announcement shall be posted at the OCA bulletin board and other bulletin boards within the University.
 - 3.1.1.2 Current members of the performing arts groups shall assist the Trainers/Advisers in disseminating the announcement to other students of the University.
- 3.1.2 Accepting Membership Application Forms. Trainers/Advisers of the performing arts groups shall hold the recruitment weeks during the first and second semester of the school year. Recruitment shall be held for two (2) weeks every semester. During the recruitment weeks, the **Secretary** of OCA shall issue blank Membership Application Form to interested students, and shall accept filled up forms from students.
- 3.1.3 Screening Students for Audition. Trainers/Advisers shall evaluate the filled up forms for completeness of information and experience of the student in the fields of music, dance, or theatre and sets the **schedule** for auditions.
- 3.1.4 Announcing Results of Initial Screening and of Schedule of Auditions. The list of students that passed the initial screening and the schedule and venue of auditions shall be posted by the Secretary at the OCA bulletin board two (2) working days after the recruitment week.
- 3.1.5 Conducting Auditions. Trainers/Advisers shall hold the auditions five (5) working days after posting the list of students that passed the initial screening. The respective Trainers/Advisers, Campus Cultural Coordinators, Director, and a representative of members of each performing groups shall evaluate the students.
 - 3.1.5.1 *Singer*: The singer shall come prepared to sing 16 bars of song that best fits his/her range and style. He/she shall sing a song of his/her choice for 1-2 minutes. He/she can sing his/her song acapella or bring a track of the song. The track needs to be labeled with his/her full name and song title.
 - 3.1.5.2 *Dancer*: The dancer shall arrive at least 15 minutes before the call time to stretch or warm-up. He/she shall bring his/her dance shoes and shall wear proper dance attire. He/she shall perform a 1-2 minutes solo dance of his/her choice. He/she shall bring a track of the music that is labeled with his/her full name and song title.
 - 3.1.5.3 *Actor*: The actor shall come prepared with a 1 minute contemporary monologue of his/her choice.

- 3.1.6 Announcing Results of Auditions. The list of students who passed the auditions shall be posted by the Secretary at the OCA bulletin board two (2) working days after auditions.
- 3.1.7 Adding Names of Successful Applicants to the Roster of Performing Arts Groups Members.
 - 3.1.7.1 The Secretary of OCA shall add the names of successful applicants in the roster of performing arts groups members upon their submission of photocopy of their Certificate of Registration (COR) to the University for the current semester, 2"x2" ID picture, and parent's/guardian's consent to join the group's rehearsals and performances in and out of the University. The Parent Consent Form is available at the Office of Student Affairs and Services (OSAS).
 - 3.1.7.2 The requirements shall be submitted within five (5) working days after the posting of the results of auditions. Failure to submit any of the requirements shall cause the removal of the accepted student from the performing arts group.

3.2 Schedule of Rehearsals

- 3.2.1 The schedule of rehearsals shall be during Monday, Tuesday, Thursday and Friday from 6:00 PM to 8:00 PM at the University Gymnasium or any venue within the University as identified by the Trainer/Adviser and approved by the Director.
- 3.2.2 Rehearsals may extend on weekends as the need arises.

3.3 Obligations of Members

Members of the performing arts groups shall observe the following obligations:

- 3.3.1 Attend the Orientation for New Members organized by the Trainer/Adviser.
- 3.3.2 Attend the meetings, rehearsals and performances regularly. A member may be excused from a meeting, rehearsal or performance for the following reasons:
 - Attendance to academic classes, academic examinations and required co-curricular activities (e.g., thesis defense, academic related field trip, academic-related seminars required by the teachers);
 - Death of an immediate family member; or
 - Illness (shall be supported by Medical Certificate).
- 3.3.3 Be punctual. A member is considered tardy if he/she is not present within the first 15 minutes of the two-hour rehearsal time or not present within first 15 minutes of the call time for performance, unless he/she informs his/her trainer/adviser that he/she will be late due to his/her academic classes and examinations.
- 3.3.4 A member who committed two (2) properly accounted incidents of uninformed tardiness and absences causing difficulty to the group or failure of the group's overall performance shall be reprimanded by the Trainer/Adviser; commitment of three (3) properly accounted incidents of uninformed tardiness and absences shall receive warning; and commitment of four (4) properly accounted incidents of uninformed tardiness and absences shall be punished by dismissal to the group.
- 3.3.5 Participate in cultural and arts activities of the University.
- 3.3.6 Perform during events organized by the University or its various units, and events by other organizations outside the University as requested.
- 3.3.7 Responsible for the care of costumes, props and equipment of the OCA used during rehearsals and presentation.
- 3.3.8 Attend all seminars, trainings and workshop related to performing arts spearheaded by the OCA.
- 3.3.9 Follow other applicable rules and regulations set by the performing arts group

and OCA.

4.0 VISUAL ARTS GROUPS

4.1 Recruitment of Members

4.1.1 *Disseminating Announcement on Recruitment of Members.*

4.1.1.1 Trainers/Advisers shall disseminate an announcement for the recruitment of new members of the visual arts groups. Announcement shall be posted at the OCA bulletin board and other bulletin boards within the University.

4.1.1.2 Current members of the visual arts groups shall assist the Trainers/Advisers in disseminating the announcement to other students of the University.

4.1.2 *Accepting Membership Application Forms.* Trainers/Advisers of the visual arts groups shall hold its recruitment of new members for the whole semester, both during the first semester and second semester of the school year. The Secretary of OCA shall issue blank Membership Application Form to interested students, and shall accept filled up forms together with a sample of the creative work of the students.

4.1.3 *Screening Students for Membership.* The respective Trainer/Adviser, Campus Cultural Coordinator, Director, and a representative of members of visual arts groups shall evaluate the filled up forms for completeness of information and the sample of creative work output of the students.

4.1.4 *Announcing Result of Screening.* The list of students who passed the screening shall be posted by the Secretary at the OCA bulletin board five (5) working days after application.

4.1.5 *Adding Names of Successful Applicants to the Roster of Visual Arts Groups Members.*

4.1.5.1 The Secretary shall add the names of successful applicants in the roster of visual arts groups members upon their submission of photocopy of their COR to the University for the current semester and 2"x2" ID picture.

4.1.5.2 The requirements shall be submitted within five (5) working days after the posting of the result of screening. Failure to submit any of the requirements shall cause the removal of the accepted student from the visual arts groups.

4.2 *Obligations of Members*

Members of the visual arts groups shall observe the following obligations:

4.2.1 Attend the Orientation for New Members organized by the Trainer/Adviser.

4.2.2 Attend meetings and other activities as scheduled. A member may be excused from attending a meeting or activity for the following reasons:

- Attendance to academic classes, academic examinations and required co-curricular activities (e.g., thesis defense, academic related field trip, academic-related seminars required by the teachers)
- Death of an immediate family member
- Illness (shall be supported by Medical Certificate)

4.2.3 Be punctual. A member is considered tardy if he/she is not present within the first 15 minutes of the scheduled meeting or not present within first 15 minutes of the call time for the activity, unless he/she informs his/her trainer/adviser that he/she will be late due to his/her academic classes and examinations.

4.2.4 A member who committed two (2) properly accounted incidents of uninformed tardiness and absences causing difficulty to the group or failure of the group's overall performance will be reprimanded by the Trainer/Adviser; commitment of three (3) properly accounted incidents of uninformed tardiness and absences

- will receive warning; and commitment of four (4) properly accounted incidents of uninformed tardiness and absences is punishable by dismissal to the group.
- 4.2.5 Participate in cultural and arts activities of the university.
 - 4.2.6 Contribute creative work output for cultural exhibits organized by the University.
 - 4.2.7 Assist in the conceptualization, creation, and installation of set design for OCA shows and exhibits, University wide event or other events within the University.
 - 4.2.8 Assist in conceptualizing and executing publicity materials for activities organized by OCA (e.g., posters, tickets, invitations, and brochure) and IEC materials on culture and the arts.
 - 4.2.9 Assist in the development of audio-visual presentations of OCA from conceptualization, storyboarding, and shooting to editing.
 - 4.2.10 Responsible for photo/video coverage of OCA events and press release purposes.
 - 4.2.11 Responsible for the care of props and equipment of the OCA used during preparation, actual and after the exhibit or any other cultural and arts activity.
 - 4.2.12 Attend all seminars, trainings and workshop related to visual arts spearheaded by the OCA.
 - 4.2.13 Follow other applicable rules and regulations set by the visual arts group and OCA.

5.0 LITERARY ARTS GROUPS

5.1 Recruitment of Members

- 5.1.1 *Disseminating Announcement on Recruitment for Members.*
 - 1.1.1.1 Trainers/Advisers shall prepare and disseminate an announcement for the recruitment of new members of the literary arts groups. Announcement shall be posted at the OCA bulletin board and other bulletin boards within the University.
 - 1.1.1.2 Current members of the literary arts groups shall assist the Trainers/Advisers in disseminating the announcement to other students of the University.
- 5.1.2 *Accepting Membership Application Forms.* Trainers/Advisers of the literary arts groups shall hold its recruitment of new members for the whole semester, both during the first semester and second semester of the school year. The Secretary of OCA shall issue blank Membership Application Form to interested students, and shall accept filled up forms together with a sample of the creative work of the students.
- 5.1.3 *Screening Students for Membership.* The respective Trainers/Advisers, Campus Cultural Coordinator, Director, and a representative of members of literary arts groups shall evaluate the filled up forms for completeness of information and the sample of creative work output of the students.
- 5.1.4 *Announcing Result of the Screening.* The list of students who passed the screening shall be posted by the Secretary at the OCA bulletin board five (5) working days after application.
- 5.1.5 *Including Names of Successful Applicants to the Roster of Literary Arts Groups Members.*
 - 5.1.5.1 The Secretary shall input the names of successful applicants in the roster of literary arts groups members upon their submission of photocopy of their COR to the University for the current semester and 2"x2" ID picture.
 - 5.1.5.2 The requirements shall be submitted within five (5) working days after the posting of the result of screening. Failure to submit any of the requirements shall cause the removal of the accepted student from the literary arts groups.

5.2 *Obligations of Members*

Members of the literary arts groups shall observe the following obligations:

- 5.2.1 Attend the Orientation for New Members organized by the Trainer/Adviser.
- 5.2.2 Attend meetings and other activities as scheduled. A member may be excused from attending a meeting or activity for the following reasons:
 - Attendance to academic classes, academic examinations and required co-curricular activities (e.g., thesis defense, academic related field trip, academic-related seminars required by the teachers)
 - Death of an immediate family member
 - Illness (shall be supported by Medical Certificate)
- 5.2.3 Be punctual. A member is considered tardy if he/she is not present within the first 15 minutes of the scheduled meeting or not present within first 15 minutes of the call time for the activity, unless he/she informs his/her trainer/adviser that he/she will be late due to his/her academic classes and examinations.
- 5.2.4 A member who committed two (2) properly accounted incidents of uninformed tardiness and absences causing difficulty to the group or failure of the group's overall performance will be reprimanded by the Trainer/Adviser; commitment of three (3) properly accounted incidents of uninformed tardiness and absences will receive warning; and commitment of four (4) properly accounted incidents of uninformed tardiness and absences is punishable by dismissal to the group.
- 5.2.5 Participate in cultural and arts activities of the University.
- 5.2.6 Contribute creative work output for cultural exhibits organized by the University.
- 5.2.7 Assist in researching and conceptualizing OCA shows' script.
- 5.2.8 Researching and writing on culture and the arts for IEC materials.
- 5.2.9 Responsible for the care of props and equipment of the OCA used during preparation, actual and after the exhibit or any other cultural and arts activity.
- 5.2.10 Attend all seminars, trainings and workshop related to literary arts spearheaded by the OCA.
- 5.2.11 Follow other applicable rules and regulations set by the literary arts group and OCA.

B. ENDORSEMENT TO PERFORMING ARTS SCHOLARSHIP GRANT

1.0 PURPOSE

This Policy Guideline is issued to prescribe the procedure and policies for the grant of endorsement to the Performing Arts Scholarship Grant of the University.

2.0 SCOPE

This Policy Guideline covers all requests for endorsement of performing arts group's members who want to avail the Performance Scholarship Grant of the University.

3.0 PROCEDURE

- 3.1 *Filing Endorsement Request.* The performing arts group member shall secure an Endorsement Request Form from the Secretary of OCA, fill up the form in duplicate, and submit the accomplished form to the Secretary for processing.
- 3.2 *Processing Request.* Processing of the request shall take at least one (1) working day.
 - 3.2.1 OCA, through an evaluation committee composed of the Director as chair, and the respective performing arts group Trainer/Adviser, and a representative of the members of performing arts group as part of the committee, shall evaluate the eligibility of the member for endorsement to the Performing Arts Scholarship Grant. The member shall be endorsed if he/she meets all of the following criteria:

- Has rendered at least one (1) semester of active participation in all cultural activities of the University;
 - Attends the rehearsals regularly;
 - Participates in presentation and cultural activities of the University; and
 - Follows the rules and regulations during rehearsals and presentations.
- 3.2.2 In case of approval of the request, the Director shall fill up the Action Taken in the Endorsement Request Form as approved and shall prepare an endorsement letter addressed to the University Scholarship Coordinator.
- 3.2.3 In case of denial of the request, the Director shall fill up the Action Taken in the request form as denied and shall clearly states the reason/s for denial.
- 3.3 *Releasing Response to Request.* The Secretary shall issue to the requesting member the response of the Director to the request. The response shall be available at least one (1) day after receipt of the accomplished request form.

C. PERFORMANCE REQUESTS POLICIES AND GUIDELINES

1.0 PURPOSE

This Policy guideline is issued to prescribe the procedure and policies for the grant of requests for performances of the performing arts groups during the activities of the University or its various units, and other requesting entities outside the University.

2.0 SCOPE

- 2.1 This Policy Guideline covers all requests for performances of the performing arts groups. Performance requests shall be categorized into two: internal requests and external requests.
- 2.2 Internal Requests are performance requests that come from WPU campuses, colleges, offices and organizations. Requests by the barangay/municipality/city government where the university campus is located and by the church shall also be covered by the internal requests guidelines and policies. These requests are part of the OCA's university service and do not require fees.
- 2.3 External Requests are performance requests that come from external parties. These requests require remuneration for the performing group from the requesting party.
- 2.4 All performance request(s) to any cultural and arts group shall be coursed through OCA. Otherwise, OCA shall not be accountable for any liability or irregularity that occurs.

3.0 INTERNAL REQUESTS

3.1 Procedure for Performance Request

3.1.1 *Filing Performance Request.*

3.1.1.1 The requesting party or client shall secure a Performance Request Form from OCA, fill up the form in duplicate, and submit the form to the Secretary of OCA at least two (2) weeks before the requested date of performance. The client shall not be guaranteed any action on the request if it is filed less than two (2) weeks before the performance.

3.1.1.2 The requesting party shall provide all the required details to OCA. Incomplete request forms shall not be entertained.

3.1.2 *Processing of Request.* Processing of the request shall take at least two (2) working days. The client may follow up the request via phone, email or in person.

3.1.2.1 The Secretary shall give the Performance Request Form to the Director in case of the Main Campus, or Coordinator for PPC and external campuses, for action.

3.1.2.2 The Director or Coordinator shall discuss with the requesting party via

phone, email or in person more details regarding the performance request and the terms and conditions set by OCA should the request is granted.

- 3.1.2.3 The Director or Coordinator shall prepare a Performance Agreement Form in duplicate if the request shall be granted.
- 3.1.2.4 In case of denial of request, the Director or Coordinator shall fill up a Regret Form, in duplicate, clearly stating the reason/s for denial.
- 3.1.3 *Notifying the Requesting Party of Approval/Denial of Request.*
 - 3.1.3.1 The Secretary shall notify the requesting party of the grant or denial of request within one (1) working day upon determination of the status of the request.
 - 3.1.3.2 For granted request, the Secretary shall set an appointment for the Director or Coordinator with the client for the signing of the Performance Agreement Form.
- 3.1.4 *Signing the Performance Agreement Form.* The Director or Coordinator and the client signs Performance Agreement Form. The Performance Agreement Form assures the client that the request has been granted, and assures the Director or Coordinator of the client's agreement to the terms and conditions set by OCA.

4.1 Internal Requests Policies

- 4.1.1 OCA has the option to automatically CANCEL the request if there are any changes on the details of performance (e.g., venue, date, time) without the client informing OCA at least three (3) days before the performance.
- 4.1.2 In cases where there are changes in time, venue, repertoire, choreography, it should be communicated to the OCA at least three (3) days before the performance. However, OCA still has the option to cancel the performance.
- 4.1.3 In case of postponement, cancellation or fortuitous events, the client shall write the OCA as to the status of the event and/or the new performance date.
- 4.1.4 Arrangements made in the Performance Agreement Form shall be strictly followed.
- 4.1.5 During the performance, the client shall provide snacks and/or meals for the performers. For out-of-campus performance request, the client shall also provide transportation for the performers.
- 4.1.6 After the performance, the client shall accomplish the Evaluation Form on the performing arts groups' performance which shall be coursed through the Trainer/Adviser.

5.0 EXTERNAL REQUESTS

5.1 Procedure for Performance Request

- 5.1.1 *Filing Performance Request.* Performance requests from other agencies and organizations outside the University shall be in a form of letter addressed to the University President and must be received at least three (3) weeks before the requested date of performance. The requesting party shall not be guaranteed any action on the request if it is filed less than three (3) weeks before the performance.
- 5.1.2 *Processing of Request.* Processing of the request shall take at least two (2) working days. The client may follow up the request via phone, email or in person.
 - 5.1.2.1 The University President shall endorse the performance request to the Director to further study the request and make arrangements prior to the granting or denying of the request.
 - 5.1.2.2 The Director or Coordinator shall discuss with the requesting party via phone, email or in person more details regarding the performance request and the terms and conditions set by OCA should the request is

granted.

- 5.1.2.3 After the discussion, the Director or Coordinator shall inform the University President of granting or denying the request.
- 5.1.2.4 The Director or Coordinator shall prepare a Performance Agreement Form in duplicate if the request shall be granted.
- 5.1.2.5 In case of denial of request, the Director or Coordinator shall fill up a Regret Form, in duplicate, clearly stating the reason/s for denial.
- 5.1.3 Notifying the Requesting Party of Approval/Denial of Request.
 - 5.1.3.1 The Secretary shall notify the requesting party of the grant or denial of request within one (1) working day upon determination of the status of the request.
 - 5.1.3.2 For granted request, the Secretary shall set an appointment for the Director or Coordinator with the client for the signing of the Performance Agreement Form.
- 5.1.4 Signing the Performance Agreement Form. The Director or Coordinator and the client signs Performance Agreement Form. The Performance Agreement Form assures the client that the request has been granted, and assures the Director or Coordinator of the client's agreement to the terms and conditions set by OCA.

5.2 External Requests Policies

- 5.2.1 OCA has the option to automatically CANCEL the request if there are any changes (e.g., venue, date, time) without the client informing OCA at least three (3) days before the performance.
- 5.2.2 In cases where there are changes in time, venue, repertoire, choreography, it should be communicated to the OCA at least three (3) days before the performance. However, OCA still has the option to cancel the performance.
- 5.2.3 In case of postponement, cancellation or fortuitous events, the client shall write the OCA as to the status of the event and/or the new performance date.
- 5.2.4 The client shall pay an external performance request fee. The fee shall cover the incentive of the performing arts groups' members involved in the external performance request.
- 5.2.5 The rate for each performer is PhP200 per performance.
- 5.2.6 The client shall provide the snacks, meals and transportation of the performers during the day of performance. The client may opt to include the food expenses in the payment for the external performance request.
- 5.2.7 Arrangements made in the Performance Agreement Form shall be strictly followed.
- 5.2.8 After the performance, the client shall accomplish the Evaluation Form on the performing arts groups' performance which shall be coursed through the Trainer/Adviser.
- 5.2.9 Fees for all external requests shall be paid by the client right after the performance through the Director, Coordinator or Trainer/Adviser overseeing the performance of the performing arts groups. An Acknowledgement Receipt shall be issued to the client to acknowledge the receipt of payment.

5.3 Purpose of Fees

- 5.3.1 Fifty percent (50%) of the fees generated from external performance requests shall be given as incentive to the performing group members involved in the external performance request.
- 5.3.2 The other 50% of the fees generated from external performance requests shall be utilized for the needs i.e. food, drinks and other basic necessities of the performing groups members during rehearsals.

D. DISSEMINATION OF CULTURE AND ARTS-RELATED INFORMATION POLICIES AND GUIDELINES

1.0 PURPOSE

This Policy Guideline is issued to prescribe the guidelines for disseminating culture and the arts-related information within the University.

2.0 SCOPE

This Policy Guideline covers notices, invitations, communications and other information about culture and the arts coursed through the Office for Culture and the Arts.

3.0 CULTURE AND THE ARTS EVENTS

3.1 All information on culture and the arts events coursed through OCA shall be disseminated in various forms applicable.

3.2 Information on culture and the arts events shall be posted by the Secretary in OCA bulletin board as well as other bulletin boards within the University.

3.3 Likewise, the Secretary shall forward notices, invitations, and other communications about culture and the arts to the offices or persons concerned.

4.0 IEC MATERIALS

4.1 Client shall request in person for available IEC materials on culture and the arts topics at OCA.

4.2 The recipient of the IEC material shall sign in a record book, indicating the date and time of receipt and the name, position and office of the recipient, with the corresponding signature of acknowledgement of receipt.

Section 36. Sports and Development Programs and Services

A. General Functions

The office shall perform the following functions:

1. Plan and implement sports programs for skilled students who wish to excel in sports and to experience actual athletic competition;
2. Plan, implement, and improve varsity programs for highly competitive athletes that will excel in athletic competitions bringing the name of the university;
3. Plan and implement sports and recreational programs for the university;
4. Provide technical assistance to other agencies and organizations in the promotion of sports and recreational programs;
5. Maintain athletic scholarship and support the varsity athletes to encourage sports excellence;
6. Improve coaches' and trainers' knowledge, technical expertise and competence through attendance in seminar-workshops, refresher courses and advanced trainings; and
7. Establish linkages in different sports associations such as Philippine Sports Commission, National Sports Association, other national and regional sports associations, and other sports associations from other colleges and universities in the region and the province.

B. Goals and Objectives

The program has the following goals and objectives:

1. To conduct regular sports program in the tertiary, secondary and elementary levels to ensure a year-round sports activities in the university;

2. To encourage students' organizations as sports partners for a year-round sports activities.
3. To establish, provide, upgrade as well as maintain sports infrastructures and make sports facilities and equipment open to all students of the university in all levels;
4. To adopt effective educational approaches that will greatly develop sports in school and out of school youths and conduct outreach program to service public schools, barangays and out of school youths in particular and the Province of Palawan in general.
5. To conduct regular sports competitions in all levels especially for the benefit of the academic community to be able to develop athletes who have potentials to become a member of the varsity teams of the university and to the national pool;
6. To maintain a pool of athletes, coaches and trainers and to ensure good relationship to help focus the sports objective in the world of sports;
7. Establish regular communication, monitoring and evaluation to promote sports partners.
8. To promote and preserve Philippine Indigenous games and sports;
9. To plan and implement a varsity program for highly skilled student-athletes who wish to excel in sports;
10. To initiate physical fitness program among employees and students; and
11. To establish linkages and networking with the Philippine Sports Commission, National Sports Association, and other sports agencies and non-government organizations to realize these objectives.

C. Personnel of the student service unit

This office is under the office of the President through the Vice President for Academic Affairs. It is headed by the Sports Director who will be supported by the Sports Coordinators of different colleges and campuses, coaches, and trainers of the different fields of sports specialization.

D. Services of the unit

This office offers/caters the following services:

1. Conduct annual Sports Olympics (Intramural Meet);
2. Facilitate team try-outs and recruitment for varsity program;
3. Offer athletic scholarship for varsity players;
4. Provide training equipment and upkeep of different facilities that the varsity teams as well as the WPU students and employees use;
5. Train and develop athletes through respective coaches/trainers; and
6. Facilitate the participation of the university in the annual STRASUC Olympics, national, regional and international competitions.

E. Policies and Guidelines

E.1. PROCESS OF AVAILMENT OF ATHLETIC/VARSITY SCHOLARSHIP

Varsity/Athletic scholars may be recruited directly or indirectly. Direct recruitment pertains to players who were already singled out before they actually entered the WPU. Indirect recruitment pertains to players who tried-out for the varsity team.

Scholarship Requirements

1. Applicants must complete the Athletic Scholarship Application Form from the Office of the University Sports Director and secure the recommendation of the Varsity Coach and the Sports Director.
2. Applicant/s must possess the following qualifications:
 - 2.1. A bona fide student of Western Philippines University
 - 2.2. Physically and mentally fit.
 - 2.3. Possesses skills in a sports event.

3. Applicants must pass the following evaluations:
 - 3.1. Motor Fitness Test
 - 3.2. Cardio-vascular Fitness Test
 - 3.3. Physical Fitness Test
4. Applicants should carry a maximum academic load or enroll units not less than the number of units required to play in tournaments which is 12 units.
5. Applicants should not have a failing grade.
6. Applicants must have at least competed in one prestigious tournament such as:
 - 6.1. Southern Tagalog Region Association of State Universities and Colleges (STRASUC) Olympics;
 - 6.2. The National Open Championship of the National Sports Association (NASA);
 - 6.3. National Colleges Athletic Association
 - 6.4. Invitational Tournaments or Intercollegiate Athletic Tournaments
 - 6.5. MIMAROPARAA Meet
 - 6.6. Palarong Pambansa
 - 6.7. International Competitions
7. Applicants should submit all the necessary requirements and documents to the office of the Director for Sports such. These documents will serve as basis for the recommendation of applicants to the Scholarship Committee
8. Applicants should be willing to sign a scholarship contract with the university.

E.2. POLICIES AND GUIDELINES OF ATHLETIC/VARSITY SCHOLARSHIP BENEFITS/PRIVILEGE

1. Free tuition and miscellaneous fees for those who won gold, silver and bronze medals in their events/games during the regional and national competition. This excludes the Internet Fee, Development Fee, SCUAA Fee and Athletic Fee.
2. Free tuition fee only for those who participated without any medal.
3. Free tuition fee only for new varsity scholars.

Retention Policies and Guidelines

1. A scholar must achieve a significant award in regional or national meet.
2. A scholar must carry a maximum load of his/her preferred course or a minimum load of 12 units which is a requirement to participate in athletic meet.
3. A scholar must attend training/practice thrice a week regularly in preparation for the regional meet and other sports competitions.
4. A scholar must follow the policies, rules and regulations of the university and of the sports program.
5. A scholar must pass all his/her enrolled subjects.
6. A scholar must not be involved in any immoral acts or violate the university policies.
7. Scholarship is renewable every school year but a scholar may be dropped from the roster during the second semester by his/her coach or the Sports Director for his/her poor performance and/or for the violation of university policies.

E.3. POLICIES ON THE USE OF SPORTS FACILITIES

1. WPU students and employees are given priority to use the sports facilities and equipment.
2. Non-WPU students and outsiders may also be allowed to use the facilities provided that they provide their own equipment and that

they should give priority to students who will hold their P.E. classes and other approved activities in those facilities (i.e. basketball court, covered court, volleyball court) except if these outsiders have an official request to use the sports facilities duly approved by the University President.

3. Outsiders using the sports facilities who do not have an approved request should observe the schedule of use of sports facilities posted therein.

3. For security purposes and as austerity measure especially at night time, students will only be allowed to use the gymnasium during the following occasions/instances:

- a. P.E. classes (with the supervision of the faculty);
- b. student activity/student organization use (approved request is required)
- c. University Olympics

E.4. POLICIES ON SELECTION OF PLAYERS TO COMPETE IN MAJOR COMPETITION

1. Varsity players are given priority to join major sports competitions such as STRASUC Olympics, National PASUC Olympics and PPPHEI Meet.

2. Non- varsity players may also be recruited to join provided that they are highly recommended by the coaches of their respective events.

3. Non-varsity players who have exceptional skills (particularly in individual events) will be given priority over the varsity players who have less exceptional skills.

E.5. POLICIES ON SELECTION OF EVENTS TO COMPETE IN MAJOR COMPETITIONS

1. The following events are given priority during annual STRASUC Olympics and other major sports tournaments because these are the events with varsity players:

Individual Events:

- a. Athletics
- b. Arnis
- c. Boxing
- d. Swimming
- e. Taekwondo

Team Events:

- a. Badminton
- b. Basketball
- c. Beach Volleyball
- d. Sepak Takraw
- e. Volleyball
- f. Football

Note: The abovementioned events may be removed from the list of events to compete in major sports competitions if they consistently perform poorly in these competitions particularly in STRASUC Olympics. In the same manner, other events may also be added to this list provided that the players of those events are skillful enough to compete in such competitions based on the assessment of the sports director and the coach of the said event and if budget warrants the addition of such events.

E.6. POLICIES ON THE CONDUCT OF UNIVERSITY OLYMPICS

1. Students who are officially enrolled in any undergraduate program of the university may be allowed to play in the University Olympics. Graduate students are not allowed to participate.
2. All teams are required to submit their official list of athletes to the Registrar's Office for validation.
3. All players should accomplish their Athletes' waiver and secure medical certificate from the University Physician before they are allowed to play.
4. A player may only be allowed to carry the following athletic loads:
 - 1 major ballgame + relays
 - 2 minor event + relays
 - 4 individual event (athletics+ relays)
 - 1 combative event

E.7. POLICIES ON VARSITY TEAM

Varsity Teams are composed of players who were directly recruited for the team by the coach or the Sports Director and those who tried out for the varsity team. A varsity player may or may not be a varsity scholar.

Benefits and Privileges of Varsity Players

1. Varsity players are given priority to compete in major sports competitions.
2. Varsity players are given priority to use the university sports facilities.

Duties and Responsibilities of a Varsity Player

A Varsity Athlete:

- shall assume personal responsibility for the proper use and accountability over any equipment released on his name as a borrower;
- shall not lend to another person/athlete the equipment borrowed;
- shall replace or repair, in case of damage or loss, the equipment due to his/her negligence, recklessness, or carelessness;
- shall be responsible for the proper upkeep and cleanliness of the premises as well as the facilities provided for his/her use in training/games;
- shall be fully aware of the policy that frequent unexcused absences shall be a ground for removal from the team or revocation of the privileges;
- shall be fully aware of the policies and guidelines of the University Sports Office and willing to comply with all the above mentioned policies/guidelines to maintain his/her integrity as a regular varsity athlete.

E.8. POLICIES IN PARTICIPATION TO INVITATIONAL TOURNAMENTS

The following are the standard procedures to be followed in deciding whether or not to send varsity athletes to competitions, and/or invitational tournaments:

1. Upon receipt of a letter of invitation, the sports director consults the concerned coaches, decides whether to accept or not the said tournament. If accepted, the director plans and organizes the necessary logistics for the tournament games;
2. The schedule of the tournament should not be in conflict with the University's major examinations week (Midterm and Final Exams)
3. The coordinator and coach(es) determine the varsity athletes and under - trainees who will join the tournament based on the criteria set;

4. The budget allocated for the tournament must be within the approved sports budget by the University;

The director endorses the request to the VP for Academic Affairs, VP for Finance and the University President for final approval.

Section 37. Social and Community Involvement Programs and Services/NSTP

- A. Services of the unit
- B. Policies and Guidelines

A. General Functions of NSTP Unit

1. The NSTP of the University is basically concerned with development of the youth. It emphasizes the intensification of values, ideals related to civic consciousness particularly those that enhances their intellectual, moral, spiritual, and social well-being. It aims to inform, train, mobilize and serve youth as arm in helping the community in the pursuit of national development. It particularly deals with training, packaging, and disseminating information for the development of knowledge, skills and attitude needed as future leaders and good citizens, demonstration and application of technologies tools and materials generated by the University and in some selected institutions for livelihood and community improvement. (Sec. 2, para. 3, R.A. 9163)
2. Based on the concept, the NSTP of the University, prepares, coordinates, consolidates and operationalizes the NSTP program of the University and its campuses. It shall also recommend polices on NSTP for the attainment of its objectives and render better services to student youth and the community clients.

B. Goals and Objectives of the NSTP

1. Goals

- a. To develop civic consciousness and defense preparedness among the students in enhancing their total well-being as model and agent of community development;
- b. To institutionalize the NSTP structure, systems and procedure in the operation of the program;
- c. To build a pool of qualified trainers and volunteers among the students and faculty members with the program core values.

2. Specific Objectives

- a. Conduct training program on the three components of NSTP that will enhance capability for civic consciousness and defense preparedness imbued with moral values that will enhance the intellectual, physical, moral, spiritual and social well-being of the students. (Sec. 2, para. a, IRR – NSTP) Specifically it shall:
- b. Conduct activities that are contributory to the general welfare and betterment of life for the members of the community and enhancement of facilities especially those that are devoted to health, education, environment, entrepreneurship, safety, recreation and morals of citizenry.
- c. Conduct literacy training for students to be teachers of literacy, numeracy skills for children, OSY, adults and other segments of the society in need of services;
- d. Conduct military training in order to motivate, train, organize and mobilize them for national preparedness;
- e. Inculcate among the students the ideals of patriotism, nationalism and enhance their involvement in public and civic oriented activities;

- f. Produce service oriented and responsive students that will be of help to the locality/community;
- g. Participate in sustaining peace, unity, cooperation, quality of life in service to the community;
- h. Establish a functional NSTP office that will cater to the needs of the students and proper implementation of the program.
- i. Train qualified faculty to handle the training and operation of the program imbued with moral values that will enhance the “intellectual, physical, moral, spiritual and social well-being of the students”.

C. Personnel of the NSTP

1. University NSTP Director

- a. Leads in the formulation and implementation of policies, rules, standards and basic procedure of NSTP in the university in coordination with offices;
- b. Represents the school authorities in the exercise of academic and administrative supervision over the design and adoption of the different NSTP components offered in the University;
- c. Coordinates, monitors, and reviews the University NSTP activities of the WPU campuses for proper implementation of the program;
- d. Communicates, with school authorities on matters relating to NSTP for the smooth implementation of the program subject to final action and approval;
- e. Recommends to WPU authorities budget for the implementation of NSTP program and activities and purchase of facilities to ensure effective and efficient implementation of the program;
- f. Renders periodic reports to CHED regional office;
- g. Establish linkages with other NSTP service provider and outside funding agencies;
- h. Reviews and recommends amendments to the established NSTP policies and guidelines.

2. University CWTS and LTS Coordinator/ and Implementers

- a. Plan, coordinate, organize, implement, monitor and evaluate CWTS and LTS activities in the WPU campuses.
- b. Coordinate closely with the University NSTP Director for smooth implementation of the program.
- c. Coordinate with other agencies for possible assistance needed for CWTS and LTS projects.
- d. Recommend projects/activities to the NSTP Director that will enhance CTWS/LTS in the WPU campuses.
- e. Submit consolidated CWTS and LTS reports of WPU campuses to the NSTP Director for monitoring and evaluation purposes.

3. College/Campuses CWTS and LTS Coordinators

- a. Serve as coordinators for CWTS/LTS in their respective colleges or campuses.

- b. Submit CWTS/LTS report to the University college coordinator through the Deans/Campus Administrators for consolidation and monitoring purposes.

4. NSTP Staff /Assistant

- Assists in the daily routine of the NSTP Office.
- Performs other tasks as maybe prescribed by NSTP authorities.

5. ROTC Coordinators

- Plans, coordinate, organize, implements, supervises and evaluate ROTC activities.
- Submit consolidated ROTC report to the NSTP office for monitoring and evaluation purposes.

D. Service Components of NSTP

1. **Civic Welfare and Training Service (CWTS)** Component refers to programs or activities contributory to the general welfare and the betterment of life for the members of the community and the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation, and morals of the citizenry. (Sec. 3 para. d, R.A. 9163)

1.1. CWTS Dimensions

- 1.1.1. **Leadership and Moral of Citizenry**- this area involves development of youth to be good leaders, responsible individuals imbued with good moral values and active agent of development of the community.
- 1.1.2. **Health**– this area aims to give knowledge on medical - related fields and extend health services needed in the community. It includes specifically medical services like disaster management, first-aid operation, and vaccination, info-dissemination on health, nutrition, technical assistance and training of youth to be first aid assistants.
- 1.1.3. **Safety Services** – this area includes the knowledge and skills in keeping oneself and others safe. It helps in increasing the awareness about the possible hazards in the different areas of living, and be able to make appropriate decision and actions. It helps equip the trainees the ability to deal with a range of situation. [Safety Education: Guidance for Schools.
- 1.1.4. **Environmental Services** – this area inculcate environmental awareness and its contribution to health and related fields. It involves management of waste, environmental protection, dissemination and application of technologies supportive of the community needs and livelihood activities related to environment and other related fields supportive of the national thrusts.

- 1.1.5. **Education** – this area involves enhancement of institutional support materials and facilities for the community and school such as providing materials containing laws, ordinances, rules and regulations, and extended services of skilled students.
 - 1.1.6. **Entrepreneurship/Livelihood** – this area includes programs and activities which are vital in economic growth.
 - 1.1.7. **Recreation** - this area involves sports, music, games and other worthwhile activities that enrich youth’s capacities to relate with one another in the community. (Sec. 3, para. d, R.A. 9163)
2. **Reserve Officers Training Corps (ROTC)** is a program designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national preparedness. (Sec. 3, para. b, IRR - NSTP)
- 2.1. **ROTC Dimensions**
- 2.1.1. Military Science 1. Which includes military indoctrination which human, combat training for the Individual Soldier, individual protective measures, basic Weapon Training, marksmanship training, drills and ceremonies. (ROTC POI)
 - 2.1.2. Military Science 2. Which includes general military operations, small Unit tactics, individual unit training, crew serve weapons, familiarization firing, educational tour, and drill ceremonies, (ROTC POI)
3. **Literacy Training Service (LTS)** is a program designed to train students to teachers of literacy and numeracy skills to school children, out - of - school youth and other segments of society in need of their services.
- 3.1. **LTS Areas of Concern**
- 3.1.1. Basic Literacy shall include teaching of the 3 Rs, reading, writing and arithmetic;
 - 3.1.2. Functional Literacy shall include activities which involve analytical thinking, application concepts based on lessons that will raise the level of literacy. (Bureau of Alternative Learning System Manual, Department of Education, 2004)

E. Policies and Guidelines

- 1. Before the conduct of Field Work/Community Immersion, students are required to secure a waiver/Parents’ Consent form from the Office of Student Affairs and Services. Students are required to have their respective waivers notarized by a Notary Public.

2. Copy of duly notarized waivers should be submitted to the concerned NSTP Instructor.
3. NSTP students who failed to accomplish waiver will not be allowed to participate in community immersion.
4. Students are required to meet with their class facilitator/Instructor before they proceed to the area where field work will be conducted.
5. Students who have failed to meet with their class facilitator/Instructor during a community-based activity will not be allowed to follow to the area.
6. Students are required to submit their respective Field Work Reports at the end of Community Immersion/Field Work.

Section 38. Other Related Programs and Services

These services refer to those that include other institutional programs that might be established by the institution.

**ARTICLE VI
RESEARCH ON STUDENT AFFAIRS AND SERVICES**

Section 39. Research on Student Affairs and Services

The faculty, staff and students of the university are encouraged to conduct research on Student Affairs and Services Programs. Research results and outputs shall be disseminated and utilized for more effective and efficient services to the students.

Students are encouraged to present their research output in research fora upon recommendation of the Director for Research.