

# Bulacan Agricultural State College Student Services Operations Manual



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### 1. GENERAL INFORMATION

#### 1.1 Introduction

This Manual of Operations is a compilation of several policies, guidelines, rules and regulations and standard operating procedures pertaining to the operation and management of the Student Services of Bulacan Agricultural State College.

It aims to provide a model for the uniform and standard presentation of the student services and related concerns and serves as a guide in the creation of the Student Handbook of Bulacan Agricultural State College. In addition, this Manual serves as one of the primary basis for the implementation of the various student services in the College. This Manual also allows for the incorporation of some policies, guidelines, rules and regulations which the College finds appropriate to include.

#### 1.2 Legal Framework

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

- 1.2.1 MECS Order No. 57 s. 1981 and MECS Order No. 62 s. 1981.
- 1.2.2 Republic Act 7079 - The Campus Journalism Act
- 1.2.3 Republic Act 7877 - The Anti-Sexual Harassment Act (See Appendix H)
- 1.2.4 Republic Act 8049 - An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and Organizations and Providing Penalties Thereof
- 1.2.5 CHED Memo No. 4 - Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organizations
- 1.2.6 SUC Charters and Codes
- 1.2.7 Other relevant policies, standards, plans and guidelines promulgated by CHED
- 1.2.8 Recognized and Established Management Practices

### 1.2.9 Dangerous Drugs Act of 2002

## 2. DEFINITION OF TERMS AND ACRONYMS

**Bulacan Agricultural State College (BASC)** - is a Chartered State College and a non-sectarian institution of higher learning established for the agricultural development of the country in general and the Central Luzon Region in particular.

**Counseling Services (CS)** - provides the student individual and group counseling services for self-understanding as well as assistance in achieving greater awareness of himself so that in the end, he could be a self-directed individual.

**Follow-up Services (FS)** - this service is geared toward determining the progress made by the student, evaluation of his personal and placement development as well as guidance in carrying out suitable step and action.

**Graduate Placement and Employment Unit (GPEU)** - refers to the unit that provides career guidance and placement services for students and graduates.

**Guidance and Counseling Unit (GCU)** - refers to the unit that leads in the preparation of annual work plans for guidance and counseling.

**Information Services (IS)** - this concerns orientation on the college policies and programs providing students with information on educational, vocational, and personal- social opportunities and setting-up suitable life goals.

**Office of Student Affairs (OSA)** - refers to the office that provides well-planned activities that give vent to the student talents, abilities and leadership potentials and promotes wholesome relationship among students and protect their general welfare and interest as well.

**Placement Services (PS)** - enhances the development of an individual by helping him in the selection and utilization of opportunities within the college and the labor market.

**Scholarship and Financial Assistance Unit (SFAU)** - refers to the unit that provides scholarships, study grants, and other forms of financial assistance to deserving students.

**Student Inventory Services (SIS)** - refers to the continuous process of gathering all the records and pertinent information about the student's personal and family background, concerning the needs, abilities, and interests of students.

**Supreme Student Council (SSC)** - refers to the highest governing and policy-making body of the students. It is composed of the two independent bodies – the Executive Council and the Student Congress.

**Testing and Promotion Unit (TPU)** - refers to the unit that leads in the preparation of annual work plans for testing and promotion.

**The Soil Tiller (TST)** - refers to the official college student publication, anchored on the principles of freedom of the press which shall be financed from the publication fee paid by the student subscribers. The publication is entitled to the rights, privileges and protection from the state, as mandated by the existing laws of the land. The official student publication is "The Soil Tiller".

**The Student Organization Unit (SOU)** - refers to any association, club, fraternity, sorority, order, or any other form of organized groups whose members are students of the College. Those of provincial, sectoral or regional in character or orientation are prohibited.

### 3. ORGANIZATIONAL STANDARDS

#### 3.1 MANDATE FROM THE COLLEGE

The college recognizes the Office of Student Affairs as a service arm of the institution that is responsive to all facets of student development, the discovery and recognition of student's essential dignity and worth and the actualization and acknowledgement of their abilities with the support and coordination of the alumni and the community. (*Student Handbook, p. 9*)

#### 3.2 NATURE OF OSA AS AN ADMINISTRATION-INITIATED OFFICE

The Office of Student Affairs is headed by a Director of Student Affairs, designated by the President of the college and confirmed by the Board of Trustees. Its management responsibility areas cover all designated or appointed faculty carrying out functions of units under the Office of Student Affairs (OSA). The office is directed to:

- provide wholesome activities that give vent to the student talents, abilities and leadership potentials.
- promote wholesome relationship among students and protect their general welfare and interest as well.

Under the Office of Student Affairs are the Student Organization Unit, the Scholarship and Financial Assistance Unit, the Guidance and Counseling Unit, the Testing and Promotion Unit and the Graduate Placement and Employment Unit (GPEU). Hence, the Office of Student Affairs is considered as an administration-initiated office rather than a student organization.

The office's operations are funded by the college to provide necessary equipment and materials for the development of the students. Even if the individual student organizational groups operate on their own, they are still under the mandate of the office to ensure that the objectives and programs of the organizations are aligned with the colleges' goals. The student organizations are given the privilege to operate independently as the office recognizes the individuality of the groups, and the value of enhancing the administration skills of the leaders and members to ensure that they are well-equipped after graduation.

#### 3.3 UNITS WITHIN THE OFFICE OF STUDENT AFFAIRS

##### 3.3.1 STUDENT SERVICES UNIT

The Student Services Unit is the consultative policy-making and decision-making body tasked to create, review, and amend existing policies of the Office of Student Affairs. It is headed by the Office of

Student Affairs Director and is composed of the Head of the Student Organization Unit, the Scholarship and Financial Assistance Unit, the Guidance and Counseling Unit, the Testing and Promotion Unit, the Graduate Placement and Employment Unit and the 4P's Coordinator. The Student Services Unit defines the vision, mission, goals and strategic plans and objectives of the Unit. The heads meet once a month or as the need arises.

The scope of the tasks of the Council of Advisers, as a policy-making body, includes the following:

- o Proposal of new policies and/or procedures within the Office
- o Proposal to amend existing OSA policies.
- o Proposal to amend new college policies with unfavorable implication to OSA and the students

To form a quorum, the council should be composed of five advisers or more out of eight advisers (including Coordinator). A meeting for policy amendment or approval will not be held should it fall short of the quorum. For approval of proposals, the majority vote should be five (5) votes from the advisers.

### **3.3.2 PROCEDURES ON POLICY-MAKING**

#### **A. Proposal of new policies and amendment of existing OSA policies and rules**

1. Any of the Advisers may author or propose a policy for the improvement of office services. He /she should prepare a proposal regarding the new policy – its rationale, and the procedures.
2. The proposal will be presented to the Council of Advisers for review and evaluation. The alternative courses of action should be submitted for voting purposes.
3. The Council of Advisers may move for the approval of the proposal on the same date of the presentation. However, it can also request for the postponement of the decision for a thorough evaluation of the proposal.
4. If the votes reach the majority number, the proposal is approved. If it is disapproved, the Adviser may revise his/her proposal and present to the Council in another meeting.

#### **B. Proposal to amend new college policies and rules with unfavorable implication to OSA and its clients**

1. The Director briefs the Council on new college policies and rules in the council meeting. The council discusses the implications of the said policy to the OSA groups. The council may decide for its position on the said policy.

2. The Director assigns an ad hoc committee to prepare the position paper for presentation to the Vice President of Academic, Cultural & Sports Affairs and the College President.
3. The position paper will be presented to the Vice President of Academic, Cultural & Sports Affairs and the College President for review and decision.
4. The decision of the Vice President of Academic, Cultural & Sports Affairs and the College President after the appeal will be considered irrevocable.

### **3.4 PROCEDURES ON TRANSACTIONS WITH THE OFFICE**

The Office of Student Affairs is open from Mondays to Thursdays, 7:00 a.m. to 12:00 p.m. and 1:00 - 6:00 p.m. For more efficient delivery of services, the students are advised to follow these guidelines.

#### **3.4.1. General Guidance**

- a. Submission/Approval of Project Proposal, signing of documents and consultations with the staff may be done by appointment on Mondays to Thursday, 7:00 a.m. to 6:00 p.m. Any matter for the signature and approval of the staff should be given a lead time of 1 day upon the office's receipt of the document.
- b. Ideally, consultations with the Director, Advisers or Coordinators about very delicate matters must be arranged by appointment so they can be given time to attend to specific concerns. Appointments should be arranged through the secretary at least two days before the target date. However, if the matter has to be dealt with immediately, the concern party may approach the Director at once, so the Office can attend to the concern as soon as possible.
- c. All OSA group officers and advisers are advised to read their emails and respond to calls or texts sent by the office for important matters.
- d. Important announcements are usually disseminated through memorandums distributed by the secretary.
- e. In the absence of the Director, any of the Head Unit will automatically act as the officer in charge.
- f. All letters and requests to the Director and Heads and follow up of signatures and requests should be done through the secretary.

### 3.4.2 Job Description of the Staff

Sports

#### 3.4.2.1 Director (Full Time)

Immediate Supervisor: Vice President of Academic, Cultural & Affairs

Summary of Duties and Responsibilities:

- a. Formulate and implement strategic plans for students testing and admission, guidance and counseling, vocational/career guidance, placements, year-round activities and all related co-curricular / extra class programs that will lead to student welfare and development;
- b. Evaluate, accredit and recognize student organizations whose objectives, constitution and by-laws are non-subversive and geared towards institutional brotherhood, camaraderie and productivity;
- c. Conduct and supervise the election of all class and students organizations within one (1) month after opening of classes excluding the Supreme Student Council which shall conduct its election on the second week of March;
- d. Respond to the recurring problems of students such as housing and accommodations, student assistance, athletics, military training, scholarships, discipline placement of graduates, performances, finances, etc. needing immediate attention;
- e. Coordinate with the BASC Alumni Association and the Parents Teachers Community Association in relations to the programs and activities of the college particularly those affecting student life;
- f. Perform other duties and responsibilities as may be delegated by higher authorities.

#### 3.4.2.2 Scholarship and Scholarship and Financial Assistance Unit Head (Fulltime)

Immediate Supervisor: OSA Director

Summary of Duties and Responsibilities:

- a. Establishes linkages with government and non-government agencies, and private individuals in order to provide scholarship, study grants and other forms of assistance to the poor but deserving students.



- b. Disseminates information on scholarship and financial assistance programs.
- c. Screens applicants through qualifying examination, interview and background investigation.
- d. Institutes appropriate evaluation and guidance schemes for completion of the grantees' scholarship requirements.
- e. Provides documentation, assessment evaluation and monitoring activities on the progress of scholarship programs to CHED and benefactors.

3.4.2.3 Graduate Placement and Employment Unit Head (Fulltime)  
Immediate Supervisor: OSA Director

Summary of Duties and Responsibilities:

- a. Provides career guidance and placement services for students and graduates.
- b. Provides a centralized job placement system thru the College Information on the Opportunities and Employment Trend, job referrals and recommendations to companies and tips on job searching.
- c. Regularly conducts pre-employment seminars and job clinics to orient would be graduates on skills such as writing application letters and resumes and undergoing job interviews.
- d. In charge with the dissemination of current information on available positions to graduates which shall be posted on bulletin boards.
- e. Maintain an information system where students could brow on career monographs, company brochures, and occupational pamphlets and provide related materials that would help them in assessing occupational opportunities.
- f. Coordinates with employers to conduct actual recruitment.
- g. Provides services for manpower pooling and maintains an updated manpower-pooling inventory from among students and graduates.



#### 3.4.2.4 Guidance and Counseling Unit Head (Fulltime)

Immediate Supervisor: OSA Director

##### Summary of Duties and Responsibilities:

- a. In charge with the implementation of the guidance program in his/her respective jurisdiction.
- b. Supervises the rendering of personal, social, and educational guidance of students.
- c. Coordinates with the Institute Deans and High School Principal in creating a school atmosphere conducive to learning and social growth, and confer with the parents, faculty and guidance staff with regards to individual needs of students.
- d. Oversee the Psychometrician who administers and scores individual or group tests, submit written reports of tests interpretation, and interview clients; advises students of the results of their assessment, and interpret results. Results are well kept individually for confidentiality and security reasons.
- e. Allows homeroom advisers/teachers conduct guidance sessions during classroom periods and observe student behavior.
- f. Assists the guidance staff in the total development of the studentry.

#### 3.4.2.5 Student Organizations Unit Head (Fulltime)

Immediate Supervisor: OSA Director

##### Summary of Duties and Responsibilities:

- a. Conducts leadership seminar
- b. Provides consultancy services to student organizations for their organizational development
- c. Provides information services about establishing student organization
- d. Gives recognition and accreditation of student organizations

- e. Evaluates and awards outstanding student organizations

#### 3.4.2.6 Secretary and 4P's Coordinator

Immediate Supervisor: OSA Director

Summary of Duties and Responsibilities

- a. Assists the Director and Unit Heads in preparing documents and reports.
- b. Responsible for the receiving, arranging and filing of all the incoming communications and memorandum and other documents from the office and other agencies.
- c. Encodes reports, accomplishments and other documents.
- d. Assists and entertains student and visitors in their inquiry regarding scholarships and other related concerns.

### 3.5 Conduct and Discipline

Every student shall obey the laws of the land, the rules and regulations and norms of conduct promulgated by the College. Violations of such rules and regulations shall be subject to disciplinary action by competent authorities.

The provisions of this Code shall apply to all bonafide students of the College, for offenses committed within the College jurisdictions. The provisions of this Code shall apply whenever applicable, otherwise the laws of the land shall apply.

#### 3.5.1 General Rules on Student Conduct

For the guidance of all concerned the following norms of conduct and discipline of students are hereby promulgated.

1. The Identification
  - Every bona fide student must have a proper and valid Identification Card (ID) which must be worn properly at all times while in the college premises.
  - The ID must bear the signature of the Registrar and College President as per SSC Resolution No. 02-01. All ID's must be validated every semester to old students.
  - The security has the authority to confiscate ID's not worn while in the college premises.
2. Dress Code

- The wearing of the prescribed uniform is compulsory to all students. Every Monday the prescribe college uniform, Tuesdays and Wednesdays Institute prescribe uniform (with piping) and Thursdays Institute or organizations uniform. P.E. uniform may also be worn during P.E. classes and training period. Those having outdoor laboratory class may wear working clothes as scheduled.
  - Female students should avoid tights and legging pants, only slacks are allowed. Wearing of skirts should not be more than 2 inches above the knee.
  - Males regardless of their sexual preference should wear proper cut of male uniform
3. Proper Haircut
- Students should observed proper haircut
  - Males regardless of their sexual preference should observed proper haircut
  - Students should avoid unnatural and vibrant hair color/dye
4. Attendance and Punctuality
- Classroom. Punctuality in class must be observed.
  - Flag Ceremony. Each student is required to attend the flag ceremony every Monday at 7:00 a.m. . Monitoring should be done by the respective advisers. Attendance sheet should be submitted to the Office of Student Affairs right after the flag ceremony
5. Behavior and Conduct
- Each student is expected to act as a responsible maturing man or woman at all times, giving due respect to duly constituted authorities and the rights to fellow students.
  - Each student is expected to cooperate and participate in all co-curricular and extracurricular activities of the college.
  - Each student is expected to give due respect and courtesy, live by the precepts of love, justice, compassion and concern for others.
  - Student with vehicle shall observe traffic rules and regulations of the college.

### 3.5.2 Norms of Conduct

**Moral Character.** A student is imbued with moral character if among other qualities;

- He acts, lives and thinks as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason

and the accepted and approved levels of conduct in the society where he lives;

- He is honest to himself, accepting his shortcomings, striving to improve and change;
- He is fair and just in his dealings with his fellowmen;
- He lives by the precepts of love, justice compassion and concern for others; and

**Personal Discipline.** A student is imbued with personal discipline if among other qualities:

- He devotes himself to the fulfillment of his obligations and considers rights as means to or rewards for the same;
- He learns to forego the enjoyment of certain rights and privileges that others more needy maybe benefited and for the greater good of the society;
- He resolves his problem and conflicts without prejudicing others;
- He is tolerant of others and humble to accept what is better than his;
- He has temperance and propriety in words and in actions, especially against vices, e.g. gambling, drugs, sexual excesses and aberrations, etc., and
- Right reasons guide and control his life, actions, and emotions.

#### **Civic Conscience and Patriotism**

- A student is imbued with civic conscience and patriotism , if among other qualities:
- He devotes himself to the growth and development of the Philippines;
- He puts the welfare of the entire country above his personal family and regional interest;
- He respects and obeys all duly constituted authorities and laws, rules and regulations;

- He settles all disputes, problems, and conflicts through peaceful means.

### **3.5.2 Basic Discipline**

1. At all times, every student must observe/follow/abide by all the laws of the land and all the policies and regulations adopted by the College. The investigation, disposition and corresponding sanction on student disciplinary cases shall follow the procedures set in the College Code.
2. The maintenance of student conduct and discipline is anchored on the willful acceptance by the student of all policies, rules and regulations prescribed by the College as signified by their enrolment pledge and the guidance and counseling provided by the faculty who shall be exercising substitute parental authority.
3. All school personnel are mandated to enforce and supervise overall compliance to the Code in their respective areas of responsibility.
4. For the purpose of implementing College policies, rules and regulations and the provisions of this Code, the President, Vice-President(s), Deans, Directors, Chairmen, High School Principal and members of the faculty and the security force are deemed Agents of Persons in Authority.
5. A student shall be subject to disciplinary action for any of the following with corresponding penalties: (after due process)

### **3.5.3 Insulting, Uttering Derogatory Remarks or Flagrant Indecency in Language:**

3.5.3a Directed Against the Faculty, Staff, Visitors and Any Person in Authority or their Agents.

1st Offense Suspension for one (1) week with letter of apology

2nd Offense Suspension for one (1) semester with letter of apology

3rd Offense Suspension for one (1) year with letter of apology and

**Succeeding Offenses** Expulsion from the College

### **3.5.4 Immorality**

3.5.4a Illicit Relations

3.5.4b Acts of Lasciviousness and Indecent Acts Done publicly inside the College jurisdiction:

1st Offense Suspension for one (1) week  
2nd Offense Suspension for one (1) month  
3rd Offense Suspension for one (1) semester; and

**Subsequent Offenses** Expulsion from the College

**3.5.5 Drinking Intoxicating Beverages and Drunkenness**

1st Offense Suspension for two (2) weeks  
2nd Offense Suspension for one (1) semester  
3rd Offense Suspension for one (1) year; and

**Subsequent Offense** Expulsion from the College

**3.5.6 Any Drunkenness Resulting in Physical Injuries to Other Persons**

1st offense Suspension for two (2) semesters  
2nd Offense Suspension for one (1) year and  
3rd Offense Expulsion from the College

**3.5.7 Fighting or Resorting to Physical Force or Violence to settle disputes provided that the party who acted in self-defense shall be exempted from the punishment:**

**Slight Physical Injuries**

1st Offense Suspension for one (1) week  
2nd Offense Suspension for one (1) month  
3rd Offense Suspension for one (1) semester and

**Subsequent Offense** Expulsion from the College

**3.5.8 Less Serious Physical Injuries**

1st Offense Suspension for one (1) month  
2nd Offense Suspension for one (1) semester  
3rd Offense Suspension for one (1) year, and

**Subsequent Offense** Expulsion from the College

**3.5.9 Serious Physical Injuries**

1st Offense Suspension for two (2) semesters  
2nd Offense Expulsion from the College

### **3.5.9. Gambling (Where Cash is Involved)**

1st Offense Suspension for one (1) month  
2nd Offense Suspension for one (1) semester

**Subsequent Offense** Expulsion from the College

### **3.5.10. Robbery**

#### **3.5.10a Attempted Robbery**

1st Offense Suspension for one (1) month and payment of damages;  
2nd Offense Suspension for one (1) semester and payment of damages;  
3rd Offense Suspension for one (1) year and payment of damages;  
and

**Subsequent Offense** Expulsion from the College and payment of damages

#### **3.5.10b Frustrated Robbery**

1st Offense Suspension for one (1) semester and payment of damages;  
2nd Offense Suspension for one (1) semester and payment of damages;  
3rd Offense Suspension for one (1) year; and payment of damages;  
and

**Subsequent Offense** Expulsion from the College and payment of damages

### **3.5.11 Theft**

#### **3.5.11a Attempted or Frustrated Theft**

1st Offense Suspension for one (1) month  
2nd Offense Suspension for one (1) semester  
3rd Offense Suspension for one (1) year, and

**Subsequent Offense** Expulsion from the College

#### **3.5.11b Consummated Theft**



1st Offense Restitution of stolen goods and suspension for one (1) semester  
2<sup>nd</sup> Offense Restitution of stolen goods and suspension for one (1) year,  
&  
3rd Offense Restitution of goods stolen and expulsion from the College.

**3.5.11c Forging Signatures, Falsifying Public Documents, Impersonating or Giving Names, Misrepresentation of Facts:**

1st Offense Suspension for one (1) semester  
2nd Offense Expulsion from the College

**3.5.12 Cheating in Examinations and Quizzes:**

1st Commission Automatic grade of “5” on subject cheated  
2<sup>nd</sup> Commission Automatic grade of “5” and suspension for one (1) semester  
3rd Commission Automatic grade of “5” and suspension for one (1) year from the College; and

**Subsequent Offense** Expulsion from the College

**3.5.13 Scandalous Disturbance of Public Order**

1st Offense Suspension for one (1) semester  
2nd Offense Expulsion from the College

**Each of the Following Offense:**

1. Connecting or disconnecting electrical wires and plumbing device without permission from authorities concerned;
2. Sleeping, cooking and doing toilet necessities in unauthorized places;
3. Undue, noise or disturbance in classroom, library, quarters, public places or gathering; and
4. Climbing or jumping over the boundary fence of the College shall be punishable by:

1st Offense Suspension for one (1) week  
2nd Offense Suspension for one (1) month  
3rd Offense Suspension for one (1) semester; and

**Subsequent Offense** Expulsion from the College

**3.5.14 Acts of Bribery to Corrupt Standards of Instruction:**

- 1st Offense Suspension for one (1) semester
- 2nd Offense Suspension for one (1) year
- 3rd Offense Expulsion from the College

**3.5.15 Vandalism or Destruction of Public Property, Such as Destruction of Building Parts, Fixtures/Walls, Tearing of Pages of Library Books, Magazines, etc.:**

- 1st Offense Suspension for one (1) month and payment of damages;
- 2nd Offense Suspension for one (1) semester and payment of damages;
- 3rd Offense Expulsion from the College and payment of damages

**3.5.16 Littering or Scattering of Trash in Public Places. (In addition to the Penalties of the Anti-Littering and Anti-Smoking Policy of the College)**

- 1st Commission Suspension for one (1) week to pick up litter or less if he catches another violator; and
- 2nd and Subsequent Commission Suspension for two (2) weeks to pick up litter or less if he catches another violator

**3.5.17 Any Violation of Any Rule and Regulation of the Infirmary/Clinic:**

- 1st Offense Suspension for three (3) days to clean the infirmary clinic.
- 2nd Offense Suspension for one (1) week to clean the infirmary clinic
- 3rd Offense Suspension for two (2) weeks and payment of damages if any
- Subsequent Offense** Suspension for one (1) semester and payment of damages if any

**3.5.18 Violations of Legally Posted Signs**

- 1st Commission Suspension for one (1) week
- 2nd Commission Suspension for one (1) month
- 3rd Commission Suspension for one (1) semester; and
- Subsequent Offense** Expulsion for one (1) year

**3.5.19 Removing and/or Marring Legally Posted Signs and Notices, and Marring Public Building Furnitures, etc.**

- 1st Commission Suspension for one (1) week and cleaning marred building/furniture;

2nd Commission Suspension for one (1) month and cleaning of marred building/furniture;

**3.5.20. Speeding Within the College Jurisdiction With a Motorized Vehicle, i.e, Driving at More Than 40 KPH**

1st Commission Suspension for one (1) week  
2nd Commission Suspension for one (1) month  
3rd Commission Suspension for one (1) semester; and

**Subsequent Offense** SUSPENSION FOR ONE (1) YEAR

**3.5.21 Ingestion, Use, Possession and/or Peddling of Dangerous or Regulated Drugs and/or Paraphernalia:**

upon The case shall be reported to proper police/court authorities and conviction, the penalty shall be expulsion from the college.

**3.5.22 Unauthorized Possession of Firearms, if Found in One's Person or Custody and of Other Deadly Weapons, Including Kitchen Knives if Found in one's Person:**

reported 1st Commission Suspension for one (1) semester  
2nd Commission Suspension for one (1) year; and  
3rd Commission Expulsion from the college  
Case involving the unauthorized possession of firearms shall be reported to proper military authorities.

**3.5.23 Violation of the Curfew Hours**

1st Commission Suspension for one (1) week  
2nd Commission Suspension for one (1) month; and  
3rd and subsequent commissions Suspension for one (1) semester

**3.5.24 Non Possession of I.D. upon Demand by the College Authorities**

1st Commission Suspension for one (1) week  
2nd Commission Suspension for two (2) weeks; and  
**Subsequent Commission** Suspension for one (1) month

**3.5.25 Smoking in Classroom/Laboratory Rooms and Other "No Smoking" Areas**

1st Commission Suspension for one (1) week  
2nd Commission Suspension for two (2) weeks;

3rd Commission Suspension for one (1) month

**3.5.26 Coming Late to Class**, i.e. 15 minutes after the start of the class will be punishable by unexcused absence and non-admission to class.

1st Commission Warning with letter of excuse;  
2nd Commission Inform parents  
3rd Commission Unexcused but to be admitted; and  
**Subsequent Commission** Dropped from the subject.

**3.5.27 Cutting/ Uprooting/ Stoning/ Picking of Fruit/ Tress/ Ornamental Plants and Unauthorized Fishing Within the Entire College Jurisdiction Shall be Punishable as Follows:**

1st Offense Suspension for one (1) week and payment of damage  
2nd Offense Suspension for two (2) weeks  
3rd Offense Suspension for one (1) month

**3.5.28. The Raising of Animals Without Permission** from the proper authorities shall be punishable by; Confiscation of the animal(s) and to be returned only to the owner/s after payment of a five hundred pesos (500.00) fine plus restoration/payment of the damaged plants /items.

### **3.6 Sanction and Operative Effects**

- Where the suspension is for one semester or more, the student shall move out of the College jurisdiction within 24 hours after the suspension orders took effect if he resides with his parents inside the College campus.
- Any student whose suspension covers the final examination period will have to miss the final examination.
- A suspension order should be countersigned by his parents or guidance and is required as a condition for readmission.
- When a penalty of expulsion is meted, the student cannot re-enroll in any course in the College and cannot get his Honorable Dismissal within one year.

### **3.7 Committee on Student Discipline**

- There shall be a committee on student discipline composed of a chairman, who shall be a member of the bar or shall have some legal background, and two (2) members to be appointed for a period of one (1) year from among the faculty and other staff of the College.

- In any disciplinary case before the committee, a respondent may request that two (2) students be appointed to sit without right to vote, with the Committee.

### **3.8 Jurisdiction**

All cases involving discipline of student under these rules shall be subject to the jurisdiction of the Committee on Student Discipline, except the following cases which shall fall under the jurisdiction of the appropriate institute:

- Violation of institute rules and regulation by student of the college/unit;
- Misconduct committed by the students of the institute within its classroom or premises in the course of an official activity.

Provided that Institutes of the College if there be any shall have original jurisdiction over all cases involving students of such units.

### **3.9 Rules and Procedures of Due-Process Shall be Adopted to Safeguard the Right of any Party Concerned**

# **THE OFFICE OF STUDENT AFFAIRS**

## SECTION 1

### THE OFFICE OF STUDENT AFFAIRS

This is headed by a Director of Student Affairs, designated by the President of the college and confirmed by the Board of Trustees. Its management responsibility areas cover all designated or appointed faculty carrying out functions of units under the Office of Student Affairs (OSA).

This office shall provide wholesome activities that give vent to the student talents, abilities and leadership potentials. It shall promote wholesome relationship among students and protect their general welfare and interest as well.

#### 1.1 OSA VISION

The OSA as a service arm of the institution that is responsive to all facets of student development, the discovery and recognition of his essential dignity and worth and the actualization and acknowledgement of his abilities with the support and coordination of the alumni and the community.

#### 1.2 OSA MISSION

To enhance the effectiveness of the college programs in different careers by encouraging students' participation in various programs and activities of co-curricular and extra-curricular nature and by providing awareness and adequacy in social affairs through their talents, leadership and potentials. Likewise, enhance the vision and mission of the alumni association and stake holder in the community.

#### 1.3. OSA GOAL

Provide well-planned and well-orchestrated programs, activities, and services for student participation through their own efforts in response to their development needs; and support the vision and mission of the alumni and stake holders in the community.

#### 1.4 OSA OBEJECTIVES

1.4.1 Coordinate activities of student organization for their maximum benefit as future leaders and agents of change.

1.4.2. Help students make intelligent choices and decisions and improve their inter-personal relationships, know their capabilities, potentials and interests.

1.4.3. Provide useful activities, designed for the wise use of one's leisure, develop self-confidence, sportsmanship, personality and encouraging social and cultural growth of the student, and;

1.4.4. Facilitate, improved individual career development plans.

1.4.5. Promote the vision and mission of the alumni and stake holders in the community as co-equal partners in the development of the college community for students

**PART II**



# THE SUB-UNITS OF OSA

## SECTION II

### THE STUDENT ORGANIZATIONS UNIT (SOU)

This Office is headed by a designated faculty member, who serves as chief coordinator for student services in matters of student organizations, activities and development in each academic unit and who initiates activities that are aligned with departmental goals and objectives. The head leads in the preparation of annual work plans for student organizations and development in the campus.

#### 2.1 SOU OBJECTIVES

- 2.1.1. Develop the leadership skills and potentials of students.
- 2.1.2. Coordinate the programs, projects and activities of different recognized student organizations;
- 2.1.3. Plan and supervise the disciplinary, physical, social, political and co-curricular aspects of student life;
- 2.1.4. Help promote closer relations among faculty, administration, non-teaching personnel;
- 2.1.5. Initiate activities that will lead to formulation of policies for the general welfare and interest of students;
- 2.1.6. Develop an information system concerning student organizations, activities, and development.

#### 2.2 SOU FUNCTIONS

- 2.2.1. Conducts leadership seminar
- 2.2.2. Provides consultancy services to student organizations for their organizational development.
- 2.2.3. Provides information services about establishing student organization.
- 2.2.4. Gives recognition and accreditation of student organizations.
- 2.2.5. Evaluates and awards outstanding student organizations.

#### 2.3 STUDENT ORGANIZATIONS

A student organization is a grouping of students in which membership may be voluntary and spontaneous or involuntary and automatic. Student organization means fraternity, sorority, college based and non-college based or similar organizations whose membership in general comes from a department.

**For clarity, the following terms are hereby defined:**

- 1. Voluntary organizations** include fraternities, sororities, and special interest groups and similar groups bound by common objectives and interests.
- 2. Involuntary organizations** govern the student body politics and in which the unifying factor is the enrolment block.
- 3. By-Laws** refers to rules governing the internal affairs of an organization.

4. **Constitution** means the basic law of every student organization.
5. **Probationary Status** is the status of the organization when it is under observation for a period of one academic year. Organization applying for recognition for the first time and has complied with all the requirements for recognition shall be put on probationary status.
6. **Conditional Status** is the status of the organization when it is under observation for a period of one academic year. An organization that did not meet the requirements for renewal for the current year shall be placed on conditional status.
7. **College-Based Organization** is composed of members who belong to different departments and whose activities are related to their field of specification.
8. **Non-College Based Organization** is an organization whose members belong to different colleges with specific objectives/interests as socio-civic, religious, community oriented and the like.
9. **Fraternity/Sorority** is a non-political college-wide student organization whose members belong to different departments and whose primary aim is brotherhood and sisterhood with specific objectives and goals.
10. **Initiation Rite** is the process of admitting an applicant into membership to an organization. Rites, ceremonies, activities must conform with the guidelines of the college and of the law of the land.
11. **Co-curricular Activities** are meant to supplement classroom and co-curricular instruction.
12. **Extra-curricular Activities** are activities which are optional and pursued outside the classroom to amplify and/or enrich the course syllabi. Students are encouraged to participate in one or more of these activities to the extent that their scholastic standing will allow. They are meant to complement, not to interfere with studies. The college reserves the right to exclude any student from joining in co-curricular activities should they interfere with his studies.

#### 2.4. RECOGNITIONS OF STUDENTS ORGANIZATIONS

Section 1. Any group of fifteen (15) students may apply to form a student organization and to seek the authority through the recommendation of Executive Council of the SSC.

Section 2. Requirements for Application for Recognition are the following:

- a. formal letter of application
- b. constitution and by laws
- c. list of officers and their bio-data
- d. proposed activities/projects for current year
- e. name of faculty adviser with his letter of acceptance addressed to the Director of Student Affairs

Section 3. No such organization shall be allowed to function without the constitution and bylaws approved by the College President upon the recommendation of the SSC President and the Director of the Office of Student Affairs.

Section 4. The period of application for recognition of all student organizations shall be announced by the Office of Student, Alumni and Community Affairs.

Section 5. A certificate of recognition shall be issued by the Office of Student Affairs to each organization upon full compliance of the requirements herein prescribed.

Section 6. The student organization shall be placed on a probationary status upon recognition and during such period, it shall be issued a permit to function.

Section 7. Any student organization found to be inactive for a period of one academic year shall be considered defunct; however, they may be given the chance to renew its recognition provided that it submits a written explanation of its inability to reapply and to submit the needed requirements to be recognize. The organization has to undergo the same procedure as specified under Section 1, Rules and Regulations on Recognition of Student Organization.

Section 8. Any Organization, which has been granted recognition which violates its constitution and bylaws is liable to revocation of its certificate of recognition after due process.

Section 9. Each student organization shall have a faculty adviser whose acceptance of the position must be done in writing and filed with the OSA.

Section 10. The Director of the OSA appoints the faculty adviser upon the recommendation of the student organization concerned. The term of appointment of faculty adviser is one (1) academic year and may be renewed to a maximum of three (3) years. If the adviser resigns or becomes incapacitated before the end of his term, a new faculty should be recommended by the organization to the Director of the OSA. (CBL, appointment of faculty adviser must conform with sec. 10.)

Sec.11. The right to be free from involuntary contributions, except those approved by their own organizations or societies. (BASC Code page 56.)

The selection of faculty adviser shall be based on the following qualifications:

1. As much as possible the adviser must be a full time faculty member of the college.
2. If the organization would like to have an adviser who is not a full time faculty member, this may be allowed on the case-to-case basis.
3. If the organization is co-curricular linked, the adviser should be knowledgeable in that particular field, and;
- 4.No faculty adviser to a recognized student organization shall serve two student organizations at a time. This is to guarantee that he devotes his full service and loyalty to the organization as a faculty adviser.

Section 11. The faculty adviser has the following duties and responsibilities:

1. Makes himself available for consultation to all members and officers of the organization.
2. Regularly attends meeting of the organizations.
3. Assists in planning of activities that is aligned with organizational objectives.
4. Fosters unity and camaraderie among officers and members of the organization and shall serve as arbiter of all internal conflicts.
5. Is present in the organization's activity on and off campus when the organization is representing the school.

If the adviser is unable to attend, he should request another faculty member to take his place. He should assure the safety of all members of the organization and all others involved in the activity.

Sec.12. The right to be free from involuntary contributions, except those approved by their own organizations or societies. (BASC Code page 56.)

### **2.5 ON POSTING BILLS**

Announcements, posters, bills and the like can be posted only upon approval of the Office of Student Affairs

## **SECTION III**

### **SCHOLARSHIP AND FINANCIAL ASSISTANCE UNIT (SFAU)**

This office is headed by a designated faculty member who serves as chief coordinator for student services in matters of scholarship and financial assistance.

Scholarships, study grants and other forms of assistance are made available to the deserving students by this unit.

#### **3.1 OBJECTIVES**

3.1.1. Provide scholarship and other forms of study grants/aid to deserving and qualified students within the context of the institutional goals and capabilities.

3.2.2. Develop active scholarship programs in the college by seeking assistance from public and private sectors;

3.2.3 Implement policies on scholarship and financial assistance to students;

3.2.4. Manage programs for scholarships, study grants and financial assistance that serve the best interest of students.

#### **3.2 FUNCTIONS**

3.2.1. Establishes linkages with government and non- government agencies, and private individuals in order to provide scholarship, study grants and other forms of assistance to the poor but deserving students;

3.2.2. Disseminates information on scholarship and financial assistance programs;  
Screens applicants through qualifying examination, interview and background investigation;

3.2.4. Institutes appropriate evaluation and guidance schemes for completion of the grantees' scholarship requirements;

3.2.5. Provides documentation, assessment evaluation and monitoring activities on the progress of scholarship programs to CHED and benefactors.

### 3.3 GUIDELINES

3.3.1. A student may avail himself of only one (1) scholarship grant, aid or assistance regardless of its source. Priority shall be given to students who have no brother/sister enjoying any scholarship grant, aid or assistance thru BASC.

3.3.2. A grantee should have met the prescribed conditions set by the benefactor.

3.3.3. A student with scholarship grant should enroll the regular load prescribed in the curriculum. A failing grade in any subject disqualifies a student from the grant, aid or assistance, however, continuance of the grant depends on the benefactor.

3.3.4. No grantee may drop any subject nor shift from one course to another without permission from the benefactor.

3.3.5. A grant shall be withdrawn if the grantee fails to pursue his studies due to sickness, voluntary desistance, misconduct, or other causes, as, negligence in the submission of papers required of them on due date (Certificate of Enrolment and Billing, Certificate of Grades, etc. for scholars; duly signed Daily Time Record for student assistants).

### 3.4 GRANTS AND ASSISTANCE

#### 3.4.1 Scholarship

##### A. Institutional Scholarship

This consists of entrance scholarship in which free full tuition fee for valedictorians and one-half free tuition fee for salutatorians shall be granted for one (1) semester provided that they passed the college entrance requirements.

##### B. Academic Scholarship

B.1. Full Academic Scholarship offers one (1) semester free full tuition fee to students who obtained an average grade of not lower than 1.5 during the preceding semester.

B.2. Partial Academic Scholarship offers one-half free tuition fee for one (1) semester to students who obtained an average grade of 1.51 – 1.75 during the preceding semester.

##### C. Scholarship Sponsored by Public and Private Agencies

Available scholarship grants of this kind shall be announced by the SFAU to the students. Information regarding the guidelines and policies of the benefactor, in coordination with the college, shall likewise be disseminated to the students.

\*Academic Scholars shall be composed the Dean's Listers, provided they do not obtain a grade of 3.0, and that they maintain a weighted average of not lower than 1.75.

#### 3.4.2. Study Grants/Aid

A. Study grants consisting of full free tuition fee shall be awarded to the following student leaders during the semester(s) that they hold their respective position:

- a. President, Supreme Student Council
- b. Editor-in-Chief, The Soil Tiller
- c. Corps Commander, NSTP

B. Study aid consisting of 100% full /free tuition fee shall be granted to dependent children of faculty and employees of the college be they in the service or have normally retired from the service. The aid is up to two (2) dependent children per semester.

C. Study grants of full free tuition fee shall be awarded to Kabataang Barangay Officials and children of Barangay Officials, subject to existing guidelines.

D. Study aid consisting 70% free tuition fee shall be granted to the Associate Editor of the The Soil Tiller, 50% to the six (6) Supreme Student Council Officers and Institute Student Council Governors (BOT Resolution No. 13-929) and Managing Editor of the TST.

#### 3.4.3. Financial Assistance

##### A. Student Assistantship

Corresponding wages shall be given to student assistants who render service to college projects and offices in accordance with the rules and regulations of the Commission on Audit (COA), provided that such assistantship does not adversely affect their studies, and provided further that they:

- a. Pass the screening of the SFAU
- b. Have a class schedule fitted to the demands of the college project of the office requiring the service
- c. Render the required number of hours set by the administration
- d. Are willing to be of service anytime
- e. Are willing to be transferred to other assignments as the need arises.

##### B. Student Labor Pooling and Placement

Financial assistance shall be offered to students who desire to render service to private calls of faculty and employees.



## SECTION IV

### GUIDANCE AND COUNSELING UNIT (GCU)

The Office of the Guidance and Counseling Unit (GCU) is headed by a designated faculty member who coordinates the student services in so far as guidance and counseling services are concerned. The head of the unit leads in the preparation of annual work plans for guidance and counseling.

#### 4.1 PHILOSOPHY

The GCU commits itself to the mission of the college by establishing optimum personal development, ability of self-direction for the student to be the center for wellness.

#### 4.2 OBJECTIVES

- 4.2.1. Develop and implement an effective guidance and counseling program in the college;
- 4.2.2. Effectively assist the student achieve optimal development – physically, emotionally, intellectually, spiritually, for him to profit from his study;
- 4.2.3. Assist every student develop his potentials to the fullest;
- 4.2.4. Increase the student's power of self-direction and self-improvement; and
- 4.2.5. Develop and implement an effective counseling program for BASC students.

#### 4.3 SERVICES OFFERED

##### 4.3.1. Student Inventory Services (SIS)

This is a continuous process of gathering all the records and pertinent information about the student's personal and family background, concerning the needs, abilities and interests of students.

The SIS consisting of individual inventory record is accomplished by every student upon admission to the university. Test results, information about home and family background and other developmental data are also compiled and updated. These are used as ready references in understanding the world of the student and in planning for appropriate intervention program.

##### 4.3.2. Information Services (IS)

This concerns orientation on the college policies and programs providing students with information on educational, vocational, and personal-social opportunities and setting-up suitable life goals.

Orientation Programs are also conducted to disseminate information to the students. New students are given orientation with the different services as well as the university structural and professional capabilities. Students are also provided with information related to the existing rules and regulations governing student's behavior.

##### 4.3.3. Counseling Services (CS)

Provides the student individual and group counseling services for self-understanding as well as assistance in achieving greater awareness of himself so that in the end, he could be a self-directed individual.

#### 4.3.4. Placement Services (PS)

Enhances the development of an individual by helping him in the selection and utilization of opportunities within the college and the labor market.

#### 4.3.5. Consultation

Assists the parents and teachers regarding the aspect of student development and behavior.

#### 4.3.6. Referral

The cases which are considered beyond the scope of expertise of the office are referred to more experienced and competent professionals as part of the helping process.

#### 4.3.7. Research and Evaluation

Researches are undertaken to evaluate the effectiveness of the different services. The information gathered are analyzed to help improve the services given to the students.

#### 4.3.5. Follow-up Services (FS)

This service is geared toward determining the progress made by the student, evaluation of his personal and placement development as well as guidance in carrying out suitable step and action. It is a continuing service to the students to determine the value and extent of progress of the client. It includes a follow-up of the progress of the case. Exit interview for the students who leave the college.

## SECTION V

### GRADUATE PLACEMENT AND EMPLOYMENT UNIT (GPEU)

The Graduate Placement and Employment Unit is headed by designated faculty member who shall provide career guidance and placement services for students and graduates.

#### 5.1. SERVICES OFFERED

5.1.1. The GPEU provides a centralized job placement system through the College Information on the Opportunities and Employment Trend, job referrals and recommendations to companies, and tips on job searching.

5.1.2. Pre-employment seminars and job clinics shall be regularly conducted to orient would be graduates on such skills as writing application letters and resumes and undergoing job interviews.

5.1.3. Current information on available positions shall be posted on bulletin boards and shall be properly disseminated to graduates.

5.1.4. The office shall strive to maintain an information system where students could brow on career monographs, company brochures, and occupational pamphlets and provide related materials that would help them in assessing occupational opportunities.

5.1.5. Through the unit's coordination with Public Employment Service Office (PESO), Department of Labor and Employment (DOLE), Overseas Workers Welfare Administration (OWWA) and Philippine Overseas Employment Administration (POEA) programs and services shall provide for the placement of the graduates students for job opportunities and employers shall be invited to conduct actual recruitment activity

5.1.6. The GPEU shall also provide services for manpower pooling and shall maintain an updated manpower-pooling inventory from among students and graduates.

PART III

# CULTURAL AND SPORTS AFFAIRS

## THE CULTURAL, SOCIAL AND SPORTS AFFAIRS

The Cultural and Social Affairs director motivates the students as well as the faculty and other college personnel to generate creativity through cultural and social development.

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

### **Objectives**

1. Enhance the College Cultural and Literary Programs in terms of pooling of qualified and competitive performers in the field of dancing, singing, theater arts and visual arts.
2. Develop among the students, faculty and staff the aesthetic values on culture and arts and the preservation of the cultural heritage through songs, dances, theater arts and visual arts.
3. Inculcate among the youth the importance of service to one's community and help in the attainment of the institution's progress, prosperity and recognition in the field of cultural and literary program of activities and competitions.
4. Tap and/or discover talents of students in the field of dancing, singing, theater arts and visual arts as part of their academic life.
5. Provide intensive workshop/seminar/ training to faculty and students so that BASC can readily provide cultural presentations fitting for the occasion and worth presenting.
6. Conduct regular activities to be sponsored by the different organizations, Institutes or Departments with their respective cultural coordinators as chair of the said activities.
7. Organize the BASC Performing Arts Club as the core organization to promote awareness and quality performances in the field of arts and culture.

### **Qualification Requirements and Privileges**

1. Students who wishes to become official members of the BASC Performing Arts Club will initially undergo a probationary membership status of one semester to prove their worth in developing talents and interest.

2. They must possess a pleasing personality, at least 5 feet in height, slim body figure and can readily get along well with the members (except those whose interest is on visual arts).
3. After the one semester probationary membership they will become regular members of the Club and will be entitled to 50% discount on tuition fee rate which they will continuously enjoy in the succeeding semesters for as long they remain active member of the Club.
4. Winner of regional or national competitions will likewise be entitled to cash reward based on the Board approved incentive schemes that took effect AY 2003-04.
5. High school students who will qualify to become member of the Club will be exempted from paying the Infrastructure Development fee and other miscellaneous fees except student-organization based fees.

#### **Duties and Responsibilities of Regular Members of the Club**

1. Dancers, singers and all other artist/performers should undergo regular training/practice once a week and as the need arises under the guidance of the Cultural & Social Affairs Director and supervision of The Literary and Cultural Council.
2. They must enroll a minimum of 18 units in the regularly prescribed courses in a semester.
3. They must not incur warning status in their academic performance or failure of more than 50% of the enrolled units.
4. Those who commit acts of misconduct during practice and competitions and frequent absences without valid reasons during scheduled training/practice in which case the Cultural and Literary Council shall determine graveness of which will either be suspended or terminated from being members of the club and correspondingly paid in full the tuition fees on the semester it happened.
5. Failure to attend regular practice/training without valid reasons and due notice to the Coordinators and the Director will be dealt with accordingly.

#### **Other Incentives and Privileges**

In consideration of other incentive schemes for the members of the Performing Arts Club the following added benefits aim to motivate the members to strive for superiority, excellence, finesse, competitiveness and to give recognition to their performance and efforts in participating in different programs and competitions:

1. Quartering during the training period prior to participation in regional/national activities, a minimum of three days quartering with provision for free meals and leaving quarters will be provided within a week immediately prior to the competition.

## **THE SPORTS AFFAIRS**

The College Sports Development Program headed by the Director of Sports Affairs, taps qualified athletes fit for outside competitions and leads in the improvement of the existing sports facilities and acquisition of athletic equipment.

### **Qualification Requirements and Privileges**

1. Athletes in both individual and team events who continuously represents the College in different sports competition shall be exempted in paying tuition fee.
2. For high school students that qualified on the above guidelines in as much that we have free secondary education (no tuition fee) then they will be exempted from paying Infrastructure development fee and other college miscellaneous fees except student organization-based fees.
3. Those who commit acts of misconduct during practice and competitions and frequent absences without valid reasons during scheduled training/practice in which case the Sports Council shall determine graveness of which will either be suspended or terminated from being members of the club and correspondingly paid in full the tuition fees on the semester it happened.

### **Duties and Responsibilities of the Qualified Athletes**

1. Athletes should undergo regular training/ practice for at least ten hours a week or a minimum of 120 hours of practice per semester or 2 grading period for high school.
2. Athletes must enroll a minimum of twelve (12) units in the regularly prescribed courses in a semester.
3. Athletes must not incur warning status in their academic performance or failure of more than 50% of the enrolled units.
4. Athletes must not commit any act punishable by two weeks suspension as stipulated in the Student Code of Conduct and Discipline.



## Penalties and Sanctions

1. Athletes incurring 20% unexcused absences from their regular scheduled practice sessions during the semester shall be liable to lose their privileges/benefits granted and shall fully paid all or the balance of the discounted tuition fee for that semester.
2. Athletes who will found guilty of acts punishable by at least two weeks suspension under the Student Code of Discipline shall be barred from participation in any athletic competition and likewise lose their privilege to continue availing of the benefits granted to them in full.
3. Athletes who commit acts of misconduct during athletic meets, the nature and graveness of which shall be determine by the BASC Sports Council, should suffer similar consequences as stipulated in item nos. 1 and 2

## Incentives and Privileges

In consideration of other incentive schemes for varsity athletes aim to motivate them to strive for superiority, excellence and sportsmanship and to give due recognition to the athlete's performance and efforts in participating in different athletic competitions, they will be entitled to the following:

1. Allowances – all regular athletes participating in the higher meets after the College Intramural such as SCUAA Meet are entitled to an allowance for the duration of the meet as follows:
  - SCUAA III Regional Meet P 200.00
  - CHED National Palaro P 500.00
2. Uniforms and Athletic Equipment/sport gears – An appropriate college uniforms and athletic equipment/sports gears will be provided during participation in any regional or national competitions.
3. Quartering during the training period prior to participation in regional/national meets – A minimum of (3) three days quartering with provisions for free meals and living quarters will be provided within a week immediately prior to athletic competition

## Privileges for Incoming High School and College Students with Outstanding Athletic Records

1. Newly recruited or to enroll varsity athletes (high school or college) with outstanding records as competing in regional/national meets and that won at least bronze medal and or gold medal in Provincial Meet shall be entitled to the following privileges:
  - a. Exempted from payment and taking of entrance examination for admission to the college.

- a. Free tuition fee provided he continues to represent the College in any athletic competitions.
  - b. Priority in hiring as Student Assistant and in staying at College Dormitory.
2. All varsity students/players shall be exempted/entitled from paying the College tuition fee.

PART IV

# OTHER STUDENT SERVICE OFFICES

## SECTION VI THE SUPREME STUDENT COUNCIL

### 6.1 THE SUPREME STUDENT COUNCIL

The Supreme Student Council as recognized by BASC and the BASC Board of Trustees is the highest governing and policy-making body of the students. It is composed of the two independent bodies, the Executive Council and the Student Congress.

**Rule 1.** There shall be only one Supreme Student Council (SSC) in BASC.

**Rule 2.** All bona fide students of BASC must abide by the SSC Constitution and By-laws.

**Rule 3.** All organizations existing and operating with the college shall be under the Committee on Student Organizations, therefore all actions and transactions, collection of fees and other forms of solicitation and fund raising shall be subjected to the approval of the Committee.

**Rule 4.** The SSC President shall be the head and chief executive officer of the Student Council. During his tenure of office, he should not hold any executive position in any recognized student organizations of the college. He and other officers, as may be provided for under the constitution of the Student Council, shall be elected by the direct vote of students in the manner so provided in the constitution.

**Rule 5.** The date and manner of election of the SSC officers and department representatives shall be governed by the provisions of its constitution and election rules and regulations

**Rule 6.** The term of office of SSC shall be for one academic year beginning from their assignment to office and until their successor shall have been duly elected and qualified.

**Rule 7.** The qualifications and duties of SSC officers and department representatives are specified in the Constitution.

**Rule 8.** Accordingly, fund raising, solicitation, payment and other forms of collection from the students conducted by any official, unit and/ or department in the college shall likewise secure the approval of the Executive Council of the SSC.

**Rule 9.** The Supreme Student Council is an independent and involuntary organization and co-exists with the Student Organization Unit.

### **Rules on Fund Raising Activities**

**Rule 1.** Only duly recognized student organizations are allowed to conduct fund raising activities by filing a formal letter of application with the Director of the OSA. The letter should include:

- a. nature and purpose of the activity.
- b. date, time and venue of activity

**Rule 2.** Letter of request must be filed two (2) weeks before the commencement of the said activity.

**Rule 3.** In case of raffles, concert, popularity contest etc., in the campus, the following rules shall govern:

- a. The application should indicate the prize(s) at stake, the prize per ticket, the drawing date (time and place), and the manner in which the proceeds will be utilized.

b. The prize(s) at stake in the raffle must be displayed at some central place in the campus and the list of winners must be conspicuously and widely publicized around the campus and outside if necessary.

**Rule 4.** No more than two (2) major fund raising activities sponsored by student organizations may run concurrently per month.

**Rule 5.** Every organization granted permission to hold a fund raising activity must submit a financial report of said activity to the Office of Student Affairs and furnish a copy to the Executive Council of the SSC.

## **SECTION VII THE SOIL TILLER**

### **7.1 THE SOIL TILLER**

There shall be an official College Student Publication, anchored on the principles of freedom of the press which shall be financed from the publication fee paid by the student subscribers. The publication is entitled to the rights, privileges and protection from the state, as mandated by the existing laws of the land. The official student publication is “The Soil Tiller”.

### **7.2 OBJECTIVES**

It is a declared state policy to uphold and protect the freedom of the press even at the campus level. Its objectives are to promote the development and growth of campus journalism as means of strengthening ethical values, encourage critical thinking, and develop moral character and personal discipline of the students.

### **7.3 PRINTING**

8.2.1. The editorial board and the student publication staff, through canvass or public bidding shall conduct the printing of student publication by private printer.

8.2.2. BASC is not a party to any publication/printing contract.

### **7.4 PUBLICATION ADVISER**

The Editorial Board shall select the faculty adviser of the student publication. The school paper instructor adviser’s duty is limited to technical guidance only, provided, however, that he shall not alter neither contents nor censor articles nor determine allocation of fund. The Editorial Board, with the execution of faculty adviser, jointly and shall be held fully responsible for the contents of the student publication, as well as for the attainment of its objectives.

### **7.5 PUBLICATION BY STUDENT ORGANIZATION**

**Rule 1.** A publication whether printed or mimeographed can only obtain official recognition if it is sponsored by a recognized student organization and after it has been registered with the office of The Soil Tiller.

**Rule 2.** Three (3) copies of every issue of the publication must be submitted to the office of The Soil Tiller on the day of actual circulation.

**Rule 3.** Students are given full responsibility for material published whether printed or mimeographed for the consumption of the college.

**Rule 4.** No individual who is not a member of the publication staff has the right to determine the content of the student publication. The editor and the members of the staff are fully responsible for the consequences arising out of publication of any editorial, comment, article and/or other materials.

**Rule 5.** The student publication shall handle and budget the collection of funds or subscription fees independently as mandated by CHED Memorandum Order (CMO) No. 05 series of 1999 in view with the provisions stated in RA 7722.

## 7.6 SELECTION OF STAFF

**Rule 1.** The selection of the editor is normally done through competitive examinations (oral and written) supervised by the Editorial Board and composed of the language instructors (English and Filipino) and instructor advisers. Alternative selection methods may be adapted. Satisfactory grades or scholarship standing shall be prescribed as pre-qualification requirements for candidates to the editorship.

**Rule 2.** The editor's term of office is one (1) school year, except for cause.

## SECTION VIII THE STUDENT ADMISSION OFFICE

### 8.1 THE STUDENT ADMISSION

#### 8.1.1 Goals and Objectives

8.1.1.1 To screen prospective students both in the undergraduate and graduate levels for possible placement in the different courses offered by the University.

8.1.1.2 To assist incoming students in their choice of course within the College at the same time assess the students' potential for higher education based on the specialization of the College (technological, agricultural, education, etc.)

#### 8.1.2 Personnel

8.1.2.1 This office is headed by an Admission Officer who works in close coordination with the different Institutional Deans, the College Registrar and the Director for Student Affairs.

8.1.2.2 A psychometrician and guidance counselors assists the Admission Officer

### 8.1.3 Services

8.1.3.1 Career Orientation Programs

8.1.3.2 This service, which is given to secondary schools upon request, aims to promote the specialization of the University to prospective incoming freshmen students. On a broader level, this aims to assist graduating high school students in the choice of their course and university

8.1.3.3 Screens and interviews freshman applicants

8.1.3.4 Administers, scores and releases results of the College Entrance Examination

### 8.1.4 Application Procedure

8.1.4.1 Prospective first year applicants are required to apply in person to the Office of Admission to undergo the preliminary interview.

8.1.4.2 The following requirements are to be presented:

- photocopy of the fourth year high school card (Form 138);
- 2 copies of 2x2 pictures, and;
- photocopy of authenticated Birth certificate
- photocopy of Certificate of good moral character
- receipt of payment of Entrance/Placement Examination Fee.
- Folder

8.1.4.3 The examination permit will be issued to the applicant where the date, the time and venue of testing will be conducted.

8.1.4.4 Transferees from other universities and colleges are required to present the following:

- Original copy and a photocopy of Official Transcript of Records from the university or college last attended by the student;
- copies of 2 x 2 ID pictures, and;
- receipt of payment of Placement Fee.

### 8.1.5 Entrance Requirements.

8.1.5.1 A student seeking for admission to this University must be a high school graduate.

8.1.5.2 Students transferring from recognized colleges and/or universities will be given equivalent credits earned upon presentation of credentials showing that they have passed the courses fully equivalent to those given in this university and provided they passed/satisfied the requirements for the course.

8.1.5.3 Students transferring from recognized colleges and/or universities will present to the Registrar a Certificate of Honorable Dismissal, Certificate of Good Moral Character, medical certificate issued by the university and Certification of grades which shall be a pre-requisite for physician enrollment.

8.1.5.4 Freshmen students are required to submit their Form 138 or Card, and Certificate of Good Moral Character, medical examination and result of placement exam.

he/she has a study permit and a student visa (9-f) or any of the following types of visa:

- 9 (e-1) or (e-2) for foreign government officials and dependents;
- 7 (a) (2) for exchange fellows and scholars under sponsorship or International organizations;
- 9 (d) - treaty traders;
- 13 (a), 13 (e), 13 (g) permanent residents; or
- LOI 105 – Balikbayan.

#### **8.1.6 Registration Procedure for Incoming Students**

Students enrolling in the College will have to follow the order of the following procedures issued by the College.

8.1.6.1 Report to the Office of the University Admission for entrance/placement examination and assistance on the enrolment procedure and checking of the requirements for enrolment (result of placement examination, medical certificate, Individual Inventory, High School card, Cert of good moral character, etc)

8.1.6.2 Submit yourself to a physical and medical examination at the University Health Services Office. All successful applicants will be given medical certificate.

8.1.6.3 Report to the Office of Admission for the issuance of the Notice of Admission.

8.1.6.4 Return to the College to secure your Registration Forms. Accomplish the forms properly. Report to the designated adviser for your subject/course advising and assessment of fees. Have the forms signed by the designated Department adviser and assessor.

8.1.6.5 Proceed to the college coordinator of the National Service Training Program (NSTP).

8.1.6.6 Pay at the Cashier's Office.

8.1.6.7 Submit the following to the Registrar's Office:

- Registration Forms
- Original copies of high school card/ transcript
- copies of 2x2 ID pictures and folder
- Authenticated birth certificate
- Folder

8.1.6.8 Submit the student copy of registration forms to the following offices:

- Computer Training Institute (for validation of internet account)
- OSS (for validation or application of Student ID)

The student is now officially enrolled and will have to come back on the first day of classes.

#### **8.1.7 Enrolment in the Graduate Programs**



8.1.7.1 Students who wish to enroll in the Graduate Program of the University are required to submit their credentials to the graduate school for evaluation purposes.

#### **8.1.8 Late Registration**

3.1.8.1 The last day that students may enroll in a given semester is two weeks after the start of classes as indicated in the school calendar. No student will be allowed to register after that period.

## **SECTION IX THE COLLEGE REGISTRAR OFFICE**

### **9.1 THE COLLEGE REGISTRAR OFFICE**

#### **9.1.1 Goals and Objectives**

9.1.1.1. To maintain an updated registry of student records.

9.1.1.2. To ensure a systematic and orderly management of student records.

9.1.1.3. To prepare a periodic report on the statistical data as to enrolment and academic performance of the students.

#### **9.2.2 Personnel**

9.2.2.1 The University Registrar heads the Office.

9.2.2.2 The Administrative Staff of this Office includes several registrars assigned each to a college, statisticians, data encoders and clerical staffs.

#### **9.2.3 Services**

This office prepares and issues the following:

- Transcript of Records
- Certifications (enrolment, grades and units earned, graduation, completed academic requirements, etc.)
- Evaluation forms (official list of subjects already taken by the student with the corresponding grades obtained)
- Honorable dismissal (granted to students wishing to voluntarily withdraw from the University)
- Diploma
- Rating slips

## SECTION X THE LIBRARY

### 10.1 THE LIBRARY

#### 10.1.1 Goals and Objectives

- 10.1.1.1. To complement classroom instruction by making available a wide array of reading materials and other non-print materials resources to students, faculty and other clients;
- 10.1.1.2. To provide a place for study and research apart from the usual classroom and shop/laboratory setting.
- 10.1.1.3. To provide an opportunity for the students to learn through the use of the internet and other multi-media facilities and equipment of the university.
- 10.1.1.4. To inculcate the love for books and information among the students and the formation of positive values and attitudes.
- 10.1.1.5. To institutionalize resource sharing and networking activities in the local and international community.

#### 10.1.2 Personnel

- 10.1.2.1. The Chief Librarian reports directly to the Office of the Vice President for Academic and Student Affairs and closely coordinates with the members of the Library Advisory Board composed of the Deans of the different institutes and the SBG president to determine the needs of the students; set policies, rules and regulations, and plan for improvement/ development of the library operation.
- 10.1.2.2. Under the supervision of the College Librarian are qualified library personnel who are assigned in every section of the library as well as in learning resource center established in every colleges and external campuses of the university to serve the needs of the students, faculty and other clients.

#### 10.1.3 Services

- 10.1.3.1. Makes textbooks, reference books, periodicals and non-print sources of information available at the main library.
- 10.1.3.2. Manages a multi-media room with kiosk, which is made available to students and faculty members who wish to make use of the internet as an educational tool;
- 10.1.3.3. Updates the collection of the library by inquiring from the faculty their needed books and other materials to support the instruction, research and other programs of the institution.
- 10.1.3.4. Facilitates the procurement of quality and updated collection that conforms with the needs and standards set for an academic program;

#### 10.1.4 The Use of the Library Facilities

- 10.1.4.1. All students wishing to use the facilities and resources of the library are required to present a validated ID card;
- 10.1.4.2. For faculty and administrative personnel, the University ID should be presented upon entry.

- 10.1.4.3. Researchers coming from outside of the university are required to present a referral letter from the agency or institution of origin and a fee had to be paid. The fee is fixed at a price determined by the Board of Regents.
- 10.1.4.4. Certain rules and regulations apply to the use of the main library college learning resource center. These rules and regulations are posted at library itself.
- 10.1.5 Library Card and Borrower's Card Application**
- 10.1.5.1. New students are required to attend library orientation seminar before they will be issued a library card and borrower's card.
- 10.1.5.2. Present the current registration form to the librarian in- charge.
- 10.1.5.3. Submit two (2) pcs 1X1 ID pictures.
- 10.1.5.4. Fill up the application form.
- 10.1.5.5. Come back on the date specified and claim your library card and borrower's card.
- 10.1.5.6. Students are given free library cards for the first issuance but a replacement fee had to be paid once lost. The fee is fixed at a price determined by the Board of Regents.

## SECTION XI THE COLLEGE FACILITIES

### **Administration Building**

This is an old building fronting the campus park wherein the different administrative offices are housed such as the office of the president, the vice president, the administrative officer, the cashier, the auditor, the accountant, the buyer, the supply officer and the physical plant site development officer.

### **College Library**

The BASC library serves students and its personnel (both faculty and staff) by providing text and reference books, journals, broadsheets, magazines, newspapers that impart knowledge of the most recent studies and happening locally and globally.

The Library Services support the instruction, research and extension functions of the college.

### **Library Rules and Regulations**

1. Secure a library card from the librarian in order to avail library services. No student will be allowed to borrow resource materials unless he has a library card valid for the current semester.
2. Library card is absolute non-transferable. Any student lending his library card or using the card of another student will be subjected to disciplinary action. Moreover, the one who lends his library card will be held responsible for all resource materials borrowed.
3. Lost library card must be reported immediately to the librarian, otherwise the owner of the library card will be held responsible for any library materials borrowed by the one who uses the card.

- a. Lost library card will be replaced after one (1) week. Ten (10.00) pesos will be charged to those who will apply for a new library card.
- b. The library is exclusively for research purposes. Entertaining friends/visitors are strictly prohibited inside the library.
- c. Smoking, sleeping, littering, standing and sitting on the tables are strictly prohibited in the library. Anyone caught will be deprived of his library privileges for one (1) day.
- d. Mutilating, clipping or cutting, writing or marking any library material is strictly prohibited in the library. Anyone caught in such act should pay a sum equal to the value of the book, magazines, pamphlets or newspaper mutilated, clipped or cut, or replace the material.

4. General references books, pamphlets, thesis, periodicals, clippings and other restricted materials are for inside reading only.

5. All borrowed books or materials should be returned promptly.

Borrowing period varies with the type of materials as follows:

- a. General Circulation Books can be borrowed for a maximum of three (3) days subject to renewal if not in demand.

- b. Fiction Books can be borrowed for a week subject to renewal if not in demand

- c. Reserved Books, which are frequently used and limited in number can be used/read within the reading area for two (2) hours if not much requested. Reserved materials can be brought out overnight between 4:00 PM to 5:00 PM and these should be returned the following day (except Saturday, Sunday and Holidays) before 9:00 AM.

6. Fines on overdue books will be as follows:

General Circulation	PhP 1.00/day
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Fiction Book	PhP 1.00/day
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Reference Book	PhP 1.50/day
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Overnight Reserved Books	PhP 2.00/day
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After the appointed hour and PhP 1.00 for the succeeding hour.

For taking a reserved book from the library room during the day without permission, the fine is PhP 2.00/hour for the first offense. For succeeding offenses, library privileges will be suspended.

7. Violator will be fined PhP 4.00/hour until such book is returned. No book shall be allowed to be charged out a week before the final examination.

8. Silence and courtesy must be observed in the library at all times. Student making unnecessary noise or creating disturbances will be sent out from the reading area and library card will be confiscated.

### **College Clinic**

The college provides for its students faculty and staff health services. A health office, taken charge by a registered nurse, provides medical assistance by keeping record of vital signs, providing medical assistance through referrals and disposal of medicine when necessary, by providing necessary care and by giving medical advice for better health.

### **Functions**

1. Registers vital signs of sick student and school personnel.
2. Applies first-aid-treatment to minor ailments of students and school personnel.
3. Attends to emergency calls.
4. Issues medical excuse slip to students who cannot come to class due health problems.
5. Provides nursing care and health tips and pieces of advice to those who come for consultation.
6. Computes body mass index.

The health office provides medical and dental examination to students through coordination with other agencies.

### **College Gymnasium**

This space is a great area for team sports center for cultural, social and other activities in the college. It is also made available for various civic, religious and other community services.

### **College Hostel**

Located beside the Victor Luis Hall. This provides budget-oriented food and commodities for students, faculty and non-teaching. This is also being utilized for the accommodation of guests and participants of seminars.

### **Chemistry Laboratory**

The newly installed chemistry laboratory is located at IEAS building. This place provides an opportunity for the students to conduct experiments and make-up chemical solution, hone their laboratory safety techniques.

### **Biology Laboratory**

It is also located at the IEAS building. This place enables the students to apply the biological concepts. Determine the importance of the living tissues, animal and plant cells.

### **Physics Laboratory**

It is located at the ground floor of Research and Development Center. This opens an opportunity for the students to practice the activities of a scientist such are collecting data, analyzing data with purpose and many more. This facility also provides physics laboratory apparatus like telescope, voltmeter and capacitors that will conduct experiment easy.

### **Computer Laboratory**

BASC's computer laboratory is designed to facilitate the students in their hands-on activity, provides collaborative and interactive environment and let them enjoy the modern ways of researching and advancement of technology.

### **Speech Laboratory**

It is located at the second floor of IEAS building. This is equipped with the essential language laboratory facilities envisioned to improve the listening and speaking skills of students as well as of the faculty and facilitative staff.

### **Soils Laboratory, Milk Testing Lab and Crop Protection Lab**

This three (3) laboratories serves as the learning and training facilities for the agriculture students. It is also the agricultural services laboratories provides a variety of analytical agricultural testing.

**Sports Complex**

Located inside the campus with its mini-grandstand and lawn tennis court. This serves as the center for athletics activities, ROTC trainings and other sports activities sponsored by the college.

**Green House**

Located at the New Site, it showcases high value vegetable crop production where students, campus residents and the community can avail fresh products at minimal cost. The greenhouse serves as the model of advance technology in aid of instruction.

**Research Development Center**

Centered on sustainable agro-industrial and economic development through technology adaptation and demonstration, information generation, communications and dissemination, it produces high-impact community-oriented projects in partnership with other agencies for development.

**Business Center**

Consists of ten (10) stalls for lease used for business purposes. This serves as one of the Income Generating Projects of the college.

**Dormitory for Male and Female**

Composed of twenty (20) rooms for male and female occupants, the dormitory is a convenient and economical house for BASC students which charges students only with a cheaper rental fee.

**Student Center/Reading Center**

Includes covered and uncovered benches used by students during their vacant time for studying, meetings and other social activities.

**Processing Center**

Equipped with essential facilities food processing, it serves as the laboratory room of students engaged in food processing activities.

**Mini Gymnasium**

Located at the Institute of Education, Arts and Sciences, it serves as venue for small gatherings, function hall and reading area of students.

**Internet Café**

Provides computer services and internet access to student with minimal fees charged on services.

**Wind Mill**

It is located at the newsite, source of water for the agri-based projects.

**Covered Walk**

**It is designed to make the students safe in everyday life outside the classroom walking around the campus.**

The following are the BASC on-going projects tied up with LGU, NGO and Community around Bulacan area.

1. Carabao Upgrading Project
2. Goat Dispersal Project
3. Poultry-Layer Project
4. Piggery-Swine Project

## 5. Palayamanan Project

### **POLICIES AND RULES ON CONDUCT AND DISCIPLINE**

#### **Committee on Student Discipline**

Every student enrolled in the College is charged to abide by the BASC Code of Discipline. This code has evolved to pursue the constitutional mandate that all educational institutions shall aim to inculcate love of country, teach the duties of citizenship and develop moral character, personal discipline and scientific, technological and vocational efficiency.

Violations of the provisions of the code are referred to a Committee on Discipline, headed by the Director of the Office of Student Affairs, Adviser of the Student Organization Unit, SSC President and designated Faculty Advisers of students involved and the Head of the Security Unit as members of the Committee.

#### **Manner of Investigation**

The President of the College or his authorized representative or duly designated committee shall observe the following steps or procedure in the investigation.

1. **Fact Gathering** – Pertinent evidence in support of the projected action against the student who is believed to have engaged or is engaged in any misconduct should be gathered. Accused student can have the service of any member of the faculty and staff of the college to act as his/her counsel during the investigation.
2. **Evaluation** – The evidence gathered relative to the innocence or guilt of the student concerned should be collated, evaluated and analyzed preparatory to the formulation or promulgation of the case.
3. **Decision** – The decision based on the evidence gathered as evaluated, shall be reckoned, vis-à-vis the standard or preponderance of evidence; i.e., that the presumption in the respondent's favor are disputed or overruled by the evidence, provided, however, that when there is doubt regarding the guilt the respondent may be called for purpose of confronting him with the evidence against him and for him to explain his side, if possible, after which a decision on the case may be rendered.
4. **Appeal** – An appeal may be made by the respondent to the Bulacan Agricultural State College.



## **PART V. CONDUCT AND DISCIPLINE**

### **A.. GENERAL PROVISIONS**

- a. Every student shall obey the laws of the land, the rules and regulations and norms of conduct promulgated by the College.
- b. Violations of such rules and regulations shall be subject to disciplinary action by competent authorities.

### **B. GENERAL RULES ON STUDENT CONDUCT**

#### **1.The Identification**

Every bonafide student must have a proper and valid Identification Card (ID) which must be worn properly at all times while in the college premises. The ID must bear the signature of the Registrar and College President as per SSC Resolution No. 02-01. All ID's must be validated every semester to old students. The security has the authority to confiscate ID's not worn while in the college premises.

#### **2.Dress Code**

The wearing of the prescribed uniform is compulsory to all students. Every Monday the prescribe college uniform, Tuesdays and Wednesdays Institute prescribe uniform ( with piping) and Thursdays Institute or organizations uniform.. P.E. uniform may also be worn during P.E. classes and training period. Those having out-door laboratory class may wear working clothes as scheduled.

Female students should avoid tights and legging pants, only slacks are allowed. Wearing of skirts should not be more than 2 inches above the knee.

Males regardless of their sexual preference should wear proper cut of male uniform

#### **3. Proper Haircut**

Students should observed proper haircut

Males regardless of their sexual preference should observed proper  
Haircut

Students should avoid unnatural and vibrant hair color/dye

#### **4.Attendance and Punctuality**

1. **Classroom. Punctuality in class must be observed.**



2. **Flag Ceremony.** Each student is required to attend the flag ceremony every Monday at 7:00 a.m. . Monitoring should be done by the respective advisers.
3. **Attendance sheet** should be submitted to the Office of Student Affairs right after the flag ceremony

## **Rules And Regulations On Student Conduct And Discipline.**

The provisions of this Code shall apply to all bonafide students of the College, for offenses committed within the College jurisdictions. The provisions of this Code shall apply whenever applicable, otherwise the laws of the land shall apply.

For the guidance of all concerned the following norms of conduct and discipline of students are hereby promulgated.

### **C. NORMS OF CONDUCT**

**Moral Character.** A student is imbued with moral character if among other qualities;

- He acts, lives and thinks as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason and the accepted and approved levels of conduct in the society where he lives;
- He is honest to himself, accepting his shortcomings, striving to improve and change;
- He is fair and just in his dealings with his fellowmen;
- He lives by the precepts of love, justice compassion and concern for others; and

**D. Personal Discipline.** A student is imbued with personal discipline if among other qualities:

- He devotes himself to the fulfillment of his obligations and considers rights as means to or rewards for the same;
- He learns to forego the enjoyment of certain rights and privileges that others more needy maybe benefited and for the greater good of the society;
- He resolves his problem and conflicts without prejudicing others;
- He is tolerant of others and humble to accept what is better than his;

- He has temperance and propriety in words and in actions, especially against vices, e.g. gambling, drugs, sexual excesses and aberrations, etc., and
- Right reasons guide and control his life, actions, and emotions.

### **Civic Conscience and Patriotism**

- A student is imbued with civic conscience and patriotism , if among other qualities:
- He devotes himself to the growth and development of the Philippines;
- He puts the welfare of the entire country above his personal family and regional interest;
- He respects and obeys all duly constituted authorities and laws, rules and regulations;
- He settles all disputes, problems, and conflicts through peaceful means.

### **E.BASIC DISCIPLINE**

At all times, every student must observe/follow/abide by all the laws of the land and all the policies and regulations adopted by the College. The investigation, disposition and corresponding sanction on student disciplinary cases shall follow the procedures set in this Code.

The maintenance of student conduct and discipline is anchored on the willful acceptance by the student of all policies, rules and regulations prescribed by the College as signified by their enrolment pledge and the guidance and counseling provided by the faculty who shall be exercising substitute parental authority.

All school personnel are mandated to enforce and supervise overall compliance to the Code in their respective areas of responsibility. For the purpose of implementing College policies, rules and regulations and the provisions of this Code, the President, Vice-President(s), Deans, Directors, Chairmen, High School Principal and members of the faculty and the security force are deemed Agents of Persons in Authority.

A student shall be subject to disciplinary action for any of the following with corresponding penalties: (after due process)

#### **1. INSULTING, UTTERING DEROGATORY REMARKS OR FLAGRANT INDECENCY IN LANGUAGE:**

##### **1a. Directed Against the Faculty, Staff, Visitors and Any Person in Authority or their Agents.**

1st Offense Suspension for one (1) week with letter of apology

2nd Offense Suspension for one (1) semester with letter of apology

3rd Offense Suspension for one (1) year with letter of apology and  
**Succeeding Offenses** Expulsion from the College

## **2. IMMORALITY**

### **2a. Illicit Relations**

#### **2b. Acts Of Lasciviousness And Indecent Acts Done publicly inside the College jurisdiction:**

1st Offense Suspension for one (1) week  
2nd Offense Suspension for one (1) month  
3rd Offense Suspension for one (1) semester; and  
**Subsequent Offenses** Expulsion from the College

## **3. DRINKING INTOXICATING BEVERAGES AND DRUNKENESS**

1st Offense Suspension for two (2) weeks  
2nd Offense Suspension for one (1) semester  
3rd Offense Suspension for one (1) year , and  
**Subsequent Offense** Expulsion from the College

## **4. ANY DRUNKENESS RESULTING IN PHYSICAL INJURIES TO OTHER PERSONS:**

1st offense Suspension for two (2) semesters  
2nd Offense Suspension for one (1) year and  
3rd Offense Expulsion from the College

**5. FIGHTING OR RESORTING TO PHYSICAL FORCE OR VIOLENCE to settle disputes,**  
provided that the party who acted in self-defense shall be exempted from the  
punishment:

### **5a. SLIGHT PHYSICAL INJURIES**

1st Offense Suspension for one (1) week  
2nd Offense Suspension for one (1) month  
3rd Offense Suspension for one (1) semester and  
**Subsequent Offense** Expulsion from the College

### **5b. LESS SERIOUS PHYSICAL INJURIES**

1st Offense Suspension for one (1) month  
2nd Offense Suspension for one (1) semester  
3rd Offense Suspension for one (1) year , and  
**Subsequent Offense** Expulsion from the College

### **5c. SERIOUS PHYSICAL INJURIES**

1st Offense Suspension for two (2) semesters  
2nd Offense Expulsion from the College

## **6.GAMBLING (WHERE CASH IS INVOLVED)**

1st Offense Suspension for one (1) month

2nd Offense Suspension for one (1) semester

**Subsequent Offense** Expulsion from the College

## **7.ROBBERY**

### **7a. ATTEMPTED ROBBERY**

1st Offense Suspension for one (1) month and payment of damages;

2nd Offense Suspension for one (1) semester and payment of damages;

3rd Offense Suspension for one (1) year , and payment of damages; and

**Subsequent Offense** Expulsion from the College and payment of damages

### **7b. FRUSTRATED ROBBERY**

1st Offense Suspension for one (1) semester and payment of damages;

2nd Offense Suspension for one (1) semester and payment of damages;

3rd Offense Suspension for one (1) year , and payment of damages; and

**Subsequent Offense** Expulsion from the College and payment of damages

## **8.THEFT**

### **8a. ATTEMPTED OR FRUSTRATED THEFT:**

1st Offense Suspension for one (1) month

2nd Offense Suspension for one (1) semester

3rd Offense Suspension for one (1) year, and

**Subsequent Offense** Expulsion from the College

### **8b. CONSUMMATED THEFT:**

1st Offense Restitution of stolen goods and suspension for one (1) semester

2<sup>nd</sup> Offense Restitution of stolen goods and suspension for one (1) year, &

3rd Offense Restitution of goods stolen and expulsion from the College.

## **9.FORGING SIGNATURES, FALSIFYING PUBLIC DOCUMENTS, IMPERSONATING OR GIVING NAMES, MISREPRESENTATION OF FACTS:**

1st Offense Suspension for one (1) semester

2nd Offense Expulsion from the College

### **9a. CHEATING IN EXAMINATIONS AND QUIZZES:**

1st Commission Automatic grade of “5” on subject cheated

2<sup>nd</sup> Commission Automatic grade of “5” and suspension for one (1) semester

3rd Commission Automatic grade of “5” and suspension for one (1) year from the College; and

**Subsequent Offense** Expulsion from the College

### **9b. SCANDALOUS DISTURBANCE OF PUBLIC ORDER:**

1st Offense Suspension for one (1) semester

2nd Offense Expulsion from the College

**EACH OF THE FOLLOWING OFFENSE:**

- b.1.** Connecting or disconnecting electrical wires and plumbing device without permission from authorities concerned;
- b.2.** Sleeping, cooking and doing toilet necessities in unauthorized places;
- b.3.** Undue, noise or disturbance in classroom, library, quarters, public places or gathering; and
- b.4.** Climbing or jumping over the boundary fence of the College shall be punishable by:  
1st Offense Suspension for one (1) week  
2nd Offense Suspension for one (1) month  
3rd Offense Suspension for one (1) semester; and  
**Subsequent Offense** Expulsion from the College

**10. ACTS OF BRIBERY TO CORRUPT STANDARDS OF INSTRUCTION:**

- 1st Offense Suspension for one (1) semester
- 2nd Offense Suspension for one (1) year
- 3rd Offense Expulsion from the College

**11. VANDALISM OR DESTRUCTION OF PUBLIC PROPERTY, SUCH AS DESTRUCTION OF BUILDING PARTS, FIXTURES/WALLS, TEARING OF PAGES OF LIBRARY BOOKS, MAGAZINES, ETC.:**

- 1st Offense Suspension for one (1) month and payment of damages;
- 2nd Offense Suspension for one (1) semester and payment of damages;
- 3rd Offense Expulsion from the College and payment of damages

**12. LITTERING OR SCATTERING OF TRASH IN PUBLIC PLACES (In addition to the Penalties of the Anti-Littering and Anti-Smoking Policy of the College)**

- 1st Commission Suspension for one (1) week to pick up litter or less if he catches another violator; and
- 2nd and Subsequent Commission Suspension for two (2) weeks to pick up litter or less if he catches another violator

**13. ANY VIOLATION OF ANY RULE and REGULATION OF THE INFIRMARY/CLINIC:**

- 1st Offense Suspension for three (3) days to clean the infirmary clinic.
- 2nd Offense Suspension for one (1) week to clean the infirmary clinic
- 3rd Offense Suspension for two (2) weeks and payment of damages if any
- Subsequent Offense** Suspension for one (1) semester and payment of damages if any

**14. VIOLATIONS OF LEGALLY POSTED SIGNS**

- 1st Commission Suspension for one (1) week
- 2nd Commission Suspension for one (1) month
- 3rd Commission Suspension for one (1) semester; and
- Subsequent Offense** Expulsion for one (1) year

**15.REMOVING AND/OR MARRING LEGALLY POSTED SIGNS AND NOTICES, AND MARRING PUBLIC BUILDING FURNITURES, ETC.**

1st Commission Suspension for one (1) week and cleaning marred building/furniture;  
2nd Commission Suspension for one (1) month and cleaning of marred building/furniture;

**16.SPEEDING WITHIN THE COLLEGE JURISDICTION WITH A MOTORIZED VEHICLE, .i.e., DRIVING AT MORE THAN 40 KPH.**

1st Commission Suspension for one (1) week  
2nd Commission Suspension for one (1) month  
3rd Commission Suspension for one (1) semester; and  
**Subsequent Offense** SUSPENSION FOR ONE (1) YEAR

**17.INGESTION, USE, POSSESSION AND/OR PEDDLING OF DANGEROUS OR REGULATED DRUGS AND/OR PARAPHERNALIA:**

The case shall be reported to proper police/court authorities and upon conviction, the penalty shall be expulsion from the college.

**18.UNAUTHORIZED POSSESSION OF FIREARMS, IF FOUND IN ONE’S PERSON OR CUSTODY AND OF OTHER DEADLY WEAPONS, INCLUDING KITCHEN KNIVES IF FOUND IN ONE’S PERSON;**

1st Commission Suspension for one (1) semester  
2nd Commission Suspension for one (1) year; and  
3rd Commission Expulsion from the college  
Case involving the unauthorized possession of firearms shall be reported to proper military authorities.

**19.VIOLATION OF THE CURFEW HOURS**

1st Commission Suspension for one (1) week  
2nd Commission Suspension for one (1) month; and  
3rd and subsequent commissions Suspension for one (1) semester

**20.NON POSSESSION OF I. D. UPON DEMAND BY THE COLLEGE AUTHORITIES**

1st Commission Suspension for one (1) week  
2nd Commission Suspension for two (2) weeks; and  
**Subsequent Commission** Suspension for one (1) month

**21.SMOKING IN CLASSROOM/LABORATORY ROOMS AND OTHER “NO SMOKING” AREAS**

1st Commission Suspension for one (1) week  
2nd Commission Suspension for two (2) weeks;  
3rd Commission Suspension for one (1) month

**22.COMING LATE TO CLASS**, i.e. 15 minutes after the start of the class will be punishable by unexcused absence and non-admission to class.

1st Commission Warning with letter of excuse;  
2nd Commission Inform parents  
3rd Commission Unexcused but to be admitted; and  
**Subsequent Commission** Dropped from the subject.

**23.CUTTING/ UPROOTING/ STONING/ PICKING OF FRUIT TREES/ORNAMENTAL PLANTS AND UNAUTHORIZED FISHING WITHIN THE ENTIRE COLLEGE JURISDICTION SHALL BE PUNISHABLE AS FOLLOWS:**

1st Offense Suspension for one (1) week and payment of damage  
2nd Offense Suspension for two (2) weeks  
3rd Offense Suspension for one (1) month

**24.THE RAISING OF ANIMALS WITHOUT PERMISSION** from the proper authorities shall be punishable by; Confiscation of the animal(s) and to be returned only to the owner/s after payment of a five hundred pesos (500.00) fine plus restoration/payment of the damaged plants /items.

#### **F. SANCTION AND OPERATIVE EFFECTS.**

Where the suspension is for One semester or more, the student shall move out of the College jurisdiction within 24 hours after the suspension orders took effect if he resides with his parents inside the College campus. Any student whose suspension covers the final examination period will have to miss the final examination. A suspension order should be countersigned by his parents or guidance and is required as a condition for readmission.

When a penalty of expulsion is meted, the student cannot re-enroll in any course in the College and cannot get his Honorable Dismissal within one year.

#### **G.COMMITTEE ON STUDENT DISCIPLINE**

There shall be a committee on student discipline composed of a chairman, who shall be a member of the bar or shall have some legal background, and two (2) members to be appointed for a period of one (1) year from among the faculty and other staff of the College. In any disciplinary case before the committee, a respondent may request that two (2) students be appointed to sit without right to vote, with the Committee.

## **H. JURISDICTION**

All cases involving discipline of student under these rules shall be subject to the jurisdiction of the Committee on Student Discipline, except the following cases which shall fall under the jurisdiction of the appropriate institute:

Violation of institute rules and regulation by student of the college/ unit;

Misconduct committed by the students of the institute within its classroom or premises in the course of an official activity.

Provided that Institutes of the College if there be any shall have original jurisdiction over all cases involving students of such units.

### **I.. Rules and Procedures of Due-Process Shall be Adopted to Safeguard the Right of any Party Concerned**