



# STUDENT Handbook

Revised Edition  
2014



## CONTENTS

|  |     |
|--|-----|
| <b>TABLE OF CONTENTS</b>                   | iv  |
| <b>MESSAGE</b>                             |     |
| Miriam E. Pascua, Ph.D., <i>President</i>  | vii |
| <b>FOREWORD</b>                            | x   |
| <b>CHAPTERS</b>                            |     |
| <b>I MMSU in FOCUS</b>                     |     |
| History                                    | 1   |
| Vision                                     | 7   |
| Mission                                    | 7   |
| Core Values                                | 8   |
| University Governance                      | 8   |
| Academic Programs                          | 12  |
| <b>II ACADEMIC POLICIES AND GUIDELINES</b> |     |
| Academic Information                       | 17  |
| Classification of Students                 | 18  |
| Admission                                  | 19  |
| Admission Requirements                     | 19  |
| Undergraduate Programs                     | 19  |
| College of Law                             | 20  |
| Graduate Programs                          | 21  |
| Foreign Students                           | 23  |
| ETEEAP                                     | 24  |
| Fees for Regular Semesters                 | 25  |
| Registration                               | 32  |
| Cross-registration                         | 33  |
| Academic Load and Credit                   | 34  |
| Program Changes                            | 34  |
| Dropping of Subjects                       | 35  |
| Changing of Subjects                       | 35  |
| Adding of Subjects                         | 36  |
| School Term                                | 36  |
| Summer Classes                             | 36  |



|   |    |
|---|----|
| Tutorials   | 37 |
| Class Attendance  | 37 |
| Leave of Absence  | 38 |
| Residence Requirements & Maximum                          |    |
| Residency Rule  | 40 |
| Substitution  | 40 |
| Examination and Scholastic Delinquency                    | 40 |
| Retention Policies and Guidelines                         | 43 |
| School Uniform  | 44 |
| Graduation/Graduation with Honors                         | 44 |
| Release of School Credentials                             | 46 |
| <b>III STUDENT SERVICES</b>                               |    |
| Office of the Student Services                            | 47 |
| and Development   |    |
| Organizational Structure and Staffing                     | 48 |
| SSD Service Units   | 48 |
| Guidance Services   | 48 |
| Peer Volunteerism   | 50 |
| Peer Facilitating   | 50 |
| Scholarships and Assistantships                           | 51 |
| Student Organizations                                     | 59 |
| and Publication   |    |
| Psychological Testing Services                            | 70 |
| Other Services  | 71 |
| Medical and Dental Services                               | 71 |
| University Library Services                               | 72 |
| Security and Monitoring Services                          | 73 |
| Food Service  | 73 |
| Accommodation and Housing Services                        | 74 |
| Sports and Socio-Cultural Services                        | 74 |
| Information and Technology Services                       | 75 |
| <b>IV RIGHTS, DUTIES and RESPONSIBILITIES OF STUDENTS</b> |    |
| Rights of Students  | 76 |
| Duties and Responsibilities of Students                   | 78 |
| <b>V STUDENT CONDUCT AND DISCIPLINE</b>                   |    |
| Student Conduct and Discipline                            | 80 |
| Basic Discipline  | 80 |
| Academic Dishonesty                                       | 80 |
| Specific Misconduct                                       | 81 |



**VI REFERENCES**

90

**APPENDICES**

|   |                                   |     |
|---|-----------------------------------|-----|
| A | Registration Procedure            | 91  |
| B | Grievance Procedure               | 98  |
| C | University Student Council        | 100 |
| D | Republic Act No. 7877             | 120 |
| E | Republic Act No. 7079             | 124 |
| F | Republic Act No. 8049             | 127 |
| G | Republic Act No. 9163             | 132 |
| H | Offices of the University         | 140 |
| I | University Seal                   | 141 |
| J | University Logo                   | 142 |
| K | Linkages of the University        | 143 |
| L | University Awards and Recognition | 145 |
| M | University Special Centers        | 146 |



Republic of the Philippines  
**MARIANO MARCOS STATE UNIVERSITY**  
City of Batac, Ilocos Norte

**OFFICE OF THE**



**PRESIDENT**

**MESSAGE**

Students are the lifeblood of the University. They breathe life into the long and productive years of existence of the Mariano Marcos State University and provide vitality to its different campuses through their academic and co-curricular activities. The University, therefore, considers the interests and welfare of students as its foremost concern.

This Student Handbook serves as a guide for the holistic development of the students into what the University expects them to be: professionals of high competence and integrity, virtuous men and women with deep commitment for service to God and fellowmen.

The Handbook contains the revised regulations, guidelines and policies, curricular programs and other relevant information that students should know and follow during their stay in the University. It serves as a reliable and valuable resource material that would guide them to make enlightened decisions in their pursuit of a relevant and quality higher education. Moreover, it serves as a guide for faculty in advising students on matters related to academic undertakings, rights and responsibilities, duties and obligations, and proper conduct and discipline.

It is earnestly hoped that this Handbook will develop and maintain harmonious and productive relationships among students and faculty, administrators and other stakeholders of the University. It is also highly expected that the studentry will religiously follow its provisions for a truly satisfying and fruitful academic life at MMSU.

Congratulations to the Office of Student Services and Development (OSSD) and the Committee for this 2014 edition of the Student Handbook. This is a manifestation of love and commitment in the service of our students.

  
**MIRIAM E. PASCUA**  
President



## CHAPTER I

### MMSU IN FOCUS

#### History

The Mariano Marcos State University (MMSU) has metamorphosed into a well-known learning institution in the country as it reached its 36<sup>th</sup> year of existence in January 2014.

Named after the father of the late President Ferdinand E. Marcos, MMSU was established on January 6, 1978 by virtue of Presidential Decree (PD) 1279. The decree merged the then Mariano Marcos Memorial College of Science and Technology (MMMCSST) in Batac and the Northern Luzon State College (NLSC) in Laoag City. Integrated to the University were the college departments of the Ilocos Norte Agricultural College (INAC) in Pasuquin and the Ilocos Norte College of Arts and Trades (INCAT) in Laoag City.

The University main campus of about 300 hectares is located in Batac, while the other campuses are in Laoag, Currimao, Paoay, and Dingras. At present, it has ten (10) academic units: the Graduate School (GS), Batac and Laoag City; College of Agriculture, Food and Sustainable Development (CAFSD), College of Arts and Sciences (CAS), College of Business, Economics and Accountancy (CBEA), College of Engineering (COE), College of Health Sciences (CHS), all in Batac; College of Teacher Education (CTE), College of Industrial Technology (CIT), both in Laoag; and the College of Aquatic Sciences and Applied Technology (CASAT), Currimao. CAFSD and CIT have extension in Dingras and Paoay, respectively.

MMSU's roots are anchored deep, its foundation is strong, and its beginnings have proven historical turning points. This is so because the merged institutions existed as far back as the early 1900s.



MMMCST was founded as the Batac Farm School (BFS) in 1906. Twelve years later, it became the Batac Rural High School (BRHS), and then the Ilocos Norte Institute of Technology (INIT) in 1964 through RA 4085. In 1974, PD 614 converted INIT into MMCST. Another important development occurred in 1976 when the Currimao School of Fisheries (CSF), Dingras National Agricultural School (DNAS), and the Ilocos Norte School for Craftsmen (INSC) were integrated with MMCST through PD 945.

CTE started as an experimental vacation school of the Philippine Normal School (now Philippine Normal University) in June 1917. After 35 years, it was named the Ilocos Norte Normal School (INNS) in June 1952 and began to offer a bachelor's degree in education. In 1963, RA 3705 converted INNS into the Northern Luzon Teachers College (NLTC) which began to offer a master's degree in education. NLTC was renamed the Northern Luzon State College (NLSC) in 1976. It became the College of Education of MMSU in 1978.

The College of Industrial Technology (CIT) evolved from the Provincial Trade School, 1908-1951; the Ilocos Norte School of Arts and Trades, 1952-1966; and the Ilocos Norte College of Arts and Trades, 1967-1977. As part of MMSU, it became the Institute of Technology in 1978, the College of Technology in 1976, and the College of Industrial Technology in 2005.

The College of Aquatic Sciences and Applied Technology (CASAT) was originally the Currimao Community High School in 1966-1970, and the Currimao School of Fisheries by virtue of RA 4214 in 1971-1975. It was integrated with MMCST through PD 945 in 1976-1977 and became CASAT in 2005.

**MMSU CAFSD, Dingras.** Dingras High School, 1947; Dingras Provincial High School; Dingras National Agricultural High School by virtue of RA 3822, 1963-1976; integrated with MMCST through PD 945, 1976-1977; School of Agriculture-Dingras, 1978-



1985; college courses transferred to the College of Agriculture and converted as Center for Applied Research and Technology Transfer-Dingras 1985; became CAF Extension in 1985.

MMSU CIT-Paoay started as the Ilocos Norte School for Craftsmen through RA 4036 in 1964-1976. It was integrated with MMMCST through PD 945 in 1976-1977 and became MMSU-Paoay through PD 1279 in 1978-1981; post secondary courses transferred to Institute of Technology, and became CIT Extension campus, 1986-present.

The College of Health Sciences CHS) had its beginnings as the College of Nursing in 1976. Letter of Instruction (LOI) No. 73 merged the Mariano Marcos Memorial Hospital College of Nursing to the MMSU College of Nursing in 1978. It became CHS as it began to offer Pharmacy and Physical Therapy.

### ***New Academic Units***

Three academic units were created after the establishment of the University. CAS started in 1978 to provide the general education of the students. Three years later, it began to offer BS Biology and BS Mathematics. Recent additions to its degree offerings are BS Computer Science, AB English Language, BA Communication Arts, and BA Sociology.

COE started with the Engineering Degree Program which was then housed at CAS and the then the Institute of Technology. Similarly, CEM (College of Economics and Management, now CBEA) started the Business Administration Degree Program which was housed at the CAS and CE. Both programs were named as colleges in 1985.

### ***Leadership***

Under Dr. Consuelo S. Blanco, the first University President, the physical plant and academic programs developed remarkably. Drawing expertise from national agencies and



institutions, her administration directed the execution of a master plan that incorporated environment-friendly land use and elegant architecture. In harmony with the University vision and mission, new academic units were created and regular offerings were reengineered. Highly qualified faculty were recruited from reputable institutions in the country and abroad. To keep abreast with education, technology and science, MMSU became an active member in several international organizations. In 1985, MMSU became the seat of an American Studies Resource Center (ASRC) in Northern Luzon, one of the only four in the country chosen by the United States Information Service (USIS).

The second University President, Dr. Santiago R. Obien, greatly strengthened research and extension and consolidated curricular offerings in the various campuses of the university. This commitment was embodied in the University thrust on formal and non-formal education for technology transfer not only in agriculture and fisheries but also in the arts and culture; research was at its peak as researchers from north to south came to observe the MMSU experience. The University was committed to bring about a better life and education for all including farmers, homemakers, unemployed adults, and out-of-school youth.

The administration of the third University President, Dr. Felipe B. Cachola, was characterized by transparency and participative management. Notable achievement at this period was the sponsorship by the United Nations Development Program - Food and Agriculture Organization of a sustainable dryland agriculture project in the University properties at Payao and Sarnap, Batac. Much of the preparations of the UNDP Project, however, were done during the past two administrations. Commitment to the instructional function including academic related activities resulted in various regional and national awards. Accreditation of programs by the



Accrediting Agency for Chartered Colleges and Universities of the Philippines (AACUP) raised the integrity and quality of its offerings in education and agriculture both in the undergraduate and graduate levels.

From June 1993 to June 2000, the University leadership was vested on the late Dr. Elias L. Calacal, a material scientist who received the prestigious Azevedo Award in Brazil in 1978 in recognition of his outstanding contribution in cellular ceramics research. His dynamic, innovative and entrepreneurial management style was concretized into development projects which showcased effective utilization of marginal areas like hilly lands and sand dunes for greater productivity. Facilities were improved, scarce resources were all accounted for realizing unprecedented income from production, and underutilized spaces were converted into well-furnished convention venues and dormitories. In research, ILARRDEC with MMSU as the lead agency, won the prestigious Ugnay Award as the Most Outstanding Consortium in 1996.

The university was under the stewardship of Dr. Saturnino M. Ocampo, Jr. from June 15, 2000 to October 28, 2004. During his term, MMSU made a mark of excellence in the academic community as evidenced by the remarkable performance of graduates in licensure examinations. CTE maintained its CHED recognition as Center of Excellence in Teacher Education even as three more centers were designated by the Commission: Center of Excellence in Agricultural Engineering, Center of Development in Ceramic Engineering and Special Center of Development in Agriculture. Most programs in the colleges reached Level II and III accreditation by AACUP. COE garnered the top slot among the Top Performing Schools in Mechanical Engineering as CBEA and CHS became third among the Top Performing Schools in Accountancy and Nursing, respectively. MMSU emerged victor in a back-to-back championship in the Region I State Colleges and Universities Athletic Association (SCUAA) sports and cultural



competitions. In research, ILARRDEC regained the prestigious Ugnay Award as the Most Outstanding Consortium in 2004.

Dr. Miriam E. Pascua became the sixth president on May 3, 2005 with a 10-point agenda that focus on accreditation of academic programs, improved facilities and student services, comprehensive review of curricular offerings, development of faculty and staff, expansion of extension sharing and resources, fiscal budgeting, generation of more income, and more responsive, relevant, and scholarly research and development activities, improvement of physical facilities, and just, fair, and honest governance.

MMSU maintained its Center of Excellence in Teacher Education, was recognized as Center of Development in Agriculture, and was named Center of Teaching Excellence by CHED. It was selected as a national university, one of the only four higher education institutions (HEIs) in the country identified by the National Agriculture and Fisheries System (NAFES) for both agriculture and fisheries education. Also, MMSU was considered as one of the five model SUCs in the country by the Senate Committee on Science and Technology. In 2009, CHED authorized the offering of Bachelor of Laws (Ll.B.)

Of the academic offerings in 108 major fields, about 80 percent had been accredited by AACUP. Nine undergraduate and graduate programs have reached Level III Re-accredited status while 11 have qualified for Level III status. MMSU was among Top Performing Schools in Physical Therapy and Pharmacy (No.1), Accountancy (No. 2), Civil Engineering (No. 4), Elementary Teacher Education (No. 4), and Secondary Teacher Education (No. 6

Research and extension activities reaped laurels for MMSU as CHED's 2008 Best Higher Education Institution Research Program in Region 1 and received the "Kabalikat Award" of the



Philippine Council for Industry and Energy Research and Development (PCIERD). The extension services was awarded as CHED's 2008 Outstanding Program in the country. The MMSU Students in Free Enterprise (SIFE) Team was champion in 2006 and represented the country in the World Cup in Paris, France. It emerged second runner-up in 2008 and attended the World Cup in Singapore. The "Nature Care" Program of CIT was chosen as one of the Ten Outstanding Environmental Programs in 2008 by the National Youth Commission (NYC). MMSU has been over all Champion for 11 consecutive years in the annual Region 1 SCUAA Meet. The NASUDI Pep Squad emerged as first runner-up in the Second National Annual Cheerleading Championship in 2008. In the same year, MMSU produced one of the Ten Outstanding Students of the Philippines.

MMSU linkages and partnerships with government and academic institutions here and abroad were intensified. It continuously receives and hosts international scientists under the DOST *Balik Siyentista* program for academic and research collaborations. Linkages and partnerships were established with Kyoto University, Kansas State University, and the University of Hawaii, among others even as a good number of faculty are chosen to present papers in international conferences.

## **VISION**

A world-class university dedicated to the development of virtuous human resources and innovations for inclusive growth.

## **MISSION**

To develop globally competitive professionals and industry-ready graduates via various modalities and generate new knowledge and technologies for the improvement of the quality of life.



## **CORE VALUES**

- Excellence
- Integrity
- Service to God and Nation

## **UNIVERSITY GOVERNANCE**

### **The Governing Board**

The governing board of the University is vested in the Board of Regents composed of the following:

1. Chairman of the Commission on Higher Education (CHED) as chairman;
2. President of the University as Vice Chairman;
3. Chairman of the Committee on Education of the Senate, and Congress of the Philippines, as members;
4. Chairman of the Committee on Higher and Technical Education of the House of Representatives, Congress of the Philippines, as member;
5. Regional Director of the National Economic Development Authority (NEDA), as member;
6. Regional Director of the Department of Agriculture, as member;
7. President of the Federated Faculty Association, Inc., as member;
8. President of MMSU Central Student Council, as member;
9. President of the Federated Alumni Association, Inc., as member;
10. Two (2) prominent citizens representing the private sector, as members.

*(Source: RA 8292/ University Code)*



## The Administration

The administration of the university is vested in the President, the University's Chief Executive. Providing distinct technical services to the President are offices/directorates: Center for Teaching Excellence, Alumni Relations, Communication and Media Relations, Internal Control, and Security and Monitoring Services, and Program Accreditation and Quality Assurance. Directors of these offices report directly to the President. In terms of policy formulation, the President leads the two recognized policy-making councils of the University: the University Academic Council (UAC) and the Administrative Council (AdCo).

The University President is directly assisted by three Vice Presidents (VP): the VP for Academic Affairs (VPAA); the VP for Administration and Business (VPAB); and the VP for Research and Extension (VPRE).

The VPAA oversees the effective implementation of policies, programs and projects related to instruction in the University. Under the supervision of the VPAA are the deans of the ten Academic Units and the Director of Physical Education, Sports and Socio-cultural Development Office and the Chief of Program Accreditation and Quality Assurance.

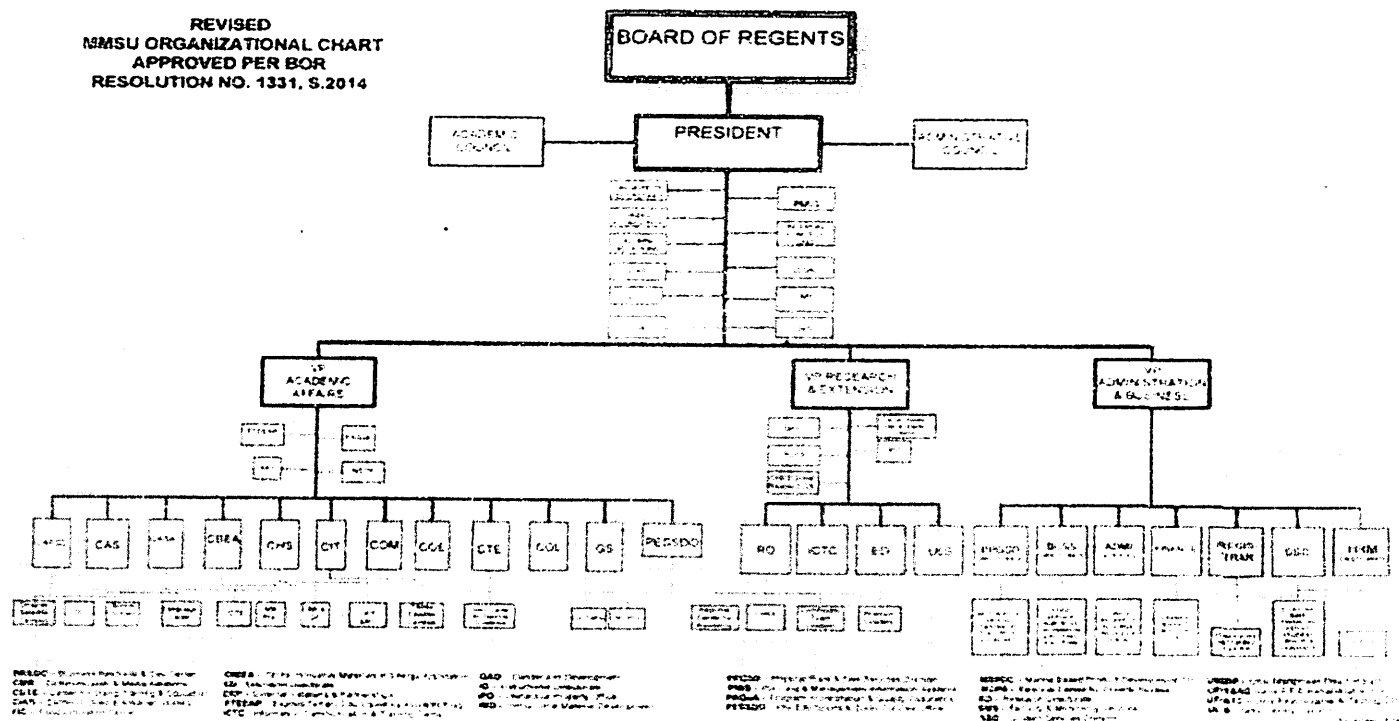
The VPAB supervises the seven directorates: Administrative Services, Financial Management, Business Directorate, Physical Plant and General Services, Student Services and Development, Registrar and the University Manpower Development Program.

The VPRE supervises three directorates: Research and Development; Extension Services; University Library System as well as the activities of the Information and Technology Center.

The different Academic Units (Colleges) are managed by the Deans with the support of Department Chair. The policy-making body for academic matters in each college rests in the College



**REVISED  
MMSU ORGANIZATIONAL CHART  
APPROVED PER BOR  
RESOLUTION NO. 1331, S.2014**



MMSU Organizational Structure approved per BOR Resolution No. 1331, S. 2014.

Academic Council whose policies and decisions are forwarded to the Board of Regents through the UAC.

### **The University Administrative Council (AdCo)**

The Administrative Council is composed of the President of the University as Chairman, the University Secretary, the Vice Presidents, deans, directors, and other officials of equal rank as members and whose duty is to review and recommend to the Board of Regents policies governing the administration, management and development plans of the University for appropriate action.

### **The University Academic Council (UAC)**

The University Academic Council is composed of the President of the University as Chairman and all members of the instructional staff with the rank of at least Assistant Professor as members.

The UAC shall have the power to review and recommend the curricular offerings and rules of discipline of the University subject to appropriate action of the Board of Regents. It shall fix the requirements for the admission of students as well as for their graduation and the conferment of degrees subject to review and/or approval by the Board of Regents through the President of the University.

### **College/ School Academic Council**

Each college has a College/School Academic Council with its Dean as Chairman and all the faculty of the college or school as members. It has the power to formulate and recommend all matters affecting curricula, requirements for admission and retention of students, conferring of degrees of the college or school for consideration and approval of the University Academic Council. It also has the power to approve the awarding of certificates in pre-baccalaureate programs as well



as to formulate policies and rules applicable to the college, subject to confirmation by the University Council.

(Source: Revised University Code, 2005)

## **ACADEMIC PROGRAMS**

The university offers a wide range of degree programs that cover various fields of specialization in the doctorate, masters, baccalaureate, and post secondary levels.

### **1. Graduate Programs**

- **Graduate School**

*Doctor of Philosophy (Ph.D.)*

Major in: Rural Development

Linguistics

Crop Production Management

*Doctor of Education (Ed.D.)*

Major in: Educational Management

*Master of Arts in Education/Master in Education*

Major in: Biology

Mathematics

Chemistry

MSEPK/PEHM

Early Childhood Ed.

Physics

Educational Mgt.

Science Educ.

Guidance & Counseling

Social Studies

Language @ Literature

Wika at Panitikan

Lib. & Information Mgt.

Special Education

Technical Vocational Education

Tech & Home Economics

*Master of Arts in English Language & Literature*

*Master of Arts in Nursing/Master in Nursing*

Major in: Maternal Child Health

Medical-Surgical Nursing



*Master of Arts in Public Administration/*  
*Master in Public Administration*  
*Master of Science in Animal Science/*  
*Master in Animal Science*  
*Master of Science in Mathematics*  
*Master of Arts in Mathematics*  
*Master of Science in Biology/Master in Biological Science*  
*Master of Science in Engineering/Master in Eng'g*  
 Major in: Agricultural Engineering  
                 Soil & Water Resources Engineering  
*Master of Science in Rural Development/*  
*Master in Rural Development*  
*Master of Science in Crop Science/Master in Crop Science*  
*Master of Science In Agroforestry*

## 2. Undergraduate Degree Programs

### • College of Law

*Bachelor of Laws*

### • College of Agriculture, Food, & Sustainable Development

*Bachelor of Science in Agriculture (Ladder—type)*

Major in: Agricultural Economics  
                 Agricultural Education  
                 Agricultural Entrepreneurship  
                 Agricultural Extension  
                 Animal Science  
                 Crop Protection  
                 Crop Science/Agronomy  
                 Horticulture  
                 Soil Science

*Bachelor of Science in Agribusiness*

*Bachelor of Science in Forestry*

*Bachelor of Science in Development Communication*

*Bachelor of Science in Environmental Science*



*Bachelor of Agricultural Technology (Ladder—type)*

Major in: Animal Production Technology

## Crop Production Technology

- College of Arts & Sciences

*Bachelor of Arts in Communication*

*Bachelor of Arts in English Language*

*Bachelor of Arts in Sociology*

*Bachelor of Science in Biology*

*Bachelor of Science in Computer Science*

*Bachelor of Science in Mathematics*

- College of Health Sciences

*Bachelor of Science in Nursing*

*Bachelor of Science in Pharmacy*

*Bachelor of Science in Physical Therapy*

• College of Aquatic Sciences & Applied Technology

*Bachelor of Science in Marine Biology*

*Bachelor of Science in Fisheries (Ladder-type)*

- College of Business, Economics & Accountancy

*Bachelor of Science in Accountancy*

*Bachelor of Science in Accounting Tech. (Ladder-Type)*

*Bachelor of Science in Business Administration*

Major in:

## Human Resource Development Management

Marketing Management

*Bachelor of Science in Cooperative Management*

*Bachelor of Science in Economics*

*Bachelor of Science in Entrepreneurship*

*Bachelor of Science in Hospitality Mgt. (Ladder-type)*

*Bachelor of Science in Tourism Mgt. (Ladder-type)*

Major in:

## International Services Management

## Tour and Travel Management



- **College of Engineering**

- Bachelor of Science in Agricultural Engineering*
  - Bachelor of Science in Ceramic Engineering*
  - Bachelor of Science in Chemical Engineering*
  - Bachelor of Science in Civil Engineering*
  - Bachelor of Science in Computer Engineering*
  - Bachelor of Science in Electrical Engineering*
  - Bachelor of Science in Electronics Engineering*
  - Bachelor of Science in Mechanical Engineering*

- **College of Industrial Technology**

- Bachelor in Automotive Technology (Ladder-type)*
  - Bachelor of Technical Teacher Education*

- Major in:

- Automotive Technology
    - Electronics Technology
    - Computer Technology
    - Electrical Technology
    - Drafting Technology
    - Food & Service Mgt. Technology
    - Garments, Fashion & Design Technology

- Bachelor of Science in Industrial Education (Ladder-Type)*

- Major in:

- Civil Technology
    - Computer Technology
    - Electrical Technology
    - Garments Technology
    - Electronics Technology
    - Drafting Technology
    - Food Technology
    - Ceramic Technology
    - Electronics & Communications Technology
    - Refrigeration & Air-conditioning Technology

- Special BSIT Ladderized Program*



- **College of Teacher Education**

*Bachelor of Elementary Education*

Major in:

Generalist

Special Education

Pre-School Education

*Bachelor of Secondary Education*

Major in:

English

Mathematics

Filipino

Social Studies

Biological Science

Physical Science

Tech. & Livelihood Ed.

Music, Arts, Physical Education & Health

*Short-Term Programs*

Professional Education

Teacher Certificate Program

Diploma in Early Childhood Education

**3. Basic Education (Integrated University Laboratory Schools)**

- ***Integrated Laboratory School, Laoag Campus***

*Elementary Education*

*Secondary Education*

*Pre-elementary*

- ***Integrated Laboratory School, Batac Campus***

*Elementary Education*

*Secondary Education (Science Curriculum)*

*Pre-elementary*



## CHAPTER II

### ACADEMIC POLICIES AND GUIDELINES

#### ACADEMIC INFORMATION

Every student shall observe the laws of the land, the rules and regulations of the University and the standards of good society.

Each student enrolled in the university is issued a student number and identification card which is valid as long as he/she is enrolled in the university. However, he should present his ID card to the registrar every beginning of the semester for validation. The number changes if he/she transfers to another college since each college has a code number.

If a student loses his ID card, he/she should apply for a new one by accomplishing an affidavit of loss obtained from the Administrative Officer and paying the necessary fee. He/She later receives the new ID card from the Registrar's Office.

Each student must wear his/her ID card while in campus and must present this to the security guard when entering the university or college he/she is enrolled. Any student who refuses to show his ID card when requested to do so shall be considered an intruder and he/she may be required to leave the university premises.

Each student must abide by the college/unit rules and regulations like the wearing of the college uniform.

All students are regarded as adults by the university authorities. Hence, they are obliged to keep their parents/guardians informed of their academic standing and the impending consequences of their excess absences and failures.





A **sophomore** is a student who has satisfactorily completed the prescribed subjects of the first year of his curriculum, or has finished not less than 25 per cent nor more than 50 per cent of the total number of units required in his entire course;

A **junior** is a student who has completed the prescribed subjects of the first two years of his curriculum, or has finished not less 50 per cent nor more than 75 per cent of the total number of units required in his entire course;

A **senior** is a student who has completed the prescribed subjects of the first three years of his curriculum, or has finished not less than 75 per cent of the total number of units required in his entire course. (*Source: Revised University Code*)

## **ADMISSION**

### **ADMISSION REQUIREMENTS IN THE UNDERGRADUATE PROGRAMS**

1. New College Freshmen must submit the following entrance documents:
  - Original Copy of Form 138 (High School Card Report)
  - MMSU College Freshman Admission Test (CFAT) Rating Report
  - College Admission Slip
  - Medical Examination Permit
  - Birth Certificate (issued by National Statistics Office (NSO))
  - One (1) 1"x 1" ID picture
- 1.1 Documents submitted are part of the student's file and cannot be retrieved.
2. Transferees are admitted by the University Registrar. In no case will a student be admitted as a transferee if he/she failed more than 20 percent of his/her registered courses or has completed more than 20 percent of the unit requirements of the course.



- 2.1. A transferee must submit the following documents:
- Transfer Credential Eligibility or Honorable Dismissal
  - Certification of Grades on courses taken; General Weighted Average must be at least 2.5
  - MMSU CFAT Rating Report for those who transfer with less than 30 units of credit
  - Certification of Good Moral Character from the Guidance Counselor or Dean of previous institution attended
  - Birth Certificate issued by National Statistics Office (NSO)
  - Validation of courses taken in a private institution where the grades are below 2.75 or 80% where the grades are below 2.75 or 80
  - Admission slip signed by the University Registrar
  - Other admission requirements of the college
- 2.2 An admitted transfer student from a state college/university which is a member of the Philippine Association of State Universities and Colleges (PASUC) receives credit for all courses passed with the same course description as that in the University. However, students from private institutions must validate courses with grades of 2.75, C+, 80% or below.

### **3. Old/Returning Students**

- Form 5 (Latest Registration Form)
- Graded Class Cards
- College Clearance (latest)

## **ADMISSION REQUIREMENTS IN THE COLLEGE OF LAW**

An applicant seeking admission in the College of Law must be a graduate of any four (4) year BS degree with minimum units in any of the following: 18 units in English; 18 units in Social Science; and 6 units in Math.

The applicant must submit the following:

1. Certificate of Good Moral Character
2. Letter of Application
3. 2 copies of 2"x2" ID pictures
4. Transcript of Records

Phil SAT

Also, the applicant should pass the College of Law Admission Examination.

## ADMISSION REQUIREMENTS IN THE GRADUATE PROGRAMS

1. **Qualifications of an Applicant:** An applicant for admission in a master's or doctoral program must meet the following qualifications:
  - a. Must be a holder of an appropriate bachelor's or master's degree.
  - b. Must have a general weighted average of 2.5 or better in the BS or 1.75 in the Master's degree for admission to the master's degree or doctoral degree, respectively

An applicant whose degree is not in line with the program he/she intends to pursue may be admitted but will be required to take prerequisite courses.

## 2. Admission Requirements

In order for an application to be processed, the following documents and fees should be received by the Graduate School on or before the scheduled GS Entrance Test (date and venue to be announced by the GS office).

- a. Duly accomplished Application form for Admission (GS Form 1)
- b. Two letters of recommendation from former professors, present supervisors or employers (GS Form 1c) to be



- submitted by them personally or through mail to the Graduate School. If with a master's degree, a third letter of recommendation is required.
- c. Transcript of Records (original or authenticated) and transfer credentials (honorable dismissal) in the English language from the last school (except MMSU) attended.
  - d. Original copy of NSO Birth Certificate.
  - e. Original copy of NSO Marriage Certificate (for female applicants only).
  - f. A non-refundable application fee/Graduate School Entrance Test (GSET) paid in cash or remitted in bank draft/money order to the MMSU Graduate School.
  - g. Two copies of 2x2 colored ID pictures with white background.

### ***Other Important Information***

An Applicant must pass the GSET (CFIT and OLSAT) administered by the Graduate School on a specific date posted at the Office of the Graduate School. The examination is usually given within the following dates:

For admission in the Summer Term: First week of March

For admission in the First Semester: First week of May

For admission in the Second Semester: First week of October

### ***Study Load***

The normal study load of a full time student shall be 9 units per term of formal graduate courses.

### ***Residency Requirement***

A student is given a maximum of 5 years (for master's) or 7 years (for doctoral) to complete his/ her degree.



An additional graduate course is required for every year beyond the maximum residency requirement.

### **ADMISSION REQUIREMENTS FOR FOREIGN STUDENTS**

1. Duly accomplished application form for undergraduate admission with a non-refundable application fee of \$30 in money order or manager's check payable to MMSU.
2. Two original copies of the Official Transcript of Records (TOR) from each high school and college attended duly authenticated by the Philippine Foreign Service Post (PFSP) located at or having consular jurisdiction over the applicant's country of origin or place of residence. If these records are written in a language other than English, complete official translations must be submitted together with a copy of the original. The Transcript of Records should indicate all subjects taken and the grades earned. The grading system should be clearly stated on the TOR.
3. Duly authenticated copy of birth certificate and passport by the Philippine Embassy.
4. Two original copies of a notarized affidavit of support of the applicant's parents or Notice of Grant for Institutional Scholars to cover expenses of the student while studying.
5. Six (6) original copies of Personal History Statement (PHS) duly signed by him/her both in English and in his/her national alphabet and stamped with his/her personal seal, if any, and containing among others his original 2" x 2" recently taken photograph with plain white background and his original left and right thumbprints. PHS forms may be obtained from any Philippine Mission abroad.
6. Certificate of passing the Test of English as a Foreign Language (TOEFL) or English Language Test (ELT)



7. Course syllabus, school catalogues or description of courses taken from other colleges (for transferees).
8. Other institutional requirements:
  - a. College Freshman Admission Test (CFAT) Rating
  - b. Certificate of Good Moral Character form the Principal or the head of institution last attended.
  - c. Two passport-size colored pictures with white background

### **ADMISSION REQUIREMENTS FOR THE EXPANDED TERTIARY EDUCATION EQUIVALENCY and ACCREDITATION PROGRAM (ETEEAP)**

MMSU shall offer CHED- accredited courses in all AB/BS Programs with at least Level II accreditation status.

1. **Qualifications of an Applicant:** An ETEEAP applicant must meet the following qualifications:
  - a. A Filipino citizen
  - b. Must have at least graduated from high school and must have obtained Philippine Education Placement Test (PEPT) equivalent to first year college
  - c. Must have at least five (5) years of work experience related to the course for which he/she is applying
  - d. Must be at least 25 years old
  - e. Must be able to show evidence of capability and thorough knowledge in the field applied for equivalency and accreditation
2. **Admission Requirements**
  - a. Original school credentials, whichever is applicable
    - (1) High School Card
    - (2) Form 137A
    - (3) PEPT Certificate
    - (4) Transcript of Records



- b. NSO Authenticated birth certificate
- c. 1x1 ID Pictures (most recent and original)
- d. Service Record /Certificate of employment with job descriptions from present and past employment
- e. Proof of Good Moral Character i.e NBI/Barangay Clearance
- f. Recommendation letter from immediate superior
- g. Interview results
- h. Personality and work aptitude test results
- i. Certificate of evaluation results given by the Panel of Assessors
- j. Proficiency certificate from any of the following:
  - (1) Government Regulatory Board
  - (2) Licensed Practitioner in the filed
- k. Business Registration, if any
- l. ETEEAP application form duly accomplished/ Certificate of trainings/Workshops completed

### FEES FOR REGULAR SEMESTERS

A student must pay the fees and other costs for all courses he/she registers. All fees are subject to revision without notice because of changes in policies, rising costs of maintaining programs and changes in budgetary conditions.

Tuition fees may be paid either in full or in installment basis.

Only tuition fees and deposits may be refunded. When a



student asks for refund for his/her tuition fee, he/she must state the reasons for seeking the refund (e.g. death, disability or compulsory military service) and the number of class days which have elapsed before he/she applied for a refund. Fees cannot be refunded if the refund is due to change, substitution or dropping of subjects after two weeks from the regular opening of classes. In no case will be refund of tuition fee be allowed without the following: approval of the dean/director of the college/unit. Endorsement of the University Registrar, and approval of the President of the University.

Students who have paid their school fees and who withdraw their registration shall be entitled to a refund of their fees, except entrance and registration fees, in accordance with the following schedules:

- |  |      |
|--|------|
| • Before the opening of classes                                | 100% |
| • Within one week from the opening of classes                  | 80%  |
| • Within the 2nd, 3rd, or 4th week from the opening of classes | 50%  |

No refund shall be made after the fourth week from the opening of classes. In case of students who register after the opening of classes and withdraw thereafter, the number of days shall be counted from the actual date of registration, and the refund of their fees shall also be in accordance with the aforementioned schedule. In case of death of a student during the semester, all fees may be refunded.

The following fees are collected from students upon enrolment in the university. Partial payment is accepted upon enrolment and whatever remaining balance should be paid before the midterm and final examinations.

**Undergraduate**

|  |        |
|--|--------|
| <b>A. Tuition Fee (per unit)</b>       | 100.00 |
| <b>B. Miscellaneous Fees:</b>          |        |
| Entrance                               | 50.00  |
| Registration                           | 100.00 |
| Library                                | 150.00 |
| Non-Computer Laboratory (per lab unit) |        |
| Physical/Bio Sciences Subjects         | 100.00 |
| Major/professional Subjects            | 150.00 |
| Computer Laboratory (per hours lab)    | 150.00 |
| Medical/Dental                         | 50.00  |
| Athletics                              | 65.00  |
| School Publication Journal (Sirmata)   | 60.00  |
| Late Registration                      | 100.00 |
| Dropping/Changing/Adding Subject       | 50.00  |
| Socio-Cultural                         | 50.00  |
| Guidance/Placement Service             | 40.00  |
| Short Messaging System                 | 25.00  |
| Student Body Organization              | 30.00  |
| School ID                              | 100.00 |
| ID Re-issue                            | 100.00 |
| SCUAA                                  | 25.00  |
| NSTP                                   | 150.00 |
| Student Development Fund               | 500.00 |
| Alay Lakad                             | 15.00  |
| Mutual Aid Fund                        | 25.00  |
| Group Insurance Fee                    | *      |
| Internet Fee                           | 100.00 |

\* Amount depends on insurance provider



**Graduate****Registration Fees\*****A. Tuition Fee per Unit**

|           |        |
|-----------|--------|
| Masters   | 200.00 |
| Doctorate | 300.00 |

**B. Miscellaneous Fees**

|                               |        |
|-------------------------------|--------|
| Entrance (new student)        | 150.00 |
| Graduate School Entrance Test | 300.00 |
| Registration                  | 100.00 |
| Library                       | 150.00 |
| Medical/ Dental               | 75.00  |
| Guidance                      | 40.00  |
| School ID (new students)      | 100.00 |
| University Organ              | 150.00 |
| Journal                       | 100.00 |
| Student Body Organization     | 50.00  |
| Mutual Aid Fund               | 25.00  |

**Other Fees**

|  |        |
|--|--------|
| Dropping/ Changing/ Adding Fee           | 75.00  |
| Removal/ Completion Fee (per subject)    | 75.00  |
| Certification/ Authentication Fee        |        |
| Local                                    | 25.00  |
| National                                 | 50.00  |
| International                            | 100.00 |
| Honorable Dismissal/ Transfer Credential | 50.00  |
| Leave of Absence/ Return from LOA        | 20.00  |
| Transcript of Records (per page)         | 100.00 |
| Comprehensive Examination                |        |
| Doctoral                                 | 500.00 |
| Re-Exam                                  | 250.00 |
| Master's                                 | 300.00 |
| Re-Exam                                  | 200.00 |



**Thesis Dissertation/ Special Problems**

|                  |         |
|------------------|---------|
| Thesis Fee       | 6000.00 |
| Dissertation Fee | 7000.00 |
| Special Problem  | 3000.00 |
| Transition Paper | 4000.00 |

*\*Subject to change without prior notice*

**Bachelor of Laws**

|  |                      |
|--|----------------------|
| Entrance Fee                           | 150.00               |
| Registration Fee                       | 100.00               |
| Library Fee/ Internet                  | 800.00               |
| Medical/ Dental Fee                    | 150.00               |
| Identification Card Fee                | 200.00               |
| Student Body Organization Fee          | 50.00                |
| University Organ                       | 100.00               |
| Guidance Fee                           | 40.00                |
| Group Insurance                        | 30.00                |
| Mutual Aid                             | 25.00                |
| Student Development Fund               | 500.00               |
| Tuition Fee (18 units sem x P450/unit) | <u>8,100.00</u>      |
| <b>TOTAL</b>                           | <b>PhP10, 245.00</b> |

**International Students**  
**(Graduate Level)****School Fees**

|                           |                    |
|---------------------------|--------------------|
| <b>Tuition fee/unit</b>   | <b>US \$ 50.00</b> |
| <b>Miscellaneous fees</b> |                    |
| Laboratory fee            | 30.00              |
| Application fee           | 30.00              |
| Admission fee             | 30.00              |
| Service fee               | 30.00              |
| Development fee           | 75.00              |



|  |        |
|--|--------|
| Graduation, Diploma, Transcript of Records | 30.00  |
| Special problem fee                        | 250.00 |
| Foreign Students fee                       | 100.00 |

**Other miscellaneous fees**

|   |             |
|---|-------------|
| (Library, Medical/Dental/Athletic/Cultural<br>Guidance, SBO, School Publication, SCUAA) | 350.00      |
| Dormitory   | \$100/month |
| Internet fee  | 10/month    |

**AVERAGE TOTAL FEES per semester****9 units**

|   |            |
|---|------------|
| Tuition fee   | \$ 450.00  |
| Miscellaneous fees                                  | 615.00     |
| Total Tuition & other fees                          | \$ 1065.00 |
| Dormitory & internet fee                            | 550.00     |
| Total tuition and other fees<br>including dormitory | \$ 1615.00 |

**International Students  
(Undergraduate Level)**

|                         |                    |
|-------------------------|--------------------|
| <b>Tuition fee/unit</b> | <b>US \$ 30.00</b> |
|-------------------------|--------------------|

**Miscellaneous fees**

|  |          |
|--|----------|
| Laboratory fee                             | \$ 30.00 |
| Application fee                            | 20.00    |
| Admission fee                              | 30.00    |
| Service fee                                | 25.00    |
| Development fee                            | 75.00    |
| Graduation, Diploma, Transcript of Records | 30.00    |
| Foreign Students fee                       | 100.00   |

**Other miscellaneous fees**

|   |        |
|---|--------|
| (Library, Medical/Dental/Athletic/Cultural<br>Guidance, SBO, School Publication, SCUAA) | 350.00 |
|---|--------|



|              |              |
|--------------|--------------|
| Dormitory    | \$ 100/month |
| Internet fee | 10/month     |

**AVERAGE TOTAL FEES per semester** **21units**

Tuition fee \$ 630.00

Miscellaneous fees 600.00

Total Tuition & other fees \$ 1230.00

Dormitory & internet fee 550.00

Total tuition and other fees  
including dormitory \$ 1780.00

**ETEEAP Fees (Approved Fees: Board Resolution**

**No. 1157A, s. 2011)**

Filing/ Application 300.00

Logistics 500.00

Testing 200.00

Assessment 2000.00

Adviser's Fee/ Unit 300.00

Supplemental Course/Unit 300.00

Miscellaneous

Entrance 150.00

Registration 100.00

Library 150.00

Group Insurance 30.00

Medical/Dental 75.00

Guidance 40.00

School Publication 150.00

School ID 100.00

Other Fees

Technology/Major Subject 250.00

Alumni 100.00

TOR/Page 100.00

Graduation Fee (to be determined by  
graduating class)



## **REGISTRATION**

### **REGISTRATION PERIOD**

All students should be registered in the days specified for enrollment in the University Academic Calendar or College Academic Calendar. No student will be registered in any subject after the last day of late registration in the Calendar.

### **LATE REGISTRATION**

Late registrants will undergo the regular procedure of enrollment but will be charged a late registration fee.

### **ASSESSMENT/ACCREDITATION CRITERIA**

- For formal training: credit transfer
- For non-formal education (sponsored trainings, workshops, etc.) through case to case evaluation of training design and evaluation: credit recommendations will be awarded for each validated training program.
- For informal learning/knowledge obtained through self study: an assessment process which can include written and oral examinations, product presentations, skills demonstration or portfolio assessment.
- For portfolio assessment: the candidate will be assigned to an adviser who will help him/her developed the portfolio.
- In case where the candidate needs further knowledge or skills, he/she shall be advised to enroll in supplemental courses to complete his/her learning then he/she goes back for assessment. In this manner, the candidate earns credits progressively until he/she satisfactorily earns the necessary credits based on competency standards to merit the degree or certificate.



## CROSS-REGISTRATION

1. Students enrolled in another institution who desire to cross register in the University must present an approved permit by their school registrar. The permit shall state the course and units authorized to be cross-enrolled. Availability of slot will be considered.
2. No student shall be registered in any college/unit of the University without the following: a) prior permission of the Dean of the College or Unit in which he/she is primarily enrolled, and b) approval of the University Registrar.
3. A bonafide student of MMSU may be allowed to cross-enroll in another institution by using a written permit from the University Registrar duly endorsed by the Department Chairman, Adviser, and Dean of the College, provided that:
  - 3.1 The permit shall state the number of units for which the student will cross-register and the subjects that he/she is authorized to cross-register.
  - 3.2 The total number of units for which a student may register in two colleges or units in the University shall not exceed the maximum allowed by the rules on academic load.
  - 3.3 The course description of the subject to be cross-enrolled in another institution is essentially the same as that of MMSU.
  - 3.4 The subject is not offered during the semester/summer term or is offered during the term but cannot be enrolled due to conflict in schedule which cannot be resolved.
  - 3.5 A grade of 2.5 or better must be attained from a private institution for credit.





- a. University clearance for the release of his/her Transcript of Records (TOR) and Transfer Credential (Honorable Dismissal), and
  - b. Parents' written consent addressed to the University Registrar.
3. Forms for shifting and transferring may be secured from the University Registrar or from the Registrar's/ Dean's Office of the student's college.

### **DROPPING OF SUBJECTS**

1. A student may, with the consent of the instructor/professor and dean of his/her college, drop a subject by filling out the prescribed MMSU Form 5- C on or before the prescribed dropping period in the academic calendar. After three-fourths of the total class hours prescribed for the semester/summer has lapsed, a student may be allowed to drop a course only by reason of illness, duly certified by the university physician and approved by the president of the university.
2. A student who drops a course without the approval of the dean of his/her college shall have his/her registration privileges curtailed or entirely withdrawn.
3. Dropping forms are available at the University Registrar's Office.

### **CHANGING OF SUBJECTS**

1. Changing of subjects is allowed upon recommendation of the instructors concerned and the college registrar/program adviser and upon the approval of the dean of the student's college. Any student may change a course by filling out the



prescribed MMSU Form 5-C during the changing period in the academic calendar and paying the required fee. The applicant should indicate therein his/her reasons for changing his/her subject.

### **ADDING OF SUBJECTS**

1. A student may, with the consent of the instructor/professor, college registrar/program adviser and dean of his/her college, add a subject during the prescribed adding period in the academic calendar. He/She should indicate his/her reason/s for adding the subject. Graduating students are allowed to add a maximum of nine (9) units, while non-graduating students are allowed to add six (6) units only provided the provisions under academic load and credit are not violated.

### **SCHOOL TERM**

1. One academic year includes two (2) regular semesters and one (1) summer.

### **SUMMER CLASSES**

1. Summer classes are offered to the following:
  - graduating students who have back subjects and/or who incurred a failing grade in one or some of their subjects in the previous semester/s;
  - non-graduating students who failed in one or two subjects in the second semester provided they meet the requirements.
2. A minimum of five (5) graduating students is required to form a class. For non-graduating students, there should be at least 15 petitioners to form one class if it is a GE subject and at least 5 students for a major subject.



3. Graduating students are allowed to enroll a maximum of 9 units with no laboratory classes during summer. On the other hand, non-graduating students are allowed to enroll a maximum of six (6) units only.
4. Students, both graduating and non-graduating with the above-mentioned deficiencies (including shiftees and transferees), who need to take summer classes should collectively make a written petition addressed to the University Registrar with the recommendation of the dean of the college where the students are enrolled and the conformance of the instructor/professor who is going to handle the subject.

### **TUTORIALS**

1. Tutorials are granted only to graduating students whose graduation is deferred due to a deficiency in one or some of their subjects in the previous semester/s.
2. A graduating student who wishes to take tutorials for his/her back subjects should make a written petition addressed to the University Registrar with the recommendation of his/her dean and the conformance of the instructor/professor who is going to handle the subject.

### **CLASS ATTENDANCE**

1. Students must attend all class meetings. No student shall be allowed to register in any subject after the lapse of 12 percent of regular class meetings. Time lost by late enrollment is considered time lost by absence. It is counted against the student when determining the required period of class attendance.
2. Regardless of scholastic standing, a student is automatically dropped from the subject and given a grade of 5.00 when



he/she has been absent for more than 20 percent of the required number of hours. However, if the majority of the absence is excused for a valid reason, the student is merely dropped from the subject by putting the mark "Dropped" on the grade sheet.

3. Excuses are for time missed only. All work covered by the class during the absence should be made up to the satisfaction of the instructor/professor within a reasonable time from the date of absence.
4. If a student decides to withdraw from his/her classes due to prolonged absence for a valid reason, he/she must file an application for leave of absence (LOA) addressed to the dean of the college and endorsed by the College Registrar/Program Adviser to enable him/her to obtain an honorable dismissal and not forfeit the privilege to re-enroll at the University.

### **LEAVE OF ABSENCE**

1. A leave of absence (LOA) is non-enrollment of a student in the University for one semester subject to renewal. Prolonged leave of absence should be requested in writing to the Dean of the College where a student is enrolled. Any student requesting for an LOA should state the reason for which it is desired and specify the period of leave, which must not exceed one academic year.
2. The Dean or his/her duly authorized representative shall inform the University Registrar and the parents/guardians of every student granted an LOA, indicating the reasons given by the student. A student given an LOA shall not be refunded for any payments he/she had made.
3. For LOAs availed of during the second half of the term, the faculty concerned shall indicate the class standing of the student (Passing or Failing) at the time of the application for



the leave. No application for LOA shall be approved without the student's class standing being indicated by the professors/instructors concerned. However, these shall not be entered in the Official Report of Grades. The LOA is included in the determination of the student's MRR.

4. If a student withdraws after three-fourths of the total number of hours prescribed for the course had already lapsed, professors/instructors concerned may give him/her a final grade of 5.00 if his/her class standing at the time of his/her withdrawal is below 3.0.
5. No LOA shall be granted within two weeks before the last day of classes. If the inability of the student to continue his classes is for reason of health or similar justifiable cause, his absence during the period shall be considered excused. In such case, the student shall be required to apply for excuse for his absence and present the excuse slip to the professor/instructor concerned.
6. A student who withdraws from his/her college without an official LOA shall have his/her registration privileges curtailed or entirely withdrawn.
7. MMSU Form 10 (LOA form) is available at the University Registrar's Office. Students enrolled in Paoay, Laoag, Dingras, or Currimao may secure their LOA forms from their respective College Registrar. The student should write a letter of intent addressed to the College Dean at least a month before the LOA lapses so that a slot will be reserved for him/her.
8. Upon return to the University, the following documents should be presented to the College Secretary:
  - a. accomplished college clearance;
  - b. certification of no pending case from the Director of Student Services Development (SSD); and
  - c. medical certificate from the University Physician.





students' performance subject to institutional policies and rules.

2. There are two major examinations scheduled during the semester - midterm and final examinations announced in the university academic calendar. No student shall be exempted from any of these examinations.
3. No examinations shall be conducted outside of the university/college campus.
4. Final examinations are always written except for subjects that involve performance testing of students' skills. Test booklets are kept for a period of one year for purposes of verification and clarification if needed.
5. In no case may students take an examination without an examination permit duly issued by the Cashier's Office. Such permit is given only upon completion of college clearance from financial obligation and academic requirements.
6. Students must observe strictly honesty and silence during examinations. They must clear their desk of everything except those which are allowed by their instructor. They are not allowed to leave the examination room before they have completed their work. They must submit their test booklet personally to the instructor.
7. As a general rule, students who cheat during the periodical examinations get a failing mark for that exam.
8. No student shall directly or indirectly influence his/her professors or instructors to give him/her a certain grade or ask another person to influence his/her professors similarly. Any student who violates this rule shall lose credit in the subject concerned.
9. Final grades submitted by the faculty member and duly approved by the Dean can never be changed except when justifiable corrections are necessary.
10. The university makes use of a uniform grading system-number grades from 1 to 5 where 1 is the highest. Thus:



|      |                    |      |                     |
|------|--------------------|------|---------------------|
| 1.00 | Excellent          | 2.75 | Fair                |
| 1.25 | Highly Outstanding | 3.00 | Passed              |
| 1.50 | Outstanding        | 4.00 | Conditional Failure |
| 1.75 | Very Good          | 5.00 | Failure             |
| 2.00 | Good               | Inc. | Incomplete          |
| 2.25 | Very Satisfactory  | S    | Satisfactory        |
| 2.50 | Satisfactory       | U    | Unsatisfactory      |

11. A grade of "4" means conditional failure. It may be made up by successful repetition of the course, or by passing a second examination. If a student passes the second examination, he is given a grade of "3". If he/she fails, "5". Only one re-examination is allowed which must be taken within the prescribed time. If a student does not remove the grade of "4" within the prescribed time, he may earn credit for the course only by repeating and passing it. A grade of "4" given for the first semester work for a two-semester course shall be converted into a grade of "3" if the student passes the second semester part of the same course in the same academic year. If he/she fails, a grade of "4" which he/she received for the first semester work shall be converted into "5".
12. A grade of "Inc." is given if a student whose class standing throughout the semester is passing, but fails to take the final examination or fails to complete other requirements for the course due to illness or other valid reasons. Removal of deficiencies must be done within the prescribed time by passing an examination or meeting all the requirements of the course. After this, the student shall be given a final grade based on his/her overall performance.
13. There is a regular period for removing grades of "4" and "Inc." before the start of each semester. Such grades may no longer be improved after the end of the third regular removal period immediately following the semester in



which the grades were incurred. A grade of "4" received after removing a grade of "Inc.", however, must be removed within the remaining portion of the prescribed period for the removal of the original grade.

14. Students are given one year to remove grades of 4.0 or Incomplete which automatically becomes a grade of 5.0 if not removed within the prescribed period. The prescribed form must be accomplished and the required fees should be paid.

## RETENTION POLICIES AND GUIDELINES

The university strictly implements the following retention policies to maintain the high standard of academic excellence in its academic programs.

1. A student who gets a final grade of 3.0 or below in 25 to 49 percent of the total number of his/her academic load in a semester is warned by the dean and shall be required to report to the Guidance Office for counseling. In the succeeding semester, his academic load is reduced by three units.
2. A student who fails in 50 to 75 percent of the total number of academic units is placed under probation and his/her load in the succeeding semester is reduced by six units. Or, the student is advised to shift to another program.
3. A student who fails in more than 75 percent of the total number of academic units shall be automatically dismissed.
4. Once dismissed, a student may apply for re-admission after his academic records are reviewed, recommended by the college dean and approved by the university registrar. A student who gets final grades below 3.0 in all the academic units shall be permanently disqualified from re-admission in any other course or degree.





8. Students who are candidates for graduation with honors must have completed in the University at least 76 percent of the total number of academic units or hours required for graduation and must have been in residence therein for at least two years immediately prior to graduation except in cases where a student filed a leave of absence.
9. In the computation of the final weighted average grades of students who are candidates for graduation with honors, (Latin and with distinction) grades in all academic subjects prescribed in the curriculum shall be included. A grade of 5.0 in a prescribed subject shall disqualify a student from any academic honors
10. For degree holders taking another course in the University or transferees who have been in residence therein for at least two years immediately prior to graduation and whose GWA qualifies them for honors but fail to complete 76% of the required academic units, a special distinction award will be granted as follows:

|                          |              |
|--------------------------|--------------|
| With Highest Distinction | 1.00 to 1.20 |
|--------------------------|--------------|

|                       |              |
|-----------------------|--------------|
| With High Distinction | 1.21 to 1.45 |
|-----------------------|--------------|

|                  |              |
|------------------|--------------|
| With Distinction | 1.46 to 1.75 |
|------------------|--------------|

*(Source: Scholarship Committee)*

13. Candidates with honors must be endorsed by the College Council to the Academic Awards Committee for verification and evaluation. Only those endorsed by the College shall be considered.
14. Attendance in general commencement exercises shall be required. Graduating students who cannot join in the general commencement exercises shall secure permission from their deans or their designated representatives at least 10 days before the activity.
15. Graduating students who are absent during the commencement exercises shall get their diploma, or



transcript of records from the Registrar's Office, as long as they comply with the provisions stated above and upon presentation of the receipts of payment of the graduation fees and clearance.

16. Students graduating in summer <sup>midyear</sup> or in the first semester shall have their names included in the list of candidates for graduation for the second semester and hence, join the next commencement exercises.
17. A student's graduation is endorsed by the College Academic Council of the college he/she belongs, approved by the University Academic Council and confirmed by the Board of Regents (BOR).

### **RELEASE OF SCHOOL CREDENTIALS**

1. Appropriate application forms and clearances are required in the release of school credentials.
2. Transfer credentials such as Honorable Dismissal are released immediately to students who have accomplished the necessary clearances. Release of a transfer credential is considered a formal separation from and will not be allowed a readmission to the university.
- × 3. The diploma is distributed during the commencement exercises while the other school credentials of students may be secured from the University Registrar's Office upon submission of the clearance.



## CHAPTER III

### STUDENT SERVICES

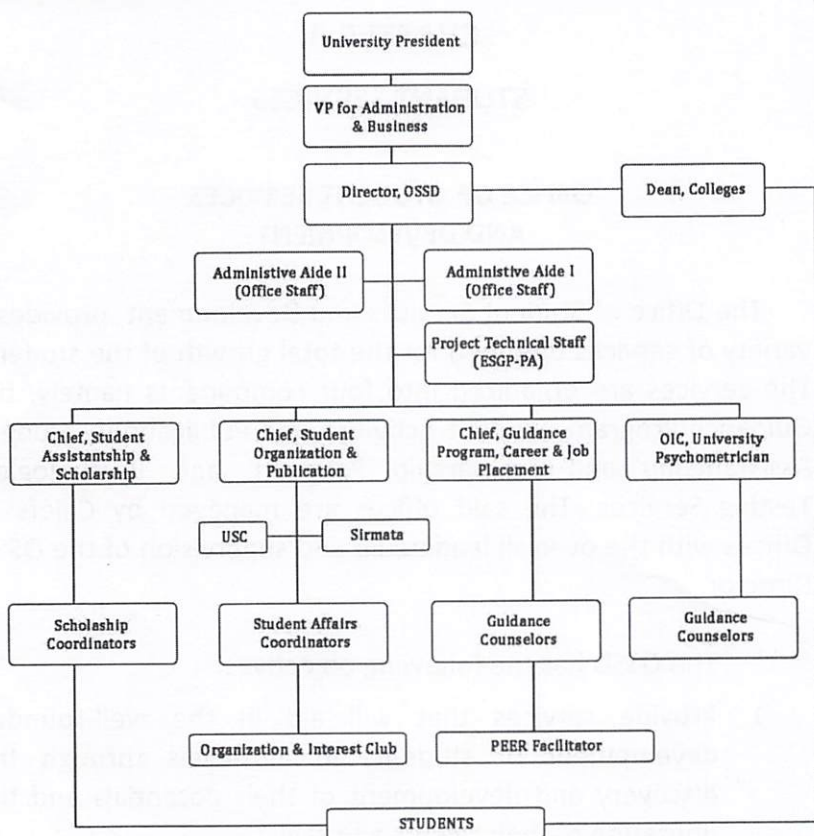
#### OFFICE OF STUDENT SERVICES AND DEVELOPMENT

The Office of Student Services and Development provides a variety of services designed for the total growth of the student. The services are organized into four components namely, the Guidance Program, Student Activities and Publications, Student Assistantship and Scholarship Program, and Psychological Testing Services. The said offices are managed by Chiefs of Offices with the over-all leadership and supervision of the OSSD Director.

The OSSD has the following objectives:

1. Provide services that will aid in the well-rounded development of students in all levels through the discovery and development of their potentials and the utilization of their talents and skills;
2. Administer activities and projects related to personality, leadership and values development with varied groups of clients- the pupils, students, faculty, staff, and the community;
3. Undertake researches that will identify students' needs and problems for the development of more responsive student services; and
4. Develop and publish relevant materials for the dissemination of organizational goals and objectives and aid in the attainment of personal adjustment, mental health, career development and growth leading to academic success.





### A.3. Organizational Structure of the Student Services Unit (SSU)

#### SSD SERVICE UNITS

The specific areas and responsibilities of each of the four SSD programs are the following:

- A. Guidance Program
  - A.1 Individual Analysis/ Inventory
  - A.2 Information Service
  - A.3 Counseling Service
  - A.4 Placement
  - A.5 Follow-up Service

- B. Student Scholarship and Assistantship Program**
  - B.1 Scholarship**
  - B.2 Student Assistantships**
  - B.3 Student Financial Assistance Program (STUFAP)**
  - B.4 Special Program for Employment of Students (SPES,DOLE)**
  - B.5 Student Loans**
- C. Student Organization and Publication**
  - C.1 Student Organizations**
  - C.2 Student Activities**
  - C.3 Student Publication**
  - C.4 Other Concerns**
- D. Psychological and Testing Services**

## **GUIDANCE SERVICES**

The University continues to provide services designed and implemented for the purpose of helping each student develop in a healthy and positive manner to full maturity. The Guidance Program unit of the university is tasked in delivering services concerned with helping the individual student develop into the person he is capable of becoming. Thus, the office provides Individual Analysis/Inventory, Information Service, Counseling Service, Placement, Follow-up Service, and Testing, Research and Evaluation. The specific objectives of each of the services are as follows:

- 1. The Individual Analysis or Inventory Service intends to help the individual develop into the person he is capable of becoming by providing a synthesis of information that he can use to gain an understanding of himself.**
- 2. The Information Service performs activities intended to assist the individual to know and appreciate the real life in the world of work in which he is expected to function**



in order to achieve and maintain a level of economic efficiency for himself and his family. It helps each student understand the options that are open for him in education, training and occupational pursuits.

3. Counseling, being the heart of the guidance program, is designed to help the individual reach optimum growth and development as a person capable of self-direction, sound decision-making, and self-understanding.

Appropriate and pro-active intervention programs are adapted by the university to ensure that every students need for guidance and counseling and psychosocial services may be provided in a timely manner (CMO No. 9, s. 2013). These include:

- a. **Peer volunteerism** wherein people with the same shared experience provide knowledge, experience, or emotional, social or practical help to those in need. This is an initiative consisting of trained individuals volunteering to support students with specific or multiple needs to provide practical advice and guidance.

- b. **Peer facilitating** is a program of trained and available students to help identify an issue, mediate a conflict or just provide a supportive “ear”. Strict confidentiality is observed in order to support the helping process in the areas of academics, social, emotional issue, peer conflicts or family concerns.

4. Placement, Follow-up, Testing and Evaluation Services aim to help each student bridge the gaps which he faces as he is moving from one role (e.g. student) to another (e.g. worker), progressing toward the stage of full occupational maturity. Follow-up service is a part of the developmental process. It provides assistance to each individual after he leaves the university. Testing is



conducted at the University Psychological Testing Center (UPTC) and administered by the University Psychometrician to appraise students' abilities, aptitudes, personality and interests. It is through the Evaluation Service that accountability is established and program goals are monitored and measured.

## **SCHOLARSHIPS AND FINANCIAL ASSISTANTSHIP**

The **Office of Student Assistantship and Scholarship** has the following functions:

1. Implement policies and procedures on student assistantship, loan, financial assistance program, and special program for employment of students.
2. Generate/source fund to support the schooling of students who are financially needy but scholastically qualified.
3. Provide preliminary assessment of and appropriate recommendations to applications for nominations for student assistantships, loans and others.
4. Monitor and coordinate various services of the SAO.
5. Perform other tasks related to student assistantship and scholarship.

## **SCHOLARSHIPS**

The University offers several scholarships for academically talented students, and financial grants sponsored by public agencies and private groups and individuals for poor but deserving students. Criteria and guidelines differ depending on the sponsoring agency. The scholarships and grants are as follows:



**Academic Scholarship**

✕ **Entrance Scholarship.** This is awarded to those who graduated as valedictorian (with highest honors, salutatorian (with high honors) and first, second and third honorable mention (with honors).

Valedictorians and salutatorians must come from graduating classes with an enrolment of at least 50 students. Scholarships to other honor graduates in the order of their rank from the same class are given for every additional 50 graduates. These facts must be certified by the head or principal of the school where the students came from.

Specifically, the following are to be followed in granting entrance scholarship:

| Honors received                              | Number of graduates | Benefits         |
|--|---------------------|------------------|
| Valedictorian/with highest honors            | 50                  | Free tuition fee |
| Salutatorian/ with high honors               | 50                  | Free tuition fee |
| First honorable mention/<br>with high honors | 76                  | Free tuition fee |
| Second honorable mention                     | 126                 | Free tuition fee |
| Third honorable mention                      | 176                 | Free tuition fee |

**University and College Scholarships**

**University Scholarship** is awarded to a student who obtains a general weighted average (GWA) of 1.45 to 1.00 in a semester. He enjoys free tuition fee and a stipend of Php 3,000.00 for the semester.

**College Scholarship** is awarded to a student who obtains a general weighted average (GWA) of 1.75 to 1.46 in a semester. He enjoys free tuition fee and a stipend of Php 2,000.00 for the



semester.

### ***Other Scholarships/Grants***

✕ ***MMSU Freeship*** is availed by children and spouse of permanent faculty members and personnel who have served continuously for a period of not less than five (5) years in the university.

The grantees enjoy free tuition fee on initial enrolment and renewable every semester provided he/she passed at least twelve (12) units or three-fourths of the total number of units enrolled in the previous semester.

***Cultural Study Grant*** is awarded to member of the Cultural Troupe and University Band. they enjoy free tuition fee.

***Athletic Study Grant*** is awarded to athletes who have competed in regional athletic competitions. Tuition fee exemption is based on the highest medal won as follows:

| <b>Medals Won</b> | <b>Tuition Fee Exemption</b> |
|-------------------|------------------------------|
| Gold              | 100%                         |
| Silver            | 75%                          |
| Bronze            | 50%                          |

### ***University Student Council (USC)/ Student Council (SC) Grant***

Free tuition fee privilege is given to USC officers formerly known as Central Student Council and College Student Council Presidents as per CSC Resolution No. 3, s. 2001 as presented in Board Resolution No. 472, s. 2001.

### ***Study Grant Program for Barangay Officials and their Dependents and Sangguniang Kabataan Officials***



The beneficiaries of the program enjoy free tuition fee as stipulated in the Local Government Code shall include the Barangay and Sanguniang Kabataan Officials (SK) during their incumbency, and the legitimate dependent children of incumbent barangay officials. The barangay officials are as follows:

1. Punong Barangay;
2. Seven Barangay Kagawad
3. Barangay Secretary; and
4. Barangay Treasurer

The Sangguniang Kabataan (SK) officials include

1. Barangay SK Chairman
2. Seven Barangay SK Kagawad

*No need*

***Barangay Health Workers (BHW) Grant (Republic Act No. 7883)***

Republic Act No. 7883 known as Barangay Health Workers' Benefits and Incentives Act of 1995 provides scholarship benefits in the form of tuition fees in state colleges to be granted to one child of every BHW

***Scholarships and Grants Sponsored by Government and Private Agencies and Individuals***

Scholarships and assistantships sponsored by other government and private agencies and individuals are guided by their own guidelines and its implementation is in coordination with the University.

ATI Scholarship

Youth Agriculture Fisheries Program (YAFP) Scholarship

Expanded Human Resource Development Program

(EHRDP) Scholarship

CGB Sirib Mannalon (RA 7771)

CHED Student Assistance Fund for Education (SAFE)

CHED Senate

CHED SSGP

CHED Student Financial Assistance Programs (StuFAPs)

Full Scholarship (Full Merit)



Partial Scholarship (Half-merit)

Tulong- Dunong

CHED—DND-PASUC Scholarship Program

CHED One-Town-One Scholarship

City of Batac Scholarship

City of Laoag Scholarship

DA- ACEF Scholarship

DOST Scholarship

Expanded Students Grants-in-Aid Program for Poverty  
Alleviation (ESGP-PA)

Government Service Insurance System (GSIS) Scholarship

Manang Imee Scholarship (PGIN)

Municipality of Bacarra Scholarship

Municipality of Cabugao Scholarship

Municipality of Dingras Scholarship

PVAO Grants

Sirib Scholarship

### ***Privately Funded Scholarships***

Albarracin Scholarship

Amelia Bengan-Young Scholarship

Annak ti Batac of Southern California Scholarship

Balintona Scholarship

Duldulao Scholarship

Campus Iskolar of Globe Telecom.

Mayor Arsenio Agustin Scholarship

Michael Pe Benito Scholarship

Mr. Arian Pacis Scholarship

Casimiro M. Valdez Scholarship

OMNICO Natural Resources, Inc. Scholarship

PBED Scholarsip

SEEDS

Smart, Inc. Scholarship

Toyota Scholarship



### STUDENT ASSISTANTSHIP PROGRAM

Board Resolution No. 826, s. 2006 approved the guidelines on the utilization of the Student Development Fund which include students assistantship and student loan.

**Student Assistantship** shall be in accordance with the existing policies and guidelines of the university. College students may apply provided they meet the following qualifications:

1. Must be currently enrolled at the time of application
2. Must not have any failing grade during the previous semester.
3. Parents annual income shall not be more than one hundred thousand pesos (Php 100,000.00). However, priority is given to those with lower income.
4. Must be of good moral character

**Student Emergency Loan Fund (SELF)/ Student Development Fund (SDF) Loan**

A bonafide university student can borrow a maximum of Php 2,500.00 per semester for tuition fee payment or academic related expenses. Loans are interest free if paid at the end of a semester. However, one percent (1%) per month will be charged if the amount borrowed is not paid at the end of the semester. The following are the guidelines for student loan application:

1. Any bonafide MMSU student of good academic and moral standing with no standing account may apply for the loan.
2. SDF-Loan Form should be properly and completely accomplished.
3. The co-maker/ guarantor should be a permanent faculty and employee of the University.
4. The application is endorsed by the Chief of Student Assistantship and Scholarship and the OSSD Director duly



approved by the Vice President for Academic Affairs.

5. Approved application form will be forwarded to the Accounting Office and the Cashier's Office will release the amount borrowed.

## ***OTHER ASSISTANCE PROVIDED TO STUDENTS***

### ***Student Labor***

A student can be employed in the university as student laborer during semestral break or during summer. To qualify as a student laborer, the student must not be enrolled at the time of employment and must meet the following:

1. The combined net income tax of parents does not exceed the latest annual regional poverty threshold level for a family of six (6) as determined and provided by the National Economic and Development Authority (NEDA); and
2. At least obtained an average passing grade during the previous semester/last semester attended.

### ***Special Program for Employment of Students (R.A. 9547)***

Republic Act 9547 states that a student may apply for employment under the Special Program for Employment of Students (SPES) provided he/she meets the following qualifications:

1. At least 15 years of age but not more than twenty five (25) years old;
2. The combined net income of parents does not exceed the latest annual regional poverty threshold level for a family of six (6) as determined and provided by the National Economic and Development Authority (NEDA); and
3. At least obtained an average passing grade during the last semester attended.



Any dependent of displaced or about to be displaced workers due to business closure or work stoppages as reported by Department of labor and Employment (DOLE), may also apply under SPES provided he/she meets the qualifications.

### ***Student Mutual Aid***

As per Central Student Council (CSC) Resolution No. 13, s. 2004-2005 as approved by Board Resolution No. 780, s. 2006, collection of twenty five pesos (Php 25.00) from every student upon enrolment be put in a special fund called Mutual Aid Fund (MAF).

As provided by the approved guidelines, death aid benefit is given to the bereaved family in case of death, the assistance of five pesos (Php 5.00) per student will be withdrawn from MAF multiplied by the total number of paying students.

In case of accident, the medical fees shall be reimbursed to a maximum of five thousand pesos (Php5,000.00).

Medical assistance for a maximum of five thousand pesos (Php 5,000.00) shall be given to students who undergo immediate medical operation as provided in the amendment of the IRR of Student Mutual Aid Fund of the Central Student Council as approved through Board of Regents Resolution No. 1133, s. 2011.

### ***Student Insurance***

A student pays upon enrolment during the first semester the insurance fee, amount of which depends on the insurance provider as identified by the University Student Council (USC) in consultation with the students. The insurance coverage is one year and entitles the student group accident insurance benefits.

## STUDENT ORGANIZATIONS AND PUBLICATION

The **Office of Student Activities and Publications** is expected to:

1. Provide preliminary assessment and recommendations pertaining to the application of student groups for recognition.
2. Implement policies and procedures concerning operations of recognized student organizations.
3. Monitor and coordinate activities of student organizations.
4. Promote joint or collaborative activities between and among student organizations; and
5. Perform other tasks related to student organizations and activities.

### Guidelines on Student Organization

#### General Policies

The establishment and operation of student organizations in all colleges/units at Mariano Marcos State University are governed by the rules and regulations established by the Office of the Student Services and Development (OSSD) and approved by the BOR, as contained in the guidelines governing student organizations.

- I. **AUTHORITY TO OPERATE:** Students desiring to establish, join and participate in student organizations on campus shall do so as a right subject to regulations promulgated by the University through the OSSD in return for recognition by, affiliation with, and/or support from the Director of Student Affairs.



**II. SUPERVISION OF ORGANIZATION ACTIVITIES:** It shall be the responsibility of the Director of Student Services and Development and the Chief of Student Organizations and Publications to supervise and regulate the operations as well as the activities of all duly recognized student organizations in cooperation with/or through the Student Activities Coordinators. This is for the purpose of providing needed guidance resources and efforts towards the attainment of the goals and objectives as envisioned in their respective constitution and by-laws.

**III. APPLICATION:**

**A. New Organizations.** Any group of at least twenty five (25) students may apply to form an organization to OSSD. Their letter of application must be accompanied by the following:

1. Constitution and By-Laws
2. List of elected officers of the current year
3. Proposed program of activities/projects
4. Name of the faculty/adviser with his letter of acceptance addressed to
5. Names, course curriculum year and signature of the founding members.
6. For interest clubs, a complete list of members.

**B. Renewal of Recognized Organizations/Clubs.** All the requirements under new organizations except no. 1 unless there have been amendments of the Constitution and By-Laws and no. 5 shall be filed with the OSSD together with a Letter of Application for Renewal.

1. Deadline of filing is determined by the OSSD.
2. Late renewal and new applications later than the specified date shall not be honored.



C. **Class and Section Organizations** are not required to file application for recognition. They shall be directly supervised by the teacher/instructor in-charge including the Dean/Principal.

**IV. CONSTITUTION AND BY-LAWS:** Each student organization shall have a Constitution and by-laws which shall be duly ratified by the members. However, amendments thereof shall be done as deemed necessary.

- A. For distinction, school government in the elementary level shall be called GLESC; SBG in the secondary level; SC in the tertiary level; GSSSC in the graduate level; and Central Student Council (CSC), university-wide.
- B. The Constitution and By-Laws of the Student Council should be in conformity with that of the CSC serving as the umbrella organization.
- C. Interest clubs may adopt provisions independent from that of the CSC.

**V. CERTIFICATE OF RECOGNITION:** The recognition of the student organization shall be a pre-condition for its operation in the University. A corresponding Certificate of Recognition shall be issued by the OSSD upon the recommendation of the Student Affairs Coordinator and the Dean upon full compliance of the requirements herein prescribed; however, such certificate shall be effective for one (1) school year only and will have to be renewed each succeeding school year that the organization is in existence.

- A. Certificate of Recognition shall be issued to the organization only upon evaluation of the Constitution and By-Laws, Projected Activities and its Mission and Vision without violating any rules of the University and the fundamental law of the land. The same Certificate of Registration shall be a pre-requisite in the withdrawal of the Student Body Organization (SBO) Fund.



- B. A yearly renewal of registration or re-accreditation of all student organizations shall be announced by the OSSD.
- C. Any student organization that does not renew its registration shall be automatically considered defunct.
- D. Any student organization which has been granted institutional recognition and which violates its own statement of purpose/constitution, or fails to comply with University policies, is liable to revocation of their certificate of recognition after an investigation to be conducted by the Chief of Student Organizations and Publication with the approval of the Director of OSSD.

**VI. MEMBERSHIP.** Membership to organizations shall be determined by the respective student organizations as embodied in their constitution and by-laws.

- A. Membership to Student Council/SBG/GLESC is mandatory. Membership to academic organizations is also mandatory to students who are enrolled in the academic subjects/ degree programs directly related to the organization. However, membership to interest clubs is voluntary.
- B. All organizations must issue membership forms/ID to their respective constituents.
- C. Membership fees should not exceed one hundred pesos (P100.00).

## VII. ELECTION PROCEDURES AND QUALIFICATIONS OF CANDIDATES:

Election procedures and filing of candidacy for any position in any of the organizations shall be in conformity with the provisions of the constitution and by-laws of that particular organization.



## VIII. STUDENT ACTIVITIES

- A. All programs of activities should be in line with the mission and vision of the University focused on the following areas: educational, religious/ moral, entrepreneurial, social services, infrastructure, cultural, cleanliness/beautification/ environmental concern and financial assistance.
- B. Request to hold activities must be filed to the OSSD at least five working days before the scheduled activity. For activities to be held inside and outside the campus, the following procedures shall apply:
  - 1. Secure Application Form to hold an Activity at the OSSD and fill out the form properly. Request for use of campus facilities should be addressed to offices concerned.
  - 2. The signatures of the organization's representative and faculty adviser/Student Affairs Coordinator/College Dean or High School Principal are pre-requisites. If any of the three signatures is absent, the Director of Student Services and Development will not consider the application.
  - 3. Submit the completed form in triplicate for the approval of the OSSD Director.
- C. All student organizations must implement their proposed activities as approved by OSSD.
- D. Only the GSSSC, SCs, SBG and GLESC have the authority to impose and collect fines. Organizations other than the SC, SBG and GLESC shall have the option to impose fines in coordination with the aforementioned organizations. Fines should not exceed fifty pesos (P50.00) per student per day.
- E. No student activities should be conducted one week before the Mid/ Final examinations to give time for the students to prepare for said examination.



**IX. FUND-RAISING ACTIVITIES**

A. Any duly recognized student organization desiring to conduct fund-raising activity should write a letter of application to OSSD addressed to the Director thru the Chief of Student Organizations and Publication. For campuses outside Batac, the letter should be forwarded to the Office of Student Affairs Coordinator in the campus concerned. The letter should contain the following:

1. The nature and purpose of the activity.
2. The date, time and venue of the activity.
3. The manner in which the fund shall be used.
4. Names of students directly in-charge of the fund-raising activity.

*N.B. An application for endorsement must be filed to the Office of the Mayor where the activity will be held and the same will be forwarded to the Office of the Governor for approval at least a month before the date of the said activity.*

B. Raffles on campus shall be governed by the following rules:

- Application to conduct a fund-raising activity must be filed to the OSSD at least a week before the said activity.
- The application to conduct a raffle for fund-raising must be accompanied by required government permits.
- The application should indicate the objects to be raffled, the price per ticket, the drawing date, the time and the place to draw.
- A time limit of one month is allowed to any organization to raffle off the given objects. Any extension of time should be approved by the OSSD.
- The list of winners must be posted in the bulletin boards in the Campus concerned.

C. All letters to be used for solicitation should bear the

signatures of the President of the Student Organization, Adviser, SAC and the Dean. Solicitation letters should be properly and systematically monitored. The solicitation of funds or merchandise from off-campus groups of Business firms requires the special permission of OSSD with the governor's permit indicated therein.

## **X. POSTING AND ANNOUNCEMENTS**

- A. All postings in and off campus should be endorsed by the SAC to the Dean concerned. Postings include advertisements, commercial posters, assemblies and announcement provided they are not contrary to laws and school policies.
- B. Disallowed postings are advertisements from companies, political propaganda and the like, and others that may be determined by the OSSD.
- C. Each posting shall bear an approval stamp which bears an expiration date, usually the day succeeding the last event indicated in a series or the day after an activity is set and the signature of the SAC concerned.
- D. Postings should be placed on prescribed areas and bulletin boards. Painted walls, doors, posts windows, and trees should not be used for posting of any kind. Postings on said areas will be removed and the organization concerned will be disallowed from putting up further postings.
- E. It is the responsibility of the organization to remove its postings after their expiration date.
- F. Students caught defacing, mutilating, or removing poster within their validation period shall be subjected to disciplinary sanctions.



## XI. FINANCIAL REPORT

- A. All duly recognized student organizations shall submit to the OSSD financial condition at the end of each academic year. This report shall be duly verified and signed by the faculty adviser/SA Coordinator and College Dean or High School/Elementary Principal. The Financial Statement is prerequisite for application for renewal. Failure to submit means non-renewal of recognition with the OSSD.
- B. Withdrawal/disbursements of funds should be supported with a resolution indicating the purpose, estimated cost and other pertinent information. The resolution should be signed by the officers, noted by the adviser and the SAC.
- C. All expenditures should be supported with official receipts bearing the name of the organization or club and specify the item or items procured. For photocopied materials, a brief description of the materials should be indicated. The number of receipts should correspond to the number of expenditures.
- D. The procured item should be inspected by the club auditor or another designated officer and/or the adviser. Either or both should affix his/her/their signatures on the official receipt to show that the item meets the required specification.
- E. Petty cash vouchers and delivery receipts are not acceptable replacement of official receipts. These should be supported with official receipts.
- F. Reimbursement Expenditure Receipts (RER) are to be filled up properly, complete with a witness. This is used only for items/services, which are procured/contracted from peddlers/tricycle drivers, and others who do not issue official receipts.
- G. Any project should be subjected to a canvassing process. At least three canvass forms should be accomplished.
- H. Upon turnover of the donated item, a deed of donation should be executed.



should be accomplished in quadruplicate (Club, Dean, OSSD, Supply Office) and a memorandum receipt is issued to the accountable officer/adviser.

- I. Provisional receipts, which contain corresponding numbers should be issued if the club collects membership fees, fines and contributions.
- J. The financial statement should contain the available beginning balance, sources of income, with a brief description of each, and expenditures. (e.g. membership fees should indicate how many members and how much is paid by each.)
- K. As much as possible, all money should be deposited in the bank under the name of the club/organization or the president, treasurer and the adviser.

## **XII. MINUTES OF ORGANIZATION MEETINGS/ ACCOMPLISHMENT REPORT**

Each organization should maintain and keep a record book containing therein minutes of meetings and resolutions discussed by the officers themselves during the official meetings. The record book shall be included in the Annual Accomplishment Report which shall be submitted to the OSSD at the end of each academic year.

The Accomplishment Report is also a prerequisite for recognition with the OSSD. The report should contain all pertinent documents related to the performance of the student organizations within the academic year. It should bear the signatures of the adviser/s, SAC and the Dean.

## **XIII. TERMS OF ADVISERSHIP**

Student officers, through election, select their adviser/s from the list of nominees endorsed by the Dean. The selected adviser can only serve the same organization not exceeding two



consecutive terms unless no other faculty member is available for said position. There should only be one adviser per student organization. However, two or more advisers may be allowed in the elementary and high school levels as deemed needed. In the case of the Student Council, the officers may opt to have two advisers.

#### XIV. OFFICERSHIP TO MAJOR ORGANIZATIONS

Dual positions or officership in major organization namely: Student Council, Central Student Council and Sirmata i highly discouraged. A student should not assume two major offices at the same time. This is to eliminate conflict of interest and to maximize the involvement of the student officer to one organization only.

#### XV. USE OF CAMPUS FACILITIES

Recognized student organizations through the organization President or authorized representatives may use campus facilities for their club or class activities but only after securing the endorsement of their respective Dean/Director/Chairman/Principal addressed to the officer or administrator in charge of the facility.

## XVI. EVENING ACTIVITIES

Student activities that are held in the evening should be properly arranged and scheduled with the Adviser, SAC and the Dean with the subsequent approval of the OSSD Director.

*NOTE: Considering the distance of outside campuses from the main campus, CTE, COT, CASAT, CAF-Dingras Student Affairs Coordinators are given the permission to recommend to the Dean/Director of the college/unit for*



*approval of any student activity and others contained in this operational procedures. Copies of said activities must be furnished to the OSSD for file purposes.*

## **XVII. PENAL PROVISION**

Any violation to the provisions of this guideline shall be thoroughly and properly investigated considering the extent and gravity of the offense committed. Sanctions or punishments shall only be imposed upon full disclosure of the findings of the investigating officers composed of the Student Affairs Coordinators headed by the Chief of Student Organizations and Publications. The sanction, however, shall be decided officially with the final approval of the SSD Director.

## **DEFINITION OF TERMS**

**University Student Council** – The umbrella organization of all student councils. It is the highest governing body of the students

**Student Councils** – Student government organizations which are mandatory in nature and whose members are bonafide students of the college they are enrolled in.

**Academic Organizations** – Organization of students enrolled in a particular academic subject or degree program where membership is mandatory.

**Interest Club** - Organization of students whose main purpose is to unite the group and help each other in attaining their objectives in their respective field through seminars, tutorials, symposia, and other campus-wide activities or foster educational advancement in their given field. Membership is voluntary.

**Class/Section Organization** - An organization composed of members of a class in any unit of the institution wherein



membership fees are not collected.

*NB: Voluntary membership means that a student shall not be forced to join clubs/organizations without his/her consent; otherwise, it is compulsory.*

## **PSYCHOLOGICAL TESTING SERVICES**

The testing service is designed to obtain valuable information concerning the psychological make-up of students in terms of mental ability achievements, interests, aptitudes and personality characteristics which in turn lead to improvement of instruction and adjustment.

The University Psychological Testing Center (UPTC) administers the testing service through a variety of standard test materials. The test results serve as a basis in the functional implementation of guidance services and in decision-making in terms of admission, recruitment and selection, and placement purposes.

The testing service aims to benefit students, faculty, administrators, guidance counselors, personnel and the graduate school. For students, the testing service aims to help students for a better understanding of themselves as unique persons; help them in assessing their strong and weak personality traits; guide them in their everyday decisions, specifically career decisions; and orient them with the tests usually given by companies and industries. For faculty and administrators, it aims to select the students for admission and educational placement; assess students' general intelligence, aptitudes, progress, and achievement; provide a profile of individual performance for comparison and to diagnose/predict individual performance, motivation, attitudes and interest. For guidance counselors, it aims to gather data on the progress and development of students. For the graduate school, it aims to



familiarize the graduate students on the different types of psychological tests and their various uses and train graduate students in administering, scoring, and interpreting different kinds of psychological tests.

## OTHER SERVICES

Along with the services offered by the different offices of the Student Services and Development, the university also provides for the following:

### MEDICAL AND DENTAL SERVICES

The **Medical and Dental Services** aim to achieve and maintain optimum health of the entire university populace. It is purely a service for the care of non-emergent, non-admissible, acute and chronic cases. It is also an area for consultations for all mixed patients, follow-up cases, immunizations, and minor surgeries exclusively for MMSU constituents.

The Medical and Dental Services aim to :

1. Render more efficient health services to the MMSU staff and students.
2. Manage and treat chronic and acute non-admissible clients.
3. Continuously improve the competency of medical/dental clinic staff to optimize their role as medical health care guardians.
4. Maintain a complete medical and dental file of students and MMSU constituents.
5. Provide effective health monitoring for the entire school populace through regular campus visits to conduct medical and dental consultations.
6. Integrate and link with other health units, departments and other institutions.



LP

C )

E 3

13



Laoag Campus.

To supplement and to bring closer some of the services of the library to the users, reading centers are maintained in the various units//colleges in coordination with the ULS. These include: College of Agriculture, Food and Sustainable Development (CAFSD); College of Arts and Sciences; College of Business, Economics and Accountancy; and College of Engineering at Batac Campus; College of Aquatic Sciences and Applied Technology at Currimaog Campus; College of Industrial Technology (CIT) at Paoay Campus; CIT at Laoag Campus; and CAFSD at Dingras Campus.

### **SECURITY AND MONITORING SERVICES**

The MMSU Security and Monitoring Unit provides security and safety to all students and personnel. It serves as a contact person/party in cases of emergencies anytime of the day. It helps in the maintenance of cleanliness and order of the MMSU environment. It enforces traffic rules and regulations within the campus. It also keeps the university free from both smoke and noise pollution.

### **FOOD SERVICE**

To provide the students access to the food services of the university, canteens and cafeterias are located in the administration building and in the different colleges/units. The services are under the supervision of the Auxiliary unit of the university. Aside from this, the MMSU Development Cooperative also provides for food and consumer services for students, staff and visitors. The stores and canteen are located at VO-Ag at the Batac campus and at the College of Teacher Education in Laoag City.



## 1

**i**



extension services every summer to sports enthusiasts in swimming, lawn tennis, basketball, taekwondo and volleyball.

The university has the following facilities: Teatro Ilocandia, University Function Hall and University Training Center where socio-cultural activities are held,; tennis courts, basketball court, athletic oval, covered court and an Olympic-sized swimming pool. The swimming pool is found at the campus of the College of Health Sciences and is open to swimmers at reasonable fees.

## **INFORMATION TECHNOLOGY SERVICES**

The Information Technology Center (ITC) provides centralized computer laboratory services, training assistance, information system development and deployment, information technology consultation, network and connectivity management services, and repair and maintenance services to the various colleges and units of the university.

The Center houses seven (7) computer laboratory rooms each having 20 desktop computers. These computers are all connected to the Internet using 1:1 Mbps dedicated Internet access. An Internet Room is used as an Internet café where students can do research or surf the web for their learning needs. To offer wider Internet access to students, faculty, and staff, wi-fi zones are available in the various colleges of the university including recreational places such as the Salinged. Also, students can avail of the facilities and equipment support services of the Center for their instructional and research related endeavors through loans and rentals. Further, the Center serves as a venue for on-the-job training of computer technology and computer science students.



## CHAPTER IV

## RIGHTS, DUTIES AND RESPONSIBILITIES OF STUDENTS

## RIGHTS OF STUDENTS

*once*  
*admission*

Subject to limitations prescribed by law and the university policies and regulations, every pupil or student of the university shall enjoy the following rights:

The right to receive quality and relevant education through competent instruction in accordance to national goals, educational objectives, and the standards of the university for his full development as human being.

The right to guidance and counseling services to provide himself with appropriate opportunities to know himself, to make decisions, and to select the field of work suited to his potentials.

The right to free expression of beliefs and opinions as long as it does not disrupt the administrative, academic and discipline of the university.

The right to publish a school organ or similar publication.

The right to invite resource speakers during convocations, fora, symposia and assemblies of similar nature.

The right to participate in the formulation and development of policies affecting the university in relation to the locality/region and nation through representation in the appropriate bodies of the university to be determined by the Board of regents.

The right to establish, join and participate in organizations, societies and clubs recognized by the university for purposes not contrary to law.



8. The right to be given reasonable protection within the university premises.
9. The right to be informed of his rights as well as the policies, rules, and regulations affecting him.
10. The right to participate in curricular and co-curricular activities.
11. The right to be respected as a person with human dignity, to full physical, social, intellectual and moral development, to humane and healthful conditions of learning.
12. The right to enjoy academic freedom.
13. The right to redress of grievances against any wrong or injustice committed against him by other students or by any member of the academic community in accordance with the defined procedures and channels of authority therein.
14. The right to be subjected to disciplinary action only after requisites of due process have been fully complied with.
15. The right to access to his university records, the confidentiality of which the university shall keep and maintain.
16. The right to pursue and continue his course until he graduates except in cases of academic deficiency or violation of disciplinary regulations.
17. The right to be given assistance on work opportunities through current and available information.
18. The right to the expeditious issuance of official documents like certificates, diplomas, transcript of records, grades and transfer credentials.



- 1 The right to be free from involuntary contributions except those approved by their own organizations, clubs or societies.

## **DUTIES AND RESPONSIBILITIES OF STUDENTS**

Every student shall:

Love God and his fellowmen as he loves himself.

Strive to lead a virtuous and useful life.

Observe the Code of Student Conduct promulgated by the university.

Do his best to develop his potentials for service, specially by undergoing an education suited to his abilities so that he may become an asset to society.

Respect the customs and traditions of our people, its duly constituted authorities, the laws of the land, and the rules and policies of the university.

Participate actively in civic affairs and in the promotion of the general welfare and in the attainment of a just, orderly and compassionate society.

Help in the exercise of individual and social rights, the strengthening of freedom, and enhancement of cooperation among communities and regions in the pursuit of national progress.

Uphold the academic and moral integrity of the university by trying to achieve excellence and moral uprightness.

Promote and preserve the peace and order in the university by observing the rules on discipline and harmonious relationship with fellow students and with the university personnel.



10. Exercise his rights responsively in the knowledge that he is answerable to God for any violation of the general welfare and of the rights of others.



## CHAPTER V

### STUDENT CONDUCT AND DISCIPLINE

#### BASIC DISCIPLINE

Students shall observe, at all times, the laws of the land and the rules and regulations of the university.

No disciplinary proceedings shall be instituted except for conduct prohibited by laws or by the rules and regulations promulgated by the duly constituted authorities of the university.

When a student is accepted in any college or unit of the university, a binding contract is established between him and the University whereby both agree to conform to the laws of the land and to the rules and regulations of the university. Upon his registration, the student assumes all his duties and responsibilities toward the country, the university, the college or unit where he belongs, the university personnel and his fellow students.

#### ACADEMIC DISHONESTY

A student who has committed dishonesty may be placed on probation, suspended or expelled in any of the following acts depending on the gravity of the offense'

1. Plagiarism such as a) submitting a term paper, examination or thesis written by another; b) failure to give credit in a footnote or citations for ideas quoted from another.
2. Cheating in examinations or aiding another to commit any dishonest act.
3. Forgery, misrepresentation, or misuse of documents, records or identification cards in the university.

(Information Bulletin AY 2013-2014)



## SPECIFIC MISCONDUCT

A student shall be subject to disciplinary action for committing any of the following offenses:

| Offenses   | Sanctions   |             |             |
|--|---|-------------|-------------|
|  | 1st Offense   | 2nd Offense | 3rd Offense |
| <b>ACT OF DISHONESTY:</b><br>a. Submission of false or fraudulent records, documents or files<br>b. Alteration of school records, documents or files<br>c. Cheating during examinations<br>d. False statements in a narration of facts<br>e. Forging the signature of a faculty or school official or another student, regardless of the nature of the document.<br>f. Theft<br>g. Unauthorized use of official documents including school IDs<br>h. Unauthorized use of school facilities, tools, equipment or machineries. | Immediate suspension, all grades in the semester will be 5.0 and under disciplinary and academic probation for the rest of the residency. | Expulsion   |             |
| <b>ILLEGAL POSSESSION OF FIREARMS OR ANY DEADLY WEAPON INSIDE CAMPUS OR WITHIN 500 METERS</b>  | Immediate suspension, all grades in the semester will be 5.0 and under disciplinary and academic probation for the rest of the residency. | Expulsion   |             |



|  |  |                  |  |
|--|--|------------------|--|
| <p><b>THE INFLUENCE OF<br/>OR<br/>OL INSIDE CAMPUS<br/>THIN 500 METERS</b></p>   | <p>Immediate suspension, all grades in the semester will be 5.0 and under disciplinary and academic probation for the rest of the residency.</p> | <p>Expulsion</p> |  |
| <p><b>SSION, USE OR<br/>BUTION OF<br/>ROLLED OR<br/>BITED SUBSTANCES<br/>RAPHERNALIA INSIDE<br/>US OR WITHIN 500<br/>ETERS</b></p> | <p>Immediate suspension all grades in the semester will be 5.0 and under disciplinary and academic probation for the rest of the residency.</p>  | <p>Expulsion</p> |  |
| <p><b>FORM OF GAMBLING<br/>CAMPUS OR WITHIN<br/>ETERS.</b></p>   | <p>Immediate suspension all grades in the semester will be 5.0 and under disciplinary and academic probation for the rest of the residency.</p>  | <p>Expulsion</p> |  |

|  |   |                  |  |
|--|---|------------------|--|
| <b>PARTICIPATION OR INVOLVEMENT IN HAZING OR ANY RITUALISTIC ACTIVITY THAT INVOLVE PHYSICAL AND/OR SEVERE PSYCHOLOGICAL HARM, REGARDLESS OF THE VENUE.</b> | <p>Immediate suspension all grades in the semester will be 5.0 and under disciplinary probation and academic for the rest of the residency. If it resulted in the death of anyone, immediate expulsion.</p> | <p>Expulsion</p> |  |
| <b>PARTICIPATION OR INVOLVEMENT IN A CONCERTED ACTIVITY INSIDE CAMPUS OR WITHIN 500 METERS, WITHOUT PRIOR PERMISSION OR AUTHORITY.</b>                     | <p>Immediate suspension all grades in the semester will be 5.0 and under disciplinary and academic probation for the rest of the residency. If it resulted in the death of anyone, immediate expulsion.</p> | <p>Expulsion</p> |  |
| <b>ANY ACT, BEHAVIOR OR STATEMENT THAT TENDS TO PUT THE GOOD NAME, HONOR OR REPUTATION OF THE UNIVERSITY TO SHAME, QUESTION OR DOUBT</b>                   | <p>Immediate suspension all grades in the semester will be 5.0 and under disciplinary academic probation for the rest of the residency.</p>   | <p>Expulsion</p> |  |



|   |  |                  |  |
|---|--|------------------|--|
| <p><b>DISRUPTION OR VANDALISM OF PROPERTY INSIDE CAMPUS RESIDENTIAL BUILDING</b></p>  | <p>Immediate suspension all grades in the semester will be 5.0 and under disciplinary and academic probation for the rest of the residency.</p>  | <p>Expulsion</p> |  |
| <p><b>DISRUPTION OR VANDALISM OF ANY ACT THAT HAS A SEXUAL CONNOTATION OR COLOR OF THE UNIVERSITY OR WITHIN 500 METERS</b></p>      | <p>Immediate suspension all grades in the semester will be 5.0 and under disciplinary and academic probation for the rest of the residency. If committed with the use of an intoxicant or deadly weapon, immediate expulsion</p> | <p>Expulsion</p> |  |
| <p><b>DISRUPTION OR INJURY TO ANY PERSON WITHIN 500 METERS THAT RESULTS IN A HEALING PERIOD OF NOT MORE THAN FIVE (5) DAYS.</b></p> | <p>Immediate suspension all grades in the semester will be 5.0 and under disciplinary and academic probation for the rest of the residency. If committed with a deadly weapon, immediate expulsion.</p>                          | <p>Expulsion</p> |  |



|   |  |           |  |
|---|--|-----------|--|
| <b>CONVICTION OF ANY CRIME OR OFFENSE WHERE THE IMPOSSIBLE PENALTY IS AT LEAST ONE (1) YEAR.</b>                                  | Expulsion  |           |  |
| <b>COMMISSION OF THREE (3) LIGHT/MINOR OFFENSES</b>   | Immediate suspension all grades in the semester will be 5.0 and under disciplinary academic probation for the rest of the residency. | Expulsion |  |
| <b>DISREGARD OR NON-OBSERVANCE OF UNIVERSITY RULES OR POLICIES FOR THREE (3) CONSECUTIVE TIMES IN A SPAN OF ONE (1) SEMESTER.</b> | Immediate suspension all grades in the semester will be 5.0 and under disciplinary academic probation for the rest of the residency. | Expulsion |  |

Every college/unit must have a Disciplinary Board that will investigate violations of university rules by students. The Board shall be composed of a chairman and at least two members, one is an officer of the college's student council. All other shall be designated by the dean or director by authority of the college council at the start of the school year.



**Jurisdiction**

All cases involving discipline of students under these rules shall be under the jurisdiction of the college/units's Disciplinary Board.

There shall be a University Review Board (URB) composed of a chairman who is a lawyer or one who has a legal background and at least two members from among the staff of the university and an officer of the Central Student Council (CSC). All other members who shall serve for a period of one year shall be appointed by the university president at the beginning of the school year.

**Filing of charges**

A disciplinary proceedings shall be instituted "mutuo proprio" before the appropriate authority upon the filing of a written charge specifying the acts or commission of any violation of existing rules and regulations.

**Preliminary inquiry**

Upon receipt of the complaint or report which should be under oath, the college disciplinary board shall determine whether such complaint or report is sufficient to warrant formal investigation. Notice to the respondent/s during the preliminary investigation may be waived. In cases where the complaint or report is found sufficient, formal charge/s shall be filed and served upon each respondent.

**Answer**

Each respondent shall be required to answer in writing within three days from receipt of the charge/s.

**Notice of hearing**

All concerned parties shall be notified at least two days



before the date of hearing.

Notice to counsel of record or duly authorized representative of a party shall be considered sufficient to such party.

### ***Hearing***

Hearing shall begin not later than one week after receipt of the respondent's answer or after expiration of the period within which the respondent shall answer.

No hearing of any case shall last beyond one calendar month.

### ***Failure to appear in hearing***

In case either complainant or respondent fails to appear at the place set for the initial hearing, the hearing can proceed "ex parte" without prejudice to the party's right of appearance in subsequent hearings.

### ***Postponement***

Request to postpone a hearing may be granted to a party for good reason. However, not more than three postponement requests shall be allowed.

### ***Investigation report***

The college or unit's Disciplinary Board shall forward to the concerned dean or director, within 15 days after the termination of the hearing, the complete record of the case with its report and recommendations. The report, signed by all the members of the Board, shall state the findings of the fact, conclusions and recommendations and the specific regulations on which the decision is based.



### ***Decision of the dean/director***

The dean/ director shall render a decision within five days of receipt of the investigation report. The decision, other than suspension, permanent disqualification from enrolment, or suspension of more than 30 calendar days shall become final, executory and unappealable.

### ***Review of the URB***

The decision of the dean which involves the penalty of suspension, permanent disqualification from enrollment, or suspension of more than 30 calendar days shall automatically be submitted to the URB for review.

The URB shall review all pertinent documents and evidences in the case. The Board shall render a decision within 15 days of receipt of all documents, evidences and decision of the dean.

The decision of the Board shall become final and executory 15 days after receipt of the decision by the respondents, unless an appeal to the president is filed. The decision of the president shall become final and executory.

### ***Hearing of the case***

The URB may conduct another hearing of the case based on newly-found evidences presented by any concerned party which was not available during the first hearing.

### ***Appeal to the university president***

In all cases in which the decision of the URB has not become final, the respondent may file an appeal with the office of the president 10 days after receipt of the decision.



### ***Action of the University President***

An action of the president regarding the appeal from the decision of the URB shall be rendered within 10 days after receipt of the appeal. Decision of the president shall be final.

### ***Rights of the Respondent***

Every respondent shall enjoy the following rights:

- To be subjected to any disciplinary penalty only after the requirements of due process shall have been complied with.
- To be convicted only on the basis of substantial evidence, the burden of proof being with the person filing the charge.
- To be convicted only on the basis of evidences introduced during the proceedings or of which the respondent has been properly appraised and given the opportunity to rebut the same.
- To defend himself personally, or by counsel, or by any representative of his own choice.
- To enjoy all rights and privileges as a student, pending final decision on the charges against him subject, however, to the power of the URB to order his preventive suspension for more than 15 days where suspension is necessary to maintain the security of the university.

### ***Records***

All proceedings of the college's/ unit's Disciplinary Board shall be recorded. Such records are confidential, that is, no person shall have access to these, unless he has a legal right. Any official or employee of the university who violates this rule shall be subjected to disciplinary action.



## Activity of decision

Decision shall take effect as provided for in these rules as follows:

That final decisions of suspension or dismissal rendered within 30 days prior to final examination, shall take effect during the semester immediately subsequent to the semester or summer in which such decision was rendered.

That when the respondent is graduating, the penalty shall take effect immediately.

### REFERENCES:

University Handbook, 2003 and 2009 Revised Edition

University Code, 2005 Revised Edition

Board of Regents Resolutions

MSU Bulletin of Information, AY 2014-2015

## APPENDIX A

## REGISTRATION PROCEDURE

*delito*

A student must be officially registered so that he/she can receive credit for course work. The registration procedure is as follows:

***New Freshmen***

**Step 1.** Go to your College. Submit the following Entrance Credentials to the Registration Adviser who will issue your Form 5A.

- ☐ Medical examination result
- ☐ College Admission Slip
- ☐ Certification of Graduation as Valedictorian, Salutatorian or Honorable Mention
- ☐ Scholarship Award from Sponsoring Agency
- ☐ Others

**Step 2.** Accomplish Form 5A.

**Step 3.** Register for NSTP

**Step 4.** Arrange your Class Schedule with the Registration Adviser. Fill up the Class Schedule Form correctly and completely.

**Step 5.** Have Form 5A approved/ signed by the Registration Adviser; then write your name in the Course Control Sheet for each subject enrolled.

**Step 6.** Go to the Administration Building. Fall in line and wait for your turn to enter the Registration Section. Present your Form 5A to the Computer Encoder. Scholars/ Grantees are required to present their supporting documents. If qualified as scholar or grantee, be sure you have with you all the supporting documents. Request for refund should be done within two weeks after the start of classes. Refund will no longer be granted beyond this period.

**Step 7.** Wait for the print-out of your Schedule and Assessed Fees

**Step 8.** Pay your fees at the Cashier's Office and get your Official Receipt.

**Important:** You are not officially enrolled if you do not pay your fees.



- 9. Go to the Validation Section to secure classcards. Present your Official receipt and all accomplished forms for validation of Form 5 and Classcards. Keep Student's Copy of Form 5.**

**Note:** Keep your Form 5. There is no re-issuance of this form.

**Foia : sferes**

- 1. Submit the following Transfer Credentials to the University Registrar who will issue your Notice of Admission, Curriculum Checklist and Validation Slip, if required.**

- ❑ **Transfer Credential or Honorable Dismissal from the latest College/ University previously attended**
- ❑ **Certification of Grades of all subjects earned in previous College / University**
- ❑ **Certification of Good Moral Character from the latest College/ University previously attended**

- 2. Go to your College and submit the following entrance credentials to the Registration Adviser who will issue your Form 5A.**

- ▣ Notice of Admission
- ▣ Medical Examination Result
- ▣ Accomplished Validation Slip (if required)
- ▣ 2 ID pictures (1 1/2 x 1 1/2)
- ▣ Evaluated Curriculum Checklist

3. Accomplish Form 5A.

- 4. Arrange your Class Schedule with the Registration Adviser. Fill up the Class Schedule Form correctly and completely.**

5. Have Form 5A approved/ signed by the Registration Adviser; then write your name in the Course Control Sheet for each subject enrolled.

- Step 6. Go to the Administration Building. Fall in line and wait for your turn to enter the Registration Section. Present your Form 5A to the Computer Encoder. Scholars/ Grantees are required to present their supporting documents. If qualified as scholar or grantee, be sure you have with you all the supporting documents. Any request for refund should be**



done within two weeks after the start of classes. Refund will no longer be granted beyond this period.

**Step 7.** Wait for the print-out of your Schedule and Assessed Fees for the Registration Section.

**Step 8.** Pay your Fees at the Cashier's Office and get your Official Receipt.

**Important:** You are not officially enrolled if you do not pay your fees.

**Step 9.** Go to the Validation Section to secure Classcards. Present Official Receipt and all accomplished forms for validation of Form 5 and Classcards. Keep Student's Copy of Form 5.

**Note:** Keep your Form 5. There is no re-issuance of this form.

### ***For Old/Returning Students***

**Step 1.** Go to your College. Present School ID, graded classcards, Form 5 of the last semester attended and duly accomplished clearance to your Department. Get Form 5A from the Registration Adviser and accomplish same.

**Step 2.** Present complete graded classcards and Form 5 of previous semester to your Registration Adviser to determine your academic standing.\* Adding/dropping/changing forms should be presented when applicable.

- \* - Regular
- Warning
- Probation
- Dismissal

**Step 3.** Based on your scholastic standing, Registration Adviser prescribes the subjects and the number of units you will enroll; then fill up Schedule of Classes correctly and completely.

**Step 4.** Have Form 5A approved/signed by the Registration Adviser; then write your name in the Course Control Sheet for each subject enrolled.

**Step 5.** Go to the Administration Building. Fall in line and wait for your turn to enter the Registration Section. Present your Form 5A to the Computer Encoder. Scholars/ Grantees are required to present their supporting documents. If qualified as scholar



or grantee, be sure you have with you all the supporting documents.

Any request for refund should be done within two weeks after the start of classes. Refund will no longer be granted beyond this period.

6. Wait for the print-out of your Schedule and Assessed Fees for the Registration Section.
7. Pay your Fees at the Cashier's Office and get your Official Receipt.

**Important:** You are not officially enrolled if you do not pay your fees.

8. Go to the Validation Section to secure Classcards. Present Official Receipt and all accomplished forms for validation of Form 5 and Classcards. Keep Student's Copy of Form 5.

| <u>Previous Academic Standing</u>               | <u>Academic Standing</u>      | <u>Allowed Load</u> |
|---|-------------------------------|---------------------|
| Average grade is 3.0 or better                  | Regular                       | Normal load         |
| Final grades of 3.0 or below in 25-49% of load  | Warning                       | Less one subject    |
| Final grades below 3.0 in 50-75% of load        | Probation                     | Less two subjects   |
| Final grades below 3.0 in more than 75% of load | Dismissal from the University |                     |

### For Foreign Students

#### Documentary Requirements for the Issuance of Student Visa

- Original copy of school's Notice of Acceptance (NOA).
- Five (5) copies of the student's Personal History Statement (PHS) from the accepting school duly signed by him/her, with his/her 2" photos and right hand thumbprints.



---

# ANNEXES

---



- Documentary proof of adequate support to cover expenses incidental to his/her studies.
- Authenticate scholastic records.
- Authenticated Police Clearance Certificate issued by the national police authorities in the student's country of origin.
- Medical Health Certificate issued by an authorized medical practitioner in the student's country of origin including standard size chest x-ray.
- Photocopy of student's passport showing name, photo, date and place of birth duly authenticated by the PFSP.
- Other documents as may be required by the Consular Officer for purposes of establishing identity and admissibility.

**Documentary Requirements to be Complied With For the Change/Conversion of Admission Status of an Alien to that of a Student**

- Written endorsement from the school for the change/conversion of admission status of the alien to that of a student.
- Original copy of the NOA containing a clear impression of the school's official dry seal.
- Proof of adequate financial support to cover expenses for the student's accommodation and subsistence as well as school dues and incidental expenses.
- Scholastic records duly authenticated by the Philippine Foreign Service Post (PFSP) located in the student's country of origin or legal residence.
- Police Clearance Certificate issued by the National Police Authorities in the student's country of origin or residence duly authenticated by PFSP having consular jurisdiction over the place. A student who resided in the Philippines for more than 59 days at the time he applies for the said change/conversion of admission status shall also be required to submit a National Bureau of Investigation Clearance.
- Quarantine Medical Examination by the National Quarantine Office.
- Copy of the student's Personal History Statement (PHS) signed by him/her with a recently taken 2x2-inch photograph.
- Photocopy of the photo, data and stamp of the latest arrival pages of the student's passport. The passport itself shall be presented to the Bureau of Investigation (BI) for verification.



## General Procedures in the Processing of Entry and Stay of Foreign Students

- School receives the application of the prospective foreign student .
- On the basis of a temporary evaluation of Transcript of Records (TOR), Personal History Statement (PHS) and other institutional requirements, school issues a Notice of Acceptance (NOA).
- School indorses a copy of the NOA together with a PHS and authenticated TOR of the applicant to the Department of Foreign Affairs (DFA), a copy furnished the Commission on Higher Education (CHED).
- DFA, Manila approves application and notifies the Foreign Service Post concerned on the issuance of a student visa. Foreign students whose applications for student visa are approved are required to secure their visa from the Philippine Foreign Service Post in their country of origin or legal residence regardless of where they are at the time of application. Conversion from other visa category to that of a student visa shall not be permitted.
- Upon approval of the issuance of the student visa, the DFA, Manila informs the school concerned on the action taken, copy furnished CHED.
- Upon arrival of foreign student, school assists him/her in securing Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Students (CRTS) from the Bureau of Immigration, Manila.

## School Fees

|   |            |
|---|------------|
| Admission Fee/unit                            | US\$ 30.00 |
| <b>Miscellaneous Fees:</b>                    |            |
| Laboratory fee                                | 30.00      |
| Application fee                               | 20.00      |
| Admission fee                                 | 30.00      |
| Service fee                                   | 25.00      |
| Development fee                               | 75.00      |
| Graduation, Diploma,<br>Transcript of Records | 30.00      |
| Foreign Student fee                           | 100.00     |

**III. Other Miscellaneous Fees:**

|  |        |
|--|--------|
| Library, Medical/ Dental, Athletic/<br>Cultural, Guidance, SBO, School<br>Publication, SCUAA | 350.00 |
|--|--------|

**IV. Dormitory**

100.00/month

**Internet Fee**

10.00/month

**Average Total Fees per semester (21 units)**

|                              |         |
|------------------------------|---------|
| Tuition Fee                  | 630.00  |
| Miscellaneous Fees           | 600.00  |
| Total Tuition and Other Fees | 1230.00 |
| Dormitory and Internet Fees  | 550.00  |

**Total Tuition and Other Fees**

**Including Dormitory 1780.00**



## APPENDIX B

## GRIEVANCE PROCEDURES

Grievance reported orally is considered informal and should be settled informally. Only written, duly signed, and notarized complaints become formal which require a formal procedure for settlement.

All proceedings (complaints, answers, findings, and recommendations, decisions, and excerpts of proceedings) shall be in writing and signed by all parties concerned. All records shall be in the possession of the Vice President for Academic Affairs.

The following procedures should be followed in cases of complaint:

**Individual complaint**

**against a faculty member**

1. The student consults the concerned faculty member and explains his written complaint.
2. If the student feels he has not obtained the necessary action, he sees the department chairman.
3. If still he has not obtained the necessary action, he sees the college dean who must investigate the matter objectively from both sides.

**Class complaint**

**against a faculty member**

1. At least 50 percent plus one of the class submit a duly signed formal complaint to the department chairman of the college. A committee composed of three chosen by the class must see the department chairman who has 48 hours to investigate and solve the complaint.
2. If the students feel that their complaint has not been acted upon after the prescribed time, the class representatives will present their written complaint to the dean who has 48 hours to investigate and settle the complaint.



3. If the students still feel that no action has been done after the prescribed time the class representatives shall present their written complaint to the Vice president for Academic affairs who will designate, in 24 hours, A Student Grievance Committee composed of the following:
  - Official representative of the College Faculty Association
  - Two student representatives;
  - A senior member of the concerned department
  - A third party mutually acceptable to the students and the respondent faculty member.
4. The Committee must render its decision after 72 hours of investigation and submit its recommendations to the Vice President for Academic affairs from which he will base the decision.

#### ***A Student's Complaint Against a Dean or Director***

1. The student forwards the written complaint to the dean/director concerned who must acknowledge receipt of the complaint in writing. The dean/director has 72 hours to settle the complaint.
2. If the student feels that action has not been done after the prescribed time, he shall present his grievance to the Vice President for Academic affairs who has 48 hours to investigate and settle the complaint.



## APPENDIX C

### UNIVERSITY STUDENT COUNCIL

#### Constitution and By-Laws

##### Preamble

We, the students of the Mariano Marcos State University, exploring the aid of the Divine Providence in order to establish a University Student Council, that shall embody our ideals and aspirations, protect our rights, promote our general welfare, preserve our interests, foster the spirit of mutual understanding and brotherhood among ourselves, under the rule of law, do ordain and promulgate the Constitution and By-Laws.

##### Constitution

##### Article 1

##### General Provisions

**SECTION 1.** This organization shall be known and shall be referred to as the Mariano Marcos State University, University Student Council (MMSU-USC).

All College Student Councils, High School Body Governments, the Laboratory Elementary School Council, Interest Clubs and Academic Organizations are under the umbrella of the USC.

**SECTION 2.** The USC shall be the administrative, implementing, coordinating and policy making body of the studentry, with a vision of promoting a student welfare and involvement in co-curricular activities. It is geared toward the initiation, coordination, support and supervision of such activities through the creation and maintenance of an environment conducive to the realization of the goals of other student organization under it.

**SECTION 3.** The USC shall coordinate with the College Student Councils and High School Body Governments and the GLESC and all other member organizations regarding student affairs and activities toward the promotion of the student's academic excellence, academic



**SECTION 5.** All member organizations shall report their activities to the USC by furnishing copies of projects/activities conducted, accompanied by their financial statements.

## Declaration of Principles and Objectives

**SECTION 2.** The USC shall be autonomous, democratic.

**SECTION 4.** The USC shall have the sole right to determine its policies and programs on student activities subject to the provisions of this Constitution and By-Laws. It shall be free from any external and internal pressures.

a. Protect the rights and dignity of the students of the Mariano Marcos State University;

b. Coordinate matters concerning the different College Students Councils, High school Body Governments and the Laboratory Elementary School, Student Council and all Academic Organizations and Interest Clubs of the University;

c. Represent the interests of the studentry to the Board of



Regents and other policy-making bodies of the university.

### Article III

#### Membership

**SECTION 1.** All bonafide students of MMSU are members of the MMSU-CSC and shall, by reason thereof, enjoy all rights and privileges and correspondingly discharge their duties and obligation enumerated therein.

**SECTION 2.** A Student Body Organization fee of thirty (30.00) pesos shall be collected from every students upon registration. Twenty-five percent (25%) shall be turned over to the USC as organization fund and seventy-five percent (75%) to the College Student Councils.

For High school members, a fee of ten (10.00) pesos shall be collected from each student as SBG membership fee. No percentage shall be turned over to the USC.

### Article IV

#### Officers of the MMSU-USC

**SECTION 1.** The MMSU-USC officers shall be composed of a President, Vice President, Secretary General, Deputy Secretary General, Treasurer, Assistant Treasurer, Auditor, Desk Director on Press, Public Relations Officer-Internal & Public Relations Officer-External.

**SECTION 2.** A General Assembly shall also be created which is composed of all USC Officers, President of College Student Councils, High School Student Body Government and GLESC, and one representative for five hundred (500) enrolled students from each college. There shall also be First Year Representatives and Second Year Representatives of each college including the USC officers

**SECTION 3.** The USC shall be considered the legislative body, which shall have the power, meet, amend and issue resolutions for the welfare of the studentry.



## Article V

## Duties and Responsibilities of USC

**SECTION 1.** The President shall:

- a. be the chief executive of the MMSU-USC;
- b. call and preside over all meetings;
- c. be empowered to create committees for specialized functions;
- d. prepare the programs of the USC with other officers;
- e. authorize all fund disbursement of the USC;
- f. be the student representative to the Board of Regents of the University;
- g. perform such others functions, as it may deem necessary.

**SECTION 2.** The Vice President shall;

- a. assist the President in the performance of his duties;
- b. perform the duties and functions of the President in the case of the latter's absence;
- c. perform such other functions as assigned to him by the President.

**SECTION 3.** The Secretary General shall:

- a. prepare all corresponding and agenda of meetings and submit them to the President for approval;
- b. keep records of the Council;
- c. perform such other functions as may officially assigned to him by the President.

**SECTION 4.** The Deputy Secretary General shall:

- a. assist the secretary;
- b. perform the duties and functions of the Secretary General in case of the latter's absence;
- c. perform such functions as assigned to him by the President.

**SECTION 5.** The Treasurer shall:

- a. keep in trust all funds and properties of the USC;
- b. collect and receive all dues required by the USC, all receivables



from all sources and issue official receipts as acknowledgement thereof;

- c. perform such other functions as may officially assigned to him by the president.

**SECTION 6. The Assistant Treasurer shall:**

- a. Assist the treasurer;
- b. Perform the duties and functions of the Treasurer in case of the latter's absence;
- c. perform such functions assigned to him by the president.

**SECTION 7. The Auditor shall:**

- a. be responsible for the audit of the financial statements of the USC and all other student organizations;
- b. perform such other functions as may be officially assigned to him by the President.

**SECTION 8. The Desk Director on Business shall:**

- a. take charge of the arrangements and managements of social internal and external activities of the USC including sports activities;
- b. perform such other functions as may be officially assigned to him by the President.

**SECTION 9. The PRO-Internal shall:**

- a. be responsible in informing all officers of the USC including the members of the General Assembly that is within the Batac Campus regarding activities that the Council and the General Assembly be involved;
- b. perform such other functions as may be officially assigned to him by the President.

**SECTION 10. The PRO-External shall:**

- a. be responsible in informing all officers of the USC including the members of the General Assembly who are within the Batac Campus regarding activities that the Council and the General Assembly be involved;



- b. perform such other functions as may be officially assigned to him by the President.

**SECTION 11.** The First Year Representative shall:

- a. Serve as a liaison between the Council and the Freshmen members of the University.

**SECTION 12.** The Second Year Representative shall:

- a. Serve as a liaison between the Council and the Sophomore members of the University.

**SECTION 13.** The General Assembly shall:

- a. be called by the President in cases when the USC deals with serious matters requiring the bigger representation of the student;
- b. serve as channels of coordinating among College Student Councils, High School Student Body Governments, GLESC and other student organization with the USC;
- c. serve as advisory group to the USC;
- d. elect from among themselves in case of permanent vacancy, the USC position in which the rule succession can not be applied.

**SECTION 14.** At least one adviser shall be chosen by the officers' of the USC. The faculty adviser shall assist the USC officers in projects/ programs that they may initiate provided that such faculty adviser shall be limited to advisory functioning.

**SECTION 15.** The officer shall be entitled privileges such as the following:

- a. Free tuition fee (BOR Resolution No. 743, s. 2001; and
- b. Communication and travel allowance as they are necessary dispensation of their official function through a monthly honorarium as follows:



| POSITION                            | RATE OF THE MONTH |
|-------------------------------------|-------------------|
| President                           | 700.00            |
| Vice-President                      | 500.00            |
| Secretary General                   | 600.00            |
| Deputy Secretary General            | 500.00            |
| Treasurer                           | 500.00            |
| Assistant Treasurer                 | 500.00            |
| Auditor                             | 500.00            |
| Desk Director for Business          | 500.00            |
| PRO Internal                        | 600.00            |
| PRO External                        | 600.00            |
| 1 <sup>st</sup> Year Representative | 500.00            |
| 2 <sup>nd</sup> Year Representative | 500.00            |
| Adviser                             | 500.00            |

These amount shall be subject to reasonable increase upon the approval of the majority of the council.

## Article VI

### Qualification and Terms of office

**SECTION 1.** Officers of the USC should have no failing grades of at 75% of the total enrolled academic loads in the previous semester should at least carry a normal load of his/her program.

**SECTION 2.** Officers must at least be a 2<sup>nd</sup> year college student at time of election.

**SECTION 3.** At least a resident of one Academic year in the University determined by two consecutive semesters.



**SECTION 4.** The officers shall hold office upon the date of induction and terminate when another batch/set officers is elected and inducted into office.

**SECTION 5.** The USC Officers must be a bonafide student of the University or an incumbent USC officer.

## **Article VII**

### **Election of officers**

**SECTION 1.** Election of USC officers shall be held annually, not later than one month before the final examinations of the second semester, on the specific date scheduled by the SSD-COMELEC.

In cases where there will be no students who'll run for the positions in the university Student Council, the Presidents of the College SCs, High School SBGs and Elementary GLESC, shall take charge of the council and shall elect the USC President among themselves and shall elect/appoint other positions in the USC.

**SECTION 2.** The electoral college/Unit shall be composed of all students and Grades four to six pupils of the University.

**SECTION 3.** The election of officers shall be secret balloting and/or computerized election and according to the guidelines drafted by the SSD – Comelec.

**SECTION 4.** In case of permanent vacancy, the rule of succession shall be followed.

## **Article VIII**

### **Comelec**

**SECTION 1.** The SSD – COMELEC shall be composed of all Student Affairs Coordinators and at least one student representative, preferably a former officer of the USC, and from among them a Chairman shall be elected. The director of the OSSD shall be ex officio a member of the COMELEC.



**SECTION 2.** The COMELEC shall:

- Set the date of regular elections;
- Formulate the guidelines for honest and orderly elections;
- Handle and decide on all election procedures;
- Attend to all matters pertaining to elections within MMSU-USC.

**Article IX****Rights of Students****RIGHT TO ORGANIZATION**

**SECTION 1.** Student shall have the right to establish or join clubs, organizations, alliances, federations and other association among themselves inside or outside the campus based on their general and particular interest like academic organizations, fraternities/ sororities, social service, cultural and political organizations.

**SECTION 2.** Every student shall have the right to vote and if qualified, run for any elective position in all existing student organizations recognized by the Office of Student Services and Development.

**SECTION 3.** The USC and other student organizations shall be subject only to regulations that do not duly hamper their activities that are formulated with genuine student participation.

**SECTION 4.** No student shall be prohibited from participating in curricular and legitimate co-curricular activities.

**RIGHTS TO FREE EXPRESSION**

**SECTION 5.** Students shall have the right to publish regular student controlled publications which are a principal guarantee of the students' right to free expression, access of information and to organization.

**SECTION 6.** No individuals who is not a member of the Editorial Staff shall determine the contents of student publications. The editor shall take full responsibilities for consequences arising from the publication of the articles. The role of the faculty adviser shall be

limited to technical guidance.

**SECTION 7.** The administration shall not serve as the sole authority in selecting the editorial staff. The selection may be done by competitive examination supervised by a Board of Judges which shall include a student member.

**SECTION 8.** Student publication shall have the right to access of institutional records.

**SECTION 9.** The administration shall have the responsibility to assist the student staff in financial matters of the publication through the collection of student publication fee and the holding of these funds in trust for the unhampered disbursement of the official student publication.

**SECTION 10.** Students shall have the right to print, circulate, and/or mount leaflets, newsletters, posters, wall news and similar materials, provided that the contents of which shall not be contrary to law or to good morals.

**SECTION 11.** Student shall have the right to peacefully assemble and to petition to redress of grievances.

**SECTION 12.** Non peaceful student assembly shall be dispersed unreasonably.

### **RIGHT TO DUE PROCESS**

**SECTION 13.** No student shall be held to answer any offense without due process.

**SECTION 14.** Arbitrary suspension and expulsion of student shall be prohibited.

**SECTION 15.** Students have the right to presumption of innocence.

**SECTION 16.** Students have the right to remain silent, to the assistance of a counsel, and to be informed of these rights.

**SECTION 17.** Students have the right to written notice of right charges and reasonable time to answer them and prepare for the



**SECTION 18.** Student have the right to a hearing before suspension or expulsion; to an impartial judge, to confront and question adverse witnesses of the defense, to be informed of the decision and to appeal the decision to higher school authorities and thereafter to the courts.

### RIGHT TO PARTICIPATE IN THE FORMULATION OF SCHOOL POLICIES

**SECTION 19.** Being the most numerous, most vibrant and most forward-looking and idealistic members of the school community, students necessarily have the right to be involved in the formulation of policies being affected by the school administration, especially those that directly affect the students.

**SECTION 20.** Students have the right to participate in the governance of this University by having a representative in the Board of Regents (BOR) and all policy-making bodies, including committees created by the University President, or may administration official, where such policy-making bodies or committees deal with matters that could directly affect students.

If these policy-making bodies should fail to inform or invite student representative during their session, any decision made by them shall not be affected unless such decision shall be submitted to them for ratification.

**SECTION 21.** Any order, policy, or decision made by the University President, or any administration official pertaining to students, student welfare, or student activities shall first be ratified by the USC before putting into effect.

Any order, policy, or decision made by the College Deans shall not be likewise effective without expressed or implied approval of the Student Council by the particular college.

### RIGHT TO ACADEMIC FREEDOM



**SECTION 22.** Students have the right to competent instruction and adequate welfare services and curricular facilities.

**SECTION 23.** Students have the right to freedom inquiry within the campus, on curricular and extra-curricular student affairs.

**SECTION 24.** Students have the right to hear opinion on any subject of public or general concern, whether or not related to any subject they are currently studying, which they believe are worthy of consideration. Thus, students have the right to invite outside speakers; the school authorities cannot veto their invitation solely on the basis of the credential of the speaker.

**SECTION 25.** The Students have the right to differ must be respected in the classroom.

**SECTION 26.** Students have the right to question their circular and if necessary, subject them to review or revision.

### **RIGHT TO FREEDOM FROM UNWARRANTED INTERFERENCE**

**SECTION 27.** Military elements and school security forces shall not interfere with student activities inside the campus in particular, student protest actions.

**SECTION 28.** The privacy of communication and correspondence among students shall be inviolable.

### **Article X**

#### **Duties of Students**

**SECTION 1.** It shall be the duty of every student of MMSU to respect the customs and traditions of the Filipino people, the duly constituted authorities, the laws of the Philippines and the principles



**SECTION 2.** It shall be the duty of every student to register and cast his vote during the elections of officers of College Student Councils/Student Body Governments.

**SECTION 3.** It shall be the duty of every student to help in the observance and exercise of individual and social rights, the strengthening of freedom anywhere, the fostering of cooperation and the pursuit of progress, prosperity and peace.

**SECTION 4.** It shall be the duty of every student to participate in all activities initiated by the USC

**SECTION 5.** It is the duty of every student to respect instructor, fellow student, school; authorities, and the non- teaching staff and cooperate with them in the attainment of order in the school and in society

## **Article XI**

### **Amendments**

**SECTION 1.** Any amendments to this Constitution may be proposed in a formal motion/statement by any officer or any student of the University to the President of the USC. The President, within one month of the receipt of the motion shall call a General Assembly meeting to present the proposed amendment for deliberation.

**SECTION 2.** A two – thirds of all members of the General Assembly shall be required to ratify the amendment

## **Article XII**

### **Effectivity**

**SECTION 1.** The Constitution and By-Laws should take effect starting academic year 2014-2015.

## **BY-LAWS**



## **Article I**

### **Meetings**

**SECTION 1.** Unless otherwise, the USC officers would provide for another schedule, regular meetings shall be conducted every first and last Saturday of the month at the USC office.

**SECTION 2.** Regular meetings shall be attended by the General Assembly.

**SECTION 3.** Officers of the USC shall meet at least once a month.

**SECTION 4.** Special meetings shall be called by the President any time deems necessary

## **Article II**

### **Impeachment of Officers**

**SECTION 1.** Impeachment is the charging of an ejected officer with violation of trust of this office. Judgment in cases of impeachment shall not exceed further than removal from office and the permanent disqualification to hold any elective office in the organization. The party liable shall nevertheless be subject to indictment, trial, judgment, and punishment according to this Constitution and By-Laws of the organization.

**SECTION 2.** The following shall be grounds of impeachment

- a. Culpable violation of this Constitution
- b. Usurpation of abuse of power
- c. Gross incompetence
- d. Other highly questionable conduct or misdemeanor

**SECTION 3.** The General assembly shall conduct the trial or any create a committee for the purpose. Two- thirds vote from the General Assembly shall be required to convict the officer under impeachment.



## Article III

## Suspension And Expulsion Of Officers

**SECTION 1.** The following shall be the grounds for suspension:

Three unexpected absences from the general meeting of the organization in every semester.

Inability to attend 50% of the total number of committee meetings without valid reason

**SECTION 2.** The basis for expulsion of members shall be two suspension from the organization to which he is a member.

### UNIVERSITY STUDENT COUNCIL ELECTION GUIDELINES

1. **Based on Article IV, Section 1 as amended, the officers of the Central Student Council** to be elected are President, Vice President, Secretary, Assistant Secretary, Treasurer, Auditor, Business Manager, P.I.O - Batac Campus (CAF, CAS, CBEA, CHS, CTE), P.I.O. Outside Batac Campus (CASAT, CIT, CTE).
2. **Under Art. VII Sec.2 as amended,** the electoral college shall be composed of all students of the University which include:

College students

High School students

Elementary pupils (Grades 4,5 and 6)

3. **Qualifications of Candidates**  
**(Article VI Secs. 1-5)**

Candidates should have no failing grades of at least 75% of the total enrolled academic loads in the previous semester and must be presently enrolled at least 18 units.

They must be at least a 2nd year college student at the time of election.

At least a resident of one academic year in the University



determined by two consecutive semesters.

- d. The candidate must be a bonfire student of the University or an incumbent USC officer; and not a graduating student.

#### **4. COMELEC (Art. VIII Sec. 1)**

The COMELEC shall be composed of all Student Activities Coordinators and at least one student representative, preferably a former officer of the CSC, and from among them a Chairman shall be elected. The director of the OSSD shall be an ex-officio member of the COMELEC.

#### **5. Election Procedures**

##### **A. Registration**

1. Registration of the party and/or independent candidate should submit the following requirements.

A party is composed of nine (9) qualified candidates should come from at least four (4) different colleges.

- a. Party platform/Mission/Objectives
  - b. Accomplished candidacy filing form (USC E Form 1) noted by the SAC
  - c. Certificate of grades duly evaluated and signed by the Registrar (USC E Form 2)
  - d. Confirmation of residency to be signed by the Registrar (USC E Form 3)
2. Payment of non-refundable candidacy filing fee of Php 50.00/ candidate.
  3. The COMELEC shall evaluate the documents and confirm the qualification.
  4. Campaign shall commence upon approval of candidacy.
  5. Schedule and place of election will be determined by the COMELEC.



### Campaign Rally

A party is given thirty (30) minutes to present their platform. Presentation includes intermission and other activities. The President is allotted ten (10) minutes and the other candidates are given two (2) minutes presentation. Independent candidate is given ten (10) minutes to present his platform.

A campaign manager will be allowed per party.

Streamers and flyers will be allowed as campaign materials. Party posters will be posted at designated areas as identified by the SAC of the College.

Room to room campaign is not allowed.

Strictly, vote buying, bribery and whatever form of action or activity that suppresses the right to suffrage shall be a ground for disqualification.

### Casting of Votes

Students/pupils should cast their votes at their respective college/ unit.

Voters are required to present their school ID or form 5 for identification purposes.

Casting of votes will be from eight o'clock in the morning to three in the afternoon.

Each party/ independent candidate is allowed to have one (1) watcher per precinct.

### Canvassing of Votes

Counting of votes to be administered by the College COMELEC will start right after the casting of votes has been closed. The College COMELEC will be composed of the SAC as the Chairman and two members.

Election returns shall be submitted to the COMELEC Chairman (Laoag campus chairman and Batac campus chairman, respectively) after counting on the same day of the election.

Consolidation of returns shall be done at the OSSD on the day



following the election.

4. In case of irregularities during the election, written complaints addressed to the COMELEC Chairman shall be filed immediately after the irregularity is committed.
5. Written protests addressed to the COMELEC Chairman shall be filed before five o'clock, the following day after proclamation .
6. Official results will be proclaimed by the COMELEC Chairman.



## LIST OF RECOGNIZED STUDENT ORGANIZATIONS

**may change depending on the approval of renewal/recognition)**

## Age of Engineering

|                                     |                             |
|-------------------------------------|-----------------------------|
| <b>Blueprint</b>                    | <b>Peer Counselors Club</b> |
| <b>Ceramic Engineering Society</b>  | <b>PICE</b>                 |
| <b>Chemical Engineering Society</b> | <b>PSME</b>                 |
| <b>ICpEP—MMSU SE</b>                | <b>Student Council</b>      |
| <b>IECEP</b>                        | <b>Talent Team</b>          |
| <b>IIEE</b>                         |                             |

## College of Arts and Sciences

|                          |                     |
|--------------------------|---------------------|
| ASHEL                    | Mathematics Society |
| Biological Circle        | PEER CARES          |
| CAS Readers Society      | Sociology Guild     |
| Computer Science Society | Sports Club         |
| English Language Society | Student Council     |
| GIMIK                    | Womens' Circle      |
| KAMFIL                   | Y2C                 |

## College of Agriculture, Food and Sustainable Development

|   |                                      |
|---|--------------------------------------|
| <b>Student Council</b>                    | <b>Envi. Science Society</b>         |
| <b>Animal Science Society</b>             | <b>Future Agriculturist Society</b>  |
| <b>Association of Ext. Major Students</b> | <b>Junior Foresters' Association</b> |
| <b>Crop Science Society</b>               | <b>Peer Facilitators Club</b>        |
| <b>Development Communicators Society</b>  |                                      |

### 5D - Dingras

**Association of Young Agricultural Technologists  
Green Triangle Organization  
Peer Facilitators Club**

**Page of Business, Economics and Accountancy**

|                             |                                       |
|-----------------------------|---------------------------------------|
| Student Council             | Association of Coop. Mngt. Students   |
| Cultural Society            | Association of Tourism Mngt. Students |
| Junior Marketing Advocators | Laboratory Travel Bureau (LTB)        |



AITS  
CLAW  
ECOSOC  
JHAP

JPIA  
JPMAP  
PEOPLE  
YES

### **College of Health Sciences**

Student Council  
BOSCHS  
Junior Pharmacists Society  
Peer Counselors' Club

CULSOC  
PNSA  
PTSO

### **College of Teacher Education**

ASTRE I Club  
BIN-I Dance Troupe  
Christian Brotherhood International  
College-Y  
Communication Arts Guild Org.  
CTE - Chorale  
CTE Bulletin  
Early Childhood Educators' Club  
Greenwatch Society  
Gunglo Dagiti Mannurat nga Ilokano  
Home Maker's Club  
Info. & Communications Tech.  
KIW

Magnolia Residence  
Mens Club  
PE & Sports Club  
Peer Facilitators Club  
Red Cros Youth Club  
Science and Math Club  
Social Science Club  
Student Council  
Taldiap Society  
UNESCO Club  
Women's Club  
YES Club

### **College of Industrial Technology**

ACCRO  
ACTS  
ADS  
AITS  
ASSENTS  
BTTE  
CITES  
College-Y Club  
Cyber Students Club  
Food Technologist Org.  
New Automotive Technologist & Rebuilders Org.

Garments & Fashion Design Club  
ISECT  
KIW  
MATHS  
Peer Counselors Club  
Physical Education Club  
Red Cross Youth Council  
SHALL  
Student Council  
Youth on Fire with God



College of Aquatic Sciences and Applied Technology - Currimao

- Student Council
- Marine Fisheries Technologist Society
- Marine Biology Society

Integrated University Laboratory Schools

Laboratory High School

**Batac Campus**

- |                                      |                            |
|--------------------------------------|----------------------------|
| BG                                   | Arts of Expression Club    |
| W                                    | Math Circle                |
| Debate Society                       | MAPEH                      |
| LEC                                  | YEC                        |
| Social Science Club                  | Young Explorers Club (YES) |
| Information Technology Society (ITS) |                            |

**Laoag Campus**

- |                        |                                     |
|------------------------|-------------------------------------|
| BO                     | BSP Outfit 54                       |
| Debate Society         | English Club                        |
| ISP Planning Board     | KIW                                 |
| Mathematics Club       | MAPEH                               |
| Science Club           | Social Studies Club                 |
| Youth for Christ       | Technology & Livelihood Educ. (THE) |
| Youth Christian Legion | Youth for Christ                    |

Laboratory Elementary School (LES)

**Batac Campus**

- |           |                 |
|-----------|-----------------|
| ISP Club  | Comm. Arts Club |
| IPP Club  | GLESC           |
| ISP       | Hekasi Club     |
| Math Club | MSEP Club       |

**Laoag Campus**

- |                   |       |
|-------------------|-------|
| IPP Club          | GLESC |
| Red Triangle Club |       |



## APPENDIX D

## REPUBLIC ACT 7877

AN ACT DECLARING SEXUAL HARASSMENT  
UNLAWFUL IN THE EMPLOYMENT,  
EDUCATION OR TRAINING ENVIRONMENT,  
AND FOR OTHER PURPOSES

**SECTION 1 Title** – This Act shall be known as the “Anti-Sexual Harassment Act of 1995.”

**SECTION 2. Declaration of Policy** – The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment; students or those undergoing training, instruction or education. Towards the end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

**SECTION 3. Work, Education or Training-related, Sexual Harassment Defined** – Work, education or training-related sexual harassment is committed by an employer; employee, manager, supervisor, agent of employer, teacher, instructor, professor, coach, trainor, or any person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

- a. In a work-related or employment environment, sexual harassment is committed when:

The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions or privileges, or the refusal to grant the sexual favors results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee.



The above acts would result in an intimidating, hostile, or offensive environment for the employee.

- b. In an education or training environment, sexual harassment is committed:
- Against one who is under the care, custody or supervision of the offender;
  - Against one whose education, training, apprenticeship or tutorship is entrusted to the offender
  - When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
  - When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

**SECTION 4. Duty of the Employer or Head of Office in a Work-Related, Education or Training Environment** – It shall be the duty of employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this, the employer or head of office shall:

1. Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and administrative sanction thereof.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

2. Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

**SECTION 5. Liability of the Employer, Head of Office, Educational or Training Institution** – The Employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

**SECTION 6. Independent Action for Damages** – Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.



**SECTION 7. Penalties** – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six months (6), or a fine of not less than Ten Thousand Pesos (P10,000.00) nor more than Twenty Thousand pesos (20,000.00), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

**SECTION 8. Separability Clause** – If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

**SECTION 9. Repealing Clause** – All laws, decrees, order, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

**SECTION 10. Effectivity Clause** – This Act shall take effect fifteen (15) days after its complete publication in at least two(2) national newspapers of general circulation.

This Act which is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.]

Approved, February 14, 1995.



## APPENDIX E

## REPUBLIC ACT NO. 7079

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION  
OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES

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

**SECTION 1. Title** – This Act shall be known and referred to as the “Campus Journalism Act of 1991.”

**SECTION 2. Declaration Of Policy** – It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State Shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

**SECTION 3. Definition of Terms.**

**School** – An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel.

**Student Publication** – The issue of any printed material that is independently published by and which meets the needs and interests of, the studentry.

**Student Journalist** – Any bonafide student enrolled for the current semester or term who has passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing;

**Editorial Board** – In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor qualified and a representative of the Parents-



Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary Level, the editorial board may include a publication adviser at the option of its members; and

**Editorial Policies** – A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as school administration's policies. Said guidelines shall determine the frequency of publication, the manner and selecting articles and features and other similar matters.

**SECTION 4. Student Publication** – A student publication is established by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

**SECTION 5. Funding of Student Publication** – Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

**SECTION 6. Publication Adviser** – The publication adviser shall be appointed by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to the technical guidance.

**SECTION 7. Security of Tenure** – A member of the publication staff shall maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on



the basis of the performance of his or her duties in the student publication.

**SECTION 8. Press Conference and Training Seminars** – The Department of Education, culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-advisers of student publications in the elementary, secondary and tertiary levels shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical an/or cultural interest in the country.

**SECTION 9. Rules and Regulations** – The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

**SECTION 10. Tax Exemption** – Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

**SECTION 11. Appropriations** – For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

**SECTION 12. Effectivity** – This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

**Approved, July 5, 1991.**



## APPENDIX F

## REPUBLIC ACT NO. 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES  
IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING  
PENALTIES THEREOF

Enacted by the Senate and House of Representatives of the  
Philippines in Congress assembled:

**SECTION 1.** Hazing as used in this Act is an initiation rite or  
practice as a prerequisite for admission into membership in a  
fraternity, sorority or organization by placing a recruit, neophyte or  
applicant in some embarrassing or humiliating situation such as forcing  
him to do menial, silly, foolish and similar tasks or activities or  
otherwise subjecting him to physical or psychological suffering or  
injury.

The term organization shall include any club or the Armed Forces  
of the Philippines. Philippine National Police, Philippine Military  
Academy, or officer and cadet corps of the Citizen's Military Training,  
or Citizen's Army Training. The physical, mental and psychological  
training and training procedure and practices to determine and  
evaluate the physical, mental and psychological fitness of prospective  
recruits members of the Armed Forces of the Philippines and the  
Philippine National Police as approved by the Secretary of National  
Defense and the National Police Commission duly recommended by  
the Chief of Staff, Armed Forces of the Philippines and the Director  
General of the Philippine National Police shall not be considered as  
hazing for the purpose of this Act.

**SECTION 2.** No Hazing or initiation rites in any form or manner by a  
fraternity, sorority or organization shall be allowed without prior  
written notice to the school authorities or head of organization seven  
(7) days before the conduct of initiation. The written notice shall  
indicate the period of the initiation activities which shall not exceed  
three (3) days, shall include the names of those subjected to such  
activities, and shall further contain an undertaking that no physical



violence be employed by anybody during such initiation rites.

**SECTION 3.** The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

**SECTION 4.** If the person subjected to hazing or other form of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The persons who participated in the hazing shall suffer:

- a. The penalty of reclusion perpetua if death, rape, sodomy or mutilation results therefrom.
- b. The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- c. The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
- d. The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed, or shall lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he has habitually engaged for a period of more than ninety (90) days.
- e. The penalty of prison mayor in its maximum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30) days.
- f. The penalty of prison mayor in its medium period if in consequence of the hazing the victim shall have been ill or



citi:  
adr  
pro

the

responsible officials of the school of the police, military or army training organization may impose the appropriate punitive sanctions on the person or persons charged under this article even before their conviction.

when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting.

When the recruit, neophyte or applicant having undergone training is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;

When the hazing is committed outside of the school

When the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by inducing the victim to be present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principals.

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable therein.

Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong...

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

**SECTION 5.** If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.



**SECTION 6.** All laws, orders, rules or regulations which are consistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

**SECTION 7.** This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

**DE VENECIA, JR (sgd)**

Speaker of the House of Representatives

**ARDO J. ANGARA (sgd)**

President of the Senate

This Act which is a consolidation of Senate Bill No. 176 House Bill 2401 was finally passed by the Senate and the House of Representatives on June 2, 1995.

**LO L. SABIO (sgd)**

Secretary General

House of Representatives

**ARDO E. TUMANGAN (sgd)**

Secretary of the Senate

Approved: June 7, 1995

**L. V. RAMOS (sgd)**

President of the Philippines



## APPENDIX G

## RA 9163

IMPLEMENTING RULES AND REGULATIONS OF THE  
NATIONAL SERVICE TRAINING PROGRAM (NSTP)

Pursuant to section 12 of Republic act No. 9163 otherwise known as the National service Training Program (NSTP) Act of 2001, the Commission on Higher Education (CHED), technical Education and Skills development Authority (TESDA), and Department of National defense (DND), in consultation with concerned government agencies, the Philippine Association of State Universities and Colleges (PASUC), Coordinating Council of Private Educational Associations of the Philippines (COCOPEA), Non-Government Organizations (NGOs) and recognized student organizations, hereby jointly issue, adopt and promulgate the following implementing rules and regulations to implement the provisions of the Act.

## Rule I

## Guiding Principles

**SECTION 1. Guiding Principle.** While it is the prime duty of the government to serve and protect its citizens, in turn it shall be the responsibility of all citizens to defend the security of the State, and in fulfillment thereof, the government may require each citizen to render personal military or civil service.

**SECTION 2. Role of the Youth.**

- a. In recognition of the vital role of the youth in nation-building, the State shall promote civic-consciousness among them and shall develop their physical, moral, spiritual, intellectual and social well-being. It shall inculcate the ideals of patriotism, nationalism, and advance their involvement in public and civic affairs.
- b. As the most valuable resource of the nation, they shall be motivated, trained, organized and involved in military, literacy, civic welfare programs and other similar endeavors in the service of the nation.



## Rule II

## Definition of Terms

(I) **SECTION 3.** As used in this Implementing Rules and Regulations the following terms shall mean:

National service Training Program (NSTP)- refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth, by developing the ethics of service and patriotism while undergoing training in any of the three (3) program components specifically designed to enhance the youth's active contribution to the general welfare;

Reserve Officers' Training Corps (ROTC)- refers to the Program component, institutionalized under Sections 38 and 39 of republic Act No. 7077, designed to provide military training to tertiary level students in order to motivate ,train, organize and mobilize them for national defense preparedness;

Literacy Training Service (LTS) - refers to the Program component designed to train the students to teach literacy and numeracy skills to school children, out of school youths and other segments of society in need of their services;

Civic Welfare Training Service (CWTS)- refers to the Program component or activities contributory to the general welfare and betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation, and moral of the citizenry and other social welfare services;

Program Component – refers to the service components of the NSTP as defined therein;

Clustering - refers to the grouping of students enrolled in different schools and taking up the NSTP component into one (1) group under the management and supervision of a designated school;

Cross Enrollment – refers to a system of enrollment where a student is officially enrolled in an academic program of a school but is allowed to enroll in the NSTP component of another school; and



- h. non-Government Organization (NGO) - refers to any private organization duly accredited by CHED or recognized by TESDA.

### **Rule III**

#### **Program Implementation**

##### **SECTION 4. Coverage**

- a. All incoming freshmen students, male and female, starting School Year 2002-2003, enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP component of their choice as a graduation requirement.
- b. All higher and technical-vocational education institutions must offer at least one (1) of the NSTP components.
- c. State Universities and Colleges (SUCs), shall offer the ROTC component and at least one (1) other NSTP component.
- d. The Philippine Military Academy (PMA), Philippine Merchant Marine Academy (PMMA), Philippine National Police Academy (PNPA), and other SUCs of similar nature, in view of the special character of these institutions, are exempted from the NSTP.
- e. Private higher and technical-vocational education institutions with at least 350 student cadets, may offer the ROTC component and consequently establish/maintain a Department of Military Science and tactics (DMST), subject to the existing rules and regulations of the Armed Forces of the Philippines.

##### **SECTION 5. Program Components**

- a. The NSTP shall have the following components which the students can choose from as defined in Rule II, section 3 hereof: The Reserve Officers Training Corps (ROTC), Literacy Training Service (LTS), and Civic Welfare Training Service (CWTS).
- b. All program components, the ROTC in particular, shall give emphasis on citizenship training and shall instill patriotism, moral virtues, respect for the rights of civilians and adherence to the Constitution.



The CHED and TESDA, in consultation with the DND, and PASUC, COCOPEA and other concerned government agencies, may design and implement such other non-military training components as may be necessary in consonance with the provisions of RA 9163.

Within thirty days from the approval of this IRR, the CHED, TESDA, and the DND shall issue the minimum standards for the three (3) NSTP components which shall form part of these guidelines.

#### **SECTION 6. Duration and Equivalent Course Unit**

Each of the aforementioned NSTP components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester, for fifty-four (54) to ninety (90) training hours per semester.

A one (1) summer program in lieu of the two(2) semester program may be designed, formulated and adopted by the DND, CHED, and TESDA, subject to the capability of the school and the AFP to handle the same.

#### **SECTION 7. Clustering and Cross-Enrolment**

Clustering of students from different education institutions during semestral or summer periods may be done for any of the NSTP component, taking into account logistics, branch of service and geographical locations. The host school shall be responsible in managing the Program.

Schools that do not meet the required number of students to maintain the optional ROTC and any of the NSTP components, or do not offer the component chosen by the students, shall allow their students to cross-enroll to other schools, irrespective of whether such school is under CHED or TESDA; and in the case of students taking the ROTC component, irrespective of whether the two semesters shall be taken from different schools whose ROTC are administered or by different branches of service of the AFP.

Students intending to cross-enroll shall be subject to the

existing rules and regulations of the school of origin and the accepting school.

### **SECTION 8. Management and Monitoring**

- a. The school authorities shall exercise academic and administrative supervision over the design, formulation, adoption, and implementation of the different NSTP components in their respective schools.
- b. In the case of ROTC, the school authorities and the DND, subject to the policies, regulations and programs of the DND on the military component of the training, shall exercise joint supervision over its implementation.
- c. Schools which have contracted CHED-accredited or TESDA-recognized NGOs to formulate and administer training modules for any of the NSTP components shall jointly exercise such academic and administrative supervision with those NGOs. Within forty-five (45) days from approval and issuance of this IRR, the CHED, TESDA and DND shall issue the necessary guidelines for the accreditation of non-government organizations (NGOs) and training modules to be utilized by these NGOs.
- d. CHED Regional Offices, TESDA Provincial/District Offices and the DND-AFP through the Major Service Reserve Commands), shall oversee and monitor the implementation of the NSTP Program under their respective jurisdiction, to determine if the trainings conducted are in consonance with the Act. These offices shall submit periodic reports to the Central Offices of CHED, TESDA and DND.

### **Rule IV**

### **Fees and Incentives**

### **SECTION 9. Fees.**

No fees shall be collected for any of the NSTP components except basic tuition fees which should not be more than fifty (50) percent of the charges of the school per academic unit.



**SECTION 10. Incentives.**

A program of assistance/ incentives for ROTC students shall be provided and administered by DND, in accordance with existing laws and regulations and subject to the availability of funds.

School authorities concerned, CHED and TESDA shall ensure that health and accident group insurances are provided for students enrolled in any of the NSTP components.

Schools that already provide health and accident group insurance and collect the necessary fees for the purpose from their students as of the effectivity of these rules, are deemed to have complied with this requirement.

A Special Scholarship Program for qualified NSTP students shall be administered by CHED and TESDA, with funds for the purpose to be included in the annual regular appropriations of the two agencies, subject to the availability of funds.

**Rule V****Organization of NSTP Graduates****SECTION 11. Organization of NSTP Graduates**

Graduates of the non-ROTC components of the NSTP shall belong to the National service Reserve Corps (NSRC) and could be tapped by the State for literacy and civic welfare activities, through the joint efforts of the DND, CHED and TESDA, in coordination with DILG, DSWD and other concerned agencies/ associations.

The CHED, TESDA and DND, in consultation with other concerned government and non-government agencies shall issue the necessary guidelines for the establishment, organization, maintenance and utilization of the National service Reserve Corps.

Graduates of the ROTC program shall form part of the Citizen



armed Force pursuant to RA 7077, subject to the requirements of the DND.

## **Rule VI**

### **Transitory Provisions**

#### **SECTION 12. Suspension of ROTC Requirement.**

The completion of ROTC training as a requisite for graduation is set-aside for students who have completed all their academic requirements for their respective courses as certified by the school on or before the Effectivity of the NSTP Act of 2001., which is March 23, 2002. The concerned students may apply for graduation with their respective schools.

#### **SECTION 13. Transitory Provisions**

- a. Male students who are not covered by Section 12 of this Rule and are currently enrolled but have not taken any of the Military service (MS), Civic Welfare Service (CWS) or Law Enforcement Service (LES) programs shall be covered by the NSTP Law.
- b. Male students who have completed two semesters of the Expanded ROTC (E-ROTC)/ National service Program (NSP) are deemed to have complied with the NSTP requirement.
- c. Male students re not covered by Section 12 of this rules and have taken only one(1) semester of Basic ROTC or E-ROTC/NSP, shall take one more semester of any of the NSTP components to qualify for graduation.
- d. Students who want to qualify for enlistment in the Reserve Force or attend the Advance ROTC program shall undertake a special program for this purpose.

## **Rule VII**

### **Miscellaneous Provisions**

#### **SECTION 14. Information Dissemination.**

The CHED, TESDA and DND shall provide information on these Act



Section 35 of Commonwealth Act No. 1, Executive Order No. 107 of 1939, sections 2 and 3 of Presidential Decree No. 1706; and Sections 38 and 39 of Republic Act No. 7077, as well as all laws, decrees, orders, rules and regulations and other issuances inconsistent with the provisions of the Act are hereby deemed amended and modified accordingly.

Jointly by CHED, TESDA and DND, in consultation with PASUC, COPEA, NGOs and recognized student organizations.

Any section or provisions of this IRR shall be declared unconstitutional or invalid, the other sections or provisions not hereby shall remain in full force and effect.

Accepted and Issued, April 10, 2002.

etary, DND

man, CHED

Director General, TESDA

## APPENDIX H

## OFFICES OF THE UNIVERSITY

| <u>Offices</u>  | <u>Tel. No.</u> | <u>Intercom Directory</u> |
|---|-----------------|---------------------------|
| Office of the President                                   | 792-3191        |                           |
| Accounting Office   | 792-2569        | 112                       |
| Auxiliary/Cafeteria                                       | 792-3931        |                           |
| Budget Office   |                 | 116                       |
| Business Directorate                                      | 792-4850        |                           |
| Cashier's Office  |                 | 117                       |
| College of Agriculture and Forestry                       | 792-2660        |                           |
| College of Arts and Sciences                              | 792-3848        |                           |
| College of Business Economics<br>and Accountancy          | 670-1874        |                           |
| College of Teacher Education                              | 771-4143        |                           |
| College of Arts and Sciences                              | 670-2105        |                           |
| Commission on Audit                                       |                 | 113                       |
| College of Engineering                                    | 670-0048        |                           |
| CETC  | 792-4141        |                           |
| College of Technology                                     | 772-2716        |                           |
| College of Aquatic Sciences and<br>and Applied Technology | 793-6982        |                           |
| Graduate School   | 771-3960        |                           |
| Motorpool   | 792-4192        |                           |
| PESSDO  | 792-2668        |                           |
| Registrar's Office  |                 | 142                       |
| Security and Monitoring Services                          | 670-2106        |                           |
| Office of the VPAA  |                 | 139                       |
| Office of Student Services and<br>Development             |                 | 148                       |
| University Clinic (Batac)                                 | 792-3959        |                           |
| (Laoag)   | 771-4662        |                           |
| University Library (Main)                                 | 792-2615        |                           |
| (Laoag)   | 771-1979        |                           |



## APPENDIX I

## UNIVERSITY SEAL



The emblem of the university depicts its prime objective of seeking for knowledge and truth. This is shown by the burning torch shining eternally to illuminate the book of knowledge.

The **of laurel leaves** represent glorious beginnings and triumphs of the university in its intellectual endeavors.

The **open book** represents the responsibility of the university in educating and training the youth.

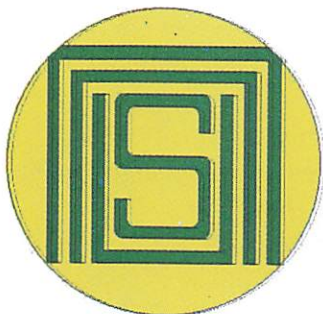
The **atom** is the symbol of science and technology that will be harnessed by the young as they grow to become scientists in the service of humanity.

The **seven rays** represent the seven institutions that were merged by the President Marcos in 1978.



## APPENDIX J

## UNIVERSITY LOGO



The capital letters 'MMSU' are boldly depicted in green against a yellow circular background.

The **Massive Structural letters in Green** depict aggressive and fast development of the University and the solid foundation that enables it to stand and endure in its educational mission to become the center of learning in Ilocandia. They signify the fresh, innovative and developmental approach of the university in its instructional, research and extension programs to serve the educational need of the people within its service area.

The **University Color Green and Gold** are beautifully mixed against an expansive background. This depicts the merger of two national chartered state colleges, NLSC and MMMCST, and two non-chartered state colleges, INAC and INCA to become the nucleus of the university. It also shows the blending of two developed state colleges with the two developing national schools to form the foundation units of the university.

**Green** stands out against a yellow background and reflects the fertile and verdant fields of Ilocandia.

**Gold** signifies the perseverance, thrift, industry, dedication and the loyalty of the Ilocano whose fine virtues and qualities form the solid and unshakable foundation of the University's search for excellence in the field of higher education. It also signifies abundant harvest and the production of quality graduates who will be actively involved in the mainstream of regional and national development.



## UNIVERSITY LINKAGES

## International

|   |  |
|---|--|
| C | ia Polytechnic State University, USA   |
| G | and Space Flight Center, National Aeronautics and Space Administration, USA      |
| C | unity Road Empowerment, Kyoto, Japan   |
| C | ate of the People's Republic of China  |
| G | Mountain College, Vermont, USA   |
| I | ational Collaborative Center, Kyoto, Japan                                       |
| I | ational Crops Research Institute for the Semi-Arid Tropics, India                |
| K | State University, USA  |
| N | al Institute of Food and Agriculture, United States Department of Agriculture    |
| P | ta Industries, Ltd., India   |
| S | est Asian Regional Center for Graduate Study and Research in Agriculture, SEAMEO |
| T | &M University, USA   |
| U | ity if Hawaii at Manoa, USA  |
| U | ity of Hawaii Maui College, USA  |

## National/Regional

- Agricultural Training Institute
- Bureau of Education Council Philippines
- Bureau of Agricultural Research
- Commission on Higher Research
- Commission on Development Administration
- Department of Agriculture
- Department of Education
- Department of Energy
- Department of Environment and Natural resources
- Department of Interior and Local Government
- Department of Labor and Employment
- Department of Science and Technology



Development Bank of the Philippines  
US Embassy Manila  
Landbank of the Philippines  
Mariano Marcos Memorial Hospital and Medical Center  
National Economic and Development Authority  
National Tobacco Administration  
Philippine Atmospheric, Geophysical, and Astronomical Services  
Administration  
Philippine Carabao Center  
Philippine Cooperative Center  
Philippine Council for Agriculture, Aquatic, and Natural Resources  
Research and Development  
Philippine Council for Health Research and Development  
Philippine Rice Research Institute  
Philippine-American Educational Foundation  
Technical Education and Skills Development Authority  
Toyota Motors Philippines Foundation, Inc



## APPENDIX L

## UNIVERSITY AWARDS AND RECOGNITION

*CHED Centers of Excellence/Development*

**CENTER OF EXCELLENCE FOR TEACHER EDUCATION**

*College of Teacher Education  
Laoag City*

**CENTER OF DEVELOPMENT FOR CERAMIC ENGINEERING**

*College of Engineering  
City of Batac*

**CENTER OF DEVELOPMENT FOR AGRICULTURE EDUCATION**

*College of Agriculture, Food and Sustainable Development  
City of Batac*

**CENTER OF DEVELOPMENT FOR BIOLOGY EDUCATION**

*College of Arts and Sciences  
City of Batac*

*National University for Agriculture and Fisheries*

**NATIONAL UNIVERSITY FOR AGRICULTURE EDUCATION**

*College of Agriculture, Food and Sustainable Development  
City of Batac*

**NATIONAL UNIVERSITY FOR FISHERIES EDUCATION**

*College of Aquatic Sciences and Applied Technology  
Currimao, Ilocos Norte*

*Higher Education Regional Research Center*

*Tuklas Lunas Development Center for Luzon*

*Batac Campus*



## **SPECIAL CENTERS/SCIENTIFIC BODIES**

Regional Center for Bioenergy Research  
Center for Climate Resilient Agriculture  
Center for Innovative Materials in Emerging Applications (CIMEA)  
Affiliated Renewable Energy Center  
Business Resource and Development Center  
Center for Ilocos - Amianan Studies  
CHED Center for Teaching Excellence  
Ilocos Agriculture and Aquaculture Resources Research and  
Development Consortium (ILAARRDEC)  
Ilocos Norte Science Community  
University Center for Gender and Development

## **INFORMATION RESOURCE CENTERS/ SPECIAL LIBRARY COLLECTIONS**

American Corner  
Gender Information and Farm/Fishery Technology Center  
Iloko Museum  
Israel Information Center  
Japanese Information Center  
Mariano Marcos State University—National Statistics Office  
Memorabilia of the Late Ambassador Casimiro M. Valdez  
Museum of Natural History  
People's Republic of China Information Center  
Philippine Institute for Development Studies Corner  
PhilRice Information Corner  
President Ferdinand E. Marcos Library  
President Fidel V. Ramos Library  
Taiwan Information Center  
United Kingdom Information Centre

