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Vision

A Knowledge and Technology Hub in Asia-Pacific Region

Mission

Kalinga State University shall primarily provide advanced education, professional instruction & training in the arts, agriculture, forestry, social & natural sciences and technology, and other relevant fields of study. It shall also promote and undertake research and extension services, and provide progressive leadership in its areas of specialization.

Core Values

In order to attain its vision-mission, KSU shall adhere always to Good Governance in all its endeavours; treat all its clientele and employees with Kindness and Compassion; promote Strong Sense of Service orientedness and Commitment; and foster Unity and Love for Nature and Humanity. *(Source: Kalinga State University Code Approved BOR Resolution No. 1390 series of 2017 (Chapter II Section 2)*
The Management maintains the Quality Policy, which ensures the satisfaction of the KSU’s clients and other interested parties, and compliance with statutory and regulatory requirements relative to mandated services. This policy is communicated to ensure that it is understood and applied at all levels of the organization. Comprehension of the Quality Policy is verified through, but not limited to, Internal Quality Audits, Management Reviews and during staff meetings.

The Management is responsible for ensuring that the quality policy is appropriate to its mandate and provides framework for establishing and reviewing quality objectives and goals. This is reviewed periodically to ensure continuing suitability to its mandate and thrusts, including the requirements and needs of its clients.

QUALITY POLICY

Kalinga State University is committed to provide quality education and engage in relevant researches, effective extension services, and viable income generating projects that satisfy the needs of its stakeholders and other interested parties towards sustainable development through good governance;

Steadfast to develop the human resource of Kalinga, the Philippines and the Asia Pacific;

United to comply with the statutory and regulatory requirements and to continuously implement a monitoring and evaluation system to improve the effectiveness of its Quality Management System.

EDUARDO T. BAGTANG, CPA, DBM.
SUC President
INTRODUCTION

This KSU Student Manual was prepared to acquaint every student about the Kalinga State University. It includes the university’s history, vision, mission, goals and objectives, curricular offerings, academic policies, rules and regulations, scholarships, student services, rights and privileges, clubs/organizations and their activities and, code of conduct and disciplinary sanctions. The contents of this manual were lifted from the University Code and from the Student Manual approved by the Board of Trustees through Resolution No. 918 series 2012 dated October 1, 2012. Every student therefore has the obligation to read this Manual so that he/she will be properly guided to observe the policies, rules and regulations of the institution.
DEFINITION OF TERMS AND ACRONYMS

For a more thorough understanding of this manual, the following terms are defined:

**Academically-able** - refers to enrolling students who pass the academic and retention standards of the SUCs.

**Continuing students** - refers to enrolling students in an SUC who were enrolled in the same SUC in the previous semester.

**Pantawid Pamilyang Pilipino Program (4Ps) beneficiary** – refers to households receiving assistance from the 4Ps, whether through the regular or modified versions of the program.

**Transferee** - A student who finished a degree/program or partly finished his course in another HEI and will pursue a degree in the university.

**Cross-enrollee** - A student who is currently enrolled in another school who is permitted to enroll in the university to earn credit units or vice versa.

**Foreign student** - A student whose citizenship is not a Filipino who intends to enroll any degree program in the university.

**Secondary student** - A student who is enrolled in the secondary school (Grade 7-Grade 12) degree/program in the university.

**Undergraduate student** - A student who is enrolled in the baccalaureate program in the university.

**Graduate student** - A student who is enrolled in any graduate program in the state university.

**Freshman** - One who is on the first year level of his/her curriculum, or who has not finished the prescribed subjects of the first year of his/her curriculum, or 25% of the total number of units required in his/her entire course.

**Sophomore** - One who is on the second year of his/her curriculum, or who has satisfactorily completed curriculum.

**Junior** - One who is on the third year level of his/her curriculum, or who has satisfactorily completed the prescribed subjects of the first and second years of his curriculum or has finished more than 50% but less than 75% of the total number of units required in his/r entire course.

**Senior** - One who is on the fourth year level of his/her curriculum, or who has
satisfactorily completed the prescribed subjects of the first, second and third years of his/her curriculum or has finished more than 50% but less than 75% or more of the total number of units required in his/her entire course.

**Fifth Year** - In the engineering courses, a student who is on the fifth year of his/her curriculum is considered a senior if he/she has completed at least 80% of the curricular requirements

**Regular student** - A student who enrolled the prescribed academic load in a given semester in the curriculum for which he is enrolled.

**Irregular student** - A student who enrolled less than the prescribed academic load in a given semester in the curriculum for which he is enrolled.

**Summa Cum Laude** - An award accorded to a graduating student whose General Weighted Average (GWA) falls under 1.00 - 1.24.

**Magna Cum Laude** - An award accorded to a graduating student whose General Weighted Average (GWA) falls under 1.25 - 1.50.

**Cum Laude** - An award accorded to a graduating student whose General Weighted Average (GWA) fall under 1.51 - 1.75.

**Central Student Government (CSG)** - The highest organization in the university. It comprises of officers elected from the three sets of SSC officers in the university. It is headed by a president who sits with the board during regular and special BOR meeting. He/she is the representative of the studentry to the board during planning and decision-making.

**Supreme Student** - The highest student organization in the campus. It facilitate in the implementation of all programs and activities of the university.

**Club/Organization/Society** - Any group that undergoes proper process for its approval. It is headed by a president and through the assistance of a certain adviser.

**Validation of Subjects** - To validate the subjects taken from other schools or colleges in order not to repeat it.
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Duties and Functions of IGU Management Personnel

**PRESIDENT**

General Powers:

a. Implementation of Policies. The University President shall implement the general policies approved by the Board of Regents.

b. Authority to recommend and appoint. The University President shall have the authority to recommend qualified persons to fill new vacancies or new positions. He shall have the authority to appoint under the terms and conditions that shall be granted by the Board of Regents which shall also be subject to their confirmation.

c. Maintenance of Excellence and Discipline. The University President shall be responsible and accountable for the maintenance of academic excellence and enforcement of discipline in the University.

d. Power to Review. The University President shall have the power to disapproved or modify any action of any unit, faculty or administrative entity, if he deems that the interest of the University is prejudiced, such decision shall be immediately communicated to the unit, faculty or administrative personnel concerned stating the reason of his action. He shall then inform the Board of his action in writing.

e. Power to delegate. The University President may delegate his functions to any office or officers, subject to the rules and guidelines prescribed by the Board of Regents.

f. Ceremonial Functions. The University President shall preside during commencement exercises and other University functions, and confer degrees, honors and awards granted by the Board of Regents. He shall sign all diplomas and certificates issued by the University.

g. Authority to Withdraw Privilege. Should any person or anybody be granted permission to engage in any work or activity within any campus or unit of the University, but such person or body uses the privilege to stir disloyalty to the university, or to the Government of the Philippines, or to discourage students from attending classes in the University, or to create disturbances or dissension among faculty, the president shall have the authority to cancel such privileges and thereafter prohibit the stay of such person or body in the University.
h. Supervision over Financial Operations. The University President shall have general supervision over the business and financial operations of the University.

i. Authority to Sign Contracts. The University President shall sign on behalf of the University all deeds, contracts and other instruments required in the proper conduct of business of the University; subject to the authority granted upon him by the Board of Regents.

j. Link between Faculty, Employees, Students and the Board of Regents. The University President shall serve as the medium of communication between the students, the teaching force and administrative employees on one hand and the Board of Visitors and the Board of Regents on the other hand.

k. Designation of Officer In-charge of the University. The University President shall designate a management team in his absence for brief periods of time; to serve as Officers-in-Charge, preferably from the ranks of the Vice Presidents and the Campus Administrators. The Officer in-Charge shall be responsible for the management of the University subject to the President's instruction and to the policies of the Board of Regents.

l. Submission of Annual Report. The University President shall prepare and submit an Annual Report to the Board of Regents and other legally mandated agencies and offices. He shall also seek the approval of the Board on the Annual budget of the University including the Proposed Receipts and Expenditures of the University.

Specific Powers:

He shall be the chairman of the Academic and Administrative Councils and the Ex-Officio Chairman of other councils of the University;

a. He shall have, upon authority of the Board, general administration and supervision of all business, financial and academic operations of the University;
b. He shall carry out the general policies laid down by the Board of Regents, and shall have the power to act within said policies. He shall undertake, direct and assign the details of an Executive action;

c. He shall have the power and duty to determine and prepare the agenda of all meetings of the Board of Regents, Administrative Council and University Council. Any member of the Board and Councils, however, is entitled to have any pertinent matter included which shall be signed by him;

d. He shall preside at commencement and other public exercises of the University, and confer such degrees and honors as granted by the Board of Regents. All diplomas and certificates issued by the University shall be signed by him.

e. He shall exercise the powers and functions delegated to him or as authorized by the Board of Regents;

f. He shall have the authority to grant service credits and to change the leave status of any member of the academic staff from teacher’s leave to vacation - sick leave or vice-versa in the interest of the service subject to policies approved by the Board of Regents and Civil Service laws and regulations;

g. He shall be responsible with all members of the academic and non-academic staff in the full discharge of their functions; and if the exigency of the service demands, he shall, after consultation with the officer concerned in proper case, initiate the necessary proceedings and appropriate actions;

h. He shall submit to the Board of Regents, annual report, on work of the preceding year and the needs of the University for the next year on or before the last day of January of each year;

i. He shall present to the Board of Regents, proposed annual program plan and budget of the State University for approval;

j. He shall have the right to modify or disapprove any action or resolution of any official in the university, if in his judgment, the interest of the University so requires. Should such power be exercised, he shall communicate his decision in writing to the Body concerned, stating therein the reasons for his action, thereafter, he shall inform the Board of Regents accordingly which body may subsequently take any action deemed appropriate;
k. The University President shall have the authority to receive all processes in favor of the University;

l. He shall have the authority to request any secondary or elementary school in the region or any part of the country as a training or laboratory school of the University in consultation with the school administration concerned;

m. He shall have, with authority of the Board, the authority to request for loans or transfer of personnel, apparatus, equipment or supplies from any bureau or office of the National Government as may be needed by the University;

n. With proper authority from the Board of Regents, he shall sign and execute in behalf of the University all contracts, deeds and other instruments necessary for the proper administration and supervision of the University. However, in regular recurring undertakings and transactions where his action is virtually ministerial, conditions and terms thereof having been fixed in the University’s existing regulations, and general laws, he may direct through written instruction, that approval in specified cases be made in his behalf by officers of administration or heads of units, subject to such safeguards as he may impose, without prejudice to his power of revocation;

o. The President may invite, from time to time, scholars of eminence and other persons who have achieved distinction in some learned profession or career, to deliver a lecture or a series thereof, and payment for such services to be taken from miscellaneous funds at rates in accordance with existing rules and regulations of the State University;

p. He shall have the authority to grant, deny or extend the fellowship/ training grants of any members of the faculty and staff as specified in the contract;

q. He shall, with authority of the Board, have the authority to accept the resignation, retirement and leaves of absence with or without pay of members of faculty and non-teaching staff;

r. He shall have, with authority of the Board, power to recommend for appointment of faculty members and non-teaching staff from one unit of the university to another unit due to the exigency of the service;
s. He shall authorize the transfer of faculty members and non-teaching staff from one unit of the University to another unit due to the exigency of the service;

t. He shall appoint qualified members of the faculty as fellows of the University; either full or partial to enable them to pursue graduate studies in the country or abroad. As such, he shall fix the financial assistance to any fellow in accordance with existing regulations, he shall issue adequate safeguards for the operations of student organizations and other student activities;

u. He shall have the authority to renew appointment of personnel for not more than one year if the budget permits and the services are necessary, to make ad-interim appointments when the need of the service so requires;

v. He shall have the right to approve or disapprove the application for retirement of members of the faculty and staff and to provide funds for its purpose;

w. He shall approve promulgated rules as deemed necessary for the safekeeping and proper disbursement of student funds of all student organizations officially recognized by the University;

x. He shall generate funds and grant-in-aid in support of research and development projects aside from annual budgetary allocations of the University; and

y. He shall have the power to recommend to the Board of Regents merit increases and promotions to deserving members of the faculty and staff.

Other Powers.

The University President shall have such other powers and duties as are provided elsewhere in this Code, or in the Charter of the University, and other pertinent laws, or those that may be specifically authorized or delegated by the Board of Regents, and those usually pertaining to the Office of the President of a University.
VICE PRESIDENT FOR ACADEMICS AND STUDENT DEVELOPMENT

There shall be a Vice President for Academics and Student Development to be appointed by the Board of Regents upon the recommendation of the University President, in consultation with the Academic Council. He shall be directly responsible to the President for implementing the academic policies, projects and programs of the University and for the monitoring, administration and supervision of the Instructional, Student Services and Scholarships, Transnational Education and International Linkages, Socio-Cultural and Sports, Library Services, University Registrar, Registrar and related Academic activities of the University. He shall preside the Academic Council in the absence of the President.

DIRECTOR FOR STUDENT DEVELOPMENT SERVICES AND PLACEMENT SERVICES

1. Serve as a link between the University Administration and the Student Body and/or its organization and association;
2. Exercise over-all leadership and direction in the planning, implementation and evaluation of Student Development Programs and Services;
3. Oversee the execution of college policies, rules and regulations with regards to their implementation on students while in campus;
4. Plan, coordinate, implement and monitor scholarship programs of the university (internal or external);
5. Coordinate with other function directors and other appropriate agencies in determining and implementing activities for student development;
6. Coordinate/prepare the orientation or seminar/training programs of student trainees in preparation for OJT deployment;
7. Synchronize with the cooperating agencies, offices, schools and hospitals for the deployment of student trainees (local, national or international);
8. Participate in the preparation of Memorandum of Agreement (MOA) between KSU and the cooperating agencies, offices, schools and hospitals for signature of the concerned parties;
9. Responsible in the deployment of student trainees in their respective assignment;
10. Monitor the activities of the trainees in their respective assignments;
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11. Recommend the pull-out of student trainees who violate any provisions of the OJT policies;

12. Assist and guide the student trainees in the preparation of their narrative reports and other OJT requirements;

13. Prepare and submit accomplishment reports on the OJT programs/activities to concerned officials; and

14. Perform other duties as may be assigned by higher authorities.

Under the Office of the Student Development Services and Placement Services are:

The NSTP Implementers

The Colleges/campus must have NSTP Implementers who have a plantilla/itemized position with five (5) years of teaching and other qualifications deemed appropriate and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

Functions:

1. The Colleges/campus NSTP Implementers; shall assist the Dean in the formulation, planning, monitoring, implementation and evaluation of NSTP related activities/programs of the Institute/campus; and

2. Perform other functions as may be directed by higher authorities.

The Student Publication Office

The Office for Student Publication shall be headed by a coordinator with plantilla/itemized position at least five (5) years of relevant experience and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

Functions:

1. Coordinator shall take charge of the Official student organ of the State University;

2. The Coordinator for Student Publication shall be directly accountable to his immediate supervisor and shall submit plans, annual reports and other pertinent records as required by higher authorities.
The Student Scholarship Office

The Office for Scholarship Services shall be headed by a coordinator with plantilla/itemized position, at least five (5) years of teaching experience and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

Functions:

1. The coordinator for Scholarship Services shall screen applicants in accordance with the rules and regulations of the University and shall look for scholarship donors;

2. The Coordinator for Student scholarship shall be directly accountable to his immediate supervisor and shall submit plans, annual reports and other pertinent records as required by higher authorities.

The Health Services Office

The Health Services Office shall be headed by a Medical Officer who shall be a Doctor of Medicine with at least three (3) years experience in the medical practice. The Medical Officer shall be assisted by Medical and Dental staff.

Functions:

1. Conduct medical and dental examination of all students and personnel of the University;

2. Attend medical and dental consultation, diagnosis and treatment of minor ailment of students and personnel;

3. Issue medical certificate to students and personnel;

4. Provide health information, lecture and orientation to students and personnel;

5. Plan, implement and evaluate medical programs for students, faculty and staff of the University

6. Coordinate with other agencies/offices for the conduct of medical missions for the stakeholders of the university, if needed.

7. Prepare and submit list of supplies/medicines for procurement for the students.

8. Perform other related functions necessary for the attainment of objectives of the Office.
The Dormitory Services

The Dormitory Services is headed by a Chairman, with permanent plantilla/item, and other qualifications deemed appropriate and with at least three (3) years of relevant teaching experience and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

Functions:
1. Act as property custodian of all the facilities and equipment of the various dormitories of the State University;
2. Coordinate with the General Services Office (GSO) for the repair and maintenance of the dormitory facilities and equipment;
3. Plan, implement, monitor and evaluate programs and activities of the occupants of the dormitories of the State University;
4. Responsible in the over-all welfare of the dormitorians;
5. The Dormitory Chairman shall be directly accountable to his immediate supervisor and submit plans, annual reports and other pertinent records as required by higher authorities.

Chairman-Student Development Services

The Chairman for Student Development Services in the campus shall hold, at least a Master’s degree, with at least five (5) years teaching experience and other qualifications deemed relevant. He shall be appointed by the University President for a term of one (1) year and may be renewed for another term only upon evaluation of a very satisfactory performance.

Functions:
1. Serve as a link between the Campus Administration and the Campus student body or organizations/associations.
2. Assist the Campus Administrator in the planning, implementing, monitoring and evaluating Student Development program and service in the campus.
3. Plan, implement and monitor scholarship program in the campus in coordination with the University Student Development Services Director.
4. Coordinate/prepare the orientation seminar and other similar trainings for students to be conducted in the campus.
5. Monitor activities of student trainees, field practice, OJT in their respective assignment, in coordination/consultation with higher offices.

6. Perform other related functions delegated to him by higher authorities.

**The Guidance and Counseling Services**

The Guidance Services Office shall be headed by a Guidance Counselor with an appropriate Master's Degree, and with at least three (3) years of relevant teaching experience and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

**Functions:**

1. Manage activities/services aimed at reinforcing student ability and confidence in knowing and understanding himself in relating with others to ensure his own psychological growth and development;

2. Cause continuous enrichment of unit resources/approaches/methodologies and techniques in counseling, testing, ground guidance/dynamics and other guidance services;

3. Undertake research in relation to guidance and counseling;

4. Submit accomplishment reports on time to higher authorities;

5. Perform such other related functions necessary for the attainment of the objectives of the office.

**The Alumni Affairs Office**

The Office for Alumni Affairs shall be headed by a chairman who shall be a graduate of KSU and presently employed thereat, and with at least three (3) years of relevant teaching experience and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

**Functions:**

1. Keep records of names, addresses and other pertinent information of graduating students and those that have already graduated from KSU;

2. Monitor activities of the KSU Alumni Association; and

3. Submit accomplishment reports on time to higher authorities;

4. Conduct graduate tracer studies; and
5. Perform other related functions that may be assigned to him by appropriate higher authorities.

LEGAL BASES AND REFERENCES


JMC No. 01, s. 2014 and 2016 - A Joint Memorandum Circular that created the Implementation of Rules and Regulations of the ESGP-PA or Expanded Student Grants in-Aid Program for Poverty Alleviation.

CMO No. 23, s. 2013 - A memorandum that covers the General Policies and Guidelines for programs with Practicum subjects.

CMO No. 09, s. 2013 - A CHED Memorandum that covers all the student services functions and programs.

BOT Resolution No. 623, s. 2007 - A resolution that covers the library services of Kalinga-Apayao State College.

University Code - A code that discusses the functions of offices, officials and the thrusts of the university.
PROCEDURE/POLICY & GUIDELINES

CHAPTER I

SCOPE/ DOMICILE

TITLE
These policies, rules and regulations shall be known as the “Student Manual” of the Kalinga State University.

CHAPTER II

UNIVERSITY GOVERNANCE

The Governing Board – The governing body of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

a. The Chairperson of the Commission on Higher Education (CHED), Chairperson;
b. The President of the University, Vice Chairperson;
c. The Chairperson of the Committee on Education, Arts and Culture of the Senate, member;
d. The Chairperson of the Committee on Higher and Technical Education of the House of Representatives, member;
e. The Regional Director of the National Economic and Development Authority (NEDA), member;
f. The Regional Director of the Department of Science and Technology (DOST), member;
g. The President of the federation of faculty associations of the University, member;
h. The President of the federation of student councils of the University, member;
i. The President of the federation of alumni associations of the University, member; and
j. Two (2) prominent citizens from the private sector who have distinguished themselves in their profession or the fields of specialization of the University, members.
The Administrative Council. – There shall be an Administrative Council consisting of the President of the University as Chairperson, vice presidents, deans, directors and other officials of equal rank as members, whose duty is to review and recommend to the Board the policies governing the administration, management and development planning of the University.

The Academic Council. – There shall be an Academic Council to be composed of the President of the University, who shall act as Chairperson, and all academic staff with the rank of at least an assistant professor, as members.

The Academic Council shall have the power to review and recommend the curricular offerings and rules of discipline of the University, subject to the approval of the Board. It shall fix the requirements for the admission of students, as well as for their graduation and conferment of degrees, subject to review and approval by the Board through the President of the University. It shall have the disciplinary power over students of the University and shall formulate academic policies and rules and regulations on discipline, subject to the approval of the Board.

CHAPTER III
CURRICULAR PROGRAMS

Section 1. The university offers curricular programs that are in consonance with higher education goals consistent with local, regional, and national development thrusts. As such, the following curricular programs are offered:

GRADUATE COURSES:
- Doctor of Philosophy (Ph.D.) Major in Development Education, and Community Development
- Master of Arts in Education (MAED) Major in Educational Management, English, Filipino, Mathematics and Social Studies
- Master in Public Administration (MPA)
- Master of Science in Rural Development (MSRD)
- Master in Business Administration (MBA)

UNDERGRADUATE COURSES:
- Bachelor of Laws (LLB)
- Bachelor of Science in Accountancy (BSAcc)
- Bachelor of Science in Criminology (BSCrim)
- Bachelor of Science in Hotel and Restaurant Management (BSHRM)
- Bachelor of Science in Midwifery (BSMld)
- Bachelor of Secondary Education (BSEd)
  - Major in Mathematics, Biological Science, Social Studies, Filipino, and English
- Bachelor of Elementary Education (BEEd)
Bachelor of Science in Business Administration (BSBA)  
Major in Financial Management  
Bachelor of Science in Entrepreneurship (BSEntrep)  
Bachelor of Science in Office Administration (BSOA)  
Bachelor of Arts in Political Science (AB POL SCI)  
Bachelor of Arts in History (AB HIST)  
Bachelor of Arts in English Language (AB English)  
Bachelor in Public Administration  
Bachelor of Science in Agriculture (BSA)  
   Major in Crop Science and Animal Science  
Bachelor of Agricultural Technology (BAT)  
   Major in Food Production Technology, Animal Production Technology and Crop Production Technology  
Bachelor of Science in Forestry (BSF)  
Bachelor of Science in Agro-Forestry (BSAF)  
Bachelor of Science in Information Technology (BSIT)  
Bachelor of Science in Computer Engineering (BSCoE)  
Bachelor of Science in Civil Engineering (BSCE)  
Bachelor of Science in Agricultural Engineering (BSAEng)  
Bachelor of Science in Development Communication  
Bachelor of Science in Biology  
Bachelor of Science in Mathematics  
Bachelor of Science in Environmental Science

SHORT-TERM COURSES:  
Two-Year Electrical Technology (Elec-Tech)  
Two-Year Automotive Technology (AutoTech)

SENIOR HIGH SCHOOL  
Accountancy, Business and Management (ABM) Strand  
Humanities and Social Sciences (HUMSS) Strand  
Science, Technology, Engineering and Mathematics (STEM)

LABORATORY HIGH SCHOOL  
Secondary Education Development Program Curriculum  
Secondary Math-Science Enhanced Curriculum

Section 2. The main implementers of curricular programs are the Academic Executives: The University President, the Vice President for Academic Affairs, the Campus Administrator, the Deans, the Program Chairmen, and the faculty
Section 3. Each college has a curriculum review and evaluation committee with the following compositions: Dean as Chairman, Program Chairman as Vice Chairman, all core faculty members in the program as members, a parent, appropriate industry sector representative, a student, and an alumnus.

CHAPTER IV
SCHEDULE OF SCHOOL FEES AND CHARGES

ARTICLE 1. The following fees approved shall be collected, subject to a change;

FEES TO BE PAID BY CHED-UNIFAST

<table>
<thead>
<tr>
<th>LIST OF FEES</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Tuition Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.1. BSAcc</td>
<td>200.00/unit</td>
<td></td>
</tr>
<tr>
<td>a.2. BSCrim, BSHRM &amp; BSTM</td>
<td>150.00/unit</td>
<td></td>
</tr>
<tr>
<td>a.3. Other Programs</td>
<td>100.00/unit</td>
<td></td>
</tr>
<tr>
<td>b) Miscellaneous and Other School Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Admission Fee</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>2. Athletic Fees</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>2.a. Athletic Fee</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>2.b. SCUAA Fee (Reg'l and Nat'l Competition)</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>3. Computer Fees</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>4. Cultural Fees</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>5. Development Fees</td>
<td>170.00</td>
<td></td>
</tr>
<tr>
<td>5.a. School Publication</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>5.b. Student Development Fund</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>5.c. NSTP</td>
<td>90.00</td>
<td></td>
</tr>
<tr>
<td>6. Entrance Fees</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>7. Guidance Fees</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>8. Handbook Fees</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>9. Laboratory Fees</td>
<td>2,910.00</td>
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</tr>
<tr>
<td>9.a. Science Laboratory Fee</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>9.b. Crime Laboratory Fee (BSCrim)</td>
<td>300.00</td>
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</tr>
<tr>
<td>9.c. Training Laboratory Fee (BSHRM)</td>
<td>800.00</td>
<td></td>
</tr>
<tr>
<td>9.d. Affiliation Fee (BSCrim)</td>
<td>600.00</td>
<td></td>
</tr>
<tr>
<td>9.e. Affiliation Fee (BSED)</td>
<td>600.00</td>
<td></td>
</tr>
<tr>
<td>9.f. Affiliation Fee (2 Year Midwifery)</td>
<td>153.00</td>
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</tr>
<tr>
<td>9.g. Affiliation Fee (BSMID)</td>
<td>357.00</td>
<td></td>
</tr>
</tbody>
</table>

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### LIST OF FEES

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Library Fees</td>
<td>75.00</td>
</tr>
<tr>
<td>11. Medical and Dental Fees</td>
<td>140.00</td>
</tr>
<tr>
<td>11.a. Medical Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>11.b. Dental Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>11.c. Mutual Aid Assistance Fee/Insurance</td>
<td>40.00</td>
</tr>
<tr>
<td>12. Registration Fees</td>
<td></td>
</tr>
<tr>
<td>12.a. BSAcc, BSCrim &amp; BSHRM</td>
<td>100.00</td>
</tr>
<tr>
<td>12.b. Other Programs</td>
<td>75.00</td>
</tr>
<tr>
<td>13. School ID Fees</td>
<td>105.00</td>
</tr>
<tr>
<td>13.a. School ID Fee</td>
<td>75.00</td>
</tr>
<tr>
<td>13.b. Library ID Fee</td>
<td>30.00</td>
</tr>
</tbody>
</table>
OTHER CHARGES

<table>
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<tr>
<th>Document</th>
<th>Amount Charged</th>
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<tbody>
<tr>
<td>Authentication</td>
<td>30.00 Per document (max. of 3 copies)</td>
</tr>
<tr>
<td></td>
<td>10.00 Per succeeding copy in excess of 3 copies</td>
</tr>
<tr>
<td>Certification</td>
<td>25.00</td>
</tr>
<tr>
<td>Changing/Adding/Dropping of subject/s</td>
<td>50.00</td>
</tr>
<tr>
<td>Entrance Examination Fee</td>
<td>100.00 First Year/Transferees/Shifters</td>
</tr>
<tr>
<td>Spoilage Fee</td>
<td>50.00 Replacement of Lost Permits and other forms</td>
</tr>
<tr>
<td></td>
<td>100.00 Replacement of lost school IDs</td>
</tr>
<tr>
<td>Transcript of Records</td>
<td>75.00 Per page</td>
</tr>
<tr>
<td>Defense/Thesis Fee</td>
<td></td>
</tr>
<tr>
<td>Undergraduate *CCJE</td>
<td>1000.00/member</td>
</tr>
<tr>
<td>Other colleges</td>
<td>1000.00/group</td>
</tr>
<tr>
<td>Masters degree</td>
<td></td>
</tr>
<tr>
<td>Doctorate degree</td>
<td></td>
</tr>
</tbody>
</table>

FEES TO BE PAID BY STUDENTS:
1. Testing Fee 100.00 per semester
2. Related Learning Experience 5.5 per hour (2 year Midwifery)
3. Clinical Practicum Fee (BSMID) 1,392 per subject
4. Equipment Modernization Fee 500 per unit
5. P.E Uniforms 395 per set

ARTICLE 2. Mode of Payment. Payment of fees shall be in cash, in full or installment basis. When fees are paid by installment, the student must pay the miscellaneous in full upon enrollment. The remaining balance will be divided into two as computed by the Computerized Assessment System and shall be paid before each periodical examination.

ARTICLE 3. No student is allowed to take the final examination if he has not paid all his financial obligations.

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CHAPTER V

ACADEMIC POLICIES, RULES, AND REGULATIONS

All students who seek education in any program offerings of the State University must comply with all the admission requirements.

ARTICLE I. CLASSIFICATION OF STUDENTS

Section 1. Based on Admission

New Student. A student who is enrolled in the State University for the first time.

Transferee. A student who finished a degree program or partly finished his course in another HEI and will pursue a degree in the University.

Cross-enrollee. A student who is currently enrolled in another school who is permitted to enroll in the University to earn credit units or vice versa.

Foreign Student. A student whose citizenship is not a Filipino who intends to enroll any degree program in the University.

Section 2. Based on Programs

Secondary Student. A student who is enrolled in the secondary school (Grade 7–Grade 12) degree/program in the State University.

Undergraduate Student. A student who is enrolled in the baccalaureate program in the State University.

Graduate Student. A student who is enrolled in any graduate program in the State University.

Section 3. Based on Curriculum Level or Placement

3.1. Freshman. One who is on the first year level of his/her curriculum, or who has not finished the prescribed subjects of the first year of his/her curriculum, or 25% of the total number of units required in his/her entire course.

3.2. Sophomore. One who is on the second year of his/her curriculum, or who has satisfactorily completed curriculum or has finished
more than 25% but less than 50% of the total number of units required in his/her entire course.

3.3. Junior. One who is on the third year level of his/her curriculum, or who has satisfactorily completed the prescribed subjects of the first and second years of his/her curriculum or has finished more than 50% but less than 75% of the total number of units required in his/her entire course.

3.4. Senior. One who is on the fourth year level of his/her curriculum, or who has completed the prescribed subjects of the first, second and third years of his/her curriculum or has 75% or more of the total number of units required in his/her entire course.

3.4. Fifth Year. In the Engineering courses, a student who is on the fifth year of his/her curriculum is considered a senior if he/she has completed at least 80% of the curricular requirements.

Section 4. Based on Academic Loads

Regular. A student who enrolled the prescribed academic load in a given semester in the curriculum for which he is enrolled.

Irregular. A student who enrolled less than the prescribed academic load in a given semester in the curriculum for which he is enrolled.

ARTICLE 2. ADMISSION REQUIREMENTS, RETENTION POLICIES AND SCHOLASTIC DELINQUENCY

Section 1. Admission Requirements

1.1. No student shall be denied admission to the University by reason of age, gender, race, religion or political affiliations

1.2. Every applicant for admission in the University shall meet all the prescribed minimum requirements as:

   1.2.1. First Year
   1.2.1.1. Form 138, Form 137 or its equivalent
   1.2.1.2. Certificate of Good Moral Character
   1.2.1.3. NSO/PSA Authenticated Birth Certificate (Original)
   1.2.1.4. NSO/PSA Authenticated Marriage Certificate (for married women)
1.2.1.5. Permit to study in case of employed students in the government or in private agencies
1.2.5.6. Must pass the qualifying examination (if any); and
1.2.5.7. Latest 2x2 colored ID picture with white background
1.2.5.8. The admission of the freshmen shall be on a probationary basis for one (1) semester only. Failure of the freshmen to submit any of the requirements stated in 1.2.1.1 to 1.2.5.7 above with in the semester of admission shall prevent them from admission to the University in the succeeding semester.

1.2.2. Transferees/ Earning Units
1.2.2.1. All transferees shall seek first admission clearance or certificate from the office of the Registrar as to the compliance of the 50% policy to complete the chosen course.
1.2.2.2. Certificate of Transfer Credential (Honorable Dismissal)
1.2.2.3. True Copy of Grades;
1.2.2.4. Certificate of Good Moral Character;
1.2.2.5. NSO/PSA Authenticated Birth Certificate (Original)
1.2.2.6. NSO/PSA Authenticated Marriage Certificate (for married female students)
1.2.2.7. Permit to study in case of employed students in the government or in private agencies.
1.2.2.8. Must pass the entrance examination (if any); and
1.2.2.9. Latest 2x2 colored ID picture with white background
1.2.2.10. The admission of a transferee shall be on a probation basis until such time that the Official Transcript of Records from the last school attended is received by the Office of the Registrar
1.2.2.11. Transferees who finished more than 50% of the required subjects of their course from other Higher Education Institutions shall no longer be admitted to the University unless they are willing to re-enroll major subjects of their chosen course to comply with the 50% policy of the University.

1.2.3. Cross Enrollees
1.2.3.1. Permit to cross-enroll; and
1.2.3.2. Certificate of Good Moral Character

1.2.4. Transnational Students
1.2.4.1. Original Transcript of Records in English (OTR);
1.2.4.2. Accomplish Personal Data Sheet
1.2.4.3. Alien Certificate of Registration;
1.2.4.4. Student Visa

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1.2.4.5. Original Passport
1.2.4.6. Affidavit of Financial Support
1.2.4.7. Latest 2x2 colored ID picture with white background
1.2.4.8. Must meet all the requirements prescribed by the Department of Foreign Affairs and the Bureau of Immigration; and
1.2.4.9. Non-refundable application fee of one hundred US dollars (US$100.00)

1.2.5. Policies and Guidelines on University Mobility in Asia and the Pacific (UMAP) Credit Transfer Scheme (UCTS)
1.2.5.1. Kalinga State University recognizes the developments brought about by internationalization of Philippine higher education in response to globalization and liberalization of trade in goods and services worldwide with expanded opportunities for student mobility and cross-border employability;
1.2.5.2. Kalinga State University shall recognize the University Mobility in Asia and the Pacific (UMAP) Credit Transfer Scheme or viable system of credit transfer to facilitate students’ earning of credits among University Mobility in Asia and the Pacific (UMAP) Higher Education Institutions (HEIs)

1.2.6. Graduate Students
1.2.6.1. Certificate of Transfer Credential (Honorable Dismissal)
1.2.6.2. True Copy of Grades
1.2.6.3. Certificate of Good Moral Character
1.2.6.4. NSO/PSA Authenticated Birth Certificate (Original)
1.2.6.5. NSO/PSA Authenticated Marriage Certificate (for married women)
1.2.6.6. Latest 2x2 colored ID picture with white background
1.2.6.7. Permit to study in case of employed students in the government.
1.2.6.8. Application letter address to the Dean with two (2) Letters of References from two recognized authorities in the discipline or superior/peer for MPA.
1.2.6.9. Non-refundable application fee of one hundred pesos (100.00), subject to change as needed and approved by BOR.

1.2.7. Law Students
1.2.7.1. Certificate of Transfer Credential (Honorable Dismissal)
1.2.7.2. True Copy of Grades;
1.2.7.3. Certificate of Good Moral Character from the Dean of school
1.2.7.4. NSO/PSA Authenticated Birth Certificate (Original)
1.2.7.5. NSO/PSA Authenticated Marriage Certificate (for married woman)
1.2.7.6. Latest 2x2 colored ID picture with white background.
1.2.7.7. Permit to study in case of employed students in the government
1.2.7.8. Police Clearance
1.2.7.9. NARCOM Clearance
1.2.7.10. Certificate of Eligibility to the Law Course
1.2.7.11. Transferees shall complete in the College a total of no less than Fifty percent 50% of the required subjects in his curriculum. Subjects to be refreshed shall be recommended by the Dean of the College of Law.

All submitted documents pertinent to admission become part of the University files and shall not be returned or temporarily borrowed by the students.

1.2.8. High School
1.2.8.1 Form 138-A
1.2.8.2 Certificate of Good Moral Character;
1.2.8.3 Original PSA Authenticated Birth Certificate;
1.2.8.4 Must pass the Entrance Examination (for freshman students); and
1.2.8.5 Marriage Certificate (for married female students)

Section 2. Retention Policies/Scholastic Delinquency

2.1. An applicant with some lacking admission requirements may be guided according to the following standards in determining his/her status basing from his/her deficiencies and failures.

2.1.1. A student must pass at least 75% of the total number of units enrolled during the semester.
2.1.2. When a student incurs a failing mark in less than 50% of the total unit he enrolled, he is under probation and given a warning by the Dean concerned;
2.1.3. A student who obtains an “INC” mark in 50% of his normal load shall be placed on probation status for the succeeding semester;
2.1.4. A student who is on probation status shall be allowed to enroll at most 15 units;
2.1.5. When a student fails 75% to 100% of the total units he/she is enrolled, he/she shall be dismissed from the Program;
2.1.6. For a student to enroll in major courses, he must qualify for the
college’s internal policy; and

2.1.7. Promotion and retention in the Laboratory High School Department shall follow the scheme prescribed by the Department of Education.

ARTICLE 3. LAW ADMISSION POLICY AND PROCEDURE

Section 1. Rules on Admission

1. An applicant for admission to the KSU College of Law must be a holder of any College Bachelor's Degree and must have earned at least 18 units of English, 18 units of Social Sciences and 6 units of Mathematics.

2. An applicant for admission should pay an admission fee of P200.00 and an evaluation fee of P30.00 before the interview is conducted.

3. A graduate of Bachelor of Laws from other school who applies for a refresher course may be admitted upon presentation of proof that he was a graduate of the degree. Subjects to be refreshed will be recommended by the Dean of the College of Law in accordance with the existing prescribed requirement by Legal Education Board. A certificate of completion will be granted by the Dean of the College of Law upon absolute compliance of the refresher course.

ARTICLE 4. STUDENTS’ ACADEMIC LOAD

Section 1. An academic year consists of two semesters and one summer term. The approved CHED school calendar contains the number of school days per semester/summer which are posted at the Registrar’s and/or at the College Dean’s Office.

Section 2. Regular load of students per semester is prescribed in their curriculum. Hence, students are not allowed to take more than the total number of units as prescribed in their curriculum. Only in exceptional case and with the approval of the Dean, graduating students may be allowed to carry a maximum of 6 units over and above the total units in the curriculum they are enrolled in during the last semester of their course.

Section 3. Subjects taken without the necessary pre-requisites and co-requisites will not earn equivalent unit-credit. Thus, policy on pre-requisites and co-requisites must be strictly observed.

Section 4. The number of unit load allowed during the summer term shall be 6
units of technical/laboratory subjects or 9 units of non-laboratory subjects. Only graduating students during summer term will be allowed to carry a maximum of 9 units technical/laboratory subjects or 12 units of non-laboratory subjects.

Section 5. Students are allowed to enroll in another college within the university provided that the number of load does not exceed the maximum units allowed in their curriculum per semester/term.

Section 6. In determining the maximum number of units, non-academic unit in NSTP is not included.

Section 7. A working student/assistant is allowed to enroll a maximum of 18 units only.

ARTICLE 5. REQUEST FOR THE OFFERING OF UNPROGRAMMED SUBJECTS

Section 1. Subjects not scheduled for a given term may be offered upon written request of at least fifteen (15) students for the undergraduate duly endorsed by the Program Chairman and approved by the Dean of the College concerned.to be noted by the Registrar. Exception to the number of petitioners may be allowed under the following conditions.

1.1. The student is graduating during the term;
1.2. When an old curriculum is superseded by a new curriculum;
1.3. Failure of a student to take the subject/s is attributed to the institution;
1.4. The student/s are willing to pay the salary of the teacher and subject to a memorandum of agreement; and
1.5. Provided they are willing to pay the rate of the faculty concerned.

Section 2. Requesting students and the subject instructor who will be teaching the unprogrammed subjects shall execute a Memorandum of Agreement with the head of agency or his duly designated representative.

2.1. The memorandum of agreement shall contain the specific subject/s being requested, total lecture and laboratory contact hours, Schedule of classes, and the total amount which the requesting student/s are obliged to pay.

2.2. The subject Instructor shall be paid as stipulated in the contract and such special offering of unprogrammed subject shall not be included in his/her regular teaching load.

2.3. Payments shall be computed separately, except miscellaneous
fees when the student/s are simultaneously enrolled in a regular subject/s being offered during the term. However, if he/she is only enrolled in a special subject/s, the miscellaneous fee shall be required and to be charged once.

2.3.1. The Total Fee shall be divided equally by the students enrolled in the unprogrammed subjects below the minimum number of enrollees.

2.3.2. Assessment of fees shall be done at the Finance Services Office.

Section 3. The request for unprogrammed subject/s shall be approved by the Vice President for Academics and Student Development provided that all provisions mentioned above are entirely complied with.

Section 4. The approved offering of unprogrammed subject/s shall be transmitted to the Office of the Registrar to be entered in the system for official offering. The copy of approved offering/s shall also be furnished to the Finance Services Office for the necessary programming of fees.

Section 5. The Institution has all the right to invalidate or modify the contract when any of the parties entered into the memorandum of agreement has violated or has refused to comply as to what is stipulated.

ARTICLE 6. COMPUTERIZED ENROLLMENT PROCEDURE

Section 1. Secondary Level

1.1. High School Enrollees should submit to the principal their Form 138 A, Certificate of Good Moral Character and the Photocopy of their PSA authenticated Birth Certificate, and Marriage Certificate for married female,

1.2. Proceed to the cashier for payment of miscellaneous fees.

Section 2. Undergraduate

OLD STUDENTS:

2.1. Present your school ID and pay for the True copy of Grades at the Cashier’s Office. Settle old accounts (applicable for students w/ balances)

2.2. Secure True copy of grades from the Registrar’s Office (Old Students only)

2.3. Proceed to your respective colleges and present your true Copy of Grades to your Program Chairman for evaluation. Subjects to be enrolled
will be given by the Program Chairman using the KSU Form 1-A (Enrollment Form) and to be approved by the Dean. Student's copy of Enrollment and Assessment of fees will be printed.

2.4. Proceed to the Accounting Office for payment.

2.5. Proceed to the Auxiliary Office for Identification validation.

NEW STUDENTS, TRANSFEREES & SHIFTERS

2.1. Pay entrance fee at the Cashier’s Office.

2.2. Proceed to the Guidance Office for the Entrance Test. (including /shifters from Non-Board Courses to Board Courses)

2.3. Proceed for Medical Check up at the KSU Clinic.

2.4. Proceed to your respective college for evaluation of records. Subjects to be enrolled will be given by the program chairman using the KSU Form 1-A (Enrollment Form) and to be approved by the Dean. Attach admission requirements including Medical Certificate and Entrance Test Result. Student's Copy of Enrollment and Assessment of fees will be printed.

2.5. Proceed to the Accounting Office for payment.

2.6. Proceed to the Auxiliary Office for School Identification validation.

ARTICLE 7. CROSS REGISTRATION

Section 1. Students of other institutions who wish to cross enroll at the Kalinga State University shall present a permit from the Dean and the Registrar of their institution. The permit specifies the subject/s to be cross enrolled.

Section 2. A bonafide KSU student may be allowed to cross enroll in other state owned or government recognized private educational institution for a subject needed for graduation except for major subjects. Field practice, practice teaching, special topics, seminars, and undergraduate thesis provided that;

2.1. The subject is not offered during that semester/summer term or is offered during that term but cannot be enrolled due to conflict in schedule and which cannot be resolved;

2.2. The student has no more deficiencies other than the subject to be cross enrolled elsewhere during that semester or summer term;

2.3. The cross enrollment will not result to exceeding the normal unit load for his curriculum level during that semester or summer term;

2.4. The course description of the subject where it is to be cross enrolled is essentially the same/similar to that of the Kalinga State University;

2.5. The cross enrollment is recommended by the chairman of the department where the subject is taught and duly approved by the

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2.6. A copy of the approved application is submitted to the University registrar for the issuance of permit to cross enroll; and

2.7. The institution where he/she shall cross-enroll is of the same level or higher than KSU and it must be an accredited school.

ARTICLE 8. LATE ENROLLMENT

Section 1. Late enrollees may be accepted only in exceptional cases and shall pay a fine of fifty pesos (Php 50.00) per day.

ARTICLE 9. TRANSFER CREDENTIAL

Section 1. A student who desires to leave the State University shall be granted Transfer Credential by the Registrar. A clearance shall be accomplished indicating that the student is cleared from any financial obligation as well as property accountability.

Section 2. A student who was issued a Transfer Credential but often to continue his studies in the University is required to surrender the Transfer Credential issued to the office of the registrar.

ARTICLE 10. DROPPING OF SUBJECTS

Section 1. Any student may be permitted to drop subjects enrolled during the semester or summer term provided that the prescribed dropping form is correctly filled up and is duly signed by the Program Chairman of the course he/she is enrolled in, and by the College Dean.

Section 2. Subjects dropped after the first week of classes and within the days that follow before the midterm examinations will be marked “OD” which means the subject is officially dropped.

Section 3. A grade of 5.0 shall be automatically marked to unauthorized dropped subjects and those that are dropped after the midterm examination.

ARTICLE 11. ADDING AND CHANGING OF SUBJECTS, AND CHANGING OF TIME/ SCHEDULE

Section 1. Adding and changing of subjects, as well as changing of schedule are allowed during the first week of classes only.
Section 2. The prescribed form for adding and changing of subjects should be correctly filled up and be duly signed by the Program Chairman of the course enrolled in, and by the Dean of the College where the student is enrolled.

Section 3. Adding and changing of subjects are allowed provided the subject does not have a pre-requisite; and the subject will not exceed the required maximum academic load as prescribed in his/her curriculum.

ARTICLE 12. UNIFORMS AND IDs

Section 1. The school uniform for men is white, short-sleeved polo, with moss green lining, white sando inside, black slacks, and black leather shoes. For the ladies, it is white blouse in collar with moss green piping, and a type skirt worn with black closed shoes.

Section 2. The university prescribed uniform must be worn by undergraduate students during Monday, Wednesday and Friday. The College prescribed uniform will be worn during Tuesday. Students are required to wear appropriate attires on non-uniform days.

Section 3. PE uniforms are worn during PE classes only.

Section 4. Every student must wear his school ID from Mondays to Fridays.

ARTICLE 13. SCHEDULE OF ALLOWABLE REFUNDS

Section 1. Students with enrolled subjects that are officially dropped within the first week of classes are entitled of a refund of the total assessed tuition and miscellaneous fees except for the registration fee.

Section 2. Students with enrolled subjects that are officially dropped within the second week of classes are entitled of a 50% refund of the total assessed tuition and miscellaneous fees except for the registration fee.
Section 3. Enrolled subjects that are officially dropped after the second week of classes and unauthorized dropped subjects will be charged the whole amount of the assessed fees.

ARTICLE 14. ORIENTATION PROGRAM

Section 1. An orientation program shall be conducted for all freshmen transferees and first time enrollees in the University every semester by the Director for Student Development Services and Placement Services through the Guidance Counselor’s Office.

ARTICLE 15. CLASS SIZE

Section 1. The normal class size does not exceed fifty (50) students. However, the class size may be increased to sixty (60) depending upon the availability

Section 2. A class size that exceeds fifty (50) students may be divided upon the approval of a written request of the affected faculty member, and recommended by the College Dean to the higher authorities.

Section 3. The College Dean has the authority to limit the number of enrollees if necessary. This is subject to the approval of higher authorities.

ARTICLE 16. CLASS ATTENDANCE

Section 1. When a student is absent from class for three consecutive class hours, the Instructor/Professor concerned shall report the matter to the Guidance facilitator of the College for proper action.

Section 2. Absences due to the following reasons are considered excused;

2.1. Students who are sent by the State University on official business to attend athletic meets, conferences, trainings and seminars, and other similar cases. Approved itinerary of travel and the photocopy of certificate of attendance.

2.2. Students who meet accidents while in transit and need immediate hospitalization. A medical certificate must be attached to the excuse letter.

2.3. Death of an immediate member of the family like parents, brother or sister. An excuse letter from or duly signed by immediate family

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member or the guardian as indicated in the enrollment form should be presented. Otherwise, present a death certificate of the deceased family member; and

2.4. Students who had been ill and were hospitalized must attach a medical certificate to the excuse letter. However, in cases when the student was not hospitalized, the excuse letter must be duly signed by an immediate member of the family or the guardian as indicated in the enrollment form.

Section 3. Excuse letters must be presented to the College Guidance Facilitator who will give the student excused or unexcused slips for the absence incurred. The slips will be presented to the instructor before entering his/her class.

Section 4. For excused absences, make-up for missed class activities particularly those that require a grade like quizzes, seat works, assignments will be given by the instructor provided that this will be noted by the College Dean and the Registrar.

Section 5. When the absence of the student is equivalent to twenty (20%) percent of the total number of contact hours for the subject concerned, he shall be automatically dropped from the course, provided that such absences are incurred after the midterm examination, a grade of “5” is given. If the absences are incurred due to valid reasons as determined by the Guidance Coordinator and the subject Instructor, it shall be marked “Dropped” without a grade.

Section 6. Professors/Instructors control the tardiness of the students by reasonable penalties or by whatever measure may seem best adapted to the circumstances.

Section 7. A student who comes in fifteen minutes after the start of each class period is marked absent. However, he is allowed to stay but his quiz, or assignment, if any, shall not be credited.

ARTICLE 17. EXAMINATIONS

Section 1. There shall only be two examinations per semester/summer: the Midterms and the Finals. The College Deans prepare the schedules and disseminate them at least one week before the examination.
Section 2. Instructors/Professors are not allowed to re-schedule their examinations without valid reason/s and approval of the Dean.

Section 3. No special examination will be given to students during midterms without valid reason/s (only those specified n Article 16, Section 2).

Section 4. Students with valid reason/s who are given special examinations shall be charged fifty pesos (P50.00) per subject except when they are sent for Official Business by the school.

Section 5. The principal or Chairman of the Laboratory High School shall schedule the examination in his department.

ARTICLE 18. GRADING SYSTEM

Section 1. The grading system in the secondary level shall follow the scheme used by the Department of Education.

In a grading period, there is one Quarterly Assessment but there should be instances for students to produce Written Work and to demonstrate what they know and can do through Performance Tasks, but these must be spread out over the quarter and used to assess learner’s skills after each unit has been taught.

The following are the steps in computing for the Final Grades.

Step 1. Grades from all student work are added up. This results in the total score for each component, namely Written Work, Performance Tasks, and Quarterly Assessment.

Raw scores from each component have to be converted to a Percentage Score. This is to ensure that values are parallel to each other.

Step 2. The sum for each component is converted to the Percentage Score. To compute the Percentage Score (PS), divide the raw score by the highest possible score then multiply the quotient by 100%. This is shown below:

\[ \text{PERCENTAGE SCORE (PS)} = \frac{\text{Learner's total raw score}}{\text{Highest possible score}} \times 100\% \]

Step 3. Percentage Scores are then converted to Weighted Scores to show the importance of each component in promoting learning in the different subjects.
To do this, the Percentage Score is multiplied by the weight of the component found in the Table. The product is known as the Weighted Score (WS).

<table>
<thead>
<tr>
<th></th>
<th>Core Subjects</th>
<th>Academic Track</th>
<th>Technical –Vocational and Livelihood (TVL)/Sports/ Arts and Design Track</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All other subjects</td>
<td>Work Immersion/ Research/ Business Enterprise Simulation/ Exhibit/ Performance</td>
<td>All other subjects</td>
</tr>
<tr>
<td>Written Work</td>
<td>25%</td>
<td>25%</td>
<td>35%</td>
</tr>
<tr>
<td>Performance Tasks</td>
<td>50%</td>
<td>45%</td>
<td>40%</td>
</tr>
<tr>
<td>Quarterly Assessment</td>
<td>25%</td>
<td>30%</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Weighted Score (WS) = Percentage Score \times Weight of Component**

**Step 4.** The sum of the Weighted Scores in each component is the Initial Grade. This Initial Grade will be transmuted using the given transmutation table (see Appendix B) to get the Quarterly Grade (QG).

**Step 5.** The Quarterly Grade for each learning area is written in the report card of the student.
## Appendix B. Transmutation Table

Following is the range of Initial Grades and their equivalent Transmuted Grades that will be reflected in the report card.

<table>
<thead>
<tr>
<th>Initial Grade</th>
<th>Transmuted Grade</th>
<th>Initial Grade</th>
<th>Transmuted Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>100</td>
<td>66.40 - 67.99</td>
<td>79</td>
</tr>
<tr>
<td>98.40 - 99.99</td>
<td>99</td>
<td>64.80 - 66.39</td>
<td>78</td>
</tr>
<tr>
<td>96.80 - 98.39</td>
<td>98</td>
<td>63.20 - 64.79</td>
<td>77</td>
</tr>
<tr>
<td>95.20 - 96.79</td>
<td>97</td>
<td>61.60 - 63.19</td>
<td>76</td>
</tr>
<tr>
<td>93.60 - 95.19</td>
<td>96</td>
<td>60.00 - 61.59</td>
<td>75</td>
</tr>
<tr>
<td>92.00 - 93.59</td>
<td>95</td>
<td>56.00 - 59.99</td>
<td>74</td>
</tr>
<tr>
<td>90.40 - 91.99</td>
<td>94</td>
<td>52.00 - 55.99</td>
<td>73</td>
</tr>
<tr>
<td>88.80 - 90.39</td>
<td>93</td>
<td>48.00 - 51.99</td>
<td>72</td>
</tr>
<tr>
<td>87.20 - 88.79</td>
<td>92</td>
<td>44.00 - 47.99</td>
<td>71</td>
</tr>
<tr>
<td>85.60 - 87.19</td>
<td>91</td>
<td>40.00 - 43.99</td>
<td>70</td>
</tr>
<tr>
<td>84.00 - 85.59</td>
<td>90</td>
<td>36.00 - 39.99</td>
<td>69</td>
</tr>
<tr>
<td>82.40 - 83.99</td>
<td>89</td>
<td>32.00 - 35.99</td>
<td>68</td>
</tr>
<tr>
<td>80.80 - 82.39</td>
<td>88</td>
<td>28.00 - 31.99</td>
<td>67</td>
</tr>
<tr>
<td>79.20 - 80.79</td>
<td>87</td>
<td>24.00 - 27.99</td>
<td>66</td>
</tr>
<tr>
<td>77.60 - 79.19</td>
<td>86</td>
<td>20.00 - 23.99</td>
<td>65</td>
</tr>
<tr>
<td>76.00 - 77.59</td>
<td>85</td>
<td>16.00 - 19.99</td>
<td>64</td>
</tr>
<tr>
<td>74.40 - 75.99</td>
<td>84</td>
<td>12.00 - 15.99</td>
<td>63</td>
</tr>
</tbody>
</table>

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Section 2. The work of an *undergraduate student* is graded at the end of each grading period in accordance with the following system:

<table>
<thead>
<tr>
<th>NUMERICAL GRADE</th>
<th>PERCENTAGE EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>99-100</td>
</tr>
<tr>
<td>1.25</td>
<td>96-98</td>
</tr>
<tr>
<td>1.50</td>
<td>93-95</td>
</tr>
<tr>
<td>1.75</td>
<td>90-92</td>
</tr>
<tr>
<td>2.00</td>
<td>87-89</td>
</tr>
<tr>
<td>2.25</td>
<td>84-86</td>
</tr>
<tr>
<td>2.50</td>
<td>81-83</td>
</tr>
<tr>
<td>2.75</td>
<td>78-80</td>
</tr>
<tr>
<td>3.00</td>
<td>75-77</td>
</tr>
<tr>
<td>5.00</td>
<td>Failure</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>OD</td>
<td>Officially Dropped</td>
</tr>
</tbody>
</table>

Section 3. The passing grade in *undergraduate* level is 3.00.

Section 4. An incomplete (INC) mark is given when the *undergraduate student* fails to complete the requirements for the course due to valid reason/s and provided his academic performance during the midterm meets the...
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Section 5. The revised standard for rating a graduate student's performance both master’s degree and doctorate degree program as follows:

<table>
<thead>
<tr>
<th>Areas of Concern</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>5%</td>
</tr>
<tr>
<td>Oral/written</td>
<td>30%</td>
</tr>
<tr>
<td>Class Discussion/Term paper</td>
<td>25%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>40%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Grade Equivalents

Master's/Doctoral Equivalent

<table>
<thead>
<tr>
<th>NUMERICAL GRADE</th>
<th>PERCENTAGE EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>97-100</td>
</tr>
<tr>
<td>1.25</td>
<td>94-96</td>
</tr>
<tr>
<td>1.50</td>
<td>91-93</td>
</tr>
<tr>
<td>1.75</td>
<td>88-90 (Passing grade for Doctorate Degree)</td>
</tr>
<tr>
<td>2.00</td>
<td>85-87 (Passing grade for Master's Degree)</td>
</tr>
<tr>
<td>5.00</td>
<td>Failure</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>OD</td>
<td>Officially Dropped</td>
</tr>
</tbody>
</table>

5.1. The passing grade for master’s degree is 2.0 and 1.75 for doctorate degree.

Section 6. The College of Law shall follow the absolute grading system depending on the performance of the students with a grade of 75 as passing and 100 as the highest, distributed as follows:
Areas of Concern
Attendance 5%
Oral/written 25%
Class Discussion/Term paper 20%
Final Examination 50%
TOTAL 100%

Grade Equivalents

Law Course Grading Scale

<table>
<thead>
<tr>
<th>NUMERICAL GRADE</th>
<th>PERCENTAGE EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>99-100</td>
</tr>
<tr>
<td>1.25</td>
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</tr>
<tr>
<td>1.50</td>
<td>93-95</td>
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<tr>
<td>1.75</td>
<td>90-92</td>
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<td>75-78</td>
</tr>
<tr>
<td>5.00</td>
<td>Failure</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Officially Dropped</td>
<td>OD</td>
</tr>
</tbody>
</table>

Removal of Incomplete (INC) grades shall be done within one (1) school year. Failure of students to do shall be enough cause for the Office of the Registrar to convert the “INC” to automatically become “5.00” and with a failure mark in the said subject of the student.

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ARTICLE 19. REMOVAL OF INCOMPLETE MARKS

Section 1. In the event that the subject Instructor is on leave or has separated from the service, whoever takes over the subject handled by him shall be responsible to determine the completion of the grade of the student. The College Dean upon valid reason/s shall recommend the completion of the incomplete mark.

Section 2. A student who fails to take any periodical examination due to a valid reason/s is given special examination with a fee of fifty pesos (Php50.00) per subject unless sent by the school for office business.

Section 3. Removal of “INC” marks must be done within one school year from the date of its occurrence. However, an “INC” mark must be completed before the enrollment period if it is a prerequisite subject. Failure of the student to do so shall be enough cause for the conversion of the “INC” to grade of “5” by the Registrar.

ARTICLE 20. REQUEST FOR THE RECTIFICATION OF GRADING SHEET TO THE OFFICE OF THE REGISTRAR

Section 1. Rectification of Grading Sheet. Upon valid reasons, the Professor or Instructor concerned files a written request for rectification or modification of grading sheets to his respective Dean.

Section 2. Subject of Rectification or Modification. The following shall be rectified or modified in the grading sheets:

2.1. Changes in the name of students;
2.2. Changes in the grades;
2.3. Omission of names or grades; and
2.4. Other essential matters contained thereto.

Section 3. Consideration by the Dean. Upon receipt of the request for rectification or modification, together with the “supporting documents”, but not limited to (i.e. Original grading sheet, rectified grading sheet, class records, test papers, and attendance sheets); the Dean may within 3 days grant or deny the request depending on the merit of the case. In case of denial, the decision of the Dean becomes final and not subject to any appeal. However, in case the Dean grants the request, his...
endorsement together with the original and rectified copies of grading sheet and addition thereto, the supporting documents shall within three (3) days be forwarded to the Academic Council Review Committee.

Section 4. Study by the Academic Council Review Committee. Within three (3) days from receipt of the endorsement of the Dean, together with the supporting documents, the Academic Council Review Committee shall act on the matter which shall either affirm or deny the same. In case of denial, the decision of the Academic Council Review Committee becomes final and not subject to any appeal. However, in case the aforesaid committee affirms the request, the decision shall within three (3) days be transmitted to the Registrar's Office together with the rectified grading sheet including all the pertinent supporting documents for the proper replacement of the originally submitted grading sheet.

ARTICLE 21. VALIDATION OF EARNED CREDITS FROM OTHER INSTITUTIONS

Section 1. An incoming first year student may have to be admitted 15 days before the schedule of enrollment and upon submitting the admission requirements, he must apply for validation of earned credit for work done in another institution, subject to existing rules and regulations.

1.1. Transferees shall complete in the college no less than fifty percent (50%) of the required subjects except those vying for graduation with honors.

ARTICLE 22. VALIDATION OF EARNED UNITS OF LAW STUDENTS FROM OTHER INSTITUTIONS

Section 1. Law students from other institutions may be allowed to be admitted in the College of Law provided he complies upon enrolment all the admission requirements set forth by the University. Credits earned from other institution must apply for validation/accreditation, subject to existing rules and regulations of our school.

1.a. Steps for validation/accreditation of subjects:
   1.a.1. Pay Validation Fee of P50.00 to the Collecting Office.
   1.a.2. Show proof of payment to the Registrar's Office for the issuance of Validation Form
   1.a.3. Present the Certificate of Course Description of each subject to be validated by the Dean of Law for his review and approval.
   1.a.4. Submit the approved validation forms including all
ARTICLE 23. LIMITS FOR THE COMPLETION OF DEGREE PROGRAMS

Section 1. A degree program in the undergraduate shall be finished by the student within a maximum of six (6) years for a four–year course and (7) years for a five-year course except for valid and acceptable reason.

Section 2. A master’s degree program in the College of Graduate Studies shall be finished within a maximum period of five (5) years and period of seven (7) years for a doctorate degree subject to the approved policies of the College of Graduate Studies of KSU.

Section 3. Leave of Absence of students

3.1. A student who wishes to temporarily discontinue his studies for valid reason/s must file an Application for Leave of Absence at the Office of the Registrar in order that his absence shall not be counted the prescribed period limit to finish his degree course, depending on what program he is enrolled in the Institution. Provided, however, that the leave of absence shall not exceed a maximum of one (1) year.

3.2. A student must fill up an Application Form for Leave of Absence to be signed by the respective offices concerned and to be noted by the University Registrar.

3.3. The Application Form for Leave of Absence is divided into three (3) copies; and upon receipt of the approved application for leave of absence at the Office of the Registrar, a copy will be transmitted to the Dean’s Office and one copy will be given to the student. An amount of thirty pesos (Php30.00) will be paid for such application.

3.4. In case a student is officially given permission for leave of absence, the leave shall not be included in the computation of tenure.

Section 4. Any student who withdraws from the University without a formal leave of absence shall apply for readmission as a new student.

Section 5. Any student who fails to finish his degree within the specified time shall be advised to take additional subjects/refresher subjects.
ARTICLE 24. GRADUATION REQUIREMENTS

Section 1. A student shall be recommended for graduation only after he/she has satisfactorily completed all the academic requirements prescribed by the Academic Council.

Section 2. A graduating student is required to file an application for graduation with the Office of the Registrar through the College Dean within four (4) weeks after the regular enrollment period during his last semester in the University.

Section 3. All candidates for graduation shall have all their deficiencies be made up before or during the enrollment for their last semester and their records be cleared not later than one month before the end of their last semester at the University.

Section 4. All candidates for graduation shall have satisfactorily completed all the academic requirements for graduation two weeks before graduation.

Section 5. All candidates for graduation must have no outstanding financial and/or other obligations to the school. A clearance is secured from the proper school authorities.

ARTICLE 25. GRADUATION WITH HONORS

Section 1. Undergraduate students who have completed on the basis of credits shall be graduated with honors to be inscribed on their diplomas and on their Transcript of Records, with no pending failures, and no dropped subjects. Provided that no grade lower than 2.0 has been earned in any academic subject.

\[
\begin{align*}
\text{Summa Cum Laude} & \quad 1.00 - 1.24 \\
\text{Magna Cum Laude} & \quad 1.25 - 1.50 \\
\text{Cum Laude} & \quad 1.51 - 1.75 
\end{align*}
\]

*Computation of the weighted average grades shall be carried to the third decimal place, provided, that all the grades in the academic subjects including physical education which are prescribed in the computation of the average including physical education. However, a failing grade in CWTS or in ROTC shall disqualify a candidate to graduate with honors

Section 2. Candidates for graduation with honors shall have taken strictly during each semester the required full load.
Section 3. Candidates for graduation and transferees with honors shall have completed the College at least seventy-five percent (75%) of the total number of academic credits for graduation and shall have been in residence therein for at least three years immediately preceding graduation.

Section 4. Selection of honor students in the Secondary Department shall follow the scheme prescribed by the Department of Education.

ARTICLE 26. COMMENCEMENT AND BACCALAUREATE EXERCISES

Section 1. The University Academic Council fixes the time and place of the commencement and baccalaureate exercises.

Section 2. All graduating students are required to attend the commencement exercises as scheduled unless the Dean concerned recommends the graduation of a student in absentia on grounds of sickness or in writing equally valid reasons which must be supported by a strong evidence; provided, that the student has met all the requirements including payment of all necessary fees.

ARTICLE 27. ACADEMIC HABILIMENT

Section 1. Candidates for graduation with degrees or titles or certificates as well as all members of the academic staff or faculty and key officials of the University are required to wear academic gowns during commencement exercises in accordance with the rules and regulations of the University.

ARTICLE 28. REQUEST FOR OFFICIAL TRANSCRIPT OF RECORDS

Section 1. Request for the issuance of the Official Transcript of Records (OTR) shall be filed at the Registrar’s Office at least five (5) days before the expected date of release of such records.

Section 2. Graduate students are issued their Original Transcript of Records and Diploma during the Commencement Exercises.

ARTICLE 29. AUTHENTICATION OF SCHOOL CREDENTIALS/DOCUMENTS

Section 1. All school Credentials/Documents such as Official Transcript of Records, Diplomas, True Copy of Grades, Certifications and School
ARTICLE 30. SHIFTING/CHANGING OF COURSE/SPECIALIZATION

Section 1. Any student who chooses to change/shift his degree/course/specialization for valid reason/s must file an Application to Shift Course/Specialization at the Office of the Registrar one (1) month before the start of enrolment period of each term.

Section 2. A student must fill up an Application Form to Shift Course/Specialization to be signed by the Adviser (if applicable), recommended by the Program Chairman and Approved by the Dean of both Releasing and Accepting Colleges to be noted by the University Registrar. The program chairman of the accepting course/specialization is responsible to evaluate the academic records of the shifting student and to be approved by the accepting Dean of the College. Procedures for validation of subject/s taken from their previous course/specialization must be followed.

Section 3. An approved Application to Shift Course/Specialization including the validation form/s shall be submitted to the Office of the Registrar for proper recording. File copies of approved application shall be transmitted to each Dean concerned. An amount of fifty pesos (P50.00) will cover the application fee, evaluation and validation of records of the shifting student which will be paid upon securing of the Application Form.


Section 1. A bonafide student of our institution who is seeking for Certification, Authentication and Verification of academic records for Red Ribbon shall apply at the Office of the Registrar within a maximum of two (2) days before the release of the document.

Section 2. Documents eligible for CAV are as follows:
   2.a. For graduated students:
      2.a.1. Diploma
      2.a.2. Official Transcript of Records
   2.b. For Non-graduate students:
      2.b.1. Official Transcript of Records
Section 3. Provide photocopies of the above-mentioned documents for CAV including their original copies for verification of records. Documents are authenticated and certified correct by the Registrar and official Endorsement to the Department of Foreign Affairs will be prepared.

Section 4. Breakdown of Fees for CAV:

4.a.1. Diploma Authentication P 30.00
4.a.2. Official Transcript of Records Authentication P 30.00
4.a.3. Certificate of Earned Units Authentication P 30.00
4.a.4. Endorsement Letter P 30.00
4.a.5. Certification, Authentication, Verification P 70.00
4.a.6. Freight (If the school will send the CAV thru mail) P 200.00

Section 5. All request for CAV done by third parties may be allowed provided that they are authorized by the concerned student/graduate.

5.a. Requirements to be submitted to the Office of the Registrar.
5.a.1. Letter of Consent or Special Power of Attorney
5.a.2. Photocopy of Valid Identification Card of the Third Party
5.a.3. Photocopy of Valid Identification Card of the Student/Graduate

ARTICLE 32. PROPOSED RECTIFICATION/CHANGE OF NAME

Section 1. A bonafide student of our institution may request for rectification of name previously used in all his academic records, provided, that official and legal documents in support to his request for rectification should be submitted to the Office of the Registrar.

1.a. Types of Rectification/Change of name:
1.a.1 Complete Change of Name
1.a.2 Alteration of Spelling of Name
1.a.3 Addition of Omission of Name
1.a.4 Addition of Middle Name
1.a.5 Use of Father’s Surname (for legitimation)
1.a.6 Change of Surname (for married women)
1.b. Supporting documents to be submitted are as follows: (which ever is applicable)
1.b.1 Affidavit of two (2) disinterested person
1.b.2 Affidavit of discrepancy
1.b.3 Court decision documents
1.b.4  PSA Live birth (original)
1.b.5  Marriage Certificate (PSA Authenticate)
1.b.6  Annulment Certificate/Divorce Certificate
1.b.7  Death Certificate of Spouse (for women)
1.b.8  Special Power of Attorney/Letter of Consent
1.b.9  Valid Identification
1.b.10 Student ID

Section 2. Request for rectification/change of name of a student will not be accepted by email. Parents or guardian are allowed to process request only when they are declared as such by a minor student. Third parties are allowed to process request provided they are authorized by the student. However, they are required to submit a letter of consent or special power of attorney by the student supported by valid identifications (IDs) of the student and of the third parties.

Section 3. An amount of P30.00 will be paid to cover the request form to be used in the said transaction.

Section 2. Procedure

1. For First Year Students:
   1.1 Pay Admission Fee of P200.00 to the Collecting Office.
   1.2 Proceed to the Office of the Registrar and present your receipt for the issuance of the Student Information Sheet.
   1.3 Fill up the student information sheet and attach your admission credentials.
   1.4 Proceed to the Dean's Office for validation of admission units requirements in English, Social Sciences and Mathematics. An interview will be conducted by the Dean of Law.
   1.5 If you are eligible to enroll, secure enrolment form from the Dean's Office and fill it up in accordance with your schedule of classes. Attach admission credentials and approved validation form to the enrolment form; and present to the Dean for his approval.
   1.6 Proceed to the Office of the Registrar for encoding and printing of assessment of fees.
   1.7 Proceed to the Cashier's Office and pay your fees.
   1.8 Present your assessment form and receipt to the auxiliary office for the processing of the school and library IDs.

2. For Transferees:
   2.1 Pay Admission Fee of P200.00 to the Cashier's Office.
   2.2 Proceed to the Office of the Registrar and present your receipt for the issuance of the Student Information Sheet.
2.3 Fill up the student information sheet and attach the complete admission credentials.
2.4 Proceed to the Dean's Office for the validation and evaluation of academic records taken from the previous law school. Interview will be conducted by the Dean of Law.
2.5 Follow the procedures 1.5, 1.6, 1.7 and 1.8 found above.

CHAPTER VI
POLICIES AND GUIDELINES ON SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAMS (SFAPs)

ARTICLE 1. CLASSIFICATION OF SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAMS

Section 1. The scholarship and financial assistance programs in the university are classified as; Internal Scholarship and Financial Assistance Programs and External Scholarship and Financial Assistance Programs.

ARTICLE 2. INTERNAL SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAMS

Section 1. Honorific Scholarship Program
This is awarded to valedictorians and to Salutatorians who are graduates of public or duly recognized private schools in the country.
1.1 Free tuition fee waiver for Valedictorians and half tuition fee waiver for Salutatorians for two semesters.

Section 2. Academic Scholarship Program
2.1. One hundred percent (100%) free tuition fee waiver is given to any undergraduate student in any curricular program of the university who shall obtain an average of 1.5 or higher than 1.75 during the previous semester, provided, that the scholar carries an academic load prescribed in the curriculum and that the scholar is of good moral character.

2.2. Fifty percent (50%) free tuition fee waiver is extended to any undergraduate student in any curricular program who shall obtain an average of 1.75 or higher, with no grade lower than 2.0.

Section 3. KSU Employee Dependents Study Grant Program
Children of the faculty and staff of the University shall be granted seventy-five percent (75%) free tuition fee including summer period provided it is prescribed.
in respective curricular program.

Section 4. Siblings Study Grant Program
Enrolling at the same term accorded the following tuition fee discounts:

4.1. Four Siblings. Three shall pay in full; the youngest shall enjoy one hundred (100%) free tuition.

4.2 Three Siblings. Two will pay in full; the youngest enjoys fifty percent (50%) discount on tuition fee.

Section 5. Donor Study Grant Program. One hundred percent (100%) free tuition is awarded to the children of the donors per semester including summer period of the lot for KSU subject to the MOA entered into by KSU and the donor.

Section 6. Student Publication Financial Assistance Program (EARTHLINE). This scholarship is accorded to the Editor-in-chief (EIC) and other staff members of the university school organ.

6.1. The EIC enjoys one hundred percent(100%) free tuition while the rest enjoy fifty percent (50%) discount based on accomplishments.

6.2. Each beneficiary must carry a minimum load of fifteen (15) units every semester

6.3. He must have a passing general weighted average during the semester

Section 7. Supreme Student Council (SSC), Central Student Government (CSG), Student Body Organization (SBO) and College Governor’s Scholarships.

7.1. The duly elected presidents of the SSC and CSG shall be accorded one hundred percent(100%) while the vice-president down to the sentinels enjoy fifty percent (50%) free tuition fee based on accomplishments.

7.2. The SBO President enjoys one hundred percent (100%) free miscellaneous fees; the rest enjoy fifty percent (50%) discount based on outputs.

7.3. The College Governors enjoy seventy-five percent (75%) discount on tuition fees based on outputs.

7.4. Each undergraduate beneficiary must carry a minimum load of fifteen (15) units every semester.

7.5. Each beneficiary must have at least a passing grade in each subject.

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7.6. In the event that he fails in one (1) subject, he continues to serve as a student leader but without his scholarship.

Section 8. ROTC Financial Assistance Program

8.1. The Corps Commander enjoys one hundred percent (100%) free tuition fee while other officers enjoy fifty percent (50%) discount.

8.2. All enrollees are exempted from paying the ROTC fee.

8.3. Each beneficiary must carry a minimum load of fifteen units every semester.

8.4. He must meet the criteria set by the ROTC.

Section 9. Barangay Educational Assistance Program

9.1. Pursuant to Section 393, paragraph 4, of the Local Government Code, this study grant program is granted but limited to a maximum of two qualified and deserving children of Barangay Officials including Barangay Tanod and Lupong Tagapamayapa during the incumbency of the aforesaid officials. They shall enjoy one hundred percent free tuition.

9.2. Pursuant to Section 6, Article C.3 of R.A. 7883, Scholarship Benefits in the form of Free Tuition Fee will be granted to one (1) child of every Barangay Health Worker (BHW).

9.3. All incoming Barangay Study Grant Program Grantees must enroll in any priority course set by the Commission on Higher Education (CHED).

9.4. However, a student who is an official in his/her barangay may avail of this scholarship program regardless of his/her course.

9.5. Requirements for Barangay Educational Assistance Program includes the following:

9.5.1. Certificate of Appointment as barangay official (for appointive positions);

9.5.2. Certificate from Barangay Captain noted by the Office of the Mayor or DILG Director stating that the Applicant is a child of a barangay official;

9.5.3. Income Tax Return of Parents (SK officials are exempted);

9.5.4. Certificate of Good Moral Character from the former principal or guidance counselor; and

9.5.5. Previous grades,

Section 10. Special Student Assistance for Working Students

10.1. Each beneficiary shall be paid as per Department of Budget and Management (DBM) ruling.
10.2. He must not have more than eighteen units of academic load and with no failing grades during the previous semester.
10.3. He must work not more than four hours a day for twenty-two (22) days in a month.
10.4. He must be willing to report on weekends in the exigency of his/her services.
10.5. He must be industrious.

Section 11. Athletic Scholarships
This is granted to students in recognition of their outstanding activities and performance in certain fields of athletics and sports in the Provincial, Regional, National, International competitions.
11.1. Must carry an academic load of not less than fifteen (15) units duly certified by the Registrar;
11.2. Must have no failing grade;
11.3. Must get a written recommendation from the Sports Coordinator;
11.4. Must undergo rigid trainings without necessarily sacrificing his time for classes.
11.5. The beneficiaries shall be accorded the following:

For Provincial and Regional Meets:
11.5.1. A gold medalist avails one hundred percent (100%) discount from tuition fees except miscellaneous fee;
11.5.2. A silver medalist avails seventy-five percent (75%) discount of tuition fees except miscellaneous fee;
11.5.3. A bronze medalist avails fifty percent (50%) discount of tuition fees except miscellaneous fee;

National/International Meets
11.5.4. A gold medalist avails one hundred percent (100%) discount tuition fees except miscellaneous fee;
11.5.5. A silver medalist avails seventy-five percent (75%) discount tuition fees except miscellaneous fee;
11.5.6. A bronze medalist avails fifty percent (50%) discount tuition fees except miscellaneous fee;
11.5.7. Free athletic uniforms.
11.5.8. A deserving athlete continues to receive the benefits for so long as he maintains strict self-discipline and meets the standard criteria.

Section 12. Dance Troupe Scholarship (Ethnic/ Folk/ Contemporary)
12.1. This scholarship is given to members who meet the following qualifications:
12.1.1. Must have the ability, skill, and versatility to perform
different dances;

12.1.2. Must be willing to undergo audition and rigid trainings;

12.1.3. Must maintain a passing grade in each of his subjects during the semester;

12.1.4. Must have no failing, conditional, or incomplete grades in the preceding semester;

12.1.5. Must have a pleasing personality and of good moral character; and

12.1.6. Must get written recommendations from the College and from the University Socio-Cultural Coordinators.

12.2. The beneficiaries are accorded the following benefits based on performance:

12.2.1. One hundred percent (100%) free tuition fee; and

12.2.2. Renewable every semester.

Section 13. Musical Scholarships (Choir, Combo, Drum and Lyre Band)

13.1. Must have the ability, talent and confidence to act, sing, and dance on the stage and the skill and versatility to play instruments;

13.2. Must undergo audition and rigid trainings;

13.3. Must maintain a passing grade in each of his subjects during the semester;

13.4. Must have no failing grade and INC in the preceding semester; and

13.5. Must get written recommendations from the College Dean and from the University Socio-Cultural Coordinators.

13.6. The beneficiaries are accorded the following benefits based on performance:

13.6.1. One hundred percent (100%) free tuition fee; and

13.6.2. Renewable every semester.

Section 14. Other Scholarships

The State University recognizes the vital role of the students play in the realization of its vision, mission, goals and objectives, as such, they act as ambassadors specially every time they represent KSU in Regional, National, and International competition.

*For the honor and prestige that they bring, KSU offers the following benefits;

14.1. Champion – 100% free tuition fee for the following semester;

14.2. Second Place – 75% free tuition fee for the following semester; and

14.3. Third Place – 50% free tuition fee for the following semester.

Section 15. As a general rule, all internal scholars/grantees shall pay their miscellaneous fees upon enrollment.
Article 3. EXTERNAL SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAMS

External Scholarship and Financial Assistance Programs are those that are fully or partially funded by outside agencies or sponsors.

Section 1. CHED Student Financial Assistance Programs (StuFAPs)

1.1. One Town, One Scholar (OTOS) Scholarship Program
1.2. FUL MERIT Scholarship Program
1.3. HALF MERIT Scholarship Program
1.4. PARTIAL Scholarship Program
1.5. Tulong Dunong Grants-In-Aid Program
1.6. AFP Educational Benefit System
1.7. OPAPP (Office of the Presidential Adviser on Peace Process) Study Grant Program
1.8. OPAPP Study Grant Program under the Payapa at Masaganang Pamayanan (PAMANA)
1.9. ISKOLAR NG BAYAN ACT OF 2014
1.10. CHED SAFE Loan (Student Assistance Fund for Education for Loan) – school based

Section 2. Expanded Students’ Grants-In-Aid Program for Poverty Alleviation (ESGP-PA) under JMC No. 1 s, 2014 and JMC No. 1 s, 2016

Section 3. Department of Agriculture Scholarship/Grant Programs

1. DA-ACEF (Department of Agricultural Competitiveness Enhancement Fund) Scholarship

Section 4. NCIP-EAP (National Commission on Indigenous Peoples-Educational Assistance Program)

Section 5. Igorot Scholarship Program c/o Igorot Global Organization

Section 6. Green Scholarship Initiative(GSI) c/o Cordillera Green Network

Section 7. Tabuk Lumin-awa-an Child Fund Japan Sponsorship

Section 8. LGU (Local Government Unit) Study Grant Programs

8.1. LGU-Tabuk City Educational Financial Assistance Program
8.2. LGU-Pasil Educational Financial Assistance Program
8.3. LGU-Tanudan Tertiary Education Municipal Assistance Program (TEMAP)
Article 4. ADMINISTRATION OF THE SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAMS

Section 1. External scholars/grantees shall pay five hundred pesos (Php 500.00) upon enrollment as down payment to activate their enrollment accounts.

Section 2. Two (2) government scholarship and financial assistance program are prohibited. In case 2 (Two) external scholarships/financial assistance programs have been approved unknowingly by the sponsor agency or benefactor concerned, the beneficiary must waive one.

Section 3. Sponsor Agency and Benefactors of all Incoming External Scholarships/Financial assistance Programs shall enter into a Memorandum Of Agreement (MOA) with the Kalinga State University (KSU).

Section 4. Forfeiture of Scholarship/ Financial Assistance Programs
4.1. Having another or Availing/Enjoying two(2) or more External Scholarships/Financial Assistance Programs.
4.2. Failure to maintain satisfactory grade in all subjects.

Section 5. Documentary Requirements for Both Internal and External Scholarship and Financial Assistance Programs;
5.1. Renewal Process
5.1.1. Duly accomplished Renewal form
5.1.2. True Copy of Grades/Certificate of Final Grades
5.1.3. Assessment/Certificate of Enrollment/Certificate of Enrollment and Billings
5.1.4. Certificate of Indigency indicating the gross income of parent/s per annum (as may be required by any program)
5.1.5. Others (to be determined by the concerned Office)
5.2. Application Process
5.2.1. Duly accomplished application form and Oath of Undertaking Form (KSUSSFAPs Form 1-A and Form 1-B).
5.2.2. True Copy of Grades/Certificate of Final Grades
5.2.3. Assessment/Certificate of Enrollment/Certificate of Enrollment and Billings
5.2.4. Certificate of Indigency indicating the gross income of parent/s per annum (as may be required by any program)
5.2.5. Others (to be determined by the concerned office)
Section 6. For INTERNAL Scholarship/Financial Assistance Program, a scholar/Grantee/Beneficiary may be allowed to have multiple scholarship/financial assistance programs however, scholar/Grantee/Beneficiary shall only be discounted once(1).

6.1. A scholar/grantee/beneficiary shall enroll the regular academic load prescribed in the curricular program.

6.2. A scholar/grantee/beneficiary must have at least a passing grade in each subject.

Section 7. A Scholar/Grantee/Beneficiary may avail two(2) Scholarship/Financial Assistance Program, one (1) or more Internal Scholarship/Financial Assistance Program and only one(1) External Scholarship/Financial Assistance Program.

Section 8. A scholar/Grantee/Beneficiary's ID may be provided as need arises for any legal purpose it may serve.

CHAPTER VII
GENERAL POLICIES AND GUIDELINES
FOR ALL PROGRAMS WITH PRACTICUM SUBJECTS
(Based on CMO No. 23, Series of 2009)

ARTICLE 1. OBJECTIVES

Section 1. General Objectives of KSU SIPP Pursuant to CMO No. 23 Series of 2009 specifically Article II-Section 3.

The SIPP of KSU aims to attain the following objectives.

3.1. Provide students with the opportunity to acquire practical knowledge, develop skills and desirable attitudes and values during their internship in reputable partner establishments/industries in the Philippines.

3.2. Enhance student Internships’ work competencies and discipline and capabilities as they relate with people in the workplace.

3.3. Promote competitiveness of students through their training during their internship period.

3.4. Strengthen and enrich the degree program with Internship/practicum.

3.5. Provide opportunities to learn from and network with experienced professionals.

3.6. Handle new challenges and complex tasks or problems.

3.7. Identity future career directions and become candidates for future job opening.
ARTICLE 2. SCOPE AND COVERAGE
Section 1. Pursuant to Section 4 of Article III in CMO No. 23, Series of 2009, these General Policies and Guidelines of KSU SIPP shall apply to all qualified KSU students enrolled in degree programs with Internship/Practicum, Student Teaching, OJT, RLE, and Apprenticeship.

ARTICLE 3. IMPLEMENTING GUIDELINES
Section 1. Pursuant to Section 5 of Article IV of CMO No. 23, Series of 2009, KSU as a Higher Education Institution adopts the following requirements for parties involved in KSU SIPP;

1.1. Kalinga State University as Higher Education Institution
   1.1.1. Have appropriate Board Resolution for its curricular programs with Internship/Practicum units.
   1.1.2. Have no pending complaint or administrative/criminal/civil action filed against it either before the CHED, other government agencies/entities or in any court of competent jurisdiction.
   1.1.3. Have reputable Host Training Establishment (HTE) partner or Entry.
   1.1.4. Have a Manual or Plan or Internship Program designed in collaboration with the HTE.
   1.1.5. Have an evaluation system to be used in the evaluation of student performance and to be furnished to the HTE partner(s).

1.2. Host Training Establishment Partners (HTEP)
   1.2.1. Host Training Establishment (HTE) partners of KSU for the implementation of the Student Internship Program/Practicum of Degree Programs of the Institutes shall be duly licensed and registered institutions/establishments in the Philippines and must have the capability to provide appropriate training program for the students trainees in accordance with the Training Manual or Plan or Internship/Practicum Program.
   1.2.2. The partners shall be provided an evaluation system of student trainees performance for them to follow.

1.3. Requirements/Qualifications of Students to be involved/eligible for Internship/Practicum. In order to be eligible/qualified for Internship/Practicum a student must meet the following requirements and minimum qualifications.
   1.3.1. He/She must be officially enrolled in KSU.
   1.3.2. He/She must be at least 18 years old
   1.3.3. He/She must be officially enrolled in student Internship/Practicum or the equivalent subject and at least 3rd year student in the second semester or 4th year or 5th year in the curriculum year.
   1.3.4. He/she should have completed or passed pre-practicum requirements.
such as the pre-deployment orientation seminar or training.

1.3.5. He/She must be physically, mentally and psychologically fit and must submit a certificate of Physical and Psychological examination certified by the DOH accredited clinics and hospitals or by the KSU medical officer.

1.3.6. He/She must be articulate in English, Filipino, or the language used by the Host Training Establishment partner.

1.3.7. He/She must not have a pending case of disciplinary problem in Kalinga State University, criminal or civil or administrative case.

1.3.8. He/She must submit an authenticated certificate of parent's/Guardian's consent/waiver.

1.3.9. He/She must have completed in Kalinga State University at least 90% of his/her academic subjects or has passed and taken all his/her major (professional) subjects in KSU.

1.4. Kalinga State University admits transferees and/or students who have graduated or completed another degree program and are enrolled in a second curricular program that requires internship or practicum, however, they are required to complete at least two semesters with 12 units of professional subjects per semester.

Section 2. Obligations/Responsibilities of KSU, the Host Training Establishment (HTE) student Interns & Trainees.

A. Kalinga State University as a Higher Education Institution

KSU, thru the concerned College Dean and Faculty Internship/Practicum Program In-charge adheres to the following obligations and responsibilities;

A.1. On Selection of Student Interns/Practicum Students, OJT, RLE, Apprentice

The following are the basic criteria and qualifications for selection of Student Interns, Practicum Students, OJT, RLE, Apprentice Students:

A.1.1. Officially enrolled in KSU

A.1.2. must be at least 18 yrs. old and above

A.1.3. At least 3rd year in the second semester or 4th year (for degree) or 2nd year in 2 year courses and officially enrolled in Internship or Practicum or equivalent subject.

A.1.4. Passed all pre-requisite subjects prior to Internship/Practicum and have complied with all pre-internship/practicum requirements. No INC Grade prior to Internship.
A.1.5. In good moral and academic standing and should have completed all pre-requisite subjects.

A.1.6. Physically, mentally and emotionally fit as certified by DOH accredited clinics or hospitals or by the college medical officer. He/She must submit a physical and psychological examination certificate issued by the college medical officer or by DOH hospital.

A.1.7. Speaks fluently English or the language used by the Host Training Establishment

A.1.8. Has submitted an authenticated parent/guardians’ consent

A.1.9. Has finished at least 90% of his/her academic requirements or has passed and taken all his/her major (professional) subjects.

A.1.10. Has no pending disciplinary case in KSU or criminal/civil case in any court of justice.

A.2. On Placement of Student Interns (OJT/Practicum RLE, Apprentice, Student Teachers).

A.2.1. Student Interns shall be deployed to their respective host training establishment (HTE) only after they have completed the Pre-Deployment Orientation Seminar (PDOS), MOA signed.

A.2.2. Parents/Guardians of Student Interns shall be invited during the orientation to be informed of some important concerns on KSU's Policies and requirements specified on the CMO 23 and about their HTE.

A.2.3. Student Interns shall be deployed in selected HTE which are near or locally sited duly licensed and registered in accordance with existing laws

A.2.4. Distance cost and security of students shall be considered in the placement of student Intern in their respective HTE.

A.2.5. Prior to placement/deployment of student interns, KSU thru the Dean and Faculty Student Internship Coordinator or In-charge and concerned University Officials shall conduct an orientation meeting with the selected HTE about the Goals and objectives (Target outcomes) to be achieved, knowledge and skills, attitudes,
competencies learning, areas. Assignments and schedule of activities. Student Internship Policies and requirement in accordance with Student Internship Manual, Monitoring and Evaluation activities.

A.2.6. Before deployment of student Interns, a duly authorized MOA should have been executed by KSU, HTE and Student Interns. KSU shall provide the CHED a copy of the authorized MOA.

A.2.7. An appropriate uniform as part of the dress code policies of KSU shall be required to all Student Interns.

A.3. On Monitoring and Assessment of Student Interns

A.3.1. Monitoring and Evaluation of Students Interns shall be done jointly by the HTE and KSU using a standard monitoring and Evaluation Form.

A.3.2. Students Interns shall be monitored by their respective Faculty Student Internship In-charge consistently as per schedule of the teaching load by the in-charge. Faculty Internship In-charge shall devise a systematic, regular and intensive monitoring scheme and shall periodically submit a monitoring report to the Dean.

A.3.3. Assessment of Performance of Student Interns shall be in accordance with the evaluation system devised by KSU. Evaluation shall be done twice within the coverage or mandated training hours duly approved by KSU and in accordance with Student Internship or Training Plan.

A.3.4. Student Interns are required to complete the mandated number of Hours of Training. Unexcused absences shall subject the Student Intern/Training for an extension of Training. Non-completion of Training hours shall be deemed failed.

A.3.5. Student Interns are required to log into their DTR their time of Arrival and Dismissal and must accomplish them daily to be counter-signed by the HTE representative.

A.3.6. Student-Interns are required to accomplish their Training portfolio (narrative report) and submit the same to their respective faculty In-charge in due time.

A.3.7. Student Interns are required to submit a post-internship/ training certificate duly signed by the HTE representative (form will be provided by the Institute) and Student Intern’s Performance rated by the HTE representative which shall be computed together of his/her
A.4. Selection of Faculty Internship/Practicum Coordinator or In-charge.

A.4.1. Criteria for the selection of Faculty SIPP coordinator or In-charge shall be based on the relevance/verticality of his/her degree, specialization, experience and other appropriate qualifications, such as his/her proven commitment and ability to handle responsibility/accountability in implementing, monitoring, and evaluating Student internship activities and performance.

A.4.2. The College Dean and Program chairmen of the curricular program with Internship/Practicum shall choose the Faculty SIPP/Practicum In-charge and submit it to the Campus Administrator for recommendation to the VPASD and endorsement to the University President for approval and designation.

A.4.3. KSU through the Campus Administrator and Vice President for Academics and Student Development shall submit to CHED through the CHEDRO basic documents. Deans and program chairmen and faculty Internship In-charge are mandated to submit to the Campus Administrator and VP for Academics and Student Development the following reports:

A.4.3.1. Annual Report per school year on the Implementation of the Student Internship Program, number of student Interns/Practicum students per program, Issues and Concerns and action signed by the State University President, Deans of concerned program and registrar.

A.4.3.2. List of students certified to have completed internship with supporting documents.

A.4.3.3. SIPP Evaluation form as part of the documentation.

A.5. KSU shall see to it that any Student Intern/Practicum Student found after due process, guilty of violating any of the provisions contained in these policies and guidelines or any provision of the Student Manual of KSU shall be subject to the Institutional disciplinary sanctions.

A.6. It shall be the duty of KSU, through the Dean, Program chairmen and Faculty Internship/Practicum In-charge to issue a final grade to the student upon completion of requirements on the prescribed period.
A.7. KSU shall issue a certificate of appreciation for the completion of training of student interns/practicum students to the HTE.

A.8. KSU shall determine judiciously the cost of affiliation fees and other fees through the recommendation of the Dean and Program chairmen to be presented to the Administrative and Academic Council for adoption and endorsement for approval by the BOR of KSU and CHED.

A.9. KSU shall see to it that no other fees will be collected from students without prior consultation with student Interns/Practicum Student/OJT, RLE, Apprentice.

B. The Obligations and Responsibilities of Host Training Establishments (HTE) in the Student Internship Program of KSU. The HTE shall

B.1. Facilitate the processing of the documents of Student Interns/Practicum Students/ Student Trainees with KSU.

B.2. Provide Supervised Applied Learning Experience for Student Interns/Trainees in accordance with the agreed Student Internship Program/Training Plan and Scheduled Activities.

B.3. Assign a competent staff/coordinator responsible for the implementation of all phase of the Student Internship/Practicum/Training Program.

B.4. Conduct a post training review and evaluation of the Student Internship/ Practicum/ Training Program with KSU.

B.5. Issue a certificate of completion of the Student Intern/ Practicum/Trainees two weeks after the completion of Internship/Practicum/Training.

B.6. May provide necessary incentives to student Intern/Practicum/Trainees as contained in the MOA such as free meals, travel allowance and uniform if possible.

C. Obligations and Responsibilities of Student Intern/Practicum Students/Trainees.

The Following are the Obligations and Responsibilities of Students involved in the College.

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C.1. Must comply with the minimum qualifications and requirements prescribed in Art. IV Implementing Guidelines, Section 5 of CMO No. 23, Series 2009.

C.2. Sign and comply with the provisions of the contract (MOA) at all times with the rules and regulations of the NTE, HEI and CHED.

C.3. Complete the agreed duration of his/her internship.

C.4. Participate/undergo the required Pre-deployment Orientation Seminar/Training conducted by KSU through the Dean and Program Chairman, the Faculty Internship Coordinator/In-charge and by the HTE.

C.4.1. Submit a monthly Journal of Practicum experiences describing his/her Training activities problems, encountered and reflections on the training experience to the Faculty Internship Coordinator or In-charge.

C.4.2. Sign the acceptance letter/or training contract.

D. Obligations/Responsibilities of Parents/Guardian or Spouse in the SIPP.

The following are the Obligations and Responsibilities of Parents/Guardian/Spouse in the Student Internship/ Practicum/ Training Program KSU;

D.1. Co-signs the Training Contract/MOA to manifest approval or consent to the training of their son/ daughter or spouse.

D.2. Issue a waiver/consent duly signed by him/her as parent or guardian.

E. Obligations and Responsibilities of CHED

E.1. The Office of the Student Services (OSS) of CHED is responsible in:

E.1.1. Preparing the monitoring instruments and orients the CHEDRO.

E.1.2. Consolidating reports for policy formulation and decision-making.

E.2. The CHED Legal Services Office, upon request of the Executive Office may conduct investigation on alleged violation committed by the HEI or HTE and submit its reports and recommendation to the commission en Banc for appropriate action.
E.3. The CHED Regional Office (CHEDRO) shall perform the following;

E.3.1. Insure the safety and well-being of Student Interns/Practicum Students/Student Trainees by monitoring compliance of HEIs with the provisions of CMO No. 23 S. 2009 through the reports of HEIs, on-state-visits and other appropriate mechanism as CHED Institutes.

E.3.2. Establish and maintain linkages with government and non-government, agencies, organizations and/or industries and enter into agreements with them specifying their roles or obligation in the implementation of SIPP.

E.3.3. Conduct monitoring and evaluation of the implementation of SIPP.

E.3.4. Submit animal report on the status of implementation to OSS.

E.3.5. Provide feedback mechanism to HEIs and HTEs.

E.3.6. Ensure that all HEIs and their duly designated HTE must comply with the provisions of these guidelines for the welfare and protection and training of students.

E.3.7. Submit to Central Office CHED Legal Services through the OSS any alleged violations committed either by the HEI or HTE.

Section 3. Monitoring and Evaluation

3.1. KSU through the Faculty SIPP In-charge/Coordinator or Dean and the partner HEI shall jointly monitor and evaluate the performance of the student Interns/Practicum Students/Trainees using standard procedures, instruments and methodologies such as observations, monthly reports, and interviews or conferences with students.

3.2. At the end of the internship/practicum/training period, the HTE shall transmit to the HEI the following documents;

3.2.1. Certificate of Completion
3.2.2. Duly accomplished evaluation sheet
3.2.3. Other pertinent reports, information and/or documents which may be included for purposes of describing students' performances.

3.3. The Faculty SIPP Coordinator/In-charge Report including the HTE evaluation report will be the basis of the student's final grade.
3.4. A Student Intern/Practicum/Trainee whose contract was terminated due to resignation or other causes shall be given a final grade on the basis of KSU grading system after considering the circumstances surrounding such termination.

3.5. KSU thru the Dean, Program chairman and Faculty SIPP Coordinator/In-charge shall strictly monitor compliance of these policies and guidelines.

Section 4. Duration of the Student Internship/Practicum/Training

4.1. The duration of the Internship/Practicum/Training of Students shall be in accordance with the approved curriculum.

4.2. Make up of absences due to unavoidable circumstances beyond the control of students shall be enforced provided the HTE and KSU approve duly consider duly the reasons.

Section 5. Fees

5.1. Fees for Student Internship/Practicum/Training shall follow the approved student fees by the KSU BOR and noted by CHED.

5.2. KSU shall not charge fees that are without prior consultation with students and approval of the BOR and note by CHED.

Section 6. Offenses /Violations

For the guidance of all who are involved the SIPP especially Deans and Program Chairmen of curricular programs with Student Internship/Practicum/Training Program, the following are violations/offenses that should always be avoided in order not to be meted with the appropriate sanctions provided for in Section II, Article IV Implementing Guidelines of CMO No. 23, Series 2009.

6.1. Sending Students for Internship/Practicum/Training without the required government recognition and BOR Resolution for said program.

6.2. Partnering with HEIs that have no established reputation.

6.3. Failure to monitor welfare of student Interns, Practicum Students/Trainees exposing them to situations that may be deemed as exploitation of the students.

6.4. Allowing student interns/Practicum Students/Trainees to undertake SIPP without a valid training offer or contract between the HTE and Students.
6.5. Allowing Student Interns/Practicum Students/Trainees to undertake SIPP without signed MOA with HTE. Or Training Partner (MOA between HEI and HTE be optional on a case-to-case basis depending on the volume/member of students deployed to the latter.

6.6. Making false statement/mis-statements of student records/documents to make it appear that the student is qualified to undertake SIPP.

6.7. Failing to submit required reports to CHED as specified under the guidelines in CMO 23, S. 2009 particularly on results of pre and post monitoring and evaluation of students and action taken on their grievances and complaints.

6.8. Demanding from Student Interns/Practicum Students/Trainees fees or charges, NOT Approved by CHED/BOR in addition to the fees already paid by the student during enrollment in order to participate in the SIPP.

6.9. Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

Violations by Host Training Establishment (HTE)

Any HTE that shall be found to have committed the following violations of the Guidelines set forth in CMO 23, S. 2009 shall be meted with the appropriate sanctions stated in Art. IV Sec. II – Implementing guidelines.

a. Changing provisions of signed MOA or contract without the consent of the HEI and students.

b. Non-compliance with prescribed SIPP or Training Plan

c. Placing Student Intern/Practicum/Trainees in unsuitable training venues

d. Withholding Internship/Practicum/Training reports of students.

e. Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

Section 7. Sanctions

Any violation or non-compliance of HEIs and HTEs to the guidelines and regulations stipulated in CMO 23, S. 2009 the Commission on banc may, upon recommendation of the CHED Legal Services impose the following sanctions...

7.1. 1st Offense – A written warning.

7.2. 2nd Offense – Suspension for period of time determined by the commission en banc.

7.3. 3rd Offense – Revocation or downgrading of the recognition status of the program.
Submission of a collective plan of action designed to address the violation committed by the HEI.

Section 8. Investigation of Complaint
8.1. Upon receipt by CHED-OSS of complaints or reports on alleged above-mentioned violations or student exploitation. The same shall be immediately referred to the CHED Legal Services for appropriate action following prescribed procedures instituted by the same.

8.2. The HEI while under investigation for alleged violations of the guidelines in CMO 23, S. 2009 maybe suspended from accepting incoming freshmen in that particular program by the CHED Chairman.

CHAPTER VIII
POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND FIELD TRIPS OF UNDERGRADUATE AND GRADUATE STUDENTS

The foregoing KSU Policies and Guidelines on Educational Tours and Fieldtrips of Undergraduate and Graduate Students are in accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, the Constitutional provision which states that the State shall exercise reasonable supervision over all higher education institutions and pursuant to the CHED Commission en Banc Resolution No. 122-2012 dated June 11, 2012, and CMO 17, S. 2012.

For purposes of institutionalizing policies and guidelines on Educational Tours and Field Trips of Undergraduate and Graduate Students, this manual has been formulated as a reference for all Institutes of KSU relative to their plans and implementation of Educational Tours and Field Trips as reinforcement and enhancement of learning activities in the various disciplines.

ARTICLE 1. STATEMENT OF POLICIES
Section 1. KSU as a Higher Education Institution adopts the state policy to create and sustain a complete adequate and integrated system of education relevant to the needs of the people and society. Consistent with this, KSU shall pursue its goals of human development in order to contribute to employment generation and tourism development.

Section 2. KSU also adopts the policy of the State to consistently promote the law to prevent certain acts of public officers and private persons alike, which constitute graft and corrupt practices or which may lead thereto. In line with this, KSU shall implement strictly the policies, guidelines, procedures and standards to prevent graft and corrupt practices relative to Educational Tours and Field Trips.
ARTICLE 2. COVERAGE
Section 1. KSU as an Higher Educational Institution shall approve only Educational Tours and Fieldtrips to be conducted in any part of the Philippines; if required in the approved curriculum as included in the syllabus; and if the faculty members to handle educational trips and fieldtrips are duly authorized by appropriate officers of KSU; and if the student participants are duly enrolled in said subject course. Students who have graduated are not covered by the policies and guidelines and are not allowed to join educational tours and fieldtrips.

Section 2. KSU recognizes Educational Tours as educational activities involving long travel duration of students and supervising faculty. 2.1. Educational activities involving students and supervising faculty lasting a short duration of one day travel with fewer destination are considered by KSU as Fieldtrips.

ARTICLE 3. OBJECTIVES
Section 1. As Higher Education Institution (HEI) KSU adheres to the Policies and Guidelines set forth in CMO 17, S. 2012 in order to rationalize the conduct of Educational Tours and/or Fieldtrips. All Educational Tours and/or Field Trips to be initiated and conducted should conform to the following objectives;

1.1. To provide access to efficient and interactive learning of students through meaningful educational tours and/or fieldtrips as required in their program requirement embodied in the approved curriculum.

1.2. To ensure that HEIs provide quality educational tours and/or fieldtrips relevant to the acquisition of the necessary knowledge, skills and values for student welfare and development.

Any objectives, purposes, activities of Educational Tours and/or fieldtrips that are not consistent with or not in conformity with the afore-cited objectives shall not be approved and be a ground for cancellation.

ARTICLE 4. ACADEME – INDUSTRY LINKAGE
Section 1. KSU as an academic institution recognizes Educational Tours and/or Fieldtrips as means of broadening the students perspectives, likewise for enabling students to feel the realities of the world. Further, KSU considers that through Educational Tours and/or Fieldtrips, Academic and Industry linkages partnership or collaboration will be motivated and strengthened. Towards this end, KSU shall devise an ACADEME
ARTICLE 5. REQUIREMENTS OR STUDENT PARTICIPATION IN EDUCATIONAL TOURS AND FIELDTrips

Section 1. Consistent with the provisions of CMO 17, S. 2012 KSU enforces the following policies and guidelines, procedures and requirements on students participating in Educational Tours and/or Fieldtrips.

1.1. Only students who are physically, mentally fit as well as financially capable to undertake such Educational Tours and/or Fieldtrips. KSU Administration shall not allow student with outstanding unpaid accounts to the school to participate in Educational Tours and Fieldtrips.

1.2 Only students with medical clearance issued by KSU medical officer and duly submitted to appropriate authorities prior to the tour or trip will be allowed to join. Students with special needs such as persons with disabilities (PWDs) will be given due consideration.

Section 2. Students who can not join Educational Tours and/or Fieldtrips due to physical, emotional disability, or financially incapable shall be given parallel school activity which provides similar acquisition of knowledge and the required practical competencies to achieve other objectives.

Section 3. KSU students undergoing internship, practicum OJT RLE or Practice Teaching Programs shall be governed by the mandates of the CMO No. 23 S. 2009. Guidelines for Student Internship Program in the Philippines (SIPP) for all curricular programs with practicum subject.

1.1. KSU shall not allow Educational Tours and Field Trips as a substitute of examinations or part of an examinations or as a requirement in a subject in order to prevent students to be compelled to join educational tours and fieldtrips. Participation in Educational Tours and Field Trips should not be compulsory.

1.2. KSU Students who join Educational Tours and/or Field Trips are governed by rules and regulations on Discipline stated in the KSU Student Manual.
ARTICLE 6. DESTINATION FOR EDUCATIONAL TOURS/FIELD TRIPS

Section 1. In order to minimize cost and avoid additional financial burden on the part of students and parents, KSU shall consider Educational Tours and/or field trips with destinations that are near and not so far from point of origin. Destination which are in line with the objectives of the Educational Tours/Field Trip and CMO 11, S. 1997 such as museum, cultural sites, landmarks among others shall be considered.

Section 2. Prior Consultation with students joining Educational Tours or Field Trips shall be done should additional cost is required and shall not be during the event of Educational Tour/Field Trip.

Section 3. Advance and proper coordination shall be conducted by KSU faculty/official in-charge of the Educational Tour or Field Trips.

ARTICLE 7. ROLES AND RESPONSIBILITIES OF KSU ON EDUCATIONAL TOURS AND FIELD TRIPS

Section 1. KSU shall approve Educational Tours/Field Trips if they are deemed appropriate and in accordance with the specific degree program requirement.

Section 2. KSU, specifically the Official/Faculty in-charge of Educational Tour/Field Trip must conduct pre-departure briefing which includes precautionary measure and risk assessment procedures with concerned students: Submission of requirements such as medical clearance from the college’s medical officer and parents or guardian consent are compulsory. As an Institutional policy, KSU requires the submission of proposed Educational Tour or Field Trip Plan, with a list of student participants an accomplished prof-type (Institutional format) of Educational Tour/Field Trip Observation, of Budgetary outlay, Proposed Accredited Tour Operation/Guide, Transport Service to be covered by MOA, Parent’s or Guardian’s consent/waiver for approval by the Director of Instruction, Director for Students Development Services and Placement Services, Vice-President for Academics and Student Development and the University President. All proposed Educational Tour/Field Trips shall be duly signed by the Deans of the College.

Section 3. KSU shall require an Observation Guide for Educational Tours/Field Trips to be submitted giving emphasis on relevant competencies and learning outcomes from the Educational Tours/Field Trips conducted.
Such shall be part of the curriculum/course. The Faculty In-charge is responsible in accomplishing such and submitting it to the Dean and to the appropriate officials. An assessment of learning outcomes must also be accomplished following KSU grading system.

3.1 It shall be the responsibility of KSU as an HEI to inform parents/guardians and students about the KSU’s policies and guidelines on the conduct of Educational Tours and/or Field Trip.

3.2 Policies and Guidelines on Educational Tours and/or Field Trips shall be included in student handbook and should be displayed during the student orientation program or should be deployed in conspicuous places and bulletin boards for students’ guidance and reference.

Section 4. KSU shall inform the CHEDRO on the nature of Educational Tours and/or field trips to include purpose, schedule, destinations, cost and submit a report on the matter to the CHED Regional Office, at least one month before the opening of classes for every academic year. KSU's report should include among others with the understanding that the field trip or educational tour is not conducted to unduly benefit or accommodate any of the establishment enumerated in the list, owned by KSU or employee or by any owner who is a relative within the 3rd civil degree of consanguinity or affinity of officials or employee of KSU having any evolvement in the conduct of educational tours and or field trips.

Section 5. In case Educational Tours/Field Trips require the services of tour guides, KSU shall engage only accredited tour operators and Tour Guides from the Department of Tourism in order to ensure the quality and professional conduct of tours. KSU shall exert effort to determine DOT accredited tourism enterprises from the DOT main or Regional Office.

Section 6. KSU shall ensure the security of Students on Educational Tours/Field Trips as its foremost responsibility, hence, the concerned Dean and Faculty-In-charge shall inform parents or guardians on the policies and guidelines governing the conduct of educational tours/field trips.

Section 7. KSU as a Higher Education Institution thru College Deans and Faculty-In-Charge, shall assume the responsibility of disseminating, policies, guidelines and procedures governing Educational Tours/Field Trips,
Section 8. KSU deems unlawful for any employee to personally profit directly or from in directly Educational Tours/Field Trips or receives tokens, gifts or donations or any favors from travel and tour operators. Violation to this section may cause termination of the employee for grave misconduct.

Section 9. If any of the service companies (DOT-accredited Travel and Tours enterprises) are established as a laboratory or practicum training outfit, the provision of the immediately, preceding sections shall not apply.

ARTICLE 8. FUNDING

Section 1. KSU officials shall conduct prior consultation on the manner, time and duration of Educational Tours and/or field trips with concerned students, Faculty In-charge and stake holder. However, if Educational Tours and/or Field Trips are included as part of Internship/ Practicum, it shall be explained fully to concerned students, or informed to parents or guardians. (see requirements check in Annex A of CMO 17, S. 2012).

Article 9. SANCTIONS

Section 2. KSU shall recognize and comply to the sanctions stated in CMO 17, S. 2012.

CHAPTER IX
STUDENTS’ SERVICES

Article 1. Library Services

Based on BOT Resolution No. 623 s. 2007

1. Readers’ Services
2. Circulation Services
3. Reference Services
4. Referral Services
5. Multimedia Services
6. E-Resources/Internal Services
7. Photocopying Services
8. Promotional Services
9. Technical Services
Section 1. Authorized Users.
1.1. Bonafide students, faculty members, administrators and personnel of the university;
1.2. Students of other institution of higher learning provided they have Referral Letter duly signed by the Librarian;
1.3. Other users within the locality provided that they have VALID OFFICIAL ID’s; and
1.4. Alumni of the University who are active members.

Section 2. Admission to the Libraries
A student must;
2.1. Have a valid school I.D. worn with the proper lace.
2.2. Have a valid library I.D. and Borrower’s Card.
2.3. Be in school uniform during uniform days.
2.4. Students without prescribed uniform should abide the proper dress code.

Section 3. Library Hours:

<table>
<thead>
<tr>
<th>KSU Libraries</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Library</td>
<td>Monday - Saturday</td>
<td>7:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>Dagupan Campus Library</td>
<td>Monday – Saturday</td>
<td>7:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>Rizal Campus Library</td>
<td>Monday – Friday</td>
<td>7:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>Lab. High School Library</td>
<td>Monday – Friday</td>
<td>7:00 AM – 5:00 PM</td>
</tr>
</tbody>
</table>

Section 4. Loaning Privileges and Policies
4.1. A student may borrow a maximum of three (3) books of different titles at one time for overnight on school days; a maximum of five (5) books of different titles at one time for overnight before the weekends. A borrower is responsible for the use and safety of all library materials charged to his/her name.
4.2. Reserved books maybe borrowed for room use only for a maximum of one (1) hour and can be renewed for another hour if there is no prior request for them.
4.3. Fiction books can be borrowed for a maximum of three (3) days.
For Faculty and Staff:

4.7. Faculty and staff may borrow books for photocopying purposes only and/or for overnight use and can be renewed if there are no prior request for them. This implies to books from the reference and Filipiniana section excluded books on reserve.

4.8. Faculty and staff should borrow books or any library materials personally; letter of authorization is not entertained.

4.9. They may borrow books for class use provided the book is in multi-copies. For limited copies, they may borrow for overnight use only. The needs of the students must not be sacrificed over faculty/staff needs.

Section 5. How to Borrow and Return Library Materials (Books, Serials, and Multimedia and Researches)

Overnight/Fiction Books

5.1. Consult the Online Public Access Catalog (OPAC)

5.2. If the book is available, get the book/books from the shelves, sign the book card and present your Library ID at the Circulation Counter for the processing of said material in the library system.

5.3. Wait until your borrower's card will be stamped OVER NIGHT.

Room Use/Photocopying

5.4. All books and periodicals to be borrowed for room use or for photocopying must be properly processed at the Circulation Counter before photocopying said material.

5.5. Users who would like to photocopy a library material shall be given thirty (30) minutes grace period after which, an overdue
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fine of P 1.00 per minute will be charged, if not returned on time.

For Multimedia Materials
5.6. Multimedia materials are available for viewing at the AVR at the ground floor of the main library.
5.7. All materials in this section are for ROOM USE only.
5.8. Mutilation or damage of AVR materials shall be dealt with accordingly.

* E-Books and e-journals can be accessed free at designated portals of the University Libraries.

Returning Procedure of Overnight/Home Use Books
5.9. Proceed to the Circulation Counter and present book/s and borrower’s card to the Staff-In-Charge.

5.10. Wait until your borrower’s card will be marked “RET” and with the initial of the staff in-charge. The Staff-In-Charge will process the returned materials on the library system.

Section 6. Fines and Penalties

6.1. Overdue materials are charged with overdue fines. Saturdays (for those who do not have classes on Saturdays only), Sundays and Holidays are not included in the computation of the overdue fines.

<table>
<thead>
<tr>
<th>FINES FOR OVERDUE BOOKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overnight loan books</strong></td>
</tr>
<tr>
<td>(If student fails to return the book on or before 8:30 am on the next working day, he/she shall be sanctioned)</td>
</tr>
<tr>
<td>Php 10.00 /book/night</td>
</tr>
<tr>
<td><strong>For photo-duplication use load books</strong></td>
</tr>
<tr>
<td>Php 1.00 /book/ with grace period of five (5) minutes (the time of counting starts after the five (5) minutes grace period)</td>
</tr>
<tr>
<td>A fee of Php 5.00 /is charge for the replacement of list/mutilated borrower’s card.</td>
</tr>
</tbody>
</table>
A lost book must either be:

6.2. Pay the recent price of the book, its accumulated fines and additional processing fee of Php 50.00;

6.3. Replaced with similar title having the latest edition with the accumulated fine and the processing fee;

6.4. Lost book should be settled within one (1) week after the case was reported;

6.5. Library materials damaged beyond normal usage must be replaced with the same title with additional processing fee of Php 50.00;

Section 7. Securing Clearance
The following must obtain a library clearance:

7.1. Faculty members (permanent, casual and part-time) every end of the semester;

7.2. Faculty members, non-teaching staff and administrators who are resigning or applying for a leave of absence, or are separated from the university;

7.3. Students who are: 1. applying for honorable dismissal; 2. graduating; 3. and all KSU students every end of the semester.

ARTICLE 2. HEALTH SERVICES
Section 1. The Medical Health Service Office provides the following:
1.1. Consultation and management of clients
1.2. Health education and counseling
1.3. Physical examination to all freshmen, transferees, and selected students as a requirement for OJT/practicum
1.4. Front liners in emergency situation
1.5. Prompt referral of morbid cases
1.6. Issuance of medical certificates

Section 2. The Dental Health Service Office provides the following:
2.1. Dental extraction
   Dental fee per tooth Php 50.00
2.2. Oral prophylaxis
   With mild to moderate problem Php150.00
   With severe problem Php 200.00
2.3. Provide initial dose of medicine
2.4. Counseling on dental problems
2.5. Issuance of dental certificates.
ARTICLE 3. GUIDANCE SERVICES

Section 1. The Guidance Services Office provides the following:


1.2. Appraisal Service.
   1.2.1. Individual Inventory Services.
   1.2.2. Academic Scholarship Assessment
   1.2.3. Issuance of Certificate of Good Moral Character

1.3. Testing Services.
   1.3.1. IQ Test
   1.3.2. Personality Test.

1.4. Information Service
   1.4.1. Orientation
   1.4.2. Career Coaching
   1.4.3. Employment Coaching
   1.4.4. Personality Enhancement Services
   1.4.5. Seminar-Training for Persons w/ Special Needs

1.5. Multi-faith Services
   1.5.1. Conduct of monthly Eucharistic Celebration
   1.5.2. Prayer Meetings

ARTICLE 4. DORMITORY SERVICES

The dormitory services of the school provides smooth and effective quality services to its clientele. Policies are hereby outlined for implementation to ensure order and safety among the dormitorians including the proper upkeep and maintenance of all dormitory facilities. Dorm occupants must adhere to the following policies and guidelines:

Section 1. Policies and Guidelines:

1.1. Any student of KSU seeking to stay in the dormitory must be interviewed by the dormitory in-charge;

1.2. Applicants who passed the interview and the screening shall fill up an application form;

1.3. Duly filled up application form shall be signed by the in-charge to be presented to the accounting office as basis for payment of dorm fee amounting to P500 per month inclusive of light and water;
1.4. He/She must abide by all the following house rules set forth by the in-charge:

1.4.1. Must provide his/her beddings, kitchen wares and utensils, etc. and is personally responsible for their proper upkeep and safety;

1.4.2. Observe the proper use, care and maintenance of all dorm facilities like the comfort rooms, bath room, cabinets, lockers, and other furniture and fixtures provided thereat;

1.4.3. Help in the maintenance of cleanliness and sanitation of the dormitory and its premises;

1.4.4. Observe at all times conservation measure and safety practices such as switching off lights, putting off electronic gadgets and equipment (radio, flat irons, and electric fans) and the closing of water faucets and the like when not in use.

1.4.5. Must be courteous at all times and shall give due respect to the property and personal belongings of others;

1.4.6. Must fill up and sign properly the logbook whenever leaving the dormitory except when going to school to attend classes;

1.4.7. Observe the curfew hour set by school authorities at 7:00 PM to 4:00 AM. In case a dormitorian goes out and return back within the curfew period, he/she must secure a pass slip duly signed by the in-charge, which will serve as her passport to be presented to the guard on duty;

1.5. Visitors of any dormitorian must abide by the following regulations:

1.5.1. Observe curfew hours and the approved visiting schedule;

1.5.2. No male visitors are allowed to enter the rooms of the ladies;

1.5.3. Visitors are to be entertained only at the lobby or at the receiving room;

1.5.4. Parents or guardians may be allowed to sleep overnight subject to house rules;

1.5.5. Visitors must fill up and sign the logbook of visitors for record purpose;

1.5.6. Visitors under the influence of liquor are not allowed to visit at the dormitory;

1.5.7. One room in the dormitory is reserved for transient visitors with a corresponding fee;
1.6. In case of trouble, especially in tribal conflict, it is the responsibility of everybody to protect her fellow dormitorians;

1.7. Any religious group or sect seeking to hold services in the dormitory must first seek the approval of the in-charge and present their schedule of activities. Services should not exceed the curfew hours at night time. If possible, religious activities must be scheduled during weekends to lessen the disturbance of non-members.

ARTICLE 5. CANTEEN SERVICES
At the Bulanao Campus, canteens at the Business Center are managed by private individuals and a carinderia and a consumer's cooperative store are being operated by the BIBAK Multi-Purpose Cooperative. At the Dagupan Campus, canteens are managed by private individuals. Healthful snacks and lunches are served to students and to employees. Grocery items are also available at the cooperative store.

ARTICLE 6. STUDENT PUBLICATION SERVICES
The official name of the Student Publication of the University is EARTHLINE. Its main office is located at the Student Center of Kalinga State University, Bulanao Campus.

It is headed by an Adviser and supported by the Publication Staff.

CHAPTER X
STUDENT CLUBS AND ORGANIZATIONS

Article 1: GENERAL POLICIES
Section 1. The state university recognizes the right of students to organize and to develop creative and responsible leadership; thus, it encourages students to form, join and participate in student organizations, clubs, associations, societies, or any other student group that will suit their legitimate needs, aspirations and interests.

Section 2. Participation in these organizations will supplement their academics activities in the classrooms, enhance their leadership skills and human relations, and help them discover avenues for personal and professional growth.

Section 3. Academic work should not be placed below any other activity in the campus; however, meetings, discussions of activities and programs can be held during classes provided that they are duly coordinated with and approved by proper authorities.
Section 4. The goals and objectives of campus organizations should not be contrary to the KSU's institutional vision and mission statements.

Section 5. All campus clubs/organizations must be duly accredited by the Office of the Director for Student Development Services and Placement Services (ODSDS-PS) before conducting official operations. This is to avoid the establishment of campus clubs/organizations that are inimical to the best interest of the students and of the State University.

Section 6. Each student Campus organization shall have a faculty adviser holding a plantilla item.
  6.1. A club/organization adviser must submit his Action Plan, CBL, and other important documents. He must also submit an Accomplishment Report at the end of every semester.

Section 7. Fraternities and Sororities inside the school campus or other organizations whose goals and objectives are contrary to law, morals, customs, order, public policy, and existing rules and regulations of the State University are totally banned.

Section 8. The Office of the Director for Student Development Services and Placement Services (ODSDS-PS), in cooperation with the Central Student Government (CSG), shall coordinate the operations and activities of student organization, clubs, associations, etc.

ARTICLE 2. PROCEDURE OF ACCREDITATION.

Section 1. A student organization applying for accreditation shall submit to the DSDS-PS through the Student Development Services Chairman the following:
  1.1. Three (3) copies of its Constitution and By-Laws;
  1.2. Names of at least fifteen (15) of officers and members;
  1.3. One (1) year plan of activities; and
  1.4. The DSDS-PS through the SDS Chairman shall deliberate on the application and shall determine whether or not the constitution and by-laws and the plan of activities are in accordance with the KSU's Vision, Mission, Goals and Objectives and/or other rules as may be promulgated by the Director for Student Development Services and Placement Services (DSDS-PS), duly approved by the Vice President for Academics and Student Development (VPASD).
  1.5. Accredited student organizations shall apply for revalidation within forty-five (45) days from the start of the school year. Each shall submit the following documents to the DSDS-PS through the SDS Chairman.
  1.6. Annual report on accomplishments and activities of the previous year and
on-going projects;
1.7. Amendments to the constitutions and by-laws, if any:
1.8. Plan of activities.
1.9. All fund-raising activities undertaken by student organizations shall be duly approved by the DSDS-PS.
1.10. The student organizations shall be supervised as follows:
   1.10.1. The DSDS-PS or the SDS Chairman may require any student organization to submit its financial statement or cause the auditing of its finances any time during the year.
   1.10.2. The DSDS-PS shall be notified of all the activities of any student organizations for proper guidance and coordination.
   1.10.3. Accredited organizations shall be entitled to privileges and benefits such as the use of college facilities as the school and the CSG may grant.
   1.10.4. The DSDS-PS shall be officially notified of any change in the set of officers of any student organization.
   1.10.5. Posters and notices shall be posted only on freedom boards or any other locations as may be duly authorized by the administration from time to time. The sources/proponents should be identified in the posters/notices which should be noted by the DSDS-PS/SDS Chairman. Such proponents/sources shall be held answerable in case of complaints.

ARTICLE 3. CENTRAL STUDENT GOVERNMENT (CSG) UNIVERSITY SUPREME STUDENT COUNCIL (USSC) AND COLLEGE OFFICERS

Section 1. Organization and election of college government shall be facilitated by the members of the faculty under each college. The Dean of the College is the adviser.

Section 2. The SDS Chairman shall facilitate the organization of the SSC and CSG in the early part of the first semester.

Section 3. Election of officers of the SSC and CSG shall be subject to regulations and policies of the University.

Section 4. The members of the faculty and the SDS Chairman shall constitute an impartial Commission on Election and thereby regulate the
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proceedings of the campaign and the elections.

Section 5. The SSC and the CSG shall operate and function in accordance with their Constitution and By Laws. However, the CSG shall be purely representative in nature while SSC shall be that of “executor”.

Section 6. The SSC and the CSG shall exist as student organizations bound by the policies of the University as well as the limitations concerning matters of school administration and instructional matters.

Section 7. Tenure of office of officers is co-terminous with the school year term.

Section 8. Before the last school day, officers of the SSC and the CSG shall turn-over all KSU properties/facilities to the DSDS-PS office for the latter to return said items to the Supply Officer. The CSG and other campus organizations must turn-over to their respective advisers their financial statements, records, equipment, supplies, money, etc. for safe-keeping and to be turned-over to the incoming officers.

ARTICLE 4. Student Activities

Section 1. All organization’s activities should be reported first to the SDS chairman for proper coordination and approval.

Section 2. No outside activities in the name of school campus organization or institute will be held without proper coordination with the SDS Chairman and with the DSD-PS.

CHAPTER XI
STUDENTS’ RIGHTS AND PRIVILEGES

ARTICLE 1. STUDENTS’ RIGHTS AND PRIVILEGES

The rights and freedoms herein specified are recognized by the State University. Such rights and freedom are to be exercised with responsibility and prudence. These rights and freedom should not be used by any student as means to discredit the University and its members or to prevent it from the performance of their functions.

Section 1. Privilege to be admitted and retained in the college roster under specified term in the Student Manual.

Section 2. Right to be protected against improper academic evaluation.

2.1. Through orderly procedure, a student may appeal a grade he thinks to have been given inadvertently. The order is as follows:
Section 3. The right to be protected against unprofessional academic conduct. A student shall have the protection against unethical and unprofessional conduct of a faculty member in relation to the following:

3.1. Consistent failure or negligence of a teacher to meet his classes;
3.2. Consistent failure of the teacher to present learning materials relevant to the courses or to the test on said materials;
3.3. Discriminatory actions in the classroom; and
3.4. Immoral advances of any professor.

Section 4. The right to be protected from disclosure of personal and confidential academic counseling and disciplinary records.

Section 5. Every student has the right to:
5.1. Enjoy freedom of expression;
5.2. Participate in the election of his respective class, societies or clubs, Supreme Student Council organization.

Section 6. Every student shall individually or collectively be entitled to:
6.1. Have his grievances be heard and speedily redressed; and
6.2. Preset his views to appropriate bodies and/or authorities concerning any policy or decision affecting his interest and welfare.

Section 7. Every student shall have free access to:
7.1. His academic records; and
7.2. School facilities and services specifically provided for students.
CHAPTER XII
CODE OF CONDUCT AND DISCIPLINARY SANCTIONS

ARTICLE 1. CODE OF CONDUCT

Section 1. Every KSU student must value and exercise self-discipline, respect to fellow students, faculty members and staff and administration. He must conduct himself in class or in the campus with the norms of good behavior, decent in manners and appearance, and courteous in speech at all times to earn due respect.

Section 2. Every KSU student must be responsible to know, understand, and comply with the contents of this handbook, memoranda, circulars, announcements, letter, notices, and directives for students as may be regularly posted and/or disseminated by KSU authorities.

ARTICLE 2. DISCIPLINARY SANCTIONS

The following shall be used as a guide in the imposition of sanctions to students who violate school rules and regulations:

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>1ST Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Non-wearing of validated ID</td>
<td>No entry to the KSU premises and to the class</td>
<td>Guidance counseling</td>
<td>Parental Notification</td>
</tr>
<tr>
<td>2. Non-wearing of prescribed school uniform/attires</td>
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<tr>
<td>3. Wearing of tattered clothes</td>
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<tr>
<td>4. Coming to school with long hair (for male students)</td>
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</tr>
<tr>
<td>5. Using someone’s ID</td>
<td>No entry to the KSU premises and to the class</td>
<td>Guidance Counseling</td>
<td>Parental Notification</td>
</tr>
<tr>
<td>6. Using invalid ID (tampered, with mutilated picture)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>7. Wearing of earrings by male students</td>
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</tbody>
</table>

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<tbody>
<tr>
<td><strong>8. Non-wearing of PE uniform</strong></td>
<td>No entry to the class</td>
<td></td>
</tr>
<tr>
<td><strong>9. Littering</strong></td>
<td>Clean the area</td>
<td>One week cleaning</td>
</tr>
<tr>
<td><strong>10. Unauthorized stay or entry at/to any KSU campus or any classroom after evening classes or non-school days</strong></td>
<td>Warning</td>
<td>Suspension: 1 school day plus cleaning the area</td>
</tr>
<tr>
<td><strong>11. Smoking anywhere in the campus</strong></td>
<td></td>
<td>Suspension: 3 school days, Parental guidance</td>
</tr>
<tr>
<td><strong>12. Spitting on the windows, floors, walls, plants or at the immediate premises of the buildings</strong></td>
<td>Warning plus cleaning the area</td>
<td>Suspension: 1 school day plus cleaning the area</td>
</tr>
<tr>
<td><strong>13. Bringing/ Chewing Momma to/in School</strong></td>
<td></td>
<td>Suspension: 3 school days</td>
</tr>
<tr>
<td><strong>14. Cheating during quiz/examination (glancing at another’s paper/communication with another student orally and in code)</strong></td>
<td>Warning plus automatically zero from the total score in quiz/examination</td>
<td>Confiscation of paper and be given automatic “5.0” in her grade.</td>
</tr>
<tr>
<td><strong>15. Cheating during a quiz (using hidden “notation” on materials like: body parts, tissues, handkerchiefs and attires, opening of books/notebooks/“codigos”, passing and receiving of paper)</strong></td>
<td></td>
<td>Parental notification and Guidance counseling and be given 5.0 as her grade</td>
</tr>
<tr>
<td><strong>16. Cheating during an examination (using hidden “notation” on materials like: body parts, tissues, handkerchiefs and attires, opening of books)</strong></td>
<td>Confiscation of test paper and a grade of 5 is automatically given in that subject during</td>
<td></td>
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</table>

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<table>
<thead>
<tr>
<th>Violation</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Posting, distributing or disseminating notices, poster, leaflets,</td>
<td>Warning plus removal of posted material/s</td>
</tr>
<tr>
<td>streamers which are inimical to the integrity of the school or to any</td>
<td>Suspension: 3 school days plus removal of</td>
</tr>
<tr>
<td>of its personnel</td>
<td>posted material/s plus parental</td>
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<tr>
<td></td>
<td>notification</td>
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<tr>
<td></td>
<td>Dismissal from the university plus removal</td>
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<tr>
<td></td>
<td>of posted material/s</td>
</tr>
<tr>
<td>18. Possession, distribution, production, exhibition, and dissemination</td>
<td>Guidance counseling, confiscated of material</td>
</tr>
<tr>
<td>of pornographic materials, in film or in print</td>
<td>Suspension: 5 school days</td>
</tr>
<tr>
<td></td>
<td>Dismissal</td>
</tr>
<tr>
<td>19. Gambling of any form within the campus and its immediate vicinity</td>
<td>Warning plus confiscation of materials used</td>
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<tr>
<td></td>
<td>Suspension: 6 school days plus confiscation</td>
</tr>
<tr>
<td></td>
<td>of materials used plus parental</td>
</tr>
<tr>
<td></td>
<td>notification</td>
</tr>
<tr>
<td></td>
<td>Dismissal plus confiscation of materials</td>
</tr>
<tr>
<td></td>
<td>used</td>
</tr>
<tr>
<td>20. Giving money, gift, token of any kind or giving a treat to a faculty</td>
<td>Warning plus invalidation of grade</td>
</tr>
<tr>
<td>member, employee, personnel or official in exchange for favors for any</td>
<td>Suspension: 3 school days plus invalidation</td>
</tr>
<tr>
<td>requirements of a subject, graduation, NSTP/ROTC requirements or acts</td>
<td>of grade and parental notification</td>
</tr>
<tr>
<td>tantamount to bribery.</td>
<td>Dismissal plus invalidation of grade</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>21. Unauthorized collection or solicitation of money or in kind from any student, school, personnel, or outside the school</td>
<td>Warning plus returning whatever solicited</td>
<td>Suspension: 5 school days plus returning whatever was solicited and parental notification</td>
<td>Dismissal plus returning whatever solicited</td>
</tr>
<tr>
<td>22. Bringing in or dispensing liquor or any intoxicating beverage or entering KSU premises in a state of intoxication</td>
<td>No entry in class</td>
<td>Suspension: 5 school days plus parental notification</td>
<td>Dismissal</td>
</tr>
<tr>
<td>23. Coming to school under the influence of liquor</td>
<td>No entry to the KSU premises and to the class plus parental notification</td>
<td>Suspension: 5 school days plus parental notification</td>
<td>Dismissal</td>
</tr>
<tr>
<td>24. Defamation or character assassination against any student or school personnel</td>
<td>Warning</td>
<td>Suspension: 3 school days</td>
<td>Suspension: 6 school days</td>
</tr>
<tr>
<td>25. Stealing of school or personal property</td>
<td>Warning plus returning or replacing the stolen property and parental notification, and guidance counseling</td>
<td>Suspension: 3 school days plus returning or replacing the stolen property and notifying the parents/guardians and guidance counseling</td>
<td>Dismissal plus returning or replacing the stolen property and notifying parents/guardians</td>
</tr>
<tr>
<td>Case</td>
<td>Punishment 1</td>
<td>Punishment 2</td>
<td>Punishment 3</td>
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<tr>
<td>-----------------------------------------</td>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------</td>
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<tr>
<td>26. Wanton destruction of school property</td>
<td>Warning plus repairing, repainting or replacing the destroyed property</td>
<td>Suspension: 3 school days plus repairing, repainting or replacing the destroyed property and notifying parents/guardians</td>
<td>Dismissal plus repairing, repainting or replacing the destroyed property</td>
</tr>
<tr>
<td>27. Obstruction of/or disruption of classroom teaching, administrative work, disciplinary proceedings, other University activities.</td>
<td>Warning and counseling plus Suspension: 3 school days plus parental notification</td>
<td>Suspension: 6 school days plus parental notification</td>
<td>Dismissal</td>
</tr>
<tr>
<td>28. Threatening coercing, intimidating, students and preventing any administrative official, faculty member, personnel or employee from discharging his duties.</td>
<td>Warning plus confiscation of material/s brought and parental notification</td>
<td>Dismissal plus confiscation of material/s brought and parental notification</td>
<td></td>
</tr>
<tr>
<td>29. Possessing, using, or storing firearms, explosives, dangerous chemicals, or weapons which includes ice pick, bolo, knives, darts in the University premises or in the course of any College activity</td>
<td>Warning plus counseling plus parental notification</td>
<td>Suspension: 5 school days plus parental notification</td>
<td>Automatic failure of dismissal</td>
</tr>
<tr>
<td>30. Forging of signature; alteration, falsification or misuse of KSU documents, permits, receipts and/or other forms; and</td>
<td>Warning plus counseling plus parental notification</td>
<td>Suspension: 5 school days plus parental notification</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Event</th>
<th>Punishment</th>
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</thead>
<tbody>
<tr>
<td>furnishing the University/ its representative with forged credentials, excuse letters, certificates, and the like</td>
<td></td>
</tr>
<tr>
<td>31. Participation and/or membership in unacceptable activities, fraternities, sororities, or organizations not recognized y the University</td>
<td>Warning plus written promise to immediately cease membership and parental notification</td>
</tr>
<tr>
<td>32. Illegal use, possession, sale, distribution of prohibited or narcotic drugs, substances or paraphernalia such as marijuana, shabu, and the like in the campus</td>
<td>Warning plus counseling plus parental notification</td>
</tr>
<tr>
<td>33. Offenses against decency and good customs. a. Grave Scandal – it is committed by any student who shall offend against decency of good customs by any highly scandalous conduct not expressly falling with any other provisions of this manual (i.e. naked, wearing scandalous attires, having elicit relationship, and the like);</td>
<td>Warning and subject to guidance counseling plus parental/guardian’s notification</td>
</tr>
<tr>
<td>b. Engaging in sexual</td>
<td>Warning</td>
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</tbody>
</table>

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ARTICLE 3. DISCIPLINARY BOARD
Section 1. The Committee on Discipline shall be composed of the Vice President for Academics and Student Development as Chairman, the Director for Student Development Services and Placement Services as Vice Chairman, Campus Administrator, the Dean concerned, the Guidance Counselor of the university, the Legal Officer of the State University, the SDS Chairman concerned, the CSG and the SSC President concerned as members.

ARTICLE 4. DUE PROCESS
Section 1. Sanctions for violations of ordinary school rules and regulations (i.e. Non wearing of uniforms/ID) be given immediately without the due process in Section 2 of this Article.

Section 2. For acts of grave Misconduct the due process shall be as follows:

2.1. Any person (including the concerned Dean) may file a written complaint against any student of the University who has violated any of its rules and regulations with the Committee on Discipline to the Director for Student Development Services and Placement Services.

2.2. The Chairman of the Committee on Discipline convenes the

<table>
<thead>
<tr>
<th>Action</th>
<th>Sanction</th>
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<tbody>
<tr>
<td>intercourse inside school premises or within the school campus.</td>
<td>Warning and subject to guidance plus parental/guardian's notification</td>
</tr>
<tr>
<td>c. Engaging in the act of prostitution, and</td>
<td>Suspension: 5 school day plus parental notification</td>
</tr>
<tr>
<td>d. Engaging in acts of lasciviousness within the school premises or within the campus, i.e. petting, kissing, necking, or any actions with lewd designs.</td>
<td>Warning, parental notification, and guidance counseling</td>
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<tr>
<td>e. engaging in relationship with married person</td>
<td>Dismissal</td>
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</table>
Committee members for a formal meeting.

2.3. Within 24 hours upon receipt of the written complaint, the Chairman of the Committee shall inform in writing the alleged offender of the existence of said complaint.

2.4. During the trial of the respondent, the latter must always present. The Committee shall have the power to issue summons, subpoena or subpoena any witness or records and the like pertinent to the case. The Committee shall have likewise have the power to cite any person/s in contempt directly or indirectly for unruly behavior or failure to obey lawful orders.

2.5. The trial proceeding may be opened or closed to the public as the members of the Committee see it fit. Witnesses must present their accounts in the presence of the Committee on Discipline and that of the alleged defender. Before an respondent student is give the corresponding sanction, he has the right to be heard, explain, and defend himself before the Committee on Discipline. However, if found guilty, the Committee on Discipline gives the corresponding sanction as stipulated in this handbook.

2.6. The Chairman and the members of the committee shall all have the power to vote. The rule of the majority prevails.

2.7. The decision of the majority shall be immediately enforceable after 5 days from receipt of the same by the respondent student.
FORMS AND RECORDS FORMAT

Validation Request

Date: __________________

Chairman: ________________________________
Member: __________________________________
Member: __________________________________

Validation Committee

________________________________________:

Please validate the following subject/s:

______________________________________________________________________________
to
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to
______________________________________________________________________________
to
______________________________________________________________________________
to
______________________________________________________________________________
to
taken by _____________________________ at the ____________________________

Thank you.

PAULINO P. REYES II, Ph.D.
DSDS-PS

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## Validation Form

<table>
<thead>
<tr>
<th>Subject for Validation</th>
<th>Term/SY</th>
<th>Date of Validation</th>
<th>ACTION Taken</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>10.</td>
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</tbody>
</table>

### Methods of Validation

- [ ] Written Examination
- [ ] Oral Examination
- [ ] Other Means (Please Specify)

Date Expected to Complete the Requirement for Admission __________________

### Validation Committee

<table>
<thead>
<tr>
<th>Chairman</th>
<th>Signature</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Chairman</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chairman</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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## RATING FORMS

**Activity:** MEDICAL MISSION

**Directions:** Rate the activity being conducted according to the stated indicators below. Check the number of your rating.

1= Poor   2= Fair   3= Good   4= Very Good   5= Outstanding

<table>
<thead>
<tr>
<th>Activities</th>
<th>1 (Poor)</th>
<th>2 (Fair)</th>
<th>3 (Good)</th>
<th>4 (Very Good)</th>
<th>5 (Outstanding)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The transportation you used in going to the site and in going home</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue of the activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The activities, were they conducted sequentially and accordingly? Did it meet its purpose?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilitators of the activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manner of accommodating the clients</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescription of Medicines</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultation done</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tooth Extraction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giving of Instructions to the clients</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgical Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:** Give your recommendation(s) for the success of other Medical Missions to be done

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RATING FORMS

Activity: **BLOOD LETTING**

Directions: Rate the activity from 1 to 5. Check the number of your rating.

1 = Poor  2 = Fair  3 = Good  4 = Very Good  5 = Outstanding

<table>
<thead>
<tr>
<th>Activity</th>
<th>1 (Poor)</th>
<th>2 (Fair)</th>
<th>3 (Good)</th>
<th>4 (Very Good)</th>
<th>5 (Outstanding)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treatment by the Nurses or Facilitators to Blood Donors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment used for bloodletting (syringe, blood pack, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manner of blood letting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snacks given to those who donated blood</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks: Give your recommendation (s) for the success of other related blood letting activity.

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___________________________________________________________________
# RATING FORMS

**Activity**: TREE PLANTING  

Directions: Rate the activity from 1 to 5. Check the number of your rating.  
1= Poor  2= Fair  3= Good  4= Very Good  5= Outstanding

<table>
<thead>
<tr>
<th>Activity</th>
<th>1 (Poor)</th>
<th>2 (Fair)</th>
<th>3 (Good)</th>
<th>4 (Very Good)</th>
<th>5 (Outstanding)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation for the Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tree Planting Site</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hole Preparation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tree Guards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordination between the tree planting implementers and the seedling providers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperation among the implementers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact of the tree planting to the community concerned</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks: Give your recommendation (s) for the success of other tree planting activities
________________________________________________________________________________________________________________________________________
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### RATING FORMS

**Activity:** KAPEHAN WITH THE PRESIDENT

Directions: Rate the activity from 1 to 5. Check the number of your rating.

1 = Poor  
2 = Fair  
3 = Good  
4 = Very Good  
5 = Outstanding

<table>
<thead>
<tr>
<th>Activity</th>
<th>1 (Poor)</th>
<th>2 (Fair)</th>
<th>3 (Good)</th>
<th>4 (Very Good)</th>
<th>5 (Outstanding)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordination among the student leaders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Updates from the president</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manner of questioning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manner of giving reports to the president and co-leaders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule of the kapehan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Satisfaction by the student leaders on their queries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issues shared by each of the student leaders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks: Give your recommendation (s) for the success of other kapehan activities

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__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________
RATING FORMS

Activity: Oath Taking Program of the Newly Elected Officers

Directions: Rate the activity from 1 to 5. Check the number of your rating.

1= Poor  
2= Fair  
3= Good  
4= Very Good  
5= Outstanding

<table>
<thead>
<tr>
<th>Activity</th>
<th>1 (Poor)</th>
<th>2 (Fair)</th>
<th>3 (Good)</th>
<th>4 (Very Good)</th>
<th>5 (Outstanding)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordination among the student leaders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Ceremony</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound System used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inducting Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Message by the Inducting Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socialization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snacks being served</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks: Give your recommendation (s) for the success of other induction programs
# RATING FORMS

**Activity:** ALUMNI HOMECOMING

Directions: Rate the activity from 1 to 5. Check the number of your rating.

1 = Poor  
2 = Fair  
3 = Good  
4 = Very Good  
5 = Outstanding

<table>
<thead>
<tr>
<th>Activity</th>
<th>1 (Poor)</th>
<th>2 (Fair)</th>
<th>3 (Good)</th>
<th>4 (Very Good)</th>
<th>5 (Outstanding)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordination among the student leaders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Ceremony</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound System used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report by the Alumni President</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reports by the campus alumni presidents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socialization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snacks and foods being served</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Remarks: Give your recommendation (s) for the success of other alumni affairs

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## RATING FORMS

### GUIDANCE OFFICE

**Evaluation Sheet**

**Drug Symposium**

### A. VENUE

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hall Preparation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Cleanliness of the place</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B. PROGRAM AND INVITATION

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Delivered Invitation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Sequence of the Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Presentation and time allotment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### C. MESSENGER/PASTOR/FACULTY

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Delivery of Lectures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Lecturer 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Lecturer 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Lecturer 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Lecturer 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Facilitation of Activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Mastery of the Activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Faculty support in the Activity</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### D. FACILITIES AND SUPPLIES

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sounds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. LCD/Slides</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### E. LEARNING

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Emotional aspect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Spiritual aspect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Social aspect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Mental aspect</td>
<td></td>
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<td></td>
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</tbody>
</table>

Other suggestions:

___________________________________________________________________

__________________________

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RATING FORMS

Activity: STUDENT PUBLICATION

Directions: Rate the activity from 1 to 5. Check the number of your rating.

1= Poor
2= Fair
3= Good
4= Very Good
5= Outstanding

<table>
<thead>
<tr>
<th>CONTENT</th>
<th>1 (Poor)</th>
<th>2 (Fair)</th>
<th>3 (Good)</th>
<th>4 (Very Good)</th>
<th>5 (Outstanding)</th>
</tr>
</thead>
<tbody>
<tr>
<td>News page</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editorial page</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature page</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports News</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Articles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literary page</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development News page</td>
<td></td>
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</tbody>
</table>

Remarks: Give your recommendation (s) for the success of the student publication

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CERTIFICATE OF PROCLAMATION

CSG/SSC POSITIONS

❖ President : ________________
❖ Vice President : ________________
❖ Executive Secretary : ________________
❖ Treasurer : ________________
❖ Auditor : ________________
❖ 4 Senators
   1. ________________
   2. ________________
   3. ________________
   4. ________________
❖ Representatives
   RIZAL : ________________
   DAGUPAN : ________________
   BULANAO : ________________

_______________________________
POLL CLERK

______________________________
MEMBER

______________________________
MEMBER

______________________________
MEMBER

______________________________
CHAIRMAN

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# APPLICATION FOR CANDIDACY

## CSG/SSC Positions

**Full Name** ____________________________________  **Nick Name** __________

**Address:** __________________________________________

**Course:** __________________________________________

**Name of Party:** _____________________________________

**Elective Position Applied for:** __________________________

**Date of Filing:** __________________

## SUBJECTS CURRENTLY ENROLLED

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

**Total Number of Units:** __________

**Candidate’s Signature**

Noted by:

__________________________________________

Dean

**Certified correct:**

__________________________________________

University Registrar III

---

**CSG Positions**

- President
- Vice President
- Executive Secretary
- Treasurer
- PRO
- Auditor
- 4 Senators (1 from Dagupan and Rizal Campus; 2 from Bulanao Campus)
- 4 Representatives (1 from Dagupan and Rizal Campus; 2 from Bulanao Campus)
KALINGA STATE UNIVERSITY
CSG Election

Control No. __________

Governor: ____________________________
V- Governor: __________________________
Secretary: ____________________________
Auditor: ____________________________
Treasurer: ____________________________
P.R.O: ____________________________
Senators: ____________________________
Charles: ____________________________
Sandoval: ____________________________
Luis: ____________________________
Representative: ____________________________

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KALINGA STATE UNIVERSITY

SSC Election

Control No. ____________

Governor : _______________________
V- Governor: _____________________
Secretary : ______________________
Auditor : _________________________
Treasurer : _______________________
P.R.O : _________________________
Senators : _______________________

Representative: ___________________
## INPUTS/INFORMATION

<table>
<thead>
<tr>
<th>CHARACTERISTIC/STANDARD/CRITERIA</th>
<th>ACTIVITY</th>
<th>SUB-ACTIVITY/STEPS</th>
<th>CUSTOMER</th>
<th>OUTPUT</th>
<th>CHARACTERISTIC/STANDARD/CRITERIA</th>
<th>CONTROLS (FORMS/TEMPLATE)</th>
<th>RESPONSIBILITIES</th>
<th>REFERENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>True Copy of Grades Certified</td>
<td>Evaluating documents for the election</td>
<td>1. Dissemination of Election Guidelines</td>
<td>Evaluated documents to be attached in the COC</td>
<td>Complied requirements</td>
<td>Signed COC</td>
<td>DSDS-PS and Chair-SDS</td>
<td>Student Manual2017 Edition BOR Res. 1418 s. 2017</td>
<td></td>
</tr>
<tr>
<td>Certificate of Good Moral Character</td>
<td>2. Screening documents submitted by candidates</td>
<td>Students</td>
<td></td>
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<td></td>
<td>3. Giving Certificate of candidacy to aspirants</td>
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<td></td>
<td>4. Posting of names of qualified candidates</td>
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<td></td>
<td>SSC CBL</td>
<td></td>
</tr>
</tbody>
</table>
### Kalinga State University

**OPERATIONS MANUAL**

Student Development Services and Placement Services

<table>
<thead>
<tr>
<th>Control Sheet</th>
<th>Honest election</th>
<th>Casting of votes and proclamation of winners</th>
<th>Name is checked in the control sheet after casting his vote</th>
<th>Control Sheet</th>
<th>College Deans as COMELEC Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>School ID</td>
<td></td>
<td>1. Giving of ballots to the different colleges</td>
<td>Students</td>
<td>Casting of vote in 5 minutes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Casting of votes</td>
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<td></td>
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<td>3. canvassing</td>
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<td>4. Proclamation of winners</td>
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</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>INPUTS/INFORMATION</th>
<th>CHARACTERISTIC/STANDARD/Criteria</th>
<th>ACTIVITY</th>
<th>SUB-ACTIVITY/STEPS</th>
<th>CUSTOMER</th>
<th>OUTPUT</th>
<th>CHARACTERISTIC/STANDARD/Criteria</th>
<th>CONTROLS (FORMS/TEMPLATE)</th>
<th>RESPONSIBILITIES</th>
<th>REFERENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complied Big Book</td>
<td>Complied requirements</td>
<td>Submission of Application for the Outstanding Student of the Year</td>
<td>1. Dissemination of guidelines for the search for outstanding students of the year</td>
<td>Students</td>
<td>Evaluated entry</td>
<td>Well-accomplished entry</td>
<td>Criteria for Judging</td>
<td>DSDS-PS</td>
<td>TOSP Guidelines</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Submission of entries</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>3. Evaluation of entries</td>
<td></td>
<td></td>
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<td></td>
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<td>4. Announcing the result</td>
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</tbody>
</table>

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7. Student Development Services

7.1 Office of the Student Development Services and Placement Services (OSDS-PS)

The office supervises the implementation of the different programs and activities of the student development services such as the Medical/Dental, Scholarship, Guidance, Dormitory, Alumni, NSTP, Student Publication, and OJT.

The Objectives are in consonance with the Vision, Mission, Goals and Objectives of the university

7.1.1 List of Relevant Interested Parties

<table>
<thead>
<tr>
<th>INTERESTED PARTIES</th>
<th>NEEDS</th>
<th>EXPECTATIONS</th>
</tr>
</thead>
</table>
| Students           | Student Services:  
  ▪ Dental/Medical  
  ▪ Guidance  
  ▪ Library  
  ▪ Laboratory  
  ▪ Scholarship  
  ▪ Dormitory  
  ▪ Canteen  
  ▪ Student Publication | ▪ Complete and available student services |
| Faculty            | ▪ Library and laboratory services  
  ▪ Instructional Materials  
  ▪ Computer-Assisted teaching and learning | ▪ Independent learners |
### 7.1.2 Strength, Weaknesses, Opportunities and Threats

<table>
<thead>
<tr>
<th>STRENGTHS</th>
<th>WEAKNESSES/CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTERNAL</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Staff of the DSDSPS are sent for trainings, seminars, and symposia that will develop their skills in serving the students</td>
<td>▪ Non-wearing of prescribed school uniform</td>
</tr>
<tr>
<td>▪ The CSG President sits with the Board of Regents representing the student body.</td>
<td>▪ Inexperienced Student leaders</td>
</tr>
<tr>
<td><strong>EXTERNAL</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Student leaders are tapped as speakers to some leadership seminars</td>
<td></td>
</tr>
<tr>
<td><strong>OPPORTUNITIES</strong></td>
<td><strong>THREATS</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 7.1.3 Risk Registry

<table>
<thead>
<tr>
<th>Process/Risk Description</th>
<th>Risk Causes &amp; Consequences</th>
<th>Current controls</th>
<th>L</th>
<th>I</th>
<th>Risk Rating</th>
<th>Treatment</th>
<th>Responsible</th>
<th>Target Date</th>
<th>Target Risk Assessment after treatment</th>
</tr>
</thead>
</table>
| a. Process SDS-PS        | Risk Description            | Non-wearing of prescribed school uniform | Causes:  
  ▪ Some faculty members do not check the uniform of students in their classes  
  ▪ Lenient implementation of the policy upon entry | Checking of school uniform upon entry  
  ▪ Faculty members check the students who are not in uniform | 4  
  ▪ 16-High | Strict implementation of sanctions for non-wearing of uniform  
  ▪ Checking of school uniform upon entry  
  ▪ Faculty members check the students who are not in uniform | VPASD | January 2019 | 2  
| b. Process SDS-PS        | Cause                       | Non-attendance   | to leadership trainings and seminars | 3  
  ▪ 12-High | trainings and seminars for student | VPASD | Jan 2019 | 2  

<table>
<thead>
<tr>
<th>Risk Description</th>
<th>Consequence</th>
<th>leaders at least per school year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inexperienced student leaders</td>
<td>Cannot deliver expected services</td>
<td>DSDS-PS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SDS Chairman</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Leaders</td>
</tr>
</tbody>
</table>
### 7.1.4 Opportunity Registry

<table>
<thead>
<tr>
<th>Opportunity Statement (include benefit once opportunity is encountered)</th>
<th>L</th>
<th>I</th>
<th>Opportunity Rating</th>
<th>Opportunity Action Plan (may refer to other planning documents)</th>
<th>Responsible</th>
<th>Target Date</th>
</tr>
</thead>
</table>
| **Opportunity:**  
  ▪ Staff of the DSDSPS are sent for trainings, seminars, and symposia that will develop their skills in serving the students | 5 | 5 | 25- High | ▪ Attend relevant seminars to update the SDSPS Staff capability | SDSPS and FTDC Committee | January 2019 |
| **Benefits**  
  ▪ Upgraded and updated ideas in serving the students | | | | | | |
| **Opportunity:**  
  ▪ The CSG President sits with the Board of Regents representing the student body. | 5 | 5 | 25- High | ▪ Air and report issues and concerns of students | OSDS | Nov 2018 |
| **Benefits**  
  ▪ The administration is informed matters about student concerns through the Student Regent | | | | | | |
| **Opportunity:**  
  ▪ Student leaders are tapped as speakers to some leadership seminars | 5 | 4 | 20- High | ▪ Inclusion of the services of KSU in their lecture outside | VPASD  
  OSDS-PS | Upon invitation |
### 7.1.5 Improvement Plan

<table>
<thead>
<tr>
<th>Objective</th>
<th>Key Performance Indicator</th>
<th>Baseline Data</th>
<th>Target</th>
<th>Action Plan</th>
<th>Responsible Unit</th>
<th>Completion Date</th>
<th>Monitoring Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>To send the SDS-PS staff for trainings, seminars, and conferences.</td>
<td>No. of trainings, seminars, and conferences to be attended by the staff of SDS-PS</td>
<td>4 Trainings in a year</td>
<td>3</td>
<td>Identify trainings, seminars, and conferences to be attended by the SDS-PS staff</td>
<td>FTDC</td>
<td>January 2019 onwards</td>
<td>Certificate of Attendance</td>
</tr>
<tr>
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<td></td>
<td>Certificate of Participation</td>
</tr>
<tr>
<td>To assist the student regent in serving the students.</td>
<td>No. of meetings to be attended by the student regent to the board</td>
<td>Quarterly with special sessions</td>
<td>5</td>
<td>Identify the agenda to be presented by the student regent to the board</td>
<td>Board of Regents (BOR)</td>
<td>Year round</td>
<td>Attendance from the Board Secretary</td>
</tr>
<tr>
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<tr>
<td>To expose the students outside the university</td>
<td>No. of speaking involvement of the tapped students</td>
<td>Once in a semester</td>
<td>2</td>
<td>Include the university services in the speaking engagement of the tapped student leaders</td>
<td>SDS-PS Dean</td>
<td>Year round</td>
<td>Invitation Letter</td>
</tr>
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<td></td>
<td>Program</td>
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<td></td>
<td></td>
<td>Certificate of Attendance</td>
</tr>
</tbody>
</table>
### 7.1.6 Reference Matrix

<table>
<thead>
<tr>
<th>PROCESS</th>
<th>SUB-PROCESS</th>
<th>REFERENCES</th>
<th>RESPONSIBLE PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services</td>
<td>▪ Implementation on the wearing of prescribed school uniform</td>
<td>▪ Student Manual 2017 Edition</td>
<td>SDS-PS, SDS Chair, Guards on Duty, Faculty, Student Leaders</td>
</tr>
<tr>
<td></td>
<td>▪ Election of officers for the different clubs, organizations, college, society, etc.</td>
<td>▪ Student manual 2017 Edition&lt;br&gt;▪ Central Student Government (CSG) Constitution and By-Laws&lt;br&gt;▪ Supreme Student Council (SSC) Constitution and By-Laws</td>
<td>SDS-PS, Deans, Faculty, SDS Chair</td>
</tr>
</tbody>
</table>
KSU HYMN

LET HUMANITY PREVAIL

KSU is the light of the vast Kalinga Province
Born encompassing with the breadth of the poor
Bringing forth a glamorous delight
To tinge the innocent mind of every child

Refrain:

Hail KSU I’ll sing you a song of praise
I cling to thy brow to sip the nectar of your ways
Flowing in thy streams of wisdom and truth
Pride of Kalinga Province walk on!

When humanity’s understanding prevails
Thy offspring would proudly stand with palms on their breast
To pour out their golden thoughts ablaze
Where dreams, now realities of culture and birth

Repeat Refrain:
Flowing in thy streams of wisdom and truth
Hail, Kalinga State University walk on!