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CEBU TECHNOLOGICAL UNIVERSITY
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STUDENT SERVICES

STUDENT AFFAIRS OFFICE

As per BOR Resolution No. 59 series of 2015 stipulates that Student Affairs and Services (SAS) are the services and programs of the university that are concerned with academic support experiences of students to attain holistic or total student development. Non-academic services are two-pronged: those that relate to student welfare and those that relate to student development.

The Student Welfare Programs and Services are basic services that are necessary to serve the well-being of students. These include Admission, Information and Orientation Service, Scholarships and Financial Assistance, Health Services, Guidance and Counseling Services, Food Service, Career and Placement Service, Safety and Security Service, Student Discipline, Student Publication, Student Housing and Research, Monitoring and Evaluation of Student Affairs and Services.

Cebu Technological University - Student Affairs Office hereby adopts CHED MEMORANDUM ORDER No. 9 Series of 2013, otherwise known as **Enhanced Policies and Guidelines on Student Affairs and Services** and or *CHEd Memorandum Order No. 21, Series of 2006.*

The Student and Auxiliary Services of the **CEBU TECHNOLOGICAL UNIVERSITY** DAANBANTAYAN CAMPUS is a well-organized, properly administered, and adequately staffed student personnel services with well-defined and clearly stated objectives in consonance with the objectives of the institution. The objectives are geared towards student welfare and services, growth and development.

As per CHED Memorandum order No 09 series of 2013 entitled Enhanced Policies and Guidelines on Student Affairs and Services.

Services were divided into three (3):

A. Student Welfare- These are basic services that are necessary to serve the well-being of students. These includes:

- ✔ ***Information and Orientation Services*** – Students maybe provided with information materials; regular comprehensive orientation program;

organized, updated and readily available educational, career, and personal/social materials which includes the following:

- R.A. 9262 or Anti Violence Against Women and Children Act;
- Guidelines on drug abuse prevention and control
- R.A. 7877 or the Anti-Sexual Harassment Act of 1995
- HIV-AIDS awareness
- Self-care and healthy lifestyles
- R.A. 9442: an act amending the magna carta for persons with disability

✔ ***Guidance and Counseling Services*** this in line with the System's commitment for the total development of students and this is managed by a qualified counselor. Services available are:

- Guidance Service – the students are informed on Study Habits Improvement, Self Awareness and Values Clarification, Human Sexuality, Personality Development and Public Relations, Interpersonal Skills with Work Ethics and Job Hunting, etc.
- Counseling – Gender sensitive individual and group counseling are extended to our students, a counseling room and an appropriate and pro-active intervention programs and strategies are also done.
- Individual inventory/Appraisal Service – The office maintains student's cumulative records; and well-planned assessment program.
- Follow-up
- Referral
- Grievance/Complaint
- Administration of admission tests to all student applicants/Intake interview (for first year colleges)
- *Research and Development* refers to the periodic studies conducted by the Student Affairs Office on the placement program and facilitates consultative meetings with stakeholders, school officials and faculty members.

✔ ***Career and Job Placement Services*** – The office does a valid appraisal data of students for career and job placement; active networking with

school, community, alumni and etc., likewise career seminars and job placement services is an annual activity calendared by the office likewise, a mechanism to institutionalize a link with industries is maintained.

It addresses the pre-employment and employment needs of the students and alumni, the On-the-Job training of the graduating students, and strengthens industry-academe linkages. These services include: educational placement, job placement, on-the-job training program/practice teaching, and student welfare program by DOLE, income augmentation, and responsive services.

- ✔ ***Economic Enterprise Development*** – under this activity the following maybe considered: student cooperatives; entrepreneurial undertakings; income generating projects; savings activity recognized with the Cooperative Development Agency (CDA) subject to the existing laws and guidelines of the said agency.

- ✔ ***Student Handbook Development*** – this office is responsible to come up the student manual deliberated by the committee and make necessary updates; archive and retrieve previous student manual. A student representative from the student body should be part of the committee that prepares the student manual.

B. Student Development – These are programs and activities designed for the enhancement and deepening of leadership skills and social responsibility of our students which includes the following:

- ✔ ***Student Organizations and Activities*** – This provide experiences and opportunities for skills and values development of the students in support of the academic program. It shall be any association, club or organized group of bonafide students recognized/accredited by the school administration categorized as curricular and co-curricular organizations. The office sets policies on accreditation, re-accreditation, monitoring and evaluation of student organizations.
- ✔ ***Leadership Training*** – there should be a leadership training for the newly installed leaders
- ✔ ***Student Government/Council*** – This amplifies the right of students to govern themselves as a student body.
- ✔ ***Student Discipline*** – The University sets policies and guidelines to address student grievance
- ✔ ***Student Publication/Year Book*** – It gives opportunity to the students to enhance and develop skills in writing and promote campus journalism. Thus, to produce a student publication published by the study body through and editorial board and staff.

The office ensures compliance of Republic Act 7079 otherwise known as "Campus Journalism Act of 1991". Likewise it encourages other media and yearbook production.

C. Institutional Student Programs and Services – These are support services extended by the university to our students to wit:

- ✔ ***Admission Services*** – Stakeholders should be properly informed of the schedule, requirements and procedures for admission. Likewise, the list of tuition and other school fees are provided.

- ✔ ***Scholarships and Financial Assistance*** – are extended to give opportunity to qualified students to college education. Subject to the general rules promulgated by the Administrative Council and as approved by the Board of Regents, the University shall accept scholarship grants from any private or public institutions or individuals. Scholarships in this university are classified into: University-Granted scholarship – scholarships granted by the university and externally funded scholarships.

  The office provides information to students of the available Scholarship programs that they may possibly qualify and avail. Likewise, the office adopts mechanisms to institutionalize a more compassionate policies and guidelines for scholarships and financial assistance.

- ✔ ***Health Services*** – The office should look into the primary health care services offered to students. Health Clinic should see to it that the university has enough facilities for health care and that health records of our students are updated.

  Services are offered to all bonafide students with health needs in order to appraise students' health status, detect defects, improve their cleanliness, give medical attention and annual dental inspection or treatment.

- ✔ ***Services for Students with Special Needs and Persons with Disabilities*** – Students with special needs and disabilities should not be denied of academic accommodation. The university should have list of students with disabilities and submitted regularly to CHED and other concerned office.

- ✔ ***Sports and Cultural Development Programs*** – The University should open to students' opportunities for physical fitness and well-being. It should encourage participation in national, sectorial and other cultural

sports activities and development. It is expected that the university conducts a regular sports programs.

- ✔ ***Social community Involvement Programs*** – Students are encouraged to participate and be involved in meaningful socio-economic activities.

- ✔ **Safety and Security Services** concerns about the safety and security of the environment. Buildings and facilities shall comply with government standard. Licensed and competent security personnel shall ensure the safety and security of students and their belongings.

- ✔ ***Library Services*** is referred as the instructional materials resource center of the University. It is composed of the following: circulation service, reference and information service, library instruction and orientation service, new acquisitions and current awareness service, research assistance, reserved books service, periodical services, vertical file and indexing service, and on-line service.