



Cover Story

The Stairway

The cover depicts the historic stairway of ASSCAT. The stairway alludes Plato's allegory of the cave wherein one needs to climb up the mountain top to look for wisdom and enlightenment. The upward mobility of the stairway symbolizes the ladderized scholastic formation of the learner towards becoming an informed and transformed citizen, as a contribution to the development of the nation building. The downward mobility of the stairway symbolizes the return of a service-ready individual, capable of nurturing the environment, effecting sustainable and authentic human and societal development.

Foreword

Title I General Information

Chapter I Historical Development

The Agusan del Sur State College of Agriculture and Technology (ASSCAT) started as a settlement known as **Monobo Farm School for the people of upper Agusan in 1908**, to provide basic education and upgrade their farming skills. It later became the Bunawan National Agricultural School on June 17, 1984 through Republic Act 301 sponsored by former Congressman Marcos L. Calo. On June 21, 1969 it was changed into Southern Agusan National Agricultural College by virtue of R.A. 5917 passed by former Congressman Jose C. Aquino.

In 1974-1975, the College offered the two-year Post-Secondary Agricultural Technician Curriculum which was subsequently realigned to the ladderize-type Diploma in Agricultural Technology leading to a four-year Bachelor of Agriculture Technology (DAT-BAT), produced its first batch of BAT graduate in SY 1989-1990.

Commencing the first semester of school year 1992-1993, two (2) additional courses were offered: a) Bachelor of Secondary Education (BSEd) major in Technology and Home Economics (T.H.E.) and b) Bachelor of Elementary Education (BEEd) with concentration in work Education (DECS Order No. 88 s. 1992).

On the same year, Congressman Ceferino S. Paredes, Jr. sponsored to the Batasang Pambansa House Bill 1432 for the conversion of SANAC into a State College which was also endorsed by Senator Edgardo J. Angara through Senate Bill No. 1690. On March 1, 1995, it was signed by President Fidel V. Ramos by virtue of RA 7932 converting SANAC into Agusan del Sur State College of Agriculture and Technology (ASSCAT) offering more collegiate courses; to wit: Bachelor of Science in Agro-forestry, Diploma in Inland Fishery Technology leading to Bachelor in Inland Fishery Technology, and Bachelor of Science in Agribusiness and Information Technology.

Mr. Cristeto Ra. Abrea served as Office In-Charge (OIC) of the Office of the President from 1995-1997 and became the first installed ASSCAT President on January 1997. Upon his retirement on January 2001, Dr. Roberto N. Padua, CHED Commissioner assumed as Chair of the Management Committee effective January 13, 2001 until August 22, 2001 while, Mr. Bernardino Z. Ente Jr., MPA served as OIC President from August 22, 2001 to February 13, 2002. During their terms, the Academic Development and Strategic Plan for 2001-2005 was approved which served as blueprint for ASSCAT ascension to Agro-industrial Tourism University Park. During the academic year 2001-2002 and numerous courses were offered in Arts and Sciences and Engineering programs. Likewise, a purposive faculty and staff development program was planned to meet the academic requirements of the College, the vigorous upgrading and improvement of facilities and equipment were also pursued.

The second ASSCAT President, Dr. Doroteo E. Jaquias served the College from February 13, 2002 to October 24, 2011 for two (2) terms. During his leadership, he blazed the trail towards excellence, quality and access. Bachelor of Science in Agriculture major in Agronomy, Animal Science, and Horticulture was offered. Along with, extension classes in Loreto, Agusan del Sur and the Bachelor of Agricultural Technology at Surigao del Norte College of Agriculture and Technology (SNCAT) at Magpayang, Mainit, Surigao del Norte were opened. However, due to inadequacy and limitation of resources in the Arts and Sciences programs and the elementary laboratory school were rationalized. It is also during his term that several programs of the College were accredited by the Accrediting Agency of Chartered Colleges and Universities of the Philippines (AACUP) Inc.

It was also during his time that the College was also recognized as Most Enterprising SUC in Caraga region because of the robust income generating projects of the College which eventually led to a national recognition from CHED as the National University/College Awardee (NUCA) in the Caraga region on August 14, 2009 pursuant to Commission Enbanc Resolution No. 221-2009. The College also retained the institutional position as SUC Level II evaluated by the CHED and the DBM in year 2017.

Dr. Juarlito V. Garcines was officially appointed as 3rd ASSCAT President and served two (2) consecutive terms from October 25, 2011 until October 24, 2019. In 2012, the College started offering three (3) graduate programs namely: Master of Science in Agronomy, Master of Science in Animal Science, Master of Science in Horticulture. In 2013, the two-year Diploma in Inland Fishery Technology (DIFT) which was approved per BOT Resolution No. 73, s. 1997 was re-opened, while the **Teacher's Certification Curriculum (TCC) was offered**. In 2015, ASSCAT took over the management of Bukidnon State University Trento External Studies Center by virtue of BOT Resolution No. 38, series of 2015. In 2017, the offering of Arts and Sciences programs (Bachelor of Arts in English Language, Bachelor of Science in Biology and Bachelor of Science in Applied Mathematics). It was also in the year of 2018 that the Bachelor of Science in Environmental Science program was offered.

It was also in 2017 ASSCAT became proud and honored to have produced a topnotcher in the Licensure Examination for Teachers (LET) in the person of Ms. Jennifer C. Burlado who landed as top 5. This was succeeded by Ms. Jeanette F. Francisco-Top 4 and Mr. Mark John Martinez-Top 10 in 2018 while Ms. Marilyn T. Galo and Rodelo N. Lungay, Jr. Landed as Top 5 and Top 6 respectively in 2019.

In its continuing effort to improve quality of education, the College periodically submits to the accreditation and updates its status. In the administration aspect, the allocation for Capital Outlay from the national budget was materially increasing which led to the massive construction, rehabilitation and development of physical facilities and structures, and the acquisition of three (3) units brand new vehicles.

In December 18, 2018, the AJA Registrars issued the ISO Registration Certificate to ASSCAT's quality management system as ISO 9001:2015 Certified. Another is the institutional level of the College as SUC Level III pursuant to CHED Memorandum Order No. 12, series of 2016. During his terms he initiated the conversion of the ASSCAT into a University by preparing the CHED and other legal requirements.

Dr. Belen S. Dela Peña served as Officer In Charge(OIC) of the Office of the President from October 25, 2019 until February 27, 2020, since the College was still in search for the next ASSCAT President. Her courage and willingness to lead the College in carrying out the four-fold functions became an inspiration to the entire ASSCAT community.

On February 28, 2020, Dr. Joy C. Capistrano was appointed as 4th ASSCAT President. Her love and commitment to the College despite the COVID-19 pandemic serve as the driving force to the strong support and continual improvement in all its processes, systems, resources and structure to provide to the stakeholders its deliverables in terms of quality, accessible and excellent tertiary education and services for the students, personnel and community in a flexible manner.

One significant milestone of the College is the conversion of ASSCAT into Agusan del Sur State University (ADSSU) which was signed into law by President Rodrigo R. Duterte by virtue of RA 11856 on July 30, 2021 with the principal author of the House Bill No. 7019 by Cong. Adolph Edward "Eddiebong" G. Plaza.

Chapter II

Vision, Mission, Philosophy, Goals and Quality Policy of ASSCAT

Section 1. Vision

ASSCAT as the premier agro-industrial Higher Education Institution in Caraga Region capable of producing morally upright, competent and globally competitive human resource to effectively implement sustainable development.

Section 2. Mission

ASSCAT shall primarily provide higher professional, technical and special instruction for special purposes and promote research and extension services, advanced studies and progressive leadership in agriculture, education, forestry, in-land fishery, engineering, arts and sciences and other relevant fields.

Section 3. Philosophy

ASSCAT believes that the Higher Education should be anchored to the tenets of democracy; guided by the continuing pursuit for relevance and excellence and; the prime mover and catalyst for development.

Section 4. Goals

- a. Develop and offer curricular programs that are relevant and responsive to the peculiar needs and urgencies of the region.
- b. Generate, develop and transfer appropriate technologies to address the needs of the agro-industrial sector in the service area;
- c. Develop disciplined, responsible and well-trained students to become effective citizens in the community and ready to face the challenges in the highly competitive world of works;
- d. Have a pool of service-and person-oriented professional workforce who are educationally and technologically prepared well equipped to effect desired and necessary changes to the service area and among the clientele;
- e. Acquire state-of-the- art facilities and equipment to be attuned to the trend of the changing times;
- f. Build, construct, improve and upgrade, appropriate physical facilities in harmony with the ecosystem to attain harmonious co-existence of man and nature;
- g. Adopt and institutionalized efficient, effective and judicious utilization of resources to maximize, strengthen and sustain development and fiscal security and autonomy; and
- h. Expand networking and linkages locally, nationally and globally.

Section 5. Quality Policy

ASSCAT's vision to be a premier agro-industrial Higher Education Institution in Caraga Region is fostered by the following principles;

- Sustaining quality education through relevant experiences and community engagement;
- Encouraging optimum resource management;
- Developing an environment that is conducive for intellectual and personal growth; and
- Generating relevant knowledge through innovative thinking.

To continually improve our Quality Management System, we commit to comply with all applicable requirements and provide service excellence in our four-fold functions.

Chapter III Core Values and Seal

Section 6. Core Values

Assertive

Self-Esteemed

Spiritually Motivated

Compassionate

Accountable

Timeliness

Section 7. The ASSCAT Seal



Green symbolizes the agricultural mandate of the College. Yellow ropes denote that the college has highlighted the research and development as its course of action.

Eight (8) Yellow Rays mimic the eight rays of CHED and the eight rays of the Philippine Republic emphasizing national scope of development.

Plants and Animals represent the research focus of the college on plants and animal husbandry being the flagship program of the college

Tower/satellite signifies the engineering and technology program of the College to keep globally connected.

Chapter IV

AGENTS OF STUDENTS' FORMATION

Section 8. The National Government. Recognizing the youth's vital role in nation-building, the state shall promote civic consciousness among the youth and shall develop their moral, spiritual, intellectual and social well-being. It shall inculcate in the youth patriotism, nationalism, and advance their involvement in public and civic affairs.

Section 9. The Governing Board. This is the highest policy-making body of the Agusan del Sur State College of Agriculture and Technology (ASSCAT). It is called the Board of Trustees (BOT) for chartered state colleges such as ASSCAT.

Section 10. The Administrative Council (AdCo). The Council is composed of the President of the College 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 of the College for appropriate action.

Section 11. The Academic Council (AcadCo). The Council is composed of the College President as Chairperson, the Vice-President for Academic Affairs as Vice-Chairperson, other Vice Presidents, Directors and Deans and other officials and all faculty members with the rank of Assistant Professor 1 or higher as members. The Council has the duty to review and recommend academic programs, curricular offerings, policies, and rules on discipline of the College.

Section 12. The Faculty. The faculty is a member of the academic workforce engaged in actual teaching, research and extension functions either on a full-time or part time basis. H/She may also engage in production activities. As *loco parentis*, he or she facilitates the acquisition of knowledge and skills to develop the analytical and creative faculties of learners and impresses the values expressed in the VMGO of the College.

Section 13. Office and Technical Staff. All Office personnel and technical staff of the college, including the security guards, help facilitate the services and render them with utmost diligence, thus the needs of the students are substantially served.

Section 14. The Student. The student himself or herself is the primary agent of his or her own formation. H/she is officially enrolled student of ASSCAT.

CHAPTER V **AN IDEAL ASSCATIAN (Graduate Attributes)**

Job Ready

Globally Competent

Prudent in Judgement

Articulate

God Loving

Resilient

Critical Mindedness

An ideal ASSCATian is one who possesses the knowledge, skills, attitudes and values that empower him/her in facing his/her future with confidence, and realizing his/her individual dreams. He/She has strong faith and desire to become an instrumental in concretizing ASSCAT mission and achieving ASSCAT goals.

An ideal ASSCATian is one that implements the formative rules and regulations guided by God's wisdom towards authentic human development. He/She is happy to submit himself/herself with docility to the instruments of God who are designed agents for his/her holistic formation.

An ideal ASSCATian is one who cares for the public identity and long-held standards of morality set by ASSCAT. He/She refrains from acts that may blemish the reputation and the standard operation of the College. He/She uses the College property with a sense of stewardship and responsibility.

An ideal ASSCATian is one who keeps the peace and maintains the College friendly environment without any form of discrimination or abuse. An ideal ASSCATian is one who makes ASSCAT ideal institution conducive for learning and human formation.

Title II **THE OFFICE OF STUDENT AFFAIRS AND SERVICES (OSAS)**

Pursuant to the provisions of CHED Memorandum No. 9, series of 2013, otherwise known as the Enhanced Policies and Guidelines on Student Affairs and Services, the Office of Student Affairs and Services (OSAS) renders the services and programs in Higher Education Institutions that are concerned with both academic and non-academic experiences of students to attain holistic student development. Academic support services are those that relate to student welfare, student development and institutional programs and services. Further, the OSAS also supervises and coordinates with the different student service providers of the College.

Aligned to the CMO No. 8, series of 2021 otherwise known as "Guidelines on the Implementation of Flexible Delivery of SAS Programs during COVID-19 Pandemic", the College continues its delivery of services to the students employing the offline and online mode of delivery. Likewise, strategic internationalization plan of College, in promoting access to international quality education, the OSAS incorporates the internationalization of relevant programs and activities, and

conducts research as a basis in updating policies and implementing programs. For guidance and order, please refer to the in-placed process in every service.

Chapter I Student Welfare Services

Student Welfare Services are basic services and programs needed to ensure and promote the well-being of the students.

Section 15. Information and Orientation Services.

ASSCAT, through the OSAS provides informative activities and materials to facilitate the life of the students in the College. While ASSCAT historical background and statements of its Vision, Mission, Philosophy, Goals, Quality Policy and Core Values are posted on visible places. Comprehensive programs are also held to orient new students and re-orient continuing students on the operations of the College relating to student affairs. As one of the primary functions of the OSAS, information on pertinent statutes and laws, such as “Tobacco Regulation Act of 2003”, “Anti-Hazing Acts of 2018,” Cybercrime Laws, and all relevant public policies are also provided.

Section 15.1 Online delivery of Orientation and Information Services

In coordination with the Public Relations and Information Office (PRIO), OSAS has the primary duty to post, update advertisements, public announcements, and relevant information through infographic materials on recognized and official online platforms. Likewise, the conduct of virtual orientation during the first day of class of every semester through ASSCAT official Facebook page, which can be accessed and viewed online by the students. ASSCAT also strictly observes laws and statutory policies regulating the use of online modalities. *Process of Submitting Advertisements and Announcement through PRIO will be referred to the Administrative Manual of Operations.*

Section 15.2 Offline delivery of Orientation and Information Service

Announcements and other relevant information are posted on apportioned bulletins in the strategic location of the College and other conspicuous areas in the Local Government Unit (LGU). Male and female students who lack the technological resources to avail online services is provided with printed and digitized information in the form of brochures, PowerPoint presentations and saved in the flash-drive for distribution to students or through Hatid Aral Program (HAP). Also, the same materials are readily available through the front line offices of the College.

Section 16. Guidance and Counseling

ASSCAT provides an office that is primarily responsible for assisting the students in achieving their maximum potential through in-depth self-awareness and self-realization. This office provides an integrated approach for the development of individuals primarily through helping them to utilize their potentials to the fullest. This can be made possible through its different services which include, but not limited, to the following: (1) counseling; (2) gathering of student-information through psychological tests and other non-psychometric devices, (3) systematic monitoring to determine the effectiveness of the guidance activities in general, and placement in particular; and (4) coordination with other multi-disciplinary team of specialists to ensure the special needs of students are met. In the conduct of its services, ASSCAT observes utmost confidentiality standards as provided in R.A. 10173 or the Data Privacy Act of 2012.

Appropriate and pro-active intervention programs and strategies are adopted to ensure that every student's need may be provided in a timely manner. Hence, cases which are considered beyond the scope of expertise of the office are referred to appropriate professionals as part of the helping process.

Section 16.1 Counselling services are available to all male and female students who may seek one

Each college has assigned guidance facilitators ensuring that needs from each college are met. These Guidance Facilitators are directly under the supervision of the College Guidance Counselor to ensure that proper practice is observed. The Guidance Office has followed three detailed processes in counseling, based on the approved process of ISO to wit:

- a. Walk-In Counseling. It is where the office caters all students who voluntarily seek counseling. Detailed process for walk-in counseling service.
- b. Referral Counseling. It is where client/s are being consulted to the guidance counselor by the program chair, faculty, classmates, friends, staff or school officials for a specific purpose.
- c. Call-In Counseling. It is where the guidance counselor calls the attention of concerned students excused from their respective class or upon the availability of the college student to come in the guidance office for a dialogue, conference, initial interview or a counseling session.

Section 16.2 Testing services are also available to all students

Admission Test is provided to incoming new students. In gathering student-information through psychological tests and other non-psychometric devices are also provided depending on their year levels.

Section 16.3 Offline delivery of Guidance and Counseling

The Office shall link with the LGU on the implementation of Mental Health program using hotline services; launch the Mental Health program specifically psychological first aid & tele-counseling; and form and train New Normal Peer Counselors to help in the implementation of its programs and services.

Section 16.4 Online delivery of Guidance and Counseling

The Office shall conduct tele-counseling utilizing the messenger and other available online platforms; conduct webinars for mental health via online video conferencing; and other online activities to help students in their life's adjustments through psycho-education.

Section 17. Admission Services

ASSCAT has an office primarily responsible for facilitating the admission of each aspiring applicants. In partnership with other units in the College, this office screens prospective students, both in the undergraduate and graduate levels, for possible placement in the different courses offered by the College.

Section 17.1 Admission Application

All applicants that includes the incoming first year students, transferees, returnees, and TCC are required to apply in person or online by filling in the Admission Application Form where they will be given the Admission Test Schedule for the qualifying examination (if there is any).

Section 17.2 Admission requirements

Applicants are required to submit the following documents:

1. Duly filled-up Admission Application Form;
2. Photocopy of the Report card (Form 138 for High School and ALS Graduates, 1st semester grade for the SHS-Grade 11 and 12);
3. Official Transcript of Record (OTR) for Transferees and TCC; Evaluation of previous academic records for the Returnee); and,
4. Certificate of Completion for ALS passers.

Section 17.3 Admission Test

The ASSCAT College Admission Test (CAT) which utilizes the Caraga Region State University and College (CARSUC) Admission Test will be conducted by the Guidance Office-Testing Services to pre-scheduled applicants. The College Admission Test result shall be forwarded to the Admission Office for placement of students under the admission procedure. The CARSUC Admission Test result is Caraga Region-wide valid for one school year as Admission Requirements.

Section 17.4 Offline delivery of Admission

Submission of requirements will be done through walk-in, courier, and/or Hatid Aral Program (HAP).

Section 17.5 Online delivery of Admission

The online delivery utilizes the system of the college, google form to facilitate admission to the College. Also the office makes use of the official Facebook account in addressing the inquiry relative to pre-admission process and other related admission services transactions; and uses the online admission process.

Section 18. Career and Job Placement Programs

This office is primarily responsible for assistance for vocational and occupational fitness and employment. It advertises job vacancies and opportunities. This office serves as a link between the students, who are considered as ASSCAT's products, and companies looking for intellectually competent and competitive human resources. This office also conducts career discovery and counseling, pre-employment activities, skills development programs and seminars in partnership with other public and private institutions. In partnership with different departments within the College, the office maintains an active network with the school, community, alumni and other relevant agencies, and monitoring of student placement.

18.1 Offline delivery of Career and Job Placement Programs

The office sends printed materials on possible job opportunities and tips on securing jobs, and other related materials on Job searching via HAP, and posting of job vacancies in visible bulletins within the College; and improve student-labor program of the College.

18.2 Online delivery of Career and Job Placement Programs

The office utilizes posting of career opportunities and job hiring at OSAS and Guidance official Facebook accounts. Links with Department of Labor and Employment (DOLE) and other relevant agencies in promoting employability of graduates and conducting webinars relative to career and job placement in coordination with other stakeholders.

Section 19. Economic Enterprise Development

This office caters to the economic activities of the students in partnership with Banko Sentral ng Pilipinas (BSP) and Bachelor of Science in Entrepreneurship (BS-Entrep) program which includes but not limited to; 1) student cooperatives, 2) entrepreneurial, 3) income generating projects, and 4) savings. Any organization or club which plans to undertake the above-mentioned activities shall, through a letter executed for the purpose duly noted by Director of Student Affairs and Services, secure the recommendation of the Vice-President for Academic Affairs and Quality Assurance for the approval of the College President.

Section 19.1 Offline Delivery

Printed materials on financial opportunity and educational assistance is readily available through the Office of the Scholarship. Conduct of financial literacy session is also done by the group of scholars in the College and in partnership with BS-Entrep department.

Section 19.2 Online Delivery

The conduct of webinar on financial literacy will be partnered by identified agencies.

Section 20. Student Manual Development

The office of the Student Affairs and Services primarily undertakes in the updating of the Student handbook. This must be updated vis-a-vis applicable and prevailing laws and procedure, specifically the CHED Memorandum Order No. 9, series of 2013 and No. 8, series of 2021, and other formation directives.

Section 20.1 Online delivery

An electronic copy of Student Manual will be available at the ASSCAT Official website and this can be accessed and downloadable by the bonafide student of the College. Likewise, primer and Frequently Asked Questions (FAQs) will be posted on the OSAS official Facebook page.

Section 20.2 Offline mode

The reproduction of hard copy student handbook will also be available in the OSAS for release or through HAP distribution. Also, primer and Frequently Asked Questions (FAQs) will be printed and distributed to students without internet connection through HAP.

Chapter II Student Development Services

These are programs and activities designed for the enhancement and deepening of leadership skills and social responsibility.

Section 21. Student Supreme Government (SSG)

It refers to the student body duly organized and elected at large by the students themselves, with due recognition and authority from the College, as the students' official representative in matters affecting them. The Student government of the College shall be officially called SSG, which shall be governed by its own Constitution and By-laws. The elected SSG President (main campus) shall sit in the Board of Trustees representing the students of the academic community.

The SSG is composed of the Student Supreme Council (SSC), which shall be the central governing body of the students, and the College Student Supreme Council (CSSC). The election of officers of the SSC and CSSC shall be governed by the College Student Election Code, implemented and carried out by an independent student body, the Commission of Student Election (COMSELEC).

All bonafide students of ASSCAT are automatically made members of the SSG and shall be covered by the provision of student Constitution and by-laws.

Section 21.1. Online Delivery. The alternative way in the conduct of SSG services through online delivery of programs will be made through the establishment of Student Assistance Desk through SSG Facebook Page, Messenger, Email and Instagram. Online election will also be conducted via Google form. Likewise, student major activities such as acquaintance party, college anniversaries, Intramural, Student's day, and other related activities will be conducted online.

Section 21.2. Offline. The offline conduct of students events and activities will also be implemented particularly those students who lack the internet connection, like the Student assistance desk and the election will utilize the SMS texting with an official hotline number and for the conduct of election

Section 22. Registered Student Organizations

The College recognizes the basic rights of the students to form organizations and to undertake activities, not in conflict with established laws and policies, and in conformity with both the College calendar and the Calendar of Activities of the Student Affairs and Services (Section 158, ASSCAT Code).

To enhance the growth of the students as individuals and members of the academic community, ASSCAT encourages the formation of different student clubs and organizations within the College. These clubs and organizations, which include academic, co-curricular organization, and religious in nature. Accreditation of student clubs and organizations is a condition sine qua non for the conduct of their events, programs or activities.

Section 22.1 Online and Offline Delivery

An in-placed process of accreditation aligned to the ISO process, for the detailed process and requisite documents will be referred to the procedure under Managing Student Organization. There are two (2) ways to submit the complete requirements for accreditation, this can be online where all documents will be sent to the official email of OSAS and shall be facilitated by the OSAS staff or offline where all printed documents will be submitted personally in the office of SAS.

Section 22.2. Adviser

The SSG adviser will be nominated by the SSG officers to be forwarded to the College President for issuance of Special Order (SO) and will be entitled of deloading of three (3) units. Each registered student organization shall have a **faculty adviser**. The Dean will appoint the adviser for academic organization while the **Program Chair** shall appoint the adviser(s) for co-curricular student organizations (**Align to new PAWIm**). In case of interest clubs and organizations, the organization shall appoint their adviser and be confirmed by the OSAS Director.

Section 23. Student Publication/Year Book

Section 23.1. “The Durian” Publication

“The Durian” publication is the official student publication of the College, primarily responsible for all student-oriented print and non-print media. It is issued or released every semester. Working in accordance with the issued guidelines of R.A. 7079 otherwise known as “Campus Journalism Act of 1991”, the OSAS, in cooperation with the Publication committee of the College, updates student journalists on the current trends in newspaper and editorial.

Section 23.2 Online delivery

The online delivery of student publication service with the aid of internet resources, activities like online interaction among staffers and the adviser, maintenance and monitoring of “The Durian” Facebook Page, and regular uploading of e-Pub.

Section 23.3 Offline delivery

The offline delivery of student publication is done through identified offices and through HAP.

Section 23.4. “Agos” Publication

The “Agos” Publication is the official student yearbook. This publication staff is composed of selected students from different colleges nominated and elected by the graduating students, and organized to become primarily responsible for the compilation of data, lay-out and publication of the student yearbook. The organization shall have a designated adviser that will be to oversee and manage the operations of the publication. The yearbook amount will be determined by the organization and payment shall be made by the officers. Election shall be done in the 1st semester. Automatic adviser OSA director.

Section 24. Student Discipline

This refers to the judicious implementation of institutional rules and regulations governing student behavior and conduct. ASSCAT has upheld gender and disability sensitive rules and regulations, define appropriate student conduct and prescribe sanctions for misconduct such as but not limited to acts of vandalism, exaggerated utterances, irresponsible and libelous statements and acts of militancy which threaten the peace and order of the College. A detailed procedure in handling complaints is registered to ISO process.

The College is faithful to its duty to form both the hearts and the minds in order to produce integrated, balanced and fully formed and transformed individuals. Any conduct unbecoming of a student shall accordingly be dealt with by law. The Dean of each College, together with the faculty, are primarily responsible in the discipline of the students.

Section 24.1. Student Discipline Committee

While student rights are observed, students' formation and discipline are of paramount importance which is the formal object of the College disciplinary measures and standards undertaken by the Student Discipline Committee. Guided by an in-placed process of handling complaints, the committee facilitates the administration and judicious disposition of complaints. Consistent with the objective of keeping the peace and order, appropriate sanctions shall be imposed design to provide formative and transformative avenue for growth and development.

The composite members of the Committee are the following

Chair - OSAS Director;

Members: Guidance Counselor;
 Dean of the College where the involved parties belong;
 Program Chairperson of the involved parties belong;
 SSG President; and
 Other concerned personnel as needed

Section 24.2 Offline Delivery

The OSAS facilitates face to face submission of complaints. Likewise, conduct of hearing and consultation will be done through phone calls and/or SMS and home visitation if needed. Printed detailed process of student discipline policy will be distributed through HAP.

Section 24.3 Online

The accommodation of complaints will also be done using email and/or messenger. Participation to webinars on Dispute Resolution and orientation among Committee on Discipline members will also be done regularly.

**Chapter III
Institutional Services**

ASSCAT, under the Office of Student Affairs and Services, has particular offices to facilitate the delivery of essential services to the students.

Section 25. Scholarship Services

This office is primarily responsible for providing access to scholarships and instituted financial assistance and subsidies. In cooperation with PRIO, dissemination of information about the availability, qualification requirements and procedures for the availment of scholarships are undertaken both through online and offline mode. As part of the process, this office monitors the academic performance of the grantees or the scholars in coordination with the different colleges and departments. Further, this office facilitates the students' application for scholarship and grants of the sponsoring government and non-government sectors. The detailed process of registration and monitoring can be accessed through a registered procedure of ISO.

Section 25.1 Free Tuition

All Filipino undergraduate students officially enrolled in ASSCAT will enjoy free tuition, miscellaneous, and other school fees, bounded by the implementing guidelines and policies of RA 10931.

Section 25.2 TES (Tertiary Education Subsidy)

As part of the provisions of RA 10931, this subsidy is made available to students of ASSCAT who are included in the Listahanan 2.0 of the DSWD. Every qualified grantee is provided cash assistance for books, supplies, transportation, and miscellaneous personal expenses, including reasonable allowance for the documented rental or purchase of personal computer or laptop, and other education-related expenses and allowances pursuant to the IRR of RA 10931.

Section 25.3 Other College Academic Scholarship and Institutional Privileges

These are awarded to qualified and deserving students who will receive corresponding monetary award subject to the compliance of the requirements, availability of funds, auditing rules and regulation by competent authorities.

Section 25.3.1 Dean's List of Honor

These are the students who obtained high average rating in General Point Average (GPA) for the preceding semester. The honor student receive Certificate of Recognition and monetary benefit subject to the availability of funds and COA rules and regulations.

Section 25.3.2 ASSCAT Top Entrants

These are the students who garnered the highest points average or its equivalent during the entrance exam and pass the interview administered by the College.

Section 25.3.3 Indigenous People (IP) Scholars

These are students enrolled in ASSCAT who belong to IP lineage. Beneficiary shall receive a monthly educational stipend in the amount of One Thousand Five Hundred (Php1,500.00) Pesos or a total of Seven Thousand Five Hundred (Php7500.00) to defray the costs of room and board, books, uniform, transportation, thesis preparation, and other educational related expenses, provided that, no grantee shall be a beneficiary for more than four (4) academic years. This provision is subject to the availability of funds and COA rules and regulations.

The monthly stipend shall be paid directly to the grantees through Automated Teller's Machines (ATM). In order to qualify for the financial assistance program for IP, a student should possess the following qualifications:

1. Must be a Lumad resident of the province of Agusan del Sur certified by Barangay Tribal Chieftain;
2. Should be of good moral character as certified by the OSAS;
3. Must be a graduate of any secondary public or private school in the province;
4. Must not be a recipient of any scholarship/financial aid/grant from any government agency, non-government agency, foundation, and the like, except for academic scholarship granted by the school for honor students;
5. Should pass the qualifying examination given by the ASSCAT Admission Office;
6. Must belong to an indigenous tribe of Agusan del Sur as certified by National Commission on Indigenous People (NCIP); and
7. Must have good scholastic records from previous semesters or academic years.

Documentary Requirements:

As basis for the approval of the student's application for the scholarship program and prior to the execution of a contract between the Agusan del Sur State College of Agriculture and Technology and the grantee, the latter shall submit to the Office of the Scholarship the following documents, to wit:

1. Accomplished Scholarship Application Form;
2. Certificate of Residency issued by the Barangay Captain;
3. Certificate of No Income from the BIR;
4. Certificate of Good Moral Character;
5. For incoming student:
 - a. Form 138 or its equivalent;
 - b. Original or Certified True Copy of Birth Certificate issued by PSA;
6. For currently enrolled students:
 - a. Certificate of Registration; and
 - b. Certificate of Grade.
7. Certificate from the Municipal Tribal Chieftain.

Responsibilities:

1. Maintain a GPA of at least a passing grade; and
2. Must be an active officer/member of IP or any related organization.

Section 25.3.4 Person with Disability

These are the students officially enrolled to ASSCAT who are under differently-able person with special needs. The grantee shall receive a monthly educational stipend in the amount of Two Thousand (Php 2,000.00) Pesos or a total of Ten Thousand (Php 10,000.00) per semester to defray the costs of room and board, books, uniform, transportation, thesis preparation, and other educational related expenses, provided that, no grantee shall be a beneficiary for more than four (4) academic years.

To qualify the financial assistance program for PWDs, a student should possess the following qualifications:

1. Must be a natural born Filipino citizen;
2. Must have an PWD ID issued by DSWD; and
3. Must be officially enrolled;

Documentary Requirements:

1. NSO/PSA Birth certificate;
2. Duly filled-in Beneficiary's Profile; and
3. Medical Information from Health and Wellness Office.

Section 26. Culture and the Arts Services

This office initiates, plans and implements set of activities designed to provide opportunities, which will develop and enhance the students' full potential, talents, abilities and the appreciation of culture and the arts and multi-cultural heritage. It is also the primary function of this office to ensure that all identified sociocultural programs are relevant and helpful in developing the students' full potential. Likewise, this office undertakes the planning, actual conduct and evaluation of sociocultural activities.

Section 26.1 Offline Services

The conduct of school activities such as Intramural Meet and Mr. & Ms. ASSCAT will be done through a limited face to face in compliance to CHED, DOH, and IATF guidelines and in coordination with local authorities.

Section 26.2 Online Services

Students are encouraged to participate virtual/online activities as avenue to showcase talents and skills among students.

Section 27. Sports Development Services

This office takes care of the sports program for students of the College. It ensures that the identified sports programs are relevant and appropriate in developing student's full potential through physical fitness and wellness of the students. This office handles the screening, try-out and selection, and training of aspiring athletes who will be representing the College in both local and national sports competition. In the conduct of sports activities, the office is responsible for the planning, actual conduct and evaluation of the said sports activities.

Section 27.1 Offline activities

The Sports and development office shall conduct a limited face to face sports training program and competition guided with CHED, DOH, and IATF health protocols and local authorities.

Section 27.2 Online services

The Sports and development office shall provide virtual opportunities for physical fitness and wellbeing of students and shall establish mechanism to promote national, sectoral and cultural sports activities and development in coordination with other agencies and competent individual.

Section 28. Social and Community Involvement Services

These are programs and opportunities designed to develop social awareness, personal internalization and meaningful contribution to nation building. The student activities undertaken by this office also aims at enhancing the youth involvement in public and civic affairs. These programs are integrated as part of the function of the NSTP Office as well as extension services of the College.

Section 28.1 Offline and Online Services

The conduct of virtual activities such as leadership training and webinars sessions partnership with social, civic, government, and non-government organization.

Section 29. Multi-Faith Services

This office aims to uplift the spiritual life of ASSCAT stakeholders. Through its coordination with various religious sectors within or beyond the borders of Caraga region, a cluster of spiritual activities will be conducted either through online or face-to-face modes of service. In pursuit of upholding respect and freedom of religion guaranteed under the Philippine Constitution, these activities will further be facilitated through ecumenical and integrative approach.

Section 29.1 Offline Delivery

Host and facilitate religious activities for students through student organizations.

Section 29.2 Online delivery

Conduct of online daily devotion through invited pastors, ministers, and priest via ASSCAT OSAS Spirituality official Facebook page. Likewise, thanksgiving celebrations is conducted through online. The College exercises the respect of religion in the campus, where students are free to express, decide, and join any religious affiliation and organization they viewed beneficial. Spiritual development activity become a college round activity employing both online and offline mode.

Section 30. Wellness and Health Services

This office is primarily responsible for the health care and wellness of both personnel and students of ASSCAT. Hence, the College provides basic health care services rendered by competent medical attendants to wit:

- Provides first aid, prescribed medicines, and cases that need further assessment will be referred to higher levels of care facilities for better management and treatment. In case the patient requires further treatment, a detailed process of referral is observed;
- Facilitate seminars and information drive on Reproductive Health Law, Mental Health Law, Dangerous Drugs, HIV-AIDS, Stress Management and emerging infectious diseases.
- Impose health protocols and precautionary measures that must be complied with utmost diligence;
- Respond during disaster and Emergency. Assist in the conduct of fire and Earthquake drill and monitor the safety and health of the worker and student;
- Facilitate annual random drug testing, TB testing, HIV -AIDS and STI testing and counselling, monitoring the health status of the employee and student who need special attention in coordination with the authorities;
- Provide online health care services, consultation, counselling, info drive, answer queries and assist & facilitate patients that need assistance;
- Educate, organize and train committed student volunteers that will assist and support during emergency and disaster;
- Assist and facilitate among the Deans or Program Chairpersons to determine specific medical requirement in such program;
- Assist in processing and managing the health insurance of the students and employees; and
- Requires the student to submit Medical examination for Student (Medical Cert., UA, FA, CBC, Chest x-ray, Hepa-B Test).

Section 30.1 Offline and Online Delivery

The offline delivery of Health and Wellness program in partnership with OSAS and other offices in the conduct of regular students' activities like College orientation, distribution of health kits to students, and "ASSCAT Students Kumustahan" through mobile phone. While online activity on health-related programs will be conducted through webinars and online consultation.

Section 31. Services for Persons with Disabilities and those with Special Needs

In cooperation with the Guidance Office, GAD, and the Office of Health and Wellness profiling and appropriate activities are implemented. Likewise, students with disabilities and those with special needs and recommended for exemptions from any and all strenuous activities. Gate Pass and other exemption certificates will be issued by the Health and Wellness Office.

Section 31.1 Offline Services

The provision of priority lanes for pregnant clients, lactating mothers, senior citizens, and PWDs are implemented to front line offices. Monitoring of students with special needs will be done through phone calls and SMS. Special ID is issued to students with special needs.

Section 31.2 Online Delivery

Online monitoring will be done through email and messengers. Updating of student profile with special needs is done through google form application for proper intervention.

Section 31.3 Accommodation of Student with Special Needs

Student under the category of PWDs in Republic Act No. 7277 and students with special needs such as pregnant students, senior citizens, lactating mothers, Indigenous people, solo parent, and students with minor/major physical injuries as determined by the College Nurse that can be accommodated in accordance to the available human and material resources of the College.

Section 31.4. Referral

Other critical disabilities and sensitive special needs beyond the capacity of the human resources which requires special attention will be referred to specialized clinic/institutions for proper intervention.

Sections 31.5. Basic Services

The following basic services are offered in coordination with the OSAS, Guidance and Counseling office, Health and Wellness Office, Security services, and GAD:

- Profiling and organization of the students under PWDs and with special needs;
- Provision of the wheelchair located at the entrance gates;
- Use of ramps in all building structures of the college;
- Utilizing of the circumferential road as walking pathway instead of using the stairways with one (1) accompanying individual observing proper road safety measures;
- Availment of the fast and priority lane in all offices of the Colleges;
- Permission/granting of private/public ride in going up and down to the academic building;
- Prioritization of the occupancy in the College dormitory;
- Grant of scholarship and any form of financial assistance initiated by funding agency or by ASSCAT; and

Other applicable services are not only limited to bonafide students of ASSCAT but also extended to the external clients with official transaction to the College offices.

Section 32. Food Services

Concurrent function of the Health and Wellness Office is the monitoring of the food services offered in the campus. It ensures that there is adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health. The Business Management Office (BMO) through business establishments within the College, the detailed guidelines, policies, and monitoring in terms of food, health and sanitary concerns shall be coordinated through the OSAS.

Section 33. Security and Safety Services

ASSCAT provides a safe and secure environment for all members of the academic community. Thus, in compliance with the requirement of laws, ASSCAT has formed committees for ASSCAT

Occupational Safety and Health (OSH). Further, ASSCAT has also secured the services of licensed and competent security agency to help maintain safety and security of persons and property.

Section 33.1 Offline Delivery

The office prepares printed infographic materials on the guidelines upon entering the College and these will be posted in the strategic location within the College and will be saved through the flash drive to be sent through HAP.

Section 33.2 Online Delivery

The conduct of webinar on safety and security will be coordinated through the OSAS in partnership with the Health and Wellness, GAD, and ASSCAT Occupational Safety and Health (OSH).

Section 34. Student Housing and Residential Services

ASSCAT provides the assistance to ensure student access to safe accommodation that contribute to conducive to learning. The construction of the College dormitory is in response to the student need in terms of current economic condition among students and the present location of the students. Through the Business Management Office (BMO) in coordination with the Dormitory In-Charge, the detailed guidelines, policies, and monitoring shall be implemented.

Section 34.1. Rules and Regulations in the utilization of Dormitory

To ensure discipline, peace, and order, the residents of the dormitory are guided with the following rules and regulations:

- Only officially enrolled students are considered residents of the dormitory, who can avail of the services;
- All residents are required to sign in and out in the logbook when going out the dormitory and upon their return. Real name, destination, purpose, actual time of departure and expected time of return, and companion should be strictly indicated;
- Curfew hours shall be observed. Residents who wish to stay out beyond the set curfew hour shall secure written permission and approval of the Dormitory In-charge;
- Residents and authorized guests shall observe silence at all times; tone down their radio, mobile gadgets, and TV; and avoid overly loud talk and scandalously boisterous laughter. Silence shall be maintained in all areas of the dormitory especially inside the rooms, corridors, and study areas;
- Visitors and guests shall be entertained in the receiving area from 8:00 am to 5:00 pm only, those who wish to stay beyond the period shall secure approval from the Dormitory In-charge. No guests and visitors are allowed to stay overnight;
- Residents shall settle his/her monthly rentals at the Cashier's office and present the Official receipt to the Dormitory In-charge;
- Residents are expected to actively participate the regular activities set by the Dormitory In-charge; and
- Residents must sign the contract at the start of his/her stay to the Dormitory.

Section 34.2 Obligation of the Residents

It is an obligation of the residents to follow the set rules and regulations for student welfare and maintain atmosphere conducive for study; responsible for fire prevention and other possible accidents; preserve dormitory facilities and equipment; strive for theft prevention; obey and cooperate

with the Dormitory In-charge in terms of inspections and cleaning; pay monthly obligations; and be updated of the important announcements.

Section 34.3. Accreditation of the Boarding House Operators

In coordination with the Local Government Unit (LGU), the College may craft its procedure to accredit the boarding houses within Bunawan, Agusan del Sur. This is to guarantee that housing facilities that are safe, clean, and affordable that will make the environment promote possible learning. Likewise, profiling and organization with the operators will be initiated by OSAS.

Section 35. Foreign and International Student Services

These services aim to assist the needs of foreign students that includes the both academic and non-academic aspects. The College will identify a liaison officer to assist their needs in their transactions to Philippine government offices and agencies. In view of the rules and regulations governing the policies of inbound students will be subjected to the issuance of CHED guidelines. Policies for outbound students are guided under the Internationalization manual of the College.

Section 36. Gender and Development (GAD)

The programs and activities include, but not limited to, the following: (a) membership to the GAD Focal Point System; (b) conduct of gender-related seminars and gender-sensitivity training; (c) mainstreaming of Gender and Development in the four core functions of the College; (d) mainstreaming gender programs in the curriculum; (e) involvement of students in GAD programs and activities through competition among students; (f) provisions of priority lanes and ramps for Senior Citizens, pregnant women, and Persons with Disability; and (g) availability of GFPS Women's Desk and GFPS Hotline.

Section 37. Learning Resource Center (LRC) Services

To complement classroom instruction, The LRC as a center for research activities able to support patron in their academic pursuits. It maintains collections of diverse interests and provide access to all necessary resources both print and non-print materials. Likewise, it is committed to continuously support the academic community's learning, teaching and research amidst pandemic. Detailed process for the utilization of library facilities are stipulated in the registered procedure under ISO.

Section 37.1 Online delivery

The LRC offers an interactive online services that allows patron to chat with librarians from quick question reference searching.

Section 37.2 Offline delivery

The LRC patrons can reserve ahead of some titles of books for loan through text, email or messenger. *Books for pick-up* will be released anytime at the designated area. *Reading Space Utilization*. In the event the patrons decide to use the reading area of the LRC, they are allowed to occupy the designated area only and standard safety health protocols must be strictly imposed. *Returning of Borrowed Items*- Drop the borrowed items at the LRC's drop box upon returning and acknowledgement of the return will be sent via SMS.

To use the facilities and resource of the library, all patrons are required to present a validated library card. Rules, regulations and guidelines posted and made visible shall be complied with to facilitate harmonious utilization of the library sources.

Section 38. Internship Programs

It is meant to provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized Host Training Establishments (HTE), both domestic and abroad.

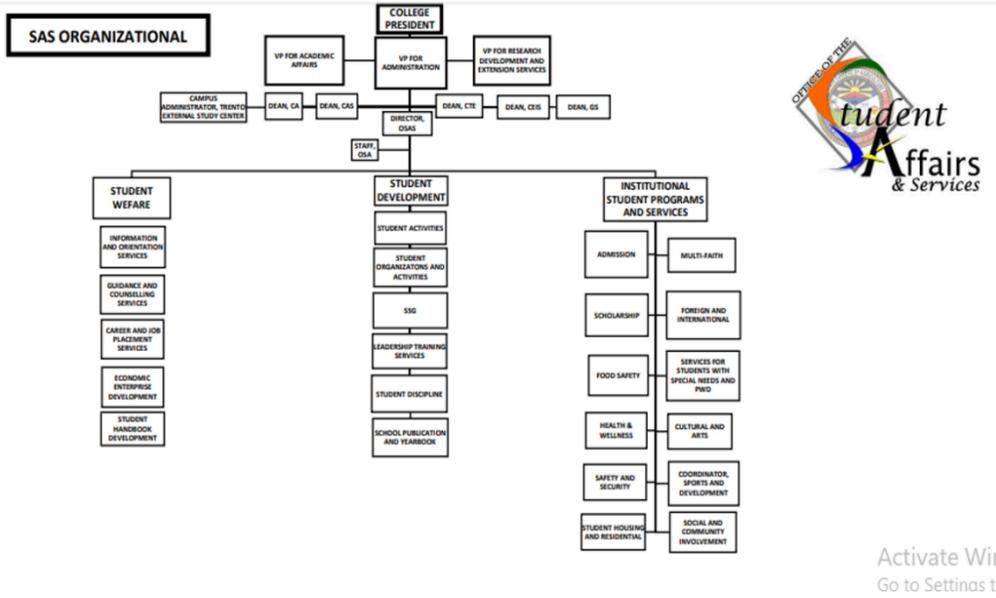
Pursuant to CHED Memorandum No. 104, series of 2017, ASSCAT complies the requisite guidelines for Student Internship Program in order to promote the well-being of the students, guarantee their learning and exposure and ensure their safety while undergoing internship. Each department also sets separate guidelines considering the nature of the program. A corollary guideline is also provided in this book for pregnant students who will be undergoing on-the-job training. All partner HTEs and the College shall forge Memorandum of Agreement relative to the OJT and practicum learning.

Section 38.1 Offline Delivery

Offline Internship is also a work- based learning program delivered through digitized and printed learning resources where specific activities are reflected adherence to experiential learning criteria/ internship plan of each department or program.

Section 38.2 Online Delivery

An online internship is a work-based learning program delivered through digital or online technology, with significant differences in terms of host organization, program duration, and adherence to experiential learning criteria/ internship plan of each department or program.



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(OSAS Organizational Structure anchored to CMO No. 9, series of 2013)

**Title III
ACADEMIC PROGRAMS AND POLICIES**

**Chapter I
Academic Programs and Offerings**

Graduate Programs

- Master of Science in Agronomy
- Master of Science in Animal Science
- Master of Science in Horticulture
- Master of Science in Agricultural and Biosystems Engineering
- major in: Land and Water Resources Engineering Agricultural and Bio-Process Engineering

Baccalaureate Programs

College of Agriculture

- Bachelor of Science in Agriculture
 - major in: Agronomy
 - Animal Science
 - Horticulture
- Bachelor of Agricultural Technology
- Bachelor of Science in Agribusiness
- Bachelor of Science in Agroforestry
- Bachelor of Science in Entrepreneurship
- Non-Degree/Technical Courses:
 - 2-year Diploma in Inland Fisheries Technology
 - One Year Oil Palm Technology

College of Arts and Sciences

Bachelor of Arts in English Language
Bachelor of Science in Applied Mathematics
Bachelor of Science in Biology
Bachelor of Science in Environmental Sciences

College of Engineering and Information Sciences

Bachelor of Science in Agricultural and Biosystems Engineering.
Bachelor of Science in Civil Engineering
Bachelor of Science in Electronics Engineering
Bachelor of Science in Industrial Technology
majors in: Civil Technology
Electronics Technology
Heating, Ventilating, Refrigeration and Air Conditioning Technology Welding and
Fabrication Technology
Bachelor of Science in Information Systems
Bachelor of Science in Information Technology

College of Teacher Education

Bachelor of Elementary Education
Bachelor of Secondary Education
majors in: English
Mathematics
Sciences
Bachelor of Technology and Livelihood Education
majors in: Agri-Fishery Arts
Home Economics
Industrial Arts
Teacher Certification Curriculum

Chapter II

Student Classifications and Admission Requirements

Section 39. New Students. New students are the high school graduates, Senior High School (SHS) completer, and Alternative Learning System (ALS) graduate enrolling in the college for the first time. At the time of enrollment, a new student must submit to the Office of the College Registrar the following documents:

- a. High School Report Card (Form 138) or its equivalent;
- b. Photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA);
- c. Photocopy of Marriage Contract issued by the Philippine Statistics Authority (PSA) (*for married students only*);
- d. Certificate of Good Moral Character duly issued by the School/Principal or Guidance Counselor;
- e. Long Carrier Board Envelope #35; and
- f. Passport size ID Picture taken from the last three (3) months with white background.

Section 39.1. As a general rule, only persons in good health, as certified by government authorities may be admitted (Sec. 110, ASSCAT Code). In addition to the above requirements, new students, including transferees and returnees must submit the following:

- a. Medical Certificate issued by a government physician;
- b. Medical Laboratory results:
✓ CBC;

- ✓ Fecalysis;
- ✓ Hepa Test; and
- ✓ Urinalysis

Section 39.2. In case of considerable health reasons, a student may be granted exemptions from any strenuous activities and such other exemptions which the College can allow.

Section 39.3. Students deficient in enrolment requirements may be provisionally admitted if found competent, provided they make up for all deficiency within one (1) year. A promissory note to that effect shall be submitted to the Office of the College Registrar. (c.f. Process of Admission of New Students).

Section 40. Regular Students are those who have completed the course in the preceding semester and are qualified to enroll in all the subjects offered in the current semester based on the prescribe units in the curriculum. They are the regular student is considered “full time” student if he or she is eligible to carry the full load prescribed under his or her program for the current semester. (c.f. Process of Enrollment of Old /Continuing Students.)

Section 40.1. Upon enrollment, a regular student must secure and submit his or her record of Grades, duly signed by the Registrar to the College. (c.f. Admission Requirements, for Regular Students, Student Handbook 2014, pp. 12).

Section 40.2. As a general rule, only persons in good health, as certified by government authorities may be admitted (Sec. 110, ASSCAT Code). Hence, a regular student must submit the same medical requirements required for new students upon enrollment of every first semester.

Section 41. Undergraduate Students. Undergraduate students are enrolled in the College and classified by year level in the curriculum and according to degree program.

Section 42. Returning Students. Returning students are students who re-enrol/ seek re-admission after a break in enrolment of one or more semesters.

If re-admitted within 3 years, the returning student shall be allowed to continue their curriculum; otherwise they will continue under the new curriculum existing at the time of re admission subject to the subject validation policy.

Returnees who have stopped for two semesters or equivalent to one (1) academic year will be subjected to the College admission procedure.

Section 43. Shifting Students. Shifting students are those who were previously enrolled in one (1) program and will seek enrolment in another program. Detailed guidelines will be referred to the admission and retention policy.

Section 44. Probationary Students. A student who has an active file of promissory letter on the grounds of (refer to retention policy):

Section 45. Transferring Students. They are students previously admitted in another school and enrolling in the College.

Section 45.1. A transferee must submit to the Office of College Registrar the following requirements;

- a. Official Transcript of Records (OTR) with remarks for evaluation or its equivalent;
- b. Certificate of Transfer Credential or its equivalent;

- c. Entrance Exam Result;
- d. Certificate of Good Moral Character by the Dean of the College or Guidance Counselor where the student come from;
- e. Photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA);
- f. Photocopy of Marriage Contract issued by the Philippine Statistics Authority (PSA) (*for married students only*);
- g. One (1) Passport size ID Picture taken within the last three (3) months with white background;
- h. Passport size ID Picture taken from the last three (3) months with white background; and
- i. Medical Records as prescribed above for all students.

Section 45.2. Before enrollment, a transferee must present a copy of his or her photocopy Official Transcript of Records (OTR) for validation and must comply the validation process. (c.f. Validation Process of Subjects already taken).

Section 46. Graduating students. They are student who has completed the prescribed subjects of the first three (3) years of his or her curriculum, or has finished not less than 75 percent of the total number of units required in his or her entire course.

Section 47. Students under Non-Degree/Technical Courses. They are students enrolled in short courses offered by the College.

Section 48. Second Courser. A Student who graduated an undergraduate degree and is pursuing another degree program in the HEIs.

Section 48.1. A second courser student employed on a full-time basis may not be allowed an academic load of more than ten (10) units, whether in formal courses or thesis, in any semester except with the prior approval of the Dean (Sec. 122, ASSCAT Code, Academic Load).

Section 49. Teacher Certification Curriculum (TCC) Student. A Student who already graduated from non-education bachelor's degree but are taking 30-unit professional education subjects prescribed by the College subject to regular schedule of classes. Certificate of Completion will be issued after satisfactorily completed the requirements.

Section 50. Student-employee. A student who is employed whether full-time or part time status of employment and enrolled in the College. A student-employee is limited to carry an academic load of nine (9) units per semester. (Sec. 122, ASSCAT Code, Academic Load).

Chapter III Admission and Retention Policy

Section 51. Admission Policy. As per Board Resolution No. 24 series of 2018, the College has implemented this revised admission policy.

Section 51.1. It is declared policy of the College that no student shall be denied admission by reason of age, sex, nationality, belief, or political affiliation.

Section 51.2. Under Board Degree Program, the applicant must have the following requirements:

- a. 83% Grade Point Average in his or her Form 138 during SHS 1st semester;
- b. No failing grade in any grading period; and

- c. 75% Academic Aptitude Test Result for verbal and non-verbal intelligence.

Section 51.3. Under Non-Board degree program:

- a. 75% Grade Point Average in his or her Form 138 during SHS 1st semester; and
- b. 75% Academic Aptitude Test Result for verbal and non-verbal intelligence.

Section 51.4. Open admission is applied for Non-degree/technical program.

Section 52. Retention Policy. As per Board Resolution No. 24 series of 2018, the College has implemented this revised retention policy.

Section 52.1. Under Board Degree Program. The student is required a GPA of at least 2.5 or 80% with no failing grade in any subject per semester. The disqualified student will accomplish a promissory letter as appeal. If still disqualified, the student is advised to shift to non-board programs.

Filing and period to file an Appeal is within five (5) working days before the first day of enrolment. A disqualified student may file an appeal by writing a promissory letter addressed to the Dean to be evaluated and endorsed for approval by the Program Chairperson/Coordinator to the Dean. Failure to file an appeal on the prescribed period, a student will automatically be advised to shift to non-board program.

An appeal shall be granted only once and the same shall be filed from first year up to the beginning of second semester of second year. If appeal will be approved, the student will be considered under probationary status.

An INC and/or Conditional marks shall be complied five (5) working days after the last day of submission of grades (10 working days after the final exam) if a student intends to submit for evaluation under the board program.

Section 52.2 Under Non-Board Programs or Courses. Every student is required to achieve a GPA of at least 3.0 or 75%. Upon incurring a maximum of three (3) failure and/or dropped subjects, a student is placed on probation. A probationary student may file an appeal by writing a promissory letter addressed to the Dean to be evaluated and endorsed for approval by the Program Chairperson/Coordinator to the Dean. Filing and period to file an Appeal is within five (5) working days before the first day of enrolment. Failure to file an appeal on the prescribed period or incurring more than three (3) failure and/or dropped marks, student will automatically be advised to shift to non-degree/technical programs or dismissed from the College.

An appeal shall be granted only once and the same shall be filed from first year up to the beginning of second semester of second year. If appeal will be approved, the student will be considered under probationary status.

If a student fails a non-prerequisite subject, he/she can still carry the regular load for the succeeding semester. Only the delinquent subject can be requested on the succeeding semester.

If a student fails a pre-requisite subject during the semester, he/she is required to request the delinquent subject on the succeeding semester.

If the subject that requires nine (9) contact hours per week, only one (1) subject is allowed to be requested whether during regular semester or summer term.

Section 53. Non-degree/technical courses have no retention requirement.

Chapter IV Academic Load

Section 54. Normal Load. Normal academic load refers to the required subjects to be taken by the students as prescribed by the curriculum. (c.f. Academic Load, Student Handbook, 2014).

Section 55. Graduating Students. Who has completed the prescribed subjects of the first, second, and third years of his/her curriculum, or has finished not less than 75% of the total number of units required in the entire program. He/she may be permitted to carry an overload of not more than nine (9) units in his/her last semester, subject to the approval of the College Dean and applicable policies.

Section 56. Advanced Subject. Probationary student, shiftee, returnee, transferee can take an advance subject/s upon the evaluation and recommendation of the Program Chairperson and approval of the college dean subject to applicable policies.

Section 57. Summer Load. Refers to subject/s to be taken by students as indicated in their curriculum or a petition subjects to be enrolled during summer period upon evaluation of the Program Chairperson, endorsement of the college dean, and approval of the VPAAQA.

Chapter V Residency Period

Section 58. Residency. A student is required to finish his/her program within the specified years as provided in the curriculum.

Section 59. Maximum Residency Rule (MRR). A maximum residency rule is equivalent to one hundred fifty percent of the normal length of the program. A student who exceeded the MRR shall be advised to transfer to other HEIs. The Program Chair/Coordinator will be the evaluating authority to assess meritorious cases filed by the student to be approved by the College Dean. Each extension granted shall be reported to the VPAAQA.

Section 60. Rules under the Free Higher Education Act. For purposes of availing the benefits of free higher education, the following rule shall apply: (RA. No. 10931)

Section 60.1. For shiftees, any semester that the student has availed of the benefits of free higher Education will be subtracted from the expected duration of the current program in which the student is enrolled.

Section 60.2. For transferees, any semester wherein the student has availed of any form of government-funded Student Financial Assistance Programs (StuFAP) shall be subtracted from the expected duration of the current program in which the student is enrolled.

Section 60.3. For returning students and other students who have gone on a Leave of Absence (LOA), the determination and computation of their free higher education benefit shall be without prejudice to the most expedient way of completing their studies.

Section 61. Exemption to the Residency Period Rule. Meritorious cases, primarily on health reasons, may be a ground for granting extension of residency and of availment of free higher education, provided basic requirements under RA 10931 and its guidelines are complied.

CHAPTER VI Shifting

Section 62. Shifting is a process of applying to another program.

Section 62.1. From Board Degree Programs to another Board Degree Programs: At the time of enrollment, applicants for shifting shall meet the following general requirements, to wit;

- a. Confirmation of available slot/s from the receiving program;
- b. Grade Point Average (GPA) of 2.25 in the preceding semester with no INC “Incomplete”, 4.0 “Conditional” and/or 5.0 “Failure” grade in any subjects;
- c. Duly accomplished Shifting Form.

Section 62.2. From Non-Board Degree Programs to Board Degree Programs: At the time of enrollment, applicants for shifting shall meet the following requirements, to wit;

- a. Confirmation of available slot/s from the receiving program;
- b. Qualified to take the board program upon admission as certified by the Admission Office;
- c. Grade Point Average (GPA) of 2.25 in the preceding semester with no INC “Incomplete”, 4.0 “Conditional” and/or 5.0 “Failure” grade in any subjects; and
- d. Duly accomplished Shifting Form.

Section 62.3. From Non-Board Programs to Another Non-Board Programs and from Non-Board Programs to Non-degree/technical Program. At the time of enrollment, applicants for shifting shall meet the following requirements, to wit;

- a. Confirmation of available slot/s from the receiving program;
- b. Subject to the approval of the Dean or the program head of the receiving program, the applicants for shifting shall present a duly accomplished shifting form at the time of enrollment.

Chapter VII Leave of Absence (SUC Manual, 2004)

Section 63. Application. A student who wishes to defer enrollment for a particular semester or school year may do so provided that he/she applies for a leave of absence from the College.

Section 64. Procedure. The request will have to be formally submitted to the Office of the Registrar and endorsed by the Program Chairperson and approved by College Dean of the student.

Section 65. Condition precedent. Before the approval of the leave of absence (LOA), the student is also required to report to the Office of Guidance and Counselling to undergo the necessary interview regarding the application for a leave of absence (LOA).

Section 66. Period of leave. A student shall only be allowed to go on leave for one (1) academic year, unless request for extension is approved.

Section 66.1. Request for Extension. Approval for request for extension of leave of absence (LOA) may be granted because of, but not limited to, health issues, family problems and the like.

Section 67. Absence of more than five (5) years. A student who has returned after five (5) years of absence from the College will be enrolled as first year or new student subject to the admission policy. For

those who are in their second to fourth year will be allowed to continue their program based on the current curriculum. Subject previously taken which are still in the current curriculum will be under the validation policy.

Chapter VIII Cross Registration

Section 68. Cross Registration. A student may be authorized to cross register/ enroll in another institution based on the following: (SUC Manual, 2004)

Section 68.1. A graduating student may be authorized to cross register or enroll in another program within the institution for subjects not offered in his/her department/College during the current semester, upon recommendation of his/her program chair and approval of his /her dean. Further, he/she must secure cross enrollment permit from the Office of the College Registrar.

Section 68.2. The College where the student is enrolled shall **not credit** any subjects taken in another program within the institution, if enrollment was not duly approved.

Section 69. Allowable number of Cross-enrolled Units. A student shall be allowed to cross enroll a maximum of two (2) subjects whether with laboratory or without laboratory. However, if the subject that requires nine (9) contact hours per week, only one (1) subject is allowed for cross enrollment whether during regular semester or summer term.

Chapter IX Validation of Subject

Section 70. Validation. Validation is a process of evaluating and crediting of subjects taken by a student-transferee from another college of origin.

Section 71. Process of Validation. The subject to be validated shall be identified by the Program Chair/Coordinator. The subjects identified shall be signed and validated by the Instructors teaching the subject and confirmed by the College Dean where the h/she belong. Filled in form shall be submitted to the College Registrar for record purposes.

Chapter X Adding and Dropping of Subjects

Section 72. Adding and Dropping of Subjects. Adding is a process of enrolling an additional subject after being officially enrolled. Dropping is a process of canceling an officially enrolled subject/s.

Section 72.1 Schedule. The schedule of adding and dropping of subjects are indicated in the approved College Calendar.

Section 72.2. Process. A student will access the adding and dropping process under the enrolment system portal. The Program Chair will evaluate and approve the added or dropped subjects. Student is encouraged to screenshot his/her new certificate of registration for record purposes.

Section 72.3. Unauthorized Dropping. Student is not allowed to drop subjects after the midterm examination and shall incur a result to a grade of “5.0” or a final mark of “Failed” in the subject concerned.

Chapter XI WITHDRAWAL OF ENROLMENT

Section 73. Withdrawal of enrolment will be within the enrolment period. All submitted enrolment requirements shall be released. Student records shall be deleted from the ASSCAT system. In case the student wishes to enrol shall undergo the process for admission and enrolment for the new students. Failure to withdraw his/her enrolment within the specified time frame, the student will be required to follow the dropping procedure.

Chapter XII Request or Petitioned Classes

Section 74. Request or petitioned classes. Request or petitioned classes should be limited to the following grounds:

- a. for Graduating students; or
- b. the requested subject is a pre-requisite major subject regardless of the status of the petitioning student; or
- c. the requested subject is about to be phased-out of the curriculum and the student pursues a curriculum that has been superseded by a new one.

Section 74.1 Fees. Tuition fee and other charges for request classes is not covered by RA 10931 otherwise known as the Free Higher Education Act. The amount to be paid by the requesting student shall be determined by applicable fees based on the actual number of students per class.

Section 74.2. Process. Petitioning student shall submit the duly accomplished request subject form to the Office of the Registrar on or before the set deadline of submission.

Section 74.3. Allowable Number of requested subjects. A student shall be allowed the maximum of two (2) subjects whether with laboratory or non laboratory. However, if the subject that requires nine (9) contact hours per week, only one (1) subject is allowed to be requested whether during regular semester or summer term.

Section 74.4. Class size. The class size of per request subject is limited fifteen (15) students.

Chapter XIII Attendance, Absences and Tardiness

Section 75. Attendance. As one of the criteria for passing the subject, the student is required to complete the prescribed number of hours of a particular subject offered within a semester or period.

Section 76. Allowable Absences. A student is allowed a maximum number of absences, which is equivalent to 20% only of the entire number of hours or eleven (11) hours for a 3-unit subject and twenty (22) hours for subject with laboratory works, offered within a semester.

Section 77. Penalty. A student who incurred absences in excess of the allowable number of hours of absence shall be automatically given a remarks of DROPPED.

Section 78. Tardiness. A student who had been tardy or who comes to class fifteen (15) minutes after the class has started shall be considered absent, unless admissible reasons warrant consideration. Valid document/evidence must be presented to the faculty.

Section 78.1. In cases when tardiness becomes habitual, tardiness for three (3) times shall be counted as one (1) hour absence.

Chapter XIV Examinations

Section 79. Regular Examination. As scheduled in the Collegiate Calendar, the College shall conduct or administer the midterm and final examinations.

Section 80. Make-up Classes during Examinations. Subject to the availability of classrooms, special classes or activities on or during scheduled examinations shall be subject to the approval of the Vice President for Academic Affairs and Quality Assurance.

Section 81. Permit. An examination permit shall be presented to the proctor before taking the examination.

Section 82. Special Examination. Subject to the consent of the instructor concerned and imposable fees relative thereto, a request for special examination may be granted based on grounds affecting health and other fortuitous events which warrant considerations.

Section 83. Removal Examination. Request to conduct removal exam will be submitted by the faculty concerned to the PC and approved by the dean. Imposable fees relative thereto, a removal exam may be granted when the student incurred a conditional grade of “4.0.” (Faculty Manual, 2012).

Chapter XV Grading System

Section 84. Grading System. Students shall be rated in accordance with certain criteria established by the College and in accordance with the following system:

GRADE	EQUIVALENT	ADJECTIVAL RATING	Transmutation
1.0	98 – 100	Excellent	1.0 – 1.12
1.25	95 – 97	Superior	1.13 – 1.37
1.5	92 – 94	Very Good	1.38 – 1.62
1.75	89 – 91	Good	1.63 – 1.87
2.0	86 – 88	Highly Satisfactory	1.88 – 2.12
2.25	83 – 85	Satisfactory	2.13 – 2.37
2.5	80 – 82	Better Than Average	2.38 – 2.62
2.75	77 – 79	Average	2.63 – 2.87
3.0	75 – 76	Passing	2.88 – 3.12
4.0	73-74	Conditional	3.13 – 4.50
5.0	Below 73	Failure	4.51 – 5.0
INC		Incomplete	
DRP		Dropped	
IP		In Progress	

Section 85. Based Grade. The college follows the 50% based grade.

Section 86. Criteria. The grading system follow the criteria as reflected below;

Section 86.1 For Non-Laboratory Courses

60% - Students Output
40% - Quizzes/Performance Task
20% - Requirement/Project

40% - Term Exam

100% Grade

Section 86.2 For Subject/Course with Laboratory

60% - Students Output
20% - Quizzes
20% - Performance Task
20% - Requirement/Project

40% - Term Exam

100% Grade

Section 86.3 Final Grade is calculated following the equation below:

$$\text{Final Grade (100\%)} = \text{Midterm Grade (40\%)} + \text{Final Term Grade (60\%)}$$

Section 87. Grade Point Average (GPA). The GPA is the measure of the quality of a student’s general academic performance for a regular academic term. The GPA of a student is computed using the process below.

Section 87.1. Multiplying the grade point value on each subject by the number units in the course/subject; and

Section 87.2. Adding these products and dividing the result by the total number of units taken during the semester or year.

$$\text{GPA} = \frac{\text{Grade x Unit}}{\text{Total Number of Units}}$$

Section 88. No re-examination. A student who has received a passing grade in a given course is not allowed a re-examination for the purpose of improving his/her grade.

Section 89. Conditional Grade. A conditional grade of “4.0” may be given if a student has complied all the requirements of the course but his or her grades has not reached the passing mark of 3.0 or 75%. The conditional grade of 4.0 shall only be given a grade of 3.0 or failed or a grade of 5.0.

Section 89.1. Examination for the removal of grades of “conditional” or “INC” may be taken during the regular examination period as provided for in the College calendar subject to existing regulations (c.f Sec. 133, ASSCAT Code). Completion of conditional or INC is within one (1) academic year, and automatically becomes 5.0 or failed upon expiration of completion period.

Section 89.2. No removal exam will be given unless the necessary permit for removal examination is accomplished by the students. A removal fee of Php. 20.00 per subject is charged before removal examination is given. (c.f Student Handbook, Examination, p. 43). (Policies and Procedure on Examinations)

Section 90. INC or Incomplete. INC or “Incomplete” indicates that the work is incomplete. It is given if a student whose class standing throughout the semester is passing, but fails to appear for the final examination due to valid reasons, such as, but not limited to grave illness as certified by a licensed physician, death of immediate relative as supported by a death certificate, for being an official representative of the school in conferences or contest with supporting documents, and other similar reasons as determined by the faculty member in consultation with the Program Chair (Faculty Manual, C. Grading System, 6. Incomplete Grades and Grades for Completion). It is also given for the work that is of passing quality but some part of which is, for good reason, unfinished.

Section 90.1. Special Examination may be taken one week after the scheduled date of examination, except a different date is agreed by the teacher and the student concerned.

Section 90.2. In case of unfinished work, the same shall be finished and passed one week after the scheduled date of submission, except a different date is agreed by the teacher and the student concerned.

Section 91. Completion of Grades. The deficiency indicated by the grade of” INC” or the conditional grade of “4.0” must be removed within a period of one (1) academic year from the date the grade was given otherwise the grade becomes “5.0”. (c.f. Policies and Procedure in Changing and Completion of Grades)

Section 91.1. The deadline for the completion of the grade is within the last day of the class of the succeeding academic year (See Collegiate Calendar).

Section 91.2. Failure to comply the requirements for completion within the prescribed period, the final grade shall be marked “5.0” or failure.

Section 92. Dropped or ‘DRP’. “DRP” or Dropped shall be given to the student, who;

- a. Undergoes the process of dropping the subject within the prescribed period or during the scheduled Adding/Dropping of Subject, (Policies and Procedure on Adding/Dropping/Substitution and Requesting of Subjects); or
- b. Has not entered the class within the first four weeks of the semester (twelve (12) Hours); or
- c. Accrue the allowable absences (excused or unexcused) as prescribed by CHED or 12 hours of absences out of 54 hours required to complete a 3-unit subject or 21 hours out of 162 hours for courses with laboratory works. - (c.f Allowable Absences).

Section 93. FAILED or ‘5.0’ “5.0” or Failure shall be given to the student, who:

- a. Gets the grade or final mark of below 3.0 for the final grade; or
- b. Fails to comply the requirements to remove the marked “INC” or the conditional grade of “4”; or
- c. Class standing is not passing and the student fails to take the final examinations for any reason. (Faculty Manual, C. Grading System); or
- d. drops or substitutes enrolled subjects without the approval of the dean of his or her Department and/or Program (c.f. Student Handbook, Adding, Dropping and/or Changing Subjects, no.4, p. 33.).

Section 94. In Progress or “IP” “IP” or In Progress mark may be given for those students undergoing Thesis Writing. Research works shall be completed within one (1) academic year for both undergraduate and graduate students (Faculty Manual, 2012, p.23). A letter grade IP is not a failing grade. IP shall be re-enrolled and will received grades on the semester where the study is concluded.

**Chapter XVI
Changes in Grades**

Section 95. Request for A Change of Grade. A change of grade is valid only if the faculty commits error in the entry in the grading sheet or an error in computation. In cases mentioned, the student may request the faculty concerned to make the necessary corrections in the grade within one year from submission of grades sheets (Faculty Manual, 2012, P.23). Faculty concerned must act on the student request within fifteen (15) days from the date the request is submitted.

**Chapter XVII
Graduation Requirements**

Section 96. Proclamation. The Office of the Registrar, in accordance with the approved collegiate calendar, announces the time specified for the application for graduation of students.

Section 97. Academic Requirements. The student must have successfully completed all the course requirements prescribed in the curriculum.

Section 98. Pre-Graduation Activities. Compliance and participation in any and all pre-graduation activities, which includes but not limited to seminars on Moral recovery and Pre-employment, graduation practices and actual commencement exercises, are mandatory.

**Chapter XVIII
Academic Honors and Awards (Faculty Manual, 2012, p.24)**

Section 99. Awarding of Honors. The College provides a system of awarding students with excellent academic standing.

Section 100. Latin Honors. Students who complete their baccalaureate courses with the following grade point averages shall be conferred the following honors:

Academic Honors	Weighted Average for All Courses
Summa Cum Laude	1.0 to 1.25
Magna Cum Laude	1.26 to 1.50
Cum Laude	1.51 to 1.75

Section 101. Criteria. Students considered for academic honors must have satisfied the following criteria:

- a. Has no grade lower than 2.25 including NSTP;
- b. Has a general point average of 1.75 or better;
- c. Has enrolled as a regular student who carries the prescribed regular load as prescribed from his or her curricula from first up to the fourth year;
- d. Has not incurred any “4.0” conditional, “INC” incomplete, and “5.0” Failure grade;
- e. Has shown exemplary behavior and character, as attested by the Committee on Discipline or the Director of the Office of Student Affairs;

- f. Have finished the course within the prescribed number of residency period provided in the curriculum (Student Handbook, 2014, p.48); and
- g. Has not been previously enrolled to other College other than ASSCAT (refer to a transferee).

Section 102. Invictus or Annual Recognition Program. The College also gives grants special awards to outstanding students during the Annual Recognition Program for Graduating Students, also known as ‘*Invictus* Night’ to be held at the end of each academic year.

Section 103. Committee on Awards. The Committee on Awards, following defined guidelines, screen and deliberate on the possible student awardees.

Section 104. Certificate of Recognition. The Committee on Awards, together with the Student Supreme Government, following defined guidelines, deliberates on the granting of awards to the Outstanding Student Organization and Outstanding Student Leader and submits their recommended recipients to the Vice President for Academic Affairs for approval.

Section 105. Honor Graduates. Students graduating with honors will be awarded with medals.

Section 106. Criteria for Undergraduates. Non-graduating students who are dean’s list of honor may qualify as an Honor Student based on the following criterion:

- a. Has no grade lower than 2.25 including NSTP;
- b. Has a general point average of 1.75 or better;
- c. Has enrolled as a regular student who carries the prescribed regular load as prescribed from his or her curricula from first up to the fourth year; and
- d. Has not incurred any “4.0” conditional, “INC” incomplete, and “5.0” Failure grade;

Section 107. Special Awards. Students who won in local, regional, national or international competitions would be awarded Certificates of Recognition in appreciation of their efforts in bringing the name of or representing the College.

Section 107.1. Special awards are categorized into Sports, Arts, Science and Technology, Engineering and others as may be deemed appropriate by the Committee on Awards.

Section 107.2 Leadership Awards. The College recognizes the leadership of students who have contributed to the mission/vision of the College in the total development of the student population. A search for a student leader shall be conducted for the purpose. (SUC Manual, 2004).

Section 107.3. Nominees for Student Leadership award shall be graduating students who had at least, during their stay in the College, served as an officer of any student club/organization including the Student Supreme Government and the Student Publication.

Section 107.4. Candidates are subjected to interviews and peer and subordinate evaluation. Proofs of leadership are required for deliberation purposes.

Section 108. Outstanding Organization Award. The prospective recipient of the Outstanding Student Club/Organization will be selected from among the accredited student clubs/organization of the College for the current school year (SUC Manual, 2004). A search for the purpose shall be conducted.

Section 108.1. Activities conducted by the organization are evaluated along the following areas: spiritual, cognitive, social, civic and physical.

Section 108.2. Proofs of accomplishments are required for the deliberation by the Committee of Awards and the Student Supreme Government.

Chapter XIX GRANTS AND PRIVILEGES

Section 109. Financial Assistance. The college shall provide financial assistance to students who are financially hard up through standard labor scheme consistent with the pertinent provision of the General Appropriation Act (GAA).

Section 110. Student Labor. For the purpose of giving aid to able and deserving students as well as to afford them appropriate training and skills development, the College President, upon the recommendation of the Director of Students Affairs and Services, shall appoint student labors to assist in various units of the College, subject to established rules and regulations of the College. (c.f. Sec. 157, ASSCAT Code).

Section 110.1. Nature of Work. Student labor or assistants are hired based on the needs of every office subject to the discretion of the President of the College. The work of student labor shall only be limited to maintaining the cleanliness of the household, note taking, and computer works like encoding, printing and such other tasks defined in the Special Provisions for SUCs in the GAA.

Section 110.2. Requirements. Student/s may file his or her application in the Office of Student Affairs and Services (OSAS), together with the written recommendation of his or her dean and/or program chairperson and the certification of the college nurse indicating the applicant's fitness to work.

Section 110.3. Grades Requirement. The applicant shall also submit a copy of his or her grades in the previous semester. He or she must have at least a Grade Weighted Average of 2.5, with no failing grades in any subject.

Section 110.4. Normal Work Hours. The normal work hours for student labor shall not exceed four (4) hours. Hours worked may be rendered continuously or on staggered basis considering the schedule of classes of the student.

Section 110.5. Source of Fund. The grant of compensation shall be taken from the General Appropriations Act (GAA).

Section 111. Yearbook and Publication Staffers. In keeping with the principle of servant-hood and volunteerism, members of the Student Publication shall receive rewards and monetary incentives commensurate with the official time or hours they rendered for their function or work.

Section 111. 1. Normal Work Hours. The normal work hours for Yearbook and Publication shall not exceed for four hours, which can be rendered continuously or on staggered basis considering the vacant schedule of the student.

Section 111.2. Incentives. Yearbook and Publication staffers shall be entitled to the following incentives per hours worked.

Editor – in – Chief	-	Php 50.00
Associate Editors	-	Php 40.00
Other Staffers	-	Php 30.00

Writers and Contributors (incentives per published article)

500.00 per selected /published material whether for magazine or for E-Pub (write up, cartoons, literary)

Section 111.3. Work hours. Work hours shall be subject to the program of activities prepared by the publication adviser.

Section 111.4. The incentives granted also may also include transportation and communication expenses and such other expenses relative to the performance of their work and functions.

Section 112. Sports and Socio-Cultural Athletes. Student Athletes and those with special skills and talents who are chosen to represent the College in any competitions shall receive allowance commensurate with the official time or hours they rendered for their training/practices and rewards and other monetary incentives.

Section 112.1. Training Allowance. Athletes and those who are chosen to represent the college shall be entitled to a Php 25.00 training or practice allowance per hour.

Section 112.2. Practice or Training Hours. Practice or Training hours shall be subject to the program of activities prepared by the coach or trainer, noted by the Director of Student Affairs and Services and duly approved by the President of the College.

Section 112.3. Compensable Expenses. The incentives granted also consider expenses for transportation, communication and training allowance and such other expenses relative to the performance of their work and functions.

Section 112.4. Rewards and Incentives for Athletes/Participants

Student performers/artists who are active officers and members of any of the College Cultural organization under sociocultural and the arts office that was recognized by the OSAS who have General Point Average (GPA) of at least passing grade (3.0) are entitled to the following incentives after thorough evaluation of its adviser and sociocultural and the arts coordinator based on their attitude, attendance, participation to training, rehearsals and performances.

Classification	Incentive
Junior Performer/artist	Php. 1,500.00 per semester or Php. 500 per month
Senior Performer/artist	Php. 3,000.00 per semester or Php. 1000 per month

Section 112.5. Monetary awards

Student performers/artists who are winners of any art categories competition as an official entry/participant of the college will receive monetary awards depending on the level of competition.

RANK	REGIONAL LEVEL	NATIONAL LEVEL	INTERNATIONAL LEVEL

First Place/ Gold	Php. 3,000	Php. 5,000	Php. 10,000
Second Place/ Silver	Php. 2,000	Php. 3,000	Php. 7,000
Third Place / Bronze	Php. 1,000	Php. 2,000	Php. 5,000

Varsity athletes are students who have enrolled in the College for at least one semester and have represented the College in provincial/regional/city/national/international meets that undergo thorough screening process and training are entitled to this privilege. Students availing this privilege must be recommended by the Sports coordinator and coach of the event.

- a. The individual awardee shall be given reward or incentives based on the following scheme.

Place	Rewards / Incentives
Gold Medalist	Php. 2, 000. 00
Silver Medalist	Php. 1, 500. 00
Bronze Medalist	Php. 1, 000. 00

- b. Winners for group competition shall be given reward or incentives based on the following scheme.

Place	Rewards / Incentives
First Placer	Php. 3, 000. 00
Second Placer	Php. 2, 500. 00
Third Placer	Php. 1, 500. 00

Section 113. Legal Basis and Student Services Funds. CMO No. 9, series of 2013 Article VI ensures that HEIs that any Student Affairs and Services (SAS) fees collected must be judiciously disposed to student affairs and services. Thus, granting of awards and privileges under this chapter will be sourced out from Student Trust Fund (STF) or Fiduciary Fund (FF), subject to availability of funds.

Chapter XX Off Campus-Activities (CHED Memo No. 63, series 2017)

Section 114. Off-campus activities. Off-campus activities cover both curricular and non-curricular activities designed to supplement and facilitate a more meaningful learning experience for students. Off-campus activities cover curricular and non-curricular activities.

Section 115. Requirements. No student shall be allowed to participate in any authorized curricular and non-curricular off-campus activities, unless the following documents are provided:

- a. Written consent duly signed by the parents or the legal guardian (*The pro forma of the parents' consent shall be secured from the Office of Student Affairs and Services.*)
- b. Medical clearance indicating the student's medical fitness to participate in the activity duly issued by the head of the office of Health and Wellness of the College,
- c. Approved Travel Order duly subscribed by the College President.

Section 116. Excusable Absences. Upon showing his or her approved Travel Order and Nomination letter issued by the Office of Student Affairs and Services, a student nominated to participate in any authorized off-campus activities shall be excused from all his or her classes, without prejudice to the right to catch up or make up for any missed quizzes or activities prescribed by the subject teacher.

Title IV
STUDENT DISCIPLINE
(CHED Memo. No. 9. S. 2013, Sec 22.1.)

Chapter I
Rights and Responsibilities

Section 117. Rights and Duties. Every student must, in the exercise of his or her rights and in the performance of his duties, act with justice, give everyone his or her due, and observe honesty and good faith.

Section 118. The Bill of Rights of a Student.

Section 118.1. The Student shall enjoy the following democratic rights:

- a. The right to organize themselves for purposes not contrary to the laws and regulations of the state and the college and as agreed upon between the students and the school administration;
- b. The right to join clubs, alliances, assembly, federations and other associations among themselves inside the campus based on their general and/or particular interest including academic fraternities/sororities, social services, religious, cultural and political organizations;
- c. The right to publish in a college-controlled publication;
- d. The right of suffrage;
- e. The right to participate in formative and intellectual discussions inside and outside the classrooms and put a stand on significant issues, whether local, national or international;
- f. The right to air their grievances, seek redress from whatever intimidation/harassment suffered without just cause and to file charges against anyone who has violated his or her rights; and
- g. The right to use school facilities.

Section 118.2 The right to accreditation of the student organization.

- a. In compliance with the applicable procedure for accreditation, a duly accredited organization shall have the authority to conduct approved schedule of activities.
- b. Student organizations shall have the right to choose their own advisers.

Section 118.3. The right to publish. The right to circulate leaflets, newsletters, posters, manifesto, petitions and other materials of similar nature provided that it has the approval by the college administration or the person authorized to give permission or approval.

Section 118.4. Rights to Due Process. No arbitrary administrative measures and penalties against any student shall be allowed without due process. Just cause shall be the guiding principle in meting out punishments to the student or organizations, clubs, assembly, fraternities/sororities, or associations. No students shall be subjected to suspension, expulsion and disciplinary action without due process of law.

Section 118.5. Right to Use School Facilities. Students shall have the right to use classrooms, conference halls, and other facilities inside the college for purposes other than instructions provided that permission is obtained from concerned official or in-charge, provided further that such use is not disruptive to classes and other institutional activities.

Section 118.6. Right to Participate in Policy Making. The student shall have the right to participate in the formulation of policies that directly affect their democratic rights as students.

Section 118.7. Freedom of Information. Students have the freedom of inquiry within the campus in matters affecting their curricular and extra-curricular affairs.

Section 118.8. Freedom from threat or Torture. The right to be free from torture, extortion, harassment, intimidation, manhandling, grave threats, acts of terrorism and other similar acts.

Section 118.9. Right against Excessive Fines and Sanctions. The rights of the students against excessive fines, compulsory payments and involuntary servitude, subject to such stated in this constitution shall be recognized.

Section 118.10. Right of Representation. The right to be represented by his or her parents, legal guardians or counsel of his or her own choice in matters relating to his or her rights and affairs.

Section 119. General Responsibility. Every student shall obey the laws of the land, public policy, public order, the rules and regulations of the College and the accepted standards of public good, public morals and decency.

Section 120. Respect for Person in Authority. Person in authority covers those who are charged with the management of the college and those whose primary function involves the administration of such offices within the College. As a general rule, students are required to obey and respect the direct and reasonable orders of person in authority. Professors, Instructors and administrators exercise authority as “*loco parentis*” to their students. They shall have the right and duty to impose the rules and regulations of the College and such other house rules relevant to the academic formation of the students. Each professor or instructor is directly responsible for maintaining academic discipline, being the extension of the personality of the school administration. For offenses committed in their presence, they may reprimand erring students to keep the peace and order. They can also refer the matter to the Office of Student Affairs and Services for judicious disposition of the case through the process of handling complaints. (c.f. Student Handbook 2014, p. 66)

Section 120.1. At all times, students are expected to be courteous and respectful to any person in authority, to all personnel in the college, and to their co-students.

Section 121. Appearance and Grooming

Section 121.1 Prescribed Uniform. The prescribed uniform for all students are shown below. Students not wearing the prescribed uniform may be barred entrance from the campus, unless exempted on the grounds of health and other medical reasons or purposes of any campus activities.

- A. Regular Uniform (*See picture A.*)
- B. PE Uniform (*See picture B.*)

Section 121.2. Students are expected to be neat, clean and decent in their garb. Short and sandals are prohibited unless exempted by the OSAS Director on the grounds of health and medical reasons and such other reasons deemed considerable.

Section 121.3. Male Students are strictly prohibited from wearing earrings.

Section 121.4. All male students should have a clean haircut at all times. Their hair must not cover the face. Extremely dyed or colored hair is discouraged.

Section 122. Civilian Attire. Students are allowed to wear decent civilian attire on Wednesdays. Those, who by reason of health, pregnancy and the like, may be allowed to wear civilian attire provided, prior approval is secured from the Office of Student Affairs and Services.

Section 122.1. No Revealing and Provocative Clothing. Too revealing clothes and provocative clothing which attack decency must not be worn inside the school campus unless exempted for reasons like college competitions, classroom presentation and the like. (*See. Picture of Prohibited or Inappropriate Attire.*)

Section 123. School Identification Cards. For purposes of security and identification, all students will be issued an identification card. The Office of Student Affairs and Services handles the production and issuance of Student Identification Cards. All students must wear their validated School ID inside the campus at all times.

Section 123.1. Validation. Student ID cards are validated every semester. A validation sticker shall be secured from the OSAS during the first month of the beginning of the semester.

Section 123.2. In case of Loss. In case the validated ID Card is lost, an Affidavit of Loss shall be secured from a notary public or lawyer and present the same to the OSAS so that a new ID will be issued upon payment of required fees.

Section 123.3. Lending and Borrowing of IDs is strictly prohibited.

Section 124. Utilization of School Facilities. School facilities, such as but not limited to the classrooms, the sports and sociocultural center, LED Screen, LCD Projectors, Sound system, Sports equipment, laboratory facilities and agricultural tools and machinery, can be used for purposes related to instruction and student development activities.

Section 124.1. Accountability. Concurrent with the right to use is the responsibility to care, preserve and maintain the cleanliness of the borrowed item or utilized facility.

Section 124.2 Request. For purposes of reservation and preparation, a letter requesting the use of school facilities must be executed, duly noted by the subject teacher or the adviser in case of student organization, and filed to the in-charge of the requested facility, one week prior to its scheduled used.

Section 124.3. Availability. The approval of the request is subject to the availability of the facility. First come, first serve mechanism is applied.

Section 124.4. In case of Loss. In case of loss or destruction, the borrower shall be primarily accountable for the necessary expenses relative to the repair of the facility or replacement in case of loss or irreparable damage.

Section 124.5. Reporting. In relation to the loss or destruction mentioned in the preceding section, the borrower shall immediately report the same to the in-charge of the facility, who will undertake the necessary repair of the damaged facility.

Section 125. Lost and Found Items. All items lost or found shall be reported to the Office of Student Affairs and Services for safe-keeping and proper turnover to the rightful owner.

Section 126. Prohibited Instruments. Carrying of firearms, knife, dagger or any weapon is strictly prohibited and shall be confiscated by the Security Guard on duty. Tools and other agricultural equipment may be allowed entrance upon prior approval of competent authority (Art. LVI, e, ASSCAT Code)

Section 127. Prohibited Acts or Conduct Unbecoming of a Student. Discipline is one of the primary concerns of the College. Hence, prohibited acts or any conduct unbecoming of a student will not be tolerated. For purposes of discipline, appropriate penalties and sanctions will be imposed and meted by a student for any violation of law or rules.

Section 127.1. List of Prohibited Acts. The College condemns conduct unbecoming of a student and prohibits the following, but not limited to:

1. Cheating– unfair or dishonest act to gain advantage of personal interest;
2. Plagiarism – the practice of taking someone else work or ideas and passing them off as one’s own;
3. Falsification/Fabrication - the action or process of manufacturing or inventing something contrary to the truth;
4. Forgery - the action of forging or producing a copy of a document, signature, banknote, or work of art;
5. Tampering or Lending of ID cards or Use of tampered IDs;
6. Intoxication and Drinking Liquor Inside and outside the Campus -the state of being intoxicated, especially by alcohol;
7. Smoking and vaping;
8. Gambling inside the campus;
9. Possession and dissemination of immoral or obscene literature or videos;
10. Irresponsible and Libelous Statements – publication or dissemination of false statement intended to cause damage to a person's reputation;
11. Destruction of school properties and facilities;
12. Stealing;
13. Vandalism;
14. Unnecessary Noise and Public Disturbance;
15. Public Display of Affection;
16. Ranting against the instructors or the institution in the Social Media; and
17. Violations against Public Policy;

Section 127.2. All documents or papers produced or executed through above-mentioned items 1 to 5 are considered invalid, null and void.

Section 127.3. In cases committed under items 6,7, 8, 9, and 10, mentioned above, a penalty of suspension shall be imposed without prejudice to other disciplinary sanctions deemed proper by the OSAS Director and/or Student Discipline Committee.

Section 127.4. In cases committed under items 10, 11 and 12, mentioned above, a penalty of suspension shall be imposed without prejudice to other civil obligation such as but not limited to accountability on incidental or necessary expenses for the repair of damage properties or replacement in case of loss or irreparable damage.

Section 127.5. Activities which destroy the peace and order of the college and those which are contrary to law, public morals, public policy, and customs are strictly condemned, which warrant the imposition of

appropriate disciplinary measures determined by the OSAS Director and/or Student Discipline Committee.

Section 128 Violations against Public Policy

Section 128.1 Trafficking in Persons

(Expanded Anti-Trafficking in Person Act of 2012; R.A. 10364)

Trafficking in Persons – refers to the recruitment, obtaining, hiring, providing, offering, transportation, transfer, maintaining, harboring, or receipt of persons with or without the victim’s consent or knowledge, within or across national borders by means of threat, or use of force, or other forms of coercion, abduction, fraud, deception, abuse of power or of position, taking advantage of the vulnerability of the person, or, the giving or receiving of payments or benefits to achieve the consent of a person having control over another person for the purpose of exploitation which includes at a minimum, the exploitation or the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery, servitude or the removal or sale of organs.

"The recruitment, transportation, transfer, harboring, adoption or receipt of a child for the purpose of exploitation or when the adoption is induced by any form of consideration for exploitative purposes shall also be considered as ‘trafficking in persons’ even if it does not involve any of the means set forth in the preceding paragraph.

SEC. 4. *Acts of Trafficking in Persons.* – It shall be unlawful for any person, natural or juridical, to commit any of the following acts:

- (a) To recruit, obtain, hire, provide, offer, transport, transfer, maintain, harbor, or receive a person by any means, including those done under the pretext of domestic or overseas employment or training or apprenticeship, for the purpose of prostitution, pornography, or sexual exploitation;
- (b) To introduce or match for money, profit, or material, economic or other consideration, any person or, as provided for under Republic Act No. 6955, any Filipino woman to a foreign national, for marriage for the purpose of acquiring, buying, offering, selling or trading him/her to engage in prostitution, pornography, sexual exploitation, forced labor, slavery, involuntary servitude or debt bondage;
- (c) To offer or contract marriage, real or simulated, for the purpose of acquiring, buying, offering, selling, or trading them to engage in prostitution, pornography, sexual exploitation, forced labor or slavery, involuntary servitude or debt bondage;
- (d) To undertake or organize tours and travel plans consisting of tourism packages or activities for the purpose of utilizing and offering persons for prostitution, pornography or sexual exploitation;
- (e) To maintain or hire a person to engage in prostitution or pornography;
- (f) To adopt persons by any form of consideration for exploitative purposes or to facilitate the same for purposes of prostitution, pornography, sexual exploitation, forced labor, slavery, involuntary servitude or debt bondage;
- (g) To adopt or facilitate the adoption of persons for the purpose of prostitution, pornography, sexual exploitation, forced labor, slavery, involuntary servitude or debt bondage;

(h) To recruit, hire, adopt, transport, transfer, obtain, harbor, maintain, provide, offer, receive or abduct a person, by means of threat or use of force, fraud, deceit, violence, coercion, or intimidation for the purpose of removal or sale of organs of said person;

(i) To recruit, transport, obtain, transfer, harbor, maintain, offer, hire, provide, receive or adopt a child to engage in armed activities in the Philippines or abroad;

(j) To recruit, transport, transfer, harbor, obtain, maintain, offer, hire, provide or receive a person by means defined in Section 3 of this Act for purposes of forced labor, slavery, debt bondage and involuntary servitude, including a scheme, plan, or pattern intended to cause the person either:

(1) To believe that if the person did not perform such labor or services, he or she or another person would suffer serious harm or physical restraint; or

(2) To abuse or threaten the use of law or the legal processes; and

(k) To recruit, transport, harbor, obtain, transfer, maintain, hire, offer, provide, adopt or receive a child for purposes of exploitation or trading them, including but not limited to, the act of baring and/or selling a child for any consideration or for barter for purposes of exploitation. Trafficking for purposes of exploitation of children shall include:

(1) All forms of slavery or practices similar to slavery, involuntary servitude, debt bondage and forced labor, including recruitment of children for use in armed conflict;

(2) The use, procuring or offering of a child for prostitution, for the production of pornography, or for pornographic performances;

(3) The use, procuring or offering of a child for the production and trafficking of drugs; and

(4) The use, procuring or offering of a child for illegal activities or work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety or morals; and

(l) To organize or direct other persons to commit the offenses defined as acts of trafficking under this Act.

Any involvement in the above-mentioned activities, in whatever capacities, is strictly prohibited in this College. Without prejudice to the penalties impose by law for violation of the same, this college consider any form of involvement criminal, punishable by existing laws.

Section 128.2 Hazing (Anti-Hazing Act of 2018; R.A. No. 11053)

Hazing as used in this Act refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or

embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks.

Initiation or Initiation Rites refer to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into fraternity, sorority, organization as a full-fledged member. It includes ceremonies practices, rituals, and other acts in all stages of membership in a fraternity, sorority, or organization.

All forms of hazing shall be prohibited in fraternities, sororities, and organizations in the college. The prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities and organizations.

No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed in and out of the campus. No fraternities, sororities, or organization shall be recognized in the college unless duly accredited under existing policies. Violation of this prohibition is a ground for suspension and expulsion if warranted by law or the situation.

Section 128.3 Cybercrime

(An Act Defining Cybercrime, Providing for the Prevention, Investigation, Suppression and the Imposition of Penalties Therefor and for other Purposes; R.A. No. 10175)

The following acts constitute the offense of cybercrime punishable under R.A. 10175;

(a.) Offenses against the confidentiality, integrity and availability of computer data and systems:

i. Illegal Access – the access to the whole or any part of a computer system without right.

ii. Illegal Interception – the interception made by technical means without right of any non-public transmission of computer data to, from, or within a computer system including electromagnetic emissions from a computer system carrying such computer data.

iii. Data Interference – the intentional or reckless alteration, damaging, deletion or deterioration of computer data, electronic document, or electronic data message, without right, including the introduction or transmission of viruses.

iv. System Interference – the intentional alteration or reckless hindering or interference with the functioning of a computer or computer network by inputting, transmitting, damaging, deleting, deteriorating, altering or suppressing computer data or program, electronic document or electronic data message, without right or authority, including the introduction or transmission of viruses.

Section 128.4 Sexual Harassment

(Anti-Sexual Harassment Act of 1995; R.A. 7877 and CMO No. 1 s. 2015)

Sexual harassment can be verbal, visual or physical. In an education or training environment, sexual harassment is committed:

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

Forms of Sexual Harassment – sexual harassment may consist of the following:

1. Persistent, unwanted attempts to change a professional or educational relationship to a personal one;
2. Unwelcome sexual flirtations and inappropriate put-downs of individual person or classes of people. Examples include, but not limited to the following
 - 2.1 Unwelcome sexual advances;
 - 2.2 Repeated sexual-oriented kidding, teasing or flirting;
 - 2.3 Verbal abuse of a sexual nature;
 - 2.4 Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies;
 - 2.5 Derogatory or demeaning comments about women in general, whether sexual or not;
 - 2.6 Leering, whistling, touching, pinching or brushing against another's body;
 - 2.7 Offensive crude language, and
 - 2.8 Displaying objects or pictures which are sexual in nature that would create an offensive work or living environment.

Without prejudice to the imposable penalty set by law, this College will impose sanctions befitting the offense committed, upon finding of guilt through due process.

Section 128.5 Acts of Militancy and Rebellion Revised Penal Code

As penalized under the Revised Penal Code, *Rebellion or insurrection – How committed*. – "the crime of rebellion or insurrection is committed by rising and taking arms against the Government for the purpose of removing from the allegiance to said Government or its laws, the territory of the Republic of the Philippines or any part thereof, of any body of land, naval or other armed forces, or depriving the Chief Executive or the Legislature, wholly or partially, of any of their powers or prerogatives."

Article 135 of the Revised Penal Code provides:

"Art. 135. *Penalty for rebellion, insurrection or coup D'ÉTAT*. – Any person who promotes, maintains or heads a rebellion or insurrection shall suffer the penalty of reclusion perpetua.

"Any person merely participating or executing the commands of others in a rebellion or insurrection shall suffer the penalty of reclusion temporal.

"Any person who leads or in any manner directs or commands others to undertake a coup D'ÉTAT shall suffer the penalty of reclusion perpetua.

"Any person in the government service who participates, or executes directions or commands of others in undertaking a coup D'ÉTAT shall suffer the penalty of reclusion temporal in its maximum period.

"Any person not in the government service who participates, or in any manner supports, finances, abets or aids in undertaking a coup D'ÉTAT shall suffer the penalty of prision mayor in its maximum period.

"When the rebellion, insurrection, or coup D'ÉTAT shall be under the command of unknown leaders, any person who in fact directed the others, spoke for them, signed receipts and other documents issued in their name, or performed similar acts, on behalf of the rebels shall be deemed a leader of such rebellion, insurrection, or coup D'ÉTAT."

This College is a government owned and controlled corporation. Any acts named above, including recruiting of potential members of the rebel group is considered an economic sabotage, hence punishable by law.

Section 128.6 The Use of Illegal Drugs

(Comprehensive Dangerous Drugs Act of 2002; RA 9165 and CHED Memorandum No. 18, series of 2018)

Dangerous Drugs. include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of this Act.

Definition of Important Terms

Illegal Trafficking. – The illegal cultivation, culture, delivery, administration, dispensation, manufacture, sale, trading, transportation, distribution, importation, exportation and possession of any dangerous drug and/or controlled precursor and essential chemical.

Cannabis or commonly known as "Marijuana" or "Indian Hemp" or by its any other name. – Embraces every kind, class, genus, or specie of the plant *Cannabis sativa L.* including, but not limited to, *Cannabis americana*, *hashish*, *bang*, *guaza*, *churrus* and *ganjab*, and embraces every kind, class and character of marijuana, whether dried or fresh and flowering, flowering or fruiting tops, or any part or portion of the plant and seeds thereof, and all its geographic varieties, whether as a reefer, resin, extract, tincture or in any form whatsoever.

Methylenedioxyamphetamine (MDMA) or commonly known as "Ecstasy", or by its any other name. – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.

Methamphetamine Hydrochloride or commonly known as "Shabu", "Ice", "Meth", or by its any other name refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.

Opium refers to the coagulated juice of the opium poppy (*Papaver somniferum L.*) and embraces every kind, class and character of opium, whether crude or prepared; the ashes or refuse of the same; narcotic preparations thereof or therefrom; morphine or any alkaloid of opium; preparations in which opium, morphine or any alkaloid of opium enters as an ingredient; opium poppy; opium poppy straw; and leaves or wrappings of opium leaves, whether prepared for use or not.

Opium Poppy refers to any part of the plant of the species *Papaver somniferum L.*, *Papaver setigerum DC*, *Papaver orientale*, *Papaver bracteatum* and *Papaver rhoeas*, which includes the seeds, straws, branches, leaves or any part thereof, or substances derived therefrom, even for floral, decorative and culinary purposes.

Pusher refers to any person who sells, trades, administers, dispenses, delivers or gives away to another, on any terms whatsoever, or distributes, dispatches in transit or transports dangerous drugs or who acts as a broker in any of such transactions, in violation of this Act.

Sell is any act of giving away any dangerous drug and/or controlled precursor and essential chemical whether for money or any other consideration.

Trading is transactions involving the illegal trafficking of dangerous drugs and/or controlled precursors and essential chemicals using electronic devices such as, but not limited to, text messages, email, mobile or landlines, two-way radios, internet, instant messengers and chat rooms or acting as a broker in any of such transactions whether for money or any other consideration in violation of this Act.

Use is any act of injecting, intravenously or intramuscularly, of consuming, either by chewing, smoking, sniffing, eating, swallowing, drinking or otherwise introducing into the physiological system of the body, and of the dangerous drugs.

Without prejudice to the penalties prescribed by law, the College strictly prohibits the Use, Importation of Dangerous Drugs, Sale, Trading, Administration, Dispensation, Delivery, Distribution and Transportation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals. The school shall not be a venue for the impunity for any person found guilty of any acts mentioned above.

Pursuant to Section 36 (c) of RA No. 9165 and CHED Memorandum No. 18, series of 2018, The College submits to the procedures and conduct of mandatory random drug testing in cooperation the Department of Health and other authorized law enforcement agencies related to drug-operations. The mandatory random drug testing shall be conducted, with notice to parents, upon the beginning of every academic year and at any time determined by the College as an additional requirement for admission and retention.

Section 129. Penalties and/or Sanctions and Fines. Without prejudice to penalties imposed by existing laws, this College shall impose the following sanctions for any violation:

- a. Reprimand – offenses committed for the first time.
- b. Suspension – offenses committed twice.
- c. Expulsion – when the offender is a recidivist.

When the offender is advised to be dropped out from the College, he or she will be recommended to any intervention institutions and programs.

Section 130. Table of Misconduct and Penalties

TABLE OF MISCONDUCT AND PENALTIES			
Specific Misconduct	1st Offense	2nd Offense	3rd Offense
Dishonesty, such as cheating during examination, or plagiarism in connection with any academic activity.	Reprimand, exam, automatically not credited with grade of 5.0	Seven-day suspension	Dismissal
Forgery, alteration or misuse of the documents, of the College records or credentials knowingly furnishing information to the College in connection with official documents filled by him.	Seven- day suspension to dismissal	Dismissal	
Obstruction, making unnecessary noise in College premises, or disruption of teaching, administrative work, disciplinary proceeding or other College activities.	Reprimand, warning with expression of written apology.	Three-day suspension	Seven-day suspension
Smoking inside the classroom, laboratories, libraries, or covered court at any time.	Warning	Reprimand	

			Three- day suspension
Theft of, or damage to property of the College or of property in possession of owned by a member of the school community.	Three-day suspension to dismissal		
Damage laboratory apparatus and equipment or loss of laboratory apparatus or equipment and	Replaced the apparatus or equipment		
Unauthorized entry to or use of the facilities of the College.	Reprimand, warning	Seven-day suspension	14-day suspension
Vandalism, which is the willful destruction of any College property, and which includes, but is not limited to such acts to tearing off defacing any library book, magazine, or periodicals writing or drawing on the walls and places of furniture, breakages of glass windows, showcase, cabinet, doors, electrical, mechanical or electronic devices or contrivances; sitting on arms of classroom desks; improper use of comfort rooms; unauthorized removal of official notices and posters from the bulletin boards and other similar offenses.	Three-day suspension to dismissal	Dismissal	
Engaging in lewd, indecent, obscene or immoral conduct while within the College premises or during College functions.	Reprimand to 3-day suspension	Seven-day suspension	Dismissal
Abusive behavior or discourtesy towards College officials, employees, or faculty members and fellow students.	Reprimand to 3-day suspension	Seven-day suspension	Dismissal
Entering the school premises in a state of intoxication.	Reprimand, warning	Seven-day suspension	14-day suspension
Engaging in any form of gambling within the College premises including possession of any gambling paraphernalia.	Three-day suspension to expulsion	One-month suspension	Dismissal
Violation of rules and regulations such as no picking of fruits, flowers and uprooting of plants.	Reprimand to 3-day suspension	Dismissal	
Littering or scattering of trash	Reprimand to three-day suspension	Dismissal	
Hazing, which is any act that tends to injure, degrade, or disgrace any fellow student or person attending the College.	Suspension for one(1) semester	Dismissal	
Illegal use, possession or distribution or prohibited drugs or chemical such as LSD, Marijuana, heroin, cocaine opiates in any form, shabu or	Dismissal		

indiscriminate use of cough or cold medications with the intention of getting intoxicated therewith.			
Unlawful possession or use of explosive or deadly weapons, unless such is required of official duties as may be provided by law. Private persons entering the campus shall deposit such prohibited weapons or materials with ASSCAT Security Force.	Dismissal		
Physical assault on any person within the premises of the College.	Reprimand to three-day suspension		
Cybercrime includes identity theft, online fraud, and online harassment against student and personnel.	Reprimand to three-day suspension	Seven-day suspension	14-day suspension

Section 131. Separability Clause. If any provisions or part hereof is declared unconstitutional, invalid, contrary to existing laws and CHED Memoranda and other applicable rules and regulations, the other parts or provisions hereof shall remain valid and effective.

Section 132. Effectivity. This Manual shall take effect upon the approval of the Board of Trustees of this proposed guidelines and the issuance of the pertinent Board Resolution of the same. Other rules and regulations pertaining to student life and conduct may be formulated by the Administration.

Chapter II

ANCILLARY POLICIES AND PROVISIONS

Section 133. Guidelines in Handling Student Complaints

1. All Complaints which involve students shall be filed in the Office of Student Affairs and Services using the prescribed complaint form.
2. A preliminary investigation on the complaint shall be conducted by the OSAS Director. Settlement must be resorted to if possible.
3. The OSAS Director will determine the parties involved. If the party to the complaint involves a faculty member, the result of the preliminary investigation and proposed action shall be transmitted to the Dean of the College who has jurisdiction over the person of the faculty member for disposition. A report of the result of the case shall be submitted to the office of OSAS director for filing.
4. If the parties involved were both students, the case will be heard and disposed by the OSAS Director.
5. If the case requires, the case shall be heard and disposed through a Discipline Committee constituted for the purpose. The confidentiality of each case shall be secured.
6. A report of the result of the case and its corresponding recommendation shall be submitted to the Office of the College President for final disposition.

Section 134. Policy on Pregnant Students

Implementing Policies and Guidelines for Pregnant Students and those with related needs, who would undergo Internship Program and/or On the Job Training

Section 134.1. Principles

Whereas, per compliance with CHED Memorandum Order No. 104 and pursuant to the gender-responsive and gender-sensitive policies, ASSCAT ensures proper implementation and enforcement of the right of the student to undertake internship program as an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized Host Training Establishment (HTE).

Whereas, consistent with the vision of promoting the well-being of higher education students, guarantee quality of their learning and exposure and ensure their safety while undergoing internship, with due consideration of the nature of the program ASSCAT shall undertake to establish policies and guidelines on selection, placement, monitoring and assessment of pregnant students and those with related needs, who are undergoing internship program or On the Job Training (OJT).

Section 134.2. Objectives

- a. To promote and protect the well-being of pregnant students undergoing internship program or on the job training.
- b. To guarantee quality of learning and exposure of pregnant students undergoing internship program or on the job training.
- c. To ensure their safety and the safety of the child in their womb.
- d. To ensure that the required number of hours for the duration of the internship program in accordance with the approved curriculum is complied with except for programs which require a shorter or longer internship hours.

Section 134.3. Requirements, Obligations and/or Responsibilities of the Colleges and Coordinators Involved

Requirements:

The departments or colleges with internship courses must have:

1. Resolution of the Board of Trustees adapting and/or institutionalizing this Guidelines.

Obligations and/or Responsibilities of the College:

1. Assume full responsibility over the students during the internship program;
2. Formulate internal internship policies and guidelines on selection, placement, monitoring and assessment of pregnant students undergoing internship programs;
3. Select the HTEs and ensure acceptability of the internship plan and internship venues in order to protect the interest of pregnant student-interns;
4. Determine the place and time favorable to the needs and conditions of the pregnant student-interns. Provided however, the parents will execute notarized waiver to take full responsibility of their student's placement and safety; and
5. Conduct initial and regular visit and/or inspection of their HTE to ensure safety of pregnant student interns.

Obligations and/or Responsibilities of the Coordinators:

1. Provide pre-internship orientation prior to deployment to internship venues including among others precautionary measures, work ethics and anti-sexual harassment laws as pre-requirement;

2. Coordinate with the dean or authorized school coordinator for the purpose of the internship orientation;
3. Ensure that the MOA between Host Training Establishment(s) must contain specific provision or stipulation to undertake protective or safety measure for pregnant women admitted in their institution as interns;
4. Inspect internship venues and sites;
5. Monitor and assess pregnant student interns in internship sites and venues; and
6. Consult and assist student interns in resolving problems/issues encountered.

Student Intern requirement:

In addition to other requirements for Internship, a student intern must:

1. Submit a Medical Certificate duly certified by an Obstetrician Gynecologist, indicating that she is in good health and “emotionally and physically fit to undergo” OJT;
2. The medical certificate shall be based on a physical and psychological examination conducted, or certified by Department of Health (DOH) accredited public hospitals and clinics. She must also submit other related medical examination requirements by HTE, if any;
3. Have a duly executed affidavit of consent from his or her parents or legal guardian (Prescribed form shall be secured from the Office of the Student Affairs and Services). No waiver is allowed. Per CHED Memo No. 104 – 2017, Sec. 16, 16.1.6.; and
4. Comply with other requirements laid down in their internship plans.

Section 134.4. Implementing Guidelines

1. The findings and recommendation of the medical attendant (i.e. Obstetrician Gynecologist) is controlling that must be complied with in good faith;
2. The requisite number of hours must be complied with as a general rule. Except on matters which are essential requirements of the law or statute, internal negotiations or agreement between the HTEs, the Interns and the School may be resorted to;
3. If the student is 6-month pregnant and delivery is due within the duration of the internship program or OJT, she will be advised to take leave of absence;
4. Those who are allowed to take the internship program, but whose condition requires special attention may be given preferential option to choose the work and the place of work. They may be deployed in areas adjacent to the school or to their respective homes; and
5. Those advised to take a leave of absence due to pregnancy may complete the OJT requirements in any of the following manner:
 - Enroll in the succeeding semester in which the OJT is offered; and
 - Complete the requirements on time and the manner as agreed by the Student and the Dean, subject to the approval of the Vice President for Academic Affairs (VPAA).

Title V

GENERAL PROVISIONS IN CASE OF INTERRUPTION OF CLASSES DUE TO PUBLIC SECURITY, SAFETY AND PUBLIC HEALTH

SECTION 135. In cases of interruption of classes due to public security, safety and/or emergence of infectious diseases, ASSCAT submits to any guidelines and protocols being implemented by the national government and local government units.

SECTION 136. In view of the guidelines and protocols mentioned in the preceding section, any provisions in the Student Manual made inapplicable by the emerging situation are deemed suspended.

SECTION 137. When the situation calls for an implementation of applicable Rules, Regulations and/or Guidelines, the same must be complied with utmost diligence and docility.

SECTION 138. Health protocols and precautionary measures must be observed at all times.

**Title VI
Appendices**

Section 139. Pictures

1. Picture of OSAS Organizational Structure (page 22);



2. Prescribed School Uniforms and PE Uniforms;



3. Prohibited or Inappropriate Attire.

Section 140. References

R.A. 8292 "Higher Education Modernization Act of 1997"

R.A. 7932 "An Act Converting the Southern Agusan National Agriculture College of Bunawan, Agusan del Sur, into a State College, to be Known as the Agusan del Sur State College of Agriculture and Technology, and Appropriating Funds Therefor"

ASSCAT CODE;

SUC Manual, 2004;

Administrative Manual of Operations;

Faculty Manual;

CHED Memoranda

- a. CHED Memorandum No. 8, Series 2021;
- b. CHED Memorandum No. 9, Series of 2013;
- c. CHED Memorandum No. 18, Series of 2018; and
- d. CHED Memorandum No. 104 s. 2017.

Statutes:

- a. Presidential Decree 603, the Child and Youth Welfare Code;
- b. R.A 10173, Data Privacy Act of 2012;
- c. R.A. 7277 as amended by RA 9442 "Magna Carta for Disabled Persons, And for Other Purposes;
- d. R.A. 10931 "Universal Access to Quality Tertiary Education Act";
- e. R.A. 11053 "Anti-Hazing Act of 2018"; and
- f. R.A 7910: Magna Carta of Women.

Board Resolutions (Previous Edition of the Student Handbook)

- a. Board Resolution No. 48, s. 2014;
- b. Board Resolution No. 48, s. 2010;
- c. Board Resolution No. 36, s. 2010;
- d. Board Resolution No. 48, s. 1998; and
- e. Board Resolution No. 110, s. 1998

Section 140. Student Commitment and Pledge

I have read and understood the provisions of the Student Manual of the Agusan del Sur State College of Agriculture and Technology.

I will faithfully comply with and conduct myself as a student of the College, according to the best of my knowledge and judgment, with fidelity to this institution. I will impose upon myself as my voluntary obligation to observe all rules and laws without any mental reservation or purpose of evasion.

Signature Over Printed Name

Section 141. ASSCAT HYMN

Above the verdant hills of Agusan
Our Alma Matter proudly stands
Her green and gold banners majestically raise
Whilst we sing the song of love and praise

Faithful sons and daughters we will be
Sowing seeds of wisdom, strength and integrity
With ever burning fervor
For thee we strive forevermore

Hail, ASSCAT, our Alma Matter dear
We pledge to thee our loyalty
So full of pride and sincerity
The youth you mold their dreams unfold
Thy name and honor we do behold

Music and Lyrics by: Prof. Virginia E. Mordeno
Arranged by: Prof. Larlynnne P. Samoranos