

GAGAYAN STATE UNIVERSITY

# STUDENT MANUAL

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REVISED 2023

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CAGAYAN STATE UNIVERSITY

ANDREWS • APPARRI • CARIG • GONZAGA •  
LAL-LO • LASAM • PIAT • SANCHEZ MIRA • SOLANA

# CAGAYAN STATE UNIVERSITY

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Cagayan State University

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For inquiries, please contact

CAGAYAN STATE UNIVERSITY  
Caritan, Tuguegarao City  
Cagayan Valley 3500  
(078)377-3288





# Student Manual Revised 2023

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To the CSU Student Community:

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# CAGAYAN STATE UNIVERSITY

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I would like to welcome you to Cagayan State University and extend to you my warmest greetings!

As you step forward in the halls of Cagayan State University, allow me to embrace you with our university's motto, AD ASTRA PER ASPERA! Which means; to the stars, through hard work. Your academic journey before you step in CSU has been full of trial and hardship, but always remember that no obstacle is unpassable and no dream or goal is unattainable. With hard work, perseverance, tenacity, and faith, you can always make it through.

With our foundations built through the university's motto, CSU's mission is always driven by the determination to provide and equip students with the necessary skills and knowledge through our outstanding quality education. With a strong educational and Social Commitment, along with our local, national and international partners, the university is committed to provide students with quality education in the facets of research, instruction, community activity and personal development in order to produce competitive graduates.

Now, allow us to accompany you in your journey towards your chosen careers, let this manual be the first step you take with us as CSUans. This manual has been the fruit of hard work and perseverance, which was carefully prepared and composed by the brilliant minds from CSU, it contains all the necessary information specifically tailored and crafted for you, as you navigate your way in CSU. With this manual's guidance, combined with your determination and hard work, we will make it to the stars.

Again, welcome to the Cagayan State University family! I wish you success as you journey towards the path of academic excellence.

AD ASTRA PER ASPERA!

**DR. URDUJAH G. ALVARADO, CESO II**  
FORMER UNIVERSITY PRESIDENT



# CAGAYAN STATE UNIVERSITY

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## To the CSU Student Community:

Welcome to Cagayan State University! We are delighted to have you as part of our diverse, vibrant and enriched learning community. This Student Manual, which was meticulously crafted and approved during the incumbency of former president, Dr. Urdujah G. Alvarado CESO II, to streamline and polish policies and guidelines, is a compendium of all the information you need as guide through your academic journey and provide essential information about our school's policies, resources, and opportunities for personal growth.

The University's various facilities and resources are in place to assist you in your studies. Our devoted and approachable Faculty and personnel are always available and eager to help should you need assistance and guidance for any education and administrative concerns.

Cagayan State University is steadfast in providing quality education and service. Here, you are assured of exemplary academic instruction, channels for development, innovation and international partnerships. Curriculums across all programs are embedded with a spirit of collaborative learning, discipline and social responsibility.

In CSU, we believe in fostering a supportive and engaging environment where every student can thrive. We encourage you to explore all the opportunities available to you, participate actively in school life, and strive for excellence in all that you do.

May you find meaning and purpose as you embark towards your chosen career with us.

Once Again, Welcome to CSU!

**DR. ARTHUR G. IBÁÑEZ, ASEAN ENGR.**  
OIC-OFFICE OF THE PRESIDENT

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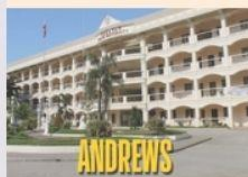
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CAGAYAN STATE UNIVERSITY

*Educating for the Best*



ANDREWS



APARRI



CARIG



GONZAGA



LAL-LO



LASAM



PIAT



SANCHEZ MIRA



SOLANA



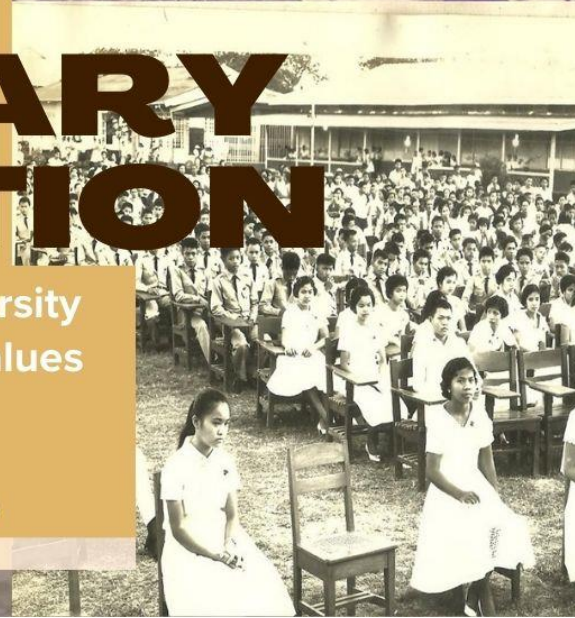
THE OLD BUILDING REDDIED WITH BULLETS WAS REPAIRED



I.

# PRELIMINARY INFORMATION

- A. Brief History of the Cagayan State University
- B. Vision, Mission, Philosophy, and Core Values of the University
- C. University Colors and Seal
- D. University Quality Policy and Objectives



## A. BRIEF HISTORY OF THE CAGAYAN STATE UNIVERSITY

### A Brief History of the Cagayan State University

As representative of the Province of Cagayan in the Interim Batasang Pambansa, then Minister (later Senate President) Juan Ponce Enrile drafted the Charter of the Cagayan State University that was signed into law as Presidential Decree No. 1436 by President Ferdinand E. Marcos on June 11, 1978. Except for provisions on the composition, powers and selection of the members of the governing board, the Charter has since remained unchanged.

The Charter consolidated existing post-secondary institutions, converting them into a single legal entity. These were the Cagayan Valley College of Arts and Trades at Tuguegarao, the Northern Luzon State College of Agriculture at Piat, the Aparri Institute of Technology, the Cagayan Valley Agricultural College at Lal-lo, the Bukig National Agricultural and Technical School in Aparri West, the Sanchez Mira Rural Vocational School, the Western Cagayan School of Arts and Trades at Lasam and the Gonzaga National Agricultural and Technical School. It is this fact that explains the present operation of campuses of the Cagayan State University: Andrews (Caritan), Piat, Lasam, Lal-lo, Aparri, Sanchez Mira, and Gonzaga. When the university commenced operations, a site in Carig was developed - to which the Central Administration of the university would later transfer from Caritan. It is the Carig site that has evolved, by Board sufferance, into the Carig Campus although the Central Administration has since returned to the Andrews Campus at Caritan.

While the university was formed from pre-existing institutions that were mainly agricultural and technical, its Charter, Presidential Decree No. 1436, made it exceedingly clear that it was the intendment of the law that the university was to provide "better service in professional and technical training in the arts, sciences, humanities, and technology and in the conduct of scientific research and technological studies". Without a doubt then and by express legislative mandate, the university was not to be an agricultural, fisheries or technological university - although these remain vital and highly crucial concerns of CSU - but a "comprehensive university", a university as that term is understood in the academic world!

Academics of note were the first university officials, headed by Dr. Manuel Corpus from the University of the Philippines, and Dr. Joselito Jara, who did a doctorate in Educational Philosophy from the University of Maryland as Vice President for Academic Affairs. The officials of the pre-existing colleges that were consolidated into the university were designated as Campus Deans and continued to supervise their respective campuses.

It was a truly enlightened decision of the Board of Regents to authorize the opening of a College of Medicine in 1994 - the very first in the region, and an agreement with what was then the Cagayan Valley Regional Hospital (now the Cagayan Valley Medical Center) made the latter as training hospital. The first Dean was a nationally recognized neurologist-psychologist, Dr. Gilberto Gamez of the Faculty of Medicine and Surgery of the University of Santo Tomas.

Soon after, other professional courses in Engineering and Liberal Arts followed. Guided by what the National Economic and Development Authority (NEDA) has identified as priority courses of the Region, the university has always offered degree programs in the natural sciences" - Mathematics, Physics, Chemistry, Biology.

Dr. Armando B. Cortes, then Campus Dean of the Aparri Campus, succeeded Dr. Manuel T. Corpus as University President. At the time, it was the Bureau of Higher Education under the Department of Education, Culture and Sports, that superintended state universities and colleges. Prof. Monserrat Babaran was the Vice-President for Academic Affairs, and together, President Cortes and Prof. Babaran devised a classification and promotion scheme that would subsequently be adopted as a National Compensation Circular, to morph later into what is now National Budget Circular No. 461.

The academic affairs department headed by Fr. Ranhilio Aquino, Vice President for Academic Affairs, supervised the accreditation of different programs of CSU with the Accrediting Agency of Chartered Colleges and Universities of the Philippines (AACUP) and instituted a system for the re-



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training and "re-tooling" of Agriculture and Fisheries Professors who no longer had enough students to teach and to enable them to teach subjects of their interest. Some programs of the university were awarded Center of Excellence status, others, Center of Development, aside from higher levels of accreditation.

The Board of Regents authorized the operation of a College of Law, offering the degree Bachelor of Laws, the second law school to open in Tuguegarao City - in fact, in Cagayan.

After President Cortes, Dr. Eleuterio de Leon was designated by then Commission on Higher Education (CHED) Chair Esther Garcia as OIC, Office of the President, a position he held for four years (2000-2004). It was then that authority was bestowed on Campus Executive Officers who were tasked to manage their campuses on behalf of the Central Administration.

The College of Medicine earned recognition as the 10th leading school of medicine in the Philippines owing to creditable performance in the licensure examination. Quality medical education was available in the province at the astoundingly low cost of hardly over than twenty-five thousand per semester. The Graduate School was recognized and respected. Law flourished as well under the deanship of Attorney Leticia Aquino who upped Bar passing levels and obtained authority from the Legal Education Board to offer the degree Juris Doctor.

Dr. Roger P. Perez, was appointed in 2004 as the third University President, and immediately he set himself to work on giving the university a much-needed face-lift. The Andrews Campus was transformed - given new and striking buildings. The Administration Building was built to be reminiscent of the Acropolis and the quadrangle, appropriately called "Athena Quadrangle", the huge five-hundred million peso building, the "Athena Building". Several steps were taken to rationalize campus resources and to improve productivity. President Gloria Macapagal-Arroyo graced the inauguration ceremonies of the new buildings, and the descendants of Claude Andrews, who donated the property on which on the original buildings of the university have arisen, were present at the dedication rite. President Perez introduced the Zero-Tuition Fee scheme, and the only fees assessed of students were "fiduciary fees" - miscellaneous fees applied to specific purposes such as medical and dental services, sports, publications and other ends. It was during the presidency of Dr. Perez that many additional academic programs were offered in the University, to include Bachelor of Science in Medical Technical Technology, Bachelor of Science (BS) in Accountancy, BS in Hospitality Industry Management, BS in Human Kinetics, BS in Information Technology, BS in Police Administration, and BS in Criminology. President Perez was assisted by Fr. Ranhilio Aquino, as Vice President for Academic Affairs, Dr. Perfecto Vivit as Vice-President for Administration and Finance and Dr. Rogelio Matalang as Vice-President for Research and Extension. President Perez served two terms (2004-2012).

Dr. Romeo Quilang, assumed the presidency of the university in 2012. It was during this particular administration that efforts were made to revive the links with (AACCUP), and to return the university's program to the accreditation system. The university also submitted itself to ISO certification and was awarded certified status by Intertek in 2015. In the interval between the end of Dr. Quilang's tenure and the selection of new university president, Dr. Mariden Ventura Cauilan, Vice-President for Academic Affairs, was designated by the Board of Regents as OIC, Office of the President in 2016.

The presidency then passed to Dr. Urdujah Gaerlan Alvarado, a recognized scientist who had risen to the rank of Assistant Secretary of the Department of Science and Technology, Dr. Alvarado offered the university various programs of development.

Abreast with providing quality and international education standards to the youth, the university, with President Urdujah G. Alvarado at the helm, made sure to be on top of the learning echelon by subjecting itself to various accrediting agencies. Cagayan State University was awarded a 3-Stars Institution Rating by Quacquarelli Symonds (QS) Stars Rating System operated by the QS Intelligence Unit, the independent compiler of the annual QS World University Rankings. CSU became associate member of AUN-QA Network promoting quality assurance in higher education institution in the ASEAN region. The university was also awarded a Soka Friendship Award by Soka University in Japan while President Alvarado, was given the Soka University Award of Highest Honor, in recognition of the university's support to the promotion of culture, education and cause of world peace. Strengthened



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internationalization is evident as 6 undergraduate students were awarded scholarships in Canada under a student exchange program with St. Mary's University.

Cagayan State University earned an accreditation by the Professional Regulations Commission as an Accredited Continuing Professional Development (CPD) Provider which enables CSU to provide human resource development activities and support for the upgrading of skills of personnel and professionals in the province of Cagayan. On the other hand, AACCUP branded CSU as the Top 6 State University in the whole Philippines in terms of highest percentage of accredited programs.

Records show the increase of published researches in internationally refereed journals and of nationally and regionally awarded extension programs resulting to the trust of funding partner agencies like DOST, DENR and DA evident in their consistent support to the present programs and projects of the university.

The Alvarado administration also saw the completion of the construction and rehabilitation of various infrastructure projects in all campuses, giving provision for learning productivity. This includes new academic and research buildings and alumni centers that attest to the reinforced academic and research atmosphere and strengthened alumni relations in the University.

Flexible learning as a trailblazing response to the challenges of COVID-19 in higher learning was conceptualized and implemented. The CSU LENS, also known as CSU Learning Environment Network System provided an avenue for synchronous and asynchronous learning ensuring that during the pandemic, no student is left behind. Despite the many challenges of the pandemic, CSU continues to fare well in its performance in the board examination making CSU as a consistent Top 1 nationwide in Medical Technology and Respiratory Therapy.

## NATURE AND CAMPUSES OF THE UNIVERSITY

Section 1 of P.D. 1436 makes clear that from the many pre-existing post-secondary institutions, only one university exists: the Cagayan State University: “hereby merged into a state university that shall be known as the Cagayan State University”. The Cagayan State University is not a university system, nor as its campuses ‘satellites’. Rather, all the campuses of the university together constitute the one entity known as the Cagayan State University that, by its charter, enjoys juridical personality. Consonant with established jurisprudence, the Cagayan State University is more accurately characterized as a “government instrumentality with corporate functions.” This is also clear from the provisions of the Administrative Code of 1987.

## CAMPUSES

Cagayan State University  
*Andrews Campus*  
Tuguegarao City, Cagayan  
(Central Administration)

Cagayan State University  
*Lasam Campus*

Cagayan State University  
*Carig Campus*

Cagayan State University  
*Piat Campus*

Cagayan State University  
*Aparri Campus*

Cagayan State University  
*Sanchez Mira Campus*



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Cagayan State University  
*Gonzaga Campus*

Cagayan State University  
*Solana Campus*

Cagayan State University  
*Lal-lo Campus*

## EXTENSION CAMPUSES

Cagayan State University  
*Calayan Extension*

Cagayan State University  
*Buguey Extension*

## B. VISION, MISSION, PHILOSOPHY, AND CORE VALUES OF THE UNIVERSITY

### 1. Vision

CSU is a university with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

### 2. Mission

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

### 3. Philosophy

The University serves the individual by providing the student with a nurturing environment for optimal human flourishing. It serves the community by offering programs responsive to individual and social needs.

### 4. Core Values

The University shall produce graduates with:

#### Institutional Outcomes

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#### Competence

Critical Thinker

Creative Problem Solver

Competitive Performer: Nationally, Regionally and Globally

---

#### Social Responsibility

Sensitive to Ethical Demands

Steward of the Environment for Future Generations

Social Justice and Economic Equity Advocate

---

#### Unifying Presence

Uniting Theory and Practice

Uniting Strata of Society

Unifying the Nation, the ASEAN Region and the World

Uniting the University and the Community.

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## C. UNIVERSITY COLORS AND SEAL

### 1. University Colors

The Cagayan State University colors shall be maroon and gold.

### 2. University Seal

The new seal of the Cagayan State University is an **escutcheon** in bordure of gules (Maroon). The shield is superimposed with a golden field, which is the map of Cagayan, its service area. On top of the shield is the name of the institution, the **CAGAYAN STATE UNIVERSITY**.

Depicting its being an educational institution, the **book** which is the source of knowledge, skills, values and the fountain of life and the **torch** shows the university as the source of light and human enlightenment in the whole province. The **nine rays** emanating from the flame represent the nine (9) original campuses of the university system.

Below the ornaments is the motto **AD OPTIMUM EDUCANS**, a Latin term which means **Educating for the Best**. The **Roman numeral** at the bottom of the shield is the year when the institution was granted the University title.

## D. UNIVERSITY QUALITY POLICY AND OBJECTIVES

### 1. University Quality Policy

The Cagayan State University upholds a global stature by consistently providing excellent services through total quality management.

### 2. University Quality Objectives

To reinforce its commitment, CSU shall attain the following quality objectives:

1. Sustain strong quality of instruction and innovations in research, extension, production, and resource mobilization;
2. Provide adequate support to advance competencies for human resource development;
3. Uphold the core values of competence, social responsibility, and unifying presence in embracing opportunities and addressing risks in all endeavors;
4. Ensure a responsive feedback mechanism through regular review and evaluation of quality management system; and
5. Comply with standard requirements of statutory and regulatory bodies.





II.

# ACADEMIC POLICIES & PROCEDURES

A. Admission

B. Registration

C. Academic Information

## A. ADMISSION

### 1. Admission Policies

The Cagayan State University shall make higher education accessible to the most capable and the neediest youth in the province and in the region.

Students shall not be denied admission to the University by reason of the following but not limited to race, age, sex, gender orientation and preference, socio-economic status, religion, political affiliation, ideological conviction or ethnicity nor by reason of being differently abled, provided they are mentally fit to the program they are applying for.

**1.1.** Incoming first year students who passed the College Admission Test and the admission requirements may enroll in their program of study.

**1.2.** To be able to take the College Admission Test, incoming first year students must register and submit the following documents:

*a. Certified true copy of the Senior High School Card*

*b. Properly filled-out registration form*

*c. Two (2) pieces passport size ID picture*

*d. Proof of income of parent/s or guardian*

**1.3.** Each college program may set its admission requirements for a specific program based on the following:

*a. College Admission Rating (50%)*

*b. General weighted average in Senior High School (40%)*

*c. Interview (10%)*

*d. Absorptive or carrying capacity of the college/ program*

**1.4.** The CAT percentile requirement for board programs is at least 50.

**1.5.** Enrollees of non-baccalaureate programs could be admitted without need of making it through the CSU CAT cut-off percentile. No test would even be required. Provided, after second year, they have to take the National Certificate assessment or if these are not available or accredited, they must take a qualifying examination to proceed to third- and fourth-year college towards a baccalaureate degree.



## 2. Enrollment Requirements

### 2.1. Graduate Level

Documentary Requirements:

- Certified true copy of undergraduate Transcript of Records
- Graduate school admission test result
- Copy of scholarship contract, if applicable
- Two (2) recommendation letters from former professors or previous/immediate supervisors.
- Authenticated Birth Certificate from Philippine Statistics Authority
- If married, authenticated marriage certificate

### 2.2. Undergraduate Level

Incoming first year students desiring to enroll in any of the degree programs must qualify in the CSU Admission Test administered in all the campuses.

Documentary Requirements:

- College Admission Test Result
- Form 138
- Certificate of Good Moral Character from head of school or guidance counselor
- Police Clearance
- 2 copies of ID picture
- Authenticated Birth Certificate from Philippine Statistics Authority

The decision of the student to voluntarily opt out must be made during the enrollment period for each semester/term and shall be considered final and irrevocable for that particular semester/term. Students who opt out will be allowed to change their decision in subsequent semesters/terms.

## 3. For Students with Title and/or Degree

Students who have completed an academic degree from any institution of recognized standing may be enrolled as determined by the College Dean. However, before a student is allowed to major in any discipline, the College Dean/Department Chair concerned may prescribe additional general education and/or preparatory courses for the major field.

## 4. For Foreign Students

Foreign students may be admitted to any academic program of the University subject to the same requirements as for Filipino nationals; provided further, that Filipino applicants are given priority over them; and provided finally that a reciprocal agreement exists between the foreigner's country and the Philippines.



## 5. For Transfer Students

Transfer students shall take the College Admission Test if classified first year or second year but will be regarded as least priority under the "Universal Access to Quality Tertiary Education Act of 2017". They must satisfy the weighted average prescribed by the accepting college. All comparable subjects shall be credited. They must finish 25% of the total units of their academic degree immediately preceding graduation.

### **Documentary Requirements:**

- a. *Certificate of Honorable Dismissal*
- b. *Police Clearance*
- c. *Certificate of Good Moral Character*

## B. REGISTRATION

Students shall register during such periods as may be allowed in the academic calendar.

### 1. Cross Registration

Cross registration shall be defined as simultaneous registration within a semester or summer in more than one college within the University or another; provided that for courses offered and accredited in the academic program of the student offered by the different colleges of the university, the permission of the Mother College to register shall be secured.

Cross registration in another college outside the University may be allowed provided that the other college is accredited within the University and subject to the prior permission of the University through the Dean of the College and the Registrar.

Permissible conditions for cross registration are conflict in schedule and non-offering of the subject in the College.

Non-graduating students are allowed to cross register in colleges outside the university provided that cross registration is limited to basic subjects only with the exception of graduating students who may enroll major subjects in accredited schools.

### 2. Classification of Students

Students shall be classified on the basis of their years in the program (1<sup>st</sup> year, 2<sup>nd</sup> year...), on the nature of their academic work program (full-time, earning units), on the status of their employment (working student), on their nationality (foreign students), or on the nature of their registration (cross registrant), and on their academic performance (scholar, probation, delinquent).

### 3. Class Attendance

Class attendance shall be required in all courses; provided, absences may be allowed for not more than 20% of the total class hours required of the course or be dropped after two (2)

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warnings. For excused absences, however, the faculty may prescribe other requirements in lieu of physical attendance depending on the specific requirements of the course.

#### **4. Benefits under the “Universal Access to Quality Tertiary Education Act of 2017”**

With the implementation of the "Universal Access to Quality Tertiary Education Act of 2017", all Filipino students who are either currently enrolled at the time of the effectivity of the Act, or shall enroll at any time thereafter, in courses leading to a bachelor's degree in any SUC or LUC shall be exempt from paying tuition and other school fees for units enrolled in. All students availing themselves of the free higher education provision shall be entitled to:

4.1. free tuition for all courses/subjects/classes enrolled in during a particular semester/term, as part of the curriculum and are essential to obtaining a degree. This includes approved petitioned classes, but not non-credit within-semester tutorial or review classes, nor review and enhancement classes offered by the HEI;

4.2. free miscellaneous, other school fees, and similar or related fees, which includes:

- (1) library fees
- (2) computer fees
- (3) laboratory fees
- (4) school ID fees
- (5) athletic fees
- (6) admission fees
- (7) development fees
- (8) guidance fees
- (9) handbook fees
- (10) entrance fees
- (11) registration fees
- (12) medical and dental fees
- (13) cultural fee
- (14) Other similar and related fees

Provided, that only the first copies/printouts of school ID, library ID, and student handbook shall be free, and any subsequent requests by the student can be charged the usual fees.

#### **5. Exceptions to Free Higher Education**

- 5.1. Students who have already obtained a bachelor's degree or comparable undergraduate degree from any public or private HEI;
- 5.2. Students who fail to comply with the admission and / or retention policies of the SUCs or LUCs provided that the failure to comply with the SUC or LUC's retention policies results



in the student's permanent disqualification from enrolling in any SUC or LUC;

5.3. Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program.

5.3.1. Provided, that in the case of shiftees, any semester wherein 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;

5.3.2. Provided further, that in the case of transferees, any semester wherein the student has availed of any form of government funded StuFAP shall be subtracted from the expected duration of the current program in which the student is enrolled;

5.3.3. Provided further, that in the case of returning students and other students who went 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;

*Source: IRR of RA 10931 - Universal Access to Quality Tertiary Education Act of 2017*

## 6. Rectification of Grades

A rectification of grade is valid only if the faculty has erroneously entered a grade on the grading sheet or made an error in the computation.

The concerned faculty member shall make a written request to the Dean to rectify a grade.

The Dean shall require the faculty to submit set of evidence as basis for grade rectification.

The faculty member must make the correction in the grading sheet clearly and legibly with the correction duly initialed.

The Dean provides the Registrar with a copy of the rectified grading sheet.

Rectification of an erroneous grade should be done within one year following the semester the student has taken the subject.

Dropped or failed subjects will not be rectified.

## 7. Release of Information

The release of information in any student record shall be in accordance with the "Data Privacy Act of 2012" and be allowed only with the prior written consent of the student concerned except to the following:

7.1. authorized University personnel for research, statistics or administrative purposes;

7.2. government/non-government/private sector organization upon approval of the campus/university officials.



## C. ACADEMIC INFORMATION

### 1. Academic Load

The student's academic load shall consist of a combination of units of credit the total of which shall be determined by the student's curricular program.

#### 1.1. Unit of Credit

One unit of credit is at least eighteen (18) full hours of lecture, discussion, seminar, or recitation or any combination thereof.

#### 1.2. Regular Load

The regular load shall be equal to the number of units prescribed in the curriculum in the semester term within which a student is enrolled.

#### 1.3. Maximum Academic Load/Semester

The maximum academic load is as follows:

**1.3.1.** Undergraduate students should enroll in not more than the number of units specified in the curriculum in which they are enrolled each semester; provided, that in case of graduating students, exception may be made upon the recommendation of the College Dean subject to the approval of the Vice President for Academic Affairs.

**1.3.2.** No graduate student shall be allowed to carry more than twelve (12) units a semester.

#### 1.4. Maximum Summer Load

Summer classes are offered for regular students and those with academic deficiencies. Some programs have courses prescribed for summer. In no case, however, shall a student be allowed to carry a load that exceeds nine (9) academic units in the summer term. Neither may the summer term be used for taking advanced subjects.

#### 1.5. Load of Working Students

The Dean shall limit the academic load of undergraduate students who are employed whether part-time or full-time.

### 2. Changes in Student Academic Load

#### 2.1. Dropping of Students from a Course

Students shall be dropped from the course if they have accumulated absences of at least twenty percent (20%) of the total number of class hours in a semester.

Students may be allowed to officially drop only before the conduct of the preliminary term examination.



## 2.2. Dropping, Adding, Canceling, and Cross Enrolling of Subjects

Dropping, adding, canceling, and cross enrolling of subjects is allowed one week after the last day of enrollment. Under the following conditions; a student is allowed to cross enroll:

- 2.2.1. when the student is graduating;
- 2.2.2. when there is conflict in the schedule;
- 2.2.3. when the subject is not offered in the college/university;
- 2.2.4. with the approval of the Dean and the Registrar; and
- 2.2.5. the school outside CSU must be CHED recognized institution.

## 2.3. Change of Schedule

Students may be allowed to transfer to another section only upon recommendation of their adviser; provided that the reason for transfer is valid such as conflict of schedule, lack of pre-requisite, and other similar cases.

## 2.4. Substitution of Subjects

Substitution of subjects may be allowed on the following conditions:

- 2.4.1. It involves a subject related to the substituted subject under the same number of units.
- 2.4.2. The student is pursuing a curriculum superseded by a new one and the substitution will align the old and the new.
- 2.4.3. The substitution is recommended by the adviser and approved by the Dean.

## 3. Examinations and Grades

### 3.1. Frequency of Grading

In order to provide for a more reliable evaluation of student performance, two grading periods shall be given during the semester. These are midterm and final terms.

### 3.2. Grading System

At the beginning of the semester, faculty members should inform their students of the criteria for grading. The University shall express grades in percentages.

There are two grading periods which are the midterm and final. The final grade of the students shall be computed using the averaging method.

The following ranges shall be implemented for equivalency purposes.

#### Graduate Level

Average	Equivalent Grade
1.00	97-100
1.25	94-96
1.50	91-93



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1.75	88-90
2.00	85-87
Below 2.00 failure	Below 85 failure

## Undergraduate Level

Average	Equivalent Grade
1.00	97-100
1.25	94-96
1.50	91-93
1.75	88-90
2.00	85-87
2.25	82-84
2.50	79-81
2.75	76-78
3.00	75
Below 3.00 failure	Below 75 failure

A student who failed to officially drop a subject without the approval of the registrar will automatically obtain a grade of 70.

### 3.3. Re-examination

Re-examinations may be given once to students whose class standing for a given term is below the passing grade but should be given not later than the last day of the submission of grades.

### 3.4. Completion of Incomplete Grades

- 3.4.1. An incomplete grade shall be completed within a period of one (1) year immediately following the semester the incomplete grade is obtained.
- 3.4.2. The Registrar shall, upon receipt of the report of grades submit to the College Dean a summary list of students with incomplete grades for posting to serve as a reminder.
- 3.4.3. Requirements for the completion of incomplete grade shall be based on the deficiencies or on the cause of the incomplete grade. The subject professor shall not impose requirements unrelated to the subject.
- 3.4.4. However, if the cause of failure to complete within the prescribed period is due to the death or absence of the subject professor, remedial measures shall be undertaken to help the students complete their grades.

*In meritorious cases that may be determined by the Dean and the College Academic Council, a student who has received a grade of "74", which shall be reckoned as a failing grade, may be allowed a*



*removal examination, provided that: all students in the class who obtained a similar grade are accorded the same opportunity.*

### 3.5. Sole Authority to give grades

The course instructors/professors shall have the sole authority to determine and give the grades to their students.

### 3.6. Unsubmitted Grades

It is not fair to make the students suffer for the indifference of their instructor or professor. Instructors or professors are given one (1) academic semester within which to grade their students should any student be left out of grading. The instructor or professor may be subject to administrative censure. When at least one academic year has passed, and a student has not received a grade in a subject, and the professor or instructor concerned can no longer be located or contacted, the Dean shall require the student to fulfill a “completion requirement” that may take the form of comprehensive examination in the subject, a research paper, but never a contribution whether in cash or in kind. Thereafter, the Dean may give the student a grade on the basis of the completion requirement.

*(Lifted from Academic Manual Revised 2021)*

### 3.7. Grade Solicitation Prohibited

No student of the University shall directly or indirectly influence an instructor and a professor to give a certain grade or ask another person to influence a professor similarly. Any student violating this rule shall lose credit on the course concerned.

## 4. Scholastic Standing

### 4.1. Rules on Scholastic Delinquency

The respective colleges determine the academic status of each student as set by the College Academic Council.

**4.1.1. Warning.** Any student who fails to meet the minimum requirements of the program enrolled in shall be warned by the Dean.

**4.1.2. Termination.** Upon determination of the College Academic Council, any student who fails to meet the required grade shall be dismissed from the college. *(Based on Admission and Retention Policies of the college where the student is enrolled.)*

### 4.2. Effect of Dropping Due to Scholastic Delinquency

Any student who dropped from one college or department because of scholastic delinquency shall not be admitted in another department or college in the University unless in the evaluation of the Dean or Department Chair concerned thereat, the



student's aptitude and interests qualify in another field of study, in which case may be admitted on probation.

#### **4.3. Permanent Disqualification**

For board programs, the respective College Academic Council determines the permanent disqualification of students who fail to meet the college requirements.

However, for non-board courses, any student, who at the end of the semester or term, fails in more than fifty percent (50%) of the total academic units in which the student is registered, shall be permanently disqualified from re-admission in any college or department in the University. When a student under probation fails again so that it becomes necessary to drop the second time shall, likewise, be permanently disqualified from re-admission to any college or department in the University.

#### **4.4. Limitations of University Disqualification**

In cases where a faculty member certifies that a grade of "70" obtained by a student is due to unauthorized dropping of subject and not actual poor grade, permanent disqualification does not apply, provided a certification is presented to the College Dean.

#### **4.5. Record of Scholastic Delinquency**

All academic delinquency status of a student shall be entered in the student's permanent record.

#### **4.6. Minimum Grade Requirements for Graduate Students**

In graduate courses, the requirement for graduation shall be a general weighted average of "85" or better in all formal courses except thesis.

To be considered in good standing, a graduate student must maintain a grade of 85 in all course.

### **5. Maximum Residency**

#### **5.1. Undergraduate Student**

An undergraduate student shall finish an academic degree within the period prescribed in the curriculum with a grace period of one (1) year in consonance with RA No. 10931 or the Universal Access to Quality Tertiary Education Act of 2017.

In undergraduate programs, a student shall finish at least two semesters in the University immediately preceding graduation.

#### **5.2. Graduate Students**

a. The maximum period within which to finish a master's degree shall be three (3) years.

However, students are given a two-year grace period. Should they fail to enroll within the grace period, the credits earned become stale, thus shall be repeated.



- b. The maximum period within which to finish a doctorate degree shall be four (4) years. However, a student is given a two-year grace period. Should they fail to enroll within the grace period, the credits earned become stale, thus shall be repeated.

## 6. Honorable Dismissal

### 6.1. Grant of Honorable Dismissal

Students who wish to transfer to another university shall be granted honorable dismissal, provided they have no derogatory records and they have been cleared of all financial and other responsibilities.

### 6.2. Denial of Honorable Dismissal

Students who have been expelled shall not be issued an honorable dismissal. Should they be permitted to obtain their Official Transcript of Records or Certification of Grades, a statement of the disciplinary action taken shall be indicated on the said documents.

## 7. Student Record-Registrar

A student record is strictly confidential and access to it is limited to:

- 7.1. the student concerned;
- 7.2. the student's parents or guardians; and
- 7.3. concerned university authorities in connection with the performance of their duties.

## 8. Academic Honors and Awards

Students with excellent academic performance shall graduate with honors. Below is the list of the academic honors, together with the required general weighted average (GWA).

### Honors in the Graduate Level

Academic Honor	Weighted Average
President's list	97-100 with no grade lower than 91
Dean's List	94-96 with no grade lower than 91

### Special Awards in the Graduate School

Outstanding Researcher Award	97% and above (Outstanding) during their final oral defense
Loyalty Award	a student who graduated in the University from College to Master's/Doctor's Degree

### Honors in the Undergraduate Level

Latin Honors	Weighted Average
Summa Cum Laude	98-100 <i>with no grade lower than 85</i>
Magna Cum Laude	94-97 <i>with no grade lower than 85</i>
Cum Laude	90-93 <i>with no grade lower than 85</i>



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Academic Distinction	90 or higher with no grade lower than 83
With Merit	89 or higher with no grade lower than 82

Aside from the academic honors listed above, other colleges or departments may grant outstanding students additional awards such as club and department awards. The University through the colleges may also award Certificates of Recognition to students who qualify for the President's List and Dean's List every semester with the obtained general weighted average.

President's List	96.1 or higher with no grade lower than 85
Dean's List	94-96 with no grade lower than 85

## 9. Guidelines for the Selection of Honor Students

**The candidates for awards/honors must satisfy the following criteria:**

- 9.1. The candidate must have completed not lower than 75 percent of the total academic units at the Cagayan State University; and
- 9.2. The candidate must not have dropped or incurred incomplete grades; and
- 9.3. The candidate must satisfy the GWA for the academic honors; and
- 9.4. The bachelor's degree should have been completed within the prescribed period, the master's degree for two (2) years, and the doctorate degree for three (3) years; and
- 9.5. P.E. shall be included in the computation of grades; and
- 9.6. The National Service Training Program (NSTP) shall not be included in the computation of grades although the candidate must not obtain a failing mark in this subject; and
- 9.7. The candidate should have shown exemplary behavior and character as attested to by the concerned College Dean. The candidate must not have been convicted of any administrative or criminal case.

*(Lifted from Academic Manual Revised 2021)*

## 10. Guidelines on Special Awards

*(Most Outstanding Student Leader, Most Outstanding Student Journalist, and Most Outstanding Student Organization)*

The Search for Most Outstanding "student leaders", "student journalists", "athletes", "socio-cultural awardees" and "organizations" in Cagayan State University is open to all bona fide students and accredited organizations (except USCF). All nominees should be recommended to the Campus Executive Officer through the Campus OSDW Coordinators.

Any nominee for the search for "Most Outstanding Student Leader" and "Most Outstanding Student Journalist" must be:



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1. A student who has a consistent record as a leader;
2. A student who has an active and consistent participation in journalism;
3. A member of the graduating class with general weighted average of 85% or above from first year to fourth year first semester and a subject grade not lower than 80%;
4. A student of at least three (3) years in the University; and
5. Of good moral character.

Only original documents of student nominees earned from first year up to the deadline of submission will be given credit while the other awards such as medals and trophies must be submitted with proper certification by the CEO/ Dean as the case maybe.

The documents to be evaluated for the Search for “Most Outstanding Organization” shall be based on the organization’s actual accomplishment and the action plan for the school year.

The University Evaluation Committee shall be composed of the OSDW Coordinators with the Director of Student Development and Welfare as Chair.

Awarding of the results will be done during the Annual Student Congress.

The Campus OSDW Coordinators shall set their own schedule for the search at the campus level with the approval of their Campus Executive Officer.

Only two (2) nominees for each category per campus are allowed. All original documents will be returned after the awarding ceremonies.

There will be three (3) winners per category. “HALL OF FAME” will be given to a winner for three (3) consecutive years in the search for “Most Outstanding Organization”.

The search for the outstanding athletes shall be channeled to the Sports Director and the search for outstanding socio-cultural awardees shall be with the Socio-cultural Director.

## 11. Graduation Requirements

Students to be recommended for graduation shall have satisfied all the requirements prescribed for the program enrolled in.

## 12. Register of Candidates

During the first three weeks after the opening of classes in each semester, the Dean shall certify to the Registrar the enrollment of prospective graduating students. The Registrar shall examine the academic record of the candidates to ascertain whether they have fulfilled all requirements which qualify them to be candidates for graduation. After the prelim examination, the Registrar shall publish a complete list of duly qualified candidates for graduation. The Registrar shall inform the Deans of the deficiencies of the students in their respective colleges.



## 12.1. Date of Graduation

The date of graduation that shall appear in the students' Official Transcript of Records shall be the date of their commencement exercises. For those who satisfy all requirements for graduation during periods when no graduation exercises are held, the date shall be one week after the last day of submission of grades for that term; provided that for those who should have graduated during end-of-term periods but were delayed for any reason, their date of graduation shall be the end of the term when they actually completed all requirements upon recommendation of the College Academic Council.

## 12.2. Issuance of Official Transcript of Records

A terminal clearance shall be required of all graduates before the Registrar shall issue their Transcript of Records.

## D. GUIDELINES FOR INTERNATIONAL STUDENT MOBILITY

The following are the governing guidelines for students who wish to earn a degree from Cagayan State University, or enroll as exchange or visiting students for one semester in other universities outside CSU. It also includes local students who may want to participate in international student programs hosted by international partner institutions.

### Chapter I: Outbound Exchange Students

Cagayan State University supports outbound exchange program for the cultural and intellectual enrichment of its students. Under this activity, students are allowed to spend one or more semesters in a foreign institute/university duly recognized by the government I of such statute and licensed to award academic units and degrees. The following policies will apply to students going abroad under outbound exchange program.

#### A. General Guidelines

1. Students interested in applying for a scholarship abroad as exchange students should visit the University Partnership and Resource Mobilization office or its campus counterparts.
2. All transactions or applications should be done thru the Partnership Office either of the campus or the University. ONLY THE OFFICE OF THE VP FOR PRM CAN SUBMIT APPLICATION ON BEHALF OF ITS STUDENTS.



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3. Students who are qualified in the outbound exchange student program must be enrolled at Cagayan State University while studying abroad. On-line classes in CSU and on-site abroad classes will be done simultaneously during the coverage period.
4. In the duration of the program, students will be tagged as cross-enrollees. Subjects taken will be credited upon return to CSU.
5. All documents, as a result of the transactions made thru the campuses should be forwarded to the University PRM office (or proper documentation and/or endorsement to the office of the President.
6. All travels should be approved by the Board of Regents before the issuance of a Travel Authority from the President. Any transaction without the approval of the BOR shall be considered illegal and is deemed null and void.
7. Subjects taken by the students in their host universities shall be credited to the program/course as either elective or in lieu of a similar subject. Students shall be tagged as cross-enrollees. Program coordinators and Deans shall initiate the process for the transfer of credits from the host university to their home university. Due notation shall be made in the OTR that such units were earned at a foreign university, subject to the endorsement of the Vice-President for Academic Affairs.
8. A journal of daily activities shall be kept by students in the duration of their stay in the host university, detailing experiences starting from their arrival in the host university until their return to the Cagayan State University.
9. A report, together with the journal, shall be submitted to the concerned Campus PRM office and the office of the College Dean as well as the university PRM office, upon termination of the scholarship.
10. The student must adhere to departure and return dates as specified by the home university.
11. All expenditures of outbound students shall be borne by themselves.



## **B. Application Process for Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) and St. Mary's University, Canada**

1. The office of the Partnership and Resource Mobilization (PRM) emails the partner institution to ask for the number of slots allotted for CSU students.
2. After receiving a reply, the office informs the President.
3. The Vice-President for Academic Affairs determines priority courses of the university from which exchange students will come, and shall be approved by the University President.
4. The office of the PRM informs the campus counterparts and the deans concerned. 5. The College deans call for application, then conduct evaluation.
6. After choosing the most qualified student, deans submit names to the Campus Executive Officer thru the campus Partnership coordinator.
7. The Campus Partnership coordinator submits names to the office of PRM.
8. The PRM office nominates students to SMU.
9. Nominated students shall submit application document with supporting documents to SMU.
10. SMU applies to SEED in behalf of the students.
11. SMU informs the office of PRM and the concerned students regarding the result of their application.
12. Once applications are approved, students process their residency and visa application. The processing and fees shall be borne by the students.
13. CSV and SMU provide assistance in visa application by way of issuing supporting documents relative to the exchange program. The students must apply for visa personally.

## **C. Eligibility**

1. Undergraduate and graduate students who are currently enrolled are eligible for application in the exchange student program



2. For undergraduate students, they should be in the Sophomore or Junior standing with a cumulative GWA of 1.5 (equivalent to 91 - 93) or better. Same GWA requirement applies to graduate students, and with at least one year of study.
3. Students should be willing to learn a new language, if needed;
4. Students should be willing to engage in PRM activities upon return from exchange program (e.g., assistance to inbound exchange students during registration period, assistance in international-related campus events, report on student exchange experience, etc.)

## Chapter II: In-bound Exchange Students

Cagayan State University, in its aim to promote the province and the region as a center of education in the Asia Pacific region, accepts foreign students to study in the university, students eligible to study in ASEAN universities governed by the ASEAN Qualification Reference Framework, Cross enrolling in ASEAN universities is guaranteed by the documents establishing the 2012 Integrated ASEAN. The following policies apply to international students who intend to enroll in Cagayan State University:

### A. General Guidelines

1. The Cagayan State University will admit foreign students only (or those courses and degree programs with at least Level III AACUP accreditation and/or with international accreditation, and other degree programs which the Board of Regents authorizes it to offer to foreign students.
2. These programs shall be advertised on the official website of the Cagayan State University, and communicated to partner universities abroad and the Philippine diplomatic and consular missions in other jurisdictions.
3. All foreign student applicants must meet the minimum requirements set by the admitting college.
4. For foreign student applicants who wish to enroll at the College of Medicine and Surgery in Cagayan State University, they must apply personally and NEVER through an agent. The services of an agent or an intermediary under whatever (Ille shall automatically disqualify the student from admission.



5. For foreign student applicants who wish to enroll in the undergraduate and graduate level under the exchange student program and/or twinning programs, a Memorandum of Understanding between CSU and the home Institution of the applicant should have been forged.

6. At the Cagayan State University, the only university official with whom prospective enrollees from foreign countries may communicate and from whom alone they may receive information is the Vice President for Partnership and Resource Mobilization (PRM). Communications sent directly to the campuses are not allowed and will not be given faith and credit.

## **B. General Admission Criteria**

1. The following are the basic documentary requirements required by the Cagayan State University to consider the application of foreign students, in accordance with the Executive Order No. 285, series of 2000.

- a. five (5) copies of the Student's Personal History (PHS) duly signed by him, both in English and in his national language accompanied by his personal seal, if any, and containing, among others, his left and right thumbprints and a 2x2 inch photograph on plain white background taken not more than six months prior to submission; these may be electronically submitted provided that Philippine Laws on electronic evidence are complied with
- b. A notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the students' accommodation and subsistence, as well as school dues and other incidental expenses;
- c. Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence;
- d. Photocopy of data page of the student's passport showing date and place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post.
- e. Written endorsement from the school last attended by the applicant certifying to the intellectual aptitude and moral fitness of the applicant.
- f. Medical certificate from a government medical facility in the home country of the foreign applicant authenticated by the Philippine Foreign Service Post;



g. Certificate of evidence of TOEFL results or any other English proficiency examinations that the university may require or accept in substitution of TOEFL, such as IELTS.

2. Upon receipt of these documents, the Vice-President for Academic Affairs convenes the Foreign Students Admission Committee that must include the dean of the college to which foreign applicants apply to enroll. The Committee determines the eligibility of applicants for enrollment. If the applicants are found ineligible, the office of the Vice President for PRM will immediately inform them of the rejection of the application.

3. All eligible foreign students shall have to undergo screening in the colleges where they intend to enroll. Colleges must have their own admission policy governing international student applicants.

4. When the students have passed the College screening, the Dean recommends to the President thru the Vice President for Academic Affairs eligible students for admission to the college. The President issues a Notice of Acceptance (NOA) to the student. Cagayan State University undertakes to liaise with DFA but it is the interested students who must apply in the Philippine consular office of the host country.

5. The DFA shall indorse the documents to the Philippine Foreign Service Post located in the student's country of origin or legal residence for the issuance of the student visa after ascertaining the student's identity and admissibility under existing DFA regulations.

6. The students receive instructions from the OVP-PRM by telephone, email, videocall or other means on what to do upon arrival in the Philippines.

7. Upon arrival at the Cagayan State University, the students will be oriented on some cultural practices and the policies of the university as well.

8. Foreigners already in the country under a tourist visa who wish to apply, may apply for admission directly with the Cagayan State University, provided that their visas are first converted into student visas before they are allowed to enroll. The same procedure for application shall be enforced.

## **C. Foreign Students Admission Committee**

The Committee has the following duties and responsibilities:

a. Assess documents of the foreign student-applicants for eligibility for admission.

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b. Inform applicants of the decision of the committee. The following are the composition of the Committee:

- a. Vice President for Academic Affairs
- b. Vice President for Partnership and Resource Mobilization
- c. University Admission Officer
- d. Concerned College Dean
- e. Director for Student Development and Welfare

*(Approved by the CSU Board of Regents on the 4th of November 2022 Resolution No. 114 Series of 2022)*

## **E. POLICIES AND PROCEDURES FOR MANDATORY RANDOM DRUG TESTING FOR STUDENTS IN CAGAYAN STATE UNIVERSITY**

### **RATIONALE**

The drug problem in the Philippines continues to remain a serious national concern that permeates both the public and private sectors not only as a security issue, but also as a health concern that affects the social, emotional, psychological, as well as the economic well-being of the citizenry. (CMO 18, s.2018)

According to the Dangerous Drug Board's 2015 Nationwide Survey on the Nature and Extent of Drug Abuse in the Philippines released in September 2016, there are around 1.8 million drug users in the Philippines, around 2.3 percent of the population aged 18 to 69, while 4.8 million Filipinos have used illegal drugs at least once in their lives. (<https://www.pids.gov.ph/pids-in-the-news/1762>)

The Philippine Government recognizes the primary responsibility of the family and the complimentary role of the educational institutions and parents for the education and awareness of its members on the ill-effects of dangerous drugs. Hence, all Universities are enjoined to adopt programs on drug prevention among the students and to ensure a drug-free school environment.

Cagayan State University in the exercise of its academic freedom, adopts the mandatory random drug testing for its students in compliance with CMO No. 18, series of 2018.

### **OBJECTIVES**

1. Promote a “drug-free” campus and further the legitimate interest of the government in preventing and deterring dangerous drug use among the youth;
2. Instill in the minds of the students that dangerous drugs not only interfere in their ability to learn but also disrupt the teaching environment;
3. Strengthen the collaborative efforts of concerned agencies (Dangerous Drugs Board (DDB), Department of Health (DOH), Philippine National Police (PNP), and Philippine Drug



Enforcement Agency (PDEA) against the use of illegal drugs and the treatment of dangerous drug users and dependents.

4. Establish a stronger partnership between the government and HEIs in providing programs and activities intended to facilitate the holistic and well-rounded student development; and
5. Ensure that drug testing policies of the University are reasonable to guarantee that the fundamental rights of students are protected.

## **POLICIES AND PROCEDURES**

1. The University through the Office of Student Development and Welfare in coordination with the University Student Council Federation and Campus Student Council shall present during consultation with students the policies on mandatory random drug testing. Also, the Campus Executive Officer through the Campus Student Development and Welfare Coordinator and the Campus Student Council shall convene parents of the students to disseminate the policies on mandatory random drug testing of students.
2. The University shall seek approval from the Board of Regents prior to the implementation of the mandatory random drug testing of students.
3. The University shall implement the mandatory random drug testing as part of its admission and retention policy requirement.
4. Since drug testing is part of the University admission and retention policy, no student can refuse to be subjected to a drug test.
5. The institutional mandatory random drug testing shall be conducted in the same manner as the random drug testing under DDB Board Regulation No. 6., s. 2003 and No. 3, s. 2009.
6. The University shall partner with a DOH-accredited drug facility, physician or private practitioner duly accredited to administer drug testing.
7. All students and their parents shall be informed on the conduct of random drug testing through a written communication upon enrollment. Failure to return the Reply Slip attached in the letter shall not be a deterrent to the conduct of the drug testing.
8. Only current students (existing and currently enrolled) shall undergo random drug testing and the drug testing expense shall be borne by the University as mandated in Article III, Section 36(c) of the Republic Act 9165.
9. The total sample size of students to be subjected for random drug testing will be at least 5% of the total enrollment of each campus identified through stratified random sampling (per year level/per course/per college/per campus)
10. The result of the drug test issued by the partner Drug Testing Center shall be directly forwarded to the Office of Student Development and Welfare (OSDW) and shall be treated



with **utmost confidentiality**. However, for those confirmed positive, the OSDW shall forward the list to the University Counselling and Career Services Office for appropriate intervention.

11. In case the test result is positive, the Drug Free Committee Coordinator (DFCC) shall inform both the parents and the student concerned that a confirmatory test shall be conducted and the confirmatory process.
12. In case the test result is confirmed positive, the Drug-Free Committee Coordinator (DFCC) shall conduct a conference and inform both the parent and the student concerned.
13. The confirmed positive result shall not be a basis for disciplinary action or reason to deny admission, unless the student concerned is held liable for some other violations of the University's internal rules and regulations.
14. If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation, shall be imposed in accordance with applicable laws, rules and regulations.
15. The execution of the drug testing shall be every semester.
16. The Drug Free Committee Coordinator (DFCC) in the campus shall prepare and submit annual reports on the implementation of mandatory random drug testing of students to the Drug Free Committee Overall Chair for consolidation of reports which, shall be forwarded to CHED Regional office.
17. Any employee of the University who violates the rules of confidentiality of the results of the drug test shall, in addition to the sanctions as may be provided by the school policy, be liable under Section 72 of RA 9165 and other appropriate laws.

## **ESTABLISHMENT OF DRUG-FREE COMMITTEE**

1. The University shall establish a Drug-Free Committee (DFC) which shall formulate the internal drug testing rules, in accordance with the provisions of RA 9165 and DDB Board Regulation No. 3, s. 2009 and, which shall provide among others, drug education/awareness, prevention, and control initiatives.
2. The names and composition of the DFC shall be submitted to CHED Regional Office.

### **Drug-Free Committee (DFC)**

Overall Chair:	Vice President for Academic Affairs
Vice Chair:	OSDW Director
DFC Coordinator:	Campus Executive Officer
DFC Assistant Coordinator:	Campus OSDW Coordinator



Members:

- Campus Nurse
- Campus Guidance Counselor
- Faculty representative
- Campus Student Council President

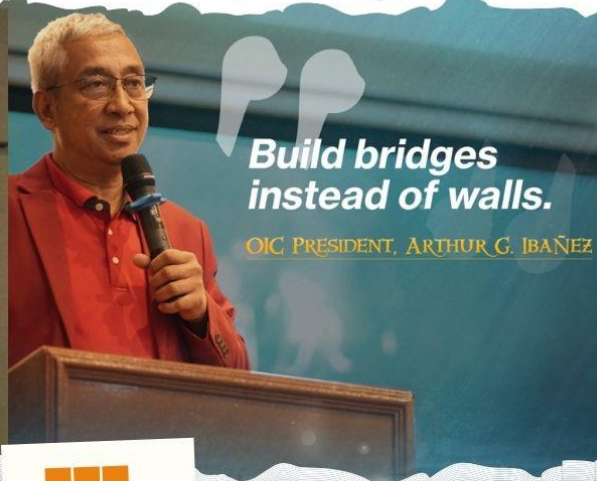
The DFC shall have the following responsibilities:

- Compose the Selection Board for the conduct of the drug testing with representation from the students, faculty and parent as members.
- Closely coordinate with the concerned agencies to access official list of DOH-accredited drug facilities, physicians or private medical practitioners duly accredited to administer drug testing, and to establish appropriate interventions formulated by the University Counselling and Career Services.
- Ensure the confidentiality and integrity of the drug test results and handles the reportorial requirements (i.e., number of students subjected for random drug testing, number of individuals tested and confirmed positive for drug use, number of students subjected to drug testing as a requirement for admission and retention as provided in the template of CHED monitoring of the implementation of CMO 18, series of 2018) and any relevant information for submission to the CHEDRO.
- Monitor students to protect them from engaging in dangerous drug-related activities, as well as those undergoing interventions, treatment or rehabilitation.

The DFC, Guidance Counselors and other qualified medical personnel from the different campuses in the university shall be trained for the purpose of enhancing their skills in handling drug dependency cases.

*(Approved by the Board of Regents on September 03, 2020 through Board Resolution No. 30 s. 2020)*





# STUDENT DEVELOPMENT AND WELFARE



A. Student Development and Welfare

B. Guidance Services

C. Socio Cultural Services

D. Sports Services



## A. STUDENT DEVELOPMENT AND WELFARE

### 1. Vision

The Office of Student Development and Welfare (OSDW) envisions a truly educative community with creative, critical, highly functional, and globally oriented environment complementary to the academic training of students.

### 2. Mission

The Office of Student Development and Welfare shall provide services geared towards the development of responsible and wholesome students.

### 3. Goals and Objectives

- 3.1. To provide opportunities to hone the potentials, talents and capabilities of the students;
- 3.2. To promote and coordinate student services that develop a wholesome personality—physically, mentally socially, morally, emotionally, spiritually, and psychologically through co-curricular and extra-curricular activities; and
- 3.3. To develop responsible leadership that fosters socio – economic and cultural awareness.

### 4. Services

#### 4.1. Scholarship and Financial Assistance

Scholarship grants and all other forms of financial assistance shall be awarded in accordance with pertinent rules and regulations. A student can only avail of one government-based scholarship/grant and one university- based scholarship.

##### 4.1.1. University-Based Scholarship (Financial Incentive Program)

##### a. Academic Grant

Students who are able to maintain a general weighted average of 94-96 with no grade lower than 85 shall be entitled to One Thousand Pesos (Php 1,000.00) cash incentive every semester.

Students who are able to maintain a general weighted average of 96.1 and above with no grade lower than 85 shall be entitled to Two Thousand Pesos (Php 2,000.00) cash incentive every semester.

##### b. Athletic Grant

Students who showed exemplary performance in SCUAA sports competition and who represented the university in regional and national sports



# CAGAYAN STATE UNIVERSITY

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competition as certified by the University Sports Director shall be entitled to the following incentives every semester:

Award	Individual Events	Team Events
Medalist in the National SCUAA	One Thousand Five Hundred Pesos (Php 1,500.00)	One Thousand Pesos (Php 1,000.00)/Member
Medalist in the Regional SCUAA	One Thousand Pesos (Php 1,000.00)	Five Hundred Pesos (Php 500.00)/Member

**c. Employees Grant**

Regular employees shall be entitled to 100% tuition fee discount when they enroll in the Graduate School, College of Medicine and College of Law.

Children of regular employees who are enrolled in undergraduate programs of the University shall also be entitled to 100% tuition discount when they enroll in the University (from undergraduate level to graduate school including College of Medicine and College of Law)

**d. Campus Publication Grant**

Members of the Editorial Board of the Campus Publication shall be entitled to the following cash incentive every semester only if output/accomplishment report is present:

- **Editor-in-Chief** - Two Thousand Pesos (Php 2,000.00)
- **Associate Editor, Section Editor, Circulation Manager, Managing Editor, Editorial Cartoonist, Layout Artist, Photojournalist** – One Thousand Pesos (Php 1,000.00)
- **Correspondent with published articles** – Five Hundred pesos (Php 500.000)

**e. University Student Council Federation (USCF) Officers Grant**

Officers of the USCF as recommended by the adviser and certified by the Campus Student Development and Welfare Coordinator/OSDW Director shall be entitled to the following cash incentive every semester:

<b>USCF Chairperson</b>	Two Thousand Pesos (Php 2,000.00)
<b>USCF Vice Chairperson</b>	Two Thousand Pesos (Php 2,000.00)
<b>CSC President</b>	Two Thousand Pesos (Php 2,000.00)
<b>CSC Vice-President</b>	One Thousand Pesos (Php 1,000.00)
<b>CollegeSC Governors</b>	One Thousand Pesos (Php 1,000.00)
<b>Elected Federation Representative</b>	One Thousand Pesos (Php 1,000.00)



Elected Speaker of the House	One Thousand Pesos (Php 1,000.00)
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**f. PWD/Differently Abled Persons Grant**

Students who are differently abled or persons with disabilities are entitled to One Thousand Pesos (Php 1,000.00) cash incentive every semester.

**Note:** *The grantees shall undergo procedures for eligibility to be spearheaded by the office of Student Development and Welfare. If a student is a recipient of two or more incentive grant, the student shall be required to choose only one. Beneficiaries of Tertiary Education Subsidy (TES) will no longer avail of incentives under this program.*

**g. Socio-Cultural Grant**

A monthly allowance of Php 600.00, Php 400.00 or Php 300.00 is given depending on the performance of the student.

Guidelines:

- This scholarship is open to all bona fide students of the University.
- All applicants must undergo series of auditions in their chosen group.
- All qualified applicants will undergo series of trainings during their free time and during rehearsal sessions.
- Qualified applicants regularly attend trainings and rehearsals as certified by the leader/secretary of each group
- Qualified applicants shall be bound by a contract signed between the applicant's parents and the University through the Socio-Cultural Director renewable every semester.
- Any member who is found to have violated the terms and conditions provided in the contract shall be given sanctions based on the rules imposed by the Socio – Cultural's Office

## 4.2. Student Assistantship

- 4.2.1.** Deserving students who are willing to work during their free time are given opportunities to work in the administration offices of the University or wherever human resource is needed to assist them in their financial needs. Compensation shall be in accordance with existing rules and policies. Compensation rate may change anytime.



## 4.3. Student Mutual Aid Program (SMAP)

The coverage of the SMAP, of which the Student Mutual Aid Fund (SMAF) is a core component, shall be per academic year. All bona fide students of Cagayan State University shall be covered automatically by the SMAP for the entire academic year during which they are enrolled. The coverage expires when classes in the University officially ends based on the school calendar officially released by the Office of the University Registrar or through Special Orders issued by the Office of the University President.

### 4.3.1. Documentary Requirements for Medical Assistance

- a. Enrollment/Assessment Form
- b. Incident Report/Medical Abstract
- c. Medical Certificate
- d. Official Receipts

### 4.3.2. Documentary Requirements for Death Claim

- a. Enrollment/Assessment Form
- b. Death Certificate
- c. Marriage Certificate (if deceased student is married)
- d. Sworn statement of the claimant that he/she is the legal guardian of the deceased student if orphan and certification from the barangay captain

*(Lifted from the IRR of CSU Student Mutual Aid Program through Board Resolution No. 09 s. 2013)*

## 4.4. Co-Curricular Programs Incentives

Students are free to participate in co-curricular activities and to express their views in any public issue subject to the following conditions:

- 4.4.1. Their attendance and participation, if officially sanctioned, shall be recognized and shall excuse them from attending classes.

Their participation shall be subjected to university regulations on the protection of life and property and the assurance of the continuity of the educational process.

- 4.4.2. Incentives shall be given to national winners (in Academic, Socio-cultural, and Sports Events) according to the following schemes:

	Team Events	Individual Events
1 <sup>st</sup> place:	15,000.00	5,000.00
2 <sup>nd</sup> place:	10,000.00	4,000.00
3 <sup>rd</sup> place:	7,500.00	3,000.00
4 <sup>th</sup> place:	5,000.00	2,000.00



5<sup>th</sup> place:

3,000.00

1,000.00

## 4.5. Incentives for National Topnotchers in Board Examinations

To recognize the exemplary performance of graduates in board examinations, the University shall award the following incentives to national topnotcher;

**Top 1** Fifty Thousand Pesos (Php 50,000.00)

**Top 2** Forty-Five Thousand Pesos (Php 45,000.00)

**Top 3** Forty Thousand Pesos (Php 40,000.00)

**Top 4** Thirty-Five Thousand Pesos (Php 35,000.00)

**Top 5** Thirty Thousand Pesos (Php 30,000.00)

**Top 6 – Top 10** Twenty-Five Thousand Pesos (Php 25,000.00)

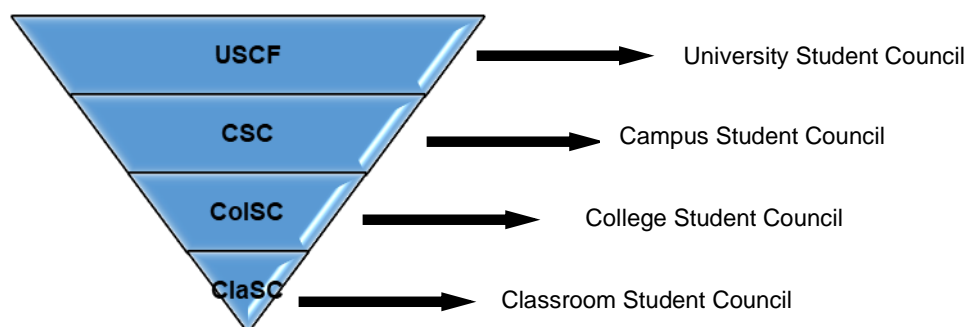
*(Approved by the Board of Regents on July 05, 2023 through Board Resolution No. 91 s. 2023)*

## 4.6. Student Organizations

The University provides avenues in the establishment of different student organizations within the University in order to enhance the growth of students as members of the academic community and to complement their academic and co-curricular development.

### 4.6.1. Student Council

The official collective participation of students in the formulation and application of institutional policy relative to academic and student affairs shall be exercised through the University Student Council Federation. The USCF constitutes the following:



Being the highest student governing body in the University, the USCF shall no longer seek accreditation from the Office of Student Development and Welfare. However, the Student Council Federation must submit an accomplishment report and financial statement to the Office of Student Development and Welfare every end of the school year as a requirement in the signing of student clearance.



## 4.6.2. Specialized Organizations

Specialized organizations are associations other than the Student Council which must undergo annual accreditation or re-accreditation at the Office of Student Development and Welfare, the deadline of which is annually set on the 6th week after the opening of classes.

## 4.7. Accreditation /Re – Accreditation

All specialized organizations are subject to accreditation by the Office of Student Development and Welfare every school year.

### 4.7.1. Requirements for Accreditation

- a. Request letter addressed to the Campus Executive Officer duly endorsed by the Office of the Student Development and Welfare
- b. Constitution and by-laws duly signed by the adviser/s and initial set of officers and members of the organization
- c. Request letter and acceptance of adviser/s
- d. Directory of Officers and Members
- e. General Action Plan for the school year

### 4.7.2. Requirements for Re-accreditation

- a. Request letter addressed to the Campus Executive Officer duly endorsed by the Office of Student Development and Welfare
- b. Constitution and by – laws duly signed by the adviser/s and officers of the organization (if amended)
- c. Request letter and acceptance of adviser/s
- d. Updated Directory of Officers and Members
- e. General Action Plan for the school year
- f. Accomplishment Reports
- g. Financial Reports prepared by the financial secretary, checked by the auditor, noted by the president and the adviser/s and further noted by the College Dean
- h. Inventory of Supplies and Equipment

## 4.8. Advising of Student Organizations

- 4.8.1. For campus organizations, student leaders recommend regular faculty members as advisers, to be endorsed by the Campus Student Development and Welfare Coordinator for the approval of the Campus Executive Officer.



4.8.2. For college student council and specialized organizations, regular faculty members shall be recommended as advisers by the student organization. Student leaders recommend faculty advisers, noted by the College Dean, to be endorsed by the Campus Student Development and Welfare Coordinator for the approval of the Campus Executive Officer.

4.8.3. **Duties and Responsibilities of Student Organization Adviser/s**

- a. Oversee organizational meetings and implementation of organizational projects and activities
- b. Make themselves available for consultation
- c. Accompany students in all official activities

## 5. Economic Enterprise Development

### 5.1. Sources

#### 5.1.1. Primary Source of Fund

The student council and the student publication funds are integrated in the development fees as stipulated in the Implementing Rules and Regulations of RA 10931 also known as “Universal Access to Quality Tertiary Education Act of 2017”.

#### 5.1.2. Other Sources of Fund

##### Fund-Raising Activities

These refer to amount collected from fund raising activities such as advertisements, sales of tickets or other similar fund-raising activities. Such collections shall be duly approved by Campus Executive Officer through the Campus Student Development and Welfare Coordinator upon the request of the College Dean, the adviser, the President of the Student Council and the Editor-in-Chief of the student publication subject to proper accounting and auditing procedures.

### 5.2. Collection/Deposit System

#### 5.2.1. Collections

- The Student Council, through the Finance Division of the University, shall be responsible for the collection of student fees and shall issue receipts to acknowledge the payments of students who did not avail of RA 10931 otherwise known as “Universal Access to Quality Tertiary Education Act of 2017”.



- Funds allotted from the Unified Financial Assistance System for Tertiary Education shall be released to the following:
  - a. The USCF Chairperson writes a letter of request duly noted by the adviser, further noted by the Office of Student Development and Welfare Director, recommended by the Vice President for Academic Affairs and approved by the University President.
  - b. The editor-in-chief/CSC President writes a letter of request noted by the adviser, recommended by the Campus Student Development and Welfare Coordinator and approved by the Campus Executive Officer.

## 5.3. Disbursement System

### Budget Allocation

A budget allocation for student activities shall be prepared by:

- a. The University Student Council Federation (USCF)
- b. The Campus Student Council (CSC)
- c. The student publication

It shall be duly approved by the members of the Student Council and student publication and noted by the respective advisers and further noted by the OSDW Director/CSDW Coordinator.

## 5.4. Books of Account

The books of accounts shall be kept and maintained by:

- a. The Finance Secretary of the USCF
- b. The Finance Officer of the CSC
- c. The Managing Editor of the student publication
- d. The Finance Officer of the College Student Council

The books of accounts consist of Receipts Book, Disbursements Book, Cash Book and Cash Advances. Each organization shall also maintain an inventory of properties.

## 6. Student Activities

### 6.1. General Guidelines

To ensure the smooth conduct of student activities in a campus, the following guidelines shall be strictly implemented:

- 6.1.1. For the conduct of campus/college co-curricular activities, a letter of request addressed to the Campus Executive Officer, noted by the organization adviser and the



dean sponsoring any activity and endorsed by the Campus Student Development and Welfare Coordinator shall be made at least one (1) week before the conduct of the activity.

6.1.2. For University-wide activities, the University President through the recommendation of the Vice President for Academic Affairs and with the endorsement of the Director of Student Development and Welfare shall approve all university-wide convocations, symposia, meetings and other activities.

6.1.3. For the conduct of student activities where the university facilities and other resources are needed, the student organization shall seek approval from the concerned office/in-charge.

6.1.4. The officers of the concerned student organizations shall be held responsible for the damages to university properties and facilities incurred during the conduct of student activities.

6.1.5. Participation to Congress, Conferences, Trainings, Other Activities

Any Student Council and accredited specialized organization may recommend deserving student leaders to the Office of the President/Campus Executive Officer through the Office of Student Development and Welfare to participate in any congress, seminar, conference, training or meeting that has relevance to their present position subject to the availability of the student development fund or organizational fund.

6.1.6. All students joining off-campus activities shall be properly chaperoned by the faculty adviser/s of the organization. Moreover, a waiver or parental consent shall be presented to the College Dean or Campus Executive Officer.

## 6.2. Activity Moratorium

Academic undertakings or endeavors should be a priority for students. Hence, no student activity shall be conducted seven (7) calendar days (including Saturday, Sunday and Holidays) before the major examinations as well as during the examination period. Any execution of activity, particularly relating to academic activities shall seek approval from the Vice President for Academic Affairs/ Campus Executive Officer.

## 6.3. Student Offices

All Students who are allowed by the campus to hold offices as officers of recognized student organization/ council/ student publication are enjoined to observe office hours strictly as follows:

Monday – Friday      8:00 AM-12 Noon, 1:00 PM-5:00 PM



Student officers are not allowed to stay beyond the above schedule unless a written permit specifying the valid reason for overstaying is secured from the Campus Executive Officer, duly recommended/endorsed by the Campus OSDW Coordinator.

## **6.4. Posting Information**

The following guidelines shall be followed in posting information:

- 6.4.1.** All school-related postings and announcements shall be approved by the College Deans and/or Campus Executive Officers and are allowed only in prescribed areas and bulletin boards. Painted walls, doors, posts and tree trunks shall not be used for posting.
- 6.4.2.** Commercial advertisements as well as political, controversial, litigious, subversive, seditious and contentious postings inside the campus are prohibited as well as online posting. Students caught defying said policy shall be dealt with accordingly based on the student conduct and discipline.

## **6.5. Student Publication**

The University shall encourage students to join student publications in order to enhance their writing skills and to foster freedom of the press anchored on the principles of responsible campus journalism. Each campus may publish a paper upon the approval of the Campus Executive Officer through the Campus Student Development and Welfare Coordinator.

## **6.6. Policies on Student Publication**

### **1. General Policy**

- 1.1. The University shall uphold and protect the freedom of the press within the University and shall promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the students in the University.
- 1.2. The University shall encourage student publications in order to enhance the writing skills of students and to foster freedom of the press within the principle of responsible campus journalism
- 1.3. The University shall undertake various programs and projects aimed at improving the journalistic skills of students and promoting responsible and free journalism.

### **2. The official campus student publications in the University shall be known as:**

The CSU Communicator	Andrews Campus
The CSU Promethean	Carig Campus

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The Touchstone	Sanchez Mira
The Greenthumb	Piat Campus
The Innovator	Lallo Campus
The Ripple	Lasam Campus
The Aquarius	Aparri Campus
Paragon	Gonzaga Campus

### **3. The Personnel and the Services**

The Office of Student Development and Welfare through the Director and his/her staff, the different Campus Student Development and Welfare Coordinators and the Campus Publication Advisers shall:

- 3.1. Provide administrative and technical support to the official campus student publications in the University as well as other college publications and special issues.
- 3.2. Update student journalist on the current trends in newspaper writing in accordance with issued guidelines of campus student journalism by recommending to the student body and the University administration the attendance of student delegates to the different symposia, seminars and lectures of the same nature.
- 3.3. Organize and conduct journalism related activities with the recommendation of the CSDW Coordinator/ OSDW Director and approval of the Campus Executive Officer/ University President.
- 3.4. Conduct the screening of interested students wishing to take an active part in the student publication.
- 3.5. Conduct preliminary and formal investigation of cases involving the EIC or any member as respondent arising from acts or omission as EIC or staff member of the Student Publication. And to enforce appropriate disciplinary action; provided however, that the penalty to be imposed by the OSDW Director/ CSWD Coordinator shall subject to the rules on student conduct and discipline as promulgated by the Board of Regents;

### **4. Selection of the Editorial Board**

- 4.1. An annual competitive screening shall be conducted by the Campus Student Development and Welfare Coordinator to determine the members of the Editorial Board of the student publication.



**4.2.** The Campus Executive Officer with the endorsement of the Campus Student Development and Welfare Coordinator shall create the Screening Committee which shall be composed of a chairperson and four members.

**4.3.** The chairperson of the Selection Committee shall be a recognized journalist who may or may not be a part of the University. In case of the unavailability of a media practitioner, any qualified faculty member, preferably the incumbent adviser, provided he/she had journalism experience, may be designated as chairperson.

**4.4.** The members shall be composed of two alumni members of the Editorial Board and two faculty members with journalism experience.

**4.5.** The faculty member who will sit as members of the Screening Committee shall be given Office Order.

**5. The Screening Committee shall have the following functions:**

5. 1. To choose the members of the Student Publication Editorial Board;

5.2. To decide all protests relating to the selection of the Editorial Board subject to the powers of the Director of the Student Development and Welfare/Campus Student Development and Welfare Coordinator as specified in the pertinent provisions of the Code of the University;

5.3. To recommend to the CSDW the appointment of an interim Editor — in — Chief as defined in these rules, should the need arise;

5.4. To formulate such guidelines and additional rules as are necessary to implement these rules, subject to the approval of the CSDW Coordinator. All such implementing guidelines and rules solely for the selection and screening of the Student Publication Editorial Board.

5.5. The Screening Committee shall only serve for the duration of the screening process.

5.6. The Screening Committee may be paid honorarium rates decided and fixed by the Editorial Board in consultation with the CSDW Coordinator depending on the availability of funds and subject to existing auditing rules and regulations.

**6. Qualifications**

The aspiring student writers must:

6.1. pass the qualifying examination; (for new entrants)

6.2. have good academic standing and must carry a regular load in accordance with the curriculum enrolled in;

6.3. have no "inc." or failing grade";



6.4. For aspirants for the position of Editor-in-Chief, must not be the current Chairperson of the University Student Council Federation, President of the Campus Student Council, Senate President, Speaker of the House or Governor of the College Student Council;

6.5. have good working attitude and can work well with others;

6.6. have good moral character and must not have been found guilty of any violation of the University rules on disciplinary matters;

6.7. have no pending administrative or criminal case.

## 7. Selection of the Student Publication Editorial Board

7.1. The selection shall be held every September of the 1st semester of each academic year. Applicants may choose their medium of writing either in English or Filipino. Application to participate in the selection shall be filed with the CSDW two weeks before the scheduled date of examination or as set by the CSDW. The examination questions / topics shall be formulated by the Screening Committee three (3) days before the examination.

### 7.2. Phase I of the selection

7.2.1. For new entrants except for artists, submission of portfolio and qualifying examination.

7.2.2. For current members of the editorial board, submission of portfolio.

7.2.3. The portfolio shall be evaluated based on the following:

Position on Student Publication	points
<i>Campus Student Publication</i>	
Editor in Chief	2.00
Associate Editor	1.50
Junior Editor in Chief/Section Editor/Columnist/Managing Editor	1.25
Correspondent/Broadcaster/Reporter/Photojournalist/ Cartoonist	1.00
<i>College Student Publication</i>	
Editor in Chief	2.00
Associate Editor	1.50
Junior Editor in Chief/Section Editor/Columnist/Managing Editor	1.25
Correspondent/Broadcaster/Reporter/Photojournalist/ Cartoonist	1.00



# CAGAYAN STATE UNIVERSITY

Articles Published	Points
<i>National Level</i>	
Editorial/News/Feature/Column/Opinion/DevCom/Sports	2.00
Literary/Essay	1.50
Cartoons/Comics/Photo/Literary Graphics/Illustration	1.00
<i>Regional/ University Level</i>	
Editorial/News/Feature/Column/Opinion/DevCom/Sports	1.50
Literary/Essay	1.00
Cartoons/Comics/Photo/Literary Graphics/Illustration	0.75
<i>Provincial/ Campus Level</i>	
Editorial/News/Feature/Column/Opinion/DevCom/Sports	1.00
Literary/Essay	0.75
Cartoons/Comics/Photo/Literary Graphics/Illustration	0.50
<i>College Publication</i>	
Editorial/News/Feature/Column/Opinion/DevCom/Sports	0.75
Literary/Essay	0.50
Cartoons/Comics/Photo/Literary Graphics/Illustration	0.25

Awards Received in Journalism Work				
National Level	Regional Level	Provincial/ University wide	Municipal/ Campus wide	College Level
1 <sup>st</sup> - 2.50	1 <sup>st</sup> - 2.00			1 <sup>st</sup> - 0.50
2 <sup>nd</sup> - 2.25	2 <sup>nd</sup> - 1.75	1 <sup>st</sup> - 1.50	1 <sup>st</sup> - 2.00	
3 <sup>rd</sup> - 2.00	3 <sup>rd</sup> - 1.50	2 <sup>nd</sup> - 1.25	2 <sup>nd</sup> - 0.50	
4 <sup>th</sup> - 1.75	4 <sup>th</sup> - 1.25	3 <sup>rd</sup> - 1.00	3 <sup>rd</sup> - 0.25	
5 <sup>th</sup> - 1.50	5 <sup>th</sup> - 1.00	4 <sup>th</sup> - 0.75		
6 <sup>th</sup> - 1.25	6 <sup>th</sup> - 0.75	5 <sup>th</sup> - 0.50		
7 <sup>th</sup> - 1.00	7 <sup>th</sup> - 0.50	6 <sup>th</sup> - 0.25		
8 <sup>th</sup> - 0.75	8 <sup>th</sup> - 0.25	7 <sup>th</sup> - 0.125		
9 <sup>th</sup> - 0.50	9 <sup>th</sup> - 0.125	8 <sup>th</sup> - 0.0625		
10 <sup>th</sup> - 0.25	10 <sup>th</sup> - 0.0625	9 <sup>th</sup> - 0.03125		
		10 <sup>th</sup> - 0.01563		

### 7.3. Phase II of the selection

The shortlisted aspirants from phase I shall write a news article and a chosen journalistic genre. The aggregated score shall not be a determinant of the position in the Editorial Board.

### 7.4. Phase III of the selection

Qualified aspirants from phase II and the current members of the Editorial Board shall undergo interview.

7.5. The examinee shall be nominated by the Screening Committee based on the following, fifty percent (50%) for the chosen journalistic genre, thirty percent (30%) for the news article and twenty percent (20%) for the portfolio.



7.6. In case where the Editor-in- Chief is a non- graduating student, and should still opt to be the Editor-in-Chief of the publication, the screening committee shall first evaluate the student's performance on the previous year and recommend for another term as they judge so. If the Editor in-chief fails the evaluation, then lower position may be applied for and the Editor in-chief of the student publication shall be open to all.

7.7. If the non-graduating Editor-in-Chief is qualified for another term, then the student shall still be the EIC.

## **8. The Student Publication Editorial Board**

8.1. The term of office of the Editorial Board shall coincide with the academic year of the University including the summer term.

8.2. The Student Publication Editorial Board shall be selected and appointed by the Screening Committee including the newly appointed EIC provided that applicants for positions involving drawing, lay-outing and photography skills shall be given separate examinations with regard to their skills.

8.3. All members of the Editorial Board must maintain a satisfactory academic standing with no failing grade in all subjects in order to retain membership in the staff;

8.4. Staff members who have not written or submitted any article for publication will be eliminated from the staff;

8.5. A student shall not be expelled or suspended solely on the basis of articles written, except when such article materially disrupts class works or involves substantial disorder or invasion of rights of others;

8.6. The student publication shall have its own disciplinary committee. The disciplinary committee is authorized to mete out penalties as reprimand, suspension from office, or termination of appointment to any of the Editorial Board Members depending on the gravity of the offense committed. The Editor in Chief shall submit immediately to the Campus Executive Officer through the CSDW Coordinator a report of each disciplinary action taken in case a penalty is imposed. The decision of the committee may be appealable to the office of the President who shall decide the case within fifteen (15) calendar days. The decision shall be final.

8.7. The University administration through the respective Campus Executive Officer on the recommendation of the CSDW Coordinator is, however, empowered to depose or suspend directly staff members who commit any act contrary to what they are supposed to perform in the performance of their duties as responsible student journalists, and to sanction any staff member who shall be found guilty of the offenses on financial matters.



8.8. Any misconduct or violation of rules committed by the Editor or any of the staff member shall be the sole responsibility of the individuals concern and shall not cause the curtailment or interruption of the publication. The CSDW Coordinator shall take appropriate measures to avoid disruption of publication in case of inability or disqualification, whether temporary or permanent, of the Editor- in - Chief or the staff to perform effectively their functions.

## **9. The Student Publication Adviser/s**

The adviser/s shall be selected by the school administration through the CSDW Coordinator from the list of nominees submitted by the staff.

### **9.1. Duties and Responsibilities of the Adviser/s**

9.1.1. To provide technical assistance to student writers;

9.1.2. To directly supervise the student writers in their school paper work;

9.1.3. To see to it that the articles for publication are creditable and informative of the development of the university and community;

9.1.4. To supervise the preparation, printing and distribution of the campus paper; and

9.1.5. To coordinate with the Office of Student Development and Welfare for the implementation of training programs for current and potential campus journalists along development communication and communication technology.

## **10. Duties and Responsibilities of the Student Publication Editorial Board**

As members of the Editorial Board, the following are their obligations and responsibilities:

10.1. They are expected to observe the policies, rules and regulations of the Campus Publication during the duration of their term;

10.2. They are expected to develop themselves intellectually and specially to uphold their status/credibility as student writers;

10.3. They are expected to meet certain standards set for responsible publication and abide by the Code of Ethics in Campus Journalism;

10.4. They are expected to ensure that their contributions for publications are creditable and informative of the development of the campus and the university as whole, the community and country;

10.5. They are expected to ensure that school publication will not be used to tarnish the dignity and image of a particular person or group;

10.6. They are expected to ensure that articles published promote the interest of students, other sectors of the academic community, the campus and the university as a whole; and

10.7. They are required to submit copies of the manuscript to their adviser and CSDW Coordinator for perusal and final approval before final printing.



## 11. Management of Publication Funds

11.1. The student publication fund is integrated in the development fee as stipulated in the Implementing Rules and Regulations of RA 10931 also known as "Universal Access to Quality Tertiary Education Act of 2017."

11.2. Amounts received from subscriptions, donations, advertisements and other sources shall form part of the Student Publication funds.

11.3. The Editorial Board of the Student Publication shall manage their own funds in compliance with the provisions of Republic Act 7079 subject to the existing accounting and auditing rules. All purchases of the editorial board shall also be subjected to the existing accounting and auditing rules.

*(Approved by the Board of Regents on November 04, 2022 through Board Resolution No. 113 s. 2022)*

## B. GUIDANCE SERVICES

### 1. Rationale

Cagayan State University is an institution of higher learning dedicated to the formation of well- rounded students expected to contribute to the welfare and progress of the province, country, and the world through its four-fold mission, namely instruction, research, extension and production.

In view of the University's mantra, the CSU Counseling and Career Services Office has been created primarily to provide various services aimed at developing students' potentials and helping them in making wise decisions and cope with the demands of life which they are confronted with.

Life's realities particularly those that beset the young and the grown-ups have called for the urgent attention of the university to ensure a functional and operational Guidance and Counseling Program deemed necessary to guide and advise students in addressing their academic and personal problems.

Such healthy relation between the counselor and the counselee is established through the Counseling and Career Services Program. This is significant to help students attain self-realization of their personhood, thus demonstrating a mature and responsible behavior during and after their stay at the University.

### 2. Goals

The Counseling and Career Services Office, as one of the major student services, assists the University academic community in realizing its mission to transform the lives of people and communities through high quality instruction and innovative research, development, production and extension through the implementation of a comprehensive Counselling and Career Services

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Program designed to promote the holistic approach to personal growth and development of students.

The Counseling and Career Services Program employs techniques and approaches through which the individual's potentials, skills and experiences will reach an optimum actualization.

### **3. General Objectives**

- 3.1.** To implement a program aimed at addressing the students' mental, vocational, social, moral and psychological needs;
- 3.2.** To heighten the students' understanding of themselves and others to eventually eliminate self-defeating attitude and behaviors; and
- 3.3.** To assist the students to actualize their potentials, talents and skills to become mature, responsible and purpose-driven members of the community.

### **4. Specific Objectives**

- 4.1.** To assist students in understanding and accepting themselves and imbibing self-worth through interview, information and counseling;
- 4.2.** To enhance the students' self-awareness and self-disclosure and to facilitate healthier and better relationship with others through growth sessions;
- 4.3.** To establish a credible inventory of students' profile of their ability, aptitude, interests, personality needs, traits, values, etc. through testing; and
- 4.4.** To update students' profile, when necessary, through individual inventory and follow-up services.

### **5. Counseling and Career Services Program**

The Counseling and Career Services Program of Cagayan State University is centralized. It is supervised by the Director of the Guidance Center stationed at the CSU Central Administration, Andrews Campus, Caritan, Tuguegarao City.

The Guidance Staff is composed of the Licensed/Registered Guidance Counselors assigned to the different campuses of Cagayan State University.

The Guidance Staff meets every quarter at the Counseling and Career Services at CSU Andrews, Caritan, Tuguegarao City.

The Counseling and Career Services Program is developmental and preventive in nature, such that students are developed and assisted progressively and are followed-up during their entire stay in the university.

The College/Campus Counselors design their own Guidance Program for implementation in their respective College/Campus assignment based on the University Guidance Program.



## 6. Services Offered

### 6.1. Psychological Testing Service

Psychological tests are administered to all students in all year levels of the different courses in the University, and results are utilized in the academic setting to provide a comprehensive assessment of the students' personality, psychopathology (if there's any) and cognitive abilities.

The testing program of Cagayan State University is designed to better understand the students and to further determine how the counselors could reach out to them for further counseling intervention if needed.

### 6.2. Information Services

#### 6.2.1. Orientation Program (For College Freshmen and Transferees)

Orientation programs for freshmen and transferees are designed to guide new students in answering questions like "How will I find all my classes? Where can I look for my teachers? Whom do I ask if I have questions? Will I make any friends?". Prior to the beginning of classes, students are given an overview of the complete realm of university life, from curricular to co-curricular activities.

The different campuses of Cagayan State University annually conduct Campus Orientation Program among college freshmen and transferees as a way of welcoming the new breed of CSUans and providing them with relevant information they need as they journey through their college life. The said activity usually runs for about 2-3 days, at least a week after the start of classes.

#### 6.2.2. Growth Sessions

Living in an environment of constant change, the youth of today are beset with various concerns as a result of their exposure to various kinds of vulnerabilities.

To help students understand themselves better and resolve and cope with issues of sexuality, reproductive health, Internet and drug addiction, career and identity confusions, and family concerns.

The Counseling and Career Services Office of the different Campuses conducts a series of growth sessions for all students. The theme of the sessions depends on the perceived concern/s of students.



## 6.3. Counseling Service

To assist students in developing their values and life orientations which will guide them to become mature mentally and emotionally, the Cagayan State University has established counseling services intended for individuals, groups, and special cases.

Students/clients may voluntarily visit the Counselling and Career Services Office for their problems, concerns and issues or such may be referred to the counselors by their peers, teachers, and school officials. Problems that are beyond the counselor's capacity to manage and handle are further referred to other experts (i.e. clinical psychologist, psychiatrist, medical practitioners, spiritual practitioners, marital advisers, etc.).

Counselors are guided by the principle of confidentiality in dealing with the student's/client's concerns and issues.

## 6.4. Individual Inventory

The Counselling and Career Services Office engages in a continuous and cooperative process of accumulating, recording and updating of information of each student for guidance and counseling purposes.

Students are accorded with Individual Record File (IRF) which contains their personal, educational, family and health data. Record of psychological tests taken and other significant information are likewise contained in the IRF.

An Update Individual Record Form is given to second-year and third-year students to update their profile.

## 6.5. Referral Service

Students bring to school various concerns and issues and may manifest at-risk behaviors such as absenteeism, tardiness, not focusing on learning, decreased participation, defying authority, violating rules and dropping out of school. These and other problems place students at risk of school failure and other problems and in need of assistance.

Thus, Cagayan State University through the Counselling and Career Services Office provides referral services to its students. This service is done through the assistance of the entire academic community. Students/clients who are deemed to be in need of guidance and counseling assistance are referred to a counselor-in-charge.

Cases beyond the ability of counselors to handle are referred to external consultants.



## 6.6. Career Guidance Service

The Career and Guidance Service of Cagayan State University entails giving assistance to students to equip them with effective work habits and the ability to make sound decisions, solve problems, plan effectively, work independently, communicate well, research, evaluate themselves realistically, and explore new educational and career opportunities.

Integrated in the aforesaid service are the following:

- a. Initial Interview,
- b. Exit Interview,
- c. Terminal Interview,
- d. Employment Counseling Seminar, and
- e. Online Registration for Board Examinations Forum.

## 6.7. Evaluation Service

Evaluation service provides a feedback mechanism necessary for improvement of the delivery of guidance programs.

Through this service of the Counselling and Career Services Office, the Counselling and Career Services Program is evaluated regularly by students, faculty and staff to determine if student needs are addressed. It further looks into whether the objectives of the Counselling and Career Services Program have been attained and whether the guidance staff have excellently performed their functions.

## C. SOCIO-CULTURAL SERVICES

The University provides the students with an avenue for the development of their socio-cultural prowess through various activities such as dance, music, and performing arts.

### 1. Vision

To make Art a part of everyone's life

### 2. Mission

The Office of the Socio-Cultural Affairs initiates programs that develop student abilities in dance, theatre and other related activities. The focus is to preserve, enrich and promote the rich cultural heritage of Cagayan and the Philippines at large in the spirit of artistic excellence, identity and positive cultural values in an increasingly globalizing world.

### 3. Goals and Objectives

- To showcase the Filipino and Cagayano culture through socio-cultural performances.
  - To promote the preservation of and cultivate appreciation of our cultural heritage.
- 



- To represent the University in activities that nurture students' socio-cultural flourishing.

## D. SPORTS SERVICES

The University holds sports activities for students to establish camaraderie with other students and to develop their sports potentials.

### 1. Vision

To implement a sports development program guided by the values of fair play, sportsmanship and camaraderie and responsive to the physical development needs of students and parallel to the multi-disciplinary academic program of the University.

### 2. Mission

Develop and implement a realistic sports development which will:

- Maintain the dominant position of the University in the region in the field of sports;
- Encourage and support sports competition among students; and
- Encourage and support the formation of student sports clubs.

### 3. Goals and Objectives

- To undertake a continuing search for students who excel in different sports;
- To formulate the policies and set the priorities and direction of all University sports development programs.





## **IV. RIGHTS, DUTIES AND RESPONSIBILITIES OF STUDENTS**



- A. Protection of Student Rights**
- B. Duties and Responsibilities of Students**
- C. Rights of Every Student in the University**



## A. PROTECTION OF STUDENT RIGHTS

The rights of students prescribed in existing laws shall be protected at all times and the guaranteed freedom of students should not be abridged.

## B. DUTIES AND RESPONSIBILITIES OF STUDENTS

Students in the University shall:

1. Strive to lead an upright and useful life;
2. Exert utmost effort to develop their potentials for service through the pursuit of an education suited to their talents and abilities;
3. Respect the customs and traditions of the people, the duly constituted authorities, the laws of the country, and the principles of democracy;
4. Participate actively in civic affairs and in the promotion of the general welfare of the people;
5. Help in the observance and exercise of individual rights, the strengthening of freedom, and the fostering of cooperation;
6. Respect and cooperate with the faculty, fellow students, and the university authorities in the attainment of peace and order in the university;
7. Exert utmost effort to develop their potentialities for service, particularly undergoing education suited to their abilities in order to become an asset to their family and the society;
8. Uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the rules and regulations governing academic responsibilities and moral integrity;
9. Promote and maintain the peace and tranquility of the University by observing the rules of discipline and by exerting effort to attain harmonious relationship with fellow students, teaching and academic staff and other personnel;
10. Participate in civic affairs and in the promotion of the general welfare, particularly in the social, economic, and cultural development of their community and in the attainment of a just, compassionate and orderly society.

## C. RIGHTS OF STUDENTS IN THE UNIVERSITY

1. Exercise rights with responsibility and with due respect for the rights of others;
2. Have the right to receive primarily through competent instruction, relevant quality education in line with national goals and conducive to their field development as person with human dignity;
3. Have the right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency or violation of



disciplinary regulations;

4. Have the right to school guidance and counseling services for decisions and selecting the alternatives in fields of work suited to their potentialities;
5. Have the right of access to school records, the confidentiality of which the school shall maintain and preserve;
6. Have the right to issuance of official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents within 30 days from request;
7. Have the right to publish student newspaper and similar publications, as well as to invite resource persons during assemblies, symposia, and other activities of similar nature;
8. Have the right to free expression of opinions and suggestions and to effective channels of communication with appropriate academic channels and administrative bodies of the institutions;
9. Have the right to form, establish, join, and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual, and physical growth and development or to form, establish join, or maintain organization and societies for purposes not contrary to law;
10. Have the right to be free from involuntary contributions except those approved by their own organization or society; and
11. Exercise their rights responsively in the knowledge that they are answerable for any infringement or violation of the public welfare and of the rights of others.





## School Uniform

CAGAYAN STATE UNIVERSITY



POLO  
(White short sleeves)

CSU LOGO

SCHOOL ID  
(Official school ID and lanyard)

SLACKS  
(Black)

SHOES  
(Black leather shoes)



The CSU Communicator  
Official Student Publication of Cagayan State University - Andres

f csukomyu csukomyu@gmail.com

## School Uniform

CAGAYAN STATE UNIVERSITY



SCHOOL ID  
(Official school ID and lanyard)

BLOUSE  
(White long sleeves)

NECK TIE  
(Checkered gray and blue)

SKIRT  
(Checkered gray and blue pleated skirt)

SHOES  
(2-inches heeled closed black shoes)



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f csukomyu csukomyu@gmail.com



- Student Attire
- Guidelines
- Student Conduct and Discipline
- Major Offenses and Sanctions
- Student Disciplinary Tribunal

V.

# STUDENT CONDUCT

## A. STUDENT ATTIRE

All students shall be required to come to school in proper school uniform with ID as prescribed by the University.

### 1. Male Students

1.1 Plain white polo shirt with the University logo printed on the left pocket, white undershirt, black slacks, and black leather shoes on Mondays to Fridays except on Wednesdays.

1.2 Length of hair should follow the standard haircut with ears visibly seen.

### 2. Female Students

2.1 White long-sleeved blouse, checkered gray and blue, pleated skirt and tie, and at least one-inch heeled closed black shoes on Mondays to Fridays except on Wednesdays. The length of skirt should be one or two inches below the knee.

2.2 Unnecessary accessories are prohibited.

3. On Wednesdays and Saturdays, college shirt paired with long pants, not ripped/tattered, shall be worn to school on Wednesdays. Meanwhile, decent and appropriate attire shall be worn during Saturdays.

## B. GUIDELINES

1. Students should attend classes regularly in their prescribed uniform set by the University.
2. The uniform must be worn during in and off campus activities which are part of the course requirements such as observation, practice teaching, parades and the like unless specified otherwise.
3. Students with or without classes shall be obliged to wear prescribed school uniform inside the campus except during approved ground improvement (GI) period or such other activities as may be determined by the College Dean to be coordinated with the Campus Executive Officer (CEO) and the Guard-on-Duty.
4. P.E. and NSTP uniforms shall be worn only during Physical Education and NSTP classes, respectively.
5. Uniform lanyard and student ID will be used.
6. Students caught violating these policies shall not be admitted by the Guard-on-Duty/teacher concerned in their class.

## C. STUDENT CONDUCT AND DISCIPLINE

### 1. Rules on Disciplinary Action

#### Bases for Discipline

Disciplinary action, after due process of the law, shall be instituted for conduct

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prohibited by laws or by the rules and regulations promulgated by the duly constituted authorities of the University.

## D. MAJOR OFFENSES AND SANCTIONS

OFFENSES	SANCTIONS		
	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
<b>A. LIQUOR AND PROHIBITED DRUGS</b>			
A.1 Entering the University under the influence of liquor or intoxicated drink	5 class days suspension	Dismissal	
A.2 Possessing or selling liquor within the university	10 class days suspension	Dismissal	
A.3 Possessing, selling and using prohibited drugs in any form within the university	Dismissal		
<b>B. MASS ACTION AND SUBVERSIVE ACTIVITIES</b>			
B.1 Joining unapproved mass actions, subversive activities or instigating rallies, strikes, boycotts, demonstrations and other forms of unapproved group action, which create disorder in the university	Reprimand	5 class days suspension	Dismissal
B.2 Posting, disseminating, distributing and circulating leaflets against any person or the university or any printed matter that tend to instigate subversion towards the government and cause disturbance and chaos to the University	Reprimand	5 class days suspension	Dismissal
B.3 Unauthorized posting of any printed material	Reprimand	5 class days suspension	Dismissal
B.4 Organizing and joining any organization not accredited by the University or fraternity, sorority, subversive groups which create disorder and disciplinary problems to the University	5 class days suspension	Dismissal	
B.5 Disrupting classes and barricading the University entrance and other places in the University	5 class days suspension	Dismissal	
B.6 Any act which tarnishes the name of the University or any violation of the laws of decency	Dismissal		
<b>C. DEADLY AND DANGEROUS WEAPONS</b>			
C.1 Unauthorized possession of deadly bladed weapons within the university premises	5 class days suspension	Dismissal	
C.2 Unauthorized possession of fire-arms and explosives within the school premises	Dismissal		
<b>D. EXTORTION/BRIBERY</b>			
D.1 Forcibly giving or asking money from anybody or any act of bribery to gain favor in violation of standard instruction	Dismissal		
D.2 Misrepresentation of the university like using the name of the University in illegal	5 class days suspension	Dismissal	



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solicitations			
D.3 Unauthorized selling of tickets, and/or initiating or participating in fund raising campaigns without prior authorization/approval from designated university authorities and officials	5 class days suspension	Dismissal	
<b>E. VIOLENCE, PHYSICAL ASSAULT OR INJURY</b>			
E.1 Fighting within the University premises	5 class days suspension	Dismissal	
E.2 Resorting to any act of violence that results to grave and serious injury	5 class days suspension	Dismissal	
E.3 Any act of violence that result to death	Expulsion		
E.4 Bringing “trouble makers” within the university premises for purposes of committing a crime of felony	Dismissal		
E.5 Gross misconduct and unruly behavior during student meetings, assemblies and programs	Reprimand	5 class days suspension	Dismissal
E.6 Any other misbehavior or misconduct which may endanger or threaten the health or safety of an individual in the university premises or which may adversely affect students’ welfare as members of the academic community	Reprimand	5 class days suspension	Dismissal
E.7 Hazing or inflicting physical or mental harm and/or unlawful initiation for admission to any organization that tends to injure, degrade or humiliate another even in mere conspiracy	Expulsion		
<b>F. STEALING</b>			
F.8 Stealing any property within the University	Reprimand and replacement of stolen item	5 class days suspension and replacement of stolen item	Dismissal and replacement of stolen item
F.9 Illegally picking fruits, flowers, and any other produce which are within the University premises	Planting 5 trees/plants and community service	Replacement of tree/plant by planting 10 trees/plants and 5 class days suspension	Dismissal
<b>G. SLANDER, LIBEL, RUMOR MONGERING</b>			
G.1 Circulating written or oral and/or publishing false, derogatory, vulgar, defamatory, slanderous, and libelous words, statements, remarks against any student, faculty or employee	5 class days suspension	Dismissal	



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G.2 Circulating online false, derogatory, vulgar, defamatory, slanderous, and libelous words, statements, remarks against any student, faculty or employee	5 class days suspension	Dismissal	
<b>H. SCANDALOUS ACTS</b>			
H.1 Acts of lasciviousness	5 class-days suspension	Dismissal	
H.2 Disorderly, lewd, indecent or obscene conduct or language within and outside the University	Reprimand	5 class days suspension	Dismissal
H.3 Sexual Harassment in any form, as defined according to R.A. 7877	Refer to Anti-Abuse Committee of the University		
H.4 Illicit Relationship	Dismissal		
<b>I. VANDALISM/LITTERING</b>			
I.1 Committing any act of vandalism, destroying or any form of mutilation- writing or drawing on walls and pieces of furniture; tearing of pages of library books, magazines and other references, breaking glass windows, showcases, cabinets, connection or disconnection of electrical wires and plumbing device without permission from authorities concerned, improper use of tables and chairs, tools, computers and machines	Reprimand	5 class days suspension	Dismissal
I.2 Littering pieces of paper and other materials in the classroom and within the vicinity of the University	Reprimand	5 class days suspension	Dismissal
<b>J. ILLEGAL ENTRY AND EXIT</b>			
J.1 Entering in and exiting from the campus using illegal routes	Reprimand	5 class days suspension	Dismissal
<b>K. INTELLECTUAL DISHONESTY, CHEATING, PLAGIARISM</b>			
K.1 Plagiarism	5 class days suspension	Dismissal	
K.2 Intellectual dishonesty, cheating in examinations and taking the possession of or passing exam leakages and taking exams by proxy	A failing grade for the test, quiz, term paper, thesis, etc.	A failing grade for the subject and 5 class days suspension	Dismissal
<b>L. FALSIFICATION OF RECORDS, DOCUMENTS AND CREDENTIALS</b>			
L.1 Forging, falsifying, or tampering university records, documents, or credentials, or knowingly furnishing the university with fraudulent information in connection with an official document	5 class days suspension	Suspension for one semester	Dismissal
L.2 Entering the campus with fake, tampered or borrowed ID	Reprimand	5 class days Suspension	Dismissal



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<b>M. MALVERSATION OF FUND BY ANY STUDENT, ORGANIZATION, CLASS OR GROUP</b>			
M.1 P5000 and below	5 class days suspension and payment of the amount	Dismissal and payment of the amount	
M.2 P5001 – P10000	5 class days suspension and payment of the amount	Dismissal and payment of the amount.	
M.3 P10001 and Above	Dismissal and payment of the amount		
<b>N. GAMBLING</b>			
N.1 Gambling inside the campus with or without cash except authorized bingo socials	Dismissal		

## E. OTHER OFFENSES AND SANCTIONS

<b>OFFENSES</b>	<b>SANCTIONS</b>		
	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>	<b>3<sup>rd</sup> OFFENSE</b>
1. Smoking inside the University premises	Reprimand	5 class days suspension	Dismissal
2. Distributing and selling objects, pictures and literature that are pornographic in nature.	Reprimand	5 class days suspension	Dismissal
3. Not wearing of ID and prescribed uniform inside the campus	Reprimand	5 class days suspension	Dismissal
4. Unauthorized use of the university facilities	Reprimand	5 class days suspension	Dismissal
5. Unauthorized assembly of students even in small groups within the university during class hours.	Reprimand	5 class days suspension	Dismissal
6. Undue noise or disturbances in classrooms, library, quarters and other places within the University	Reprimand	5 class days suspension	Dismissal
7. Sleeping, cooking and doing toilet necessities in unauthorized places	Reprimand	5 class days suspension	Dismissal
8. Wearing earrings for male inside the school premises and loud-colored hair and body piercings for both male and female.	Reprimand	5 class days suspension	Dismissal



## F. POLICIES ON THE RESPONSIBLE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

### 1. MAJOR OFFENSES

OFFENSES	SANCTIONS		
	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
A. Discourtesy/impolite conduct, defamation and/or libel, bullying in any form (oral, written, or through electronic media)	5 class days suspension with 10 hours community service	Dismissal	
B. Taking/uploading, distributing indecent/obscene photos or videos, hacking, computer-related forgery and other forms of cyber-crime pursuant to Republic Act No. 10175 otherwise known as "The Cybercrime Prevention Act of 2012."	5 class days suspension with 10 hours community service	Dismissal	
C. Posting on social media grievances, sentiments, personal attacks, insulting remarks, or other forms	5 class days suspension with 10 hours community service	Dismissal	

*\*For the major offenses, dismissal may be meted and written apology may be demanded on the first offense, depending on the gravity of the offense as decided upon by the authorities.*

### 2. MINOR OFFENSES

OFFENSES	SANCTIONS		
	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
A. Misbehavior during the conduct of online classes, such as: <ul style="list-style-type: none"> <li>• Inciting other students not to attend online learning platforms.</li> <li>• Instigating quarrels between students, whether visual or written, via social media.</li> <li>• Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user.</li> <li>• Unauthorized deletion of the teacher or students' online account during classes</li> </ul>	Reprimand	5 class days suspension	Dismissal
B. Unauthorized sharing of photos and video recordings	Reprimand	5 class days suspension	Dismissal



# CAGAYAN STATE UNIVERSITY

C. Unauthorized taking of pictures/recording (audio/video) of the class discussion during online and face to face classes.	Reprimand	5 class days suspension	Dismissal
D. Unauthorized use of cellphones and other electronic gadgets during class unless allowed by the faculty concerned for academic purposes	Reprimand	5 class days suspension	Dismissal

*Legal Basis: RA 10175 – An Act Defining Cybercrime, providing for the Prevention, Investigation, Suppression and the Imposition of Penalties therefor and for other purposes, otherwise known as the “Cybercrime Prevention Act of 2012”*

*(Approved by the Board of Regents on March 15, 2024 through Board Resolution No. 25, series of 2024)*

## G. STUDENT DISCIPLINARY TRIBUNAL

There shall be a Student Disciplinary Tribunal composed of five members, one of whom is a member of the studentry, in order to have a holistic perspective view of the disciplinary problem put forth.

### 1. Composition

The Student Disciplinary Tribunal shall be composed of five (5) members, namely, a chairperson, Campus Development and Welfare Coordinator, College Dean or the College Dean’s representative, Faculty Club President or the Faculty Club President’s representative, and the Campus Student Council President or the Campus Student Council President’s representative.

### 2. Appointment and Term of Office

The chairperson of the Tribunal shall be appointed by the Campus Executive Officer and shall serve for one (1) year. New members shall be appointed within one (1) month from the expiration of the previous members’ term, should they not be reappointed. In case no appointments have been made or prospective appointees have not qualified, the incumbent members of the tribunal shall serve in a holdover capacity.

### 3. University Investigation

Disciplinary proceeding in cases that fall under the Student Disciplinary Tribunal shall be under the supervision of the Director of Student Development and Welfare.

### 4. Filing of Charges

A disciplinary proceeding shall be instituted on its own occur “motu – proprio” by the appropriate authority or upon filing of a written charge specifying the misconduct and subscribed and sworn to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon filing of said charge or report with the Student Disciplinary Tribunal at the Office of Student Development and Welfare, as the case may be, an entry shall be made in an official entry book kept for the purpose or, specifying the person or persons charged, the complainant/s or their witnesses, if any, the site of filing, and the substance of the charge.



## **5. Preliminary Inquiry**

Upon receipt of the complaint or report, which shall be under oath, the Tribunal or the Campus Executive Officer/College Dean as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation. Notice to the respondent/s during the preliminary investigation may be waived in writing. Where the complaint or report is found sufficient, formal charge/s shall be filed and served upon each respondent and the respondent's parents/guardian.

## **6. Answer**

Each respondent shall be required to answer in writing within five (5) class days from receipt of charge/s. Formal investigation shall be held on notice as provided for in the succeeding section.

## **7. Hearing**

Hearing shall begin no later than one week after the receipt of the respondent's answer. All hearing of cases shall be terminated within two (2) calendar months from receipt of the respondent's answer.

## **8. Notice of Hearing**

All parties concerned shall be notified of the date set for the hearing at least three (3) class days before such hearing. Notice to counsel or duly authorized representative of a party shall be considered sufficient notice to such party for the purpose of this section.

## **9. Failure to Appear at Hearing**

In cases where neither complainant nor respondents fail to appear at the place set for the initial hearing after due notice and without sufficient justification, this fact shall be noted and hearing shall proceed ex – parte (hearing only the side of the party present) without prejudice to the party's right of appearance in subsequent hearings.

## **10. Postponement**

Application for postponement through writing may be granted for valid causes but shall not be more than seven (7) days from the date of the hearing sought to be postponed. Provided that not more than two (2) postponements of the litigation shall be allowed.

## **11. Committee Report**

The investigating committee shall forward to the Dean/Campus Executive Officer concerned within ten calendar days after the termination of the hearing the complete record of the case, with its report and the members of the committee shall state the findings of facts, conclusions, recommendations, and specific regulations in which the decision is based.

## **12. Decision by the College Dean/Student Disciplinary Tribunal**

The College Dean/Student Disciplinary Tribunal shall transmit the report after receipt of

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the committee report together with the decision to the Campus Executive Officer within ten (10) calendar days.

### **13. Decision by the Tribunal**

The Student Disciplinary Tribunal shall decide each case within fifteen (15) class days after final submission. The decision shall be in writing and signed by at least a majority of its members, which shall contain a brief statement of the finding of facts, conclusions, recommendations, and the specific regulations on which the decision is based.

### **14. Finality of Decision**

The decisions of the Student Disciplinary Tribunal/College Dean approved by the Campus Executive Officer shall be final and executory after ten (10) class days from the receipt of the said decisions. Decisions that, however, carry a penalty of expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) class days may be appealed to the University President within ten (10) class days from receipt of such decision. All other decisions of such tribunal/College Dean/Campus Executive Officer which imposes lesser penalties than those enumerated above becomes final after ten (10) class days from receipt of such decision unless a motion for reconsideration is filed within said period, in which case the running of the period is suspended. The decision rendered upon a motion for reconsideration is immediately executory.

### **15. Appeal to the President**

In all cases of final decisions conferred by the Student Disciplinary Tribunal, the respondents may file an appeal to the President of the University within ten (10) class days after receipt of the decision.

### **16. Action by the President**

Action by the University President or recommendation coming from the College Dean/Campus Executive Officer or appeal from the decision of the Chairperson of the tribunal shall be rendered within ten (10) class days after receipt of the appeal. In all cases of expulsion, the President shall consult the executive committee. Decision of the President in cases specified in the succeeding sections may be appealed to the Board of Regents within ten (10) class days after the respondents received a copy of such decisions.

### **17. Decision by the Board of Regents**

The Board of Regents need not review all decisions of the President, only those appealed to them if the penalty imposed is expulsion, dismissal, suspension for more than one academic year or any other penalty of equivalent severity.

### **18. Rights of Respondents**

The respondents shall enjoy the following rights:



- 18.1. To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied with;
- 18.2. To be convicted only on the basis of substantial evidences the burden of proof being with the person filing the charge;
- 18.3. To be convicted only on the basis of evidence introduced at the proceedings or of which the respondents have been properly appraised and given the opportunity to rebut the same;
- 18.4. To enjoy, pending final decision on the charges, all his rights and privileges as a student, subject to the powers of the College Dean /Campus Executive Officer/Tribunal to order the preventive suspension of the respondent for not more than fifteen (15) calendar days where suspension is necessary to maintain the security of the University; and
- 18.5. To defend themselves personally, or by counsel, or by representative of their own choice. If the respondents' desire but are unable to secure the services of counsel, they shall manifest the fact at least two (2) days before the date of hearing, and request the Tribunal or the Investigating Committee to designate a counsel for them among the faculty members of the University.

## 19. Effectivity of Decision

Decision(s) shall take effect as provided in these rules; provided, that final decision of suspension or dismissal or expulsion rendered within thirty (30) calendar days to final examination shall take effect during the semester immediately subsequent to the semester or summer in which such decision was rendered; provided, that when the respondent is graduating, the penalty shall take effect immediately.

## 20. Record All Proceedings

A competent encoder shall encode all proceedings before any Tribunal or Committee. Original records pertaining to student discipline shall be under the custody of the Director/Coordinator of Student Development and Welfare. Such records shall be declared confidential and no person shall have access to the same for inspection or copying unless they have a legal right that cannot be protected or vindicated without access to or copying of both records. Any official or student of the University who shall violate the confidential nature of such records shall be subjected to disciplinary action.

## 21. Sanctions

- 21.1. Disciplinary action may take the form of expulsion/dismissal from the University, withholding of graduation and other privileges; exclusion from any class, reprimand, warning or expression of apology by the student. The gravity of the offense committed and circumstances attending its commission shall determine the nature of the disciplinary



action or penalty to be imposed.

- 21.2. Any disciplinary action taken against a student shall immediately be reported to the student's parents/guardians.
- 21.3. Refusal to submit to the jurisdiction of the University by a student not enrolled at the time a charge is filed or pending litigation shall prejudice the student's future enrollment in any unit of the University.

## **22. Summary Investigation by the College Dean and Campus Executive Officer**

Notwithstanding the provision of the foregoing sections College Deans/Campus Executive Officers may precede summarily, against students of their College/Campus for any of these acts:

- 22.1. Violation of rules and regulations issued by the College Dean/Campus Executive Officer.
- 22.2. Misconduct committed in the presence of authority or faculty of the University or in the course of official function sponsored by the University. The respondents shall be summoned to appear before the College Dean/Campus Executive Officer, shall be informed of the charge/s filed, and shall be afforded the opportunity to present their side.
- 22.3. Every decision rendered under this article shall be in writing, stating the facts of the case and the basis of the penalty imposed. Such decisions shall be final and executory immediately after the issuance of the order. The penalty of suspension if imposed shall not exceed fifteen (15) calendar days.

## **H. PROVISION ON GENDER AND DEVELOPMENT**

This clause aims to advance empowerment, inclusivity, and gender equality throughout Cagayan State University. This clause aims to guarantee that all students, regardless of gender, have access to resources, equitable opportunities, and a secure learning environment.

### **1. Non-Discrimination**

- 1.2. Any type of gender discrimination, including but not limited to sex, gender identity, gender expression, sexual orientation, or pregnancy, is prohibited by the institution.
- 1.3. No student shall be the target of harassment, bullying, or victimization of any kind. All students will be treated with respect and dignity, regardless of gender.

### **2. Inclusive and Gender Sensitive Language and Representation**

- 2.1. The language used in all official papers, communications, and instructional materials shall be inclusive and respect all gender identities.



- 2.2. In order to avoid gender stereotypes and to advance gender equality, efforts shall be made to ensure representation and diversity in all curricula, textbooks, and educational resources.

### 3. Gender Sensitive Facilities

- 3.1. To accommodate the needs and privacy of all students, the institution shall provide gender-sensitive facilities, including restrooms, changing rooms, and dormitories.
- 3.2. Students shall be free from harassment or discrimination when using facilities that correspond to their gender identity.

### 4. Gender Identity Recognition and Gender Affirming Uniform

- 4.1. Cagayan State University recognizes the diversity of gender identities and the significance of supporting and respecting each student's self-identified gender. Students should be allowed to express their gender identification through the uniform alternatives they select **anchored to University Policies and Regulations.**
- 4.2. Cagayan State University is responsible for ensuring that this clause is understood and followed by all members of the academic community, including students, teachers, staff, and parents. Discrimination or non-compliance must be addressed promptly and appropriately.

### 5. Student Pregnancy and Maternity Leave Concerns

- 5.1. Pregnant students are advised to voluntarily inform the relevant university officials as soon as feasible. By receiving this notification, the university will be able to support the student and make the necessary accommodations to ensure that she can advance academically both during and after her pregnancy.
- 5.2. A student who is pregnant is allowed to take maternity leave for a maximum period of 1 month after giving birth. Pregnancy leave is afforded to mothers who gave birth, undergone miscarriage or emergency termination of pregnancy.
- 5.3. The student will be temporarily excused from attending classes and taking part in academic activities throughout the maternity leave. To make up for missing courses and assignments, the student will have the option to do so in a way that has been agreed upon with their teachers.
- 5.4. The university will provide reasonable accommodations to pregnant students to ensure their continued educational progress. These accommodations may include, but are not limited to, adjusted attendance policies, flexibility in assignment deadlines, modification of physical activities, and accessibility enhancements.
- 5.5. Pregnant students will be afforded the same rights and opportunities as other students and shall not be disadvantaged in any way due to their pregnancy or maternity



leave. The university will make reasonable efforts to ensure equal access to educational resources, facilities, and extracurricular activities.

## **6. Gender-Based Violence Prevention and Assistance**

- 6.1.** Cagayan State University shall have procedures in place to stop and handle gender-based violence, such as sexual assault, harassment, and bullying.
- 6.2.** Cagayan State University shall establish confidential reporting procedures that would allow students to report instances of gender-based violence while protecting their privacy, keeping them secure, and providing survivors with the right kind of support.

## **7. Leadership and gender**

- 7.1.** Cagayan State University shall support equitable chances for all students, regardless of gender, to exercise leadership and participate in decision-making.
- 7.2.** The gender gap in student groups, clubs, and extracurricular activities shall be addressed in order to create a welcoming environment for all participants.

## **8. Training and Sensitization to Gender**

- 8.1.** Cagayan State University shall regularly hold gender sensitization workshops and programs to educate students, teachers, and staff on gender issues, stereotypes, and discrimination.
- 8.2.** To ensure a gender-inclusive learning environment, educators shall be provided with trainings on gender-responsive teaching approaches and methodologies.

## **9. Evaluation and Monitoring**

- 9.1.** Cagayan State University shall set up a monitoring mechanism in order to evaluate compliance with this gender and development provision and assess its success in advancing inclusion and equality for all genders.
- 9.2.** The development of gender-responsive policies and practices must actively solicit and incorporate feedback from students, parents, and other pertinent stakeholders.

## **10. Review and Revision**

- 10.1.** This clause shall be reviewed and updated on a regular basis to ensure compliance with changing societal standards, best practices, and statutory obligations for gender equality and development.

Cagayan State University seeks to promote an inclusive, respectful, and empowering learning environment that fosters the growth and development of all students, regardless of their gender, through the inclusion of this Gender and Development Provision in the student manual.





## **VI. AUXILIARY ASSISTANCE**

- A. FOOD SERVICES**
- B. HEALTH SERVICES**
- C. DORM/HOTEL SERVICES**
- D. UNIVERSITY/CAMPUS LIBRARIES**

## A. FOOD SERVICES

- Several food stalls are located within the university premise, which offer a variety of food services for students, faculty, and personnel.
- The University canteen and the various food stalls within the university also provide catering services.

## B. HEALTH SERVICES

### 1. Medical Service

- Handles simple, uncomplicated, and stable medical conditions
- Performs for free physical and medical examinations as well as counselling for all first-year students
- Provides some medications for simple medical conditions
- Attends to victims of accidents and emergencies
- Facilitates referral of complicated and emergency cases
- Provides free medical certificate and clearance to students availing of scholarship or those who will be employed in their supervised industrial training or on-the-job-training

### 2. Dental Service

- Performs free dental consultation and examination for students, faculty, and personnel
- Conducts annual dental examination for all first-year students
- Provides dental treatment for minimal fee such as dental extraction, dental filling and oral prophylaxis

### 3. Guidelines

- Medical and dental examinations for first year students, faculty, and personnel are conducted annually. The physician/dentist shall give the diagnosis, recommendations, referrals, requests for laboratory procedures, or writes prescriptions, if necessary.
- Consultations, first-aid treatment, and initial dose of common over-the-counter medicines are free of charge for all students, faculty, and personnel. Nebulization is available for asthmatics, the nebulas (medicine) however, need to be replaced by the patient. Patients should come personally to the clinic for consultations for proper evaluation and management. No proxies and/or telephone calls for free delivery of medicines are allowed.
- Students with mild illness, who may need observation or bed rest, may stay in the clinic for a few hours until dismissal time. The school nurse shall notify the student's adviser who in turn



will inform the parents/guardians with regards to the health condition of the students.

- In case of emergency, while first aid is being rendered, the student's adviser shall notify the parents or guardians if hospitalization is necessary; If the patient shall be brought to the nearest hospital or hospital of choice, he/she shall be accompanied by the adviser, the school nurse and the nearest relative or friend.
- Sick students, faculty, and personnel need to consult the University Physician/Medical Officer before they are issued medical certificate.
- Issuance of medical certificates to physically and mentally fit students/employees necessitate diagnostic exams such as complete blood count (CBC), urinalysis, fecalysis and chest x-ray. Hepa B screening and pregnancy test are performed as per request by the concerned college.
- Tooth extraction, filling and prophylaxis shall be performed by appointment. A minimal fee shall be paid to the University cashier for anesthesia and other medicines needed for the treatment. The receipt will be presented to the dentist
- Prior to the treatment. Fees for treatment are as follows:
  - Tooth extraction - Php. 75.00
  - Oral Prophylaxis - Php. 75.00
  - Dental Filling - Php. 200.00/tooth

## C. DORMITORY SERVICES

### 1. Goals and Objectives

- To assist the students in their adjustment to college life by providing them with maximum opportunities to interact with their fellow students and by situating them close to the school facilities.
- To provide and manage activities and services, inculcate desirable habits, attitudes, and values of healthy living, efficient home management, good social relationship and responsiveness among students.
- To ensure that students in residence halls within and outside the vicinity of the university reside in safe and sanitary housing conditions.

### 2. Services

- Operation of student residence hall for students wishing to be housed within the campus in the duration of their stay in the University.
- Priority is given to freshmen FIRST-YEAR and students from distant homes, coming from low-income brackets and to those who apply early.



### 3. Dorm/House Rules and Regulations

- Management is not liable for loss of property; guests are advised to secure their personal belongings and valuables. The hotel assumes no responsibility for personal items (such as cars, jewelry, money, credit cards, mobile phones, laptops, watches, glasses, purses, PDAs, etc.) that are lost or damaged during their stay at the hostel.
- If the patron would like the room to be made up, the front desk clerk should be informed
- Make-up time is 8:00 am – 5:00 pm only.
- Visitors are not allowed inside the rooms.
- Being an environmentally-friendly hostel, change of bedding linens and hand/bath towel is done on the second day of stay. Extra pillows, towels, soap and shampoo shall be charged additional fee.

## D. UNIVERSITY/CAMPUS LIBRARIES

### 1. Vision

The CSU Library fosters an environment of dynamic source of information and advances intellectual discovery that inspires critical thinking and lifelong learning.

### 2. Mission

The CSU Library is primarily committed to support the University's instructional, curricular, research, extension, and production thrusts through an organized, relevant, and immediate delivery of information and services for the attainment of best education.

### 3. Library Goals and Objectives

To promote the use of information resources by developing and managing the collections relevant to the university's curricular program and to provide reference and information services that meet the information needs of library clientele.

To fulfill these goals, the library commits to:

- assist in the attainment of the objectives of the University by serving the information needs of the students;
- develop the skills, expertise, commitment, and innovative spirit of its personnel to ensure quality delivery of information to its users;
- work collaboratively with the administration, deans, program coordinators, faculty members, and students to enrich the research and learning facility;
- provide access and promote the discovery and utilization of both print and online information resources;



- build adequate and efficient collections to support research, teaching, and learning;
- forge local, national, and international linkages and partnerships for information initiatives; and
- ensure the availability of physical and virtual environment conducive to reading and learning.

## 4. Sections of the Library

### 4.1. General Collection Section

The materials in this section are foreign authored books. This collection covers the broadest spectrum of subject matter in all disciplines.

### 4.2. Filipiniana Section

The Filipiniana collections are materials about the Philippines or any related topics. The materials may be produced inside or outside the Philippines by Filipino or non-Filipino authors.

### 4.3. Reference Section

Reference materials are encyclopedias, dictionaries, handbooks, manuals, almanacs, maps, globes, yearbooks, bound indexes, directories, and other related materials. This section has various sources of information about different subjects.

### 4.4. Periodical Section

The periodical section houses publications issued regularly or irregularly such as newspapers, magazines, newsletters, journals, and pamphlets. The official gazettes of the University and reports of other institutions are also located in this area.

### 4.5. Theses and Dissertations Section

The researches of the students of undergraduate colleges and the Graduate School, which covers master's and doctorate degrees, are located in this section.

### 4.6. Multimedia Section

Non-print collections such as video tapes, slides, filmstrips CDs, DVDs, and blue ray discs. Audio visual equipment such as day light projectors, computers, slide projectors, film projectors, and video players are also housed in this area.

### 4.7. E-Library Section

The E-Library section consists of several computer units with Internet connectivity. Students are entitled to access online database and e-resources subscribed by the University. Free online databases are bookmarked for research purposes as well. These are accessible through the University Library Website (<http://lib.csu.edu.ph>)

### 4.8. Medical Library\*

This section solely houses medical books intended for medical and veterinary



students and faculty members.

## **4.9. Law Library\*\***

The Law Library is a wide-range repository of laws, statutes, and codes needed by the Law students. It houses collections such as Supreme Court Reports Annotated, Supreme Court Advance Decisions, Supreme Court Resolutions, Supreme Court Jurisprudence, Commentaries and Jurisprudence on Philippine Commercial Laws, Civil Procedures, Remedial Law, Philippine Constitution, Bar Reviewers, and other sources of law information.

## **4.10. Philippine Institute for Development Studies Corner\*\***

By virtue of a memorandum of agreement, the Philippine Institute for Development Studies (PIDS) provides books, research papers, discussion papers, journal issues of the Philippine Journal of Development (PJD), newsletter issues of the Development Research News, policy briefs, notes on basic economic concepts, information brochures, CDs of PIDS materials, and the like. PIDS collection is available for free to the students, faculty, researchers, and the general public.

## **4.11. Philippine Statistics Authority Corner\*\***

The Andrews Campus Library is one of the accredited libraries and authorized by the Philippine Statistics Authority (PSA) as one of the Provincial Database Information Centers (PDICs). The PSA provides relevant brochures, publications, and other materials at no cost to the PDICs. The Campus Library optimizes the utilization of available resources and widens the dissemination of information for the welfare of the general public.

## **4.12. Bangko Sentral ng Pilipinas – Knowledge Resource Collection (BSP-KRC)\*\***

This section houses Bangko Sentral ng Pilipinas publication such as books, reports, guides, manuals, primers, and brochures. It also provides access to subscribed online publications.

\* -Section that is established at the Carig Campus Library only

\*\* - Sections established at the Andrews Campus Library only though several materials from these sections were also distributed to other Campus Libraries for widest dissemination.

## **5. Circulation Policies**

- 5.1.** A college student or a faculty member is entitled to borrow a maximum of two (2) books from the General Circulation for overnight loan and must have it returned before 9:00 AM the following day. One (1) fiction book may also be checked out for a period of one (1) week.



- 5.2. A Graduate School student may borrow one (1) book from the General Circulation and an additional one (1) fiction book for a period of one (1) week.
- 5.3. Books for overnight loan may be checked out from 3:00 PM to 6:00 PM.
- 5.4. Books on loan may be out on reserve on a first come, first serve basis.
- 5.5. Books should be reexamined by the circulation librarian before having them borrowed to ensure that the materials are in good condition. Hence, any damage upon return of the book is the responsibility of the borrower.
- 5.6. If a borrower (e.g. college student, Graduate School student, or faculty member) fail to return the book within the specified period, a fine of five pesos (Php 5.00) per hour will be charged. A fraction of an hour thereof shall be considered one hour.
- 5.7. Lost books must be replaced with the exact copy of it. The current value of the lost material plus a processing fee will be assessed if replacement is not obtainable.
- 5.8. Tearing and/or mutilating of a book requires total replacement.
- 5.9. Books of single copy, periodicals, reference materials, and special collections are for library room use only but it may be borrowed for photocopy.
- 5.10. Theses and dissertations are for library room use only.
- 5.11. Borrowing privileges of a borrower with pending library obligations are momentarily forfeited until the account is settled.

## 6. Inter-Library Loan Policies

- 6.1. A referral letter endorsed by the Head Librarian or any authorized person from the institution/agency together with the client's valid identification card is required upon entering the library.
- 6.2. A fee of fifty pesos (Php 50.00) for undergraduate students and one hundred pesos (Php 100.00) for Graduate School students is collected for inter-library loan services.
- 6.3. Overnight loan privileges are not applicable to inter-library clients.

## 7. E-Library Policies

- 7.1. Browsing of YouTube, Facebook, and other social networking sites are strictly prohibited unless it is really intended for research or educational purposes.
- 7.2. Each student is entitled to utilize the e-library for a total of fifty (50) hours during a regular semester and twenty-five (25) hours during summer term.



**7.3.** A student caught browsing porn and other prohibited sites will be subjected to disciplinary action. A user committing multiple such offenses will be provisionally banned from using the e-library for the rest of the semester.

## **8. Printing Policy**

Black and white printing per page cost three pesos (Php 3.00) for A4 size bond paper and four pesos (Php 4.00) for long bond paper. Colored printing per page costs a minimum of five pesos (Php 5.00) and a maximum of fifteen pesos (Php15.00).

*Note: This policy only applies to the Campus Libraries that offers printing services.*



## University Student Manual Review and Revisions Committee

**Chairperson:** **DR. MARIDEN VENTURA – CAUILAN**

*Vice President for Academic Affairs*

**Vice Chairperson:** **DR. LORAIN SUYU – TATTAO**

*Director, Office of Student Development and Welfare*

**MEMBERS:**

***OSDW Campus Coordinators:***

**DR. RECTO AGUIRRE**

*Coordinator, Andrews Campus Student Development and Welfare*

**MS. REMALYN ADVIENTO**

*Coordinator, Aparri Campus Student Development and Welfare*

**MR. FERDINAND MERCADO**

*Coordinator, Carig Campus Student Development and Welfare*

**MS. FLORINA GONZALES**

*Coordinator, Gonzaga Campus Student Development and Welfare*

**DR. MA. DONNA MACADANGDANG**

*Coordinator, Lallo Campus Student Development and Welfare*

**MS. CHERRY SANUT**

*Coordinator, Lasam Campus Student Development and Welfare*

**MS. CATHERINE ALLAYBAN**

*Coordinator, Piat Campus Student Development and Welfare*

**DR. FLORENTINA G. REYES**

*Coordinator, Sanchez Mira Campus Student Development and Welfare*

**MS. MARICEL PALO**

*Coordinator, Solana Campus Student Development and Welfare*

***Student Regents:***

**MR. JOHN MICHAEL PATTUGALAN**

*USCF President/ Board of Regent A.Y. 2022-2023*

**MR. MARK JELLCOE RODILLAS**

*USCF President/ Board of Regent A.Y. 2023-2024*

***University Counseling and Career Services Office***

***University Auxiliary Office***

***University Admission Office***

***University Registrar's Office***

***Office of the University Librarian***

***University Socio-Cultural Office***

***University Sports Office***

***Gender and Development Office***



## Board of Regents

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*Commissioner, Commission on Higher Education*

**Vice-Chair:**

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*OIC, Office of the University President, Cagayan State University*

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*Faculty Representative*

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*Alumni Representative*

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*Student Representative*

**Hon. Loreto M. Pacay Jr.**

*Private Sector Representative*

**Hon. Arturo B. Tabbu**

*Private Sector Representative*

**Atty. April Gayle U. Soller**

*Acting Board Secretary*



# CAGAYAN STATE UNIVERSITY

## University Officials and Telephone Directory

OFFICE OF THE UNIVERSITY PRESIDENT		
OIC, Office of the University President	<i>Dr. Arthur G. Ibañez, ASEAN Engr</i>	Phone: (078) 844 0098 loc. 104; (078) 844 4119 Email: president@csu.edu.ph
Executive Assistant to the President University Information Officer	<i>Prof. Ana Marie Cristina Canilan</i>	Phone: (078) 844 0430; (078) 844 0098 local 122 Email: univinfo@csu.edu.ph maricaulan2@gmail.com
Board Secretary	<i>Atty. April Gayle U. Soler</i>	Phone: (078) 844 0098 loc. 104 (078) 844 4119 Email: boardsecretary @csu.edu.ph
University Secretary Quality Management Representative ISO and Customer Satisfaction Focal Person	<i>Atty. Carla Marie L. Sumigad, CPA</i>	Email: carlamariesumigad@csu.edu.ph univ.iso@csu.edu.ph
Head, Legal Office University Risk Management Officer	<i>Atty. Chrizler Meg H. Salamat</i>	Email: legal@csu.edu.ph
University Planning Director	<i>Dr. Ma. Angelita S. Rabanal</i>	Email: updo@csu.edu.ph
PBB Focal Person	<i>Mr. Ramon Henry Peregrino O. Kanapi</i>	Phone: (078) 377-0682; Email: oceo.andrews@csu.edu.ph
Focal Person, Gender and Development	<i>Prof. Kristinne Joyce A. Lara</i>	Email: kristinnelara@csu.edu.ph
Internal Audit Services Chief	<i>Ms. Joyce C. Roc, CPA</i>	Email: joyceeroc@csu.edu.ph
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS		
Vice President for Academic Affairs	<i>Dr. Mariden V. Canilan, DPA</i>	Phone: (078) 846-2997 Phone: (078) 844-0098 local 104; Email: vpaa@csu.edu.ph
Director of Instruction	<i>Dr. Lirio Gudina C. Mangawil</i>	Phone: (078) 396-1883; Email: lirio.mangawil@csu.edu.ph; odi@csu.edu.ph
OIC, University Registrar	<i>Mr. Abraham C. Bangayan, MLS</i>	Phone: (078) 844 0098 local 123 Phone: (078) 844 0099 local 123 Email: registrar@csu.edu.ph
Director, Office of Student Development and Welfare	<i>Dr. Loraine S. Tatiao</i>	Phone: (078) 844 1903 Phone: (078) 377 3288 Email: lorainetattoo@csu.edu.ph osdw@csu.edu.ph
University Admission Director	<i>Dr. Maribi Maria Benita E. Balagan</i>	Phone: (078) 377-1349; Email: admission@csu.edu.ph
University Sports Director	<i>Mr. Giovanni C. Morales</i>	Email: aiber_3@yahoo.com
University Quality Assurance Director	<i>Dr. Marie Claudette M. Calanoga</i>	Email: qaoffice@csu.edu.ph
Director, Continuing Professional Development and Distance E-Learning	<i>Dr. Gided T. Battung, CPA</i>	Phone: (078) 844-0099 Loc. 134 Email: gidedbattung@csu.edu.ph
OIC-University Training Officer	<i>Mr. Jose Antonio Miguel P. Aquino</i>	Phone: (078) 844-0099 Loc. 134 Email: gidedbattung@csu.edu.ph
University Librarian	<i>Mr. Ronaldo P. Sumait, MLIS</i>	Phone: (078) 377-9842 Email: training@csu.edu.ph
University Socio-Cultural Affairs Coordinator	<i>Ms. Kristel Joy A. Tabao</i>	Email: sociocultural@csu.edu.ph
University Guidance Coordinator	<i>Ms. Charlyn Miguel</i>	
University Coordinator of Curriculum Development and Instructional Materials Development	<i>Mr. Jesus B. Leonardo</i>	Email: jleonardo@csu.edu.ph



# CAGAYAN STATE UNIVERSITY

UNIVERSITY DEANS		
Graduate School	<i>Dr. Julius T. Capili</i>	Email: jtcapili071681@csu.edu.ph
College of Agriculture	<i>Engr. Roger P. Rumpun</i>	rprumpun@csucarig.edu.ph
College of Business, Entrepreneurship and Accountancy	<i>Prof. Antonia Josefa A. Taguinod</i>	cbea-andrews@csu.edu.ph
College of Criminal Justice Education	<i>Dr. Maita P. Guadamor</i>	ccjepiat@csu.edu.ph
College of Engineering	<i>Engr. John Michael Casibang</i>	
College of Hospitality Management	<i>Dr. Lianne T. Abuan</i>	chm.csuandrews@csu.edu.ph
College of Information and Computing Sciences	<i>Dr. Generino P. Siddayao</i>	gensiddayao@csucarig.edu.ph
College of Industrial Technology	<i>Prof. Bryan T. Lacambra</i>	bryanlacambra@csucarig.edu.ph
College of Teacher Education	<i>Dr. Marie Claudette M. Calanoga</i>	ctedandrews@csu.edu.ph
COLLEGE DEANS (stand-alone)		
College of Law	<i>Atty. Norman Clarence T. Lasam</i>	lawdean@csu.edu.ph
College of Medicine	<i>Dr. Rodina R. Gorospe</i>	
College of Allied Health Sciences	<i>Dr. Julius T. Capili</i>	Email: jtcapili071681@csu.edu.ph
College of Fisheries and Aquatic Sciences	<i>Dr. Quirino G. Pascua</i>	
College of Humanities and Social Sciences	<i>Dr. Jomel B. Manuel</i>	
College of Human Kinetics	<i>Dr. Chita C. Ramos</i>	
College of Natural Sciences and Mathematics	<i>Prof. Crizaldy P. Binarao</i>	
College of Public Administration	<i>Dr. Dennis M. Bacnyag</i>	
College of Veterinary Medicine	<i>Dr. Jhaysel G. Rumbaoa</i>	(078) 395-2782 loc. 025 cvm@csu.edu.ph
College of Nursing	<i>Dr. Angelito E. Alvarado</i>	
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE		
Vice President for Administration and Finance	<i>Dr. Theresa B. Dimalanta</i>	
Chief Administrative Officer	<i>Mr. Ramon Henry Peregrino O. Kanapi.</i>	Phone: (078) 846-2443; Email: csuaohrcentralad@gmail.com
Chief Finance Officer	<i>Dr. Emerita P. Geron, CPA</i>	Phone: (078) 844-7115; Email: emypgeron@gmail.com
University Human Resource Management Officer	<i>Ms. Naomah M. Lasam</i>	(078) 844-0099 loc 133 naomahlasam@csu.edu.ph
University Budget Officer	<i>Mr. Alvin U. Alisasis</i>	Phone: (078) 844-7115; Email: budget@csu.edu.ph
University Records Officer	<i>Mr. Arjay L. Pando</i>	Phone: (078) 844-0099 loc 107; Email: ecordsoffice@csu.edu.ph
University Supply Officer	<i>Mr. Arnold M. Cagurangan</i>	Phone: (078) 377-9845; Email: supply@csu.edu.ph
University Accountant	<i>Ms. Monaliza V. Guzman, CPA</i>	Phone: (078) 844-7115; Email: accounting@csu.edu.ph
University Cashier	<i>Ms. Jocelyn C. Quilang</i>	Phone: (078) 844-0099 local 126; Email: jocelynquilang12@gmail.com
Auxiliary Services Director	<i>Mr. Terence Alfred Roberto A. Tejada</i>	Phone: (078) 396-0375; Email: universitygso@csu.edu.ph
University Physician	<i>Dr. Kathy I. Carag</i>	kathy_izon@yahoo.com
University Food Services Supervisor	<i>Prof. Ma. Rosario C. Lappay</i>	
Director for Infrastructure	<i>Engr. James B Busilan</i>	Phone: (078) 377-3200; 0917 589 8750
LUDIP Focal Person Project Development Officer	<i>Engr. Matthew Miguel H. Custodio</i>	Phone: (078) 377-3200; 0917 589 8750 Email: nestdmor@yahoo.com



# CAGAYAN STATE UNIVERSITY

Bids and Awards Committee Secretariat	<i>Mr. Daniel D. Medrano</i>	Phone: (078) 377-5520; Email: bacsecretariat@csu.edu.ph
Head, Management Information System	<i>Mr. Jobaness Paolo B. Roy</i>	Email: mis@csu.edu.ph
<b>OFFICE OF THE VICE PRESIDENT FOR RESEARCH, DEVELOPMENT AND EXTENSION</b>		
Vice President for Research, Development and Extension	<i>Dr. Junel B. Guzman</i>	Phone: (078) 844-0098 local 130; Phone: (078) 377-7201; Email: junelbguzman@csu.edu.ph
Director for Research and Development	<i>Dr. Jhoanna Calubaquib</i>	Phone: (078) 844-0098 loc 117; Email: jb_120771@csu.edu.ph
Director for Extension and Technical-Vocational Education and Training (TVET)	<i>Dr. Josie Y. Bas-ong</i>	Phone: (078) 844-0098 loc 117; Email: josiebasong@gmail.com
Director for Knowledge and Technology Management and Coordinator for International Faculty Mobilization	<i>Dr. Gilbert C. Magulod, Jr.</i>	Email: gilbertmagulod_rdecusulasam46@yahoo.com
Director for Intellectual Property	<i>Atty. Norman Clarence T. Lasam</i>	Email: normanclarence.lasam@gmail.com
University TVET Coordinator	<i>Prof. Minerva M. Galabay</i>	
OIC-Head of the Center for Natural and Applied Sciences (CNAS) Head, University Central Analytical Laboratory (CALAB)	<i>Prof. Jinky T. Chua</i>	
<b>OFFICE OF THE VICE PRESIDENT FOR INTERNATIONALIZATION, PARTNERSHIP AND RESOURCE MOBILIZATION</b>		
Vice President for Partnership and Resource Mobilization	<i>Dr. Gided T. Battung, CPA</i>	Phone: (078) 844-0099 Loc. 134; Email: gidedbattung@csu.edu.ph
Director for Domestic and International Partnership	<i>Prof. Kristinne Joyce A. Lara</i>	Email: kristinnelara@csu.edu.ph
Director for Business and Resource Mobilization	<i>Dr. Andy L. Catulin</i>	Email: andycatulin73@gmail.com
Director for Alumni and Placement	<i>Dr. Recto A. Aguirre</i>	Email: arps@csu.edu.ph

<b>CAMPUS EXECUTIVE OFFICER</b>		
Andrews Campus	<i>Mr. Ramon Henry Peregrino O. Kanapi, MAN</i>	Phone: (078) 377-0682; Email: ramonkanapi08@csu.edu.ph
Aparri Campus	<i>Dr. Andy R. Quebral</i>	Phone: (078) 888-2751; 822-8399; Email: junrceo_csua@csu.edu.ph
Carig Campus	<i>Dr. Roger P. Rumpon</i>	Phone: (078) 396-0569; Email: campus.info@csucarig.edu.ph
Gonzaga Campus	<i>Dr. Froilan A. Pacris, Jr.</i>	Phone: 0915-525-8853; Email: froilanpacrisjr@yahoo.com
Lal-lo Campus	<i>Dr. Policarpio L. Mabborang, Jr.</i>	Phone: (078) 822-7004; 372-0407; Email: lallo@csu.edu.ph
Lasam Campus	<i>Dr. Florante Victor M. Balatico</i>	Phone: (078) 853-3058; Email: florantevictor.balatico@csu.edu.ph
Piat Campus	<i>Dr. Hitler C. Dangatan</i>	Mobile: +639175152910; Email: hitlerdangatan@csu.edu.ph
Sanchez Mira Campus	<i>Dr. Rodel Francisco T. Alegado</i>	Phone: (078) 822-9227/846-7354/822-7365; Email: rodelalegado@csu.edu.ph
Solana Campus	<i>Engr. Ma. Haidee Mabborang</i>	Phone: (078) 822-9227/846-7354/822-7365 Email: ceo.solana@csu.edu.ph



## University Hymn

Music and Lyrics: Fr. Ranhilio Callangan Aquino  
Musical Arrangement: Joel A. Daquioag, Jr.

Fount of our visions, cradle of our dreams,  
well-spring of the fondest hopes  
for the youth of this our vale.  
God bless you, our University  
God go before you always.  
That we your sons and daughters  
be servants of truth  
Guardians of justice and instruments of love  
Rise without fear for our freedoms.  
Search without ceasing for all that is true.  
God be with you, our cherished CSU,  
May His light ever unfold you.

## University March

Sa luntiang lambak ng Cagayan  
Sumilang ang isang pamantasan  
Duyan ng mga kabataan  
Sagot tuklas sa karunungan  
Panatilihin ang pag-unlad  
Minamahal naming CSU  
Turo't sining mo ay ilahad  
Ang bukas naming ay hawak mo.  
Dinggin tawag ng kaunlaran  
Isip kabataa'y lawakan  
Saliksik pasuri'y tibayan  
Buhay at bayan ay yayaman  
Bathalang gabay ng CSU  
Buksang liwanag ang landas mo  
Murang isipa'y bigyang payo  
Lakad naming ay taas noo.



# CAGAYAN STATE UNIVERSITY



Republic of the Philippines  
**CAGAYAN STATE UNIVERSITY**  
Tuguegarao City, Cagayan  
**BOARD OF REGENTS**



EXCERPTS FROM THE MINUTES OF THE 90<sup>th</sup> REGULAR MEETING OF  
THE BOARD OF REGENTS OF CAGAYAN STATE UNIVERSITY  
HELD ON OCTOBER 9, 2023 AT THE HOTEL SEOUL, E AGUINALDO, CLARK FREEPORT,  
MABALACAT, PAMPANGA

## **RESOLUTION NO. 127**

Series of 2023  
October 9, 2023

### **APPROVING THE 2023 REVISED STUDENT MANUAL OF CAGAYAN STATE UNIVERSITY**

**WHEREAS**, pursuant to CHED Memorandum Order No. 9, series of 2013 which provides the Enhanced Policies and Guidelines on Student Affairs and Services and the scope, procedures and extent of regulations and mechanics for evaluating student welfare and activities for students enrolled in Higher Education Institutions (HEIs), there is a need for a Student Handbook Development;

**WHEREAS** the Student Handbook Development requires the continuous development and update of the handbook as well as requiring the handbook to be made available into accessible format for dissemination, information, and guidance of the students and university stakeholders;

**WHEREAS** the 2023 Revised Student Manual provides the necessary updates on the 2019 Student Manual on emerging issues and concerns which the students are facing, and synthesizes the policies governing students and student organizations for proper information and dissemination;

**WHEREAS** the 2023 Revised Student Manual reflects the unwavering commitment and efforts of the University to promote an inclusive academic environment that responds to the needs of the changing times.

### **NOW THEREFORE:**

On a duly seconded motion of and there being no objections--

**RESOLVED** that the Board of Regents approves the 2023 Revised Student Manual of Cagayan State University.



# CAGAYAN STATE UNIVERSITY

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Republic of the Philippines  
**CAGAYAN STATE UNIVERSITY**  
Tuguegarao City, Cagayan  
**BOARD OF REGENTS**



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EXCERPTS FROM THE MINUTES OF THE 90<sup>th</sup> REGULAR MEETING OF  
THE BOARD OF REGENTS OF CAGAYAN STATE UNIVERSITY  
HELD ON OCTOBER 9, 2023 AT THE HOTEL SEOUL, E AGUINALDO, CLARK FREEPORT,  
MABALACAT, PAMPANGA


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## RESOLUTION NO. 127

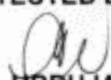
Series of 2023  
October 9, 2023

**APPROVED** by the CSU Board of Regents on the 9<sup>th</sup> day of October 2023 at  
Mabalacat, Pampanga.

**CERTIFIED AS TRUE AND CORRECT:**

  
**ATTY. APRIL GAYLE U. SOLLER**  
*Acting Board Secretary*

**ATTESTED BY:**

  
**DR. URDUJAH G. ALVARADO**  
*Vice-Chairperson, CSU Board of Regents*  
*University President*



# CAGAYAN STATE UNIVERSITY

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Republic of the Philippines  
**CAGAYAN STATE UNIVERSITY**  
Andrews Campus, Tuguegarao City, Cagayan

## OFFICE OF THE BOARD SECRETARY

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### 78<sup>th</sup> BOARD OF REGENTS REGULAR MEETING

(2<sup>nd</sup> Quarter, Calendar Year 2020)

03 September 2020, 10:00 A.M.

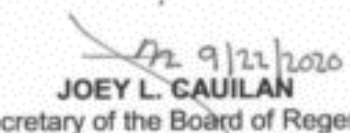
Via Teleconference

### BOARD'S DECISION IN RE: AGENDA MATTER INDICATED BELOW

#### II. MATTERS FOR THE APPROVAL/APPROPRIATE ACTION OF THE BOARD

ITEM NO.	AGENDA ITEM	BOARD ACTION	RESO NO.
	<b>ACADEMIC MATTER</b>		
1	Proposed Policy and Procedure for Mandatory Random Drug Testing for CSU Students	<b>APPROVED.</b>  The same shall be incorporated in the standing student manual of the university.	30, s. 2020

Attested by:

  
**JOEY L. CAULAN**  
Secretary of the Board of Regents



# CAGAYAN STATE UNIVERSITY

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Republic of the Philippines  
CAGAYAN STATE UNIVERSITY  
Tuguegarao City, Cagayan  
**BOARD OF REGENTS**

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## EXCERPTS FROM THE MINUTES OF THE 86<sup>th</sup> REGULAR MEETING OF THE BOARD OF REGENTS OF CAGAYAN STATE UNIVERSITY HELD ON NOVEMBER 4, 2022

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### RESOLUTION NO. 114

*Series of 2022*  
November 4, 2022

#### **APPROVING THE POLICY GUIDELINES FOR STUDENT MOBILITY FOR INBOUND AND OUTBOUND STUDENTS**

**WHEREAS**, Cagayan State University recognizes that internationalization of higher education is a way of ensuring quality education;

**WHEREAS**, internationalization promotes knowledge translation and acquisition, mobilization of talent in support of global research, enhancement of the curriculum with international content, enhanced prestige of the University and improved graduate employability;

**WHEREAS**, a Policy Guidelines for Student Mobility for Inbound and Outbound Students is necessary to set guidelines for academic collaboration specifically on student mobility;

**WHEREAS**, the proposed policy guidelines cover the following:

- a) General guidelines for outbound exchange students;
- b) Application process for Canada-ASEAN Scholarship and Educational Exchanges (SEED) at St. Mary's University in Canada;
- c) Eligibility of students;
- d) General guidelines on the intake of international students;
- e) General admission criteria;
- f) Composition and responsibilities of the Foreign Student Committee.

#### **NOW THEREFORE:**

**BE IT RESOLVED, AS IT IS HEREBY RESOLVED**, the Board of Regents hereby approves the Policy Guidelines for Student Mobility for Inbound and Outbound Students;

**APPROVED** by the CSU Board of Regents on the 4<sup>th</sup> of November 2022 at Tuguegarao City, Cagayan.

APPROVING THE POLICY GUIDELINES FOR STUDENT MOBILITY FOR INBOUND AND OUTBOUND STUDENTS

CERTIFIED TRUE COPY

Page 1 of 2

OFFICE OF THE BOARD SECRETARY  
CAGAYAN STATE UNIVERSITY







CAGAYAN STATE UNIVERSITY  
[www.csu.edu.ph](http://www.csu.edu.ph)