



**CAGAYAN STATE UNIVERSITY**  
ANDREWS, APARRI, CARIG, GONZAGA, LASAM, LALLO, PIAT, SANCHEZ MIRA

# *Student Manual*

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REVISED 2013

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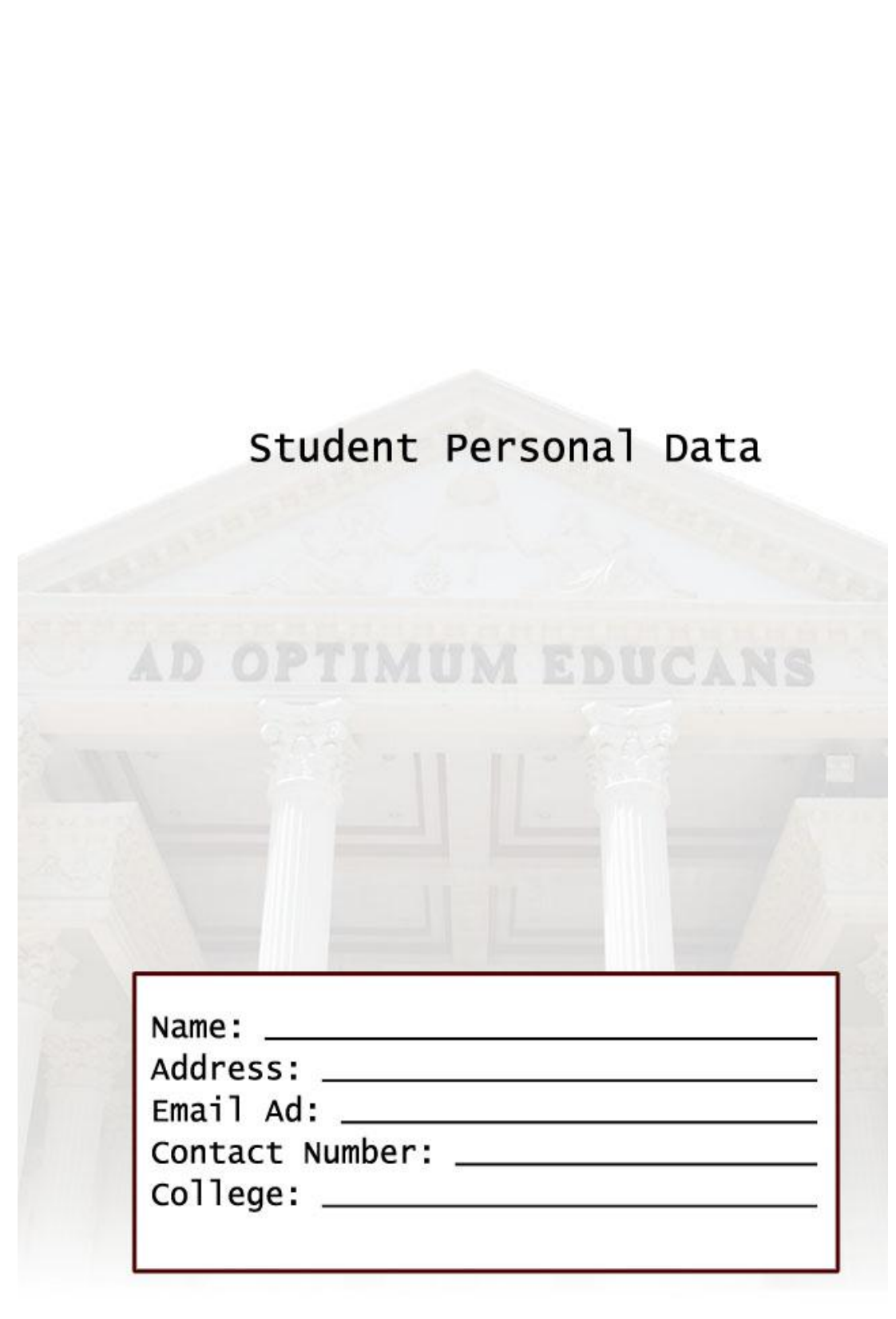
### **ABOUT THE COVER**

Like the sun that is the source of light to our solar system, the Student Manual, seeks to enlighten the minds of CSU students as well as give them the proper bearing direction in the course of their stay in the University.

The revised edition of the student manual is a continued effort of the University to guide and developed each of the stakeholders because the institution believes that every member of this academic community – students, faculty, staff – makes a commitment to strive for personal and academic integrity; to treat other with dignity and respect; to honor the rights and property of others; to take responsibility for individual and group behavior; and to act as responsible citizen in a free society.

The primary purpose of policies and regulations, and the articulation of expected standards of student conduct, is to further the mission of the University and like the ripples in the water it gradually spreads its influence and impact to the society we live in.

Inspired by the theme “for CSU and Me”, this institution will remain steadfast in improving from previous best and will always uphold and maintain a leading edge in developing and molding young minds to be the best in everything.



## Student Personal Data

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Ad: \_\_\_\_\_

Contact Number: \_\_\_\_\_

College: \_\_\_\_\_



# DR. ROMEO R. QUILANG

## *University President*

### *Message*

The CSU administration would like to give to the students the best learning resources and the best learning experiences for them make the most out of their stay in the university. Integral to the promotion of an atmosphere that is conducive to optimal learning are clear-cut rules and procedures that prescribe behavioural expectations and limitations.

It is in this sense that the Student Manual aims to contribute to the over-all quality of learning of CSU students. There is no instance in the life of an individual where he could be completely free of institutional rules and restrictions. Learning to abide by them is part of the education of every individual. Hence, whatever is enshrined in this Student Manual would be instrumental to the total formation of CSU students.

It is therefore my fervent wish that all CSU students would take time to know by heart the contents of this Student Manual. Doing so would make each student an active partner in our effort towards educating for the best all students of CSU.

A handwritten signature in black ink, appearing to read 'R. Quilang', written over a horizontal line.

**ROMEO R. QUILANG, Ph.D.**

University President



# CSU PROFILE



# *I. Preliminary Information*

## A. Brief History of the Cagayan State University

The Cagayan State University (CSU) is the first and only state run comprehensive institution of higher learning in Cagayan. It has shared its historic contribution to the development of tertiary education in the Philippines since 1978.

- June 11, 1978 - Presidential Decree 1436 was signed creating the Cagayan State University by merging two existing colleges: the Cagayan Valley of Arts and Trades (CVCAT) at the Tuguegarao and the Northern Luzon State College of Agriculture (NLSCA) at Piat.
- College courses of smaller institutions in the province of Cagayan that were under the supervision of the former Ministry of Education, Culture and Sports (MECS) were made integral part of the university system. These were the following: Aparri Institute of Technology (AIT), Bukig National Agricultural and Technical School (BNATS), Aparri School of Arts and Trades (ASAT), Cagayan Agricultural College (CVAC), Sanchez Mira Rural Vocational School (SMRVS), Western Cagayan School of Arts and Trades (WCSAT) and Gonzaga National Agricultural and Technical School (GNATS). These schools began as elementary or technical secondary schools reflecting the stage of educational needs of the communities where they originally established at the time.
- January 3, 1979 – Dr. Manuel T. Corpus of the University of the Philippines - Davao City assumed as University President.
- January 5, 1979 - an AD HOC Committee was established as the core of the University Administration; the CSU- Central Administration Office was founded in the CVCAT unit with Gonzaga as the main campus.
- Summer 1979 - Faculty and Staff Development Program was created to upgrade educational qualifications of faculty.

- April 1-4, 1979 - First Academic Council Work Conference was held in Aparri Institute of Technology (AIT) which designed the following policies:
  - a. Curricula for various courses
  - b. Proposed courses to be offered in each unit
  - c. Policies on recruitment, employment and promotion of faculty;
  - d. Guidelines for faculty benefits
  - e. Rules on discipline and leaves
  - f. Guidelines on faculty load and faculty development/requirements for admission and scholarship of students
  - g. Research and extension programs
- September 29, 1979 - the Board of Regents authorized the transfer of college courses of Aparri School of Arts and Trades to AIT campus to reduce the number of campuses from nine to eight.
  - ✓ October 26, 1981 - the first organizational chart of CSU took effect upon the approval of the Board of Regents. This resolution reorganized the colleges and the approved designation of officials in the Central Administration, campus and college levels;
  - ✓ July 11, 1983 - Dr. Joselito Jara was appointed as the first Vice President for Academic Affairs.
  - ✓ July 27, 1983 - the proposal to open the College of Medicine in the University was approved by the Board of Regents. The then Cagayan Valley Regional Hospital (CVRH) now Cagayan Valley Medical Center (CVMC) became the laboratory of the proposed college.
  - ✓ June 11, 1984 - The Central Administration transferred from Caritan campus to Carig. The old administration building in Caritan became the Graduate School and College of Arts and Sciences Building.
  - ✓ July 10, 1984 - the integration into the university system of the secondary departments of CSU at Gonzaga, Lallo, Sanchez Mira and Aparri was implemented.



- ✓ December 20, 1984 - MECS Regional Director Magdalena Castillo formally turned over the four high schools to President Manuel T. Corpus.
- ✓ March 17, 1983 - the President of the Republic of the Philippines approved the integration.
- ✓ May 8, 1989 - Dr. Armando B. Cortes was sworn into office as the first Cagayano President of CSU by Department of Education Culture and Sports Secretary Lourdes Quisimbing.
- ✓ June 1992 - Professor Monserrat G. Babaran was appointed as the second Vice President for Academic Affairs; the Office of the Dean of the College of Medicine was set up in preparation for its opening in school year 1993-1994 having Dr. Gilbert Gamez, dean of the University of Sto. Tomas (UST) College of Medicine as its first dean.
- ✓ July 1992 - a university-wide reorganization was undertaken.
- ✓ May 5, 1995 - Dr. Armando B. Cortes was reappointed as President of the University.
- ✓ February 27, 1996 - the reorganization of the top administration took place and on the same year, the Board of the University resolved to suspend the operation of CSU at Bukig in Western Aparri.
- ✓ February 23, 1999 - the authority to offer Bachelor of Laws and Letters was granted by the Board of University School Year 1999-2000.
- Year 1999-2000 - the Board granted the University the permission to offer Veterinary Medicine and Medical Technology courses in response to the thrust and vision of Region 02 and provide leadership in livestock development.
- May 7, 2001 - Dr. Eleuterio C. De Leon was appointed by the Board of Regents as the Officer-in-Charge of the University and on the same year a reorganization of top administration was done which paved way for the search for the different Campus Deans, now the Campus Executive Officers. The Board during Dr. De Leon term approved the University's



decision to phase down the enrollment in the high school department to limit the admission of first year high school students in Piat, Lallo and Gonzaga campuses to 500 students only.

- March 8, 2004 - through Resolution No. 151, s. 2004, the Board of Regents appointed Dr. Roger P. Perez as the 3<sup>rd</sup> University President.
- March 15, 2004 - Dr. Perez assumed official duty with all the powers, rights, privileges and responsibilities of a University President. To rationalize his intent for a lean but mean organization, the third vice president position under the Business Affairs Program was added. The creation of the positions Internal Audit Service under the Office of the President was proposed in the new structure. Likewise the Office of the Deputy Dean of Instruction was created to implement the verticalization of curricular offerings. His Administration saw the introduction of systems reforms and a massive infrastructure development in the University. Under his administration program offerings in the different campuses were added: Bachelor of Science in Accountancy, Bachelor of Science in Hospitality Industry Management, Bachelor of Science in Respiratory Therapy, Bachelor of Science in Police Administration, Bachelor of Science in Criminology, Bachelor of Science in Nursing. He likewise instituted the creation of the College of Human Kinetics, College of Public Administration at CSU Carig, and the College of Business Entrepreneurship and Accountancy at CSU Andrews Campus.
- The then CSU Caritan was renamed as CSU Andrews in recognition of the generosity of Mr. Claude Andrews who donated the lot where CSU Caritan campus is located.
- Dr. Romeo R. Quilang elected by the Board of Regents on March 15, 2012 as the University President.

## **B. Vision, Mission, Goals and Objectives of the University**

### **1. Vision**

The Cagayan State University shall be recognized by the entire region and the nation as a credible and distinguished center of higher education in Northern Luzon. It shall likewise establish its own niche in the global academic community. It shall endeavor to improve from its previous best, showing that it enjoys the leading edge in all that pertains education.

### **2. Mission**

The Cagayan State University shall make quality education and formation towards the different professions accessible to all who may come to it, and who measure up to its standards. It shall be an academic community given to instruction, research and extension. It shall not in any way discriminate on bases unrelated to education.

### **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. Goals**

- Development of human and natural resources through strong curricular offerings, development oriented researches and pro-poor extension programs;
- Cultivation of arts and preservation of the culture of the region and the nation;
- Acceleration of science and technology and the development of an Science and Technology mass culture in rural communities;
- Development of a viable system of agri - business production; and,
- Fostering and strengthening of the values of honesty, simplicity and industry in people.

### **5. Objectives**

The Cagayan State University aims to produce graduates who are:

- competent- equipped with knowledge, skills and values needed in their career and societal development;
- good Filipinos imbued with desirable values of simple living, modesty, honesty, cooperation, self discipline, pride for national identity and love of God;

- responsible citizens who are aware of their responsibility toward their home, neighbor, community, country and God; and,
- Mature people - having well-balanced and pleasing personalities who care for people and who appreciate truth and beauty in all forms.
- Institutional loyalty, pride in one's work, cooperative spirit is CSU's organizational values.

### 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 **seven rays** emanating from the flame represent the seven (7) 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.

# STUDENT SERVICES AND WELFARE



## *II. Student Services and Welfare*

### **A. STUDENT SERVICES AND WELFARE**

#### **1. Vision**

The Office of Student Services and Welfare 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 Services and Welfare shall provide assistance geared towards the development of more conscious, concerned, active, dedicated, healthy and well-adjusted students of a model higher education institution.

#### **3. Goals**

- 3.1** To discover the potentials, talents, interests and other special qualities of the students;
- 3.2** To develop a wholesome personality- physically, mentally socially, morally, emotionally, spiritually, and psychologically.

#### **4. Objectives**

- 4.1** To design specific activities to develop the potentials, talents, interests and other special qualities of the students;
- 4.2** To see to it that responsible leadership that fosters socio-economic and cultural awareness is developed.
- 4.3** To promote and coordinate student welfare - services that will redound to the harmonious existence of not only physical but also emotional, social and moral development of students through co- curricular activities and moral development programs.

### **5. SERVICES**

#### **5.1 Basic Services**

##### **a. Scholarship**

Scholarship grants and all other forms of financial assistance are provided in accordance with pertinent rules and regulations.

**b. Student Organization**

The University provides guidance in the formation of different student clubs and organizations within the University. This is to enhance the growth of students as individuals and members of the academic community and to complement the academic and curricular growth and development of the students' various student projects and activities such as trainings, group meetings, quiz bees.

**c. Student Publication**

The University provides technical assistance to students in the circulation of a University paper where students enjoy the freedom of the press according to the principles of responsible journalism.

**d. Student Conduct and Discipline**

The University provides bases for discipline where every student should observe the laws of the land, the rules and regulations of the University and the standards of a just society.

**e. Socio-cultural**

The University provides the students with an environment for their physical, moral and socio -cultural development through various activities to become a well-rounded individuals.

**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, identify and positive cultural values in an increasingly globalizing world.

**3. Goals and Objectives**

- To perform In-Campus and Off-Campus activities showcasing the Cagayano and Filipino Culture.
- To represent the University in any related activities towards student's cultural development.

**f. Sports**

The University holds intramurals every year with sports as the main activity as an avenue for students to establish camaraderie with other students from the other campuses of the University.

**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 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;

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**AUXILLARY SERVICES**

**a. Guidance Services**

The University provides guidance and counseling services aimed at developing students' potentials and helping them in making decisions and cope with the demands of life which confronted them.



**b. Housing Services**

- The University provides maximum opportunities for student-student interaction.
- It provides and manages activities and services to inculcate habits attitudes and values of healthful living, efficient home management, good social relationship, and responsiveness among students.
- It ensures that students in residence halls within and outside the vicinity of the University are residing in safe and sanitary housing conditions.

**c. Medical Services**

The University provides free medical and dental check-ups; minor ailments are treated at the medical and dental clinic.

**Goals and Objectives**

- To provide primary medical care also to students, faculty and university personnel.
- To ensure a healthy working environment for the students, employees and faculty members of the university.

**d. Library Services**

**1. Mission and Vision**

To add value to the community by providing citizens of all ages with library services of high professional quality; to meet their evolving and on-going needs for educational, cultural and recreational information; to promote literacy and lifelong learning; and to foster a love of reading.

**2. Goals and Objectives**

To support and promote the use of information resources by developing and managing the collections that are relevant to the University's curricular programs and by providing reference and information services that meet the information need of library clientele.

**e. Food Services**

Several food establishments are established which ensure a variety of food services for lunch, snacks, and dinner of the students and employees within the University.

**1. Goals and objectives**

- To provide nutritious and reasonably prized food to the students, employees, faculty, University officials and guests,
- To ensure a variety of food available for lunch, dinner and snacks of the students and employees of the University,

# ACADEMIC POLICIES AND PROCEDURE



M EDUCANS

### *III. Academic Policies and Procedure*

#### **A. Admission**

##### **1. Admission Policies**

Students shall not be denied admission to the University by reason of race, age, sex, socio-economic status, religion, political affiliation or ideological conviction provided he is physically and mentally fit to the program he is applying for.

##### **2. Admission Requirements**

###### **Graduate Level**

- Undergraduate Transcript of Records
- Prescribed weighted average by the college
- Graduate school admission test result
- Copy of scholarship contract of scholars
- For scholars, two (2) recommendation letters from previous/immediate supervisor

###### **Undergraduate Level**

Entering freshmen desiring to enroll in any of the degree courses must qualify in the CSU Admission Test administered in all campuses.

- University Admission Test Result
- Form 138
- Certificate of Good Moral Character from head of school or guidance counselor
- 2 copies of I.D. picture
- Authenticated Birth Certificate from NSO
- For married students, Authenticated Marriage Certificate

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

A student who has 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 same requirements as for Filipino nationals; provided further, that Filipino applicants have priority over them; and provided finally that a reciprocal agreement exists between the foreigner's country and the Philippines.

#### **5. For Transfer Students**

A transfer student shall take college admission test if classified first year or second year. Otherwise, he shall take the college qualifying examination. He must satisfy the weighted average prescribed by the college. All comparable subjects shall be credited. He must finish 60% of the total units of his academic degree immediately preceding graduation.

#### **Requirements**

Certificate Honorable Dismissal

Police Clearance

Certificate of good moral character

### **B. Registration**

Students shall register on specified periods as may be allowed in the academic calendar.

#### **1. Cross Registration**

Cross registration shall be defined as simultaneous registration on 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 from 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 subject to the prior permission of the University through the Dean of the Mother College and the Registrar.

Conditions for cross registration are: conflict in schedule and non-offering of the subject.

Non-graduating students are allowed to cross register in colleges outside the University provided that cross registration is limited to basic subjects only. Graduating students are allowed to 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 basis 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 2 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. Fees**

No student shall be considered enrolled unless he has paid his fees. All fees are recommended by the Academic Council to the Board of Regents which shall fix all fees, regular or special; provided that the fees may be refunded in case a student withdraws from registration based on the schedule of refund promulgated by the Academic Council and approved by the Board of Regents.

Late registration is allowed 2 weeks after the first day of classes but a corresponding penalty shall be imposed.

## **5. Rectification of Grades**

Grades that have been submitted to the Registrar by a teacher may be changed by him if there was an error committed, provided, that the change is requested in writing by the subject teacher explaining the circumstances surrounding the error committed, and shall bear the approval of the Dean.

## **6. Release of Information**

The release of information in any student record shall be allowed only with the prior written consent of the student concerned except in the following:

- 6.1 authorized University personnel for research, statistics or administrative purposes;
- 6.2 to anybody who asks for enrollment, degrees, honors on

major field data;

- 6.3 to government/non-government/private sector organization upon approval of the campus/University.

## 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 curriculum 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/summer term within which a student is enrolled.

#### 1.3 Maximum Academic Load/Semester

The maximum academic load shall be:

1.3.1 Undergraduate students should enroll in not more than the number of units specified in the curriculum in which he is 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 of 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 subjects 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 if they have an accumulated absence of at least twenty percent (20%) of the total number of class hours in a semester. Students may be allowed to drop only before the conduct of the mid-term examination, except in cases found meritorious.

### **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 enrolment. Under the following conditions the 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;

**2.2.5** The school outside CSU must be recognized by the University.

### **2.3 Change of Schedule**

A student may be allowed to transfer to another section only upon recommendation of his 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.** The substitution is recommended by the

adviser and to be 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, three grading periods shall be given during the semester. These are: prelims, mid-term and final examinations.

#### 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 three grading periods which are the preliminary, Midterm and final. The final grade of students shall be the average grade from the three grading periods.

A student who drops a subject without the approval of the registrar obtains a grade of 70.

#### Graduate Level

Average	Equivalent Grade
1.0	96 – 100
1.25	91 – 95
1.5	85 – 90
2.0	80 – 85
Below 2.0 failure	Below 80 failure

#### 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 not be later than the last day of submission of grades.

#### 3.4 Completion of Incomplete Grades

- 3.4.1 An incomplete grade shall be completed within a period of one (1) semester, 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 constant reminder.
- 3.4.3 Requirements for 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** If however, 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 student complete his grade.

**3.5 Sole Authority to Give Grades**

The subject Instructor/Professor shall have the sole authority to determine and give the grades to his/her students.

**3.6 Grade Solicitation Prohibited**

No student of the University shall directly or indirectly influence his instructors and professors to give him a certain grade or ask another person to influence his professor similarly. Any student violating this rule shall lose credit on the subject concerned.

**4. SCHOLASTIC STANDING**

**4.1 Rules on Scholastic Delinquency**

The University Academic Council shall promulgate (delinquency) rules and guidelines governing scholastic delinquency, subject to the approval of the Board of Regents, and to the following minimum standards:

**4.1.1 Warning-** a student who, at the end of the semester fails twenty-five (25%) to fifty percent (50%) of the total academic units in which he registered shall be warned by the Dean and advised to improve his performance;

**4.1.2 Probation-** a student who, at the end of the term, fails fifty-one (51%) of the total academic unit in which he registered shall be placed on probation for the succeeding semester and the Dean concerned shall reduce his load accordingly. Probation may be lifted in the succeeding term if the student earned at least seventy-five percent (75%) of the total academic units he had registered in.

**4.1.3 Termination-** any student who fails in more than seventy-five percent (75%) of the total academic units in which he registered shall be dismissed from the college; provided, that an incomplete grade shall not be included in the computation of earned units; provided, further, that this shall not apply to students who receive final grades in only nine academic units.

4.1.4 Academic delinquency status of a student shall be entered in the student's permanent record.

**4.2 Effect of Dropping Due to Scholastic Delinquency**

Any student 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 Chairman concerned thereat, the student's aptitude and interests qualify him in another field of study, in which case he may be admitted on probation.

**4.3 Permanent Disqualification**

Any student, who at the end of the semester or term, fails in more than seventy five percent (75%) of the total academic units in which he is registered, shall be permanently disqualified from readmission in any college or department in the University. When a student under probation fails again so that it becomes necessary to drop him 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.

**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 "2" or better in all formal courses except thesis.

To be considered in good standing, a graduate student must maintain a grade of 2.0 in all subjects in the graduate level.

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

**4.7 Maximum Residence**

**4.7.1 Undergraduate Student**

An undergraduate student shall finish at least two semesters in the university, immediately preceding

graduation.

#### **4.7.2 Graduate School**

**4.7.2.1** The maximum period within which to finish a master's degree shall be three (3) years. However, a student is given a two-year grace period. But he fails to enroll within the grace period, the credit earned becomes stale thus shall be repeated.

**4.7.2.2** The maximum period within which to finish Doctoral Degree shall be four (4) years. However, a student is given a two-year grace period. But if he fails to enroll within the grace period, the credits earned becomes stale thus shall be repeated.

#### **4.8 Honorable Dismissal**

##### **Denial of Honorable Dismissal**

A student who is under suspension or who has been expelled shall not be issued an honorable dismissal. Should he be permitted to obtain his Official Transcript of Records or Certification of Grades, a statement of the disciplinary action taken shall be indicated on the said documents.

#### **4.9 Student Record-Registrar**

Student record is strictly confidential and access to it is limited to:

**4.9.1** the student concerned

**4.9.2** his parent or guardians

**4.9.3** the proper university authorities in connection with the performance of their duties.

#### **4.10 Academic Honors and Awards**

Students with excellent academic performance graduate with honors. Below is the list of the academic honors, together with the grade point average (GPA) required.

##### **Honors in the Graduate Level**

President's List	1.1-1.12 with no grade lower than 1.5
Dean's List	1.13-1.25 with no grade lower than 1.5

**Honors in the Undergraduate Level**

<b>Latin Honors</b>	<b>With no grade lower than 84</b>
Summa Cum Laude	96 - 100
Magna Cum Laude	93 - 95
Cum Laude	90 - 92

Academic Distinction	90 or higher with no grade lower than 80
With Merit	88-89 with no grade lower than 80

**4.11 Graduation Requirement**

A student to be recommended for graduation shall have satisfied all the requirements prescribed for his course.

**4.12 Register of Candidates**

During the first three weeks after the opening of classes in each semester, the Dean shall certify to the Registrar the enrolment of prospective graduating students. The Registrar shall examine the academic record of each candidate to ascertain whether the candidate has fulfilled all requirements which qualify him to be a candidate for graduation. After the Prelims, the Registrar shall publish a complete list of duly qualified candidates for graduation. The Registrar shall inform the Deans of the deficiencies of their student

**a. Date of Graduation**

The date of graduation that shall appear in the student's records shall be the date of their commencement exercises. For those who satisfy all requirements for graduation during periods 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.

**b. Issuance of Official Transcript of Records**

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

# STUDENT SERVICES AND WELFARE PROGRAMS





## *IV. Student Services and Welfare Programs*

### **A. SCHOLARSHIPS AND FINANCIAL ASSISTANCE PROGRAM**

Scholarship grants and all other forms of financial assistance shall be awarded in accordance with pertinent rules and regulations. To provide incentives to the academically gifted youth and to help the financially needy but qualified students to pursue higher education, the following schemes will be implemented. If a student is a recipient of two or more scholarship grants, he/she shall be required to choose only one.

#### **1. University-Based Scholarship**

##### **1.1 Entrance Scholarship**

This shall only apply during the first semester of studies and does not apply to succeeding semesters.

##### **a. Entrance-100%**

Valedictorians who are graduates of public and recognized private high schools as certified by the head of institution shall be entitled to a 100% discount on selected Fiduciary Fees.

##### **b. Entrance-50%**

High School Salutatorians shall be entitled to a 50% discount on selected Fiduciary Fees.

##### **c. Entrance-25%**

Freshmen whose general average is 90% or higher shall be entitled to 25% discount on selected Fiduciary Fees.

##### **1.2 Academic Scholarship**

For those who are able to maintain a general average of 90% - 94% shall have 50 % discount, 94.1% and above shall have 100% discount on selected items in the fiduciary fees.

##### **1.3 Athletic Scholarship Program**

- Medalist in the National SCUAA or Palarong Pambansa
  - 100% discount on selected items in the Fiduciary Fees.
- Participants in the National SCUAA or Palarong Pambansa
  - 75% discount on selected items in the Fiduciary Fees.

- Participants in the Regional SCUAA or CAVRAA Meets
  - 50% discount on selected items in the Fiduciary Fees.
- Athletes who are members of the University Varsity, irrespective of team, with a certification from the sports director shall be entitled to 25% discount on selected items in the Fiduciary Fees.

#### **1.4 Employees Scholarship Program**

Children of regular employees are entitled to a 100% discount on selected items in the Fiduciary Fees. (From undergraduate level to graduate school including, College of Medicine, College of Law)

Regular employees who enrol in CSU shall be entitled to the same discount of selected fiduciary fees.

#### **1.5 Campus Publication**

Members of the Editorial Board of the Campus Publication shall be entitled to the following discounts on Fiduciary Fees:

<b>Editor-in-Chief</b>	100% discount
<b>Other active members of the Editorial Board</b>	50% discount

#### **1.6 University Student Government Officers Scholarship**

Officers of the University Student Government shall be entitled to the following discount on selected fiduciary fees.

<b>USG President</b>	100% discount
<b>USG Vice President/Senators</b>	100% discount
<b>Governors</b>	100% discount

#### **1.7 ROTC Scholarship**

Key ROTC Officers are entitled to a 100% discount on selected items in the Fiduciary Fees.

#### **1.8 Socio-Cultural Scholarship**

A monthly allowance of P600.00, P400 or P300 is given depending on the performance of the student.

### **Student Assistants**

Poor but deserving students are given opportunities to work during their vacant time 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.

**NOTE:** Since Scholarship providers - both government and private agencies/institutions and individuals do not permanently or regularly extend scholarship grants to the University, interested students are advised to visit the Office of Student Services and Welfare or be watchful of posted announcements for any updates regarding scholarships.

## **B. CO - CURRICULAR PROGRAMS**

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

- Their attendance and participation, if officially sanctioned, shall excuse them from attending classes and fulfilling other requirements of the university but such shall be their own personal responsibility.
- If officially permitted, their attendance/participation shall be recognized.
- Their participation shall be subject to university regulations on the protection of life and property and the assurance of the continuity of the educational process.

Co - curricular activities where students can participate in: leadership training team buildings, social, etc.

### **1. STUDENT ORGANIZATION**

The University provides avenues in the establishment of different students clubs and organizations within the University in order to enhance the growth of students as individuals and members of the academic community. It likewise complements the academic and curricular growth and development of the students with students' projects and activities such as trainings, group meetings, quiz bees and the like.

#### **1.1 Student Government**

The official collective participation of students in the formulation and application of institutional policy relative to the academic and student affairs shall be through the University Student Government.

The student government covers the following:

1. University Student Government (USG)
2. Campus Student Government (CSG)
3. College Student Government (CoSG)
4. Classroom Student Government (ClaSG)

Being an inherent organization of the University, the USG shall no longer seek accreditation from the Office of the Students Services and Welfare (OSSW), however, the Student Governments must submit an accomplishment report and statement of accounts to the OSSW every end of the school year as a requirement in the signing of student clearance.

### **1.2 Specialized Clubs/Organizations**

Specialized Clubs include all organizations outside the student government organizations. These organizations and clubs must apply for accreditations or annual re-accreditation at the Office of Student Services and Welfare, the deadline of which is annually set on the last Friday of July.

## **2. ACCREDITATION**

All minor/specialized organizations are subject to accreditation by the OSSW every school year.

## **3. RENEWAL OF ACCREDITATION**

Accreditation shall be renewed on a yearly basis.

## **C. STUDENT FUND**

### **1. SOURCES**

#### **1.1 Primary Source of Fund**

The student government organizations and the student publication funds are integrated in the fiduciary fees paid upon enrolment by every student in the University, which amount are duly approved by the Board of Regents.

#### **1.2 Other Sources of Fund**

##### **1.2.1 Membership Fee**

As may be provided for in the Constitution and By-Laws, the accredited student organizations may collect a reasonable membership fee from its members, provided, however, that collections made for the purpose are duly received by the treasurer of the organization.

##### **1.2.2 Fund-Raising Activities**

These refer to monies collected from the advertisements, sales of tickets or other similar fund raising activities. Such collections shall be duly approved by the University President through the

Director of Student Services and Welfare and the Campus Executive Officers upon the request of the College Dean, the Adviser, the President of the Student Government Organizations and the Editor-in-Chief of Student Publication subject to proper accounting procedures.

## **2.0 COLLECTION/DEPOSIT SYSTEM**

### **2.1 Collections**

2.1.1 The student government, through the Finance Division of the University shall be responsible for the collection of the student fees and shall issue receipts to acknowledge the payments of students. Collections shall be done during the enrolment period, in collaboration with and under the supervision of the University Administration.

2.1.2 Funds collected by the University shall be released to the Student Government Organizations and Student Publication upon written request of the President of USG, CSG Governor and Editor-in-Chief duly recommended by the OSSW Director and approved by the University President.

### **2.2 Deposits**

2.2.1 A bank account under the account name of the student government organizations or publication shall be opened where all monies collected for the purpose shall be deposited.

2.2.2 In cases where there are changes in the signatories, concerned officials should immediately inform the bank of said changes.

## **3. DISBURSEMENT SYSTEM**

### **Budget Allocation**

A budget allocation for student activities shall be prepared by:

1. The officials of the University Student Government (USG)
2. The Campus Student Government (CSG)
3. The Student Publication

It shall be duly approved by the members of the Student Government Organizations and Student

Publications and noted by the respective Adviser and the Director of OSSW.

#### **4. BOOKS OF ACCOUNT**

A set of Book of Accounts shall be kept and maintained by:

1. The Financial Secretary of USG
2. The Treasurer of CSG
3. The Managing Editor of the University Publication
4. Treasurer of the College Student Government.

The Books of Accounts consist of Receipts Book, Disbursements Book, Cash Book and Cash Advances. The Organizations shall also maintain a list of existing properties of each Organization.

### **D. STUDENT ACTIVITIES**

#### **1. General Guidelines**

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

- 1.1** All co- curricular activities undertaken by student government and accredited organizations/clubs in any college/ campus of the university must be registered at the corresponding Office of Student Services and Welfare where the activity will be undertaken.
- 1.2** A letter of request noted by the organization adviser sponsoring any affair in the campus and properly endorsed by the college dean shall be filed at the Office of Student Services and Welfare at least one (1) week before any student activity for proper endorsement to the Campus Executive Officer.
- 1.3** All requests to hold University-wide student activities must be properly signed by student officers and noted by the organization adviser. Applications and requests should be properly endorsed by CEOs and approved by the University President through the recommendation of the Director of Student Services and Welfare.

- 1.4 The faculty adviser of an organization must attend any activity or gathering that is held after 5:00 o'clock P.M. on weekdays or on Saturdays or holidays.
- 1.5 The University President through the recommendation of the Director of the Student Services and Welfare should approve all university-wide convocations, symposia, meetings and other activities sponsored by the University Student Government (USG).
- 1.6 Campus convocations, symposia, meetings and other activities sponsored by the Campus Student Government (CSG), College Student Government (ColSG), Classroom Student Government (ClaSG), and other accredited organizations, high school and college should be coordinated with the Campus Executive Officer or College Dean through the recommendation of the OSSW Campus Coordinator.
- 1.7 Any act of subversion, affiliation with and participation in subversive movements, local, national or institutional strikes, rallies, demonstrations against the government and the university is prohibited.
- 1.8 The use of the University facilities and other resources shall be on protocol basis.

## **2. Specific Activities**

All meetings, field trips, industrial visits or social function of students held inside or outside the campus shall have prior recommendation by the Director of Student Services and Welfare and approved by duly constituted authorities.

### **2.1 Special Programs**

The student government and other accredited student organizations can hold a special program, symposium, debate or discussion of some public issues, provided however, that such request shall follow the approved calendar of university activities.

### **2.2 University Calendar of Student Activities.**



All accredited student clubs and organizations and the student government will have to submit to the university through the Office of Student Affairs an annual Calendar of Student Activities, which will have to be compiled by the Office of Student Services and Welfare. This Calendar of Student Activities should follow strictly the rules pertaining to the conduct of student activities by the students. Such calendar will have to be approved by the President through the Office of the Vice President for Academic Affairs as endorsed by the Director of Student Services and Welfare. No group of students can carry out an activity or implement a project if it is not included in the Calendar of Activities of the university.

### **2.3 Use of University Premises and Facilities**

The use of the university premises and facilities shall have prior approval from the President of the University or any of his authorized representatives through the Director of Student Services and Welfare. Only accredited student clubs and organizations are entitled to the use of all available facilities. The officers of the concerned student organizations shall be responsible for the damages to university properties and facilities incurred during such student activities.

### **2.4 Chaperonage**

All students joining dances, picnics, excursions, student group activities and other social functions shall be properly chaperoned by the faculty advisers of the club or organization. The organization adviser has the responsibility of chaperoning such activities of students. A waiver or parental consent should be presented to the College Dean or Campus Executive Officer when activities are to be conducted outside the university.

### **2.5 Faculty Adviser.**

All curricular, co-curricular and extra-curricular activities of the students shall be under the supervision of the faculty adviser/s. All

designated faculty adviser/s shall be present in all affairs of the student organization they supervise. All decisions affecting the conduct of the activity shall bear the approval of the faculty adviser/s.

**3. Participation to Congress, Conferences, Trainings, Other Activities**

Any student government and accredited organization may recommend a deserving student leader to the Office of the President through the Office of Student Services and Welfare to participate in any congress, seminar, conference, training or meeting that has relevance to his present position or development upon the availability of the student development fund or the financial capability of the said organization.

**4. Posting and Information Drives**

The following guidelines shall be followed in posting or making announcements:

- 4.1 All school- related postings and announcements should be approved by College Deans and/or Campus Executive Officers through the Office of Student Services and Welfare and are allowed only in prescribed areas and bulletin boards. Printed walls, doors, posts and tree trunks shall not be used for posting anything.
- 4.2 Commercial advertisements as well as political, controversial, litigious, subversive, seditious and contentious postings inside the campus are prohibited. Students caught defying said policy would be dealt with accordingly.
- 4.3 The standard duration of any posting is one week and in cases when certain organizations wish to extend the specified time, the Office of Student Services and Welfare shall first approve a written request for extension.

**5. STUDENT PUBLICATION**

The University shall encourage student publications in order to enhance the writing skills of students and to foster freedom of the press according to the principles of responsible campus journalism. Each campus may publish a paper upon the approval of the University President through the Director of Student Services and Welfare. Such publications shall be

supported by the additional funds collected from the students of the unit/ college, in which the increase of fees shall be subjected to the approval of the Board of Regents.

# RIGHTS, DUTIES, AND RESPONSIBILITIES OF STUDENTS



## V. *Rights, Duties and Responsibilities of Students*

### A. **Protection of Student Rights**

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

### B. **Duties and Responsibilities of Students**

Every student in the University shall:

1. Strive to lead an upright and useful life;
2. Exert his utmost to develop his potentials for service through the pursuit of an education suited to his 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; and,
7. Exercise his rights with responsibility and with due respect for the rights of others.
8. Have the right to receive primarily through competent instruction, relevant quality education in line with national goal and conducive to their field development as person with human dignity.
9. 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.
10. Have the right to school guidance and counseling services for decisions and selecting in the alternatives in fields of work suited to his potentialities.
11. Have the right of access to his school records, the confidentiality of which the school shall maintain and preserve.

12. Have the right to insurance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within 30 days from request.
13. Have the right to publish student newspaper and similar publication, as well as to invite the resource person during assemblies, symposia and other activities of similar nature.
14. 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 school and the institutions.
15. Have the right to form, establish, join and participate 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 proposes not contrary to law.
16. Have the right to be free from involuntary contributions except those approved by their own organization or societies.
17. Exert his utmost to develop his potentialities for service, particular undergoing and education suited to his abilities in order that he may become and asset to his family and the society.
18. Uphold the academic integrity of the school, endeavor to achieve academic excellent and abide the rules regulations governing this academic responsibilities and moral integrity.
19. Promote and maintain the peace and tranquility of the school by observing the rules and discipline by exerting efforts to attain harmonious relationship with fellow students, teaching and academic staff and other personnel.
20. Participate in activity in civic affairs and in the promotion of the general welfare, particularly in the social, economic, and cultural development of his community and in the attainment of a just, compassionate and orderly society.
21. Exercise his right responsively in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.

# STUDENT CONDUCT AND DISCIPLINE



## *VI. Student Conduct and Discipline*

### **A. Student Attire**

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

#### **1. Gentlemen**

**1.1** A plain white polo shirt with the University logo printed on the left pocket, white undershirt, black slacks, and dark leather shoes on Monday to Friday except on a Wednesday.

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

#### **2. Ladies**

**2.1** White long-sleeved blouse, checkered gray and blue, pleated skirt and tie, and 2 inches heeled closed black shoes on Mondays to Fridays except Wednesday. The length of skirt should be one or two inches below the knee.

**2.2** Unnecessary accessories are prohibited.

**2.3** Pregnant women shall wear their school uniform in maternity cut/design at least during the third month of their pregnancy.

### **B. Guidelines**

**3.1** Students should attend classes in their prescribed uniform set by the university.

**3.2** Organizational shirt paired with long pants shall be worn to school on Wednesdays. Meanwhile, decent and appropriate attire shall be worn during Saturdays.

**3.3** The uniform must be worn in and off campus activities, which are part of the course requirements such as observation, practice teaching, parades and the like unless specified otherwise. Practicum uniforms of similar courses shall be the same in all campuses.

**3.4** 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/Coordinator to be coordinated with the Campus Executive Officer (CEO) and the Guard-on-Duty.



- 3.5 P.E. uniform shall be worn only during Physical Education (PE) classes.
- 3.6 Any student caught violating these policies shall not be admitted by the Guard-on-Duty/teacher concerned during the days the student committed such an offense.

**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 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>LIQUOR AND PROHIBITED DRUGS</b>			
<ul style="list-style-type: none"> <li>• Entering the University under the influence of liquor or intoxicated drink</li> </ul>	10 class days suspension	20 class days suspension	Suspension for one semester
<ul style="list-style-type: none"> <li>• Possessing or selling, liquor or chemicals in any form within the university</li> </ul>	10 class days suspension	20 class days suspension	Suspension for one semester
<ul style="list-style-type: none"> <li>• Possessing, selling, using or taking prohibited drugs in any form within the university</li> </ul>	Dismissal from the University		
<b>MASS ACTION AND SUBVERSIVE ACTIVITIES</b>			
<ul style="list-style-type: none"> <li>• Joining unapproved mass actions, subversive activities or instigating rallies, strikes, boycotts, demonstrations and other forms of unapproved group</li> </ul>	30 class days suspension	Suspension for one semester	Dismissal from the University

<p>action, which create disorder in the university</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Unauthorized posting of any printed material</li> <li>• Organizing and joining any organization not accredited by the University or fraternity, sorority, subversive groups which create disorder and disciplinary problems to the University</li> <li>• Disrupting classes and barricading the University entrance and other places in the University</li> <li>• Any act which tarnishes the name of the University or any violation of the laws of decency</li> </ul>	<p>30 class days suspension</p> <p>warning</p> <p>30 class days suspension</p> <p>30 class days suspension</p> <p>Dismissal from the University</p>	<p>Suspension for one semester</p> <p>Suspension for 10 class days</p> <p>Suspension for one semester</p> <p>Suspension for one semester</p>	<p>Dismissal from the University</p> <p>Suspension for 30 class days</p> <p>Dismissal from the University</p> <p>Dismissal from the University</p>
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<b>DEADLY AND DANGEROUS WEAPONS</b>			
<ul style="list-style-type: none"> <li>• Unauthorized possession of deadly bladed weapons within the university premises</li> <li>• Unauthorized possession of fire-arms and explosives within the school premises</li> </ul>	<p>10 class days suspension</p> <p>Dismissal from the university</p>	<p>20 class days suspension</p>	<p>30 class days suspension</p>
<b>EXTORTION/ BRIBERY</b>			
<ul style="list-style-type: none"> <li>• Forcibly giving or asking money from anybody or any act of bribery to gain favor in violation of standard instruction</li> </ul>	<p>10 class days suspension and payment of damages</p>	<p>20 class days suspension and payment of damages</p>	<p>30 class days suspension and payment of damages</p>
<b>VIOLENCE, PHYSICAL ASSAULT OR INJURY</b>			
<ul style="list-style-type: none"> <li>• Fighting within the University premises</li> <li>• Resorting to any act of violence that results to grave and serious injury</li> <li>• Any act of violence that result to death</li> <li>• Bringing “trouble makers” within the university premises for purposes of committing a crime of felony</li> <li>• Gross misconduct and unruly behavior during student meetings, assemblies and programs</li> <li>• Any other misbehavior or misconduct which may endanger or threaten the health or safety of an individual in the university</li> </ul>	<p>5 class days suspension</p> <p>10 class days suspension</p> <p>expulsion from the University</p> <p>15 class days suspension</p> <p>10 class days Suspension</p> <p>15 class days Suspension</p>	<p>10 class days suspension</p> <p>20 class days suspension</p> <p>20 class days suspension</p> <p>20 class days suspension</p> <p>30 class days suspension</p>	<p>20 class days suspension</p> <p>30 class days suspension</p> <p>suspension for one semester</p> <p>30 class days suspension</p> <p>Suspension for one semester</p>

<p>premises or which may adversely affect students' welfare as members of the academic community</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>Dismissal from the University</p>		
<b>STEALING</b>			
<ul style="list-style-type: none"> <li>• Stealing any property within the University</li> <li>• Illegally picking fruits, flowers, and any other produce which are within the University premises</li> </ul>	<p>20 class days suspension and replacement of stolen item</p> <p>Planting 5 trees/plants</p>	<p>45 class days suspension and replacement of the stolen item</p> <p>Replacement of tree/plant by planting 10 trees/ plants and 15 class days suspension</p>	<p>Suspension for one semester and replacement of the stolen item</p> <p>Replacement of tree/plant by planting 30 trees/ plants and 30 class days suspension</p>
<b>SLANDER, LIBEL, RUMOR MONGERING</b>			
<ul style="list-style-type: none"> <li>• Circulating written or oral and/or publishing false, derogatory, vulgar, defamatory, slanderous, and libelous words, statements, remarks against any student, faculty or employee</li> <li>• Grossly disrespecting in words or in deeds or molesting any student, faculty, or employee by</li> </ul>	<p>Minimum of 10 days suspension depending on the severity of the action</p> <p>Minimum of 10 days suspension depending on the</p>	<p>30 class days suspension</p> <p>30 class days suspension</p>	<p>Suspension for one semester</p> <p>Suspension for one semester</p>

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contempt, ridiculing, mocking or instigating a quarrel	severity of the action		
<b>SCANDALOUS ACTS</b>			
<ul style="list-style-type: none"> <li>Acts of lasciviousness and indecent acts done publicly inside and outside the University</li> <li>Sexual Harassment in any form, as defined according to R.A. 7877</li> </ul>	<p>Suspension for one semester</p> <p>Dismissal from the University</p>	Dismissal from the University	
<b>VANDALISM/ LITTERING</b>			
<ul style="list-style-type: none"> <li>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 others, 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</li> <li>Littering pieces of paper and other materials in the classroom and within the vicinity of the University</li> </ul>	<p>10 class days suspension and payment of damages</p> <p>Warning</p>	<p>20 class days suspension and payment of damages</p> <p>1 class day suspension</p>	<p>30 class days suspension and payment of damages</p> <p>3 class days suspension</p>
<b>ILLEGAL ENTRY AND EXIT</b>			
<ul style="list-style-type: none"> <li>Caught in entering and</li> </ul>	5 class days suspension	10 class days suspension	20 class days Suspension

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exiting in the campus using illegal routes			
<b>INTELLECTUAL DISHONESTY, CHEATING, PLAGIARISM</b>			
<ul style="list-style-type: none"> <li>Plagiarism</li> </ul>	10 class days suspension	30 class days Suspension	Dismissal from the University
<ul style="list-style-type: none"> <li>Intellectual dishonesty, cheating in examinations and taking the possession of or passing exam leakages and taking exams by proxy</li> </ul>	A failing grade for the test, quiz, term paper, thesis, etc.	A failing grade for the subject and suspension for the rest of the semester	Dismissal from the University
<b>FALSIFICATION OF RECORDS, DOCUMENTS AND CREDENTIALS</b>			
<ul style="list-style-type: none"> <li>Forging, falsifying, or tampering university records, documents, or credentials, or knowingly furnishing the university with false fraudulent information in connection with an official document</li> </ul>	30 class days suspension	Suspension for one semester	Dismissal From the University
<ul style="list-style-type: none"> <li>Entering the campus with fake, tampered or borrowed ID</li> </ul>	5 class days suspension	10 class days suspension	30 class days suspension
<b>MALVERSATION OF FUND BY ANY STUDENT, ORGANIZATION, CLASS OR GROUP</b>			
<ul style="list-style-type: none"> <li>P2000 and below</li> </ul>	10 class days suspension and payment of the amount	15 class days suspension and payment of the amount	30 class days suspension and payment of the amount
<ul style="list-style-type: none"> <li>P2001- P5000</li> </ul>	15 class days suspension and payment of the amount	30 class days Suspension and payment of the amount.	Suspension for one semester and payment of the amount

<ul style="list-style-type: none"> <li>• P5000- Above</li> </ul>	Suspension for one semester and payment of the amount	Dismissal from the University and payment of the amount	
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**E. MINOR 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	warning	5 class days suspension	10 class days suspension
2. Distributing and selling objects, pictures and literature that is pornographic in nature.	warning	10 class days suspension	20 class days suspension
3. Not wearing of ID and prescribed uniform inside the campus	reprimand	5 class days suspension	10 class days suspension
4. Misrepresentation of the university like using the name of the University in illegal solicitations	10 class days suspension	15 class days suspension	20 class days suspension
5. Unauthorized use of the university facilities	3 class days suspension	5 class days suspension	10 class days suspension
6. Unauthorized assembly of students even in small groups within the university during class hours.	3 class days suspension	5 class days suspension	10 class days suspension
7. Gambling inside the campus with or without cash except authorizes bingo socials	3 class days suspension	5 class days suspension	10 class days suspension
8. Undue noise or disturbances in classrooms, library, quarters and other places within the University	3 class days suspension	5 class days suspension	10 class days suspension

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9. Sleeping, cooking and doing toilet necessities in unauthorized places	3 class days suspension	5 class days suspension	10 class days suspension
10. Unauthorized selling of tickets, and/or initiating or participating in fund raising campaigns without prior authorization/ approval from designated university authorities and officials	10 class days suspension	15 class days suspension	30 class days suspension
11. Having long hair and wearing earrings for male inside the school premises	Warning	5 class days suspension	10 class days suspension



# GUIDANCE SERVICES



## VII. Guidance Services

### A. RATIONALE

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

In view of the main objective of the University, the CSU Guidance and Counseling Center has been created primarily to offer various services aimed at developing students' potentials and helping them in making 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-up individuals have called for an urgent attention of the University to ensure a functional and operational Guidance Program deemed necessary to alleviate if not to rescue the students in need of professional help or assistance.

Such helping relation between the counselor and the counselee is established through the Guidance Program is significant to attain the students' self-realization of their personhood demonstrating a mature and responsible behavior during and after their stay at the University.

### B. GOALS

The Guidance and Counseling Center, being one of the major areas of the Student Services, assists the University Academic Community in realizing its mission statement embodied in the University Code "To provide advanced instruction in the Arts, Agriculture and Natural Sciences as well as in Technological and professional fields."

The Center helps in the attainment of the University's mission through the implementation of a Guidance and Counseling Program that includes services and activities designed to promote the holistic approach to personal growth and development of the students.

The Guidance program employs techniques and approaches through which the individual's potentials, skills and experiences will reach an optimum actualization full integration.

### C. GENERAL OBJECTIVES:

1. To implement a program aimed at addressing the students' mental, vocational, social, moral and psychological needs;

2. To increase the students' knowledge of themselves and others and eventually eliminate self-defeating attitude and behaviors; and
3. To assist the students in recognizing their potentials, talents and skills to become mature, responsible and purpose-driven members of the community.

#### **D. SPECIFIC OBJECTIVES:**

1. To assist students in understanding, accepting and have a sense or worth through interview, information and counseling;
2. To enhance the students' self-awareness and self-disclosure and to facilitate healthier and better relationship with others;
3. To obtain an objective and honest profile of the student's ability, aptitude, achievement, interests, personality needs and traits, values, etc. through testing;
4. To provide a venue for individual and group learning through growth sessions and counseling;
5. To obtain necessary information about the students' career, chosen world of work, and career development through follow-up, placement and career guidance services;
6. To establish a collaborative and close relationship with other members of the academic community in helping the students maximize their giftedness and gain insights necessary in finding their rightful place in life; and
7. To come up with research output based on tests results conducted assessing the students' personality needs and abilities as an avenue to further curriculum development, relationships and services of the University.

#### **E. GUIDANCE AND COUNSELING PROGRAM**

The Guidance and Counseling Program of Cagayan State University is a centralized one. 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 different licensed/registered guidance counselor assigned to the different campuses of Cagayan State University in the province of Cagayan.

The Guidance Staff meets every quarter at the Guidance Center at the Central Administration Building CSU Andrews Campus, Caritan, Tuguegarao City.

The general guidance 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.

## F. GUIDANCE SERVICES

### 1. TESTING

#### **College Admission Test**

This service involves the conduct of examination among in-coming first year college and transfer students.

#### **Psychological Test**

This service is geared at determining the students' aptitude, abilities, values, personality, interest, etc. as basis for better understanding and the kind of guidance to be extended to the students.

The testing service is also conducted for admission, placement, scholarship and research purposes.

### 2. INFORMATION

Specifically, the following Services are offered under the Information Service:

- 1) Orientation (for Freshmen and Transferees)
- 2) Growth Sessions
- 3) Employment Counseling Seminar
- 4) Job Fair
- 5) Career and School Campaign
- 6) Printed Information and Announcements
- 7) Forum

### 3. COUNSELING

This service is the heart of the Guidance program. It is aimed at empowering every student who seeks for help and guidance to arrive at a wiser decision.

#### **Types of Counseling Services**

1. Group Counseling
2. Individual Counseling

3. Special cases counseling

**4. INDIVIDUAL INVENTORY**

This service involves a continuous and cooperative process of accumulating, recording and updating of information of each student for guidance and counseling purposes.

**5. REFERRAL**

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 specific counselors for help. Referral forms are made available at the College Dean's office for ready use of everybody.

**6. CAREER GUIDANCE**

This service is conducted through the assistance given to the students in relation to their educational and vocational undertakings.

The following are specific services offered for career guidance.

- 1) Initial Interview
- 2) Exit interview
- 3) Terminal Interview
- 4) Parent's interview
- 5) Activities in collaboration with the department of labor and Employment(DOLE),Professional Regulation Commission(PRC) Region 02,Department of Education (DepEd) and the commission on Higher Education (CHED).

**7. EVALUATION**

This service is offered to determine whether the services offered have attained their objectives and whether the needs of the clientele are met and to gauge whether the staff have satisfactorily performed their functions.

Specific Evaluation forms are designed for each guidance service.

# SUPPORTIVE AUXILIARY ASSISTANCE PROGRAM



## *VIII. Auxillary Assistance Program*

### **A. Food Services Services**

- Several food stalls are located with the university premise, which ensure a variety of food services for lunch, snacks and dinner of the students and employees
- The University canteen and the various food stalls within the university also provide catering services.

### **B. Health Services Services**

- Handles simple, uncomplicated and stable medical conditions.
- Engages in preventive-promotive activities such as physical, medical and dental examinations.
- Renders diagnostic and treatment services.
- Attends to accidents and emergencies.
- Refers cases to hospitals.
- Provides assistance in the screening of prospective freshmen students of the university.
- Conducts medical examinations to students who will be employed in their Supervised Industrial training or On-the-Job Training.

### **C. Student Housing 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 putting them close to the school buildings and libraries.
- To provide and manage activities and services inculcate habits, attitudes, values of healthful living, efficient home management, good social relationship and responsiveness among students.
- To ensure that students in residence in halls within and outside the vicinity of the university are residing in safe and sanitary housing conditions.

### **Services**

- 1.1 Operation of student residence halls for students wishing to be housed within the campus in the duration of their stay in the university.
- 1.2 Priority is given to freshmen and students from more distant homes, coming from low-income brackets those who apply earlier.
- 1.3 Board of logging free is to determined by the university administration as per approval of the Board of Regents.

#### **D. University/ Campus Libraries**

##### **Services**

- Acquire and organize book and other library resources in line with the demands of the curriculum and the needs of the students;
- Provide adequate, technical and specialized study materials needed to keep the faculty abreast with the modern trends in their field of specialization;
- Guide the students in their choice of books of learning;
- Bring students in the proper use of library resources; and
- Train students to become more critical with current issue developments



## *Definition of Terms*

**Act of lasciviousness** - any act which is lustful or excites sensual emotions.

**Act of bribery** - a student gives either personally or through another gifts or presents in exchange of academic favor or one accepts offers on promises.

**Attempted robbery** - a robbery is attempted where there is an intervention of a foreign or extraneous cause between the beginning of the commission of the crime and the moment when all of the acts have been performed and the offender does not arrive at the point of performing all of the acts which should produce the crime. He is stopped short of that point by some cause apart his voluntary desistance.

**Attempted theft** - a theft is attempted where there is an intervention of a foreign or extraneous cause between the beginning of the commission of the crime and the moment when all of the acts have been performed and the offender does not arrive at the point of performing all of the acts which should produce the crime. He is stopped short at that point by some cause apart from his voluntary desistance.

**Consummated robbery** - the consummation of the crime of robbery takes place upon voluntary and malicious taking of the property belonging to another which is realized by the material occupation of the thing whereby the robber places it under his control and in such a situation as he could dispose it at once.

**Consummated theft** - the consummation of the crime of theft takes place upon voluntary and malicious taking of the property belonging to another which is realized by the material occupation of the thing whereby the thief places it under his control and in such a situation as he could dispose it at once.

**Deadly weapon** - anything that may render harm to person/s and/or property

**Derogatory remarks** - anything offensive remark against a person.

**Drunkenness** - a person is said to be drunk when he is under the influence of intoxicated beverages regardless of the amount of beverage taken.

**Expulsion** – the act of driving out any student from the University. Any student who is expelled is no longer eligible to enroll in any college/campus in the University.

**Felony** – any crime of a more serious nature than a misdemeanor.

**Flagrant indecency** – heinous, notorious or scandalous

**Frustrated robbery** – when the offender performs all the acts of execution which should produce robbery as a consequence but which, nevertheless, do not produce it by reason of causes independent of the will of the perpetrator.

**Frustrated theft** – when the offender performs all the acts of execution which should produce theft as a consequence but which, nevertheless, do not produce it by reason of causes independent of the will of the perpetrator.

**Illicit relations** – existence of unlawful not permitted relationship: relation outside marriage.

**Indecent act** – any act which is lewd, obscene or grossly vulgar, or which violates the proprieties of language or behavior.

**Littering** – the act of scattering in a careless manner.

**Physical injury** – an injury sustained by a person who is wounded.

**Robbery** – a crime committed by a person who, with intent to gain, takes any personal property belonging to another by means of violence against or intimidation of any person, or using force upon anything. (Art. 293, Rev. Penal Code)

**Scandalous disturbance** – any reprehensible word or deed that offends public conscience.

**Theft** – a crime committed by a person who, with intent to gain but without violence against or intimidation of any person, nor force upon things, takes personal property of another without that latter's consent (Art. 308, Rev. Penal Code).

**References:** *Reyes, Luis B., The Revised Penal Code (Criminal Law), Rex Book Store, March 1997, Webster Dictionary*

# CITIZENS CHARTER: A GUIDE TO SCHOOL PROCEDURES AND PROCESSES

## *STUDENT RECORDS MANAGEMENT*

### FOR REGISTRATION (New Freshman)

Availability of Service: 8:00am -5:00 pm during enrolment period for the school year

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under normal circumstances)	PERSON IN CHARGE	FEES	FORM/S
1	Submits admission requirements (Admission Test Result, HS card, photocopy of NSO birth certificate, Personal Profile Form and Subject Advising Form)	Accepts and verifies as to completeness of documents	1-2 minutes	Clerk	None	Admission Test Result, High School card (Form 138), photocopy of NSO birth certificate, Personal Profile Form, Subject Advising Form
2	Gets Enrolment Form	Process subject advising form and prints Enrolment Form	1 minute	Clerk	None	Student Advising Form (SAF), Enrolment Form
3	Proceeds to Cashier and pay fees					
<b>*End of Procedure*</b>						

### FOR REGISTRATION (Transferees)

Availability of Service: 8:00am -5:00 pm during enrolment period for the school year

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under normal circumstances)	PERSON IN CHARGE	FEES	FORM/S
1	Submits admission requirements (Admission Test Result, Transfer Credentials, photocopy of NSO birth certificate, Personal Profile Form and Subject Advising Form)	Accepts and verifies as to completeness of documents	1-2 minutes	Clerk	None	Admission Test Result, Transfer Credentials, photocopy of NSO birth certificate, Personal Profile Form, Subject Advising Form
2	Gets Enrolment Form	Processes subject advising form	1 minute	Clerk	None	Student Advising Form (SAF),

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		and print Enrolment Form				Enrolment Form
3	Proceeds to Cashier and pay fees					
<b>*End of Procedure*</b>						

**REQUEST FOR TRANSCRIPT OF RECORDS (First Issuance)**

Availability of Service: 8:00am -5:00 pm , Monday to Friday

<b>STEP</b>	<b>CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY (Under normal circumstances)</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>FORM/S</b>
1	Request for Document Request Form (DRF) and Terminal Clearance Form and accomplish them	Provide the Document Request Form and Terminal Clearance Form	1 minute	Clerk	None	Document Request Form, Terminal Clearance Form
2	Submit accomplished DRF and Clearance	Receive DRF and Clearance, verify for completeness and check status of client record	2 – 3 minutes	Clerk	None	DRF., Terminal Clearance
3	Receive DRF with assessed payment and pay to the Cashier	Indicate in DRF assessed fees	1 minute	Clerk	None	DRF
4	Return DRF and submit official receipt (OR) of payment to Registrar	Indicate in DRF the date for client to pick-up Official Transcript of Records	1-2 minutes	Records-in-Charge	None	Official Transcript of Records
5	Retrieves DRF and return on the scheduled date to pick-up OTR	Return to client the DRF	1 minute	Records-in-Charge	None	DRF
6	On the scheduled date, submit the DRF to the Receiving clerk and get OTR	Receives DRF and gives OTR	1-2 minutes	Records-in-Charge	None	Official Transcript of Records
<b>*End of Procedure*</b>						

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**FOR REQUEST FOR TRANSCRIPT OF RECORDS (Re-issuance)**

Availability of Service: 8:00am -5:00 pm , Monday to Friday

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under normal circumstances)	PERSON IN CHARGE	FEES	FORM/S
1	Request for Document Request Form (DRF) and accomplish it	Provide the Document Request Form	1 minute	Clerk	None	DRF
2	Submit accomplished DRF	Receive DRF, verify for completeness and check status of client record	2 – 3 minutes	Clerk	None	Student Advising Form (SAF), Enrolment Form
3	Receive DRF with assessed payment and pay to the Cashier	Indicate in DRF assessed fees	1 minute	Clerk	None	DRF
4	Return DRF and submit official receipt (OR) of payment	Receive DRF and OR and Records-in-Charge prints and signs OTR	3-5 minutes	Records-in-Charge	None	Official Transcript of Records
5	Client waits for OTR	Registrar signs OTR	1 minute	University Registrar	None	OTR
6	Client receives OTR					OTR
<b>*End of Procedure*</b>						

**FOR REQUEST FOR CERTIFICATE OF GRADES**

Availability of Service: 8:00am -5:00 pm, Monday-Friday

STEP	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under normal circumstances )	PERSON IN CHARGE	FEES	FORM/S
1	Pay certification fee to Cashier					
2	Proceed to the Registrar's office, submit official receipt and show student ID	Receives and verifies receipt, retrieves, prints, signs and seals Certificate of Grade	2-3 minutes	Records In-charge	None	Certificate of Grade
3	Receives Certification					

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	of Grades				
<b>*End of Procedure*</b>					

***GUIDANCE AND COUNSELING OFFICE***

**CSU COLLEGE ADMISSION TESTING (CAT) SERVICE**

Schedule of Availability of Service : November-June; September –October for 2<sup>nd</sup> Semester

Clients/Customers : Incoming First Year College Students/Transferees

Requirements : School I.D., Testing Fee of Php 150.00

Processing Time : 2 hours and 15 minutes

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Requests and fills up registration form	Issues registration form	5 minutes		Guidance Staff/Counselor	CSU CAT Registration Form
2	Pays the CAT fee at the Cashier's Office	Issues official receipt to the applicant	3 minutes	P150	Cashier	Official Receipt
3	Gets the schedule of examination at the Guidance Office	Gives the schedule of CAT	2 minutes		Guidance Staff/Counselor	Guidance Logbook
4	Takes the CSU CAT	Administers the CSU CAT and announces the date of release of the CAT the result	2 hours and 5 minutes		Guidance Counselor	CSU CAT Booklet, Answer Sheet
<b>*End of Procedure*</b>						

**INITIAL INTERVIEW SERVICE**

Schedule of Availability of Service : June, July, November and December

Clients/Customers : First Year College and Transferees

Requirements : Initial Interview Form

Processing Time : 8 minutes

STEPS	CLIENT/CUSTOMER	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Informs the Guidance Staff/Counselor of the purpose of the visit	Provides student with Initial Interview Form and instructs/assists him/her to fill up the Initial Interview Form.	2 minutes		Guidance Staff/Counselor	Initial Interview Form
2	Hands in the filled out form to the Counselor and enters the counseling cubicle for interview	Conducts the Initial Interview	5 minutes		College Counselor In-Charge	
3	Signs in the Counselor's	Files the form for profiling	1 minute		College Counselor	Counselor's Logbook

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	Logbook				In-Charge
<b>*End of Procedure*</b>					

**TERMINAL INTERVIEW SERVICE**

Schedule of Availability of Service : October, February and March  
 Clients/Customers : College Graduating Students  
 Requirements : Terminal Interview Form  
 Processing Time : 8 minutes

STEPS	CLIENT/CUSTOMER	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
<b>1</b>	Informs the Guidance Staff/Counselor of the purpose of the visit	Provides the student with Terminal Interview Form and instruct him/her to fill up the Personal background Information of the form	2 minutes		Guidance Staff/Counselor	Terminal Interview Form
<b>2</b>	Hands in the form to the Counselor and enters the counseling cubicle for interview	Conducts the Terminal Interview	5 minutes		College Counselor or In-Charge	
<b>3</b>	Signs in the Counselor's Logbook	Files the form for profiling	1 minute			
<b>*End of Procedure*</b>						

**INTAKE INTERVIEW (COUNSELING) SERVICE**

Schedule of Availability of Service : Year Round  
 Clients/Customers : College Students/Walk-In Clients  
 Requirements : Intake Interview Form  
 Processing Time : 45 minutes -1 hour

STEPS	CLIENT/CUSTOMER	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
<b>1</b>	Informs the Guidance Staff/Counselor of the purpose of the visit	Invites the client inside the counseling cubicle	45 minutes to 1 hour		Guidance Director /Guidance Counselor	Intake Interview Form
<b>2</b>	Undergoes the Counseling Session	Conducts the Intake Interview (Counseling Session)	45 minutes to 1 hour			
<b>3</b>	Signs in the Guidance Director's or Counselor's Logbook	Files the Intake Interview Form for profiling	1 minute			Guidance Director's or Counselor's Logbook
<b>*End of Procedure*</b>						

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**GROWTH SESSION SERVICE**

Schedule of Availability of Service : August – February  
 Clients/Customers : College Students  
 Requirements : Guidance Activity Attendance Sheet, School I.D.  
 Certificates of Participation  
 Processing Time : 1 ½ hours

STEPS	CLIENT/CUSTOMER	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Proceeds to the designated Growth Session Room	Usher the students in the Session Room	2 minutes		Guidance Director /Guidance Counselor/ Guidance staff OJT Students	
2	Participate in the Growth Session	Conducts the Group Growth Session	1 hour and 25 minutes		Guidance Director /Guidance Counselor	Activity Sheets
3	Signs in the Activity Attendance Sheet	Distributes Certificates of Participation	3 minutes		Guidance Director/ Counselor Guidance Staff/OJT students	Attendance Sheet, Certificate of Participation
<b>*End of Procedure*</b>						

**PSYCHOLOGICAL TESTING (FOR CSU STUDENTS) SERVICE**

Schedule of Availability of Service : August – January  
 Clients/Customers : CSU College Students  
 Requirements : School I.D.  
 Processing Time : 20 minutes - 2 hours and 7 minutes

STEPS	CLIENT/CUSTOMER	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Proceeds to the Guidance Testing Room or designated venue for the Psychological test	Gives orientation about the purpose of the test	2 minutes		Guidance Director/ Guidance Counselor	
2	Takes the Psychological Test	Conducts the Psychological Test	20 minutes to 2 hours		Guidance Director /Guidance Counselor	Psychological Test Booklets, Answer Sheets
3	Sign in the Activity Attendance Sheet	Facilitates the signing of the students in the attendance sheet	5 minutes		Guidance Counselor	Attendance Sheet
<b>*End of Procedure*</b>						



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**PSYCHOLOGICAL TESTING FOR EXTERNAL CLIENTS SERVICE : CSU ADMINISTRATORS, CSU FACULTY, CSU ADMINISTRATIVE PERSONNEL, OUTSIDE RESEARCHERS**

Schedule of Availability of Service : Year Round  
 Clients/Customers : Other Clients except the CSU Students  
 Requirements : Agency I.D  
 Processing Time : 20 minutes - 2 hours and 5 minutes

STEPS	CLIENT/CUSTOMER	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Proceeds to the Guidance Testing Room or designated venue for the Psychological Test	Gives orientation about the Psychological Testing	2 minutes		The Guidance Director/ Guidance Counselor	
2	Takes the Psychological Test	Conducts the Psychological Test Assists in the conduct of the Psychological Test	20 minutes to 2 hours		Guidance Director /Counselor OJT Students	Psychological Test Booklets , Answer Sheets
3	Signs in the Attendance Sheet	Gives the Attendance Sheet to the Clients	3 minutes		Guidance Director/ Counselor Guidance Staff	Attendance Sheet
<b>*End of Procedure*</b>						

**FOR PSYCHOLOGICAL TESTING (FOR OUTSIDE CLIENTS) SERVICE**

Schedule of Availability of Service : Year Round  
 Clients/Customers : Outside Clients  
 Requirements : Agency I.D., Letter of Request, Proof of Payment for the Requested Test  
 Processing Time : 20 minutes

STEPS	CLIENT/CUSTOMER	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Gives the Letter of Request to the Guidance Director	Discusses with the client approves/disapproves the request	10 minutes		Guidance Director	Guidance Director's Logbook
2	If the request is approved the client/s pay for the Psychological Testing Fee at the Cashier's Office	Receives and files the Official receipt	5 minutes	P150 per Test	Guidance Counselor/ Guidance Staff	
3	The client gets the schedule and requirement for the conduct of the requested Psychological test and signs in	Gives the Schedule and other requirements for the conduct of the Psychological Test	5 minutes		Guidance Director	

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	the Logbook				
<b>*End of Procedure*</b>					

**REFERRAL SERVICE**

Schedule of Availability of Service : Year Round  
 Clients/Customers : CSU Students  
 Requirements : Referral Form, Request Letter  
 Processing Time : 5 minutes

STEPS	CLIENT/CUSTOMER	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
<b>1</b>	Gives the Letter of Request or fill up the Referral Form and hands in to the Guidance Center/Office	Talks with the client about the referral/request	1 minute		Guidance Director/Guidance Counselor	Referral Form
<b>2</b>	Is informed of the process to be undertaken for the Referral Service	Informs the Client of the process to be undertaken	3 minutes		Guidance Director /Guidance Counselor	
<b>3</b>	Signs in the Guidance Logbook	Asks the client to sign in the logbook and files the referral form.	1 minute		Guidance Director /Guidance Counselor	Guidance Director's /Counselor's Logbook
<b>*End of Procedure*</b>						

**INDIVIDUAL INVENTORY SERVICE**

Schedule of Availability of Service : June, July, August, November and December  
 Clients/Customers : CSU Freshmen and Transfer Students  
 Requirements : Individual Record Form, 2 pcs. 2X2 I.D. Picture,  
 Processing Time : 30 minutes

STEPS	CLIENT/CUSTOMER	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
<b>1</b>	Informs the Guidance Staff present at the Guidance Office of his/her purpose of the visit	Issues an Individual Record Form (IRF) to the student and instructs him/her on the process of filling up the form.	2 minutes		Guidance Director/Guidance Counselor/Guidance Staff	IRF
<b>2</b>	Fills up the IRF	Supervises the filling up of the form	25 minutes		Guidance Director /Guidance Counselor/Guidance Staff	
<b>3</b>	Submits the accomplished form to the Guidance	Checks on the correctness and completeness of the filled up form	1 minutes		Guidance Director /Guidance Counselor/	IRF

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	Director/Guidance Counselor/Guidance Staff				Staff	
<b>4</b>	The student signs in the Logbook	The Guidance Counselor/Staff tells the student to sign in the logbook Files IRF	2minute		Guidance Director /Guidance Counselor/ Guidance Staff	Guidance Logbook
<b>*End of Procedure*</b>						

**EMPLOYMENT AND CAREER SERVICE**

Schedule of Availability of Service : February and March  
 Clients/Customers : CSU College Graduating Students  
 Requirements :School I.D.  
 Processing Time : 2 hours and 30 minutes – 3 hours

STEPS	CLIENT/CUSTOMER	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
<b>1</b>	Proceeds to the forum venue	Ushers the students to enter the forum venue.	5 minutes		Guidance Director/Guidance Counselor/ Guidance Staff	
<b>2</b>	Actively participates in the forum	Conducts the Seminar-Forum  Facilitates and moderates the forum	2 and 15 minutes		Invited Resource Speakers  Guidance Director /Guidance Counselor/ Staff Student Leaders	
<b>3</b>	Signs in the Attendance Sheet and get their Certificate of Participation	Distributes the certificates of participation to the student-attendees	10 minutes		Guidance Director /Guidance Counselor/ Staff	Attendance Sheets Certificates
<b>*End of Procedure*</b>						

**REQUEST FOR CERTIFICATION OF GOOD MORAL CHARACTER**

Schedule of Availability of Service : Year Round  
 Clients/Customers : Undergraduate/Graduate CSU students  
 Requirements :\Official receipt of Payments  
 Processing Time : 7 minutes

STEPS	CLIENT/CUSTOMER	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Informs the guidance counselor/staff of the purpose of the visit	Instructs the client to pay the fee at the cashier's office	1 minute		Guidance Counselor/ Staff	

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2	Pays the Certification fee at the Cashier's Office	Issues the official Receipt for the payment	2 minutes	Php 30.00	Cashier	Official receipt
3	Gives the official receipt to the Counselor-in-charge	Checks for accuracy of data, prints and issues the Certification	2 minutes		Counselor-in charge	Certification of Good Moral Character
4	Receives the Certification and Signs in the Logbook	Assists the client in signing the logbook	1 minute			
5		Counselor files the receipt	1 minute			
<b>*End of Procedure*</b>						

***OFFICE OF STUDENT SERVICES AND WELFARE***

**A. For Student Activities**

STEPS	CLIENT/APPLICANT	SERVICE PROVIDER	DURATION OF ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Submit a request letter to the Office of the President/Campus Executive Officer coursed Vice President for Academics (VPAA) and the Director of Student Services and Welfare.	The OSSW Director endorses the letter of request to the VPAA, with the Director's comments and recommendations.	3-5 working days	OSSW Director	None	None
2	Fill-out the Activity and Facilities Form signed by the organizer, co-signed by the Faculty Adviser (if accredited), or signed by a faculty member and approved by the College Dean (if it is a college or unit that will undertake the activity).	Once the request is approved, the OSSW informs the concerned party; after which is forwarded to the Vice President for Administration (VPA) for approval on the use of the venue requested.	3-5 working days	OSSW Director	None	Activity and Facilities Form
3	Wait for notice	Appropriate action shall be taken by the Vice President for Administration.		Submission of the request form should be at least 10 calendar days ahead of	None	None

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				schedule. Request shall be treated on the first come, first served basis.		
4	Properly manage the equipment/venue requested	Once approved, the VPA issues the go signal	1 day		None	None
<b>*End of Procedure*</b>						

**B.1 Scholarship Application (for new applicants)**

<b>STEPS</b>	<b>CLIENT/APPLICANT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY</b>	<b>FEE</b>	<b>PERSON RESPONSIBLE</b>	<b>FORMS</b>
1	Proceed to the OSSW to apply for scholarship grant.	Grant interviews to applicants	15 minutes – 1 hour	Clerk in charge	None	None
2	Submit requirements	Forward the list of candidates with the requirements (Certification of Grades, Application Letter, Registration forms and other documentary requirements depending on the scholarship applied for to the secretariat of the scholarship provider for their screening.	One month before the start of semester	Clerk in charge	None	Scholarship Application Form
3	Wait for notification posted in roster of scholars	Successful applicants shall be notified about their inclusion in the roster of scholars through poster, bulletin boards and website.	30 minutes – 1 hour	Clerk in charge	None	
<b>*End of Procedure*</b>						

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<b>STEP</b>	<b>CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY (For normal circumstances)</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>FORM</b>
1	Informed of scholarship grants through posted announcements	Posts available scholarship grants with the needed requirements	1 week	Clerk in charge	None	None
2	Submit documentary requirements for scholarship	Accepts documentary requirements for scholarship	1 minute – 2 minutes	Clerk in charge	None	None
3	Wait for the evaluation result of the documents submitted	Checks the completeness and correctness of documents submitted; stamps the Registration form of the student with the type of scholarship availed	2 minutes – 4 minutes	Clerk in charge	None	None
4	Wait for the approval of the scholarship	Evaluates the documents and approves the scholarship to be granted	3 minutes – 5 minutes	OSSW Director	None	None
<b>*End of Procedure*</b>						

**PROCESSING OF SCHOLARSHIP APPLICATIONS**

Schedule of Availability of Service: Week before enrollment or as Scheduled

Clients/Customers: Scholars

Requirements: Certificate/Notice of Award

Processing Time: 42 minutes

<b>STEP</b>	<b>CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY (For normal circumstances)</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>FORM</b>
1	Presents certificate/notice of award to Office of Student Services and Welfare attending officer	Checks papers/credentials presented and gives scholarship form	5 minutes	Office of Student Affairs attending officer	none	<b>Scholarship form</b>
2	Fills out the scholarship form	Advises applicant for appropriate action if she/he is not qualified	5 minutes	Office of Student Services/ Cashier	None	<b>Scholarship form</b>

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3	Seeks signature of OSSW Director	Signs the scholarship form	30 minutes	Scholarship Committee members	None	
<b>*End of Procedure*</b>						

**ACCREDITATION OF STUDENT ORGANIZATION**

Schedule of Availability of Services: University and Colleges Student Councils – last week of April  
 , Other Organizations and interest Groups – 2<sup>nd</sup> week of July  
 Clients/Customer: Officers of student councils and various school organizations  
 Requirements: Complete application papers for accreditation  
 Processing Time: 47 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	PERSON RESPONSIBLE	FEES	FORM
1	Submits application forms with requirements	Checks forms and requirements; if deficient, returns papers for completion	15 minutes	Student Organization President/Advisor	None	<b>Student Organization forms</b>
2	Chair/representative seeks approval of application	Reviews by Accreditation Committee	10 – 15 days	Accreditation Committee	None	
3	Applicant's representative follows up status/approval of application	Approves/disapproves application	3 minutes	Dean of Student Affairs	None	
4	Applicant's representative gets approved/disapproved papers	Should have 1 approved copy received by the organization's representative for office file	2 minutes	Student Organization President/Advisor	None	
<b>*End of Procedure*</b>						

**STUDENT ASSISTANTSHIP**

Schedule of Availability of services: 8:00 A.M. – 5:00 P.M.(Monday – Friday)  
 Clients/Customer: Students  
 Requirements: Application Letter, Request/Recommendation Letter from the Unit Heads, Student Assistant Personal Data Sheet  
 Processing Time: 35 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	PERSON RESPONSIBLE	FEES	FORM
1	Submits application letter, class schedule, ID picture	Receives application letter and checks class schedule and ID picture	5 minutes	OSSW Staff	None	None
2	Waits to be contacted if chosen by a particular unit/office	Screens applicants and recommends to the president those who are qualified	5 – 10 days	OSSW Director	None	None

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3	Follow- up status of application	Advises applicant to wait for the issuance of Special order	5 minutes	OSSW Staff	P50.00	None
4	Secures signed special order	Releases copy of signed special order	5 minutes	OSA clerk	None	None
<b>*End of Procedure*</b>						

**APPROVAL ACTIVITIES OF PERMITS OF STUDENT**

Schedule of Availability of services: Two weeks before the activity

Clients/Costumer: Student Organizations

Requirements: Request for Permit to Conduct Activity (must have liquidated previous activity/ies; attach waivers if after 5:00 P.M., outside CSU and outside Cagayan; attach Budget Plan if it entails expenses; for activities within CSU, must have approval of General Services Office, Administrative Office and Vice President for Administration and Finance to use school facilities

Processing Time: 6 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	PERSON RESPONSIBLE	FEES	FORM
1	Presents complete papers	Checks papers for previous details and signatures	3 minutes	Student Organizations' Coordinator/Clerk	None	Permit to conduct activity
2	a. If activity is co – curricular, applicant obtains endorsement of Office of Student Services and Welfare b. If activity is academic, applicant obtains signature of College Dean and the Vice President of Academic Affairs. c. If activity is outside Cagayan applicant seeks approval of the University President	Endorse the conduct of activity	3 minutes	a. OSSW Director and UPAA b. College Dean and Vice President For Academic Affairs c. University President	None	Permit to conduct activity
<b>*End of Procedure*</b>						



## *Course Offerings*

### **Andrews Campus**

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#### **College of Allied Health Sciences**

Bachelor of Science in Medical Technology

Bachelor of Science in Respiratory Therapy

#### **College of Business, Entrepreneurship and Accountancy**

Bachelor of Science in Legal Management

Bachelor of Science in Business Administration

Bachelor of Science in Entrepreneurship

Bachelor of Science in Accountancy

#### **College of Hospitality Industry Management**

Bachelor of Science in Hospitality Industry Management

#### **College of Law**

Bachelor of Laws/Juris Doctor

#### **College of Teacher Education**

Bachelor of Elementary Education

Bachelor of Secondary Education

Bachelor of Technical Teacher Education

Certificate Program in Teacher Education

#### **Graduate School**

Doctor of Philosophy in Education

Doctor of Philosophy in Public Law

Doctor of Public Administration

Master of Arts in Education

Master of Arts in Guidance and Counseling

Master of Information Technology

Master of Management

Master of Physical Education

Master of Public Administration

Master of Public Health

Master of Science in Information Technology

Master of Science in Psychology

Master of Science in Teaching

Ph. D. in Business Administration (consortium with MBC)

Ph.D. in Development Administration (consortium with MBC)

Ph.D. in Psychology

Ph.D. in Public and Legal Administration

### **Aparri Campus**

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#### **College of Business, Entrepreneurship and Accountancy**

Bachelor of Science in Business Administration

#### **College of Criminal Justice and Administration**

Bachelor of Science in Criminology

Bachelor of Science in Police Administration

**College of Fisheries and Marine Sciences**

Bachelor of Science in Fisheries

**College of Hospitality Industry Management**

Bachelor of Science in Hospitality Industry Management

**College of Information and Computing Sciences**

Bachelor of Science in Information Technology

**College of Teacher Education**

Bachelor of Elementary Education

Bachelor of Secondary Education

**College of Industrial Technology**

Bachelor of Science in Industrial Technology

**Graduate School**

Master in Information Technology

Master of Arts in Education

Ph.D. in Development

**Carig Campus**

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**College of Engineering**

Bachelor of Science in Agricultural Engineering

Bachelor of Science in Civil Engineering

Bachelor of Science in Electrical Engineering

Bachelor of Science in Electronics Engineering

Bachelor of Science in Chemical Engineering

Bachelor of Science in Computer Engineering

**College of Industrial Technology**

Bachelor of Science in Industrial Technology

**College of Arts and Sciences**

Bachelor of Arts in Economics

Bachelor of Arts in English

Bachelor of Arts in Mass Communication

Bachelor of Arts in Political Science

Bachelor of Science in Biology

Bachelor of Science in Chemistry

Bachelor of Science in Environmental Science

Bachelor of Science in Guidance and Counseling

Bachelor of Science in Industrial and Commercial Communication

Bachelor of Science in Mathematics

Bachelor of Science in Physics

Bachelor of Science in Psychology

**College of Human Kinetics**

Bachelor of Science in Physical Education

**College of Information and Computing Sciences**

Bachelor of Science in Computer Science

Bachelor of Science in Information Technology

**College of Medicine**

Doctor of Medicine and Surgery

**College of Public Administration**

Bachelor of Arts in Public Administration

**College of Veterinary Medicine**

Doctor of Veterinary Medicine

**Gonzaga Campus**

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**College of Nursing**

Bachelor of Science in Nursing

**College of Criminal Justice Administration**

Bachelor of Science in Criminology

Bachelor of Science in Police Administration

**College of Agriculture**

Bachelor of Science in Agriculture

**College of Arts and Sciences**

Bachelor of Arts in Economics

Bachelor of Science in Hospitality Industry Management

**College of Business, Entrepreneurship and Accountancy**

Bachelor of Science in Business Administration

**College of Information and Computing Sciences**

Bachelor of Science in Information Technology

**College of Teacher Education**

Bachelor of Elementary Education

Bachelor of Secondary Education

Laboratory High School

**Lallo Campus**

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**College of Agriculture**

Bachelor of Agricultural Technology

Bachelor of Science in Agriculture

Diploma of Agricultural Technology

**College of Arts and Sciences**

Bachelor of Arts in Political Science

Bachelor of Science Hospitality Industry Management

**College of Teacher Education**

Bachelor of Elementary Education

Bachelor of Secondary Education

**Lasam Campus**

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**College of Industrial Technology**

Bachelor of Science in Industrial Technology

**College of Information and Computing Sciences**

Bachelor of Science in Information Technology

**College of Teacher Education**

Bachelor of Elementary Education  
Bachelor of Secondary Education

**Piat Campus**

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**College of Criminal Justice and Administration**

Bachelor of Science in Criminology  
Bachelor of Science in Police Administration

**College of Agriculture**

Bachelor of Science in Agriculture

**College of Information and Computing Sciences**

Bachelor of Science in Information Technology

**College of Teacher Education**

Bachelor of Elementary Education  
Bachelor of Secondary Education

**Sanchez Mira Campus**

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**College of Agriculture**

Bachelor of Science in Agricultural Engineering  
Bachelor of Science in Agriculture

**College of Arts and Sciences**

Bachelor of Science in Business Administration  
Bachelor of Science in Psychology  
Master in Public Administration

**College of Criminal Justice Administration**

Bachelor of Science in Criminology  
Bachelor of Science in Police Administration

**College of Hospitality Industry Management**

Bachelor of Science in Hospitality Industry Management  
Diploma in Culinary Arts  
Diploma in Food Technology

**College of Information and Computing Sciences**

Bachelor of Science in Information Technology  
Master in Information Technology

**College of Teacher Education**

Bachelor of Secondary Education  
Master of Science in Teaching  
Master of Arts in Education  
Certificate Program for Teacher Education  
Science High School

**College of Industrial Technology**

Bachelor of Science in Industrial Technology

*University Student Manual*  
*Review and Revisions Committee*

**CHAIR** : **Editha S. Pagulayan, DPA**  
Director- Office of Student Services and Welfare

**CO-CHAIR** : **Dr. Mariden V. Cauilan, DPA**  
Dean of Instruction

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University Executive Committee  
Academic Deans  
University Registrar  
Campus OSSW Coordinators  
University Student Government Officers S.Y. 2012-2013

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A.Y. 2012-2013

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*A.Y. 2012-2013*

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**Vice President** : Rozenita Guitierrez

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3. Diana Joy Simon
4. Laizel Dangatan
5. Arlene Macarubbo
6. Loren Navarro
7. Marlhyn Vinagrera
8. Clifford Jey Galura
9. Joy Aguinaldo
10. Brian Jay A. Ilac
11. Cedric M. Palattao
12. Cecilia Bosi

**Cabinet Secretaries**

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2. Milagros Isabel Velasco
3. Mario Pascua
4. Michael Andrada
5. Eldefonso Garcia
6. McClevin Agustines
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8. Jonard Pagulayan
9. Ludy Palor
10. Robert Damian
11. AlexMalicsi
12. Marion Venagrera
13. Noel Abuyuan Jr.
14. Michael Catolos

Adviser : Mr. Roderick Paraiso



# *University Student Government Officers*

*A.Y. 2013-2014*

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**Vice President** :Joevannie D. Cacatian

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4. Michael Angelo M. Benigno
5. Jeff Roben D. Agbisit
6. Jeff Mart E. Matammu
7. Kristine Chrisette I. Arinabo
8. Mikhaela L. Aman
9. Alan Jay M. Pareja
10. Randolph R. Briones
11. Sharmaine S. Somera
12. Alex C. Castañeda

**Cabinet Secretaries**

- |                                 |                                       |
|---------------------------------|---------------------------------------|
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| 2. Angelica A. Manaoat          | Presidential Management Staff         |
| 3. Emmanuel I. Bugayong         | Finance Secretary                     |
| 4. Kimberly Faye Tumaliuan      | Budget Secretary                      |
| 5. Joseph De Guzman Lara II     | Interior and Local                    |
| 6. Mark N. Ebersole             | Planning and Development              |
| 7. Josephine D. Arellano        | Undersecretary for Planning and Dev't |
| 8. Jeffrey M. Buguina           | Transportation and Communication      |
| 9. Dario A. Dela Cruz           | Students' welfare Secretary           |
| 10. Roberto Damian Jr.          | Undersecretary for Students' Welfare  |
| 11. Jerald L. Melad             | Socio-Cultural                        |
| 12. Jessica Garma               | Undersecretary for Socio-Cultural     |
| 13. Jay-jay I. Turaray          | Sports Affair                         |
| 14. Mark L. Lumaban             | Arts and Designs                      |
| 15. Carlo Ray Costes            | Information Technology                |
| 16. Daryl M. Tungcul            | Press Secretary (Broadcast Division)  |
| 17. Mhay Ann E. Corpuz          | Asst. Press Sec. (Broadcast Division) |
| 18. Danielle Victoria T. Garcia | Press Secretary (Print Division)      |
| 19. Jeff Edilee L. Corpuz       | Assistant Press Sec.(Print Division)  |
| 20. Anjaneth Trinidad           | Food Coordinator                      |

Adviser : Dr. Roy L. Morgado  
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**CAGAYAN STATE UNIVERSITY**  
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**Office of the Vice President for Administration**

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<b>Campus Executive Officer, Sanchez Mira Campus</b>	<b>Lina M. Garan, DPA</b>	<b>Phone: +63 78 822 9365</b> <b>Fax: +63 78 864 7530</b>

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<b>Director of Research in Engineering, Natural Sciences and Information Technology</b>	<b>Policarpio I. Maborrang, MS</b>	<b>Phone: +63 78 304-9432</b>
<b>Director of Research in Fisheries</b>	<b>Eunice Layugan, Ph.D</b>	<b>Phone: +63 78 888 2751</b>

## *CSU Hymn*

Sing with voices loud and clear  
To our beloved CSU  
Let her fame and name rever  
Throughout the whole of Region 02

A trilogy of mission to fulfill  
Instruction, Research, Extension  
In the minds of the Youth  
You instill the love of work and education

A University system so unique  
By its very set up  
In the nation  
By introducing new techniques  
To improve and develop the region

Let us then rally to this song of cheer  
To praise beloved CSU  
Let it echo throughout the years  
Long live beloved CSU

## *CSU 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 namin ay hawak mo.

Dinggin tawag ng kaunlaran  
Isip kabataa'y lawakan  
Saliksik pagsuri'y tibayan  
Buhay at bayan ay yayaman  
Bathalang gabay ng CSU  
Bigyang liwanag ang landas mo  
Murang isipa'y bigyang payo  
Lakad naming ay taas noo.

Insert  
picture  
here

# OWNERS PERSONAL INFORMATION

Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Birthday: \_\_\_\_\_ Age: \_\_\_\_\_

Civil Status: \_\_\_\_\_ Gender: \_\_\_\_\_ Blood Type: \_\_\_\_\_

Home Address: \_\_\_\_\_

College Address: \_\_\_\_\_

Year Level: \_\_\_\_\_ Course: \_\_\_\_\_

College: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Ad: \_\_\_\_\_

Affiliations: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Contact No: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Contact No: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_

Contact No. \_\_\_\_\_ Address: \_\_\_\_\_

In Case of Emergency, please contact

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact No: \_\_\_\_\_

# Directory

Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Birthday: \_\_\_\_\_ Occupation: \_\_\_\_\_

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Office Address: \_\_\_\_\_

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Contact No.: \_\_\_\_\_ Email Ad: \_\_\_\_\_

Affiliations: \_\_\_\_\_









## 2013

### January

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

### March

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### June

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### July

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### August

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September

Mo	Tu	We	Th	Fr	Sa	Su
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### October

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### November

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December

Mo	Tu	We	Th	Fr	Sa	Su
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## 2014

### January

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### February

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

### March

Mo	Tu	We	Th	Fr	Sa	Su
31						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### April

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June

Mo	Tu	We	Th	Fr	Sa	Su
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### July

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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### September

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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### October

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
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AS PER BOARD OF REGENTS RESOLUTION  
NO. 08 S. 2013

*"A University that will keep on improving from  
its previous best and sustain a leading edge in  
instruction, research and extension"*

*for* **CSU and Me**

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