OFFICE OF SENATOR WIN GATCHALIAN
AND CAGAYAN STATE UNIVERSITY

• • • POLICY & GUIDELINES • • •
2023 Kuya Win Scholarship Program

The **Office of Senator Win Gatchalian** through its **Win Action Center (WAC)** and **Cagayan State University (CSU)** through the **Scholarship Office** jointly issues this Policy and Guidelines for the 2023 Kuya Win Scholarship Program with the following purposes:

- To identify the target beneficiaries of this scholarship program
- To set the qualifications and necessary documentary requirements of the applicants
- To provide financial benefits to the grantees in response to the rising cost of higher education

PROGRAM TITLE

This program granting financial assistance to qualified beneficiaries shall be known as the ***"Kuya Win Scholarship Program"***.

OBJECTIVE

This scholarship program aims to provide financial assistance to **660 qualified students** enrolled in **Cagayan State University (CSU)** for the **Academic Year 2023-2024**.

COVERAGE

The scholarship program is intended for the qualified students who are enrolled in any curriculum year level in recognized and authorized programs of Cagayan State University.

FINANCIAL BENEFITS

A student-grantee shall be entitled to ***"Seven Thousand Five Hundred Pesos (Php 7,500.00) Pesos"*** financial assistance **per semester** *or a total of* ***"Fifteen Thousand Pesos (Php 15,000.00) Pesos" per academic year*** which may be used to support the cost of higher education expenses (i.e., educational and cost of living allowance).

QUALIFIED STUDENTS

The student applicant must meet the following requirements:

1. Must be a Filipino citizen and a resident of Cagayan;
2. Must be a registered voter or with parents who are registered voters;
3. Senior high school graduates or college students with earned units in recognized and authorized programs of Cagayan State University with at least a passing general weighted average (GWA); or passer of Alternative Learning System (ALS) / Philippine Educational Placement Test (PEPT); and
   - *1st to 3rd Year - At least 15 Units*
   - *4th & 5th Year - Consideration without failing grades*
4. Must not have any failing grade;
5. Must be of good moral character.
6. The combined annual gross income of the applicant's family shall not exceed *"Four Hundred Thousand Pesos (Php400,000.00)"*.

****In case where the income exceeds the Php 400,000.00 threshold, the* Cagayan State University *Scholarship Committee shall determine the merits of the application.*

APPLICATION PROCEDURES, DOCUMENTARY REQUIREMENTS AND SELECTION CRITERIA

A. Application Procedures:

1. The application for "Kuya Win Scholarship Program" shall be conducted via Google link which will be provided to the interested applicants;

2. Only those who applied online shall be allowed to submit the required documents to the CSU - Office of the Student Development and Welfare (CSU-OSDW);

3. The accomplished form will be submitted to the college scholarship head at the CSU-OSDW;

4. The CSU-OSDW shall evaluate the application and interview the applicants;

5. After evaluation, the CSU-OSDW shall submit the list of qualified applicants to CHED-Central;

6. The CHED-Central will then provide the master-list of grantees and Notices of Award (NOA);

7. CSU-OSDW will send the NOA to the grantees; and

8. Lastly, the grantees shall accept the NOA.

B. Documentary requirements:

1. Duly certified true copy of grades for the latest semester/term attended
2. Certificate of Enrollment
3. ITR/Tax Exemption/Joint Affidavit of Non filing. For OFWs, latest copy of contract shall be presented as poof of income
4. Photocopy of Voter's ID or Certificate of Voter's registration of the student applicant or of his parents or guardian as the case may be.

C. Selection Criteria:

In the selection of grantees, the following percentage distribution shall be used in the ranking:

Criteria	***Percentage***
Academic Performance	40
Annual Gross Income	40
Socio Economic Profile • *Status of parents (solo parent, annulled, separated, widow)* • *Number of siblings studying, working, and out of school youth*	20

• *Differently abled person, working student, solo parent student*	
Total Points	**100**

OBLIGATIONS TO BE COMPLIED WITH BY THE GRANTEES

- Maintain a GWA of at least a passing grade;
- Carry a regular load per term as determined by the college;
- Shall not avail of any national and local government funded assistance, except for Free Higher Education (FHE) in SUCs and LUCs under RA 10931, the "Universal Access to Quality Tertiary Education Act of 2017;

RELEASING OF FINANCIAL BENEFITS, DOCUMENTARY REQUIREMENTS AND CONTINUATION OF GRANT

A. Releasing of Financial Benefits:

- CSU OSDW shall schedule the releasing of financial benefits directly to the grantees on or before the end of every semester.

B. Documentary Requirements:

- Certified true copy of enrolment or registration form
- Certified true copy of grades for the previous semester
- Photocopy of School ID

C. Continuation of the Grant:

- In order to continue enjoying the benefits under this program for the next semester/ academic year grantees should submit Certification of Grades from the previous semester and Certificate of Enrolment or assessment form for the current semester.

CONDITIONS ON REPLACEMENT AND TERMINATION

Replacement and Termination of Grantees may be allowed, subject to the following conditions:

- Failure to confirm acceptance of the award within fifteen (15) working days upon receipt of NOA;

- Failure to enroll within the enrolment period prescribed by the university;
- Failure to maintain a GWA of at least a passing grade;
- Failure to carry a regular load as determined by university or college per term;
- Failure to secure approval from the Scholarship Head or the OSDW on dropping out from school, transferring to another program;
- Pending application to other scholarship grants;
- Submission of falsified documents.

****In case of replacement, the replacing student shall be taken from the approved rank-list of the CSU in the order stated therein.*

FUND SOURCE, RELEASE AND DISBURSEMENTS

A. The fund requirements for the scholarship program shall be sourced from the 2023 Scholarship Fund from the Office of Senator Win Gatchalian.

B. The release of the Cash Allocation (CA) shall be subject to the submission of a budget request supported by the following:
   - Request letter with total number of beneficiaries and amount;
   - Master list of grantees with necessary documentary requirements;

C. Unclaimed allotments in the implementation of this program shall be reverted to the Win Action Center at the end of the school year.

RESPONSIBILITIES OF THE IMPLEMENTERS

A. Office of Senator Win Gatchalian – Win Action Center, through its Scholarship unit, shall:

   - Provide program advocacy materials / collaterals and conduct relevant activities;
   - Maintain a database of the EAP grantees per university and college;
   - Monitor the implementation of the program;

B. Office of the Student Development and Welfare, specifically the Scholarship Head, shall:

   - Oversee the implementation of the scholarship program
   - Accept, screen and evaluate documents of the applicants based on approved criteria;
   - Determine qualified applicants;

- Determine slots not utilized by the University and redistribute based on utilization and needs.
- Issue NOA to qualified applicants through letter/email;
- Submit to WAC the request for releasing of financial benefits with attached master list of grantees as basis for the release of fund;
- Facilitate the timely release of the financial benefits of the grantees;
- Maintain a database with updated contact details, status of grantees and required reports using the prescribed template;
- Act on replacement, transfer and termination of award;
- Utilize the slots on or before the end of every semester/academic year;
- Inform WAC on discontinuing grantees.

TIMELINES

Particulars	Office/Agency Responsible	Schedule
APPLICATION AND SELECTION		
Posting of Announcement for application	CSU OSDW	August 28, 2023
Submission of Application Form with the complete supporting documents via online	Applicants	September 18-20, 2023
Submission of the Application Form with the complete supporting documents to CSU OSDW and face-to-face interview	Applicants	October 2-13, 2023
Submission of list of qualified applicants to CHED Central	CSU OSDW	October 18, 2023
Issue NOA to qualified grantees	CSU-OSDW	15 days after receiving copies of NOA from WAC

Inform those not awarded on the status of their application		

REQUEST AND DISBURSEMENT OF FUNDS		
Submission of fund request with list of grantees with supporting documents	CSU OSDW	Within 15 days after the approved list of grantees from CHED
Submission of request for cash allotment to the CSU Accounting Office	CSU OSDW	Within 5 days upon receiving of the list of grantees from CHED
Processing of fund request	Accounting	Within 15 days upon submission of request

RELEASE OF FINANCIAL BENEFITS		
Schedule the releasing to university or college	Cashier's Office	Upon release of funds from DBM

COMPLIANCE TO REQUIRED DOCUMENTS		
Educational Assistance Program Database	CSU OSDW	Updated database is required 15 days after the end of each semester
Status Reports	SH / WAC - SU	Within 15 days after the end of semester

RESOLUTION OF ISSUES

Issues relating to the implementation and interpretation of the provisions of this policy and guidelines shall be resolved through discussion by CSU-OSDW-SH and

WAC - SU. If the issues are still not resolved, the same shall be elevated to the college administration for appropriate action.

CAGAYAN STATE UNIVERSITY

LORAINE S. TATTAO, PhD.
Director, Office of Student Development and Welfare

URDUJAH G. ALVARADO, Ph.D., CESO II
University President

WIN ACTION CENTER

WENDY Z. JOAQUIN
Head for Scholarship Unit

JEHAN TORDA-INGALLA
Chief of Staff

APPROVED:

Senator WIN Gatchalian

Republic of the Philippines
Province of Cagayan
Municipality of Sanchez Mira
OFFICE OF THE SANGGUNIANG BAYAN
sangguniangbayan
sbofficesanchezmira

EXCERPTS FROM THE MINUTES OF THE 70th REGULAR SESSION OF THE 11th COUNCIL OF THE SANGGUNIANG BAYAN OF SANCHEZ MIRA, CAGAYAN HELD ON MONDAY, NOVEMBER 6, 2023, AT THE SANGGUNIANG BAYAN SESSION HALL.

Present :	Hon. Asela B. Sacramed	-Vice Mayor/Presiding Officer
	Hon. John B. Langaman	-SB Member/Temporary Presiding Officer
	Hon. Mitchelle F. Monje	-SB Member
	Hon. Melbina S. Mangosing	-SB Member
	Hon. Clarence R. Agabin	-SB Member
	Hon. Arthur Jr R. Cabulisan	-SB Member
	Hon. Benjamin C. Oroceo	-SB Member
	Hon. Napoleon A. Malto	-SB Member
	Hon. Mario A. De Castro	-SB Member
	Hon. Winiefred S. Guira	-ABC President/Ex Officio Member
	Hon. Kristel Joy B. Cabuyadao	-SK Fed. Pres./Ex Officio Member
	Hon. Leila F. Tayam	-Indigenous People Mandatory Representative (IPMR)
Absent :	*None*	

OFFICE OF THE MAYOR
RECEIVED
DATE: 11/23/23
BY:
SANCHEZ MIRA, CAGAYAN

OFFICE OF THE BUDGET OFFICER
LGU-SANCHEZ MIRA
RECEIVED
22 NOV 2023
BY:

Received 11/2

ORDINANCE NO. 2023-27

AN ORDINANCE ESTABLISHING GUIDELINES FOR THE GRANT OF SCHOLARSHIP ASSISTANCE TO TOP FIVE STUDENTS IN EVERY YEAR LEVEL AT THE CAGAYAN STATE UNIVERSITY-SANCHEZ MIRA CAMPUS AND APPROPRIATING FUNDS THEREOF.

***Author:* Hon. Napoleon A. Malto**

WHEREAS, the Local Government Unit of Sanchez Mira Cagayan recognizes top five performing students in every year level at CSU-SM based on academic rating;

WHEREAS, the grant of Scholarship Assistance to top-five students has been started since School Year 2017-2018 but there were no established guidelines for the implementation of the said program, hence there is a need to establish these guidelines;

NOW THEREFORE, be it enacted by the Sangguniang Bayan in Session assembled that:

SECTION 1. TITLE. An Ordinance Establishing Guidelines in the grant of Scholarship Assistance to **TOP FIVE** Students per year level at Cagayan State University - Sanchez Mira Campus.

SECTION 2. SCOPE AND COVERAGE. This Ordinance shall apply to all TOP FIVE Students in every year level at Cagayan State University-Sanchez Mira Campus based on their Academic Rating who are bona fide residents of Sanchez Mira.

SECTION 3. DEFINITION OF TERMS. As used in this Ordinance the following terms shall be construed to mean:

1. **Scholarship Assistance** – financial assistance given to TOP FIVE Students set by the Municipal Scholarship Board.
2. **Academic Rating** – the average grade of all required subjects (regular load) per semester computed in 2 decimal places.
3. **Top Five students per year level** – First Five students per year level per semester who received the highest grade who are ranked by the Scholarship Committee of the CSU-SM Campus, certified by the Campus Registrar and approved by the Campus Executive Officer.
4. **Regular Load** – The maximum load per semester as based from the course prospectus.

SECTION 4. SOURCE OF FUND. The amount of ONE HUNDRED TWENTY THOUSAND PESOS **(P120,000.00)** shall be charged from SCHOLARSHIP FUND, SECTION 6.b, of ORDINANCE No. 2015-06 as AMENDED.

SECTION 5. GRANTS. Scholarship Assistance amounting to THREE THOUSAND PESOS **(P3,000.00)** shall be given to qualified students who belong to the TOP FIVE in every year level at the end of every semester.

SECTION 6. ADMINISTRATIVE PROVISION. To effectively implement this Ordinance, the following provisions are hereby established:

a. A Rank list of TOP FIVE students as approved by the Campus Executive Officer per year level with their Academic Rating must be submitted at the LGU-Accounting Office at the end of every semester.
b. Only top five students per year level shall be granted THREE THOUSAND PESOS (P 3,000.00) Scholarship Assistance per semester.
c. In case of excess of qualified recipients due to a tie, the University Scholarship Committee shall break the tie by:
    1. computing the average rating up to 3 or more decimal places.
    2. the student who has the lowest grade in any of the subjects shall be ranked lower.

SECTION 7. DISQUALIFICATION. No grants under this ordinance shall be given when the beneficiary shall incur any of the following:

- Has a grade in any subject lower than 85%
- A recipient of other Scholarship grant (CHED and DOST Scholarship grant)
- Suspended due to violation of any law or school rules and regulations

SECTION 8. SEPARABILITY CLAUSE - If for any reason, any provision, portion or part of this Ordinance found to be inconsistent with any Law, other provisions or part/s thereof not affected shall remain in full force and effect.

SECTION 9. REPEALING CLAUSE - All ordinances, rules and regulations, or part/s thereof, which are inconsistent or in conflict with the provisions of this Ordinance are hereby repealed, amended and/or modified accordingly.

SECTION 10. EFFECTIVITY – This ordinance shall take effect upon its approval and publication.

Certified correct:

JOSAN JOY F. PABLICO
Local Legislative Staff Assistant II
Acting Secretary

Attested:

ASELA B. SACRAMED
Vice Mayor/Presiding Officer

I hereby certify that I have read and concurred to ***Ordinance No. 2023-27.***

MITCHELLE F. MONJE
Sangguniang Bayan Member

MELBINA S. MANGOSING
Sangguniang Bayan Member

CLARENCE R. AGABIN
Sangguniang Bayan Member

JOHN B. LANGAMAN
Sangguniang Bayan Member

ARTHUR JR R. CABULISAN
Sangguniang Bayan Member

BENJAMIN C. OROCEO
Sangguniang Bayan Member

NAPOLEON A. MALTO
Sangguniang Bayan Member

MARIO A. DE CASTRO
Sangguniang Bayan Member

WINIEFRED S. GUIRA
LnB President/Ex-Officio Member

KRISTEL JOY B. CABUYADAO
SK Fed. Pres./Ex-Officio Member

LEILA F. TAYAM
Indigenous People Mandatory
Representative (IPMR)

Approved:

ABRAHAM B. BAGASIN
Municipal Mayor

Date Approved by the LCE: 11-20-2023
Date Posted: 11-20-2023

Republic of the Philippines
Province of Cagayan
Municipality of Sanchez Mira
OFFICE OF THE SANGGUNIANG BAYAN

Telefax No.: (078) 3950173
email add: sboffice_sanchezmira@yahoo.com

Receiving copy

EXCERPTS FROM THE MINUTES OF THE 15th REGULAR SESSION OF THE NINTH COUNCIL OF THE SANGGUNIANG BAYAN OF SANCHEZ MIRA, CAGAYAN HELD ON MONDAY, 03 OCTOBER 2016, SB SESSION HALL.

Present : Hon. Napoleon A. Malto - Vice Mayor/Presiding Officer
Hon. Napoleon C. Sacramed - SB Member
Hon. Agnes C. Galano - SB Member
Hon. John B. Langaman - SB Member
Hon. Sebastian A. Guiang - SB Member
Hon. Ruben O. Ranjo - SB Member
Hon. Mario A. De Castro - SB Member
Hon. Benjamin C. Oroceo - SB Member
Hon. Palmarin S. Biado - SB Member
Hon. Fernando A. Guiang - LIGAPresident/Ex-Officio Member

Absent : Hon. Mario A. De Castro - SB Member/On Leave
Hon. Fernando A. Guiang - LIGAPresident/OB Tuguegarao

HON. MELVIN K. VAR GAS
OFFICE OF THE VICE GOVERNOR
PROVINCE OF CAGAYAN
RECEIVED
BY:
DATE: 6-9-17
9:15am

Ordinance No. 2016 - 07

AN ORDINANCE APPROPRIATING FUNDS FOR THE COLLEGE EDUCATION OF THE CHILDREN OF INDIGENT FAMILIES IN THE MUNICIPALITY OF SANCHEZ MIRA, CAGAYAN

Author: Ruben O. Ranjo
Co – Author: John B. Langaman

WHEREAS, "Education is the most effective weapon to combat poverty" is a very popular adage whose concept undeniably gained universal acceptance;

WHEREAS, despite the presence of the Cagayan State University in the Municipality offering various programs with very minimal tuition fees, a big number of high school graduates in Sanchez Mira could not enroll and avail of the opportunity due to severe poverty;

WHEREAS, education should be made available to all, especially to the poor for them to have a better opportunity for a quality life and be part in community development;

NOW THEREFORE, on motion of Hon. Ruben O. Ranjo duly seconded by Hon. John B. Langaman;

Be it ordained by the 9th council of the Sangguniang Bayan of Sanchez Mira herein assembled that:

SECTION 1. Title: An Ordinance Appropriating Funds for the College Education of the Children of Indigent Families of the Municipality of Sanchez Mira, Cagayan.

SECTION 2. Scope and Coverage: This Ordinance shall apply to all identified high school graduates of indigent families in Sanchez Mira who cannot afford to pursue a college degree or post secondary course.

SECTION 3. Definition of Terms: As used in this ordinance, the following terms shall be construed to mean:

a. Indigent families – shall apply to families whose annual income is P 50,000.00 or less.
b. Post Secondary Course – refers to the non-degree courses which could be completed in a period of less than four (4) years.
c. College Degree – refers to any Baccalaureate or Bachelors' Degree which can be completed in four years or more.

SECTION 4. Funding/Appropriation: The amount of One Hundred Thousand Pesos (P100,000.00) as an initial appropriation up to Four Hundred Thousand Pesos(P400,000.00) shall be appropriated from the Local Government Unit of Sanchez Mira to finance the program.

The appropriation shall be staggerdly budgeted to wit:

SY 2017 – 2018 – P 100,000.00 – 25 students
SY 2018 - 2019 – P 200,000.00 – 50 students
SY 2019 - 2020– P 300,000.00 – 75 students
SY 2020 - 2021 – P 400,000.00 – 100 students
Years thereafter – P 400,000.00 – 100 students

SECTION 5. Benefits: A financial assistance amounting to P 2,000.00 each student shall be given a month before the end of every semester.

- There shall be 25 student-recipients in each year level; each is subject for replacement in case of drop-out or disqualification.
- On the fourth year of implementation, there shall be a total of 100 recipients.

SECTION 6. Documentary Requirements: To avail of the benefits herein provided, the following must be submitted to the MSWDO Office:

- Certificate of Enrollment
- Barangay Clearance
- Certificates of indigency from the Brgy. Captain or the MSWDO Registration form and certificate of grades/class cards at the beginning of the succeeding semester.

SECTION 7. Administrative Provision: To effectively implement this ordinance, the following provisions are hereby stipulated:

a. The MSWDO shall be the primary agency to implement this ordinance. The MSWD Officer shall deputize members from the office who shall be responsible to disseminate the information and encourage qualified prospects to avail of the program.
b. Indigent college students who shall be interested to avail of this program shall secure certificates of indigency issued by the MSWDO and the Barangay Captains where the students reside.

c. A letter of recommendation and a list of qualified students shall be prepared by the MSWDO, duly approved by the Local Chief Executive and be forwarded to the head of the school where the students want to enroll through the scholarship coordinator for favorable action.

SECTION 8. Limitation/ Disqualification: No benefits under this ordinance shall be given when the beneficiary shall incur any of the following:

- Violation of any law or school rules and regulations
- Dropping out
- Marriage
- Inability to finish the course/degree within the prescribed period without a valid reason
- a recipient of other scholarship grant.

SECTION 9. Repealing Clause: Any ordinance inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

SECTION 10. Separability Clause: If any provisions of this ordinance may be declared invalid by any court or proper authority, other parts not affected shall remain in force and in effect.

SECTION 11. Effectivity: This ordinance shall take effect on the first semester of school year 2017 – 2018.

Certified correct:

JOEL A. PUZON
Secretary, Sangguniang Bayan

Attested:

NAPOLEON A. MALTO
Vice Mayor/ Presiding Officer

I hereby certify that I have read and concurred to ***Ordinance No. 2016-07.***

NAPOLEON C. SACRAMED
SB Member

AGNES G. GALANO
SB Member

JOHN B. LANGAMAN
SB Member

PALMARIN S. BIADO
SB Member

SEBASTIAN A. GUIANG
SB Member

RUBEN O. RANJO
SB Member

BENJAMIN C. OROCEO
SB Member

Approved:

ASELA B. SACRAMED
Municipal Mayor

Date Approved by the LCE: June 08, 2017

Date Posted: June 08, 2017

Republic of the Philippines
Province of Cagayan
Municipality of Sanchez Mira
OFFICE OF THE SANGGUNIANG BAYAN

sangguniangbayan.sanchezmira
sbofficesanchezmira@gmail.com

OCTOBER 7, 2024

THE CAMPUS EXECUTIVE OFFICER
CAGAYAN STATE UNIVERSITY
SANCHEZ MIRA CAMPUS

ATTN.: FLORENTINA G. REYES, Ph. D.
COORDINATOR OF STUDENT DEVELOPMENT AND WELFARE

Sir/Madam:

Christian Greetings!

This is in connection to the submitted list of students for second semester of school year 2023-2024 who are recipients of SCHOLARSHIP ASSISTANCE TO TOP FIVE students per year level at the Cagayan State University-Sanchez Mira Campus per Municipal Ordinance No. 2023-27, hereto attached.

It is noted that the list of TOP FIVE Students per year level who are entitled to THREE THOUSAND PESOS (P 3,000.00) every semester is in order.

Recipients under Municipal Ordinance No. 2016-07 "An Ordinance granting Two Thousand Pesos (P 2,000.00) Financial Assistance to 25 students per year level per semester who are children of **INDIGENT FAMILIES**, should be submitted in a separate sheet.

1. TOP FIVE STUDENTS PER YEAR LEVEL PER MUNICIPAL ORDINANCE NO. 2023-27.
   _____ SEMESTER, S.Y. _____

2. LIST OF 25 COLLEGE STUDENTS PER YEAR LEVEL PER MUNICIPAL ORDINANCE NO. 2016-07.
   _____ SEMESTER, S.Y. _____

Thank you for your kind and immediate attention to this request.

Very truly yours,

HON. NAPOLEON A. MALTO
Sangguniang Bayan Member
Chairperson, Committee on Education

COPY FURNISHED:
ACCOUNTING OFFICE

COUNSELING AND CAREER SERVICES OFFICE

List of Differently Abled Persons (AY 2024-2025)

Name	Course
Judy Ann Brigado	BSAIS
Mark Mehesin Dangue	BSA

List of Student Mothers (AY 2024-2025)

Name	Course
Arvelyn Silagay	BEED
Nelva Marie Viloria	BSAIS
Ma. Rosario I. Benido	BSA
Jacquelyn Sibayan	BSA

List of Students with OFW Parents (AY 2024-2025)

Name	Course
Althea Jhanelle A. Ancheta	BSE
Stephanie Gwen Bacud	BSAIS
Jessa Mae Lacquinan	BSAIS
Aliah Marie Yadao	BSAIS
Meriam Paula Vega	BSAIS
Darille Anne Pasion	BSAIS
Fatima Keith A. De Ocampo	BSABE
Allan Soriano	BSABE
Angelynne Kate Rapanut	BEED
Leah Grace Diccion	BEED
Veronica Curammeng	BSAIS
Precious Jane Raposas	BSAIS
Faith Angel Tumamao	BSE
Gian Kyle Gabriel	BSE
Jhoana Pauleen Domingo	BSE
Edison Salines	BSA
Jeferson Rabanal	BSA
Florigean Bulusan	BSA
Jacel Joy Duldulao	BSA

List of Students who are children of Single Parents (AY 2024-2025)

Ma. Bernadette Unite	BSAIS
Aliah Marie Yadao	BSAIS
Ana Melissa Poloyapoy	BSAIS
Paula Angela Bonifacio	BSE
Cherry Ganotice	BSE
Fiel Ryan Carpio	BSE
Mica Katrina Dela Cruz	BSE
Jomel Foronda	BSABE
Allan Soriano	BSABE
Krizza Mae Biscarro	BSABE
Angelica Failano	BEED
Regine Dupale	BEED
Arianne Rivera	BEED
Charleen Mae Dacuycuy	BEED
Mark John Galang	BEED
Judy Ann Brigado	BSAIS
Maria Violeta Pedronan	BSAIS
Faith Angel Tumanao	BSE
Francis Adrian Fernandez	BSE
Rhea Katherine Jose	BSE
Nevaline Jane Gango	BSE
Cindy Tabia	BSE
Mark Alexis Cariaga	BSA
Devie John ABad	BSA
Benigno Bunduan	BSA
Joana Pauline Domingo	BSE
Lebron James Torrada	BSE
Denise Torrada	BSE
Frances Pinera	BSA
Jenny Dela Cruz	BSA
Carleen Agarpao	BSA
Jefferson Arbanal	BSA
Angelica Talosig	BSA
Nel Christian Dugay	BSA
Patricia Carillo	BSA
Mae-ann Pensader	BSA
Arianne Joyce Caoagas	BSA
Jazrelle Angelo Duldulao	BSA
Rickton John Pitpit	BSA
Carl Deter Bolusan	BSA
John Mark Reyes	BSA
Gerald Marantan	BSA

Republic of the Philippines
Cagayan State University
Sanchez Mira Campus
Centro 2, Sanchez Mira, Cagayan

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cio.sanchezmira@csu.edu.ph
www.csusm.edu.ph

OFFICE OF THE STUDENT DEVELOPMENT & WELFARE

SANCHEZ MIRA MUNICIPAL FINANCIAL ASSISTANCE
SECOND SEMESTER SY 2023-2024

NO.	NAME	SEX	BARANGAY	COURSE	YEAR	AVERAGE GRADE	Top 5
1	ESCALANTE, KRANZ DIRIEL M.	M	CENTRO 2	BSIT (DRAFTING)	1	96.23	1
2	TABAGAN, AXCEL RASHID C.	M	CENTRO 2	BSIT (DRAFTING)	1	95.61	2
3	DABALOS, YAOWENG P.	M	CALLUNGAN	BSCRIM	1	91.57	3
4	LOPEZ, LAURICE ANGELIKA L.	F	CALLUNGAN	BSCRIM	1	90.88	4
5	ROSETE, APRIL JADE A.	F	CENTRO 1	BSHM	1	89.85	5
1	REYES, GODFREY PENN G.	M	CENTRO 1	BSE (MATH)	1	89.23	
2	ALCAPARRAS, ZYRELL RHYS Q.	F	CENTRO 1	BSINFOTECH	1	88.73	
3	ABUT, ALTHEA LEIGH C.	F	MARZAN	BSAIS	1	88.65	
4	LACQUIAN, MARK JOHN C.	M	CENTRO 1	BSCRIM	1	88.61	
5	YAQUIN, FRANCESS NADINE A.	F	CALLUNGAN	BSAIS	1	88.47	
6	ATIAGAN, WILROSEANN S.	F	CALLUNGAN	BSAIS	1	88.39	
7	ROSALES, NICOLE ASHLEY P.	F	CENTRO 1	BSHM	1	88.05	
8	INAY, JENNYROSE C.	F	TOKITOK	BSABE	1	87.88	
9	UDAUNDO, CHARLES CEDRIC M.	M	SAN ANDRES	BSCRIM	1	87.53	
10	GALANO, VIENA DEUCE A.	F	MASISIT	BSHM	1	87.05	
11	ACDAL, ALEXA GAIL I.	F	NAMUAC	BSCRIM	1	86.92	
12	BUDUAN, ELYSSA JOYCE B.	F	SAN ANDRES	BEED	1	86.91	
13	UNARCE, CLARA MONIQUE G.	F	CALLUNGAN	BSHM	1	86.7	
14	MACUGAY, SYBIL J.	F	NAMUAC	BSINFOTECH	1	86.34	
15	DIEGO, DIANA B.	F	NAMUAC	BSINFOTECH	1	86	
16	AGUIRRE, MARJIE T.	F	LANGAGAN	BEED	1	85.91	
17	TAPUCOL, KARYLL YVONNE L.	F	CENTRO 2	BSHM	1	85.6	
18	TAPIA, BLESSING	F	MASISIT	BSHM	1	85.55	

19	SABADO, CATHERINE JOY B.	F	DAGUERAY	BEED	1	85.04	
20	ARELLANO, ASHLEY SHAINNE P.	F	DAMMANG	BSHM	1	84.75	
21	BARBA, ASHBY SHIRAZE P.	F	DACAL	BSHM	1	84.5	
22	ECLARIN , KRISTLE MAE H	F	LANGAGAN	BSHM	1	83.75	
23	ECHANIQUE, KYLA MAE P.	F	SAN ANDRES	BSAIS	1	83.21	
24	DELOS SANTOS, JASMINE C.	F	NAGRANGTAYAN	BSA (CROP SCIENCE)	1	74.6	
25	MENOR, ASHLEY SHAINNE	F	SANTIAGO	BSAIS	1		

NO.	LAST NAME	SEX	ADDRESS	COURSE	YEAR	AVERAGE GRADE	TOP 5
1	VILORIA, RODGE ANDRU	M	CENTRO 2	BSIT-CICS	2	92.8	1
2	CACATIAN, VICMA A.	F	MAGACAN	BSAIS	2	91.34	2
3	CARDENAS, ZSARHINA MAE M.	F	DAGUERAY	BSIT-CICS	2	91.1	3
4	WAILAN, SANDARA HEART B.	F	CENTRO-1	BSIT	2	90.9	4
5	TABORA, MERLYN P.	F	PUKEL- CALLUNGAN	BSIT-CIT	2	90.88	5
1	ACAPUYAN, ANJELO D.	M	CENTRO 2	BSIT-CICS	2	90.85	
2	LEAL, NICOLE Y.	F	CALLUNGAN	BSHM	2	90.69	
3	REYES, LHEANNE ANGELIQUE C.	F	TOKITOK	BSAIS	2	90.5	
4	CARIAGA, CHRISTIAN DAVEA.	M	NAMUAC	BSE	2	90.3	
5	TABUNAN, ALTHEA ROSE F.	F	NAMUAC	BSAIS	2	90.19	
6	TAPEC, DIANA LOU G.	F	MARZAN	BSAIS	2	90.19	
7	SACBIBIT, SANDRA MAE O.	F	CENTRO-1	BSAIS	2	90.07	
8	CARNIYAN, JULEE ANNE E.	F	CENTRO-1	BSIT-CICS	2	90	
9	GANOTICE, GERALD M.	M	NAMUAC	BSE	2	90	
10	TAPEC, JIEZELLE U.	F	CENTRO-1	BSIT-CICS	2	89.76	
11	JACOB, JENNY I.	F	DAMMANG	BEED	2	89.37	
12	LAFRADEZ, ETHENA JANE S.	F	NAMUAC	BSIT-CICS	2	89.35	
13	CABUYADAO, JONH JOSHUA	M	CENTRO 2	BSIT-CICS	2	89.2	
14	DAMO, PRINCESS DIANNES.	F	MINANGA-NAMUAC	BSE	2	89.07	
15	ILACAS, JAMAICA MARIE A.	F		BSHM	2	88.95	
16	CABINGABANG, DIANA ROSE I.	F	SAN ANDRES	BSHM	2	88.86	
17	RARALIO, PRINCESS IVY G.	F	LANGAGAN	BEED	2	88.75	

18	TAGALAN, RHEA ZYRA M.	F	LANGAGAN	BEED	2	88.75	
19	AGRON, JAN MARISE S.	F	NAMUAC	BSIT-CICS	2	88.75	
20	GRANDE, CHRYSLER R.	M	NAMUAC	BSIT-CICS	2	88.6	
21	TABUCOL, DESIREE MAE O.	F	NAMUAC	BSIT-CICS	2	88.45	
22	GANIBAN, FRANKLIN B.	M	NAMUAC	BS-CRIM	2	88.35	
23	FERRER, RHEANNE JHOYCEA.	F	LANGAGAN	BEED	2	88.34	
24	BAYANI, MARK JHON G.	M		BSIT-CICS	2	88.15	
25	TAPEC, ARNALYN G.	F	MARZAN	BSIT-CICS	2	87.7	
26	JUDALENA, JASHANTY A.	F	CENTRO-1	BSAIS	2	87.42	
27	ILAC, CARL	M	DAGUERAY	BSIT-CICS	2	87.4	
28	LLAMEG, ROSALIE L.	F		BSAIS	2	87.07	
29	ACADEMIA, ANGELICA	F	CENTRO 2	BSAIS	2	86.69	
30	AGUIRRE, ARA JANE	F	KITTAG	BSHM	2	86.56	
31	ANDRES, SUNSHINE I.	F	DACAL	BSIT	2	86.5	
32	MANLANGIT, JANNA MAE C.	F	DAGUERAY	BSIT-CICS	2	86.15	
33	ABELINDE, KRIZBELLE ANGELIQUE	F	CENTRO-2	BSAIS	2	85.92	
34	MOLINA, MELISSA R.	F	NAMUAC	BSAIS	2	85.69	
35	MONTEMAYOR, PRINCESS DIANNE M	F		BSIT-CICS	2	85.15	
36	FERNANDEZ, BERNADETH N.	F	NAMUAC	BSE	2	84.82	
37	TAGLE, JEAN ANNE C.	F	CENTRO 2	BSIT-CICS	2	84.7	
38	DEL ROSARIO, MA. LUISE NICOLE	F		BSIT-CICS	2	84.15	
39	GUITERING, CZAIRYLLE R.	F	DAGUERAY	BSIT-CICS	2	84.1	
40	ASUNCION, CZAIRAH FAE	F		BSIT-CICS	2	84.1	
41	CABICUNGAN, KIMVERLY FAE M.	F		BSIT-CICS	2	84	
42	MOLINA, HAROLD R.	M	NAMUAC	BSABE	2	78.58	With 75
43	CANITAN, CHRISTINA O.	F	NAMUAC	BSE	2	76.03	
44	ABUT, HERSON G.	F		BSIT-AD	2		With 74
45	COLOMA, MARIE JOY C.	F	DAGUERAY	BSIT	2		

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OFFICE OF THE STUDENT DEVELOPMENT & WELFARE

	NAME	SEX	BARANGAY	COURSE	YEAR	AVERAGE	TOP 5
1	SACRAMED, HEISHA MAE R.	F	CENTRO 1	BSCRIM	3	93.27	1
2	CAPIZ,KENETH ROSE	F		BSAIS	3	93.12	2
3	ANCISO, FRANK ALLEN A.	M	SAN ANDRES	BSE-FIL	3	93.11	3
4	ALEGADO, APRIL ROSE	F		BSAIS	3	93	4
5	INAY,JAYSON	M	TOKITOK	BSAIS	3	92.5	5
1	LAGARICO, ROCHELLE	F	NAMUAC	BSINDTECH	3	91.12	
2	JAQUIACA, ELDRICH E.	M	CENTRO 2	BSE	3	91.04	
3	ABADILLA, LESLEY ANN	F		BSAIS	3	90.87	
4	ARDA,ALPHA ANGELA B.	F	NAMUAC	BSHM	3	90.86	
5	ACDAL,JERIC B.	M	C-1	BSE	3	90.44	
6	AGABIN,LYKA JANE	F	SANTOR	BSAIS	3	90.25	
7	VIJAR,JAMEWELLE	F	SAN ANDRES	BSAIS	3	89.87	
8	ESTABILLO, ZIONAH V.	F		BSCRIM	3	89.37	
9	NAVARRO,JOWELEN JOYCE G.	F		BSHM	3	88.81	
10	TAPIA, RICA MAE	F	SAN ANDRES	BSINDTECH	3	88.75	
11	ESTABILLO, JESSA PATRICE H.	F	C-1 SANCHEZ MIRA	BSCRIM	3	88.72	
12	CONSTANTINO, KYLE MISTY FAE	F		BSCRIM	3	87.96	
13	PABLO,GENESIS	M	CALLUNGAN	BSE	3	87.77	
14	ECHANIQUE,MARK ANGELO L.	M	SAN ANDRES	BSINDTECH	3	87.5	
15	FILLOMENA, BENSON	M	C-2	BSINDTECH	3	87.5	
16	CONSTANTINO, JANZEN P.	M	C-1	BSINFOTECH	3	87.25	
17	AREOLA, JAMES	M	C-2	BSINFOTECH	3	87	
18	URSOLUM,JOHN PAUL B.	M		BSINFOTECH	3	87	
19	CRISTOBAL, PRINCESS GENAVIE A.	F		BSCRIM	3	86.96	
20	GATTU, SARAH JANE O.	F		BSCRIM	3	86.58	
21	GANAL, JEROME P.	M	SANTOR	BSIND TECH	3	86.56	
22	AGAG, JANINE A.	F	MINANGA-	BSINFOTECH	3	86.5	
23	CALEJA, JESSA	F	NAMUAC	BSINDTECH	3	86.18	
24	ABUT, ANDREA T.	F		BSE-ENGLISH	3	85.88	

25	DOMINGO,MARIA CHRISTINA	F	LA PAZ MASISIT	BSINFOTECH	3	85.87	
26	DONATO, NINA D.	F		BSCRIM	3	85.37	
27	BADDU, VINCENT CARL B.	F		BSHM	3	85.31	
28	TAJA, SHENA D.	F		BSCRIM	3	85.13	
29	OAMIL,JOHN RICHMOND	M	NAGRANGTAYAN	BSCRIM	3	85.13	
30	ALMAZAN, YVAN DOMINIC	M		BSINFOTECH	3	84.5	
31	RAMOS, JANICE KAYE	F	SAN ANDRES	BSHM	3	84.13	
32	BADDU, JOHN CARL	M		BSHM	3	83.71	
33	BATULAN, CRYSTAL CLAIRE	F	C-1	BSE	3	78.33	
34	PALMA,RENEE JANE	F	C-2	BSINFOTECH	3	63.75	79
35	PULIDO,LINEL JOY	F	C-1	BSINFOTECH	3	63.25	
36	BACUD, IAN JIOVANNIE	M		BSIT-AUTO	3		inc

	NAME	SEX	COURSE	YEAR	AVERAGE	TOP 5
1	RHEA ALIPIO SADORRA	Female	Bachelor of Science in Accounting Information System	4	95	1
2	DOMINIC D. QUIDDAOEN	Male	Bachelor of Science in Accounting Information System	4	94	2
3	JONATHAN ABUAN INAY	Male	Bachelor of Science in Accounting Information System	4	94	3
4	GLENN-VERT ARCITE COMIGHOD	Male	Bachelor of Science in Accounting Information System	4	94	4
5	JOEL CACATIAN	Male	Bachelor of Science in Industrial Technology	4	93.11	5
1	ELEINE JOY ALMARIO OBISPO	Female	Bachelor of Science in Accounting Information System	4	92	
2	KRESHA MAE BORBON ASTROLOGIA	Female	Bachelor of Science in Accounting Information System	4	92	
3	JESSIE JAMES QUINTO	MALE	Bachelor of Science in Industrial Technology- Auto	4	91.6	
4	NOVEA LYCA R. GALZOTE	Female	Bachelor of Science in Accounting Information System	4	90	
5	VANESSA SIANO TANGONAN	Female	Bachelor of Science in Information Technology	4	89.25	
6	MICHELLE LAZO LACHICA	Female	Bachelor of Science in Hospitality Management	4	88.71	
7	LOVELYN KEITH ALEGRE MANGOBA	Female	Bachelor of Science in Criminology	4	88.45	
8	MA. JAYCEL LOREINE LEAL	Female	Bachelor of Science in Hospitality Management	4	88.42	
9	NIKA ANGELA LLAMEG	FEMALE	Bachelor of Science in Hospitality Management	4	88.28	
10	ANGELIKA AGUSTIN ESPAÑOL	Female	Bachelor of Science in Information Technology	4	87.75	
11	CHARLES HENSON ACAPUYAN RARALIO	Male	Bachelor of Science in Information Technology	4	87	
12	MARK LEO SUAGAO CONSTANTINO	Male	Bachelor of Science in Information Technology	4	86.75	

13	ELLEN GRACE PASION TADLAS	Female	Bachelor of Science in Information Technology	4	86.75	
14	MARIA TREXIE LABIS DIZON	Female	Bachelor of Science in Hospitality Management	4	86.57	
15	ZYRA CARISA ABUAC DANCIL	Female	Bachelor of Science in Information Technology	4	86.5	
16	JOVYLYN DANCEL	Female	Bachelor of Science in Hospitality Management	4	86.42	
17	NATHALIE FAYE Y. MERRERA	Female	Bachelor of Science in Hospitality Management	4	86.14	
18	ANGELINE GRACE V. BARCENA	Female	Bachelor of Science in Hospitality Management	4	85.57	
19	FERDINAND JR. VILLANUEVA SAGARIO	Male	Bachelor of Science in Agricultural and Biosystems Engineering	4	84.71	
20	CHRISTIAN JAY C. ABAS	MALE	Bachelor of Science in Accounting Information System	4	91.66	

Prepared by

FLORENTINA G. REYES, PhD.
Coordinator, OSDW

Checked by:

CHRISTOPHER R. GARINGAN, MIT
Campus Registrar

Noted:

RODEL FRANCISCO T. ALEGADO, Ph.D.
Campus Executive Officer

NOT ENROLLED IN CSU-SANCHEZ MIRA

	NAME	SEX	BARANGAY	COURSE	YEAR	AVERAGE GRADE
1	CACACHO,KEREN G.	F	C-1	BS PHARMACY	1	
2	NEIL BRYAN R. DOMINGO	M	C-2	BSE	2	
3	ANGELA MERICI PARTOLAN ROSALES	Female	BSMT/BMLS (UNIVERSITY OF SAINT LOUIS) TUG.CITY)		3	

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OFFICE OF THE STUDENT DEVELOPMENT & WELFARE

October 17, 2023

DR. LORAINE S. TATTAO
Director, OSDW
Cagayan State University-Andrews Campus
Tuguegarao City

Dear Ma'am:

Greetings!

Submitting herewith is the list of the applicants for the SEN. WIN GATCHALIAN SCHOLARSHIP with their corresponding Documents from Sanchez Mira Campus for your approval and perusal.

Thank you very much.

Respectfully yours,

FLORENTINA G. REYES, Ph.D.
Coordinator of Student Development and Welfare

Noted:

RODEL FRANCISCO T. ALEGADO, Ph.D.
Campus Executive Officer

#	Full Name (Last Name, First Name, Middle Name)	Course	Year Level	Campus	Sex	Age	Present Address	Contact Number	Email	Cert. of Indigency	COR/ COE	COG	Student Voter's	ID	ITR	Parent's/Guardian Voter's Cert.	Joint Affidavit of Non-Filing	OFW Contract	Affidavit of Guardia	Remarks
1	Cadio,Rowein	BSIT	1st Year	Sanchez Mira Campus	F	19	Langagan,Sanchez Mira Cagayan Valley	9611725048	rowelyn.cardo21@gmail.com	//	//	//	//	//		//	//		//	
2	FURUNG, ANGELINE BITUN	BSIT	2nd Year	Sanchez Mira Campus	F	20	NADATTATAN, PAMPLONA, CAGAYAN	9123071634 9	angelinebifurung14@gmail.com	//	//	//	//	//		//	//			
3	Matias Richelle Kaye T.	BSIT	1st Year	Sanchez Mira Campus	F	19	Centro 8 Claveria cagayan	9064106915	machelle842@gmil.com	//	//	//		//		//	//			
4	Papa, Joanne Fee Mamacla	BSIT	3rd Year	Sanchez Mira Campus	F	20	Namuac, Sanchez Mira, Cagayan 3518 Philippines	9679130159	papajoannefee@gmail.com	//	//	//	//	//		//	//			
5	Sirban, John Ashley, Baubida	BSIT	1st Year	Sanchez Mira Campus	F	18	Casitan, Pamplona, Cagayan	9064820994	sirbanjohnashley@gmail.com	//	//	//	//	//		//	//			
6	SIRBAN, MAC MAC, DORONIO	BSIT	2nd Year	Sanchez Mira Campus	F	19	Casitan Pamplona Cagayan	9755457364	macsirban345@gmail.com	//	//	//	//	//		//	//			
7	TAPEC, ARNALYN DAGDAR	BSIT	2nd Year	Sanchez Mira Campus	F	19	Maican, Sanchez Mira, Cagayan	9655820287	tapecarnalyn@gmail.com	//	//	//	//	//		//	//			
8	TAWOBAL LIZA VILORIA	BSIT	2nd Year	Sanchez Mira Campus	F	20	BIDDUANG PAMPLONA CAGAYAN	9678043385	lizatawbal2000@gmail.com	//	//	//	//	//		//	//			
9	Agbayani, Nai Dee, Eroa	Bachelor of Science in Accounting Information System	3rd Year	Sanchez Mira Campus	F	19	Culao, Claveria, Cagayan	9973022804	kaceeagbayani@gmail.com	//	//	//	//	//	//	//				
10	Candaoan, Ejerenmaica Dacos	Bachelor of Science in Accounting Information System	2nd Year	Sanchez Mira Campus	F	22	Libertad Abulug Cagayan	9286286876	ejerenaicacandoan2001@gmail.com	//	//	//	//	//		//	//			
11	Ludovina, Dowil Benjamin, Velez	Bachelor of Science in Accounting Information System	3rd Year	Sanchez Mira Campus	M	21	Masisit, Sanchez Mira, Cagayan	9489515874	lolamiaa07@gmail.com	//	//	//	//	//		//	//			
12	Tapec, Diana Lou Gamponia	Bachelor of Science in Accounting Information System	2nd Year	Sanchez Mira Campus	F	19	Maican, Sanchez Mira, Cagayan	9773264974	tapecdianagamponia@gmail.com	//	//	//	//	//		//	//			
13	Vijar, Jamewelle Riguerdo	Bachelor of Science of Accounting Information System	3rd Year	Sanchez Mira Campus	M	21	San-Andres, Sanchez Mira, Cagayan	9167941965	jamewellevijar@gmail.com	//	//	//	//	//		//	//			
1	Andaya, Jefferson Chua	Bachelor of Science in Business Administration	2nd Year	Sanchez Mira Campus	M	23	Buttol, Santiago Ilocos Sur	9614265867	andayajefferson@gmail.com											
2	Agustin, Harvert Rhyne Vino	Bachelor of Science in Industrial Technology major in Automotive Technology	4th Year	Sanchez Mira Campus	M	23	Centro2, Sanchez Mira, Cagayan	9513471325	harvagustin50@gmail.com											
3	Brown, Carl Reynaldy Nawatto Gaulan	Bachelor of Science in industrial technology	3rd Year	Sanchez Mira Campus	M	23	Centro 02 Sanchez Mira Cagayan	9669121 1263	nbryantcarlreynaldy@gmail.com	//	//	//	//	//		//	//			
4	Cacaferro, Steeve Daniel Kurt, Calvez	Industrial Technology Major in Architecture Drafting	1st Year	Sanchez Mira Campus	M	18	Centro 2, Claveria, Cagayan	9652658507	steevedanielcacaferro@gmail.com	//	//	//	//	//	//	//				
5	Camiya, Christopher brayan, B.	Industrial technology Automotive CDT	2nd Year	Sanchez Mira Campus	M	22	Centro1 sanchez mira cagayan	9389265303	brisbrayancamiyan12@gmail.com	//	//	//	//	//			//			
6	LABIS, JOHN CARL VALDEZ	Bachelor of Science in Industrial Technology major in Automotive	4th Year	Sanchez Mira Campus	M	22	Dammang, Sanchez Mira, Cagayan	9678642495	jhoncarlvaldez1@gmail.com	//	//	//	//	//						
7	Laguatan, Romeo Jr. Duldulao	Bachelor of Science in Industrial Technology major in Electrical	1st Year	Sanchez Mira Campus	M	18	0258 Gladiola street Flora Apayao	9212144423	romeolaguatan800@gmail.com	//	//	//	//	//						
8	Segundo, John Kenneth Agatan	Automotive	4th Year	Sanchez Mira Campus	M	21	Bibigao claveria cagayan	9275263676	johnkennethsegundo27@gmail.com											

22	Veracion, John Ryan Manaois	Bachelor of Science in Industrial Technology	4th Year	Sanchez Mira Campus	M	22	Namuac, Sanchez Mira, Cagayan	9953940428	ryanveracion79@gmail.com	/	/	/	/	/		/	/			
23	Bagasol Rhienne angel Almazan	Agriculture	1st Year	Sanchez Mira Campus	Female	18	Dacal Sanchez mira cagayan	9704994097	rhienneangelb@gmail.com											
24	Cruzado, Marinella Agarpao	Bachelor of Agriculture Major in Animal Science	1st Year	Sanchez Mira Campus	Female	22	Langagan Sanchez Mira	9291900084	marinellacruzado5@gmail.com											
25	MOLINA, HANNAH SOPHIA GUZMAN	Bachelor of Science in Agriculture major in Animal Science	1st Year	Sanchez Mira Campus	Female	18	PUROK STO. NIÑO, TAGGAT SUR, CLAVERIA, CAGAYAN	9614721369	molinahannahsophia4@gmail.com	/	/	/	/	/		/	/	/		
26	NERIE BURIGSAY VIERNES	Bachelor of Science in Agriculture- Animal Science	1st Year	Sanchez Mira Campus	Female	18	SAN VICENTE CLAVERIA, CAGAYAN	9812847970	viernesnerles@gmail.com	/	/	/	/	/		/				
27	Ruatos Leny Joy Rieta	Bachelor of science in Agriculture	2nd Year	Sanchez Mira Campus	Female	19	Caagaman, Aparri, Cagayan	9354173198	lenyruatos@gmail.com	/	/	/	/	/		/	/			
28	Sadama, Romeo, De Los Santos	Bachelor of Science Major in Animal Science	1st Year	Sanchez Mira Campus	Male	18	Poblacion East, Flora, Apayao	9456408006	sadamaromeo05@gmail.com	/	/	/	t a voter	/		/	/		/	
29	ECHANIQUE, JHON PAUL ELVIÑA	BSCRIM	2nd Year	Sanchez Mira Campus	M	19	San Andres, Sanchez Mira, Cagayan	9396338465	jpechanique03@gmail.com	/	/	/	/	/		/	/			
	Luce, Kim Abigail, Talub	BSCRIM	1st Year	Sanchez Mira Campus	F	19	Centro uno, Sta.Praxedes Cagayan	752431583	lucekim355@gmail.com	/	/	/	/	/	/	/			/	
33	Millares, Joshua A.	BSCRIM	1st Year	Sanchez Mira Campus	M	20	Danao Cauayan City Isabela	9550238078	millaresjoshua433@gmail.com	/	/	/	Not a vote	/		/	/			
34	Yabes, Menard	BSCRIM	1st Year	Sanchez Mira Campus	M	18	Tokitok, Sanchez Mira Cagayan	9354155332	menardyabes@gmail.com											
35	Ifurung, Pilardo, Bin	BSHM	2nd Year	Sanchez Mira Campus	M	22	Dacal Sanchez Mira Cagayan	9387887408	pilardolicious07@gmail.com	/	/	/	/	/		/	/			
36	Mejia Shaina Rose U.	BSHM	3rd Year	Sanchez Mira Campus	F	21	Minanga Namuac Sanchez Mira Cagayan	9651564390	shainarosemejia977@gmail.com	/	/	/	/	/		/	/			
37	Rosete, April Jade Asuncion	BSHM	1st Year	Sanchez Mira Campus	F	18	C-1, Sanchez Mira, Cagayan	9360542981	aprilijaderosete@gmail.com											
38	Uberita, Arjay Bastatas	BSHM	3rd Year	Sanchez Mira Campus	M	22	Abulug, Cagayan	9692559212	tinongbastatas25@gmail.com	/	/	/	/	/		/				
39	Costales, Rustom Dale, Tisado	(BEED)	1st Year	Sanchez Mira Campus	M	18	Denus Street Centro-02 Sanchez Mira Cagayan	9703661055	costalesrustomdale7@gmail.com	/	/	/	/	/		/	/			
40	Paludipan, Dave Sagun	BSED Major in Mathematics	1st Year	Sanchez Mira Campus	M	18	San Antonio, Santa Marcela, Apayao	9618376688	davepaludipan027@gmail.com	/	/	/	/	/		/	/			
1	SANIDAD, CHRISTINE JOY MADAMBA	BSED MAJOR IN ENGLISH	4th Year	Sanchez Mira Campus	F	21	CENTRO II, SANCHEZ MIRA, CAGAYAN	9677917744	christinejoysanidad25@gmail.com	/	/	/	/	/	/	/				

Pepared By:

ETRO L. CAMAYANG
OSDW Staff

Noted:

FLORENTINA G. REYES, Ph.D.
OSDW Coordinator

pproved:

RODEL FRANCISCO T. ALEGADO, Ph.D.
Campus Executive Officer

Republic of the Philippines

CAGAYAN STATE UNIVERSITY

University Student Council Federation

The 2018
UNIVERSITY STUDENT COUNCIL FEDERATION CONSTITUTION AND BY-LAWS

P R E A M B L E

We, the members of the University Student Council Federation (USCF) of Cagayan State University (CSU), imploring the aid of the Almighty God, in order to establish a student council that is cohesive for our holistic development, promote unity, equality, peace, love, justice, cooperation and harmonious relationship among students, faculty, personnel and CSU administration, do hereby adopt and promulgate this constitution.

ARTICLE I
IDENTITY AND DOMICILE

Section 1. The Organization shall be known as University Student Council Federation (USCF) of Cagayan State University (CSU).

Section 2. The University Student Council Federation shall be the highest student governing body in the university. The Campus Student Councils, College Student Councils and Classroom Student Councils shall be under its umbrella and thus shall adopt this constitution and by-laws as their own.

Section 3. Its office address shall be at the Office of the Students Development and Welfare (OSDW) through the Director, Cagayan State University-Andrews Campus, Tuguegarao City or through the Sub-office located at the campus where the USCF Chairperson resides.

ARTICLE II
DECLARATION OF PRINCIPLES, ORGANIZATIONAL POLICIES AND GENERAL PROVISIONS

Principles

Section 1. The University Student Council Federation shall be the highest governing body of all CSU students.

Section 2. The University Student Council Federation shall have a main purpose of policy-making that encompasses university student matters and bridging the students, the faculty and the CSU administration to create a just and harmonious academic society within the University.

Section 3. The maintenance of peace and order, the protection of rights and freedom and the development of students' welfare shall be accorded to all members of the Federation.

Section 4. The Federation shall participate in the formulation and assist in the implementation of the University rules, regulations and policies especially on matters affecting students' welfare in all campuses of the University.

Section 5. The Federation shall not treat any of its members differently on the basis of religion, social standing, gender, race, belief, disabilities and ethnic affiliations.

Policies

Section 6. The Federation shall enforce its main duty of serving and protecting its members.

Section 7. The Federation shall promote a just and dynamic scholastic order that shall ensure prosperity and free the members from academic poverty through policies that help provide high educational standard.

Section 8. The Federation shall value the dignity of all students and shall guarantee full respect for the student's rights found in the constitution, the student manual and the Magna Carta for Students.

Section 9. The Federation shall recognize the vital role of every member in its development.

Section 10. The Federation shall ensure the local autonomy of Campus Student Council, College Student Council and Classroom Student Council.

Section 11. The Federation shall take part in developing the potentials of its members.

Section 12. The Federation shall uphold the integrity, credibility and honesty of student services.

Section 13. The Federation shall participate actively in community service and uphold the relevant role of the students in nation building.

Section 14. The Federation shall have the duty to defend the students' welfare and academic freedom and shall value the effort of the University Administration.

Section 15. The Federation shall have the right to conduct meeting and do business free from any personal interest or political discrimination.

Section 16. The Federation, through its officers and members, shall have all the power to prescribe and direct students to obey existing University rules and regulations.

Section 17. The Federation may, as it may seem necessary and crucial, request the attendance of students to attend activities and programs it has organized.

Section 18. The Federation shall continually see new ways to educate its members in the current pressing social issue, and shall set the interest of its members above their own.

Section 19. The key position in all levels of student governance shall be composed of the Chairperson of University Student Council Federation, USCF Vice Chairperson, Secretary and Treasurer, Campus Student Council President, Campus Student Council Vice President, the Secretary, Treasurer, and Senators and Governor, Vice Governor, Executive Secretary, Board Member and Treasurer of ColSC, Mayor of CLassSC.

Section 20. All officers of the student federation, university level, campus level or college level, shall automatically be excused from their classes and shall be given special considerations (Major exam, quizzes, and any other forms of assessments and/or requirements) during meetings or activities duly approved by the University / Campus Officials in and out of the Campus / University.

Section 21. The session of the USCF, CSC and ColSC shall be open to students who wish to listen and observe but are not allowed to participate in the deliberation unless otherwise allowed by the members of the respective student council.

Section 22. USCF and CSC funds shall be independent from one another and shall be deposited in an account bearing the name of the respective student council. ColSC Funds shall be deposited under the CSC Account and to be released upon approval of request.

Section 23. All scholarship grants for elected students shall be referred to the stipulation on the student manual.

Section 24. All levels of student governing body shall have their advisers, with respect to the following;

24.1. Adviser/s shall be chosen by the head of the student governing body.

24.2 The University Student Council Federation Adviser, Campus Student Council Adviser and College Student Council Adviser must be a regular faculty member and a co-adviser may be a regular/ a part-time faculty of the University;

24.3. Functions of the Advisers are stipulated in the Student Manual;

24.4 Advisers are mandated to be present in all meetings (emergency, special, and regular) and activities held by the body;

24.5 Advisers should not hold more than 1 adviser position in student council, regardless of level of student council;

24.6 Students are given independence and freedom in their decisions with the guidance of their Advisers;

24.7 Advisers may be changed with the concurrence of 2/3 of the concerned student council.

Section 25. The USCF Chairperson, USCF Vice Chairperson, USCF Secretary, CSC Presidents, CSC Vice-Presidents, Senators, Governors and Vice-Governors cannot be the Editor-in-Chief of Student Publications.

Section 26. No person holding a key position in the university council, campus council and college council shall be allowed to be the head in any specialized accredited organization.

ARTICLE III
CONSTITUENTS (MEMBERSHIP)

Section 1. All bona fide students of the Cagayan State University officially enrolled shall be the constituents of the University Student Council Federation. Duly enrolled students in any of the eight campuses and different colleges shall compose the constituency of each Campus Student Councils and College Student Councils, respectively.

Section 2. All bona fide students shall pay a membership fee of fifty pesos (P50.00) per semester. The membership fee, upon collection, shall be broken down as follows; *five pesos (P5.00)* shall go to the University Student Council Federation's fund; *twenty pesos (P20.00)* shall go to the Campus Student Council's fund where the student is enrolled; and *twenty five pesos (P25.00)* shall go to the College Student Council's fund where the student has enrolled in.

ARTICLE IV
STUDENTS' BILL OF RIGHTS

Section 1. Every student has the right to academic freedom and equal protection of the law.

Section 2. Every student has the right to be properly informed of the programs, rules and regulations and policies of the academic community.

Section 3. Every student has the right to have access to his/her official records and other pertinent documents and papers pertaining to official acts, transactions or decisions, provided that he/she has not done anything that shall inhibit the release of such documents.

Section 4. Every student has the right to be academically evaluated based on objective criteria.

Section 5. Every student has the right to conduct scholarly research freely and to publish, discuss and exchange findings and recommendations for the purpose of academic development.

Section 6. Every student has the right to proper representation and participation in all policy-making bodies inside the University.

Section 7. Every student has the right to regular student-faculty and student-administration dialogue.

Section 8. Every student has the right to peacefully assemble and to freely but responsibly express their views, opinions and grievances.

Section 9. Every student has the right to establish, organize, join and actively participate in clubs, organizations, groups and other associations for purposes not contrary to existing policies of the University.

Section 10. Every student has the right to due process.

Section 11. Every student has the right to legitimate and responsible use of adequate, safe, clean and efficient school facilities.

Section 12. All other rights as specified in the Magna Carta for students, the Student Manual and the University's Student Charter but are not specified herein are included as rights of the students.

ARTICLE V
SUFFRAGE

Section 1. Every constituent has the right to suffrage.

1.1. Every constituent of the student governing bodies, as may be prescribed by law, has the right to vote for officers of the Campus, College Student Council and Classroom Student Council.

1.2. Twenty (20) student leaders who shall compose the voting delegation of the different Campus Student Councils shall embody the right of every student to vote for the University Student Council Federation Chairperson and Vice Chairperson.

ARTICLE VI
UNIVERSITY STUDENT COUNCIL FEDERATION

Section 1. The University Student Council Federation shall be the highest governing student body.

Section 2. It shall be composed of a Chairperson, Vice Chairperson, and the eight Campus Student Council Presidents.

Section 3. The USCF Chairperson and USCF Vice Chairperson shall come from the eight (8) elected Campus Student Council Presidents. Consequently, rules of succession will follow to the Campus Student Council.

Section 4. The chairperson shall appoint a secretary and treasurer.

Section 5. The University Student Council Federation shall execute the following functions:

5.1. Make decisions to help the facilitation of student matters across the university;

5.2. Make pertinent recommendations regarding university student policies, rules and management;

5.3. Create ad hoc committees and appoint head thereof to spearhead proceedings and shall report to the Federation upon accomplishment of the task being given.

5.4. Hold regular and special meetings. The body shall also held dialogue with the University administration and consultation with the students needed for the advancement of student welfare and concerns.

Section 6. The Chairperson of the University Student Council:

a. Qualifications:

1. Must be a bona fide student of the University duly certified by the Certificate of Enrollment released by their respective campus registrar;
2. Must be an elected Campus Student Council President.
3. Must be a third year for a four-year course, fourth year for a five-year course or fifth year for a six-year course;
4. Must have at least two (2) years of residency in the University;

5. Should be carrying a normal load (no failing grade, no incomplete grades, no dropped subjects);
6. Must possess a general weighted average of at least 85%. Certification of grades shall be issued and duly signed by the registrar to be submitted to the Electoral Board for further evaluation;
7. Must have held any key position in the College, Campus or University Student Council for at least two (2) years.
8. Must be of good moral character as attested to in certification issued by the Guidance Counselor from the University unit; and
9. Must submit a duly signed brief and honest report of his/ her leadership achievements and leadership training to the panel of interviewer which shall be conducted upon filling of candidacy to determine his/her background in all aspects of leadership involvement.

b. Functions:

1. Shall preside over all the meetings and sessions of the University Student Council Federation;
2. Shall convene the University Student Council Federation as the need arises;
3. Shall represent the University Student Body in the Board of Regents (BOR);
4. Shall enforce the provisions of this Constitution and By-Laws and resolutions promulgated or enacted by the University Student Council Federation sitting *en banc*;
5. Shall lead to the implementation of programs, activities and project for the whole school year with the representatives/ president of every campus.

c. Limitation

1. The Chairperson shall not suspend the Constitution and By-Laws even during emergency.

Section 7. The Vice Chairperson of the University Student Council Federation

a. The qualification for Vice Chairperson shall be the same as that of the USCF Chairperson.
b. Functions:

1. Shall assist the University Student Council Federation Chairperson at all times;
2. Shall perform all the duties and responsibilities of the Chairperson in his absence or physical incapacity;
3. Shall perform duties in and out of the University as authorized by the USCF Chairperson; and
4. He/She shall take over the function of the Chairperson whenever it is vacant by reason of death, resignation, removal, suspension, illness, absence, physical, mental incapacity or failure to qualify for office.

Section 8. The appointment of the Secretary of University Student Council Federation:

a. Qualification:
   1. Must be a bona fide student of the University duly certified by the Certificate of Enrollment released by their respective campus registrar;
   2. Must possess a general weighted average of at least 85%. Certification of grades shall be issued and duly signed by the registrar.
   3. Must have held any position in the College, Campus or University Student Council for at least one year;
   4. Must be of a good moral character as attested to in certification issued by the Guidance Counselor from the University unit.

b. Functions:
   1. Shall keep all journals and correspondence pertaining to the activities of the USCF;
   2. Shall record all proceedings and minutes of the meetings of the USCF;
   3. Shall receive correspondence or any written communication addressed to the Chairperson and shall affix his/her signature on the said documents or papers for the purpose of authenticity.
   4. Shall be the spokesperson of the Chairperson of the University Student Council Federation.
   5. Shall perform such other duties as the University Student Council Federation or the Chairperson may assign him/her from time to time.

Section 9. The appointment for Treasurer of the University Student Council Federation:

a. Same qualifications with the USCF Executive Secretary.

b. Functions:
   1. Shall keep the records of the funds of the University Student Council Federation;
   2. Shall disburse the same in accordance with an appropriation authorized by the University Student Council Federation subject to the accounting rules and regulation;
   3. Shall submit a financial report at the end of each semester to the Council which shall be forwarded to the OSDW Director;
   4. Shall perform such other duties as the University Student Council Federation or the Chairperson may assign him/her from time to time.

ARTICLE VII
CAMPUS STUDENT COUNCIL

Section 1. The Campus Student Council shall be the highest governing student body in the campuses of Cagayan State University. It shall govern the College Student Councils and other accredited student body organizations in the campus. It shall also be considered as one of the local student council.

Section 2. It shall be composed of a President, Vice President, and twelve Senators. In the case of campuses with foreign programs, duly elected Representative of the Foreign Student Council shall be an ex-officio member of the Campus Student Council.

Section 3. The Campus Student Council shall execute the following functions:

3.1 Serve as the highest governing student body particularly in campuses;
3.2 Initiate, organize and implement student activities of campus-wide concern in line with the policies laid out by the concerned Campus Student Council;
3.3 Make decisions in coordination with Campus Administration to resolve matters concerning the students;
3.4 Make pertinent recommendations regarding campus student policies, rules and management, and forward it to the campus administration;
3.5 Create ad hoc committees and appoint Head thereof to spearhead the proceedings and shall report to the Campus Student Council upon accomplishment of the task being given;
3.6 Hold quarterly and special dialogue with the campus administration needed for the advancement of student welfare and concerns;
3.7 Coordinate with the designated campus authorities regarding student matters, affairs and activities;
3.8 Serve as a feedback information center for the students in their respective campuses.

Section 4. The President of the Campus Student Council.

a. Same qualifications with the USCF Chairperson cited on *Article VI Section 6* except requirement no. 2.
b. Functions:
    1. Shall preside over all the meetings and sessions of the Campus Student Council;
    2. Shall convene the Campus Student Council as the need arises;
    3. Shall spearhead all Campus Student Council sponsored programs and/or activities;
    4. Shall supervise the implementation of programs, activities and projects for the whole school year;
    5. Shall help in the enforcement of the provisions of this Constitution and By-Laws and resolutions promulgated or enacted by the University Student Council Federation/Campus Student Council sitting *en banc*.

Section 5. The Vice President of the Campus Student Council:

a. Same qualifications with the USCF Chairperson cited on *Article VI Section 6* except for requirement no. 2.
b. Functions:
    1. Shall assist the Campus Student Council President to the implementation of programs, activities and projects for the whole school year with the other members of the council and secretariat;

2. Shall enforce the provisions of this Constitution and By-Laws and other policies promulgated by the Campus Student Council and University Student Council Federation; and
3. Shall take over the function of the President whenever it is vacant by reason of election as chairperson or vice chairperson of USCF, death, resignation, removal, suspension, illness, absence, or physical or mental incapacity or failure to qualify for office.

Section 6. The Senators of the Campus Student Council:

a. Qualification:
    1. Must be a bona fide student of the University and must carry a normal load. The Registrar's Office shall provide certification from the University unit;
    2. Must not have any failing grade, incomplete grades and no dropped subjects.
    3. He must possess a general weighted average of at least 85%. Certification of grades shall be submitted to the Electoral Board for further evaluation;
    4. Must be of good moral character as certified by the Guidance Counselor from the University unit; and
    5. Must have held a key position for at least one (1) year.
b. Functions:
    1. Shall serve as the principal legislators of the Campus Student Council;
    2. Shall create a comprehensive and progressive system on how to collect evaluation of student leaders of student leaders in the campus level;
    3. Shall further check and scrutinize appropriation on budget for programs and other Campus Student Council (CSC) initiated activities;
    4. Shall monitor the Campus Student Council income and spending;
    5. Shall assist in Campus Student Council outreach program and activities; and
    6. Shall perform such other duties as may be assigned by the president.

Section 7. The Secretary of the Campus Student Council:

a. Same as the qualifications for the USCF Executive Secretary.
b. Same functions for the USCF Executive Secretary except jurisdiction is limited to the Campus.

Section 8. The Treasurer of the Campus Student Council:

a. Same qualifications with the USCF Treasurer.
b. Same functions with the USCF Treasurer except jurisdiction is limited to the Campus.

ARTICLE VIII
COLLEGE STUDENT COUNCIL

Section 1. The College Student Council shall be the highest governing student body in the different colleges of Cagayan State University. It shall govern the Classroom Student Councils. It shall also be considered as a local student council.

Section 2. It shall be composed of a Governor, Vice Governor, and eight Board Members.

Section 3. The College Student Council shall execute the following function:

3.1 Serve as the highest governing student body particularly in colleges;
3.2 Initiate, organize and implement student activities of campus-wide concern in line with the policies laid out by the concerned College Student Council;
3.3 Make decisions in coordination with College Administration to resolve matters concerning the students;
3.4 Make pertinent recommendations regarding college student policies, rules and management, and forward it to the campus administration for approval;
3.5 Create ad hoc committees and appoint Head thereof to spearhead the proceedings and shall report to the College Student Council upon accomplishment of the task being given;
3.6 Hold quarterly and special dialogue with the college administration needed for the advancement of student welfare and concerns;
3.7 Coordinate with the designated college authorities regarding student matters, affairs and activities;
3.8 Serve as a feedback information center for the students in their respective colleges.

Section 4. The Governor of the College Student Council:

a. Qualification
1. Must be a bona fide student of the University duly certified by the campus registrar;
2. Should be carrying a normal load and must not have any failing grade, incomplete grades and dropped subjects.
3. He/She must have a general weighted average of at least 85%. Certification of grades duly signed by the registrar must be submitted to the Electoral Board for further evaluation; and
4. Must have held any position in the College, Campus or University Student Council for at least one year.
5. Must be of good moral character as attested to in certification issued by the Guidance Counselor from the University unit.

b. Functions
1. Shall preside over all the meetings and sessions of the College Student Council;

2. Shall convene the College Student Council as the need arises;
3. Shall spearhead all College Student Council sponsored programs and/or activities.
4. Shall supervise to the implementation of programs, activities and projects;
5. Shall help in the enforcement of the provisions of this Constitution and By-Laws and policies promulgated or enacted by the University Student Council/Campus Student Council/College Student Council sitting *en banc*.

Section 5. The Vice Governor of the College Student Council:

a. Same with qualifications of the ColSC Governor.
b. Functions:
1. Shall assist the College Student Council Governor to the implementation of programs, activities and project with the other members of the council and secretariat;
2. Shall be the presiding officer of the college legislative body; and
3. He shall take over the function of the Governor whenever it is vacant by reason of death, resignation, removal, suspension, illness, absence, or physical or mental incapacity or failure to qualify for office.

Section 6. The Board Members of the College Student Council:

a. Qualifications:
i. Must be a bona fide student of the University and must carry a normal load. The Registrar's Office shall provide certification from the University unit;
ii. Must not have any failing grade and no dropped subjects. He must have a general weighted average of at least 83%. Certification of grades shall be submitted to the Electoral Board for further evaluation;
iii. He must be of good moral character duly certified by the Guidance Counselor from the University unit.

b. Functions:
i. Legislate and recommend to the administration policies of college applications;
ii. Assist in College Student Council outreach programs and activities of the College;
iii. Member and chair committees provided in this Constitution and By-Laws;
iv. Create a comprehensive and progressive system on how to collect evaluation of student leaders in the college level of student governance.
v. Further check and scrutinize appropriation budget for programs and other College Student Council initiated activities; and
vi. Shall keep track of the College Student Council funds.

Section 7. The Governor may appoint secretary/ies, treasurer and any other appointive position provided it is concurred by the College Student Council.

ARTICLE IX
STUDENT LEGISLATIVE CHAMBER

Section 1. There shall be a Student Legislative Chamber to be composed of the following:

a. From the *University Student Council Federation*; Chairperson, Vice Chairperson, and eight Campus Student Council Presidents.
b. From the *Campus Student Council*; President, Vice President and twelve Senators.
c. From the *College Student Council*; Governor, Vice Governor, and eight Board Members.

Section 2. The Student Legislative Chamber shall:

a. Serve as the highest student policy-making body;
b. Serve as a constitutional body; and
c. Coordinate the programs of the various Student Councils.

Section 3. The Student Legislative Chamber shall have its Presidium to be composed of the Presiding Officer (Chairperson in the case of USCF, President in the case of CSC, and Governor in the case of Col-SC), Secretary and two Floor Leaders. The secretary and two Floor Leaders shall be elected from the members of the SLC. It shall be the duty of the Presidium to facilitate the discussion during the legislative session as it seems necessary and to prepare the agenda for such session and to preside during regular meeting or session.

Section 4. The members of the SLC may be divided into different committees during its regular session for the purpose of the speedy formulation of policies/rules and regulations.

Section 5. Committees shall be created in the USCF, CSC and ColSC to craft policies or to investigate issues or case which the committees have jurisdiction. Each committee shall have its Chairperson, Vice-Chairperson. The committees that shall be created and adopted shall be known as the following:

a. Committee on Accountability of Public Officers and Investigation or Blue Ribbon Committee
b. Committee in Conducts and Ethics/ Students Rights and Welfare
c. Committee on Justice
d. Committee on Education
e. Committee on Culture, Arts, Sports, Fitness and Health
f. Committee on Gender and Development
g. Committee on Constitutional Amendments and Revision

Section 6. Functions of the committees:

a. The Committee on Accountability of Public Officers and Investigation or Blue Ribbon Committee shall have jurisdiction on

all matters relating to, including the investigation of appeals on malfeasance, misfeasance or nonfeasance in office by any officer of the Campus Student Council.

b. The Committee on Conducts and Ethics/ Student Rights and Welfare shall have jurisdiction on all matters relating to right the maintenance of conduct, discipline, rights, safety, dignity, integrity and reputation of the Senate and its members and shall have the power to supervise the actions and behavior of the different publications in the University. Also, the committee shall protect the rights of students provided under Article III of this constitution.
c. The Committee on Justice shall have jurisdiction on all matters relating to the organization and administration of justice on probations and sanctions, impeachment proceedings against constitutional officers and other officers legally removable by impeachment.
d. The Committee on Education shall have the jurisdiction on all matters directly and principally relating to the academic rights and performance of the students.
e. The Committee on Culture, Arts, Sports, Fitness and Health shall have the jurisdiction on all matters relating to Culture, Arts, Sports, Fitness and Health.
f. The Committee on Gender and Development shall cover matters relating to the upliftment, protection, and promotion of Gender sensitivity and equality in the university.
g. The Committee on constitutional amendments and revisions shall have jurisdiction on all matters relating to proposed amendments and revisions to this constitution & bylaws. All proposals shall be regulated and discussed by this committee.

Section 7. In case of vacancy in the SLC position, a special election may be called to fill such vacancy but the persons to be elected shall serve only for the unexpired term.

ARTICLE X
ELECTIONS

Section 1. Election for the University Student Council Federation, Campus Student Council, and the College Student Councils shall be held every academic year in accordance with the rules promulgated by the Central Electoral Board.

Section 2. Election for the Campus Student Council shall be held three (3) weeks before the Annual Student Congress.

Section 3. Election for the USCF shall be held during the Annual Student Congress.

Section 4. For the University Student Council Federation: the Chairperson, Vice Chairperson, shall be directly elected by the twenty (20) duly authorized representative in every campus.

Section 5. For the Campus Student Councils: the President, Vice President, and Senators shall be elected at large in their respective campus.

For the College Student Council: the Governor, Vice Governor, and Board members shall be elected at large in their respective college.

Section 6. Every officer shall hold office for one academic year inlcuding summer term or until his successor has been duly elected, inducted, qualified and assumed office, provided that any qualified candidate who will fill vacant seats shall hold office only for the remainder of the unexpired term.

Section 7. Any permanent vacancy in the office of the Chairperson shall be filled by the Vice Chairperson, provided that if the permanent vacancy occurs in the office of the Vice Chairperson, the Federation shall elect from among the Presidents a new Vice Chairperson;

Section 8. Should both the Chairperson and the Vice Chairperson of the Council be temporarily incapacitated, the remaining officers of the USCF shall elect from among themselves an acting Chairperson and an acting Vice Chairperson both whom shall relinquish their positions upon return of the permanent officials. In no case shall the Student Council be dissolved or rendered inoperative.

Section 9. The induction of members of the USCF shall be on the 31st day of July at 12 Noon, the oath to be administered by the University President or duly authorized representatives.

Section 10. The Campus and College Student Councils oath shall be administered by the Campus Executive Officer or duly authorized representative one (1) week following the election.

Section 11. There shall be a Central Electoral Board for the election of USCF Chairperson and Vice Chairperson to be composed of the following:

a. The Incumbent Vice Chairperson of the USCF shall automatically be the Chairperson of the Central Electoral Board;

b. The members shall be the Incumbent CSC Presidents or duly authorized representatives;

c. The adviser of the CEB shall be the incumbent USCF Adviser. The CEB may appoint other adviser through a resolution duly approved by the OSDW Director.

Section 12. There shall be a Campus Electoral Board for the election of the Campus Student Council to be composed of the following:

a. The Incumbent Vice President of the CSC shall automatically to be the Chairperson of the Central Electoral Board;
b. The members shall be the Incumbent ColSC Governor or duly authorized representatives;
c. The adviser of the Campus EB shall be the incumbent CSC Adviser. The Campus EB may appoint other adviser through a resolution duly approved by the OSDW Director.

Section 13. There shall be an Election Code formulated by the Central Electoral Board which must adhere with the provisions of this CBL and shall be adopted by the Campus Electoral Board.

Section 14. The Central EB cannot suspend the provisions of this constitution and by-laws particularly in the qualifications and manner of election of officers, except in extreme cases wherein suspending it is the only option for an election to prosper.

ARTICLE XI
STUDENT DISCPLINARY MEASURES AND DISMISSAL FROM OFFICE

Section 1. The judicial power of the University Student Council Federation shall be vested in the Student Disciplinary Committee and in such lower SDCs as maybe established by the Council concerned.

Section 2. The University Student Disciplinary Committee members shall be composed of:

a. Chairperson of the USCF Committee on Accountability of Public Officers/Blue Ribbon Committee which will seat as the Chairman of the committee
b. Eight Presidents from each campuses.

Section 3. The eight members of the University Student Council Federation shall become the Chairperson of the Campus Student Disciplinary Committee.

Section 4. The USCF/CSC/Col-SC shall have an internal committee that will take cognizance of cases involving delinquent officers.

Section 5. Any constituent of the Federation or Council being concerned may file an impeachment or dismissal complaint forwarded to the tasked internal committee.

Section 6. Grounds for dismissal from office shall be as follows:

a. Conviction of crimes and offenses stated in the Philippine Constitution and Statutes;
b. Betrayal of public trust and grave abuse of discretion;
c. Culpable violation of the Constitution and By-laws;
d. Dishonesty, oppression, abuse of authority, misconduct in office, negligence or dereliction of duty;
e. Any rule/regulation violated in the students' manual, whose punishment is 30 days or more, depending on the severity of the transgression, may cause removal or dismissal from his/her office with due process;
f. Treason, bribery, graft and corruption;
g. Unauthorized absence for three consecutive regular meetings, four special meetings, or five absences regardless of kind of meetings it may be.

Section 7. Any suspension/impeachment shall take effect after a 2/3 affirmative vote from the body.

Section 8. All members have the right to vote in any of the disciplinary proceedings.

Section 9. No member shall be subjected to disciplinary measures without due process of law.

ARTICLE XII
TRANSITORY PROVISIONS AND AMENDMENTS

Section 1. The general election of the USCF Chairperson and Vice Chairperson shall be held during the Annual Student Congress.

Section 2. The USCF Chairperson may at any time, call a meeting of the Federation with proper coordination to the members of the Campus Student Councils.

Section 3. The general election of the Campus Student Council and College Student Council except classroom level shall be held three (3) weeks before the scheduled Annual Student Congress.

Section 4. The general election of the Classroom Student Council shall be conducted on the following school year, immediately after the Col-SC elections or as being scheduled by the OSSW.

Section 5. No business shall be transacted unless/ otherwise quorum is determined. The majority (50% plus one member) shall constitute a quorum.

Section 6. Any amendments hereto, or revision hereof, will be proposed by:

6.1 *The USCF Members, upon a vote of three-fourths of all its members.*

6.2 *A constitutional convention.*

Section 7. The Legislative Chamber shall not seek the approval of the delegates in the Annual Student Congress for this constitution to be adopted and implemented. The Legislative Chamber however, shall be liable to inform the students through the Annual Student General Assembly any amendment or revision thereof, to ensure that student rights are well-protected and faithfully executed. All amendments and revisions to the Constitution and By-Laws must be referred to a plebiscite to be conducted by the Electoral Board.

Section 8. All officers before the revision and amendment of this Constitution, shall be deemed valid and shall continue their term.

Section 9. No amendment or revision shall take place unless four (4) years has passed since the last amendment or revision.

ARTICLE XIII
EFFECTIVITY

Section 1. This Constitution shall take effect after fifteen (15) days upon ratification by a majority of votes casted in a plebiscite held for the purpose and shall supersede all previous constitutions.

Section 2. The member of the Board of Regents of this University shall be furnished with a copy of this CBL for confirmation.

THE FOREGOING PROPOSED CONSTITUTION AND BY-LAWS OF THE UNIVERSITY STUDENT COUNCIL FEDERATION WAS APPROVED BY THE CONSTITUTIONAL COMMISSION OF 2018 FORMED THROUGH A CONSTITUENT ASSEMBLY ON SEPTEMBER 3, 2018 AT CAGAYAN STATE UNIVERSITY – PIAT CAMPUS.

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C E R T I F I C A T I O N

This is to certify that the foregoing proposed CBL of the University Student Council Federation was properly approved by the commission formed through a Constitutional Assembly on September 3, 2018 at CSU-Piat Campus.

This is to certify further for the truthfulness and correctness of the above-cited provisions.

JOHN PAUL D. DE LEON
Secretary General

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OFFICE OF THE STUDENT DEVELOPMENT & WELFARE

C E R T I F I C A T I O N

This is to certify that the following students are grantees of the Differently Abled Persons Grant and are entitled to One Thousand Pesos (Php 1,000.00) cash incentive every semester. The grantees had undergone procedures for eligibility spearheaded by the Office Of Student Development And Welfare.

1. Eclarin, Don Roy Cudanes
2. Galapia, Winchester Icalla
3. Biscaro, Shereline Otrillo
4. Sison, Leanbert

This certification is issued to the **Above -mentioned students** for whatever purpose it may serve them

Issued this 20th day of October 2023 at CSU- Sanchez Mira, Cagayan

FLORENTINA G. REYES, Ph.D.
OSDW, Coordinator