

PREFACE

The College of Agriculture, Fishery and Forestry Operations Manual is designed to provide the faculty, staff and students in better understanding of the guidelines and operational procedures in the different areas of the college. In no way does this manual supersede by the policies stated in the *University Code* as this follows the guidelines of the Board of Trustees of the University. However, the contents of this Operations Manual outline the basic operations of the College. The faculty and staff are responsible for reading, understanding and implementing the guidelines presented in this manual. It is expected that when this manual is followed, the college will operate in an orderly and academic and professional manner.

The material in this manual commenced with the university and college history. The philosophy, mission and vision of the university as well as of the college were also included. The manual ranges from roles, duties and responsibilities of the dean, department chairpersons, coordinators, student advisers to administrative policies and procedures. Consequently, for some policies and procedures, it is difficult to implement modifications without approval for exceptions. On the other hand, many policies and procedures, particularly administrative, are subject to internally initiated change. In addition, exceptions to administrative policies and procedures are allowable when justification is documented and it's processed for approval through the normal channels of the university, including the approval from the department responsible for the policy or procedure and to the vice president for academic affairs.

The College of Agriculture, Fishery and Forestry Operations Manual will be posted in the RSU Website upon approval of the concerned authorities. Copies of printed version are maintained at the Office of the Vice President for Academic Affairs, Office of the Student Affairs, Office of the Dean, College of Agriculture, Fishery and Forestry, Guidance Coordinator of the College, the university Library and CAFF Reading Center.

The methodology was designed to be great help to the students and faculty of the College. Henceforth, everybody is requested to make suggestions for the improvement of these methodologies. College Department should make a collaborative effort to agree that these policies/ methodologies reflect the most recent practice of their department. It is significant that no procedure can be changed without amendment for the change on this manual.

The CAFF Dean

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I. Historical Metamorphosis of Romblon State University

Odiongan Farm School

It was sometimes in November 1914 During the Athletic in the Odiongan when John C. Early, then head Teacher of Romblon Sub Province, Suggested to the teachers the establishment of a farm school in the locality.

He said that Tablas alone can support four or five times of total number of people in the entire Province of Romblon if its land could be agriculturally developed. The teachers took his suggestion to heart, and began at once a campaign to acquire nearby Farm lands. SemplicioFestin, at teacher at the time, worked earnestly for the acquisition of lands. Finally the people's interest was aroused, and Emilio Firmalo together with other land owners, donated thirteen hectares of lands adjoining the primary school site. Besides lands, the then proposed school received three work carabaos from NazarioFamadico of Despujols, and four temporary farm houses built and donated to the school by the Odiongan people.

John C. Early, having been encourage by the high spirit of the people, wrote at once to the provincial governor of Capiz and to the director of education regarding the proposed farm school. Before the close of May 1915, everything was made ready. Thus the Odiongan Farm School came into being in June 1915, with sixty five pupils enrolled in the fifth grade and forty eight pupils in sixth grade. Juan Fetalino, a most promising teacher in the province, took change of the school as principal, and was assisted by FilipaFestin, another teacher of long experience. In June 1916, a complete farming course for boys, and housekeeping and household arts course for girls were opened with an average enrolment of every forty pupils for each grades. In June 1922, a first year class was started, and in June1927, a second year class was added, and as soon as there were students to enrol, the other high school classes were opened. The third and fourth year classes were organized in 1929 and in 1930, respectively. The name Odiongan Rural High School and all the intermediate classes were turned over the Odiongan Elementary School.

The realization of the establishment of the Odiongan Farms School has been largely due to the generosity and enthusiasm of the Odiongan people and through the earnest efforts of John C. Early. The people supported it heartily during its first two years existence. Besides the thirteen hectares of land, the three carabaos, and the four temporary farm houses, and some hogs for breeding purposes donated by them to the school, they paid the salaries of several teachers for two years. In 1917, the municipality, with the three hundred sixty five pesos donation of the "AngOdiong," purchased twelve hectares of additional lands and paid salaries of the teachers, with expectation of those who were paid by the Insular Government. On the following year, 1918, the school

became a provincial project, and another fifteen hectares of land were added. The province then began paying the salaries of insular teachers, and which up to 1926, amounted to twenty five thousand pesos.

Meanwhile, the school is gradually winning the support of the more enlightened class of officials and people.

It must, however, have a long struggle yet general recognition. It must fight on the whole province.

Below is a brief historical metamorphosis of the Romblon State University:

- 1915** Founded as Odiongan Farm School (OFS) offering only Intermediate Course. (Those who graduated from this school had to go to Muñoz Agricultural School in Nueva Ecija which later becomes the Central Luzon Agricultural College and now the Central Luzon University).
- 1930** The Odiongan Farm School was converted into Odiongan Rural High School (ORHS) offering complete Secondary Course headed by a Principal but under the supervision of the school Division Superintendent. Among its former teachers was Commissioner of the Agricultural Productivity Commission.
- 1947** The Odiongan Rural High School was converted into Odiongan High School (OHS), a provincial high school offering the General Type A Curriculum.
- Dec. 1, 1956** Odiongan High School was converted under RA No. 1319 into a secondary Curriculum and was named Odiongan National Agricultural School (ONAS)
- 1958** ONAS remained as a regional school but the name was changed to the Romblon National Agricultural School (RONAS) by virtue of the General Appropriations Act of the Year.
- July 1, 1965** RONAS was converted into the Romblon National Agricultural College (RONAC) under RA No. 4286.
- 1969** The name RONAC was incidentally shortened to the Romblon Agricultural College (RAC) as carried by the General Appropriations Act (GAA) of that year.

- 1972** Partial implementation of the college programs by offering the technical Course leading to Associate in Agricultural Technology (AAT). The opening of this junior college program then was subsidized by the appropriations for the secondary program.
- 1975** Full implementation of the college program with the opening of three degree courses. Bachelor of Science in Agriculture (BSA), Bachelor of Science in Agricultural Education (BSAgEd), and Bachelor of Science in Home Technology (BSHT).
- May 18, 1983** Approval of BP 393 converting the Romblon Agricultural College into State College known as the Romblon State College (RSC) by the late President, His Excellency Ferdinand E. Marcos.
- Sept. 30, 1983** Inauguration of the Romblon State College.
- 1985** RSC fully operated as a State College under its own budget.
- Jan. 12, 2001** the former Romblon College of Fisheries and Forestry (RCFF) created under Batas Pambansa Blg. 553 was fully integrated to Romblon State College-Odiongan, Romblon by virtue of BOT Resolution No. 3, S. 2001 dated January 12, 2001, and named RSC Tablas Campus which later was renamed as RSC-Tablas Branch through joint resolution of the Administrative and Academic Councils in Conformity with IGI-CSI issued under MEM Order Number 27, S. 2000.
- Feb. 28, 2001** Likewise, the former Sibuyan Polytechnic College (SPC) which was also created by virtue of BP 614 was fully integrated to Romblon State College through BOT Resolution No. 11, S. 2001 on February 28, 2001, and named RSC-Sibuyan Branch Respectively.
- October 14, 2009** The Romblon State College was converted into Romblon State University by virtue of Republic Act 9721 entitled “An act converting the Romblon State College in the Municipality of Odiongan, Province of Romblon into a State University to be known as the ROMBLON STATE UNIVERSITY and appropriating funds thereof”. The House Bill No. 5217, authored by HON. ELEANDRO JESUS F. MADRONA, Congressman, Lone District of Romblon, paved the way for the conversion of Romblon State College into a State University.

PHILOSOPHY

The University as a state institution shall administer its affair in accordance with its Charter, RA 9721 and with the general laws of the country in so far as they are applicable. The University upholds the humanistic philosophy of education, it is therefore committed to:

1. Enhance the individual's potentialities to the optimum;
2. Promote physical, intellectual, social, emotional and spiritual well-being of the youth;
3. Recognize the learner as the center of pedagogical efforts; and
4. Transform the educated individual to become a man for others.

RSU Vision

Romblon State University as a premier institution of higher education in the MIMAROPA region for a globally competitive Province of Romblon

RSU Mission

Romblon State University is committed to provide advanced education, higher technological and professional instruction and training in agriculture and fishery, forestry, science and technology, education, arts, and other relevant fields of study. It shall undertake research and extension services, and progressive leadership in its areas of specialization.

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CAFFHistory

The College of Agriculture, Fisheries and Forestry (CAFF) traces its roots to the Odiongan Farm School in 1914. The following years highlighted its metamorphosis.

- 1914** Founding of the College Farm School (OFS) offering intermediate course in Agriculture
- 1929** Odiongan Rural High School
- 1947** Odiongan High School
- 1956** Odiongan High School was converted into Odiongan National Agriculture School (ONAS) on December 1, 1956 under RA 1391 offering complete Secondary Vocational Agricultural Curriculum.
- 1958** ONAS was changed to Romblon National Agricultural School (RONAS) under GAA of 1958.
- 1965** RONAS was converted into Romblon National Agricultural College (RONAC) by virtue of RA 4286.
- 1969** Romblon National Agriculture College (RONAC) was changed to Romblon Agricultural College (RAC) under GA 4286.
- 1974** Romblon Agricultural College offered the two-year Agriculture curriculum leading to the title of Association in Agricultural Technology (AAT) under DECS Circular No.8S.174.
- 1975** Offering the four year degree programs Bachelor of Science in Agriculture (BSA), Bachelor of Science in Agricultural Education (BSAgEd) and Bachelor of Science in Home Technology (BSHT) on June 25, 1975.
- 1985** Agribusiness and Bachelor of Agricultural Technology (BAT) were offered as new degree courses.
- 1994** Launching of AGRITECH Curriculum replacing the ATEP Curriculum Funded by USAid. The institute was named as Institute of Agriculture and Related Technology.
- 1999** Bachelor of Science in Hotel and Restaurant Management (BSHRM) and Food Technology were offered. The institute was renamed as Institute of Agriculture and Applied Sciences.

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2006 The Institute of Agriculture and Applied Sciences was renamed to Institute of Agriculture, Fisheries and Forestry (IAFF)

2009to the present- The Institute of Agriculture, Fishery and Forestry was renamed to College of Agriculture, Fishery and Forestry simultaneously as Romblon State College was converted into university and was renamed as **Romblon State University**.

CAFF Goals

- Provide holistic and high quality standard of instruction, research, extension and production;
- Develop students' competencies in their field of specialization;
- Contribute to the growth and sustainable development in Agriculture, Fishery and Forestry; and
- Establish and strengthen linkages with public and private sectors.

CURRICULAR PROGRAM, Their Objectives & Accredited Student Organization

a. Bachelor in Agricultural Technology

Objectives:

- Develop the skills, attitudes and knowledge of students through experiential learning;
- Facilitate the conduct of students research, extension and entrepreneurial projects;
- Effectively manage and deliver the program to the students according to the expected output;
- Encourage students to actively participate in various activities as agents of rural change and development; and
- Inculcate desirable values and work ethics for professionals in the industry.

Student Organization: Bachelor in Agricultural Technology Students Organization (BATSO)

b. Bachelor of Science in Agriculture

Objectives:

- Educate students in the scientific habit of thought and entrepreneurial skills;
- Prepare students to become professionals with entry level competencies in technical agriculture;

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- Train and engage students in designing and conducting agricultural research, extension and related disciplines; and
- Inculcate an in-depth understanding in the development and conservation of agricultural resources for food adequacy and sustainability.

Student Organization: Bachelor of Science in Agriculture Students Organization (BSAgSO)

CAFF Core Values

The college believes that the most important measures of an organization are the values it espouses. It therefore holds the following core values:

Competence - Globally competitive competencies are a hallmark of today's professionals and so it is the College of Agriculture, Fishery and Forestry commitment to develop such competencies.

HARDWORK - PERSEVERANCE - ENVIRONMENTALLY-FRIENDLY –	} Definition of these words will be improved on the second draft.
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College Logo



The *wheel* is a mobile circle, and reminds us of the circulatory motion of wealth in our lives. Wheel is also a sacred symbol of energy, and an illustration of how energy perpetrates everything; always rolling, turning and moving all things. The *wings*, on the other hand, symbolize aspiration to reach the greatest heights of accomplishment. The *four stars* stand for the four program offerings of the College. The *color gold* symbolizes wealth that every business aspires for. The *rays* symbolize our vision radiating to our clientele and stakeholders.

College Organizational Chart



CHAPTER I. ADMINISTRATION

Function and Duties

The overseer/manager of the college is the dean who shall be designated by the University President and shall be assisted by chairmen of the different departments/programs and coordinators in research, extension, GAD, planning, sports, cultural, student affairs and advisers of curriculum and student organizations who shall all be designated by the dean. A budget officer shall also be designated by the dean to take charge of all the cash advances, reimbursement and liquidation of the college.

The college has a college clerk/secretary, maintenance crew and student assistants hired by the University that shall carry out the clerical functions and maintain the cleanliness of the college surroundings respectively.

1. The Dean

The dean is directly responsible to the Vice President for Academic Affairs for carrying out educational policies and programs of the college and for supervising instructional, research and other academic activities.

The duties and responsibilities are:

1. Oversees the over-all operations of the college in instruction, research and extension.
2. Assists in the formulation and policies and plans pertaining to the educational programs of the University.
3. Initiates the formulation and recommendation of policies and programs of the college for consideration of the President and approval by the Board of Regents.
4. Spearheads the implementation of the university and college policies approved by concerned officials of the university.
5. Manages the evaluation of the various aspects of the curricula to determine weaknesses and identify corresponding corrective measures;
6. Provides leadership among the college coordinators in the planning, formulating, conducting activities in their areas of assignment.
7. Designates the department chairman and coordinators in the college; makes and submits the teaching loads/assignments of faculty.
8. Rates the performance of the faculty and department heads of the college;
9. Conducts conferences and regular faculty meetings for discussion of concerns/issues regarding the college.
10. Recommends faculty for study, training, seminars and conferences relevant to their field of specialization.
11. Endorses research proposals and extension programs of the college to the RET unit.
12. Submits the college's annual procurement program.

13. Submits quarterly reports to the VPAA about the academic operations of the college.
14. Attends and represents the college in the different undertakings of the university.
15. Requests for the provision of equipment, supplies and materials stipulated in the college annual procurement program for the college's operations.
16. Evaluates and approves student requests, either academic or non-academic activities.
17. Endorses the graduating students to the academic council
18. Reviews disciplinary cases of students in the college.
19. Initiates the hiring of part-time faculty and lecturers and submits to the VPAA and President for approval.
20. Suspends classes of the college with a legitimate purpose.

2. College Secretary/ Clerk

As College Secretary/ Clerk, he/she has the tasked to perform the following duties and responsibilities:

1. Prepares notices of meetings and minutes of the meetings;
2. Types reports, letters, memos, announcements and documents;
3. Answers routine correspondence;
4. Arranges meetings and schedule of conferences;
5. Transmits and/or, follow up orders and requests of the Dean;
6. Assists in the coordination of the Dean.

3. Planning Coordinator

As coordinator, he/she is tasked to perform the following duties and responsibilities:

1. Develops a college plan and program for achieving its goals.
2. Performs other related functions and duties deemed necessary as planning coordinator.

4. Department Chairperson

As Chair, he/she is tasked to perform the following duties and responsibilities:

1. Assists the Dean in the operations of the college in its respective department.
2. Formulates and implements department policies.
3. Evaluates the curricular program of the department.
4. Supervises all the department activities, academic and non-academic.
5. Identifies and reports the needs and problems in the department's operations.
6. Manages the discipline in the department.
7. Recommends lecturers and part-time faculty.
8. Evaluates students for enrolment in the department.
9. Endorses activities of the department for approval of the dean.
10. Attends to the disciplinary cases of students in the department.

5. Research Coordinator

As coordinator, he/she is tasked to perform the following duties and responsibilities:

1. Serves as member of the research council of the university.
2. Formulates and implements policies and guidelines on research activities.
3. Collaborates with the extension and GAD coordinators regarding research.
4. Initiates in the research agenda setting of the colleges
5. Represents the college in research undertakings of the university.
6. Formulates research action plan/activities of the college.
7. Identifies and discusses research targets of the college.
8. Submits reports about research matters.
9. Promotes a research culture college.
10. Performs other research related functions for the college.

6. Extension Coordinator

As coordinator, he/she is tasked to perform the following duties and responsibilities:

1. Develops a long-term and short-term extension services that respond to locally identified needs.
2. Formulates and implements policies and guidelines on the college's extension services.
3. Submits extension action plan and targets.
4. Facilitates the management of financial resources of the unit.
5. Represents the college in extension services of the university.
6. Initiates the conduct of research along with the extension services programs together with the research coordinator.
7. Establishes partnerships with other agencies and organizations for relevant and productive extension services.
8. Communicates program accomplishments.
9. Makes and submits the complete proceedings of every extension services conducted by the college.

7. Accreditation Coordinator

The coordinator has task to perform the following duties and responsibilities:

1. Prepares action plan for the accreditation program of the College
2. Organizes working committee in-charge of the different areas of accreditation.
3. Coordinates with the different working committees in the implementation of the program.
4. Consolidates/collects and arranges all the available required documents in the accreditation.

8. IGP & Production

The coordinator has task to perform the following duties and responsibilities:

1. Submits proposed IGPs to the Dean for implementation.
2. Assists in the proper implementation of IGPs in the Departments.
3. Supervises and monitors IGPs.
4. Plan the PROGRAMS for the improvement of the IGP of the College;
5. Collate/prepare and file documents for the College necessary for the accreditation of the programs.
6. Find means to generate income for the College; and
7. Submits reports on IGPs to the Dean.

9.GAD & GuidanceCoordinator

As coordinator, he/she is tasked to perform the following duties and responsibilities:

1. Develops the GAD programs of the college.
2. Represents the college in GAD activities of the university.
3. Serves as the guidance counselor of the college.
4. Provides counseling and assistance to students who needs advise.

10. Instructional Materials Coordinator

The coordinator has tasks to perform the following duties and responsibilities:

1. Plan the activities to be conducted for 4 semesters including summer classes;
2. Conducts/ spearheads seminars on development and reparation of instructional and materials like modules, workbooks, and work texts for the faculty and students use in coordination with the faculty development program coordinators;
3. Collate, prepare and file documents for the College the accreditation of the programs; and
4. Submits reports to the Dean every end of the semester.

11. Faculty DevelopmentCoordinator

The coordinator has the task to perform the following duties and responsibilities:

1. Formulate and conduct institutional in-service training program at least twice in a semester.
2. Coordinate with the faculty members to attend scholarly lectures, symposia, conferences and workshop for professional growth;
3. Encourage the faculty to be an active member at least one professional or scientific organization;

4. Source fund of the faculty development.
5. Conduct training for instruction/ curriculum/ sports/ religious/ organizational development.
6. Help in collating, preparing, filling, of documents necessary for the accreditation of the teacher education program; and
7. Recommend to the Dean the deserving faculty to be given w/ scholarship/trainings/ seminars workshop.

12. Student Affairs Coordinator

As coordinator, he/she has the tasked to perform the following duties and responsibilities:

1. Acts as adviser of the highest student organization of the college.
2. In – charge of the student activities of the college.

13. Cultural Affairs Coordinator

As coordinator, he/she is tasked to perform the following duties and responsibilities:

1. Acts as member of the cultural committee of the university.
2. Initiates the cultural activities of the college.
3. Performs other cultural related functions and duties of the college.

14. Sports Coordinator

As coordinator, he/she is responsible for performing professional and administrative work in planning, organizing, implementing and supervising a comprehensive athletic and sports program on a year-round basis. He/she has the following responsibilities:

1. Communicates to the college, the sports program of the university.
2. Initiates the conduct of sports activities in the college.
3. Performs other sports-related functions and duties of the college.

15. Publication Coordinator

As coordinator, he/she is tasked to perform the following duties and responsibilities:

1. Plan activities for publication
2. Create editorial staff
3. Publish a one/ two page/s once a month; and
4. Submit reports to the Dean every end of semester

16. Reading/ Library Coordinator

As reading/ library coordinator, he/she has the following duties and functions:

1. Selecting, developing, cataloguing and classifying library resources
2. Answering readers' enquiries
3. Establish and implement library and information policies and procedures
4. Develop and maintain special indexing systems and files for special collections
5. Maintain the organization of library materials
6. Provide library services in response to the information needs of library users
7. Perform other related duties

17. Curriculum/Organization Advisers

As adviser, he/she has the following duties and functions:

1. Monitors student participation and cooperation to any school activities.
2. Performs other related functions and duties as curriculum and organization adviser.
3. Shall advise the officers in any plans or programs and projects that will promote the physical, intellectual, social and spiritual well-being of every students as well as for the advancement of quality tertiary education in this college;
4. Shall see to it that records of all collection and disbursement of money and property of the organizations are properly in record.
5. Shall seek semestral and audited annual reports of the Treasurer and Auditor.
6. Shall see to it that all projects and school or college activities are carefully planned and carried out.
7. Shall attend the meetings be it special or regular.

18. Property Custodian

As property custodian, he/she has the following duties and functions:

1. Takes charge of supply and property activities in the college;
2. Acts as custodian of all records of property and makes periodic inventories thereof;
3. Determines supply and equipment needs of the College;

19. Budget/Finance Officer

As budget/finance officer, he/she has the following duties and responsibilities:

1. Prepares and liquidate the cash advances of the college.
2. Assists the dean in preparing the annual procurement program and managing the financial resources of the college.
3. Prepares financial statement of the college.
4. Serves as the treasurer of the unit.

20. Duties of Instructor/Professor

The Instructor/Professor is the learning facilitator who aids and strengthens the learning processes of the learners through openness and sensitivity to the different needs and abilities of the learner and who undertakes studies to update learning techniques and seeks adequate measures to maximize the learner's growth process.

Specific Functions:

1. Follows the curricular program and implements approved syllabus for the subject assigned to him/her.
2. Submits the updated syllabus/syllabi on or 1 week before the opening classes;
3. Informs the Dean of foreseen absence and announces to the students prior to date of absence;
4. Sends written request for make-up classes to the Dean for approval;
5. Prepares and submits the table of specifications and midterm/final exam two weeks before the scheduled date of examination;
6. Submits Research Title/Topic through the Research Coordinator to be conducted as action research or institutional/community or educational research once a year at the least;
7. Observes punctuality;
8. Attends flag ceremony every Monday in the morning
9. Plans the learning activities considering the individual needs of each learner in relation to the skills he/she is supposed to study.
10. Prepares learning activities, visual aids, tests, evaluation required by the subject;
11. Recommends the acquisition of instructional and reference materials to the Department Chair;
12. Conducts the learning process in accordance with the Syllabus;
13. Implements the school's guidelines of the Classroom Management;
14. Implements the rules and regulations of the school for the students as contained in the Student's Handbook and instructions issued by school authorities from time to time;
15. Gives a fair evaluation of each students' performance according to prescribed standards;
16. Ensures the proper use of school property such as rooms, tables, chairs, blackboards, cabinets, etc.;
17. Takes note of behavioral performance of students under his/her care;
18. Conducts consultation and counseling with his/her students 10 hours per week;
19. Fulfills all employment obligations and adheres to school policies and regulations;
20. Attends meeting called by his/her superior and other meetings authorized by the same;
21. Performs other tasks that may be assigned to him/her by his/her superiors.

CHAPTER II. INSTRUCTION

A. STUDENTS

Administration Requirements and Procedure

No student shall be denied of admission to the college provided she/he passed the physical and mental examinations by the university and shall qualify to the admission requirement of the program.

In addition to the policies and procedures stated in the University Code and Student Handbook, the following are the policies specifically applicable to the College of Agriculture, Fishery and Forestry.

Admission Policy of the College

a. Admission Requirements for Freshmen

The CAFF admits the qualified among the freshmen applicants. They must meet the admission requirements set by the college and the University.

1. The college determines those who are qualified to pursue Bachelor of Science in Agriculture (BSAg) and Bachelor in Agricultural Technology (BAT).
2. The following, among others, are to be considered in determining those who are best qualified for the program:

For the Bachelor of Science in Agriculture Program

1. RSU College Admission Test of 80% and above
2. A general average in Form 138 of 85% and above with no grade lower than 85% in Science, English and Mathematics
3. Other requirements as determined by the University and the college.

For the Bachelor in Agricultural Technology Program

1. Must pass the University admission examination
2. Must pass the CAFF entrance examination
3. Must satisfactorily pass the interview

b. Admission Requirements for Shifters from Other Programs or Colleges

Shifters from other program in RSU will be considered in the department provided the following conditions and requirements are compiled:

1. The student must not have incurred any failure to all subjects
2. The student must have a cumulative general weighted average of 2.25 (except PE and NSTP) to enroll in the BSAG program
3. The student must not have any derogatory disciplinary record.
4. Students must have a certification allowing her/him to shift or transfer.

c. Student Information Data

Upon admission to the College, the student shall fill up the *Student Information Data Form* for future reference.

Policies

Classroom Policies

1. A student who has incurred 20% of the total no. of hours of scheduled attendance for the semester shall be dropped from the class roll. If the majority of absences are excused, s/he might not be given a grade failure; however, if majority of absences are not excused, the students should be given a grade of failure upon being dropped.
2. Any student, who for unavoidable cause finds it necessary to be absent from class, must present to his professor either a letter from his/her parent or guardian or a medical certificate upon returning to class.
3. A student maybe accepted in class even if s/he is late for 15 min. but should be marked late and will not be given any missed activity. Successive tardiness will be sanctioned or will be sent to the Office of the Student Affairs.
4. Dropping the course may still be done before the mid-term week with the approval of the registrar.
5. Student must exercise Academic Honesty. Any form of dishonesty and or deceit, especially cheating during exam or any class work, copying others work, forging signatures and the likes, will automatically receive failing mark and or will be reprimanded or suspended.
6. Students must always follow the date of submission. Late requirements will not be accepted.
7. Checked papers or any other requirements that had been returned must be kept. This will be your proof if you want to verify your grades. The class record is open to those who have questions. All questions must be addressed to professor's right
8. After the class card was received. The classcards will be distributed 10 days after the finals on the date agreed upon. It must be claimed personally.
9. Any form of misconduct will be reported to the Office of the Student Affairs.

Retention Policies

After admission to the BSAg and BAT Programs, the student must maintain good moral character at all times and must meet the following requirements to stay in the program and obtain the corresponding degree. A failed grade in any subject including PE and NSTP disqualifies the student from the program

For Incoming Sophomores/ Juniors

A weighted grade point average of 2.25 and must not have any grade of 3.0 in any subject including PE and NSTP for the BSAG Program. For BAT Program he/she must have no failing grades in all subjects.

The Chairman of the Department in consultation with the Department Faculty may meet students with some problems and violations in the program for proper guidance and counselling.

Registration Policies

A student shall be accepted in the college once he/she has satisfied all the registration documents required by the registrar and/or recommended by the registrar and upon evaluation of the chairman and approved by the dean.

A student who shall register late shall still be accepted in any subject a week after the start of the classes upon evaluation of the chairman and approved by the dean and provided that he/she shall be accepted by the concerned instructor.

A student shall not be allowed to take subjects in which he/she had not taken its prerequisites subjects yet.

Residency

A student who enrolled in any four-year program should finish the course within 5-8 year period. If in case the student exceeded the required residency, he/she will require to submit a written explanation for such violation.

Transferees and shifters taking agriculture program should have a residency of at least four (4) semesters in the college or 50% of the total units of the program must be taken in the university before he/she will be allowed to graduate.

Fees

CAFFSO Fee

A student shall pay the college fee, determined and approved by the college's student organization. Those who shall just be earning units in the college shall also do the same.

Examinations

1. All the major examinations (midterm and final) shall be given as scheduled by the college, in the event that, the faculty shall not be around during examination and or he/she cannot give the examination as scheduled, a notice shall be done and permission shall be sought to and from the office of the dean.
2. If, the same subject shall be handled by different faculty, examinations shall be departmentalized.
3. The faculty members shall submit their test questions noted by the program chairman to the office of the dean 3 days before the first day of the examination.
4. For humanitarian consideration and view of the difficulty in administering special examinations, a student without examination permit may be allowed to take examination but his grades will not be issued until he/she has settled his/her accounts.
5. During the examinations, the proctor shall observe the "one seat apart" policy of the college.
6. The student who shall be caught cheating during the major examination shall automatically get a grade of 60 in the examination and a reprimand from the subject teacher.
7. If the proctor shall not be available during the examination, a notice shall be made ahead of time, and or he/she shall look for his/her replacement.
8. The faculty members should personally correct the examination papers. Corrected papers should be returned to the students for verification of their performance. For accreditation purposes, some papers will be retrieved after the student affixed the signature.

Grades

A student's rating or grade in a subject is a reflection of his/her academic performance or class standing which is the weighted average of the sum total of all requirements of the course such as recitations, quizzes, examinations, homework/assignments, setwork, experiments, laboratory work, reports, research papers, skills assessment, etc.

The faculty members must keep a class record of student's ratings for ready reference.

Computation of grades is mainly based on academic performance and achievement of a student and follows the College's grading system. Course requirements and other class work missed during an absence become the academic responsibility of students.

a. Midterm grades

Faculty members should inform their students of their midterm grades so appropriate remedial measures can be taken by students to improve their academic standing.

b. Submission of final grades

Every faculty member is required to submit the final grades at the Dean's Office five (5) working days after the scheduled examinations. *Full compliance of grade submission* refers to a faculty's submission of all final grades for all classes assigned to him/her before the deadline.

c. Review of Final Grade

A student who shall requests for a review of his/her final grade writes a letter to the concerned faculty member and furnishes a copy to the Dean's office. Such request must be based on any of the following grounds:

1. The computation of the final grade does not conform to the weighted value of the components as indicated in the course syllabus.
2. The parameters or conditions set for the course requirements are not observed, like:
 - a. Examination time allotment for the course
 - b. Passing grade requirement to conversion tables
 - c. Return of corrected test papers

d. Request for change of final grades already submitted

A change of grade will only be allowed in these circumstances; (1) an error in the computation of student's grades; (2) an error in inputting student's grades; and (3) incomplete grades that have been completed.

Grading System

The students' performance shall be rated using the grading system stipulated in the university code. Resolution No. 1 series of 2011, approving the passing rate of 60% in all subjects in the college and the method of computation using absolute zero

Shown below is the sample of computation:

<u>Lecture class</u>	<u>Laboratory class</u>		
Class standing	60%	Performance Test	70%
Recitation		Laboratory Output/Report	<u>30%</u>
Short quizzes		<i>Total</i>	100%
Assignments			
Seatwork			
Long quizzes			
Projects, etc.			
Major Examinations	<u>40%</u>		
<i>Total</i>	<i>100%</i>		

Academic Load

A student shall enrol the maximum numbers of units per semester as indicated in the program checklist; however, graduating students shall be permitted to take an overload provided that they shall not have OJT and Research Writing subjects at the same time. In case that these two subjects shall be taken, a maximum of 18 units only is allowed. For the BAT 2nd year, no proposal presented and approved by Farm Business Instructor/Professor shall not allowed to enrol the subject Microproject 101 and other management subjects.

Petition Classes

Students with failed courses and/or who wish to catch up on missed courses may request for a petition class. The petition class must be made in writing, addressed to the Dean and must be duly signed by all students concerned. The college shall allow petition classes subject to the following:

- a. Availability and acceptance of faculty members
- b. Availability of room/facility

Academic Honors and Graduation Requirements

1. Graduation Requirements

- 1.1 All members of the graduating class for the particular period shall be required to attend the recognition day of the college, academic and non-academic awards shall be given to the deserving graduates.
- 1.2 Academic and non-academic awards shall be determined by the department heads and shall be deliberated by the faculty members before the announcements and submission to the registrar.
- 1.3 The Application form of intent to graduate must be filled-up at the Registrar's Office on or one semester before the date specified by the said office.
- 1.4 Official transcript of all courses taken in other schools must be submitted at least one year before graduation.

2. Distinctions and Awards

The following academic honors are awarded to graduating students, subject to the conditions enumerated in the University Code and the Student Handbook.

Students graduating with honors shall be classified as follows:

- 2.1. **With Distinction**– if the student obtains a general average grade of 1.75 or higher for all academic subjects; provided however, he/she has no grades lower than 2.5 in any academic subject. Residence of at least four semester immediately preceding graduation is a requisite.
- 2.2. **Cum Laude (With Honors)**- if the student obtains a grade point average of 1.75 or better but no higher than 1.51 for all academic subject; provided, however, that he has no grade lower than 2.0.
- 2.3. **Magna Cum Laude (With Honors)** - if the student obtains a grade point average of 1.50 for all academic subjects without a grade lower than 1.75 in any academic subject. Residence of at least six semester's immediately preceding graduation is a requisite.
- 2.4. **Summa Cum Lade (With Highest Honors)**- if the student obtains a grade point average of 1.25 or better for all academic subjects without a grade lower than 1.50 in any academic subject, provided however, that all units required in the curriculum have been earned in the College.

3. Special Awards

3.1. The college confers special awards that shall be awarded to students who excel in academics, leadership, sports and other areas. The special awards include the following:

- a. Academic Excellence Award / Outstanding Students
- b. Leadership Award
- c. Athletic Distinction Award
- d. Extra-Curricular Distinction Award
- e. Best In Occupational Internships Program (OIP)
- f. Best In Microproject
- g. Best in Thesis Paper Presentation
- h. Best Thesis
- i. Loyalty Award

3.2. Other awards and distinctions solicited from or granted by campus and outside organizations.

Student Records

All official student academic records maintained by the College of Agriculture, Fishery and Forestry Office are considered confidential, they are as follows:

1. Copies of Permanent record of academic performance (Transcript of Records, Form 137-A, and Form 138). The original copies are kept at the Registrar's Office or Admission Office.
2. Copies of Admission files (Student Admission records, bio-data, birth- certificate, certificate of good moral). The original copies are kept at the Registrar's Office or Admission Office.
3. Students grades
4. Student Registration Forms

Thesis of Students (for BSAg program only)

- a. A BSAggraduating student shall conduct thesis writing individually. They will choose any experimental research in the field of agriculture, fishery and forestry. Students given a right to choose their three panel members were their research being presented to defend. They shall be graded 50% in the manuscript and 50% oral defense. The schedule of defense shall be posted by their thesis adviser at the office of the dean a week before its defense; and manuscript shall be in the panel members

- one week before the defense. If the students shall fail, they shall be given a chance to improve their study and present it again to the same panel as scheduled by them.
- b. As to adviser's fee, it shall be in accordance to the university's prescribed fee and panelist's fees shall be in accordance to the college, provided that, this does not exceed to the prescribed, by the university.
 - c. Faculty shall only accept a maximum of three thesis advisees or as approved by the dean.

Scholarships Grants and Other Forms of Financial Assistance

A. Academic Scholarship

1. Entrance Scholarship

- a. Full free tuition fee is given to class valedictorian;
- b. Half free tuition fee is given to class salutatorian;
- c. The student must submit a certification signed by the school principal to show that he/she graduated valedictorian/salutatorian in a class of 50 and up.

2. Resident Scholar

- a. Full Scholar (Fee full tuition) - to qualify, a student must obtain a weighted average of 1.0 to 1.50 and should not have a grade lower than 2.0 in any of the subjects enrolled.
- b. Partial Scholar (Fee half tuition) – to qualify, a student must obtain a weighted average of 1.51 to 1.75 and should not have a grade lower than 2.0 in any subjects enrolled.
- c. The student must submit a summary of grades signed by the Dean of the College and a certification of the Registrar every enrolment period.

B. Barangay Beneficiaries

1. Free tuition fee for SK Chairman and other SK Officials (per section 434 of RA 7160).
2. Free tuition fee for sons and daughters of Barangay Officials (per sec. 94 no 1 letter F of the Local Government Code, Batas Pambansa 337 and Sec. 393, letter B. No. 4 of the Local Government Code of 1991, R.A. # 7160.

C. Other Scholarship

1. P.D. 577- Free tuition fee for dependent of military personnel who died or became incapacitated in line of duty.

2. Private
 - a. Don Vicente Firmalo Scholarship Foundation
 - b. Artemio Ferriol Scholarship
 - c. SVMPC
 - d. Peace Corp

Occupational Internship Program /Practicum Policies and Guidelines(*for BAT program*)

Policies on the Conduct of OIP:

Students are only been allowed to conduct Occupational Internship Program under the provisions to wit;

1. All pre-requisite has been taken
2. Students with remaining subjects scheduled for the first semester will be allowed to conduct his/her OIP. However, he/she will not be included in the list of the graduating students.
3. Students with remaining subjects scheduled for the second semester will be allowed to conduct his/her OIP. However, the number of units shall not exceed to 24 units and definitely he/she will undergo students' enterprise (Inside the Campus).

Educational Tours, Field Trips and Other Off-Campus Activities

The College recognizes the value of educational tours, field trips and other off campus activities to vitalize classroom instruction and to add realism to school experiences. These activities should be conducted in accordance with CHED Memorandum Order # 17: Policies & Guidelines on Educational Tours & Field Trips of College and Graduate Students.

No tours/ trips shall be allowed one (1) week before the major examinations.

Student Organization and Activities

1. The highest student organization of the college shall be the College of Agriculture, Fishery and Forestry Student Organization (CAFFSO). Each of the programs shall have its respective organization that shall take charge of its respective activities.
2. The highest student organization of the college shall be under the supervision of the dean and the program organizations shall be under the jurisdiction of the chairman.

3. Every student organization shall be assigned an adviser approved by the dean and shall submit their annual action plan and narrative reports to the office of the dean or to their adviser.
4. Permission regarding organizations' activities stipulated in their action plan shall seek permission from the dean before its conduct.
5. Activities of the organizations shall not be more than 2 days except for the highest student organizations.
6. The participation of students in parades, programs and the like, of the college and university as needed shall be obliged, in the event that they shall not take part to such, a penalty shall be imposed.

Signing of Clearance

The students shall seek clearance from the different units every semester, the FFPC, CAFFSO adviser the curriculum advisers and the Dean of the college shall sign the students' clearance as scheduled by the office. In the event, that the students were not able to have it signed during the schedules, a penalty shall be imposed. The student shall have the option either to render service or give any kind of cleaning materials like soap, bowl cleaner, brooms etc.

B. FACULTY

Faculty Hiring and Selection

Hiring of faculty members shall be subject to the needs and educational qualifications as stipulated in the university code, represented by the dean as one of the members of the selection committee.

Faculty Loading and Assignments

- a. The lecturers shall include those who shall have 18 units and more teaching load per semester and are not permanently employed in the college.
- b. The part-time faculty shall have a teaching load of less than 18 units per semester and are not permanently employed in the college.
- c. Members of the faculty of the college shall accept loads in different departments to comply with the minimum teaching requirements and shall be part of the teaching force of the department.
- d. The faculty members that shall be assigned to teach professional subjects and licensure examination subjects shall be passers of the professional licensure examination. Likewise, minor subject teachers shall teach within their field of specialization.

- e. Academic freedom is the right of the teacher to teach the subject according to his/her best lights; provided that, it shall not interfere with his duties and responsibilities and shall not cause negative connotations and violent reactions against the college, university, community and other people.
- f. At the start of the semester the faculty shall submit a syllabus for every subject assigned and fill out a teacher's load form
- g. During the major examination, the faculty shall submit test questions with table of specifications.
- h. At the end of every semester, the faculty members shall submit the class records, grading sheets, samples of student requirements, other reports and documents required by the office.

Responsibilities of Faculties/ Professor

Prior to Opening

Prior to opening of each school year/semester and/or summer term, each faculty member is required to:

- a. personally communicate with the Dean of College for important announcements and /or information relevant to faculty meetings, first day of classes, and other matters vital to the opening of classes; and
- b. personally secure subject loads at the Dean's Office on the official date of issuance. Date of issuance is posted in the respective College bulletin boards.

Start off/During the Term

At the beginning of the school year/semester and/or summer term, every faculty member is required to:

- a. follow strictly his class schedule and room assignment as reflected in the subject loads;
- b. Assign a class monitor
- c. attend his classes promptly and regularly;
- d. promptly report to the Dean any conflict in schedule with other faculty members;
- e. give orientation to his students on class and other academic policies, use of the library and other University facilities, including introducing oneself, in order to
- f. make University life for the students more meaningful, enjoyable and easy to adjust to;
- g. check the pre-requisites of the subject(s) enrolled in by the students; advise students to report non-compliance at the Dean's Office; and

- h. check the attendance of students in the class against the official list furnished by the Information Technology Services (ITS) Office, call the attention of students attending the class whose names do not appear in the official class list and report the same to the respective Dean's Office.

Any change in the classroom/class schedules needs prior approval by the Dean who in turn will officially notify the Academic Affairs Office and HRMO on the approved change.

End of the Term

At the end of the term, the faculty member is required to:

- a. attend a meeting with the Dean and the chairperson for the deliberation of students' grades; and
- b. input the student's final grades on-line on the specified period. The printout of the final grades signed by the faculty member will then be submitted at the Dean's Offices together with the photocopy of the class record, final examination papers and other requirements as may be specified by the College Dean on or before the specified deadline. He must submit the test papers, class record, and other requirements to the college.

Faculty Attendance

The Faculty Monitoring System is adopted by the College as the faculty attendance monitoring scheme to optimize class contact time towards meaningful learning interactions within the classroom. The College Secretary/Staff monitors faculty classroom attendance and other college and university activity/ies. The faculty attendance is recorded using the Faculty Monitoring Form.

a. Absences

Every faculty member should meet his classes regularly at the assigned official schedule and classroom.

If the faculty has to be absent, he/she should inform the department chairperson or the Dean of the impending absence/s and must file leave using the prescribed leave form. University policies and guidelines regarding leave of absence shall apply.

b. Tardiness

Lack of punctuality on the part of the instructor/professors in meeting assigned classes will be regarded as extremely poor professional practice; therefore, each faculty member is expected to meet all classes on time.

c. Make-up classes

Faculty Meeting

College faculty meetings are held at the beginning of each semester. Special meetings may be called by written or electronic notice. In addition, each department schedules regular meetings. College faculty meetings are seldom called during summer sessions.

All regular faculty members are required to attend these meetings. Faculty meetings are treated as academic hours and, therefore, absences from such meetings shall be subject to existing rules of faculty absences.

For actions to be taken at a regular meeting, items should be on the agenda. Faculty may request items be placed on the agenda. Information items and announcements may be made at any meeting. Faculty votes on non-routine items held during meetings will require a quorum. Attendance of more than 50% of the faculty will constitute a quorum. In the absence of a quorum, discussion may occur on business items but no voting will occur.

For one belonging to a college but under a department based in another college or unit, the College Dean shall notify/request the faculty's Dean/Director to excuse the said faculty from his classes/activities.

Faculty Performance Evaluation

In the evaluation of faculty performance in instruction, they shall be observed by their respective chairman once every semester in subjects they shall be assigned to handle. On the other hand, chairmen shall be observed by the dean. The dean may at any time choose to observe any faculty of the college.

The faculty observation shall be forwarded to the office in consideration for their performance evaluation of the supervisor.

Classroom Management

It is the responsibility of the faculty to ensure that the classroom facilities are put back in order after each class. Student's Assistant or maintenance crew shall clean the classrooms that will make it suitable as teaching-learning environment.

Working Hours

- a. Regular faculty members shall be required to report 8 hours a day or 40 hours a week in accordance with the time schedule approved by the authorities. A faculty shall allocate 10 hours per week for consultation during office hours, and shall be communicated to the office of the dean for dissemination.
- b. A faculty who shall be absent shall inform the office personally or through phone for lecturer and part-time; and may fill up the leave form for permanent faculty ahead of time or on time. Those who shall attend any special assignment, trainings, seminars, etc, directed by higher authorities shall still inform the dean for an arrangement of his/her classes.

Consultation

Faculty members are required to provide consultation hours for students in their academic problems and give academic counselling. Consultation hours shall be at least five (5) hours per week for full-time faculty members and at least fifteen (15) minutes for every 3-unit load for non-tenured faculty. The consultation hours and venue should be posted in the college bulletin boards for the information of students.

In-breeding policy

To encourage professional growth, faculty members are allowed to pursue their Master's degree and Doctoral degree to develop their knowledge and to continuously improve the college and the university as well to become globally competitive. But they will pursue these to other prestigious universities but not where they earned their undergraduate course.

C. Curriculum

Curriculum Review and Revision

Curriculum offerings are studied and revised whenever the need arises. A Standing Committee (College Curriculum Committee) consisting of faculty members has the responsibility of approving curriculum additions and changes. It is the duty of the dean and department heads to provide leadership for his/her faculty in studying and determining additions and changes to be effected regarding departmental curriculum. The signatures of the department head, the academic dean, and the Vice President for Academic Affairs are required before a proposed curriculum change is sent to the academic council for its decision. If the decision is affirmative, the proposed curriculum addition (such as a new degree or change) is sent to the office of the President for presentation to The Board of Regents for approval or notification.

Composition of College Curriculum Committee

The College Curriculum Committee shall be composed of the dean as chairman, the department chairman and core faculty members of the program.

Functions of the College Curriculum Committee

1. Studies, reviews and revises program curriculum
2. Endorses the reviewed and/or revised curriculum to the authorities/officials for notification and approval.

D. Supervisory Programs of the College Dean

The Dean of the College of Agriculture, Fishery and Forestry is responsible for the management of the college and for the supervision of the faculty, students and their activities.

Areas of Supervision

Faculty, Students, College Activities and College Participation in intra and extra institutional activities.

Process of Supervision

The Dean conceptualizes and implements supervisory policies and programs with the department chairpersons. Supervision by the Dean is conducted in accordance with college's organizational structure.

Chairpersons are directly supervised; faculty, students and activities are directly supervised through the chairpersons and organization adviser. Supervisory concerns includes; faculty development, faculty well-being, instructional performance, professional behaviour; academic outputs, research and extension work; student academic performance, student behaviour, student well-being, department and college activities, college participation in intra and extra institutional activities.

Activity	Strategy	Frequency/ Time frame
Monitoring of Faculty	Log Book Daily Time Record Spot Checks Student Consultation Complaints and Suggestions System	Daily Daily Twice a week Once a week Continuous
Monitoring of Faculty Instructional Performance	Classroom observation Syllabi submission Instructional Materials Review Performance Evaluation Instrument Complaints and Suggestions System	Once a month Every semester Annually Continuous Continuous
Monitoring Faculty Development	Attendance to Trainings and Seminars Scholarships	At least once every semester At least once throughout service
Monitoring of Faculty Well-being	Observation Interaction Consultation College Clinic visit suggestions	Daily Daily As need arises As need arises
Monitoring of Faculty Professional Behaviour	Observation Interaction Student Consultation Performance Evaluation Instrument Complaints and Suggestion System	Daily Daily Once a week Annually Continuous
Monitoring of Academic Outputs (Instructional materials, processes, technology, creative outputs, etc.)	Requiring and Review of Syllabi Review and Approval of Output Non-material rewards for output	Every semester As presented As needed
Monitoring of Research and Extension Work	Performance Evaluation Instrument College Research and Extension Committees Non-material rewards for research and extension work	Annually Institutionalized As needed

Monitoring of Students Academic Performance	Faculty Accomplishment Report Submission of Grading Sheets Classroom Observation Report Mid-term Grades Academic Contests	Once every semester End of semester Once a month Every semester As often as possible
Monitoring of Student Behaviour	Observation Faculty Reports Interaction Consultation	Daily As rises Daily At least once a week
Monitoring of Student Well-being	College clinic visit suggestions Guidance counseling	As need arises As need arises

E. Conflict Resolution (Grievance)

I. Definitions

Conflict resolution is an informal process whereby full-time employees resolve workplace disputes.

A grievance is a formal process whereby a full-time employee alleges a violation, inequitable application, or misinterpretation of a specific College rule, regulation, policy, or procedure pertaining to the employment relationship between the grievant and the College that cannot be resolved through informal conflict resolution avenues.

II. Policy

The College will establish and maintain a work climate within which a full-time employee who seeks assistance in resolving a conflict or a grievance, as defined above, will be afforded the opportunity to have the matter presented and will receive fair and timely consideration according to the following procedure.

III. Purpose

This policy establishes an informal and formal process for any full-time employee who claims to have a conflict which cannot be resolved through less formal measures involving supervisors.

IV. Principles of Good Practice

Grievance procedures must take account of the principles drawn from administrative law. These include the principles of procedural fairness and those principles concerned with appropriate use of discretion. These principles apply to the complainant, the respondent and the investigating officer. The principles of procedural fairness include:

1. Providing time to reflect on the information.
2. The respondent's right to know the allegations.
3. The respondent's and complainant's right to respond.
4. The right for any inquiry to be free from bias.
5. Grievance procedures should be explicit and known to all.
6. Personnel with grievances should have access to the stated grievance procedures.
7. Grievances should be made as soon as practicable after the alleged behaviour/incident occurs.
8. The grievance should be clearly defined.
9. The grievance should be dealt with as soon as possible.
10. Prompt action must be taken against vexatious or frivolous complaints and relevant disciplinary procedures applied to protect employees from such conduct.

A. Confidentiality

Confidentiality must be adhered to during and after the process of making and resolving grievances. This requirement seeks to protect the rights and privacy of all involved and to ensure a comfortable and productive working environment. Should an individual's grievance become more widely known, there is the potential for undue embarrassment and workplace tension. In addition, it is less likely the grievance will be successfully resolved.

The department reserves the discretion to reveal information to the respondent if required doing so by common law or the rules associated with procedural fairness. The complainant will be informed prior to the release of such information. It is acknowledged that each party to a grievance is entitled to both personal and professional advice and support. This may involve approaching and confiding in a trusted friend, personnel, the relevant contact person, and/or a responsible departmental officer with expertise in the area of grievance management. It is not the role of those people approached to make judgments on the matter or to adopt an advocacy role on behalf of any party. It is expected these people will maintain strict confidentiality.

It should be noted that inappropriate disclosure could leave an individual liable to a defamation claim, and to disciplinary action.

V. RESPONSIBILITIES

Responsibility of all employees

a) *It is the responsibility of all employees to:*

1. conduct themselves in public in a manner which will not reflect adversely on the public sector, the department or other employees
2. ensure that they understand the policy and grievance procedures and are familiar with their own responsibilities with respect to them
3. provide accessible and equitable services
4. treat the public and other employees with respect and courtesy.

Responsibility of all managers/supervisors

b) *It is the responsibility of all managers/supervisors to:*

1. be familiar with relevant government acts, regulations and awards and departmental policies, administrative instructions, guidelines and grievance resolution procedures
2. attempt to resolve all grievances in the workplace or learning environment either as they become aware of issues or when approached on an informal or formal level
3. when approached, treat all grievances seriously, investigate promptly and sensitively, and ensure that confidentiality is maintained at all times
4. refer employees, where appropriate, to departmental support personnel
5. make grievance resolution procedures available to all employees for whom they are responsible
6. advise employees of the name and role of the relevant employees who can provide them with information about the grievance resolution process
7. ensure there is no victimization of complainants, respondents, witnesses or anyone involved in the grievance resolution process
8. monitor the working, teaching and learning environment to prevent discrimination or harassment.

CHAPTER III. RESEARCH AND EXTENSION PROGRAMS

Extension

For extension programs and activities of the college, please refer to the University Extension Operations Manual.

Research

For the research programs and activities of the college, please refer to the University Research Operations Manual.

CHAPTER IV. POLICIES AND GUIDELINES IN THE USE OF FACILITIES AND EQUIPMENT

Use of CAFF Library (Reading Room & e-Extension)

Rules and Regulations

1. Any violation against the following rules and regulations will be punishable per RSU Student Handbook and University Code.
 - a. Personal belongings such as back packs, bags (of a reasonable size) may be brought inside the computer laboratory. For convenience, big bags must be placed on the shelves designated for that purpose.
 - b. Students are expected to maintain silence at all times in the CAFF Reading Center premises.
 - c. Eating (including chewing gum), drinking, sleeping, smoking, writing on the walls and tables and other misbehavior are strictly prohibited.
 - d. Vandalism (writing on books and other CAFF Reading Center facilities, mutilating or tearing off pages of a book), stealing and unauthorized use of any CAFF reading center material or property not intended for public use are major offenses and are therefore subjected to disciplinary measures.
 - e. Unauthorized access or use of computers without the approval of the reading center personnel is a major offense.
 - f. No one is allowed to alter the setting configuration of any computer laboratory facility without proper authorization from the Library in-charge.

- ✓ Equipment and cables are to be moved by authorized personnel only. Users are not allowed to attach personal hardware or software in any of the computer laboratory's network without permission from the Office in-charge.

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- ✓ Any malfunction or damage observed at the terminals assigned must be immediately reported to the laboratory assistant on duty.
 - g. Electronic gadgets such as cellphones, alarm, iPods, MP3 should be switched off in “silent mode” or tone done in the case of iPods and MP’s before entering the CAFF Reading Center. Making or answering calls should be done outside the room.
 - h. Offenders refusing to provide identification or giving of false information will not be tolerated.
2. Seats in the CAFF Reading Center may not be reserved.
 3. Accessing PORNOGRAPHIC sites is strictly prohibited.
 4. CAFF Reading Center users should not leave any valuables at the baggage counter. The personnel in-charge will not be held responsible for the loss of personal belongings of clients.
 5. The CAFF Reading Center in-charge reserves the right to: 1) ask users to leave the room if they are inappropriately dressed or are causing disturbance and; 2). Remove any book, file, bag, food or any other personal belongings left on the reading tables.
 6. All students are required to secure CAFF Reading Center clearance after every end of the semester and needs the initial countersign of the Reading Center In-charge before the Dean signs the clearance.

University Laboratory Facilities ***

College Facilities and Maintenance

Facilities Operations and Maintenance

Facilities operations and maintenance encompasses all that broad spectrum of service required to assure the build environment will perform the functions for which a facility was designed and constructed. Operations and maintenance typically includes the day-to-day activities necessary for the building and its systems and equipment to perform their intended function. Operations and maintenance are combined into the common operate at peak efficiency without being maintained; therefore the two are considered as one.

The Facilities and maintenance are focused in the following areas:

1. Property Inventory

It provides an overview on the type of system needed to maintain an inventory of College assets and manage those assets.

- a. All properties issued to the College will be accounted to maximize its use.
- b. Inventory of all property issued to the College will be conducted every end of the semester.
- c. A sticker printed with RSU CAFF will be attached to all issued properties for easy identification and inventory.
- d. The laboratory custodian will be assigned to conduct the inventory with assistance of the chair of the student affairs of the college.
- e. Non-functional or damaged properties will be accounted and returned to the supply office immediately after thorough evaluation
- f. All CAFF faculty members, staffs and students are encouraged full cooperation in proper usage and maintenance of all CAFF properties.

2. Facilities and Equipment

Policies and Guidelines on the use of the facilities that the College have like rooms, table and chairs, computers, laboratory equipment's, projectors, LED TV monitor, photocopying machine, printers, reading facilities and other.

2.1. Classrooms

- a. Each room in the college will be provided with a padlock; master keys will be kept by the Dean and is always available when needed. Duplicate keys will be kept by the Job-order personnel who are in-charge of opening and closing the rooms.

- b. Before class dismissal, the faculty must see to it that the room is garbage free, the blackboard/whiteboard is clean and the chairs are arranged properly.
- c. The faculty must be the last to leave the room and see to it that fans, lights and other electrical facilities are off.
- d. A class or block will be assigned to maintain the cleanliness and orderliness of the room.
- e. Rooms will only be used during class hours, no student will be allowed to stay at the room without classes, and they are advised to go to Reading Center or to the University Library or to the student lounge, if available.
- f. All Classrooms will be padlocked at 5:30 in the afternoon.
- g. In the event that Saturday and Sunday classes are held, the Instructor will borrow the key on Friday afternoon and return the key as agreed by the Instructor of the JO personnel.
- h. Whenever the rooms will be used for purposes other than classroom activities, a request for the purpose must be approved by the Dean:
 - i. If the request is from the CAFF students, a written request is needed duly noted by the class instructor/ adviser and endorsed by the Department Chairperson. In the event that CAFF students will have an overnight activity, the letter request must be noted by the Office of the Security Services.
 - ii. If the request is from the administration or other colleges/institute, a simple verbal or written request may be done.
 - iii. If the request is from outsider, a written request is needed, noted by the Office for Security Services or its representative and duly approved by President.
 - iv. Any damages incurred during the stay inside the room will be paid or replaced by the occupants except when the damages is beyond control and after thorough evaluation of the scope of damages.

2.2 Chairs

All chairs assigned to the college shall bear/printed with RSU CET.

a. Arm Chairs

All arm chairs in the College shall be accounted every month.

All arm chairs assigned at the College shall not be brought out from the room without proper permission from the Dean. In case arm chairs will be used for any College/University activities, proper accounting shall be made and must be listed. All chairs must be returned to where it was taken right after the conclusion of the activity.

If in the event that the arm of the chairs will be removed for other purposes like graduation and other activities, proper coordination to the Dean shall be made. Arrangement shall be made that CET will be the one to hire student laborer to remove and return the arms of the chairs after its usage. A fee shall be collected for the purpose.

Photocopying and Printing Machines

Location of Copying Printing Equipment

- a. All copying and printing equipment should be located in a well-ventilated area, including good natural ventilation such as open windows and open doors to provide cross ventilation. If natural ventilation is not available due to the location of the room, mechanical ventilation is necessary and should conform to *AS 1668 – The Use of Mechanical Ventilation and Air Conditioning in Buildings*.
- b. Machines should be situated away from occupied work spaces to reduce the noise associated with these machines and should be situated so as to allow for adequate airflow around the machine.
- c. Seek a location with the least disruption to surrounding employees. Machinery should not obstruct aisles or building exits.
- d. Ensure adequate space around the machine for operation and access for maintenance.
- e. Install equipment in accordance with the manufacturer's specifications.
- f. Obtain appropriate operating diagrams, instruction manuals and SDS and locate them near the equipment.

Computer, Printing, and Photocopying Printing Machine

Computer, Printer, Photocopying Use Policy

- a. Computer Use Policy
 - Computers at the CAFF office are for faculty and staff use only.
 - Reading Center computers are to be used to support academic research and studies.
 - Game playing and other nonacademic activities are not permitted at any time.
 - Faculty members may not:
 - Install or activate software utilities.
 - Install or activate programs not already publicly available.
 - Alter or delete installed programs or utilities.
 - Alter the appearance of the desktop.

- All users are asked to limit their search sessions to 45 minutes or less. Faculty members who exceed this limit may be asked to relinquish the workstation if other users are waiting.
- Please work quietly and courteously.

b. Printer

- The printing machine is a university property and must be used with utmost care. User's manual must be consulted in taking care of the machine
- Only academic related documents are allowed to be printed in the machine.
- Printings of personal documents are allowed only up to 10 pages.
- Print one copy only. Use photocopiers to make additional copies.
- Use Print Preview to determine the total number of pages to be printed and to choose specific pages to print. In both Word and PowerPoint there are options to print multiple pages on one sheet. Ask for assistance.
- The printing machine is not for hire.

c. Photocopying

- The photocopying machine is a university property and must be used with utmost care. User's manual must be consulted in taking care of the machine
- Only qualified operators are allowed to use the photocopying machine.
- Only academic related documents are allowed to be photocopied in the machine. A minimal fee to be determined by the CAFF Academic Council shall be charged when photocopying personal documents. The fee collected will be used to buy toner and other maintenance requirements of the machine.
- When photocopying bulk documents, an interval of 5 to 10 minutes rest must be observed in every ream of paper consumed to avoid overheating of the machine.
- First come, first served will be implemented when requesting for photocopying services, except during urgent situation that the documents for photocopying is needed.

Janitorial Cleaning Services

A building is one of the most important facilities in the college because interaction between teacher and student are always done in this place. This is the place where most of the time, students learn, therefore, must be properly maintained to make a conducive place for learning. Using environmentally friendly cleaning products and incorporating safer methods to

clean buildings provides for better property asset management and a healthier workplace. Grounds maintenance and proper cleaning of exterior surfaces are also important to effective overall facility maintenance and cleaning program.

The Dean shall request at least one (1) janitorial personnel on Job Order basis to maintain the cleanliness of classrooms, comfort rooms and CAFF surroundings.

The Dean shall also request student assistants to assist the JO personnel in the maintenance of the college.

Energy and Safety Management

Energy Management

A well manage energy system will result to reduction of power consumption in the College.

To minimize the consumption of electricity, all students, faculty and staff will be encourage to practice the following:

- a. If possible, all lights & lightings and fans will be tuned on only on when necessary.
- b. Two or three lamps will only be lighted during night time at the CAFF corridors.
- c. If possible, LED lamps will be used and the use of CFL is discouraged.
- d. Faculty members are advised to turn off all lights and fans before leaving the room. Likewise, faculty members having night classes must see to it that all lights and fans are off before closing the room. See to it also that all devices are unplugged.
- e. Students are not allowed to charge electronic gadgets in any CO's except for academic purposes.
- f. Students without classes will not be allowed to stay inside the classrooms to avoid usage of fans and lights.
- g. Air-conditioning systems inside the offices shall only be opened at 9:00 in the morning and shall be closed 1 hour before closing time. During lunch break, air-con system shall also be turned off.
- h. Electric fans in rooms and offices must be turned off when not in use.
- i. Desktop computer must be closed when it will be idle for more than 30 minutes.
- j. Open wires must be reported to the Deans office immediately.
- k. Periodic inspection of electrical facilities shall be done for safety purposes.
- l. All damaged electrical facilities must be reported for immediate replacement.
- m. Unplug all devices before leaving the rooms and offices.
- n. All possible energy saving activity is encouraged.

Safety Management

In fulfilling its educational mission, the university has committed to the employees and students of the university to provide a safe and healthful workplace free of recognized hazards to the greatest degree possible.

The Administration's basic responsibility is the prevention of accidents whether they involve employees' injuries, traffic incidents, property damage, or student injury. Administrations therefore, provide the incentive and full support for all safety procedures, training, and hazards elimination practices.

Supervisory personnel are directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safe methods to utilize in performing work duties, for taking immediate corrective measures to eliminate hazardous conditions, and for implementing practices for the prevention of all accidents.

Each employee has the responsibility for his or her own safety, as well as the safety of his/her fellow employees. Employees must be familiar with the potential hazards of their jobs and do what is necessary to ensure their safety. By this means our University can achieve the safety working conditions immediately.

Office Supplies Management Policy

Office Supplies includes bond paper (long and short), folder, fasteners, pastes, brown envelope, photocopying toner, printer ink, pvc plastic cover, specialty paper and other consumable supplies.

To maximize the utilization of office supplies in the college, supplies will only be used for academic purposes. Printing and photocopying of documents for personnel use is discouraged but during extreme necessity, will be limited to 5 copies only and must use own paper.

Photocopying of test paper is allowed for a fee. During major examination that extra paper is needed for problem solving, each student shall only be given one extra paper.

Appendices

A. BAT Programs Prospectus

College of Agriculture, Fishery and Forestry Operations Manual

Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
College of Agriculture, Fishery and Forestry
BACHELOR OF AGRICULTURAL TECHNOLOGY
 (Revised 2009)

FIRST YEAR		FIRST SEMESTER					
COURSE #	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:
			Lec.	Lab.			
MATH 101	Math for Agriculture/Basic Math	3	3				
ENG 101	Communication Skills I.	3	3				
NAT. SCI. 101	Agricultural Biology	3	2	3			
CPT 101	Field Crops Production and Mgt.	3	2	3			
PRAC 101	Practical Skills Development I	3		10			
MGT. 101	Farm Bus. Mgt. & Concept of Basic Economics	3	2	3			
AGRIC 101	Introduction to Agriculture	1	1				
COMP 101	Basic Computer	3	2	1			
P.E. 101	Self-testing Activities	2	2				
NSTP 101	ROTC / Civic Welfare Training Services	(3)					
TOTAL		24					

FIRST YEAR		SECOND SEMESTER					
COURSE #	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:
			Lec.	Lab.			
COMP 102	Word Processing	3	2	1	COMP I		
APT 101	Poultry Production & Management	3	2	3	AGRIC 101		
SOC SCI 101	Human Relations & Values Educ.	3	3				
CPT 102	Horticultural Crops	3	2	3	AGRIC 101		
PHT 101	Post-Harvest Technology I	3	2	3			
PRACT. 102	Practical Skills Development II	3		10	PRACT. 101		
MGT 102	Farm Business Management II	3	2	3	MGT 101		
P.E. 102	Rhythmic Activities	2	2		NSTP 101		
NSTP 102	ROTC / Civic Welfare Training Services	(3)			NSTP 101		
TOTAL		23					

SECOND YEAR		FIRST SEMESTER					
COURSE #	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:
			Lec.	Lab.			
FIL 101	KasanayansaKumunikasyon	3	3				
ENG 102	Communication Skills II	3			ENG 101		
PHT 102	Post-Harvest Technology II	3	2	3	PHT 101		
AG. MECH 101	Agricultural Mechanics I	3	2	3			
CPT 103	Soil Fertility Management	3	2	3	AGRIC 101		

College of Agriculture, Fishery and Forestry Operations Manual

APT 102	Swine Production	3	2	3	AGRIC 101		
PRAC 103	Microproject I	5			PRACT. 102		
P.E. 103	Fund. Of Sports and Games	2	2		P.E. 102		
TOTAL		25					

SECOND YEAR		SECOND SEMESTER						
COURSE #	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:	
			Lec.	Lab.				
FIL 102	Poklorikong Pilipino	3	3		FIL 101			
SOC SCI 102	Rural Sociology w/ Family Planning	3	3		SOC SCI 101			
AG. ENG'G. 101	Irrigation and Drainage	3	2	3				
AG. MECH. 102	Agricultural Mechanics II	3	2	3	AG. MECH 101			
APT 103	Ruminants	3	2	3	AGRIC 101			
PRAC 104	Microproject II	5			PRAC 103			
P.E. 104	Recreational Activities	2	2		P.E. 103			
TOTAL		22						

THIRD YEAR		FIRST SEMESTER						
COURSE #	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:	
			Lec.	Lab.				
STAT 101	Statistics with Computer Application	3	3	2	MATH 101/COMP 101,102			
PHT 103	Value Adding of Primary Products	3	2	3	PHT 102			
AG. MECH 103	Farm Equipment Fabrication	3	2	3	AG MECH 102			
CPT 104	Applied Field Crops	3	2	3	CPT 102, 103			
APT 104	Monogastric Technology	3	2	3	APT 102, 102			
SOC SCI 103	Philosophy and Logic	3	3		SOC SCI 102			
MGT 103	Agribusiness Entrepreneurship	3	2	3	MGT 102			
SOC SCI 104	Rizal's Life, Works & Writings	3	3					
TOTAL		24						

THIRD YEAR		SECOND SEMESTER						
COURSE #	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:	
			Lec.	Lab.				
ENG 103	Introduction to Literature	3	3		ENG. 101, 102			
MGT 104	Agricultural Marketing	3	2	3	MGT 103			
CPT 105	Horticultural Business	3	2	3	CPT 102			
APT 105	Applied Ruminants	3	2	3	APT 103			
AG ENGG 102	Farm Structures	3	2	3				
PHT 104	Food Processing Technology	3	2	3	PHT 103			
SOC. SCI. 105	Agricultural Extension	3	2	3				
TOTAL		21						

College of Agriculture, Fishery and Forestry Operations Manual

FOURTH YEAR	DESCRIPTION	FIRST SEMESTER				RATING	VERIFIED BY:
		UNITS	HRS. / WK.		Pre/Co - Req.		
			Lec.	Lab.			
FT 101	Fishery and Aquaculture	3	2	3			
AGRO 101	Agroforestry	3	2	3			
ENG 104	Technical Writing	3	3		ENG. 101, 102		
SOC SCI 106	Phil. Constitution w/ TLR	3	3				
NAT SCI 102	Environmental Management	3	2	3	NAT SCI 101		
AG ENGG 103	Rural Electrification	3	2	3	AG ENG'G 102		
MGT 105	Accounting and Finance	3	3		MGT 104		
TOTAL		21					

FOURTH YEAR	DESCRIPTION	SECOND SEMESTER				RATING	VERIFIED BY:
		UNITS	HRS. / WK.		Pre/Co - Req.		
			Lec.	Lab.			
OIP 101	Occupational Internship	18		240	PRACT. 104		
TOTAL		18		240			
	TOTAL NUMBER OF UNITS	178					

Evaluated by: _____

Checked by: _____

Verified by: _____

Received by: _____

B. BSAg Programs Prospectus

College of Agriculture, Fishery and Forestry Operations Manual

ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
College of Agriculture, Fishery and Forestry
Bachelor of Science in Agriculture
 (CMO No. 14 s 2008)

FIRST YEAR

FIRST SEMESTER

COURSE No.	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:
			Lec.	Lab.			
ENG 111	Study and Thinking Skills in English	3	3	1			
NAT SCI 111	General Biology	4	3	3			
NAT SCI 112	General Chemistry	5	3	4			
MATH 111	College Algebra	3	3				
SOC SCI 111	General Psychology	3	3				
AGRIC 111	Introduction to Agriculture	1	1				
COMP 211	Basic Computer	3	2	1			
P. E. 111	Self-Testing Activities	2					
NSTP 111	ROTC / Civic Welfare Training Services	(3)	2	1			
TOTAL		24					

FIRST YEAR

SECOND SEMESTER

COURSE No.	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:
			Lec.	Lab.			
ENG 122	Speech and Oral Communication	3	3		ENG 111		
FIL 121	SiningPakikipagtalastasan	3	3				
MATH 122	Plane Trigonometry	3	3		MATH 111		
SOC SCI 121	Society & Culture w/ Fam Planning	3	3				
CROP SCI 121	Principles of Crop Science	3	2	3			
AN SCI 121	Introduction to Animal Science	3	2	3			
SOIL SCI 121	Principles of Soil Science	3	2	3	Chemistry		
P. E. 122	Fund. of Rhythmic Activity	2	2		PE 111		
NSTP 122	ROTC/Civic Welfare Training Services	(3)	3		CMT/CWTS 111		
TOTAL		23					

SUMMER

COURSE No.	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:
			Lec.	Lab.			
PRACTICUM	Skills Development	6	240				
TOTAL		6					

SECOND YEAR

FIRST SEMESTER

COURSE No.	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:
			Lec.	Lab.			
FIL 212	Pagbasa at PagsulatsaIba'tIbangDisiplina	3	3		FIL 101		
SOC SCI 213	Basic Economics w/ TLR	3	3				

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SOIL SCI 212	Soil Fertility, Conservation & Mgt.	3	2	3			
AG EXT 211	Ag Ext., Teaching Methods & Comm.	3	3				
CROP SCI 212	Practices of Crop Production	3	2	3	CROP SCI 121		
AN SCI 212	Intro to Livestock & Poultry Prod.	3	2	3	AN SCI 121		
CROP PROTEC 211	Principles and Practices of Crop Protection	3	2	3			
P.E. 213	Fund. of Sports and Games	2	2		P.E. 111, 122		
TOTAL		23					

SECOND YEAR		SECOND SEMESTER						
COURSE No.	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:	
			Lec.	Lab.				
NAT SCI 223	Physics 1	4	3	3	MATH 111, 121			
AG EX 222	Management of Extension Program	3	2	3	AG EXT 121			
AGRIC 222	Intro to Ecological Agriculture	3	3					
FMGT 221	Agricultural Economics & Mkg.	3	3					
HUM 211	Introduction to Humanities	3	3					
ANI PROTEC 221	Principles and Practices of Animal Protection	3	2	3				
AN SCI 223	Animal Nutrition and Feeding	3	1	6	AN SCI 121			
P.E. 224	Recreational Activities	2	2		P. E. 213			
TOTAL		24						

THIRD YEAR		FIRST SEMESTER						
COURSE No.	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:	
			Lec.	Lab.				
ENG 313	Technical & Scientific Writing	3	3					
STAT 311	Statistics I	3	3					
HUM 312	Philosophy and Ethics	3	3					
AGRIC 313	Beneficial Arthropods & Microorganism	3	2	3	CROP PROTEC 211			
Ag MGT 311	Intro to Enterprise & Entrepreneurship	3	2	3				
AGRIC 314	Genetics	3	2	3	NAT SCI 111			
RESEARCH 311	Methods of Agricultural Research	3	2	3	Stat 311,			
CROP SCI 313	Postharvest Handling & Seed Tech	3	2	3	Crop Sci 121, 212			
TOTAL		24						

THIRD YEAR		SECOND SEMESTER						
COURSE No.	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:	
			Lec	Lab				
ENG 314	Intro to Lit. including Phil Literature	3	3					
THESIS 321	Special Topics Related to Thesis Proposal Prep.	3			RESEARCH 311			
AGRIC 324	General Physiology & Toxicology	3	2	3	CRP PROTEC 211			
CROP CSI 324	Principles of Plant Breeding, Prop. & Nursery Mgt.	3	2	3	Crop Sci 121, 212			
AGRO 411	Agroforestry	3	3					
AG MGT 322	Agribusiness Commodity System	3	2	2.5				

College of Agriculture, Fishery and Forestry Operations Manual

ANSCI 321	Slaughter of Animals & Processing	3	1	6	AN SCI 121, 223	
SOILS 323	Soil Survey, Classification and Land Use	3	2	3	SOIL SCI 312	
TOTAL		24				

FOURTH YEAR		FIRST SEMESTER					
COURSE No.	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:
			Lec.	Lab.			
PSD 411	Basics of Project Study and Dev.	3	3		FMGT 221		
FISH TECH 321	Fishery/Aquaculture	3	3				
AGRIC 415a	Seminar A	1	1				
AGRIC 415b	Seminar B	1	1				
AGRIC 415c	Colloquium	1	1				
AG ENG'G. 411	Agricultural Engineering 1	3	2	3			
AGRIC 416	Biotechnology and Society	3	3				
AGRIC 417	Agricultural Policy and Development	3	3		FMGT 221		
FMGT 413	Financial Mgt. for Agri-based Enterprise	3	3		Ag Mgt 311		
TOTAL		21					

FOURTH YEAR		SECOND SEMESTER					
COURSE No.	DESCRIPTION	UNITS	HRS. / WK.		Pre/Co - Req.	RATING	VERIFIED BY:
			Lec.	Lab.			
Thesis 422	Thesis (actual conduct)		Lec.	Lab.			
SOC SCI 424	Phil. History, Gov't & Constitution	3			THESIS 321		
SOC SCI 425	Life & Works of Rizal	3	3				
		3	3				
TOTAL		9					
	GRAND TOTAL	175					

Evaluated by: _____

Checked by: _____

Verified by: _____

Received by: _____

C. RSU Vicinity Map and Location Site of CAFF



College of Agriculture, Fishery and Forestry Operations Manual

D. Student Information Data Form

Republic of the Philippines
Romblon State University
College of Agriculture, Fishery and Forestry
Odiongan, Romblon

Student Information Data

Student Number: _____ **Date:** _____

Preferred Course Name: _____

Student Name: _____

Sex: () Male () Female (Family Name) (First Name) (Middle Name)

Date of Birth: _____ **Place of Birth:** _____
Month Day Year

Permanent Home Address: _____

Cell phone no.; _____ **Email Address:** _____

High School were you completed: _____
(Name of School)

Honor/s or Award/s received: _____

Parent/Guardian: _____

Cell phone no. _____ **Home Address:** _____

Person to be contacted in case of emergency:

Name: _____ **Relationship:** _____

Address: _____ **Contact Number:** _____

I hereby affirm that all information's supplied herein are complete and accurate. With holding or giving the false information will disqualify me from admission and will be a basis if admitted.

Signature over printed name of Applicant

E. Classroom Observation Guide Sheet

College of Agriculture, Fishery and Forestry Operations Manual

Classroom Observation Guide

This Classroom Observation Guide is designed to assist those performing supervisory functions in identifying Teacher's strength and development areas so that appropriate intervention can be provided if necessary.

- 5 – OUTSATNDING 4 – VERY SATISFACTORY 3 – SATISFACTORY 2 – UNSATISFACTORY 1 – POOR
- 1 – 2 The teacher attempt to perform or execute the task, but confidence and competence are low. He/ She is hardly able to elicit the desired response or behaviour from less than half of the class
- 3 – 4 The teacher attempt to perform or execute the task with confidence. He/ She is able to elicit the desire response or behaviour from half of the class
- 5 The teacher attempt to perform or execute the task with great confidence and competence. He/ She is able to elicit the desired response or behaviour from more than half of the class.

CRITERIA	5	4	3	2	1
Introductory Activities/ Springboard					
1.Pre pares classroom as conducive learning environment.	5	4	3	2	1
2. Checks Assignment.	5	4	3	2	1
3. Connects lesson to the previous lesson.	5	4	3	2	1
4. Introduces the lesson in an interesting manner.	5	4	3	2	1
5. Instructional materials are set ahead of time.	5	4	3	2	1
INSTRUCTION SKILLS					
1.Has a thorough knowledge of the subject matter.	5	4	3	2	1
2. Develops the lesson in a logical manner	5	4	3	2	1
3. Explains the lesson without reading his/her notes.	5	4	3	2	1
4. Relates the lesson to those with other subject areas.	5	4	3	2	1
5. Gives opportunities to students to participate in decision making.	5	4	3	2	1
6. Gives opportunities to students to express their thought freely.	5	4	3	2	1
7. Anticipates student's difficulties.	5	4	3	2	1
8. Ask question that call for highly-order thinking skills (HOTS).	5	4	3	2	1
9. Provides interactive, collaborative, and cooperative learning style that enhance M.I	5	4	3	2	1
10. Utilized appropriate instructional material/devices (syllabus, workbooks, manual, modules and electronics materials.	5	4	3	2	1
11. Utilized appropriate teaching methods techniques and strategies which enrich classroom instruction. (Take note of the methods, techniques and strategies).	5	4	3	2	1
12. Response to students question/behavior accordingly.	5	4	3	2	1
13. Sustains student's participation.	5	4	3	2	1
14. Keep students on task.	5	4	3	2	1
15. Communicates within the level of the students understanding.	5	4	3	2	1
16. Speaks in a clear and well-modulated voice and pronounces the word correctly.	5	4	3	2	1
17. Observes correct grammar and uses language appropriate to the level of the students.	5	4	3	2	1
18. Uses Varied evaluation measures such B portfolio, rubric assessment, skills demo, paper and pencil tests, oral examinations, group/individual report, research study, etc.	5	4	3	2	1
19. Integrates the application of information and communication technologies.	5	4	3	2	1
Classroom Management					
1.Maintains classroom discipline in consonance with the democratic practices.	5	4	3	2	1
2. Records Daily attendance.	5	4	3	2	1
Students Participation					
1.Participates actively in all class discussion interacting with.	5	4	3	2	1
1.2 Teachers	5	4	3	2	1
1.2 Other Students	5	4	3	2	1
2. Work within the time period allotted for the activity	5	4	3	2	1
3. Defend one's position on an issue	5	4	3	2	1
4. Show respect for the feeling of others.	5	4	3	2	1
5. State basic concept (s) of the lesson.	5	4	3	2	1
Concluding Activities					
1.Provides opportunities to students to apply their learning	5	4	3	2	1
2. Relate the learning to student's life.	5	4	3	2	1
3. Gives assignment with clear instruction.	5	4	3	2	1
Personality Traits and Characteristics					
1.Apperance (Impressive, commands respect, well-groomed)	5	4	3	2	1
2. Emotional stability(Possesses good sense of humor, open-minded, fair and objectives	5	4	3	2	1
Use of Syllabus					
1.Uses updated syllabus	5	4	3	2	1
2. Uses syllabus with comprehensive and appropriate contents.	5	4	3	2	1
3. Uses syllabus which includes a list of suggested recent reading and references.	5	4	3	2	1
4. Uses syllabus which allows flexibility to accommodate revisions and adjustment.	5	4	3	2	1