



ROMBLON STATE UNIVERSITY
ODIONGAN, ROMBLON

College of Arts and Sciences

OPERATIONS

MANUAL

PREFACE

This CAS Operation Manual explicitly states the rules and regulations and pronouncement contained in the various documents of the College of Arts and Sciences and some accepted practices and norms that will pave the way towards the attainment of your academic goals to become productive citizen of this country

By your enrolment and admission in Romblon State University, it is understood that you agree to abide by the provisions set forth in this student handbook. Bulletin board announcements, for specific purposes are likewise used in the direction of student activities.

Your aspirations to acquire quality education are in harmony with Vision, Mission, Goals, and Objectives of the College.

The whole teaching force of the College of Arts and Science is with you. We are all ready to share and impart our knowledge for the quality education. Your exposure to reality of teaching-learning situation reflects our special concern for you as PARTNERS towards the achievement of the College's Vision, Mission, Goals, and Objectives.

We care for you, not for your academic performance alone but for you as a WHOLE PERSON.

The CAS Dean



TABLE OF CONTENTS

	Page
Preface	i
Table of Contents	ii
History of the University	1
Philosophy of the University	3
Vision & Mission of the University	3
History of the College	4
College Goals	5
Program Objectives	5
Core Values	7
College Logo	7
Organizational Chart	8
CHAPTER I. ADMINISTRATION	
FUNCTIONS AND DUTIES	9
The Dean	9
College Secretary/Clerk	9
Planning Coordinator	9
Department Chairperson	10
Research Coordinator	10
Extension Coordinator	11
Accreditation Coordinator	11
IGP & Production Coordinator	11
GAD & Guidance Coordinator	12
Instructional Materials Coordinator	12
Faculty Development Coordinator	12
Students Affairs Coordinator	13
Cultural Affairs Coordinator	13
Sports Coordinator	14
Publication Coordinator	14
Reading/Library Coordinator	14
Adviser(<i>Department, Curriculum, Class Organization & other existing College Organization</i>)	15
Property Custodian	15
Budget/Finance Coordinator	15
Duties of Instructor/Professor	16



CHAPTER II. INSTRUCTIONS

A. STUDENTS	18
Admission Requirements and Procedure	18
Admission to the College	18
New Students	18
Second Year Students	18
Transferees and Shifters	18
Unit Earners and Returners	19
Policies	19
Classroom Policies	19
Course Policies	20
Retention Policies	20
Residency	21
Fees	21
Tuition Fees	21
Other Fees	22
Examination	22
Grading System	23
Academic Load	25
Petition Classes	26
Academic Honors and Graduation Requirements	26
Students Records	28
Thesis of Students	29
Scholarship	34
OJT	35
Educational Tours and Field Trip	36
Student Organization and Activities	36
Signing of Clearance	37
B. FACULTY	37
Faculty Hiring and Selection	37
Faculty Loading	37
Responsibilities of Faculties/Professor	55
Prior to Opening	55
Start off/During the Term	55
End of the Term	56
Faculty Attendance	56



Absences	56
Tardiness	56
Make-up Classes	57
Faculty Meeting	57
Faculty Performance Evaluation	57
Classroom Management	58
Consultation	58
In-Breeding Policy	58
C. CURRICULUM	59
Curriculum Review and Revision	59
Composition of College Curriculum Committee	59
Function of the College of Curriculum Committee	59
D. SUPERVISORY PROGRAMS OF THE COLLEGE DEAN	59
E. CONFLICT RESOLUTION (GRIEVANCE)	63
CHAPTER III. RESEARCH AND EXTENSION PROGRAMS	69
CHAPTER IV. POLICIES AND GUIDELINES IN THE USE OF FACILITIES AND EQUIPMENT	70
Reading Center	70
University Laboratory Facilities	71
College Facilities and Maintenance	72
Facilities Operations and Maintenance	72
Property Inventory	72
Facilities and Equipment	72
Classrooms	73
Chairs	73
Photocopying and Printing Machines	74
Location of Copying Printing Equipment	74
Computer, Printing, and Photocopying Printing Machine	74
Computer, Printer, Photocopying Use Policy	74
Janitorial Cleaning Services	75
Energy, and Safety Management	75
Office Supplies Management Policy	76



	v
APPENDICES	77
AB Political Science Checklist	78
BS Biology Checklist	81
AB English Checklist	83
AB Public Administration Checklist	85
Memorandum/Communication Form	90
Sample Clearance	91
Quiz Format	92
Classroom Observation Guide	93
REFERENCES	95



HISTORY OF THE 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 became the Central Luzon Agricultural College and now the Central Luzon State 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 Schools Division Superintendent. Among its former teachers was Mr. Francisco F. Saguiguit, retired Commissioner of the Agricultural Productivity Commission.

1947: The Odiongan Rural High School was converted into the Odiongan High School (OHS), a provincial high school offering the General Type A Curriculum.

December 1, 1956: Odiongan High School was converted under RA No. 1391 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 that 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 a State College known as the Romblon State College (RSC) by the late President, His Excellency Ferdinand E. Marcos.

September 30, 1983: Inauguration of the Romblon State College.

1985: RSC fully operated as a State College under its own budget.

January 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 MEMO Order Number 27, S. 2000.

February 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 and renamed RSC-Sibuyan Campus and 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 Integrated Schools

RSU Sawang Campus began as an extension of the Main Campus in Sawang, Romblon on June 2000. Compensation of Faculty and Staff was subsidized by the local government of Romblon, Romblon.

Sibuyan Polytechnic College in San Fernando, Romblon located in the island of Sibuyan was a technical-vocational school which was created by Batas Pambansa Blg. 614. It was fully integrated as a Romblon State University Campus since February 28, 2001.



Romblon College of Fisheries and Forestry was a seven-campus vocational school system with its main campus located in San Andres, Romblon. It was created by Batas Pambansa Blg. 553. The school together with its annexes was fully integrated as Romblon State University Campuses on January 12, 2001. However, RSU in Ferrol was phased out due to low enrolment. RCFF's remaining campuses automatically became RSU campuses: San Andres, Santa Fe, Santa Maria, San Agustin, Calatrava and Cajidiocan.

PHILOSOPHY OF THE UNIVERSITY

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.

VISION & MISSION OF THE UNIVERSITY

Vision

Romblon State University as a premier institution of higher education in the Mimaropa Region for a globally competitive Province of Romblon.

Mission

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

The University shall offer courses prescribed in its charter and other relevant courses that the board of regents may deem necessary.



General Objectives

As a state institution of higher learning, the primary aim is to implement wide range of curricular programs with instruction, research, extension and production as essential components.

Specific Objectives:

In addition and in support to the mission and policy statements embodied in the charter, the university shall specifically aim to:

1. Provide a general education program that will promote national identity, cultural consciousness, moral integrity and spiritual vigor;
2. Train the nation's manpower in the skills required for national development;
3. Enhance production-driven agricultural and industrial expertise
4. Develop the professions that will provide leadership for the nation;
5. Serve as creative catalyst of change and dynamic center of excellence providing quality education based on value system and holistic development;
6. Provide advance knowledge through research aimed at improving the quality of human life and responding effectively to changing societal needs.

HISTORY OF THE COLLEGE

The College of Arts and Sciences is one of the academic units of the Romblon State University operating under its enabling Law, Batas Pambansa Blg. 393, and the College Charter which was passed and approved on May 18, 1983 by the late President Ferdinand E. Marcos, and a University under R.A. 9721, approved, Oct. 14, 2009.

As a College, it offers three four year degree courses namely AB Political Science, BS Biology and BS Mathematics through Board of Trustees Resolution No. 10, S. 1995. AB Political Science is a preparatory course for students desiring to enroll in the College of Law, the other two are professional courses.

One of the challenges met by the College was the decline in enrolment of BS Mathematics. The offering was deferred in SY 2003-2004 and was tabled for further study. In the meantime, the college is in full-swing of the implementation of uniform first year curriculums School Year 2008 to March 2010, additional courses offered are AB Public Administration and AB English, approved during the 65th Reg. BOT meeting.



The College is headed by a Dean in the person of Dr. Mario A. Fetalver, Jr. (DOCMAR) from April 2010 up to present, with eighteen full-time faculty, five lecturers and five part-time instructors. Dr. Mario A. Fetalver, Jr., together with his faculty, students and staff was able to submit the four (4) programs, BS Biology and AB Political Science (Level II), AB Public Ad and AB English (Level I) for AACUP Accreditation and Evaluation. Through Accreditation the ten (10) areas for accreditation were given priorities, thus, quality education is offered.

COLLEGE GOALS:

The College of Arts and Sciences is committed to provide relevant and quality training for students in AB Political Science, BS Biology, AB English and AB Public Administration and related fields to satisfy the needs of regional and national development thrusts and even global arena, and to be of service to the community through extension program activities.

PROGRAM OBJECTIVES

AB English

1. Produce competent, versatile, knowledgeable, gender sensitive and environmentally conscious students equipped with literary and artistic skills and broad humanistic outlook in life.
2. Increase the capability of the students to pass professional and licensure examination and prepare for gainful employment where their trainings are maximized.
3. Inculcate in the students positive attitude and desirable values to become role models in the community.
4. Enrich and update the AB English Program in accordance to CHED.
5. Develop and evolve new areas of specification that call for the needs of the time.
6. Upgrade the quality of instruction in processes that will enhance the teaching learning atmosphere.
7. Confer and consult with AACUP and other accrediting agencies for assessment of AB English Program.
8. Provide Search scholarships programs, grants, and training for the faculty so as to promote professionalism and competence.
9. Encourage researchers toward theory- building and information technology.
10. Strengthen community outreach programs by identifying clientele's needs and priorities.
11. Forge linkages with all sectors of society with the end of promoting a civil, productive, and involved citizenry.
12. Undertake relevant extension service through the conduct of continuing and non-formal education program.
13. Spearhead curriculum changes to meet the changing needs of dynamic society.



AB Political Science

1. To equip students with the abilities attuned to the demands of the changing community
2. To produce competitive graduates with skills geared towards local and national leadership and employment generation.
3. To develop research competence among students in order to contribute to the advancement of political stability.
4. To advocate political information and services for social awareness.
5. To equip to students the knowledge of teaching, law and public administration.
6. To develop students' scientific ,moral, social, economic, political awareness and strengthen their cultural heritage through liberal education, that adapt to the technological advancement and changing political climate

BS Biology

1. To produce regionally competitive graduates with skills towards entrepreneurship, employability, and employment generation.
2. To develop research competence among students in order to contribute to the advancement of knowledge in the life sciences.
3. To extend health and environmental information and services to the community.
4. To develop students' scientific, moral, social, economic, political, and cultural heritage through education that adapt technological advances.

AB Public Administration

1. To provide adequate knowledge and understanding of the fundamentals of good governance.
2. To equip with the skills in management including planning, implementation, monitoring g and human, material and resource management for government and civil society organization.
3. To indoctrinate high ethical values for public service, accountability, nationalism, sustainability.
4. To promote strong sense of duty and protect public interest for the depressed and the marginalized communities.
5. To develop abilities engaging in scientific research, educational innovation and n decision making towards students.
6. To establish an avenue for social awareness and involvement in community development through extension programs, effective leadership, and initiatives.
7. To endow/instill high appreciation for the demands and challenges in public services in the minds of the students.
8. To uphold commitment to excellence and ethics to respond to the challenges of and social responsibility.



CAS Thrusts

Performance Pledge:

The Office of the College of Arts and Sciences of the Romblon State University System pledges as defined in the Citizen's Charter.

Specifically, the CAS CARES:

C – ompetence in

A – cademic Pursuit through

S – incerity in Giving Quality Education

C – ommitment& Leadership to

A – ccreditation of Programs

R – esearch

E – xtension Initiatives responding to the challenges of

S – ocial Community and Responsibility

CAS LOGO



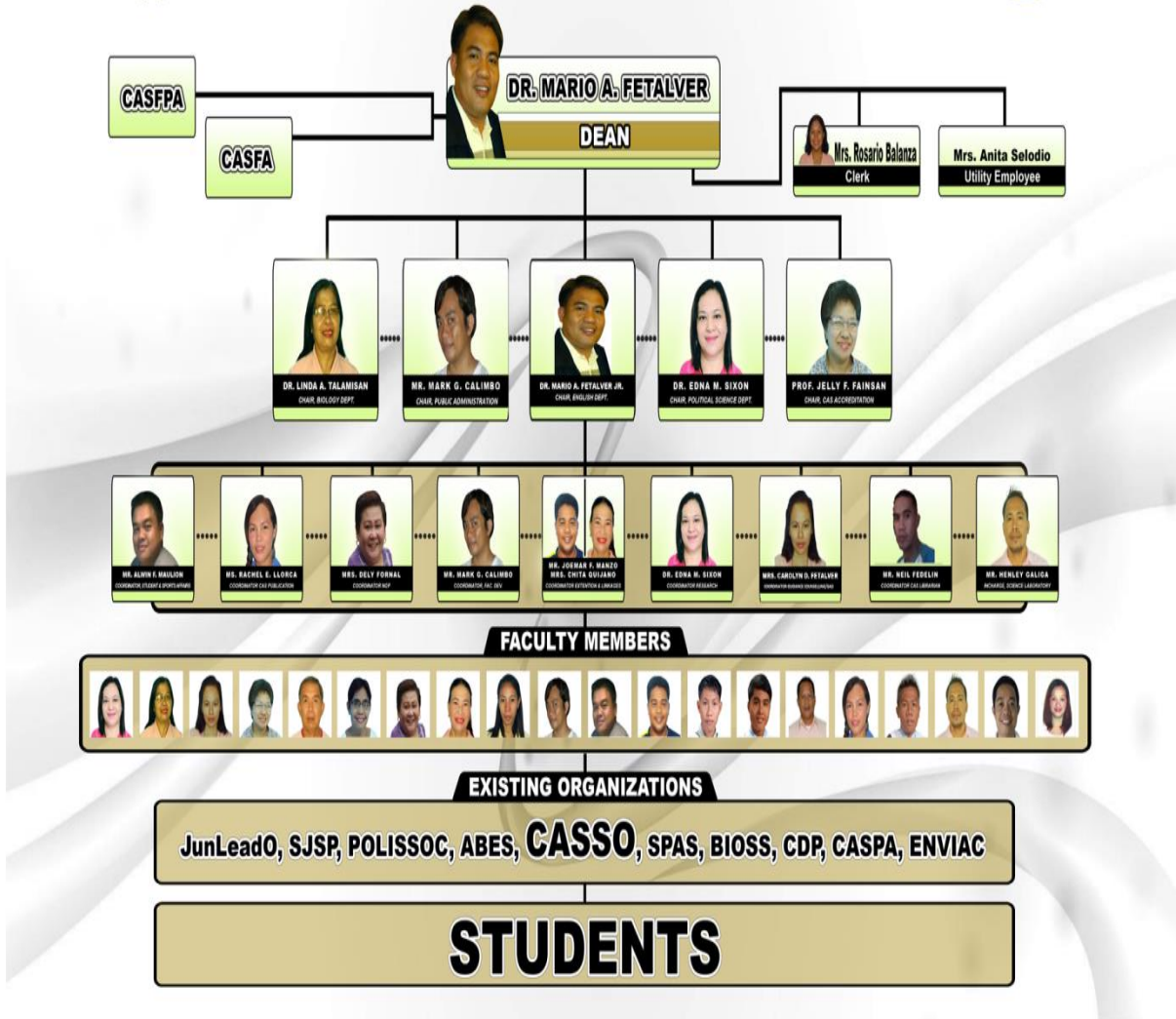
The official seal of the College shall bear the Torch at the center symbolizing Knowledge and Wisdom radiating the different areas of concentration such as: the Microscope for the BS Biology; the scale for the AB Political Science; the man carrying the universe for the AB Public Administration and the lady (teacher) for the AB English. The four significant symbols represent the following; the microscope for advance researches in science and technology; the scale for justice and equality; the man carrying the universe for good governance and leadership, and the lady (teacher) for high-quality teaching. The colors signify the following: blue for peace and harmony; red for enthusiasm to do research and extension activities; yellow for burning desire to learn, skills and knowledge while in the university and green for environmental concern.





ROMBLON STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
ORGANIZATIONAL CHART





CHAPTER I

ADMINISTRATION

A. FUNCTION AND DUTIES

1. Dean

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

- a. Plans, Organizes programs and Implements Activities of the College along instruction, Research, Extension, and Production with management, leadership, and innovation;
- b. Recommends and establishes policies, strategies, and priorities of the College;
- c. Supervises the implementation of rules and regulations of the College;
- d. Assists the Vice President for Academic Affairs in the formulation of the Instructional Policies;
- e. Exercises educational leadership among the faculty by;
 1. Recommending them for Staff development such as scholarship/fellowship;
 2. Preparing and recommending the teaching load of faculty member; and
 3. Coordinating and consulting with the heads of other Units.

2. College Secretary / Clerk

The College Secretary/Clerk has the task to perform the following duties and responsibilities:

- a. Prepares notices of meetings and minutes of the meetings;
- b. Types reports, letters, memos, announcements, and documents of the College;
- c. Answers routine correspondence;
- d. Arranges meetings and schedules of conferences;
- e. Transmits and/or follow-up orders and requests of the Dean;
- f. Assists in the coordination of the Dean.

3. Planning Coordinator

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

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



4. Department Chairperson

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

- a. Plans, organizes and implements co-curricular activities;
- b. Assists in the development/ upgrading/ enrichment of syllabi.
- c. Assists in the development of instructional materials such as manuals, workbooks, modules and other teaching devices.
- d. Submits list of instructional supplies, materials and equipment needed in the department.
- e. Conducts researches to enhance instructional methods, techniques and strategies.
- f. Conduct research on the academic performance of the students and the faculty;
- g. Coordinates the services and programs of the department.
- h. Supervises instructors in the department.
- i. Monitors and evaluates performance of the faculty in which could be initiated by the faculty to staff in the department.
- j. Plans program of activities for the faculty and students of the department.
- k. Conducts/Spearheads seminars for the faculty and students of in coordination with the faculty development program coordinator;
- l. Conducts meetings (in consultation with the DEAN) relative to the improvement of the Department;
- m. Coordinates with the Department regarding the preparation of schedule of classes for the Department; and
- n. Collates, prepares and file documents for the departments necessary for the accreditation of the program.

5. Research Coordinator

As Coordinator, he/she has the task to perform the following duties and responsibilities:

- a. Identifies the research thrusts and priorities of the College;
- b. Sources funds for research projects in coordination with the RSU Director for Research;
- c. Orient students as to choosing of adviser , panel, English Critic and Statistician and as to the track of proposal and final defense;
- d. Encourages the CAS Faculty members to do individual or group researches to be published and disseminated;
- e. Conducts seminars on strengthening research culture and capability of the faculty on the College twice a semester/year;
- f. Conducts research forums/for a and colloquia at least once q year; Faculty and students research outputs must be disseminated through forums and colloquia;



- g. Helps in collating, preparing, filling of documents necessary for the accreditation of the teacher education programs and professional studies programs; and
- h. Submits report on the summary of the types and number of researches conducted, disseminated or presented and utilized.

6. Extension Coordinator

As Coordinator, he/she has the task to perform the following duties and responsibilities:

- a. Conducts extension programs and services every Friday morning or afternoon in the adopt-a-school and barangay;
- b. Prepares the packages and other programs of the extension programs;
- c. Makes studies and evaluation of the extended programs and services;
- d. Coordinates the activities with RSU Director for Extension Services for more extensive activities; and
- e. Submits Reports to the Dean every end of the semester.

7. Accreditation Coordinator

As Coordinator, he/she has the task to perform the following duties and responsibilities:

- a. Prepares action plan for the accreditation program of the college;
- b. Organizes working committees in-charge of the different areas of accreditation;
- c. Coordinates with the different working committees in the implementation of the program;
- d. Consolidates/collects and arranges all the available required documents in the accreditation.

8. IGP & Production Coordinator

As Coordinator, he/she has the task to perform the following duties and responsibilities:

- a. Submits proposed IGPs to the Dean for implementation;
- b. Assists in the proper implementation of IGPs in the departments.
- c. Supervises and monitors IGPs;
- d. Plans the PROGRAMS for the improvement of the IGP of the CAS;
- e. Puts up CAS mini-store (OTHER PROJECTS) as a source of CAS income;
- f. Collates, prepares and file documents for the CAS necessary for the accreditation of the programs;



- g. Finds means to generate income for the CAS; and
- h. Submits reports on IGPs to the Dean.

9. GAD Coordinator

- a. Support the GFPS in the implementation and development of GAD programs in the college.
- b. Ensure that GAD policies and guidelines, programs, projects and activities of the college are fully implemented within their jurisdiction
- c. Coordinate with GFPS of the University in the conduct of gender program of the college.

10. Guidance Coordinator

- a. Coordinates with the Guidance Counselor in the conduct of enhancement programs and intervention for student clients;
- b. Facilitates the conduct of activities of the GuiPS office;
- c. Establishes friendly relations with student clients;
- d. Monitors students/clients with behavioral issues in the department and submit relevant reports to concerned Guidance Counselor;
- e. Refers student to Guidance Counselor for counseling

11. Instructional Materials Coordinator

As Coordinator, he/she has the task to perform the following duties and responsibilities:

- a. Plans the activities to be conducted for 4 semesters including two summers;
- b. Conduct/spearheads seminars on Development and Preparation of Instructional & Materials like modules, workbooks & worktexts for the faculty and students use in coordination with the faculty development program coordinators;
- c. Collates, prepares and file documents for the Department necessary for the accreditation of the programs; and
- d. Submits reports to the Dean every end of the semester.

12. Faculty Development Coordinator

As Coordinator, he/she has the task to perform the following duties and responsibilities:

- a. Formulates and conducts institutional in-service training program at least twice in a semester;
- b. Coordinates with the faculty members to attend scholarly lectures, symposia, conferences and workshops for professionals growth;
- c. Encourages the faculty to be an active member at least one professional or scientific organization;



- d. Sources fund of the faculty development;
- e. Conducts training for instruction/curriculum/sports/religious/organizational development;
- f. Helps in collating, preparing, filing of documents necessary for the accreditation of the teacher education program; and
- g. Recommends to the Dean the deserving faculty to be given with scholarship/ grants/ trainings/ seminar-workshop.

13. Student Affairs Coordinator

As Coordinator, he/she has the task to perform the following duties and responsibilities:

- a. Plans the activities to be conducted for 4 semesters including two summers;
- b. Assists the Dean in the administration of administrative responsibilities pertaining to student services.
- c. Facilitates the implementation of student affairs programs like orientation program, drug abuse program, leadership and teambuilding seminar, clean and green program activities.
- d. Studies the problems affecting students' services projects and programs.
- e. Conducts evaluation of student's services projects and programs
- f. Conducts/spearheads seminars for the faculty and students of CAS in coordination with the faculty development program coordinators;
- g. Conducts meetings (in consultation with the DEAN) relative to the improvement of the student organizations;
- h. Collates, prepares and file documents for the CAS Department necessary for the accreditation of the programs;
- i. Conducts research on the academic performance of officers;
- j. Assist curriculum, and block adviser and officers in the discharge of their functions;
- k. Coordinates with the different area coordinators who need assistance in the College; and
- l. Submits reports to the Dean every end of the semester.

14. Cultural Affairs Coordinator

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

- a. Prepares a comprehensive cultural arts programs including seasonal presentation, training programs and workshop for members of the performing arts group;
- b. Coordinates social and cultural presentation;
- c. If necessary, initiates/stages exhibits and competitions or contests;
- d. Establishes linkages with other cultural development of members inside and outside of the department;



- e. Promotes the welfare of the student members and enriches their participation in the academic;
- f. Sees to the proper management of the unit budget; and
- g. Performs other function as deemed necessary.

15.Sports Coordinator

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

- a. Prepares sports budgeting and funds warrant purchase of equipment;
- b. Coordinates the use of athletic fields and gyms at various sites in conjunction with school officials and other civic organization;
- c. Solicits, train and maintains an adequate staff of officials and coaches;
- d. Establishes, develops and maintains sound public relation between college or institute sports coordinators;
- e. Maintains a comprehensive and detailed up to date inventory of all equipment owned and/or use by the department for the athletic programs;
- f. Conducts a continuous evaluation of the sports programs; and
- g. Performs other duties as may be deemed necessary.

16.Publication (CAS TORCH) Coordinator

As Coordinator, he/she has the task to perform the following duties and responsibilities:

- a. Plans activities for the CAS Torch;
- b. Creates Editorial Staff for the newsletter;
- c. Publishes a one/two-page/s of the newsletter once in a semester; and
- d. Submits reports to the Dean every end of semester.

17.Reading/Library Coordinator

The College Librarian shall have the following duties and responsibilities:

- a. Manage the College Library;
- b. Perform technical services;
- c. Develop and maintain the collection and services pertinent to the college's field of specialization in cooperation with the faculty, staff and students;
- d. Ensure that all library resources acquired by the college are properly recorded in the college library accessories in accordance with the guidelines approved by the University Library Council;
- e. Participate in the programs of the University Library;
- f. Enforce library rules and regulations in the College Library and after due process, impose appropriate penalties;
- g. Recommend to the University Librarian personnel action pertaining to library staff in the College Library;



- h. Recommend to the Dean in consultation with the University Librarian building plans and improvement of College Library facilities; and
- i. Issue implementing guidelines as may be necessary for the proper functioning of the college library.

18. Advisers (Department, Curriculum, Class Organizations, CASSO & other existing College Organizations).

Primary Functions:

As Adviser, he/she has the following duties and responsibilities:

- a. 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;
- b. Shall see to it that records of all collection and disbursement of money and property of the organizations are properly in record.
- c. Shall seek semestral and audited annual reports of the Treasurer and Auditor.
- d. Shall see to it that all projects and school or college activities are carefully planned and carried out.
- e. Shall attend the meetings be it special or regular.

19. Property Custodian

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

- a. Takes charge of supply and property activities in the college;
- b. Acts as custodian of all records of property and makes periodic inventories thereof;
- c. Determines supply and equipment needs of the College;

20. Budget/Finance Coordinator

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

- a. Prepares and liquidate the cash advances of the college.
- b. Assists the dean in preparing the annual procurement program and managing the financial resources of the college.
- c. Prepares financial statement of the college.
- d. Serves as the treasurer of the unit.



21. Duties of Instructor/Professor

Primary Functions:

1. The Instructor/Professor is a 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 of the classes.
3. Informs the Dean of foreseen absence and announce 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 1 week before the scheduled date of examination.
6. Submits Research Title/Topic (approved by the CAS Research Council) to be conducted as action research or institutional/community or educational research every semester.
7. Observes punctuality.
8. Attends flag ceremony every Monday in the morning and flag retreat every Friday afternoon in the Landmark.
9. Attends values formation if scheduled.
10. Plans the learning activities considering the individual needs of each learner in relation to the skills he/she is supposed to study.
11. Prepares learning activities, visual aids, tests, evaluation required by the subject.
12. Recommends the acquisition of instructional and reference materials to the Department Chair.
13. Conduct the learning process in accordance with the Syllabus.
14. Implements the school's guidelines on the Classroom Management.
15. 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.
16. Gives a fair evaluation of each student's performance according to prescribed standards.
17. Ensures the proper use of school property such as rooms, tables, chairs, blackboards, cabinets, electric fans, and etc..



18. Takes note of behavioral performance of students under his/her care,
19. Conducts consultation and counseling with his/her students.
20. Fulfills all employment obligations and adheres to school policies and regulations.
21. Attends meetings called by his/her superior and other meetings authorized by the same.
22. Performs other tasks that may be assigned to him/her by his/her superiors.



Chapter II

INSTRUCTIONS

A. STUDENTS

1. Admission Requirements and Procedure

1.1. Admission to the College

Applicants for admission to any of the four (4) degree programs of the College of Arts and Sciences must meet the minimum standards set forth by Director for Admission, as well as the specific requirements set by the program into which they seek admission.

The following information comes from student Handbook of Policies and Procedures.

1.2. New Students

- a. The following admission requirements should be submitted to the Guidance Office: High School Report Card (Form 138); Certificate of Good Moral Character; High School Diploma (Photocopy); Honorable Dismissal; Certificate of Grades and Birth Certificate.
- b. The new student-applicant should take and pass the RSUCAT with at least 75% raw score and with satisfactory results in the interview.
- c. The new student-applicant should be physically and psychologically fit.

1.3. Second Year Students

- a. General Average of 2.25 or higher from First Year.
- b. Must pass the CAS Qualifying Written Test.
- c. Must pass the interview
- d. Students of AB English, AB Political Science, BS Biology, and AB Public Administration programs should not incur grades not lower than of 2.5.
- e. Must submit the duly accomplished application form and 2 copies of 2"x2" ID photo.

1.4. Transferees & Shifters

The following are the admission requirements:

- a. Accomplished Application Form;



- b. Xerox Certification of Good Moral Character;
- c. Xerox of Transcript of Records and Certification of Grades which have been evaluated by the Registrar (temporary);
- d. Must pass the interview;
- e. Students should not have incurred grades not lower than 2.5;
- f. Must submit the duly accomplished application form and 2 copies of 2"x2" ID Photo.

1.5. Unit-earners & returnees

The following are the admission requirements:

- a. Accomplished Application Form;
- b. Xerox Certification of Good Moral Characer;
- c. Xerox of Transcript of Records and Certification of Grades which have been evaluated by the Registrar (temporary);
- d. Must pass the interview
- e. Students should not have incurred grades not lower than 2.5;
- f. Must submit the duly accomplished application form and 2 copies of 2"x2" ID photo.

2. Policies

1. Classroom Policies

- a) 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.
- b) 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.
- c) 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.
- d) Dropping the course may still be done before the mid-term week with the approval of the registrar.
- e) 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.



- f) Students must always follow the date of submission. Late requirements will not be accepted.
- g) 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 after the grade was received. The grade may be seen on the internet 10 days after the finals on the date agreed upon.
- h) Any form of misconduct will be reported to the Office of the Student Affairs.

2. Course Policies

- a. Attendance is necessary for each student to obtain maximum benefits for instruction. Eighty percent (80%) or 43 hrs and 12 minutes of the total required hours must be attended for each semester.
- b. Non-wearing of complete uniform is not encouraged. Violator will be reprimanded at first, if the violator commits for the second time, his/her attendance will not be given credit and will not be allowed to take examinations.
- c. Special examination is only given for excused absences. Excuse letter duly signed by the parent or guardian or a medical certificate (in case of sickness) is required. The student must secure and fill up "Special Examination Form" before taking the major examination missed. Only the staff of the office of the Dean is allowed to give the special examination to the student. The student is required to attach proof why he/she missed the major examination.
- d. Cell phones are allowed, provided, it must be on silent-mode. Student is not allowed to use cell phone during class hours except in extreme necessities, and must be turned-off during examinations (quiz and major examinations).
- e. Uniform and ID are required before taking midterm examinations. However, clearance is required before final examinations.
- f. Any form of cheating will not be tolerated.
- g. In case the Instructor comes late in the class, students are expected to wait $\frac{1}{4}$ of the total time in minutes before leaving the room.

3. Retention Policies

In addition to the policy stated in the university code and student handbook, the following are the policies applicable to the College of Arts and Sciences.

- a. The incoming second year students must take the Qualifying/battery Examination to qualify for the enrolment. Failure to pass the Qualifying examination implies less loading for the semester where the students is intended to enroll;



- b. Students should have a general average of 2.50 with not more than two failing grades in all enrolled subjects for every semester
- c. A third year student must pass all his academic subjects from first year to third year including P.E., ROTC/CWTS prior to OJT;
- d. The shiftee must take the Qualifying Examination administered by the College of Arts and Sciences to qualify for the enrolment. Failure to pass the QE implies less subject loads. Before the shifteebe allowed to enroll for a regular semester, the shiftee must be endorsed by the College/Institute Dean/Director where the shiftee comes from. The shiftee must complete/satisfy the subjects for the intended semester. The student must not be allowed to enroll advance subjects without satisfying the required subjects for the semester.
- e. In case of failure in any of the subjects, the student shall be enrolled with reduced loads, that is 1 subject failed – less 3 units, 2 subjects failed – less 6 units, 3 subjects failed – the student will be advised to shift to another course, and 3 subjects dropped – less 6 units.

4. Residency

The student shall have a residence in the college for at least one year immediately prior to the award of the degree. Failure to finish the degree for one year will require the student to enroll one additional subject on the top of the number of unit previously completed.

3. Fees

a. Tuition Fees (Regular and Special Fees)

The President of the University shall fix and revise all fees regardless of the rate of increase, except tuition and laboratory fees for academic programs without need for further reporting to the Board of Regents, subject to these conditions; (1) new fees or fines and revisions of existing fees or fines shall not be imposed retroactively; *and* (2) in the case of student fees and fines, the increase shall not be made more than once within an academic year.

The term fees shall include students fees, fees for non-degree programs, rental of equipment/facilities, selling prices of materials reproduced/fabricated by the University, I.D. fees, library fines and related fees charged from RSU students and non-RSU personnel or individuals availing of University library facilities, application fee, athletic fee, change of matriculation fee, graduation fee, entrance examination fee, etc.



b. Other Fees (Refund of Fees)

Students who have paid their tuition and miscellaneous fees and who withdraw their registration or are granted honorable dismissal or leave of absence shall be entitled to a refund of their tuition and miscellaneous fees, except entrance and registration fees, in accordance with the following schedule:

Before the opening of classes -----	100%
Within one week from the opening of classes-----	75%
Within the second, third, and fourth week from the opening of classes-----	50%
After the fourth week-----	No refund

4. Examination

There are two major examinations scheduled during the semester: mid-term and final examination. They are accordingly announced in the university academic calendar.

Prior to the holding of each regular examination, schedule form is preferred by the college secretary or staff and submitted to the dean for approval. No examination shall be conducted outside the scheduled dates and the specify venue without prior approval from the dean.

a. *Examination Papers*

The faculty members shall coordinate with the secretary if there's a need to reproduce examination paper.

b. *Examination Permits*

For humanitarian consideration and in 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 has settled his accounts.

c. *Administration of Examinations*

It is the responsibility of every faculty member to administer his examinations. In case of multiple sections, the College assigns proctors to assist the faculty in the administration of the examinations.

d. *Cheating in Examinations*

Cheating is never tolerated in the university and every effort should be exerted to prevent it. Any student, who in the course of the examination is caught cheating, should be apprehended on the spot by the faculty member and endorsed to the



guidance office for appropriate action.

Likewise, to help prevent cheating, no student shall be allowed to leave after the test questions have been distributed except in cases of extreme necessity.

5. Grading System

A student's rating or grade in a subject is a reflection of his academic performance or class standing which the weighted average of the sum total of all requirement of the course such as recitation, quizzes, examinations, homeworks, seatworks, experiments, laboratory work, reports, research papers, skills assessment, etc.

The faculty member must keep a class record of students' ratings for ready reference.

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

5.1. 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.

5.2. Deliberation of Grade

Faculty member should attend deliberation of grades conducted per department by the program/ department chairperson and the Dean before they input their final grades in computerized data recording system. And deliberation form must be accomplished and must be submitted to the Dean's Office as a requirement for clearance.

5.3. Submission of Final grades

Every faculty member is required to submit the final grades as the Dean's Office five (5) working days after the scheduled examination.

"Submission" means the inputting of a final grade for each and every student in a class and finalized using the Computerized Data.



5.4. Recording

“Full compliance of grade submission” refers to a faculty’s submission of all final grades for all classes assigned to him or her before the deadline.

The Dean will issue warning letter to faculty members for late submission of final grades, and explanation letter from the faculty will also be required. Habitual late submission will be reported to the VPAA for appropriate action.

Final grades submitted by the faculty members are final, except when correction is justified and with supporting documents.

5.5. 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 students’ grades;
- (2) an error in inputting Students’ grades; and
- (3) incompetent grades that have been completed.

When request for a change of grade based on the circumstances mentioned, a faculty member shall write the Dean a request for a change and shall attached supporting documents. If the Dean found the request meritorious, he shall recommend the approval of the request to the VPAA.

On the other hand, the Academic Standards Committee shall decide on the following circumstances:

- The request cannot be resolved by the faculty or the faculty is unavailable.
- The grade will be changed from a “failing mark” to a “passing mark”
- The change of grade will qualify the students for honors.

The committee will convene and will do an actual re-computation of the grades based on the class records, test papers, grading sheets and other documents submitted by the faculty concerned.

The dean must inform the faculty concerned 5 days after the receipt of the request the decision of the committee whether the decision is favourable or not. Supporting documents and computation shall be attached to the written decision.

5.6. Grading system

Midterm Grade & Final Term

1. Major Examinations	40%
2. Student Participation Recitation	
(What maximum recitations will be achieved/accomplished	10%
Quizzes (short, long, chapter quiz)	20%



Project/s (portfolio, individual/group: Rubrics is very important (Written output)	20%
Take Home Activities (Assignment, Problems Sets, Activities) (Learning contract)	10%

5.7. Methods of Computation

Absolute zero shall be used in all examinations and quizzes.

Percentile shall be used in recording grades when evaluating students using the formula



Point System	Percentage Equivalent	
1.00	99-100	Excellent
1.25	96-98	Superior
1.50	93-95	Very Good
1.75	90-92	Good
2.00	86-89	Meritorious
2.25	83-85	Very Satisfactory
2.50	80-82	Satisfactory
2.75	76-79	Fairly Satisfactory
3.00	75	Passed
4.00	74	Conditional
5.00	70	Failure
Inc.		Incomplete

6. Academic Load

One university unit of credit is at least sixteen (16) full hours of instruction in the form of lecture, discussion, seminar, tutorial, or recitation or in any combination of these forms within a semester. ART.343. For undergraduate students, the maximum academic load is 18 non-laboratory units, or 21 units including laboratory except in programs where the prescribe load for the semester is more than 18 units .However, graduating students with very good academic records may be permitted to carry a heavier load in their last year. During the summer session, The normal load is 6 units, but in justifiable cases, the Dean may allow up to 9 units.



On the graduate level, full-time students are allowed the normal load of 9-12 units per semester or 8-10 units per trimester. During the summer session the normal load is 6 units. No graduate students employed on a full-time basis shall be allowed an academic load more than 10 units in any semester, unless he/she has the prior approval of the head of the graduate unit to which he/she belong.

7. 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

8. Academic Honors and Graduation Requirements

8.1. Graduation Requirements

- a. Only students who have successfully completed all the courses in their curricula are eligible for graduation. Students may participate in any commencement activity when all curricular requirements are completed and administrative sanctions if any are served.
- b. Each graduating student is required to file a prescribed form at the registrar's office.
- c. Completion of all the academic requirements of their chosen degree programs qualifies students to earn their respective diplomas.
- d. His/her deficiencies must be made up and all the records cleared not later than five (5) weeks before the end of the last semester.
- e. Students who completed all their requirements at the end of summer (May) or the 1st semester (October) may join the regular schedule of graduation exercises in April of the following year.
- f. A student's diploma and transcript of records are issued after she/he has been cleared of all accountabilities.

Graduation with honors

Students graduating with honors shall be classified as follows:

1. With Distinction

If the student obtains a general average grade of 1.75 or better for all academic subjects, provided however, he has no grades lower than 2.5 in any



academic subjects. Residence of at least four semesters immediately preceding graduation is a prerequisite.

2. *Cum Laude (with Honors)*

If the student obtain a grade point average of 1.75 or better but not higher than 1.51 for all academic subjects provided, however that he has no grade lower than 2.0.

3. *Magna Cum Laude (With High 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 subjects. Residence of at least six (6) semesters immediately preceding graduation is a requisite.

4. *Summa Cum Laude*

If the students obtains a grade point average of 1.25 or better for all academic subjects without a grade lower than 1.50 in all academic subjects provided however that all units required in the curriculum have been earned in the university.

8.2. Guidelines for Academic Honors:

- a. Those who took their entire course at the Romblon State University, including those taken in consortium.
- b. Full time students who have at least 18 unit's semester load or at least 9 summer load.

8.3. Selection of Candidates for Graduation with Honors

Academic Awards Committee:

1. Over-all Chair: VP for Academic Affairs
2. Members: Dean of College/Campus
Faculty from the College,
Director-Student Affairs
Registrars-(Main & Satellite Campus)
Director, Campus

8.4. Awards

Students who have shown exemplary achievement in academic shall be awarded with certificates, medals or citations by the administration or by the Institute where she/he enrolled. The student shall enjoy either one of the following awards:

1. *Scholastic Awards*

Students graduating with honors will be awarded certificate of recognition



by the University.

2. *Loyalty and Special Awards*

Loyalty Awards are given to graduating students who have studied at the University from First Year until she graduates.

3. *Special Awards*

Students who won in local, regional, national or international competitions are awarded Certificates of Recognition in appreciation of their efforts in bringing the University at par with the other colleges and universities in the country.

9. Students Records

All official student academic records maintained by the College of Arts and Sciences office are considered confidential, they are as follows:

- a. Copies of permanent record of academic performance (transcript of record, Honorable dismissal). (the original copies are kept at the registrar office or admission office)
- b. Copies of admission files (student admission records, pictures, biodata, birth certificate, certificate of good moral). (the original copies are kept at the registrar office or admission office)
- c. Student grades
- d. Student registration form

9.1. Release of records and information

- a. Except in the case of an order from the university registrar or similar authority the records of the students and file with the CAS office be revealed on the upon written consent of the student concerned.
- b. Except as provided by law, CAS will not disclose personally identifiable information from students records unless he/she provides a written release consent containing:
 - b.1. What information is to be released;
 - b.2. To whom the information is to be released;
 - b.3. The purpose for which it is to be release; and
 - b.4. Student's signature and the date it was signed.



- c. On presentation of appropriate identification (I.D.) and under circumstance that prevent alteration or mutilation of records, students will be able to inspect his/her educational records. The college may charge a fee for copies of the records requested.
- d. No information about the student will be release to any person on the telephone or via e-mail.
- e. If the student is requesting for the copies of grades, the following applies:
 - e.1. Requested records of grades shall only be released to the requesting student. Proper identification shall be shown for veracity of identity.
 - e.2. Grades in not more than 3 subjects shall only be allowed to be verified, in excess of three, a fee shall be collected payable to the cashier's office.
 - e.3. Only authorized personnel are allowed to scrutinize the records of grades. Students are not allowed.
- f. Students is requesting for a copy of registration form, the following applies:
 - f.1. The student must present a written explanation of the loss copy of registration form
 - f.2. The student must secure affidavit of lost from the guidance office.
 - f.3. Photocopy of registration form shall only be released to the requesting student. Photocopying fee should be collected
 - f.4. Only authorized personnel are allowed to look for the dean's copy of registration form.

10. Thesis of Students

GUIDELINES AND STANDARDS FOR THESIS

10.1. Selection of a Research Problem

1. The research problem must be theory-oriented and must develop test/validate or modify a theory.
2. The research problem must be consistent with the curriculum or courses required of the degree program being pursued by the graduate student.
3. The criteria for selecting a research problem are as follows:
 - a. It must be relevant, timely and must be of recent one.
 - b. It must be original and with novelty;
 - c. It must be clear;
 - d. It must be feasible;
 - e. It must be ethical.



4. The problem must reflect the variables of a problem studied rather than the research method.

10.2. Selection, Appointment and Role of the Adviser and Members of Panel

a. Selection of Adviser

The adviser should come from the major area and must be chosen according to the criteria list in following order:

- A thesis adviser must be a masteral or doctoral degree holder.
- They must have the expertise in the research area.
- A faculty member of the graduate studies can have a minimum of five active master's advisees within the academic year.

Active advisees mean that they are currently enrolled in the Thesis Writing or enrolled for residence. They must maintain contact with the adviser and shows evidence of progress within two years. Active status ends upon the submission of approved bound copies of the thesis.

If after two years the advisee is still inactive and upon the recommendation of the adviser, the Dean communicates with the advisee in writing concerning their timetable. If the advisee fails to answer and does not show sign of progress and for the reasons that are unacceptable to the adviser, the adviser has the right to give up the advisor ship. If the advisee goes on official time leave and finds out upon return that the adviser is no longer available, the advisee must put in writing a request for change of adviser.

b. Appointment of the Adviser

The Dean appoints the adviser upon the recommendation and consultation with the program adviser. The student may express their preference for an adviser but the Dean makes the final decision based on the degree, expertise, research work, number of advisees, and total workload of the faculty member.



c. Role of the Adviser

To guide the advisee in conceptualization and designing the research.

- To suggest to the advisee the available literature on the research topic.
- To review the logic and coherence of the research report/interpretation of results as well as its relevance to the conceptualization of the research problem.
- To closely supervise and monitor the progress of the advisee's work.
- To ensure that the recommendations and suggestion given during the proposal and final defense are implemented by the adviser.
- To remind/guide the advisee about procedures and deadlines
- To ensure that the thesis is ready for evaluation by the reader.
- To inform the Dean of any advisee who has been active for 2 years.

d. Composition and selection of Panel Members

- For Title Defense. The panel members will be composed of the Dean/Associate Dean, faculty assigned by the dean, statistics/research professor, adviser, and a faculty member chosen by the student.
- For proposal and Final Defense of Masters Thesis. The Thesis committee is composed of Three (3) faculty members for the undergraduate thesis.
- Only faculty members with appropriate graduate degree may be appointed as panel members.

e. Role of Panel Members

- To raise substantial questions, during the oral defense which assesses the student's research competence and depth of knowledge;
- To suggest ways of improving the thesis.

f. Role of the Reader/s

- To ascertain that the thesis meet the standard of excellence.
- To certify in writing the readiness of the thesis defense with a written assessment.



- To provide additional recommendations for the improvement of the thesis.
- To complete the assessment of the thesis within 10 working days upon receipt of copy.

g. Proposal Oral Defense

1. Upon completing the requirements for the thesis/dissertation proposal, the student applies again for proposal oral defense, wherein the panel members in the title defense shall sit for the proposal oral defense.
2. No thesis/dissertation proposal should be presented for oral examination unless it has been properly edited, and recommended by the adviser.

h. Oral Defense of Thesis

Upon accomplishing the requirements, the student may apply for the title, proposal and final defense any time every semester and summer.

1. The student should successfully pass the title, proposal and final defense of their thesis/dissertation.
2. A student who is scheduled for title, proposal and final defense must be enrolled for residency.
3. The candidate for final defense must pay oral defense fee and present Official receipt of payment for final oral defense fee of P2,500.00 to the office of the Dean.
4. Submit three (3) copies of edited manuscript for thesis and five (5) copies for masteral and dissertation to the office of the Dean.
5. Each member of the panel shall be provided with the copy of the thesis one week for thesis and two (2) weeks for dissertation before the scheduled proposal and final defense.
6. If a panel member is absent for a justifiable reasons, they must submit written comments and action on the thesis/dissertation before the defense.
7. The panel shall deliberate on the grade that a candidate deserves on the basis of the quality of the paper and performance in the final oral defense. The panel shall determine whether a candidate merits a passing grade or whether a re-defense is necessary. The panel has the final say in this matter.
8. Provisions must be made for complete and accurate documentation of the proceedings of the defense, summary of which is read to the panel. This



summary of revisions agreed upon by the panel should be attached to the approval sheet of the revised manuscript of the panel member to read and find out if the suggestions and recommendations are properly done by the advisee.

9. A concurrence of the panel members is needed for passing the oral defense, if not 75% of the concurrence panel members are required to do the same.
10. The advisee must submit 6 bound copies of their thesis/dissertation with an abstract, in not less than 350 word on the time scheduled provided by the defense committee.
11. No thesis should be presented for final oral examination unless it has properly edited, and recommended by the adviser.
12. The application for final oral examination shall be submitted to the Dean of the College of Arts and Sciences not later than two weeks before the examination
13. The Candidate must also submit a copy of the final draft of their thesis to each member of the panel who shall conduct the examination.
14. To pass the examination, the candidate must receive not more than one negative vote of the committee.
15. A candidate who fails their final examination may apply for a re-examination, which should take place not earlier than one month but not later than one year after the final examination only upon the unanimous approval of the members of the panel.
16. If the student fails the re-examination, they shall be barred permanently from pursuing graduate work at RSU.
17. The chair of the panel shall report the result of the examination to the Dean of the College of Arts and Sciences not later than three days after the examination.
18. Interested members of the CAS Faculty may participate without any voting power in the final examination.
19. However, participation of an external expert is duly encouraged.

i. Change of Panel Members

1. A panel chair who fails to attend the proposal defense cannot be appointed as panel chair during the final defense. In this case or in the event that a panel chair, for valid reasons, cannot attend the final defense,



- a member of the panel who was present during the proposal defense may be appointed as the new chair.
2. The adviser in consultation with the advisee shall recommend the change of reader/panel members to the Dean after which the adviser again in consultation with the advisee nominates his choice.
 3. Any change in the composition of a panel shall require the prior approval of the program adviser and the dean.

j. Thesis Fees

A candidate must pay the following thesis fees: P2500 for the Adviser, Php500 for the panel members.

11. Scholarship 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 of 1991, RA # 7160.



c. Other Scholarships

- 1) ANAC IP
- 2) CHED Congressional Scholar
- 3) Iskolar ng Bayan (4P's)
- 4) PGSP Scholar
- 5) Nothing to Lose Scholar
- 6) LGU San Andres Scholar
- 7) Personal Congressional Scholar
- 8) RSU Athletic Scholar

12. OJT Requirement, Policies and Procedure

Requirements

1. NSO Birth Certificate
2. Medical Certificate
3. Must complete the required number of hours as stated in the CMO
4. Submit a written report documenting the tasks, responsibilities, training and hours worked that will include the description of the key tasks and responsibilities performed during OJT, assessment of their most valuable things they learned
5. An actual demonstration teaching is required for an AB English student at the end of the practicum for those students conducted their training in the school as practice teacher.

Policies

1. Must pass all of their academic subjects from first year to third year including PE, and ROTC/CWTS.
2. In case the students meet difficulty or problem they must notify the OJT Coordinator of the College
3. Monitoring by the OJT coordinator will be conducted at least once during the course of the OJT training to determine the progress toward completion of the training and to monitor the students job performance.

Procedure

1. Enroll the subject, OJT course
2. Secure a recommendation letter from the Dean to be forwarded to the Head of Office where the students conduct OJT training
3. Have a copy of a Memorandum of Agreement duly signed by the signatories and have it notarized before forwarding it to the agency. (Secure a copy)



Definition of Terms

On the Job (OJT) Coordinator or Practicum Adviser – a person in charge of on the job training/internship

Training Agency – an organization, government or non-government who accepts students for training

Student Trainee or Intern – a student who applies training as component of their curriculum

(Please refer to CAS OJT Manual for the Memorandum of Agreement)

13. Educational Tours and Field Trip 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 tour/ trips shall be allowed one (1) week before the major examinations.

14. Students Organization and Activities

Introduction

The College of Arts and Sciences Student Organization (CASSO) is a student organization established for any legal purpose whether the aims are religious, political, educational, economic, or social. It shall uphold the Philippine Constitution and will actively work for its total realization and promote social justice to ensure the dignity, welfare and security of all members. CASSO shall also recognize the important role of the student as prime movers of our society or catalyst, and the spirit of equality and respect among the students of Romblon State University.

An organization believes on the atmosphere of camaraderie among members that could bring peace and order. It shall strive to put its own project for the improvement of the College of Arts and Sciences.



COLLEGE OF ARTS AND SCIENCES Existing Organizations

1. College of Arts and Sciences Student Organization (CASSO)
2. Political Science Society (POLISSOC)
3. Biology Student Society (BIOSS)
4. AB English Society (ABES)
5. Society of Public Administration Student (SPAS)
6. CAS Performance Artist (CPA)
7. SDP
8. SJSP
9. CASSC
10. JunLeadO

15. Signing of Clearance

At the end of the semester, the students are required to secure clearance in all offices of the school listed on the clearance provided by the College. Faculty members are required to sign the clearance of the students when the student had complied all the requirements asked by their professor. Upon enrollment, the student must present their accomplished clearance for the issuance of registration form.

B. FACULTY

1. Faculty Hiring and Selection *(see HRM Manual)* Performance Evaluation (General Guidelines)

2. Faculty Workload

a. General Provisions

Section 1. All University with academic rank shall be given teaching load.

Section 2. **Faculty Workload.** Faculty workload shall consist of teaching (whether lecture or laboratory), or a combination of teaching and any or several of the following: extension, production, research, administrative work, and advising or academic related assignments. Provided, that no regular member of the faculty shall teach less than 12 units per semester, with the exception of the Vice President/Directors/Deans or equivalent



heads of units who have University-wide functions who shall teach at least nine (9) units per semester.

Section 3. **Normal Workload.** The normal workload of each regular faculty of the University shall be based on the number of preparation per week per semester: 24 units for one preparation, 21 units for two preparations and 18 units for three preparations. In team teaching, the workload unit shall be divided proportionate among the concerned parties.

Section 4. **Incidental functions.** Incidental to the function of teaching may include the following activities: (1) lesson preparation; (2) correcting papers; (3) student consultation; (4) attendance in committee meeting; (5) preparation of course syllabi, teaching guides, and other related instructional materials.

Section 5. **Excess workload.** In excess of the normal workload set forth in the preceding section, a faculty may be paid for overload in accordance with the DBM-approved formula and/or other existing University policies. No payment for overload however, shall be made to teaching personnel whose quasi-teaching assignments are applied to satisfy their required workload.

Section 6. **Others Who are Qualified to Teach.** Holders of non-academic rank who are qualified to teach may be tapped to teach out of their official time and shall be paid by the hour based on the existing policies and guidelines.

Section 7. **Visiting Professors.** Visiting professors and professionals who are invited to teach in the University shall be paid by the hour based on the applicable policies and guidelines.

Section 8. **Exchange Professors.** Exchange professors/lecturers shall be governed by Memorandum of Agreements (MOAs) or contractual appointments as required by law and shall be paid by the hour according to existing policies and guidelines.

b. Full Time Equivalent (FTE) or Actual Contact Hours (ACH)

Section 1. **Full Time Equivalent (FTE) or Actual Contact Hours (ACH).** Full Time Equivalent or Actual Contact Hours refers to the number of hours per week a faculty member is required to actually teach a given subject or course. This includes administrative and quasi-teaching assignment such as research, production, extension and academic related assignments.



Section 2. **Equivalent Workload.** For purposes of computing faculty workload, the following equivalent workload units and teaching load may be earned:

c. Equivalent of Laboratory Hours and Lecture Hours in Units

A. Lecture Hour

1. Graduate

1 ACH=1.5 UNITS

2. Undergraduate

1 ACH=1 unit

3. Laboratory High School

1 ACH=1 unit

B. Laboratory Hours

1. Laboratory High School (THE)

1 Lab. Hour (ACH)=0.75 unit

2. Undergraduate

1 Lab. Hour (ACH)=0.75 unit

3. Laboratory Graduate

1 Lab. Hour (ACH)=1 unit

C. In excess of the 40 students per section per lecture/social laboratory classes and 25 students per section for technical laboratory classes, a credit load of 0.02 unit per student is given. In case of graduate program, 30 per lecture and 20 per technical courses.

d. Equivalent Credits of Instruction Related Assignments

A. Thesis Advising

1. Undergraduate – 1 unit/student/group, maximum of 4 student/group.

In excess of 6 students where there is no other available adviser in the particular field/area of specialization, a faculty maybe granted other benefits subject to guidelines approved by the President and other rules.

B. English Critic/Statistician/Member of Thesis Committee

1. Undergraduate=0.5 unit/student/advise, maximum of 6 students. In excess of 6 students where there is no other available Technical English Critic in the particular field/area of specialization, a faculty maybe granted other benefit subject to guidelines approved by the President and other rules.



C. OJT/Technical Adviser and Adviser of Thesis

1. Undergraduate – 1 unit/student/ group advisee, maximum of 4 students/ group. In excess of 6 students where there is no other available OJT/ Technical Adviser and Adviser of Thesis Options in the particular field/area of specialization, a faculty maybe granted other benefits subject to guidelines approved by the President and other rules.

D. Assignments of similar nature (e.g. Graduate Advisory Committee Adviser/Member) where the faculty is paid shall not earn any equivalent workload.

E. Student-Teacher-Mentor – 0.5 unit per student not to exceed 3 units, no credit if the mentor is paid over time in excess of workload.

e. Equivalent Credit of Assignment in CO-Curricular Activities

1. Student Organization Adviser – Provided, (a) the organization must be accredited by the Office of Student Affairs (OSA); (b) the organization meets regularly; (c) the activities of the organization are supervised by the OSA; and (d) the organization has outputs as required by the OSA supported by minutes of meetings must be submitted.

1. College/School-wide Students Organization	3 units
2. Supreme Student Council	3 units
3. Homeroom (Laboratory HS) Adviser	3 units
4. Department Organizations	1 unit
5. Science Club/Red Cross/GSP and the like	1 unit
6. Class Adviser	1 unit

2. Social/Cultural/Sports Coordinator. Provided, (a) he/she presents a training program schedule; (b) there are 10 or more students/trainees; (c) he/she has a concrete output, such as cultural show, sports fest, provided that the training program must be submitted.

University-wide assignment/ College/School based assignment	3 units
Department based	2 units

3. School Paper (College/ School) output must be submitted.

1. Adviser	3 units/issue
2. Reader	1 unit/issue



4. Publication without Honorarium and output must be submitted.
 1. Editor, Tech/Sci Journals (with ISSN) 3 units/issue/sem
 2. Editor, Popular Publications (at least 4 pages) 2 units/issue/sem
 3. Compiler/Editor Annual Report and the like 3 units/issue/sem
 4. Contributor/Author Technical Papers 3 units/issue/sem
 5. Reader/Critic 1 unit/issue/sem
5. College/School Athletic Coach. Provided a schedule of training and activities is presented and approved and output submitted.
 1. Major Event (team coach) 1.5 units/sem
 2. Minor Event (individual-not to exceed 3 events) 0.5 unit/sem
6. PTCA (Adviser) College/school-wide) minute output
Must be submitted 2 units
7. In case of multiple designations in the foregoing academic related co-curricular assignments, the credit workload shall not exceed six (6) units, except where no other faculty can handle the assignment.

*Credit will be counted/earned based on output of previous semester; units earned can be prorated by number of advisers assigned.

f. Research Related Activities where no Honorarium is paid

(Credit workload earned shall not exceed 9 units). Outputs must be submitted.

- A. Coordinator for Research for a College/school 3 units
- B. Program Leader (duration of 1 semester) 9 units
- C. Project Leader (duration of 1 semester) 6 units
- D. Study Leader (duration of 1 semester) 3 units

*All research related activities shall be approved by the BOR.

g. Extension Related Activities where no Honorarium is paid

(Credit workload earned shall not exceed 9 units). Outputs must be submitted.

- A. Extension Coordinator (College/School) 3 units
- B. Program Leader (duration of 1 semester) 9 units
- C. Project Leader (duration of 1 semester) 6 units
- D. Extension Service Leader/Coach 3 units

*All extension related activities shall be approved by the BOR.

h. Production and Resource Generation Activities.

(Income Generating Project/Demonstration/Directed Projects without honoraria, credit workload earned shall not exceed 9 units). Outputs must be



- A. Coordinator of Production and Resource Generation 3 units
 B. Crop Production/Fish Culture Projects

Category

- Below 1 ha.but not less than 1,000 sq. m. 5 units
 1 hectare 6 units
 2 hectares 7 units
 3 hectares 8 units
 4 or more hectares

9 units

- C.Poultry Project (broiler, layer, native chicken, ducks, etc.)

Category

- Below 250 heads but not less than 50 5 units
 250 heads 6 units
 251-500 heads 7 units
 501-750 heads 8 units
 751 heads or more 9 units

- D. Livestock Project

1. Large Animals (cattle, carabao, horses, etc.)

- Below 20 but not less than 5 5 units
 20 heads 6 units
 21-50 heads 7 units
 51-80 heads 8 units
 80 heads or more 9 units

2. Small Animals (goat, sheep, swine, etc.)

Category

- Below 50 heads but not less than 10 5 units
 50 heads 6 units
 51-75 heads 7 units
 76-100 heads 8 units
 101 heads or more 9 units



E. Other Special Laboratory/Directed Projects. (Submit work program and report for monitoring of performance)

1. Feed mill	6 units
2. Soils Laboratory	6 units
3. Dormitory (5 rooms and above)	6 units
4. Fish Nursery Project	6 units
5. Motor Pool	6 units
6. Canteen/Cafeteria	6 units
7. School/Office Supplies and Bookstore/Duplicating/Internet	6 units
8. Food Processing Lab. (fish meat, etc.)	6 units
9. Agromet	6 units
10. Lab. COOP/Business Store for Students	6 units
11. College/School Business Center	6 units
12. Metallurgy Shops/Welding/Vulcanizing	6 units
13. Home/Cottage Industry/Bakery	6 units
14. All other approved Projects	6 units

Administrative designation. The equivalent workload units for duly designated administrative duties shall be as follows:

a. Vice President	12 units
b. College/School Dean	12 units
c. University Secretary	12 units
d. Center Head	15 units
e. College/School Secretary/Asso. Dean	15 units
f. Division/Department	15 units
g. Chairperson/LHS Principal/Area Coordinators	15 units

<u>Category</u>	<u>No. of Personnel</u>	
1	less than 10	3 units
2	10 to 19	6 units
3	20 to 29	8 units
4	30 and above	12 units



4. STUDENT CONSULTATION

- Section 1. Full time faculty shall arrange or at least five (5) hours a week of consultation with students; part-time faculty members and those on a non-regular basis shall allot a proportion amount of time for the same purpose.

5. OVERLOAD TEACHING

- Section 1. **Overload Teaching.** Officially approved work load in excess of the normal workload shall be entitled to an honorarium/or compensatory days of subject to existing rules and policies. Provided that such honorarium shall not exceed the amount corresponding to six (6) units of course credit for undergraduate and 9 units for graduate course per semester, and that the maximum teaching load required shall have first been compiled; provided further that in the absence of honorarium funds, the corresponding overload shall be converted into compensatory days of based on existing policies and guidelines; and provided, finally that in exceptional cases, the President of the University may grant exceptions to the foregoing rules.

- Section 2. Deans/Directors of units shall submit to the President of the University for his approval the names of faculty members for whom non-teaching credit is allowed, as well as the names of those entitled to honoraria, cumulative leave, or compensatory days for services rendered beyond the normal load requirements.

6. WORKING HOURS

- Section 1. **Working Hours.** Faculty member shall render not less than eight (8) hours a day for five (5) working days a week, exclusive of time spent for lunch. Such period shall be from 7:00 A.M. to 11:00 noon and from 1:00 to 5:00 P.M. daily, exclusive of Saturdays, Sundays and Legal Holidays.

- Section 2. Any deviation from the provisions of the preceding section such as the flexible working hours shall be subject to the approval of the University President taking into consideration the applicable law and regulations appertaining thereto.

- Section 3. When the exigency of the service so requires, the University President may authorize the extension of the daily working hours or the rendering



of overtime services, even during Saturdays, Sundays and Legal Holidays, by any faculty member of the University with additional compensation unless otherwise provided for by applicable laws and regulations.

3.1 Coordinator for Student Affairs for Campus, College/School-based assignment and coordinator of the NSTP.

Category	No. of Students	Unit Credits
1	less than 200	3 units
2	201-400	4 units
3	401-600	5 units
4	601-800	6 units
5	801-1000	7 units
6	1001-1200	8 units
7	1201-1400	9 units
8	1401-1600	10 units
9	1601-1800	11 units
10	1801-2000	12 units
11	2001-2200	13 units
12	2201-2400	14 units
13	2401-above	15 units

3.2 Coordinator for Other Special Services 3 units
(e.g. accreditation, property, maintenance, library services, GIA-funded coordinator)

3.3 College Librarian

In College/Schools where the Librarian is designated from among the faculty, the credit will be as follows:

No. of Faculty and Students	Unit Credits
Less than 200	3 units
201-300	6 units
301-400	9 units
401- 500	12 units
501 and above	15 units

3.5 Membership in College/School wide standing special working committees designated by the College/school Dean e.g workload, schedule etc. Provided that



membership is not part of regular duties and functions. (prorated)

1. Outputs must be submitted 2 units

Awards and Recognition

Criteria for Selection of Outstanding Instructor & Professor

1. Must an academic rank of Instructor I to Professor VI
2. Must be in active services at the time of nomination
3. Must have been in the service for at least five years
4. Must have a performances rating of excellent for the last 2 (consecutive) rating periods.
5. Must earn points in the following:

Nominees, Activities, and Achievements

Documents for the submission may include

1. Certificate of
 - (a) Membership in professional/cultural, sports .People (PO). NGO all civic/religious organization and
 2. Photos of plaques, medals, trophies duly identified and andlabeled ,and
 3. Photos of creative works and/or performances of these works duly identified and labeled
 4. Testimonials

Maximum Points Allowed

1. Educational Qualification	
1.1 Highest relevant Academic degree	10
Doctoral Degree	10
Masters Degree with Doctoral Units (18units)	8
Masters Degree	6
Bachelors Degree with Masteral Units (18units)	4
1.2 Relevant Licensure Examination	10
1.3 Seminars/Trainings Certificates	10
For every	
Local/Municipal	1
Provincial/Regional	2



National				3
2. Achievements in Profession and chosen fields.				15
2.1 <i>Administrative Experiences</i>				
2.1.1. For every year of administrative designation as				
a. President				3.0
b. Vice President				2.5
c. Dean/Director/Asso.Dean/College School Secretary				2.0
d. Dept. Chairperson/Head Unit				1.5
e. Supervising Teacher Coordinator Cooperating Teacher				1.0
2.2 <i>Experts Service Rendered</i>				
2.2.1 For serving as short term consultant/ expert in an activity of an education, professional, scientific, technological or cultural (foreign or local) related to the professional per year.				
a. International				5
b. national				3
c. local				2
2.2.2. For every expert services as coordinator , lecturer, resource person or guest speaker in conferences, workshop and/or training course (for tertiary or higher level) with certificate or plaque of recognition/ appreciation.				
a. International				5
b. National				3
c. Local				2
2.2.3. For expert services as adviser in doctor dissertation, Master and Undergraduate thesis outside the faculty workload.				
a. Doctoral dissertation				1.0
b. Masteral				0.5
c. Undergraduate				0.25
2.2.4. For certified services as reviewer/examiner in the Profession Regulation Commission (PRC) or in Civil Service Commission (CSC).				
2.2.5. For expert service in the accreditation work or member of the technical group or consultant group.				
2.3. <i>Creative works-</i> e.g. musical composition/ arrangement, painting, sculpture, and other performing arts.				
2.3.1. Musical Composition/arrangement position, sculpture and others				
	Local Inst.	National	International	
	Individual	5	6	7



Group (prorated)
2.3.2 Published Literary Pieces

Professional

International	7
National	5
Regional	3
Local	1

Popular

International	4
National	3
Regional	2
Local	1

2.4 For every published book (original, edited or compiled copy righted published within last 5 years (copy of the book ISBN)

	Local Inst.	National	International	
2.4.1. As original author		5	6	7
As co-author	4		5	6
As reviewer/translator		3	4	5
As Editor		2	3	4
As Encoder		1	2	3

2.4.2 Textbooks including Science and Technology and References

	Tertiary	High School	Elementary
Single Author	7	5	4
Co-Author	5	3	2
Reviewer	4	2	1
Translator	2	2	2
Editor	3	2	1
Computer	2	1	1

2.4.3 For every scholarly research /monograph/educational technical articles in a technical/scientific professional journal (copy journal of ISSN)

International	5
National	3
Local	2

2.4.4 For every instructional material/audio visual materials developed and approved for use (copy of the material and certificate of utilization) (modules, laboratory manuals, workbooks, teaching guides). Approved by the department



or college for instructional purposes software prototype and computer aided instructional materials.

National	3
Regional	2
Local/Institutional (individual -full credit) (co-author/ co-maker-prorated)	

2.5 *Inventory/ Discovery*

	Local Institution	Regional	International
Individual	5	6	7
Group (Prorated)			

2.6 *Awards*

Local/Institutional	-	1
Provincial/Regional	-	2
National	-	3
International	-	4

3. Community Service

Involvement in community building activities in the spirit of volunteerism and compassion for the poor, promotions of the common good, and in the pursuit of justice, peace and social order.

3.1 Participation for every association/ organization (civic, religious, professional, cultural, social)

Member	-	1
Officer	-	2
Adviser/consultant	-	3

3.2 Participation in activities/projects

Member	-	1
Officer/leader	-	2
Founder	-	3

4. Moral Integrity Based on Code of Ethics

Nominees Personal and family life exudes the spirit of a professional instructor/ professional code of ethics for teachers. There shall be at least outstanding instructor each with minimum points. 1 outstanding professor of 150 points.

1. Awards, distinctions, received institutions/agencies

- International -----7
- National -----5
- Regional -----3
- Institutional -----1 (local, provincial)

2. Researchers published (complete bibliographic citation and attached machine copy of published papers.)



- Scientific
 - *International - -8
 - *National - - 6
 - *Regional - - 4
 - *Local - 2
- Professional
 - *National - - 5
 - *Regional - - 3
 - *Local - -
- Popular (Agribusiness, etc.)
 - *National - - 3
 - *Regional - - 2
 - *Local - 1

3. Researchers conducted (indicate study title, position held, co- researchers, research site, source fund, date of implementation)

- Completed
 - *External - - 6
 - *Institutional - 4
 - *Self - - 3
- On- going
 - *External - - 3
 - *Institutional - 2
 - *Self - - 1

4. Researchers presented (Machine copy presented and proof of presentation)

- *International - 5
- *National - - 4
- *Regional - - 3
- *Institutional - 2

5. List of active members in research societies organizations

- Officer
 - *International - 5
 - *National - 4
 - *Regional - 3
 - *Local - 2
- Member
 - *International - 4
 - *National - 3
 - *Regional - 2
 - *Local - 1

6. Fund Generation as stipulated in the Memorandum of Agreement

- 2.050 M above - 7 points



1.650M-2.049M	-	6 points
1.250M-1.649M	-	5 points
850,000- 1.249M	-	4 points
450,000-849,000	-	3 points
50,000- 449,000	-	2 points
Below 50,000	-	1 point

7. Innovations, Inventions, Discoveries Patented/Copyright (Certificate of patent of copyrighted)

International	-	15
National	-	-10
Institution/Local	-	-5
Individual	-	-full credit
Group	-	-prorated

Criteria for Outstanding Income Generating Projects (IGP)
In- Charge

A. Economic Aspect ----- 55 pts.	<u>Document Needed</u>
1. Capital Investment (per Production Cycle)	Approved Financial Report
Above P100,000 =10pts.	
P100,000 =9pts.	
90,000- 99,000 =8pts.	
80,000- 89,000 =7pts.	
70,000- 79,000 =6pts.	
60,000- 69,000 =5pts.	
50,000- 59,000 =4pts.	
40,000- 49,000 =2pts.	
Below 30,000 =1 pt.	
2. Return on Investment	Approved Financial Report
40%-49%=10pts	
35%-39%=8pts	
30%-34%=6pts	
25%-29%=4pts	
20%-24%=2pts.	
3. Submission of Project Reports	Monthly Financial Report Report Sales, report of Collection and expenses
Submitted on before the deadline	10pts
1 day after the deadline	8pts
2-3 days after the deadline	6pts
4-5 days after the deadline	4pts
6-7 days after the deadline	2pts.



- | | | |
|--|-----------------|--|
| <p>4. Clients served per Production Cycle</p> <p>50 or more 10pts</p> <p>40-49 8pts</p> <p>30-39 6pts</p> <p>20-29 4pts</p> <p>Less than 20 2pts</p> | <p>Receipts</p> | |
| <p>5. Other functions performed above normal workload</p> <p>5 additional designations 10pts</p> <p>4 additional designations 8pts</p> <p>3 additional designations 6pts</p> <p>2 additional designations 4pts</p> <p>1 additional designations 2pts</p> | | <p>Faculty workload
And special order,
memo</p> |
| <p>6. Project losses incurred in any production cycle</p> <p>Not incurred any project loss 5</p> <p>Incurred once 3</p> <p>Incurred twice-thrice 1</p> | | <p>Approved Financial</p> |
| <p>B. Management Aspect 33 PTS. Memo, Certification</p> <p>1. Number of years as Project In Charge</p> <p>10 years and above 5</p> <p>8-9 years 4</p> <p>6-7years 3</p> <p>4-5 years 2</p> <p>2-3 years 1</p> | | |
| <p>2. Basis for Project Implementation</p> <p>Approved feasibility study 5</p> <p>Approved project proposal 3</p> <p>Approved from plan and budget 1</p> | | <p>Approved feasibility study</p> <p>Approved Feasibility Proposal</p> <p>Approved plan and budget</p> |
| <p>3. Record keeping- Keeps accurate & Updated Records</p> <p>All the required records 5</p> <p>2 of the required records 3</p> <p>1 of the required records 1</p> | | <p>Project Inventory Beginning and
Ending, Production records, and
Records of daily transactions</p> |
| <p>4. Implementation of the scheduled Project Activities</p> <p>Implement project activities as scheduled 5</p> <p>Implement project activities 1-2 day after
the schedule 4</p> | | <p>Calendar of Activities</p> |



Implement project 3-4 days after the Schedule	3
Implement project activities 5-6 days after The schedule	2
Implement project activities 1 week after The schedule	1
5. Usability of the project as:	Letter of request, Memo, pictures, and certificates
Model farm	5
Utilized for instruction	3
Venue for trainings	2
Venue for fieldtrips	1
6. Personnel Supervised	Logbook
5 or more	5
3-4	3
1-2	1
7. Cleanliness and sanitation of the project	
Thoroughly clean surroundings with proper Waste disposal	
Thoroughly clean surroundings without proper Waste disposal	

C. Personal Traits

1. Demonstration of leadership skills

- Ability to articulate a vision plan outcomes for the project
- Ability to motivate others and develop positive attitudes
- Can resolve conflict among project personnel
- Exhibit a high level of professionalism
- Works well with fellow employees
- Demonstrates a sincere interest In the project

Demonstrates all the leadership skills	6
Demonstrates 5 of the leadership skills	5
Demonstrates 4 of the leadership skills	4
Demonstrates 3 of the leadership skills	3
Demonstrates 2 of the leadership skills	2
Demonstrates only 1 of the leadership skills	1

Notes: Personality traits will be rated by clients, immediate supervisor and subordinate with a minimum of 5 rates per category.



Criteria for Outstanding Extension Worker

Criterion	Points	Maximum Allowed
a. Leadership in extension projects		
Number of extension projects Conceptualized	5 per project	10
Number of extension projects Implemented	10 per project	20
Director/ Coordinator/Leader of Extension programs/projects	5 per project	15
Member, coordinating/ management Team of extension programs/projects	3 per project	15
b. Impact of extension program/project where involved		
Area of coverage	1 per barangay 3 per municipality 6 per province	3 6 12
Clientele group	1 per specific clientele (e.g. women, farmers, Youth, etc.)	5
	2 for groups (e.g Family, organizations. Etc.)	4
Observable behavioral changes in Clientele group		10
c. Innovations and economy project		
Use of alternative extension delivery Systems	1 per delivery System	5
Set of indigenous materials	1 per material	5
d. Other extension activities		
Resource persons in trainings programs		20



Local	0.5 per training	
Regional	1	
National	2	
International	3	
Special detail in government Agencies	5 per year	10
e. Recognition/ awards in Extension (competitive)		
International	3	15
National	2	10
Local	1	5
f. Written materials in extension		
Unpublished	1 per article	10
Published	2 per article	20
Maximum		

Note: There shall be at least one outstanding extension worker with the minimum points of 100.

3. 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.

4. Faculty Attendance

4.1. 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 dean of the impending absence and must file leave using the prescribed leave form. University policies and guidelines regarding leave of absence shall apply.

4.2. Tardiness

Tardiness means failure of the faculty member to attend his class on time, that is within the first 15 minutes of the class for a 1 hour class session



Students have the right to leave the classroom after 15 minutes if the faculty has not reported to class.

During evening brownouts, the faculty may dismiss the class if power is not restored after 15 minutes for those classes with building without generators.

Habitual tardiness will be reported to the HRMO for proper and appropriate actions.

4.3. Makeup Classes

Faculty members who incur absences are advised to conduct makeup classes except on Sundays to compensate for the loss of contact hours of the students. The makeup class form to report makeup classes and is submitted at the dean's office before such classes are held.

5. 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.

6. Faculty Performance Evaluation

General Guidelines

A faculty shall be promoted/advanced to a higher faculty rank/sub-rank on the basis of the extent to which s/he meets the specific requirements and/or standard, as set forth in this document.



Basis for promotion and Advancement

6.1. Common Criteria for Evaluation (CCE)

There shall be a qualitative evaluation of the educational qualification, experience and length of service, and the professional development, achievement, and honors of every faculty.

1. Educational qualification
2. Experience and professional services
3. Professional development, achievement and honors

6.2. Qualitative Contributions for Evaluation (QCE)

This is a qualitative evaluation of faculty in four functional areas:

- Instruction
- Research
- Extension
- Productivity

7. Classroom Management

The faculty member is the person in command in the classroom. As such, he should observe professional conduct during classes. He should refrain from smoking, eating, or performing destructing activities during class or examination, likewise, he is in-charge of maintaining classroom atmosphere conducive to learning.

Persons other than students officially enrolled in the class are not allowed in the classrooms. Visitors should not be entertained inside or outside the class period.

8. Student Consultation

Full time faculty shall arrange or at least five (5) hours a week of consultation with students; part-time faculty members and those on a non-regular basis shall allot a proportion amount of time for the same purpose.

9. 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

1. 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.

2. 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.

3. 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 OF DEAN

The faculty monitoring system is adopted by the college as the faculty attendance monitoring scheme to optimize class contact time towards meaningful learning interaction within the classroom period. The college secretary/staff monitors the faculty classroom attendance and other college and university activities. The faculty attendance is recorded using the faculty monitoring form.

Activities	Strategy	Frequency/timeframe
Monitoring of faculty	<ul style="list-style-type: none"> • Log book • Daily time record • Spot checks • Student consultation 	<ul style="list-style-type: none"> • Daily • Daily • Twice a week • Once a week



	<ul style="list-style-type: none"> Complaints and suggestions system 	<ul style="list-style-type: none"> Continuous
Monitoring of faculty instructional performance	<ul style="list-style-type: none"> Class room observation Syllabi submission Instructional materials review Performance evaluation instruments Complaints and suggestion system 	<ul style="list-style-type: none"> Once a month Every semester Every semester Annually Continuous continuous
Monitoring of faculty development	<ul style="list-style-type: none"> attendance to trainings and seminars scholarships 	<ul style="list-style-type: none"> at least once every semester at least throughout service
Monitoring of faculty well being	<ul style="list-style-type: none"> observation interaction consultation college clinic visit suggestion 	<ul style="list-style-type: none"> daily daily as need arises as need arises
Monitoring of faculty professional behavior	<ul style="list-style-type: none"> observation interaction student consultation performance evaluation instrument complaints and suggestions system 	<ul style="list-style-type: none"> daily daily once a week annually continuous
Monitoring of academic outputs (instructional materials, processes, creative outputs, etc.)	<ul style="list-style-type: none"> requiring and review of syllabi review and approval of output non-material rewards for outputs 	<ul style="list-style-type: none"> every semester as presented as needed
Monitoring of research and extension work	<ul style="list-style-type: none"> performance evaluation instrument institute research and 	<ul style="list-style-type: none"> annually institutionalized as needed



	extension committees <ul style="list-style-type: none"> • non-material rewards for research and extension works 	
Monitoring of students academic performance	<ul style="list-style-type: none"> • faculty accomplishment reports • submissions of grading sheets • classroom observation • report of midterm grades • academic contests 	<ul style="list-style-type: none"> • once every semester • end of semester • once a month • every semester • as often as possible
Monitoring of students behavior	<ul style="list-style-type: none"> • observation • faculty reports • interactions • consultation 	<ul style="list-style-type: none"> • daily • as need arises • daily • at least once a week
Monitoring of students well being	<ul style="list-style-type: none"> • observation • interaction • consultation • college clinic visit suggestions • guidance counselling 	<ul style="list-style-type: none"> • daily • daily • at least once a week • as need arises • as need arises

Instructional policies

a. Classroom management

The faculty member is the person in command in the classroom. As such, he should observe professional conduct during classes. He should refrain from smoking, eating, or performing destructing activities during class or examination, likewise, he is in-charge of maintaining classroom atmosphere conducive to learning.

Persons other than students officially enrolled in the class are not allowed in the classrooms. Visitors should not be entertained inside or outside the class period.

b. Checking of student attendance

Faculty members should be faithful in following up students absences.

No students, regardless of his academic performance in the classroom should be



given credit for the subjects in which the number of absences has exceeded the 20% limit of the total number of meetings as per CHED regulation:

For regular semester:

For subjects held one time a week, a maximum of 3 absences

For subjects held two times a week, a maximum of 7 absences

For subjects held three times a week, a maximum of 10 absences

For subjects held four times a week, a maximum of 14 absences

For summer term

Three to five (3-5) absences for 3 to 6 units subjects and 2 absences for 2 units subject.

c. Textbooks, reference books and instructional materials

Every faculty member must prescribe a textbook for his subject for his subject. If the textbooks is not available, a faculty member may recommend to the dean the purchase of copies of the book for the library o may use instructional materials but with prior approval of IM coordinator and the dean.

d. 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.

e. Checking of Papers

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 students affixed the signature.

f. 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.

E. CONFLICT RESOLUTION (GRIEVANCE)

Student Grievance Procedures

Students have the right to bring grievances against a faculty member or an administrator concerning academic matters. Such matters may include, but are not limited to: failure to abide by the stated policies and procedures articulated in a syllabus, unprofessional classroom practice, arbitrary and capricious awarding of grades, failure to respect a student's right to privacy, and discrimination based on age, sex, religion, race, marital status, national origin, or disability (the last category, discrimination, will be handled by the GAD Office, following procedures developed in compliance with the (Gender and Development Act).

Introduction

The purpose of this procedure is to allow students to grieve against a faculty member or an administrator. To achieve this purpose, the student must adhere to the following guidelines:



- ☐ The student must exhaust remedies provided by the informal grievance procedure described below.
- ☐ The student may then elect to use the formal grievance procedure described below.
- ☐ Formal grievance may be deemed to be invalid or outside the jurisdiction of the University Student Grievance Committee.
- ☐ When the complaint originates in a classroom setting between an instructor and a student, the complaint must be filed in a timely fashion; i.e., no later than 10 working days into the semester following the semester in which the complaint originated.
- ☐ When the complaint does not originate in a classroom setting, the student must begin grievance in a timely fashion, but no later than 20 working days following the incident.

Informal Grievance Procedure

If a student has a complaint against a faculty member, the student should attempt to resolve the complaint by an informal meeting with the faculty member involved. If the student believes that he or she cannot discuss the complaint with the instructor, the student should submit a written letter of complaint specifying the details of the grievance and the actions he or she is requesting to the chair of the department within which the faculty member is located. The student should file this complaint in as timely a manner as possible, but in no case can the complaint be filed later than the limits prescribed above.

If the student has an unresolved complaint against a chair, as an instructor of record, the student should submit a written letter to the dean of the school/college. The dean, or the dean's designee, should meet with the student within 10 working days to discuss and attempt to resolve the complaint. If the student has an unresolved complaint against a dean or director as an instructor of record, the written letter of complaint should be submitted to the Office of the Vice President of Academic Affairs. Again, the student should file this complaint in as timely a manner as possible, but in no case can the complaint be filed later than 10 working days after the beginning of the semester (the first day of classes) following the semester in which the incident occurred.

Upon receiving a written letter of complaint, the chair of the department or the dean or the Vice President for Academic Affairs has 10 working days to notify the parties involved and to schedule a meeting. The student may be accompanied by a counselor (parent, friend, attorney, faculty member, etc.) if the student so wishes. A counselor may consult with the student, but he or she may not cross-examine those giving



testimony or otherwise participate in the meeting. The purpose of this meeting is to resolve the student's complaint, informally. The chair, dean or Vice President for Academic Affairs) will keep a written record of the meeting between the parties and within five working days will inform each in writing (by certified mail to the student) of the understanding reached at the meeting. This written record will be kept for a minimum of three years.

If after receiving the written communication of the result of the informal procedure the student is not satisfied, he or she may ask for a formal resolution of his or her complaint by filing a request with the Office of the Vice President for Academic Affairs for a hearing before the University Student Grievance Committee. A petition for a formal resolution must be filed no later than 10 working days from the date of the postmark of the chair's (Vice President for Academic Affairs') letter stating the outcome of the informal resolution.

Formal Grievance Procedure

A student may not elect to use the formal grievance procedure until the student has met with the faculty member, the chairperson, or the dean/director of the school/college. The only exception to this is when the student has submitted his/her written complaint for informal resolution and has received no response or action within the 10 working days established by this policy.

A student has 10 working days following his/her notification of the conclusion of the informal resolution to request a formal resolution. The request for a formal resolution, detailing the specifics of the complaint and attaching all previous correspondence generated during the informal resolution process, must be sent to the Office of the Vice President for Academic Affairs. A form is available in the Office of Vice President for Academic Affairs. The student must secure the signature of the chair or dean on the petition for a formal hearing, to certify that the informal process has been completed. Within 10 working days from receiving the complaint, the Office of the Vice President for Academic Affairs or his/her designee shall submit the complaint to the Chair of the University Student Grievance Committee for review and consideration.

The Chair of the University Student Grievance Committee may request a Committee ruling on the validity of a student grievance or whether the Committee may rule that a formal hearing is unwarranted. Should the committee determine that a hearing is unwarranted, the student will be notified in writing within 10 working days of the Committee's decision. The decision of the Committee regarding the validity of the complaint is final.



If a formal hearing is to be held, it will generally be heard at the next meeting of the Committee. The Chair of the University Student Grievance Committee will inform the faculty member, dean, or director and, the student (by certified mail to the student) of the date on which the case will be heard. The student and the faculty member, chair, or dean have the right to be physically present and be accompanied by a counselor. Such a counselor may consult with the student or the faculty member but cannot examine or cross-examine those giving testimony or otherwise participate in the hearing. It will be the Chair's decision as to whether or not attendance of either party is mandatory. At the Chair's discretion, either party can present his or her case in writing. All relevant documents should be in the hands of the Committee Chair no later than five working days before the Committee meets to take up the case. Any documents received after this date may be included at the discretion of the Chair of the Committee.

After hearing the case, the Committee will meet and make a recommendation which will be forwarded to the Office of the Vice President for Academic Affairs. Within 10 working days, the Office of the Provost/Vice President for Academic Affairs will communicate the Committee's recommendation to all parties (by certified mail to the student).

Structure of CAS Student Grievance Committee

Membership

The University Student Grievance Committee consists of five members: non-voting Chair, and two students. Membership for individual hearings throughout the year may rotate among nominated faculty and/or students.

The Faculty President of the college shall appoint a pool of at least seven faculty members to serve on the University Student Grievance Committee for the academic year (including the summer term). One of these faculty members appointed by the Faculty President shall serve as the nonvoting Chair of the College Student Grievance Committee. The selection of the Chair will be made by the Chairperson of the Faculty President in consultation with the dean. From this faculty pool, three will be contacted for serving on each committee hearing. In the event that these appointed faculty members are not available, the Chair or the Faculty President shall appoint faculty members to fill the vacant positions on the Committee.



The Presidents of the College of Arts and Sciences Student Organization (CASSO) shall furnish the Vice President for Academic Affairs the names of at least seven students who will serve on the University Student Grievance Committee for the academic year (including the Summer Term). In the event that these students are not available, the President of CASSO shall appoint students to fill the vacant positions on the Committee.

The decisions of the College Student Grievance Committee are based on a majority vote. The chair of the Committee will vote only in the case of a tie.

Schedule of Meetings

It will be the responsibility of the Chair of the College Student Grievance Committee to schedule meetings, as needed, during each semester.

Challenges

The student, faculty member, chair, or dean involved in the grievance has the right to challenge the impartiality of any panel member and to request of the chair that member's exclusion from participation, stating in writing to the Chair the reason for the request. A challenge may be exercised no more than twice. Upon receiving such a challenge, the Chair is obliged to require that the participating member withdraw. Also, a member of the Committee is obliged to withdraw from participating on the Committee when is or she doubts his or her ability to be impartial and to decide the matter according to the evidence presented. In the event a member of the Committee withdraws, the Chair shall select another member to sit as a replacement.

Hearing Procedures

The hearing will be conducted under the provisions in the Student Handbook, and a tape recording will be made of all hearings. Deliberations by the Committee are not recorded. The Chair will call the hearing to order and identify all those present:

- ☐ The student will present his or her complaint (including witnesses if necessary) and a statement of action being requested.
- ☐ The faculty member, chair, or dean will respond (including the calling of witnesses if necessary).
- ☐ The Committee members may question any of the parties involved.



- ☐ The student summarizes his/her case.
- ☐ The faculty member, chair, or dean summarizes his or her case.
- ☐ The Committee reviews the case in deliberative session and makes its recommendations for appropriate action to the Vice President for Academic Affairs.
- ☐ Within five working days, the Chair of the Committee communicates its recommendations to the Office of the Vice President for Academic Affairs.
- ☐ The Chair will be responsible for keeping records of the Committee's deliberations and with complying with all laws regarding the confidentiality of University records. Within 10 working days, the Vice President of Academic Affairs or his/her designee will review and communicate the Committee's recommendation to all parties (by certified mail to the student).
- ☐ The Committee's recommendations are not binding on the faculty member. However, it is the faculty member's professional responsibility to consider the findings and recommendations in fashioning a possible remedy.

Access to Information

Faculty and administrations should comply with all reasonable and legal requests for relevant information that will assist the student in presenting his or her case and the Committee in reaching a recommendation.

Right to Appeal

If any of the above outlines policies and procedures is violated, any of the parties involved has the right to appeal to the Dean of College Education. Any appeal must be made within 10 working days from the date the Committee's decision is received by the student, faculty member, chair, or dean. The Vice President of Academic Affairs shall evaluate the complaint and render a decision and a course of action on behalf of the student no later than 10 working days from the receipt of complaint. In these matters, the decision of the Vice President for Academic Affairs is final.

Note: For faculty members refer to HRMO Manual



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 CAS FACILITIES AND EQUIPMENTS

1. Reading Center

Rules and regulations:

- a. Any violation against the following rules and regulation will be punishable per RSU student handbook and university code.
- b. All CAS students are required to secure CAS reading center ID to be used during entry to the CAS reading center.
- c. CAS reading center users are not allowed to use ID of other CAS students to gain access to CAS reading center.
- d. Students are expected to maintain silence at all times in the CAS reading center premises.
- e. Eating including chewing gum, drinking, sleeping, smoking, defacing CAS reading center furniture, writing on the walls and tables, and other forms of misbehavior are prohibited.
- f. Bags, foods, bottled water, case or parcel are not allowed to be brought into the CAS reading center.
- g. A student responsible for any disturbance resulting on damage to or destruction of CAS reading center property is a major offense.
- h. Vandalism writing on books and other CAS reading facilities, defacing CAS reading center furniture, mutilating or tearing of pages of a book and removing security tags, stealing and unauthorized use of any CAS reading center materials or property not intended for public use are major offenses and/or therefore subjected to disciplinary measures.
- i. Unauthorized access or use of computers and other CAS reading center facilities not intended for public use is a major offense.
- j. Courtesy to CAS reading center personnel and other CAS students should always be maintained. Use of profane language will not be tolerated.
- k. Electronic gadgets such as cell phones, alarms, ipods, mp3 should be switched off or in silent mode tone. Making or answering calls should be done outside the CAS reading center.
- l. All students are required to secure CAS reading center clearance after every end m. of the semester. Faculty members and non-teaching personnel assigned at the college needs the initial countersigned of the CAS reading center in-charge



before the dean sign the clearance.

2. University Laboratory Facilities

The Science Laboratory includes Biology, Chemistry and Physics laboratories. The facility also includes Preparation and Instrumentation Room. Apparatus and chemicals are stored at the Preparation room while instruments are housed inside the instrumentation room. All laboratories are equipped with the following:

- fire-fighting equipment such fire extinguisher and fire bucket that are strategically placed near the exit door;
- safety equipment such as first aid cabinet, emergency shower and eyewash station;
- laboratory table with gas and water supply;
- two doors that open outward;
- proper lighting and ventilation; and
- procedural guidelines posted in each laboratory.

2.1. Utilization of Laboratory Facilities

The science laboratories must be used only for conducting laboratory experiments.

Guidelines on the use of laboratory facilities

- The **Laboratory Safety Manual** must be discussed first by Laboratory instructors to students at the start of every semester. Completely filled-out Safety Agreement Form as shown in **Appendix A** will be collected by the laboratory staff.
- Students are not allowed to work in the laboratory outside the scheduled laboratory time without a written request from the unit head.
- Students are not allowed to enter or stay inside the laboratory without the presence of a laboratory instructor.
- Students are not allowed to perform experiments in the absence of laboratory instructor and if they are not wearing proper safety laboratory apparel.
- Only laboratory personnel are allowed inside the Preparation and Chemical room.

2.2. Use of laboratory facilities outside the scheduled laboratory time

- User must observed laboratory rules implemented in the laboratory otherwise they will not be permitted to work.



- Requesting party must properly fill up the Request5 form for the use of Laboratory Apparatus and Facilities.
- No experiment or activity will be allowed without the supervision of the laboratory instructor or personnel.

3. College Facilities and Maintenance

3.1. Facilities Operations and Maintenance

Facilities operations and maintenance encompasses all that broad spectrum of services required to assure the built 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 term OPERATIONS AND MAINTENANCE because a facility cannot operate at peak efficiency without being maintained; therefore the two are considered as one.

The facilities Operation and Maintenance are focused in the following areas:

3.2. Property Inventory

This 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 properly accounted to maximize its use.
- b. Inventory of the all property issued to the College will be conducted every end of the semester.
- c. A sticker printed with RSU CAS will be attached to all issued properties for easy identification and inventory.
- d. The laboratory custodian will be assigned to conduct the inventory with the 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 CAS faculty members and staff and students are encouraged full cooperation in proper usage and maintenance of all CAS Properties.

3.3. Facilities and Equipment

This provision provides policy on the use of all facilities that the College have like rooms, table and chairs, computers, generator sets, laboratory facilities, projectors, LED TV monitor, photocopying machine, printers, reading facilities, and others.



3.4. 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 is 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 backboard/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 students 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. In the event that evening class will be conducted, the padlock will be left to the instructor who will lock the room after the evening class.
- 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:
 1. If the request is from the CAS students, a written request is needed duly noted by the class instructors/adviser and endorsed by the Department Chairperson. In the event that CAS students will have an overnight activity, the letter request must be noted by the office of the security services.
 2. If the request is from the administration or other Colleges/Institute, a simple verbal or written request may be done.
 3. If the request is from the outsider, a written request is needed, noted by the office for security services of its representative and duly approved by President.
 4. 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 thorough evaluation of the scope of damages.

3.5. Chairs

All chairs assigned to the college shall bear or printed with RSU-CAS.

- 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 rooms without proper permission from the dean. In case arm chair will be use for any activities, proper accounting shall be made and must be listed.
- All chairs must be returned to where it was taken right after the activity.
- If in the event the arms of the chair will be removed for other purposes like graduation and other activities, proper coordination to the dean shall be made.

4. Photocopying and Printing Machines

4.1. Location of copying and 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.
- 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 less disruption to surrounding employees.
- 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.

4.2. For computer, printing and photocopying machines

4.2.1. Computer Use Policy

- Computers at the CAS 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 non- academic activities are not permitted at anytime.
- 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.

4.2.2. Printer

- The printing machine is a University property and must be used with utmost care. Users manual must be consulted in taking care of the machine.
- Only academic related documents are allowed to be printed in the machine.
- Printing of personal documents is allowed only up to 10 pages.
- Print 1 copy only. Use photocopiers to make additional copies.

4.2.3. Photocopying

- The photocopying machine is a university property and must be use with utmost care.
- Users 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 CAS academic council shall be charged when photocopying personal. The fee collected will be used to buy toner and other maintenance requirements of the machine.

5. Janitorial Cleaning Services

Janitorial or cleaning. A building is one of the most important facilities in the college because interaction between teacher and student are always done in this place. The dean shall request at least 1 janitorial personnel on job order basis to maintain the cleanliness of the classrooms, comfort rooms and CAS surroundings. The dean shall also request student assistant to assist the J.O. personnel in the maintenance of the college.

6. Energy, and Safety Management

- a. If possible, all lights and lightings and fans will be turn on only when necessary.
- b. Two or three lamps will only be lighted during night time at the CAS corridors
- c. If possible, led lamps will be used and the use fluorescence lamp is discourage.
- 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. Students are not allowed to charged electronic gadgets in any outlets except for



- academic purposes.
- e. Students without classes will not be allowed to stay inside the classrooms to avoid using of fans and lights
 - f. Electric fans in rooms and offices must be turned off when not in use.
 - g. Open wires must be reported to the dean's office immediately.
 - h. Periodic inspection of electrical facilities shall be done for safety purposes.

7. Office Supplies Management Policy

Office supplies includes bond papers (long and Short), folder, fastener, paste, brown envelope, photocopying toner, printer ink, PBC plastic cover, especial paper, and other related 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 personal use is discourage but during extreme necessities will be limited 10 copies 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, students shall only be given one extra paper.



APPENDICES



Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon
Four-Year Curriculum Leading to the Degree
BACHELOR OF ARTS IN POLITICAL SCIENCE
Effective School Year 2011-2012 (Based on CMO #44, S. 1997)

School Year _____

First Semester		First Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ NatSci	111	Biological Science	3	3	
___ Eng	111	Communication Arts I	3	3	
___ Fil	111	Komunikasyonsa Akademikong Filipino	3	3	
___ SocSci	111	General Psychology	3	3	
___ Math	111	College Algebra	3	3	
___ CS	111	Computer Fundamentals	3	2	3
___ Hum	111	Values Education	3	3	
___ PE 111		Physical Education & Health	2	2	
___ NSTP	111	NROTC/CWTS	[3]	[3]	
			23	22	3

Second Semester		First Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ NatSci	122	Earth & Environmental Science	3	3	
___ Eng	122	Communication Arts II	3	3	Eng 111
___ Fil	122	Pagbasa at Pagsulat Tungosa Pananaliksik	3	3	Fil 111
___ SocSci	122	General Sociology w/ Family Planning	3	3	
___ Math	122	Plane Trigonometry	3	3	Math 111
___ CS	122	Computer Applications	3	2	3 CS 111
___ Hum	122	Arts, Man & Society	3	3	
___ PE	122	Rhythm and Dance	2	2	PE 111
___ NSTP	122	NROTC/CWTS	[3]	[3]	ROTC/CWTS 111
			23	22	3

School Year _____

First Semester		Second Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Eng	213	Speech & Oral Communication	3	3	Eng 111/122
___ Lit	211	Philippine Literature	3	3	
___ Fil	213	Masingna Pagpapahayag	3	3	Fil 111/122
___ SocSci	213	Philippine Government & Constitution	3	3	
___ PSC	211	Fundamentals of Political Science	3	3	
___ PSC	212	Introduction to Phil. Gov't. & Politics	3	3	
___ PS Elec	211	Parliamentary Rules & Procedures	3	3	
___ PE	213	Fundamentals of Games & Sports	2	2	PE 122
			23	23	

Second Semester		Second Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Hum	222	Introduction to Logic	3	3	
___ Lit	221	World Literature	3	3	
___ SocSci	224	Economics w/ TLR	3	3	
___ Eng	224	Technical & Scientific Writing	3	3	



___ PS Elec	222	Local Gov't.in the Philippines	3	3	<i>PolSci 212</i>
___ PSC	223	Gov't.& Politics of Southeast Asia	3	3	
___ SocSci	225	Philippine History	3	3	
___ PE 224		Recreational Activities	2	2	<i>PE 213</i>
			23	23	

School Year _____

First Semester		Third Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Math	313	Basic Statistics	3	3	
___ PS Elec	313	Macroeconomics	3	3	<i>SocSci 224</i>
___ PSC	314	Intro.To Comparative Gov't.& Politics	3	3	<i>PolSci 223</i>
___ PSC	315	Ancient & Medieval Theories	3	3	<i>3PSR 221 & PolSci 211</i>
___ SciElec	311	Science, Technology & Society on Envi. Issues	3	3	
___ Rizal	311	Rizal's Life and Works	3	3	
___ Eng	315	Argumentation and Debate	3	3	<i>3PSElec 211</i>
			23	23	

Second Semester		Third Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ PS Elec	324	International Political Economy	3	3	<i>PSC 223</i>
___ PSC	326	Modern Political Theories	3	3	<i>PSC 315</i>
___ PSC	327	Introduction to International Relations	3	3	
___ Res	321	Introduction to Research	3	3	<i>Math 313</i>
___ PS Elec	325	Introduction to Law	3	3	<i>SocSci 213</i>
___ PSC	328	Philippine Public Administration	3	3	<i>PSC 211/PSElec 221</i>
			18	18	

Summer

___ Prac	331	Internship/On-the-Job Training (OJT)	6	280 hrs	
			6	280 hrs	

School Year _____

First Semester		Fourth Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ PSC	419	Quantitative Analysis of Political Data	3	3	<i>Math 313/Res321</i>
___ PSM	411	American Government and Politics	3	3	<i>PSC 314 & PolSci211</i>
___ PSC	4110	International and Regional Organization	3	3	<i>PSC 327</i>
___ Res	412	Thesis Writing	3	3	<i>Res 211</i>
___ PSC	4111	Introduction to Political Analysis	3	3	
___ PS Elec	416	Educational Techniques	3	3	
			18	18	

Second Semester		Fourth Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ PSM	422	Philippine Foreign Relations	3	3	<i>PSC 327</i>
___ PSM	423	Politics and Administration	3	3	<i>PSElec221</i>
___ PSM	424	Philippine Political Thought	3	3	
___ PS Elec	427	Principles of Teaching	3	3	
			12	12	

TOTAL UNITS EARNED

CHED AB Pol Sci (Present) Difference



Gen Educ	63	81	18
Core Courses	33	33	
Major Course	15	15	
P.E.	8	8	
NSTP	6	6	
Elective	18	18	
Practicum		6	6
Research		4	6
	143	173	30

*Legend:**PSM – Political Science Major Courses**PSC – Political Science Core Courses**PS Elec – Political Science Elective Courses*

TOTAL UNITS EARNED: _____

Evaluated by:

Verified by:

Approved by:

Adviser_____
Chair, AB Pol. Sci._____
CAS, Dean

Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon
Four-Year Curriculum Leading to the Degree
BACHELOR OF SCIENCE IN BIOLOGY
Effective School Year 2011-2012 (Based on CMO #24, S. 2005)

School Year _____

First Semester		First Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Bio111		General Biology I	5	3	6
___ Eng	111	Communication Arts I	3	3	
___ Fil	111	Komunikasyonsa Akademikong Filipino	3	3	
___ Psycho	111	General Psychology	3	3	
___ Math	111	College Algebra	3	3	
___ CS	111	Computer Fundamentals	3	2	3
___ VE	111	Values Education	3	3	
___ PE	111	Physical Education & Health	2	2	
___ NSTP	111	NROTC/CWTS	[3]	[3]	
			25	22	9

Second Semester		First Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ NatSci	121	Earth & Environmental Science	3	3	
___ Eng	122	Communication Arts II	3	3	Eng 111
___ Fil	122	Pagbasa at Pagsulat Tungosa Pananaliksik	3	3	Fil 111
___ SocSci	122	Family Planning & Population Education	3	3	Psycho 111
___ Math	122	Plane Trigonometry	3	3	Math 111
___ CS122		Computer Applications	3	2	3 CS 111
___ Hum	121	Arts, Man & Society	3	3	
___ PE 122		Rhythm and Dance	2	2	PE 111
___ NSTP	122	NROTC/CWTS	[3]	[3]	ROTC/CWTS 111
			23	22	3

School Year _____

First Semester		Second Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Lit	211	Philippine Literature	3	3	
___ Math	213	Calculus & Analytic Geometry	3	3	Math 111/122
___ Bio	212	General Biology II	5	3	6 Bio 111
___ Chem	211	General & Inorganic Chemistry	5	3	6
___ SocSci	212	Philippine History w/ Constitution	3	3	
___ BioElec	211	Aquabiology	3	3	Bio 111
___ PE	213	Fundamentals of Games & Sports	2	2	PE 122
			24	20	12

Second Semester		Second Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Hum	222	Introduction to Logic	3	3	
___ Bio	223	Ecology	3	2	3 Bio 111
___ BioElec	222	Health & Nutrition	3	3	Chem 211
___ Chem	222	Organic Chemistry	5	3	6 Chem 211
___ Econ	221	Economics w/ TLR	3	3	
___ Phys	221	Mechanics, Electricity & Magnetism	4	2	6 Math 111/122



___ PE	224	Recreational Activities	2	2		PE 213
			23	18	15	

School Year _____

First Semester		Third Year		Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>Lab</i>	<i>Pre-requisite</i>
___ Math	310	Bio Statistics	3	3		
___ Bio	314	Morphoanatomy I (Plant)	3	2	3	Bio 212
___ Chem	313	Biochemistry	5	3	6	Chem 222
___ BioElec	313	Entomology	3	3		Bio 111
___ FreeElec	311	Science, Technology & Society	3	3		
___ Rizal	311	Rizal's Life and Works	3	3		
___ BioElec	314	Bio Technique	3		9	
			23	17	18	

Second Semester		Third Year		Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>Lab</i>	<i>Pre-requisite</i>
___ Bio	325	Physiology I (Plant)	3	2	3	Bio 313
___ Bio	326	Morphonatomy II (Animal)	3	2	3	Bio 212
___ Phys	322	Modern Physics	4	2	6	Phys221
___ Bio	327	Microbiology	3	2	3	Bio212/Chem313
___ FreeElec	322	Environmental Issues & Ethics	3	3		
___ Res	321	Introduction to Research	3	3		Math 310
___ Lit	322	World Literature		3	3	
			22	17	15	

Summer

___ Prac	331	On-the-Job Training (OJT)	6	250-300hrs		
----------	-----	---------------------------	---	------------	--	--

School Year _____

First Semester		Fourth Year		Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>Lab</i>	<i>Pre-requisite</i>
___ FreeElec	412	Environmental Management	3	3		
___ Bio	418	Physiology II (Animal)	3	2	3	Bio 313/326
___ Bio	419	Systematic Biology (Plant or Animal)	3	2	3	Bio 313
___ Bio	4110	Genetics	3	2	3	Bio212
___ BioElec	415	Pathology/Histology	3	3		Bio 327
___ Res	412	Thesis Writing	3	3		
			18	15	9	

Second Semester		Fourth Year		Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>Lab</i>	<i>Pre-requisite</i>
___ Bio4211		Cell & Molecular Biology	3	2	3	Bio 212
___ BioElec	426	Immunology	3	3		
___ BioElec	427	Forest Ecology	3	3		Bio 222
___ BioElec	428	Parasitology	3	2	3	Bio 325
			12	10	6	

TOTAL UNITS EARNED: 173 units

Evaluated by:

Verified by:

Approved by:

Adviser

Chair, BS Biology

CAS, Dean



Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon
Four-Year Curriculum Leading to the Degree
BACHELOR OF ARTS IN ENGLISH
Effective School Year 2007-2008

School Year _____

First Semester		First Year	Hrs/Week		
Grade Code		Course Description	Units	Lec	LabPre-requisite
___ Eng	111	Communication Arts I	3	3	
___ Fil	111	KomunikasyonsaAkademikong Filipino	3	3	
___ NatSci	111	Biological Science	3	3	
___ SocSci	111	General Psychology	3	3	
___ Math	111	College Algebra	3	3	
___ CS	111	Computer Fundamentals	3	2	3
___ VE	111	Values Education	3	3	
___ PE	111	Physical Education & Health	2	2	
___ NSTP	111	NROTC/CWTS	[3]	[3]	
			23	22	3

Second Semester		First Year	Hrs/Week		
Grade Code		Course Description	Units	Lec	LabPre-requisite
___ Eng	122	Communication Arts II	3	3	Eng 111
___ Fil	122	Pagbasa at PagsulatTungosaPananaliksik	3	3	Fil 111
___ NatSci	122	Earth & Environmental Science	3	3	
___ SocSci	122	General Sociology w/ Family Planning	3	3	
___ Math	122	Plane Trigonometry	3	3	Math 111
___ CS	122	Computer Applications	3	2	3 CS 111
___ Hum	121	Arts, Man & Society	3	3	
___ PE	122	Rhythm and Dance	2	2	PE 111
___ NSTP	122	NROTC/CWTS	[3]	[3]	ROTC/CWTS 111
			23	22	3

School Year _____

First Semester		Second Year	Hrs/Week		
Grade Code		Course Description	Units	Lec	LabPre-requisite
___ Eng	213	Speech & Oral Communication	3	3	Eng 122
___ Fil	213	Retorika	3	3	Fil122
___ Lit	211	Philippine Literature	3	3	
___ Math	213	Basic Mathematics	3	3	
___ SocSci	212	Philippine Government & Constitution	3	3	
___ Eng	214	Technical & Scientific Writing	3	3	Eng 122
___ Eng	215	Introduction to Language Study	3	3	Eng 122
___ PE	213	Fundamentals of Games & Sports	2	2	PE 122
			23	23	

Second Semester		Second Year	Hrs/Week		
Grade Code		Course Description	Units	Lec	LabPre-requisite
___ Lit	224	World Literature	3	3	
___ SocSci	224	Economics w/ TLR	3	3	
___ Eng	226	Introduction to Applied Linguistics	3	3	Eng 213
___ Fil	224	Sanaysay, Debate at Talumpati	3	3	Fil 213
___ Eng	227	Argumentation and Debate	3	3	Eng 213



___ Eng	228	Structure of the English Language	3	3	Eng 213
___ PE	224	Recreational Activities	2	2	PE 213
			20	20	

School Year _____

First Semester		Third Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Eng	319	Cross-Cultural Communication	3	3	Eng 213/214
___ Eng	3110	European Literature	3	3	
___ Eng	3111	Language & Society	3	3	Eng 213/214
___ Eng	3112	Creative Writing	3	3	Eng 225
___ Elec	311	Developmental Reading	3	3	
___ Eng	3113	Language and Culture	3	3	Eng 213/214
___ Educ	311	Principles of Teaching	3	3	
			21	21	

Second Semester		Third Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Math	324	Basic Statistics	3	3	
___ Res	321	Introduction to Research	3	3	
___ Elec	322	Mythology and Folklore	3	3	
___ Eng	3215	Afro-Asian Literature	3	3	
___ Eng	3216	Registers in English	3	3	Eng 225
___ Eng	3217	Approaches to College English Teaching	3	3	
___ Eng	3218	Foreign Language: Nihongo	3	3	
			21	21	

School Year _____

First Semester		Fourth Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Eng	4119	Anglo-American Literature	3	3	
___ Rizal	411	Rizal's Life & Works	3	3	
___ Elec	414	Literary History of the Philippines	3	3	
___ Elec	415	Translation: Theory and Practice	3	3	
___ Res	412	Thesis Writing	3	3	
___ Elec	416	Foreign Language: Spanish/Latin	3	3	
___ Elec	417	Introduction to Publication of Research Output	3	3	
			21	21	

Second Semester		Fourth Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Prac	421	Observation and Practice Teaching	1	8	
			9	1	8

Total Units with P.E. – 161

Total Units without P.E. - 153

Evaluated by:

Verified by:

Approved by:

Adviser_____
Chair, AB English_____
CAS, Dean

Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon
Four-Year Curriculum Leading to the Degree
BACHELOR OF ARTS IN PUBLIC ADMINISTRATION
Effective School Year 2008-2009

School Year _____

First Semester		First Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Eng	111	Communication Arts I	3	3	
___ Fil	111	Komunikasyonsa Akademikong Filipino	3	3	
___ NatSci	111	Biological Science	3	3	
___ SocSci	111	General Psychology	3	3	
___ Math	111	College Algebra	3	3	
___ CS	111	Computer Fundamentals	3	2	3
___ VE	111	Values Education	3	3	
___ PE	111	Physical Education & Health	2	2	
___ NSTP	111	NROTC/CWTS	[3]	[3]	
			23	22	3

Second Semester		First Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Eng	122	Communication Arts II	3	3	Eng 111
___ Fil	122	Panitikang Filipino	3	3	Fil 111
___ NatSci	122	Earth & Environmental Science	3	3	
___ SocSci	122	General Sociology w/ Family Planning	3	3	
___ Math	122	Plane Trigonometry	3	3	Math 111
___ CS	122	Computer Applications	3	2	3 CS 111
___ Hum	121	Arts, Man & Society	3	3	
___ PE	122	Rhythm and Dance	2	2	PE 111
___ NSTP	122	NROTC/CWTS	[3]	[3]	ROTC/CWTS 111
			23	22	3

School Year _____

First Semester		Second Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Eng	213	Speech & Oral Communication	3	3	Eng 122
___ Fil	213	Retorika	3	3	Fil 122
___ Lit	211	Philippine Literature	3	3	
___ SocSci	212	Philippine Government & Constitution	3	3	
___ PA	211	Introduction to Public Administration	3	3	
___ PA	212	Philippine Administrative Thought & Applications	3	3	
___ SciElec	211	Science, Technology & Society on Envi. Issues	3	3	
___ PE 213		Fundamentals of Games & Sports	2	2	PE 122
			23	23	

Second Semester		Second Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Eng	224	Technical & Scientific Writing	3	3	
___ Econ	221	Economics w/ TLR	3	3	
___ Philo	221	Logic	3	3	
___ Lit	222	World Literature	3	3	
___ PA	223	Public Personnel Administration	3	3	PA 211



___ PA	224	Office & System Management	3	3	PA 212
___ SocSci	223	Philippine History	3	3	
___ PE	224	Recreational Activities	2	2	PE 213
			23	23	

School Year _____

First Semester		Third Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ Math	313	Statistics	3	3	Math 111/122
___ PA	315	Techniques in Personnel Management	3	3	PA 223
___ PA	316	Public Fiscal Administration	3	3	
___ Elec	311	Public Policy & Program Administration	3	3	
___ Econ	311	Macroeconomics	3	3	
___ PolSci	311	Introduction to Political Science	3	3	
___ Rizal	311	Rizal's Life & Works	3	3	
			21	21	

Second Semester		Third Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ PA	327	Public Administration & Economic System	3	3	Econ 311
___ PA	328	Tools for Policy Analysis	3	3	PA 315
___ PA	329	Administrative Law	3	3	PA 211
___ Elec	312	Politics & Administration	3	3	
___ Elec	313	Parliamentary Procedure	3	3	Eng 213
___ Res	321	Introduction to Research	3	3	
___ Acctng	321	Introduction to Financial Accounting	3	3	
			21	21	

School Year _____

First Semester		Fourth Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ PA	4110	Ethics & Accountability in the Public Service	3		
___ PA	4111	Public Accounting & Budgeting	3	3	Acctg 321
___ PA	4112	National & Local Government Administration	3	3	PolSci 221
___ Elec	414	Special Topics in Public Administration	3	3	
___ Res	412	Thesis Writing	3	3	
			15	15	

Second Semester		Fourth Year	Hrs/Week		
<i>Grade Code</i>		<i>Course Description</i>	<i>Units</i>	<i>Lec</i>	<i>LabPre-requisite</i>
___ PA	4113	Programs & Projects Development & Management		3	3
___ PA	4114	Internship in Government Administration	6	280-300	Acctg 321
			9		

*Based on CMO #19, S. 2001

Total Units with P.E. – 161

Total Units without P.E. - 153

Evaluated by:

Verified by:

Approved by:

Adviser_____
Chair, AB Public Ad
Republic of the Philippines_____
CAS, Dean

ROMBLON STATE UNIVERSITY
Odiongan, Romblon
Four-Year Curriculum Leading to the Degree
BACHELOR OF ARTS IN PUBLIC ADMINISTRATION
Revised as of April, 2013
TO BE IMPLEMENTED YEAR 2013 AND ONWARDS

School Year _____

First Semester		First Year	Hrs/Week		LabPre-requisite
Grade Code		Course Description	Units	Lec	
___ Eng	111	Communication Arts I	3	3	
___ Fil	111	Komunikasyonsa Akademikong Filipino	3	3	
___ NatSci	111	Earth & Environmental Science	3	3	
___ SocSci	111	General Psychology	3	3	
___ Math	111	College Algebra	3	3	
___ CS	111	Computer Fundamentals	3	2	3
___ PE	111	Physical Education & Health	2	2	
___ NSTP	111	NROTC/CWTS	[3]	[3]	
			20	19	3

Second Semester		First Year	Hrs/Week		LabPre-requisite
Grade Code		Course Description	Units	Lec	
___ Eng	122	Communication Arts II	3	3	Eng 111
___ Fil	122	Siningng Pakikipagtalastasan	3	3	Fil 111
___ Math	122	Plane Trigonometry	3	3	Math 111
___ NatSci	122	Fundamentals Concepts, Principles, Theories of Physics and Chemistry	3	3	NatSci 111
___ SocSci	122	Philippine Government and Constitution	3	3	
___ PA	121	Introduction to Public Administration	3	3	
___ PE	122	Rhythm and Dance	2	2	PE 111
___ NSTP	122	NROTC/CWTS	[3]	[3]	ROTC/CWTS 111
			20	20	

School Year _____

First Semester		Second Year	Hrs/Week		LabPre-requisite
Grade Code		Course Description	Units	Lec	
___ Hum	211	Logic & Critical Thinking	3	3	
___ Special Core	211	Good Governance & Social Responsibility	3	3	
___ Math	213	Business Mathematics	3	3	
___ Eng	213	Speech & Oral Communication	3	3	
___ PA	212	Philippine Administrative Thought & Institution	3	3	PA 121
___ PA	213	Public Personnel Administration	3	3	PA 121
___ PE	213	Fundamentals of Games & Sports	2	2	PE 122
			20	20	

Second Semester		Second Year	Hrs/Week		LabPre-requisite
Grade Code		Course Description	Units	Lec	
___ Hum	222	Philosophy of Human Person	3	3	Hum 211
___ SocSci	223	Microeconomics	3	3	SocSci 122
___ Special Core	222	Basic Accounting	3	3	
___ PA	224	Administrative Law	3	3	PA 121
___ PA	225	Public Fiscal Administration	3	3	PA 121
___ PA	226	Local & Regional Governance	3	3	
___ PE	224	Recreational Activities	2	2	PE 213



20 20

School Year _____

First Semester

Grade Code

___ SpecialCore313
 ___ SocSci 314
 ___ PA 317
 ___ PA 318
 ___ PA 319
 ___ PA 3110

Third Year

Course Description

Statistics
 Philippine History
 Public Accounting & Budgeting
 Ethics & Accountability in the Public Service
 Public Policy & Program Administration
 Knowledge Management & ICT for Public Ad

Hrs/Week

Units Lec

3 3
 3 3
 3 3
 3 3
 3 3
 3 3
18 18

LabPre-requisite

PA 225

PA 121

CS 111

Second Semester

Grade Code

___ PA 3211
 ___ PA 3212
 ___ PA 3213
 ___ PA 3214
 ___ PA 3215
 ___ Elec 321

Third Year

Course Description

Research 1 (Research Method)
 Office & System Management
 Leadership & Decision Making
 Human Behavior Organization
 Organization & Management
 Parliamentary Procedure

Hrs/Week

Units Lec

3 3
 3 3
 3 3
 3 3
 3 3
 3 3
18 18

LabPre-requisite

PA 213

PA 213

PA 121

PA 226

Summer

Grade Code

___ Prac 1

Third Year

Course Description

On-the-Job-Training (OJT)

Hrs/Week

Units Lec

6 300 hrs.

LabPre-requisite

School Year _____

First Semester

Grade Code

___ Hum 413
 ___ PA 4116
 ___ PA 4117
 ___ PA 4118
 ___ Elec 322
 ___ Elec 323

Fourth Year

Course Description

Ethics
 Research 2 (Thesis Writing)
 Special Topics in Public Administration
 Politics & Administration
 Environmental Management
 Projects Development & Management

Hrs/Week

Units Lec

3 3
 3 3
 3 3
 3 3
 3 3
 3 3
18 18

LabPre-requisite

PA 3211

PA 212

PA 3110

Second Semester

Grade Code

___ PA 4219
 ___ Rizal 421
 ___ Elec 424
 ___ Elec 425
 ___ SocSci 425

Fourth Year

Course Description

Governance Development
 Life's & Works of Rizal
 Voluntary Sector Management
 Service Delivery System
 Macroeconomics

Hrs/Week

Units Lec

3 3
 3 3
 3 3
 3 3
 3 3
15 15

LabPre-requisite

PA 226

Elec 323

Elec 323

SocSci 223



COMPARISON

Subjects	CHED	RSU	Difference
General	54 units	57 units	3 units
Public Ad	57 units	57 units	0
Special Core	12 units	12 units	0
Electives	12 units	18 units	6 units
Practicum	6 units	6 units	0
Total Units	141 units	150 units	9 units
Total Units	149 units	158 units	9 units

Evaluated by:

 Adviser

Verified by:

 Chair, AB Public Ad

Approved by:

 CAS, Dean




Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon, Philippines 5505



COLLEGE OF ARTS & SCIENCES

Tel. #: (042) 567-5909

Vision of RSU. Romblon State University as premier institution of higher education in the MIMAROPA Region for a globally competitive province of Romblon.

Mission of RSU. The 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 sciences, and other relevant fields of study. It shall undertake research and extension services and provide progressive leadership in its areas of specialization.

Objectives of AB English. 1. Produce competent, versatile, knowledgeable, gender sensitive and environmentally conscious students equipped with literary and artistic skills and broad humanistic outlook in life; 2. Increase the capability of the students to pass professional and licensure examination and prepare for gainful employment where their trainings are maximized; 3. Inculcate in the students positive attitude and desirable values to become role models in the community; 4. Enrich and update the AB English Program in accordance to CHED; 5. Develop and evolve new areas of specification that call for the needs of the time; 6. Upgrade the quality of instruction in processes that will enhance the teaching learning atmosphere; 7. Confer and consult with AACUP and other accrediting agencies for assessment of AB English Program; 8. Provide Search scholarships programs, grants, and training for the faculty so as to promote professionalism and competence; 9. Encourage researchers toward theory building and information technology; 10. Strengthen community outreach programs by identifying clientele's needs and priorities; 11. Forge linkages with all sectors of society with the end of promoting a civil, productive, and involved citizenry; 12. Undertake relevant extension service through the conduct of continuing and non-formal education program; 13. Spearhead curriculum changes to meet the changing needs of dynamic society.

Objectives of AB Public Administration. 1. To provide adequate knowledge and understanding of the fundamentals of good governance; 2. To equip with the skills in management including planning, implementation, monitoring and human, material and resource management for government and civil society organization; 3. To indoctrinate high ethical values for public service, accountability, nationalism, sustainability; 4. To promote strong sense of duty and protect public interest for the depressed and the marginalized communities; 5. To develop abilities engaging in scientific research, educational innovation and decision making towards students; 6. To establish an avenue for social awareness and involvement in community development through extension programs, effective leadership, and initiatives; 7. To endow/install high appreciation for the demands and challenges in public services in the minds of the students; 8. To uphold commitment to excellence and ethics to respond to the challenges of and social responsibility.

Objectives of AB Pol. Sci. 1. To equip students with the abilities attuned to the demands of the changing community; 2. To produce competitive graduates with skills geared towards local and national leadership and employment generation; 3. To develop research competence among students in order to contribute to the advancement of political stability; 4. To advocate political information and services for social awareness; 5. To equip to students the knowledge of teaching, law and public administration; 6. To develop students' scientific, moral, social, economic, political awareness and strengthen their cultural heritage through liberal education, that adapt to the technological advancement and changing political climate.

Objectives of BS Biology. 1. To produce regionally competitive graduates with skills towards entrepreneurship, employability and employment generation; 2. To develop research competence among students in order to contribute to the advancement of knowledge in the life science; 3. To extend health and environmental information and services to the community; 4. To develop students' scientific, moral, social, economic, political and cultural heritage through education that adapt to technological advances.

Let's promote quality education & be the first to change the World.





Romon State University
COLLEGE OF ARTS AND SCIENCES
 Odiongan, Romblon
 _____ Semester, 201____



Name: _____ Birthday _____
 (Surname) (First Name) (M.I.) E-mail Add: _____
 Student I.D. No. _____ CP No. _____
 Course: _____ Curr. Year/Block: _____ Scholarship availed of: _____
 Parents: _____
 Father _____ Mother _____

TO WHOM IT MAY CONCERN:

This is to CERTIFY that the above student is cleared of all financial and legal obligations in the College.

1. _____
 CLASS ADVISER () POLISSOC Treas. () BIOSS Treas. () SPAS Treas. () ABES Treas
 2. _____
 CASPFA TREASURER CASSO ADVISER CASSO TREASURER

Vision: Romblon State University as premier institution of higher education in the MIMAROPA Region for a globally competitive province of Romblon

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

CAS Goals: The College of Arts and Sciences is committed to provide relevant and quality training for students in AB Political Science, BS Biology, AB English and AB Public Administration and related fields to satisfy the needs of regional and national development thrusts and even global arena, and to be of service to the community through extension program activities.

4 _____
 HARROW Treasurer & SSC Treasurer
 5 _____
 CAS Guidance Coordinator
 6 _____
 Head, Guidance & Placement Services
 7 _____
 CAS Librarian and University Librarian
 8 _____
 Biology/Chemistry Lab. or Computer. Lab
 9 _____
 Department Chairperson
 10 Prof. MARIO A. FETALVER, JR. PhD.
 DEAN, COLLEGE OF ARTS & SCIENCES
 11 _____
 Director, Office Student Affairs & Discipline
 12 _____
 Director, SPEAR CLINIC
 13 _____
 Adviser G.C.O. (for graduating student only)
 14 _____
 University Cashier
 15 _____
 University Registrar

Note:

1. Indicate N/A (Not Applicable) if not graduating or not enrolled.
2. Keep this Clearance and present this to the enrolment committee upon enrolment.
3. Indicate if this clearance is for the following:
 () Examination (Mid-Term, Finals) () Diploma () Transcript of Records
 () Honorable Dismissal () Certification of Grades () Academic Evaluation
4. If graduating, accomplish duplicate copies.





Rombon State University
Odiangan, Romblon

College of Arts & Sciences
Odiangan, Romblon



CAS Form 2011a
Pioneered by CAS

QUIZ

Name: _____ Professor: _____
Subject: _____ Lesson/s: _____ Year Level: _____
Date: _____ Room: _____ Score: _____ Rating: _____

Note: The student should not write anything beyond this line. This is intended for the teacher only.

TEACHER'S FEEDBACK



ROMBLON STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
Odiongan, Romblon

Name of Faculty: _____ Date of Observation: _____

CRITERIA

This rubric is designed to evaluate the faculty during the classroom observation.

5 – Outstanding 4 –Very Satisfactory 3 –Satisfactory 2 –Unsatisfactory 1 – Poor

1-2 = The teacher attempts to perform or execute the task, but confidence and competence are low. He/She is hardly able to elicit the desired response or behavior from less than half of the class

3-4= The teacher attempts to perform or execute the task with confidence and competence. He/She is able to elicit the desired response or behavior from half of the class.

5 = The teacher attempts to perform or execute the task with great confidence and competence. He/She is able to elicit the desired response or behavior from more than half of the class.

CRITERIA	5	4	3	2	1
A. Introductory Activities/Springboard					
1. Prepares classroom as a conducive learning environment.	5	4	3	2	1
2. Introduces the lesson in an interesting manner.	5	4	3	2	1
3. Instructional materials are set ahead of time.	5	4	3	2	1
B. Instructional Skills					
1. Explains the lesson without reading his/her notes.	5	4	3	2	1
2. Utilizes appropriate instructional materials/devices.	5	4	3	2	1
3. Gives opportunities to students to participate in decision making.	5	4	3	2	1
4. Gives opportunities to students to express their thoughts freely.	5	4	3	2	1
5. Asks questions that call for higher-order thinking skills (HOTS).	5	4	3	2	1
6. Sustains students' participation.	5	4	3	2	1



7. Utilizes appropriate teaching methods, techniques and strategies which enrich instruction. (Take note of the Methods, Techniques and Strategies)	5	4	3	2	1
8. Integrates the application of information and communication technologies.	5	4	3	2	1
9. Provides interactive, collaborative, and cooperative learning styles that enhance M.I.	5	4	3	2	1
10. Has as thorough knowledge of the subject matter.	5	4	3	2	1
11. Speaks in a clear and well-modulated voice and pronounces the words correctly.	5	4	3	2	1
12. Observes correct grammar and uses language appropriate to the level of the students.	5	4	3	2	1
13. Uses varied evaluation measures such as portfolio, rubric assessment, skills demo, paper and pencil tests, oral examinations, group/individual reports, research study, etc)	5	4	3	2	1
C. Students' Behaviors					
1. Works within the time period allotted for the activity.	5	4	3	2	1
2. Defends one's position on an issue.	5	4	3	2	1
3. Shows respect for the feelings of others.	5	4	3	2	1
D. Concluding Activities					
1. Provides opportunities for students to apply their learning.	5	4	3	2	1
2. Relates learning to students' life.	5	4	3	2	1
3. Gives assignment with clear instructions.	5	4	3	2	1
E. Personality Traits and Characteristics					
1. Appearance (Impressive, commands respect, well-groomed)	5	4	3	2	1
2. Emotional stability (possesses good sense of humor, open-minded, fair and objective)	5	4	3	2	1
F. Use of Syllabus					
1. Uses updated syllabus (lesson plan).	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 readings and references.	5	4	3	2	1

Observer: _____

Date: _____

Conforme: _____

Noted by:

DR. MARIO A. FETALVER, JR.

Dean, CAS



Appendix A

For other operational concerns see the following manuals:

- + Academic Manual
- + Admission Manual
- + Administrative Manual
- + College/Institute/Units operational manual
- + OJT manual and CMO 37 s. 2010
- + Extension manual
- + Faculty Development Manual
- + Research Manual
- + Student handbook
- + University Code

