



# ROMBLON STATE UNIVERSITY

## Sta. Maria Campus

### School of Fisheries Technology

#### Sta. Maria, Romblon



# RSU-STA.MARIA CAMPUS Operations Manual





Republic of the Philippines  
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School of Fisheries Technology  
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## PREFACE

The **RSU-Sta. Maria Campus Operations Manual** is designed to provide the faculty, staff and students in better understanding of the guidelines and operational procedures in the different areas of the campus. Moreover, this manual does not supersede the policies stated in the *University Code* as this follows the guidelines of the board of trustees of the University. Likewise, the contents of this operations manual cover the basic operations of the campus. The faculty and staff are entrusted to read, understand and implement the guidelines presented in this manual. It is expected that when this manual is duly followed, the campus will operate properly and orderly manner for its academic and professional pursuit.

The materials in this manual start with the university and college history. The philosophy, mission and vision of the university as well as of the campus are also included. The manual ranges from roles, duties and responsibilities of the campus director, institute chair persons, coordinators, students, advisers to administrative policies and procedures. Consequently for some policies and procedures it is difficult to implement modifications and obtained approval for exceptions. On the other hand many policies and procedures, particularly administrative are subject to internally initiated reforms furthermore exemptions to administrative policies and procedures are allowable unless justifications are documented and duly processed for approval through the normal channels of the university, including the approval from the institute responsible for the policies or procedures and to the Vice President of the academic affairs.

The RSU-Sta. Maria Campus operations manual will be hosted in the RSU website upon approval of the concerned authorities, copies of the printed version are maintain at the office of the academic affairs, office of the campus director, guidance coordinator of the campus , the university library and campus reading center.

The methodology was designed to be of great help to the students and faculty of the campus does everyone is requested to give suggestions for the improvement of the methodologies undertaken. Its institute is enjoined to make a collaborative effort to agree with this policies and methodologies which reflect the current practice of the campus. It is therefore recommended that the procedure can be altered or changed without amendment for the change of this manual.



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## I. THE ROMBLON STATE UNIVERSITY

**1915.** Founded as Odiongan Farm School (OFS) offering only Intermediate Course. (Those who graduated from this school had to go to Muños 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.



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**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 PambansaBlg. 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-TablasBaranch 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”

**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 PambansaBlg. 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.



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## **PHILOSOPHY**

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

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

## **RSU Vision**

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

## **RSU Mission**

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





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## RSU-STA. MARIA CAMPUS, STA. MARIA, ROMBLON

### History

**1965-1966.** Opening of Concepcion Barrio High School, Concepcion, San Agustin, Romblon which was authored by San Agustin Mayor Pablo Burguete.

**1966-1967.** Mr. Armando Rios, Part –Time Principal from Bachawan Barrio High School

**1967-1972.** Carlos F. Formadero, Asst. Principal

**1972-1973.** Concepcion Barangay High School with Mr. Pedro M. Mindo, Jr, Asst. Principal

**1977-1985.** Lilia R. Mindo, Asst. Principal

**1983.** Conversion of Romblon School of Fisheries into Romblon College of Fisheries and Forestry under BP.553, authored by Assemblyman Nemesio V. Ganan Jr. and integrating the Seven Barangay High Schools in Tablas Island including Concepcion Barangay High School, thus since 1983, Concepcion Barangay High School has become Romblon College of Fisheries and Forestry (RCFF), Sta. Maria Annex and Mr. Saul V. Ochotorena, Vocational School Superintendent managed the entire college.

From then on, Officer- in- Charge was designated one after the other: Mr. Danilo M. Minon, Miss Beatriz M. Cabadonga, Mr. German F. Gadon, Mrs. Bella V. Galve and Mr. Bebedicto C. Abanco

**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.



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**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.

### **CAMPUS GOALS**

Quality Education, Competitive graduates; Research and Extension competence and capability; Production for sustainable basis; and worthwhile values, attitudes and long life skills.

### **CURRICULAR PROGRAMS, THEIR OBJECTIVES AND ACCREDITED STUDENT ORGANIZATION**

#### **Bachelor of Science in Fisheries**

##### **Objectives:**

1. To produce competitive graduates who can contribute to the need of the country for sustainable/ responsible fisheries;
2. To develop expertise and competencies in all aspects of Fisheries such as Aquaculture, Capture Fisheries, Post-harvest Fisheries, Aquatic Resources and Aquatic Ecology;
3. To create environmental-friendly and sound technology; and
4. To enhance research competence, extension capability and sustainable production.

#### **Bachelor of Elementary Education**

1. To develop relevant expertise and competence in the academe and deliver quality education for the total development of BEED students;
2. To produce competitive graduates skilled in their field of specialization;



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3. To enhance research competence, extension capability and sustainable production in order to contribute to the general advancement of knowledge and community development; and
4. To develop students' moral character, critical thinking, aesthetic, environmental and cultural values.

**Student Organization:** Student Supreme Council

### CORE VALUES

The campus would uphold, adopt and practice the following values to ensure unity among school properties and students as well as stakeholders and deliver quality services aligned to the needs of the community;

1. **Unity** – united school officials, students, parents and community partners
2. **Cooperation** – collaborative commitment among the faculty and students
3. **Competence** – globally competitive graduates play the roles in the social and economic progress the municipality and the country as a whole

### SCHOOL OF FISHERIES Logo



The **wheel** is a mobile circle that describes the operation of the college, the **eight raise** represent the eight branches of the former Romblon College of Fisheries on Forestry, later integrated to Romblon State College which is now the Romblon State University. The **octagon** which is place at the center of the wheel is equally divided into two parts, half of it represents the forestry side and the other half defines the fisheries sector of the campus. The **torch** above the octagon symbolizes knowledge provided by the campus to its student population.



**Organizational Chart**





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## **CHAPTER I. ADMINISTRATION**

### **Function and Duties**

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

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

#### ***1. Campus Director***

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

The duties and responsibilities are:

1. Oversees and supervises the over-all operations of the campus in instruction, research and extension.
2. Assists in the formulation and policies and plans pertaining to the educational programs of the University.
3. Initiates the formulation and recommendation of policies and programs of the campus for consideration of the President and approval by the Board of Regents.



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4. Spearheads the implementation of the university and campus policies approved by concerned officials of the university.
5. Manages the evaluation of the various aspects of the curricula to determine the weaknesses and identify the corresponding corrective measures;
6. Provides leadership among the campus coordinators in the planning, formulating, conducting activities in their areas of assignment.
7. Designates the institute chairman and coordinators in the institute; prepares and submits the teaching loads/assignments of faculty.
8. Rates the performance of the faculty and institute chairperson of the campus;
9. Conducts conferences and regular faculty meetings for discussion of concerns/issues regarding the operation of the campus.
10. Recommends faculty for study, training, seminars and conferences relevant to their fields of specialization.
11. Endorses research proposals and extension programs of the campus to the RET unit.
12. Submits the campus' annual procurement program.
13. Submits quarterly reports to the VPAA about the academic operations of the campus.
14. Attends and represents the campus in the different undertakings of the university.
15. Requests for the provision of equipment, supplies and materials stipulated in the campus annual procurement program for the campus' operations.
16. Evaluates and approves student requests, either academic or non -academic activities.
17. Endorses the graduating students to the academic council
18. Reviews disciplinary cases of students in the campus.
19. Initiates the hiring of part-time faculty and lecturers and submits to the VPAA and President for approval.
20. Suspends classes of the campus with a legitimate purpose.



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## ***2. Campus Secretary/ Clerk***

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

1. Filling and keeping the students records
2. Assisting the campus director in the environment of students
3. Encoding the college communication and records
4. Monitoring and checking the faculty class
5. Taking minutes during faculty meetings
6. Coordinating, reminding and informing the faculty of the college activities
7. Answering phone and performing other clerical works

## ***3. Planning Coordinator***

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

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

## ***4. Institute Chairperson***

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

1. Assists the Campus Director in the operations of the campus in its respective institute.
2. Formulates and implements institute policies.
3. Evaluates the curricular program of the institute.
4. Supervises all the institute activities, whether academic or non-academic.
5. Identifies and reports the needs and problems arising in the institute operations.
6. Manages the discipline in the institute.



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7. Recommends lecturers and part-time faculty.
8. Evaluates students for enrolment in the institute.
9. Endorses the activities of the institute for approval of the campus director.
10. Attends to the disciplinary cases of students in the institute.

### ***5. Research Coordinator***

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

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

### ***6. Extension Coordinator***

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

1. Develops a long-term and short-term extension services that respond to locally identified needs.
2. Formulates and implements policies and guidelines on the campus' extension services.
3. Submits extension action plan and targets.
4. Facilitates the management of financial resources of the unit.





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5. Represents the campus in extension services of the university.
6. Initiates the conduct of research along with the extension services programs together with the research coordinator
7. Establishes partnerships with other agencies and organizations for relevant and productive extension services.
8. Communicates program accomplishments.
9. Makes and submits the complete proceedings of every extension services conducted by the campus.

#### ***7. Accreditation Coordinator***

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

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

#### ***8. IGP & Production Coordinator***

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

1. Submits proposed IGPs to the Campus Director for implementation;
2. Assists in the proper implementation of IGPs in the institute.
3. Supervises and monitors IGPs;
4. Plan the PROGRAMS for the improvement of the IGP of the Campus;
5. Collate, prepare and file documents for the Campus necessary for the accreditation of the programs;



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6. Find means where you can generate income for the Campus; and
7. Submit reports on IGPs to the Campus Director.

### ***9. GAD & Guidance Coordinator***

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

1. Develops the GAD programs of the campus.
2. Represents the campus in GAD activities of the university.

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

1. Serves as the guidance counselor of the campus.
2. Provides counseling and assistance to students who need advice.

### ***10. Instructional Materials Coordinator***

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

1. Plan the activities to be conducted for 4 semesters including two summers;
2. Conduct/spearhead 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;
3. Collate, prepare and file documents for the Campus Department necessary for the accreditation of the programs; and
4. Submit reports to the Campus Director every end of the semester.

### ***11. Faculty Development Coordinator***

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

1. Formulate and conduct institutional in-service training program at least twice in a semester;



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2. Coordinate with the faculty members to attend scholarly lectures, symposia, conferences and workshops for professionals growth;
3. Encourage the faculty to be an active member at least one professional or scientific organization;
4. Source fund of the faculty development;
5. Conduct training for instruction/curriculum/sports/religious/organizational development;
6. Help in collating, preparing, filing of documents necessary for the accreditation of the teacher education program; and
7. Recommend to the Campus Director the deserving faculty to be given with scholarship/ grants/ trainings/ seminar-workshop.

### ***12. Students Affairs Coordinator***

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

1. Plan the activities to be conducted for 4 semesters including two summers;
2. Assists the Campus Director in the administration of administrative responsibilities pertaining to student services.
3. Facilitates the implementation of student affairs programs like orientation program, drug abuse program, leadership and teambuilding seminar, clean and green program activities.
4. Studies the problems affecting students' services projects and programs.
5. Conducts evaluation of student's services projects and programs
6. Conduct/spearhead seminars for the faculty and students of RSU-Sta. Maria in coordination with the faculty development program coordinators;
7. Conduct meetings relative to the improvement of the student organizations;
8. Collate, prepare and file documents for the Institute necessary for the accreditation of the programs;
9. Conduct research on the academic performance of officers;



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10. Assist campus curriculum, and block adviser and officers in the discharge of their functions;
11. Coordinate with the different area coordinators who need assistance in the Campus; and
12. Submit reports to the Campus Director every end of the semester.

### ***13. Cultural Coordinator***

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

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

### ***14. Sports Coordinator***

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

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

### ***15. Publication Coordinator***

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

1. Plan activities for the Publication;
2. Create Editorial Staff for the Publication;
3. Publish a one/two-page/s of Publication once in a Month; and
4. Submit reports to the Campus Director every end of semester.



### ***16. Reading/ Library Coordinator***

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

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

### ***17. Curriculum/Organization Advisers***

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

1. Monitors student participation and cooperation to any school activities.
2. Performs other related functions and duties as curriculum and organization adviser.

### ***18. Property Custodian***

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

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

### ***19. Budget/Finance Officer***

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

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



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## CHAPTER II. INSTRUCTION

### A. Students

#### **Admission Requirements and Procedure**

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

In addition to the policies and procedures stated in the University Code and Student Handbook, the following are the policies specifically applicable to RSU- Sta. Maria Campus.

#### **Admission Policy of the College**

##### ***a. Admission Requirements for Freshmen***

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

1. The institute determines those who are qualified to pursue Bachelor of Science in Fisheries (BSFi) and Bachelor of Elementary Education (BEEd).
2. The following, among others, are to be considered in determining those who are best qualified for the program:

##### *For the Bachelor of Science in Fisheries*

- a. RSU Campus Admission Test of 80% and above
- b. A general average in Form 138 of 83% and above with no grade lower than 83% in Science, English and Mathematics
- c. Other requirements as determined by the University and the campus.



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*For the Bachelor of Elementary Education*

- a. Must pass the University admission test (RSUAT) with a rating of not lower than 85%
- b. A general average of 85% and above with no grade lower than 85 in English, Science, and Mathematics
- c. Must satisfactorily pass the interview

***b. Admission Requirements for Shifters from Other Programs or Colleges***

Shifters from other programs in RSU will be considered in the campus provided the following conditions and requirements are complied:

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

***c. Student Information Data***

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

**Policies**

**Classroom Policies**

1. A student who has incurred 20 % of the total no. of hours of scheduled attendance for the semester shall be dropped from the class roll. If the majority of absences are excused, she might not be given failure; however, if majority of absences are not excused, the students should be given a grade of failure upon being dropped.



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2. Any student, who for unavoidable cause finds it necessary to be absent from class, must present to his professor either a letter from his/her parent or guardian or a medical certificate upon returning to class.
3. A student maybe accepted in class even if he/she is late for 15 min. but should be marked late and will not be given any missed activity. Successive tardiness will be sanctioned or will be sent to the Office of the Student Affairs.
4. Dropping the course may still be done before the mid-term week with the approval of the registrar.
5. Student must exercise Academic Honesty. Any form of dishonesty and or deceit, especially cheating during exam or any class work, copying others work, forging signatures and the likes, will automatically receive failing mark and or will be reprimanded or suspended.
6. Students must always follow the date of submission. Late requirements will not be accepted.
7. Checked papers or any other requirements that had been returned must be kept. This will be your proof if you want to verify your grades. The class record is open to those who have questions. All questions must be addressed to professor's right.
8. After the class card was received. The class cards will be distributed 10 days after the finals on the date agreed upon. It must be claimed personally.
9. Any form of misconduct will be reported to the Office of the Student Affairs.

### ***Retention Policies***

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





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***For Incoming Sophomores/ Juniors***

A weighted grade point average of 2.25 and must not have any grade of 3.0 in any subject including PE and NSTP for the BEEd Program. For BSFi Program he/she must not have failing grades in all subjects.

The Chairman of the Institute in consultation with the Institute Faculty may keep students' records with some problems and violations in the program.

***Registration Policies***

A student shall be accepted in the institute once he/she has satisfied all the registration documents required by the registrar and/or recommended by the registrar and upon evaluation of the chairperson and approved by the Campus Director.

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

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

***Residency***

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

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



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### *Fees*

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

### *Examinations*

1. All the major examinations (midterm and final) shall be given as scheduled by the college, in the event that, the faculty shall not be around during examination and or he/she cannot give the examination as scheduled, a notice shall be done and permission shall be sought to and from the office of the campus director.
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 campus director 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 institute.
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.



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8. The faculty members should personally correct the examination papers. Corrected papers should be returned to the students for verification of their performance. For accreditation purposes, some papers will be retrieved after the student affixed the signature.

### ***Grades***

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

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

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

#### ***a. Midterm grades***

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

#### ***b. Submission of final grades***

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

#### ***c. Review of Final Grade***

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



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

***d. Request for change of final grades already submitted***

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

***Grading System***

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

Shown below is the sample of computation:

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



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### ***Academic Load***

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

### ***Petition Classes***

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

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

### ***Academic Honors and Graduation Requirements***

#### ***1. Graduation Requirements***

- 1.1** All members of the graduating class for the particular period shall be required to attend the recognition day of the campus, academic and non-academic awards shall be given to the deserving graduates.
- 1.2** Academic and non-academic awards shall be determined by the department heads and shall be deliberated by the faculty members before the announcements and submission to the registrar.
- 1.3** The Application form of intent to graduate must be filled-up at the Registrar's Office on or one semester before the date specified by the said office.



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1.4 Official transcript of all courses taken in other schools must be submitted at least one year before graduation.

2. *Distinction and Awards*

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

Students graduating with honors shall be classified as follows:

2.1 With Distinction – if the student obtains a general average grade of 1.75 or higher for all academic subjects; provided however, he/she has no grades lower than 2.5 in any academic subject. Residence of at least four semester immediately preceding graduation is a requisite.

2.2 Cum Laude (With Honors) – if the student obtains a grade point average of 1.75 or better but no higher than 1.51 for all academic subject; provided, however, that he has no grade lower than 2.0.

2.3 Magna Cum Laude (With Honors) – if the student obtains a grade point average of 1.50 for all academic subjects without a grade lower than 1.75 in any academic subject. Residence of at least six semester’s immediately preceding graduation is a requisite.

2.4 Summa Cum Laude (With Highest Honors) – if the student obtains a grade point average of 1.25 or better for all academic subjects without a grade lower than 1.50 in any academic subject, provided however, that all units required in the curriculum have been earned in the Campus.

| <b>Honors</b>    | <b>Based on General Weighted Average</b> |
|------------------|--|
| Summa Cum Laude  | 1.00 – 1.25                              |
| Magna Cum Laude  | 1.26 – 1.5                               |
| Cum Laude        | 1.51 – 1.75                              |
| With Distinction | 1.75 or higher                           |



### *3. Special Awards*

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

- Academic Excellence Award / Outstanding Students
- Leadership Award
- Athletic Distinction Award
- Best in Demo Teaching
- Best in Pre- Service Teaching
- Best In OJT
- Best in Thesis Paper Presentation
- Best Thesis
- Efficiency Awards
- Service Awards

### ***Student Records***

All official student academic records maintained by the RSU – Sta. Maria Campus office are considered confidential, they are as follows:

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



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***Thesis of Students (for BSFi and BEEd Programs)***

1. BSFi and BEEd graduating students shall conduct thesis writing individually. In the field of fisheries, they will choose any experimental and descriptive research. Students given a right to choose their panel members were their research being presented to defenses.
2. The schedule of defense shall be posted by their thesis adviser at the office of the campus director a week before its defense and manuscript shall be in the panel members one week before the defense.
3. Faculty shall only accept a maximum of three thesis advisees or as approved by the campus director.

***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 certificate 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 Campus Director of the Campus and a certificate of the Registrar every enrolment period.





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B. Barangay Beneficiaries

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

C. Other Scholarship

1. P.D. 577 – Free tuition fee for dependent of military personnel who died or became incapacitated in line of duty.
2. Government
  - a. PGSP
  - b. Congressional
  - c. BFAR
  - d. LGU

***Occupational Internship Program/Practicum Policies and Guidelines (For BEEd program)***

*Policies on the Conduct of PST:*

Students are only been allowed to conduct Pre- Service Teaching under the provisions to wit;

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



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### ***Educational Tours, Field Trips and Other Off – Campus Activities***

The Campus 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 Campus and Graduate Students.

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

### ***Student Organization and Activities***

1. The highest student organization of the campus shall be the Student Supreme Council (SSC). Each of the programs shall have its respective organization that shall take charge of its respective activities.
2. The highest student organization of the campus shall be under the supervision of the campus director and the program organizations shall be under the jurisdiction of the chairperson.
3. Every student organization shall have to be assign an adviser approved by the campus director and shall submit their annual action plan and narrative reports to the office of the campus director or to their adviser.
4. Permission regarding organizations' activities stipulated in their action plan shall be sought from the Campus Director before its conduct.
5. Activities of the organizations shall not be more than 2 days except for the highest student organizations.
6. The participation of students in parades, programs and the like, of the campus and university as needed shall be obliged, in the event that they shall not take part to such, a penalty shall be imposed.



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### ***Signing of Clearance***

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

### ***B. Faculty***

#### ***Faculty Hiring and Selection***

The RSU, through its governing board, shall establish its own internal policies, procedures and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for approval.

The established RSU policies and procedures on recruitment and appointment of faculty shall be in accordance with the following Civil Service policies and procedures:

#### **Policies:**

1. Recruitment shall be limited to those who meet the minimum requirement prescribed for the rank.
2. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the Romblon State University.
3. Vacant positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the RSC for at least (10) calendar days and should be sent to other educational institutions within the region to inform other interested people. Other appropriate modes of publication shall be considered.



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4. The filling of vacant positions in the RSU shall be made after ten (10) calendar days from the publication.
5. The publication of a particular vacant position shall be valid until filled but not beyond six (6) months reckoned from the date the vacant position was published.
6. In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication.
7. Should no appointment be issued within the nine (9)-month period, the agency has to cause the re-publication of the vacant position.
8. If the faculty member is appointed as SUC President, he/she loses his/her faculty rank. However, if it is designation, he/she retains his/her faculty rank.
9. The statuses of appointment for the faculty and academic staff are the following:
  - a. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period. The RSU, through its governing board, shall determine the probationary period for original appointment in each rank, unless the Charter provides otherwise. The probationary period may be from 6 months to 2 years, whichever is approved by the RSC governing board.
  - b. **Temporary** appointment shall be issued to a person who does not meet the education, training or experience requirements of the position to which he/she is being appointed not exceeding one school year. Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and; hence, not entitled to claim back wages and/ salaries and reinstatement to their positions. The employment or services of appointees' temporary status may be terminated without necessarily being replaced.



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- c. A contractual appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointing for crediting services. A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with the contractual appointment.
- d. A part-time appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met. Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part time. Service under the part-time appointment is government service and forms part of the faculty member's service record. On the other hand, part-time teaching covered by a contract of service or a job order does not give rise to employer-employee relationship between the RSU and the person hired, and it is stipulated in the contract that the services rendered cannot be accredited as government service. Furthermore the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees.

***Faculty Loading and Assignments***

- a. The lecturers shall include those who shall 18 units and more teaching load per semester and are not permanently employed in the campus.



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- b. The part-time faculty shall have a teaching load of less than 18 units per semester and are not permanently employed in the campus.
- c. Members of the faculty of the campus shall accept loads in different institutes to comply with the minimum teaching requirements and shall be part of the teaching force of the institute.
- d. The faculty members that shall be assigned to teach professional subjects and licensure examination. Likewise, minor subject teachers shall teach within field of specialization.
- e. Academic freedom is the right of the teacher to teach the subject according to his/her best lights; provided that, it shall not interfere with his duties and responsibilities and shall not cause negative connotations and violent reactions against the campus , university, community and other people.
- f. At the start of the semester the faculty shall submit a syllabus for every subject assigned and fill out a teacher's load form
- g. During the major examination, the faulty shall submit test questions with table of specifications.
- h. At the end of every semester, the faculty members shall submit the class records, grading sheets, samples of student requirements, other reports and documents required by the office.

***Responsibilities of Faculty/ Professor***

**Prior to Opening**

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



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

### ***Start of/During the Term***

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

- follow strictly his class schedule and room assignment as reflected in the subject loads;
- assign a class monitor
- attend his classes promptly and regularly;
- promptly report to the Campus Director any conflict in schedule with other faculty members;
- give orientation to his students on class and other academic policies, use of the library and other school facilities, including introducing oneself, in order to make University life for the students more meaningful, enjoyable and easy to adjust to;
- checks the pre-requisites of the subject(s) enrolled in by the students; advise students to report non-compliance at the Campus Director's office; and
- checks the attendance of students in the class against the official list furnished by the 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 Campus Director.

Any change in the classroom/class schedules needs prior approval by the Campus Director 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:

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

### ***Faculty Attendance***

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

#### ***a. Absences***

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

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





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***b. Tardiness***

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

***c. Make – up classes***

***Faculty Meeting***

A faculty meeting shall be conducted regularly every month and an emergency meeting shall be made if necessary.

***Faculty Performance Evaluation***

In the evaluation of faculty performance in instruction, they shall be observed by their respective chairperson once every semester in subjects they shall be assigned to handle. On the other hand, chairpersons shall be observed by the Campus Director. The Campus Director may at any time choose to observe any faculty of the institute.

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

***Classroom Management***

It is the responsibility of the faculty to ensure that the classroom facilities are put back in order after each class. Student's Assistants or maintenance crew shall maintain the cleanliness of the classrooms to make them suitable for teaching-learning activities.



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### ***Consultation***

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

### ***In – Breeding Policy***

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

## **C. Curriculum**

### ***Curriculum Review and Revision***

Curriculum offerings are studied and revised whenever the need arises. A Standing Committee (College Curriculum Committee) consisting of faculty members has the responsibility of approving curriculum additions and changes. It is the duty of the campus director 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 institute chairperson, the campus director, 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 of the degree) is sent to the office of the President for presentation to The Board of Regents for approval or notification.



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### *Composition of College Curriculum Committee*

The College Curriculum Committee shall be composed of the campus director as chairman, the institute chairperson and core faculty members of the program.

### *Functions of the College Curriculum Committee*

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

### **D. Supervisory Programs of the Campus Director**

The campus director conceptualizes and implements supervisory policies and programs with the department chairpersons.

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

### **E. Conflict Resolution (Grievance)**

#### **I. Definitions**

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

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



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## **II. Policy**

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

## **III. Purpose**

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

## **IV. Principles of Good Practice**

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

1. Providing time to reflect on the information.
2. The respondent's right to know the allegations.
3. The respondent's and complainant's right to respond.
4. The right for any inquiry to be free from bias.
5. Grievance procedures should be explicit and known to all.
6. Personnel with grievances should have access to the stated grievance procedures.
7. Grievances should be made as soon as practicable after the alleged behaviour/ incident occurs.
8. The grievance should be clearly defined.
9. The grievance should be dealt with as soon as possible.



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10. Prompt action must be taken against vexatious or frivolous complaints and relevant disciplinary procedures applied to protect employees from such conduct.

### **A. Confidentiality**

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

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

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

## **V. Responsibilities**

### **Responsibility of all employees**

- a) It is the responsibility of all employees to:
  1. Conduct themselves in public in a manner which will not reflect adversely on the public sector, the department or other employees.



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2. Ensure that they understand the policy and grievance procedures and are familiar with their own responsibilities with respect to them.
3. Provide accessible and equitable services.
4. Treat the public and other employees with respect and courtesy.

Responsibility of all managers/ supervisors

- b) It is the responsibility of all managers/ supervisors to:
  1. Be familiar with relevant government acts, regulations and awards and departmental policies, administrative instructions, guidelines and grievance resolution procedures
  2. Attempt to resolve all grievances in the workplace or learning environment either as they become aware of issues or when approached on an informal or formal level
  3. When approached, treat all grievances seriously, investigate promptly and sensitively, and ensure that confidentiality is maintained at all times
  4. Refer employees, where appropriate, to departmental support personnel
  5. Make grievance resolution procedures available to all employees for whom they are responsible
  6. Advise employees of the name and role of the relevant employees who can provide them with information about the grievance resolution process
  7. Ensure there is no victimization of complainants, respondents, witnesses or anyone involved in the grievance resolution process
  8. Monitor the working, teaching and learning environmental to prevent discrimination or harassment

### **CHAPTER III. RESEARCH AND EXTENSION PROGRAMS**

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



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

## **CHAPTER IV. POLICIES AND GUIDELINES IN THE USE OF FACILITIES AND EQUIPEMENT**

### **Reading Center**

#### *Rules and Regulations*

1. Personal belongings such as back packs, bags (of a reasonable size) may be brought inside the reading center. For convenience, big bags must be placed on the shelves designated for that purpose.
2. Students are expected to maintain silence at all times in the reading center premises.
3. Eating, drinking, sleeping, smoking, writing on the walls and tables and other misbehaviour are strictly prohibited.
4. Vandalism, stealing and unauthorized use of any reading center material or property not intended for public use are major offenses and are therefore subjected to disciplinary measures.
5. All students are required to secure reading center clearance after every end of the semester and needs the initial countersign of the reading center in – charge before the campus director signs the clearance.

### **University Laboratory Facilities**

#### **College Facilities and Maintenance**

Facilities operations and maintenance encompasses all that broad spectrum of service required to assure the build environment will perform the functions for which a facility was designed and constructed.



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The facilities and maintenance are focused in the following areas:

1. Property Inventory

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

2. Facilities and Equipment

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

**Classrooms**

1. Each room in the campus will be provided with a padlock; master keys will be kept by the Campus Director and is always available when needed. Duplicate keys will be kept by the Job – order personnel who are in – charge of opening and closing the rooms.
2. Before class dismissal, the faculty must see to it that the room is garbage free, the blackboard/ whiteboard is clean and the chairs are arranged properly.
3. All classrooms will be padlocked at 5:30 in the afternoon.

**Chairs**

1. All chairs assigned to the campus shall bear/ printed with RSU-Sta. Maria
2. All arm chairs in the campus shall be accounted every month
3. All arm chairs assigned at the campus shall not be brought out from the room without proper permission from the campus director.

**Photocopying and Printing Machines**

1. 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.





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2. 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.
3. Ensure adequate space around the machine for operation and access for maintenance.
4. Install equipment in accordance with the manufacturer's specifications.

### **Office Supplies Management Policy**

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

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

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



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## APPENDICES



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**A. Institute of Fisheries Prospectus**

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 Sta. Maria Campus  
**School of Fisheries Technology**  
**Sta. Maria, Romblon**

Authority to offer is based on Government Permit (GP –  
 Batas Pambansa (BP) 553, 1983

**FIRST YEAR**

**FIRST SEMESTER**

| COURSE #    | DESCRIPTION                          | UNITS | HRS. / WK. |      | Pre/Co -<br>Req. | RATING | VERIFIED BY: |
|-------------|--------------------------------------|-------|------------|------|------------------|--------|--------------|
|             |                                      |       | Lec.       | Lab. |                  |        |              |
|             |                                      | 5     |            |      |                  |        |              |
| Zoology     | Fundamentals of Zoology              |       |            |      |                  |        |              |
| Chemistry I | Inorganic Chemistry                  | 5     |            |      |                  |        |              |
| Math I      | College Algebra                      | 3     |            |      |                  |        |              |
| Eng. I      | Study and Thinking Skills in English | 3     |            |      |                  |        |              |
| Fil. I      | Sining ng Pakikipagtalastasan        | 3     |            |      |                  |        |              |
| ROTC/CWTS   | ROTC/Civic, Welfare Training Service | 3     |            |      |                  |        |              |
| P.E. 1      | Fundamentals of Gymnastics           | 2     |            |      |                  |        |              |

**FIRST YEAR**

**SECOND SEMESTER**

| COURSE #     | DESCRIPTION                                  | UNITS | HRS. / WK. |      | Pre/Co -<br>Req. | RATING | VERIFIED BY: |
|--------------|--|-------|------------|------|------------------|--------|--------------|
|              |  |       | Lec.       | Lab. |                  |        |              |
|              |  |       |            |      |                  |        |              |
|              | Botany                                       | 5     |            |      |                  |        |              |
| Eng. II      | Writing in the Discipline                    | 3     |            |      |                  |        |              |
| Fil. II      | Pagbasa at Pagsulat sa Iba't ibang Disiplina | 3     |            |      |                  |        |              |
| Chemistry II | Organic Chemistry                            | 5     |            |      |                  |        |              |
| Math II      | Plane Trigonometry                           | 3     |            |      |                  |        |              |
| Hum. I       | Introduction to Humanities                   | 3     |            |      |                  |        |              |



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|           |                                      |   |  |  |  |  |
|-----------|--------------------------------------|---|--|--|--|--|
| ROTC/CWTS | ROTC/Civic, Welfare Training Service | 3 |  |  |  |  |
| P.E. II   | Rhythm and Dance                     | 2 |  |  |  |  |

**SECOND YEAR**

**FIRST SEMESTER**

| COURSE #        | DESCRIPTION        | UNITS | HRS. / WK. |      | Pre/Co - Req. | RATING | VERIFIED BY: |
|-----------------|--------------------|-------|------------|------|---------------|--------|--------------|
|                 |                    |       | Lec.       | Lab. |               |        |              |
| Physics I       | Mechanics and Heat | 3     |            |      |               |        |              |
|                 | Statistics I       | 3     |            |      |               |        |              |
|                 | Ichthyology        | 5     |            |      |               |        |              |
| Soc.Sci. I      | Philippine History | 3     |            |      |               |        |              |
| Mathematics III | Calculus           | 3     |            |      |               |        |              |
|                 | Aquatic Ecology    | 5     |            |      |               |        |              |
| P.E. III        | Sports and Games   | 2     |            |      |               |        |              |

| <b>SECOND YEAR</b> |                                 | <b>SECOND SEMESTER</b> |            |      |               |        |              |
|--------------------|---------------------------------|------------------------|------------|------|---------------|--------|--------------|
| COURSE #           | DESCRIPTION                     | UNITS                  | HRS. / WK. |      | Pre/Co - Req. | RATING | VERIFIED BY: |
|                    |                                 |                        | Lec.       | Lab. |               |        |              |
| Physics II         | Electricity and Magnetism       | 3                      |            |      |               |        |              |
| Soc.Sci. II        | Phil. Government & Constitution | 3                      |            |      |               |        |              |
| Chemistry III      | Analytical Chemistry            | 5                      |            |      |               |        |              |
|                    | Capture Fisheries               | 5                      |            |      |               |        |              |
|                    | Oceanography                    | 3                      |            |      |               |        |              |
|                    | Computer use in Fisheries       | 3                      |            |      |               |        |              |
| P.E. IV            | Swimming                        | 2                      |            |      |               |        |              |

| <b>THIRD YEAR</b> |                       | <b>FIRST SEMESTER</b> |            |      |               |        |              |
|-------------------|-----------------------|-----------------------|------------|------|---------------|--------|--------------|
| COURSE #          | DESCRIPTION           | UNITS                 | HRS. / WK. |      | Pre/Co - Req. | RATING | VERIFIED BY: |
|                   |                       |                       | Lec.       | Lab. |               |        |              |
| Soc.sci. III      | General Psychology    | 3                     |            |      |               |        |              |
|                   | Microbiology          | 3                     |            |      |               |        |              |
|                   | Aquaculture           | 5                     |            |      |               |        |              |
|                   | Meteorology           | 3                     |            |      |               |        |              |
| Hum. II           | Philosophy and Ethics | 3                     |            |      |               |        |              |



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|  |                   |   |  |  |  |
|--|-------------------|---|--|--|--|
|  | Aquatic Resources | 3 |  |  |  |
|--|-------------------|---|--|--|--|

| THIRD YEAR  |  | SECOND SEMESTER |            |      |                  |        |              |
|-------------|--|-----------------|------------|------|------------------|--------|--------------|
| COURSE #    | DESCRIPTION                            | UNITS           | HRS. / WK. |      | Pre/Co -<br>Req. | RATING | VERIFIED BY: |
|             |  |                 | Lec.       | Lab. |                  |        |              |
| Soc.Sci. IV | Sociology with Values & Drug Addiction | 3               |            |      |                  |        |              |
|             | Philippine Fishing Grounds             | 3               |            |      |                  |        |              |
|             | Post-Harvest Fisheries                 | 5               |            |      |                  |        |              |
|             | Life and Works of Rizal                | 3               |            |      |                  |        |              |
|             | Fisheries Management                   | 5               |            |      |                  |        |              |
|             | Fisheries Laws                         | 3               |            |      |                  |        |              |

| THIRD YEAR |                                 | SUMMER |            |      |                  |        |              |
|------------|---------------------------------|--------|------------|------|------------------|--------|--------------|
| COURSE #   | DESCRIPTION                     | UNITS  | HRS. / WK. |      | Pre/Co -<br>Req. | RATING | VERIFIED BY: |
|            |                                 |        | Lec.       | Lab. |                  |        |              |
|            | Special Problem/On-Job-Training | 6      |            |      |                  |        |              |

| FOURTH YEAR  |                                    | FIRST SEMESTER |            |      |                  |        |              |
|--------------|------------------------------------|----------------|------------|------|------------------|--------|--------------|
| COURSE #     | DESCRIPTION                        | UNITS          | HRS. / WK. |      | Pre/Co -<br>Req. | RATING | VERIFIED BY: |
|              |                                    |                | Lec.       | Lab. |                  |        |              |
|              | Project Development and Management | 3              |            |      |                  |        |              |
| Elective 1   | Navigation and Seamanship          | 3              |            |      |                  |        |              |
| Elective 2   | Brackish Aquaculture               | 3              |            |      |                  |        |              |
| Elective 3   | Fish Genetics and Breeding         | 3              |            |      |                  |        |              |
|              | Fisheries Extension                | 3              |            |      |                  |        |              |
| Research 101 | Research Design and Methodologies  | 3              |            |      |                  |        |              |
|              | Fish Health Management             | 4              |            |      |                  |        |              |



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**FOURTH  
 YEAR**

**SECOND SEMESTER**

| COURSE #       | DESCRIPTION                | UNITS | HRS. / WK. |      | Pre/Co -<br>Req. | RATING | VERIFIED<br>BY: |
|----------------|----------------------------|-------|------------|------|------------------|--------|-----------------|
|                |                            |       | Lec.       | Lab. |                  |        |                 |
| Humanities III | The Philippine Literature  | 3     |            |      |                  |        |                 |
|                | Fisheries Entrepreneurship | 3     |            |      |                  |        |                 |
| Elective 4     | Mariculture                | 3     |            |      |                  |        |                 |
| Elective 5     | Aquaculture Engineering    | 3     |            |      |                  |        |                 |
|                | Seminar in Fisheries       | 1     |            |      |                  |        |                 |
| Research 102   | Thesis Writing             | 3     |            |      |                  |        |                 |

Evaluated by: \_\_\_\_\_  
 Checked by: \_\_\_\_\_  
 Verified by: \_\_\_\_\_  
 Received by: \_\_\_\_\_



**B. Bachelor of Elementary Education Prospectus**

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

| <b>FIRST YEAR</b> |                                      | <b>FIRST SEMESTER</b> |          |          |                |                 |                 |
|-------------------|--------------------------------------|-----------------------|----------|----------|----------------|-----------------|-----------------|
| COURSE No.        | DESCRIPTION                          | UNI<br>TS             | HRS. /   |          | Pre/Co<br>Req. | -<br>RATI<br>NG | VERIFIED<br>BY: |
|                   |                                      |                       | Le<br>c. | La<br>b. |                |                 |                 |
| Engl. 101         | Communication Arts I                 | 3                     |          |          |                |                 |                 |
| Fil. 101          | Komunikasyon sa Akademikong Filipino | 3                     |          |          |                |                 |                 |
| Nat. Sci. 101     | Biological Science                   | 3                     |          |          |                |                 |                 |
| Soc. Sci. 101     | General Psychology                   | 3                     |          |          |                |                 |                 |
| Math 101          | College Algebra                      | 3                     |          |          |                |                 |                 |
| CS 101            | Computer Fundamentals                | 3                     |          |          |                |                 |                 |
| V.E               | Values Education                     | 3                     |          |          |                |                 |                 |
| P.E. 101          | Self- Testing Activities             | 2                     |          |          |                |                 |                 |
| ROTC/CWTS         | ROTC/Civic Welfare Training Service  | (3)                   |          |          |                |                 |                 |

| <b>FIRST YEAR</b> |                       | <b>SECOND SEMESTER</b> |          |          |                |                 |                 |
|-------------------|-----------------------|------------------------|----------|----------|----------------|-----------------|-----------------|
| COURSE No.        | DESCRIPTION           | UNI<br>TS              | HRS. /   |          | Pre/Co<br>Req. | -<br>RATI<br>NG | VERIFIED<br>BY: |
|                   |                       |                        | Le<br>c. | La<br>b. |                |                 |                 |
| Engl. 102         | Communication Arts II | 3                      |          |          |                |                 |                 |
| Fil. 102          | Panitikang Filipino   | 3                      |          |          |                |                 |                 |
| Math 102          | Plane Trigonometry    | 3                      |          |          |                |                 |                 |



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|               |                                     |   |  |  |  |  |
|---------------|-------------------------------------|---|--|--|--|--|
| Nat.Sci. 102  | Earth and Environmental Science     | 3 |  |  |  |  |
| Soc. Sci. 102 | Phil. Government and Constitution   | 3 |  |  |  |  |
| CS 102        | Computer Application                | 3 |  |  |  |  |
| Hum. 101      | Arts, Man and Society               | 3 |  |  |  |  |
| Prof. Ed. 101 | Social Dimensions in Education      | 3 |  |  |  |  |
| P.E. 102      | Rhythm and Dance                    | 2 |  |  |  |  |
| ROTC/CWTS     | ROTC/Civic Welfare Training Service | 3 |  |  |  |  |

**SECOND YEAR**

**FIRST SEMESTER**

| COURSE No.    | DESCRIPTION                                  | UNI<br>TS | HRS. /<br>WK. |          | Pre/Co<br>Req. | RATI<br>NG | VERIFIED<br>BY: |
|---------------|--|-----------|---------------|----------|----------------|------------|-----------------|
|               |  |           | Le<br>c.      | La<br>b. |                |            |                 |
| Engl. 103     | Speech and Oral Communication                | 3         |               |          |                |            |                 |
| Fil. 103      | Masining na Pagpapahayag                     | 3         |               |          |                |            |                 |
| Nat. Sci. 103 | Inorganic Chemistry                          | 4         |               |          |                |            |                 |
| Eng. 104      | Advance Grammar & Voc. Bldg                  | 3         |               |          |                |            |                 |
| Prof. Ed. 102 | Child & Adolescent Development               | 3         |               |          |                |            |                 |
| Prof. Ed. 103 | Principles of Teaching I                     | 3         |               |          |                |            |                 |
| Prof. Ed. 104 | Educational Technology I                     | 3         |               |          |                |            |                 |
| FS 1          | Learners Development & Environment           | 1         |               |          |                |            |                 |
| FS 2          | Experiencing the Teaching & Learning Process | 1         |               |          |                |            |                 |
| P.E. 103      | Sports and Games                             | 2         |               |          |                |            |                 |

| <b>SECOND YEAR</b> |             | <b>SECOND SEMESTER</b> |            |             |         |              |  |
|--------------------|-------------|------------------------|------------|-------------|---------|--------------|--|
| COURSE No.         | DESCRIPTION | UNI TS                 | HRS. / WK. | Pre/Co Req. | RATI NG | VERIFIED BY: |  |





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*School of Fisheries Technology*  
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|               |  |   | Le<br>c. | La<br>b. |  |  |  |
|---------------|--|---|----------|----------|--|--|--|
| Eng. 105      | Technical & Scientific Writing         | 3 |          |          |  |  |  |
| Math 103      | Advance Algebra                        | 3 |          |          |  |  |  |
| Math 104      | Basic Statistics                       | 3 |          |          |  |  |  |
| Nat. Sci. 104 | Organic Chemistry                      | 4 |          |          |  |  |  |
| Prof. Ed. 105 | Principles of Teaching II              | 3 |          |          |  |  |  |
| Prof. Ed. 106 | Developmental Reading I                | 3 |          |          |  |  |  |
| Prof. Ed. 107 | Educational Technology II              | 3 |          |          |  |  |  |
| FS 3          | Technology in the Learning Environment | 1 |          |          |  |  |  |
| P.E. 104      | Recreational Activities                | 2 |          |          |  |  |  |

| THIRD YEAR | COURSE No.    | DESCRIPTION                              | FIRST SEMESTER |            |      |               | RATING | VERIFIED BY: |
|------------|---------------|--|----------------|------------|------|---------------|--------|--------------|
|            |               |  | UNITS          | HRS. / WK. |      | Pre/Co - Req. |        |              |
|            |               |  |                | Lec.       | Lab. |               |        |              |
|            | Eng. 106      | Argumentation and Debate                 |                |            |      |               | 3      |              |
|            | Math 105      | Plane Geometry                           |                |            |      |               | 3      |              |
|            | Research 101  | Intro. to Research                       |                |            |      |               | 3      |              |
|            | Prof. Ed. 108 | Facilitating Learning                    |                |            |      |               |        |              |
|            | Prof. Ed. 109 | Curriculum Development                   |                |            |      |               | 3      |              |
|            | Prof. Ed. 110 | Assessment of Student Learning I         |                |            |      |               | 3      |              |
|            | Soc. Sci. 103 | Economics with Taxation and Land Reform  |                |            |      |               | 3      |              |
|            | Soc. Sci. 104 | Society and Culture with Family Planning |                |            |      |               | 3      |              |
|            | ST 1          | Guidance Counselling                     |                |            |      |               | 1      |              |
|            | FS 4          | Understanding Curriculum Development     |                |            |      |               |        |              |



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| THIRD YEAR    |                                       | SECOND SEMESTER |            |     |               |        |              |
|---------------|---------------------------------------|-----------------|------------|-----|---------------|--------|--------------|
| COURSE No.    | DESCRIPTION                           | UNITS           | HRS. / WK. |     | Pre/Co - Req. | RATING | VERIFIED BY: |
|               |                                       |                 | Lec        | Lab |               |        |              |
| Eng. 107      | Essay Writing                         | 3               |            |     |               |        |              |
| Nat. Sci. 105 | Botany                                | 4               |            |     |               |        |              |
| Hum. 102      | Introduction to Music                 | 3               |            |     |               |        |              |
| Fil. 104      | Introduksyon sa Pag-aaral ng Wika     | 3               |            |     |               |        |              |
| HELE          | Home Economics & Livelihood Education | 3               |            |     |               |        |              |
| Research 102  | Thesis Writing                        | 3               |            |     |               |        |              |
| Prof. Ed. 111 | Assessment of Student Learning 2      | 3               |            |     |               |        |              |
| Prof. Ed. 112 | The Teaching Profession               | 3               |            |     |               |        |              |
| FS 5          | Learning Assessment Strategies        | 1               |            |     |               |        |              |
| ST 2          | Teaching Multi-Grade Class            | 1               |            |     |               |        |              |

| THIRD YEAR    |                                     | SUMMER |            |      |               |        |              |
|---------------|-------------------------------------|--------|------------|------|---------------|--------|--------------|
| COURSE No.    | DESCRIPTION                         | UNITS  | HRS. / WK. |      | Pre/Co - Req. | RATING | VERIFIED BY: |
|               |                                     |        | Lec.       | Lab. |               |        |              |
| Soc. Sci. 103 | Rizal and Other Heroes and Heroines | 3      |            |      |               |        |              |
| Soc. Sci. 104 | Philippine History                  | 3      |            |      |               |        |              |
| Lit. 101      | Philippine Literature               | 3      |            |      |               |        |              |

| FOURTH YEAR |                  | FIRST SEMESTER |            |      |               |        |              |
|-------------|------------------|----------------|------------|------|---------------|--------|--------------|
| COURSE No.  | DESCRIPTION      | UNITS          | HRS. / WK. |      | Pre/Co - Req. | RATING | VERIFIED BY: |
|             |                  |                | Lec.       | Lab. |               |        |              |
| Lit 102     | World Literature | 3              |            |      |               |        |              |



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*School of Fisheries Technology*  
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|               |                                  |   |  |  |  |  |  |
|---------------|----------------------------------|---|--|--|--|--|--|
| Eng. 108      | Children's Literature            | 3 |  |  |  |  |  |
| Math 106      | Solid Geometry                   | 3 |  |  |  |  |  |
| Fil. 105      | Panimulang Linggwistika          | 3 |  |  |  |  |  |
| Nat. Sci. 106 | Zoology                          | 4 |  |  |  |  |  |
| Prof. Ed. 113 | Developmental Reading 2          | 3 |  |  |  |  |  |
| Soc. Sci. 105 | Intro. To Logic                  | 3 |  |  |  |  |  |
| Soc. Sci. 106 | General Professional Ethics      | 3 |  |  |  |  |  |
| ST 3          | Teacher's Teaching Effectiveness | 1 |  |  |  |  |  |
|               |                                  |   |  |  |  |  |  |

| FOURTH YEAR   |                       | SECOND SEMESTER |            |      |               |        |              |
|---------------|-----------------------|-----------------|------------|------|---------------|--------|--------------|
| COURSE No.    | DESCRIPTION           | UNITS           | HRS. / WK. |      | Pre/Co - Req. | RATING | VERIFIED BY: |
|               |                       |                 | Lec.       | Lab. |               |        |              |
| Prof. Ed. 114 | Pre-Service Teaching  | 6               |            |      |               |        |              |
| FS 6          | On Becoming a Teacher | 1               |            |      |               |        |              |

Evaluated \_\_\_\_\_ by:  
 Checked \_\_\_\_\_  
 by: \_\_\_\_\_  
 Verified \_\_\_\_\_  
 by: \_\_\_\_\_  
 Received \_\_\_\_\_  
 by: \_\_\_\_\_



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**RSU Vicinity Map and Location Site of RSU-STA. MARIA CAMPUS**

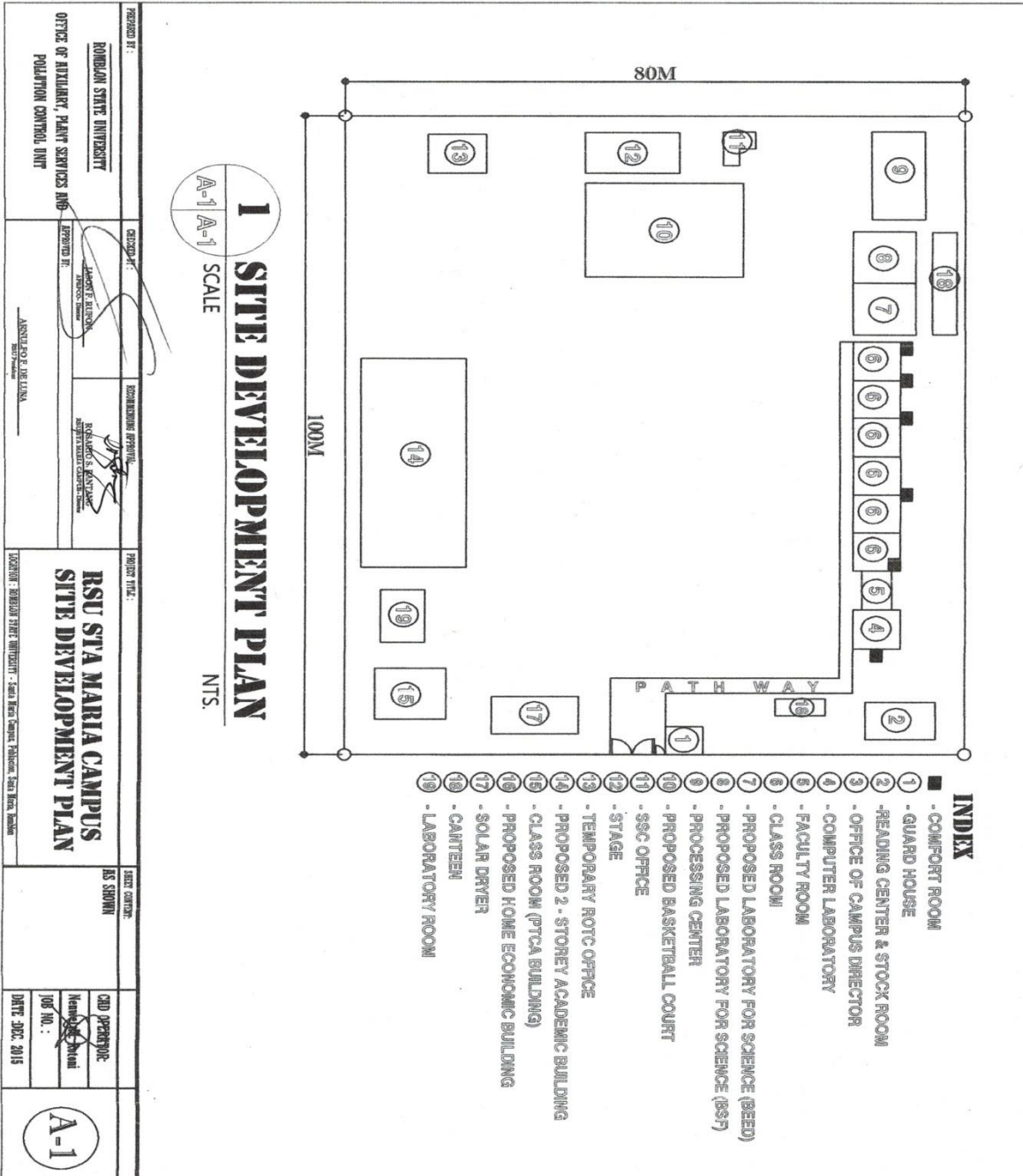
|                               |   |  |  |                       |  |            |
|-------------------------------|---|--|--|-----------------------|--|------------|
| CHECKED BY:<br>CIVIL ENGINEER | PKC NO.:<br>PTR NO.:<br>TM NO.:<br>DATE:  | CHECKED:<br>CAD: BROWN & WOODZUM<br>OF 06/18/2021/17:00 PM<br>Date:<br>Date: | PROJECT TITLE:<br>LOCATION: RSU- STA. MARIA CAMPUS STA. MARIA, ROMBLON | APPROVED BY:<br>OWNER | SHEET CONTENT:<br>VICINITY MAP<br>MUNICIPAL MAP<br>TABLAS ISLAND MAP | SHEET NO.: |
|                               | <small>           Approved and checked by the Civil Engineer in Charge of the Office of the Civil Engineer, Romblon State University, Sta. Maria Campus, Romblon. This map is for information only and shall not be used for any purpose without the approval of the Office of the Civil Engineer, Romblon State University, Sta. Maria Campus, Romblon.         </small> |  |  |                       |  |            |

|   |  |  |
|---|--|--|
| <p><b>VICINITY MAP</b><br/>NOT TO SCALE</p> | <p><b>MUNICIPAL MAP</b><br/>NOT TO SCALE</p> | <p><b>TABLAS ISLAND MAP</b><br/>NOT TO SCALE</p> |
|---|--|--|



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...the University is located at 200 meters along the highway...



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**Student Information Data Form**

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**Student Information Data**

**Student Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Preferred Course Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

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

**Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_  
 Month Day Year

**Permanent Home Address:** \_\_\_\_\_

**Cell phone no.;** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**High School were you completed:** \_\_\_\_\_  
 (Name of School)

**Honor/s or Award/s received:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

**Cell phone no.** \_\_\_\_\_ **Home Address:** \_\_\_\_\_

**Person to be contacted in case of emergency:**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

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

\_\_\_\_\_  
 Signature over printed name of Applicant



## Classroom Observation Guide Sheet

### Classroom Observation Guide

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

5 – OUTSATNDING 4 – VERY SATISFACTORY 3 – SATISFACTORY 2 – UNSATISFACTORY 1 – POOR

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

3 – 4 The teacher attempt to perform or execute the task with confidence. He/ She is able to elicit the desire response or behaviour from half of the class

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

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





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|  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Uses updated syllabus   | 5 | 4 | 3 | 2 | 1 |
| 2. Uses syllabus with comprehensive and appropriate contents.                      | 5 | 4 | 3 | 2 | 1 |
| 3. Uses syllabus which includes a list of suggested recent reading and references. | 5 | 4 | 3 | 2 | 1 |
| 4. Uses syllabus which allows flexibility to accommodate revisions and adjustment. | 5 | 4 | 3 | 2 | 1 |