

ACADEMIC AFFAIRS MANUAL

Occidental Mindoro State College

PART I. GOVERNANCE

The Higher Education Institution, exploring the future from the perspective of change, frees itself from the yoke of outmoded tradition to come up with innovative and responsive measures that would direct the institution to the effective accomplishment of its educational objectives.

This third edition of the OMSC Academic Affairs Manual provides all information regarding academic programs and activities. The faculty members are made aware of their obligations, responsibilities, the rules and regulations and policies governing their functions, which should be the bases for collective behavior, actions, plans, and goals.

It is hoped that this Academic Affairs Manual will serve as reference for whatever information the faculty members and students need.

1.1. Mission

OCCIDENTAL MINDORO STATE COLLEGE, the only State College in Occidental Mindoro is envisioned to be an agent of change for the development of the TOTAL PERSON, responsive to the challenges of globalization.

1.2. Goals

- | | |
|---------------------------|---------------------------------|
| 1. Quality and Excellence | 3. Relevance and Responsiveness |
| 2. Access and Equity | 4. Efficiency and Effectiveness |

1.3. Objectives

- 1.3.1. To provide relevant curricular, co- and extra-curricular programs that will promote quality and excellence;
- 1.3.2. To generate and transfer new knowledge and appropriate technologies to alleviate the quality of life in the community through research and extension endeavors;
- 1.3.3. To intensify the resource-generation programs of the College and strengthen linkages and networking;
- 1.3.4. To promote an educational community imbued with core values of involvement, efficiency, effectiveness, resourcefulness, spirituality and integrity that manifest practice of dedicated public service;
- 1.3.5. To institutionalize efficient and effective fiscal management and foster transparency and accountability;

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- 1.3.6. To ensure good and participative governance;
- 1.3.7. To establish programs that will promote, respect and preserve the rich cultural heritage of the Indigenous People (IPs); and
- 1.3.8. To protect the rights of the marginalized sectors and persons with exceptional needs.

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PART II. ACADEMIC AFFAIRS' GUIDELINES AND POLICIES

2.1. *Scheduling and Conduct of Classes*

2.1.1. Course Scheduling

The Office of the Registrar is tasked to provide policy and oversee course scheduling. The College/Department is furnished a tentative schedule of courses two months before the term ends, which will be used to decide faculty assignment. The Program Head, through the College Dean, coordinates with the Office of the Registrar on matters concerning the final scheduling of courses as well as room assignment. Faculty schedules are prepared by the Program Head after due consultations with the faculty members. The assignment of loads should be based on the existing policies of the institution governing faculty loads. A tentative schedule is given to the faculty members at least two (2) weeks before the opening of the semester to give them enough time to prepare. Loads are considered final once approved by the College Dean and the Vice President for Academic Affairs. The College Dean, Registrar and Vice President for Academic Affairs of the College sign the official Report on Load of the faculty before it is forwarded to the CAO.

2.1.2. Change of Class Schedule

The regular schedule of classes, as approved by the College Dean, Registrar and Vice President for Academic Affairs should be observed strictly. Faculty members should conduct their classes for instruction or consultation purposes on the scheduled time and venue. In case of a plan to change the class schedule, faculty members should first inform, consult, and get the approval of their Program Head and the College Dean. Internal arrangements between faculty members and students are not allowed. Any deviation from the approved schedule should be communicated to the Office of the Registrar.

2.1.3 Class Size

A minimum number of students are required to open a class:

- Undergraduate-thirty five (35) students
- Specialization/Majorship-fifteen (15) students
- Master-ten (10) students
- Doctoral-eight (8) students

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Should the class size fall below the minimum number, the Program Head should be informed immediately to decide whether to dissolve the class or to maintain it as a special class approved by the College Dean, Registrar and Vice President for Academic Affairs. Should the class be dissolved, faculty members should advise the students to transfer to other classes.

2.1.4 First Day of Classes

- During the first day of classes, faculty members should sign the registration forms of their students and collect their class cards. The class cards serve as evidence that the students are officially enrolled in the class.
- A student is considered officially enrolled only after the following steps are satisfied:
- College Registrar has duly certified the enrollment on the registration cards;
- College Cashier has stamped on the required forms an acknowledgement of payment of fees; and,
- Professors/instructors have placed their initials or signatures on the registration cards.
- The class list, issued by the Office of the Registrar, provides the name of students, regular or irregular, officially enrolled in a course. Faculty members should get their class list from their Department Head on the first day of classes.
- Faculty members should orient the students and explain to them the bases in evaluating students' performance. It is advised that the students be provided with a copy of the course syllabus.

2.1.5 Class Meeting and Dismissal of Classes

Punctuality should be observed at all times in the conduct of classes. If the class starts at 7:00 A.M., the faculty should be in the classroom at exactly 7:00 A.M. Classes should be dismissed at least five (5) minutes before

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the end of each period to allow students to move and transfer to their next class.

2.1.6. Make-Up Classes

Faculty members who miss their classes due to official functions should conduct make-up activities/classes. Make-up activities/classes should be for both extra and regular teaching assignments. Request forms for make-up classes are available at the College Dean's Office.

2.1.7. Substitution

In case of absence by a faculty, the Program Head assigns another faculty to substitute. Priority must be given to a faculty who is competent to teach the course, is yet to complete the maximum number of extra teaching load and whose schedule does not conflict with that of the substitute class. Payment for the substitute faculty should be in accordance with his/her hourly rate.

2.1.8. Cancellation of Classes (OMSC-DRRMP Article VI, Sec. 1)

Section 1. Cancellation of Classes and Work – The guidelines on the cancellation of classes and work as per Executive Order No. 66, series 2012 are hereby adopted as follows:

- a) **Automatic Cancellation or Suspension of Classes and Work in Government Offices** – The following guidelines shall be followed for the automatic cancellation or suspension of classes in all public and private elementary, secondary and tertiary schools, as well as work in all government offices:
 - 1) When **Signal No. 1** is raised by PAGASA, classes at the pre-school level, in the affected area, shall be automatically cancelled or suspended;
 - 2) When **Signal No. 2** is raised by PAGASA, classes at the pre-school, elementary and secondary levels, in the affected area, shall be automatically cancelled or suspended;
 - 3) When **Signal No. 3 or higher** is raised by PAGASA, classes at pre-school, elementary, secondary, and tertiary levels, in the affected area, including graduate school, as well as work in all government offices, shall be automatically cancelled or suspended;

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- 4) The PAGASA shall issue weather forecasts through various media outlets (radio and television), and the NDRRMC, not later than 10:00 PM of the previous day and 4:30 AM of the day of the intended cancellation of classes and work. In cases where there are classes and work in the morning and suspension of classes and work is only effective in the afternoon, PAGASA should issue the forecast not later than 11:00 AM of the said day.
- b) **Localized Cancellation or Suspension of Classes and Work in Government Offices** – In the absence of typhoon signal warnings from PAGASA, localized cancellation or suspension of classes and work in government offices may be implemented by local chief executives, as chairmen of the *Local Disaster Risk Reduction and Management Council (LDRRMC)* concerned, in coordination with PAGASA and the NDRRMC, specifically in flood-prone or high risk areas.
- 1) Announcements will be made not later than 4:30 AM of the day of the intended cancellation of classes and work, or not later than 11:00 AM for suspension of work and classes in the afternoon session, through diverse mass media, particularly radio and television, landline communications and other technologies for communication within the community or locality.
- c) **Cancellation or Suspension of Classes and Work in the Government During Other Calamities** – Classes in all levels in both public and private schools as well as work in the government offices may be cancelled or suspended in areas affected by disasters or calamities other than typhoons, such as but not limited to floods, earthquakes, tsunami and conflagration, upon the declaration by the President of a State of Calamity based on the recommendation of the NDRRMC.
- 1) The concerned Local Disaster Risk Reduction and Management Office (LDRRMO) headed by the local chief executive shall be responsible for announcing the suspension of classes and work in the government offices in the affected areas in coordination with the NDRRMC, through all forms of mass media available under the circumstances.

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Section 2. Monitoring of Weather and Local Situation –

The Warning Team shall be responsible in monitoring the status of the weather as well as the situations in all campuses through all possible media available and recommend to the Incident Commander the suspension or cancellation of classes and work, if the situation calls for. It shall be imperative for all guards on duty across the campuses to closely monitor the situation in all campuses and inform the Warning Team which shall report to the Incident Commander.

Section 3. Suspension/Cancellation of Classes as Announced by the College President –

In cases where there is no storm signal or the local chief executive has no announcement on the suspension or cancellation of classes, the College President/Incident Commander, upon the recommendation of the Warning Team, shall have the prerogative to declare suspension or cancellation of classes and work on a specified time if the situation calls for.

Section 4. Channel of Communication –

Through the recommendation of the Warning Team to the Incident Commander and upon declaration of the College President, the Communication Team shall immediately relay the information to the different sectors of the academic community with the following in-charge as follows:

- a) Vice President for Academic Affairs for faculty
- b) Chief Administrative Officer for employees
- c) Director of Student Affairs and Services for students

Section 5. Announcement on the Radio –

The Communication Team shall immediately announce on the radio/s the suspension or cancellation of classes and work not later than 4:30 AM of the day of the intended cancellation of classes and work, or not later than 11:00 AM for suspension of work and classes in the afternoon session. The use of other technologies for communication within the community or locality shall also be exhausted for widest dissemination.

Section 6. OMSC Emergency Hotline Number –

On top of the landline number (043) 491-1460 stationed at the President's Office, the College shall maintain an emergency hotline number for cell phone users which shall be open and accessible to the public to be stationed at the office of the NSTP. For purposes of widest dissemination, these numbers shall be posted in all strategic places in all campuses.

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Section 7. Other Emergency Hotline Numbers – Other emergency hotline numbers shall be kept posted in all conspicuous places in all campuses as follows:

- | | |
|--|----------|
| a) Philippine National Red Cross | 491-4383 |
| b) Philippine National Police | 491-4144 |
| c) Bureau of Fire Protection | 160 |
| d) Occidental Mindoro Electric Cooperative | 491-1021 |

Section 8. Mobilization of Action Teams – Upon declaration of Signal No. 1 and through the recommendation of the Warning Team, the Incident Commander shall promptly notify all Action Teams to be on stand-by mode and cause the necessary preparations for possible disaster preparedness. Upon Signal No. 3, the Action Teams shall be on red alert status and shall be promptly mobilized for possible disaster response.

(OMSC-DRRMP Article VI, Sec. 1)

2.2. Student Load

- 2.2.1. An undergraduate student enrolled in a regular semester is limited to take the specified number of academic units in the curriculum he/she is enrolled in.
- 2.2.2. The student's checklist includes the regular number of units that a student has to carry within a semester.
- 2.2.3. A student is allowed to carry not more than 28 units in a regular semester.

2.3. Attendance

- 2.3.1. A student is allowed a maximum of absences, which is equivalent to 10% only of the entire number of hours for the particular subject within a semester.
- 2.3.2. Absences incurred outside of the allowed number of hours will automatically mean a failure grade for the student in the concerned subject.

2.4. Residence

2.4.1 Full-Time Students

- A student is required to finish his/her course within the specified years as provided for in the curriculum of his/her chosen course.

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- If for any reason a student fails to maintain his/her regular status and should extend his/her stay in the College, an additional of one (1) year extension only is allowed for him/her to finish his/her course. Beyond this, the student will be dismissed from the College on account of his/her residency.
- Requests for extension beyond the given grace period will have to be addressed to the Office of the College Registrar and endorsed by the College Dean.
- Cases that merit consideration are usually due to health reasons. A corresponding certification from the College Health Services should be obtained and presented to the Office of the College Registrar.

2.4.2. Working Students

- A working student is required to finish his/her course within the specified years as provided for in his/her curriculum plus an additional one year or two semesters.
- For reasons beyond his/her control (i.e. illness, financial difficulties, etc.), he/she may be allowed a grace period of two years or four semesters.

Others

- Students who have earned a degree shall not be allowed to take another course except for ladderized programs or to pursue a higher level education except for those graduates of a degree program (other than those in the Education Program) who wish to earn units in Professional subjects, i.e. education units, will be allowed for enrolment.

2.5. Cross Registration

2.5.1. The College allows the cross –registration of students based on the following:

- A graduating student in the College may be authorized to cross-register in another institution of learning for subjects which are not offered in the College but are included in his/her curriculum, or, in the case of a graduate student, when there is no other subject the student can take.

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- No student shall be registered in any college or school in the College without permission of the College Dean/Director of the Campus in which the student is primarily enrolled.
- The College shall give no credit for any subjects taken by a student in any other University/College, or school if enrolment in such subject was not expressly authorized in writing by the College Dean/Academic Official.
- The request for cross-enrolment shall be recommended by the Program Head concerned and submitted College Dean or Campus Director. Cross-enrolment permits will be issued by the Office of the College Registrar based on the approved request from the Program Head/Campus Director.

2.6. Student Transfer

2.6.1. Subject Validation

- The College allows the accreditation of subjects taken by student-transferees from the University/College where they came from.
- The College from where the student-transferee is presently enrolled undertakes the evaluation of the subjects taken from the previous university/college.
- The Office of the College Registrar is furnished a copy of the evaluation for permanent recording in the student's academic file.

2.6.2. Transferees from other Universities/Colleges

- Students from other schools, colleges, and universities wishing to transfer to Occidental Mindoro State College, may do so provided that they undergo the same screening procedures that an entering new student undergoes.
- They must also comply with the following admission requirements:
 - Honorably dismissed from the previous institution;

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- The weighted average grade is 80 or better for undergraduate, and 88 for graduate students;
- After the student has completed not more than 50 percent of the unit requirements for the course; and,
- The transferee complies with requirements for admission to the College

2.6.3. Request for Transfer from other Campus within the System

2.6.4. Students of the College System from other campuses may request for transfer to another campus provided that a slot is available in the requested campus.

2.6.5. A letter of request endorsed by the Campus Administrator where the student came from will have to be addressed to the Vice President for Academic Affairs through the College Dean.

2.6.6. Request to Shift Course (to another College)

- Ideally, students are discouraged from shifting courses; however, approval is granted on a case-to-case basis.
- Approval for such a request will depend on the availability of a slot in the course requested, the number of units already enrolled in the previous course and the underlying reason why such a request is made.
- The approval is granted by the accepting College Dean and endorsed by the College Dean of the previous course enrolled by the student. The Office of the College Registrar will have to be provided with a copy of the approved letter of request for record purposes.

2.6.7. Request to Shift Course (within the same department of the College)

- As in the previous case, requests for shifting of courses are discouraged. However, if the case merits consideration, the approval will depend on the availability of slots.
- The student will have to seek the endorsement of his/her Program Head to the Program Head of the desired course.

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- The College Dean will have to approve the request and the Office of the College Registrar will have to be notified and be given a copy of the letter of request for record purposes.

2.7. Leave of Absence

- 2.7.1. A student who wishes to defer enrolment for a particular semester or school year may do so provided that he/she applies for a leave of absence from the College.
- 2.7.2. The request will have to be formally submitted to the Office of the College Registrar and endorsed by the Program Head and the College Dean of the student.
- 2.7.3. Before approval of the leave of absence, the student is also required to report to the Office of Guidance and Counseling to undergo the necessary interview regarding the application for a leave of absence.
- 2.7.4. It is advised that a student who goes on leave for a particular semester returns to the College during the semester that he/she goes on leave in order for him/her to maintain his/her regular status as student.
- 2.7.5. A student is also allowed to go on leave for one (1) year. Approval for request of extension of the leave of absence is made on a case-to-case basis.
- 2.7.6. A student who has not returned after 5 years of absence from the College will be accepted for enrolment provided that he/she will enroll as a freshman.

2.8. Incomplete Grade

2.8.1. Undergraduate Students

- An undergraduate student who has incurred a grade of Incomplete on a particular subject due to failure to take the examination or lack other requirements is given two semesters to comply with requirements of the subject.
- Failure to comply with the requirements of the subject will mean a failure grade in the subject concerned. The College does not record an Incomplete Grade in the student's academic record.

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2.8.2. Graduate Students

- A graduate student who has incurred a grade of Incomplete on a particular subject is given one (1) year to comply with the requirements for completion.
- The concerned graduate student will have to fill up a completion form from the Office of the College Registrar and have the form signed by the subject Professor and the College Dean.
- Failure to comply with the requirements of the subject within the allowable one-year period will automatically mean a grade of “Failed”.

2.9. Examination and Quizzes

2.9.1. Schedule of Examinations

The schedule of mid-term and final examination is prepared by the Office of the Registrar and approved by the Office of the Vice President for Academic Affairs. Faculty members should administer their mid-term and final examinations following this schedule. Any deviation should be communicated to the Program Head.

2.9.2. Types of Examinations

Faculty members enjoy the full academic freedom of deciding the type of examination to give to their students. It is suggested that the examinations assess the significant learning outcomes covered in the course particularly the Higher Order Thinking Skills (HOTS) such as creative and critical thinking skills. Using rubrics should score performance-based examination.

Some programs may also give uniform examinations in some basic subjects. The Subject Coordinator prepares the examination for each subject.

2.9.3. Preparation and Reproduction of Examination Questions

The individual faculty member prepares his/her own examination and uses the resources of the College, if available, in reproducing it. As much as possible, the students must not be made to pay for reproduction expenses.

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2.9.4. Examination Proctors and Corrections

Faculty members should act as proctors and correctors of the examinations given to their respective classes. Staff and students are not allowed as proctors.

2.10 Procedure in Taking Special Examination Due to INC. Grade

- 2.10.1. Secure Request Form from the Office of the Registrar.
- 2.10.2. Pay corresponding charges amounting to 10.00 per subject to the Cashier's Office.
- 2.10.3. Present Official Receipt to the Program Head concerned for examination schedule.
- 2.10.4. The Program Head will schedule the examination with the Instructor concerned.
- 2.10.5. The Instructor will submit the completion form to the Registrar's Office.

2.11. Dropping of Subjects/Courses

- 1.2.11. A student who intends to drop any subject enrolled for a particular semester, may do so provided that the official dropping of the subject is made before the Midterm or the second rating period of the semester.
- 1.2.12. Dropping forms are available at the Office of the College Registrar and must be fully accomplished and submitted to the said Office before a student is officially considered as "Dropped" from the roll.
- 1.2.13. Unauthorized dropping may result to a "Failed" grade in the subject concerned.
- 1.2.14. If a student intends to drop three (3) or more or all of the subjects enrolled, a parental consent is needed before the student is allowed to drop his/her subjects. Failure to do so may disallow the student from dropping his/her subjects. If the student fails to report to class, it may result to grade of "failed" in the subjects concerned

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2.12. Scholastic Deficiency

2.12.1. Probationary Status

- A student is placed on the probationary status on the following conditions:
 - Two (2) “Failed” subjects obtained in one semester.
 - Unofficial dropping of three (3) or more or all of the subjects enrolled without a written consent from the parents.
- A student on probationary status will be deloaded (he/she will be allowed to enroll 50% only of the regular load) for the coming semester. It is expected that with the deloading, the student will be able to cope with the academic demands of his/her course.
- The probationary status of the student will be lifted once the student is able to pass all the subjects he/she enrolled in during his/her probationary status.

2.12.2. Dismissal

- A student is considered dismissed from the official roll of the College when:
 - He/she has acquired a failing grade in three (3) or more subjects in one semester.
 - He/she has failed in one subject when for the previous semester, he/she was placed “on probation;”
 - He/she has been placed “on probation” for three (3) semesters.
 - A student who is already considered dismissed from the College is no longer qualified to enroll in any course, college or campus of the College.
 - The student may apply for his/her honorable dismissal to allow him/her to enroll in other institution of learning.

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2.13. *Withdrawal from the College*

- Any student wishing to officially withdraw from the College and transfer to another school, college or university may do so, provided that he/she has already cleared himself/herself of all liabilities and responsibilities (administrative, academic and financial) in the College.
- The necessary documents for withdrawal such as clearance and request for honorable dismissal could be obtained from the Office of the Registrar.
- Before approval of the student's withdrawal from the College, he/she is required to report to the Office of Counseling and Guidance and submit himself/herself to the exit interview.
- A student who has already paid his/her school fees but who intends to withdraw from the College, is entitled to a refund of his/her tuition, except the miscellaneous fee, in accordance with the following schedule:

For regular semesters

Before the opening of classes	-100%
Within one week from opening of classes	- 70%
Within the second week from opening of classes	-50%
Within the 3rd week from opening of classes	- 30%
Within the 4th week from opening of classes	-no refund

For summer classes

Before the opening of classes	-100%
Within one week from opening of classes	- 70%
Within the second week from opening of classes	-50%
Within the 3rd week from opening of classes	- 30%
Within the 4th week from opening of classes	-no refund

2.14. *Grading System*

2.14.1. Introduction

- A grade is a numerical symbol used by teachers to impart information to students, parents and other individuals and institutions with a legitimate need for that information. Grades are the teacher's best assessment of a

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student's performance in reaching the goals and objectives of a particular course, including mastery of content and demonstration of knowledge, skills and attitude.

Grades are reported cumulatively two (2) times each semester. Individual marking periods rarely receive equal weight because they do not contain equal numbers of performance and achievements. We believe that some elements of competitiveness are both inevitable and healthy, but grades in this College are intended to compare students' achievements with academic benchmarks and students' performances.

Teachers should consider rich variety of evaluation methods, from essays and tests to demonstrations, class standing and projects, not all of which lend themselves to numerical evaluations on a 100-point scale; it can be lower. How a numerical scale, if used, translates into each holistic description.

2.14.2.The Different Grade Levels and Descriptions

- A grade of **98 - 1.0 (Superior)** in a course indicates perfection in knowledge, skills and attitude (KSA) in multidimensional learning aspects of the course. Students under this level manifest extra ordinary performance in KSA.
- A grade of **93-97- 1.25 (Excellent)** in a course indicates exceptional mastery of the course objectives in both knowledge and skills. While a grade of Excellent may not symbolize perfection, it does indicate that the student has demonstrated consistently high standards of commitment, clarity, and application. Typically, the (Excellent) grades further signify a student's creativity, insight, and breadth of comprehension, because all bring to their academic work a variety of developed skills and abilities, as well as interests, talents and values that should be applied excellently.
- A grade of **88-92-1.75-1.5 (Very Satisfactory)** in a course indicates solid mastery of the course objectives in knowledge, attitude and skills. Further, the grade indicates a student's facility with analyzing course material and his clarity in expressing that facility although he may not demonstrate the depth and breadth of comprehension that merits the grade.
- A grade of **83-87-2.25- 2.0 (Satisfactory)** in a course indicates

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competent mastery of the course objectives in knowledge, skills and attitude. A student who earns a “Satisfactory” should feel reasonably confident about his ability to move on to the next course in a sequence within a discipline or about his facility with the course objectives, but only modest achievement.

- A grade of **78-82-2.75-2.5 “Moderately Satisfactory”** in a course indicates not so competent mastery of the course objectives in knowledge, skills and attitude. A student who earns Moderately Satisfactory Grades should feel the need to perk up reasonably about his ability to move on to the next course in a sequence within a discipline or about his facility with the course objectives.
- A grade of **75-77 3.0 "Passing"** in a course indicates insufficient mastery of the course objectives in knowledge, skills and attitude. The grade of "Passing" is not meant to discourage students about their academic work, but rather to afford them an accurate appraisal of their performance. Students would not be well served to receive a "passing" grade only to discover later that they lack the information and/or skills necessary to proceed to the next level of a discipline.
- A Grade of **65-74- 5.0 (Failed)** the students failed to meet the minimum requirements expected of the course.

Note: The above mentioned descriptions are based on the normal distribution curve advocated by Calmorin, L. 1994. Educational Research Measurement and Evaluation.

The explanation is as follows:

Superior is from 3 SD and above

Excellent is from 2 SD to 3 SD

Very Satisfactory is from 1 SD to 2 SD

Satisfactory is from X to 1SD

Moderately Satisfactory is less than mean

Passing exactly X

(X = mean) (SD = Standard Deviation)

2.14.3. Supplementary Remarks in The Grading System

Dropped (D) shall be given to the students who discontinued attending the course and filed official dropping form to the concerned offices.

Incomplete (INC) A grade of INC. is given to the students whose class standing throughout the semester is passing

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but fails to take the final examination.

Incomplete Grade (INC) not completed within two (2) consecutive semesters or one (1) school year shall become failing grade.

- ✓ Note: Student's Project (s) not submitted on time during mid-term will be given a grade of 65; while project (s) not submitted on finals will be given an incomplete grade.
- ✓ The different grade ranks described above still include a range of performance levels and because grades need to be seen, in part, as gauge to future achievement, teachers use to further refine their grades, indicating how close a student's performance comes to the adjacent levels.
- ✓ All grades need to be understood in the context of the individual student's developed ability, which obviously vary from student to student, from course to course, and even from assignment to assignment. Just as students' capabilities for academic achievement vary, so, too, do their levels of commitment to the academic enterprise. Sometimes an otherwise exceptional student's attention and engagement may come and go, or perhaps a student may focus more on finishing work than on understanding ideas. The grade a student earns for an assignment or for a course will no doubt be influenced by these factors.
- ✓ Grades are useful in helping students plan their overall academic programs. Many of the choices students make about the courses they take should be influenced by performance in previous courses since that performance is a legitimate assessment of the student's readiness for subsequent courses.

2.14.4. Specific Policies

The grading system should indicate vividly the process by which the grades are computed.

The different grade levels should be explained to the students at the beginning of the semester and the different expectations and learning competencies required.

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2.14.5. Tertiary Level Grading Systems

- **Final Grades are Numeric, From 65-98**

Maximum Grade	-98
Minimum Passing Grade	-75
Failed	-Below 75

- **Supplementary Marks**

Incomplete Grade	-INC.
Dropped	-DRP.
Failed	-F

A grade of INC. is given to the students whose class standing throughout the semester is passing but fails to take the final examination. Incomplete Grade (INC.) not completed within two (2) consecutive semesters or one (1) school year shall become failing grade.

- **Computation of Final Grade**

The College adopts cumulative grading system, which is defined by the rule/formula:

$$FG = [40\%(MTG) + 60\%(CG)]$$

Where:

MTG	-Mid – Term Grade
CG	-Current Grade
FG	-Final Grade

- **Computation of Mid-Term Grade/Current Grade For Academic Subjects**

$$MTG/CG = 10\% (P) + 50\% (CS) + 40\% (MTE/FE)$$

Where:

MTG/CG	-Mid – Term Grade/ Current Grade
P	– Relevant Project
CS	– Class Standing
	• Quizzes
	• Assignments
	• Recitations
	• Board Works/Seat Works
MTE	-Mid – Term Exam
FE	-Final Exam

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- **For Subjects with Laboratory**

MTG/CG = 30% (CS) = 40%(Trade Test/Hands-on) + 30% (MTE/FE)

- **Computation of Final Grade for OJT/RLE**

General Rule:

FG=25% (OJT-Coordinator) + 75% (Cooperating Agency)]

- Cooperating Agency, FG1

FG1=[40%(TS) + 20% (WA) +30%(30%(E2) + 10% (HR)]

Where:

TS -Trade Test

WA -Work Attitude

E2 -Efficiency and Effectiveness

HR -Human Relation

- OJT Coordinator, FG2

FG2=[60%(AR) + 20%(A/P) + 20% (D)]

Where:

AR -Accomplishment Report

A/P -Attendance/ Punctuality

D -Department

- **Computation of Final Grade for Student Teaching**

General Rule:

FG=[40% (I-Campus) + 60% (Off-Campus)]

But,

In-Campus Grade, FG1/ Off-Campus Grade, FG2

FG1/ FG2=[20%(O) + 30%(P) +50%(I)]

Where:

O -Observation – Supervising Teacher

P -Participation – Cooperating Teacher

I -Instruction – Cooperation

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PART III. ACADEMIC PROGRAMS, GUIDELINES AND POLICIES

3.1. College of Agriculture

3.1.1. Objectives

- To provide relevant curricular, co and extra curricular programs that will train students in the scientific habit of thought and entrepreneurial skills.
- To equip students to become technicians, entrepreneurs, teachers, researchers, and extensionists with abilities needed to make practical applications of theoretical knowledge.
- To develop among Agriculture students' entry-level occupational proficiency in clusters of jobs in agriculture and other related fields.
- To train students in scientific development, utilization, distribution and conservation of agricultural and related resources.
- To enhance student, faculty and staff's capabilities through researchers and extensions, trainings, seminars, and other related learning activities.
- To forge partnership and networking with other stakeholders and clientele.
- To develop environmentally-sound, sustainable and cost-effective technology package (techno-pack) for agriculture and other related fields.
- To promote the province's heritage through participatory approach in the enrichment of Mangyan Culture and other wealth.
- To advocate the restoration and conservation of the environment and natural resources (sustainable development).

3.1.2. Admission Policy

- Open admission upon submission of the following:

First Year student

- ✓ Form 138 (Report Card)
 - ✓ Certificate of Good Moral Character
 - ✓ 4 pcs. 2x2 ID pictures (blue background)
 - ✓ Photocopy of Birth Certificate
 - ✓ Brown envelope (long)
- Passed the College Entrance Test (CET)

Transferees:

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- ✓ Passed the CET
- ✓ 2x2 ID picture
- ✓ Form 128
- ✓ Certificate of Good Moral Character
- Certificate of Indigency (for Scholar)

3.1.3. On – the – Job Training

Students enrolled in Agriculture Technology Program should undergo On-The-Job Training (OJT). This is taken during the first semester in the fourth year of their course. Trainees should be exposed to actual job activity in the identified agencies.

A maximum of seven hundred (700) hours is required to complete the requirements of the training. This is to allow the students to acquire ample time in learning necessary skills in farming activities, agricultural business procedure, business management, managerial skills and office training that would prepare them in their field of specialization.

3.1.3.1. Students' Practice Teaching

- Practice Teaching is a requirement for graduation in the BSAED.
- This activity shall be undertaken in the last semester of the course. All the required subjects should have been taken before the students are allowed to conduct the Practice Teaching.
- A maximum of seven hundred (700) hours is required to complete the requirement.
- The student teachers will be deployed in the identified schools offering vocational agriculture curriculum.

3.1.3.2. Duties and Responsibilities of Students While Taking OJT

- Observe the Code of Ethics of Professionals.
- Report to office well-groomed and appropriately dressed.

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- Observe proper attendance and punctuality throughout the training.
- Notify the OJT Coordinator/ Department Chair of their absences from the training.
- Submit a weekly account of their accomplishments and experiences while on training to the OJT Coordinator and a Daily Time Record (DTR) duly signed by the respective heads of agencies.
- Submit a research report as a course requirement.

3.1.3.3. Duties and Responsibilities of OJT Coordinators

- The OJT Coordinators shall have the following duties and responsibilities:
- Sponsor a pre-service seminar, orientation program and an investiture ceremony to prepare students for their training.
- Prepare the program of activities of student trainees.
- Coordinate with the Department Chair and Vice President for Academic Affairs in the selection of cooperating establishments and government offices.
- Conduct regular observation and evaluation of the performance of trainees.
- Confer regularly with the cooperating establishment and government offices regarding the performance of student trainees.
- Submit written reports to the College at least once a month regarding:
 - a. Progress/performance of trainees.
 - b. Problems/difficulties met by trainees.
 - c. Solutions taken to solve problems/difficulties encountered by trainees.
- Evaluate with the committee assigned to sit as panel.

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3.1.3.4. Disbursement of OJT Fees

- Students' OJT fees will be utilized to finance the following activities/programs and projects:
- Stipend for not more than three (3) speakers for the Pre-Service Seminar at Three Hundred Pesos each (Php. 300.00);
- Token for the Head of Office of Cooperating Agencies shall be Five Hundred Pesos each (Php. 500.00) throughout the training period, regardless of the number of trainees accommodated;
- Traveling allowance throughout the training period for the Department Chair and OJT Coordinators to monitor performance of trainees shall be Three Hundred Pesos each (Php. 300.00);
- Allocate an amount of One Thousand Pesos (Php. 1,000.00) per training period for the purchase of materials e.g. coupon bond, stencil and mimeographing ink for OJT forms and certificates of trainees;
- Any amount left of the OJT fees for the semester when trainees are enrolled will be used to support/augment whatever projects agreed upon by the trainees in consonance with the vision, mission and goals of the Department.
- Request for disbursement of funds shall be subject to existing budgeting and accounting rules and regulations.

3.2. College of Architecture, Engineering and Technology (CAET)

3.2.1. Goals

The college aims to provide the students with the knowledge, proficiency and research capabilities for a responsible and productive career of their choice.

3.2.2. Objectives

- Provide program of institutions relevant to the needs

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of the industry and community.

- Develop institutional materials and improve laboratory facilities.
- Update Faculty/Students on their field of specialization through advance studies, seminar workshops, in service training, symposia, fora and related activities.
- To provide activities that will expose teachers and students to the advancement of technologies relevant to their field of specialization.
- To participate actively in academic, skills and cultural competition in all levels and categories.
- Conduct review classes for technology graduating-students to increase percentage of passers in the licensure examinations.
- Conceptualize studies in technical, industrial and technological fields and production using indigenous materials and effect technology transfer in the industry.
- Provide related and advance knowledge, technical skills and proper work values with the aim to accelerate the quality of life among the needs of the industry.
- To showcase the different outputs of the students of the different disciplines within the department.
- Provide relevant output in applied research and extension.
- Assist in the development and establishment of small and medium scale industry in the society.

3.2.3. Admission Policies

- Open admission upon submission of the following credentials:
 - ✓ First year Student
 - Form 138

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- Certificate of Good Moral Character
- 2x2 ID Picture
- Photocopy of Birth Certificate
- ✓ Transferees
 - Transcript of Records
 - Certificate of Good Moral Character
 - 2x2 ID Picture
 - Photocopy of Birth Certificate
 - Honorable Dismissal
- For board / Five year courses
 - ✓ Passed the College Entrance Test(CET) with a percentile rank of 40%
 - ✓ Students should at least have an average grade of 85% and no grade below 85% in mathematics and English Subjects.

3.2.4. Retention And Promotion Policies

- Students who failed to meet the grade requirements of the college may be retained provided he/she only fails on three minor subjects taken in the first and second year levels.
- Any student who at the end of the semester failed in fifty percent (50%) of the academic units in which he/she is enrolled for credit shall be advised to change his/her course.

3.3. College of Arts, Sciences and Technology (CAST)

3.3.1. Goals

The **College of Arts, Sciences and Technology** aims to provide excellent education to students equipped with the necessary knowledge and skills in their specialized profession

3.3.2. Objectives

- Provide a kind of education that poises the mind for lifelong learning and critical decision making;
- Promote independent learning and enable students to practice conceptualizing and applying of knowledge;
- Develop creativity and innovativeness of students through experiential learning; and
- Equip students with up-to-date analytical, computational,

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and multi-media skills using current technology in the discipline.

3.3.3. Admission Policy

- Form 137 (for high school graduates)
- Transcript of Records (for transferee)
- Certificate of Good Moral Character
- Honorable Dismissal (for transferee)
- Must take and pass the Entrance Test

3.3.4. Retention Policy For Bachelor of Science in Social Work

- Must have no failing grade in any general education subject
- Must have no failing grade in any major subject
- Must pass the Assessment and Qualifying tests in 1st and 2nd Year
- Active participation to Social Work activities

3.3.5. Guidelines for the General Education Curriculum

BOT Resolution No: 16, s 2011

CHED Memo No, 36 s. 1998 mandates the vertical articulation of the undergraduate and graduate programs of tertiary education institutions and the rationalization of the verticalization of all disciplines within the curricular programs;

In cognizance of this CHED mandate, OMSC will fully realign the general education curriculum in order to establish comparability and standards across courses and campuses and to promote effective validation of credit transfer; the strengthened General Education Curriculum will ensure that students get the same learning concepts in their basic education subjects regardless of what course they intend to take up after completing the basic education units;

The Implementing Guidelines on the Strengthened Basic Education Curriculum have been crafted to ensure that the transition from the Department-based general education curriculum to the unified and strengthened General Education Curriculum will result to vertical articulation

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and improved delivery of the Instruction function of the College.

3.3.5.1. Minimum Requirements

The minimum requirements for the mandatory General Education (GEC) of tertiary courses of study leading to an initial bachelor's degree covering four(4) curriculum years shall henceforth be sixty-three (63) units distributed as follows; thus;

• Language and Literature		24 units
English	- 9 units	
Filipino	- 9 units	
Literature	- 6 units	
• Mathematics and Natural Sciences		15 units
Mathematics	- 9 units	
Natural Sciences	- 9 units	
Science Elective	- 6 units	
• Humanities and Social Sciences		18 units
Humanities	- 6units	
Arts		
Philosophy		
Social Sciences	- 12units	
• Basic Economics (with taxation and Agrarian Reform)		
• General Psychology		
• Politics and Governance (with Philippine Constitution)		
• Society and Culture (with Family Planning)		
• Mandated Subjects		6 units
Life and Works of Rizal		
Philippine History		
	TOTAL	63 units

3.3.5.2. Interdisciplinary Approach

The implementation of the new curriculum of the GEC must be characterized by an interdisciplinary approach which would help the students see the human being as an integral person living in both a national and global community.

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- **Language and Literature**

- The aim of these courses should be to provide students with effective communication skills in both English and Filipino and to foster critical understanding and appreciation of how people give expression to their experience in the world.
- All HEIs must require a Placement Examination in English for all incoming first year students. Students who fail the said examination must take and pass a non-credit course entitled "English Plus", which will cover grammar before they can be allowed to take English 1.
- Literature One must cover the Literatures of the Philippines and should focus on the literatures of all the regions of the Philippines, whether written in native or foreign languages, from the beginning of Philippine history to the present. Care should be taken to ensure adequate attention to literary texts and authors outside the National Capital Region.
- At the discretion of the HEI, Literature subjects may be taught in Filipino, English or any other language as long as there are enough instructional materials for both students and instructors/professors who are competent in the language.
- Courses in the Humanities and Social Sciences should preferably be taught in English.

3.3.5.3. Repeal

Any and all administrative issuances which are contrary to or inconsistent with any of the provisions herein are hereby automatically deemed repealed, amended, revised and/or modified accordingly.

3.3.6. Bachelor of Science in Information Technology

3.3.6.1 Goals

The Information Technology Program of Occidental Mindoro State College shall provide the students with the necessary knowledge, values and skills through quality instruction to prepare them meet the demands and challenges of time.

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3.3.6.2 Objectives

- To develop students' proficiency through hands-on training and exposure with the latest trends in information technology.
- To instill among students the skills of critical and logical thinking.
- To inculcate personal and social values, productivity, work ethics and resourcefulness.
- To enhance the research capabilities of the students for national development and global competitiveness.

3.3.6.3. Admission Requirements

- Fourth Year High School Card (original and photocopy).
- Certificate of Good Moral Character from High School Principal with seal.
- Certified True Copy of Birth Certificate.
- College Entrance Test Result from the Guidance Office
- Two (2) pieces 2"x2" colored picture.
- Transcript of records and Honorable Dismissal (original and photocopy) for Transferees.

3.3.6.4 On – the – Job Training

On-the-Job-Training as a pre-requisite for all graduating students is an actual exposure in the different establishments of private or government offices to familiarize students with basic techniques and manipulative skills, work ethics and values to enhance and supplement the academic and theoretical knowledge gained by them in the classrooms. Bachelor of Science in Information Technology Program has provision to supervise the Training (OJT), with duration of ten (10) weeks or a total of 240 hours.

3.3.6.5 Qualification of On-the –Job Training Students

- Trainee should present the latest evaluation of his/her academic records from the Registrar's Office.

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- Student with academic loads of 15 units in a semester can render training outside the Institution, while a student with more than 18 units will undergo OJT in the College.
- Student can apply for training in any of the following establishments and offices categorized as:
 - Category A - Banks and Macro Commercial Establishments
 - Category B - Government Offices and Micro Commercial Establishments
 - Category C - Occidental Mindoro State College
- To qualify for category A, students must have a cumulative rating of 85% or above from First Year to Fourth Year, 1st semester; for category B is 80% to 84% and for category C is below 80%.
- Student must have good moral character properly certified by his/her adviser.
- Trainee must have an endorsement letter from the Department Chair duly noted by the Director for Instruction and approved by the Vice President for Academic Affairs.
- Trainee should pay an OJT Fee as determined by the cashier.

3.3.6.6 Duties and Responsibilities of On-the –Job Training Students

- Observe the Code and Ethics of Professionals.
- Come to office well - groomed and appropriately dressed.
- Observe proper attendance and punctuality throughout the training.
- Notify the OJT Coordinator/Department Chair of his/her absence/s from the training.
- Submit a weekly account of his/her accomplishments and experiences to the OJT Coordinator while on training and a Daily Time Record (DTK) duly signed by the respective heads of agencies.

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3.3.6.7 Duties and Responsibilities of Business Establishments/ Office

- Hone the skills of trainees on the following aspects:
 - Office Management
 - Records keeping
 - Filing System
 - Other Skills deemed necessary

3.3.6.8 Duties and Responsibilities of On-the –Job Training Coordinators

- Sponsor a pre-service seminar, orientation program and an investiture ceremony to prepare students for their training.
- Prepare the program of activities of the student trainees.
- Coordinate with the Department Chair, the Director for Institution in the selection of company/agency where student will be deployed.
- Conduct regular observation and evaluation of the performance of trainees.
- Confer regularly with cooperating establishments/ offices regarding the performance of student trainees.
- Submit written report to the College at least once a month regarding:
 - Progress/performance of students
 - Problems/difficulties met by trainees
 - Solution/ actions taken to solve problems/difficulties encountered by trainees.

3.3.6.9 On-the –Job Training Grading System

General Rule

FG - [25% (OJT-Coordinator) + 75% (Cooperating Agency)]

A. Cooperating Agency, FG₁,

FG_i = [40% (TS) + 30% (E²) + 10% (HR)]

Where: TS -Trade Test

WA -Work Attitude

E² -Efficiency and

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Effectiveness

HR -Human Relation

B. OJT - Coordinator, FG₂

FG₂ _ [60% (AR) + 20% (A/P) + 20% (D)]

Where: AR -Accomplishment Report

A/P - Attendance/punctuality

D -Department

3.3.7. Diploma in Midwifery Department

3.3.7.1. Specific Admission Requirements

- An aspiring applicant should have no grade lower than eighty percent (80%) during his secondary education.

3.3.7.2. Retention Policies

- Any student who at the end of the semester or term fails in 75% of the academic units which he is officially enrolled for credit shall be permanently barred from re-admission to the Midwifery Department except for justifiable reasons.
- Students must have an average of 85% or higher in their major subjects/fields of specification.

3.3.7.3. Specific Retention Policies:

To be retained in the Department, the following policy should be observed:

- Students should get a final grade of at least **80%** in all Midwifery subjects and in all English subjects.

3.3.7.4. Probationary Acceptance

Students, who failed to meet the grade requirements of the Department for a particular semester, may be retained for the next semester provided that his/her weighted average is at least 80% with no failing grade in any subjects. If he/she has not met the grade requirement shall not be allowed to enroll in the next semester.

3.3.7.5. Promotion Policies

After having satisfied the requirements for the **Diploma in Midwifery**, the students shall take the 6 units of **ECRE (Enhanced Comprehensive Review and Examination)**. He/she should get an average of seventy-five (**75%**) with no

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grade lower than fifty percent (**50%**) before the student can take the **Midwifery Licensure Examination**.

If he/she does not pass the **ECRE (Enhanced Comprehensive Review and Examination)** in three (**3**) consecutive takes, he/she should re-enroll the ECRE in the Department on the succeeding years.

3.3.7.6. Related Learning Experience (RLE)/Clinical Practicum/Community Practices

- **General Guidelines:**

Foundation of Midwifery Practice / Midwifery Practice subjects provide the students with the basic knowledge, skills and acceptable attitude in the care of individuals families and communities. After undergoing the first-second semester of the classroom and laboratory procedure, the students:

Undergoes demonstrations as well as return demonstrations with the Clinical Instructor. One (1) Clinical Instructor handles eight (8) to ten (10) students.

After passing the return demonstrations and review:

First Year students should be able to pass **written and oral comprehensive examination**, on **Foundations of Midwifery Practice (MID100)** with a passing score of **80%** or higher.

- ✓ However, if the student fails in a particular evaluation, he/she shall have a **two week** review with an assigned Clinical Instructor (CI) and will take another evaluation.
- ✓ Grades for **Clinical Practicum 100** will be computed as follows **60% KSA** and **40% of evaluation examinations**. Over-all grade should be **80%** or higher.
- ✓ If the student fails the grade requirement, he/she shall repeat CP10.

Second Year students should have satisfactorily passed their first year level clinical practicum, all major midwifery subjects and Qualifying Examination given every end of their first academic year.

- ✓ However, if the student fails in Qualifying

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Examination, he/she shall have one week review and will take another evaluation for 3 consecutive takes.

- ✓ Grades for Community Practicum will be computed as follows: 60% of KSA () and 40% of evaluation examination Overall grade should be eighty percent (80%) or higher.
- ✓ If the student fails the grade requirement, he/she shall repeat CPPHCI for First
- ✓ Semester and CP PHC2 for Second Semester of the Second year.
- ✓ The students should undergo **Physical Examination** and other laboratory requirements

The students should undergo **Physical Examination** and other laboratory requirements **prior to each RLE/CP level.**

- ✓ Pregnancy Test
- ✓ Hepatitis Antibody Testing
- ✓ Complete Blood Count (CBC)
- ✓ Urinalysis
- ✓ Chest X-ray
 - Positive on Hepatitis Antibody Testing, PTB should undergo treatment to the physician of choice.
 - Positive on Pregnancy test should be informed to the parents/guardian.

A **waiver** signed by **parents/guardians** should be submitted before orientation on different health units. Should be able to attend the orientations in the different health units with their respective CIs.

Prior to rotation, the students will pay **affiliation fee and clinical practicum fee** depending on the year level as well as **laboratory fees** which are included in their tuition fee.

For **make -up duties, fees/honorarium** shall be shouldered by the concerned students based on the **number of hours incurred per hour of the CI.**

Specific Guidelines

The following are the specific guidelines to be

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followed by each student in the Hospital/ Rural Health Unit (RHU)/BEmONC/Community

Wear clean and complete uniform at all times. Only watches with second hand are allowed. Additional equipment for the different health units of assignment.

Always carry the necessary articles such as the following:

- While in the Hospital: Laboratory Gown, Apron, Scrub Suit, Sphygmomanometer, Stethoscope, Axillary/Oral Thermometer, Bandage Scissors, Red and Black/Blue Ball pens and a Small.
- While in the Community Practicum: Department Uniform Type B, OB bag and content (paper lining, extra paper for making waste bag, plastic/linen lining, apron, hand towel, soap in a soap dish, thermometer (oral & rectal), 2 pairs of scissors (surgical & bandage), 2 pairs of forceps (curved & straight) disposable syringes with needles 5ml and 2ml (g. 23& 25), hypodermic needles g. 19,22,23,25, sterile dressing: OS, cotton balls (dry and with alcohol),cord clamp or sterile cord tie, micro pore plaster, tape measure,2 pair of sterile gloves, Baby's scale, alcohol lamp, 2 test tubes, test tube holders, solutions of betadine,70% alcohol, zephiran solution, hydrogen peroxide, spirit of ammonia, ophthalmic ointment, acetic acid, benedicts' solution. Sphygmomanometer, stethoscope umbrella and diary notebook for each group are carried separately.
- Using heavy facial make-up, excessive perfume and jewelry shall not be allowed.
- Maintain neat and short hair. For females, if your hair is long, it must be neatly fixed above the collar of the uniform and away from the face. For males, hair must also be above the collar of the uniform.
- Always keep your nails short and clean. Colorless nail polish may be used.
- The students should observe proper professional decorum during clinical rotation in the different health units. The following should be discouraged:

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- Eating in the clinical area(Nurse's station or Patient's rooms).
- Accepting personal gifts from patients, their relatives & CIs.
- Receiving visitors.
- Being too familiar with CIs, relatives of patients, employees & staff of the different health units.

• **Student's Attendance:**

The student should report to duty **regularly and promptly**. The schedule of the following health units should be observed strictly:

- ✓ Hospital Rural Health Units/BEmONC/Community
- ✓ If there are changes in the schedule, the student will be notified beforehand.

The CI must be notified **ahead of time of any absence**.

For **absences**: A student who has incurred absences totaling **20%** of the total number of hours in Clinical Practicum will automatically be **dropped** from his/her class.

- a. Excused absence with make – up
 - Illness
 - Death in the family limited to immediate family members – maternal and paternal grandparents, parents, brothers, and sisters.
 - Unexpected circumstances such as typhoons or bad weather conditions.
- b. Unexcused absence is any circumstances not mentioned above.
- c. If the student arrives fifteen (15) minutes after specified time of duty, the student is considered absent.

For Tardiness:

- ✓ To avoid tardiness, synchronize watch with the standard time in the different health units.
- ✓ Tardiness is excused in cases of unexpected

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circumstances such as unpleasant weather condition.

- ✓ Tardiness not mentioned above as well as after fifteen (15) minutes from the designated time – in, late is considered unexcused.

Make – up Duties

- ✓ Can only be done if a clinical Instructor is present.
- ✓ All make – up duties are to be scheduled by the clinical instructors. Demerits or absences will be made up in the particular area where he or she has incurred his/her demerits or absences.
- ✓ For excused tardiness, make –up classes will be equivalent to the length of time of tardiness.
- ✓ For **unexcused tardiness**, make-up duties will be **30 minutes for every minute tardy**.
- ✓ Unexcused tardiness of more than 15 minutes or **3 times tardy** is considered as **1 day unexcused absence** to be made-up.
- ✓ Upon completion of the make-up duties, submit a copy of the absences/tardiness slip signed by the CI on duty.
- ✓ **Excused absence of 1 day** is equivalent to **1 day duty**.
- ✓ **Unexcused absence of 1 day** is equivalent to **3 days duty**.
- ✓ For **absence due to illness**, a **medical certificate** from a **licensed physician** or **OMSC Medical Officer III** is required.
- ✓ For **absence not due to illness**, a **certification from the parents or guardian** stating the reason for the absence is to be submitted upon the return of duty.
- ✓ **No certification, NONE ADMITTANCE t o duty.**
- ✓ Absences should be made up accordingly with arrangements from the CI.
- ✓ If **more than 3 days of absences** have been incurred **per rotation**, the student is considered **failed** and will **repeat the rotation**.
- ✓ An **incomplete grade** will be given to student with

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deficiencies until such time they have complied with the requirements.

Merits and Demerits:

- ✓ Students who officially attended or participated in the following activities shall be given merits as follows:
 - **Medical Mission** – 3 times the # of hours rendered.
 - Special awards in different activities
 - **Sports & Academic Activities – Gold (5 days), Silver (3 days), Bronze (2 days).**
 - **Different Programs – two (2) days**
 - **Regional & National Competitions – 7 days**
- ✓ Student who have incurred demerits (Annex1) will be given sanction as follows:
 - Eight (8) times = warning and subject for disciplinary actions
 - Ten (10) times = dialogue with Guardian/Parents
 - Fifteen (15) times = failing grade in attitude

Clinical Instructor must be notified if a student has to leave while on duty.

Meal or Snack Time:

- ✓ A break of fifteen (15) minutes is allowed for snacks and for those on eight (8) hour duty, a thirty (30) minute break for meals is allowed.
- ✓ The Clinical Instructor must be informed before a student goes on a break.
- ✓ Patients should be endorsed to midwives before going on a break.

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Orientations to New Clinical Assignment:

- ✓ Always check in advance your duties in the different health units.
- ✓ Attend the all orientations to the different health units.
- ✓ Absence during orientation for related learning experiences (RLE) to the different health units might mean cancellation of the RLE for that shift.

Monday to Friday is spent in the Hospital/RHU/BHS except for the second Friday for clinical conferences/case presentations, reports and written examinations.

- ✓ Short conferences at the different health units are done during light working hours.
- ✓ No conference is done during examination week.

- **Specific Guidelines:**

The following are the specific guidelines to be followed by each graduating students.

- ✓ Accomplish the midwifery checklist and submitted to the clinical Coordinator for summary of experiences. Incomplete Clinical Experience for each level will mean Non-Promotion to the next level and non candidate for graduation.
- ✓ Submit the following PRC requirements, 20 handled normal deliveries 5 assisted suturing perennial lacerations, 5 intravenous fluid insertion on the end of clinical rotation an Second year Second Semester.
 - Failure to submit the above PRC requirements, will receive an Incomplete Grade.
 - An incomplete grade will be given to students with deficiencies until such time they have compiled with the requirements. Through make-up duties, supervised by clinical instructor. However, the honorarium for the clinical instructors will be shouldered by the student per cases, since this is not covered by the regular practicum fee. Payment should be given

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before the make-up starts.

- All make-up duties are to be scheduled by the clinical coordinator. This will be made up in DR/BEmONC are.
- Failure to comply the above PRC requirements after make-up duties, graduation shall not be allowed.

3.4. College of Business Administration (CBAM)

3.4.1. Goals

The College of Business, Administration, and Management aims to produce globally competitive entrepreneur, business executives and consultants through:

- Development of entrepreneurial skills of students for possibility of self-employment and self-sufficiency and enable them to contribute to the national economy through business endeavors.
- Provision and utilization of equipment and relevant instructional materials for e-technology in keeping abreast with social advancement.
- Provision of curricular and co-curricular activities that will develop the entrepreneurial, managerial and consultancy skills of students.
- Encouragement of students to form associations and/or cooperatives for economic and business partnership and cooperation.
- Development of linkages with government and non-government agencies for students' trainings, exposure, deployment and employment.

3.4.2. Specific Objectives

- To develop entrepreneurial, managerial and consultancy skills in business or in government and non-government institutions.
- To enable students utilize the available resources in producing goods and providing services for economic

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development.

- To promote social responsibility in the field of business through government and non-government linkages.
- To update students with training and seminars related to business, research and technology.
- To provide and utilize equipment and relevant instructional materials for e – technology in keeping abreast with social advancement.

3.4.3. Admission Policies

For All Programs except BSAct

- Open-admission upon submission of Form 138, Certificate of Good Moral Character, Photocopy of Birth Certificate, two (2) ID Pictures (2X2), and Honorable Dismissal (for Transferees).
- New students should undergo admission interview and orientation by the assigned faculty of the Department.

For Bachelor of Science in Accounting Technology

- Must have a 40 percentile and above in CET with no graded below 80% in English and Mathematics subjects.

3.4.4. Retention Policy

For Bachelor of Science in Accounting Technology

- No grade below 83% in English, Mathematics and allied subjects.

3.4.5. Promotion Policies

A senior student will be qualified for graduation provided he/she has complied with the following requirements but not limited to:

- Has taken and passed all subjects required in his/her curriculum
- Has submitted a bound and duly approved feasibility study.
- Has complied with the THREE HUNDRED (300) hours of On-the-Job Training (OJT) coordinated by the Department.

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3.4.6. On – the – Job Training

3.4.6.1. General Provisions

- Each student of the College shall undergo On-the-Job Training (OJT) before he/she can graduate from his/her business course.
- The OJT shall be done by the student upon enrollment of the subject Practicum with integrated Learning or Internship with Integrated Learning.
- The College shall ensure the acquisition of learning competencies of students and ensure student's safety within the duration of their training.

3.4.6.2. Specific Provisions

- **Deployment**
 - There shall be two (2) batches per deployment. The coordinators shall meet together to determine the sections for batch deployment.
 - Students with weighted average grade of at least 85% (excluding P.E and NSTP) are qualified for deployment to financial institutions while students with weighted average grade of at least 80% are qualified for deployment to government agencies and micro enterprises. Students who have, weighted average grade of lower than 80% shall be deployed only within the different units of OMSC.
 - Students with academic load of more than fifteen (15) units shall not be eligible for outside deployment regardless of grade average.
 - Students with more than thirty (30) units subject load shall not be allowed for OJT deployment.
 - Students are required to complete two hundred (300) hours training.
 - Students shall not be allowed to undergo training in the office of their immediate family (parents and siblings) in relation to nepotism.

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- Services of working students employed in office related job and sales may be considered as OJT training upon the evaluation of the OJT coordinator.
- Trainees who shall undergo training outside the province shall be given financial assistance as cost of living allowance amounting to Php 3,000.00 which shall be charged to OJT trust fund.
- Screening shall be done by the coordinators with the Dean if some of the students are qualified for deployment, subject to the availability of fund.
- Students who passed the screening and financially capable shall likewise be allowed to undergo training outside the province.
- **Advanced Deployment**
 - Advanced deployment shall be allowed only upon the request of a reputable Cooperating agency and OMSC units needing the services of OJT trainees.
 - They shall be exempted from buying OJT uniform but they should wear closely related clothes during investiture.
 - They shall be required to submit the various reports and attend required seminars and investiture.

- **Grading System**

Midterm/final rating Instructor's rating

- 50% shall be based on the daily activities report, class interaction, assignments required during classroom instruction.
- 50%' shall be based on the evaluation of the coordinator during monitoring.

Instructor's final grade shall be computed as follows:

- 40% of. midterm rating
- 60% of final rating

Final grade in the subject shall be computed as follows:

- 25% of the instructor's final grade

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- 75% of cooperating agency's grade

The highest grade which can be given by the cooperating agency is ninety-eight (98) percent.

If in case the students received a grade lower than eighty (80%) percent, he/she should repeat his/her training within the OMSC units.

- **OJT Seminar and Investiture**

- OJT seminar shall be held at OMSC Labangan gym on the third week of October preferably on Wednesday and Thursday.
- The topics in the seminar shall be: Office Management, Computer Updates and Maintenance, Personality Development and Public Relations, and Work Ethics and Customer Service. A testimonial talk shall be given by a successful former trainee during the seminar proper.
- Trainees are required to wear business or corporate attire during OJT seminar.
- The investiture shall be done at OMSC gym main campus on Thursday night and will start at 6:00 p.m. Trainees shall wear specified uniform.
- Trainees shall not be deployed unless he/she attended the OJT seminar and investiture.

- **Requirements**

- Prior to deployment
 - ✓ Attendance to in-service seminar and investiture.
 - ✓ Application for graduation with attached evaluation from the registrar.
 - ✓ Waiver duly signed by the students, parents/guardian.
 - ✓ Medical certificate from the school physician that the trainee is physically fit for deployment.
 - ✓ Photocopy of registration form that the trainee is currently enrolled.

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- ✓ Proof of payment of insurance.
- ✓ Photocopy of validated ID for the current semester.
- ✓ Letter of application duly signed by the College Dean, Program Head and noted by the VPAA to be issued upon the completion of the above requirements.

• During deployment

- Daily-activity report to be submitted weekly, duly signed by the student trainee and the head of cooperating agency.
- Duly notarized -Memorandum of Agreement with the cooperating agency.
- Daily time record to be submitted at the end of the month duly signed by the trainee and head of cooperating agency.

• Selection of Best OJT

- Outstanding trainee/s shall be chosen from each batch and shall be awarded a certificate and a medal during the Recognition Day.
- Selection shall be based on attendance and punctuality, written recommendation of head of the cooperating agency, office practice grades and reports.

• Qualification of OJT Coordinator

- Must be a graduate of business related course and preferably a master's degree holder.
- Must be a permanent faculty of the College.
- Except for the Program Head, the coordinator must have been faculty of the Program Head for at least two (2) years.
- At least three (3) coordinators shall be designated annually. The Dean/ Program Head has the prerogative to designate the coordinators and former coordinators shall be given priority.

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- **Duties and Responsibilities of the OJT Coordinator**
 - Seek and coordinate with employer for possible placement;
 - Check-suitability of proposed placement;
 - Orient students on program's policies;
 - Serve the MOA and conduct the Student trainee to the area;
 - Must implement regular visits;
 - Coordinate and collect Accomplishment/ Evaluation Report duly certified by the Cooperating Agency Head;
 - Submit the Summary of Evaluation Report to the Dean, Program Head
- **Monitoring**
 - Actual monitoring of -CUT trainees shall be done by the OJT coordinator at least twice a month per cooperating agency. A certificate of appearance from the cooperating agency shall be accomplished as proof of the monitoring activities.
 - Monitoring shall be done unannounced to the trainees in order to ascertain their real condition and performance.
 - For out-of-town training, monitoring shall be done weekly through telephone, internet and written communications with the Cooperating Agency head and trainee.
- **Honorarium of OJT Coordinator and Cooperating Agency**
 - OJT coordinators shall be given allowances amounting to Php 300.00 for travelling expenses and Php 500.00 for communication expenses per month from November to March of the following year.
 - The coordinators are required to submit at least ten (10) certificates of appearance from different cooperating agencies and acknowledgement or official receipts for traveling and communication expenses.

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- The head of cooperating agency shall be given certificate of appreciation at the end of the training program.
- Honorarium of Php 1,000.00 shall be given to each resource speaker during OJT

- **Uniform**

- Student committees shall be created to determine the design of the uniform with consultation with the OJT coordinator.

- Due consultation shall be done with students regarding their uniform if they want to change or retain the design and color of the previous year's uniform.

- C
Collection of payment for the OJT uniform shall be done by the designated finance officer of the department.

- ▪
Fifty percent (50%) of the proceeds from uniform shall be utilized for OJT activities while the remaining may be used for the needs of the department. The profits shall be deposited in the bank by the finance officer of the department. Authorized signatories for the bank account shall be the finance officer and the department chairman. Petty cash amounting to Php 3,000.00 shall be maintained for immediate expenses.

- Trainees shall wear their office uniform from Monday through Thursday and will be allowed to wear appropriate civilian clothes on Friday.

- **Disciplinary Sanctions**

- The OJT Coordinator may impose disciplinary sanctions or actions to students who do not obey the OJT Policies. Sanctions will depend on the gravity of the offenses committed by the trainee.

The OJT Coordinator may impose the following actions:

- ✓ Additional Work Hours
- ✓ Dismissal-Pull out/ Removal from agency.
- ✓ Transfer.
- ✓ Work Suspension

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- A written notice from the OJT Coordinator would be submitted to the Cooperating Agency to inform the necessity of such actions or sanctions. Offenses punishable with such sanctions are:
 - ✓ Non-performance of duties
 - ✓ Absence Without Leave (AWOL)
 - ✓ Misbehavior
 - ✓ Habitual tardiness/ Absences
 - ✓ Non-compliance with the OJT Policies

- Any student who is dismissed from the agency must immediately be assigned in the school to serve his/her remaining work hours. A letter of notice to the Cooperating Agency would be given to explain the necessity of such transfer.

- A student who was Suspended/Dismissed/ Transferred may return to work after a recommendation from the OJT Coordinator. His/her previous service record shall be forfeited and shall be assigned to OMSC units.

- **Office Decorum**

- The student should be aware and make a commitment to fulfill work responsibilities. This involves:
 - ✓ Attending and performing work in a professional and courteous manner in accordance with the employer's requirements.
 - ✓ Taking care of property and resources.
 - ✓ Respecting the rights of other trainees, and employees in the workplace.
 - ✓ Remembering that information obtained from the employer must be kept confidential and not disclosed without approval from the employer.
 - ✓ Attending training sessions or supervised workplace activities and taking advantage of learning opportunity.

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- **Professional Work Ethics**

- Student trainees are expected to exude the highest quality of work ethic.
- Student trainees are expected to maintain a professional work relationship with office supervisors and co-employees.
- Student trainees are prohibited to go out in parties or gimmicks with office supervisors and/or employees after work hours.
- All student trainees should be treated equally at work. Student trainees are prohibited to delegate work or task to another student trainee.

- **Grooming**

- Professional Appearance through cleanliness and neatness should be practiced at all times.
- Each student is required to wear the prescribed uniform by the Department during Mondays to Thursdays. Business attire *will* be used for the other reporting days.
 - ✓ Haircut prescribed for the male students should show the ear lobes, and the hair length at the back should not touch the collar. For the ladies, long hair must be neatly tied.
 - ✓ For the ladies simple facial make-up and body accessories are allowed. Jewelries allowed are wedding rings, watch and simple necklace and rings.
 - ✓ For the gentlemen, earing and other and other piercing Jewelries are not allowed.
 - ✓ Finger nails must be short, clean and without nail polish.
 - ✓ Maong, T-shirts (without collars), slippers, sandals, rubber shoes/sneakers

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are not allowed in the work area.

3.4.7. On – the – Job Training of Hotel and Restaurant Management

The Bachelor of Science in Hotel Restaurant Management Program has provisions for the Supervised HRM Training (OJT), with duration of ten (10) weeks or a total of 400 hours. This training course is a requirement for graduation.

The Electrical Technology Curricular has provisions for the Supervised Industrial Training (OJT3) with the duration of 18 weeks or a total of seven hundred twenty (720) hours. This industrial attachment is a pre-requisite for graduation.

This Supervised Industrial Training Program requires actual job exposure of Electrical Technology Students to different private and government industrial establishments to enable the trainees to gain valuable experiences in industry and to develop their knowledge, skills, and industrial environment habits necessary in the practice of their field of specialization.

3.4.7.1. Basic Requirements

- Should present the latest evaluation of his/her academic records from the Registrar's Office.
- Should have no academic load except Practice/OJT.
- Must be of good moral character, properly certified by his/her adviser.
- Must secure an endorsement letter from the Program Head duly noted by the College Dean of the College and approved by the Vice President for Academic Affairs/Campus Administrator.
- Submit to the supervising Instructor three (3) Hotels/Restaurants/companies/agencies within Occidental Mindoro, nearby provinces/cities prioritized for training.
- Submit to the Department Chair (3) three copies of Waiver fully accomplished and signed by the

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Parents/Guardians.

3.4.7.2. Duties and Responsibilities of On – the – Job – Training Trainees

- Observe proper attendance and punctuality throughout the training.
- Be well - groomed and properly dressed.
- Secure from the head of the agency/company a certificate or completion of training at the end of the training program.
- Submit the requirements one week after the program to Supervising Instructor such as:
 - Evaluation sheet signed by the Cooperating Supervisor.
 - Certification of Completion.
 - A computerized or typewritten narrative report.
- Failure to submit requirements in due time will render training null and void.
- Attend the evaluation session after training period.

3.4.7.3. Duties and Responsibilities of On-the-Job Training Supervisor

- Sponsor pre-service Seminar and Orientation Program and an Investiture ceremony to prepare students for training.
- Prepare program of activities of student trainees.
- Coordinate with the Department Chair and College Dean for the selection of cooperating agency/company, hotels/restaurants.
- Conduct regularly monitoring and evaluation of the performance of trainees.
- Confer regularly with cooperating establishments regarding the performance of trainees.

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- Submit monthly report of the following to the Department Chair:
 - Performance of trainees.
 - Problems encountered by trainees.
- Solutions and recommendations on the problems encountered by the trainees and cooperating supervisor.

3.5. College of Criminal Justices Education (CCJE)

Goals and objectives

3.5.1. General:

Produce law enforcement officers who walk with Honor, and Pride as gentlemen and women compassionate yet just in the delivery of public service.

3.5.2. Specific:

- To inculcate in the minds of the students that to enforce the law one must learn to obey.
- To raise the standard of education by implementing the obedience, order and discipline to become responsible individuals.
- To be known as an institution of learning and training for future police officers with pride and honor.
- To be able to provide quality education for future police officers through a well-defined formula.
- To strictly implement discipline through institutionalized formation and physical improvements thru drills, regular checks on uniforms and related requirements for students.
- To provide students with supplementary academic activities through active involvement of authorized organizations.
- To be able to nurture exemplary faculty members through regular team building sessions and related field.

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3.5.3. Admission Policy

The College maintains an “open admission” policy but selective Retention Policy on Second year, Third year and Fourth year.

The College welcomes students with sincere desire to abide by the rules and regulation of the College.

3.5.3.1. Academic requirements:

- New students/freshmen (high school graduates) seeking admission must take the Entrance Examination administered by the College Guidance Office; upon presentation of the following documents:
 - Official Form 138 signed by Principal and marked: Graduate/Eligible for Admission to College”.
 - Certificate of Good Moral Character.
 - Two copies of 2x2 recent ID pictures.
 - NSO birth certificate (photo copy).
- Transfers Students: All Transferees must submit the following requirements:
 - Copy of Transcript of Records.
 - Honorable Dismissal.
 - Two copies of 2x2 recent ID pictures.

3.5.3.2. Specific admission requirements:

- High school general average of at least 80% is required for criminology student. However, those who fail to meet the said requirement and insist to enrol the said course should sign a waiver indicating that s/he would not have a failed grade on any subject offered on the first year, 1st semester of the academic year. Otherwise, s/hr will not be accepted on the next semester of the current school year.
- S/he must be physically and mentally fit with no apparent physical deformity nor have undergone major surgery.

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3.5.3.3. Retention Policy

A student enrolled in the BS Criminology Program should not have a failing grade in all subjects in the approved academic load during a semester or term, including P.E. and NSTP/ROTC.

- All first year and transferee students should take the Achievement Test which comprises of the lesson taken up in English, Mathematics and Science and manifested at the end of their freshmen year.
- Incoming third year students should take the Qualifying Examination which comprises the Criminalistics, Law Enforcement Administration, and Sociology and Crime Detection at the end of their sophomore year.
 - ✓ However, if the students fails to meet the passing grade of the Qualifying Examination, may nevertheless, enrol in the following semester or term according to their normal schedule of classes, but may be required to take remedial classes in their academic weakness.
 - ✓ Moreover, said students should sign a waiver that s/he should not be absent during the remedial classes. Otherwise, s/he will not allowed to enrol any subject in the succeeding semester unless s/he undergo the remedial classes in the identified academic area of weaknesses.
- Third year students should earn a minimum of 80% grade in all major areas in the approved academic load during a semester or term. However, students' who fails to meet the said requirement, may enrol in the following semester or term with limited academic subjects load and attend the remedial classes in the identified academic areas of weaknesses.
- Fourth year students earn a minimum of 80% grade in all subjects, including the OJT; however, students who fail to meet the said requirement, may enrol during the following semester or term with less units

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equal in the total units they have failed in their academic subjects load and attend the remedial classes in the identified academic areas of weaknesses.

- ✓ Moreover, fourth year students are required to submit a research output signed by the Department Chairperson and Panelist before recommending for graduation.

3.5.3.4. Criminology Board Examination Policy

- All graduating students are required to enrol in two (2) subjects or six (6) units of review classes in preparation for Criminology Board Licensure Examination.
- Any graduating student who is intending to take the Criminology Licensure Examination should pass the MOCK Licensure Examination to be administrative by the Department two weeks before graduation.
- Certification for passing the MOCK Licensure Examination must be secure before requesting other needed requirements from the office of the Registrar.
- In case the student failed in the MOCK Licensure Exam, s/he is recommended to take tutorials or another review until s/he was able to pass the MOCK Licensure Exam.

3.5.3.5. Transferees:

All transferees are required to comply with the Admission and Retention Policies of the Department.

3.5.4. On – the – Job Training

- **Definition and Scope**

The Practicum (OJT and Community Immersion) requirement for BS Criminology students is a component of the new curriculum for the Criminology I program as contained under CMO No. 21, s. 2005. It is a course of study designed to provide practical experiences for BS Criminology students in police work, operation of jail or penal institution, fire departments, security agencies and such other agencies comprising the five (5) pillars of the Criminal Justice System. It prescribes the supervised

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application of previously studied theories in Criminology specifically on psychology and sociology of crimes, crime detection and investigation and criminalistics.

This course also aims to provide the students with an opportunity to understand the economic, social, and cultural reality of, and by allowing them to interact and relate with the community. The course shall have three phases namely: pre-immersion phase, immersion phase and post-immersion phase.

The "pre-immersion phase" refers to the preparatory stage of the Practicum. This pertains to the activities conducted by the Higher Education Institution (HEI) prior to the immersion phase.

On the other hand, "immersion phase" refers to the Practicum proper, where the student gain practical, hands-on and field experience.

The "post immersion phase" refers to the culmination of the practicum proper.

As a general rule, only BS Criminology students who have completed all academic units shall be allowed to enroll in the one-semester Practicum requirement. However, the HEI may allow the graduating students to enroll not more than six (6) units in addition to the Practicum. The students enrolled in this course shall be called "*Criminology Interns*".

- **Specific Guidelines**

- Prescribe the general processes and procedures in the conduct of practicum as required in the Criminology program;
- Ensure the attainment of the **purposes of the Practicum requirement**, which are the following:
 - ✓ Provide Criminology Interns the opportunity to gain practical/hands-on experience in the field;
 - ✓ Enhance the personality, confidence, mediation/negotiation, public relations/communication and critical thinking skills of the Criminology Interns;
 - ✓ Inculcate in the Interns the value of

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respect for the law and service to the community; and,

- ✓ Provide opportunities for the Interns to integrate and synthesize the various theories in Criminology.

- **General Guidelines**

- **Duration and Time:** Generally, the Practicum for BS Criminology students requires 540 hours to be completed. This shall be divided into two components. Practicum 1 - OJT (270 hrs.) and Practicum 2 - Community Immersion (270 hrs.) shall be both completed during the last semester of the Criminology program. In deference to the safety of the Criminology Interns, the Practicum shall be conducted during daytime only.
- **Uniform:** HEIs Offering Criminology program shall have the option to prescribe the necessary uniform for the Criminology Interns *provided that* it shall not be identical with the uniform of the personnel in the institution where the Practicum is being undertaken. Only the official logo of the HEI and the College/Department seal shall form part of the uniform; Such uniform shall bear a name patch on the upper left side bearing clearly the Intern's surname and initials of the first and middle names together with the term "Criminology Intern".
- **Safety and Protection:** The HEI shall ensure the safety and protection to life and limb of the Criminology Interns at all times during the Practicum as well as the provision for insurance coverage and other appropriate safety nets.
- **Practicum Fee:** HEIs may collect reasonable internship fee from the Criminology students who shall undertake the Practicum, *provided that* it conforms to the existing CHED rules and regulations. For transparency purposes the HEI shall provide a detailed breakdown of utilization of such fee to the students and other interested parties.
- **Venue:** As far as practicable, the venue for the practicum shall be near or within the vicinity of the HEI.
- **HEI Responsibility:** As a general rule, the implementing HEI shall be responsible for:
 - ✓ making practicum arrangements,

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designating Practicum Instructor, and coordinating with the partner institution on the designation of Site Supervisor;

- ✓ providing and ensuring safety and protection of the Criminology Interns;
- ✓ setting and prescribing of institutional requirements (*punctuality, proper dress code, code of ethics*) and necessary forms to be accomplished by the Criminology Interns; and,
- ✓ providing for regular coordination with the partner institution regarding the implementation of the Practicum.

• **Pre-Immersion Phase**

As mandated under Section 8, Article 5 of CMO 21, 21 s. 2005, HEIs offering the BS Criminology program must have proper linkages with institutions where the students shall undertake their practicum. The HEI and the institution concerned shall enter into a Memorandum of Agreement (MOA) where the Parties individual participation and responsibilities shall be specified. The HEI shall maintain a valid MOA with the partner institution to ensure that every Criminology Intern shall be able to complete the Practicum.

- Prepare a booklet or similar material defining the specific details and procedure's as to how the practicum shall be conducted as well as the necessary details germane to the undertaking.
- Prepare the program of activities specifying the tasks and duties to be performed by the Criminology Interns during the conduct of OJT and the community immersion;
- Prepare an observation and monitoring instrument which shall be designed to reveal the insights, reflections, knowledge, skills, attitudes and values acquired by the interns;
- Assign an instructor who shall be the overall in-charge and coordinator to supervise the conduct of the OJT and the community immersion;

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- Conduct a complete and thorough orientation of the Criminology Interns prior to the immersion proper, which shall include the following:
 - **The roles and responsibilities of the Criminology Interns:**
 - observe institutional policies; rules and regulations of both the HEI and the partner institution in which the Practicum shall be undertaken;
 - participate in whatever related activities which shall be required during the practicum;
 - prepare and submit a practicum report covering the related activities undertaken and learning acquired during the practicum;
 - complete the required minimum 540 practicum hours; and,
 - observe the confidentiality of information, learned during the practicum.
 - **The roles and responsibilities of the Site Supervisor:**
 - oversee the practical or applied aspects of the Intern's practicum;
 - ensure that the Intern has sufficient opportunities to gain appropriate variety of experience;
 - attend to all challenges and problems encountered by Criminology Interns;
 - provide regular consultation and constructive feedback regarding the Intern's performance;
 - review and comment on the Intern's practicum report and offer recommendations, should corrective action be required;
 - submit an accomplished Practicum Evaluation form to the Practicum Instructor reflecting the Intern's performance during the entire practicum; and,
 - certify that the required minimum practicum hours were completed.

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- **The Roles and Responsibilities of the Practicum Instructor:**

- oversee the academic aspects of the Practicum;
- coordinate with the Site Supervisor with regards to the implementation of the Practicum;
- help manage challenges and resolve problems encountered by interns and site supervisors;
- review and evaluate reports/feedback on the Criminology Interns' performance;
- conduct an overall evaluation of the performance and practicum report and give the final grade to each of the Criminology Interns;
- ensure that the Interns shall uphold the confidentiality of information learned during the practicum.

- **Immersion Phase**

The practicum shall require a minimum of 540 hours, which shall be divided into two components: Practicum 1 - OJT (270 hrs.) and Practicum 2 - Community Immersion (270 hrs.) and shall be taken during the last semester of the Criminology program.

During this phase, the Criminology Interns shall be allowed to observe and assist but not to perform actual operations that may compromise their safety. The Interns shall be required to submit a research report, which shall either be a Case Study or a Case Analysis. The report shall integrate the theories applied into the practicum experiences and shall reflect the Interns' involvement in all activities undertaken.

The Pillars of Criminal Justice and the corresponding partner institutions where the immersion/s shall take place.- The HEI is given the discretion to determine the venue for the OJT in a particular area.

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3.6. *College of Teacher Education (CTE)*

3.6.1. Goals

It is committed to develop future teachers who will help mold students to become enlightened, efficient and productive citizens.

3.6.2. Specific Objectives

- Acquire mastery of skills in oral and written communications.
- Enhance and develop student's capabilities for independent work and research.
- Develop teaching competencies of students through practical experiences acquired from internship trainings.
- Raise to 55% the number of examinees who will pass the LET.
- Develop further moral, spiritual and social values through participation in various school and community activities.
- Respond and be compassionate to the basic needs of the indigenous people (IP).
- Cultivate wholesome and well-rounded students.

3.6.3. Accreditation Level Status

The College of Teacher Education was granted Level II Accreditation Status by the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCU) on the November 09-12, 2010.

3.6.4. Program Objectives

- **Bachelor of Elementary Education (BEEd)**

The program aims to develop future teachers for the elementary grades who are equipped with values and skills needed to fully develop the potentials of their would-be pupils.

- **Bachelor of Secondary Education (BSEd)**

It aims to develop future teachers for the secondary levels who can assume the role of effective synthesizer of organized knowledge, in order to allow their students think critically and logically.

- **Bachelor of Physical Education (BPE)**

- ✓ To develop the movement potentials of each individual to an optimum level.

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- ✓ To develop a basic understanding and appreciation of human movement.
- ✓ To develop and maintain the optimal physical fitness and functionality of the individual.
- ✓ To develop skills, knowledge and attitudes basic to voluntary participation in satisfying, enjoyable physical activity experience.
- ✓ To develop personally rewarding and socially acceptable behaviors through participation In varied movement activities for a lifetime.

Admission and Promotion Policies

3.6.5. Admission Policies

An incoming first year student will be admitted in the College of Teacher Education upon satisfying the following requirements:

- GWA of 85% and above with no grade below 83% in any subject (card)
- College Entrance Test (CET) of 60 percentile score and above
- Passed the CTE Admission Test
- Oral Interview grade of 83% and above
- Physically fit
- Must present a certificate of Good Moral Character and a photocopy of Birth Certificate

3.6.6. Retention and Promotion Policies

- For general education subjects – no grade below 80%
- For professional and content subjects – no grade below 83%
- or major subjects – no grade below 85%
- Qualifying exam for major subjects – 85% and above

3.6.7. Continuing Professional Teacher Education (CPTE)

- Transcript of Records and Good Moral Character (original and photocopy).

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- With a general weighted average (GWA) of 83%, and no grade below 80% in general education subjects (TOR).
- Must pass the oral interview in English.
- Must submit permit to study if currently employed.
- College Entrance Test Result from the Guidance Office (Must pass the CTE required percentile mark).

3.6.8. Academic Load

The study load of a regular student consists of a maximum of 24 to 28 units for BEEd, BSEd and BPE students excluding Physical Education and NSTP subjects in regular semester. This is not applicable for graduating students who are not enrolled in Education 10 (Practice Teaching). Students with deficiencies who will enroll in Practice Teaching shall be allowed to have not more than six (6) units General Education subjects but not in Professional or Major subjects.

3.6.9. Selection of Best Teacher

Best Student Teacher is selected on the bases of the following:

- | | |
|--------------------------------|--------------|
| • Final Demonstration Teaching | (30%) |
| • Portfolio | (20%) |
| • Cooperating Teacher | (20%) |
| • Supervising Professor | (20%) |
| • Peer Evaluation | <u>(10%)</u> |
| | 100% |

Note:

- ✓ *Nominees for the Best Student Teacher should have a grade of 95% and above in all the criterias cited.*
- ✓ *Student teacher who will be engaged in grave misconduct (to be specified by the CTE Dean and faculty) will be disqualified in the selection of Best Student Teacher.*

3.6.10. Policies for Practice Teaching/ Guidelines in the Deployment of Pre-Service

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3.6.10.1. Rationale

The apex of all the Experiential Learning Courses is the Practice Teaching. It is the total immersion of the prospective teacher in the real life of becoming a teacher. During practice teaching, the pre-service teacher experiences the rudiments of teaching in a cyclical process of planning, actual teaching and evaluating learning. The pre-service teacher, who may be called an apprentice, or student teacher intern, walks the whole process of teaching with a mentor, who is called the cooperating teacher. Here the pre-service teacher puts into actual practice all that were learned in the content and theory courses, strategies or methods of teaching as well as put into test the pedagogical content knowledge acquired in related courses prior to Practice Teaching.

As the last field study course, the practice teacher should be given all the opportunities to bring out the best of every prospective teacher. This is necessary in the, mastery of the competencies needed as clearly spelled out in the National Competency-Based Standards for Teachers (NCBTS) and CMO 30, s. 2004 and its regional adaptation.

To achieve this goal, Practice Teaching should be collaborative effort of the Teacher Training Institutions where the content and strategy courses are first learned and the Cooperating Schools of the Department of Education where much of the Practice Teaching experiences takes place.

Where learning environment has extended beyond the classroom alone, the demands of the diversity of learners are great, the complexity of learning becomes very challenging, and the role of the teacher has extended to a global community, the Practice Teaching component of the new Teacher Education Curriculum has achieved a new dimension.

3.6.10.2. Course Requirements

- **Types and Duration of Trainings**

BEEd/BSEd

On-Campus	-30 school days or 6 weeks
Off-Campus	-50 school days or 10 weeks
Early Off-Campus	-80 school days or 16 weeks

- **Grading System**

ACTUAL TEACHING	50%
PORTFOLIO	30%
ATTENDANCE/PARTICIPATION/BEHAVIOR	<u>20%</u>
	100%

✓ **Actual Teaching**—In this criteria, 25% will be coming from the result of final

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demonstration teaching of a student-teacher and another 25% will be given by the cooperating teacher based on the daily performance of the student-teacher in his/her daily teaching and his/her participation in instructional activities. A form will be given to the cooperating teacher of the student-teacher (refer to form on the next page).

- ✓ **Portfolio**—the evaluation of a student-teacher's portfolio will be based on the rubric as reflected on the Experiential Learning Courses Handbook.

- ✓ **Attendance/Participation/Behavior**—from the 20%, 10% will be from the supervising instructor/professor and will be based on the participation of a student-teacher in every activity within the institution and in every meeting of student-teachers and supervising instructors/professors during Fridays. Another 10% will be from the cooperating teacher of the student-teacher.

The above criterias will be followed in evaluating student-teachers in both mid and final terms. The final grade of student-teachers will be computed by getting the 40% from the midterm and 60% from the final term.

Grade in Actual Teaching

A. Mid-term (40%)

1. Participation (Instructional)	30%
2. Instruction	
a. Planning	30%
b. Implementation	<u>40%</u>
	100%

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B. Final (60%)

1. Participation (Instructional)	30%
2. Instruction	
a. Planning	30%
b. Implementation	<u>40%</u>
	100%

3.6.10.3. Qualification of Students

In - Campus Training

- Had passed all major subjects in the Course (BEEd, BSEd)
- Had no other subjects left except Education 10 or Practice Teaching.
- Had taken Strategies of Teaching at least one year before Practice Teaching, otherwise the student shall be required to attend the subjects for a refresher.

Regular Off-Campus

- Obtained very satisfactory grade in the In-Campus Training. (85% or above)
- Had fully met and satisfied all requirements for In-Campus Training.

In-House Training

- Those with satisfactory grade in the In-Campus Training (85% or below)
- Had fully met and satisfied the requirements of the course prior to Practice Teaching.

3.6.10.4. Duties and Responsibilities of Pre-Service Teachers

Field Study

The FSS shall:

- Take the field study courses congruent to their professional education subjects;
- Observe proper decorum and behavior when making field visits and observations in the schools where they are fielded; and
- Accomplish the requirements of the course as scheduled.

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Practice Teaching

The Student Teacher shall:

- Participate actively in school-related activities, however, priority should be given to academic related activities;
- Notify the cooperating teacher in case of absences;
- Consider/be open to constructive criticisms;
- Respect the dignity and rights of children;
- Come prepared at all times;
- Secure clearance from the cooperating school;
- Accomplish the internship portfolio;
- Project a good image as a teacher at all times by observing:
 - ✓ Code of ethics
 - ✓ Proper dress code
 - ✓ Punctuality in all activities of the internship

3.6.10.5. The Role of TEI Dean

- Initiate conferences with the Regional Director, Schools Division Superintendents (SDS)/Private School Principals in selecting cooperating schools;
- Prepare a MOA between the TEI and the Division Office (DO) to be signed by the College/University President and the SDS;
- Coordinate with the SDS in the selection of cooperating schools;
- Prepare a formal communication to the school principal relative to the deployment of FSS and Student Teachers;
- Ensure that the College Supervisor deploy pre-service teachers to schools as arranged with the School Division Superintendent (SDS);

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- Provide flexible incentive system to personnel (cooperating teachers, school principal, department heads and supervisors) involved in student teaching as stipulated in the Memorandum of Agreement; and
- Provide a functional space for Experiential Learning Courses.

3.6.10.6. The Role of TEI College Supervisor

- Orient the pre-service teachers on the rationale and procedures of the experiential learning courses;
- Conduct orientation meetings in order that expectations of both parties are made clear to all concerned;
- Determine the readiness and ability of the pre-service teachers to undergo practice teaching; and,
- Coordinate with cooperating school head regarding the activities and practice teaching needs of the student teachers;
- Orient the student teachers for their off-campus work;
- Conduct regular observation and evaluation of the practice teaching performance of student teachers;
- Coordinate regularly with the cooperating school principal/head teacher, and cooperating teacher regarding performance of the student teachers;
- Submit written reports to the College Dean, copy furnished the school principal and the SDS, at least twice a month regarding the:
 - ✓ progress/performance of student teachers
 - ✓ Problems/difficulties met by the student teachers
 - ✓ Solutions/actions taken to solve the problem
- Conduct debriefing sessions, interview/case studies of student teachers.

3.6.10.7. The Role of the Cooperating School

Field Study

- The Principal shall accept the FSS and see to it that they are assigned to observe any teacher;
- The Principal shall coordinate with TEI supervisor concerning field study assignments and problems;
- The Principal shall ensure the orientation of the FSSs on the following:
 - ✓ policies, regulations and environment of the school;

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✓ assignment of classes and responsibilities;

- The Principal will participate in a debriefing session with the resource teacher, the FSS and the college practicum supervisor.

Practice Teaching

- Assign a student teacher to a qualified cooperating teacher in coordination with the school department head/chairman and with the University/College Student Teaching Supervisor/Director;
- Conduct regular conference with the cooperating teachers as regards to the performance of the student teachers;
- Coordinate with the college supervisor of the student teacher;
- See to it that the student teachers are not allowed to substitute for teachers who are on leave; and
- Prepare required reports to the SDS.

3.6.10.8. The Role of the Cooperating Teachers/ Mentors

Field Study

The Resource Teachers shall:

- see to it that the FSS's role is limited to the requirements and activities of the particular field study course;
- accommodate FSSs in their actual classroom teaching and are not duty bound to mentor/coach; and
- certifies the attendance of the FSSs.

Practice Teaching

- Observe mentor-mentee relationship;
- Assist the student teachers in honing their skills through:
 - ✓ regular class observation and post conference

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- ✓ lesson planning
 - ✓ use of varied strategies/approaches/techniques
 - ✓ classroom management
 - ✓ assessment of learning outcomes
 - ✓ questioning techniques
 - ✓ preparation of instructional materials
- observe, coach/mentor and evaluate the performance of the student teacher;
 - Keep a record of observations and post conferences made with the student teacher;
 - Model effective teaching and management techniques;
 - Provide the student teacher the opportunity to teach independently and collaboratively;
 - Allow the student teacher to participate in co-curricular and school/community activities;
 - Complete a set of summative evaluation reports for each student teacher; and
 - Recommend a PASS or FAIL standing for the student teacher for the practicum.

3.6.11. On Qualifying Examination

- A Qualifying Examination shall be given to incoming second year BSEd and BPE students at the end of the second semester.
- At the start of every Academic Year, the Dean and faculty members shall explain the objectives of Qualifying Examination to the students.
- Incoming sophomore students may pursue majorships in English, Filipino, Mathematics, Biological Science and TLE .BEEd students who want to major in Pre-Elementary Education should have a grade of 85% in Psychology and Child and Adolescent Development subjects. BPE students should have 85% and above in PE subjects (1, 2 & 3) and must pass the qualifying

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exams and oral interview.

- The Dean and concerned instructors/professors shall prepare the Qualifying Exam.
- List of those who passed the Qualifying Exam shall be posted at the college bulletin board.
- Students who failed in the Qualifying Exam shall be advised to take BEEEd or other courses.

3.6.12. On Conduct of Related Experience Internship

3.6.12.1. General Guidelines

- The students enrolled in practicum shall complete the required number of hours based on the approved curriculum.
- Practicum Coordinator/s shall be designated for each program.
- The concerned College shall have the option to prescribe the necessary for the students provided that it shall not be identical with the uniform of the personnel in the agency/company where the practicum is being undertaken. Only the official seal of the Occidental Mindoro State College shall form part of the uniform.
- The concerned College shall ensure the safety and protection to life and limb of the students as well as the provision for insurance coverage and medical clearance.
- The concerned College may collect reasonable internship fee from the students who shall undertake the practicum, provided that it is approved by the Board of Trustees.

Duties and Responsibilities

3.6.12.2. The Practicum Coordinator

- Assume full responsibility over the students while having their practicum program.

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- Develop in collaboration with the duly selected agency/company an Internship Plan for the students practicum specifying among others the goals and objectives, student outcomes, knowledge, skills and competencies that the students should acquire in each area of assignment, and schedule of activities. The said internship plan shall be part of the Memorandum of Agreement between the College and the Agency/Company.
- Conduct an initial visit/inspection of the Agency/Company and the representative office to ensure safety of students.
- Conduct general orientation and briefing to students.
- Monitor and evaluate the performance and welfare of students and immediately attend to their complaints and grievances by coordinating with the concerned Agency/Company.
- Collate the monthly journal of experience.
- Conduct debriefing and post evaluation of the students after the practicum period.
- Report any irregularities of the establishments or organization of violations as provided in the guidelines of the Department of Labor and Employment (DOLE).
- Submit to the Office of Student Affairs and Services the following:
 - ✓ Memorandum of Agreement
 - ✓ Internship Plan
 - ✓ Monitoring and Evaluation Tool

3.6.12.3. The Agency/Company

- Assign a competent Practicum Supervisor responsible for the implementation of the Internship plan.
- Assist students who encounter problem during the practicum period.
- Provide evaluation/performance feedback and/ or exit

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evaluation.

- Issue Certificate of Completion of Practicum to the student after completion of program

3.6.12.4. The Students

- Sign and comply with the provisions stipulated in the MOA, the internship plan and the rules and regulations of the College and that of the Agency/Company.
- Undergo the required Student Practicum Program.
- Keep a weekly learning journal of practicum experiences describing his/her practicum activities, problem/s encountered, reflections on the practicum experience to be submitted every after two weeks to the practicum coordinator.
- Complete the agreed duration of the practicum program.
- Submit to the College thru the practicum coordinator a terminal report and other requirements upon completion of the program.

3.6.12.5. Parent/Guardian/Spouse

- Co-sign the Memorandum of Agreement to manifest approval or consent to the practicum of their child/spouse.

3.6.12.6. Monitoring and Evaluation

- The monitoring and evaluation of the performance of the students under a practicum program shall be done jointly by the Practicum Coordinator of the College and the Practicum Supervisor of the Agency/Company.
- The monitoring and evaluation schedule shall include standard procedures, instruments and methodologies such as but not limited to actual observations, weekly reports and conferences with students.
- At the end of the practicum period, The Agency/Company shall transmit to the College the Following documents:

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- ✓ Certificate of Completions
- ✓ Duly Accomplished evaluation sheet
- ✓ Other pertinent reports, information, and/or documents which may be required

3.6.13. Teacher Certificate Program

The Teacher Certificate Program is designed for graduates of non-education degrees who wish to become professional teachers.

Graduates of non-education degrees shall take eighteen (18) units of professional education courses to qualify for the Licensure Examination for Teachers. (CMO # 11, s 2009, Sec. 8).

3.6.13.1. Admission Policy

The screening process and approval of admission in the course will be determined by the Dean of the College of Education.

- The General Weighted Average (GWA) should be 83% or above as indicated in the Transcript of Records (TOR) from the taken degree/course except for the student professionals (those with license already).
- Must have no grades below 80% in general education subjects.
- Must pass the Interview using English Language. Passing rate for interview is 83%.
- Must submit permit to study if currently employed.
- Must have the College Entrance Test - Percentile Rating of at least 40 percentile given by the Guidance Office.

3.6.13.2. Retention Policy

- Maintain a grade of at least 82% in all subjects.
- The lowest possible grade to be given is 80 % (equivalent to 75% in the undergraduate courses).
- For Graduates of OMSC, the additional 6 units – Teacher Education Enhancement Practices will be applied.

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3.6.13.3. Administration and Supervision

- The subjects to be offered will be determined by the Dean of the College of Education in coordination with the Vice President for Academic Affairs (VPAA) as per indicated from the CHED MEMO # 11, s 2009 and the Table of Specifications (TOS) of Licensure Examination for Teachers (LET) from Philippine Regulation Commission. The maximum subject loads for each semester is 9 units.
- The screening process, approval of admission and retention in the course will be determined by the Dean of the College of Education.
- Subject loads will be assessed by the Dean of the College of Education in coordination of the Registrar.
- Faculty who will teach the subjects will be selected by the Dean of the College in coordination with the VPAA.
- Comprehensive Review and Examination (CRE) Implementing Rules and Regulation (IRR) will also be applied for a quality board performance for all graduates of OMSC only.
- Grades shall be collected by the Registrar from the professors, consolidate them and issue class cards to the students.
- The College of Education shall check and monitor the Professor's syllabus and attendance.
- Students' records shall be checked by the College upon continuing and finishing the program.
- Certificate will be awarded to after completing and passing the 18 units requirement.

3.6.13.4. The Subjects

As per CMO # 11, s 2009 and in accordance with the Table of Specification (TOS) of Philippine Regulation Commission (PRC) for Licensure Examination for Teachers (LET), of the required 18 units of credit in professional education courses, 12 units must have been earned by completing one subject or its equivalent in each of the four (4) clusters

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enumerated below. The following subjects are herein prescribed to complete the Teacher Certificate Program.

3.6.13.5. Exemptions to Student Teaching/Internship/Practicum

- Exempted are those who are already in teaching career having at least one (1) year of good performance.

3.6.13.6. Submission of the following requirements:

- Certificate of Employment for Teaching from the Principal or Head of school
- Performance Rating for the last three(3) years

Upon meeting the requirements, s/he should enroll the subject with three (3) units equivalent, and a PASSED rating will be given after the end of the semester s/he has enrolled in the subject.

3.6.14. *Basic Education Laboratory*

3.6.14.1. Objectives of the Basic Education Laboratory

- To develop the spiritual, moral, mental and physical capabilities of each child.
- To provide experiences contributory to a democratic way of life.
- To calculate ideas and attributes necessary for enlightened patriotic upright and useful citizenship.

3.6.14.2. Elementary

- **Admission**

A pupil will be admitted to the Elementary Laboratory after satisfying the following requirements.

- For Grade 1
- He/she must belong to the upper 10% of the graduating class in the preparatory schools.
- Must pass the entrance examination and interview.
- Must belong to the upper 60% percentile rank of the combined results of the pre-elementary grade (50%) and OMSC admission examination (50%)

- **Retention**

Pupils must not have a failing grade in any two subjects for two consecutive years.

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3.6.14.3. Secondary High School

(Science Curriculum/Started AY 2012-2013)

The Science Curriculum adopted is the curriculum used by the Philippine Science High School, Department of Science and Technology. The curriculum has been tried, tested and has undergone several revisions.

- **Admission**

Students who belong to the upper 10% of the grade 6 graduating class and who have been recommended by their respective principals are qualified to take the entrance examination. Selection will be done in 3 stages and is conducted by the school.

The first stage is the administration of standardized mental ability and aptitude test. The student applicant must belong to the 40% of the first stage of examination in order to admit to the second stage.

The second stage is the proficiency test in Science, English and Mathematics. These stages qualifies should obtain 75% proficiency level in order to advance to the last stage of the selection process.

The last stage is the interview of the students and parents. It would be conducted by the screening committee.

- **Retention**

To remain in the program, the student should obtain a general average of 85% in Science, Mathematics, and English and 83% in the rest of the subject in any grading period. Failure to meet the grade requirements shall be a cause to transfer to the regular class.

- **Transfer**

- Transfer from a regular High School shall not be allowed in any curriculum year.

- Transfer from any science high school shall be allowed, provided the student has no grade below 85% in any of these subjects.

- **Grading System**

- The system of grading shall be based on the criteria as stipulated in DepEd order no.33 s.2004.

- There shall be four (4) quarter in one (1) school year.

- Method of grading shall be averaging.

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- The numerical system of grading shall be in multiple of one.
- **Selection of Honor Students**
 - Candidates for honor at any year level must have a general average not less than 85% in Science, Mathematics and English and without any grade lower than 83% in the rest of the subject.
 - Top fifteen (15) students shall be ranked using 7-3 point scheme (7) points for academic performance and 3 points for leadership in co-curricular activities as explained to DepEd Order no.33, s.2004.
 - The President of the school shall make the final announcement of honor students.
 - Protest, if any shall be filed with the office of the Basic education by candidate and their parents/guardian within five (5) working days before the graduation rites.

3.6.14.4. Selection of Honor Pupils

- Candidates for honors, at any grade level, shall be drawn from the top ten (10) pupils of the school. They must not have a final grade lower than 80% in any subject.
- The top ten (10) pupils shall be ranked using the 7 – 3 points scheme (7) points for academic performance and 3 points for leadership on co – curricular activities as explained in the Enclosure to DepEd Order No. 6, s.2005.
- The pupil's grades in the previous curriculum level shall not be considered in the ranking of honors for graduating pupils/ students.
- In the case of a tie, candidates may both be declared for the honor ranking, for example, both as valedictorians, salutatorians, first honorable mention, etc.
- Candidates for honors at any level must have done the entire work of the grade/year level in the school where they are candidates for honors. Thus, pupils who transfer during the school year shall not be eligible for honor for that curriculum year.
- A pupil who has been suspended for serious disciplinary

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infractions (e.g. cheatings, stealing, smoking inside the school premises, gambling of any sort, fighting causing injury to others, etc.) shall be disqualified for honors for the curriculum grade during which the suspension is imposed.

- Recognition shall be given for the achievement of pupils in specific academic disciplines (e.g. Science, Mathematics, English) and in special curricular areas (e.g. Athletics, performing arts, campus journalism).
- Any teacher who is related within the second degree of affinity or consanguinity to any candidate for honors shall not be allowed to sit as member of the Selection Committee.
- The head of the school as Chair of the Selection Committee shall make the final announcement of honor pupils/ students. The announcement for the graduating pupils/ students shall be made not later than fifteen (15) working days before the recognition rites/ commencement exercises.
- Protest, if any, shall be filed with the office of the Principal by the candidates and their parents/guardians, within five (5) working days, before the recognition / graduation rites and shall be settled not later than three (3) working days before the recognition/graduation.
- In the credit to the achievement and involvement of the students joining the major competitions held outside the institution, the following considerations are being agreed unanimously by the teachers of Basic Education Department;
 - Students will be pulled out in their classes to give way for a thorough review and practice as a preparation for the competition students will attend to, thus they won't be able to participate in the recitations, seat works, quizzes and other related activities which are the bases for the computation of their grades.
 - In case the computed grade for that grading period is lower than the previous one due to the times being missed because of the reviews and practices, the grade in their previous grading period will be retained and considered provided that the students complied with all the requirements set by their subject teacher.

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- In case that student did not comply with the requirements set by the subject teacher, the actual computed grade will be the one to reflect on the report cards and in the permanent records.
- Retaining grades of the students who joined the competition in all the subject areas is only applicable to the grading period where competition was being attended.

3.6.14.5. Assessment and Evaluation of Learning and Reporting of Pupils' Progress in the Elementary Laboratory

- Grades shall be computed based on a transmutation table that equates zero to 70 as base and adjusts other scores accordingly.
- Grades shall be based on assessment that causes the range of competencies specified in the PELC. The test shall be designed as follows:
 - 60% easy items focused on basic content and skills
 - 30% medium – level focused on higher level skills
 - 10% difficult items focused on desirable content or skills that aim to distinguish the fast learners.
 - It should be stressed that EASY does not mean items that only require simple recall.
- Attainment of at least 75% of the competencies is required to pass each subject.
- The lowest grade that shall appear in the report card is 70%. The students' true grade below 70% shall be retained in the class record.
- Grades in the different subject areas shall be based on DepEd Order No. 39, s. 2004 and DepEd Order No. 26, s. 2004 for Character Education.
- The use of rubrics or scoring guides for non – traditional assessment is strongly encouraged.
- Non – traditional assessment (e.g. open – ended questions performance based assessment) appropriate to the learning area

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shall be encouraged to complement traditional assessment (e.g. multiple choice, completion type and matching type) in order to gather holistic information about student performance.

- The final grade in each subject shall be computed as the average of the four periodical grades after the 4th grade had been multiplied twice.
- Guidelines in the selection of Honor Pupils/Students shall follow the DepEd Order No. 9, s. 2004.

3.6.14.6. Procedures on The Ranking of Honor Pupils/Students

The following criteria and the corresponding weights shall be used in determining the honors.

- **Academic Enclosure (7 points)**
 - Academic excellence shall be based on the general average of the five (5) learning areas in the curriculum year.
 - The procedure for ranking based on academic excellence is a follows:
 - ✓ Compute the average of each learning area up to two decimal places;
 - ✓ Get the average of the grades of the five learning areas;
 - ✓ Rank the candidates according to this average; and,
 - ✓ Multiply the rank by 7 points.

Student	Average of Grade of the Five Learning Areas	Rank	Weighted Rank
1	87.60	4	28
2	87.20	5	35
3	87.80	3	21
4	90.00	1	7
5	87.90	2	14

3.7.14.7. Co – curricular Activities (3 points)

Performance in the co – curricular activities covers the achievements of the candidates in all activities (at school, division, regional, national and international level), active participation in authorized student organization or

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clubs, outstanding awards in recognition of the actualization of what had been learned from school travels in relation to school work and other civic activities.

The rating shall be based on the combined assessments of all the teachers of the candidate in the curriculum grade/year.

3.6.14.8. Ranking of candidates shall follow this procedure:

Get the composite rank (sum of all the ranks given by the raters) of each candidate;

Rank the candidate from the lowest to the highest sum; and

Multiply the final rank by three (3) points.

Student No.	Activities				Composite Rank	Final Rank	Weighted Rank
	1	2	3	4			
1	2	1.5	2	4	9.5	1.5	4.5
2	3	1.5	3	2	9.5	1.5	4.5
3	4	5	1	5	15	5	15
4	1	3	4.5	3	3	9	9
5	5	4	4.5	1	14.5	4	12

3.6.14.9. For Final Ranks

Add the weighted ranks of the students; and
Rank the sums from the lowest to the highest.

Student No.	Academic Excellence	Co-curricular Activities	Total	Rank
1	28	4.5	32.5	3
2	35	4.5	39.5	5
3	21	15	36	4
4	7	9	16	1
5	14	12	26	2

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3.6.14.10. Points For Co – Curricular Activities

Activities	Level of Participation	Points of Rank, Position or Prize Won			
		1 st	2 nd	3 rd	Participant Only
1. Memorandized/ Official Contests (Academic, Sports, Others – NGO-sponsored contest)	National	6	4	3	1
	Regional	5	3	1	.75
	Division	4	2	.75	.50
	District	3	1	.50	.25
	School	2	5	.25	.15

2. School Paper	Position	Points
	Editor – in - Chief	5
	Associate editor	4
	Managing Editor,	3
	Others: Section Editor,	2
	(Sports, Features,	
	Literary, etc.)	
	Contributor/Reporter	1

3. Membership in any major organization (Science Club, FHP, Scouting, etc.)	President	Vice President	Secretary/ Treasurer	Other Offices
	National	4	3	2
Regional	3	2	1.5	.75
Division	2	1.5	1	.5
District	1	.75	.5	.25
School	.5	.25	.20	.15

4. Participation/ Attendance in Seminar/ Camp Activities	
National	5
Regional	4
Division	3
District	2
School	1

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5. Research	Leader/Chair	Member
Division	5	4
District	4	3
School	3	2
Class	2	1

1. In recognition of the leadership skills and services rendered by the officers of Supreme Student Government (SSG), the following points in the area of co-curricular activities performance shall be granted to the graduating students vying for honors in the secondary levels:

Position	Points
President	5
Vice President	4
Secretary/ Treasurer	3
Auditor/Peace Officer/PIO	2
Others (Year Level representatives, COMELEC, PG/SSG Committees)	1

7. Participants in international conferences, exchange programs, competitions and the like shall be granted the following points in the area of co-curricular activities performance:

Nature of Participation	Points
Winner of International Contests	10
Participant	6

8. Points in the area of co-curricular activities performance shall also be given to pupils and students who serve as officers in the District/Division, Regional and National Organizations/ Federations recognized by the Department of Education, to wit:

Membership in any major Organization (Science Club, YES – O, YECS, STEP, PG/SSG. School Paper, Scouting, English Club, Mathematics Club, etc)	President	Vice President	Secretary/ Treasurer	Other Officers

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National	5	4	3	2
Regional	4	3	2	.1
Division/District	3	2	1.5	.75
School	2	1.5	1	.5

3.6.14.11. Rites in the Basic Education

- Theme of the Graduation Rites shall be based on the DepEd guidelines or the College guidelines for the school year.
- No extravagant special attire or extraordinary venue for the ceremonies should be required.
- Contributions for the annual yearbook shall likewise be on voluntary basis.
- Graduation fees should be minimal; use of such fees shall be coordinated and properly reported to the PTCA members.
- No non – academic project shall be imposed as requirement for graduation.

3.6.14.12. Selection of Enrolling Officers in the Elementary Laboratory and their Duties

- The principal shall recommend the enrolling officers every end of the school year.
- Enroll the pupils according to the procedure set by the Registrar.
- Assign student numbers.
- Submit the following to the office of the Principal after the enrollment period:
 - Form 138
 - List of enrollees for each section and their student number.

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3.6.14.13. Participation of Pupils to Academic Competition in the Elementary Laboratory

- **General Policies:**

- Basic medicines or first aid kit shall be requested from the clinic.
- Expenses for costumes or props needed shall be deliberated by the Committee on Travel and Trainings on a case-to-case basis subject to the availability of funds.
- Calendar of Activities and related budget shall be prepared every December of the preceding year.
- In case participants are stranded, the college shall bear the cost of meals and other incidental expenses.

Sources of Funds:

Department's Fund
School Publication
School Organization Fees
PTCA
Parents of Participants
Special TFs
Fund Raising/ Solicitation

- **Specific Policies:**

- **Selection of Participants in Different Level of Competition**
 - ✓ School/ Municipal – recommendation of the subject teacher based on the observed classroom performance of the pupil(s) on that field / line.
 - ✓ Division Level – 1st place winner in the school/ municipal level.
 - ✓ Regional level – 1st place in the Division Level.
 - ✓ National Level – 1st place in the Regional level.
 - ✓ International level – 1st place in the national level.
- **Substitution:**
 - ✓ In the case where the qualified winner(s) is / are not available at the time of the competition; or if he waives his right to join the competition, the next in rank will be chosen provided he/she complies with the stipulated

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requirements.

- ✓ Note: This is only for the Division Level. (Substitution to the Regional competition(s) will be decided by the Division Office.)
- **Requirements:**
 - ✓ Approved travel order from the concerned authorities.
 - ✓ Parent's permit with waiver.
 - ✓ Certification of good health.
 - ✓ Willing to shoulder daily allowance
 - ✓ Willing to bear transportation expenses in case school funds are NOT available.
 - ✓ Willing to attend the orientation/ briefing on necessary training prior to the activity.
 - ✓ Willing to sign an agreement of good behavior / full cooperation in the competition.
- **Fields of Competition:**
 - ✓ Science Congress
 - ✓ Press Conference
 - ✓ MTAP
 - ✓ STEPh
 - ✓ Musical
 - ✓ Cultural
 - ✓ Arts
 - ✓ Sports
- **Teacher Delegate(s) as coach (es)**

The subject teacher/coach/trainer will accompany the participants. In case the subject teacher is not available at the time of the competition, the Principal will assign the substitute.
- **Coach – Pupil Ratio**
 - 1:5 – (1 coach/teacher/trainer to 5 pupils)
 - 6 pupils and above – (2 coaches/teachers/trainors or the case may need)

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➤ **Sources of Funding and Sharing Schemes**

Division Level

School Expenses: Travel expenses Materials and supplies/equipment

Participant's Expenses:

Research materials and the like. Personal needs and daily allowance

➤ **Regional / National / International Level:**

School – actual travel expenses:

Materials and supplies

Fifty pesos (P50.00) per meal allowance

During competition

Participants – materials for research and the like, meals during travel time

3.6.14.13. PBO Election

• **Qualifications of Candidates**

- Bonafide Student-(officially enrolled)
- With at least one (1) year residence as student at the time of the election.
- Have not been suspended for serious disciplinary problem within the last school year or current year before the election period.

• **Removal from the Elected Position**

- Transfer of school.
- Suspension due to disciplinary problem.

• **Substitution of the Vacated Position**

- The candidate with the next higher votes will be declared as substitute by the Comelec Chair.

• **Rules and Regulation to be followed during PBO Election**

- There will be six (6) precincts.
- Each precinct shall be manned by the Board of Canvassers composed of the Chairman and two (2) members.
- All bonafide pupils are qualified to vote.
- Election shall start at 1:30 p.m. and shall end at 3:00 p.m.
- Counting with or without the watchers of the parties.
- No ballots shall be entertained after the cut-off time.

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- Election shall be done by secret balloting.
- The officers to be elected are as follows:
 - ✓ President
 - ✓ Vice President
 - ✓ Secretary
 - ✓ Assistant Secretary
 - ✓ Treasurer
 - ✓ Assistant Treasurer
 - ✓ Auditors
 - ✓ Business Manager
 - ✓ Sgt at Arms (2)
 - ✓ Representatives:
 - ✓ Grade I -2
 - ✓ Grade II -2
 - ✓ Grade III -2

- There will be at least two (2) parties but not to exceed three (3) including independent candidate. Each party will be headed by a faculty in the department.

- Each party shall have three (2) watchers during the counting of ballots.

- Watchers should be present before the counting.

- During election, a candidate must stay five (5) meters away from voting centers.

- Parents are not allowed inside the precincts.

- The candidate to receive the highest vote shall be declared winner.

- In case of tie in one position, the candidate may:
 - Agree to have a toss coin.
 - Serve for five months each. Have a toss coin to determine who will serve first.

- Winning candidates shall be proclaimed the next school day after the election.

- In case of protest, the candidate shall file his written election protest

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to the Committee on Election which shall be decided by the committee within 15 working days upon the receipt of the formal complaint.

- The Comelec chairperson will be either elected by the faculty or designated by the principal.

3.7. Graduate School

3.7.1. Master of Arts in Development Education/ Master of Arts in Education

3.7.1.1. General Objective of The Program

(CMO No. 53, s. 2007)

The program aims to improve the capacities of education professionals who aim to contribute to be continued improvement of teaching and learning in the classroom, delivery of student services and management of educational programs. It also develops capacities of graduate school students related to doing research that will improve educational theory and practice indifferent aspects of educational process.

3.7.1.2. Specific Objectives

- Update and enrich teachers' theoretical and technical knowledge in professional and in academic supervision and administration areas;
- Develop the teachers' research capabilities for replicating, verifying, validating, contextualizing, and/or applying theoretical and practical knowledge about the different aspects of the educational process;
- Inculcate among educators and school managers appropriate work values, professionalism and discipline

3.7.2. Master in Public Administration

3.7.2.1. General Objective of the Program

(CMO No. 36, s. 1998/ CMO 53, s. 2007/ CMO 6, s. 2010)

The program aims to develop graduate school students to become effective and efficient public officials and administrators through exposure and analysis of current public policies, administrative and management decisions in the pursuit, administrative and management decisions in the pursuit of good governance.

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3.7.2.2. Specific Objectives

- Strengthen capabilities of public administrators in doing public policy through research that will improve theories and practices related to different aspects of management process;
- Update and enrich administrators' content knowledge in management, supervision and human relations.
- Inculcate among public administrators required work values and advocacy to deliver accountable public service directed for the public good.

3.7.2.3. Admission

- A student seeking for admission to the Graduate program must be a Bachelor's degree holder or its equivalent. Holders of non-education degrees who wish to enroll on the MADEVED and MAT programs should take nine (9) units of Education subjects below 200 level.
- Students should file an application at the Graduate School with attached nomination form and photocopy of Transcript of Records. (Forms can be availed at the Graduate School)
- All first-time enrollees including transferees whose GPA is below 85% or its equivalent shall have "Probationary" status. To be converted to "Regular" status, students must have achieved a grade of 90% or better in all subjects enrolled. Students who failed to attain the required grades shall remain on probation status and shall not be allowed to enroll more than six units in the succeeding semesters.
- Bachelor's degree or its equivalent. Holders of degrees not related to the graduate programs they wish to enroll shall take the prescribed pre – requisites or foundation subjects.

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PART IV. Other Academic Guidelines and Policy

4.1 Curriculum Review and Development

4.1.1. Schedule

The review and development of a curriculum is based on the issuances provided by CHED. If there are new CMOs for an academic program, a committee is created to map out the necessary activities related to the review of the curriculum.

4.1.2. Functions

Under the guidance and directive of the College President, the functions of the Committee are:

- Plan and implement curricular changes that would bring forth quality instruction in all degree and non-degree programs.
- Propose new curricular programs that are most needed by clientele and consumer groups.
- Review and revise curricular offerings on the basis of need and relevance.

4.1.3. Process

The Campus/College/Institute/Department whose academic program requires a review or will offer new curriculum shall form a Technical Working Group or the Local Curriculum Review and Development Committee to see the merits and demerits of the academic program vis-à-vis the CMO for the particular program. Results of deliberation or drafted curriculum shall be submitted to the Institutional Curriculum Review and Development Committee for finalization. This proposed/reviewed curriculum will be presented to the Academic Council meeting. The Council, in turn, endorses the reviewed/proposed academic program to CHED-Region IV-B for notation and to award the certificate of compliance as an indicator that the reviewed/proposed program is in compliance to specific CMO. The College President then will present the proposed/reviewed curriculum to the BOT for approval.

4.1.4. Composition of Review Committees

- **Institutional**
 - VP for Academic Affairs
 - VP for Academic Affairs
 - Registrar
 - Campus Director Concerned

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- College Dean/Program Heads Concerned
- Institutional Quality Assurance
- Alumni
- Student Officer
- Stakeholder
- Senior Faculty Member
- **Departmental**
 - Director, Curriculum & Planning
 - Registrar
 - Campus Director Concerned
 - College Dean/Program Heads Concerned
 - Institutional Quality Assurance
 - Alumni
 - Student Officer
 - Stakeholder
 - Senior Faculty Member

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4.2. Memorandum of Agreement For the On the Job Training

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into this _____ in San Jose, Occidental Mindoro, Philippines by and between:

The **OCCIDENTAL MINDORO STATE COLLEGE**, a government agency created pursuant to Batas Pambansa Blg. 531 as amended by Republic Act 9747 with Main Campus at Rizal St., San Jose, Occidental Mindoro, Philippines, hereinafter referred to as the **FIRST PARTY**;

-AND-

The _____ (Name of Cooperating Agency), a private enterprise/corporation established pursuant to existing laws with business address at _____ (Address of Cooperating Agency) and hereinafter referred to as the **SECOND PARTY**.

WITNESSETH

WHEREAS, the Occidental Mindoro State College, a higher education institution offering Bachelor of Course under the (Name of College), is desirous of (Program Objective).

WHEREAS, the Occidental Mindoro State College has expressed its intention to deploy its fourth year Course students enrolled Course Title and Code of Practicum of Internship to undergo On-the-Job Training (OJT) with the SECOND PARTY to augment their formal learning;

WHEREAS, the SECOND PARTY is a government/ private entity envisioned to (Vision/ Mission/ Goals of the Cooperating Agency).

WHEREAS, the SECOND PARTY agrees to accept students of the FIRST PARTY as on-the-job trainee in support of the On-the-Job Training Program and to complement the existing curricula to match industry needs and demands; and

WHEREAS, all parties are cognizant of the need for cooperative endeavor and fully aware of the mutual advantages and benefits that could be mustered in undertaking a joint venture.

NOW, THEREFORE, for and in consideration of the above premises, the parties hereunto have jointly agreed to implement a scheme designed to achieve their common objectives as follows:

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A. The FIRST PARTY shall:

1. provide learning competencies/skills desired in the course specifically:
 - a.
 - b.
 - c.
2. recommend and assist **intern/trainee** who will undergo **On-the-Job Training**;
3. coordinate with the company/office/firm on the implementation of the existing training standard;
4. require **intern/trainee** to keep updated report book ready for inspection at any given time;
5. provide administrative support for the monitoring of attendance and performance of the **intern/trainee** undergoing **on-the-job training**;
6. ensure that the provision of this agreement are properly implemented and coordinated with the SECOND PARTY for the purpose of ensuring high standard of **training** under the (**Course of Student**)

B. The SECOND PARTY shall:

1. ensure that acquisitions of the necessary abilities, values and knowledge for the **intern/trainee** are achieved;
2. assure that the **intern/trainee's** proper work values and attitude are matched with the SECOND PARTY'S requirements or corporate values and culture;
3. accommodate trainees for supervised **training** for a period of _____ hours;
4. allow the **OJT Coordinator** of the FIRST PARTY to visit the station at least _____ days in a month to monitor the status of the program;
5. ensure that the provisions of this agreement are properly implemented and coordinated with FIRST PARTY for the purpose of ensuring high standards of training under the program;
6. provide medical assistance to the trainee when injured while in the performance of his/her assigned task.

C. The following terms and conditions are likewise included:

1. The SECOND PARTY reserves the right to discontinue the **On-the-Job Training** of the trainee on reasonable grounds upon written notice to the party of the first part. The discontinuation shall take effect immediately upon receipt of the said notice. The reasonable grounds that may terminate the student **trainees/interns** are the following:
 - a. Habitual absenteeism during the **training/internship**;
 - b. Willful disobedience of company rules or insubordination to lawful order of superior;
 - c. Poor physical condition, permanent disability or prolonged illness which incapacitates the **intern/trainee** from working;
 - d. Theft or malicious destruction of company property and or

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- equipment;
 - e. Inefficiency of performance in the **training/internship** for a prolonged period despite warnings duly given to the **intern/trainee**.
 - f. Engaging in violence or other form of gross misconduct inside the company's premises.
2. The FIRST PARTY may likewise, pull-out **intern/trainee** from the training for reasonable grounds after a written notice. The written notice shall immediately take effect upon receipt of the notice by the SECOND PARTY. The reasonable grounds that may terminate the training program of the SECOND PARTY are the following:
- a. Failure to comply with the requirements as stipulated in this contract;
 - b. Substandard or deleterious working conditions;
 - c. Repeated violations on the terms of the training agreement;
 - d. Subjective treatment to trainee.
3. Any decision by the SECOND PARTY regarding behavior and performance of the trainee's shall be forwarded to FIRST PARTY through the On-the-Job Training Coordinator/Adviser for the due process or investigation.
4. During the effectivity of this agreement, it is understood that the trainee shall follow all rules and regulations, policies and procedures particularly those affecting the training activities, duly promulgated by the SECOND PARTY.
5. In case the trainee completes the training program, the SECOND PARTY has the option to hire if it so desired.
6. The SECOND PARTY reserves the right to discontinue the On-the-Job Training of any student trainee for whatever reasons after a written notice to the FIRST PARTY of at least one (1) week before the effective date of termination.

D. EFFECTIVITY

This agreement shall take effect immediately upon signing hereof, and shall continue thereafter, either party may terminate this agreement and anytime by serving written notice to the other party, giving thirty days (30) lead time before intended date of termination.

It is mutually agreed upon that this agreement will not be modified except by written amendment executed by the contracting parties.

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IN WITNESS WHEREOF, the parties hereto have hereunto set their respective hands and caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day, month and year first indicated on page 1 of this Contract.

OCCIDENTAL MINDORO
STATE COLLEGE

(NAME OF COOPERATING
AGENCY)

Represented By:

Represented by:

ARNOLD N. VENTURINA, PhD
SUC President II

(NAME OF REPRESENTATIVE)
(Official Capacity)

In the Presence of:

Name of Parent
Witness

(NAME OF WITNESS)
Witness

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
 PROVINCE OF OCCIDENTAL MINDORO) S.S
 MUNICIPALITY OF SAN JOSE)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2014, affiants exhibiting to me their Competent Evidence of Identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC), known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free act and deed.

Name	ID No.	Issued At	Issued On
ARNOLD N. VENTURINA	Driver's License No. D13-03-021457	San Jose, Occ. Mindoro	Nov. 6, 2012

Head of Cooperating Agency

Student

WITNESS MY HAND AND SEAL.

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of 201 _____

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4.3. Conduct of Educational Tours and Field Trips

4.3.1. Before the Educational Tours and/or Field Trip

- The College shall ensure that the educational tour and/or field trip is embodied in the approved curriculum.
- The College shall inform the CHEDRO at least one month before the opening of classes for every Academic Year of the proposed educational tour and/or field trip.
- The information includes the nature, purpose, schedule, destinations and cost of the educational tour and/or field trip.
- Briefing program shall be undertaken by the College before the educational tour and/or field trip, which may include among others, precautionary measures and risk assessment procedures with the concerned students and parents and shall appear in Minutes of the briefing properly signed and attested by concerned faculty.
- The College shall provide a proto-type Observation Guide which shall include relevant competencies and lessons which may be learned from the said educational tour and/or field trip.
- The College shall ensure that all students are covered by a valid insurance policy.
- The student must be required to submit parents'/guardian's consent duly noted by the Director for Student Affairs and Services.
- The students shall be required to submit a medical clearance before allowing them to participate in the said educational tour and/or field trip.
- For the safety and convenience of the students and the supervising faculty members, advance and proper coordination with the local government units with appropriate clearance from the concerned government and non-government offices shall be secured before the schedule dates of the educational tour and/or field trip
- The concerned college shall submit copies of the above-mentioned requirements including the accomplished Checklist Requirements based from CHED Memo No. 17, series of 2012 to the Office of the Vice President for Academic Affairs and the Director for Student Affairs and Services.

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4.3.2. During the Educational Tours and/or Field Trip

- The travel itinerary of the educational tour and/or field trip shall follow the proto-type observation guide.
- There should be a supervising faculty for each group of students. The ideal ratio is one faculty for every 15 students.
- The supervising faculty shall be with his/her assigned group students throughout the duration of the educational tour and/or field trip.
- Each student shall be required to maintain a daily learning journal which shall be monitored and checked by the supervising faculty every end of the day.
- Students shall not be permitted to leave the group at anytime during the duration of the educational tour/or field trip.

4.3.4. After the Educational Tour and/or Field Trip

- Debriefing program shall be undertaken which shall include reflection of the learning experiences duly documented in the learning journal of the students.
- The concerned College shall submit a report to the Vice President for Academic Affairs copy furnished the Director for Student Affairs and Services on what transpired during the educational tour and/or field trip.

4.3.5. Tour Operators and Tour Guide

- In the event that tour guides will be utilized, only accredited Tour Guides and Operators from the Department of Tourism shall be engaged by the College.
- To ensure quality and professional conduct of tours, only travel and tours operators and tour guides accredited by the Department of Tourism shall be engaged by the College.

4.3.6. Affectivity

This revised policy governing the conduct of educational tour and/or field trips of Occidental Mindoro State College shall take effect after the approval of the Academic Council and shall form part and included in the Student Handbook of the College and shall remain force or effect until revoked or amended.

Reference: CHED Memo No. 17, series of 2012 re: **POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND FIELD TRIPS OF COLLEGE AND GRADUATE STUDENTS.**

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4.4. Revised Implementing Rules and Regulations (IRR) for the Enhanced Comprehensive Review and Examination for Undergraduate Board Courses.

In accordance with the approved BOT Resolution No. 05, S.2011, the following implementing rules and regulation are hereby presented for the effective and proper implementation of the Enhanced Comprehensive Review and Examination(**ECRE**)for Undergraduate Board Courses starting S.Y 2012-2013 and the revisions herein will take effect on AY 2014-2015.

4.4.1. Rule I. Title and Objectives

Section 1. Title - This IRR shall be known and cited as the **Enhanced Comprehensive Review and Examination (ECRE)** for Undergraduate Board Courses.

Section 2. Objectives - This set of rules aims to improve the passing rate of all board courses of the institution, and integrate the Enhancement Practices with Comprehensive Examination as a course in the curriculum of the board courses.

4.4.2. Rule II. Course Description and Coverage

Section 3. Course Description

- The descriptive title of this course shall be “Enhancement Practices with Comprehensive Examination.” This is a refresher course of all general education, professional education subjects, and field of specialization.
- This course Enhancement Practices with Comprehensive Examination shall be offered in all board courses of the College and shall form part of their curricula as per Board Resolution No. 05, S. 2011
- This course shall be a 6-unit course.

Section 4. Course Coverage

- It shall be offered to the graduating class or fourth year students and to students of Teacher Certificate Program for OMSC graduates by second semester starting Academic Year 2014-2015.
- The subjects to be offered in the Enhancement Practices with Comprehensive Examination shall conform to the respective Table of Specifications prescribed by the Philippine Regulations Commission (PRC) for each board course.

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- The course will culminate with a comprehensive examination.
- The descriptive rating in the Transcript of Records of this course shall be either “PASSED” or “FAILED”.
- For the consistency of the scholastic records as remarked “GRADUATED” by the Office of Registrar upon the approval of BOT, a student who cannot pass after three retakes will not be declared graduate.

4.4.3. Rule III. Admission and Conduct of the Course

There should be a uniformity on the admission and conduct of this course to all the campuses of the College. The coordinator of the program shall spearhead the development of quality Review and Comprehensive Examination Materials, schedule and administer the comprehensive examination.

Section 5. Admission to Enhancement Comprehensive Review and Examination

- Only students who have completed at least 85% of their required academic courses (or graduating students) shall be eligible to enrol in the Enhancement Practices with Comprehensive Examination course.

Section 6. Conduct of Enhancement Practices (Comprehensive Review)

- The **Enhancement Practices** shall be conducted on Mondays to Fridays from 8:00-11:00 up to 2:00-5:00.
- A student who failed to attend classes for three (3) meetings shall be dropped from the course except for justifiable reasons to be determined by the Department Chair. A student who comes late for 30 minutes will no longer be accepted on that review period.
- Student shall observe the proper dress code prescribed by the Office of Student Affairs.
- Make-up classes shall be held in case enhancement sessions have been cancelled or suspended due to fortuitous events or other justifiable reasons.

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Section 7. Conduct of Comprehensive Examination

- In the conduct of the Comprehensive Examination, each College shall provide measures or mechanisms that shall expose the students to actual process of board examination. (Comprehensive Examination).
- The rating system and passing rate for the Comprehensive Examination shall be based on the PRC rating system
- The results of the Comprehensive Examination shall be posted in the College Bulletin Board not later than TWO (2) weeks after the date of examination.
- Student(s) who failed in the Comprehensive Examination shall retake the failed subjects/areas.
- The ECRE coordinator shall prepare schedule of RETAKES in coordination with the Dean and VPAA . In case the examinee still failed the subjects/areas, she/he shall be notified by the ECRE Coordinator upon the approval of the Deanas to the schedule of retake.
- First Comprehensive Examination will be administered on the 3rd week of April and the conduct of retakes shall follow thereafter up to 1st week of May of each year. Those who still failed shall be required to re-enrol the course in the next academic year.
- There will be a testing fee for retakers to be allotted for expenses on the answer sheets, documentary papers and remuneration of examiner and evaluator.

4.4.4. Rule IV. Review Master

Section 8 Selection of Review Master

- The Department Chair shall identify qualified faculty to handle review classes.
- Review Masters must be oriented with the strategies and techniques during the review process.

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Section 9 Remuneration

- The Review Masters shall be given remuneration in accordance to DBM and Civil Service Rules and OMSC's internal policies.
 - Service Rendered by the Review Master may be credited as Service Credit or in honoraria basis as the case may be.

Section 10 Source of Funds and Expenditures

- The budget of the program will be coming from the Tuition Fees of the course Enhancement Practices with Comprehensive Examination .
- 15% from the amount of tuition fees of this subject from different board courses shall be used in allocating budget for the following items for the operation of the program:
- Procurement of materials for the purpose of the conduct of comprehensive examination. (e.g. Testing materials, examiner's handbook, documentation and records)
- Travel expenses of Examiner and Proctor/Evaluator.

4.5. ROTC Operational Guidelines

- The NSTP Director should monitor closely the training schedules and programs of instruction of the ROTC unit.
- Proper notification should be made by the out-going and incoming ROTC Commandant.
- All communications regarding ROTC matters should be noted by the NSTP Director and VPAA.
- Activities of the students enrolled in ROTC must be in line with the ROTC programs only.
- Fieldtrips and extension services of the ROTC students must be approved by the NSTP Director and VPAA.
- ROTC program activities should be separated from the other identified units.

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- The NSTP Director and VPAA should be furnished with a copy of well-defined functions of the training staff.

4.6. Thesis/Special Projects/Special Problems of Undergraduate Students

- Students enrolled in the College are encouraged to produce thesis/special projects/special problems that are innovative in nature and are of high quality to meet world class standards.
- Undergraduate students enrolled in the technical courses are required to submit a special project for the completion of the course.
- For those enrolled in the degree courses, a thesis has to be presented and defended before a panel.
- If for any reason the special project or thesis cannot be completed within the semester, the student should re-enroll the subject in the coming semester.

4.7. Thesis Writing of the Undergraduate Students

4.7.1. Requirements before Enrolling Thesis Writing/ Microproject

- The student must have passed English 10 or its equivalent (Methods of Research/Technical Writing for BAT) where a research proposal is required and completed (Chapters 1-3).
- The student must have an adviser of his/her choice or designated by the Research Chair. The adviser has technical knowledge of the research topic the student is pursuing.
- The student must have successfully defended his/her research proposal before a panel on pre-oral defense.
- The student reports regularly to his/her adviser for direction and guidance in the conduct of his/ her research.
- A consultation sheet is secured from the Chair's Office where records of the transaction or consultation with adviser are reflected for purposes of monitoring and supervision.
- A certificate of "**Ready for pre-oral/final defense**" signed by panel members, critic reader, statistician and financial critic must be secured by the students before the pre-oral or final defense.
- The student must provide panelists copies of the manuscript at least one week before the final defense.

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4.7.2. Thesis Adviser

- The student has the option to choose an adviser from the list of advisers provided by the Research Chair. The thesis adviser chosen by the student has technical knowledge regarding the research problem he/she is pursuing. If possible, the adviser and the advisee must have the same field of interest/specialization.
- The thesis adviser should be a permanent faculty or employee of the Institution, if possible.
- In case where students cannot choose an adviser, the Research Chair will designate an adviser based on the adviser/student's specialization/major.
- In case the student changes his/her adviser for any acceptable reason, a **permit to change adviser** must be secured from the Research Chair. Both the "changed" adviser and the new adviser affixed their signature on the permit.

4.7.3. Selection of the Members of the Panel, Statistician, Financial Critic, and Critic Reader

- The student is free to choose at most three members of the panel who have technical knowledge on the research he/she is pursuing, one statistician, one financial critic, and one critic reader.
- The student selects from the list of panel members, statistician, financial critic, and critic reader provided by the Research Chair.

4.7.4. Role of a Thesis Adviser

- The adviser is a faculty member of the Academic Department who provides guidance and direction, encouragement, and motivation to his/her advisee in the process of thesis writing.
- He/she recommends the manuscript for oral defense and signs a particular form for this purpose. The adviser sees to it that his/her advisee is prepared for the oral defense.
- He/she guides and briefs the advisee on the mechanics of oral defense and prepares him/her on what to expect during the proceeding.
- He/she must be present during the oral defense but should refrain from answering questions for the advisee or negate views of the members of the panel. He/She may clarify or simplify questions for the advisee and takes down notes on suggestions and recommendations.

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- He/she makes concrete suggestions and acts promptly and wisely on parts of the manuscript which require correction or revision. He/She sees to it that his/her advisee follows the prescribed format in writing the manuscript.
- He/she monitors the progress of the research work of his/her advisee. Members of the panel should also help the adviser in ensuring that the advisee does what is expected of him/her.
- He/she certifies the approval of the final manuscript.

4.7.5. Role of the Members of the Panel

- The panel members assess the research papers and give comments, suggestions and recommendations for the improvement of the research paper.
- They may approve/ disapprove the research proposal. Disapproved paper means it has not satisfactorily met the basic requirements of a good research paper.
- They help monitor the student's research work in coordination with his/her adviser.
- They evaluate and rate the paper using a standard criteria as part in the computation of final grade in Methods of Research or Thesis Writing.
- They certify the approval of the final manuscript.

4.7.6. Role of a RECO Member

- The RECO member is a staff of RDE Unit/representative from the pool of experts and is duly designated by the RDE Director.
- The RECO member is a regular member of the panel during the pre-oral and final defense. He/She informs the new trends in research undertakings.
- He/she helps monitor the student's research work in coordination with his/her adviser.
- He/she evaluates and rates the paper using standard criteria as part in the computation of final grade in Methods of Research or Thesis Writing.
- He/she endorses student's research proposal for possible funding in the RDE Unit.
- He/she certifies the approval of the final manuscript.

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4.7.7. Role of a Statistician

The statistician guides the student in the use of appropriate statistical tools for his/her research paper.

- He/she gives advice in data encoding and interpretation of the research results.
- He/she certifies the correctness of the methodology and statistics used in the research manuscript.

4.7.8. Role of a Financial Analyst

- The financial analyst guides the student in the use of appropriate financial tools for his/her Microproject/OSSEPT paper.
- He/she certifies the correctness of the financial data used in the manuscript.

4.7.9. Role of a Critic Reader

- The critic reader must proofread the manuscript.
- He/she certifies the correctness in the writing of the manuscript.

4.7.10. Role of a Research Chair

- The Research Chair helps in implementing policies on the conduct of thesis research paper.
- He/she prepares the schedule of the pre-oral and final defense.
- He/she certifies the approval of oral defense of the students.
- He/she acts as the Chair of the research panel.
- He/she performs research monitoring in coordination with the adviser.
- He/she consolidates the evaluation sheets as a basis of grade or rating of the students.
- He/she certifies the approval of the final manuscript.

4.7.11. Requirements for Oral Defense

- Student must have a written recommendation from his/her thesis adviser in terms of his/her readiness/preparedness for the oral defense.
- Student must have a certification from the Statistician/Financial

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Critic as to the approval of statistical/financial requirements of his/her paper.

- Student must have a certification from a critic reader as to the appropriate grammar and language use.
- Student must likewise have an approval from the Methods of Research Instructor and Department Chair prior to his/her oral defense.
- Required copies of the research papers should be submitted at the Research Office with the adviser's certification at least one week before the scheduled defense.
- Schedule of the pre-oral and final defense:
- Students who failed to defend his/her thesis on schedule will not be allowed to conduct off-campus practice teaching and will not be included in the list of graduating students.

COURSE	Pre-oral	Final
Bachelor in Agricultural Technology	March	January to February
BS Agriculture Education	September to October	September to October
BS Agriculture	September to October	January to February

4.7.12. Decorum in the Conduct of Oral Defense

- The student must be in proper attire.
- The members of the panel must be in semi-formal or formal outfit during oral presentation.
- The audience must observe silence throughout the presentation.

4.7.13. Thesis Manuscript

- Students who failed to submit his/her final manuscript one month before the scheduled graduation will not be included in the list of graduating students.

4.7.14. Award for Best in Thesis

- The committee on evaluation for best in thesis is responsible in the selection of awardees.
- The members of the committee are the research chair, RECO member, and two technical panels.

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4.7.15. Standardized Thesis format

Descriptive

CHAPTER I BACKGROUND OF THE STUDY

Introduction
Statement of the Problem
Objectives
Significance of the Study
Theoretical / Conceptual Framework
Scope and Limitations
Definition of Terms

CHAPTER II REVIEW OF RELATED LITERATURE AND STUDIES

CHAPTER III RESEARCH METHODOLOGY

Research Site
Unit of Analysis/ Respondents
Research Design and Data Collection
Research Instrument
Data Analysis

CHAPTER IV RESULTS AND DISCUSSIONS

CHAPTER V CONCLUSIONS AND RECOMMENDATIONS

Summary of Findings
Conclusion
Recommendation
References (Author-Year-Format)

APPENDIX (categorized as A,B,C etc.)

- A. Communication/Permit to conduct the study
- B. Research instruments
- C. Statistical computation
- D. Tables containing lesser importance
- E. Pictures/plates
- F. Curriculum vitae

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Microproject

CHAPTER I INTRODUCTION

- A. Rationale
- B. Brief Description of the Microproject
- C. Objectives

CHAPTER II MARKETING ASPECT

- A. Supply and Demand Analysis
- B. Marketing Strategies

CHAPTER III TECHNICAL ASPECT

- A. Production Technology
- B. Calendar of Activities
- C. Expected output/yield

CHAPTER IV FINANCIAL ASPECT

- A. Production Cost
- B. Cash Flow Statement
- C. Cost and Return Analysis
- D. Return on Investment

References (Author-Year-Format)

Appendices

- A. Journal
- B. Project Site
- C. Project Lay-out
- D. Pictures/plates
- E. Bank Statement

The following are the recommended minimum requirements for the implementation of Microproject (2009). It should be integrated/diversified in nature:

COMMODITY	Requirement per Student	COMMODITY	Requirement per Student
CROP PRODUCTION		ANIMAL PRODUCTION	
FIELD CROPS		POULTRY	
Rice	0.50 hectare	Broiler	150 heads
Corn	0.50 hectare	Duck	100 heads
Legumes	0.10 hectare	Layer	50 heads
Root crops	0.10 hectare	SWINE	
Vegetables	0.10 hectare	Fattening	4 heads
HORTICULTURE		LIVESTOCK	
Ornamental	0.10 hectare	Cattle	1 head
Nursery	0.10 hectare	Goat	4 heads
		Carabao	1 head

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POST HARVEST		FARM MECHANIZATION	
Salted Egg	1,500 pieces	Farm Tool Fabrication	
Processed Meat	300 kilograms	Farm Machineries	
Processed Fish	300 kilograms	Farm Structure	
Fruit Preserve		(Others) Organic Fertilizer	200 bags

Author-Year-Format

BOOKS

Author(s). Year. Title of publication. Place of Publication: Publisher.

PERIODICALS

Author(s). Month, Year. "Title of article". Name of Journal/Periodical Vol. No. (Issue No.)

RESEARCH REPORT

Author(s). Year. Title of publication. Place of Publication: Publisher/Implementing Agency.

THESES AND DISSERTATIONS

Author(s). Year. "Title of Thesis/Dissertation". M.S. Thesis/Ph.D. Dissertation, University.

PROCEEDINGS

Author(s). Year. Title of proceedings. Place of Publication: Publisher.

ARTICLE

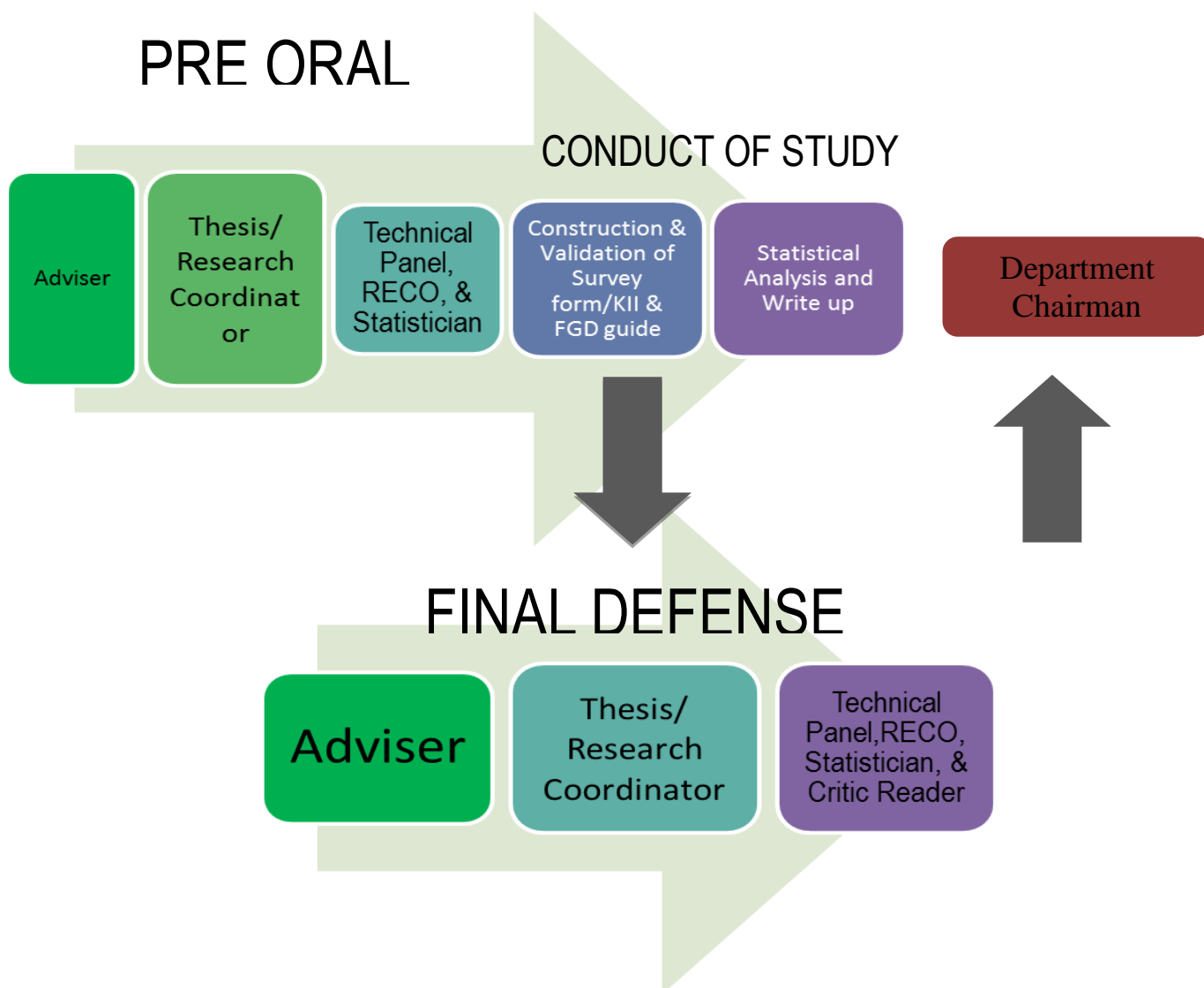
Author(s). Year. Title of article/paper. In: Title of Proceedings, Place of Publication: Publisher.

INTERNET SOURCES

Author(s). Year. Title of article/paper. Webpage. (Retrieved: Date).

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4.7.16. Flow of the undergraduate research paper presentation



4.7.17. Standardized Criteria for Evaluating Thesis

CRITERIA	PERCENTAGE	RATING
1. Creativity, and technical quality <ul style="list-style-type: none"> • Clarity of research topic/problem • S-M-A-R-T-ness of objectives • Sufficiency and relevance of review of literature presented 	30%	

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<ul style="list-style-type: none"> • Rationality and logic of conceptual/analytical framework • Conciseness of operational definition of terms used • Appropriateness and thoroughness of methodologies 		
2. Significance /relevance of research <ul style="list-style-type: none"> • Contribution to knowledge or state of the art • Social acceptability/significance to target clientele • Economic Soundness/Financial viability • Environmental soundness and ecological implications • Relevance to academic/institutional advancement 	30%	
3. Manuscript/write-up <ul style="list-style-type: none"> • Organization • Clarity and style • Accuracy of information/figures • Coherence and logic 	30%	
4. Presentation <ul style="list-style-type: none"> • Use of visuals • Mastery of topic • Ability to answer questions • Stage presence 	10%	
TOTAL	100%	

4.7.18. Forms

CERTIFICATE OF ELIGIBILITY FOR PRE-ORAL THESIS DEFENSE

This is to certify that we had examined and evaluated the thesis proposal of Mr./Ms. _____ entitled _____, and we found it ready for pre-oral defense.

The thesis proposal is recommended for a pre-oral defense on _____ at _____.

_____	_____
Thesis Adviser	Date Signed
_____	_____
Panel Member (2 or 3)	Date Signed
_____	_____
Statistician	Date Signed
_____	_____
RECO Member	Date Signed

Noted:
Research Instructor
Department Chair
Approved/Disapproved:
Research Chairman/Coordinator

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CERTIFICATE OF ELIGIBILITY FOR FINAL THESIS DEFENSE

This is to certify that we had examined and evaluated the thesis proposal of Mr./Ms. _____ entitled _____, and we found it ready for final defense.

The undergraduate thesis is recommended for a final defense on _____ at _____.

_____	_____
Thesis Adviser	Date Signed
_____	_____
Panel Member (2 or 3)	Date Signed
_____	_____
Statistician	Date Signed
_____	_____
RECO Member	Date Signed

Noted:
 Research Instructor
 Department Chair
 Approved/Disapproved:
 Research Chairman/Coordinator

THESIS CONSULTATION FORM (minimum of 24 hours/sem)

Title of thesis: _____
 Student Researcher: _____
 Thesis Adviser: _____

DATE	NAME	PURPOSE	SIGNATURE

Submitted by:
 Student Researcher

Noted by:
 Research Chairman/Coordinator

4.8. Scholastic Awards

- Students graduating with honors will be awarded certificates of recognition by the College.
- The Scholastic Award will be given to graduating students who have obtained the highest grade point average in their respective colleges.

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- Non-graduating students who have obtained the highest grade point average in their respective colleges will also be receiving Scholastic Awards in recognition of their academic excellence.

4.9. OMSC Honors Program

4.9.1. Introduction

- The Honors Program is a four-year program that provides an especially rich and challenging set of academic offerings to talented and highly motivated students in the different Departments of the Institution. Through special interaction, research relations with faculty, and a vigorous scholarly community that includes faculty advisers, the Honors Program enables students to identify their intellectual interests and pursue them as deeply and as far as they can.
- The Honors Program offers a wide range of challenging courses in almost every department and Honors concentrations in every field in the College. The College could offer special seminars and direct involvement with faculty exacting advice from the start that the students qualify in the program.
- To help students take the greatest advantage of the rich opportunities, Honors advisors meet with them individually, beginning at orientation and continuing throughout their time in the program.
- The fully-developed Honors Program must be open to continuous and critical review and be prepared to change in order to maintain its distinctive position of offering distinguished education to the best students in the Institution.
- The program will implement the participatory nature of the honors educational process by adopting such measures as offering opportunities for students to participate in regional and national conferences, honors semesters, international programs, community service, and other forms of experiential education.
- Latin Honors are Latin phrases used to indicate the level of academic distinction obtained/earned by the students in pursuing a degree.
- Generally, this is to give clear rules on the requirements to be met to obtain specific honors/distinctions among the OMSC students. These may include specific grade point average, a requirement that the student submits an “honor thesis” or “honor project” for evaluation, a

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requirement that a student be a part of the honors program, or a combination of the above. It should be noted that the College sets its own standard based on the College Code and Manuals of Operation.

- These honors are almost always awarded to undergraduates earning their bachelors, and more rarely to graduate students taking their masters or doctorate degrees. The honor is typically indicated on the diploma.
- Candidates for Latin, College or Departmental honors will be recognized during the Recognition Ceremony.
- Honor cords will be sent to students who are candidates for Latin honors (Cum Laude, Magna Cum Laude, and Summa Cum Laude). The cords will be mailed to the students' permanent address approximately two weeks prior to commencement.

4.9.2. Latin Honors Grade Requirements are as follows:

- 4.9.2.1. **With Honors (GPA):** Weighted average grade of 88 or above with no grade below 83 in any subject, and with residence of at least two (2) years or four (4) semesters.
- 4.9.2.2. **Cum Laude (GPA):** Weighted average grade of 90 or above with no grade below 85 in any subject, and with residence of at least two (2) years or four (4) semesters.
- 4.9.2.3. **Magna Cum Laude (GPA):** Weighted average grade of 93 or above with no grade below 90 in any subject, and with residence of at least three (3) years or six (6) semesters.
- 4.9.2.4. **Summa Cum Laude (GPA):** Weighted average grade of 95 or above with no grade below 93 in any subject, and with residence of at least four (4) years or eight (8) semesters.
- 4.9.2.5. The GPA used to recognize candidates for Latin Honors (during the ceremony) is the cumulative GPA earned throughout their stay in the College.

4.9.3. Homogenous Grouping / Star Section

To carefully monitor the performance of the honor students, they will be grouped homogeneously to provide them equal access to instruction and services of the College. The Star Section is a homogeneous grouping of

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students based on their academic and non-academic potentials. Students belonging to star section are groomed towards achieving honors at the end of their respective courses.

4.9.3.1. Objectives

- To be able to identify students who have academic and non-academic potentials.
- To create an honor society composed of the cream of the crop of the system.
- To benchmark a system of mentoring appropriate to the intellectual capacity of the members of the star section.
- To graduate students with Latin Honor.

4.9.3.2. Selection

- Interview and Form 137 (Report Card) shall serve as bases in selecting members of the Star Section for freshmen.
- The Department Chairman shall identify students for each year level who have weighted average grade of 85 in the previous academic year.
- An examination shall be designed with the inclusion of major subjects of the course. For the first year level, examinations in English, Math and Science shall be considered.
- The identified students shall be given a written examination and interview.
- Students shall be ranked according to the result of the written examination and interview.
- The top 25 of the said exam and interview shall belong to the Star Section.
- Members of the Star Section shall be posted in the conspicuous place in the bulletin of the department.
- Progress Report shall be submitted to the VPAA every end of the semester.

4.9.3.3. Retention

- Students included in the Star Section shall maintain a grade of not lower than 84 in all subjects.
- Any star students who get one or more grades below 83 shall not be included in the Star Section the following semester.
- The students shall attend all meetings called for the Star Section.
- The students shall be an officer or member of any organization of

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his choice within the campus.

- The student shall actively participate in all curricular and co-curricular activities of the department and the College.

4.9.3.4. Promotion

- The students who will be maintained in the Star Section for two consecutive semesters shall be qualified to join the Star Society.
- The Star Society is the organization of students in the Star Section.
- Officers and members of the Star Society shall be involved in all curricular and co-curricular activities.

4.9.3.5. Star Section Adviser

The Department Chairman shall designate a Star Adviser for each Star Section

- **Qualifications**
 - The star adviser shall be a regular and full time instructor assigned in the department.
 - He/She shall be handling major subjects of the course.
 - He/She must be a board passer if the course is a board course.
 - He/She is willing to devote his/her services to the cause of the Star Section.
- **Duties and Responsibilities**
 - Conducts regular meeting and mentoring for the Star Section.
 - Provides related-learning-experiences for the Star Section with the aim of maintaining and improving scholastic performance of the students.
 - Establishes linkages with other private and state colleges and universities, in order to update students on the new trends and practices related to learning.
 - Creates academic and non-academic interventions necessary for the development of the total personality of the students.
 - Submits Progress Reports to the Department Chairman about the Star Section.

4.10. Dean's List/President's List/Chancellor's or Campus Administrator's List

- 4.10.1. The College recognizes the performance and excellence of students in the academics by coming up with a semestral list of top achievers.

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4.10.2. Qualification standards of the Dean's List/President's List/Chancellor's or Campus **Administrator's List**:

- He/she has obtained a GPA of 93 and above.
- He/she has no grade below 83 in any of his/her subjects during the semester.
- He/she has no marks of "Dropped" (whether official or unofficial), "Incomplete" or "Failed" in any of his/her subjects including NSTP.
- He/she has enrolled as a regular student who carries the prescribe load.

4.11. Leadership Awards

4.11.1. Outstanding Student Leader Award

- The College recognizes the leadership of students who have contributed to the mission/vision of the College in the total development of the student population.
- Candidates to this Search should be graduating students who had at least, during their stay in the College, served as officer of any student club/organization including the Supreme Student Government and the Student Publication.
- Candidates are subjected to interviews and peer and subordinate evaluation. Proofs of leadership are required for deliberation purposes.

4.11.2. Outstanding Student Club/Organization Award

- The prospective recipient of the Outstanding Student Club/Organization Award will be obtained from among the accredited student clubs/organizations of the College for the current school year.
- Activities conducted by the organization are evaluated along the following areas: spiritual, cognitive, social, civic and physical.
- Proofs of accomplishment are required for deliberation and members of the organization are required to evaluate their own organization's effectiveness.

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4.12. Special Awards

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

Special Awards are categorized into Sports, Arts, Science and Technology, Engineering and others as may be deemed important by the Committee.

4.13. Graduation Requirements

- The Office of the College Registrar, in accordance with the approved College Calendar, announces the time specified for the application for graduation of students who have successfully completed all the course requirements (including academic and shop requirements) of their curriculum.
- No student will be allowed to participate in the commencement activity unless all curricular requirements are completed and administrative sanctions, if any, are served.
- A student who expects to graduate in the first semester of the school year should apply for graduation at the Registrar's Office and may join the regular schedule of graduation exercises in March/April of that school year.

4.14. Graduation Honors

The following rules shall apply relative to graduation honors:

- A candidate for graduation honors should not receive a dropping mark in any required subject.
- He must have taken during such semester, not less than 18 units, unless the taking of a lighter load was due to the required maximum load for such semester.

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- The Appropriate graduation honors and the prescribed minimum final grade in any subject for the entire duration of the course shall be:

Summa Cum Laude	Weighted Average Grade of 95 or above with no grade below 93 in any subject, and with residence of at least four (4) years or eight (8) semesters in the College.
Magna Cum Laude	Weighted Average Grade of 93 or above with no grade below 90 in any one subject, and with residence of at least three (3) years or six (6) semesters in the College.
Cum Laude	Weighted Average Grade of 90 or above with no grade below 85 in any one subject, and with residence of at least two (2) years or four (4) semesters.
With Honors	Weighted Average Grade of 88 or above with no grade below 83 in any one subject, and with residence of at least two (2) years or four (4) semesters.

- Units earned outside the college shall be included in the computation of the Final Weighted Average Grade of students.
- The Committee on the Selection of Honors shall evaluate graduation honors. The result should be forwarded to the academic council to be presented to the Board of Trustees (BOT).
- The President of the College should do the announcement of honors.
- Composition of Committee on the Selection of Graduation Honors:
 - Registrar – Chairman
 - VPAA/Director of Instruction – Member
 - Department Chair of Candidate – Member
- Total (6) units of NSTP shall not be considered in the computation of General Point Average of Grades of College graduating students as contained in CHED-HERO Memo No. 143, series of 2005.

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4.15. *Student Clearance*

- Students who have already graduated or who wish to transfer to another school must present his/her copy of the Student Clearance before he/she is allowed to apply for any of the following documents: transcript of records, certificate of good moral character, honorable dismissal and others.
- No student will be issued his/her credentials unless he/she has been cleared of all accountabilities.

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PART V. ACADEMIC CURRICULAR OFFERINGS

5.1. Undergraduate

Main Campus

Bachelor of Elementary Education
Bachelor of Elementary Education
Major in Pre-Elementary
Bachelor of Secondary Education
Major in English
Major in Filipino
Major in Mathematics
Bachelor of Science in Information Technology(Ladderized)
Diploma in Midwifery (Main Campus)
Master of Arts in Education Major in Educational Management (MAEd)
Master in Public Administration (MPA)
Doctor of Education Major in Educational Management (Ed. D.)
Master of Science in Agriculture (with thesis)
Master of Agriculture (non-thesis)

Labangan Campus

Bachelor of Science in Business Administration (BSBA)
Major in Operation Management
 Financial Management
 Management Accounting
Bachelor of Science in Accounting Technology
Bachelor of Science in Public Administration
Bachelor of Science in Office Administration
Bachelor of Science in Hotel & Restaurant Management (BSHRM)

Certificates:

- Training in Housekeeping NCII
- Training in F & B NCII
- Training in Bartending NCII
- Training in Barista NCII
- Training in Bread & Pastry Production NCII
- Training in Front Office NCII
- Training in Tour Guiding NCII
- Training in Food & Beverage Services NCII
- Training in Events Management Services NCII
- Training in Commercial Cooking NCII
- Accounting Technology
- Office Administration

Bachelor of Science in Social Work
Bachelor of Science in Development Communication
Bachelor of Science in AB History
Ladderized Bachelor in Technical Teacher
 Education

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Major in:

- Automotive Technology
- Civil Technology
- Electrical Technology
- Electronics Technology
- Food Technology and Service management
- Welding& Fabrication Technology

Ladderized Bachelor in Technical Teacher Education Received the following upon completion

- Freshmen Certificate of Training in their field of Specialization
- Sophomore Associate in their field of Specialization
- Juniors Diploma in their field of Specialization
- Senior Bachelor in Technical Teacher Education

Five Years Courses

- Bachelor of Science in Architecture
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Industrial Engineering

Bachelor of Science in Criminology (BSCrim)

Law Enforcement Administration Course

Murtha Campus

Bachelor of science in Agriculture Major in Agro-forestry

Bachelor of science in Agriculture Education

Major in:

- Crop Science
- Animal Science
- Food Technology

Bachelor of Science in Agricultural Technology

Bachelor of Science in Agriculture

Major in:

- Crop Science
- Animal Science
- Agroforestry
- Agribusiness

Bachelor of Science in Agriculture (Ladderized)

Mamburao Campus

Bachelor of Elementary Education

Bachelor of Science in Business Administration (BSBA)

Major in Operation Management

Financial Management

Bachelor of Science in Information Technology

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Sablayan Campus

Bachelor of Elementary Education
Bachelor of Science in Criminology (BSCrim)
Bachelor of Science in Information Technology

Other Related Programs/Activities

Agriculture Department

Licensure and Board Examination Review
Off-Campus Instructional Project (OIP)
Community Immersion
Micro Projects
Student Instructional Unit (SIU)
“Techno-cine”
Computer-Literacy Program
Seminar/Fora/Symposia
Educational Tours

Teacher Education Department

Licensure Examination for Teachers (LET) Review (One [1] Month for the Graduates)
In-house Licensure Examination for Teachers (LET) Review for the Senior Students
Practice Teaching
In-Campus
Off-Campus
PEPT Review Class (Extension Service)
Community Immersion
Seminar/Fora/Symposia
Educational Tours

Midwifery Department

Community Health Survey
Medical Mission
Licensure and Board Examination Review
Qualifying Examination
Domiciliary Obstetrics Service (DOS)
Seminar/Fora/Symposia
Educational Tours

Business Education Department

Civil Service Examination Review for Senior Students
On-the-Job-Training
Computer Literacy Program

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In-House Civil Service Examination Review for Graduates
Seminar/Fora/Symposia
Educational Tours

Criminology Department

On-the-Job-Training
Board Review for Graduate Students
In-House Civil Service Examination Review for Graduates
Computer Literacy Program
Seminar/Fora/Symposia
Educational Tours
Community Immersion

Information Technology Department

On-the-Job-Training
Computer Literacy Program (Outreach Program)
Seminar/Fora/Symposia
Educational Tours

Bachelor of Science in Educational Technology (EDTECH) / Bachelor of Science in Hotel Management HRM

Grand Laboratory Functions
Hotel Tours
Hands – on Presentation of Skills
Manipulative Skills
On-the-Job-Training (OJT)
Seminar/ For a/ Symposia

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PART VI. RITES AND RITUALS

6.1. *Baccalaureate Program*

6.1.1 Pre-Baccalaureate Program

A Committee shall be formed to oversee the implementation of the baccalaureate program. The committee shall undertake the following:

- Recommend a baccalaureate speaker. Observe the practice of alternating between a Catholic and a non-Catholic speaker every other year. Equally, English and Filipino will be used alternately for the messages every other year. The recommendation will be endorsed to the President through the Administrative Council. The council shall, in turn, endorse the recommendation to the President.
- Prepare the baccalaureate program.
- Invite the baccalaureate speaker. The program should be included in the invitation. Ensure that there, in fact, is a baccalaureate speaker.
- Prepare the seating plan. Coordinate with the Physical Plant and Campus Development Unit regarding the physical requirements of the occasion, e.g., the stage décor, seating arrangements, lights, public address system, etc.
- Ensure the smooth implementation of the program.

6.1.2. At the Baccalaureate Program

The baccalaureate program shall be held once a year, on the day before the annual Commencement Exercises.

The main participants and the audience at the baccalaureate program shall be seated according to plan.

The baccalaureate program is a solemn activity, thus it shall be non-boisterous and quiet, if need be. Therefore, care will be taken that noise is greatly minimized.

The following order of the processional shall be followed:

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- Grand Marshal
- Marshal, College of Graduate Studies (CGS)
- The graduates of M.A. degree and graduate diploma/certificate programs.
- The graduates of undergraduate degree and certificate programs.
- Faculty Members
- Campus Directors
- Director for Instruction
- Vice President.
- Members, Board of Trustees.
- Chairman, Board of Trustees.
- President of College.

The basic program sequence will be as follows:

- The doxology/invocation to be rendered by the baccalaureate speaker.
- The national anthem.
- Introduction of the baccalaureate speaker.
- Speech by the baccalaureate speaker.
- Closing remarks.

There could be alternations to the program and its sequence as proposed by the baccalaureate committee and approved by the President on recommendation of the Administrative Council. The principle of “last one in, first one out” shall be followed in the recessional.

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PART VII. ADDENDUM TO THE POLICIES ON STUDENT CONCERNS

7.1. On Student's Grade Evaluation

- 7.1.1. It is primary and inherent function of the Registrar to be the official custodian of all scholastic records. As such, only the Registrar shall evaluate the grades and other credentials of the students for whatever purpose it may be such as application for graduation, application for scholarship, and certificate of grades, among others.
- 7.1.2. In case of discrepancies in records, the Registrar shall consult the College Dean concerned but the final and official judgment on records shall rest on the former.
- 7.1.3. The Registrar's office shall conduct a semestral evaluation of the scholastic records of all the students for the purpose of timely updating of such.
- 7.1.4. The Registrar's office shall furnish the student and the College Dean concerned a copy of the evaluation of grades without a fee.
- 7.1.5. Class cards shall be released to the students on a specified day/s as announced by the College Dean and posted in strategic places in respective colleges. Unclaimed class cards will be released again on a date to be determined by the College Dean.

7.2. On Student Enrolment

- 7.2.1. The enrolling officer of the College/Department shall be properly oriented by the College Dean on advising what subjects the student needs to take in a semester taking into consideration the prospectus of the course as based on the approved curriculum.
- 7.2.2. The plotting form being issued to students shall be pre-numbered so as not to provide as instance for cheating, forgery or misrepresentation of the students.

7.3. On the Curriculum

- 7.3.1. In case of student returnee, shifter and transferee, the curriculum to be used shall be the one which is the most advantageous for his/her earlier graduation. If the student is in his/her first or second year, the curriculum to be used shall be the current one.; if the student is already in his/her third or fourth year, the curriculum to be used shall be the old one.

7.4. On Student Graduation

- 7.4.1. Transcript of Record (TOR) of graduating students shall bear a notation thereon indicating the level of accreditation of the respective program they graduated. The notation shall also include the effectivity of the accreditation and the accrediting body.
- 7.4.2. The TOR fee shall not be included in the graduation fee. This shall only paid upon request of the TOR.

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PART VIII. OTHER ACADEMIC RELATED CONCERNS

8.1. Guidelines in The Selection of Outstanding Teacher

8.1.1. Qualification

All Permanent /Regular Faculty Members/ Designated Officials with 6 FTE units and below in five (5) Campuses of OMSC

8.1.2. Criteria

- | | |
|--|------------|
| A. Instructional Competence & Teaching Effectiveness | 45% |
| 1. Teaching Competence
(Based from the 6 th cycle Local NBC Results) | 25% |
| 2. Educational Attainment

(Based from NBC pts./85x 7%) Ex: 65/85 x 7% = 5.35 | 7% |
| 3. Length of Service
* 1 point for every 3 years of service | 7% |
| 4. Instructional Materials | 6% |
| B. Professional Achievement, Research and Community Involvement
(last 2 years) | 35% |
| 1. Research (Maximum of 20 points) | |
| ✓ Master's Thesis/Dissertation not included | |
| a. Published Paper (per Publication) | |
| ➤ International – 7 points | |
| ➤ National – 5 points | |
| ➤ Local – 3 points | |
| b. Presented Paper (per Presentation) | |
| ➤ International – 7 points | |
| ➤ National – 5 points | |
| ➤ Local – 3 points | |
| 2. Extension (Maximum of 10 points) | |
| ✓ Per program approved by the Institution with MOA | |
| a. Organizer/Proponents – 5 points | |
| b. Resource Speaker – 3 points | |
| c. Facilitator – 1 point | |
| 3. Awards (Maximum of 5 points) | |
| a. International – 5 points | |
| b. National – 3 points | |
| c. Local – 1 point | |

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C. Exemplary Behavior

20%

Manifestation of the following behaviour rated by Superior, Peer, Self and Client .

using the Likert Scale as indicator

Where: 5 – Excellent

4– Very Satisfactory

3– Satisfactory

2 – Fair

1 – Needs improvement

1. Cooperation and Involvement in Co-curricular Activities of the College

✓ **Institutional Activities**

a. General Assembly

b. Morning Rituals

c. Siglakas

d. CSC Day

e. Christmas Party

f. Teacher's Day

g. Physical Wellness Program

h. Buwan ng Wika

i. Social Science Day

j. English Day

k. Math/ Science/ Computer Day

✓ **College/ Departmental Activities**

a. Orientation day

b. College/ Department Day

c. Meetings

d. CIVAC

2. Interpersonal Relationship

3. Integrity and Morality

4. Dependability and Responsibility

5. Work Ethics

8.1.3. Form

Name of Nominee: _____

Outstanding Teacher – 95% and above

Best Teacher < 95 and below

A. 45% - Instructional Competence and Teaching Effectiveness _____

25% - Teaching Competence

7% - Educational Attainment

7% - Length of Service

6% - Instructional Materials

B. 35% - Professional Achievement, Research and Community Involvement _____

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20 points – Research

10 points – Extension

5 points - Awards

C. 20% - Exemplary Behavior _____

PLEASE RANK THE NOMINEE BASED ON THE MANIFESTATION OF THE FOLLOWING BEHAVIOUR RATED BY SUPERVISOR, PEER, SELF AND CLIENT USING THE LIKERT SCALE AS INDICATED BELOW:

- 5 Excellent
- 4 Very Satisfactory
- 3 Satisfactory
- 2 Poor
- 1 Very Poor

	1	2	3	4	5
1. Cooperation and Involvement in Co – Curricular Activities					
2. Interpersonal Relationship					
3. Integrity and Morality					
4. Dependability and Responsibility					
5. Work and Ethics					

Score in C Formula: $\frac{\text{Total Score}}{25} \times 20 =$ _____

Total Score: _____

Nominator: _____

8.2. Development and Production of Instructional Materials

8.2.1. Rationale

All instructional materials developed must:

- Reflect the goals and objectives of the course.
- Be attuned with the needs and level of proficiency of the OMSC students.
- Arouse curiosity and sense of discovery in the learners.
- Provide opportunities for teachers to acquire new and relevant knowledge, strategies and approaches in teaching.
- Address the basic competencies and requirements of the accrediting body (AACCCUP).

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8.2.3. Guidelines on the Development of Instructional Materials

- 8.2.3.1. Any faculty member of OMSC, individual or in group is entitled to produce or develop an instructional material; provided he/she has to abide by the guidelines set by the College.
- 8.2.3.2. The faculty member/s must have taught the subject of which he/she intends to develop the instructional material.
- 8.2.3.3. The content of the instructional material should be anchored from the syllabus of the particular course.
- 8.2.3.4. A pre-evaluation of the instructional material shall be done by the local Evaluation Committee whose area of discipline is related to the instructional material's content.
- 8.2.3.5. In the pre-evaluation, the author of the instructional material must provide the following:
 - a) Hard copy of the instructional material
 - b) All reference materials used in the development of the Instructional Material, highlighting the lines lifted from the aforesaid references.
 - c) Letter of Permit from author/s whose previous instructional materials were used in the making of the new instructional material.
- 8.2.3.6. Once the materials pass the pre-evaluation, it should be presented to the Instructional Materials Development Committee for review and to the Vice President for Academic Affairs and College President for approval.
- 8.2.3.7. If the instructional material is intended to be published, the author should present the instructional material to the Research Development Extension (RDE) Unit for review and budget allocation.
- 8.2.3.8. The author of instructional material should seek the approval of the ff:
 - a) Local Evaluation Committee
 - b) Instructional Materials Development Committee
 - c) Research Development Extension
 - d) Intellectual Property Rights Office
 - e) Vice President for Academic Affairs
 - f) College President

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8.2.3.9. In cases where the instructional material is found to be a replication of other IM materials, the College is not liable for any case of plagiarism committed by the author; however, the Instructional Materials Development Committee reserves the right to initiate an administrative case against the author.

8.2.3.10. All instructional materials to be used in the College should pass through these College guidelines.

8.2.4. Format for the Proposed Instructional Materials

Instructional Materials must have the following contents:

8.2.4.1. Module (for major/professional subjects)

- Cover/ Title Page
- Approval Sheet
- Acknowledgment (for published IMs only)
- Dedication (for published IMs only)
- Course Syllabus
- Overview/ Preface/ Foreword
- Table of Contents
- Target Audience
- Rationale
- General Objective (short paragraph)
- Specific Objectives: (outline using number)
- Instructions to the Student
- Pre-Test
- Presentation
 - ✓ Chapter/Unit/ Lesson and Title
 - ✓ Lesson Proper (Strategies)
- Progress Check (at least 3 to 5 different types of activities and 10 questions per exercise)
- Post-Test
- Bibliography (APA format)

8.2.4.2. Textbook-Workbook (for language, math & science subjects)

- Cover/ Title Page
- Approval Sheet
- Acknowledgment (for published IMs only)
- Dedication (for published IMs only)
- Course Syllabus
- Overview/ Preface/Foreword
- Table of Contents
- Target Audience
- General Objective (short paragraph)
- Specific Objectives: (outline using number)

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- Chapter/Unit/Lesson and Title
- Introductory Exercise/Motivation
- Presentation
- Generalization
- Activity Sheet/ Work Sheet (at least 5 different types of activities and 10 questions per exercise)
- Bibliography (APA format)

8.2.4.3. Manual (for subjects with laboratory)

- Cover/ Title Page
- Approval Sheet
- Acknowledgment (for published IMs only)
- Dedication (for published IMs only)
- Course Syllabus
- Overview/ Preface/ Foreword
- Table of Contents
- Lecture Notes
- Activity/ Experiment
- Objectives
- Materials
- Procedure
- Data/ Results
- Questions/ at least 5 varied questions
- Conclusion/ Generalization
- Bibliography (APA format)

8.2.5. Royalty Sharing

All College- funded Instructional Materials will observe the following Royalty Sharing:

- 8.2.5.1. From the net income of the Instructional material, the following sharing shall be followed:

<u>From the Net Income</u>	<u>Percent</u>
Author/s	70%
College Share	15%
Department Share	<u>15%</u>
	100%

- 8.2.5.2. If the instructional materials are to be published and used in other educational institutions, authors of Instructional Materials are prohibited to sell their Instructional Material directly to students. Selling of the same should be coursed through the College Marketing Center with the proper endorsement of the Instructional Materials Development Committee and the Business Affairs Office.

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- 8.2.5.3. Authors whose Instructional Materials are College- funded are to share royalty as determined in a contract when their Instructional Materials are to be published and used in other educational institutions.
- 8.2.5.4. The Institution must be represented in any transaction the author should enter into within and outside the College.

8.2.6. Procedure for the Publication of Instructional Materials

- 8.2.6.1. The proponent submits his instructional material proposal to the Local Evaluation Committee.
- 8.2.6.2. The Local Evaluators examine the merit of the proposal and submit their endorsement to the Instructional Materials Development Committee.
- 8.2.6.3. The Instructional Materials Development Committee will meet together to deliberate on the IM proposal. The Committee's endorsement will be submitted to the RDE for approval. The proponent will be informed of the approval of his/ her Instructional Material proposal.
- 8.2.6.4. The proponent may now start writing the draft of his/her Instructional material.
- 8.2.6.5. The Local Evaluation Committee will evaluate the draft for suggestions to be incorporated by the proponent.
- 8.2.6.6. The Committee on Instructional Materials Development looks for the External Evaluator, who is not a member of the Committee but has the expertise in the content of the IM, to examine the draft, proponent in turn, incorporates the suggestions of the External Evaluator.
- 8.2.6.7. The proponent facilitates the tryout of the proposal and evaluates it using the Evaluation Tool designed by him and approved by the RDE
- 8.2.6.8. The proponent revises the proposal based on the result of the try-out. Revised copy will be submitted to the Local Evaluation Committee for endorsement to the Committee on Instructional Materials Development.

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8.2.6.9. The Committee endorses the Instructional Material to the RDE for approval and endorsement for publication to the College President.

8.2.6.10. The proponent submits the draft to a publisher for publication.

8.2.6.11. The published copies should be coursed through the College Marketing Center.

8.3. Quality Assurance (QA)

8.3.1 General Provision

The creation of CHED by virtue of RA 7722 was part of a broad agenda for reforms in the country's education system. Outlined by the Congressional Commission on Education (EDCOM) in 1992. Part of the reforms is the trifocalization of the education sector. The three governing bodies in the education sector are the Commission on Higher Education (CHED) for undergraduate and Graduate education, the Department of Education (DepEd) for basic education, and the Technical Education Skills Development Authority (TES DA) for non-degree technical-vocational and middle level education. The quality assurance framework for higher education revolves around the three major functions of a university or college: Instruction, Research and Extension.

There are two types of quality assurance framework in the Philippines: program-based mechanism that has reference to specific academic programs and institutional-based mechanism that has reference to the institution as a whole.

8.3.2. Program-Based

8.3.2.1. CHED-Regional Quality Assessment

With the assistance of the Technical Panels composed of experts in the different clusters of disciplines, the CHED has formulated the minimum standards for the various academic programs embodying the minimum requirements in terms of curriculum, faculty members, physical facilities, laboratories and equipment, Library holdings, and other support services. The deputized Regional Quality Assessment Teams (RQuAT) composed of experts

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from the academe, industry and professional associations provide technical assistance to the CHED Regional Offices in evaluating the extent of compliance of the HEIs With existing minimum standards.

8.3.2.2. Accreditation

This is being conducted through self-regulation, and peer evaluation. The accreditation status of a program is granted by the accrediting agencies when the institution has the facilities and resources for the program which are over and above the minimum requirements. It is voluntary in nature and it provides public recognition and information on the quality of education being provided by the HEIs. Depending on the capability of the institution and the extent of the available facilities and resources, there are four accreditation levels being granted to HEIs by the accrediting bodies - Level I, Level II, Level III and Level IV. Levels of accreditation are used by CHED as a major criterion in the identification of Centers of Excellence or Centers of Development which entitles the HEIs Financial support from the Commission for their flagship projects and programs. Level III accreditation status of a program is used by CHED in the identification of priority programs and in the allocation of student scholarships lots to t/1e HEIs as well as in granting f a c u l t y development assistance.

The accreditation policy of the government is further enunciated in the law that is the origin of the Commission of Higher Education(RA7722 enacted in 1994), which mandates that: "... the Commission shall provide incentives to institutions of higher learning, public and private, whose programs are accredited or whose needs are for accreditation purposes which clearly enshrined in CHED Memo No. 1, series of 2005 entitled Revised Policies and Guidelines on Voluntary Accreditation in Aid of Quality and Excellence in Higher Education superseding CHED Memo No. series of 1995 and stresses further thru the issuance of CHED Memo No. 23, series of 2006 allocating financial assistance to higher education institutions (HEIs) applying for voluntary accreditation in the form of CHED Preliminary Survey Accreditation Assistance (PSAA) and for Institutional Development Assistance for Accreditation(IDAA).

8.3.2.3. The TESDA-Unified Technical and Vocational Education and Training (TVET) Program Registration and Accreditation System (UTPRAS)

This is a two-stage process of quality assurance. The

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first stage of which involves the registration (mandatory) of Program/courses with TESDA and the monitoring for continuous compliance to ensure that they comply with the minimum requirements. The second stage involves accreditation (voluntary), which deals with institutionalization of quality management systems at the institutional level utilizing the Philippine TVET Quality Award as its framework which is anchored on the Philippine Quality Award.

This qualification and certification system is; in keeping with the provision of RA 7796, Sec. 14, b.2 authorizing the agency "to design, innovate and adopt processes and methodologies along skills standards, assessment and certification." The Philippine TVET Qualifications and Certification System (PTQCS) is a reiteration, enhancement and rationalization of the TESDA Occupation Qualification and Certification system (TOQCS) and defines a national comprehensive and flexible certification system for technical and vocational education and training (TVET)

- Program Registration (compulsory) - compliance with minimum requirements prescribed in Training Regulations and anchored on competency-based system. Program registration prescribes full compliance with prevailing training standards, correction of sub-standard ones and denial of registration, for those who fail to comply. An integral part of Program Registration is the Monitoring of Registered Program for continuous compliance of standards.
- Program Accreditation - A voluntary process of institutional quality assurance whereby an institution installs quality management system in its operation and shall be assessed by qualified assessors to determine levels of recognition under the Philippine TVET Quality Awards.

The accreditation of a program shall be subject to reevaluation at the instance of the institution.

8.3.3. Institutional Based

Institutional Monitoring and Evaluation for Quality Assurance and Criteria for State Universities and Colleges Leveling (SUC Leveling Scheme)

These mechanisms have been set in place to determine the over-all performance of the HEIs in different aspects thereby allowing classification or categorization of institutions according to various levels of quality.

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8.3.4. Institutional Accreditation

Accreditation by Institution will extend the scope of assessment to the whole institution. Operationally, it will cover a particular state university/college.

As far as institutional accreditation is concerned, AACUP identified the parameter for a particular state university or college to qualify for institutional accreditation:

- The whole university/college including all its branches/campuses (Type A Institution)
- The main campus (Type B Institution)
- Individual campus or cluster or campuses (Type C Institution) provided that it/they
 - Offers at least 50% of the total curricular programs
 - Enrolls at least 50% of the college students in the whole institution
- Autonomous campus/unit (Type D Institution ;
- Specialized schools (e.g. Maritime, Aeronautics, etc) (Type E Institution)

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Academic Affairs Manual
3rd Edition, 2014

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2014 – 2015