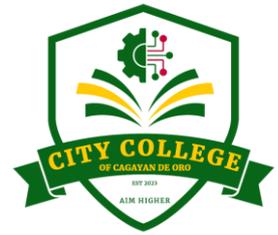




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City of Cagayan de Oro
CITY COLLEGE OF CAGAYAN DE ORO
Office of the President



INCOME-BASED ADMISSIONS POLICY
Policy No. 2024-IBA35

Income-Based Admissions Target Policy for Students Belonging to the Bottom 20% Household Income Bracket

Rationale

City College of Cagayan de Oro (CCEDO) is committed to promoting inclusive and equitable access to higher education, particularly for learners from socioeconomically vulnerable households. In alignment with the institution's RISE Agenda, and in support of national poverty reduction goals, CCEDO establishes a formal policy that guarantees admission pathways for students belonging to the bottom 20% of the household income group in Cagayan de Oro and Northern Mindanao.

This policy ensures that financial status does not become a barrier to entry and that the College remains responsive to the needs of marginalized communities, including out-of-school youth, 4Ps beneficiaries, IPs, PWDs, solo parents, and students from highly vulnerable households.

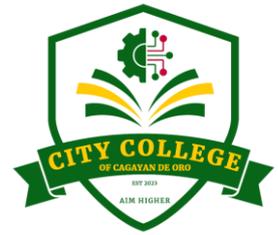
Policy Statement

CCEDO shall admit at least 25–30% of its annual first-year enrollees from students belonging to the bottom 20% of income households, as officially verified through accepted income documents.

This target is implemented across all academic programs and monitored yearly by the Office of Admissions and the Registrar's Office.



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Eligibility and Income Verification

Students seeking admission under the Bottom 20% Income Category must submit any of the following:

Primary Documents (Any ONE):

- Barangay Certificate of Indigency
- DSWD 4Ps Certification
- BIR Certificate of ITR Exemption (no taxable income)
- DSWD Socioeconomic Case Study Report

Secondary Documents (Any ONE, optional but allowed):

- Certificate from NGO or community partner (e.g., DOH-TRC, GO-HRE, local NGO)
- Certification from City Social Welfare Office
- Affidavit of Low Household Income

All documents must be verified by the Scholarship & Student Affairs Office (SAS) and the Registrar.

5. Implementation Guidelines

1. Admissions Target:

- o Minimum of 25% and up to 30% of all freshmen must come from the lowest income bracket.

2. Priority

Priority is granted to:

- o 4Ps households

Admission:

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- o Out-of-school youth
- o IP students
- o PWDs
- o Rehabilitated individuals from government facilities
- o Youth affected by conflict, disaster, or displacement

3. Zero-Cost Admissions Process:

- o Free entrance assessment for bottom-income applicants
- o Waived administrative fees

4. Scholarship

Qualifying students are automatically screened for:

- o CCCDO Merit Scholarships
- o City Scholars Program
- o DSWD / NGO-led support grants

Matching:

5. Monitoring and Reporting:

- o Registrar submits annual compliance report to the President
- o SAS Office maintains an income-based admissions database
- o QA Office audits adherence annually

6. Reporting and Transparency

An annual Income-Based Admissions Report shall be published, containing:

- Total number of applicants
- Total accepted

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- Percentage admitted under the bottom 20% bracket
- Verification methods used
- Summary of scholarships accessed

This ensures transparency and compliance with institutional and external standards such as the Times Higher Education Impact Rankings.

7. Approval and Effectivity

This policy takes effect Academic Year 2024–2025 upon approval.

Recommending Approval:

DR. MA. AIRA CHENESSA B. AGUILAR
VICE PRESIDENT OF ACADEMIC AFFAIRS

Approved:

DR. JESTONI P. BABIA
COLLEGE PRESIDENT

Date Approved: March 20, 2024



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