



**CITY COLLEGE**  
OF CAGAYAN DE ORO  
AIM HIGHER

**CITY COLLEGE OF CAGAYAN DE ORO**

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# ACADEMIC MANUAL

*2024 Edition*



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## Chapter I Vision, Mission, Goals and Core Values

### Article 1

#### Vision

*Section 1. A City College that nurtures and produces global citizens supported by cutting-edge technologies for innovation and excellence by 2033*

### Article 2

#### Mission

Section 2. The College shall have the following Mission:

*Section 2.1 To provide transformative and inclusive learning, driven by artificial intelligence and other emerging technologies, equipping both the institution and the community to create innovative, culturally relevant, and data-driven solutions for local and global impact.*

*Section 2.2 To address the needs of the Cagayan de Oro youth and of the indigenous peoples' communities by respecting and incorporating culture and tradition to address societal challenges and drive positive change.*

*Section 2.3 To contribute to sustainable development goals by forging strategic partnerships, engaging in problem-based research, instruction, extension, production, and equipping our graduates with professionally-aligned outcomes.*

### Article 3

#### Goals

Section 3. The College shall have the following Goals:

*Section 3.1 Academic Excellence and Innovation. Establish a culture of academic excellence and innovation by integrating cutting-edge technologies, including artificial intelligence, into the curriculum.*

*Section 3.2 Inclusivity and Cultural Sensitivity. Foster inclusivity and cultural sensitivity to address*







*the needs of both the local youth and indigenous communities.*

*Section 3.3 Community Engagement and Impact. Actively contribute to sustainable development goals and drive positive change within the local community.*

*Section 3.4 Transparency, Openness, and Ethical Conduct, Uphold an environment of transparency, integrity, mutual respect, and ethical conduct in all aspects of the institution's operations.*

*Section 3.5 Environmental Stewardship. Pursue environmental sustainability and responsible development.*

*Section 3.6 Environmental Stewardship. Pursue environmental sustainability and responsible development.*

#### **Article 4 Core Values**

Section 4. The College shall have the following Core Values:

*Section 4.1 **ADAPTIVENESS.** We embrace change and possess the flexibility to navigate evolving landscapes, a changing society, and the diversity of people, for advancing quality learning and preparing students for the 21st century and upliftment of the community.*

*Section 4.2 **INNOVATIVENESS.** We push boundaries and explore new ideas that will lead to new innovative solutions to poverty, social inequality, unemployment, digital divide, and climate change.*

*Section 4.3 **MISSION-DRIVEN.** We commit to a shared vision of making a meaningful difference and contributing to the greater good by providing and maintaining a student-centered campus experience where everyone is respected and empowered.*

*Section 4.4 **HONESTY.** We uphold an environment of transparency, integrity, and ethical conduct in all aspects of curriculum, instruction, research, and community engagements.*

*Section 4.5 **INCLUSIVITY.** We celebrate diversity and promote inclusivity in all aspects of our institution. We value unique backgrounds, experiences, and perspectives of our students, faculty, and staff. We strive to create an inclusive and welcoming environment that respects and appreciates the contributions of every individual, ensuring equal opportunities for growth and success.*





*Section 4.6 **GOD-FEARING.** We deeply acknowledge the profound importance of spirituality and moral grounding in our institution. Guided by principles of faith, compassion, and justice, we strive to cultivate a nurturing environment that fosters personal and collective growth.*

*Section 4.7 **HUMANE.** We recognize and value the inherent dignity and worth of every individual. We are dedicated to treating everyone with respect, empathy, and understanding. We strive to treat everyone with empathy, kindness, and compassion, both within our organization and in our interaction with the wider community.*

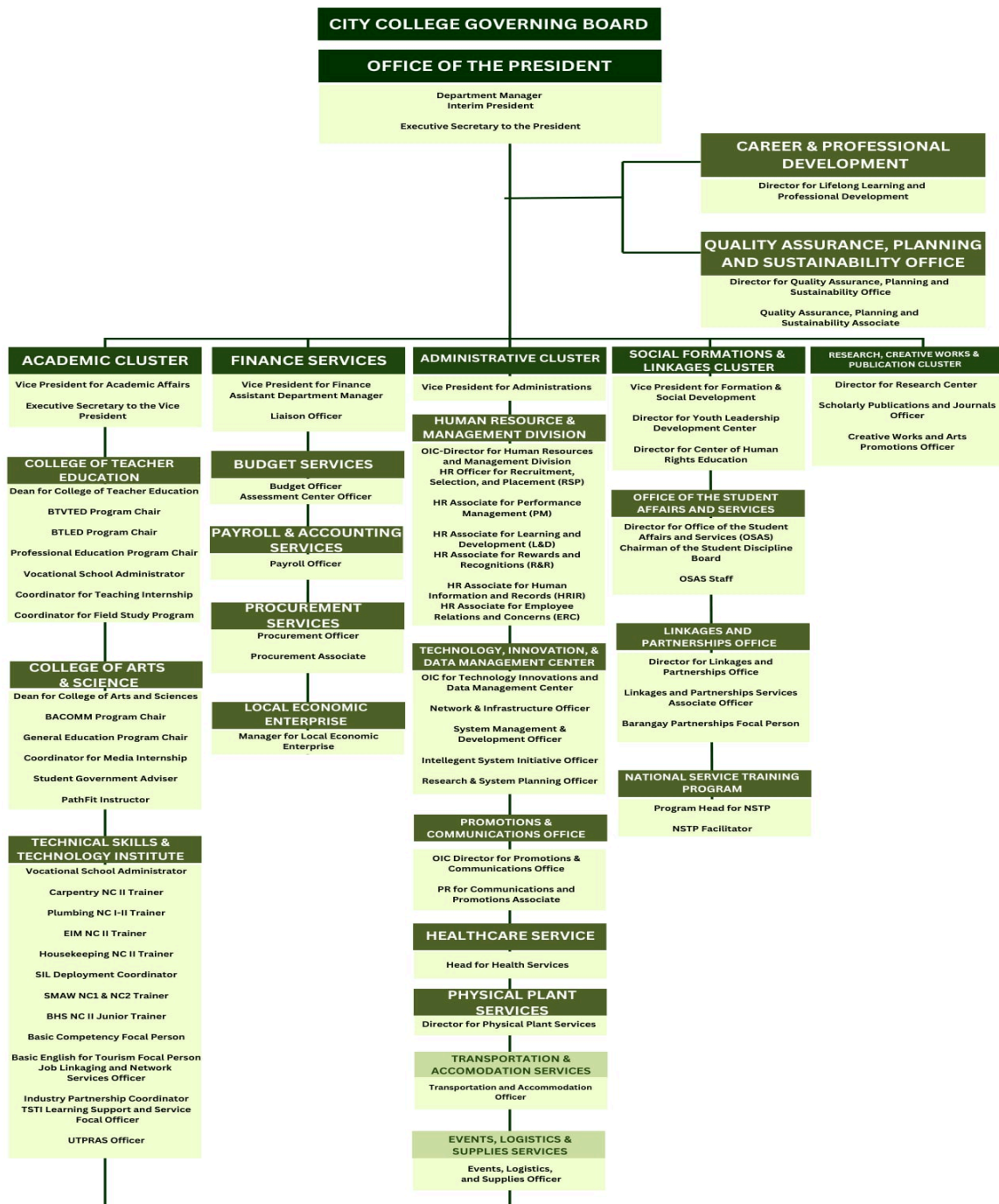
*Section 4.8 **EXCELLENCE.** We pursue continuous improvement and set high standards for ourselves, pushing beyond mediocrity to achieve exceptional results in environmental stewardship, sustaining life, and responsible development.*

*Section 4.9 **RESPECT.** We cultivate an environment of mutual respect, where diverse perspectives are valued, and differing opinions are heard. We place a premium on open dialogue, professionalism, empathy, ethical conduct, and personal growth. We foster a sense of belonging, collaboration, and well-being for all members of our community*



## Chapter II Organizational Structure

### Article 5 College Organizational Structure





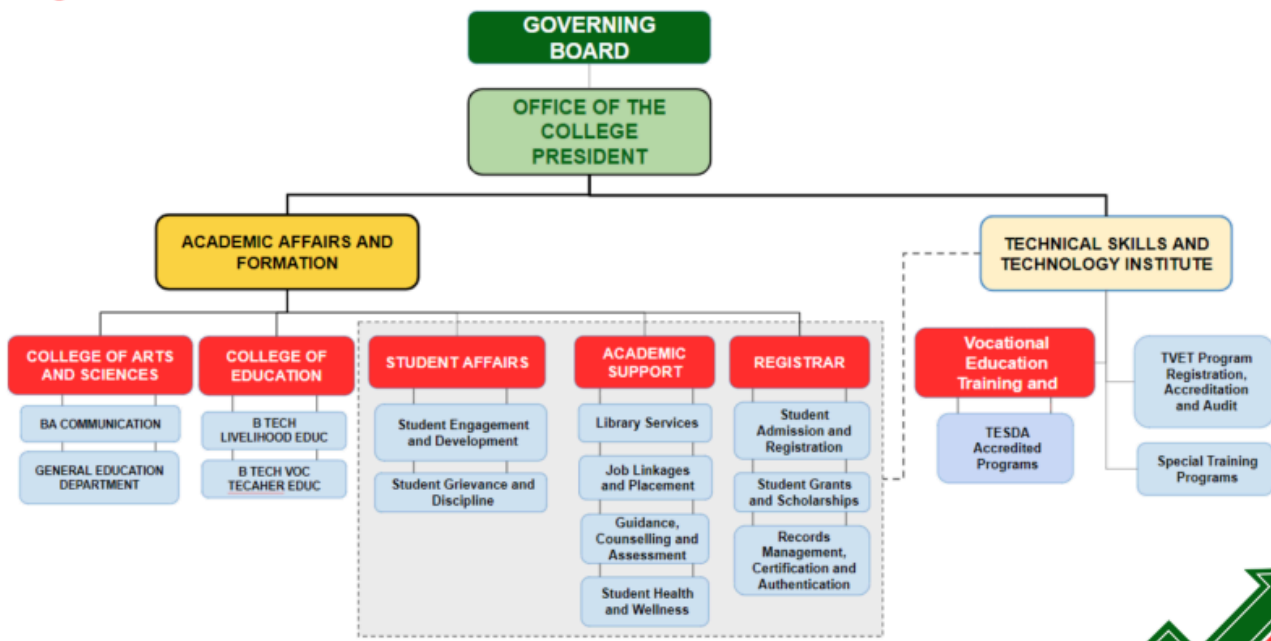




## Article 6 Academic Group Organizational Structure

### 1.5 ORGANIZATIONAL STRUCTURE

Figure 3: The Academic Affairs and Formation Cluster



## Chapter III GENERAL PROVISIONS


### Article 7 Scope and Objectives

*Section 1. Scope.* This Manual encompasses all functions and operations of the City College related to academic policies, rules, regulations, and protocols. Additional details concerning other areas and services will be more comprehensively covered in separate operations manuals.

*Section 2. Objectives.* The objectives of the City College Academic Manual are as follows:

- 2.1 To establish academic policies and guidelines that ensure the smooth operation of the City College.
- 2.2 To serve as an easy-to-read reference guide, providing employees with necessary





2.3 To define, understand, and communicate policies and procedures, identify responsibilities, and provide guidelines for performing specific tasks related to academics.

### *Section 3. Operational Definitions*

The following terms used in this Manual are defined as follows:

3.1 Academic Manual. It covers all functions and operations of the City College regarding academic policies, rules, regulations and protocol.

3.2 Board- The Governing Board of the College, which serves as its highest policy-making body. The terms "Board" and "GB" are interchangeable in this Manual.

3.3 College- An academic unit that houses a specific program.

3.4 Conference- An assembly of professionals where specific topics are presented and discussed.

3.5 Course- Subjects taught within a program.

3.6 Curriculum- All programs offered by the College.

3.7 Employee-Refers to both faculty and non-teaching personnel.

3.8 Faculty- The body of instructors in each College, whether permanent or contractual.

## **Chapter IV Academic Council**

### **Article 9**

#### **College Academic Council (ACo)**

Section 1. *Composition.* The College shall have an Academic Council which shall consist of the College President as Chairman, the Vice-President for Academic Affairs, Vice President for Student Affairs, Directors, Deans of various Colleges and all the members of its institutional staff with a rank not lower than Assistant Professor as members.

Section 2. *Functions.* The College Academic Council, as one of the advisory councils of the college, shall perform the following functions:

2.1 prescribe the policies and guidelines on matters such as curriculum development, review, and implementation, program assessment, faculty appointment and promotion, academic policies, student academic support, and accreditation and quality assurance.

2.2 set the requirements for admissions, graduation and receiving of title or degree and recommend students or others to be recipients of titles or degrees;

2.3 It shall have disciplinary power over the students within the limits prescribed by the





Section 3. *Meetings and Quorum.* The following rules shall govern the meetings and quorum of the City College Academic Council:

3.1 The College Academic Council shall have three (3) regular meetings during the academic year: at the beginning of each semester and before the end of the academic year. The President may call a special meeting upon the request of at least one-fifth of the members of the council, or whenever the President deems it necessary.

3.2 The College President shall be the Presiding Officer of the Academic Council. In his absence, the Vice President for Academic Affairs or the Vice President for Student Affairs shall preside.

3.3 A quorum of the Academic Council shall consist of a simple majority of the members.

3.4 The Secretary of the College shall be the Ex-Officio Secretary of the Council.

Section 4. *Standing Committees.* The Academic Council shall create such a committee, standing or special, as it may deem necessary for the speedy disposition of its functions. The President shall be an ex-officio member of every standing or special committee of the Council.

Committees shall be chaired by a member of the Academic Council duly designated by the Vice President for Academic Affairs. Committee members shall be selected and appointed based on selection and appointment criteria and procedure:

## **Article 10**

### **ACo Executive Committee**

Section 1. *Composition.* The Executive Committee shall be composed of the administrative key officials of the College including the Chairmen of the respective Standing Committees:

Section 2. *Function.* Main function of the Executive Committee is to act as the principal forum for the Standing Committees with regard to program/project proposals, policies and standards before such will be endorsed to the College Academic Council.

Section 3. *Meetings.* The Executive Committee meets at times as the President may determine. However, he/she shall issue a call for a special meeting when requested by a majority vote of its members.







## Article 11

### ACo Curriculum and Syllabus Committee

Section 1. *Composition.* The Curriculum and Syllabus Committee shall consist of a Chairman and Vice Chairman, appointed by the College President based on the recommendation of the Vice President for Academic Affairs. The Vice President for Academic Affairs will screen candidates from a list endorsed by the Deans of each College, Cluster Heads, College/Program Coordinators, and selected Academic Council members.

Section 2. *Function.* The City College Curriculum Committee is a standing committee that advises and guides the curriculum committees at the College level in their review of curricular programs. This committee facilitates communication, advice, support, and liaison among academic programs, educational support services, and administrative units on curriculum matters.

The primary purpose of the Curriculum and Syllabus Committee is to evaluate whether courses and programs align with the curriculum of City College as defined by its mission statement. The committee examines pertinent documents related to new academic programs and proposals for changes in existing academic programs.

Curriculum review and approval is a collaborative process involving faculty and academic administration, designed to ensure that all courses and programs are based on fields of study appropriate to higher education, aligned with the College's mission, vision, goals, and objectives, consistent with institutional quality standards, and compliant with regional and national accreditation standards and requirements set by the Commission on Higher Education (CHED).

The College Policy on Curriculum Evaluation has the following purposes:

- 2.1 To institutionalize procedures for course and program curriculum review and action.
- 2.2 To identify related administrative functions.
- 2.3 To provide guidance to faculty and staff regarding the review and approval of curricular issues.

Section 16. *Meetings.* The Committee shall meet at least twice per semester. Additional meetings may be scheduled as needed. Committee members may have work assignments between meetings. Share-point collaborations, emails, and smaller group meetings will be utilized between full committee meetings to ensure the efficient and effective use of the committee's time.





## Article 12

### ACo Student Admission Committee

Section 1. *Composition.* The Student Admission Committee of the Academic Council shall consist of the following members:

- 1.1 The Vice President for Student Affairs, serving as chairman.
- 1.2 The Dean of the College or their representative, serving as co-chairman.
- 1.3 The College Registrar.
- 1.4 Faculty representatives from each college.
- 1.5 College and Campus Admission Personnel.

Section 2. *Function.* The Student Admissions Committee is responsible for developing operational guidelines to ensure that specific requirements are established for student admission and readmission to the College.

The Committee shall conduct research and provide advice, monitoring, and recommendations to the Academic Council on the following:

- 2.1 Admissions and transfer policies.
- 2.2 Selection policies for admission.
- 2.3 Entry requirements, including prerequisites.
- 2.4 Recognition of external academic programs as entry pathways.
- 2.5 Policies on the assessment and recognition of foreign students' qualifications.
- 2.6 Policy matters relating to the College's relationships with external stakeholders, such as CHED, TESDA, other universities, and school systems.

Section 3. *Meetings.* The Committee shall meet quarterly to ensure the smooth implementation of its responsibilities and address any arising issues. Additional emergency meetings may be called as needed.


## Article 13

### ACo Performance Appraisal of Faculty Committee

Section 1. *Composition.* The ACo Performance Appraisal of Faculty Committee shall consist of a Chairman and a Vice Chairman, both appointed by the College President based on the recommendation of the Vice President for Academic Affairs. The Vice President shall select committee members from a list endorsed by the Deans of each College.

Section 2. *Function.* The Performance Appraisal of Faculty Committee is responsible for designing and implementing a performance appraisal system for the teaching staff of City College. The committee's tasks include providing feedback on the quality of instructors' work





performance and creating a system for developing the professional and personal skills of the instructors.

Specific responsibilities include:

- 2.1 Conducting periodic reviews or assessments of the evaluation instrument
- 2.2 Revising the performance appraisal instrument as needed
- 2.3 Ensuring uniformity in the administration of the Performance Appraisal Instrument (PAI)
- 2.4 Recommending areas for improvement based on evaluation results
- 2.5 Recommending faculty for Gala/PRAISE based on evaluation results

Section 3. *Meetings.* The Committee shall meet at least twice per semester, with additional meetings scheduled as needed.

## Article 14

### Aco Textbooks and Instructional Committee

The ACo Textbook and Instructional Materials Committee shall consist of a Chairman and a Vice Chairman, both appointed by the College President upon the recommendation of the Vice President for Academic Affairs. The Vice President will select committee members from a list endorsed by the Deans of each College. Representatives from the Office of the College/Campus Library may also be invited to participate in meetings.

Section 1. *Function.* The Textbook and Instructional Materials (TIM) Committee is responsible for monitoring the procedures for selecting, adopting, and discarding instructional materials owned and used by each department. The committee also recommends instructional materials for adoption and ensures their selection conforms to established criteria.

The committee assists the Vice President for Academic Affairs in formulating policies related to the instructional program of the College. TIM policies and standards deliberated by the committee are submitted to the Academic Council for resolution. Guidelines and resolutions of issues and concerns related to implementation are submitted to the Administrative Council for appropriate decisions, subject to approval by the Board of Regents.

The Committee's specific functions include:

- 1.1 Monitoring procedures for selecting, adopting, and discarding instructional materials used by departments or clusters, and recommending instructional materials for adoption
- 1.2 Ensuring instructional materials are selected in accordance with established criteria

Section 2. *Meetings.* The Committee shall meet at least twice per semester, with additional meetings scheduled as needed.





## Article 15

### Conferment and Degree Committee

Section 1. *Composition.* The ACo Conferment of Degree Committee shall be composed of a Chairman and a Vice Chairman, appointed by the College President based on the recommendation of the Vice President for Academic Affairs. The Vice President will select committee members from a list endorsed by the Deans of each College and College Coordinators. Representatives from the Office of the College/Campus Registrars may also be invited to participate in meetings.

Section 2. *Function.* The Conferment of Degree Committee is responsible for recommending procedures for the College's commencement activities and managing various functions related to the commencement ceremony. These functions include:

Section 2.1 Physical setup for the ceremony

Section 2.2 Organizing the lineup of candidates, faculty, and processional

Section 2.3 Preparing the program and required lists for faculty and program printing

Section 2.4 Coordinating the instruction for candidates and the College Marshal

Section 2.5 Preparing and printing the final commencement plan

Section 2.6 Handling arrangements for special guests

Section 2.7 Reviewing and deliberating on the revocation of conferred degrees

Section 2.8 Computing and deliberating on grades for honor students

Section 3. *Meetings.* The Committee shall meet at least two weeks after the Midterm of every second semester to review graduating students' requirements and address other graduation-related issues.

## Article 16

### Accreditation Committee

Section 1. *Composition.* The ACo Accreditation Committee shall consist of a Chairman and a Vice Chairman, appointed by the President upon the recommendation of the Vice President for Academic Affairs. The Vice President will select committee members from a list endorsed by the Deans of each College and College Coordinators. Area Chairpersons from respective programs may also be invited to attend the Committee's meetings.

Section 2. *Function.* The Accreditation Committee is responsible for recommending procedures for accreditation activities and overseeing the progress of program evaluations. The Committee assists the Academic Council in implementing the standards and guidelines provided by the





accrediting agency and ensures that these standards are met and maintained.

Section 3. *Meetings.* The Committee shall meet at least twice per semester, with additional meetings scheduled as necessary throughout the semester.

## **Article 17**

### **Campus Academic Council**

**Section 1. *Composition.*** The members of the Campus Academic Council are the same individuals as those in the College Academic Council, but they are organized according to their respective campuses. This Council will convene with the ACo Chairman or the Standing Committee Chairman to address and resolve academic concerns across the various Colleges within each Campus.

## **Chapter V**

### **College Officials and Heads for Academic Affairs**

#### **Article 18 Vice President for Academic Affairs**

The Vice President for Academic Affairs is directly responsible to the President for carrying all the educational policies, for implementing all programs, and projects of the institution, for supervising curricular, instructional, and other academic activities in the institution. S/He implements approved plans on academic affairs and programs of the city college in coordination with other Division Heads of Units. S/He assumes educational leadership in the college council.

Section 1. *Manner of Appointment.* The Vice President for Academic (VPA) shall be appointed by the President based on the recommendation of the Recruitment, Selection, and Promotion Board, and confirmed by the Governing Board (GB).

Section 2. *Powers and Functions.* The Vice President for Academic Affairs shall:

2.1 Provide strategic leadership and oversight for all academic programs and initiatives within the college.

2.2 Develop and implement academic policies and procedures in collaboration with the Academic Council and other stakeholders.

2.3 Ensure the quality and integrity of academic programs through curriculum development, review, and accreditation processes.

2.4 Supervise and support Deans, Department Chairs, and other academic leaders in their roles and responsibilities.

2.5 Oversee faculty recruitment, development, evaluation, and promotion processes to maintain



high standards of teaching and scholarship.

2.6 Foster a culture of academic excellence and innovation through research, professional development, and community engagement.

2.7 Manage the academic budget and allocate resources to support academic priorities and initiatives.

2.8 Coordinate with other college departments to ensure alignment of academic goals with institutional objectives.

2.9 Represent the college in external academic forums, partnerships, and collaborations.

2.10 Prepare and present reports on academic affairs to the President and the Governing Board.

### **Article 19 Director**

Section 1. *Functions.* The responsible for overseeing specific departments or functions, managing daily operations, developing and implementing strategic initiatives, ensuring compliance with institutional policies, and supporting both faculty and students to achieve academic and administrative goals.

### **Article 20 Dean**

Section 1. *Manner of Appointment and Term.* The Dean shall be appointed by the Governing Board based on the recommendation of a duly-constituted Search Committee, and confirmed by the Board. The Dean shall serve a term of three (3) years, subject to reappointment for additional terms. The Dean will also be given an equivalent teaching load of nine (9) units.

Section 2. *Powers and Functions.* The Dean shall have the following powers and duties:

2.1 Provide educational leadership among the faculty.

2.2 Lead professional development through research, community, and extension services.

2.3 Formulate College policies in consultation with the Academic Council.

2.4 Consolidate the College's budgetary requirements based on projections from the College Coordinator.

2.5 Plan curriculum development with the assistance of the College Coordinator.

2.6 Assign faculty to direct and advise students in their academic or practical studies.

2.7 Implement a supervision program to enhance instruction quality by:

2.7.1 Overseeing faculty attendance.

2.7.2 Supervising classroom management and instructional improvement without

compromising academic freedom.

2.8 Coordinate student admissions, classifications, and class assignments with the Offices of Admission, Guidance Services, and the College/Campus Registrar, while reviewing the curricular loads of faculty and students.

2.9 Supervise and manage student affairs within their respective Colleges.



- 2.10 Submit relevant reports on the College to the Office of the President and the VPSA.
- 2.11 Report faculty vacancies and required qualifications to the Office of the Vice President for Academic Affairs at the beginning of each semester.
- 2.12 Evaluate and report on faculty performance in consultation with the College Coordinator.
- 2.13 Administer faculty evaluations and participate in campus promotion and recruitment activities.
- 2.14 Recommend faculty assignment transfers to the VPAA based on service needs, after consulting with the concerned faculty and College Coordinator.
- 2.15 Forward proposals affecting courses of study, instruction, scholarships, exchanges, offers of aid, and similar matters to the Office of the Vice President for Academic Affairs, with comments or recommendations.
- 2.16 Prepare the office budget and suggest plans and activities related to existing programs.
- 2.17 Perform other tasks as assigned by the VPA and/or President.

### **Article 21 Program Head/Coordinator**

Section 1. *Manner of Appointment and Term.* The Program Head Coordinator shall be appointed by the President based on the recommendation of the Dean. The term of office shall be one (1) year, with the possibility of reappointment for an additional term. The Coordinator shall be given an equivalent teaching load of three (3) units for this designation.

Section 2. *Powers and Duties.* The College Coordinator shall:

- 2.1 Collaborate with the Dean on the implementation of programs and policies, preparation of budgetary requirements, cash reports, work plans, curriculum enhancement, and other related activities.
- 2.2 Provide leadership within the department in research, professional development, community and extension service, and classroom and time management.
- 2.3 Assist the Dean in preparing faculty loads, monitoring faculty attendance, initiating professional development programs, and orienting new faculty and students.
- 2.4 Support the Dean in coordinating with the Selection and Promotion Board for the recruitment and promotion of instructors.
- 2.5 Make recommendations to higher officials of the City College in consultation with the Dean, with a copy furnished to the Campus Director.
- 2.6 Aid the Dean in procuring instructional materials and supplies, and in ensuring the proper upkeep and repair of rooms and other facilities.



## Article 22 Registrar

Section 1. *Manner of Appointment.* The College Registrar shall be appointed by the President based on the recommendation of the Recruitment, Selection, and Promotion Board, and confirmed by the Governing Board (GB).

Section 2. *Powers and Duties.* The College Head Registrar shall:

2.1 Lead in crafting and implementing policies regarding admissions, enrollment, accreditation, graduation, and other relevant academic affairs.

2.2. Plan, supervise, and oversee the following responsibilities:

2.2.1. Manage admission processes and selective retention of students.

2.2.2. Ensure compliance with admission and academic requirements.

2.2.3 Handle the registration/enrollment of students.

2.2.4. Enforce government regulations on academic scholarships, scholarship delinquency, transferees, accreditation, student loading, subject-sequence, crossenrollment, graduation, graduation with honors, changing/adding/dropping of subjects, and other related matters.

2.2.5. Evaluate scholastic records/credits for accreditation of transfer units, determination of curricular level, scholastic standing, promotions, graduation, etc.

2.2.6. Coordinate commencement/graduation exercises and related activities.

2.2.7. Participate in the selection of honor students in college.

2.2.8 Ensure the custody, security, integrity, and confidentiality of students' records.

2.2.9. Manage, control, maintain, and issue/release students' academic records.

2.2.10 Disseminate information on curricular offerings, admission requirements, academic policies and regulations, and CHED issuances.

2.2.11 Provide information on statistical data related to enrollment, graduates, dropouts, etc.

2.2.12 Prepare memoranda on enrollment and Registrar concerns.

2.2m. Oversee the publication of the Academic Calendar, Bulletin of Information, Catalog, etc.

2.2.13 Facilitate Registrar personnel training and development

2.2.14 Authentically endorse Transcript of Records and related documents.

2.2.15 Address inquiries regarding academic policies, regulations, and student records.

2.2.16 Conduct curricular consultations with colleges and students.

2.2.17 Contribute to the revision of curricula and the Faculty Manual.

2.2.18 Establish and maintains connections with other Registrars concerning student records and Registrar-related matters.

2.2.19 Establish a standardized operating procedure.

2.2.20 Design a process flow chart outlining office functions.

2.2.21 Periodically evaluate and enhance existing systems and procedures.

2.2.22 Aid, supervise, coordinate, check, and review the work of Registrar personnel.

2.2.23 Evaluates the performance of Registrar personnel.





- 2.2.24. Design and revise forms necessary for Registrar transactions.
- 2.2. 25. Oversee the proper use, maintenance, control, and safekeeping of office property and equipment.
- 2.2.26 .Initiate requests for required equipment and supplies.
- 2.2.27 .Develop the registrar's growth plan.
- 2.2.28. Submit the Annual Accomplishments Report to the President.
- 2.2.29 Perform other tasks as may be assigned by the Director of Academic Resources and Service Office, Vice-President for Academic Affairs, and the President

*Section. 3 In-charge of Students Admissions and Registration*

- 3.1. Compile admission and enrollment materials.
- 3.2 Manage the coordination of admission and enrollment processes for new students.
- 3.3. Examine, verify, and validate the authenticity of credentials submitted by new students.
- 3.4. Initiate requests for Form 137A and Official Transcript of Records (OTR) for newly admitted students.
- 3.5 Organize and files the credentials of new students before transferring them to the Records In-charge.
- 3.6. Generate a list of freshman enrollees.
- 3.7. Produce a list and statistical data for transferee students.
- 3.8. Acts as the liaison officer for foreign students on behalf of the reg

*Section 4. In-charge of Records Management, Certification and Authentication*

- 4.1. Compile individual student records, including consolidated grade worksheets, permanent records, and evaluation records.
- 4.2 Guide the enrollment process for students.
- 4.3. Regularly update and post grades to student records.
- 4.4. Reconstruct records or files that are lost or missing.
- 4.5. Provide guidance to students on curricular programs, enrollment procedures, subject loads, and sequencing.
- 4.6. Evaluate student records for curricular level, scholastic standing, graduation eligibility, etc.
- 4.7. Assess subjects and credits earned in other educational institutions.
- 4.8 Aid in enforcing academic policies and regulations.
- 4.9 Act as a specialist and consultant for the specific course or program they oversee.
- 4.10. Notify students of any course deficiencies.
- 4.11. Assist in organizing graduation activities.
- 4.12. Prepare enrollment lists, academic scholars' lists, candidates for graduation lists, candidates for graduation with honors lists, along with their corresponding statistical data.
- 4.13. Compile statistical data on drop-outs, shifters, and transferees.



- 4.14. Verify, checks, and signs prepared Transcripts of Records and certifications.
- 4.15. Manage, accounts for, controls, and maintains the integrity and confidentiality of student records.
- 4.16. Initiate follow-up requests for records of new students from their previous institutions.

Section 5. *In-charge of Request, Receiving and Releasing and Processing of Data*

- 5.1. Manage, receive, process, and issue requests for transcripts of records, certifications, transfer credentials, and other academic documents.
- 5.2. Ensure timely compliance and release of requested records and information.
- 5.3. Maintain daily records of both incoming and outgoing academic documents.
- 5.4. Generate and prepare academic records as per request.
- 5.5. Produce various forms and enrollment materials.
- 5.6. Keep logbooks to record incoming requests for academic records and their subsequent releases.
- 5.7. Oversee, account for, control, and safeguard the integrity and confidentiality of students' records.
- 5.8. Organize, classify, file, and store both active and inactive records and files.
- 5.9. Input course and subject codes into the system.
- 5.10. Input comprehensive data for new students.
- 5.11. Enter and maintain updated student grades.
- 5.12. Produce worksheets for consolidated grades, transcripts of records, and certifications.
- 5.13. Create and generate enrollment lists along with all necessary statistical data.
- 5.14. Administer, account for, maintain, and ensure the confidentiality and integrity of student records.
- 5.15. Aid in completing various survey forms.
- 5.16. Perform other related tasks as assigned.

### **Article 23 Librarian**

Section 1. *Manner of Appointment.* The Librarian shall be appointed by the President based on the recommendation of the Recruitment, Selection, and Promotion Board, and confirmed by the Governing Board (GB).


Section 2. *Powers and Duties.* The Librarian shall:

1.1 Plan, organize, coordinate,

and manage activities of the library;

1.2 Implement approved developmental programs and policies for the library in accordance with established goals and objectives;



- 
- 1.3 Recommend to the President the hiring, promotion, and dismissal of library personnel;
  - 1.4 Define the duties and responsibilities of library personnel;
  - 1.5 Provide direction to library personnel toward the attainment of the school's goals and objectives;
  - 1.6 Supervise the inventory of library materials, furniture, and equipment to maintain quality library collections and holdings;
  - 1.7 Determine the needs and requirements of the library in coordination with the Deans and

Program Heads to meet the academic expectations of the students and faculty;

- 1.8 Prepare and implements the approved library budget;
- 1.9 Sustain the computerization of the library services and operations;
- 1.10 Prepare and submits the required library quarterly and yearly reports and other documents;
- 1.11 Establish linkages on resources sharing, consortium, and networking activities with the various local, regional, national, or international agencies and libraries to optimize the use of resources and promote library use;
- 1.12 Formulate and implements the Development Plan of the Library Services and
- 1.13 Perform other tasks as may be assigned by the Director of Academic Resources and Service Office, Vice-President for Academic Affairs, and the President.

#### **Article 24 Guidance Counselor**

Section 1. *Manner of Appointment.* The Guidance Counselor shall be appointed by the President based on the recommendation of the Recruitment, Selection, and Promotion Board, and confirmed by the Governing Board (GB).

Section 2. Powers and Duties. The Guidance Counselor shall:

- 2.1 Provide individual and group counseling to students to support their academic, personal, and social development.
- 2.2 Develop and implement programs to promote student well-being, mental health, and career planning.
- 2.3 Assist students in overcoming educational and personal challenges that may affect their academic performance.
- 2.4 Administer and interpret psychological assessments and career inventories to help students understand their abilities, interests, and career options.
- 2.5 Collaborate with faculty, staff, and parents to address student concerns and coordinate support services.
- 2.6 Maintain confidential records of counseling sessions and ensure ethical and professional standards are upheld.
- 2.7 Provide crisis intervention and support to students facing immediate difficulties.



interpersonal relationships.

2.9 Refer students to external resources and services when necessary.

2.10 Prepare reports and documentation as required by the institution.

2.11 Perform other tasks as may be assigned by the Director of Academic Resources and Service Office, Vice-President for Academic Affairs, and the President

## Chapter VI Academic Workforce

### Article 25

#### Faculty

Section 1. *Composition.* The body of instructors of each college constitutes its faculty. The Faculty is an institutional and instructional component and member of the educational community of City College. It consists of the President, the Vice-President for Academic Affairs, the Deans, Directors and all Professors, Instructors, and Lecturers of City College with academic loads.

Section 2. *Regular Faculty Members.* The regular members of the Faculty shall include Professors, Associate Professors, Assistant Professors, and Instructors. The qualifications of a Professor, Associate Professors, Assistant Professors and Instructors are based on Merit Selection and Promotion Plan.

Section 3. *Non-Regular Faculty Member.* Non-regular members shall include the following:

3.1 Adjunct Faculty are cooperating teachers who are directly involved in the supervision of students performing their off-campus practice teaching. The college can provide incentives to the adjunct faculty and to the cooperating institution, which can be in the form of staff development, instructional materials or financial assistance.

3.2 Associate Faculty are instructors based in a particular College/Department who are invited to render instruction, research, and extension or production services to other Colleges Departments within the College.


3.3 Contractual Faculty are faculty members hired on a full time, monthly basis to conduct special instruction and/or research services to the College.

3.4 The maximum allowable teaching load of a lecturer is six (6) units per semester/term at any one time in all units of the college or an aggregate maximum of eighteen (18) units teaching load in a year, unless otherwise authorized by the President in meritorious cases.

3.5 Part-Time Faculty Members. These are faculty members employed to teach on a term







presence is required during class hours only, they are also expected to undertake assigned tasks and spend time to conduct research, improve and augment productivity, and promote and develop extension services in pursuance of the vision-mission of the University.

The terms of employment will depend on the memorandum of agreement executed by the College with the home institution of the professor concerned or upon the terms of the invitation. Compensation will be on a case-to-case basis. Requests for funding, however, should be made in advance by the requesting unit for purposes of allocation of funds

## **Article 26 Non-Teaching Staff**

Section 1. *Description.* Non-teaching staff are the group of personnel detailed in academic offices to assist in the preparation of the various documents, training, and research related to curriculum and instruction.

## **Chapter VII Academic Units Article 27 Colleges**


Section 1. *Description.* The City College comprises different colleges which offer various programs. Each college shall offer programs that are relevant to its field of specialization upon compliance with set requirements issued by the CHED and other pertinent government agencies.

## **Chapter VIII Procedures and Standards**

### **Article 28 Academic Programs**

Section 1. *Definition and Rationale.* Academic Program is a structured set of teaching and learning experiences designed to lead student development of intended student learning outcomes and to award a bachelor's degree identified by a separate Program Code. The purpose is to provide for a periodic examination by faculty and administration of the extent to which established academic programs are meeting their stated objectives and the extent to which their program objectives are still appropriate to college Mission and Vision.





Section 2. *Levels of Academic Programs.* During the deliberation of the program proposal, the level of the academic program shall be stipulated in the transmittal letter and feasibility study. It shall ensure the compliance with CHED and other regulating agencies.

The level of academic program being proposed shall fall under the following categories:

2.1 *Baccalaureate.* It is a four year degree program with a comprehensive curriculum

designed to prepare students in the field of work such as technology and livelihood education, technical-vocational teacher education, humanities and the arts.

2.2 *Technical –Vocational.* Normally taught over months, technical and vocational education is offered to enhance students' practical skills at institutions usually accredited and approved by TESDA.

Section 3. *Program Status.* The following shall be the status of programs:

3.1 Active curricular program is an existing program implemented in the whole college with duly approved authority to offer, and anchored to the most recent memorandum of CHED.

Section 4. *Procedures on Declaration of Program Status.* Prior to the declaration of the program regarding its status as active, the following procedure shall be observed:

4.1 Proposals to initiate curricular program status are presented and discussed at the program/college level.

4.2 If consensus is reached at the program/college level, the program/college sponsor prepares a proposal for curriculum review and evaluation.

4.3 Deans should discuss proposed status of the degree programs with the Vice President for Academic Affairs.

4.4 Proposals are reviewed and evaluated by the ACo at scheduled meeting.

4.5 Approved proposals will be properly endorsed by the Academic Council to the Governing Board for final approval.

Section 5. *Extension of a Program to Other Campuses.* Academic programs may be extended to other campuses upon proper submission and approval of proposal. It shall follow a standard protocol. To wit:

5.1 Proposals to extend curricular program are discussed at the program/college level of both campuses.

5.2 If consensus is reached at the program/college level, the program/college sponsor

prepares a proposal for program offerings review and evaluation.



5.4 Proposal sponsor, academic program/department, and the campus are notified of the ACo actions.

5.5 Approved proposals are presented to the Academic Council for proper endorsement to the GB for final approval.

## Article 29 Curriculum

Section 1. *Rationale.* City College must create and manage a rigorous curriculum to prepare students to be productive, adaptable members of society. Regular curriculum reviews help develop and approve the curriculum, ensure consistency, and measure effectiveness.

Section 2. *Curriculum Elements.* The curriculum consists of planned teaching and learning experiences leading to clear outcomes. Major elements include:

**2.1 Mission of the Program:** Philosophy and goals guiding learning outcomes.

**2.2 Content:** Subject matter for learning experiences.

**2.3 Sequence:** Order of content to achieve learning outcomes.

**2.4 Learners:** Information about intended students.

**2.5 Pedagogies:** Teaching methods for achieving learning outcomes.

**2.6 Program Resources:** Materials, settings, and expertise for learning.

**2.7 Assessment:** Methods to check if learning outcomes are met.

**2.8 Revision and Adjustment:** Process for curriculum changes based on feedback.

Section 3. *General Guidelines for Curriculum Revision/Enrichment.* The curriculum revision process should follow a clear sequence from proposal initiation to final approval by the Governing Board. There should be good communication among all stakeholders, including faculty, administrators, students, alumni, and the business community.

Section 4. *Specific Guidelines.*

**4.1 Initiating Revisions:** Discuss proposals at the program/college level.

**4.2 Consensus:** Prepare a proposal if consensus is reached.

**4.3 Dean's Discussion:** Deans must discuss changes with the Vice President for Academic before proposal development.

**4.4 Submission:** Submit related changes/new programs as a package.

**4.5 Notification:** Notify affected departments/campuses before approval. Include their feedback in the proposal.


**4.6 Review Process:** Add comments and recommendations at each review step.

**4.7 Proposal Quality:** Incomplete or unclear proposals will be returned for revisions.

**4.8 Curriculum Committee:** Review and evaluate proposals in scheduled meetings.

Approved proposals go to the Academic Council for endorsement and final approval by the Governing Board.





Section 5. *Required Documents.* For new programs or changes to existing ones, the following are needed:

5.1 New Course/Program:

Transmittal letter  
Evidence of compliance with regulatory agencies  
Curriculum Change Form  
Comprehensive Feasibility Study

Course syllabus meeting required criteria  
Program curriculum map

5.2 Modified Program/Course:

Transmittal letter  
Evidence of compliance with regulatory agencies  
Curriculum Change Form  
Comprehensive Feasibility Study  
Course syllabus meeting required criteria  
Program curriculum map  
Comparison matrix of existing and modified program

Section 6. *Calendar of Pacing of the Curriculum.* The proposal must clearly state the pacing of the curriculum (yearly, semesterly, or quarterly) and be approved by the Academic Council for endorsement to the Governing Board.

### Article 30 Syllabus

Section 1. *Definition and Purpose.* A syllabus is the main summary of a course, often seen as a contract between the instructor and the students. It outlines the course structure, goals, objectives, and measurable outcomes, and shows how the course fits into the overall curriculum.

At the first class meeting, the syllabus should be discussed, and students must acknowledge receipt with their signatures. Documentation of this meeting is required.

Section 2. *General Guidelines for Course Syllabus Approval.* For course syllabus approval, the following steps must be followed:

2.1 Cluster members meet to finalize the syllabus content.

2.2 The finalized syllabus is submitted by the Cluster Chair to the ACo Curriculum Committee for review and evaluation.







2.4 The syllabus approval is valid for one year.

Section 3. *Course Syllabus Format*. All course syllabi must include specific components as

outlined in the Course Syllabus Format. While the order of these components is flexible, each syllabus must contain the following:

3.1 *Vision & Mission*: Should match the College's Vision and Mission.

Subject Code: A unique combination of numbers and letters indicating the semester and year level.

3.2 *Subject Title*: Reflects the course content and academic discipline.

Intended For (Program & Year Level): Specifies the target program and year level for the course.

3.3 *Schedule*: Lists the courses offered, instructors, days, and hours for each semester and summer term.

3.4 *Credit*: Indicates how the course counts towards degree requirements.

3.5 *Prerequisite*: Lists courses, skills, or knowledge required before enrolling.

3.6 *Description*: Provides an overview of the course, the expected student profile, and student responsibilities.

3.7 *Program Outcomes*: These are measurable statements that articulate what students are expected to know, be capable of doing, or demonstrate upon the successful completion of an educational program.

3.8 *Program Educational Objectives (PEO)*- are the broad statements that describe the career and professional accomplishments that the program is preparing graduates to achieve. Student outcomes are statements that describe what students are expected to know or be able to do by the time they complete an academic program.

3.9 *Course Intended Learning Outcomes: Course Intended Learning Outcomes (CILOs) describe the specific abilities and knowledge that learners should acquire in a particular course, tailored to fit the educational objectives and standards of that single course as per CHED guidelines. These outcomes are directly related to the content and learning experiences provided within the course itself.*

3.10 *Teaching and Learning Plan*: Consists of Time Frame, CILOs, LILOs, Topics, TLAS, Assessment Tasks, Materials/Resources

3.11 *Methods of Teaching*: Describes the instructional methods to be used.

3.12 *Course Requirements*: Lists quizzes, exams, papers, projects, and other assignments for evaluation.

3.13 *Criteria for Grading*: Explains how grades will be determined, including weighting of components and grading scale.

3.14 *References*: Lists required textbooks, articles, videos, software, and other materials needed for the course.

### Article 31 Textbooks and Instructional Materials





Section 1. *Rationale.* The College acknowledges the significant role of textbooks and

instructional materials (TIM) in the learning process. TIM plays a crucial role in delivering foundational information that supports the teaching and learning process. It encompasses both human and material resources within the academic program, aimed at the careful selection and effective implementation of instructional tools.

Section 2. *General Guidelines.* To protect the interests of students, faculty, and staff in the use of textbooks and instructional materials, the College has established the following policies. To ensure consistent practices, the College allows the use of textbooks authored or co-authored by faculty members. In line with this, TIM will be reviewed according to the standards set by the TIM Committee. The following guidelines apply:

2.1 The selection, use, and sale of TIM must adhere to the standards established by the TIM Committee.

2.2 The Committee is empowered to classify and categorize TIM based on its suitability for the curriculum, students, and faculty members.

2.3 TIM found to involve plagiarism will be withheld, and the author(s) will face administrative penalties.

2.4 Approved TIM is valid for use for up to five (5) years, unless re-evaluated before the term expires.

2.5 Faculty members may prescribe only one textbook per program.

2.6 Direct sales of TIM, including those available in the open market, are strictly prohibited.

2.7 The purchase of TIM for course use must follow the Committee's policies, except in exceptional cases where TIM is used as supplementary laboratory texts or manuals.

2.8 Faculty members are prohibited from prescribing TIM authored by other faculty or staff for personal gain or financial incentives.

2.9 Faculty and staff can receive royalties for TIM they have authored, provided it is approved by the Committee. Such royalties may not exceed 50% of the selling price.

95.10 The College Business Center will handle the sale of TIM to students. If feasible, the Center will also manage the printing of TIM authored by faculty and staff members.


Section 3. *Review and Approval.* Faculty members at the City College can submit proposals to the TIM Committee for initial manuscript development. This process is described as author-conceived. For author-conceived proposals, the selection of writers, their qualifications, the work's title, and individual assignments must be maintained. Faculty writers should be chosen based on their specialization, relevant experience, and expertise in TIM development. The Evaluation Committee is responsible for:

3.1 Evaluating the manuscript against the TIM Committee's standards,

3.2 Reviewing content coverage based on CHED Learning Competencies and the City College-approved Course Syllabus,

3.3 Assessing the TIM's potential for use according to set criteria and scales, and Providing feedback and suggestions based on the TIM evaluators' findings.





Section 4. *Issuance of Certificate of Usage.* Following a comprehensive review of the manuscripts, a Certificate of Usage will be issued to the proponents. This certificate is based on the content, usefulness, methodology, originality, and potential of the manuscript to support the College's goals and objectives.

Section 5. *Validity of Approval.* The approval for TIM is effective once the proponents have addressed all comments and suggestions from the TIM evaluators. The approval is valid for up to five (5) years and can be submitted for re-evaluation thereafter.

Section 6. *Intellectual Property Rights.* To ensure proper identification, proponents must apply for an International Standard Book Number (ISBN) for their work. This unique code is essential for recording and communicating book information. The Academic Council is responsible for applying for the ISBN at the Bibliographical Services Division (BSD) of The National Library (TNL), provided the material has passed the TIMC procedures.

Section 7. *Royalty.* Faculty members who author textbooks and instructional materials for use outside the university are expected to voluntarily share a portion of their royalties with the institution as a gesture of gratitude. TIM authors not funded by the College must share 10% of their royalties if their textbooks or materials are used by College students.

Section 8. *Plagiarism.* Authors are solely responsible for the content of TIM submissions, and the College will not be liable for any plagiarism issues committed by the author.

Section 9.. *Sanctions.* Failure to comply with TIM policies, standards, and guidelines will result in appropriate disciplinary actions.

### **Article 30 Accreditation**

Section 1. *Program Accreditation.* Accreditation is a process through which a tertiary institution assesses its educational activities to receive an independent evaluation confirming that it effectively meets its objectives and maintains a quality comparable to similar institutions.

1.1 Program Accreditation specifically evaluates a particular academic program, including all related courses within its curriculum. This process requires adherence to standards that are generally more rigorous than those set by the Commission on Higher Education. The program must meet the accrediting agency's minimum requirements in the following areas: Vision, Mission, Goals and Objectives; Faculty; Curriculum and Instruction; Student Support; Research; Extension and Community Involvement; Library; Physical Plant and Facilities; Laboratories; and





1.2 At City College, the President oversees the accreditation process. In the President’s absence, the Vice President for Academic Affairs is responsible for managing the program’s evaluation.

This process is supported by the Academic Council, the Accreditation Committee, and the Deans, College Coordinators, and area heads of the program under review.

Section 2. *Institutional Accreditation.* Institutional Accreditation pertains to the accreditation of the entire college as a whole. It evaluates the overall quality of the institution’s core program offerings and is based on the standards established through program accreditation.

## Chapter IX Faculty

### Article 32 Duties and Responsibilities

Section 1. *Ethical and Societal Responsibilities.* Each faculty member is mandated to function as a catalyst for positive societal, economic, moral, intellectual, cultural, and political transformations within both the college and the surrounding community, while adhering to national policies (Sec. 16 (6) BP 232).

Section 2. *Professional Responsibilities.* Each faculty member is entrusted with the duty of actively nurturing and fostering their professional development while upholding professionalism consistently (Sec. 16 (4) BP 232). They are expected to strictly adhere to prevailing laws, rules, and regulations that govern public officials and employees, including RA 6713 (Code of Conduct and Ethical Standards for all Public Officials and Employees), RA 3019 (Anti-Graft and Corrupt Practices Act) The Administrative Code of 1987, and The Code of Ethics for Professional Teachers (Board for Professional Teachers Resolution No. 435, Series of 1997).

### Article 33 Commitment and Performance Evaluation System

Section 1. Policy. The performance rating of a faculty member shall be used as a basis for promotion or giving of incentives and rewards.

1.1. The performance evaluation system may provide for at least five adjectival ratings:

Description	Numerical Rating
a. Outstanding	5







- c. Satisfactory 3
- d. Unsatisfactory 2
- e. Poor 1

1.2 Plus Factor which shall not exceed five (5) points shall be given to faculty who had completed research/extension project using the following guidelines:

- For every completed
- Externally funded research/extension project - 3 points
  - College research/extension project - 2 points
  - Classroom-based (action research) - 1 point

1.3 If the project was done by several faculty, the point/points allotted will be divided among the researchers/extensionists.

1.4 The results of evaluation shall be submitted to the Vice President for Academic not later than 3 weeks after the end of each semester.

2. No faculty member shall be considered for promotion without a record of at least two (2) successive performance ratings of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher positions or ranks.

3. The City College shall develop its own PES/PMS in accordance with CSC policies to be approved by the CSC Regional Office concerned. 5. A Performance Evaluation Review Committee (PERC) shall be created in the City College with composition and responsibilities as follows:

#### Section 4. *Compositions. Performance Evaluation Review Committee (PERC)*

*Chair:* College President (or his authorized representative)

*Members:*

1. VP for Academic Affairs and Formation (or highest ranking official in-charge of personnel management);
  2. Director for Human Resource (or its equivalent); and,
  3. Deans and TST Director (VSA-I)
  4. Two (2) representatives nominated by the duly accredited faculty association or union in the City College, or if there is no accredited faculty association, representatives chosen through general elections.
- The term of office of the representatives shall be determined by the PERC.



## Section 5. *Responsibilities of PERC*

5.1 Review of Employee's Performance Targets

5.2. Review of Performance

5.3. Determination of Final Rating

5.4. Monitoring and Evaluation of City College PES/PMS

5.5. Setting of Internal Rules and Procedures

Other features and details of the performance evaluation system shall be reflected in the system that the City College will adopt as approved by the Civil Service Commission.

## Section 6. *Program on Awards and Incentives for Service Excellence (PRAISE)*

City College will implement a suggestions and incentive award system to promote creativity, innovation, efficiency, integrity, and productivity within the public service. This system will recognize and reward both individual officials and faculty members, as well as groups, for their

valuable suggestions, inventions, outstanding achievements, and other efforts that enhance government efficiency, economy, or overall improvement, as well as for extraordinary acts or services in the public sector.

### 6.1 Guidelines

6.1.1 The System shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

6.1.2. The System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.

6.1.3. The System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of faculty members through formal and informal modes.

6.1.4. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings, which shall not exceed twenty (20) percent of the savings generated.

6.1.5. At least five (5) percent of the HRD Funds shall be allocated for the System and incorporated in the City College's Annual Work and Financial Plan and Budget.

6.1.6. The System shall be institutionalized through the creation of a PRAISE Committee in the City College.

6.1.7. The PRAISE Committee shall preferably have the following composition:

- a. President/Vice-President of the City College or authorized representative who will act as chairperson;



- b. Head of the financial unit or equivalent;
- c. Head of the planning unit or equivalent;

d. Highest ranking employee in charge of human resource management or the career service employee directly responsible for personnel management; and

e. Two (2) representatives from the faculty who shall serve for two (2)

years and elected at large or designated by the registered faculty union in the absence of an accredited faculty union.

6.1.8. The City College President shall be responsible for overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat.

6.1.9. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover all faculty ranks.

6.1.10. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the City College. The City College may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.

6.1.11. The PRAISE Committee shall establish its own internal procedures and strategies.

Membership in the Committee shall be considered part of the member's regular duties and functions.

6.1.12. The City College shall encourage improved productivity and efficiency among faculty members through appropriate recognition based on performance, innovations, ideas and exemplary behavior.

6.1.13. All permanent members of the faculty with regular Plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the City College.

6.1.14. Recipients of honor awards shall be given preference in promotion and in training grants and scholarships.

6.1.15. The HRMO shall enter into the personnel file any award of honor received by any member of the faculty.

6.1.16. The City College shall develop its own Program on Awards and Incentives for Service Excellence (PRAISE) incorporating the types of incentive that may be given.

6.1.17. Establishment of a CSC-approved PRAISE shall be the basis for the grant of the Productivity Incentive Bonus (PIB), other awards and incentives. The Annual Praise Report shall be submitted by the City College to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty members to qualify for nomination to the CSC-sponsored national awards.





## **Article 34**

### **Appointment**

Section 1. *Appointment.* In the context of the City College, faculty appointments strictly adhere to non-discriminatory principles. No consideration is given to political beliefs, gender preferences, cultural or community affiliations, ethnic origins, or religious opinions or affiliations during the appointment process. Furthermore, it is stipulated that no faculty member shall promote or advocate for any specific church or religious sect.

All faculty appointments are subject to the guidelines, qualifications, and standards established by the Governing Board, ensuring a fair and merit-based selection process in accordance with Section 45 of RA 10919. The status of appointment of the faculty may either be permanent or temporary:

Section 2. *Permanent Position.* A permanent appointment is granted to a faculty member who meets the qualification standards for their faculty rank and successfully completes the probationary period. The duration of this probationary period, ranging from 6 months to 2 years, is determined by the governing board of the City College (LUC), unless otherwise specified by the CSC and LGU of CDO Human Resource Management. This approach ensures that faculty members undergo a rigorous assessment period before receiving a permanent appointment, maintaining high academic standards within the institution.

Section 3 *Temporary Position.* A temporary appointment is granted to a faculty member who does not meet the education, experience, or training requirements of the position to which they are being appointed. This appointment's validity is limited to one school year. Faculty members under temporary status do not have job security and may be separated from their roles, with or without specific cause. Consequently, they are not eligible to claim back wages, salaries, or reinstatement to their positions. They may also be replaced within the twelve-month period, either by qualified eligibles or non-eligibles. However, in certain instances, the employment or service of temporary appointees may be terminated without immediate replacement. A written notice of service termination, signed by the appointing authority, must be provided to the temporary appointee 30 days prior to the termination or removal.

Section 4. *Admission Requirements.* A faculty member, whose role encompasses instruction, research, and extension activities, is typically expected to hold a Master's degree and be a licensed professional in their respective field.

Section 5. *Eligibility Standards.* However, it is acknowledged that there may be a shortage of Master's degree holders in certain specialized fields. In such cases, mandating a Master's degree as a faculty entry requirement could unnecessarily limit the college's flexibility in faculty recruitment. To address this, and to ensure the ongoing development of intellectual







considered for hiring under the following conditions:

- 5.1. When the college identifies a shortage of Master's degree holders in the required field of specialization or related fields.
- 5.2. When there are no applicants with Master's degrees in the relevant area of specialization or its related fields.
- 5.3. Faculty members hired to teach courses related to professional licensure must hold a valid registration and/or license from the Professional Regulation Commission (PRC) in their field of specialization.
- 5.4. Faculty without a Master's degree may receive a temporary appointment for up to one (1) year, in accordance with Section 27(2) of Book V of the Administrative Code of 1987. Renewal of temporary appointments is limited to four (4) times from the date of the initial appointment.
- 5.5. This policy on temporary appointments aligns with the City College Faculty Development Plan. Each Bachelor Program is required to submit a 5-year faculty development plan, specifying program specializations and faculty members interested in pursuing further studies.
- 5.6. The City College, through the Governing Board, may annually evaluate faculty members without Master's degrees regarding their progress toward obtaining an MA degree. To gain an advantage over new applicants, they may need to provide status/progress reports or documents indicating their commitment to graduate studies.
- 5.7. Temporary faculty members without graduate degrees must complete their Master's degrees within five (5) years from the date of their initial temporary appointment.
- 5.8. Temporary faculty members unable to complete their graduate degrees within five (5) years will not be eligible for reappointment, unless exceptional circumstances, such as the absence of a Master's degree program in the discipline offered, warrant an exception as determined by the Academic Council and the Governing Board.

Section 6. *Hiring and Selection.* In the City College of Cagayan de Oro, which operates under the governance of the Local Government Unit of Cagayan de Oro and is subject to oversight by the City College Academic Council and the Governing Board, the faculty recruitment process is carefully structured. Applications are initially submitted to the Human Resource Office. Upon review, qualified applicants who have successfully met all application requirements proceed to the shortlisting phase. Subsequently, candidates undergo a comprehensive evaluation process, which includes a courtesy interview with the HR Director. Following this, they face assessment by an appointed committee, which includes a teaching demonstration and psychological and aptitude exams. As part of the final assessment, the applicant's reference and background checks are conducted. Candidates who receive favorable results from these checks are then ranked, and employment offers are extended accordingly. This meticulous selection process ensures that the City College of CDO maintains a high standard of faculty quality and



provided by the Academic Council and the Governing Board.

**Section 7. Faculty Ranks**

These are the positions or ranks in the faculty such as the following:

FACULTY RANK	SUB-RANKS
Instructor	I - III
Assistant Professor	I - IV
Associate Professor	I - V
Professor	I - III

**Section 8. Qualification Standards**

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Instructor I	12	B.S. Degree + 6 units MA	None	None			None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Instructor II	13	B.S. Degree + 12 units MA	1 year relevant experience	4 hrs. of relevant training			None required; RA 1080 (for courses requiring BAR or BOARD eligibility)





Instructor III	14	B.S. Degree + 18 units MA	2 years of relevant experience + VS Performance Rating	8 hours of relevant training			None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. I	15	B.S. Degree + 9 units MA	3 years of relevant experience + VS Performance 4 Rating	15 hours of relevant training	-Local - Unpublished -Research Action/ Applied -Research in Any Discipline	-Outreach Program Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. II	16	B.S. Degree + 9 units MA	4 years of relevant experience + VS Performance Rating	20 hours of relevant training	- Local - Unpublished Research -Action/ Applied Research in -Any Discipline	-Outreach Program Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

Below are the minimum qualification standards for faculty position appointments:





Asst. Prof. III	17	Master's Degree	4 years of relevant experience + VS Performance Rating	25 hours of relevant training	- Local -Unpublished Research -Action/ Applied Research in -Any Discipline	- Outreach Program - Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. IV	18	Master's Degree	4 years of relevant experience + VS Performance Rating	28 hours of relevant training	- Local -Unpublished Research -Action/ Applied Research in Any Discipline	- Outreach Program - Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor I	19	MA	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community Based Action Research Published Research	Community Based Action Research Published Research	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor II	20	Associate Professor II	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)







Associate Professor III	21	MA + 18 units Doctorate	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

Associate Professor IV	22	MA + 24 units Doctorate	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community Based Action Research Published Research	Civic Welfare Service	None required ; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor V	23	MA + Doctoral Academic Units Completed	7 years of relevant experience + VS Performance Rating	40 hours of relevant training	Community Based Action Research Published Research	Civic Welfare Service	None required ; RA 1080 (for courses requiring BAR or BOARD eligibility)



Professor I	24	Doctoral Degree	8 years of relevant experience + VS Performance Rating	40 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required ; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor II	25	Doctoral Degree	8 years of relevant experience + VS Performance Rating	45 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required ; RA 1080

Section 9. *Merit and Promotions.* The Merit and Promotion Committee at City College is responsible for evaluating faculty members' performance and accomplishments to determine eligibility for merit recognition and faculty promotions. They establish and review criteria for these assessments in line with CHED standards, maintain comprehensive records, and submit their recommendations and reports to the College President. The final approval for these recommendations rests with the Governing Board.

### Article 35 Workload (Loading and Deloading

Section 1 Purpose and Scope. This Policy establishes the parameters for the allocation and management of academic workload among City College of Cagayan de Oro (COCO) faculty and staff. It aligns with the institution's transition to a Higher Education Institution (HEI) and its commitment to academic excellence. This Policy seeks to balance teaching responsibilities with research, scholarly pursuits, and community engagement while ensuring compliance with the Faculty Merit System and other pertinent regulations.

Section 2 Policy Statement. The City College of Cagayan de Oro shall implement this Academic Load Policy and De-loading Guidelines to optimize faculty performance, enhance teaching and research, and support the institution's overall mission.

Section 3. Workload Standards

3.1 Standard Workweek. Faculty members are required to render a standard workweek of forty



encompasses teaching, student advisement, research, extension activities, and other academic-related duties.

3.2 Teaching Load. The following institutional teaching load standards shall apply:

Position	Regular Teaching Load	Allowable Additional Teaching Load
Vice Presidents	3.0 units	3.0 units
Academic Deans	3.0 units	3.0 units
Academic Chairs	6.0 units	6.0 units
Office Heads/Directors	3.0 units	3.0 units
Faculty	21.0 units	9.0 units
Other College Personnel	3.0 units	3.0 units

Special Considerations:

- Directors:
  - o With assigned personnel: Subject to the standard teaching load and allowable additional teaching load as outlined above.
  - o Without assigned personnel: Required to handle a fifteen (15) units teaching load with additional six (6) units allocated for research endeavors.
- Vice Presidents:
  - o With assigned personnel: Subject to the standard teaching load and allowable additional teaching load as outlined above.
  - o Without assigned personnel: Required to handle a six (6) units teaching load.


3.3 Timekeeping and Monitoring. Deans shall maintain accurate records of faculty attendance and work hours. The utilization of biometric or other verifiable timekeeping systems is encouraged.

Section 4. De-loading Guidelines. Faculty members may submit a formal request for a reduction in teaching load to engage in research, scholarly endeavors, or community extension activities. Such requests shall be evaluated based on the following criteria:

- Faculty member's overall workload
- Adherence to the standard workweek
- Alignment with the College's academic priorities
- Availability of qualified faculty to assume the reduced teaching load
- Individual Performance Commitment Review

The College Dean shall submit approved de-loading requests to the Vice President for Academics for consideration. Upon securing the Vice President for Academics' endorsement, the request shall be forwarded to the College President for approval. The approved request shall be transmitted to the City Mayor for final authorization.





Section 5 Flexible Work Arrangements. Deans or program chairs shall develop and submit proposed teaching loads prior to the commencement of each semester, ensuring adherence to established load requirements. Final teaching load allocations shall be approved by the Associate Vice President for Academics and the Vice President for Academics. Subsequently, these approved allocations will be transmitted to the Human Resources Department for verification of schedule eligibility for flexible work arrangements. The completed document will then be forwarded to the President's office then to the City Mayor for final authorization.

Deans may recommend flexible work arrangements within the forty-hour workweek to accommodate faculty's diverse responsibilities, upon securing approval from the Vice President for Academics, the Human Resources Department, and the College President, provided that the standard workweek requirement is maintained.

Section 6 Part-Time Faculty. Part-time faculty members shall comply with the specific work hour requirements outlined in the Faculty Merit System. The College shall adhere to guidelines mandated by the Department of Budget and Management and the Commission on Audit.

Section 7 Overtime. Overtime work may be required as necessitated by public service, as determined by the College administration. Such overtime shall be compensated in accordance with applicable laws and regulations.

Section 8 Monitoring and Evaluation. Regular monitoring and evaluation of faculty workload and policy compliance shall be conducted to ensure its efficacy.

Section 9 Implementation and Enforcement. Strict compliance with this Policy is mandatory for all faculty and staff. Violations may subject the concerned individual to disciplinary action.


### **Article 36 Classroom Regulation and Management**

Section 1 . *Institutional Duties and Guidelines*. Faculty members are naturally entrusted with the responsibility of contributing to the university's administration, as outlined in Republic Act No. 8292 – The Higher Education Modernization Act of 1997. Their active participation in governance processes and adherence to institutional policies are essential for the effective functioning and advancement of the academic institution, fostering a culture of excellence and innovation.

Section 2. *Administrative Roles and Committees*. Faculty members can be appointed to administrative roles by the College President, complete with the allocation of release time and benefits, following established institution protocols. Furthermore, faculty members may be tasked with serving on standing or ad hoc committees, contributing to governance-related functions or facilitating major institution initiatives. In the interest of equity, committee







assignments are distributed as evenly as possible to prevent undue workload burdens on any individual faculty member. It is anticipated that faculty members will engage actively in their committee assignments to ensure their effective fulfillment

Section 3. *Participation in Departmental, College, and Institutional.* Faculty members are required to be present at formal departmental events and other college functions, which encompass cultural and academic gatherings, faculty assemblies, professional development sessions, and specially convened faculty meetings as directed by relevant academic authorities as needed. In instances where a faculty member is unable to attend an official function or meeting, it is expected that they will submit a formal letter, outlining the reasons for their absence, through the appropriate channels to the relevant academic administrator.

Section 4. *Registration and Proctoring:* When on full-time status, faculty members are anticipated to provide support in registration and proctoring duties during both enrollment and examination periods, whether within their home department or within the college program to which they are affiliated.

Section 5. *Registration and Proctoring:* When on full-time status, faculty members are anticipated to provide support in registration and proctoring duties during both enrollment and examination periods, whether within their home department or within the college program to which they are affiliated.

Section 6. *Custodianship of College Assets.* In their capacity as a member of the City College academic community, faculty members are obligated to collaborate in safeguarding the institution's assets, as well as in the maintenance and preservation of campus structures and facilities. In cases where students are responsible for any damages, the respective faculty member is required to promptly report such incidents to the Director of Student Affairs.

Section 7 . *Resource Mobilization.* In the process of fundraising for any objective, faculty members must obtain prior written authorization from the VP for Administration. Subsequently, the Finance Officer will be assigned by the VP for Admin to oversee the financial responsibility of the faculty member's representing the solicitation unit.

Section 8. *Clearance Procedures.* With the exception of designated faculty members, full-time faculty members are obligated to furnish the Human Resource Management Office (HRMO) with a faculty clearance at the conclusion of each academic year.

Clearances may also be requested from faculty members on specific occasions, such as commencing a study leave, taking an extended leave of absence, or submitting a resignation notice.

Section 9. *Classes.* Classes play a vital role in shaping the academic landscape of our institution, addressing various crucial aspects that directly impact our faculty members and





students. Within this comprehensive manual, you'll find in-depth information on the following key areas:

Section 10. *Schedule of Classes.* The schedule of classes shall be prepared by the Registrar in accordance with the academic calendar after consulting with Deans and Directors and upon approval by the College President. Classes may start at 7:30 in the morning and end at 9:00 in the evening. To ensure security, a 10 PM curfew shall be enforced, with compliance mechanisms set by the College.

Section 11. *Class Size.* The College shall maintain class sizes in accordance with established quality standards, ensuring an appropriate ratio of students to faculty members to uphold the delivery of education in line with local and international benchmarks. The determination of class size will consider the instructional method and the availability of facilities. Generally, lecture classes for general education subjects should not have fewer than 30

students, while graduate classes should have a minimum enrollment of 5 students. Whenever feasible, laboratory class sizes should aim to have no fewer than 30 students. It is important to note that classes will not be subdivided to accommodate individual instructor preferences or convenience, preserving uniformity in class composition.

Section 12. *Suspension of Classes.* In cases of valid reasons, such as severe weather conditions or situations affecting public safety and order, classes may be suspended by the President or Dean of the College, ensuring the welfare and safety of all members of the institution.


Section 13. *Make-Up Classes.* Faculty members are permitted to conduct make-up classes when valid reasons for missed classes align with approved college or institutional policies and have received authorization from competent authorities. However, it should be ensured that the rescheduled classes do not detrimentally affect the interests of the students.

## **Article 37** **Quizzes and Examinations**

Section 1. *Examination Schedule.* The Office of the Registrar prepares the schedule for mid-term and final examinations, which must be approved by the Vice President for Academic Affairs (VPA). Faculty members are expected to follow this schedule when administering their examinations. Any changes to the schedule must be communicated to the Dean.

Section 2. *Examination Types.* Faculty members have full academic freedom to choose the type of examination for their students. It is recommended that these exams evaluate key learning outcomes from the course, focusing particularly on Higher Order Thinking Skills (HOTS) such as creative and critical thinking. Performance-based exams should be graded using rubrics.





In some cases, departments may also conduct departmental examinations for fundamental subjects. The College Coordinator may assign a committee to create the exams for each course.

Section 3. *Examination Preparation and Reproduction.* Faculty members are responsible for preparing their own examinations and may use college resources for reproduction if available. Students should not be charged for reproduction costs whenever possible. For departmental examinations, the College will cover the costs of reproducing the exam questions.

Section 4. *Examination Proctors and Correctors.* Faculty members are responsible for proctoring and grading examinations for their own classes. Neither staff nor students are permitted to serve as proctors.

Section 5. *Reporting Cheating and Academic Dishonesty.* Any form of dishonesty, including cheating during recitations, exams, or other classwork, will result in penalties ranging from reprimand to suspension for up to a year or the remainder of the academic year. Faculty

members must report suspected instances of cheating to the Dean, who will work with the Office of Student Affairs to investigate and determine the appropriate sanction.

Section 6. *Grade Submission.* Faculty members must submit their grades to the concerned authority within ten (10) working days after the mid-term examination. They are also required to submit final grades within ten (10) working days after the final examination.

## **Article 38**

### **Advising**

#### Section 1. Student Advising

1.1. *Introduction.* The City College of Cagayan de Oro is dedicated to providing a transformative educational experience that empowers students to become globally competent and socially responsible citizens. The Student Advising Program is an integral component of this mission, offering comprehensive support and guidance to students throughout their academic journey. Aligned with the City College's commitment to academic excellence, inclusivity, community engagement, and ethical conduct, this policy outlines the framework for effective student advising.


1.2 *Purpose and Goals.* The primary purpose of the Student Advising Program is to foster student success by providing timely, relevant, and culturally responsive academic and personal guidance. The program aims to:

1.2.1 Enhance student retention, persistence, and graduation rates

1.2.3 Develop well-rounded individuals prepared for lifelong learning and career success

1.2.4 Foster a sense of belonging and community among students





1.2.5 Prepare students to be active and engaged citizens contributing to local and global development

### 1.3 Roles and Responsibilities. Student Advisor (Full-time Faculty)

1.3.1 Provide comprehensive academic advising, including course selection, degree planning, and academic progress monitoring.

1.3.2 Offer career counseling and exploration to assist students in defining their career paths.

1.3.3 Identify and address student needs, including academic, personal, and social challenges.

1.3.4 Maintain accurate and confidential student records.

1.3.5 Participate in professional development activities to enhance advising skills.

### 1.4 Student Responsibilities

1.4.1 Actively engage in the advising process by meeting with their advisor regularly.

1.4.2 Seek advice on academic planning, course selection, and career exploration.

1.4.3 Take responsibility for academic progress and inform their advisor of any challenges or concerns.

1.4.4 Adhere to college policies and procedures.

### 1.5 Advising Process

1.5.1. Initial Advising: All incoming students will undergo a comprehensive orientation and meet with their assigned advisor to develop an initial academic plan.

1.5.2 Student Profiles: Advisors should compile comprehensive student profiles, encompassing academic background, learning styles, career goals, and any special needs, to develop individualized advising plans.

1.5.3 Ongoing Advising: Regular advising appointments will be scheduled throughout the academic year to monitor student progress, address concerns, and provide support.

1.5.4 Student Advising Session Form: Students will complete this form to request an appointment with their advisor or other faculty members for specific concerns.

1.5.5 Critical Advising Points: Specific advising sessions will be offered during key academic milestones (e.g., course registration, academic probation, graduation planning).

### 1.6 Advising Services

1.6.1 Academic Advising: Provide in-depth guidance on course selection, degree requirements, and academic policies.

1.6.2 Personal and Social Development: Assist students in developing time management, study skills, and problem-solving abilities.

1.6.3 Crisis Intervention and Referral: Provide support and referrals to campus resources for students facing personal or academic crises.

1.6.4. Cultural Competence and Inclusivity: Offer culturally sensitive advising that respects and values the diverse backgrounds of all students.

### 1.7 Confidentiality and Ethics

1.7.1 Confidentiality: Adhere to strict confidentiality standards regarding student information, complying with FERPA regulations.





1.7.2 Ethical Conduct: Maintain professional boundaries and ethical standards in all interactions with students.

1.7.3 Referrals: Refer students to appropriate campus resources when necessary, ensuring continuity of care and support.

#### 1.8 Evaluation and Improvement

1.8.1 Regular Assessment: Conduct periodic evaluations of the advising program through student surveys, advisor feedback, and program outcomes data.

1.8.2 Data-Driven Decision Making: Utilize data to identify trends, assess advisor performance, and inform program improvements.

1.8.3 Continuous Improvement: Foster a culture of continuous improvement by encouraging advisors to share best practices and participate in professional development activities.

#### 1.9 Departmental General Assemblies

1.9.1 Purpose: To foster a sense of community, inform students about college policies and resources, and strengthen the faculty-student relationship.

1.9.10 Frequency: At least once per semester.

1.9.11 Content: Include presentations on academic policies, student support services, career guidance, and other relevant topics.

1.9.12 Attendance: Mandatory for all students within the department.

#### 1.10 Departmental Flexibility and Customization

Departments have the autonomy to create and implement customized student advising protocols that meet the unique needs of their academic programs. These protocols must align with the overall goals and principles of the College's Student Advising Program as outlined in this policy. The College-wide policy sets a minimum standard to ensure consistency in the provision of student support services across all departments. Empowering departments to tailor their advising approaches is aimed at enhancing student satisfaction and success.

Section 2. *Thesis Advising.* The Dean, based on the recommendation of the College Coordinator, will officially assign thesis advisers.

Section 3. *Composition of the Specialization Committee.* The Thesis Committee will consist of the Dean as the Chairman, the Adviser, and two (2) Critic Members.

3.1 The Dean will serve as the Presiding Officer.

3.2 The Dean may appoint a staff member to act as the Secretary of the Thesis Specialization Committee. The Secretary, an Ex-Officio member, will be responsible for recording the proceedings of the oral examination.

Section 4. *Functions of the Specialization Committee.* The Thesis Committee will:

4.1 Review the thesis content focusing on the following aspects:

4.2 Scope,



- 4.3 Depth,
- 4.4 Direction,
- 4.5 Methodology, and
- 4.6 Manageability.
- 4.7 Analyze the style and presentation of the thesis,
- 4.8 Evaluate the student's understanding of the research topic, findings, conclusions, and recommendations,
- 4.9 Recommend revisions, additional work, or re-defense if necessary,
- 4.10 Suggest improvements and innovations for thesis writing, and
- 4.11 Decide on the outcome of the Oral Defense.

Section 5. *Selection and Appointment of Panel Members.* The selection and appointment of panel members for the thesis defense will follow these rules:

- 5.1 The thesis panel will consist of a minimum of three (3) and a maximum of four (4) members,
- 5.2 The School may invite one (1) external representative to join the Specialization Committee,
- 5.3 Only one (1) external member may be allowed in the panel under certain conditions and must be appointed according to existing regulations,
- 5.4 All panel members must hold a master's or doctoral degree,
- 5.5 The Dean has the authority to choose the Specialization Committee members for the student's oral examination, and
- 5.6 A statistician's services may be sought for assisting in the research process.

Section 6. *Role of Panel Members.* Panel members are responsible for guiding the research process, posing substantial questions during the oral defense to assess the student's research competence and knowledge depth, and suggesting improvements for the thesis.

Section 7. *Selection and Appointment of the Adviser.* The thesis adviser must be from the student's major area of specialization and meet the following criteria:

- 7.1 The adviser must hold a master's or doctoral degree,
  - 7.2 The adviser must have expertise in the research area. If the research requires multidisciplinary knowledge, a co-adviser may be appointed,
  - 7.3 A faculty member can have up to eight (8) active advisees per academic year. They may accept more advisees if all other faculty members in the area are at capacity and no one else is available. If a faculty member declines additional advisees, they must inform the Dean in writing,
  - 7.4 If the adviser is unavailable, a student may request a new adviser in writing.
- Faculty members and other College units may be appointed as co-advisers in exceptional cases upon the adviser's recommendation. Retired faculty members under 70 years old may also be appointed as thesis co-advisers upon recommendation.

Section 8. *Role of the Adviser.* The Adviser's responsibilities include:

- 8.1 Guiding the advisee in developing and designing the research,



- 8.2 Recommending relevant literature on the research topic,
- 8.3 Reviewing the research report for logic, coherence, and relevance,
- 8.4 Monitoring the advisee's progress closely,
- 8.5 Ensuring that recommendations from the proposal and final defense are implemented,
- 8.6 Guiding the advisee on procedures and deadlines, and
- 8.7 Reviewing the final thesis for format, grammar, and content. The Adviser, along with the

Chairman and the third panel member, can refuse to accept a thesis with excessive errors or non-compliance with the research format.

Section 9. *Selection and Appointment of Critic Member.* The Dean will appoint the Critic Member based on the Adviser's recommendation and consultation with the student-researcher. The Critic Member's appointment is confirmed once the Adviser certifies that the thesis draft is ready for evaluation.

Section 10. *Role of the Critic Member.* The Critic Member's duties are to:

- 10.1 Ensure the thesis meets high standards of excellence,
- 10.2 Certify in writing that the thesis is ready for defense along with a written assessment,
- 10.3 Provide additional recommendations for thesis improvement, and
- 10.4 Complete the thesis assessment within ten (10) working days of receiving the draft.

### **Article 39 Rights, Privileges and Benefits**

Alongside rights granted by law, all faculty members shall have the following entitlements in accordance with Sec. 10 of BP 232:

#### *Section 1. Rights*

- 1.1. The right to free expression of opinion and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the Institution;
- 1.2. The right to be provided with legal service by the College, when charged in administrative, civil and/or criminal proceedings by parties other than the Institution for Actions committed directly in the lawful discharge of professional duties and/or in defense of the institution's policies;
- 1.3. The right to establish, join and maintain labor organizations and/or professional and self-regulating organizations of their choice to promote their welfare and defend their interests and
- 1.4. The right to be free from involuntary contributions except those imposed by their own organizations.
- 1.5. The right to due process in matters of appointment, promotion, and evaluation, ensuring fair





and equitable treatment throughout these processes.

1.6. The entitlement to academic freedom, allowing faculty members to pursue research, engage in critical inquiry, and express their findings without undue interference

1.7. The right to professional development opportunities, including access to training, conferences, and resources to enhance their skills and knowledge.

1.8. The privilege to participate in shared governance and decision-making processes, allowing faculty members to have a voice in academic and institutional matters.

1.9. The right to a safe and conducive working environment, which includes measures to ensure physical and emotional well-being.

1.10. The entitlement to fair compensation, benefits, and job security, recognizing the value of faculty contributions to the institution's mission and goals

Section 2. *Medical Privileges.* For each campus within the City College Academic Community, under the direction of the Head of the Medical-Dental Unit, shall conduct a thorough and complimentary annual physical examination for all faculty members, ensuring their health and well-being.

Section 3. *Leave Privileges.* Leave privileges are a defined right granted to officials and employees, allowing them not to report for work, with or without pay, as stipulated by relevant laws and as outlined in Rule XVI (CSC Res No. 98-3142, s. 1998, Administrative Code of 1987).

3.1 Monetization involves the advance payment, within specified limits and subject to predetermined terms and conditions, of the monetary equivalent of an employee's leave credits upon their request, without the need to actually take leave.

3.2 Commutation of leave credits refers to the conversion of unused leave credits into their corresponding monetary value. Cumulation of leave credits, on the other hand, denotes the gradual accumulation of unused leave credits by an official or employee over time.

## **Article 40**

### **Restrictions and other Regulations**


#### Section 1. Restrictions

1.1 No College officer, faculty member, or employee is allowed to publicly disclose or discuss the proceedings and decisions of the Governing Board before they are officially released for publication unless granted permission by the President or the Governing Board

1.2 College officers, faculty, or employees are prohibited from publicly making accusations or complaints against any fellow officer or employee, whether related to their official duties or private life. Such complaints must be directed to the appropriate College Committees duly authorized to facilitate proper action.







1.3 Faculty members are prohibited from entering into any agreements with any College students involving money, property, or other valuable items that could potentially influence the student's academic performance.

1.4 No textbook, whether in printed or duplicated form, should be designated as essential teaching material for any class unless it has received approval from the library advisory committee, which will be established by the President.

1.4 Any faculty member can invite a guest speaker who is not officially affiliated with the College to give a lecture or presentation on a topic to their class or a student group, provided they have obtained permission from the Dean or VP for Academics

1.5 Faculty and employees may engage in research projects sponsored by external organizations with the President's consent. In such cases, proper credit must be given to the College along with the sponsoring organization when publishing the research findings.

1.6 Any faculty member or employee participating in research activities outside of the College should ensure that such involvement does not disrupt or compromise their primary responsibilities. However, this involvement will be considered as part of their official workload.

**Section 2. Solicitations.** The City College of Cagayan de Oro prohibits solicitation during scheduled working hours, including the general public selling of retail goods to employees or trying to sell any time to another employee or any other solicitation determined to be inappropriate by the City College. Regular vendors of the City College will conduct their business through authorized City College personnel. Employees may participate in generally acceptable solicitations during their scheduled break or lunch time. Solicitations for special causes and by partners of the City College may be allowed but only after clearance with the administration ensuring that classes and normal operations are not compromised.

It is important to note that solicitation letters should be properly and systematically monitored, and the solicitation of funds or merchandise from off-campus groups of business firms is not allowed.

**Section 3. Business Gifts or Gratuities.** City College has a policy on solicitation, gifts, and gratuities that prohibits employees from soliciting or accepting gifts from current or potential vendors, contractors, their agents, local businesses, City College departments, or others with whom there is a potential or ongoing business or professional relationship. The policy states that certain gifts may be acceptable, such as gifts, meals, and accommodations of a reasonable and normal value up to a certain amount provided to all employees, but cash gifts are generally considered unacceptable unless provided in the form of an employee bonus. The policy also requires gifts to be approved by a supervisor. It is important to note that certain industries, such as pharmaceutical and medical devices, have specific guidelines around gifting. The City College





policy is in place to ensure that employees demonstrate the highest standards of ethics and conduct in relation to potential and existing vendors, suppliers, job applicants, and other business stakeholders.

*Section 4. Private Communications.* The City College has policies in place regarding the use of personal devices during business hours. Personal calls or text messages must be kept to a minimum and should not interfere with an employee's work. Employees are encouraged to make such calls during their breaks or lunchtime. The same should be observed for private communications through other media such as instant messaging and email.

*Section 5. Use of City College Resources.* The City College name or logo should not be used in any announcement, advertising matter, publication, correspondence, or report in connection with personal or unofficial activities of faculty members or staff. Additionally, services and assets, including the College's name, should be exclusively utilized for official purposes by employees and officially recognized campus organizations. It is the responsibility of all employees to ensure that the College's resources, such as staff, staff time, telephones, duplicating services, cash, computing equipment, other equipment, supplies, and vehicles, are used only for Official School-related activities.

*Section 6. Use of Identification Card.*

- 6.1 . The ID card is the property of the LGU of Cagayan de Oro and the City College of Cagayan de Oro.
- 6.2. The ID card must be carried at all times and is non-transferable.
- 6.3. The ID card may be used for such purposes as the City College designates and may be revoked at any time.
- 6.4. The ID card must be presented and/or surrendered upon demand by a City College official.
- 6.5. Lending this card to anyone is considered misuse and may be subject to disciplinary action.
- 6.6.. Lost and stolen cards must be reported promptly to the Office of the President.
- 6.7. No employee shall possess more than one identification card.

*Section 7. Attendance and Punctuality.* City College expects its employees to be reliable and punctual in reporting to work. If an employee cannot avoid being late to work or is unable to work as scheduled, they must notify their supervisor. Excessive absenteeism or tardiness shall be subject to disciplinary action.

*Section 8. Conduct.* To ensure orderly operations and provide a safe work environment, employees are expected to follow rules of conduct that protect the interests and safety of all employees and the City College. Failure to comply with these rules may result in disciplinary action, including suspension or termination of employment. The following are examples of conduct that may result in



disciplinary action (See: CSC RACCS)

- 8.1 Theft or inappropriate removal or possession of property
- 8.2 Falsification of company records
- 8.3 Working or operating of City College vehicles under the influence of alcohol or illegal drugs
- 8.4 Defaming a co-worker/student and gossiping
- 8.5 Boisterous or disruptive activity in the workplace
- 8.6 Negligence or willful conduct leading to damage of property
- 8.7 Insubordination or other disrespectful conduct
- 8.8 Violation of safety regulations

- 8.9 Smoking in the City College
- 8.10 Sexual or other harassment
- 8.11 Lewd conduct and possession of pornographic material on campus
- 8.12 Discrimination based on sex, age, ethnicity

*Section 9. Gambling.* City College has a strict policy prohibiting gambling on campus at all times, as well as the use of gambling paraphernalia.

*Section 10. Social Media Policy.* City College of Cagayan de Oro has set guidelines and expectations for employees when using social media platforms, both in their professional and personal capacities. These guidelines include:

- 10.1 Employees are encouraged to identify themselves as employees of the City College of Cagayan de Oro when discussing City College-related matters on social media.
- 10.1 Employees should maintain a professional tone and exercise respect for colleagues, students, and stakeholders when posting or engaging in conversations in social media.
- 10.2 Employees should always respect the privacy and keep confidential information about the City College, its students, administration, faculty, and colleagues.
- 10.3 Employees should refrain from engaging in activities or discussions on social media that could pose a conflict of interest with their roles at the College.
- 10.4 Non-teaching personnel should make clear that their views and opinions expressed on the personnel social media accounts do not necessarily represent the views of the City College.
- 10.5 All applicable laws, including copyright, trademark, and intellectual property laws, must be adhered to when posting or sharing content on social media.
- 10.6 Violations of this policy should be reported to the HRM Office for



appropriate action.

*Section 11. Uniforms.* The City College of Cagayan de Oro requires all employees to wear the prescribed uniforms from Monday to Thursday during regular semesters and official work hours. Members of the top management are not required to wear uniforms but shall wear appropriate corporate attire during uniform days. On Fridays, employees are allowed to wear appropriate casual clothes that adheres to the prescribed dress code.

Permanent employees can avail of 100% uniform assistance while probationary employees can avail through salary deduction. The wearing of uniform and ID is required by the City College to establish and project its

desired identity, as well as to maintain a more professional atmosphere

*Section 12. Dress Code.* All employees are expected to dress appropriately relative to their specific job duties and responsibilities. The prescribed dress code are as follows:

12.1 For men:

- a. Collared shirt
- b. pants/jean without stylized holes
- c. closed shoes

12.2 For women

- a. Non-provocative/revealing top; blouses preferred over shirts
- b. Long pants/jeans or knee length skirt or longer
- c. Closed or strapped shoes

12.3 Examples of attires considered inappropriate for City College employees include but are not limited to:

12.3.1. Rubber sandals, slippers, or flip flops

12.3.2. Jewelry affixed to an employee's nose, tongue, cheek, lip or eyebrow

12.3.3. Clothing or lack of clothing that is provocative, revealing, indecent, vulgar, or obscene

12.3.4. Low necklines, bare midriffs and excessively tight clothing

12.3.5. Clothing which promoted alcoholic beverages, tobacco, or the use of controlled substances by words or symbols

12.3.6. clothing which contains profanity, nudity, depict violence, or is sexual in nature by words or symbols

12.3.7. Bedroom slippers

12.3.8. Tank tops or spaghetti strap tops

12.3.9. Undergarments worn as outer garment or any see through clothing that reveals an undergarment





12.3.10. Hats, visors, sunglasses, sweatbands, and bandannas (may be worn outside but must be removed when inside the workplace)

12.3.11. T-shirts or athletic wear

12.3.12. Shorts

12.3.13. Any item of clothing or jewelry that creates a disruption of the school environment/learning activities, or that poses a threat to the safety and well-being of staff and students

*Section 13. Eating in Work Areas.* In order to maintain cleanliness in our campus and to further promote an environment conducive for learning, EATING IS NOT ALLOWED IN THE FOLLOWING AREAS:

13.1. Classrooms, Audio-Visual Rooms

13.2. Libraries

13.3. Laboratories

13.4. Offices

13.5. Other areas as indicated by posted signs

Certainly, for employees' birthdays and related matters, eating can be permitted, subject to approval from the VP of Administration. This is to ensure that maintenance staff are available and the area remains clean

*Section 14. NO Smoking Policy and Alcoholic Beverages.* Under the Clean Air Act (R.A. No. 8749), our campus is designated as a smoke-free area. Therefore, smoking of cigarettes, cigars, or any similar substances is strictly forbidden. Additionally, the introduction and consumption of alcoholic beverages are not allowed on campus or during official university events. We should ensure that visitors are informed of these policies for their adherence.

*Section 15 Absences and Tardiness.*

15.1. Employees must adhere to the prescribed workplace schedule consistently.

15.2. In the event that an employee cannot report for work for a valid reason, they should inform their immediate supervisor.

15.3. Employees are expected to personally use the biometric machine when entering and exiting the school premises.

15.4. Tardiness and undertime will lead to salary deductions, determined by the biometric attendance system's entry and exit records. However, no deductions are applied for workplace absence due to official business or authorized leaves. It's important to note that the deduction is not punitive but a reflection of unrendered work for the university.

15.5. Failure to follow these guidelines may result in administrative consequences for the employee.





## Article 41 Faculty Conduct

Section 1. *Institutional Duties and Guidelines.* Faculty members are naturally entrusted with the responsibility of contributing to the university's administration, as outlined in Republic Act No. 8292 – The Higher Education Modernization Act of 1997. Their active participation in governance processes and adherence to institutional policies are essential for the effective functioning and advancement of the academic institution, fostering a culture of excellence and innovation.

Section 2. *Administrative Roles and Committees.* Faculty members can be appointed to administrative roles by the College President, complete with the allocation of release time and benefits, following established institution protocols. Furthermore, faculty members may be tasked with serving on standing or ad hoc committees, contributing to governance-related functions or facilitating major institution initiatives. In the interest of equity, committee assignments are distributed as evenly as possible to prevent undue workload burdens on any

individual faculty member. It is anticipated that faculty members will engage actively in their committee assignments to ensure their effective fulfillment

## Chapter X Students

### Article 42 Admission, Registration, and Cross-Enrollment Procedure

Section 1. *Basic Policy.* Admission to the City College shall be made without regard to race, color, age, national origin, gender, socio-economic, marital status, religion and belief. All reasonable efforts shall be made to accommodate students with physical and learning disabilities. Some specific information, records, and forms shall be required of all applicants. Admission of all students shall be primarily based on academic preparedness and the ability of individual students to benefit from the academic programs. The City College is empowered to deal with their right not to accept any applicant whose qualifications do not meet the standards and requirements of the programs.

Section 2. *Responsibility.* The Registrar's Office includes the Admissions Unit led by a staff member responsible for the admission of new freshmen, transferees, and foreign students. The admission process is coordinated with various Colleges for the following:

2.1 New student admissions must comply with the City College policy.





students, determining the number to be admitted, and deciding on the sections to be opened.

2.3 The Admissions In-Charge will furnish the concerned Evaluators/Program heads with a list of new freshmen, transferees, and foreign students.

2.4 The In-Charge of Admissions will meticulously process, scrutinize, and evaluate the entrance credentials and requirements of applicants and new enrollees.

2.5 In cases where requirements and credentials are incomplete, the In-Charge Admissions will notify the concerned students.

2.6 The Admission In-Charge is responsible for requesting Form 138/report card from new freshmen and the official Transcript of Records from transferees from the relevant institutions, which are then handed over to the Records InCharge upon receipt.

2.7 The Admissions In-Charge will handle the processing of requirements and the admission of foreign students.

2.8 The In-Charge of Admissions will oversee the monthly, quarterly, and annual reports submitted to the Bureau of Immigration for foreign students.

Section 3. *General Admission Requirements.* For the undergraduate program, the following requirements shall be submitted:

3. 1 Form 138 / Transcript of Records

3. 2 Certificate Good Moral Character / Honorable Dismissal

3. 3 Senior High School (SHS) Diploma

3. 4 PSA Birth Certificate

3. 5 Barangay Clearance

3. 6 2 pcs 1x1 Picture

3. 7 2 pcs 2x2 Picture

Section 4. *Admission Policies per program.* For the undergraduate program, the following requirements shall be met:



**ADMISSION GUIDELINES FOR BACHELOR OF ARTS IN COMMUNICATIONS  
MAJOR IN NEW MEDIA**

ADMISSION CRITERIA	DETAILS
1. Educational Background	<ul style="list-style-type: none"> <li>• High school diploma or equivalent (Grade 12)</li> <li>• ALS Graduate not later than 2019 completers</li> </ul>
2. Minimum GPA Requirement	<ul style="list-style-type: none"> <li>• GPA is 80% and higher</li> <li>• Any SHS Track</li> </ul>
3. Entrance Examination	<ul style="list-style-type: none"> <li>• Pass the college entrance examination</li> </ul>
4. Extra-curricular Involvement	<ul style="list-style-type: none"> <li>• Active participation in extra-curricular activities (optional, but favorable)</li> </ul>
5. Interview	<ul style="list-style-type: none"> <li>• Successful completion of an interview with the BA COMM program head and the dean College of Arts and Sciences.</li> </ul>
6. Scholarship Opportunities	<ul style="list-style-type: none"> <li>• Information about available scholarships and financial aid options should be provided to applicants.</li> <li>• Eg. Application requirements to apply city scholarship at City Scholarship Office</li> </ul>
7. Special Requirements	<ul style="list-style-type: none"> <li>• Portfolio of works for students with relevant experience (optional)</li> </ul>
8. Admission Eligibility	<ul style="list-style-type: none"> <li>• Graduate of High School/ Senior High School recognized by Department of Education ( ORDINANCE No. 14564-2023 and CMO 105 s. 2017)</li> <li>• Must have passed the Admission Examination</li> </ul>





## MAJOR IN INDUSTRIAL ARTS

ADMISSION CRITERIA	DETAILS
1. Educational Background	<ul style="list-style-type: none"> <li>● High school diploma or equivalent (Grade 12)</li> <li>● ALS Graduate not later than 2019 completers</li> </ul>
2. Minimum GPA Requirement	<ul style="list-style-type: none"> <li>● GPA is 85% and higher</li> <li>● Any SHS Track</li> </ul>
3. Entrance Examination	<ul style="list-style-type: none"> <li>● Pass the college entrance examination with a minimum score of 80% or its equivalent</li> </ul>
4. Extra-curricular Involvement	<ul style="list-style-type: none"> <li>● Active participation in extra-curricular activities (optional, but favorable)</li> </ul>
5. Interview	<ul style="list-style-type: none"> <li>● Successful completion of an interview with the BTLED program head and the dean of the College of Education.</li> </ul>
6. Scholarship Opportunities	<ul style="list-style-type: none"> <li>● Information about available scholarships and financial aid options should be provided to applicants.</li> <li>● Eg. Application requirements to apply city scholarship at City Scholarship Office</li> </ul>
7. Special Requirements	<ul style="list-style-type: none"> <li>● Submission of relevant certifications or achievements in technical skills (optional, but favorable)</li> </ul>
8. Special Requirements	<ul style="list-style-type: none"> <li>● Graduate of Senior High School recognized by the Department of Education (CMO 78, s.2017 Article VI, Section 17)</li> <li>● Must have passed the Admission Examination</li> </ul>



## ADMISSION GUIDELINES FOR BACHELOR IN TECHNICAL – VOCATIONAL TEACHER EDUCATION

### MAJOR IN ELECTRICAL TECHNOLOGY

ADMISSION CRITERIA	DETAILS
1. Educational Background	<ul style="list-style-type: none"> <li>● High school diploma or equivalent (Grade 12)</li> <li>● ALS Graduate not later than 2019 completers</li> </ul>
2. Minimum GWA Requirement	<ul style="list-style-type: none"> <li>● GPA is 85% and higher</li> <li>● Any SHS Track</li> </ul>
3. Entrance Examination	<ul style="list-style-type: none"> <li>● Pass the college entrance examination with a minimum score of 85% or its equivalent</li> </ul>
4. Extra-curricular Involvement	<ul style="list-style-type: none"> <li>● Active participation in extra-curricular activities (optional, but favorable)</li> </ul>
5. Interview	<ul style="list-style-type: none"> <li>● Successful completion of an interview with the BTVTed Program head and the dean of the College of Education</li> </ul>
6. Scholarship Opportunities	<ul style="list-style-type: none"> <li>● Information about available scholarships and financial aid options should be provided to applicants.</li> <li>● Eg. Application requirements to apply city scholarship at City Scholarship Office</li> </ul>
7. Special Requirements	<ul style="list-style-type: none"> <li>● Submission of relevant certifications or achievements in technical skills (optional, but favorable)</li> </ul>
8. Special Requirements	<ul style="list-style-type: none"> <li>● Graduate of Senior High School recognized by the Department of Education (CMO 79, s.2017 Article VI, Section 17)</li> </ul>





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## Registration Procedure

*Section 5. Rationale.* A student must be officially registered in order to receive credit for course

work. The City College Official Registration Form shall be completely and correctly accomplished and shall be filed at the Office of the Registrar.

*Section 6. Registration.* The following shall be the standard procedure for registration of students:

6.1 The Registrar will distribute the Enrollment Memorandum to all Colleges and Offices to serve as a guide during enrollment.

6.2 The Registrar will collaborate with various College Offices to coordinate enrollment procedures.

6.3 The enrollment schedule adheres to the dates specified in the Academic Calendar.

6.4 The responsibility of enrolling students and submitting required reports and forms to the Registrar lies with the respective Colleges.

6.5 Graduating students will receive a Notice of Deficiencies.

6.6 Old students enrolling must present a complete set of class cards from the previous semester, the registration form (previous semester), and clearance as credentials.

6.7 The proposed subjects for enrollment, indicated on the schedule form, need approval before transfer to the Registration Form.

6.8 Enrollment of academic scholars follows the rules on academic scholarships, while other scholars in the College must adhere to the requirements specified in the contracts.

6.9 Observe rules and procedures on adding/changing/dropping, prerequisites, overloading, substitution, waiver of prerequisites, and cross-enrollment of subjects.

6.10 Practice Teaching should be undertaken without any other subjects to ensure student teachers can fully concentrate and immerse themselves in actual teaching (CMO No. 11, s. 1999).


6.11 Any student request (e.g., overloading, cross-enrollment, waiver of prerequisites, etc.) during enrollment must be official, signed, approved by authorities concerned, with a copy furnished to the Registrar.

6.12 Enrolling transferees in advanced subjects is not allowed unless the prerequisites have been validated.

6.13 Students who haven't submitted their Registration Forms to the Registrar will not be included in the list of officially enrolled students.

6.14 The Registrar will not entertain late submission of Registration Forms by students





Section 7. *Enrollment Process.* Students shall adhere to the following:

7.1 Students Pre register for CCAT. The student will receive email and SMS for their schedule.

7.2 The student takes the CCAT and waits for the exam result.

7.3 Students proceed to the program head for evaluation.

7.4 Students proceed to the finance office for tagging. (Scholar or regular student).

7.5 If scholar, the student proceeds to Registrar office to complete registration process and received a Certificate of Registration.

7.6 If a regular student, proceeds to the cashier for enrollment fee. Then proceeds to the registrar's office to complete registration and receive Certificate of Registration.

### **Intra-Inter Campus Registration**

Section 8. *Proper Authorization.* No student enrolled in any campus/college shall be allowed to take any course in other campus/college without a written permit from the Campus Registrar and the Dean of College concerned. The authorization shall be in writing to be recorded by the Office of the College Registrar, and shall specifically describe the course authorized.

Section 9. *Maximum Allowable Units.* A student shall be allowed to enroll a maximum of six (6) units only, subject to the evaluation as to the student's academic loading, scholastic standing and schedule. The rate of tuition in the College he/she wishes to enroll shall be applied.

Section 10. *Registration Schedule.* Schedule of inter- and intra-campus registration shall be within the period of adding/dropping/changing of course.

### **Request for Cross Enrollment**

Section 11. *Request to Cross Enroll.* A student may be allowed to cross-enroll in another school under the following conditions:

11.1 The student will complete their studies and graduate at the end of the academic year.

11.2 Cross-enrollment is permissible for a subject that is neither a major requirement nor offered within the College.

11.3 Cross-enrollees are typically limited to six (6) units, except when these units are the remaining requirements for the student's graduation.

11.4 Approval for cross-enrollment requires a recommendation from the Dean, notation by the College Registrar, and final approval from the VP Academic Affairs.

11.5 The Registrar will generate the cross-enrollment form, which the student will carry to the chosen school.





11.6 The In-Charge of Records should receive a copy of the approved cross enrollment request.

### **Article 43** **Student Classification**

Section 1. *College Student Classification.* Students are classified as follows:


- 1.1 **Regular student** is one who carries the full load in any given semester as prescribed in the curriculum;
- 1.2 **Irregular student** is one who carries less than the full load specified in the curriculum;
- 1.3 **Transfer student** is one who comes from another institution where he/she started studying for a program, and who is currently registered in City College after qualifying for admission;
- 1.4 **Foreign student** is one who is not a citizen of the Philippines;
- 1.5 **Non-degree student** is one who enrolled for credit but does not follow an organized program of study. Since a Non-Degree Student does not follow any organized program of study, he/she is not a prospective candidate for graduation for any degree in the College.
  
- 1.6 **Cross-registrant**, with credit is a student who enrolls in a unit in the college for a specific period of time but is primarily enrolled in his/her home unit in the campus or in another institution of higher learning. Such registration is coursed to the approval of the College/Campus Registrar upon the recommendation of the Deans of the home and the accepting units/Colleges.
  
- 1.7 **Special student** with credit is one who has finished a degree program and seeks admission to take up specialization and/or professional courses. He/she shall be given credits to all enrolled courses he/she passed. The maximum load he/she shall enroll shall be determined by the Dean of the College and approved by the Registrar.

### **Article 44** **Withdrawal, Dropping of Subjects and Transfer of Credits**

Section 1. *Adding and Dropping Procedure.* The registrar informs students of the deadlines and procedures for adding and dropping subjects through emails, bulletin boards, and the school's website.

- 1.1. Students must fill out the appropriate "Add/Drop Request Form" available at the



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- 1.2. The form typically requires the approval of the academic advisor to ensure the changes align with the student's academic plan.
  - 1.3. Verify that the student meets the prerequisites for the new subjects they wish to add.
  - 1.4. Ensure that the desired classes have available seats and are not over-enrolled.

63.5. Students submit the completed and signed form to the Registrar's Office within the specified period.


- 1.6. Registrar staff enter the changes into the student information system (SIS) to update the student's schedule and records and confirmation of the changes made to their schedule via email or printed receipt.
- 1.7. Ensure that the student's academic records are accurately updated to reflect the added or dropped subjects.
- 1.8. Inform instructors and relevant departments of the changes in enrollment for their courses.
- 1.9. Track the changes to ensure they are correctly reflected in the student's academic plan and transcripts.
- 1.10. Maintain a copy of the add/drop form and any related correspondence in the student's academic file for future reference.

*Section 2. Crediting Units for Transferees. The procedure shall be followed:*

- 2.1. Student submits an application and official transcripts from his previous college.
- 2.2. Registrar Admission in charge verifies the authenticity of student's transcripts and checks that all documents are included.
- 2.3. The student proceeds to the program head to review transcripts and matches completed courses with the current curriculum and determines which courses are eligible for credit transfer.
- 2.4. The program head finalizes the credited courses and updates the student's academic record.
- 2.5. The program head discusses his credited units and plans his course schedule.
- 2.6. If units are not credited, the student can file for an appeal.
- 2.7. The registrar office will re-evaluate the course and uphold the original decision.
- 2.8. Students informed of the final decision.

**Article 45  
School Fees**





our commitment to accessible learning, there are necessary fees applicable for students who are not under scholarship programs. These fees help sustain the high-quality services and educational resources that all our students benefit from.

Section 1. *Fees.* Regular and special fees in the College shall be fixed by the Governing Board based on a tuition fee scheme.

Section 2 *Matriculation or Regular Fees.* The term matriculation or regular fees shall include tuition fee (per unit) of a particular curricular offerings,

Section 3. *Miscellaneous Fee.* Miscellaneous fee shall include laboratory, library, medical and other fees to be paid by the student in connection with his/ her enrolment to City College. A foreign student must pay the full cost of tuition as well as other fees that shall be equal to an amount to be determined by the Governing Board.

Section 4. *Refund of Fees.* Students who have paid their tuition and miscellaneous fees, and who have withdrawn their enrollment, or are granted transfer credential, or leave of absence, shall be entitled to a refund of their tuition and miscellaneous fees except entrance and/or registration fee in accordance with the following schedule:


Within one week from the opening of classes	-	80%
Within second week from the opening of classes	-	50%
Within third week from the opening of classes	-	20%
After fourth week	-	no more refund

Laboratory fees shall not be refunded after one week from the opening of classes when voluntary change is made from one course to another. Full refund of tuition fee for a course maybe allowed only in case of forced dropping of such course or dissolution of a class.

## **Article 46** **Student Academic Load**

Section 1. *Maximum Academic Load.* The maximum academic load of a non-graduating regular student shall be in accordance with the curricular program the student is enrolled in, and a





graduating/irregular student may be permitted to carry a heavier load as prescribed by the Dean.

Section 2. *Load for Summer.* During summer, the normal load shall be nine (9) units, but in justifiable cases, the Dean may allow a higher load of not exceeding twelve (12) units.

Section 3. *Working Student.* The academic load of working students shall not exceed fifteen (15) units. He/She shall present Permit to Study duly-signed by the head of agency he/she is working for.

### **Article 47 Attendance**

Section 1. *Number of Allowable Absences.* A student is allowed a maximum of absences which is equivalent to 10% only of the entire number of hours for the particular course within a semester. Absences incurred outside of the allowed number of hours will automatically mean a grade of 5.0 or “Failed” for the student in the concerned subject

Section 2. *Leave of Absence.* A student who wishes to defer enrolment for a particular semester or academic year may do so provided that he/she applies for a leave of absence from the City College. The request will have to be formally submitted to the Office of the Registrar and endorsed by the College Coordinator and College Dean of the student. Before approval of the leave of absence, the student is also required to report to the Office of Counseling and Guidance to undergo the necessary interview regarding the application for a leave of absence. It is advised that a student who goes on leave for a particular semester return to the City college during the semester that he/she goes on leave in order for him/her to maintain his/her regular status as a student. A student is also allowed to go on leave only for one (1) year. Approval for requests of extension of the leave of absence is made on a case-to-case basis. A student who has not returned after five (5) years of absence from the College will be accepted for enrolment provided that he/she will enroll as a freshman.







## **Article 48**

### **Calendar and Schedule of Activities**

Section 1. *Academic Year.* Each academic year shall consist of two (2) semesters and one (1) summer. Each semester shall consist of eighteen (18) weeks, and a summer of six (6) weeks. The first semester shall start in August and end in January of the different year, and the second semester shall start in January and end in June. Class work in the summer shall be equivalent to class work for one semester.

Section 2. *Preparation of Calendar.* The academic calendar shall be within the calendar issued by the Commission on Higher Education and the details thereof by the Office of the College Registrar.

Section 3. *Adjustment.* Adjustments in the Academic Calendar shall be made by the Office of the College Registrar upon the approval of the College President through the recommendation of the Vice-President for Academic Affairs.

## **Article 49**

### **Dismissal and Change of Schedule**

Section 1. *Cancellation of Classes.* As a general practice, the institution shall adhere to established regulations for class cancellations necessitated by unforeseen circumstances. Local Chief Executives, who also chair the local disaster risk reduction management councils, have the authority to implement localized class and government office suspension in coordination with PAGASA and NDRRMC in the absence of typhoon signal warnings from PAGASA. Conversely, when the immediate safety or well-being of the public is at risk, the school president or their authorized representative holds the authority to halt or cancel classes.

Section 2. *Written Consent.* Professors are not permitted to dismiss a class to facilitate their attendance at rehearsals, events, seminars, educational excursions, or any similar activities without obtaining written consent from the department heads and the college directors.

Faculty members are prohibited from altering the class times or locations without explicit permission from the department head or college directors.



## Article 50 Grading System

*Section 1. Point System.* The following shall be each grade's corresponding percentage equivalent and descriptive rating:

Grade Point Equivalence	% Equivalent	Description
1.0	98-100%	Excellent
1.25	95-97%	Outstanding
1.50	92-94%	Very Highly Satisfactory
1.75	89-91%	Highly Satisfactory
2.00	85-88%	Satisfactory
2.25	82-84%	Moderately Satisfactory
2.50	79-81%	Less Satisfactory
2.75	77-78%	Better than passing
3.00	75-76%	Passing
5.00	74% and below	Failure
W		Withdrawn
NC		No Credit
INC		Incomplete
D		Dropped

### Components and Weighting

- Class Standing (70% of Prelim/Midterm/Final Class Standing):
  - This category emphasizes consistent performance throughout the semester.
  - It breaks down into various activities:
    - Mastery Test (20%): Evaluates knowledge retention and application of key skills.
    - Written Works (20%): Measures critical thinking, information literacy, and ability to analyze problems. It provides opportunities to practice writing skills, analyze information, and demonstrate understanding.
    - Product/Performance (30%): Assesses practical application of knowledge and skills through projects or presentations.
    - Term Examination (30%): Evaluates comprehensive understanding of course material through a more substantial exam.



○ The weighting within Class Standing reflects the relative importance of each activity in achieving learning outcomes.

- Exams (30% of Prelim/Midterm/Final):

○ Standardized exams assess overall knowledge acquisition and comprehension.

○ The weighting increases across semesters (Prelim < Midterm < Final) reflecting the expectation of deeper understanding as the course progresses.

### **Cumulative Grading:**

- **Prelim, Midterm, and Final Grades:**

○ The course is divided into stages with weighted grades reflecting progress at each point.

○ The Midterm Grade considers both the Prelim performance and a new evaluation through the Tentative Midterm Grade.

○ The Final Grade similarly builds upon the Midterm and culminates in the Tentative Final Grade.

○ This cumulative approach ensures a comprehensive picture of student learning throughout the semester.

### **Grading Standard: Cumulative Grading System**

Prelim Grade = (70% Class Standing) + (30% Prelim Examination)

Class Standing = (20% Mastery Test + 20% Written Works + 30% Product/Performance + 30% Term Examination)

Midterm Grade = 1/3 Prelim Grade + 2/3 Tentative Midterm Grade (TMG)


Tentative Midterm Grade (TMG) = (70% Class Standing) + 30% Midterm Exam  
Class Standing = (20% Mastery Test + 20% Written Works + 30% Product/Performance + 30% Term Examination)

**Final Grade** = 1/3 Tentative Midterm Grade (TMG) + 2/3 Tentative Final Grade (TFG)

Tentative Final Grade (TFG) = (70% Class Standing) + 30% Final Exam  
Class Standing = (20% Mastery Test + 20% Written Works + 30% Product/Performance + 30% Term Examination)

Section 2. *Rectification of Grades.* No faculty member shall change any grade after the report of grade has been filed to the Office of the College Registrar. In exceptional cases, as where an error has been committed, the instructor may request authority from the Dean of his/her College to make the necessary change. If the request is granted, a copy of the authority from the Office of the Dean authorizing the change shall be forwarded to the Office of the College Registrar for recording. The official record of grade shall be that which is filed in the Office of the City College Registrar.





Section 3. *Prohibition Against Grade Solicitation.* No student of City College shall directly or indirectly solicit assistance from any person, which may influence his/her instructor or professor to change entries made in his/her record, examination paper, or final report of grades.

Section 4. *Incomplete Grades.* Students who fail to take the final examinations without any valid reason should receive a failing grade for the final exam and their grade should be computed based on their previously earned points or ratings. Only students with valid reasons may receive an incomplete grade (INC) for not taking the finals. Some of the valid reasons are: grave illness as certified by a licensed physician, death of an immediate relative as supported by a death certificate, for being an official representative of the school in conferences or contests with supporting documents, and other similar reasons as determined by the faculty member in consultation with the chairperson.

Students having academic difficulties such as those who failed to complete a project or assignment may also receive an INC. Exemptions are given only to students doing research works with a longer time frame, but completion should be done within one semester for undergraduate students.

Section 5. *Removal of Incomplete Grade.* The following rules shall govern the removal of incomplete grades:

5.1 *Undergraduate Students.* An undergraduate student who has incurred a grade of Incomplete on a particular subject is given two weeks to comply with the requirements of the subject before a grade is given. Failure to do so will automatically mean a grade of 5.0 or Failed in the subject concerned. The College does not record an Incomplete Grade in the student's academic record. Failure to comply with the requirements of the subject within the allowable one-year period will automatically mean a grade of "Failed".


5.1. 1 If a student fails any subject, they will need to re-enroll in that subject and pay for it themselves. This means they won't be covered by scholarships or government funding for that particular subject.

Section 6 *Latin Honors Policy.* The eligibility criteria is reflected below.

All colleges through the Dean shall determine and evaluate the academic performance of their honor students and shall present and defend the official list to the Committee on Honors and Awards (COHA) composed of the Vice President for Academic Affairs, as Chairman, and the







Registrar, as members.

6.1 Undergraduate students will graduate with honors if their weighted averages, calculated to the second decimal place, fall within the following range:

- Summa Cum Laude : 1.00 – 1.20
- Magna Cum Laude : 1.21 – 1.40
- Cum Laude : 1.41 – 1.50
- Honorable Mention : 1.51 – 1.60

Special Academic Excellence Award- Given to an honor students but failed to meet the conditions stipulated in Section 6.2

6.2. Specific conditions that graduation honors must comply:

#### 6.2.1 SUMMA CUM LAUDE

- a) The student must have no grade below 1.5 in any subject.
- b) The student must have removed the INC within the prescribed period following the last regular final examinations by taking and passing a special examination after which the students receive a final grade for overall performance.

However, it must be understood that the INC is given only to students who failed to take the final examination except for those enrolled in pure research subject which considers research output as part of the final exam.

- c) The student must have taken the required number of credits each semester.
- d) The student must have enrolled in the necessary number of units each semester as prescribed by its curriculum.
- e) The student must have no dropped subjects.
- f) The student must not have a record of guilt or disciplinary actions as certified by the Committee on Student Discipline.
- g) The student must possess high moral standards. Disqualification from honors or awards can occur based on a legitimate grievance raised by any member of the Academic Community.

#### 6.2.2 MAGNA CUM LAUDE

The student must have no grade below 1.75 in any subject.  
Met requirements b, c, d, e, f, and g.

#### 6.2.3 CUM LAUDE

The student must have no grade below 2.0 in any subject.





Met requirements b, c, d, e, f, and g.

#### 6.2.4. HONORABLE MENTION

The student must have no grade below 2.25 in any subject.

Met requirements b, c, d, e, f, and g.

6.3 Transfer students seeking honors must have completed at least seventy-five percent (75%) of the total units required for graduation at the institution and must have resided on campus for at least three years before graduation.

6.4 Transfer students who received a failing grade in a course required for their curriculum at the school will not be eligible for honors unless they enroll in all the required courses, even if they have previously taken them at another institution.

6.5 The calculation of the grade for honors consideration must account for all credits earned in the final weighted average of graduating students. Only regular students are eligible for awards. Regular students are those who have not missed any classes or exhibited erratic behavior during the course of their study.

6.6 When a lower course load was necessary due to legitimate reasons, the justification must be confirmed by the relevant authority when the underload occurred. This ensures that graduating students may still be eligible for honors.

### Section 7. Class Valedictorian

7.1. The Class Valedictorian represents the graduating class and embodies the ideals and aspirations of City College of Cagayan de Oro. He/ She is chosen from among the outstanding student awardees (preferably with Latin honors such as Summa Cum Laude, Magna Cum Laude, Cum Laude) of the different colleges, following criteria set by the Committee on Honors and Awards (COHA).

7.2. The guidelines and criteria for selecting the Class Valedictorian at City College of Cagayan de Oro are outlined below:

1. Academic Excellence: The class valedictorian should demonstrate outstanding academic achievement.

2. Character and Leadership: The class valedictorian should embody qualities of integrity, leadership, and character as evidenced by his/her college experience and track record. The following criteria must be considered:

a. Positive Influence: Contributions to the college community through mentorship, collaboration, or advocacy.





work, or community service

c. Leadership Roles: Holding leadership positions within campus clubs, committees, or student government.

3. Communication Skills: The class valedictorian should manifest strong public speaking and communication skills, articulate ideas clearly and engage the audience, and be capable of developing a speech that is inspirational, reflective, and relevant.

4. Inclusivity and Impact: The class valedictorian must have positively impacted their peers and the college community through his inclusive attitude and contributions that benefited others.

5. Faculty and Peer Recommendations: Faculty and peers may be involved in the selection process and may submit recommendations highlighting the student's academic prowess, character, and contributions.

7.3. The Class Valedictorian shall speak on behalf of the graduates during the Commencement Exercises. The choice of the Class Valedictorian is a prerogative of the Committee on Honors and Awards (COHA) and no student, faculty or Administrator can demand or claim it as a matter of right.

### **Section 8. Dean's List**

In line with the vision and mission of City College of Cagayan de Oro, the semestral convocation is held to honor students who perform exceptionally well. To qualify for the Dean's Honor List, students must meet the following criteria:

GPA Requirement. The students must have the following GPA:

Highest Honor: 1.00 – 1.20;

High Honor: 1.21 – 1.40;

With Honors : 1.41 – 1.60.

The student must have no grade below 2.00.

**Course Load.** The student must be enrolled in at least 18 units for the semester.

**Attendance.** The student must not have dropped any courses after registration or missed too many classes.

**Conduct.** The student must demonstrate good behavior. Issues like drug use, misbehavior, or poor health due to alcoholism or bad habits can disqualify a student.

These guidelines ensure that students on the Dean's Honor List reflect the high standards of City College of Cagayan de Oro





## Conduct of Training with Graduate Degree Unit Equivalency

Section 1: *Conducting Training Guidelines.* Before conducting training activities intended for revenue generation for the college, whether they are institutionally offered or requested by partner agencies or offices and carry equivalent Graduate Degree units, the following criteria must be met:

1.1 Approval by the Governing Board through a resolution for the implementation of the training program.

1.2 Specification of the school's commitments to award Graduate School units to successful participants of the training program/project, as approved by the Governing Board or its equivalent.

1.3 A memorandum from the school president detailing the involvement of representatives/professors and their roles in conducting the training initiative.

1.4 A comprehensive list of participants, including any comments regarding their completion status.

1.5 Documentation on how participants were assessed or assigned equivalent ratings for the training they undertook.

1.6 Compliance with additional procedures or the submission of relevant documents to address the needs of the trading public, such as a training portfolio or a participant summary with grades, among others.

All the aforementioned documents should be forwarded or submitted to the Office of the Registrar to facilitate inquiries from the public, and for individuals seeking to contact the school registrar on related matters.

## Article 52 Graduation Requirements

Section 1. *Completion of Credit Units.* Verify the total credit units required for the degree program, as follows:

1.1 Ensure all credit units are completed by the end of the final semester.

1.2. Maintain Minimum GPA


1.3 Confirm the minimum cumulative GPA required (usually 2.0 or higher).

1.5 Track GPA each semester to ensure meeting the requirement.

1.6 Fulfill General Education Requirements







1.8 Complete Major Requirements

1.9 Finish all courses required for the major with passing grades.

1.10. Meet Residency Requirement

1.11 Earn the specified number of credit units at the institution awarding the degree.

Section 2. Capstone/Thesis Completion. Complete any required capstone projects, theses, or comprehensive exams. Submit the project or thesis by the deadline.

Section 3. Application for Graduation. Submit application for graduation to the registrar's office by the specified deadline. Fill out and submit any necessary forms and documentation.

Section 4. Financial Clearance. Ensure all tuition fees and other financial obligations are fully paid. Obtain financial clearance from the institution's finance office.

Section 5. Pass Exit Assessments. Complete any required exit exams or assessments for the program. Submit results to the registrar's office if applicable.

Section 6. Fulfill Internship/Practicum Requirements. Complete any required internships, practicums, or community service hours. Submit documentation of completed hours to the department.

### **Article 53**

#### **Scholastic Delinquency**


Section 1. *Warning.* Any student who obtains final grades of below 3.0 in one (1) subject at the end of the semester shall be warned by the Dean to improve his/her work. The student will then carry a load that is three (3) units less than the normal load in the following academic term.

Section 2. *Probation.* Any student who, at the end of the semester, obtains final grades below 3.0 in two (2) subjects shall be placed on probation for the succeeding semester and his/her load shall be limited to a maximum of fifteen (15) units only.

Probation may be lifted by passing all the subjects he/she carries for the succeeding semester.

Any student on probation, in accordance with the preceding section, who again fails or drops any subject shall be dropped from the roster of his/her College.





Section 3. *Dismissal*. Any student who obtains failing grades in at least nine (9) units at the end of the semester shall be dismissed from the College, but may be qualified to re-enroll in another College, except if the failures are general education curriculum subjects.

Section 4. *Barred*. Any student who, at the end of the semester, obtains final grades below "3.0" in 100% of the academic units in which he/she is given final grades shall be permanently barred from re-admission to any College, and shall be permanently dismissed from City College.

#### **Article 54**

#### **Issuance of Academic Records**

Section 1. Certification of Authentication and Verification. A Certificate of Authentication and Verification shall be issued together with two (2) photo copies of TOR/Diploma and or Certificate of Graduation. The In-Charge of request shall countercheck/verify the records of student/graduate.


The CAV form shall be accomplished and required payment of which shall be remunerated at the cashier's office.

The remark "Certification, Authentication and Verification" shall be indicated in the photocopy of the documents and to be signed by the College Registrar. Requested documents shall be released within three (3) days upon request.

Section 2. Certificate of Correction/ Rectification. Student/Graduate who claims inconsistency with their grades should file for a Certification of Correction/Rectification at the Registrar's Office. Upon request of the concerned Instructor with the approval of the Vice President of Academic Affairs and Respective Dean the Certification of Correction/Rectification will be issued to the concerned student/graduate.

Section 3. Certificate of Cross Enrollment. No student enrolled in an outside institution shall be admitted to City College without a written permit from the Registrar of that institution. The permit shall state the total number of units and the subject(s) that the student is authorized to cross-register in.





institution, unless approved by the office of the Registrar, on recommendation of the Dean. The authorization shall be recorded by the office of the Registrar, and shall specifically describe the subjects authorized.

Cross enrollment shall be done within the period of registration.

Section 4. Request Form. Request Form should be accomplished first by the requesting student/graduate. The request form indicates the name, course, year level/year graduated, last semester of attendance, purpose, date of issuance, and document(s) being requested by the student/graduate together with official receipt numbers of the requested document(s) to be paid at the cashier.

## **Article 55** **Class Size**

Section 1. *Setting of Enrollment Quota.* Colleges shall have general authority to limit their enrolment if they find that such limitation is necessary, provided that the same is properly coursed for approval of the VPA.

Section 2. *Minimum Number of Students to Open a Class.* A minimum number of students are required to open a class:

- |     |                          |                             |
|-----|--------------------------|-----------------------------|
| 2.1 | Undergraduate            | - thirty five (35) students |
| 2.2 | Specialization/Majorship | - fifteen (15) students     |

Should the class size fall below the minimum number, the Department Head should be informed immediately to decide whether to dissolve the class or to maintain it as a special class approved by the Dean of the college. Should the class be dissolved, faculty members should advise the students to transfer to other classes.

Section 3. Regular Class. The size of a class shall depend upon the nature of instruction adopted and available facilities. The following shall be considered as the ideal class size:

- Lecture - 35-40
- Laboratory/shop demonstration - 15-25





## **Article 56. Bilingual Policy**

A bilingual policy that emphasizes the use of straight English or Filipino in a sentence focuses on ensuring that students use one language consistently within a single sentence or context, rather than mixing languages. This approach promotes clarity, proper grammar, and deeper proficiency in each language.

**Section 1. Language Consistency.** Encourage students to complete sentences and express full thoughts using only one language, either English or Filipino, rather than switching between the two within a single sentence.

**Section 2. Classroom Implementation.** Designate certain classes or activities where only English or only Filipino is used, helping students practice speaking and writing exclusively in that language.

**Section 3. Language-Specific Writing Tasks.** Assign essays, reports, or other written work that must be completed in either straight English or straight Filipino, depending on the subject or the focus of the lesson.

**Section 4. Monolingual Speech Practice.** During speaking exercises, such as presentations or group discussions, students should speak entirely in English or entirely in Filipino, depending on the language focus.

**Section 5. Teaching Code-Switching Appropriately.** While the policy encourages the use of straight English or Filipino, it also educates students on appropriate situations for code-switching (mixing languages), such as when translating concepts or in informal settings.

**Section 6. Language Proficiency Assessments.** Evaluate students' ability to use straight English or Filipino in both written and spoken forms. Ensure that assessments focus on the correct use of vocabulary, grammar, and sentence structure in the chosen language.


By implementing this bilingual policy, students will develop stronger language skills in both English and Filipino, becoming more confident and effective communicators in each language.

## **Article 57 Guidance and Counseling**

Guidance, Counseling and Assessment Services play in the mental health development and success of our students. In collaboration with other college departments, we take the lead in creating mental health initiatives tailored to meet the needs of students and other stakeholders, enhancing their mental health and well-being.







*Section 1. Vision.* To develop a community of flexible, forward-thinking people who are prepared to lead and innovate in a dynamic global environment while providing college education personalized support to fostering well-being, academic distinction, and essential life competencies.

*Section 2. Mission.* We are dedicated to meeting the needs of the youth in Cagayan de Oro and indigenous communities by honoring and integrating culture and heritage to tackle societal issues and promote peace and human rights education for positive transformations. We are committed to guiding our students towards academic achievement, personal growth, and well-being by providing compassionate assistance, tailored guidance, and empowering resources to navigate challenges and make informed choices.

*Section 3. Core Functions.* The Guidance, Counseling and Assessment Services office offers and facilitates programs for the student's development that are intended for:


1. Assessment
2. Counseling and Advising
3. Educational and Career Planning
4. Crisis Intervention
5. Advocacy and Support
6. Prevention Programs
7. Collaboration and Consultation
8. Follow-Up and Evaluation

*Section 4. Services.* Counseling serves as the core of the Guidance Program, functioning as a purposeful intervention aimed at fostering positive transformations in student behavior, emotions, and attitudes.

- a. Individual Counseling
- b. Group Counseling
- c. Career Counseling
- d. Tele-Counseling
- e. Referral System

*Section 5. Prevention and Wellness activities.* It promotes mental health and wellness, emphasizing preventative measures to support students in maintaining a positive state of mental well-being. These activities may include workshops, seminars, campaigns, and events that focus on stress management, resilience-building, coping strategies, and fostering a supportive community



- 
- a. Seminars/Workshops/Symposia
  - b. Group Dynamics
  - c. Peer Mentor Program
  - d. System Support
  - e. Psychological First Aid/Mental Health Psychosocial Support

Section 6. *Assessment/Testing Services.* It involves the use of various tools for assessment to gain a comprehensive understanding of an individual's abilities, interests, aptitudes, preferences, and characteristics. These assessments serve as valuable resources, offering essential information that individuals can use as a foundation for informed decision-making, judgment, and future planning.

- a. Individual Inventory
- b. Psychological Testing
- c. Admission Testing

Section 7. *Information Services.* It involves the proactive gathering and dissemination of relevant information to address their academic, social, and personal needs. This includes sourcing and providing materials such as brochures and articles from published reading materials. The guidance center utilizes bulletin boards as physical displays to make important information accessible to students. Additionally, the center employs online platforms, including social media, to ensure that students are well-informed about mental health and other pertinent topics. These services aim to empower students with knowledge, resources, and updates to support their overall well-being and academic success.

- a. Student and Parent Orientation Program
- b. Online Guidance Information Services

Placement and Follow-up students are directed to the Guidance center to speak with their assigned guidance counselor.

- a. Placement and Services
- b. Follow-up Services

Section 8. *Research, Evaluation and Training.* It determines whether the program's aims and objectives have been reached. Moreover, the outcome of these could serve as the foundation for enhancing the services' delivery. Secondary data analysis can utilize existing data collected by the guidance office, such as client records, assessment results, and program evaluations, to conduct in-depth analysis





## Article 58. Other Relevant Academic Policies

Section 1: *Internship and Practicum Policy*. Internships and practicums are essential components of our academic programs, providing students with valuable hands-on experience that bridges theoretical knowledge with real-world application.

- 1.1 Enhance students' learning through practical application of their academic knowledge.
- 1.2 Meet specific eligibility requirements, including academic standing and course prerequisites among students.
- 1.3 Follow a defined application process, including submitting required documents by established deadlines
- 1.4 Evaluate candidates based on predetermined criteria to ensure suitable placements.
- 1.5 Internship placements require approval of sites to ensure they meet educational standards and provide meaningful experiences.
- 1.6 Clear roles and responsibilities are outlined for students, site supervisors, and faculty to foster a successful internship experience
- 1.7 Students earn academic credit for their internships, with grading based on performance evaluations and reflective assignments
- 1.8 Maintain thorough documentation and reports are critical for assessing the learning outcomes of the internship
- 1.9 Ensure health and safety, with students required to sign liability waivers and adhere to safety protocols.

2.0 Clear conflict resolution process allows students to address issues that may arise during their internship

Section 2: *Academic Integrity Policy*. The purpose of this policy is to uphold the highest standards of academic integrity and to foster an environment of honesty and ethical conduct within the academic community.

2.1 Definition of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following behaviors:

- 2.1.1 Plagiarism. The act of presenting someone else's work, ideas, or intellectual property as one's own without proper attribution.





2.1.2 Cheating. Any attempt to gain an unfair advantage in academic work, including but not limited to:

- Using unauthorized materials during exams.
- Copying from another student.
- Submitting work completed by someone else.

2.1.3 Fabrication. Falsifying data, citations, or any information in academic work.

2.1.4 Facilitation. Assisting or attempting to assist another student in committing academic dishonesty.

## 2.2 Consequences for Violations

2.2.1 Violations of academic integrity will result in disciplinary action, which may include:

- A failing grade for the assignment or course.
- Academic probation or suspension.
- Permanent expulsion from the institution, depending on the severity and frequency of the violation.

## 2.3 Reporting Procedures

2.3.1 Reporting Violations. Students, faculty, and staff are encouraged to report suspected violations of academic integrity to the appropriate academic authority (e.g., instructor, department chair).

2.3.2 Documentation. The reporting individual should document the incident, including details such as the nature of the violation, evidence, and any witnesses.







2.3.3 Investigation. The instructor or designated authority will conduct a preliminary investigation to assess the validity of the claim.

2.3.4 Hearing Process. If sufficient evidence is found, a formal hearing may be conducted to determine the appropriate actions and penalties.

#### 2.4 Appeals Process

Students have the right to appeal any decision made regarding academic dishonesty. Appeals must be submitted in writing within a specified timeframe, outlining the grounds for the appeal.

#### 2.5 Education and Prevention

The institution will provide resources and training to educate students and faculty about

academic integrity, including workshops and materials on proper citation practices and ethical research standards.

#### 2.6 Confidentiality

All reports and investigations will be handled with confidentiality to protect the rights of all parties involved.

#### 2.7 Review and Amendments

This policy will be reviewed annually and may be amended as necessary to ensure its effectiveness and relevance to the academic community.

**Section 3. *Health and Wellness Policy.*** To promote the physical and mental well-being of all students, fostering a supportive and healthy academic environment.

#### 3.1. Mental Health Resources

The institution will provide access to mental health services, including counseling, therapy, and

support groups for students experiencing emotional or psychological distress, through the campus counseling center, which offers confidential services, workshops, and wellness programs to enhance mental health awareness, encouraging students to utilize these resources without stigma or fear of judgment.





### 3.2 Health Requirements

All students must complete health requirements prior to enrollment, which may include immunizations, health screenings, and submission of a health history form, while those in specific programs (e.g., nursing, physical education) may be subject to additional health and safety standards, including drug screenings and physical examinations, with all health records being kept confidential and stored securely in compliance with privacy regulations.

### 3.3 Wellness Programs

The institution will offer wellness programs that promote healthy lifestyles, such as fitness classes, nutrition workshops, and stress management seminars, alongside regular health awareness campaigns to educate students on various health topics, including mental health, nutrition, and exercise.

### 3.4 Emergency Health Services

In case of health emergencies, students can access immediate medical assistance through campus the clinic.

Section 4 *Academic Policy on AI Use*. The use of Artificial Intelligence (AI) tools by college students is encouraged for enhancing learning, conducting research, and engaging in creative projects, as long as it adheres to academic integrity.

4.1 AI can be a valuable resource for tutoring, data analysis, and innovative design, but students must ensure that any AI assistance is properly cited and transparently disclosed in their work.

4.2 Misuse, such as submitting AI-generated content as original work or using AI to cheat in exams, is strictly prohibited and will be subjected to disciplinary actions through the Dean of Student Affairs.

4.3 The college will provide training sessions and resources, ensuring students understand both the opportunities and responsibilities associated with AI technology.



while adhering to data privacy regulations.

## **References**

### **Philippine Legal Documents**

*Constitution of the Philippines. (1987)*  
*Philippines. (1975). Presidential Decree No. 807*  
*Philippines. (1976). Presidential Decree No. 897*  
*Philippines. (1960). Republic Act No. 3019*  
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*Philippines. (1987). Executive Order No. 180*  
*Philippines. (1987). Executive Order No. 292*

### **University Manuals and Codes**

*City College Code of Cagayan de Oro*  
*City College of Cagayan de Oro Library Manual*  
*City College of Cagayan de Oro Guidance and Counseling Manual*  
*City College of Cagayan de Oro Student Manual*  
*City College of Cagayan de Oro Faculty and Administrative Manual*  
*City College of Cagayan de Oro Registrar Manual*  
*City College of Cagayan de Oro Institutional Development Manual*

*Bataan Peninsula State University Code*  
*University of the Philippines Faculty Manual*

### **Civil Service Documents**

*Civil Service Commission Resolution No. 99-1936, Rule II*  
*Civil Service Commission. (1999). Resolution No. 99-1936, Rule II.*  
*Commission on Audit Memorandum Circular 87-505*  
*Commission on Audit. (1987). Memorandum Circular No. 87-505.*  
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*Uniform Rules on Administrative Cases in the Civil Service*

## **Ordinance**



