



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

# *City College of Cagayan de Oro*

## *College Code*



cagayan  
de Oro  
city of golden friendship



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## **Preface**

The City College of Cagayan de Oro College Code is a comprehensive guide to the policies, procedures, and standards governing our institution. This document establishes the framework for maintaining academic integrity, operational efficiency, and community responsibility within the college.

The College Code outlines the rights and responsibilities of students, faculty, and staff, ensuring clarity and consistency in the application of rules and regulations. It serves as a reference for decision-making and conflict resolution, supporting the college's mission to provide quality education and foster a supportive learning environment.

All members of the City College of Cagayan de Oro community are expected to adhere to the guidelines set forth in this Code. The document is designed to be a practical resource, offering clear directives for conduct and outlining the processes for addressing academic and administrative matters.

This Code is subject to periodic review and updates to reflect changes in institutional policy, legal requirements, and educational best practices. Stakeholders are encouraged to familiarize themselves with its contents and to actively participate in its ongoing refinement and implementation.

The City College of Cagayan de Oro is committed to upholding the principles and standards outlined in this College Code, ensuring that our community remains aligned with the college's values and objectives.

**History**

**Vision, Mission, Goal, Core Values, Agenda**

**Graduate Attributes**

**Quality Policy Statement**



## **1.1 HISTORY**

In 2018, under the administration of then Mayor Oscar S. Moreno, the Cagayan de Oro Technical Vocational Institute (CDO-TVI) was established by virtue of City Ordinance 13473-2018, with Councilor Suzette Magtajas-Daba as the principal author. This Technical-Vocational Institute is proudly owned and operated by the Local Government of Cagayan de Oro, focusing on offering TESDA-accredited programs primarily in the construction and tourism sectors. These qualifications include Carpentry NC II, Plumbing NC I & NC II, Shielded Metal Arc NC I & NC II, Electrical Installation & Maintenance NC II, and Housekeeping NC II. These programs were chosen strategically to cater to Cagayan de Oro's growing metropolization, with a particular emphasis on construction and tourism sectors. CDO-TVI's mission was to provide free center-based and community-based technical skills training, prioritizing out-of-school youth and low-income families. CDO-TVI's physical location is at Barangay Agusan, District 2, Cagayan de Oro City.

In 2021, CDO-TVI responded to the challenges posed by the COVID-19 pandemic by offering Barangay Health Services NC II, equipping and empowering Barangay Health Workers in partnership with the City Health Office.

With a change in leadership in July 2022, former 1st District Congressman Hon. Rolando “Klarex” Uy assumed the role of Mayor of Cagayan de Oro City. One of his top priorities, as articulated in his RISE CDO Governance Platform, was to provide access to quality education, leading to the vision of establishing a City College.

In 2023, City Ordinance 14564-2023 was passed, paving the way for the creation of the City College of Cagayan de Oro. This ordinance expanded the mandate of CDO-TVI, transforming it into a higher education institution offering not only tech-voc programs but also diploma and bachelor's degree programs, to be monitored by the Technical Education and Skills Development Authority (TESDA) and the Commission on Higher Education (CHED). The establishment of the City College was a result of a comprehensive process, including the formation of Technical Working Groups, extensive consultations, and focus group discussions.

The City College of Cagayan de Oro will operate as a multi-campus institution, with campuses in Barangay Agusan (the existing CDO-TVI Campus), Barangay Kauswagan, Barangay Puerto (El Gaucho), and the main campus in Barangay Dansolihon, which was made possible through a usufruct agreement allocating a 60-hectare ancestral domain by the Higaonon Indigenous Peoples of Nahilaran and the City Government of Cagayan de Oro. This expansion aims to bring higher education opportunities closer to

the youth residing in upland barangays, addressing the geographic gap that previously existed.

In the same year, the newly established City College initiated a partnership with MeldCx, an international Artificial Intelligence company, and piloted a 6-month training program on Practical Artificial Intelligence for sixteen (16) out-of-school youth.

In addition to the existing tech-voc programs, the City College is set to pilot new programs in 2024, including Trainers' Methodology NC II, Emergency Medical Services NC II, Electrical Installation and Maintenance NC III, Bachelor of Arts in Communication, Bachelor of Technology and Livelihood Education, Bachelor of Technical-Vocational Teacher Education, and training programs on Artificial Intelligence and emerging technologies. These programs reflect the institution's commitment to providing a diverse and comprehensive educational experience to meet the needs of its students and the evolving demands of the local and global labor markets.

## **1.2 VISION, MISSION, GOALS, CORE VALUES, AGENDA**

### **VISION**

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

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### **MISSION**

*“Our mission is to provide transformative and inclusive learning driven by cutting-edge technologies, including artificial intelligence that equip the institution and the community to create innovative, relevant, and data-driven solutions for local and global impact.*

*We are committed to addressing 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.*

*We actively contribute to sustainable development goals by forging strategic partnerships, engaging relevant research and extension, and equipping our graduates with professionally-aligned competencies.”*

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## GOALS

- **Academic Excellence and Innovation:** Establish a culture of academic excellence and innovation by integrating cutting-edge technologies, including artificial intelligence, into the curriculum.
- **Inclusivity and Cultural Sensitivity:** Foster inclusivity and cultural sensitivity to address the needs of both the local youth and indigenous communities.
- **Community Engagement and Impact:** Actively contribute to sustainable development goals and drive positive change within the local community.
- **Transparency, Openness, and Ethical Conduct:** Uphold an environment of transparency, integrity, mutual respect, and ethical conduct in all aspects of the institution's operations.
- **Environmental Stewardship:** Pursue environmental sustainability and responsible development.

## CORE VALUES

**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.

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

**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.

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

**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.

**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.

**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.

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

**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.

## **AGENDA**

### **Development, mapping, implementation, and evaluation of relevant curricula (Curriculum and Co-Curriculum):**

- Continuous development and enhancement of curricula
- Alignment with industry demands, emerging technologies, and global trends
- Mapping learning outcomes
- Designing innovative courses
- Implementing effective teaching strategies
- Regularly evaluating curriculum for relevance and effectiveness

### **Research and Innovation for Institutional Commitment and Policy (Institutional Commitment & Policy):**

- Fostering a culture of research and innovation
- Providing support and resources for faculty and students
- Promoting research collaborations
- Securing grants
- Establishing policies for research excellence
- Integrating emerging technologies and AI into policies and practices

**Organizational development and strengthening of sustainable leadership and structure (Leadership and Structure):**

- Developing sustainable leadership, organizational structures, and infrastructure
- Providing professional development opportunities
- Fostering a positive and inclusive work environment
- Implementing effective governance and management practices

**Network and partnerships (Partnerships):**

- Actively seeking and cultivating strategic partnerships
- Involving industry, government agencies, community organizations, and international institutions
- Collaborative initiatives and knowledge exchange

**Expand program funding opportunities, financial resources, and alternative revenue streams (Institutional Sustainability):**

- Enhancing financial sustainability

**Service-Learning and Exchange (Mobility of Faculty, Staff, and Students):**

- Prioritizing local and global partnerships and exchange programs
- Internships, industry exposure, and job placement
- Intercultural Competence Development

### 1.3 GRADUATE ATTRIBUTES

GRADUATE ATTRIBUTES	GRADUATE LEARNING OUTCOMES
1. ADAPTIVE INNOVATORS	<i>Generate innovative and relevant solutions through creative problem-solving techniques.</i>
2. MISSION-DRIVEN PROFESSIONALS	<i>Demonstrate a commitment to making a positive impact on society through their work.</i>
3. ETHICAL AND INCLUSIVE LEADERS	<i>Demonstrate effective leadership skills that uphold integrity, transparency, and accountability.</i>
4. DATA-DRIVEN EXCELLENCE	<i>Develop and implement data-driven solutions that have a significant impact on local communities and beyond.</i>
5. ENGAGED COMMUNITY CONTRIBUTORS	<i>Collaborate with community stakeholders to address local needs and create a positive impact.</i>

### 1.4 QUALITY POLICY STATEMENT

At the City College of Cagayan de Oro, students are deeply committed to upholding excellence in education, research, and community service. They foster a diverse and inclusive learning environment, cultivating adaptable innovators, mission-driven professionals, ethical leaders, data-driven problem solvers, and engaged community contributors. The institution empowers graduates with the tools to address complex challenges, encourage innovation, and promote positive societal change. Through transparency, accountability, and inclusivity, it ensures that education is a transformative force, shaping leaders who make a meaningful impact in their communities and beyond.



# I

## Guiding Framework



## **CHAPTER 1: GUIDING FRAMEWORK**

### **ARTICLE 1. Title of the Code**

This code shall be known as the "City College of Cagayan de Oro College Code," hereinafter referred to as the "College Code."

### **ARTICLE 2. Powers of the College**

#### **Section 1. General Powers**

The City College of Cagayan de Oro (CCCO) shall have the power to exercise all the rights, privileges, and functions necessary to fulfill its mandate and achieve its objectives, including but not limited to:

##### **1.1 Academic Authority**

To establish, develop, and maintain academic programs, curricula, and courses that meet educational standards and serve the needs of students and the community.

##### **1.2 Administrative Functions**

To organize and manage its administrative structure, including the appointment of officials, faculty, and staff necessary for the effective operation of the institution.

##### **1.3 Financial Management**

To receive, manage, and disburse funds, grants, donations, and other financial resources in accordance with applicable laws and regulations to support its programs and activities.

##### **1.4 Property and Assets**

To acquire, own, manage, and dispose of property and assets necessary for the fulfillment of its educational and operational objectives.

##### **1.5 Regulatory Authority**

To formulate, implement, and enforce rules, policies, and procedures to ensure the efficient operation of the College and compliance with legal and regulatory requirements.

##### **1.6 Partnerships and Collaborations**

To establish partnerships and collaborations with other educational institutions, government agencies, private

organizations, and international entities to enhance educational opportunities and resource utilization.

## **Section 2. Specific Powers**

In addition to the general powers outlined above, CCCO shall have the following specific powers:

### **2.1 Student Affairs**

To create and manage student services, organizations, and activities that support the academic, social, and personal development of students.

### **2.2 Academic Standards**

To set and enforce academic standards and policies, including admissions, grading, and graduation requirements, to maintain the quality of education.

### **2.3 Research and Development**

To promote and support research and development initiatives that contribute to the advancement of knowledge and innovation in various fields.

### **2.4 Community Engagement**

To engage with the local community through outreach programs, extension services, and partnerships that address community needs and promote societal development.

### **2.5 Institutional Planning**

To develop and implement strategic plans and initiatives that guide the growth and development of the institution in alignment with its mission and vision.

## ARTICLE 3. Seal, Colors, and Logo

### ABOUT THE SEAL

The official seal of the City College of Cagayan de Oro represents the institution's commitment to providing excellent education that is relevant and adaptable to the changing employment needs of the entire region. The open book, with its unfurled pages, symbolizes creativity and the limitless potential of ideas. It symbolizes the profound impact that the written word holds, as it has the ability to inspire and shape the world we inhabit. The symbol represents the deep importance of knowledge, enlightenment, and creativity, and the significant influence they hold over human existence.



The integration of advanced technologies and innovative methodologies in the field of education is distinctly demonstrated by the prominent presence of artificial intelligence and technology as symbols, representing the assimilation of Industry 5.0. The presence of the gear icon serves as a clear testament to City College's unwavering dedication to nurturing the growth of technical skills and empowering students with the essential competencies required to excel in the dynamic world of the industrial workforce.

The shield emblem of the City College of Cagayan de Oro represents the institution's commitment to delivering a well-rounded education that encompasses diverse areas of knowledge, embraces practical skills relevant to industries, and actively contributes to the holistic development of the community. The motto of the educational institution, "Aim Higher," serves as a significant source of motivation for students, instilling in them a deep sense of inspiration to cultivate a mindset of exceptionalism and to establish more ambitious objectives in their educational and vocational endeavors.

The year 2023 has been officially established through the passage of City Ordinance No. 14564-2023. The seal of the City College of Cagayan de Oro comprises three distinct color schemes: green, red, and gold. Each color holds a significant meaning and symbolizes a specific aspect of the city's culture, heritage, and identity.



*Official City College Logotype*

**Green** represents sustainability and reflects the city's commitment to quality education. It signifies the importance of maintaining a balance between economic growth and environmental conservation.

**Red** represents the ethnic community of Nahilaran, a group that has played a vital role in providing a new home and shaping the city's history for tertiary and vocational education. It symbolizes the city's rich cultural heritage and the importance of preserving its traditions.

**Gold** represents prosperity in the city and highlights its economic growth and development over the years. It symbolizes the city's potential for further growth and prosperity in the future.

Together, these colors form a powerful representation of the City College of Cagayan de Oro's commitment to education, sustainability, cultural heritage, and economic growth.

The official seal of the City College of Cagayan de Oro is a symbol of the institution's dedication to global standards and academic excellence. The emblem stands as a powerful representation of the institution's unwavering commitment to fostering intellectual exploration and the relentless pursuit of knowledge, in line with the Sustainable Development Goals set by the United Nations.

#### **ARTICLE 4. Declaration of Policies and Objectives**

The City College of Cagayan de Oro is committed to providing a transformative educational experience that fosters academic excellence, ethical responsibility, and social engagement. The college aims to create an inclusive and supportive learning environment where students, faculty, and staff can thrive and contribute meaningfully to society. The institution upholds the highest standards of integrity, respect, and innovation in all endeavors, promoting lifelong learning and preparing students to become global citizens and leaders. Through collaboration and community engagement, the City College of Cagayan de Oro strives to make a positive impact locally and globally, ensuring that it remains a beacon of knowledge, growth, and empowerment.

# **II**

## **College Governance**

## **CHAPTER 2: COLLEGE GOVERNANCE**

### **ARTICLE 1. The City Hall's Duties and Functions ( LGU)**

Every local government unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants (*Citizen Charter, 2024*).

Local government units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. They shall also discharge the functions and responsibilities of national agencies and offices devolved to them pursuant to this Code. Local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities enumerated herein (*Citizen Charter, 2024*).

### **ARTICLE 2. The Governing Board**

**SECTION 1.** The Governing Board (GB). - The City College shall be governed by a Governing Board composed of the following:

1.1. Chairperson: City Mayor

1.2. Vice Chairperson: President

1.3. Members:

1.3.1. President of the duly recognized Faculty Association

1.3.2. President of the duly recognized Supreme Student Council/Government

1.3.3. President of the duly recognized Alumni Association

1.3.4. Chairperson of the PCM's Committee on Education of the Local Sanggunian

1.3.5. Representative of the Department of Science and Technology (DOST)

1.3.6. A representative from the duly-recognized Business or Industry Sector who shall be appointed by the GB for a term of two years

- 1.3.7. A representative of the Department of Trade and Industry
- 1.3.8. A representative of the Department of Education Division of Cagayan de Oro
- 1.3.9. A representative of the Nahilaran IPS

1.4. Resource Persons

- 1.4.1. A representative from CHED designated by the CHED Chairperson
- 1.4.2. A representative from the Regional Office of the National Economic and Development Authority
- 1.4.3. Legal Representative of the Nahilaran IPS
- 1.4.4. Others as needed

**SECTION 2.** Secretary of the City College Governing Board - The Governing Board shall designate a secretary who shall serve as such for both the GB and the City College and shall keep all records and proceedings of the GB. The Secretary shall communicate to each member of the GB notice of meetings.

**SECTION 3.** Term of Office and Compensation of the Governing Board:

3.1 The terms of Office of the Chairman, Vice Chairman. Chairman of the Sanggunian Committee on Education, the President of the Faculty Association, the President of the Supreme Student Council, and the President of the Alumni Association shall be co-terminus with the terms of office of their respective positions.

3.2 The term of the representatives shall be coterminous to their positions, subject to the confirmation of the Chairman of their respective Heads of Agency:

3.3 The Representatives from an accredited business or industry sector shall serve a term of two (2) years with one possible re-election/re-appointment

3.4 Members of the Board shall serve without compensation other than per diems and/or actual and necessary expenses incurred either in attendance upon meetings of the Board or upon other official business authorized by resolution of the Board.



#### **SECTION 4. Meeting and Quorum of the Governing Board**

4.1 The Governing Board shall meet quarterly. Special meetings may be convened by the Chairperson, provided that there shall be no more than three special meetings in a given year:

4.2 A quorum of the Governing Board shall consist of a majority of all the members. All processes against the Governing Board shall be served on the President or Secretary thereof;

4.3 The Chairperson shall preside over all Regular and Special Meetings of the Board. In case he/she is unavailable, the Vice Chairman shall serve as the Presiding Officer.

#### **SECTION 5. Functions of the Governing Board:**

5.1 Generally, the GB is the highest policy making body of the City College, and as such, shall:

5.1.1 Set the vision and strategic direction of the City College, ensuring its alignment with the LGU's development agenda (RISE), higher education agenda, and the national government's thrust:

5.1.2 Establish effective and efficient structure of the City College:

5.1.3 Approve plans or policies related to the overall governance of the City College.

5.2. Specifically, the GB shall have the following duties and responsibilities:

5.2.1 Establish policy guidelines, rules, regulations and procedures not contrary to law and which are necessary to carry the purpose of the function of the City College, and ensure participative decision-making and transparency within the institution;

5.2.2 Approve academic arrangements for capacity building of the institution, with appropriate institutions and agencies, public or private, local or foreign, and to apport experts/specialists as consultants, or visiting or exchange professors. researchers, as the case may be consistent with the provisions of the TransnationalHigher

Education Act (RA No. 11448), and other guidelines of CHED relative to such academic arrangements:

5.2.3 Approve the curricula. Institutional programs and rules of discipline drawn by the administrative and academic councils in accordance with the existing CHED Policies, Standards and Guidelines and TESDA Circulars/Guidelines on program registration, scholarship and assessment and certification systems:

5.2.4 Set policies on admission, retention, and graduation of students;

5.2.5 Award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the City College, subject to the existing CHED guidelines, and to authorize the award of certificates of completion of non-degree and non-traditional courses, subject to existing CHED policies and guidelines and TESDA circulars/guidelines:

5.2.6 Ensure the efficient management of non-academic services such as medical and dental, guidance and counseling, career and job placement, canteen, buildings, grounds, property maintenance and similar services;

5.2.7 Institutionalize and strengthen research, technology research, and extension programs;

5.2.8 Recommend to the Local Chief Executive the appointment of President/Administrator or equivalent position of the City College from the list of three (3) qualified candidate/s/applicant/s based on the search made under Section 12 of CMO No. 18 Series 2022;

5.2.9 Recommend to the Local Chief Executive the appointment/designation of the vice-presidents, deans, directors, heads of departments, faculty members and other officials and employees whose salaries and wages are wholly or mainly paid out of the local funds and whose appointments are not otherwise provided for under RA No. 7160, as well as those the Local Chief Executive may be authorized by law to appoint:

5.2.10 Fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors subject to compliance with existing CHED policies, standards and guidelines and TESDA Circulars/Guidelines on program registration, scholarship and assessment and certification systems;

5.2.11 Adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students. if in case the City College is not a recipient of a government subsidy:

5.2.12 Coordinate with the PCM's local Sanggunian to provide for the regular support for the development, operation, and maintenance of the City College.

5.2.13 Recommend to the PCM's local Sanggunian policies on higher education and other related development legislation on effective governance and management.

5.2.14 Approve consortia and other forms of linkages with local government units, institutions and agencies. both public and private. local and foreign, in furtherance of the purposes and objectives of the institution including its internationalization initiatives.

5.2.15 Receive an appropriate budget as may be provided, to support the institution in the manner it may determine, in its discretion, to carry out the purposes and functions of the City College.

5.2.16 Receive in trust legacies, gifts and donations of real and personal properties of all kinds to administer and dispose of the same when necessary for the benefit of the City College, subject to limitations, directions and instructions of the donors, if any. Administer the same in the absences of the specific directives of the donor. Such donations shall be subject to applicable laws on tax exemptions on donations and gifts, and all applicable laws.

5.2.17. Review and approve strategic plans for local economic enterprises to ensure alignment with the college's mission and community economic development goals, develop and approve policies governing the relationship between the city college and local economic

enterprises, including guidelines for collaboration, funding, and resource allocation, and ensure that local economic enterprises adhere to relevant laws, regulations, and college policies.

### **ARTICLE 3. The College President**

#### **Section 1. Role and Responsibilities**

##### **1.1 Chief Executive Officer**

The College President shall serve as the chief executive officer of the City College of Cagayan de Oro (CCCO) and shall be responsible for the overall leadership, management, and administration of the institution.

##### **1.2 Strategic Leadership**

The President shall provide strategic direction for the College, ensuring that its mission, vision, and goals are effectively pursued and achieved. This includes the development and implementation of strategic plans and policies.

##### **1.3 Academic Oversight**

The President shall oversee the academic programs and policies of the College, ensuring that educational standards are maintained and that academic excellence is promoted.

##### **1.4 Administrative Authority**

The President shall have the authority to make decisions regarding the administration of the College, including the appointment, supervision, and evaluation of faculty and staff.

##### **1.5 Financial Management**

The President shall be responsible for the prudent management of the College's financial resources, including the preparation and administration of the budget, and shall ensure compliance with financial policies and regulations.

##### **1.6 Representation**

The President shall represent the College in external matters, including interactions with government agencies, educational institutions, private organizations, and the community.

##### **1.7 Policy Development**

The President shall have the authority to propose and implement policies and

procedures necessary for the effective operation of the College, subject to approval by the governing board.

## **Section 2. Appointment and Tenure**

### **2.1 Appointment**

The President shall be appointed by the governing board of the College in accordance with established procedures and qualifications.

### **2.2 Tenure**

The term of office for the President shall be determined by the governing board and may be subject to renewal based on performance and institutional needs.

### **2.3 Evaluation**

The President's performance shall be evaluated periodically by the governing board to ensure that the leadership and administration of the College are aligned with its goals and objectives.

## **Section 3. Authority and Limitations**

### **3.1 Authority**

The President shall have the authority to make executive decisions and take actions necessary for the operation of the College, provided that such decisions are in accordance with the policies and regulations established by the governing board.

### **3.2 Limitations**

The President's authority shall be exercised within the framework of the College's policies, procedures, and applicable laws, and shall be subject to review and oversight by the governing board.

## **ARTICLE 4. Duties and Functions of Administrative Officials**

### **Section 4.1 Vice President for Academic Affairs**

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

Division Heads and Heads of Units. He/She assumes educational leadership in the college council.

#### **Section 4.2 Vice President for Formation and Social Development Services**

The Vice President for Formation and Social Development Services is responsible for promoting and fostering the social development and formation of the institution's students. He/She oversees the planning and execution of programs aimed at student welfare, social engagement, and community service. The Vice President ensures that students develop social responsibility, ethical awareness, and leadership skills. He/She collaborates with other Division Heads and Units to integrate social development into the institution's overall educational framework and coordinates with external organizations to extend the institution's community outreach initiatives.

#### **Section 4.3 Vice President for Research**

The Vice President for Research is responsible for advancing the institution's research agenda. He/She is tasked with promoting a culture of research and innovation within the institution, ensuring that research activities align with the strategic goals of the college. The Vice President oversees research projects, supports faculty and student research initiatives, and facilitates partnerships with external research bodies. He/She is also responsible for securing funding for research activities and ensuring compliance with ethical standards in all research endeavors. The Vice President works closely with academic departments to integrate research into the curriculum and promotes interdisciplinary collaboration.

#### **Section 4.4 Vice President for Administration**

The Vice President for Administration is responsible for managing the administrative functions of the institution. He/She oversees the institution's operational activities, human resources, facilities management, promotions and communications, and information technology. The Vice President ensures that the institution's resources are effectively utilized and supports the institution's strategic objectives through efficient administrative practices. He/She is responsible for developing and implementing policies that enhance operational efficiency and for maintaining a safe and conducive learning environment. The Vice President coordinates with other Division Heads to

ensure that administrative services support the institution's educational and developmental goals.

#### **Section 4.5 Vice President for Finance**

The Vice President for Finance is directly responsible to the President for overseeing the financial management and planning of the institution. He/She is tasked with ensuring the financial stability and sustainability of the institution through effective budgeting, accounting, and financial reporting practices. The Vice President develops financial strategies that align with the institution's goals and ensures compliance with all financial regulations and standards. He/She manages the institution's financial resources, including investments, assets, and liabilities, and provides financial insights and recommendations to the President and other senior leaders. The Vice President works closely with other Division Heads to allocate resources efficiently and supports financial decision-making processes that enhance the institution's operational and academic initiatives.

## ARTICLE 4. Organizational Chart



### Organizational Chart





# III

## Academic Affairs

### Chapter 3. ACADEMIC AFFAIRS

#### Article 1. 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 information on the relationship between academic offices.

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. These are subjects taught within a program.

3.6 Curriculum. These are all programs offered by the College.

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

3.8 Faculty refer to the body of instructors in each College, whether permanent or contractual.

### **Article 2. 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, Director 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 prescribes 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 rule of discipline. All these are subject to the approval of the Governing Board.

**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 Director 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 3. 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 4 .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 3. 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 5. 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 6. 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 7. 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 8. ACo 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:

- 2.1 Physical setup for the ceremony
- 2.2 Organizing the lineup of candidates, faculty, and processional
- 2.3 Preparing the program and required lists for faculty and program printing
- 2.4 Coordinating the instruction for candidates and the College Marshall
- 2.5 Preparing and printing the final commencement plan
- 2.6 Handling arrangements for special guests
- 2.7 Reviewing and deliberating on the revocation of conferred degrees
- 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 9. ACo 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 10. 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.

## **Article 11. Academic Affairs Personnel**

### **Section 1. 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.

*1.1 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).

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

1. 2.1 Provide strategic leadership and oversight for all academic programs and initiatives within the college.

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

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

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

1.2.5 Oversee faculty recruitment, development, evaluation, and promotion processes to maintain high standards of teaching and scholarship.

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

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



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

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

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

## **Section 2. Director**

2.1. *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.

## **Section 3. Dean**

3.1. *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.

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

3.2.1 Provide educational leadership among the faculty.

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

3.2.3 Formulate College policies in consultation with the Academic Council.

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

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

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

### 3.3 Implement a supervision program to enhance instruction quality by:

3.3.1 Overseeing faculty attendance.

3.3.2 Supervising classroom management and instructional improvement without compromising academic freedom.

3.3.3 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.

3.3.4 Supervise and manage student affairs within their respective Colleges.

3.3.5 Submit relevant reports on the College to the Office of the President and the VPSA.

3.3.6 Report faculty vacancies and required qualifications to the Office of the Vice President for Academic Affairs at the beginning of each semester.

3.3.7 Evaluate and report on faculty performance in consultation with the College Coordinator.

3.3.8 Administer faculty evaluations and participate in campus promotion and recruitment activities.

3.3.9 Recommend faculty assignment transfers to the VPAA based on service needs, after consulting with the concerned faculty and College Coordinator.

3.3.10 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.

3.3.11 Prepare the office budget and suggest plans and activities related to existing programs.

3.3.12 Perform other tasks as assigned by the VPA and/or President.

## **Section 4. Program Head/Coordinator**

*4.1 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.

*4.2 Powers and Duties.* The College Coordinator shall:

4.2.1 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.

4.2.2 Provide leadership within the department in research, professional development, community and extension service, and classroom and time management.

4.2.3 Assist the Dean in preparing faculty loads, monitoring faculty attendance, initiating professional development programs, and orienting new faculty and students.

4.2.4 Support the Dean in coordinating with the Selection and Promotion Board for the recruitment and promotion of instructors.

4.2.5 Make recommendations to higher officials of the City College in consultation with the Dean, with a copy furnished to the Campus Director.

4.2.6 Aid the Dean in procuring instructional materials and supplies, and in ensuring the proper upkeep and repair of rooms and other facilities.

## **Section 5. Registrar**

5.1. *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).

5.2. *Powers and Duties.* The College Head Registrar shall:

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

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

- 5.2.1. Manage admission processes and selective retention of students.
- 5.2.2. Ensure compliance with admission and academic requirements.
- 5.2.3 Handle the registration/enrollment of students.
- 5.2.4. Enforce government regulations on academic scholarships, scholarship delinquency, transferees, accreditation, student loading, subject-sequence, cross enrollment, graduation, graduation with honors, changing/adding/dropping of subjects, and other related matters.
- 5.2.5. Evaluate scholastic records/credits for accreditation of transfer units, determination of curricular level, scholastic standing, promotions, graduation, etc.
- 5.2.6. Coordinate commencement/graduation exercises and related activities.
- 5.2.7. Participate in the selection of honor students in college.
- 5.2.8 Ensure the custody, security, integrity, and confidentiality of students' records.
- 5.2.9. Manage, control, maintain, and issue/release students' academic records.
- 5.2.10 Disseminate information on curricular offerings, admission requirements, academic policies and regulations, and CHED issuances.
- 5.2.11 Provide information on statistical data related to enrollment, graduates, dropouts, Etc.
- 5.2.12 Prepare memoranda on enrollment and Registrar concerns.
- 5.2.13. Oversee the publication of the Academic Calendar, Bulletin of Information, Catalog, etc.
- 5.2.14 Authentically endorse Transcript of Records and related documents.
- 5.2.15 Address inquiries regarding academic policies, regulations, and

student records.

5.2.16 Conduct curricular consultations with colleges and students.

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

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

5.2.19 Establish a standardized operating procedure.

5.2.20 Design a process flow chart outlining office functions.

5.2.21 Periodically evaluate and enhance existing systems and procedures.

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

5.2.23 Evaluates the performance of Registrar personnel.

5.2.24. Design and revise forms necessary for Registrar transactions.

5.2. 25. Oversee the proper use, maintenance, control, and safekeeping of office property and equipment.

5.2.26 .Initiate requests for required equipment and supplies.

5.2.27 .Develop the registrar's growth plan.

5.2.28. Submit the Annual Accomplishments Report to the President.

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

### *5. 3 In-charge of Students Admissions and Registration*

5.3.1. Compile admission and enrollment materials.

5.3.2 Manage the coordination of admission and enrollment processes for new Students.

5.3.3. Examine, verify, and validate the authenticity of credentials submitted by new Students.

5.3.4. Initiate requests for Form 137A and Official Transcript of Records (OTR) for newly admitted students.

5.3.5 Organize and files the credentials of new students before transferring them to the Records In-charge.

5.3.6. Generate a list of freshman enrollees.

5.3.7. Produce a list and statistical data for transferee students.

5.3.8. Acts as the liaison officer for foreign students on behalf of the registrar.

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

5.4.1. Compile individual student records, including consolidated grade worksheets, permanent records, and evaluation records.

5.4.2 Guide the enrollment process for students.

5.4.3. Regularly update and post grades to student records.

5.4.4. Reconstruct records or files that are lost or missing.

5.4.5. Provide guidance to students on curricular programs, enrollment procedures,subject loads, and sequencing.

5.4.6. Evaluate student records for curricular level, scholastic standing, graduation eligibility, etc.

5.4.7. Assess subjects and credits earned in other educational institutions.

5.4.8 Aid in enforcing academic policies and regulations.

5.4.9 Act as a specialist and consultant for the specific course or program they oversee.

5.4.10.Notify students of any course deficiencies.

5.4.11.Assist in organizing graduation activities.

5.4.12.Prepare enrollment lists, academic scholars' lists, candidates for graduation lists, candidates for graduation with honors lists, along with their corresponding statistical data.

5.4.13. Compile statistical data on drop-outs, shifters, and transferees.

5.4.14. Verify, checks, and signs prepared Transcripts of Records and certifications.

5.4.15. Manage, accounts for, controls, and maintains the integrity and confidentiality of student records.

5.4.16. Initiate follow-up requests for records of new students from their previous institutions.

#### *5.5 In-charge of Request, Receiving and Releasing and Processing of Data*

5. 5.1. Manage, receive, process, and issue requests for transcripts of records, certifications, transfer credentials, and other academic documents.

5.5.2. Ensure timely compliance and release of requested records and information.

5.5.3 Maintain daily records of both incoming and outgoing academic documents.

5.5.4. Generate and prepare academic records as per request.

5.5.5 Produce various forms and enrollment materials.

5.5.6. Keep logbooks to record incoming requests for academic records and their subsequent releases.

5.5.7. Oversee, account for, control, and safeguard the integrity and confidentiality of students' records.

5.5.8 Organize, classify, file, and store both active and inactive records and files.

5.5.9. Input course and subject codes into the system.

5.5.10 Input comprehensive data for new students.

5.5.11 Enter and maintain updated student grades.

5.5.12. Produce worksheets for consolidated grades, transcripts of records, and certifications.

5.5.13 Create and generate enrollment lists along with all necessary statistical data.

5.5.14 .Administer, account for, maintain, and ensure the confidentiality and integrity of student records.

5.5.15 Aid in completing various survey forms.

5.5.16.Perform other related tasks as assigned.

## **Section 6. Librarian**

6.1. *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).

6.2. *Powers and Duties.* The Librarian shall:

6.2.1 Plan, organize, coordinate, and manage activities of the library;

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

6.2.3 Recommend to the President the hiring, promotion, and dismissal of library personnel;

6.2.4. Define the duties and responsibilities of library personnel;

6.2.5 Provide direction to library personnel toward the attainment of the school's goals and objectives;

6.2.6 Supervise the inventory of library materials, furniture, and equipment to maintain quality library collections and holdings;

6.2.7 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;

6.2.8 Prepare and implements the approved library budget;

6.2.9 Sustain the computerization of the library services and operations;

6.2.10 Prepare and submits the required library quarterly and yearly reports and other documents;



6.2.11 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;

6.2.12 Formulate and implements the Development Plan of the Library Services and

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

## **Section 7. Guidance Counselor**

7.1 *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).

7.2 Powers and Duties. The Guidance Counselor shall:

7.2.1 Provide individual and group counseling to students to support their academic, personal, and social development.

7.2.2 Develop and implement programs to promote student well-being, mental health, and career planning.

7.2.3 Assist students in overcoming educational and personal challenges that may affect their academic performance.

7.2.4 Administer and interpret psychological assessments and career inventories to help students understand their abilities, interests, and career options.

7.2.5 Collaborate with faculty, staff, and parents to address student concerns and coordinate support services.

7.2.6 Maintain confidential records of counseling sessions and ensure ethical and professional standards are upheld.

7.2.7 Provide crisis intervention and support to students facing immediate difficulties.

7.2.8 Conduct workshops and seminars on topics such as stress management, study skills, and interpersonal relationships.

7. 2.9 Refer students to external resources and services when necessary.

7.2.10 Prepare reports and documentation as required by the institution.

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

## **Section 8. Faculty**

8. 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.

8.2 *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.

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

8.3.1 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.

8.3.2 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.

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

8.3.4 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.

8.3.5 Part-Time Faculty Members. These are faculty members employed to teach on a term basis (semester or summer). They receive remuneration on an hourly rate. Though their 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 college.

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

## **Section 9. Non-Teaching Staff**

9.1. *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.

## **Article 12. Academic Units**

### **Section 1. Colleges**

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.

## **Article 13. 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.

5.3 Proposals are reviewed and evaluated by the Academic Council at scheduled meeting.

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 14. 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 Philosophy and goals guiding learning outcomes.
- 2.2 Subject matter for learning experiences.
- 2.3 Order of content to achieve learning outcomes.
- 2.4 Information about intended students.
- 2.5 Teaching methods for achieving learning outcomes.
- 2.6 Materials, settings, and expertise for learning.
- 2.7 Methods to check if learning outcomes are met.
- 2.8 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 Discuss proposals at the program/college level.
- 4.2 Prepare a proposal if consensus is reached.
- 4.3 Deans must discuss changes with the Vice President for Academic before proposal development.
- 4.4 Submit related changes/new programs as a package.

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

4.6 Add comments and recommendations at each review step.

4.7 Incomplete or unclear proposals will be returned for revisions.

4.8 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

5.1 New Course/Program:

5.1.1 Transmittal letter

5.1.2 Evidence of compliance with regulatory agencies

5.1.3 Curriculum Change Form

5.1.4 Comprehensive Feasibility Study

5.1.5 Course syllabus meeting required criteria

5.1.6 Program curriculum map

5.2 Modified Program/Course:

5.2.1 Transmittal letter

5.2.2 Evidence of compliance with regulatory agencies

5.2.3 Curriculum Change Form

5.2.4 Comprehensive Feasibility Study

5.2.5 Course syllabus meeting required criteria

5.2.6 Program curriculum map

5.2.7 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 15. 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.

2.3 The approved syllabus is then presented to the Academic Council for final approval.

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.

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

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

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

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

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

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



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

3.9 *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.

3.10 *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.

3.11 *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.

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

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

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

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

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

## **Article 16. 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.

2.10 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 college 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 17. 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 Administration.

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.

## **Article 18. 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 19. 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
b. Very satisfactory	4
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.

1.3 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.

1.4 The City College shall develop its own PES/PMS in accordance with CSC policies to be approved by the CSC Regional Office concerned.

1.5. 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 of 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:

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

6.1.7.2 Head of the financial unit or equivalent;

6.1.7.3 Head of the planning unit or equivalent;

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

6.1.7.5 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 20. 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 resources for instruction and research, faculty members without graduate degrees may be 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 competence in alignment with the guidance 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

**Section 8. 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 21. Workload (Loading and De-loading)**

**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 (40) hours, exclusive of meal periods, as stipulated in the Faculty Merit System. This 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:**

**3.2.1 Directors:**

3.2.1.1 With assigned personnel: Subject to the standard teaching load and allowable additional teaching load as outlined above.

3.2.1.2 Without assigned personnel: Required to handle a fifteen (15) units teaching load with additional six (6) units allocated for research endeavors.

**3.2.2 Vice Presidents:**

3.2.2.1 With assigned personnel: Subject to the standard teaching load and allowable additional teaching load as outlined above.

3.2.2.2 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 22. 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.

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**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 23. 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 assessment method 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 24. 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 25. 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 26. 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

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 uniform assistance. 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, except sports or physical activity events
- 12.3.12. Shorts, except sports or physical activity events
- 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

**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 college 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 27. 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

## **Article 28. Student Admission, Registration, and Cross-Enrollment**

**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.

2.2 The Admission In-Charge will collaborate with the Colleges regarding the admission of 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 Policy.** admission policy is to establish a clear, equitable, and systematic approach for evaluating and selecting candidates for admission to our programs.Registration Procedure

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

<b>ADMISSION CRITERIA</b>	<b>DETAILS</b>
<b>1. Educational Background</b>	<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>
<b>2. Minimum GPA Requirement</b>	<ul style="list-style-type: none"> <li>● GPA is 80% and higher</li> <li>● Any SHS Track</li> </ul>
<b>3. Entrance Examination</b>	<ul style="list-style-type: none"> <li>● Pass the college admission examination</li> </ul>
<b>4. Extra-curricular Involvement</b>	<ul style="list-style-type: none"> <li>● Active participation in extra-curricular activities (optional, but favorable)</li> </ul>
<b>5. Interview</b>	<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>
<b>6. Scholarship Opportunities</b>	<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>
<b>7. Special Requirements</b>	<ul style="list-style-type: none"> <li>● Portfolio of works for students with relevant experience (optional)</li> </ul>
<b>8. Admission Eligibility</b>	<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> </ul>

	<ul style="list-style-type: none"> <li>• Must have passed the Admission Examination</li> </ul>
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**ADMISSION GUIDELINES FOR BACHELOR IN TECHNOLOGY AND LIVELIHOOD EDUCATION**

**MAJOR IN INDUSTRIAL ARTS**

ADMISSION CRITERIA	DETAILS
<b>1. Educational Background</b>	<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>
<b>2. Minimum GPA Requirement</b>	<ul style="list-style-type: none"> <li>• GPA is 85% and higher</li> <li>• Any SHS Track</li> </ul>
<b>3. Entrance Examination</b>	<ul style="list-style-type: none"> <li>• Pass the college admission examination with a minimum score of 80% or its equivalent</li> </ul>
<b>4. Extra-curricular Involvement</b>	<ul style="list-style-type: none"> <li>• Active participation in extra-curricular activities (optional, but favorable)</li> </ul>
<b>5. Interview</b>	<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>
<b>6. Scholarship Opportunities</b>	<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>
<b>7. Special Requirements</b>	<ul style="list-style-type: none"> <li>• Submission of relevant certifications or achievements in technical skills</li> <li>• (optional, but favorable)</li> </ul>

<b>8. Admission Eligibility</b>	<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>
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**ADMISSION GUIDELINES FOR BACHELOR IN TECHNICAL – VOCATIONAL TEACHER EDUCATION  
MAJOR IN ELECTRICAL TECHNOLOGY**

ADMISSION CRITERIA	DETAILS
<b>1. Educational Background</b>	<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>
<b>2. Minimum GWA Requirement</b>	<ul style="list-style-type: none"> <li>• GPA is 85% and higher</li> <li>• Any SHS Track</li> </ul>
<b>3. Entrance Examination</b>	<ul style="list-style-type: none"> <li>• Pass the college admission examination with a minimum score of 85% or its equivalent</li> </ul>
<b>4. Extra-curricular Involvement</b>	<ul style="list-style-type: none"> <li>• Active participation in extra-curricular activities (optional, but favorable)</li> </ul>
<b>5. Interview</b>	<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>
<b>6. Scholarship Opportunities</b>	<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>

<p>7. <b>Special Requirements</b></p>	<ul style="list-style-type: none"> <li>• Submission of relevant certifications or achievements in technical skills (optional, but favorable)</li> </ul>
<p>8. <b>Admission Eligibility</b></p>	<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> <li>• Must have passed the Admission Examination</li> </ul>

**Section 4. 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 5 Registration.** The following shall be the standard procedure for registration of students:

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

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

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

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

5.5 Graduating students will receive a Notice of Deficiencies.

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

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

5.8 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.

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

5.10 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).

5.11 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.

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

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

5.14 The Registrar will not entertain late submission of Registration Forms by students unless permitted by the Head of Student Affairs after necessary sanction.

**Section 6. Enrollment Process.** Students shall adhere to the following:

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

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

6.3 Students proceed to the program head for evaluation.

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

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

6.6 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 7. *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 8. *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 9. *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 10. *Request to Cross Enroll.*** A student may be allowed to cross-enroll in another school under the following conditions:

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

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

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

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

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

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

## **Article 29. 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 30. 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 Registrar's Office or online.

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.

1.5. 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 reviews 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 discuss his credited units and plan 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 31. School Fees**

While City College of Cagayan de Oro provides free education to Kagay-anon scholars as part of 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 32. 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 33. 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 34. 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 35. 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 36. Grading System**

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

<b>Grade Point Equivalence</b>	<b>% Equivalent</b>	<b>Description</b>
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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

## 1.2 Components and Weighting

### 1.2.1 Class Standing (70% of Prelim/Midterm/Final Class Standing):

1.2.1.1 This category emphasizes consistent performance throughout the semester.

1.2.1.2 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.

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

### 1. 2.2 Exams (30% of Prelim/Midterm/Final):

1.2.2.1 Standardized exams assess overall knowledge acquisition and comprehension.

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

## 1. 3. Cumulative Grading

### 1. 3.1 Prelim, Midterm, and Final Grades:

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

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

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

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

### 1. 3.2 Grading Standard: Cumulative Grading System

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

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

**1.3.2.2 Midterm Grade** =  $\frac{1}{3}$  Prelim Grade +  $\frac{2}{3}$  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)

**1.3.2.3 Final Grade** =  $\frac{1}{3}$  Tentative Midterm Grade (TMG) +  $\frac{2}{3}$  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 Director for Curriculum and Instruction, Director of Student Affairs and Services, and College 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

a) The student must have no grade below 1.75 in any subject.

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

#### 6.2.3 CUM LAUDE

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

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

#### 6.2.4. HONORABLE MENTION

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

b. 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.

b. Community Involvement: Participation in student organizations, volunteer 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:

1. **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.
2. **Course Load.** The student must be enrolled in at least 18 units for the semester.
3. **Attendance.** The student must not have dropped any courses after registration or missed too many classes.
4. **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

## **Article 37. 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 38. 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
- 1.7 Complete all general education or core courses specified by the program.
- 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 39. 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 40. 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.

The college shall not give credit for any subject taken by any of its students from any other 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 41. 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 mental health programs to support students' and other stakeholders' mental health and wellbeing.

## **Article 42. 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 43. 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 Chairman of the Committee on Student Discipline.

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

4.4 Advisers and faculty are available to guide students, promoting fair and unbiased use of AI while adhering to data privacy regulations.

# **IV**

## **Academic Units**

## **CHAPTER 4. Academic Units**

### **Article 1. Library Services**

#### **Section 1. Library Administration Policies**

1.1 The library shall be administered and supervised by a licensed librarian with a doctoral or master's degree in Library Science.

1.2 The Head Librarian shall have at least two years of supervisory experience in library work.

1.3 The Head Librarian shall be appointed or designated by the President and shall report directly to the Director of the Academic Resources and Services Office.

1.4 The Head Librarian shall actively participate in the academic and administrative activities of the institutions.

1.5 A library advisory committee shall advise on and periodically review library policies, rules, and regulations.

1.6 The library shall maintain a policy and procedural manual covering its internal administration and operational activities.

1.7 The library shall regularly inform the administration and its users of its activities, accomplishments, problems, needs, and development plan. The library shall maintain a systematic and regular improvement program.

1.8 The library shall participate in resource sharing or networking activities, and utilize cooperative library programs to enhance its resources and services to reduce operating costs.

#### **Section 2. Duties and Responsibilities of Library Staff**

##### **2.1. Head Librarian**

2.1.1 Plans, organizes, coordinates, and manages activities of the library;

2.1.2 Implements approved developmental programs and policies for the library in accordance with established goals and objectives;

2.2.3 Recommends to the President the hiring, promotion, and dismissal of library personnel;

2.2.4 Defines the duties and responsibilities of library personnel;

2.2.5 Provides direction to library personnel toward the attainment of the school's goals and objectives;

2.2.6 Supervises the inventory of library materials, furniture, and equipment to maintain quality library collections and holdings;

2.2.7 Determines 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;

2.2.8 Prepares and implements the approved library budget;

2.2.9 Sustains the computerization of the library services and operations;

2.2.10 Prepares and submits the required library quarterly and yearly reports and other documents;

2.2.11 Establishes 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;

2.2.12 Formulates and implements the Development Plan of the Library Services and  
Performs other tasks as may be assigned by the Director of Academic Resources and Service Office, Vice-President for Academic Affairs, and the President.

## 2.2 Library Staff

2.2.1 Receives, unpacks, sorts, verifies, and collates incoming library materials against documentation. Identify incorrect or damaged materials.

2.2.2 Processes materials by applying stamps, labels, covers, and reinforcing binding.

2.2.3 Assists in the physical inventory of books, periodicals, and audiovisual materials.

2.2.4 Verifies and prepares materials for binding.

2.2.5 Participates in shelf reading and collection shifting projects as required.



2.2.6 Attend workshops and in-service activities planned for improvement and development of job-related skills.

2.2.7 Performs other tasks as may be assigned by the Head Librarian.

2.2.8 Performs the following tasks of shared responsibilities for librarians:

2.2.9 Providing circulation service/assistance and referring to other resources as appropriate;

2.2.10 Interpreting circulation policies pertaining to loan periods and patron accounts and making decisions on exceptions to policies as requested by patrons.

2.2.11 Giving library orientation and instruction for students and faculty.

2.2.12 Maintaining and enhancing the Concierge;

2.2.13 Performing searches for library materials;

2.2.14 Roving at scheduled hours;

2.2.15 Monitoring the library's physical spaces and ensuring that the physical spaces and appearance remain tidy and presentable.

### **Section 3. Library Advisory Committee**

The faculty, staff, and administration of City College of Cagayan de Oro, together with the librarians, have a joint responsibility to ensure that the library resources and services support the academic community's curricular, instructional, informational, and research needs.

This committee is an advisory body composed of representatives from various academic fields and other concerned units who understand and are interested in the growth and development of the library's collections and services. They shall perform the following functions:

#### **3.1 Functions of the Library Committee**

The following are the functions of the Library Advisory Committee:

3.1.1 The Library Committee acts as an advisory committee in matters relating to the formulation and implementation of the general policies of the Library;

3.1.2 It shall assist the library administration in solving issues relative to the formulation and rational allocation of the budget for library development;

3.1.3 It shall serve as a channel of communication between the library and the users;

3.1.4 It shall assist the library administration in embarking on important programs, projects, and activities that contribute towards the continuous development and improvement of the Library;

3.1.5 It shall study, evaluate, and recommend any major concerns of the Library that would help support the curricular program needs of the school;

### 3.2 Composition of the Library Advisory Committee

The Library Advisory Committee shall be composed of the following:

- Chairperson: Vice-President for Academic Affairs
- Vice-Chairperson: Director, Academic Resources and Services Office
- Secretary: Head, College Library Services Office
- Members:
  - Dean, Curriculum and Instruction
  - Dean, College of Education
  - Dean, College of Arts & Sciences
  - Vice-President for Finance
  - Program Head, BTLED
  - Program Head, BTVTED
  - Program Head, General Education
  - Program Head, Professional Education
  - Student Representative, BTLED
  - Student Representative, BTLED
  - Student Representative, BTVTED
  - Student Representative, BACOMM

## Section 4. Selection Policy

The library shall strive to collect library resources in the following formats: books, other print resources, and non-print materials, such as digital, online resources, and online databases.

### 4.1 Selection Responsibility

The faculty and the librarian are jointly responsible for selecting library materials. As such, the faculty is urged to actively participate in the selection of library resources. The faculty has the responsibility to ensure that library resources adequately support the courses they are teaching. While faculty recommendations are welcome, the library staff must be responsible for areas neglected by the faculty to achieve a well-balanced/well-rounded collection. The ultimate responsibility in keeping with

the library's directions in collection development rests with the library administration in general.

#### 4.2 Procedure in the Selection/Acquisition Process

The faculty members read book reviews and examine current publisher's catalogs for examination.

4.2.1. In requesting materials for purchase, the following information must be provided:

- Subject Code
- Number of Copies
- Title
- Author
- Publication Date
- Company
- Price

4.2.2 These recommended catalogs and checklists of books with reviews that were examined by the faculty members are sent to their respective Program Heads for checking according to the priority that they need.

4.2.3 The Program Heads checks the title and endorse them to the College Dean.

4.2.4 The College Dean modifies the list according to their budget allocation and submits it to the library.

4.2.5 The titles requested are checked by the Library Staff against the holdings of the library to avoid duplication. If the material requested is an exact duplicate in content and edition, the College Dean will be notified and asked for further instructions.

4.2.6 Final lists prioritizing the needs of each department are compiled.

4.2.7 The compiled list of library materials that shall be acquired, purchased, or subscribed from all academic departments are consolidated in a Project Procurement Management Plan (PPMP) prepared by the Library and submitted to the Budget Office for funding and to the President's Office for approval after it has been signed by the Vice-President for Academic Affairs.

### **Section 5. Acquisition Policy**

5.1 The library should plan to obtain within its financial capabilities miscellaneous library materials such as books, professional journals, periodicals, maps, pamphlets, newspapers, audiovisual materials, government documents, and subscriptions to online databases required to meet the following obligations:

5.1.1 To obtain and make accessible materials of all types needed for instruction and research programs of the college;

5.1.2 To provide materials required by students and faculty in their research;

5.1.3 To obtain materials of general and recreational information not covered by instructional or research programs.

5.2. Acquisition of materials is specifically guided by the following criteria:

5.2.1 Popular fiction having short-term interest among readers is not purchased. Established literary works and new works receiving critical acclaim in the literary field are considered, especially those works that support literature course offerings. Literary prize winners are purchased when funds permit.

5.2.2 Textbooks are selected unless recommended by faculty as exceptional resources. Exceptions are those that have earned a reputation as "classics" in their fields or which are the only or best sources of information on a particular topic or for a particular user group.

5.2.3 Reference materials. The Library will maintain a reference collection that is current, authoritative and will balanced resource materials in all major fields of knowledge. The reference collection includes encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, handbooks, and Internet resources.

5.2.4 The library staff reviews the reference collection annually to ensure currency and accuracy. Reference materials are collected in print, electronic, and online formats. On occasion, the superseded edition may be retained along with the new edition if some of the forms have research value.

5.2.5 Filipiniana materials. The library will acquire books and other materials relating to the Philippines written by Filipino and non-Filipino authors on any subject and all works by Filipino authors, including translations. The library will only maintain those that are relevant to the curriculum.

5.2.6 Serials, periodicals, journals, and newspapers are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials are issued in print and electronic formats. All formats will be considered in the library's procurement. Newspapers are not kept permanently but are discarded according to the retention schedule periodically reviewed by the librarian.

5.2.7 Audiovisual materials, including videotapes, audiotapes, compact disks, and DVDs, are collected and housed in the Audiovisual Room. Audiovisual materials are purchased at the faculty's request.

5.2.8 Electronic materials will be collected when that format is most effective for supporting teaching and research and when it is cost-effective.

5.2.9 Online Resources/Internet-based materials will be considered when they provide the most current and/or cost-effective resources.

5.2.10 City College Publications- These materials include catalogs, brochures, bulletins, handbooks, manuals, yearbooks, dissertations, and annual reports issued by the school. Also included are journals, newsletters, and campus newspaper published by the academic community (administration, Faculty, Students, Non-academic personnel, and Alumni)

## **Section 6. Gifts and Exchange Policy**

### **6.1 Gifts**

Gifts are welcome to expand and enhance or develop the library collections. The library solicits and encourages gifts and donations of useful materials provided they fit into the acquisition policies and no restrictions are attached. It is the general policy of the library not to accept gifts with conditions as to their dispositions or location except with the express permission of the College President. Generally, the library will not provide donors with appraisals of gift materials; such appraisal is the donor's responsibility. The Library is free to dispose of any unneeded publications and assigns them to the Supply Office for necessary action regardless of how they were acquired.

### **6.2 Exchange**

The library will enter into exchange agreements with other institutions whenever desired publications are available only on exchange and whenever such exchange is advantageous to the library as determined by the Head, College Library Services Office.

## **Section 7. Preservation Policy**

“Preservation, as it applied to library and archive material, can be defined as all managerial and financial considerations including storage and accommodation, provision, staffing levels, policies, techniques, and methods involved in preserving library and archive materials and the information contained therein.”

As an institution committed to building collections for the use of students, faculty, and researchers, the library is obligated to ensure long-term access to its collection and

intellectual content by providing a preservation program. This program shall be employed to properly care for and prolong the life of books and other library materials for the use of the academic community.

The following are the guiding principles and elements in the preservation of library materials:

7.1 Provide a moderate and stable temperature and humidity level, as well as control exposure to light and pollutants, for general circulating collections, but most especially for rare books, special collections, or archival materials.

7.2 Use non-damaging storage enclosures and proper storage furniture, clean storage areas, and use care when handling, exhibiting, or reformatting collections.

7.3 Provide monitoring camera and security personnel to safeguard library collections from theft and/or vandalism. Since loss and vandalism of general collections result in unnecessary replacement and expense.

7.4 Provide in-house book repair to keep books in good condition.

7.4.1 Identify materials requiring preservation measures, such as rare books out of print titles of Filipiniana;

7.4.2 Evaluate and improve the physical care of library materials by repairing and mending pages that require treatment.

7.4.3 Set aside for repair and conservation of the book that is found to be damaged or deteriorated.

7.4.4 Replace with photocopies of the book pages that are missing when another copy is available for duplication.

7.5 Rebind damaged volumes to provide sturdy copies, especially on heavy-use general collections.

7.6 Reformat or reproduce deteriorating collections onto stable media to preserve the informational content or where the originals are fragile or valuable, and handling is restricted. This includes microfilming, production of preservation facsimiles, and duplication of audiovisual collections.

7.7 Digital imaging will be used to create digital objects that will act as preservation copies of original items.

7.8 Provide a Disaster risk reduction plan to prevent and respond to collection damage from water, fire, or other emergency situations.

7. 9 Educate staff and users in proper handling techniques and conservation of library material through orientation, training, or seminars.

7. 10 The library shall widen the dissemination of information on the proper care and handling of library materials.

## **Section 8. Weeding out Policy**

### **8.1 Principle in Weeding Library Materials**

In order to keep the collection dynamic and functional, certain materials will be withdrawn from the shelves. Evaluation as to the usefulness of the existing collection shall be the joint responsibility of the librarian and the faculty members. Removal of certain materials in the collection shall be based on the following guidelines:

8.1.1 Last date of circulation. If the material has not been used for the past ten (10) years, it is weeded.

8.1.2. Physical condition. If the physical condition of the book is bad, this has to be weeded. A decision must be made whether to replace it or not, depending on the needs.

8.1.3. Timeliness. This refers to:

a. Out-of-date materials, particularly in the sciences and technology. Materials with copyrights older than 5 years are considered for weeding.

b. Materials that do not support the curriculum

c. Older editions are no longer useful.

8.1.4. Reliability. Materials or titles that support outdated views and contain unreliable information.

Discarding or weeding out of library materials according to a specific classification of the collection is guided by the following criteria:

#### **8.1.4.1 Reference and General Works**

The encyclopedia should be considered for updating after five years and usually no later than ten years. Bibliographical sources shall be considered within this same time frame. Yearbooks and almanacs shall be updated as superseded.

#### **8.1.4.2 Philosophy and Psychology**

Self-help psychology and guidance materials may need to be reviewed for updated pictures and concepts. Most unscholarly works are useless after 10 years.

#### 8.1.4.3 Religion and Mythology

Religious materials should be reviewed individually to ensure that as many points of view as possible are presented. To make room for new books on religions, withdraw older books from a subject already well covered. There are many beautiful new books on mythology; check carefully for old ones. If they are not being used much, remove them to make room for newer, more appealing ones.

#### 8.1.4.4 Social Science

Books on government need to be checked for accuracy and readability. Books dealing with careers and occupations need to be updated every five or six years or as the need arises. Although folk tales and fairy tales never go out of style, the many lavishly illustrated new volumes available may justify pulling the older, less attractive, and less used books.

#### 8.1.4.5 Languages

Weed out unused volumes to make room for more interesting books. Most dictionaries can be retained, but discard old classroom volumes.

#### 8.1.4.6 Pure Science

This needs frequent careful revision because of the constant advances in science, especially in the sections on the universe, weather, and scientific experiments. Check carefully for information accuracy and copyright dates. Prehistoric animals must also be checked for accuracy and signs of excessive wear and tear. Books on wild animals, plants, and rocks may not go out of date as rapidly, but they need to be checked for usage, beauty, and text clarity.

#### 8.1.4.7 Technology.

Rapid technological advances require that books in this section be checked for copyright date. Five to seven years will change the information. Remove out-of-date books in these fields.

#### 8.1.4.8 Arts and Recreation

Beautifully illustrated art and music history books need no discarding. These materials may be irreplaceable, so check only for damaged or worn-out conditions. Drawing and crafts books need more careful inspection because of their popularity. However, worn or unattractive books may be discarded to make room for new editions.



#### 8.1.4.9 Literature

Literary history is seldom discarded unless drastic curriculum changes are made. Collections versus individual works of major and minor poets, novelists, and playwrights may be weighed against curriculum needs and use patterns. Keep the works of local people. The poetry and drama sections do not need much weeding, so check primarily for unused books. The jokes and riddles section needs frequent checking for damage and wear and tear.

#### 8.1.4.10 History, Geography, and Biography

Historical books need not be discarded unless inaccurate or in poor condition. Geography and travel books need to be discarded and replaced more frequently due to the constant changes in today's world. Biographies of sports and entertainment personalities can be discarded when their popularity wanes. Biographies of historical characters should be retained, especially if they are being used.

#### 8.1.4.11 Bibliographies

Unless the subject is of permanent interest or importance, discard it when demand wanes. Keep outstanding in content or style as long as they are useful.

#### 8.1.4.12 Fiction and Essay

Patterns greatly influence the review of fiction collections. Popular materials for one year may sit on shelves at other times. Duplicate materials may no longer be appropriate. Replacement of popular worn items must be considered. Rebinding of out-of-print materials may be an option for materials that fill a specific curriculum need and reading interest.

#### 8.1.4.13 Picture Books

Books that are miscataloged and should be in either the fiction or nonfiction section should be weeded at this time, re-cataloged, and correctly shelved. Books in this section are the ones that are most likely to be damaged. Look inside the book for torn, dirty, or child-colored pages.

#### 8.1.4.14 Periodicals

Periodicals are not kept longer than 2 years unless indexed. If indexed, keep no longer than the oldest index or 5-8 years, depending on use. Newspaper clippings should be regularly examined for accuracy and relevance.

## 8.2 What not to Weed

Materials which contain the following are retained by the library:

8.2.1 Research Value. Materials in the humanities and social sciences contain research potential. As such, they are still valuable and should be kept in the library collection.

8.2.2 Out-of-Print. Materials that are out of print, even if they are unlikely to be used, should be retained.

8.2.3 Local History. The library retains most local history sources regardless of their conditions or use.

8.2.4 Balance. When the weeding of a title will throw off the balance of a subject area in the collection, the material must be retained.

8.2.5 Listing. The material must be retained if listed in the standard current bibliography.

## 8.3 Turn-Over of Weeded Library Materials

All library materials withdrawn are listed together and turned over to the Supply Office upon the recommendation of the Faculty Library Committee Members and the Approval of the College President.

### **Section 9. Audit Guidelines on the Divestment or Disposal of Property and other Assets of National Government Agencies and Instrumentalities, Local Government Units and Government-Owned or Controlled Corporation and their Subsidiaries (COA Circular No.89-296, January 27, 1989)**

In the disposal of the library resources that are no longer of use or serviceable the Library shall observe and adhere to the Commission on Audit guidelines in the divestment or disposal of its properties and other assets to achieve uniformity and consistency in the observance of audit procedures and to ensure facility in audit with respect to the divestment or disposal of property and other assets of all national government agencies/instrumentalities. (COA Circular No.89-296, January 27, 1989).

### **Section 10. Services**

#### 10.1 Ask a Librarian

A personalized assistance to library users that is accessible through multiple channels, including in-person consultations, email, phone, and online chat, ensuring that all students and personnel can receive the support they need promptly and conveniently.

## 10.2 Bibliographic Assistance

The library provides a listing of books and other materials on selected subject areas upon request of the faculty members.

## 10.3 Circulation Section (Borrowing/Returning of Books)

10.3.1 Books may be charged out to eligible library users. These include bonafide students and permanent employees through the presentation of identification cards.

10.3.2 Borrowing privileges are shown below:

Type of Borrower	No. of Book	Loaning Period	Renewal Period
Student	5	7 days	7 days
Permanent Faculty	20	1 semester	1 semester
Permanent Staff	10	2 weeks	2 weeks

## 10.4 eBooks Repository

10.4.1 A collection of free and open-access eBooks curated by the Library Staff.

10.4.2 eBooks are organized by Program and by subject stored in Google Drive

## 10.5 Information Literacy Sessions

These sessions are designed to instruct researchers in finding and managing information.

## 10.6 LibBuzz Alerts

This service provides updates and notifications about new arrivals, upcoming events, and other pertinent information related to the library resources and services through the library's official email, Facebook Page and website.

## 10.7 Library Orientation/Tour

These sessions introduce the library, its services and collections. They are generally geared toward new students, transferees, and newly hired faculty.

## 10.8 Net Hub

The library offers WIFI connectivity for laptop devices and ten (10) computer workstations for research purposes. The following rules and policies govern the use of the Net Hub:

10.8.1 Use of the internet facility is on a first-come, first-served basis.

10.8.2 The Internet is for research purposes only. The students may use their time with the computer to encode or edit manuscripts.

10.8.3 Downloading, installing, and running software are prohibited within the internet facility.

10.8.4 A computer policy for one student and one unit shall be observed to maintain order in the use of the facility.

10.8.5 Websites that contain pornography or are not related to research purposes are strictly prohibited. Anyone who violates these policies shall be reported immediately to the student affairs services for school sanctions.

#### 10.9 New Arrivals

Newly processed books are displayed for two weeks to update library users on the latest acquisitions.

#### 10.10 Online Public Access Catalog (OPAC)

The Library has an OPAC (Online Public Access Catalog) that provides an online bibliography of the library collection available to library users. Books can be located in the library through the OPAC. It lists the number of items available on the subject, whether in the library or out on loan, and their corresponding call number.

#### 10.11 Reserve Service

The reserve services section shall include information resources assigned by faculty members in their classes and those with only one copy identified in heavy demand during each semester.

#### 10.12 Scanning Service

10.12.1 Available only to City College of Cagayan de Oro students, faculty & personnel

10.12.2 Scanning applies only to print resources available at the Library

10.12.3 Library will scan only those portions of the resource that do not violate or infringe on copyright and fair use

10.12.4 Copyright is enshrined in the Intellectual Property Code of the Philippines, officially known as Republic Act No. 8293

10.12.4.1 refers to the legal rights of the author or creator

10.12.4.2 automatic: copyright is vested as soon as a work is created

10.12.5 Fair Use - reproduction for study and research

10.12.5.1 exception: entire resource or a substantial part thereof

10.12.5.2 substantial does not necessarily mean only quantity but the value of the copied parts in relation to the work

10.12.6 Normal extract limits pursuant to Copyright and Fair use

Up to 1-2 chapters of a book

Up to 1 article only from one print journal issue  
For thesis – abstract, introduction, related literature

### **Section 11. Theses and Dissertations**

These materials are for inside reading only in the library. Photocopying of Undergraduate Theses, Graduate Theses, and Dissertations is strictly allowed for the Abstract portion only. Thus, no other pages are permitted to be photocopied.

### **Section 12. Guidelines for Library Resources**

Books from the Circulation and Filipiniana are the only resources that can be borrowed for outside use.

12.1 General Reference Books, Periodicals, and Theses can be used for inside reading only.

12.2 Any library user who fails to return any library material on time will be charged five pesos (5.00) daily. Repeated overdue library materials will merit suspension of library privileges.

12.3 All library materials must be returned promptly. Deliberately keeping them for personal use will result in the cancellation of borrowing privileges.

12.4 Books borrowed must be inspected by the borrower for missing or mutilation of pages. Otherwise, any mutilated/damage done to the library materials shall be borne by the borrowers. A rebinding fee shall be charged to the borrowers for those materials that can still be repaired. Materials beyond repair must be paid with the replacement value of the book or library materials.

12.5 Unauthorized withdrawal of books and other materials shall be deemed an act of theft and the offender shall be subject to penalties specified in the Student Handbook.

12.6 Lost books must be reported at once. The fine on an overdue book stops when the book is reported lost. Any lost book is due for a replacement copy of the same title and edition. If a replacement copy is unavailable, the assessment shall be according to the current market cost of the book, plus a processing fee of P 50.00. Any book not returned at the end of a semester is considered lost.

### **Section 13. General Conduct Inside the Library**

13.1 Student should wear their Identification Card upon entering the library.

13.2 Library users are expected to respect the needs of other library users by maintaining a quiet and scholarly atmosphere in the library.

13.3 Loud talking, smoking, eating, or drinking in the library is prohibited.

13.4 Library users must return all library materials promptly when they are due to give other users a fair chance to utilize the library resources.

13.5 Any library user must act with decorum, especially when dealing with the library staff.

13.6 Students under the influence of liquor are not allowed to enter the library.

13.7 Present things or any library materials borrowed upon exit for inspection.

#### **Section 14. Physical Set-Up and Facilities Policy**

14.1. The Library shall be strategically located and accessible to students, faculty and other clientele.

14.2. The Library shall be systematically planned to allow its future expansion.

14.3. The size of the library shall meet the standard requirements considering the present enrollment and future expansion.

14.4. The Library Reading Room shall accommodate at least 5% of the school enrollment at any given time.

14.5. The Library shall provide well-maintained and aesthetically designed space for print resources and workstations for electronic resources, a Librarians' office, a staff room, a technical room, etc.

14.6. The Library shall provide Ramps for physically disabled individuals.

14.7. The library shall meet the required and standard-sized furniture and equipment.

14.8. The Library shall be well-lighted and ventilated to create an atmosphere that is conducive to learning.

14.9. The Library shall see to it that Fire extinguishers and a local fire alarm system available are functional and employ a system for security and control of library resources.

#### **Section 15. Financial Support Policy**

15.1. The Head of College Library Services Office and staff, in coordination with other institution officials, shall prepare and manage an annual budget.

15.2. The Head of College Library Services Office shall identify and prioritize all library needs and apportioned expected revenues according to these needs and priorities.

15.3. All fees and funds allocated for library resources and services shall be utilized solely for such purposes and be promptly audited.

15.4. Other sources of financial assistance shall be sought. These include endowments, donations, and participation in exchange programs and consortia/cooperative projects.

15.5. Library fees shall be reviewed periodically and updated when necessary to ensure that they are adequate to support all the library system's developmental needs.

## **Article 2. College Registrar**

### **Section 1. Functions and Responsibilities**

#### **1.1 College Head Registrar**

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

1.1.2 Plan, supervise, and oversee the following responsibilities:

1.1.2.1 Manage admission processes and selective retention of students.

1.1.2.2 Ensure compliance with admission and academic requirements.

1.1.2.3 Handle the registration/enrollment of students.

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

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

1.1.2.6 Coordinate commencement/graduation exercises and related activities.

1.1.2.7 Participate in the selection of honor students in college.

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

- 1.1.2.9 Manage, control, maintain, and issue/release students' academic records.
- 1.1.2.10 Disseminate information on curricular offerings, admission requirements, academic policies and regulations, and CHED issuances.
- 1.1.2.11 Provide information on statistical data related to enrollment, graduates, dropouts, etc.
- 1.1.2.12 Prepare memoranda on enrollment and Registrar concerns.
- 1.1.2.13 Oversee the publication of the Academic Calendar, Bulletin of Information, Catalog, etc.
- 1.1.2.14 Facilitate Registrar personnel training and development.
- 1.1.3 Authentically endorses Transcript of Records and related documents.
- 1.1.4 Addresses inquiries regarding academic policies, regulations, and student records.
- 1.1.5 Conducts curricular consultations with colleges and students.
- 1.1.6 Contributes to the revision of curricula and the Faculty Manual.
- 1.1.7 Establishes and maintains connections with other Registrars concerning student records and Registrar-related matters.
- 1.1.8 Establishes a standardized operating procedure.
- 1.1.9 Designs a process flow chart outlining office functions.
- 1.1.10 Periodically evaluates and enhances existing systems and procedures.
- 1.1.11 Aids, supervises, coordinates, checks, and reviews the work of Registrar personnel.
- 1.1.12 Evaluates the performance of Registrar personnel.
- 1.1.13 Designs and revises form necessary for Registrar transactions.
- 1.1.14 Oversees the proper use, maintenance, control, and safekeeping of office property and equipment.
- 1.1.15 Initiates requests for required equipment and supplies.



1.1.16 Develops the registrar's growth plan.

1.1.17 Submits the Annual Accomplishments Report to the President.

## **Section 2. In-charge of Students Admissions and Registration**

2.1 Compiles admission and enrollment materials.

2.2 Manages the coordination of admission and enrollment processes for new students.

2.3 Examines, verifies, and validates the authenticity of credentials submitted by new students.

2.4 Initiates requests for Form 137A and Official Transcript of Records (OTR) for newly admitted students.

2.5 Organizes and files the credentials of new students before transferring them to the Records In-charge.

2.6 Generates a list of freshman enrollees.

2.7 Produces a list and statistical data for transferee students.

2.8 Acts as the liaison officer for foreign students on behalf of the registrar.

## **Section 3. In-charge of Records Management, Certification and Authentication**

3.1 Compiles individual student records, including consolidated grade worksheets, permanent records, and evaluation records.

3.2 Orchestrates the enrollment process for students.

3.3 Regularly updates and posts grades to student records.

3.4 Reconstructs records or files that are lost or missing.

3.5 Provides guidance to students on curricular programs, enrollment procedures, subject loads, and sequencing.

3.6 Evaluates student records for curricular level, scholastic standing, graduation eligibility, etc.

3.7 Assesses subjects and credits earned in other educational institutions.

- 3.8 Aids in enforcing academic policies and regulations.
- 3.9 Acts as a specialist and consultant for the specific course or program they oversee.
- 3.10 Notifies students of any course deficiencies.
- 3.11 Assists in organizing graduation activities.
- 3.12 Prepares enrollment lists, academic scholars' lists, candidates for graduation lists, candidates for graduation with honors lists, along with their corresponding statistical data.
- 3.13 Compiles statistical data on drop-outs, shifters, and transferees.
- 3.14 Verifies, checks, and signs prepared Transcripts of Records and certifications.
- 3.15 Manages, accounts for, controls, and maintains the integrity and confidentiality of student records.
- 3.16 Initiates follow-up requests for records of new students from their previous institutions.

#### **Section 4. In-charge of Request, Receiving and Releasing and Processing of Data**

- 4.1 Manage, receive, process, and issue requests for transcripts of records, certifications, transfer credentials, and other academic documents.
- 4.2 Ensure timely compliance and release of requested records and information.
- 4.3 Maintain daily records of both incoming and outgoing academic documents.
- 4.4 Generate and prepare academic records as per request.
- 4.5 Produce various forms and enrollment materials.
- 4.6 Keep logbooks to record incoming requests for academic records and their subsequent releases.
- 4.7 Oversee, account for, control, and safeguard the integrity and confidentiality of students' records.
- 4.8 Organize, classify, file, and store both active and inactive records and files.
- 4.9 Input course and subject codes into the system.

4.10 Input comprehensive data for new students.

4.11 Enter and maintain updated student grades.

4.12 Produce worksheets for consolidated grades, transcripts of records, and certifications.

4.13 Create and generate enrollment lists along with all necessary statistical data.

4.14 Administer, account for, maintain, and ensure the confidentiality and integrity of student records.

4.15 Aid in completing various survey forms.

4.16 Perform other related tasks as assigned.

### **Section 5. File Arrangements**

<b>Classification</b>	<b>Arrangement</b>	<b>Location</b>
1. Active Files/Records	By College, Alphabetized	Immediate vicinity of the concerned College In-charge
2. Inactive Files/Records	Alphabetized	Records Management Area
3. Graduated Files/Records	Alphabetized by College and by year	Records Management Area
4. Document Digitization	Scanning Records and save document management system Alphabetized by college and by year	Data Management system of Registrar

### **Section 6. Personnel Assignments**

6.1 Every personnel should have definite duties and responsibilities to perform and to attend to.

6.2 The number of employees should be in proportion to the number of students and to the volume of work to be performed. The most is 1 personnel to 200 students (1:200).

<b>Assignment</b>	<b>Location</b>
<b>Registrar II / Head Registrar</b>	Ground Floor
<b>Registrar I/ Asst. Registrar</b> In-charge of Records Management	Ground Floor
<b>Administrative Assistant VI</b> In-charge of Students Admissions and Registration BACOMMS, BTVTED and BTLED	Ground Floor
<b>Administrative Assistant V</b> In-charge of, Certification and Authentication BACOMMS, BTVTED and BTLED	Ground Floor
<b>Administrative Assistant IV</b> In-charge of Request, Receiving and Releasing and Processing of Data BACOMMS, BTVTED and BTLED	Ground Floor

## **Section 7. Operating Procedure**

### **7.1 Office Days and Hours**

7.1.1 All Registrar personnel are urged to maintain punctuality in attendance.

7.1.2 The designated office days and hours must be prominently displayed in a spacious location for the information and guidance of the public.

7.1.3 Registrar personnel must be willing to provide honorarium services beyond regular hours to cater to the needs of evening and working students, if necessary.

### **7.2 Records of Communications, credentials, and documents Received and Issued**

7.2.1 The Admission In-Charge is tasked with receiving, sorting, categorizing, and documenting all communications, credentials, and records, then distributing them to the relevant personnel.

7.2.2. A designated staff member is responsible for disseminating communications originating from the Registrar to various Colleges and Offices. Records of outgoing communications should include the

communication's name, College/Office, date of issuance, and the name/signature of the recipient.

7.2.3 An office staff member is assigned to draft and respond to correspondence related to curricular offerings and statistical data.

### 7.3 Safety and Security of Files and Records

7.3.1 Each employee is individually responsible and accountable for records and files in their possession necessary for the performance of their duties.

7.3.2 Access to classified or strictly confidential records/files (such as students' academic records) is restricted, and they are not permitted to be taken out of the office or borrowed by anyone.

7.3.3 Unclassified or non-confidential files (e.g., statistical records) may be accessed or borrowed only with the knowledge and permission of the Head Registrar.

7.3.4 Records/Files approved for borrowing must be documented in the record book, specifying details such as the name of the record/file, name of the borrower, borrower's signature, College/Office, date, and name of issuing Registrar personnel.

7.3.5 The storeroom housing files, records, and supplies is a restricted area, accessible only to authorized personnel.

7.3.6 Only authorized personnel or those assigned to the Data Processing Section are permitted to access students' records in the computer.

7.3.7 For enhanced security, records and documents shall be scanned and stored in the Registrar Database.

### 7.4 Working Area and Records Room

7.4.1 Ensure that the work area and records room are devoid of any fire hazards or combustible materials.

7.4.2 Periodically inspect or treat files in the records room or cabinets with insecticides or pesticides.

7.4.3 The records room should have the capacity to handle anticipated volumes that may accumulate from year to year.

7.4.4 Maintain appropriate temperatures in the records room and computer

room to preserve records and ensure the upkeep of equipment.

7.4.5 Access to the Computer Room is restricted to authorized personnel only.

## 7.5 Equipment and Supplies

7.5.1 Ensure that office equipment and supplies are consistently in excellent working condition. The personnel responsible for the equipment is accountable for its maintenance, and any malfunction should be promptly reported for repair or replacement.

7.5.2 Practice economical use of forms and supplies.

## Section 8. Records Classification and Maintenance Procedures

### 8.1 Classification of Files and Records

The Records at the Office of the Registrar are classified as follows:

#### 8.1.1 Classified as Strictly Confidential.

This pertains to records submitted as part of the unique connection the school maintains. Specifically, it involves information disclosed to the school for its exclusive use in matters such as admission and promotions and for no other purposes. The following records are categorized as classified or strictly confidential:

- a. Academic reports
- b. Adoption papers
- c. Disciplinary Records
- d. Alien certificate Registration
- e. Medical and Guidance Reports
- f. Personal and Academic Records
- g. Baptismal or Birth Certificate

#### 8.1.2 Unclassified or Non-confidential

This pertains to additional school records that must be made publicly available, allowing both the government and students or parents to verify the legal existence and operation of the school and evaluate its performance. The following records are considered unclassified or non-classified.

- h. Catalogues
- i. Permits and Recognition
- j. Prospectus
- k. School Annuals
- l. Statistical records
- m. Teaching Contract
- n. Class, Faculty and Room Program
- o. Directory of Graduates

- p. Enrolment List
- q. Approval of Courses

## 8.2 Credentials to be filed in the student's jacket

- a. Accreditation/validation Form
- b. Adding/changing/Dropping Form
- c. Admission Slip
- d. Affidavit, Order for change of Name of correction of name
- e. Application for admission, graduation, shift course and transfer
- f. Approved permit for cross enrollment
- g. Approved request for Overload, Substitution of Subjects, waiver of pre- requisite
- h. OJT Permit
- i. Certificate of Transfer Credentials
- j. Clearance, completion forms, Evaluation
- k. Schedule and Registration Forms
- l. Forms 138, Form 137-A & Transcript of Records
- m. Machine Copy of: Alien Certificate Registration( ACR ), Birth Certificate, Marriage Contract
- n. Notice of Deficiency
- o. Permanent Record
- p. Photographs
- q. Study permits for working students and Foreign Students
- r. Other related documents

## Section 9. Location of Files

9.1 The current or active files must be stored in a dedicated cabinet situated in close proximity to the respective College Evaluators or Records In-Charge.

9.2 Inactive files (for dropped cases) are housed in the Registrar Connecting room.

## Section 10. Filing System and Control of Records

10.1 The alphabetic file is employed for maintaining students' permanent records. When removing or returning files, the responsible personnel must ensure strict adherence to alphabetic order to prevent misplacement.

10.2 Students' records are stored in individual jackets. Utmost care should be taken when inserting documents into the jackets to avoid misplacement.

10.3 To prevent misplacement or incorrect filing of students' records, jackets, communications, or documents, they should be promptly filed upon receipt or completion.

10.4 Student numbers are utilized for encoding and accessing records in the computer.

10.5 A designated staff member is responsible for managing and overseeing data processing in the computer.

10.6 Subject filing is employed for miscellaneous matters kept for reference. These are further organized by year or school year.

## **Section 11. General Workflow at the Office of the the Registrar**

### **11.1 Pre-Registration**

11.1.1 Issuance of Application for College Admission Test.

11.1.2 Preparation, issuance and control of enrolment forms.

11.1.3 Preparation of enrolment paraphernalia.

11.1.4 Preparation of Admission Slip (showing deficiencies and scholastic standing) for old students.

11.1.5 Coordinates with Deans as to their school programs in preparation for the integrated school programs.

11.1.6 Preparation and dissemination of school calendar.

11.1.7 Preparation and dissemination of enrolment procedure and control.

11.1.8 Information and dissemination of any development revision, or enrichment in any program, courses and subjects.

### **11.2 Admission**

11.2.1 Admission of old and new students.

### **11.3 Registration**

11.3.1 Registration of old and new students.

### **11. 4 Post Registration**

11.4.1 Sorting of Registration forms (by College, Course, major, Curricular



Level and Sex)

11.4.2 Preparation of Enrolment List (by College, Course, Major, Curricular Level, Sex, Units enrolled and other data)

11.4.3 Preparation of Enrolment Statistics (by College, Course, Major, Curricular Level, Section, and Sex)

11.4.4 Preparation of Jackets for new students' records

#### 11.5 Filing, Sorting, and Arrangement of Students' Records

11.5.1 Checking and filing of entrance credentials in the jacket

11.5.2 Filing of Registration Forms in the jacket

11.5.3 Filing of other pertinent student records in the jacket

11.5.4 Sorting of jackets of dropped-out and transferred students

11.5.5 Arrangement of students' individual jacket

#### 11.6 Student Records Preparation / Encoding of Records

11.6.1 Requesting for Form 137-A (new freshmen students) and Transcript of Records for Transferees.

11.6.2 Encoding of Students' Personal data Information in the computer

11.6.3 Encoding of currently enrolled subjects of students in the computer/permanent record

11.6.4 Preparing of consolidated worksheets of subjects enrolled (by College & Major)

11.6.5 Preparation of list of Academic Scholars

#### 11.7 Posting, Encoding and updating of grades

11.7.1 Posting of students' grades from grades sheets to permanent record

11.7.2 Encoding and updating of grades of students from consolidated worksheets/permanent records in the computer

#### 11.8 Evaluation

11.8.1 Evaluation of students records for promotions to the next curriculum year.

11.8.2 Identification and dissemination of student's deficiencies, earned credits & etc.

11.8.3 Advise students on subject pre-requisites, co-requisites, mandated subjects and others.

11.8.4 Processing of application for graduation.

11.8.5 Preparation of List of Candidates for Graduation.

11.8.6 Selection and preparation of list of honor students.

11.8.7 Presentation of candidates for graduation.

11.8.8 Preparation and holding of graduation rites.

#### 11.9 Graduation

11.9.1 Processing of application for graduation.

11.9.2 Preparation of list of candidates for graduation.

11.9.3 Selection and preparation of list of honor students.

11.9.4 Preparation and processing of awardees/grantees.

11.9.5 Presentation of the Candidates for Graduation to the Academics Department.

11.9.6 Preparation of list of candidates for graduation for approval of the president and Vice Presidents of the college.

#### 11.10 Preparation and Issuance of Requested Academic Records

11.10.1 Accommodation of request for academic records.

11.10.2 Preparation and generation of transcript of records of graduated students.

11.10.3 Preparation and generation of transcript of records, certification, good moral, etc., as requested by students.

## Section 12. Office Procedures and Its Operation

### 12.1 ADMISSIONS

The Registrar's Office includes an 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 within the Institute.

12.1.1 New student admissions must comply with the Institute's policy.

12.1.2 The Admission In-Charge will collaborate with the Colleges regarding the admission of students, determining the number to be admitted, and deciding on the sections to be opened.

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

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

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

12.1.6 The Admission In-Charge is responsible for requesting Form 137 A from new freshmen and the official Transcript of Records from transferees from the relevant institutions, which are then handed over to the Records In-Charge upon receipt.

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

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

12.1.9

### 12.2 EVALUATION OF CREDENTIALS

12.2.1 The following are not valid credentials or records for purposes of registration:

12.2.1.1 A transfer card (F-138) lacking the student's eligibility for the course, lacking the signatures of the Principal or Registrar, marked as "used for enrollment in another school" or "cancelled," or displaying erasures or alterations will not be accepted.

12.2.1.2 A Transcript of Record marked " For Evaluation Only", "For

Personal Reference Only”, “For Employment Purposes”, “Not Valid for Transfer”, etc.

A diploma.

12.2.1.3 Form 138 or Transcript of Record of applicant from any private school, which has neither government permit to operate, nor recognition.

12.2.2 The Registrar is responsible for formally requesting the school in question for an official copy.

12.2.3 Erasures that are skillfully concealed can be identified by using a magnifying glass or, in the case of ordinary bond paper, by placing it under a lighted bulb and examining the back. Any document exhibiting such alterations will not be recognized unless it is signed or initialed by the relevant Registrar.

12.2.4 The Registrar usually signs a credential or record. If in doubt as to the signature or the signatories, it should be verified further by sending the liaison officer to the school with an authority to verify its Authenticity and validity.

12.2.4 The Transcript of Records for graduated students entering the Graduate School, pursuing a second degree, undertaking professional Education Units, or taking supplementary subjects, must include details such as the degree obtained, date of graduation (month, date, year), CHED Special Order Number (for private schools), and Registry Order (for accredited private schools).

### 12.3 Verification of Authenticity of Documents/ Transcript of Records Submitted by Students

12.3.1 The Records In-Charge is responsible for authenticating all hand-carried Transcripts of Records for newly admitted students (graduates or transferees) from their previous schools, as coordinated with the Admission In-Charge. This verification process can be accomplished by forwarding a copy of the submitted document to the school concerned for authentication or by dispatching a Registrar personnel/liaison officer to verify the submitted document at the school.

12.3.2 Upon the handover of entrance credentials from the Admissions Unit to the Registration Unit for newly admitted students, the Records In-Charge assumes the responsibility of authenticating submitted documents and overseeing follow-up requests.

12.3.3 The In-charge of records shall verify all the hand-carried of the cross-

enrollment grades and supplementary grades.

#### 12.4 Registration/ Enrollment

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

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

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

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

12.4.5 Graduating students will receive a Notice of Deficiencies.

12.4.6 Old students enrolling must present academic evaluation Form and clearance as credentials.

12.4.7 The proposed subjects for enrollment need the approval from the college dean and program head before proceeding to the College registrar.

12.4.8 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.

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

12.4.10 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).

12.4.11 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.

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

12.4.13 Students who haven't submitted their Registration Forms to the

Registrar will not be included in the list of officially enrolled students.

12.4.14 The Registrar will not entertain late submission of Registration Forms by students unless permitted by the Head of Student Affairs after necessary sanction.

## 12.5 Enrollment Process

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

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

12.5.3 Students proceed to the program head for evaluation.

12.5.4 Student proceeds to the finance office for tagging. (Scholar or regular student).

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

12.5.6 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.

## 12.6 Request for Cross-Enrollment

A student may be allowed to cross-enroll in another school under the following conditions:

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

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

12.6.3 Cross-enrollment is acceptable for a subject from an old curriculum that is no longer offered within the College.

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

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

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

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

## 12.7 Adding and Dropping of Subject

12.7.1 Inform students of the deadlines and procedures for adding and dropping subjects through emails, bulletin boards, and the school's website.

12.7.2 Students must fill out the appropriate "Add/Drop Request Form" available at the Registrar's Office or online.

12.7.3 The form typically requires the approval of the academic advisor to ensure the changes align with the student's academic plan.

12.7.4 Verify that the student meets the prerequisites for the new subjects they wish to add.

12.7.5 Ensure that the desired classes have available seats and are not over-enrolled.

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

12.7.7 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.

12.7.8 Ensure that the student's academic records are accurately updated to reflect the added or dropped subjects.

12.7.9 Inform instructors and relevant departments of the changes in enrollment for their courses.

12.7.10 Track the changes to ensure they are correctly reflected in the student's academic plan and transcripts.

12.7.11 Maintain a copy of the add/drop form and any related correspondence in the student's academic file for future reference.

## 12.8 Request for Overloading of Units

12.8.1 Only graduating students are permitted to overload their units.

12.8.2 The maximum number of units allowed for a student to enroll with an overload is twenty-eight (28).

12.8.3 Education students undergoing Practice Teaching (12 units) are allowed to overload.

12.8.4 A student who was previously permitted to overload in a specific semester and received a failing mark will not be allowed to overload in the following semester.

12.8.5 Approval for overloading requires a recommendation from the Dean, notation by the College Registrar, and final approval from the VP Academic Affairs.

12.8.6 The In-Charge of Records should receive a copy of the approved overloading request.

## 12.9 Crediting Units for Transferees

12.9.1 Student submits an application and official transcripts from his previous college.

12.9.2 Registrar Admission in charge verifies the authenticity of student's transcripts and checks that all documents are included.

12.9.3 The student proceeds to the program head to review transcripts and match completed courses with the current curriculum and determine which courses are eligible for credit transfer. The program head finalizes the accredited courses and updates the student's academic record.

12.9.4 The program head discusses his credited units and plans his course schedule.

12.9.5 If units are not credited, the student can file for an appeal.

12.9.6 The registrar office will re-evaluate the course and uphold the original decision.

Students were informed of the final decision.

## 12.10 Request to Take Simultaneously Pre-Requisite and Advanced Subject (Waiver of Pre-Requisite)



A student may be allowed to enroll in the prerequisite and advanced subjects simultaneously under the following conditions.

12.10.1 The students will complete their studies and graduate at the end of the academic year.

12.10.2 The prerequisite is a subject that has been repeated.

12.10.3 If the prerequisite subject is failed, the advanced subject becomes invalidated.

12.10.4 Approval for this request requires a recommendation from the Dean, notation by the College Registrar, and final approval from the VP of Academic Affairs.

12.10.5 The In-Charge of Records should receive a copy of the approved request.

#### 12.11 Request for Subject Substitution

12.11.1 The substitute subject must have an equivalent number of units and be related to the required subject.

12.11.2 The subject in question belongs to the old curriculum and is no longer offered in any course within the College.

12.11.3 Approval for this request necessitates a recommendation from the Dean, notation by the College Registrar, and final approval from the VP Academic Affairs.

12.11.4 The In-Charge of Records should receive a copy of the approved request.

#### 12.12 Preparation of Enrollment List and Statistics

12.12.1 The enrollment list preparation commences with the sorting of Registration forms and credentials.

12.12.2 The enrollment list should be derived from submitted Registration Forms, meticulously prepared and sorted by College, Course, Major, Year, Section, and gender.

12.12.3 Names listed on the enrollment roster should be arranged alphabetically.

12.12.4 Enrollment statistics will also be compiled from submitted registration forms, sorted according to college, course, section, year, and

gender.

12.12.5 The Data Encoder is tasked with consolidating, preparing, and generating the enrollment list and statistics.

12.12.6 Each Records In-Charge is responsible for verifying the enrollment list of students in the higher years, while the Admissions In-Charge oversees the enrollment of Freshmen students.

### 12.13 Academic Probation

The student fails to meet the academic requirements of their program:

12.13.1 The student visits the program to schedule for an interview

12.13.2 The program head develop the initial academic plan

12.13.3 The student will proceed to the College dean's office for final interview

12.13.4 The College dean will finalize the academic plan with the student.

12.13.5 The student will fill up the probationary form

12.13.6 Monitoring and support: The student meets periodically with the program head to track progress.

12.13.7 At the end of the probation period, the student's academic performance is reviewed by both the program head and the dean:

12.13.7.1 If the student meets the requirements, they are removed from probation.

12.13.7.2 If some improvement is shown, probation may continue with additional support.

12.13.7.3 If no significant improvement is made, the student is advised to shift

### 12.14 Evaluation of Student Records

Students' records are evaluated at the end of each period for purposes of determining the scholastic standing, curricular level, and graduation of students.

- 12.14.1 Each College/Program has an assigned Evaluator or Records In-Charge.
- 12.14.2 The Evaluator prepares the Worksheet for Consolidated Grades per course, listing all enrollees for a particular program, the subjects they have enrolled in for the semester, and the total number of units. At the end of the semester, student grades are posted on the worksheets, alphabetically arranged.
- 12.14.3 The Evaluator also compiles the permanent records of students, posting all subjects taken for all semesters with corresponding grades and units.
- 12.14.4 During the evaluation of student records, special attention is given to subjects requiring prerequisites. Students are not allowed to take advanced subjects until they have satisfactorily passed the required prerequisites. Subjects enrolled without the necessary prerequisites are invalidated and should not be credited, regardless of the grade obtained.
- 12.14.5 Grades are recorded on the individual evaluation forms by the Evaluators to determine the academic status of students.
- 12.14.6 Subjects not officially enrolled by students are not credited and included in their permanent records.
- 12.14.7 Only approved requests for overloading, waiver of prerequisites, substitution of subjects, and cross-enrollment by students are entertained by the Evaluators; otherwise, they are invalidated.
- 12.14.8 The arrangement of subjects for students follows the order prescribed in the curriculum.
- 12.14.9 Evaluation of records for applicants from foreign schools is based on the curriculum of the degree course the student is pursuing and the catalog/bulletin of the school last attended.
- 12.14.10 In evaluating records of transferees, no credits are given to subjects taken from other schools that have not yet been validated and accredited at EARIST. They must have the same description and number of units. In case of doubt, the party is required to submit a complete subject course description from the previous school or a certified true copy of the detailed description of the subject and course content from the previous school.
- 12.14.11 When the units of credit in a subject are lower than those required in the curriculum, the student is required to retake the same subject but following the required number of units.
- 12.14.12 Evaluators are responsible for determining the student's curricular

level, academic standing, and qualification as a candidate for graduation.

12.14.13 Evaluation of student records for determining academic scholarship and scholarship delinquency is based on the City College Code.

12.14.14 In computing scholastic delinquency, a grade of "incomplete" is not included. When replaced by a final grade, the latter is included in the grades during the semester when the removal is made.

12.14.15 In computing the General Weighted Average of Candidates for Graduation with Honors, the guidelines in the City College Code are followed.

12.14.16 Evaluators must familiarize themselves with the curriculum of the course they are in charge of, including subjects, course coding, course description and content, units, prerequisites, co-requisites, effective dates, and corresponding changes that may occur later. They must also stay up-to-date with CHED Memorandum on Standards, Policies of Course, and other CHED policies on Academic matters.

12.14.17 As a procedural matter, all forms (Registration, adding, changing, dropping, clearance, completion, etc.) should be filed in students' records.

### 12.13 Names of Students in School Records

12.13.1 The name entered in the school records must match the name on the birth certificate or admission credentials.

12.13.2 In cases of discrepancies in the name, the student is required to obtain an Amended Birth Certificate from NSO.

12.13.3 For changes or corrections to the name, the student must submit a copy of their birth certificate or a court order for the change of name, along with affidavits from two disinterested persons and the parents/student.

12.13.4 The new or corrected name of the student should be consistently used in all academic records.

### 12.14 Reconstructing a Lost or Missing Records

12.14.1 The In-charge of records shall be responsible for reconstructing a lost or missing record.

12.14.2 If the lost or missing record is from the Registrar, reconstructions

maybe done by referring to the enrolment list, worksheet of consolidated grades or from the faculty grading sheets.

12.14.3 If the lost or missing record is from another school, a duplicate copy shall be requested from the former school.

#### 12.15 Entry and Submission of Grades

12.15.1 Each faculty member is required to submit their grade reports within the prescribed period in the Academic Calendar.

12.15.2 Faculty members who fail to meet the deadline for grade sheet submission are to be reported by the College Registrar to the appropriate authorities of the Institute. Delinquencies will be recorded in the personnel records of the faculty members with corresponding sanctions.

12.15.3 The grade sheets should include an alphabetical listing of the names of students.

12.15.4 Faculty members are responsible for accurately entering the names of students and their ratings in the grade sheets.

12.15.5 For subjects with students from different colleges/courses, students should be grouped according to their colleges/courses in the grade sheets submitted to the Registrar.

12.15.6 In cases of incomplete grades for students, the concerned faculty member should make the necessary entries for the completion of grades in their grade sheets within the specified period.

#### 12.16 Change or Correction of Ratings

12.16.1 Changes or corrections to grades in the faculty's grading sheet must be made within the allowable period of one month after the grades have been submitted to the Registrar's office.

12.16.2 Only the faculty member responsible for the grades is authorized to make necessary changes or corrections to the ratings.

12.16.3 An authorization from the Dean of the College to which the faculty member belongs must accompany the grade sheets submitted to the Registrar's office for any necessary changes or corrections of ratings.

12.16.4 For students with INC. Grades, the instructor completes a Grade Change Form, including the new grade, and submits it to the registrar's office for processing. This form must be signed by the instructor and the college dean.

## 12.17 Allowable Absences per Semester

12.17.1 Allowable Absences: Students may have up to 15% of the total class meetings as excused or unexcused absences.

### 12.17.2 Exceeding Allowable Absences:

12.17.2.1 If a student exceeds the allowable number of absences, they will receive an AF grade for the course.

#### 12.17.2.2

Exceptions may be granted for documented medical or personal emergencies, subject to review and approval by the academic advisor or department chair.

### 12.17.3 Notification and Appeals:

12.17.3.1 Students approaching the allowable absence limit will receive a warning notification.

12.17.3.2 Students who receive an AF grade may appeal the decision by submitting a written request to the academic advisor or department chair within 7 days of the grade issuance.

## 12.18 Request Delayed Exam

12.18.1 Complete the Student Information and Reason for Delay Request sections.

12.18.2 Attach supporting documentation.

12.18.3 The student Sign and date the form.

12.18.4 The student submits the form to their instructor for review and approval.

12.18.5 If approved, submit to the registrar's office for final approval

12.18.6 Await notification of the decision and new exam schedule.

## 12.19 Request for SIT-In and Tutorial Classes

12.19.1 The College does not allow sit-in and tutorial classes.

## 12.20 Graduation Requirements

### 12.20.1 Completion of Credit Units

12.20.1.1 Verify the total credit units required for the degree program.

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

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

12.20.1.4 Track GPA each semester to ensure meeting the requirement.

12.20.1.5 Complete all general education or core courses specified by the program.

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

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

#### 12.20.2 Capstone/Thesis Completion

12.20.2.1 Complete any required capstone projects, theses, or comprehensive exams.

12.20.2.2 Submit the project or thesis by the deadline.

#### 12.20.3 Application for Graduation

12.20.3.1 Submit an application for graduation to the registrar's office by the specified deadline.

12.20.3.2 Fill out and submit any necessary forms and documentation.

#### 12.20.4 Financial Clearance

12.20.4.1 Ensure all tuition fees and other financial obligations are fully paid.

12.20.4.2 Obtain financial clearance from the institution's finance office.

#### 12.20.5 Pass Exit Assessments

12.20.5.1 Complete any required exit exams or assessments for the program.

12.20.5.2 Submit results to the registrar's office if applicable.

#### 12.20.6 Fulfill Internship/Practicum Requirements

12.20.6.1 Complete any required internships, practicums, or community service hours.

12.20.6.2 Submit documentation of completed hours to the department.

### **Section 13. Records Management**

#### 13.1 Authentication of Records/Documents

13.1.1 Students have the option to have their records/documents authenticated by this office.

13.1.2 The In-Charge of Requests will verify the authenticity of the record/document to be authenticated.

13.1.3 The remark "CERTIFIED TRUE COPY OF THE ORIGINAL" will be indicated on the machine copy, initialed by the In-Charge of Requests, and signed by the Registrar.

13.1.4 Students are obligated to pay the applicable fees for the authentication of records.

13.1.5 A Certificate of Authentication can also be requested, issued alongside machine copies of documents bearing the college seal and the signature of the Registrar.

#### 13.2 Falsification of Credential, Document, or Record

Falsification occurs when there is a modification, erasure, forgery of signatures of designated personnel, or any other alteration made to credentials, documents, or records. This constitutes a criminal act punishable under the Revised Penal Code.

13.2.1 Requests from the Civil Service Commission and agencies necessitating verification of documents submitted by students shall be promptly addressed.

13.2.2 Any student discovered falsifying academic records will be reported to the Office of Student Affairs for disciplinary sanctions.

#### 13.3 Production of Certifications



13.3.1 The In-Charge of Requests is responsible for preparing only the certifications requested by the students.

13.3.2 A standardized form of certification for each type of request shall be utilized.

13.3.3 Uniform heading, format, style, and paper size for each kind of request shall be adhered to.

13.3.4 All certifications must include, as one of its features, a "verified correct" section to be signed by the concerned In-Charge of Registrar/Evaluator.

13.3.5 The certification must also include, as one of its features, verification by the Records In-Charge.

13.3.6 The Registrar will only sign certifications that are in order.

13.3.7 Certifications not generated by this office will not be accepted for signing and affixing the school seal.

#### 13.4 Production of Transcript of Records

13.4.1 The In-Charge of Requests is tasked with preparing only the requested transcripts of records by students.

13.4.2 The official paper for the transcript of records, following a uniform format and style, shall be used.

13.4.3 The transcript of records must include a control number and date of release.

13.4.4 The official transcript of records should accurately reflect the correct and complete name, middle name, and family name of the student.

13.4.5 The name on the transcript of records must match the name on the submitted birth certificate, with special attention to spacing, hyphenation, and the use of symbols.

13.4.6 The printed name must remain consistent across all pages of the transcript of records.

13.4.7 The transcript of records must include details such as the course, degree taken, date admitted, date of birth, and the name of the previous school attended.

13.4.8 For transfer students, the entrance data in the transcript of records should indicate the name of the former school.

13.4.9 For students in the Graduate Program, the entrance data should specify the degree obtained, the name of the school, and Special Order (SO) Number or Registry Number (for private schools).

13.4.10 The course, subject, descriptive title, number of units, and grades must be fully entered and clearly printed on the transcript of records.

13.4.11 Failure and incomplete grades, even if already repeated and passed or removed, should be indicated. Dropped subjects must also be noted.

13.4.12 The transcript of records must not contain any alterations, erasures, or typographical errors. In the event of an erasure, it should be signed by the Registrar.

13.4.13 Remarks for graduated students must include the degree obtained, the date of graduation (month, day, and year), and any honors received.

13.4.14 The transcript of records should bear the signature of the preparer, verifier, and the Registrar.

13.4.15 The transcript of records must be impressed with the school seal.

13.4.16 A documentary stamp is affixed and duly cancelled.

13.4.17 Transcripts of records not produced by this office will not be considered for signing.

### 13.5 Request for Academic Records

13.5.1 The In-Charge of Requests should promptly address requests from schools for Form 137 A, transcript of records, or similar records based on the certificate of transfer, as a matter of courtesy.

13.5.2 The concerned student should personally request their academic records. In cases where they cannot do so personally, they may authorize a proxy to request on their behalf.

13.5.3 Requests made by the Registrar personally for a second copy, to

replace a lost or damaged copy, should be accommodated.

13.5.4 Requests for another copy of a record that was previously forwarded, upon written request, to another school in the Philippines cannot be fulfilled. The concerned party should be directed to the school to which the records were sent.

### 13.6 Release of Records

13.6.1 Academic records are directly sent to the requesting school and cannot be entrusted to the former student unless authorized to hand-carry the record. It must be placed in a sealed envelope addressed to the concerned Registrar, with the flap bearing the signature of the Registrar.

13.6.2 The record should be an exact copy of the student's record, with correct descriptions of courses indicated. Erasures in records must always bear the signature or initials of the Registrar.

13.6.3 In cases where a subject with corresponding grades and units was inadvertently omitted, a certification in supplement to the already issued transcript of records is made and sent to the concerned school.

13.6.4 In cases where a subject, unit, or grade has a wrong entry or typographical error, a certification of correction is made and sent to the concerned school.

13.6.5 The released records shall bear the names and written signatures of the Registrar, the In-Charge of Records, and the one who prepared the record.

13.6.6 More than one copy of the transcript of records may be issued to requesting students as long as no copy previously issued was used for enrollment in another school in the Philippines.

13.6.7 Records released should always indicate the purpose for which the record will be used (e.g., "For Employment Purposes," "For Records Purposes," etc.). However, the following purposes are not allowed as requested by the student: "For Enrollment Purposes," "For Miscellaneous Purposes," "For Transfer Purposes," and "For General Purposes."

13.6.8 The In-Charge of Requests shall attend to requests and release the records promptly by having the requestor fill up the application for the request of the record. Release of records upon payment of the

required fee is done by following the schedule: 3 days for certifications and 2 weeks for transcripts.

13.6.9 For a faster release of records, the fast lane for certifications and transcripts may be used, but at a higher fee.

13.6.10 All records to be released must be recorded in the record book of the college Registrar. The Record Book contains the following: control number, name of personnel who prepared the document.

### 13.7 Issuance of Form Transcript of Records, and Certifications

13.7.1 Those in charge of requests are responsible for the preparation and issuance of transcripts of records and certifications.

13.7.2 The certification or record issued should always indicate the purpose for which it would be issued. A Transcript of Record is issued only once to the requesting school for purposes of admission.

13.7.3 Transcripts of Records/Certifications for purposes such as employment, records, evaluation, scholarship, promotion, or examination can be issued to requesting students. However, transcripts for enrollment, transfer, general, or miscellaneous purposes should not be used for remarks.

13.7.4 For graduates applying for a transcript of record (First Copy), a clearance is required. No graduated student shall be issued a Transcript of Records unless they have been cleared of all accountabilities.

13.7.5 Precautions to be observed:

Under no circumstances shall the transcript of record be given to students or parents unless there is written permission from the school concerned. The Registrar is responsible for sending said records to the requesting school.

13.7.6 The student is required to pay the required fee for the Transcript of Record and certification. An official receipt of payment must be shown to the College Registrar for record purposes before signing.

### 13.8 Issuance of Transfer Credential

13.8.1 A Transfer Credential is issued to a student who intends to transfer to another school and is only issued once.

13.8.2 A student who did not use their Transfer Credential to transfer to another school and wishes to return is obliged to surrender the Transfer Credential that was issued to them.

13.8.3 Before a Transfer Credential is issued, the student must submit a completed clearance form and pay the necessary amount.

13.8.4 The Registrar personnel in charge of issuing the Transfer Credential must ensure that the Transcript of Record is on file, and all subjects and grades are accounted for.

13.8.5 The Transfer Credential issued to a student shall always include a copy of grades.

13.8.6 The student is required to pay the necessary fee for the Transfer Credential.

### 13.9 Issuance of Diploma

13.9.1 The diploma of a graduate student is issued only once during their attendance at the Commencement Exercises.

13.9.2 Signatories on the diploma include the President, Dean of the College, and the Registrar.

13.9.3 The student is required to submit a completed clearance form before a diploma is issued. No graduated student shall be issued a diploma unless they have been cleared of all accountabilities.

13.9.4 For diplomas, the usual documentary stamps should be affixed and duly cancelled.

13.9.5 For the loss of diplomas, a second copy is no longer issued; instead, a certificate to that effect, certifying that the student had graduated and had already received their diploma, is given.

13.9.6 A machine copy of the diploma may be issued, but the party concerned should execute an affidavit before a notary public, stating the circumstances of loss or destruction. However, the words "machine copy or duplicate copy" should be indicated on the upper right-hand portion of the document and signed by the Registrar.

### 13.10 Issuance of a Certification, Record, and Diploma to Proxy

13.10.1 The proxy must provide a written authorization from the owner of the academic record, confirming that they have been duly

authorized to obtain the respective certification, record, or diploma.

## **Section 14. Rights of Stakeholders**

### **14.1 Rights of Parents**

Sec. 8, Chapter 2, paragraph 2 of the Education Act of 1982 gives parents who have children enrolled in a school “the right to access to any official record directly relating to the children who are under the parental responsibility”.

### **14.2 Rights of Students**

Sec. 9, Chapter 2 of Education Act 1982 provides in addition to other rights, and subject to limitations prescribed by law and regulations, the student and the pupils in all schools shall enjoy “the right to access to his own school records, the confidentiality of which the school shall maintain and preserve” and “the right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request.”

## **Article 3. Guidance and Counseling**

Guidance, Counseling and Assessment Services plays in the overall development and success of our students. In collaboration with other college departments, we lead the development of mental health programs to support students' and other stakeholders' mental health and wellbeing.

**Section 1. Core Functions.** The Guidance, Counseling and Assessment Services office offers and facilitates programs for the student's development that are intended for:

1.1 **Assessment.** Assess students' academic, personal, and social strengths and obstacles through a range of assessment tools and techniques. Employ culturally appropriate standardized assessment instruments like placement tests, IQ tests, EQ tests, and aptitude tests to obtain a holistic insight into the students' strengths and challenges.

1.2 **Counseling and Advising.** Deliver personalized and group counseling sessions to tackle academic, personal, and social issues effectively. Provide counseling services that blend traditional healing methods with various counseling approaches such as

cognitive-behavioral therapy, person-centered therapy, solution-focused therapy, and narrative therapy, customized to target specific concerns and foster individual development and wellness.

1.3 Educational and Career Planning. Support students in establishing educational and professional objectives and creating strategies that incorporate cultural heritage, as well as local and global opportunities, in their career planning. Coordinate career expos and seminars that highlight both local and international career prospects and sectors, empowering young individuals to discover a wide range of career paths that resonate with the cultural and economic landscape of the area.

1.4 Crisis Intervention. Provide prompt assistance and interventions for students facing crises like emotional distress, academic difficulties, or personal obstacles by partnering with local mental health experts to deliver appropriate crisis interventions for students in varied communities. Set up a youth crisis hotline managed by skilled peer counselors and mental health professionals to offer immediate support and intervention services.

1.5 Advocacy and Support. Empower young individuals to champion social causes by establishing youth-led advocacy groups and campaigns that tackle local community issues. This initiative nurtures a feeling of empowerment and agency among youth, enabling them to advocate for their requirements and welfare effectively.

1.6 Prevention Programs. Create and execute programs focused on averting problems like substance abuse, bullying, and mental health issues through educational efforts and awareness drives. Introduce community-driven prevention programs like disaster preparedness and environmental conservation through small group dialogues, seminars, and forums, involving youth in proactive endeavors that enhance community resilience and sustainability.

1.7 Collaboration and Consultation. Work together with educators, parents, and external organizations to offer extensive assistance to students and improve the overall educational setting. Organize intergenerational conversations and mentorship schemes that link young individuals with elders and community influencers.

1.8 Follow-Up and Evaluation. Monitor and evaluate the efficacy of counseling interventions and conduct follow-up sessions to guarantee ongoing progress and development. Organize post-counseling support groups and peer-led follow-up sessions to strengthen the outcomes of counseling interventions, foster peer support

networks, and maintain continuous growth and advancement among young participants.

**Section 2. 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.

2.1 Individual Counseling. Assist students through call-in, walk-in and /or referral type. Counselor can call-in identified students during the initial intake interview and based on the results of the psychological assessment conducted. Interview of the student is conducted upon admission until graduation to identify potential problems and prevent them from becoming serious. Referrals can possibly be made for concerns that require expert handling or specialized professional or referred to proper agencies for psychological assistance.

2.2 Group Counseling. Conduct of group intervention with the consent of the college dean to meet the students in their classrooms for group interpretation or psychosocial intervention. This is a venue to provide information on health and wellness and group discussion of identified shared concerns.

2.3 Career Counseling. Career counseling provided is a personalized and multifaceted service focused on helping students explore their strengths, interests, and values, aligning them with potential career paths. The process involves self-assessment, career exploration, educational and career planning, goal setting, skill development, job search strategies, internship and job placement support, post-graduation planning, and continuous guidance to empower students in making informed decisions and successfully navigating their career journeys.

2.4 Tele-Counseling. Guidance office offers remote counseling services using communication technologies to enhance accessibility, maintain confidentiality, and provide a range of counseling support, including academic, personal, and career guidance. The approach integrates technology, ensures secure communication, and accommodates varied schedules, fostering ongoing support, emergency response, and training for both counselors and students.

2.4.1 Online Platforms- using video conferencing, chat applications, or dedicated counseling website.



2.4.2 Email Counseling- counseling services through exchanging emails allowing asynchronous communication between the counselor and counselee with data privacy and consent of both parties.

2.4.3 Telephonic counseling- counseling services through voice communication over the phone offering convenience to those with limited access to video conferencing.

2.5 Referral System. Essential tool that systematically directs individuals with specific needs beyond the scope of the counseling center to external resources, professionals, or services. This involves a comprehensive process, including assessment, maintaining a resource database, clear communication, collaboration with external services, feedback mechanisms, follow-up, documentation, and crisis intervention strategies. The goal is to ensure individuals receive specialized support tailored to their unique needs while maintaining confidentiality and promoting a holistic approach to mental health and well-being. The guidance, counseling and assessment services help students get connected to other staff members or offices at the school who can help them with their concerns in more detail.

**Section 3. *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.

3.1 Seminars/Workshops/Symposia. These are programs held for a variety of audiences, including staff, teachers, and student organizations. Among the subjects covered are leadership, teamwork, defining values, personhood, life coaching, and enhancing interpersonal connections, among others. Various resource speakers are asked to address current issues that are pertinent to the interests of different consumers, including students. Seminars on Psycho-Spirituality are held for graduating students.

3.1.1 Group Dynamics- involves interactive and structured exercises aimed at promoting positive interactions, enhancing communication, and fostering a sense of community. These activities include ice breakers, team-building exercises, skill-building workshops, mindfulness techniques, thematic discussions, expressive arts, conflict resolution exercises, peer support circles, and goal-setting sessions. By addressing various aspects of well-being and

providing a supportive environment, these activities contribute to the prevention of issues and the promotion of mental health among participants.

3.1.2 Peer Mentor Program- involves pairing experienced mentors with peers (mentees) to provide academic and personal support. This program aims to foster a sense of community, offering guidance on academic challenges, personal development, and building positive social connections. The program includes careful mentor-mentee matching, orientation and training, academic and personal support, role modeling, community-building activities, regular check-ins, feedback mechanisms, referral to resources, and a celebration of achievements. Ultimately, the peer mentoring program aims to contribute to students' overall well-being and positive development.

### 3.1.3 System Support

3.1.3.1 Guidance Staff Professional Development-It strongly encouraged that guidance staff members attend yearly seminars, trainings, or workshops to further their expertise in the field of guidance and counseling.

3.1.3.2 Committee participation - It is expected that guidance staff will be assigned to the different committees by the administration as needed. Naturally, as committee observer in the discipline committee.

3.1.4 Psychological First Aid/ MHPSS- Psychological First Aid (PFA) or Mental Health and Psychosocial Support (MHPSS) is a crucial tool in the guidance office for prevention and mental wellness. It involves providing immediate, compassionate support to individuals in distress, including rapid assessments, active listening, and practical assistance. PFA/MHPSS incorporates psychoeducation, crisis intervention, and referral to specialized services with cultural sensitivity. The approach also emphasizes promoting self-care, resilience-building, and follow-up assessments to monitor individuals' progress. By integrating PFA/MHPSS, the guidance, counseling and assessment services contribute to the overall well-being and resilience of the school community, addressing immediate needs and fostering mental wellness.

**Section 4. 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.

Test materials may include placement test, IQ test, personality test, EQ test, test measuring depression and anxiety, career assessment test for psychological evaluation of the student.

4.1 Individual Inventory- a fundamental tool in the testing services of the guidance program. This systematic approach involves collecting personal and educational background information, exploring counseling and family history, assessing social relationships, identifying presenting concerns, setting goals, evaluating mental health, and establishing confidentiality and informed consent. The interview serves as the foundation for tailoring counseling or testing services to the specific needs of everyone, fostering a personalized and effective approach within the guidance program.

4.2 Psychological Testing- aims to evaluate cognitive functioning, personality traits, emotional well-being, and other relevant factors. Test selection is based on specific assessment objectives, adhering to standardized procedures and norms. Results provide insights into academic potential, learning style, personality, interests, and potential mental health conditions. Feedback and interpretation are provided to clients with a focus on confidentiality, informed consent, and ethical standards. The integration of testing results with counseling services allows for a comprehensive understanding of individual needs, guiding personalized interventions for academic and personal growth within the guidance program.

4.3 Assessment and Testing Services Procedure:

4.3.1. Guidance Counselor identifies the need for assessment and testing services based on the student requirement.

4.3.2. Guidance Counselor selects appropriate assessment tools concerning the student's goals, concerns, and area of focus.

4.3.3. The student will provide informed consent for the assessment process, understanding the purpose and implications of the assessment.

4.3.4. Guidance Counselor will administer the selected assessment tool in a controlled and standardized environment.

4.3.5. Guidance Counselor will score, evaluate, analyze, and interpret results where results are discussed to the student providing explanations and insight of the findings.

4.3.6. Monitoring and evaluation for each activity is implemented through feedback from the participants and stakeholders to adjust and make improvements.

**Section 5. 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.

5.1 Student and Parent Orientation Program- An assembly of all new and transferred students that takes place at the beginning of each semester. Various student services like Medical, Dental, Guidance, Registrar, Scholarships, Canteen, Academic and Non-Academic policies are discussed.

5.2 Online Guidance Information Services- leverage digital platforms, tools, and resources to provide accessible and interactive support for academic, career, and personal development. This includes virtual platforms, digital resources, webinars, interactive tools, live chat support, social media engagement, online surveys, virtual counseling sessions, email newsletters, and mobile applications. The incorporation of these online services extends the reach of guidance information, enhances user engagement, and adapts to the evolving needs of individuals seeking guidance in the digital age.

5.2.1 Wellness Program

5.2.2 Social Media Information Campaign

With the use of this service, students can get help getting into specific programs within the college. When a student wants to switch to a different course, they are directed to the Guidance center to speak with their assigned guidance counselor. Counselors for guidance support students in making decisions about switching to other programs. Additionally, students can see their assigned guidance counselors for help if they wish to be excused from class.

- a. Placement services- encompass a range of support mechanisms aimed at assessing and directing individuals to appropriate academic programs or career paths based on their skills, interests, and academic capabilities.
- b. Follow-up Services- include academic monitoring to track students' progress in new courses, emotional support to help students cope with challenges, career guidance for aligning academic choices with career goals, and regular progress evaluations to identify areas needing support.

**Section 6. 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

The guidance services are systematically evaluated by this service, which is to determine 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. Explore trends, patterns, and correlations within the data to gain insights into the effectiveness of counseling interventions and program outcomes.

Evaluations are also provided right away following certain activities, such as seminars, group counseling sessions, and other services. To organize and carry out intervention activities, surveys or needs assessments are also conducted to effectively address the needs of the students.

The training program for guidance counselors is tailored to address specific needs and areas for improvement identified through research and evaluation processes.

6.1. Guidance office will gather data from various sources including student records, assessment results, program evaluation, and feedback mechanisms or utilizing secondary data

6.2. Guidance office will identify specific training needs and areas for improvement, develop and implement approved training programs.

6.3. Continuously evaluate the effectiveness of the training programs based on feedback and evaluation results. Make adjustments to the training program to ensure it meets the evolving needs of guidance counselors.

6.4. Encourage guidance counselors to engage in continuous learning, professional development, and reflective practice to enhance their skills and effectiveness in providing counseling services.

# **V**

## **Administrative Services**

## **Chapter 5. Administrative Services**

### **PART I. Human Resources and Management Development (HRMD)**

#### **Article 1. About the Office**

##### **Section 1: About Us**

1.1 The Human Resources and Management Division (HRMD), under the Office of the Vice-President for Administration, is responsible for the recruitment, development, and management of college teaching and non-teaching personnel.

1.2 The HRMD oversees a comprehensive range of functions related to human resources, employee development, and workforce management, ensuring alignment with the directives set by the Human Resource and Management Office of the City Hall of Cagayan de Oro, as prescribed by the Civil Service Commission (for regular personnel) and Commission on Audit (for job orders and contract-of-service workers).

##### **Section 2: HRMD Functions and Purposes**

###### **2.1 Recruitment, Selection, and Placement (RSP)**

2.1.1 Attracts and acquires qualified individuals through effective recruitment strategies, systematic selection processes, and optimal placement.

2.1.2 Align hiring practices with the institution's needs, city-wide directives, and Civil Service Commission guidelines.

###### **2.2 Human Resource Information and Records (HRIR)**

2.2.1 Maintain accurate and up-to-date personnel records, including attendance, leave balances, and other essential information.

2.2.2 Provide a reliable database for decision-making, compliance reporting, and overall human resource management efficiency.

###### **2.3 Learning and Development (L&D)**

2.3.1 Design and implement training initiatives that enhance the skills, knowledge, and capabilities of employees.



2.3.2 Develop learning programs that align with the institution's objectives and support career advancement while adhering to city-wide policies, as well as CHED, TESDA, and Civil Service Commission guidelines.

#### **2.4 Performance Management (PM)**

2.4.1 Implement performance management systems that set clear expectations, provide constructive feedback, and foster professional growth and development among employees.

2.4.2 Support City Hall initiatives to enhance employee performance and development aligned with City Hall-wide and institutional objectives.

#### **2.5 Employee Relations and Concerns (ERC)**

2.5.1 Foster positive relationships between employees and the institution by handling employee concerns and grievances and ensuring compliance with policies and guidelines of City Hall, CSC, CHED, and TESDA.

2.5.2 Contribute to a harmonious work environment while upholding legal and regulatory standards.

#### **2.6 Rewards and Recognitions (R&R)**

2.6.1 Administer competitive and equitable compensation and benefits programs that attract, retain, and motivate a high-performing workforce.

2.6.2 Implement rewards and recognition initiatives to acknowledge and celebrate employee contributions, aligning with the City College Merit System for Faculty and Non-Teaching Personnel.

## Article 2. Recruitment, Selection, and Placement Guidelines

### Section 1. Section Functions Roles and Responsibilities: Recruitment, Selection, and Placement (RSP)

Attracts and acquires qualified individuals through effective recruitment strategies, systematic selection processes, and optimal placement. The section is responsible for conducting systematic, transparent, and merit-based selection processes that align with the organization's objectives, as well as city-wide directives and Civil Service Commission guidelines.

Additionally, the RSP section ensures optimal placement by matching candidates' skills, experiences, and career aspirations with the institution's requirements. The RSP section also plays a key role in onboarding and retention efforts, providing support throughout the employee lifecycle.

By aligning hiring practices with the institution's goals and external regulations, the RSP section contributes to building a competent, motivated, and stable workforce that supports the organization's long-term success.

### Section 2. Recruitment, Selection, and Placement (RSP) Process

#### 2.1 Regular Plantilla

	RSP Process	Duration	Remarks
01	<p>Publish vacant position/s in the Civil Service Commission (CSC) bulletin of vacancies pursuant to R.A. 7041 (Requiring the Regular Publication of Existing Vacant Positions in Government Offices)</p> <p><i>Note: Once the City College Merit System has been approved by the CSC and takes into effect, highly technical positions like faculty and academic staff will be exempted in complying with this policy (source: Section 26(c), Rule VII of the ORAOHRA 2017). However, these vacancies will be sent to other educational institutions within the region to inform other interested people. Other appropriate modes of publication shall be considered.</i></p>		
02	<p>Post the vacant position/s in different strategic places such as the City College of Cagayan de Oro bulletin board and Facebook page, containing the following relevant information:</p> <ul style="list-style-type: none"> <li>● Position title</li> <li>● Qualifications</li> <li>● Duties and Responsibilities</li> </ul>		

	<ul style="list-style-type: none"> <li>• Eligibility, if applicable</li> <li>• Details of submission of application documents</li> </ul> <p>Applications are to be submitted to <a href="mailto:recruitment.cdocitycollege@gmail.com">recruitment.cdocitycollege@gmail.com</a>.</p>		
03	<p>For 5 or more applications, HRMD conducts the first-level paper screening. The paper screening process will take into account the following:</p> <ul style="list-style-type: none"> <li>• Education related to the vacancy</li> <li>• Leadership and/or work experience</li> <li>• Previous performance</li> <li>• Other papers (plus portfolios if required), depending on the nature of position</li> </ul>	<i>15 days from posting/ submission of documents</i>	
04	<p>HRMD will contact applicants sifted from the paper screening and shall set up a schedule and mode of interview. Confirmed applicants will undergo the first level of interview with the HRMD.</p>	<i>1 day</i>	
05	<p>At least three (3) successful applicants from the first level of HRMD interview will undergo the second level interview with the Division Head.</p>		
06	<p>If there are more than one (1) successful applicants from the second level interview with the Division Head, they will undergo the third level of interview with a panel of Selection Board:</p> <ol style="list-style-type: none"> <li>1. Cluster Vice President</li> <li>2. Vice President for Finance</li> <li>3. Division Head</li> <li>4. CCCDO Consultant</li> <li>5. HRMD Director</li> <li>6. Section Head (if applicable)</li> </ol>		
07	<p>The Panel shall rank the Top 3 applicants deemed most suitable to the said position. For Teaching position, in addition to the panelists' ranking, the applicants are subject for a re-evaluation using the City College Merit and Promotion System.</p>		
08	<p>The successful applicant from the second level or third level (if any) of interviews shall undergo the Final level of interview with the City College President. The President will approve the application of the successful applicant to the vacant position.</p>		

09	The applicant that is deemed most suitable to the said vacant position will be endorsed by the HRMD to the City Human Resource and Management Office – Personnel Selection Board (HRMO-PSB).		
10	After the endorsement, the applicant is scheduled for an appearance to the City Mayor for his approval and signature. The appearance will be scheduled during <i>People’s Day</i> .		
11	The HRMO-PSB will conduct paper validation on the submitted application documents. Applicants with complete documents shall be scheduled for a Face-to-face Exam and Interview.	<i>15 days after the City Mayor’s appearance.</i>	
12	The HRMO-PSB will then notify the Department Manager (College President)/HRMD OIC-Director for the PSB Deliberation Schedule.	<i>20 days after the completion of the exam and interview.</i>	
13	<p>Once the Personnel Selection Board (PSB) finds no complication on the application, it is then considered approved. Then follows the processing and routing of the Appointment Papers. During this phase, the applicant is asked to complete the following on-boarding requirements:</p> <ul style="list-style-type: none"> <li>● <a href="#">Personal Data Sheet</a> (3 copies)</li> <li>● <a href="#">Work Experience Sheet</a> (3 copies)</li> <li>● Eligibility (2 copies)</li> <li>● Position Description Form (<i>to be furnished by the HRMD</i>)</li> <li>● PSA Birth Certificate and Marriage Certificate (<i>If applicable</i>) (1 Original and 1 Photocopy)</li> <li>● NBI Clearance (1 Original)</li> <li>● Medical Certificate and Drug Test (<i>City Health</i>)</li> <li>● Diploma and TOR (2 photocopies)</li> <li>● Training Certificates</li> <li>● Certificate of No Pending Case (<i>MTCC</i>) (3 copies)</li> <li>● Certificate of No Relationship</li> <li>● <a href="#">GSIS Membership Form</a> (3 copies)</li> <li>● <a href="#">SALN</a> (3 Original copies)</li> <li>● Background Investigation Form (<i>BIF</i>) and Sworn Authority to Release BIF</li> <li>● Clearance from previous employment</li> <li>● Latest IPCR/Performance Rating from previous employment</li> <li>● Certificate of Employment from previous employer</li> </ul> <p>For applicants coming from another government agency such as the Department of Education or other State Universities, these are some additional requirements:</p>	<i>30 days from the PSB Deliberation Schedule</i>	<i>(Note that during this time, the HRMO will thoroughly check all documents. Which means revisions and addition to the requirements list may still occur and may vary depending on the applicant’s situation.)</i>

	<ul style="list-style-type: none"> <li>• Last CSC Approved Appointment from previous position</li> <li>• Special Order</li> </ul> <p>For the forms needed, applicants may refer to this Google Drive link:  <a href="https://bit.ly/CCCDOApplicationForms">https://bit.ly/CCCDOApplicationForms</a></p>		
14	After the comprehensive review of the HRMO, applicant's with complete and correct papers will now be transmitted to the Civil Service Commission. The Transmittal Paper from the CSC will signal the applicant to start processing their payroll requirements.		
15	Once the approved and official Civil Service appointment is released, the CCCDO HRMD and City Hall HRMO will notify the successful applicant		
16	For the placement process, the City College HRMD conducts a half-day orientation and onboarding to the new employees.		

## 2.2 Job Order Workers

	RSP Process	Duration	Remarks
01	<p>Post the vacant position/s in different strategic places such as the City College of Cagayan de Oro bulletin board and Facebook page, containing the following relevant information:</p> <ul style="list-style-type: none"> <li>• Position title</li> <li>• Qualifications</li> <li>• Duties and Responsibilities</li> <li>• Eligibility, if applicable</li> <li>• Details of submission of application documents</li> </ul> <p>Applications are to be submitted to  <a href="mailto:recruitment.cdocitycollege@gmail.com">recruitment.cdocitycollege@gmail.com</a>.</p>		
02	<p>For 5 or more applications, HRMD conducts the first-level paper screening. The paper screening process will take into account the following:</p> <ul style="list-style-type: none"> <li>• Education related to the vacancy</li> <li>• Leadership and/or work experience</li> <li>• Previous performance</li> <li>• Other papers (plus portfolios if required), depending on the nature of position</li> </ul>	<i>15 days from posting/ submission of documents</i>	

03	HRMD will contact applicants sifted from the paper screening and shall set up a schedule and mode of interview. Confirmed applicants will undergo the first level of interview with the HRMD.	1 day	
04	1. At least three (3) successful applicants from the first level of HRMD interview will undergo the second level interview with the Division Head.		
05	If there are more than one (1) successful applicants from the second level interview with the Division Head, they will undergo the third level of interview with a panel of Selection Board:  1. Cluster Vice President 2. Vice President for Finance 3. Division Head 4. CCCDO Consultant 5. HRMD Director 6. Section Head (if applicable)		
06	The Panel shall rank the Top 3 applicants deemed most suitable to the said position. For Teaching position, in addition to the panelists' ranking, the applicants are subject for a re-evaluation using the City College Merit and Promotion System.		
07	The successful applicant from the second level or third level (if any) of interviews shall undergo the Final level of interview with the City College President. The President will approve the application of the successful applicant to the vacant position.		
08	The applicant that is deemed most suitable to the said vacant position will be endorsed by the HRMD to the City Human Resource and Management Office – Personnel Selection Board (HRMO-PSB).		
09	After the endorsement, the applicant is scheduled for an appearance to the City Mayor for his approval and signature. The appearance will be scheduled during People's Day.		
10	Once the JO applicant has been endorsed by the Mayor (application letter of the applicant bearing the Mayor's signature), the Personnel Requisition Form (PRF) and other supporting documents will be prepared by the HRMD and to be processed by the Finance Division.		

11	Once the PRF has been signed by all City Hall signatories, HRMD shall notify the successful applicant and direct him/her to report and comply with his/her list of payroll requirements.		
12	For the placement process, the City College HRMD conducts a half-day orientation and onboarding to the new employees.		

### 2.3 Contract-of- Service/Honoraria-based Workers

RSP Process		Duration	Remarks
01	<p>Post the vacant position/s in different strategic places such as the City College of Cagayan de Oro bulletin board and Facebook page, containing the following relevant information:</p> <ul style="list-style-type: none"> <li>• Position title</li> <li>• Qualifications</li> <li>• Duties and Responsibilities</li> <li>• Eligibility, if applicable</li> <li>• Details of submission of application documents</li> </ul> <p>Applications are to be submitted to <a href="mailto:recruitment.cdocitycollege@gmail.com">recruitment.cdocitycollege@gmail.com</a>.</p>		
02	<p>For 5 or more applications, HRMD conducts the first-level paper screening. The paper screening process will take into account the following:</p> <ul style="list-style-type: none"> <li>• Education related to the vacancy</li> <li>• Leadership and/or work experience</li> <li>• Previous performance</li> <li>• Other papers (plus portfolios if required), depending on the nature of position</li> </ul>	<i>15 days from posting/ submission of documents</i>	
03	HRMD will contact applicants sifted from the paper screening and shall set up a schedule and mode of interview. Confirmed applicants will undergo the first level of interview with the HRMD.	<i>1 day</i>	
04	1. At least three (3) successful applicants from the first level of HRMD interview will undergo the second level interview with the Division Head.		
05	If there are more than one (1) successful applicants from the second level interview with the Division Head, they will undergo the third level of interview with a panel of Selection		

	<p><b>Board:</b></p> <ol style="list-style-type: none"> <li>1. Cluster Vice President</li> <li>2. Vice President for Finance</li> <li>3. Division Head</li> <li>4. CCCDO Consultant</li> <li>5. HRMD Director</li> <li>6. Section Head (if applicable)</li> </ol>		
06	The Panel shall rank the Top 3 applicants deemed most suitable to the said position. For Teaching position, in addition to the panelists' ranking, the applicants are subject for a re-evaluation using the City College Merit and Promotion System.		
07	The successful applicant from the second level or third level (if any) of interviews shall undergo the Final level of interview with the City College President. The President will approve the application of the successful applicant to the vacant position.		
08	For Honorarium-based workers, HRMD shall notify the successful applicant and direct him/her to comply with his/her list of payroll requirements.		
09	<p>The Contract of Service and other supporting documents will be prepared by the HRMD and to be processed by the Finance Division.</p> <p>Once the Contract has been signed by the City College and the successful applicant, the latter will be notified of his schedule of assumption and employee orientation.</p>		
10	For the placement process, the City College HRMD conducts a half-day orientation and onboarding to the new employees.		

These guidelines are designed to align with the relevant provisions of the Local Government Code of 1991, the Civil Service Commission (CSC) regulations for regular positions, and the Commission on Audit for Job Order and Honorarium-based workers—thereby ensuring that our processes are not only compliant but also exemplary.



## **Section 3. Post-Recruitment Guidelines**

### **3.1. Transmittal Assistance**

The HRMD Associate for the Recruitment, Selection, and Placement Section is responsible for assisting the new regular employee in processing the transmittal from the HRMO and other necessary documents for the processing of their payroll. However, Payroll concerns must be directly addressed to the Payroll Officer under the Finance Cluster.

### **3.2. Leave/Service Credits**

#### **3.2.1 Regular Employees from Private Agencies**

All new regular employees are given 1.25 Sick Leave and Vacation Leave per month; and 3 Special Leaves per year. However, this will be activated once the employee is already in the Human Resource Information System (HRIS). Until further notice, new employees are unable to use their leave credits.

#### **3.2.2 Regular Employees from other Government Agencies**

New Regular Employees coming from different Government Agencies may utilize their leave/service credits from their previous agency. However, these can only be transmitted to the Human Resource Information System (HRIS) once their Appointment Papers will be stamped with the CSC Approval. This will take approximately 30 days from the transmittal date. The employee will still be entitled to the 1.25 Sick Leave and Vacation Leave per month; and 3 Special Leaves per year.

#### **3.2.3 Compensatory Time-Off Credits**

- Employees, both regular and job orders, are only entitled to earn a maximum of 180 hours of Compensatory Overtime Credits (COC) per month.
- The earned Compensatory Overtime Credits (COC) has a validity of one (1) year. Once the COC has expired, the employee may write a Letter of Appeal to retrieve it.
- Filing of CTO must be done at least 2 days before the actual leave date.
- For regular employees, only Salary Grade 23 and below are entitled to Compensatory Time-Off Credits. Salary Grade 24 Employees and above are only entitled to Sick leave, Vacation leave, and Special leave credits.

### **Article 3. Leave Internal Guidelines**

As part of our commitment to maintaining an efficient and organized work environment that is in adherence to the Cagayan de Oro Local Government Unit's directive on transparency and effective governance, this Office is hereby directing all teaching and non-teaching personnel of the City College to be guided on the following internal guidelines on the filing of leave and compensatory time off (CTO), undertime, official business, and foreign travel:

#### **Section 1. On Sick Leave, Domestic Emergency Leave, and AM Half-Days (for Regular employees):**

1.1. All correspondences/messages vis-a-vis sick leave, domestic emergency leave, or AM half days must be STRICTLY coursed through to ALL of the following:

- Immediate Supervisor
- HRMD Office for Beadle monitoring purposes
- President's Office (for MANCOM members only)

1.2. If the employee is a Tier 4 or 5 employee, it is the responsibility of the Section and/or Unit Heads to inform their respective Division Heads/Director of the absence of their subordinate/s.

1.3. All sick leave and domestic emergency leave must be filed the day upon return to work.

- Upon return to work, the employee must correspond to the HRMD for their filing in the City Hall Human Resource Information System (HRIS)–whether the employee will file for themselves or the HRMD files for them.

#### **Section 2. On Unpaid Absences and AM Half Days (for JO and Contract-of-Service Workers):**

2.1. All correspondences/messages vis-a-vis unpaid absences or AM half days for JO and COS workers must be STRICTLY coursed through to ALL of the following:

- Immediate Supervisor
- HRMD Office for Beadle monitoring purposes
- President's Office (for MANCOM members only)

2.2. If the employee is a Tier 4 or 5 employee, it is the responsibility of the Section and/or Unit Heads to inform their respective Division Heads/Director of the absence of their subordinate/s.

#### **Section 3. On CTO, Personal Transaction Leave, and other Special Leaves (SPL) that require prior filing (for Regular Employees):**

3.1. Accomplish the **Leave Slip** from the HRMD Office and have it pre-approved FIRST to ALL of the following at least one (1) day before:

- Immediate Supervisor
- Division Head
- HRMD - for the verification of CTO and SPL credits

- President's Office (for MANCOM members only)

3.2. For the MANCOM members, proceed to the HRMD office after having your slips pre-approved by the President's Office for HRIS filing.

3.3. Create a Google Calendar invite synced to the employee's Section and/or Division Head, Executive Secretary (for MANCOM members), and to the HRMD-HRIR Section ([hrmdrecords.cdocitycollege@gmail.com](mailto:hrmdrecords.cdocitycollege@gmail.com)).

#### **Section 4. On CTO (for Job Order Workers):**

4.1. Accomplish the **Leave Slip** from the HRMD Office and have it pre-approved FIRST to ALL of the following at least one (1) day before:

- Immediate Supervisor
- Division Head
- HRMD - for the verification of CTO credits
- President's Office (for MANCOM members only)

4.2. For the MANCOM members, proceed to the HRMD after having your slips pre-approved by the President's Office for HRIS filing.

4.3. Create a Google Calendar invite synced to the employee's Section and/or Division Head, Executive Secretary (for MANCOM members), and to the HRMD-HRIR Section ([hrmdrecords.cdocitycollege@gmail.com](mailto:hrmdrecords.cdocitycollege@gmail.com)).

#### **Section 5. On PM Half-Days (unfiled) and Early-Out due to Personal Reasons (all personnel):**

5.1. Accomplish the **PM Undertime Slip** from the HRMD Office and must be pre-approved FIRST to ALL of the following:

- Immediate Supervisor
- Division Head
- HRMD - for Beadle monitoring purposes
- President's Office (for MANCOM members only)

5.2. After the approval of all signatories, the employee will LOG OUT in the Biometrics prior to his/her exit from school.

#### **Section 6. On Excused Temporary Exit from School Campus:**

6.1. Personal transactions are highly recommended to be done in the morning.

6.2. If temporary exiting in the morning, log in the biometric before 8:00 am and accomplish the **Pass Slip** (see previous memoranda on the guidelines of accomplishing pass slips).

6.3. In the case when the employee cannot log in and out the biometric on 12:00 nn and 1:00 pm respectively, the employee should have in hand a Certificate of Appearance or Pass Slip, which are for Official Business only. The employee, therefore, should be able to log out the biometric at 5:00 pm.

6.4. For Official Business, no employee shall be allowed to use the Flexi vehicle without Pass Slip.

6.5. For emergency personal transactions to be done in the afternoon, the employee should log in before 1:00 pm and be able to log-out as well by 5:00 pm.

6.6. Pass slips only allow a maximum of one (1) hour for personal transactions (source: City HRMO). For afternoon personal reasons where the employee would like to use the Pass Slip, the s/he should only exit by 4:00 pm. Earlier than 4:00 pm will require the employee to accomplish the **PM Undertime Slip**.

#### **Section 7. On Quarterly Leave Plans or QLP (for Regular employees):**

7.1. Call for QLP filing will come from HRMD and will be at least 3 weeks before the incoming quarter.

7.2. Accomplish the **QLP slips** from the HRMD Office and must be pre-approved FIRST to ALL of the following:

- Immediate Supervisor
- Division Head
- HRMD - for verification of Vacation and Special leave credits
- President's Office (for MANCOM members only)

7.3. For the MANCOM members, proceed to the HRMD office after having your slips pre-approved by the President's Office for HRIS filing.

#### **Section 8. On PLANNED Vacation Leaves (for Regular Employees):**

8.1. Dates for the vacation leave MUST be indicated in the Quarterly Leave Plan submitted by the City College to the City Human Resource Management Office (HRMO) before the start of the quarter.

8.2. Accomplish the **Leave Slip** from the HRMD Office and must be pre-approved FIRST to ALL of the following:

- Immediate Supervisor
- Division Head
- HRMD - for verification of Vacation and Special leave credits

- President's Office (for MANCOM members only)

8.3. For the MANCOM members, proceed to the HRMD office after having your slips pre-approved by the President's Office for HRIS filing.

8.4. Create a Google Calendar invite synced to the employee's Section and/or Division Head, Executive Secretary (for MANCOM members), and to the HRMD-HRIR Section ([hrmdrecords.cdocitycollege@gmail.com](mailto:hrmdrecords.cdocitycollege@gmail.com)).

### **Section 9. On UNPLANNED Vacation Leaves (for Regular Employees)**

9.1. For a vacation leave on which date/s is/are not indicated in the submitted QLP, write a personal letter addressed to:

MS. XSYCLYN FAITH B. LUMBATAN  
Officer-in-Charge, Human Resource and Management Office

Thru: DR. JESTONI P. BABIA, LPT, EdD  
City College President

9.2. Signatories shall be:

Respectfully yours,  
<Name of Regular Employee>

Noted by:  
<Name of Division Head>  
<Position>

Approved by:  
DR. JESTONI P. BABIA, LPT, EdD  
City College President

9.3. The City College HRMD shall sign initials beside the President's signatory to verify and confirm the availability of vacation leave credits.

9.4. If an employee is a Tier 4 or 5, the Section and/or Unit Head shall sign initials beside the Division Head's signatory.

9.5. Very important note: The date of the vacation leave and the date of the submission of the request letter MUST be at least 13 WORKING DAYS APART. Otherwise, the HRIS filing on the level of the City Hall HRMO will be disapproved of in the system—thus, the disapproval of your request.

9.6. After all the accomplishment of signatories, email the scanned copy of your letter to HRMD via [hrmdrecords.cdocitycollege@gmail.com](mailto:hrmdrecords.cdocitycollege@gmail.com) for the facilitation of your request to City HRMO (i.e., DDS, coordination).

9.7. The HRMD will coordinate with the employee for the approval and filing.

9.8. The employee will create a Google Calendar invite synced to the employee's Section and/or Division Head, Executive Secretary (for MANCOM members), and to the HRMD-HRIR Section ([hrmdrecords.cdocitycollege@gmail.com](mailto:hrmdrecords.cdocitycollege@gmail.com)).

#### **Section 10. On Official Business within the City:**

10.1. Prior to the OB, employee concerned must coordinate with the HRMD Beadle (for monitoring purposes) and submit a copy of any of the following:

- Office Order (already approved by the President)
- Memo (internal or City Hall)
- Letter of Invitation

10.2. Create a Google Calendar invite synced to the employee's Section and/or Division Head, Executive Secretary (for MANCOM members), and to the HRMD-HRIR Section ([hrmdrecords.cdocitycollege@gmail.com](mailto:hrmdrecords.cdocitycollege@gmail.com)).

10.3. For OBs that are via City Hall memo or letter of invitation, the employee must always secure from the organizers a Certificate of Attendance (CA) or signed pass slip.

#### **Section 11. On Official Business outside the City (Activities NOT Initiated by the City College):**

11.1. The employee should have in hand an invitation letter from the organizers addressed to the City College President and name of the employee as the invitee. The same goes with the City Hall memo on LGU activities to be conducted outside the City.

11.2 Coordinate with President's Office for the approval of the invitation, then the accomplishment of the following:

- Office Order
- Request for Travel Order from the City Administrator's Office

11.3 The President's Office will facilitate the coordination for the request of the Travel Order from the City Admin. Once received, the Executive Secretary will provide the employee a copy of the Travel Order.

11.4. Create a Google Calendar invite synced to the employee's Section and/or Division Head, Executive Secretary (for MANCOM members), and to the HRMD.

11.5. A copy of the Travel Order and Office Order must be emailed to [hrmdrecords.cdocitycollege@gmail.com](mailto:hrmdrecords.cdocitycollege@gmail.com) for monitoring purposes.

**Section 12. On Official Business outside the City (Activities Initiated by the City College):**

12.1. The employee and the immediate supervisor must coordinate with the President's Office for the accomplishment of the following:

- Office Order
- Request for Travel Order from the City Administrator's Office

12.2. The President's Office will facilitate the coordination for the request of the Travel Order from the City Admin. Once received, the Executive Secretary will provide the employee a copy of the Travel Order.

12.3. Create a Google Calendar invite synced to the employee's Section and/or Division Head, Executive Secretary (for MANCOM members), and to the HRMD.

12.4. A copy of the Travel Order and Office Order must be emailed to [hrmdrecords.cdocitycollege@gmail.com](mailto:hrmdrecords.cdocitycollege@gmail.com) for monitoring purposes.

**Section 13. On Travels Outside of the Country (Personal Vacation Leave):**

13.1. Dates for the vacation leave MUST be indicated in the Quarterly Leave Plan submitted by the City College to the City Human Resource Management Office (HRMO) before the start of the quarter.

13.2. Follow the same guidelines vis-a-vis Planned Vacation Leaves (for Regular Employees).

13.3. Secure an approved Authority to Travel Abroad to be processed in the City HRMO, and accomplish clearance provided by the said office.

13.4. Authorization shall only be granted after the determination that the absence of the requesting official or employee shall not hamper the operational efficiency of the school.

13.5. Processing of the above mentioned should at least be one (1) month before the travel dates.

13.6. For further details, see DILG Memorandum Circular 2022-147, and other pertinent provisions from City Hall, CSC, and DILG.

13.7. Create a Google Calendar invite synced to the employee's Section and/or Division Head, Executive Secretary (for MANCOM members), and to the HRMD.

13.8. A copy of the Travel Order, Office Order, and Clearance must be emailed to [hrrmdrecords.cdocitycollege@gmail.com](mailto:hrrmdrecords.cdocitycollege@gmail.com) for monitoring purposes.

**Section 14. On Travels Outside of the Country (Official Business):**

14.1. The employee should have in hand an invitation letter from the organizers addressed to the City Mayor thru the City College President, and name of the employee as the invitee.

14.2. Coordinate with President's Office for the approval of the invitation, then the accomplishment of the following:

- Office Order
- Request for Travel Order from the City Administrator's Office

14.3. The President's Office will facilitate the coordination for the request of the Travel Order from the City Admin. Once received, the Executive Secretary will provide the employee a copy of the Travel Order.

14.4. Secure an approved Authority to Travel Abroad to be processed in the City HRMO, and accomplish clearance provided by the said office.

14.5. Authorization shall only be granted after the determination that the absence of the requesting official or employee shall not hamper the operational efficiency of the school.

14.6. Processing of the above mentioned should at least be one (1) month before the travel dates.

14.7. For further details, see DILG Memorandum Circular 2022-147, and other pertinent provisions from City Hall, CSC, and DILG.

14.8. Create a Google Calendar invite synced to the employee's Section and/or Division Head, Executive Secretary (for MANCOM members), and to the HRMD.

14.9. A copy of the Travel Order, Office Order, and Clearance must be emailed to [hrrmdrecords.cdocitycollege@gmail.com](mailto:hrrmdrecords.cdocitycollege@gmail.com) for monitoring purposes.

The accomplishment of these slips will support the filing of your Leave forms, CTO form, and QLPs in the HRIS.



## **Article 4. Faculty Merit System**

### **Section 1: Objectives**

1.1 It is the policy of the City College of Cagayan de Oro to strictly adhere to the principles of merit, fitness, and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of religion, ethnicity, disability, political affiliation, civil status, and gender, in consonance with accepted ethical standards. In this pursuit, the City College of Cagayan de Oro Merit System aims to:

1.1.1 Establish a sound procedure for recruitment, selection and appointment, reward, and promotion.

1.1.2 Create and provide equal opportunities for career development.

1.1.3 Enhance individual and organizational effectiveness and productivity.

1.1.4 Develop qualified, committed, and motivated academic staff.

1.1.5 Provide a guide for speedy and fair resolution of complaints and grievances.

1.1.6 Provide a framework for personnel discipline.

1.2 These objectives are designed to promote fairness, equality, and professionalism in faculty selection and management at the City College of Cagayan de Oro.

### **Section 2. Scope**

2.1 This Faculty Merit System of the City College of Cagayan de Oro shall be applicable to the permanent faculty positions within the institution, delineated by their respective academic ranks. The DBM Local Budget Circular (LBC) shall govern the compensation and position classification of faculty positions in the City College. LBC No. 137 s. 2021 provides for the Index of Occupational Services, Position Titles, and Salary Grades in the Local Government (IOS-LGU) CY 2021 Edition, which includes the City College of Cagayan de Oro, being a local college owned and operated by LGU Cagayan de Oro City.

Faculty Rank	Sub-Rank	Salary Grade
<b>Instructor</b>	I	12
	II	13
	III	14
<b>Assistant Professor</b>	I	15
	II	16
	III	17
	IV	18
<b>Associate Professor</b>	I	19
	II	20
	III	21
	IV	22
	V	23
<b>Professor</b>	I	24
	II	25
	III	26

## Article 5. Personnel Management Systems and Standards

### Section 1. Qualification Standards

#### 1.1 General Policies

The qualification standards for appointment and other personnel actions for faculty members are based on the Merit System issued by the Civil Service Commission (CSC) for Local Colleges and Universities.

Herein, as reflected in the Qualification Standards Schedule, are the minimum qualification standards for appointments provided under CSC Memorandum Circular No. 10, s. 2012, and CSC Memorandum Circular No. 17, s. 2013, for faculty ranks and sub-ranks from Instructor I to Assistant Professor IV and Associate Professor I to Professor III.

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Instructor I	12	Master's Degree in the area of	None	None	None required; RA 1080 (for courses requiring

<b>POSITION TITLE</b>	<b>SG</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>	<b>ELIGIBILITY</b>
		specialization or its allied/related fields.			BAR or BOARD eligibility)
Instructor II	13	Master's Degree in the area of specialization or its allied/related fields.	1 year relevant experience	4 hrs. of relevant training	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Instructor III	14	Master's Degree in the area of specialization or its allied/related fields.	2 years of relevant experience + VS Performance Rating	8 hours of relevant training	None required; R A 1080 (for courses requiring BAR or BOARD eligibility)
Assistant Professor I	15	Master's Degree in the area of specialization or its allied/related fields.	3 years of relevant experience + VS Performance 4 Rating	15 hours of relevant training	None required; R A 1080 (for courses requiring BAR or BOARD eligibility)
Assistant Professor II	16	Master's Degree	4 years of relevant experience + VS Performance Rating	20 hours of relevant training	None required; R A 1080 (for courses requiring BAR or BOARD eligibility)
Assistant Professor III	17	Master's Degree	4 years of relevant experience + VS Performance Rating	25 hours of relevant training	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

<b>POSITION TITLE</b>	<b>SG</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>	<b>ELIGIBILITY</b>
Assistant Professor IV	18	Master's Degree	4 years of relevant experience + VS Performance Rating	28 hours of relevant training	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor I	19	Master's Degree	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor II	20	MA + 9 units Doctorate	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	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	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	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	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Professor I	24	Doctoral Degree	8 years of relevant experience + VS Performance Rating	40 hours of relevant training	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	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor III	26	Doctoral Degree	9 years of relevant experience + VS Performance Rating	48 hours of relevant training	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

## Section 2. Evaluation Criteria

2.1 The evaluation criteria are grouped into four (4) Key Result Areas (KRAs), namely:

2.1.1 Instruction

2.1.2 Research, Invention, and Creative Work

2.1.3 Extension

2.1.4 Professional Development

2.2 Each KRA has specific criteria, and each criterion has at least one indicator.

Key Result Areas	Points	Maximum Points
<b>1. Instruction</b> a. Teaching Effectiveness b. Curriculum and Instructional Materials Development c. Thesis, Dissertation and Mentorship Services	60 30 10	100

<b>2. Research, Invention, and Creative Work</b> a. Research Outputs b. Inventions c. Creative Works	100 100 100	100
<b>3. Extension Services</b> a. Service to the Institution b. Service to the Community c. Extension Involvement	30 50 20	100
<b>4. Professional Development</b>  <b>For All Faculty</b> a. Involvement in Professional Organizations b. Continuing Development c. Awards and Recognition  <b>For New Entrants Only</b> d. Academic Experience e. Industry Experience	20 60 20  10 10	100

### 2.3 Point System

The weights assigned to each KRA vary from one faculty rank to another, depending on the functions that are expected of them. As faculty rank advances, more research, invention, and creative work outputs are expected. For instance, faculty occupying Instructor positions are expected to display exemplary performance in the area of instruction. However, this should not prevent them from engaging in research or extension functions. On the other hand, those occupying Professor positions are expected to produce more research, invention, and creative work, but this should not sacrifice the quality of instruction.

#### KRA Weights per Faculty Rank

Faculty Rank	Key Result Areas (KRAs)			
	Instruction	Research, Innovation, and/or Creative Work	Extension	Professional Development
Instructor (I-III)	60%	10%	20%	10%
Assistant Professor (I - IV)	50%	20%	20%	10%

Associate Professor (I - V)	40%	30%	20%	10%
Professor (I - VI)	30%	40%	20%	10%
College Professor	20%	50%	20%	10%

### **Section 3. Recruitment and Selection**

#### **3.1 General Policy**

The City College of Cagayan de Oro shall establish its own internal policies, procedures, and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for approval.

The established policies and procedures on recruitment and appointment at the City College of Cagayan de Oro shall be in accordance with the following Civil Service policies and procedures:

#### **3.2 Policies**

3.2.1 Recruitment shall be limited to those who meet the minimum requirements prescribed for the position.

3.2.2 Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the City College of Cagayan de Oro.

3.2.3 Although the publication of vacant positions for filling up is required by Republic Act No. 7041 (Publication Law), including for faculty positions as reiterated in CSC Memorandum Circular No. 19, series of 2015, the publication requirement for highly technical positions, such as faculty and academic staff, is no longer mandatory as provided in CSC Memorandum Circular No. 1, series of 2012, and Section 26(c), Rule VII of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA). However, the City College of Cagayan de Oro still requires the publication of vacant faculty positions by posting the vacancy on the College website, Facebook, and in at least three (3) conspicuous places in the City College for at least ten (10) calendar days.

3.2.4 In addition, the City College shall send vacancy announcements to other educational institutions and professional organizations to widen the search and hire the best-qualified candidate. Other appropriate modes of publication,

such as newspaper advertisements, will also be used, especially for highly technical positions where there is no available candidate that can be considered for the vacant position.

3.2.5 The screening of candidates and selection of the top-ranking candidate to fill the vacant position in the City College shall be made after ten (10) calendar days from the publication date.

3.2.6 The publication of a particular vacant position shall be valid until filled but not beyond six (6) months, reckoned from the date the vacant position was published.

3.2.6 In the issuance of appointments, the requirement for publication is deemed complied with if the application and screening process started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from the date of publication.

3.2.7 Should no appointment be issued within the nine (9)-month period, the agency has to cause the re-publication of the vacant position.

3.2.8 If a faculty member is appointed as City College of Cagayan de Oro President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.

The statuses of appointment for the members of the faculty are as follows:

3.2.9 Permanent Appointment: Issued to a person who meets the qualification standards established for the faculty rank and who has successfully completed the probationary period. The City College of Cagayan de Oro, through its governing board, shall determine the probationary period for the original appointment in each rank unless the Charter provides otherwise. The probationary period may be from 6 months to 2 years, whichever is approved by the City College of Cagayan de Oro governing board. In addition, the City College also follows the provisions and guidelines set by the Local Government Unit and Civil Service Commission.

3.2.10 Temporary Appointment: Issued to a person who does not meet the education, experience, or training requirements of the position to which he/she is being appointed for a period not exceeding one school year, including eligibility in appropriate cases. Appointees under temporary status do not have security of tenure and may be separated from service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled



to claim back wages and/or salaries and reinstatement to their positions. The employment or service of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligibles or even by non-eligibles. A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

3.2.11 Contractual Appointment: Issued to a faculty member when the exigency of the service requires it, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services. A contractual appointment should not be confused with a contract of service since the service under the latter is not considered government service. A contract of service does not give rise to an employer-employee relationship between the individual and the government, unlike a contractual appointment.

3.2.12 Part-Time Appointment: May be issued to a regular plantilla position, either as permanent if the requirements of the position are met or as temporary if one of the requirements is not met. A part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time. Service under a part-time appointment is considered government service and forms part of the faculty member's service record. On the other hand, part-time teaching covered by a contract of service or a job order does not give rise to an employer-employee relationship between the City College of Cagayan de Oro and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees.

The appointing authority shall appoint faculty members based on criteria established by the City College of Cagayan de Oro.

The City College of Cagayan de Oro shall recruit and appoint its faculty members in accordance with the following procedures:

3.2.13 Publish vacant positions in accordance with RA No. 7041 (Publication Law) for transparency. The published vacant positions shall also be posted in at least three (3) conspicuous places in the City College of Cagayan de Oro for at least ten (10) calendar days and should be sent to other educational institutions within the region for the

information of other people who may be interested in them. Other appropriate modes of publication shall be considered. Men and women shall be encouraged to apply.

3.2.14 The City College of Cagayan de Oro shall create a “Faculty Selection Board” (FSB). This body shall assist the President in selecting applicants or candidates for recommendation to the governing board, which shall appoint or confirm the appointment of faculty members to positions/ranks.

3.2.15 The members of the FSB of the City College of Cagayan de Oro shall be composed of the following:

3.2.15.1 The Vice President for Academic Affairs and Formation as Chairman;

3.2.15.2 The Dean/Director of the College/Program where the vacancy exists;

3.2.15.3 The Human Resource and Management Division (HRMD) Director as the FSB Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the department chairman/head in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the FSB and maintain all records or documents, keeping them ready for inspection and audit by the Civil Service Commission;

3.2.15.4 The President of the CSC-accredited Faculty Association/Union, or if there is no accredited faculty association/union, a representative chosen through general election;

3.2.15.5 A ranking faculty member chosen by the City College of Cagayan de Oro President;

3.2.15.6 The Chairman of the department to which the appointee will be assigned; and

3.2.15.7 A ranking professor whose specialization is in line with the nature of the teaching position to be filled, chosen by the head of the college/department needing such expertise.

3.2.16 The FSB shall make its activities and decisions as transparent as possible.

3.2.17 The HRMD shall list candidates aspiring for the vacant position, either from within or outside the City College of Cagayan de Oro.

3.2.18 The HRMD shall conduct a preliminary evaluation of the qualifications of all candidates. Candidates who are found to be qualified shall undergo further

assessment, such as written examinations, skills tests, interviews, and others, to determine the candidates' knowledge, skills, attitude, and potential.

3.2.19 The HRMD shall rank candidates in accordance with their scores from the assessment process. It shall submit the list of candidates, from highest to lowest, to the FSB for interview and deliberation en banc.

3.2.20 The FSB shall deliberate and recommend the top five candidates deemed most qualified for the vacancy to the City College of Cagayan de Oro President, who shall choose the candidate to be recommended to the governing board.

3.2.21 The HRMD shall keep the records of the deliberations of the FSB, which shall be made accessible to interested parties upon written request and for inspection and audit by the CSC.

3.2.22 The President shall ensure that the candidate possesses the required competencies, experience, education, training, and physical and mental fitness for the job.

3.2.23 The appointment issued by the President shall be submitted to the governing board for approval. The President shall also ensure that the appointee has the ability to perform the duties of the position and that he/she meets the other requirements of the job.

3.2.24 In cases where no applicant meets the minimum qualification requirements for the position, the FSB may request the modification of the qualification standards before submitting the list of five candidates for approval by the CSC. Once approved, the modified qualification standards shall be used as the basis for assessing applicants for the position.

3.2.25 The City College of Cagayan de Oro shall issue a notice of appointment, which shall be sent to the appointee and posted in three (3) conspicuous places in the City College for at least fifteen (15) calendar days. The appointment shall take effect after fifteen (15) calendar days from the date of posting.

3.2.26 The governing board may authorize the FSB to conduct promotional exams and assessments for qualified faculty members.

3.2.27 All appointments issued by the City College of Cagayan de Oro shall be based on merit, competence, and fitness.

## **Section 4. Merit and Promotion**

### **4.1 Responsibilities**

The Merit and Promotion Committee at the City College of Cagayan de Oro is responsible for evaluating faculty members' performance and accomplishments to determine eligibility for merit recognition and faculty promotions. The committee establishes and reviews criteria for these assessments in line with CHED standards, maintains comprehensive records, and submits recommendations and reports to the College President. The final approval for these recommendations rests with the Governing Board.

### **4.2 Guidelines**

#### **4.2.1 Eligibility for Promotion**

Faculty members may be considered for promotion to a higher faculty rank/sub-rank based on the minimum requirements, including education, training, scholarship grants, and eligibility, where applicable. The performance rating must be at least **Very Satisfactory** during the last two (2) rating periods.

#### **4.2.2 Evaluation Criteria**

The City College shall adopt the Evaluation Criteria, Key Result Area Weights, and Point System set by the Department of Budget and Management for CHED-Supervised Higher Education Institutions.

#### **4.2.3 Documentation Requirements**

All claims for CCE points must be supported by the appropriate and pertinent primary documents. Secondary documents shall not be accepted except in situations where the primary documents have been lost or damaged through force majeure.

#### **4.2.4 Preference in Promotion**

In cases where the competence and qualifications of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.

#### **4.2.5 Administrative Cases**

The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.

#### **4.2.6 Promotion Timing**

Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

#### **4.2.7 Closed Career System**

Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.

#### **4.2.8 Special Cases for Promotion**

A faculty member who is on a local or foreign scholarship, training grant, maternity leave, or on secondment may be considered for promotion.

#### **4.2.9 Performance Ratings**

For faculty members on special assignments such as scholarships or training grants, the performance ratings considered shall be the two ratings immediately prior to the scholarship, training grant, maternity leave, or secondment.

#### **4.2.10 Effective Date of Promotion**

If promoted, the effective date of the promotional appointment, including those on secondment, shall be after the scholarship, training grant, maternity leave, or upon assumption of duty.

### **4.3 Procedures for Promotion**

#### **4.3.1 Publication and Posting**

The HRMD or a duly authorized representative of the City College of Cagayan de Oro, upon approval of the President, shall ensure the publication and posting of all vacant positions or ranks to be filled.

#### **4.3.2 Evaluation and Reporting**

The Faculty Selection Board (FSB) shall evaluate candidates' credentials or documents submitted by the HRMD or its duly authorized representative. They will submit a comprehensive evaluation report of candidates screened for

promotion to the President, who will make a recommendation to the governing board for confirmation. The FSB shall inform candidates of the evaluation results through the HRMD.

#### **4.3.3 Posting of Promotional Appointments**

All promotional appointments, including the upgrading/reclassification of positions/ranks, shall be posted in conspicuous places throughout the City College of Cagayan de Oro to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification.

#### **4.3.4 Formation of Committees**

The City College of Cagayan de Oro shall form two Committees: one of Evaluators and one of Reviewers, which shall sit en banc to evaluate and review faculty credentials.

#### **4.3.5 Evaluator Responsibilities**

The Evaluators shall enter the points in the Summary Sheet and sign the same.

#### **4.3.6 Review Committee Responsibilities**

The Review Committee shall review the evaluation of all documents and submit the evaluated Personal Data Sheet and supporting documents to the President.

#### **4.3.7 Establishment of CCE Computerization Center**

The President shall establish a CCE Computerization Center at its Quality Assurance Office to process documents using approved computer programs. Where the two committees differ in their faculty assessment, they shall come to a collegial decision.

#### **4.3.8 Release of Official Printout**

The official printout from the Quality Assurance CCE Computerization Center shall be released through the Office of the President.

#### **4.3.9 Hiring and Promotion Standards**

The hiring/promotion of faculty members shall be subject to the relevant educational qualifications by rank/sub-rank and the Merit System Plan

adapted by the Governing Boards of the City College. Merit System Plans for faculty promulgated for the City College of Cagayan de Oro shall not be lower than the Qualification Standards (QS) prescribed by the Civil Service Commission (CSC). The CCE computer printout shall be the basis for hiring new faculty members from Instructor I to Assistant Professor IV.

#### 4.3.10 Upgrading and Promotion to Sub-Ranks

For upgrading and/or promotion to any sub-rank in the Instructor and Assistant Professor positions, a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus qualitative contributions in instruction measured in terms of Teaching Effectiveness (Annex I).

#### 4.3.11 Promotion to Associate Professor Ranks

For upgrading and/or promotion to the rank of Associate Professor I to V, a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus qualitative contributions in at least two (2) of the four functional areas, namely, instruction, research, extension, and production. The standards and point values in the qualitative contributions are indicated in the attached matrix and guidelines (Annex II).

#### 4.3.12 Promotion to Professor Ranks

For upgrading and/or promotion to the rank of Professor I to III, the faculty candidate shall be required to earn the CCE points corresponding to the rank/sub-rank plus qualitative contribution in at least three of the four functional areas.

### 4.4 Modified Point Allocation

Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Instructor	I	12	65-below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123

Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176

## 4.5 Appointment

### 4.5.1 Appointment to the Higher Sub-Rank of Instructor and Assistant Professor Positions

Appointment to the positions of Instructor II and Assistant Professor IV is subject to the following requirements:

**4.5.1.1 CCE Points:** At least 66 points for the higher sub-rank of the Instructor position and at least 88 points for the Assistant Professor position.

**4.5.1.2 Education:** Earned MA degree for Assistant Professor II to IV.

**4.5.1.3 Qualitative Contributions:** Contributions in instruction, otherwise known as Teaching Effectiveness. Annex includes the standards and guidelines for appropriate evaluation.

### 4.5.2 Appointment to the Position of Associate Professor

Appointment to the position of Associate Professor shall be subject to the following requirements:

**4.5.2.1 CCE Points:** At least 124 points.

**4.5.2.2 Education:** Earned Master's degree.

**4.5.2.3 Qualitative Contributions:** Contributions in instruction, research, extension, and production. Candidates must have contributed significantly in at least two of the four functional areas.

### 4.5.3 Appointment to the Position of Professor



Appointment to the position of Professor shall be subject to the following requirements:

**4.5.3.1 CCE Points:** At least 159 points.

**4.5.3.2 Education:** Earned Doctorate.

**4.5.3.3 Qualitative Contributions:** Contributions in instruction, research, extension, and production. Candidates must have contributed significantly in at least three of the four functional areas.

In cases where a doctorate is not normally part of career preparation or where such a doctoral program is rare, the doctorate requirement may be waived provided the candidate has an appropriate master's degree, at least 159 CCE points (including educational qualifications), and has earned at least 20 points in the following areas:

**4.5.3.4** Books, monographs, compendiums, and major bodies of published work.

**4.5.3.5** Scientific articles in publications of international circulation and other works of similar nature.

**4.5.3.6** Discoveries, inventions, and other significant original contributions.

**4.5.3.7** Research recommendations transformed into public policy benefiting the country.

**4.5.3.8** Supervision, tutoring, or coaching of graduate scientists and technologists.

**4.5.3.9** Research results applied or utilized in industrial and/or commercial projects or undertakings.

#### **4.5.4 Accreditation**

Accreditation by a committee of experts duly constituted by the Governing Board is required for candidates entering the rank for the first time.

**Note:** The members of the accreditation committee are recognized experts in the area of specialization of the faculty applying for accreditation. These experts must be external to the City College of Cagayan de Oro and are approved by CHED.

An applicant who fails in the accreditation process shall be appointed to the position of Associate Professor V.

#### **4.5.1 Limitations**

**Quota:** 20% of the total number of faculty positions.

### **4.6 Career and Personnel Development**

#### **4.6.1 General Policy**

The City College of Cagayan de Oro shall develop a career and personnel development program for faculty members, which shall include provisions on training, including foreign and local scholarships and training grants, job rotation, counseling, mentoring, and other HRMD interventions.

The career and personnel development program shall form part of the City College of Cagayan de Oro's merit system.

#### **4.6.2 Human Resource Development Interventions**

To achieve the main objective of the City College of Cagayan de Oro's personnel development program, which is to bring about highly educated and professional faculty members, the following policies are promulgated:

##### **4.6.2.1 Policies:**

4.6.2.1.1 The HRMD of the City College of Cagayan de Oro shall spearhead the onboarding of newly hired personnel.

4.6.2.1.2 The City College of Cagayan de Oro shall develop and implement a continuing program of training and development for its faculty members.

4.6.2.1.3 The City College of Cagayan de Oro shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops, or related human resource development courses.

4.6.2.1.4 Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.

4.6.2.1.5 Preference shall be given to candidates with permanent appointments.

4.6.2.1.6 The City College of Cagayan de Oro may adopt other human resource development interventions such as the following:

**Counseling:** Entails a one-on-one close interaction between a faculty member and a supervisor to jointly address problems affecting performance and relationships with others. It is generally used as a corrective approach to help an employee overcome personal or work-related issues.

**Mentoring:** A mechanism that guides a faculty member to the inner network of the City College of Cagayan de Oro, which may assist in career advancement. It involves a manager's investment in a high-potential faculty member, providing an objective assessment of strengths and weaknesses and ensuring opportunities for development. This mechanism clarifies “ambiguous” expectations and facilitates career growth.

#### **4.6.2.2 Procedures:**

4.6.2.2.1 The City College of Cagayan de Oro shall create a “Faculty Training and Development Committee (FTDC)” composed of the Vice-President for Academic Affairs and Formation as Chair; Vice-President for Administration as Vice-Chair; President of CSC-accredited Faculty Association, or if there is no accredited faculty association/union, a representative chosen through a general election, as a member; Department or unit heads where the field of grant/scholarship/training occurs, as members; and the HRMD as Secretary. The term of its members shall be two (2) years. This Committee shall formulate its own rules for approval by the President, subject to established CHED, CSC, and City College of Cagayan de Oro policies. Its main function shall be selecting and recommending those who should attend specific training programs conducted by the City College of Cagayan de Oro or by government agencies or duly accredited non-governmental organizations, local or foreign.

4.6.2.2.2 Each department/unit head shall determine the training needs of faculty members through training needs analysis in accordance with organizational priorities. The head shall submit annually to the President, through the FTDC, a plan detailing the types of training programs and the names of those who shall attend.

4.6.2.2.3 The FTDC, through the HRMD, shall inform all faculty members concerned about study grants and scheduled seminars/conferences or workshops and invite qualified faculty members to avail of such programs.

4.6.2.2.4 The participant or recipient of a training grant/scholarship agreement, in accordance with existing rules and regulations, shall submit a report on the prescribed form on the training completed and furnish the HRMD with a copy of the training certificate and report of activities for entry in personnel files. The trainee shall also be given the opportunity to share with colleagues what was learned.

4.6.2.2.5 The City College of Cagayan de Oro follows the prescribed guidelines of City Hall regarding return service, study leaves, and other similar matters. The institution will also consider the guidelines set by the Civil Service Commission, such as CSC MC No. 21s 2004 (guidelines for study leaves) and CSC MC No. 18s 1998 (regulations regarding return service).

#### **4.6.3 Continuing Professional Development of Faculty**

Faculty members are actively engaged in ongoing professional development to enhance their teaching and research capabilities. This commitment to continuous learning ensures that educators remain up-to-date with the latest educational methodologies and subject matter expertise, ultimately benefiting students and the academic community.

#### **4.6.4 Trainings/Workshops/Seminars/Conferences/Fora**

4.6.4.1 In accordance with departmental and program requirements, seminars, workshops, and related events must be attended by eligible faculty members on a rotating basis rather than being limited solely to the chairperson or the Dean. Requests for participation in training, seminars, conferences, forums, or meetings should be submitted using the designated Request Form and require approval from the competent authority. Financial support for such activities is contingent upon the approved annual budget of each division, college, satellite campus, or unit.

4.6.4.2 Training/Seminars/Conferences/Fora: City College encourages faculty members to actively engage in training, seminars, conferences, and fora to enhance their instructional, research, and extension skills.

Participation, including attendance and paper presentations, is supported to further their professional development.

4.6.4.3 Workshops/Meetings of Professional Associations/Inter-Institutional Associations: Financial support will be provided when faculty members with designated roles such as Department Chairman, Dean, or VP attend workshops or meetings related to their responsibilities. Faculty members without specific administrative roles may attend such events on Official Time Only.

4.6.4.4 Reports: Following participation, faculty members are required to submit a report on the training, seminars, conferences, fora, or meetings attended within two working days upon return. These reports are to be forwarded to the Office of Human Resource Management for documentation and information purposes.

For other support not indicated above, the City College of Cagayan de Oro will follow the guidelines mandated by the Department of Budget and Management and the Commission on Audit.

#### **4.6.5 In-Service Training and Workshops**

In pursuit of its commitment to enhancing the caliber of higher education, the City College will implement in-service modular workshops and training sessions for faculty members.

These programs will feature both internal and external speakers who will comprehensively examine various aspects of school and national policies related to instruction, research, and extension. This includes, but is not limited to, the following key areas:

4.6.5.1 Philippine Professional Standards for Teachers

4.6.5.2 Professionalism in Teaching

4.6.5.3 Teaching-Learning Strategies

4.6.5.4 Knowledge and Performance Assessment

4.6.5.5 Outcome-Based Education

4.6.5.6 Oral and Written Communication

4.6.5.7 Feedback and Facilitation

4.6.5.8 Program Development and Evaluation

4.6.5.9 Research and Publication

4.6.5.10 CHED (Commission on Higher Education) and CSC (Civil Service

## Commission) Policies and Standards

### 4.6.5.11 City College Administrative and Academic Policies

These workshops and training sessions are designed to equip faculty members with a comprehensive understanding of these crucial policies, ensuring alignment with the University's commitment to excellence in higher education.

#### 4.6.6 Leadership Training

Within the City College of Cagayan de Oro, faculty members are frequently assigned to administrative roles, including positions such as departmental chairs, college deans, or directors of college offices. To endow them with essential leadership competencies and knowledge, and to foster the ongoing enhancement of administrative services catering to the needs of both students and faculty, the school shall institute structured leadership training programs designed specifically for its appointed faculty members.

### 4.7 Performance Management System

#### 4.7.1 General Policy

In alignment with the Civil Service Commission (CSC) guidelines, the City College shall develop its own Strategic Performance Management System (SPMS) for faculty ranks and sub-ranks. This system is to be approved by the Governing Board and will be administered to continuously foster the improvement and efficiency of faculty members, as well as the effectiveness of the organization. It shall be an organized, methodical, and standardized system of evaluation for faculty members. The system will be implemented in accordance with the rules, regulations, and standards established by the CSC. The City Human Resource Management Department may assist the City College in establishing its Performance Management System (PMS).

The approved SPMS shall form part of the City College Faculty Merit and Promotion System.

#### 4.7.2 Policies

##### 4.7.2.1 Performance Rating and Promotion:

The performance rating of a faculty member shall be used as a basis for promotion or for awarding incentives and rewards.

##### 4.7.2.2 Adjectival Ratings:

The PMS may provide for at least five adjectival ratings:

Outstanding (O)  
Very Satisfactory (VS)  
Satisfactory (S)  
Unsatisfactory (US)  
Poor (P)

**4.7.2.3 Promotion Consideration:**

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 promotion to higher positions or ranks.

**4.7.2.4 Performance Management Team (PMT):**

A Performance Management Team (PMT) shall be created in the City College to spearhead the establishment of the SPMS. The composition and responsibilities are as follows:

**4.7.3 Composition: Performance Management Team (PMT)**

**Chair:** Vice President for Administration

**Members:**

Vice President for Academic Affairs and Formation (or highest-ranking official in charge of personnel management)

Director for Human Resources (or its equivalent)

Deans and Directors

Director for Planning

Director for Finance

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.

**Term of Office:**

The term of office for the representatives shall be determined by the PMT.

**Secretariat:**

The Director for Planning shall function as the Secretariat.

#### 4.7.4 Key Officials and Responsibilities

College President	<ul style="list-style-type: none"> <li>● Together with the PMT, the College President is responsible and accountable for the establishment and implementation of the SPMS.</li> <li>● Sets performance goals/objectives and performance measures.</li> <li>● Determines target setting period.</li> <li>● Approves office performance commitment and rating.</li> <li>● Assesses performance of offices.</li> </ul>
PMT	<ul style="list-style-type: none"> <li>● Sets consultation meetings with all heads of offices to discuss the office performance commitment and rating system and tools.</li> <li>● Ensures that office performance management targets, measures, and budget are aligned with those of goals of the City College.</li> <li>● Recommends approval of the office performance and rating system and tools.</li> <li>● Acts as appeals body and final arbiter.</li> <li>● Identifies potential top performers for awards.</li> <li>● Adopts its own internal rules, procedures, and strategies to carry out its responsibilities.</li> </ul>
Planning Office	<ul style="list-style-type: none"> <li>● Functions as the PMT Secretariat.</li> <li>● Monitors submission of Office Performance Commitment and Rating Form (OPCR) and schedule the review and evaluation by the PMT.</li> <li>● Consolidates, reviews, validates, and evaluates the initial performance assessment based on accomplishments reported against success indicators and budget against actual expenses.</li> <li>● Conducts performance planning and review conferences annually.</li> <li>● Provides each office with the final office assessment as a basis in the assessment of individual employees.</li> </ul>
HRMO	<ul style="list-style-type: none"> <li>● Monitors submission of Individual Performance Commitment and Rating (IPCR) Form.</li> <li>● Reviews the summary list of individual performance rating</li> <li>● Provides analytical data on retention, skill/competency gaps, and talent development plan.</li> <li>● Coordinates developmental interventions that will form part of the HR Plan.</li> </ul>
VP for Academic Affairs and	<ul style="list-style-type: none"> <li>● Assumes primary responsibility for performance management in the academic cluster.</li> <li>● Conducts strategic planning sessions with deans, directors and</li> </ul>



Formation	<p>faculty.</p> <ul style="list-style-type: none"> <li>• Reviews and approves individual performance commitment and rating form.</li> <li>• Provides written notice to subordinates who obtain Unsatisfactory or Poor rating.</li> </ul>
Dean/ Director	<ul style="list-style-type: none"> <li>• Submits quarterly accomplishment report.</li> <li>• Does initial assessment of the academic cluster performance.</li> <li>• Determines final assessment of faculty's performance level.</li> <li>• Informs the faculty of the final rating and identifies necessary interventions.</li> </ul>
Department Chair	<ul style="list-style-type: none"> <li>• Assumes joint responsibility with the Dean/Director/VP for Academic Affairs and Formation in attaining performance targets.</li> <li>• Rationalizes distribution of targets and tasks.</li> <li>• Monitors closely the status of performance of subordinates.</li> <li>• Assesses individual faculty's performance.</li> <li>• Recommends developmental interventions.</li> </ul>
Individual Faculty	<ul style="list-style-type: none"> <li>• Act as partners of management and co-employees in meeting organizational performance goals.</li> </ul>

#### 4.8 Program on Awards and Incentives for Service Excellence (PRAISE)

In accordance with Civil Service Commission MC No. 01, s. 2001, the City College of Cagayan de Oro will implement a suggestions and incentive award system to promote creativity, innovation, efficiency, integrity, and productivity within public service. This system will recognize and reward individual officials, faculty members, and 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.

##### 4.8.1 Guidelines

4.8.1.1 Principle of Recognition: The system shall adhere to the principle of providing incentives and awards based on performance, innovative ideas, and exemplary behavior.

4.8.1.2 Timeliness of Recognition: The system shall emphasize the timeliness of giving awards or recognition. In addition to conferment of awards during traditional or planned ceremonies, the spirit of on-the-spot recognition shall be institutionalized.

4.8.1.3 Types of Awards and Incentives: 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.

Non-monetary awards shall be encouraged.

Monetary awards shall be granted only when suggestions, inventions, superior accomplishments, and other personal efforts result in monetary savings, not to exceed twenty (20) percent of the savings generated.

4.8.1.4 Budget Allocation: At least five (5) percent of the Human Resource Development (HRD) funds shall be allocated for the system and incorporated in the City College's Annual Work and Financial Plan and Budget.

4.8.1.5 Institutionalization and Committee Composition: The system shall be institutionalized through the creation of a PRAISE Committee in the City College. The committee shall preferably have the following composition:

4.8.1.5.1 President/Vice-President of the City College or authorized representative, who will act as chairperson

4.8.1.5.2 Head of the financial unit or equivalent

4.8.1.5.3 Head of the planning unit or equivalent

4.8.1.5.4 Highest ranking employee in charge of human resource management or the career service employee directly responsible for personnel management

4.8.1.5.5 Two (2) representatives from the faculty, who shall serve for two (2) years and be elected at large or designated by the registered faculty union in the absence of an accredited faculty union

4.8.1.6 Responsibilities and Oversight: The City College President shall be responsible for overseeing the system's operation, and the Human Resource and Management Division shall serve as the system's Secretariat.

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

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 in judiciously and objectively implementing the system of incentives and awards.

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.

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

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

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

The HRMD shall enter into the personnel file any honor award received by any faculty member.

4.8.1.9 Development of PRAISE Program: The City College shall develop its own Program on Awards and Incentives for Service Excellence (PRAISE), incorporating the types of incentives that may be given.

4.8.1.10 Annual Reporting and National Awards: 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 January 30th to enable its faculty members to qualify for nomination to the CSC-sponsored national awards.

## **Article 6: Designated Working Hours**

### **Section 1. General Policy**

Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. The forty hours a week may include time for teaching, student consultation, research and extension work, and other activities relevant to teaching, e.g., preparation of lessons, checking of papers, etc. These responsibilities shall be left to the discretion of the governing board of the City College of Cagayan de Oro.

### **Section 2. Policies**

2.1 Working Hours and Attendance: The City College of Cagayan de Oro shall prescribe its own rules and regulations governing the working hours and attendance of its faculty members.

2.2 Responsibility of Department Heads: It shall be the duty of the head of the department in the City College of Cagayan de Oro to require all members of the faculty under their supervision to strictly observe the prescribed office hours. These hours may be apportioned to teaching hours per week, student consultation per week, lesson preparation per week, and research and extension services.

2.3 Attendance During Office Hours: If the head of the department, in the exercise of their discretion, allows faculty members to leave the office during office hours not for official business, but to attend social events/functions and/or wakes/interments, the absence shall be reflected in their daily time record and charged against their leave credits.

2.4 Attendance Record: Each head of the department in the City College of Cagayan de Oro shall require a daily record of attendance for all faculty members under their supervision. This record should be kept on the proper form and, whenever possible, registered on the biometric or other verifiable recording systems.

2.5 Extended Working Hours: When the interest of public service so requires, the daily hours of work for faculty members may be extended by the head of the City College of Cagayan de Oro. The extension shall be fixed in accordance with the nature of the work, provided that work in excess of eight (8) hours is properly compensated.

### **Section 3. Part-time Teaching**

To maintain the quality of education, the City College may appoint teaching staff on a part-time basis, provided they meet the requirements of the position. Part-time appointments may either be to a regular plantilla faculty position or hiring through a contract of service or a job order. When hiring and managing part-time faculty members, the City College will follow the provisions set by the Civil Service Commission.

3.1 Working Hours for Part-time Teaching Staff: Part-time teaching staff may be allowed to render an accumulated twenty-four (24) hours per week instead of the four-hour continuous service every working day, provided the needs of the City College are served.

3.2 Rescheduling of Part-time Working Hours: The head of the department may, with the recommending approval of their immediate supervisor and the approval of the President of the City College, reschedule the time of part-time teaching staff to satisfy the 24-hour work week requirement. This adjustment should ensure continuous service is available to the City College at all times during the week.

3.3 Biometric System Requirement: Part-time teaching staff shall be required to use the biometric system for attendance tracking.

3.4 Accountability for Contract-based Part-time Staff: The City College shall establish a mechanism of accountability with appropriate sanctions for part-time staff covered by contracts of service or job orders.

The City College of Cagayan de Oro will follow the guidelines mandated by the Department of Budget and Management and the Commission on Audit.

### **Section 4. Flexi Time Schedule**

The head of each department within the City College has the authority to grant flexibility in working hours to faculty members under their supervision.

This flexibility aims to facilitate the efficient execution of the faculty's four-fold functions, which encompass instruction, consultation, research, and extension services. However, it's essential to emphasize that despite this flexibility, the standard workweek of forty hours must be rigorously adhered to as per the established guidelines. In essence, this policy aims to strike a balance between accommodating the diverse roles and duties of faculty members while ensuring that

their overall work commitments align with the institution's prescribed workload standards.

## **Article 7: Leave Privileges**

### **Section 1. General Policy**

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). These privileges can be enjoyed by the employees once they take the appropriate steps in applying for leave. The Application for Leave Form (CSC Form No. 6) must be duly submitted to the HRMD.

1.1 Monetization of Leave Credits: 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.

1.2 Commutation of Leave Credits: Commutation of leave credits refers to the conversion of unused leave credits into their corresponding monetary value.

1.3 Cumulation of Leave Credits: Cumulation of leave credits denotes the gradual accumulation of unused leave credits by an official or employee over time.

## **Article 8: Grievance Machinery**

### **Section 1. General Policy**

The Grievance Machinery serves as a process for resolving employment-related disputes that may arise. It offers internal procedures and solutions aimed at achieving an agreeable resolution for any complaints or grievances brought forward by the parties involved. It is advisable to consistently adhere to the established principle of "exhaustion of administrative remedies" in all instances.

### **Section 2. Policies**

#### **2.1 Grievance Machinery:**

2.1.1 Grievances are complaints or disputes which a faculty member or group of faculty members may have in relation to conditions of employment, interpretation of policies, or cases involving the working relationships among the faculty, students, office professionals, and administrators. Grievances

shall be settled as expeditiously as possible at the lowest level of the office where the aggrieved party belongs.

2.1.2 The speedy settlement of grievances is essential to the effective and efficient operations of the City College in light of its vision and mission.

2.1.3 The spirit of understanding, cooperation, and love shall prevail. Hence, one has to avoid the publication of the grievance case pending settlement, securing legal aid, or appearance of lawyers relative to the resolution of the case.

## 2.2 Grounds for Grievances:

2.2.1 Inadequate or Unhealthy Working Conditions or Environment: Inadequate or unhealthy working conditions or environment can be grounds for grievance if they pose a threat to the health or safety of the faculty members.

2.2.2 Unreasonable Work Assignments: Unreasonable work assignments that do not belong to the duties and responsibilities of a faculty member are considered valid grounds for grievances.

2.2.3 Arbitrary Exercise of Authority: Arbitrary exercise of authority, including but not limited to selective evaluation and granting of benefits/privileges, can be challenged through the grievance process.

2.2.4 Violation of the Code of Ethics: Any violation of the Code of Ethics as defined in the Faculty Manual governing interpersonal relations may be grounds for grievance.

2.2.5 Practices Against Established Policies: Practices and procedures against established policies are valid grounds for grievance and should be addressed through the appropriate channels.

2.2.6 Other Causes of Dissatisfaction: Other matters causing dissatisfaction among teachers, students, or employees can also be addressed through the grievance process.

## 2.3 Grievance Procedures:

### **First Level**

2.3.1 A faculty member who feels that they have been offended in connection with their rights as an employee shall make a written complaint to the immediate head of the alleged offender.

2.3.2 The immediate head shall gather and verify all relevant facts within five (5) working days from receipt of the complaint. They may ask the parties to provide their respective explanations in writing.

2.3.3 A clarificatory meeting may also be called if necessary. The immediate head shall exhaust all means to reach an amicable settlement.

2.3.4 If no settlement is reached, the case shall be elevated to the second level. All pertinent documents shall be endorsed to the higher authorities designated at the second level.

### **Second Level**

2.3.5 The following proper channels shall be observed:

2.3.5.1 Grievances involving Faculty and Students: The complaint shall be endorsed to the Student Welfare Director and the Dean of the school concerned.

2.3.5.2 Grievances involving Members of the Faculty: The complaint shall be endorsed to the Dean of the school concerned.

2.3.5.3 Grievances involving Faculty and Academic Non-Teaching Faculty: The complaint shall be endorsed to the Dean of the school and the Office Head concerned.

2.3.5.4 Grievances involving Faculty and Department Chairperson: The complaint shall be endorsed to the Vice-President for Academics and Research.

2.3.5.5 Grievances involving Faculty and Non-academic Personnel: The complaint shall be endorsed to the Dean of the school and Office Head concerned.

2.3.5.6 Grievances involving Faculty and Dean: The complaint shall be endorsed to the VP-Academics and Research.

2.3.5.7 Grievances involving Faculty and Vice-President/Religious Administrator: The complaint shall be endorsed to the Prior of the Community through the College President.



2.3.5.8 Grievances involving Faculty and President: The appeal shall be addressed to the Governing Board through the President of the Faculty Association.

2.3.6 Within five (5) working days after the complaint is received by the addressee, they shall first call the parties concerned to a meeting for a possible amicable settlement.

2.3.7 If no settlement is reached, the case is elevated to the third level.

### **Third Level**

2.3.8 The addressee shall have the discretion of inviting a resource person to help settle the case together with the parties concerned.

2.3.9 If still no amicable settlement is reached, the case is elevated to the fourth level.

### **Fourth Level**

2.3.10 The addressee concerned shall convene the Grievance Committee composed of the following:

## **Section 3. Grievance Committee**

3.1 Composition of the Grievance Committee:

3.1.1 In cases involving Faculty and Student:

Chairman: One from the Administration

Members:

Dean/Principal

Faculty Association President or their authorized representative

Supreme Student Council President or their authorized representative

Student Affairs Office (SAO)

3.1.2 In cases involving Faculty and Faculty:

Chairman: One from the Administration

Members:

Dean(s) or Principal(s)

Faculty Association President or their authorized representative

3.1.3 In cases involving Faculty and ANTF:

Chairman: One from the Administration

Members:

Dean/Principal of the faculty

Office Head of the ANTF

Faculty Association President or their authorized representative

3.1.4 In cases involving Faculty and Office Professional (OP):

Chairman: One from the Administration

Members:

Dean/Principal of the faculty

Office Head of the OP or their authorized representative

Faculty Association President or their authorized representative

3.1.5 In cases involving Faculty and Department Chairperson/Coordinator:

Chairman: One from the Administration

Members:

Dean/Principal of the faculty

Faculty Association President or their authorized representative

3.1.6 In cases involving Faculty and Lay Administrator:

Chairman: One of the Vice Presidents

Members:

Dean/Principal of the faculty

Head of the Lay Administrator

Faculty Association President or their authorized representative

3.1.7 In cases involving Faculty and Religious Administrator:

Chairman: The President or their authorized representative

Members:

Dean/Principal of the faculty

Faculty Association President or their authorized representative

3.1.8 In cases involving Faculty and President:

Chairman: Prior of the Community

Members:

Dean/Principal of the faculty

Faculty Association President or their authorized representative

## **Section 4. Duties and Responsibilities of the Grievance Committee**

4.1 Confidentiality of Information: Members of the Grievance Committee shall observe confidentiality of information gathered in the course of the hearings. They shall be made to sign an undertaking to this effect.

### 4.2 Duties of the Chairman:

4.2.1 Convenes and chairs all meetings of the Committee and the grievance hearings.

4.2.2 Handles all logistics related to the grievance process (arrange for recording and/or transcriptions of the hearing, counsel for the Committee, conference rooms for the hearing, etc.).

4.2.3 Schedules committee meetings and grievance hearings and notifies in writing all parties concerned.

4.2.4 Ensures the timely and orderly process of the grievance.

4.2.5 Instructs the Committee on jurisdictional and other related matters, makes all procedural rulings (including what evidence is admissible, whether to permit a party to introduce evidence that has not been previously disclosed, etc.).

4.2.6 Prepares a written report of the Committee's findings and recommendations.

4.2.7 Compiles the official records and transmits the records and committee's decision as specified in the procedure.

4.2.8 Convenes and chairs any meetings or hearings.

### 4.3 Duties of the Members:

4.3.1 Attend the initial orientation meeting, pre-conference hearing, and all scheduled hearing dates.

4.3.2 Listen carefully and review all testamentary and documentary evidence presented during the hearing.

4.3.3 Weigh the credibility of the evidence, make specific findings of facts, and determine whether the complaint has a valid cause of action.

## **Section 5. Specific Guidelines**

### **5.1 Investigation Rules:**

5.1.1 Both parties shall be assured of freedom from coercion, discrimination, and reprisal. The parties shall be assured of a speedy and impartial trial of the case.

5.1.2 Proceedings shall be summary in nature. The rules of procedure employed in formal court hearings shall be dispensed with.

5.1.3 The City College Legal Counsel may be designated as Consultant or Chair of the Grievance Committee when necessary.

5.1.4 A secretary appointed by the College President shall record in simple and clear terms the proceedings of the case.

5.1.5 The Grievance Committee will submit its recommendation to the College President within fifteen (15) working days after the last hearing.

5.1.6 Such recommendation is subject to the final deliberation of the School Board.

5.1.7 The School Board through the College President shall, in writing, furnish the parties concerned a copy of the decision.

5.1.8 The periods stated in this Article shall serve only as a guide and should not be construed as being mandatory. However, upon the expiration of the corresponding period, an explanation shall be issued by the chair stating why a decision or resolution has not been rendered or issued within the said period.

5.1.9 Additional members may likewise be appointed upon the recommendation of the Chair and approved by the College President.

## **Section 6. Gender-based and Sexual Harassment**

The City College of Cagayan de Oro promulgates the following rules and regulations to effectively carry out the provisions of Republic Act No. 11313, otherwise known as “Safe Spaces Act” and CHED Memorandum Order No. 03 s. of 2022 or the “Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions”.

## **6.1 Objectives**

These rules provide a policy for students, administrators, and employees to identify, prevent, and address gender-based sexual harassment. They aim to enforce the Safe Spaces Act, which requires higher education institutions to help eliminate gender-based violence. These guidelines protect the rights of everyone in higher education and respond to the national call to end gender-based violence, in line with the Safe Spaces Act and the Anti-Sexual Harassment Act of 1995.

## **6.2 Applicability**

The rules and regulations embodied in this article apply to all students, administrators, and employees either permanent, probationary or contractual as well as others who participate in the City College's programs and activities.

## **6.3 How Gender-Based Sexual Harassment is Committed**

Gender-based sexual harassment in HEIs, other education and training institutions and partner host establishments and/or organizations may be committed as follows:

6.3.1 In a higher education institution, other education and training institutions and partner host establishment and/or organizations, as a place of work and as a place of learning, when any unwelcome act or series of acts of a sexual nature is employed in the following:

- As basis for any employment decision (including, but not limited to, hiring, promotion, raise in salary, job security, benefits and any other personnel action) affecting the complainant;
- As requirement for a grade rating, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or any consideration to the complainant;
- As interference with the complainant's performance, which creates an intimidating, hostile or offensive work or academic environment; or
- As an instrument that might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to the complainant.

6.3.2 In higher education institution, as a public space, when any unwelcome act or series of acts of a sexual nature constitutive of street-level and public-spaces sexual harassment are committed. The different forms of Street-level and Public-Space GBSH include but are not limited to:

- Catcalling and/or wolf-whistling;
- Unwanted invitations;

- Misogynistic, transphobic, homophobic, and sexual slurs;
- Persistent uninvited comments or gestures on a person's appearance;
- Statements, comments and sexual suggestions with sexual innuendos;
- Persistent telling of sexual jokes; use of sexual names;
- Public masturbation or flashing of private parts;
- Groping, or any advances, whether verbal or physical, that are unwanted and threaten one's sense of personal space and physical safety, and committed in public space; or Stalking

6.3.3 In the digital world, online gender-based sexual harassment includes:

- Acts of a sexual nature that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats;
- Unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and/or comments online, whether publicly or through direct and private messages;
- Invasion of victim's privacy through cyberstalking and/or incessant messaging;
- Uploading and/or sharing without the consent of the victim any form of media that contains photos, audio, or video with sexual content;
- Any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online;
- Impersonating identities of victims online or posting lies about victims to harm their reputation; or
- Filing false abuse reports to online platforms to silence victims.

#### **6.4 Persons Liable for GBSH**

Gender-based sexual harassment may be committed in the following:

6.4.1 Persons of the same or opposite sex who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach or trainer (e.g., faculty to students, administrator to faculty/employees, administrator to students, and coach/trainer to students);

6.4.2 Persons in a peer relationship with the offended party (e.g., faculty to faculty, students to students, administrator to administrator, coach/trainer to coach/trainer);

6.4.3 Students/student interns, faculty, administrators or employees committing acts that constitute sexual harassment against faculty members, administrators, employees, third-party service providers or visitors of its institution;

6.4.4 Third-party service providers engaged by the institution such as sanitation, security and maintenance personnel;

6.4.5. Personnel of other partner institutions which have contracted to undertake school-related activities;

6.4.6 Visitors or third-parties who are within the premises, or around the vicinity of the institution.

## **6.5 Procedural Requirements and Compliance with Due Process**

### **6.5.1 Pre-Filing Stage**

The City College shall adopt mechanisms to provide assistance to an alleged victim of acts punishable by these guidelines which may include counseling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.

### **6.5.2 Complaint**

1. The complaint may be filed at any time with the Head of the HEI, the Office of the Immediate Head of the Complainant or the alleged perpetrator, the Student Development and Placement Center (SDPC), Student Affairs and Services Office, Safety and Security Department (SSD), the CODI or the CHED Regional Office having jurisdiction over HEI. Upon receipt of the complaint by any of the above offices, the same shall be transmitted to the CODI.
2. The complaint may be in any form, provided that the following information are indicated in the complaint:
  - FULL NAME and CONTACT DETAILS of the Complainant. However, the filing of an anonymous complaint is not prohibited.
  - FULL NAME, CONTACT DETAILS and/or POSITION of the Respondent, if known to the Complainant.
  - STATEMENT OF RELEVANT FACTS
  - EVIDENCE TO SUPPORT THE ALLEGATION, provided that non-submission of evidence will not cause the dismissal of the complaint;
  - The withdrawal of the complaint at any stage of the proceedings shall be without prejudice for the CODI to continue its investigation and make a

report of its findings and recommendation to the disciplining authority when the evidence warrants.

### 6.5.3 Action on the Complaint

After evaluating the complaint, the CODI shall:

1. For complaints against an employee, faculty or student, proceed with the investigation.
2. For complaints against personnel of third-party service providers or partner institutions or guests or visitors, recommend the referral of the complaint to the service provider, partner institution or to the proper government authorities for proper investigation and action.
3. The CODI shall likewise recommend to the College President to provisionally disallow the personnel of third-party service provider or of partner institutions complained of, or guests or visitors from entering the premises of the institution or from transacting with the institution while investigation is pending before the service provider, partner institution or to the proper government authorities.

### 6.5.4 Investigation of Cases before the CODI

The CODI shall, at all times, observe due process and investigate and decide on said complaint within ten (10) working days or less upon receipt thereof, following the procedures, to wit:

1. Within 24 hours of receipt of the written complaint, the CODI shall commence the investigation by notifying the Respondent of the Complaint filed against him / her with a directive to submit his/her CounterAffidavit/Comment under oath and submit evidence in his/her defense within 72 hours from receipt of the notice and furnish a copy thereof to the Complainant. Otherwise, the Counter Affidavit/Comment shall be considered as not filed.
2. Upon receipt of the Counter-Affidavit/Comment under oath and evidence submitted by the Respondent, the CODI shall conduct an ex parte examination of the documents submitted by the parties, including available records of the case.

### 6.5.5 Preventive Suspension

Upon petition of the Complainant or motu proprio upon the recommendation of the CODI, the disciplining authority may order the preventive suspension of the Respondent during the conduct of investigation before the CODI and he period of



deliberation of the recommendation of the CODI pursuant to Section 20 hereof, if there are reasons to believe that he / she is probably guilty of the charges which would warrant his/her removal from the institution. An order of preventive suspension may be issued to temporarily remove the respondent from the office and to preclude the possibility of his / her exerting undue influence or pressure on the witnesses against him/her or tampering of any evidence.

#### 6.5.6 When Case is Decided

The disciplining authority shall decide the case within thirty (30) days from receipt of the CODI Investigation Report and Recommendation.

#### 6.5.7 Finality of Decisions

The School Board shall make the final decision of the case and include the necessary sanction whenever appropriate.

#### 6.5.8 Parallel and Complementary Actions

Nothing in these Guidelines shall be construed to limit the rights of the victims of GBSH from pursuing civil, criminal and other legal actions as may be provided by law.

### 6.6 Committee on Decorum and Investigation (CODI)

#### 6.6.1 Composition

This committee shall be composed of the following:

Aggrieved Party	Accused Party	Committee	
Teacher/OP/ Student	Administrator	Chairman Co-Chair Members	: VP Administration/Academics & Research : HRMO : Dean/Office Head/FAI/SSC President Student Affairs and Services Director (If party involved is student)
Teacher	Teacher	Chairman Co-Chair Members	: VP-Academics & Research : HRMO : Dean of Aggrieved Party, Dean of Accused Party, FAI President

Teacher	Office Professional (OP)	Chairman Co-Chair Members	: VP-Academics & Research : HRMO : Dean, Head of Accused Party, FAI and Presidents
OP	Teacher	Chairman Co-Chair Members	: VP-Administration : HRMO : Head of Aggrieved Party, Dean of Accused Party and FAI Presidents
Student	Teacher	Chairman Co-Chair Members	: VP-Academics & Research : HRMO : Dean of Accused Party, FAI and SSC Presidents, Student Affairs and Services Director
Student	OP	Chairman Co-Chair Members	: VP-Administration : HRMO : Head of Accused Party and SSC Presidents, Student Affairs and Services Director
Administrator	Administrator	Chairman Co-Chair Members	: VP-Administration : VP Academics & Research HRMO : Dean/Director/Office Head from Other Departments and FAI Presidents
Administrator	Teacher/ OP/ Student	Chairman Co-Chair Members	: VP Administration/Academics & Research : HRMO : Dean/Office Head/ FAI/ SSC President Student Affairs and Services Director

6.6.2 Permanent Alternates. Aside from the regular members of the CODI, the Head of Institution shall also designate their respective permanent alternates who shall act on behalf of the regular members in their absence, temporary incapacity or voluntary or involuntary inhibition. The permanent alternates shall have the authority to render decisions so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.

6.6.3 Impartiality. Members of the CODI should have no prior record of involvement as a respondent or defendant in any case of whatever nature of sexual harassment, including those which are still pending.

## **PART II. Promotions and Communications Office**

### **Article 1. Office Functions Roles and Responsibilities**

#### **Section 1. Promotions and Communications Office Mandates**

The Promotions and Communications Office is dedicated to enhancing the visibility and brand identity of the institution. This office is responsible for developing and executing comprehensive marketing strategies and communications plan, managing public/media relations, creating promotional materials, and overseeing internal and external communications. It also implements promotional events to engage the community and highlight the institution's offerings. By ensuring consistent and effective messaging across all platforms in line with the institution's established branding guidelines, the office supports enrollment growth and fosters positive relationships with stakeholders, including students, faculty, alumni, and the community.

### **Article 2. Official Branding Manual**

**Section 1. Overview.** This Official Branding Manual has been crafted to serve as a comprehensive guide for all branding and communication efforts across the institution. It outlines the standards and guidelines that must be adhered to in order to maintain a unified and distinctive brand identity.

The primary purpose of this Branding Manual is to:

- 1.1 To establish a consistent visual and verbal identity across media platforms and materials
- 1.2 To create cohesive and strategic branding that aligns with the institution's mission, vision, and core values.
- 1.3 To provide guidelines that uphold the professionalism and integrity of the institution's communications.

This manual applies to all aspects of branding and communication, including but not limited to:

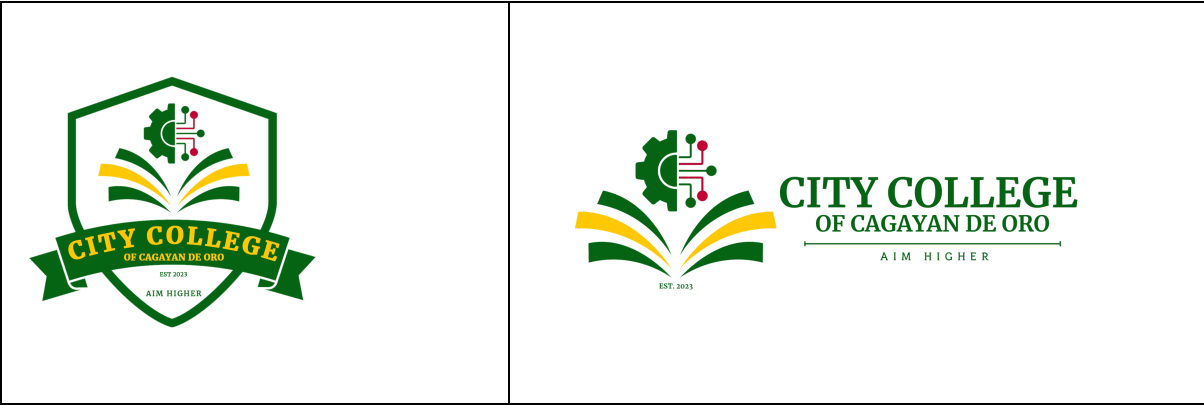
#### **Section 2. Official Seal and Logos**

##### **CDO-LGU and CDO-RISE Official Logos**

The CDO-LGU and CDO RISE logos are the official symbols of the city that represent the City Government of Cagayan de Oro and the platform of governance under the administration of City Mayor Rolando “Klarex” A. Uy. City College of CDO personnel must adhere to the guidelines ensuring that these logos are included in both external and internal branding collaterals across all platforms.



**City College of Cagayan de Oro Official Seal and Logotype**



**2.1 Description of Elements**

The college seal is a formal emblem that represents the official authority and historical significance of the City College of Cagayan de Oro. It is typically more intricate in design and may include elements such as the institution's founding year, symbols of knowledge, and other traditional iconography.

Meanwhile, the logotype is a more versatile and modern representation of the City College of Cagayan de Oro. It is designed for broader and more frequent use compared to the seal.

2.1.1 Institutional Name. The official name given by City Ordinance 14564-2023 through the education committee, as an LGU-run higher educational institution.

2.1.2 Shield Emblem. The shield emblem represents the institution's commitment to delivering a well-rounded education that encompasses diverse areas of knowledge, embraces practical skills relevant to industries, and actively contributes to the holistic development of the community.

2.1.3 Institutional Slogan. A genuine tagline representing the school's commitment to future graduates.

2.1.4 Ribbon. The laurel leaves are symbolic of knowledge and learning. They represent the pursuit of quality education by signifying diversity, holistic education, and the wholeness of student development.

2.1.5 Information Technology Icon. This icon represents the institution's dedication to providing better opportunities for youth and adults to gain the knowledge and competence necessary to perform duties in the industrial workforce through technical skills training.

2.1.6 Open Book. The open book symbolizes the institution's goal of producing competent, skilled, and self-sufficient workers in the region.

2.1.7 Year. This element denotes the year the institution was established.

### **Section 3. Logo Usage Guidelines**

**3.1 Official College Seal** - The college seal is to be used in the following contexts:

3.1.1 Official Documents: Diplomas, certificates, official transcripts, and other formal academic documents

3.1.2 Ceremonial Events: Graduation programs, official invitations, and ceremonial banners.

3.1.3 Legal and Formal Communications: Contracts, Memorandum of Agreement/Understanding, and official correspondences from the Office of the President

3.1.4 Institutional Merchandise: Items such as plaques and medals

#### **Restrictions**

- Do not alter the seal's design, colors, or proportions.
- Do not use the seal in casual or informal contexts.
- Avoid using the seal in digital or print materials that are not directly related to official or ceremonial purposes.

**3.2 College Logotype** - The logotype is to be used in the following contexts:

3.2.1 Marketing and Promotional Materials: Brochures, posters, flyers, advertisements, and promotional videos

3.2.2 Digital Media: Websites, social media profiles, email signatures, and digital newsletters

3.2.3 Internal Documents: Office memoranda, reports, presentations, and other internal communications

3.2.4 School Merchandise: T-shirts, pens, notebooks, and other usual promotional items

3.2.5 Signage: Building signage, directional signs, and banners

### **Restrictions**

- Do not alter the logotype's design, colors, or proportions.
- Ensure that the logotype remains legible and clear, even when resized.
- Avoid using the logotype in contexts that require the formal authority of the college seal.

## **Section 4. Color Palette**

The official colors of the institution are Green, Yellow, and Red.

### 4.1 Hex code for Print (CMYK)

Green – #146734

Yellow – #FDD421

Red – #EF3A37

### 4.2 Hex code for Digital (RGB)

Green – #086618

Yellow – #FED421

Red – #FF3131

## **Section 5. Typography**

The official typefaces to be used for both internal and external communications are:

### 5.1 Primary Fonts

- Merriweather
- Cambria

## 5.2 Secondary Fonts

- Montserrat
- Tahoma

## 5.3 Usage Guidelines

5.3.1 The usage of other typefaces is allowed in designing publicity materials under the condition that the official typefaces of the institution are also reflected in the design to maintain brand and consistency.

5.3.2 The typeface “Cambria” should be used for official communications sent to other offices and for outgoing correspondence.

5.3.3 The Office of the President utilizes the distinct font "Tahoma" in official communication letters for purposes of distinction.

## Section 6. Request for Social Media Posting

This procedure outlines the steps required for requesting social media postings related to activities and programs. It ensures timely and effective promotion of events according to the Communications Plan.

### 6.1 Steps:

**6.1.1 Review the Official Communications Plan:** Open the Official Communications Plan 2024 to check the schedule of activities and target posting dates.

**6.1.2 Schedule and Notify:** Ensure all activities and programs that need to be posted on social media are plotted in advance.

Send a calendar invite to the Promotions focal person (promotions.cccdo@gmail.com) at least one week before the scheduled activity.

### 6.1.3 Submit Posting Request:

6.1.3.1 Fill out the Google form available at <https://tinyurl.com/SocMedPostingRequest> to input the caption and upload the publicity material.

6.1.3.2 If the publicity material is in video format, provide a Google Drive link instead.

6.1.3.3 Complete this step two days before the scheduled posting date.

#### 6.1.4 Approval Process:

6.1.4.1 Submit the publicity material (pubmat) for initial review and approval by the Director.

6.1.4.2 After the Director's approval, the material must be reviewed and approved by the VP for Administration.

6.1.5 **Posting:** Once the publicity material is approved by both the Director and the VP for Administration, it will be posted on the scheduled date.

6.1.6 **Notes:** Ensure all materials adhere to the institution's branding guidelines and quality standards.

Allow sufficient time for the approval process to avoid delays in posting.

## Section 7. Guidelines on Designing for Collaterals

These guidelines ensure that all designed collaterals, including but not limited to logos, posters, tarpaulins, certificates, plaques, booklets, newsletters, and videos, adhere to the institution's branding standards and maintain consistency across all materials.

7.1 When designing a logo for a specific activity, you may incorporate other colors and font styles to create a unique brand.

7.2 Retain the institutional colors (#086618, #FED421, #FF3131) and typefaces (Montserrat, Cambria, and Merriweather).

7.3 Use institutional colors as the background or in other elements if the logo/poster is not in .png/transparent format to maintain brand consistency.

7.4 Ensure that only original and high-definition photos of our trainees are used as models in all designs.

7.5 Include the City College of Cagayan de Oro and LGU official logos, contact details, and Facebook account in all collaterals.

7.6 Set the canvas to a 1:1 aspect ratio or 1200 x 1200 pixels for social media posters.

7.7 Printed material sizes may vary, but all other elements (such as fonts, colors, and logos) must strictly adhere to the branding guidelines.



7.8 A standard PowerPoint slide deck template will be provided to faculty, staff, and other clusters for use in class presentations and official meetings/activities.

7.9 All official logos must be overlaid on the video.

7.10 Each qualification/program can choose their preferred color and design for their uniform/shirt, provided that the official logos are retained.

7.11 Once the design is complete, allow the Promotions and Communications Office (PCO) Focal Person to review the publicity material (pubmat) to ensure alignment with the set branding guidelines.

## **Section 8. Request for Collaterals Design**

These guidelines outline the steps for requesting collateral designs to ensure timely and effective preparation, review, and approval of materials.

### **8.1 Steps:**

**8.1.1 Consult the Branding Manual:** Open the Branding Manual for guidance on design standards and requirements.

**8.1.2 Allow for Variability in Completion Time:** Note that the time required to complete the requested layout may vary depending on the volume of requests and urgency.

**8.1.3 Submit Requests in Advance:** Make your request at least five (5) days before the scheduled program to allow the PR Officer sufficient time to prepare, edit, and for the Director to review and approve the material.

**8.1.4 Complete the Google Form:** Fill out the Google form at <https://tinyurl.com/LayoutRequest> with the required layout details and specify the type of collaterals needed.

Additionally, send a formal email request to the PCO OIC Director for approval of the requested collateral(s).

**8.1.5 Event Documentation:** For event documentation, the PR Officer will handle the coverage. Sorting and editing of the material will be the responsibility of the Project Head/Staff.

## **Article 3. Manual Operating Procedure on Facebook Page Administration: Roles, Netiquette, and Security Measures**

## **Section 1. Objective**

To ensure efficient management, oversight, and security of the City College of CDO's Facebook page through clear roles, defined delineation of tasks among concerned offices, proper onboarding and offboarding processes for the FB Page Administrators and Moderators, and adherence to netiquette guidelines.

## **Section 2. Scope**

This MOP defines the steps to be followed by the Facebook Page Administrators and Moderators of the City College of Cagayan De Oro.

## **Section 3. Definition of Terms**

**3.1 PCO – Promotions and Communications Office**

**3.2 FACEBOOK PAGE / FACEBOOK BUSINESS PAGE** - A public profile on Facebook created by businesses, organizations, public figures, or brands to engage with their audience.

**3.3 ROLES** - Refers to the specific responsibilities and permissions assigned to individuals involved in managing the Facebook page, such as administrators and moderators.

**3.4 FACEBOOK PAGE ADMINISTRATOR** - An individual with full control over the settings and content of a Facebook page. They have the authority to manage roles, publish posts, respond to comments, access insights, and make administrative changes to the page.

**3.5 FACEBOOK PAGE MODERATOR** - An individual with limited control over the settings and content of a Facebook page. Typically assist by monitoring and managing interactions on the page.

**3.6 ONBOARDING** - The process of integrating new administrators or moderators into the management team of the Facebook page, including providing training, access to resources, and familiarization with roles and responsibilities.

**3.7 OFFBOARDING** - The process of removing/replacing administrators or moderators from the management team of the Facebook page, which may include revoking access privileges.

**3.8 NETIQUETTE** - Refers to the accepted rules or standards of behavior for online communication which should be followed by administrators and moderators when interacting on the Facebook page.

**3.9 COMPROMISED FACEBOOK ACCOUNT** - When the account owner's credentials are obtained or used by someone else without their permission. It can happen due to various factors such as weak passwords, phishing attacks, malware infections, or unintentional sharing of login details.

**3.10 HACKED FACEBOOK ACCOUNT** - Occurs when an external party gains unauthorized access to the account by exploiting security vulnerabilities in Facebook's systems or using hacking techniques.

#### Section 4. City College of CDO Staff Who Have Access to CCCDO Facebook Page

Facebook Page Administrators and Moderators play crucial roles in content creation, audience engagement, community management, analytics tracking, and page maintenance. The tables below provide a detailed delineation of roles per office, outlining key functions based on their level of access.

**Table 1. Facebook Page Administration Overview**

FUNCTION	DESCRIPTION	OFFICE-IN-CHARGE
Overall Page Management	Manage administrative tasks related to the page, such as updating page information, moderating comments and user-generated content, and ensuring compliance with Facebook's policies and guidelines.	PCO (Promotions and Communications Office)
Social Media and Analytics Insights	Monitor and analyze the page's performance using Facebook Insights and other analytics tools. This includes tracking key metrics such as reach, engagement, and conversion rates, and using this data to inform decision-making and optimize the page's strategy.	
Crisis Management	Address and mitigate any negative feedback or crises that may arise on the page professionally and promptly.	

	Respond to attempted unauthorized access or actual hacking to the City College of CDO's Facebook page.	PCO (Promotions and Communications Office) in coordination with ICT & Systems Administration Division
Content Creation	Develop and implement a content strategy to ensure that the page provides valuable, engaging, and relevant content to its audience. This may involve planning and scheduling posts, as outlined in the social media communications plan, as well as creating multimedia content, including still and motion graphics.	PCO <i>(with the assistance of other offices)</i>
Online Engagement	Interact with followers through comments, messages, and reactions, fostering a sense of community and engagement.	PCO and REGISTRAR <i>(but shall only respond to enrollment/pre-registration concerns)</i>

**Table 2. Facebook Page Administrators' Key Roles**

OFFICE	FOCAL	LEVEL OF ACCESS	FUNCTIONS
PCO (Promotions and Communications Office)	Director	Admin	<ul style="list-style-type: none"> <li>• Over-all Page and Content Management</li> <li>• Collaboration</li> <li>• Crisis Management &amp; Resolution</li> <li>• <u>Full access to information as indicated by the Legal Team of the LGU of Cagayan de Oro City</u></li> </ul>
	PR, Comms, & Promotions Officer		<ul style="list-style-type: none"> <li>• Page Management Overview (Post reach, Ads, Insights)</li> <li>• Content Creation &amp; Publication</li> <li>• Monitoring &amp; Reporting</li> <li>• Crisis Management &amp; Resolution</li> <li>• Full access to information as indicated by the Legal Team of the</li> </ul>

			LGU of Cagayan de Oro City
	PR, Comms, & Promotions Associate		<ul style="list-style-type: none"> <li>Assists in Page Management Overview</li> <li>Assists in Content Creation &amp; Publication</li> <li>Facilitate FB post content requests</li> <li>Assists in Crisis Management &amp; Resolution</li> </ul>
ICT & System Administration Division	Network and Infrastructure Officer	Admin ( <i>Temporary Access only</i> )	<ul style="list-style-type: none"> <li>Help resolve unauthorized access or hacking activities</li> <li>Provide recommendation/s to improve FB page's security</li> </ul>
Office of the Registrar	PIC for Online Registration and Inquiries	Moderator	<ul style="list-style-type: none"> <li>Responds to clients' queries / message requests and comments based on the Frequently Asked Questions (FAQs) Cheatsheet provided</li> <li>Promptly responds to queries based on the plotted shifting schedule.</li> <li>Monitors quarterly enrollment engagements</li> </ul>

**Table 4. Shifting Schedule Response to FB Page Inquiries**

OFFICE OF THE REGISTRAR RESPONSE TO FB PAGE INQUIRIES SCHEDULE						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-9:00		RIC 1	RIC 1	RIC 1	RIC 1	
9:00-10:00	RIC 1					RIC 4
10:00-11:00		RIC 2	RIC 2	RIC 2	RIC 2	
11:00-12:00						
12:00-1:00	RIC 2					
1:00-2:00		RIC 3	RIC 3	RIC 3	RIC 3	

2:00-3:00						RIC 4
3:00-4:00	RIC 3	RIC 4	RIC 4	RIC 4	RIC 4	
4:00-5:00						
<b>LEGEND:</b> <ul style="list-style-type: none"> <li>• RIC - Registrar-In-Charge 1:</li> <li>• RIC - Registrar-In-Charge 2:</li> <li>• RIC - Registrar-In-Charge 3:</li> <li>• RIC - Registrar-In-Charge 4:</li> </ul>						
<b>NOTE:</b> <ul style="list-style-type: none"> <li>• If the registrar staff is on scheduled CTO or absent, another staff member will take over the shift.</li> <li>• RIC 1-3 are present from Monday to Friday only; RIC 4 has a scheduled day off on Monday and reports on Saturday.</li> </ul>						

**Section 5. Facebook Page Admin & Moderator Netiquette**

A Facebook business page serves as the online representation of an organization. It's a platform where netizens can view and assess the various programs and activities the institution is involved in. Therefore, it's crucial for the designated administrators to adhere closely to the established rules and conduct themselves that safeguard the institution's credibility.

Below is the online netiquette for how admins of the City College of Cagayan de Oro's Facebook page need to diligently observe.

**Table 5. Admins & Moderators Netiquette**

ONLINE ETIQUETTE	DESCRIPTION	EXAMPLE
1. Maintain a respectful and appropriate tone	<ul style="list-style-type: none"> <li>• Avoid offensive language</li> <li>• Ensure courteous responses</li> </ul>	<p><b>Scenario:</b> A netizen complaining on assessment fee that he/she has to shoulder as he/she believes everything should be free</p> <p><b>Instead of saying:</b> “Sorry, but nothing in life is free. Maybe you should reconsider your priorities.”</p>

		<p><b>Say:</b> Hello [NAME]. We understand your concern. All our TESDA-registered programs have free training fees, but a regular trainee (who's not a TESDA-scholar) will need to pay the assessment fee if they decide to take the National Certificate I/II - which will only be given by TESDA once passed/competent.</p> <p>For further assistance, you may reach us at <a href="mailto:citycollegecdo.helpdesk@gmail.com">citycollegecdo.helpdesk@gmail.com</a> or contact us at 0936 120 8946.</p> <p>We look forward to hearing from you, [NAME/S].</p> <p>Thank you."</p>
<p>2. Participate/ Respond in healthy conversations</p>	<ul style="list-style-type: none"> <li>• Encourage valuable insights</li> <li>• Responsibly interact in meaningful comments</li> </ul>	<p><b>Scenario:</b> A netizen congratulating the City College of its achieved milestone, activity, or engagements.</p> <p><b>Instead of plainly saying:</b> "Thank you."</p> <p><b>Say:</b> Thank you very much for your thoughtful words! Achieving this [milestone/activity/engagement] wouldn't have been possible without the invaluable support of stakeholders like you. We're delighted to share this accomplishment.</p>
<p>3. Avoid content that could harm or offend</p>	<ul style="list-style-type: none"> <li>• Consider content impact on audience</li> <li>• Respect privacy and confidentiality</li> <li>• Refrain from posting images</li> </ul>	<p><b>Scenario:</b> Tagging the City College of circulating an unverified video/image undermining the institution's credibility.</p> <p><b>Instead of saying:</b> "Stop tagging City College on the circulating videos/photos."</p> <p><b>Say:</b> "The City College of Cagayan De</p>

	that display nudity or suggestively sexual content	Oro is aware of the circulating videos/images concerning a [video/image]. While the institution is conducting its internal investigation, we kindly request that you refrain from tagging the City College of Cagayan de Oro regarding the unverified incident. Thank you for your cooperation."
4. Help maintain professional virtual appearance	<ul style="list-style-type: none"> <li>• Use language consistent with branding</li> <li>• Avoid using the page for personal, unrelated posts</li> </ul>	<p><b>Scenario:</b> An admin of the City College's Facebook page accidentally shares a meme from another FB satire page.</p> <p><b>Preventive Measure:</b> Always double-check and switch to a personal account when using it for personal matters.</p> <p><b>Recovery Measure:</b> Admins exercise full control by automatically hiding and/or deleting any unauthorized published content, particularly irrelevant ones, on the City College's Facebook page.</p>
5. Address negative feedback courteously	<ul style="list-style-type: none"> <li>• Acknowledge concerns and offer solutions</li> <li>• Respond with diplomacy and empathy</li> </ul>	<p><b>Scenario:</b> A netizen aired his/her frustrations on the newsfeed section of the City College FB Page and/or tagged the City College of Cagayan de Oro FB page.</p> <p><b>Instead of saying:</b> "Your complaint is invalid."</p> <p><b>Say:</b> "Hello [NAME/S]. We highly value your feedback as part of the institution's drive for continuous improvement. We are interested to hear more from you.</p> <p>Kindly email us your concern at <a href="mailto:citycollegcdo.helpdesk@gmail.com">citycollegcdo.helpdesk@gmail.com</a> or reach us at 0936 120 8946 for a healthy dialogue.</p>



		We look forward to hearing from you, [NAME/S]. Thank you."
6. Practice Zero Trust Strategy	<ul style="list-style-type: none"> <li>A strategic approach to cyber security that secures an organization by eliminating implicit trust and continuously validating every stage of digital interaction.</li> </ul>	<p><b>Scenario:</b> Admins/Moderators received a suspicious link/files and the likes either on the City College's Facebook page or on his/her personal Facebook account.</p> <p><b>Instead of doing:</b> "Clicking the link/file out of curiosity."</p> <p><b>Suggested response:</b></p> <ul style="list-style-type: none"> <li>Do not click the link until the source is verified.</li> <li>Utilize URL scanning tools to check for malicious links/files like <b>VirusTotal, urlscan.io</b>, etc.</li> </ul>

**NOTE:** The [citycollegedcdo.helpdesk@gmail.com](mailto:citycollegedcdo.helpdesk@gmail.com) is a dedicated email address to *centralize communication*, ensuring all clients, beneficiaries, partners, and/or stakeholders' queries are directed to one location, streamlining communication for efficient management and prompt response.

**Section 6. Facebook Page Admin & Moderator Onboarding**

Below are the onboarding processes to ensure the responsible handling of the institution's social media channel.

NO.	PROCEDURE	RESPONSIBILITIES	DAYS
1	Introduction to Brand Guidelines	The current/new admin shall familiarize themselves with the City College of CDO's brand guidelines to ensure consistency in tone, visuals, and messaging.	01 day
2	Acknowledgement of Facebook Page Admin Accountability Document	The current/new admin shall sign a <b>Facebook Page Admin Accountability Agreement Form</b> indicating that he/she fully understands his/her responsibilities in managing the City College of	02 days

		<p>CDO's Facebook page.</p> <p>Below is the <i>Facebook Page Admin Accountability Document</i>.</p>	
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**Facebook Page Admin & Moderator Accountability Agreement Form**

I, [Your Full Name], holding the position of [Designation] within the [City College of CDO's Office/Cluster], hereby acknowledge my commitment to adhere to the guidelines established for Facebook Page Admins of the City College of Cagayan de Oro. This entails upholding the highest standards of professionalism and integrity in managing the online presence of the institution, as specified below:

**1) Content Management**

- a) Abide by the college's brand guidelines and the approved social media communications plan for consistent messaging and visuals.
- b) Ensure all posted content is aligned with the Vision, Mission, Goals, and Core Values of the institution.
- c) Share related posts from the City Information Office and Rolando A. Uy's official Facebook pages.

**2) Audience Engagement**

- a) Respond promptly to comments and messages with helpful and informative replies.
- b) Foster a supportive online community environment.

**3) Post Scheduling**

- a) Schedule posts following the institution's calendar of activities reflected in the communications plan.
- b) Obtain pre and final approval from the ILPO Director before posting or sharing content from other pages.

**4) Event Announcements**

- a) Coordinate with the person-in-charge or the Project Head within or from other offices for event details.
- b) Ensure accurate and timely announcements.

**5) Monitoring and Reporting**

- a) Monitor user activity and report any inappropriate content or interactions, including but not limited to brand inconsistencies.
- b) Promptly report potential hacking activities or technical issues to the immediate head and bring attention to the ICT focal person.
- c) Collaborate with other admins for constant alignment and cohesive social media management.

d) Regularly communicate updates or concerns to the PR, Communications, and Promotions Officer for an immediate solution.

**6) Online Etiquette**

- a) Refrain from engaging in online disputes or arguments, maintaining a respectful tone at all times.
- b) Adhere to established posting guidelines and avoid sharing content that may reflect negatively on the institution.

**7) Unauthorized Access/Hacking**

- a) Follow established preventive measures and report any unauthorized access or attempted hacking activities on the Facebook page immediately.

**8) Compliance**

- a) Adhere to Facebook's Community Guidelines.
- b) Refrain from sharing sensitive or confidential information.

In any circumstance where I submit my resignation, undergo suspension, termination, non-renewal, or am absent without official leave (AWOL), I will notify the Public Relations, Communications, and Promotions Officer and the International Linkages and Promotions Office Director, for the immediate termination of access to the City College of CDO's Facebook page.

By signing below, I confirm that I have read and understood the responsibilities outlined above and agree to abide them during my tenure as a Facebook Page Admin.

[Signature]

[Your Full Name]

[Post/Designation]

[Date]

3	Access Granted	Should there be a new FB Page Administrator or Moderator appointed, the current FB page admin will provide access to the new admin.	01 Day
	Restore Access	Once the administrator/moderator's Facebook account has been retrieved and screened (after being	03 Days

		compromised/hacked) or if their communication device is confirmed to be free from potential malware (after being lost and found), the ILPO (PR & Comms Section), in coordination with the Information, Communication, and Technology Division of the Admin Cluster, will restore access.	
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## Section 7. Facebook Page Admin & Moderator Offboarding

If a Facebook Page Admin and Moderator is promoted, suspended, resigns, is not renewed, gets terminated, goes on Absent Without Official Leave (AWOL), or personal Facebook account has been compromised/hacked, the following procedures outline the steps for the offboarding process.

PROCEDURE	RESPONSIBILITIES	DAYS
1. Access Removal	Upon receiving official resignation or being officially suspended, non-renewed, terminated, or marked as Absence Without Official Leave (AWOL), the ILPO Director, through the PRCPO, will remove the admin access of the individual from the Facebook Page. In the case of suspension, the restoration of access will be assessed.	03 days
2. Compromised/ Hacked Admin's Personal Facebook Account	When a report of attempted hacking or a confirmed hacked account is received, the PRCPO promptly removes the compromised/hacked Facebook account (Administrator/s or Moderator/s) until further notice.  Please refer to <b>tables 3 and 4 (Section VIII)</b> for the step-by-step <b>Preventive and Retrieval Processes for Admins' and Moderators' Hacked Personal Facebook Accounts</b> .	01 day
3. Lost or misplaced communication device of Administrator or Moderator	If an administrator/moderator loses or misplaces their communication device, they promptly report the incident to PRCPO. PRCPO then temporarily removes the concerned administrator/moderator's Facebook account until further notice.	01 day
4. Data Security Check	A data security check will be conducted by the PRCPO, with the assistance of the ICT-DMS Officer, to ensure that the departing admin no longer has access to sensitive information or control over the Facebook Page.	01 day
5. Transfer of Credential	Should the departing admin have any pending responsibilities or tasks, steps will be taken to facilitate the transition of these duties, such as handing over the	03 days

s	login credentials to another admin.	
6. Feedbacking	If applicable, an exit interview may be conducted with the departing admin to gather feedback, insights, or any additional information that could be valuable for continuous improvement of social media management.	01 day

## Section 8. Facebook Page Security Measures

**Table 6. Preventive Facebook Page Hacking Measures**

PREVENTIVE MEASURE	PROCESS	FOCAL PERSON
1. Page Roles Assignment	<p>Assign appropriate roles to team members with the least privilege necessary.</p> <p>Regularly review and update page roles to ensure only authorized individuals have access.</p> <p><u>If suspicious accounts have been found, quickly inform other admins/moderators, and once the account's authenticity is confirmed, delete.</u></p>	Administrators & Moderators
2. Two-Factor Authentication (2FA)	<p>Enable two-factor authentication for an extra layer of security.</p> <p>This typically involves receiving a code on your mobile device in addition to entering your password.</p>	Administrators & Moderators
3. Set-up Security Log-in Alerts	<p>Enable login alerts to receive notifications about any suspicious login activity.</p>	PCO (Promotions and Communications Office) in

		<p>These alerts can help you quickly respond to unauthorized access attempts.</p> <p>If unsure, coordinate with the Information, Communication, and Technology Division of the Admin Cluster.</p>	<p>coordination with the Information, Communication, and Technology Division of the Admin Cluster.</p>
4. Secure Account	Email	<p>Ensure the email account associated with your Facebook Page is secure.</p> <p>Regularly update and monitor the security settings of your email account.</p> <p>When receiving suspicious emails or Facebook notifications appearing from Meta or organization, report to the Information, Communication, and Technology Division of the Admin Cluster.</p>	<p>Administrators, Moderators, &amp; Information, Communication, and Technology Division of the Admin Cluster.</p>
5. Reporting and Blocking		<p>Administrators and moderators to familiarize the process of reporting and blocking suspicious accounts.</p> <p>Report any phishing attempts or suspicious activity to Facebook to the Information, Communication, and Technology Division of the Admin Cluster.</p>	<p>Administrators, Moderators, &amp; Information, Communication, and Technology Division of the Admin Cluster.</p>
6. Educate Page Administrators		<p>Continually educate all page administrators and moderators about personal Facebook account best security practices.</p>	<p>PCO (Promotions and Communications Office) in coordination with the Information, Communication,</p>

		and Technology Division of the Admin Cluster.
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**Table 7. Retrieval Measures on a Hacked CCCDO Facebook Page**

RETRIEVAL MEASURE	PROCESS	FOCAL PERSON
<p>1. Try to Regain Access</p>	<p>Admin to attempt to log in on the Facebook account using his/her usual login credentials.</p> <p>If unable to log in, click on the "Forgot Password" link on the login page and follow the steps to reset your password.</p> <p>Recreate a strong password, using a combination of letters, special characters, and numbers.</p> <p>Quickly notify other admins about the attempted hacking to ensure everyone is aware of the situation. Likewise, ensure that all admin accounts associated with the page are secure by changing their passwords and enabling two-factor authentication.</p> <p>Determine the extent of the hacking attempt and identify any unauthorized changes made to the page.</p> <p>If applicable, inform followers about the hacking attempt,</p>	<p>Administrators in coordination with the Information, Communication, and Technology Division of the Admin Cluster.</p>



	<p>reassure them that the situation is being addressed.</p> <p>Keep a close eye on the page for any further unauthorized access or suspicious activity, and take prompt action if necessary.</p> <p><u>If the Facebook page is compromised, admins proceed to step 2.</u></p>	
<p>2. Report the Compromised Facebook Account</p>	<p>Use the "My Account Is Compromised" form on Facebook. This form is specifically designed for hacked accounts. To access the "My Account Is Compromised" form on Facebook, follow the steps below:</p> <ol style="list-style-type: none"> <li>1. Go to Facebook's Help Center by visiting <a href="https://www.facebook.com/help">https://www.facebook.com/help</a>.</li> <li>2. In the search bar at the top of the page, type "My Account Is Compromised" and press Enter.</li> <li>3. From the search results, click on the relevant article titled "What to do if your account has been hacked" or similar.</li> </ol>	<p>Administrators in coordination with Information, Communication, and Technology Division of the Admin Cluster.</p>

	<ol style="list-style-type: none"><li>4. Within the article, look for a section or link that directs you to the "My Account Is Compromised" form. This form is specifically designed for reporting hacked accounts.</li><li>5. Click on the provided link to access the form. Alternatively, the article may provide instructions on how to directly access the form through Facebook's settings.]</li><li>6. Once you have accessed the form, follow the instructions to report the compromise of your account and <u>provide any necessary information or documentation as requested.</u></li></ol> <p>Note: While awaiting resolution, it's important to take immediate steps to secure your compromised account further:</p> <ol style="list-style-type: none"><li>1. Change the passwords for any associated email addresses linked to your Facebook account. Use strong, unique</li></ol>	
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	<p>passwords that are not easily guessable.</p> <p>2. Enable two-factor authentication (2FA) for your Facebook account if it's available. This adds an extra layer of security by requiring a secondary verification method, such as a code sent to your phone, in addition to your password.</p>	
3. Educate Administrators & Moderators	Continually educate all administrators and moderators about the security risks and the best practices to prevent future compromises.	PCO (Promotions and Communications Office) in coordination with Information, Communication, and Technology Division of the Admin Cluster

**Table 8. Preventive Measures for Admins’ and Moderator’s Personal Facebook Accounts**

PREVENTIVE MEASURE	PROCESS	FOCAL PERSON
1. Establish Strong Passwords	Ensure that all admin and moderator accounts have strong, unique passwords to prevent unauthorized access.	Administrators and Moderators
2. Enable Two-Factor Authentication (2FA)	Enable Two-Factor Authentication (2FA) to add an extra layer of security.	

3. Ensure Security Connections	Ensure that admins and moderators use secure devices and networks when accessing the Facebook page to prevent unauthorized access.	
4. Educate Administrators & Moderators	Provide continuous training on security best practices for all admins and moderators to help them recognize and respond to potential hacking activities.	PCO (Promotions and Communications Office) in coordination with the Information, Communication, and Technology Division of the Admin Cluster.

**Table 9. Retrieval Measures for Admins' and Moderator's Hacked Personal Facebook Accounts**

RETRIEVAL MEASURE	PROCESS	FOCAL PERSON
1. Report Immediately	Immediately inform co-admins (if you're an admin) or any admins (if you're a moderator) via SMS, call, or email as soon as your personal Facebook account is compromised/hacked.  Administrator immediately offboards the compromised/hacked account.	Administrators and Moderators
2. Initiate Password Reset	Initiate a password reset process through Facebook's "Forgot Password" feature to regain access to the hacked account.	Administrators and Moderators
3. Activate Two-Factor	If Two-Factor Authentication (2FA) was enabled, use the secondary authentication method (e.g., SMS	Administrators and Moderators

Authentication (2FA)	code, authenticator app) to regain access to the account.	
4. Report the Compromised Facebook Account	<p>Use the "My Account Is Compromised" form on Facebook. This form is specifically designed for hacked accounts. To access the "My Account Is Compromised" form on Facebook, follow the steps below:</p> <ol style="list-style-type: none"> <li>1. Go to Facebook's Help Center by visiting <a href="https://www.facebook.com/help">https://www.facebook.com/help</a>.</li> <li>2. In the search bar at the top of the page, type "My Account Is Compromised" and press Enter.</li> <li>3. From the search results, click on the relevant article titled "What to do if your account has been hacked" or similar.</li> <li>4. Within the article, look for a section or link that directs you to the "My Account Is Compromised" form. This form is specifically designed for reporting hacked accounts.</li> <li>5. Click on the provided link to access the form. Alternatively, the article may provide instructions on how to directly access the form through Facebook's settings.]</li> </ol>	Administrators in coordination with Information, Communication, and Technology Division of the Admin Cluster.

	<p>6. Once you have accessed the form, follow the instructions to report the compromise of your account and <u>provide any necessary information or documentation as requested.</u></p> <p>Note: While awaiting resolution, it's important to take immediate steps to secure your compromised account further:</p> <ol style="list-style-type: none"> <li>1. Change the passwords for any associated email addresses linked to your Facebook account. Use strong, unique passwords that are not easily guessable.</li> <li>2. Enable two-factor authentication (2FA) for your Facebook account if it's available. This adds an extra layer of security by requiring a secondary verification method, such as a code sent to your phone, in addition to your password.</li> </ol>	
<p>5. Educate Administrators &amp; Moderators</p>	<p>Provide continous trainings on security best practices for all admins and moderators to help them recognize and respond to potential hacking activities.</p>	<p>PCO (Promotions and Communications Office) in coordination with Information, Communication, and Technology Division of the Admin Cluster.</p>

## **Article 4. Manual Operating Procedure on Media/Press Invitation**

### **Section 1. OBJECTIVE**

To provide a step-by-step procedure for media/press interview invitations and media relations partnership for the Public Relations, Communications, and Promotions Section of the ISDO.

### **Section 2. SCOPE**

This MOP defines the steps to be followed by the PR, Communications, and Promotions Section of the International Linkages and Promotions Office.

### **Section 3. DEFINITION OF TERMS**

**3.1 MEDIA** - it refers to the various means and channels of communication that are used to transmit information, news, entertainment, and other content to a wide audience. It encompasses a broad range of formats and platforms, including:

- **Traditional**

- Print Media:

- 1. Newspapers
    - 2. Magazines

- Broadcast Media:

- 1. Television
    - 2. Radio

- Outdoor Media:

- 1. Billboards
    - 2. Posters
    - 3. Transit advertising (on buses, trains, etc.)

- **Digital**

- Online News:

- 1. News websites
    - 2. Online Newspapers

- Social Media:

- 1. Facebook
    - 2. Twitter
    - 3. Instagram
    - 4. TikTok
    - 5. LinkedIn

- Digital Broadcast/Websites:

1. Blogs/Vlogs
2. Audio & Video Podcast

**3.2 MEDIA PARTNER** - it refers to an organization, company, or individual that collaborates with another entity to achieve sharing of resources, typically for a project or event, providing coverage, promotion, or support through various media channels.

**3.3 PRCPFP** - Public Relations, Communications, and Promotions Focal Person

**3.4 PRCPA** - Public Relations, Communications, and Promotions Associate

**3.5 ISDO** - Internationalization and Sustainable Development Office

**3.6 PA** - Partnership Agreement

## Section 5. PROCEDURE

### 5.1 Inbound Communication (Invited by Media Outlets)

PHASE	KEY TASKS	DURATION	REMARKS
<b>Pre-Event</b>			
Inquisition	1.) Provide an acknowledgment receipt upon receiving the initial invitation, whether through email, phone call, SMS text, Facebook page, or in person. The only person/s responsible for communicating, confirming, and coordinating with the media are the PRCPFP and/or PRCPA. In the event that other personnel receive invitations, they are required to streamline the process and promptly	1 day	



	forward them to the ISD office.		
	<p>2.) Ask for the specific details about the interview:</p> <ul style="list-style-type: none"> <li>• Media outlet</li> <li>• Purpose of the interview</li> <li>• Scope of the interview</li> <li>• List of topics/questions to be discussed and answered</li> </ul>	1 day	
	<p>3.) After obtaining the necessary information for the interview, request the media to send a formal invitation letter containing the following details:</p> <ul style="list-style-type: none"> <li>• Program segment</li> <li>• Date and time of the scheduled interview</li> <li>• Platform (Zoom, Video Recording, Phone patch, or directly in their station)</li> <li>• Address the letter to:</li> </ul> <p><b>JESTONI P. BABIA</b> Interim President City College of Cagayan de Oro</p> <p><b>Thru:</b></p> <p><b>SITTIE ALIAH PAKI</b> OIC Director Promotions and Communications Office City College of Cagayan de Oro</p>	1 day	


	<p>Zone 2, Brgy. Agusan, Cagayan de Oro City</p> <ul style="list-style-type: none"> <li>• Send it to this email: <a href="mailto:president@citycollegecdo.edu.ph">president@citycollegecdo.edu.ph</a> <a href="mailto:cdotvi.externallinkages@gmail.com">cdotvi.externallinkages@gmail.com</a></li> <li>• CC: <a href="mailto:promotions.cccdo@gmail.com">promotions.cccdo@gmail.com</a></li> </ul>		
Receipt & Delineation	<p>1.) Upon receiving the official invitation letter from the requesting media partner/s or organization, the PRCPA will collaborate with the PRCFPF to identify the most suitable personnel to participate in the activity.</p>	1 Day	
	<p>2.) Personnel selection will be determined by the interview's scope. Below are the respective topics each personnel from the City College of CDO has expertise in.</p> <p>a.) President</p> <ul style="list-style-type: none"> <li>• Institutional Vision, Mission, and IDP Implementation</li> <li>• Academic Programs</li> <li>• Accreditation and Recognition</li> <li>• Ongoing land development in Brgy Dansolihon</li> <li>• Recent updates/issues</li> <li>• Research and Innovation</li> </ul>	1 Day	




	<p>Initiatives</p> <ul style="list-style-type: none"> <li>● Global Networking and Partnerships</li> <li>● Business Development Initiatives</li> </ul> <p>f.) Quality Assurance, Planning, and Sustainability Office</p> <ul style="list-style-type: none"> <li>● Sustainable Development Goals</li> <li>● Education for Sustainable Development</li> <li>● Quality assurance measures for academic programs</li> <li>● Planning initiatives for campus development</li> <li>● Sustainability efforts and environmental initiatives</li> </ul> <p>g.) VP for Administration</p> <ul style="list-style-type: none"> <li>● Campus Operations</li> <li>● Ongoing land developments in the main campus site</li> <li>● Infrastructure projects and upgrades</li> <li>● Budget allocation and financial management</li> <li>● Human resource management and staffing</li> </ul> <p>h.) Supervising Administrative Officer</p> <ul style="list-style-type: none"> <li>● Special cases (i.e., issues pertaining to student complaints)</li> <li>● Student welfare and</li> </ul>	<p>(cont.) 1 Day</p>	
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	<p>support services</p> <ul style="list-style-type: none"> <li>• Administrative policies and procedures</li> </ul>		
	<p>3.) Once determined, PRCPA/PRCPFP will coordinate with the ISDO Director to officially inform the concerned office of the interview details and secure attendance confirmation.</p>	1 day	
	<p>4.) PRCPFP/PRCPA will prepare the soft and/or physical copies of the attending personnel's updated CV/Resume, professional photo, brief bio note, and relevant promotional materials to the inviting media outlet/s.</p>	2 day	<p><b>KEY PERSON...</b></p>
Confirmation	<p>1.) Upon confirmation, refer to the timeline of activities. If there is no scheduled activity on the specified date, respond to the email thread to confirm the time slot for the interview.</p> <p>a.) an interview with the College President, coordinate with the Executive Secretary to make necessary adjustments if the President is available on the given date and time.</p> <p>b.) If the concerned personnel is</p>	3 days	


	<p>unavailable due to an 'emergency or equally-important appointment', below are the following steps to be taken:</p> <p>i. PRCPA/PRCPFPP will request the media outlet/s for a reschedule. If okay, inform the concerned office of the rescheduled date and the ISDO Director.</p> <p>ii. If unable to reschedule the original set interview date, PRCPA/PRCPFPP below is the particular order of authorized representatives from the City College of CDO vis-a-vis scope of interview:</p> <ul style="list-style-type: none"> <li>• <i>Academic Programs</i> <ol style="list-style-type: none"> <li>1. Executive Secretary</li> <li>2. VP for Academics</li> <li>3. Vocational School Administrator</li> <li>4. Director, ISDO</li> </ol> </li> <li>• <i>Community Engagements</i> <ol style="list-style-type: none"> <li>1. Director, CESS</li> </ol> </li> </ul>	(cont.) 3 days	
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	<ul style="list-style-type: none"> <li>• <i>Sustainable Development Goals</i></li> <li>1. Director of Quality Assurance</li> </ul> <ul style="list-style-type: none"> <li>• <i>Business Development, Promotions, &amp; Internationalization</i></li> <li>1. Director of ISDO</li> <li>2. Global Partnerships and Exchange Programs Officer and/or PR, Comms, and Promotions Officer</li> </ul>		
	2.) PRCFPF/PRCPA sends the soft and/or physical copies of the attending personnel's updated CV/Resume, professional photo, brief bio note, and relevant promotional materials to the inviting media outlet/s.	1 Day	 KEY PERSON...
<b>On the event day</b>			
	1.) The PRCFPF/A is expected to provide photo and video documentation of the said interview. <ul style="list-style-type: none"> <li>a.) If it is a live (on-air) interview, share the post/live stream of the media.</li> </ul>	1 day	
<b>Post-event</b>			

	<p>1.) PRCPA to update and log details of the post-interview in the media tracker/database.</p>	<p>1 day</p>	<p> PR and COM... Link to the media tracker</p>
	<p>2.) PRCPA to monitor all the published content on social media and the website to ensure it aligns with the brand identity of the City College of CDO.</p> <p>a.) For any inconsistencies such as but not limited to institution's name, brand color, location of campuses, spelling of personnel name and designation, and others, PRCPA will reach out to the media agency and advise needed correction.</p> <p>Below is the suggested English and Bisaya script.</p> <p><i>ENGLISH:</i> Good day sir/ma'am (Name from media agency),</p> <p>I am (Name and Designation) from the City College of Cagayan de Oro and a dedicated follower (required) of your Facebook page po.</p>	<p>2 days</p>	



	<p>We sincerely appreciate your agency's assistance in giving us an opportunity to be invited and promote the City College of CDO on your platform. However, we have observed a minor inconsistency in branding, where (mention the specific inconsistency) is currently displayed differently as (mention the specific inconsistency).</p> <p>We kindly request your assistance in updating it to reflect the correct branding, which is (correct term)?</p> <p>This slight adjustment will contribute significantly to distinguishing our institution from our counterparts.</p> <p>We look forward to your consideration on this matter sir/ma'am.</p> <p>Thank you once again for your continuous support for the City College of CDO.</p> <p><i>BISAYA:</i></p> <p>Maayong adlaw sir/ma'am (Ngalan sa media agency),</p> <p>Ako diay si (Name and Designation) sa City College of Cagayan de Oro ug usa ka follower (required) sa inyong Facebook page po.</p>		
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	<p>Dako among pasalamat sa tabang sanyong ahensya nga kami inyong gihatagan ug higayon nga ma-imbitar ug ma-promote ang mga serbisyo nga gitanyag sa City College of CDO pina-agi sanyong plataporma. Apan, among na-obsorbahan ang usa ka gamay nga wala na subay sa branding, diin (hisguti ang part nga inconsistent) na display nga (hisguti ang part nga naay inconsistency).</p> <p>Gihangyo namo ang inyong pagsabot sa pag-update niini nga mao ang (tama nga branding).</p> <p>Kining gamay nga kausaban dakog ikatampo sa pag-ila sa institusyon nga mapinasahi sa uban kolehiyo sa dakbayan.</p> <p>Kami nagpasalamat ng daan sanyong konsiderasyon niini nga butang sir/ma'am.</p> <p>Salamat pag-usab sa inyong padayon nga pagsuporta sa City College of CDO.</p>		
	<p>3.) Submit a quarterly narrative report that highlights the number (x) of media invitations received and confirmed.</p> <p>a.) The narrative report must be signed by</p>	<p>3 days</p>	<p> Narrative Re...</p> <p>Link to the gdrive folder</p>

	the Office Director once reviewed and approved.		
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**5.2 Outbound Communication (Reaching out to potential media partners)**

PHASE	KEY TASKS	DURATION	REMARKS
<b>Pre-Event</b>			
Inquisition	1.) Provide an acknowledgment receipt upon receiving the initial invitation, whether through email, phone call, SMS text, Facebook page, or in person. The only person/s responsible for communicating, confirming, and coordinating with the media are the PRCFPF and/or PRCPA. In the event that other personnel receive invitations, they are required to streamline the process and promptly forward them to the ISD office.	1 day	
	2.) Ask for the specific details about the interview: <ul style="list-style-type: none"> <li>• Media outlet</li> <li>• Purpose of the interview</li> <li>• Scope of the interview</li> <li>• List of</li> </ul>	1 day	

	<p>topics/questions to be discussed and answered</p>		
	<p>3.) After obtaining the necessary information for the interview, request the media to send a formal invitation letter containing the following details:</p> <ul style="list-style-type: none"> <li>• Program segment</li> <li>• Date and time of the scheduled interview</li> <li>• Platform (Zoom, Video Recording, Phone patch, or directly in their station)</li> <li>• Address the letter to:</li> </ul> <p><b>JESTONI P. BABIA</b> Interim President City College of Cagayan de Oro</p> <p><b>Thru:</b></p> <p><b>SITTIE ALIAH PAKI</b> OIC Director Promotions and Communications Office City College of Cagayan de Oro Zone 2, Brgy. Agusan, Cagayan de Oro City</p> <ul style="list-style-type: none"> <li>• Send it to this email: <a href="mailto:president@citycollegecdo.edu.ph">president@citycollegecdo.edu.ph</a> <a href="mailto:cdo.tvi.externallinkages@gmail.com">cdo.tvi.externallinkages@gmail.com</a></li> <li>• CC: <a href="mailto:promotions.cccdo@gmail.com">promotions.cccdo@gmail.com</a></li> </ul>	<p>1 day</p>	

<p>Receipt &amp; Delineation</p>	<p>1.) Upon receiving the official invitation letter from the requesting media partner/s or organization, the PRCPA will collaborate with the PRCPFP to identify the most suitable personnel to participate in the activity.</p>	<p>1 Day</p>	
<p>(cont.) Receipt &amp; Delineation</p>	<p>2.) Personnel selection will be determined by the interview's scope. Below are the respective topics each personnel from the City College of CDO has expertise in.</p> <p>a.) President</p> <ul style="list-style-type: none"> <li>● Institutional Vision, Mission, and IDP Implementation</li> <li>● Academic Programs</li> <li>● Accreditation and Recognition</li> <li>● Ongoing land development in Brgy Dansolihon</li> <li>● Recent updates/issues</li> <li>● Research and Innovation</li> </ul> <p>b.) VP for Academics</p> <ul style="list-style-type: none"> <li>● Academic Programs and Curricular Innovations</li> <li>● Faculty Development</li> <li>● Student Success Strategies</li> <li>● Academic Policies and Procedures</li> <li>● Innovations in Teaching</li> <li>● Methods Research and Scholarly Activities</li> <li>● Academic Support Services</li> </ul>	<p>1 Day</p> <p>(cont.) 1 Day</p>	





	<p>Office</p> <ul style="list-style-type: none"> <li>• Sustainable Development Goals</li> <li>• Education for Sustainable Development</li> <li>• Quality assurance measures for academic programs</li> <li>• Planning initiatives for campus development</li> <li>• Sustainability efforts and environmental initiatives</li> <li>• g.) VP for Administration</li> <li>• Campus Operations</li> <li>• Ongoing land developments in the main campus site</li> <li>• Infrastructure projects and upgrades</li> <li>• Budget allocation and financial management</li> <li>• Human resource management and staffing</li> </ul> <p>h.) Supervising Administrative Officer</p> <ul style="list-style-type: none"> <li>• Special cases (i.e., issues pertaining to student complaints)</li> <li>• Student welfare and support services</li> <li>• Administrative policies and procedures</li> </ul>		
	<p>3.) Once determined, PRCPEP will coordinate with the ISDO Director to officially</p>	<p>1 day</p>	

	inform the concerned office of the interview details and secure attendance confirmation.		
	4.) PRCPFP will prepare the soft and/or physical copies of the attending personnel's updated CV/Resume, professional photo, brief bio note, and relevant promotional materials to the inviting media outlet/s.	2 day	<b>KEY PERSON...</b>
Confirmation	<p>1.) Upon confirmation, refer to the timeline of activities. If there is no scheduled activity on the specified date, respond to the email thread to confirm the time slot for the interview.</p> <p>a.) an interview with the College President, coordinate with the Executive Secretary to make necessary adjustments if the President is available on the given date and time.</p> <p>b.) If the concerned personnel is unavailable due to an 'emergency or equally-important appointment', below are the following steps to be taken:</p>	3 days	



	<p>i. PRCFPF will request the media outlet/s for a reschedule. If okay, inform the concerned office of the rescheduled date and the ISDO Director.</p> <p>ii. If unable to reschedule the original set interview date, PRCFPF below is the particular order of authorized representatives from the City College of CDO vis-a-vis scope of interview:</p> <ul style="list-style-type: none"> <li>• <i>Academic Programs</i> <ol style="list-style-type: none"> <li>1. Executive Secretary</li> <li>2. VP for Academics</li> <li>3. Vocational School Administrator</li> <li>4. Director, ISDO</li> </ol> </li> <li>• <i>Community Engagements</i> <ol style="list-style-type: none"> <li>1. Director, CESS</li> </ol> </li> <li>• <i>Sustainable Development Goals</i> <ol style="list-style-type: none"> <li>1. Director of Quality Assurance</li> </ol> </li> <li>• <i>Business Development,</i></li> </ul>	<p>(cont.) 3 days</p>	
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	<p><i>Promotions, &amp; Internationalization</i></p> <ol style="list-style-type: none"> <li>1. Director of LAPO</li> <li>2. Global Partnerships and Exchange Programs Officer and/or PR, Comms, and Promotions Officer</li> </ol>		
	<ol style="list-style-type: none"> <li>2.) PRCPFP/PRCPA sends the soft and/or physical copies of the attending personnel's updated CV/Resume, professional photo, brief bio note, and relevant promotional materials to the inviting media outlet/s.</li> </ol>	1 Day	 KEY PERSON...
<b>On the event day</b>			
	<ol style="list-style-type: none"> <li>1.) The PRCPFP/A is expected to provide photo and video documentation of the said interview. <ol style="list-style-type: none"> <li>a.) If it is a live (on-air) interview, share the post/live stream of the media.</li> </ol> </li> </ol>	1 day	
<b>Post-event</b>			
	<ol style="list-style-type: none"> <li>1.) PRCPA to update and log details of the post-interview in the media tracker/database.</li> </ol>	1 day	 PR and COM... Link to the media tracker
	<ol style="list-style-type: none"> <li>2.) PRCPA to monitor all the published content on social media and the website to</li> </ol>	2 days	

	<p>ensure it aligns with the brand identity of the City College of CDO.</p> <p>a.) For any inconsistencies such as but not limited to institution's name, brand color, location of campuses, spelling of personnel name and designation, and others, PRCPA will reach out to the media agency and advise needed correction.</p> <p>Below is the suggested English and Bisaya script.</p> <p><i>ENGLISH:</i>  Good day sir/ma'am (Name from media agency),</p> <p>I am (Name and Designation) from the City College of Cagayan de Oro and a dedicated follower (required) of your Facebook page po.</p> <p>We sincerely appreciate your agency's assistance in giving us an opportunity to be invited and promote the City College of CDO on your platform. However, we have observed a minor inconsistency in branding, where</p>		
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	<p>(mention the specific inconsistency) is currently displayed differently as (mention the specific inconsistency).</p> <p>We kindly request your assistance in updating it to reflect the correct branding, which is (correct term)?</p> <p>This slight adjustment will contribute significantly to distinguishing our institution from our counterparts.</p> <p>We look forward to your consideration on this matter sir/ma'am.</p> <p>Thank you once again for your continuous support for the City College of CDO.</p> <p><i>BISAYA:</i></p> <p>Maayong adlaw sir/ma'am (Ngalan sa media agency),</p> <p>Ako diay si (Name and Designation) sa City College of Cagayan de Oro ug usa ka follower (required) sainyong Facebook page po.</p> <p>Dako among pasalamat sa tabang sainyong ahensya nga kami inyong gihatagan ug higayon nga ma-imbitar ug ma-promote ang mga serbisyo nga gitanyag sa City College of CDO pina-agi sainyong</p>		
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	<p>plataporma. Apan, among na-obserbahan ang usa ka gamay nga wala na subay sa branding, diin (hisguti ang part nga inconsistent) na display nga (hisguti ang part nga naay inconsistency).</p> <p>Gihangyo namo ang inyong pagsabot sa pag-update niini nga mao ang (tama nga branding).</p> <p>Kining gamay nga kausaban dakog ikatampo sa pag-ila sa institusyon nga mapinasahi sa uban kolehiyo sa dakbayan.</p> <p>Kami nagpasalamat ng daan sainyong konsiderasyon niini nga butang sir/ma'am.</p> <p>Salamat pag-usab sa inyong padayon nga pagsuporta sa City College of CDO.</p>		
	<p>3.) Submit a quarterly narrative report that highlights the number (x) of media invitations received and confirmed.</p> <p>a.) The narrative report must be signed by the Office Director once reviewed and approved.</p>	<p>3 days</p>	<p> Narrative Re...</p> <p>Link to the gdrive folder</p>

## **PART III. Technology, Innovation, and Data Management Center**

### **Article 1. Overview**

#### **Section 1. Mission.**

Through innovation and excellence. In alignment with this mission, CCCDO proudly announces the establishment of the Technology Innovations and Data Management Center (TIDMAC). The Technology Innovations and Data Management Center, under the Vice President of Administration, serves as a hub for technological advancement, digital transformation, and data-driven decision-making within the institution. TIDMAC aims to foster an environment where cutting-edge technology and effective data management practices enhance academic, administrative, and research capabilities, positioning City College of Cagayan de Oro as a leader in educational innovation.

#### **Section 2. Mandate**

The Technology Innovations and Data Management Center (TIDMAC) at City College of Cagayan de Oro (CCCDO) is mandated to spearhead technological advancement, digital transformation, and data-driven decision-making within the institution. This mandate encompasses the integration of cutting-edge technologies into educational and administrative processes, the development and maintenance of robust digital infrastructure, and the implementation of effective data management strategies.

TIDMAC is tasked with fostering a culture of innovation, enhancing the institution's capabilities in research, and ensuring the security and accessibility of institutional data. The center is also responsible for providing professional development opportunities to faculty, staff, and students, thereby equipping them with the necessary skills to utilize modern technologies effectively. Through its initiatives, TIDMAC aims to position CCCDO as a leader in educational innovation and a forward-thinking institution prepared to meet the demands of the 21st-century educational landscape.

#### **Section 3. Scope**

The Technology Innovations and Data Management Center encompasses a broad range of activities and responsibilities, including but not limited to:

3.1 Technology Integration: Facilitating the adoption and integration of the latest technologies in classrooms, laboratories, and administrative offices to enhance teaching, learning, and operational efficiency.

3.2 Digital Infrastructure: Developing and maintaining robust digital infrastructure to support the college's technological needs, including high-speed internet, secure networks, and modern computing resources.

3.3 Data Management: Implementing effective data management strategies to ensure the accuracy, security, and accessibility of academic, administrative, and research data.

3.4 Innovative Projects: Leading the development and execution of innovative projects that leverage technology to solve educational and operational challenges.

3.5 Training and Development: Providing training and professional development opportunities for faculty, staff, and students to enhance their digital literacy and technical skills.

3.6 Research Support: Supporting research initiatives by offering faculty and student researchers advanced technological tools and data management solutions.

#### **Section 4. Objectives**

The establishment of the Technology Innovations and Data Management Center aims to achieve the following objectives:

4.1 Network and Hardware & Software Repair and Troubleshooting: Ensuring the continuous operation of the institution's technology systems through regular maintenance, timely repairs, and effective troubleshooting of both network infrastructure and end-user devices.

4.2 Web Application and Website Development: Developing and maintaining web applications and websites to support the institution's academic and administrative functions, ensuring they are user-friendly, accessible, and secure.

4.3 Improve Administrative Efficiency: To streamline administrative processes with technology, resulting in increased efficiency and reduced operational costs.

4.4 Strengthen Data Security and Accessibility: To implement comprehensive data management policies that ensure the security, integrity, and accessibility of institutional data.

4.5 Promote Research and Development: To support and facilitate research activities by providing the necessary technological tools and data resources, fostering a culture of innovation and discovery.

4.6 Foster Technological Literacy: To equip faculty, staff, and students with the necessary skills and knowledge to effectively utilize modern technologies in their academic and professional endeavors.

4.7 Drive Institutional Innovation: To lead the exploration and implementation of innovative solutions that address current and future challenges faced by the college, positioning CCCDO as a forward-thinking educational institution.

Through these initiatives, the Technology Innovations and Data Management Center will play a pivotal role in transforming City College of Cagayan de Oro into a technologically advanced and data-driven institution.

## **ARTICLE 2. Services**

### **Section 1. Network and Infrastructure**

The Network and Infrastructure Officer will be responsible for the design, implementation, management, and maintenance of City College of Cagayan de Oro's network and infrastructure systems. This role ensures the integrity, performance, and security of the network, providing reliable connectivity and services to support the institution's operations.

#### **Functions:**

##### **1.1. Network Infrastructure:**

1.1.1. The network infrastructure is anchored by a high-speed internet connection, providing seamless access to online resources and enabling efficient communication.

1.1.2. Redundant internet connections are established to ensure continuous connectivity and minimize downtime.

##### **1.1.3. Local Area Network (LAN):**

1.1.3.1. A robust LAN is implemented to connect all devices within TIDMAC, facilitating efficient data sharing and collaboration.

1.1.3.2. The LAN employs advanced switching technology to ensure optimal data flow and minimal latency.

##### **1.1.4. Wireless Network (Wi-Fi):**



1.1.4.1. High-speed wireless access points are strategically placed throughout the center to provide comprehensive Wi-Fi coverage.

1.1.4.2. The wireless network supports secure, high-bandwidth connections for mobile devices and laptops.

## **1.2. Data Center and Storage Solutions**

### **1.2.1. Data Center:**

1.2.1.1. A state-of-the-art data center housing server, storage systems, and networking equipment is established.

1.2.1.2. The data center is designed for high availability and incorporates redundant power supplies, cooling systems, and failover mechanisms.

### **1.2.2. Servers:**

1.2.2.1. Powerful servers are deployed to handle various tasks, including data processing, application hosting, and virtualization.

1.2.2.2. Virtualization technologies are employed to maximize server utilization and flexibility.

### **1.2.3. Storage Solutions:**

1.2.3.1. High-capacity storage systems, including Network Attached Storage (NAS) and Storage Area Networks (SAN), are utilized for efficient data management.

1.2.3.2. Regular backups and disaster recovery solutions are in place to ensure data integrity and availability.

## **1.3. Security Infrastructure**

### **1.3.1. Firewalls and Intrusion Detection Systems (IDS):**

1.3.1.1. Advanced firewalls are deployed to protect the network perimeter, controlling traffic and preventing unauthorized access.

### **1.3.2. Encryption and Access Control:**

1.3.2.1. Data encryption is used to protect sensitive information both at rest and in transit.

1.3.2.2. Role-based access control (RBAC) ensures that only authorized personnel have access to critical systems and data.

#### **1.4. Communication and Collaboration Tools**

##### **1.4.1. Unified Communication Platforms:**

1.4.1.1. Integrated communication platforms, including email servers, instant messaging, and video conferencing tools, facilitate seamless collaboration.

##### **1.4.2. Collaboration Software:**

1.4.2.1. Project management and collaboration software, such as Microsoft Teams or Slack, are employed to streamline workflows and enhance team coordination.

#### **1.5. Hardware and End-User Devices**

##### **1.5.1. Workstations and Laptops:**

1.5.1.1. High-performance desktops and laptops are provided for staff and students, equipped with the latest software and tools for their respective tasks.

1.5.1.2. Devices are regularly updated and maintained to ensure optimal performance.

##### **1.5.2. Networking Equipment:**

1.5.2.1. Modern routers, switches, and cabling are used to support a reliable and high-speed network infrastructure.

1.5.2.2. All networking equipment is configured for scalability to accommodate future growth.

#### **1.6. Support and Maintenance**

##### **1.6.1. IT Support Team:**

1.6.1.1. A dedicated IT support team is available to address technical issues, perform routine maintenance, and provide user assistance.

1.6.1.2. Proactive monitoring and maintenance schedules are established to ensure the infrastructure remains in peak condition.

#### 1.6.2. Training and Development:

1.6.2.1. Regular training sessions are conducted for staff and students to enhance their proficiency in using the center's technologies and resources.

## **Section 2. System Management & Development**

A System Management and Development Officer is responsible for overseeing the planning, implementation, and maintenance of the institution's technology systems and data management frameworks of the City College of Cagayan de Oro. This role involves developing innovative technology solutions, ensuring the security and integrity of data, and optimizing IT infrastructure to support the college's educational and administrative goals. The officer collaborates with various departments to integrate technological advancements, enhance digital resources, and improve data-driven decision-making processes within the college.

### **2.1. Functions**

#### **2.1.1. System Administration**

2.1.1.1. Server Management: Administer and maintain the college's servers, ensuring they operate efficiently and are regularly updated with the latest security patches and software.

2.1.1.2. Database Administration: Manage and optimize databases to ensure data integrity, availability, and performance. Regularly perform backups and disaster recovery drills.

2.1.1.3. Application Management: Oversee the deployment, configuration, and maintenance of critical software applications used by the institution.

## **2.1.2. Development and Customization**

2.1.2.1. Software Development: Design, develop, and implement custom software solutions to meet the specific needs of various departments within the college.

2.1.2.2. System Integration: Integrate different software systems and applications to streamline workflows and enhance data sharing across the institution.

2.1.2.3. User Interface Enhancement: Develop and improve user interfaces to ensure ease of use and accessibility for staff and students.

## **2.1.3. Security and Compliance**

2.1.3.1. Security Management: Implement and enforce robust security measures to protect the college's data and systems from cyber threats.

2.1.3.2. Compliance: Ensure all systems comply with relevant regulations and standards, including data privacy laws and institutional policies.

2.1.3.3. Vulnerability Management: Conduct regular security assessments and vulnerability scans and apply necessary updates and patches.

## **2.1.4. Data Management and Analytics**

2.1.4.1. Data Collection and Storage: Develop and maintain systems for the efficient collection, storage, and retrieval of institutional data.

2.1.4.2. Data Analytics: Implement data analytics tools and techniques to extract actionable insights from data, supporting informed decision-making.

## **2.1.5. Support and Maintenance**

2.1.5.1. Technical Support: Provide technical support to staff and students, addressing system-related issues and ensuring minimal disruption to operations.

2.1.5.2. Training: Conduct training sessions for users to enhance their understanding and effective use of the systems.

2.1.5.3. Maintenance: Perform regular maintenance activities to ensure system reliability and performance, including updates, optimizations, and troubleshooting.

### **Section 3. Intelligent Systems Initiative**

An Intelligent Systems Initiative Officer role encompasses various responsibilities to integrate artificial intelligence and other advanced technologies into the educational framework, including the integration of AI into websites and systems created within the institution.

#### **3.1. Functions**

##### **3.1.1. Technology Integration and Management**

3.1.1.1. Identify and Evaluate Technologies: Research and evaluate emerging AI-driven educational tools and platforms suitable for the college's needs.

3.1.1.2. Implement AI Systems: Lead the implementation of AI systems into the college's curriculum and administrative processes.

3.1.1.3. Maintain Technological Infrastructure: Ensure the ongoing functionality and relevance of technological systems by managing updates and improvements.

##### **3.1.2. Innovation and Research**

3.1.2.1. Develop Research Agendas: Formulate research agendas that focus on developing innovative solutions to societal problems.

3.1.2.2. Lead Research Projects: Oversee and manage research projects from conception through to completion, ensuring alignment with the institution's goals.

##### **3.1.3. Sustainable Development Contributions**

3.1.3.1. Align with SDGs: Ensure that all initiatives and projects contribute to the United Nations' Sustainable Development Goals (SDGs).

3.1.3.2. Promote Eco-Friendly Practices: Advocate for and implement environmentally sustainable practices in all technological developments.

3.1.3.3. Measure Impact: Track and report on the impact of initiatives in terms of sustainability and community benefits.

#### **3.1.4. Policy Development and Compliance**

3.1.4.1. Develop Policies: Formulate policies that govern the ethical and effective use of AI and other technologies within the college.

3.1.4.2. Ensure Compliance: Monitor adherence to policies and regulations related to technology use, data privacy, and security.

### **Section 4. Research Innovation & System Planning**

The role of a Research, Innovation & Planning Officer (RIPO) encompasses a variety of functions aimed at driving strategic development, innovative initiatives, and research projects within an organization.

#### **4.1. Functions**

##### **4.1.1. Strategic Planning and Development**

4.1.1.1. Formulating Strategies: Develop and implement strategic plans that align with the organization's goals and objectives.

4.1.1.2. Policy Development: Contribute to the creation and revision of policies to support strategic initiatives.

##### **4.1.2. Research and Analysis**

4.1.2.1. Conducting Research: Design and carry out research projects to gather data and insights relevant to the organization's needs.

4.1.2.2. Data Analysis: Analyze data to identify trends, challenges, and opportunities that can inform strategic decisions.

##### **4.1.3. Monitoring and Evaluation**

4.1.3.1. Assessing Impact: Monitor and evaluate the effectiveness of the system using the quality assurance method and innovation initiatives to ensure they meet their objectives.

## **Section 5. Work Order Request Form - Technology Innovations and Data Management Center**

The Work Order Request Form is to establish a standardized process for submitting, tracking, and managing work orders within the Technology Innovations and Data Management Center. This ensures efficient handling of requests, clear communication, and effective resolution of technical and data-related issues.

This applies to all staff and faculty who need to submit work orders for technical support, hardware repair and maintenance, software installation, or other related services within the Technology Innovations and Data Management Center.

**5.1 Work Order:** A formal request for service or action, including but not limited to technical support, system upgrades, or data management tasks.

**5.2 Requester:** The individual or department submitting the work order.

**5.3 Assign Personnel:** The individual or team responsible for addressing and completing the work order.

### **5.4 Submission of Work Order**

5.4.1 All work orders must be submitted using the official work order form.

5.4.2 Requests should be detailed and include all relevant information to ensure proper understanding and prioritization.

5.4.3 The requester is responsible for providing accurate and complete information.

### **5.5 Form Details**

5.5.1 Work order online request form: This will be access through this link, <https://bit.ly/Workorderform-TIDMAC>

5.5.2 Requester Information: Name, office / section/ unit, contact number,order date.

5.5.3 Requesters Work Request Details : A clear and detailed description of the issue or task. Desired completion date, preferred timeframe for resolution, if applicable.

5.5.4 Description of Work Request under TIDMAC: Work Order Number, Priority level - classification of urgency (e.g., Low, Medium, High, Critical), Work Timeline, Proposed Date of Accomplishment, Received and Remarks.

## 5.6 Processing and Tracking

5.6.1 Work orders will be reviewed and assigned by the work order management team within 24 hours of submission.

5.6.2 The status of work orders will be updated regularly, and requesters will access the monitoring sheet;

5.6.2.1 Work order request monitoring sheet link:

The monitoring sheet will be access through this link,  
<https://bit.ly/Workordermonitoringsheet>

5.6.3 The work order system will maintain records of all requests and their resolution for future reference and reporting.

## 5.7 Responsibilities

5.7.1 Requesters: Are responsible for submitting detailed and accurate work orders and providing necessary information and feedback.

5.7.2 Assignees: Are responsible for addressing and resolving work orders efficiently and communicating with the requester as needed.

5.7.3 Work Order Management Team (TIDMAC): Is responsible for reviewing, assigning, and tracking work orders, and handling escalations.

## Section 6: Website Content - Posting Request Form

The process for submitting and managing requests for posting content on the organization's website. It ensures that content is reviewed, approved, and published in a timely and accurate manner while maintaining the website's quality and consistency.

**6.1 Website Content Posting Request Form:** A formal request form used to submit content for review and publication on the website.



**6.2 Requester:** The individual or department submitting the content request.

**6.3 Content Manager (TIDMAC - Website Developer):** The individual or team responsible for reviewing, approving, and managing content submissions.

**6.4 Publisher (TIDMAC - Website Developer):** The person or team responsible for posting the approved content to the website.

### **6.7 Submission of Requests**

6.7.1 All requests for website content posting must be submitted using the official Website Content Posting Request Form.

6.7.2 Requests should be detailed and include all necessary information to ensure proper review and publication.

6.7.3 The requester is responsible for providing accurate, complete, and high-quality content.

### **6.8 Form Details**

6.8.1 The website content - posting request online form, we be access through this link; <https://bit.ly/websitecontentpostingrequestform>

6.8.2 Requester Information: Name, office/ section / unit, request date, contact number.

6.8.3 Content Title: A concise title for the content.

6.8.4 Content Description: A detailed description or the full content to be posted.

6.8.5 Publication Date: Preferred date for content publication, if applicable.

6.8.6 Attachments: Relevant files, images, or documents that support the content request.

6.8.7 Keywords/Tags: Relevant keywords or tags for search optimization, if applicable.

### **6.9 Processing and Tracking**

6.9.1 Submission Confirmation: After submitting the form, you will receive an acknowledgment email confirming receipt of your request.

6.9.2 Initial Review: The web team will review the submitted form to ensure all necessary information is provided. If any details are missing or unclear, you will be contacted for clarification.

6.9.3 Content Formatting and Preparation: The web team will format the content for web publication, including incorporating any images, links, or other media you've provided. They will also ensure that the content aligns with website design standards and SEO best practices.

6.9.4 Approval Verification: Before the content is posted, the web team will verify that the content has been approved by the designated authority. If the approval is missing or unclear, the content will be held until confirmation is received.

6.9.5 Final Review and Scheduling: The content undergoes a final review to ensure it meets all requirements. Once approved, it will be scheduled for publication according to your preferred posting date or as soon as possible if marked as urgent.

6.9.6 Publication: The content is published on the website according to the schedule. You will be notified once the content is live to the school website, <https://citycollegecdo.edu.ph/>

## **7.0 Post-Publication Adjustments**

7.0.1 Corrections or Edits: If the requester notices any errors or needs to make changes after the content is published, reply to the acknowledgment email sent after filling up the form, to request an update. Provide detailed information about the corrections needed.

7.0.2 Content Removal: If the content needs to be removed or unpublished, contact the web team immediately with the request form and reason for removal.

## **Article 3. Information and Communications Technology (ICT) Policies and Procedures**

This Information and Communication Technology (ICT) Policies and Procedures Manual has been developed as a guide towards providing a uniform understanding in the interpretation and administration of information technology matters in City College of Cagayan de Oro. Recognizing the significance of ICT in facilitating teaching, learning, and administrative processes, the City College of Cagayan de Oro is proud to present its ICT Policies and Procedures Manual. This manual serves as a comprehensive guide outlining the principles, guidelines, and protocols governing the use of ICT resources within the college community.

It is one of the management concepts to establish a well-organized both external and internal control system that can contribute to productivity, accessibility, and IT capability organization through ICT.

With a commitment to promoting responsible and ethical ICT practices, these manuals address key areas such as network security, data privacy, acceptable use policies, and disaster recovery procedures. By establishing clear guidelines and protocols, the manual aims to ensure the integrity, confidentiality, and availability of digital resources, safeguarding sensitive information, and promoting a safe and secure computing environment for all users.

The faculty, staff and students of City College of Cagayan de Oro allows to use and access the computer and network resources to assist them in carrying out their work duties and responsibilities, that the institution expects that these resources be used for purposes related to their jobs and may not be used for unrelated purposes that can lead to lost and damages. These resources include all the Institution owned computer devices, licensed both hardware and software, and the use of the institution's network via physical and wireless connection. The purpose of this manual is to ensure that the users of the computer devices will provide betterment of achieving good performance to their work, to promote efficient, ethical and lawful use of the Institution's computer and network resources.

Furthermore, this manual also serves as a reference tool for students, faculty, staff, and administrators, providing clarity on ICT-related policies and procedures and promoting consistency in their implementation across all departments and units. It reflects the City College's dedication to fostering a culture of accountability, transparency, and continuous improvement in the management and utilization of ICT resources.

### **Section 1. Information And Communication Technology (ICT) Policies And Procedures Manual Objectives:**

The following are the objectives of the manual:

1. Provide guidelines for the conditions of acceptance and appropriate use of the computer and network resources.
2. Ensure that the ICT resources are in an appropriate approach for security, accessibility and availability to users that support the Institution's mission and vision and goal.
3. Encourage users to understand their responsibilities for securing the Institutions ICT resources.
4. To protect the privacy and integrity of data stored on the Institutions network.
5. To establish good performance with the right usage of the ICT resources.
6. Enable the users to be vigilant and aware of any circumstances that may occur to the hardware and software.

7. To define the policies and guidelines for the staff of City College of Cagayan de Oro the utilization of the ICT resources.
8. To use the ICT in increasing the institute's efficiency and effectively deliver improved services to its employees.
9. Provides clear and comprehensive guidance on how to use ICT resources, including procedures for accessing and using systems, troubleshooting common issues, and obtaining support when needed.
10. To define the policies and procedures related to acceptable use, including guidelines for proper conduct, respectful communication, and responsible data management.

By achieving these objectives, the ICT Policies and Procedures Manual can help organizations to establish a clear, consistent, and effective approach to the use of ICT resources, which can lead to increased security, efficiency, and productivity to City College of Cagayan de Oro.

## **Section 2. Scope of the Policy**

This policy applies to all City College of Cagayan de Oro faculty, staff and students as ICT Users. It also covers all Information Communication and Technology equipment, network resources and services (both hardware and software) that are owned by City College of Cagayan de Oro.

City College of Cagayan de Oro employees must be aware that the data created on any request forms, and data stored on any devices remains the property of City College of Cagayan de Oro.

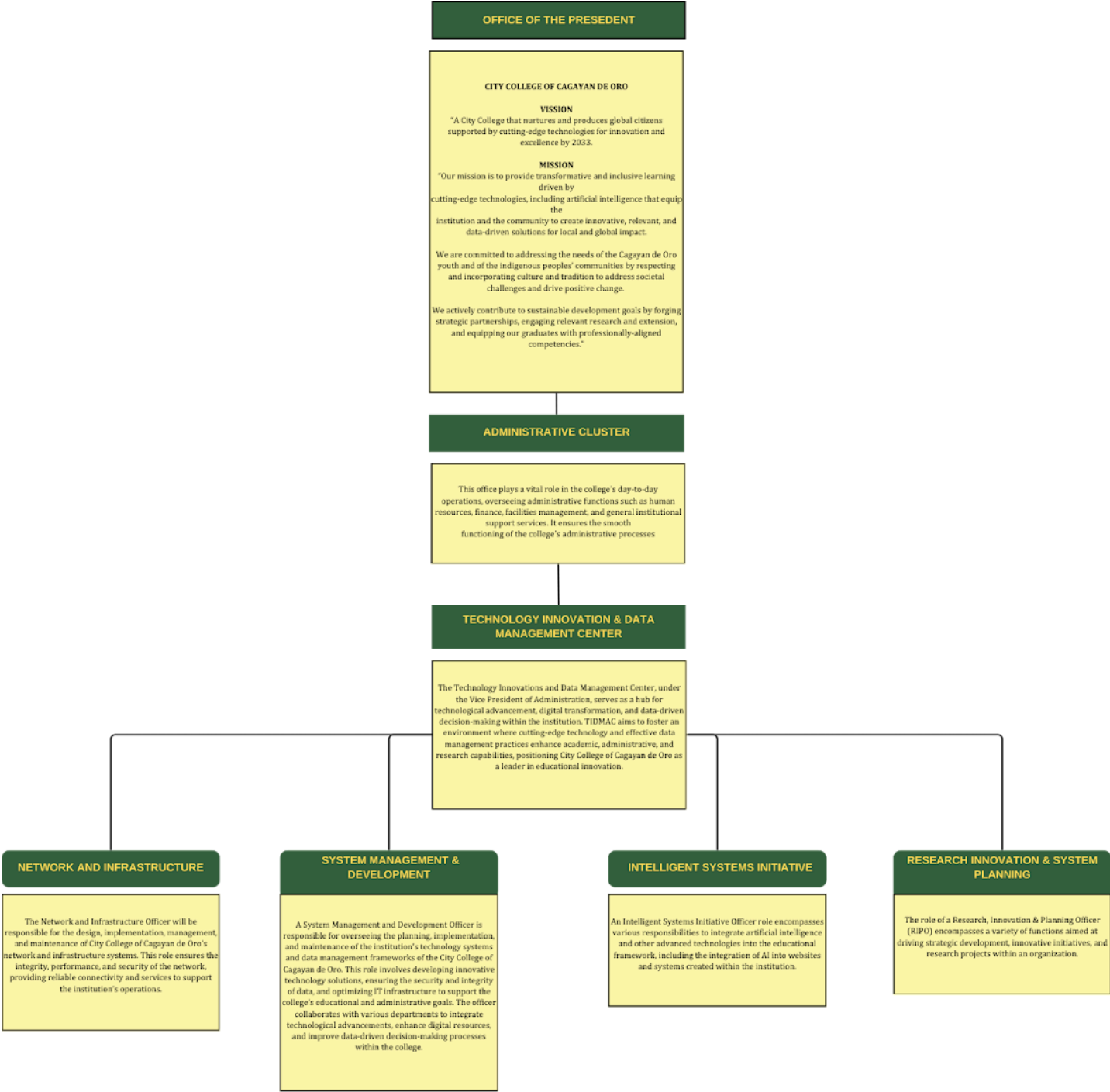
ICT device, equipment, software includes:

1. Laptops and Computers,
2. Data storage devices and media,
3. All software and applications installed,
4. Network switches, router, and switches,
5. Network cables
6. Networking tools and equipment
7. City College of Cagayan de Oro System
  - 7.1. School Management System
  - 7.2. School Website

## **Section 3. Responsibilities and Obligations**

ICT resources and faculty, staff & students have a range of responsibilities and obligations to ensure the effective, secure, and compliant use of ICT resources. These

duties include security, maintenance and upgrades, backup and recovery, user support, acceptable use, compliance, reporting issues, training and awareness, password management, data management, and refraining from prohibited activities. By fulfilling these responsibilities and obligations, the institution can ensure the optimal use and protection of their ICT resources.



## **Section 4. Network, Hardware and Software Policies and Procedures**

### **4.1. INTERNET USAGE POLICY**

This policy defines the appropriate usage of the Internet by City College of Cagayan de Oro employees.

4.1.1. Employees should always check the URL of a website before clicking to ensure it is HTTPS to avoid computer malware.

4.1.2. Employees are not allowed to download unnecessary applications or programs or play games using the unit or device.

4.1.3. Employees should restrict or block unnecessary websites (e.g., pornographic, gambling, streaming, etc.).

4.1.4. Electronic mail exchanged via the Office Internet should not include any offensive and/or harmful content, including language and imagery that could be considered harassment or vulgarity.

4.1.5. Employees should not install inappropriate software that could be harmful to the device and network.

4.1.6. Employees should not steal, use, or disclose someone else's password without authorization.

4.1.7. Employees should not use the computer and/or laptop to perpetrate any form of fraud, software, film, or music piracy.

4.1.8. Employees should not use computers and/or laptops for hacking into unauthorized websites.

4.1.9. Employees should not use the internet to send offensive or harassing material to others.

4.1.10. Employees must not download movies, music, or other unpermitted content.

4.1.11. Purpose of Internet Access: Internet Access is provided primarily for educational and professional purposes. All users are expected to use the internet responsibly, in a manner consistent with the College's mission and vision.

4.1.12. Network Resource Management: This policy applies to all faculty, staff, students, and authorized users who access the City College of Cagayan de Oro's

network resources, including wired and wireless networks, internet access, and related services.

4.1.12.1. Access Control: Network access is restricted to authorized users who have been granted appropriate permissions.

4.1.12.2. Network Usage: Network resources are provided primarily for academic and administrative purposes. Personal use is permitted but should not interfere with institutional activities or violate any policies.

4.1.12.3. Security Measures: The TIDMAC department will implement and maintain robust security measures, including firewalls, intrusion detection systems, and encryption protocols, to protect the network.

4.1.12.4. Data Protection: All data transmitted over the network must be encrypted using secure protocols to protect against interception and unauthorized access. Users are responsible for safeguarding their passwords and must not share them with others.

4.1.12.5. Network Performance Management: The TIDMAC department will monitor network usage and performance to ensure optimal operation and to prevent congestion. Bandwidth-intensive activities that are not related to academic or administrative functions may be restricted during peak usage times.

4.1.12.6. Incident Response: Any suspected network security incidents or breaches must be reported immediately to the IT department. The IT department will investigate reported incidents and take appropriate actions to mitigate any threats.

## **4.2. SAFEGUARDING PASSWORD POLICY**

The overall objective of this policy is to establish a standard for the secure use and protection of all work-related passwords of City College of Cagayan de Oro (e.g., Biometric System password, Wi-Fi password, Network IP password).

4.2.1. Employees are allowed to use authorized, approved password managers to store and manage all their work-related passwords securely.

4.2.2. Employees must use a separate, unique password for each of their work-related accounts. Users may not use any work-related passwords for their own personal accounts.

4.2.3. A password must contain the following characteristics:

4.2.3.1. Be at least eight (8) characters.

4.2.3.2. Contain upper- and lower-case characters with numbers and punctuation.

4.2.3.3. Must not be found in a dictionary or be a common slang word.

4.2.3.4. Must not be a computer term, name, program, site, company name, etc.

4.2.3.5. Must not include name, birthday, phone number, or other personal information.

4.2.3.6. Must not use word or number patterns such as aaabbb, qwerty, zxywvuts, 123456, etc.

4.2.3.7. Must not use any of the above spelled backward.

4.2.3.8. Must not use any of the above followed by a digit (e.g., secret1, 1secret, secret2, 2secret, etc.).

4.2.4. All user-level passwords (e.g., email, web, desktop computer, etc.) must be changed at least every six months.

4.2.5. Multi-factor authentication is highly encouraged and should be used whenever possible, not only for work-related accounts but also for personal accounts.

4.2.6. Passwords must not be inserted into email messages or other forms of electronic communication, nor revealed over the phone to anyone.

4.2.7. IT Personnel must secure network gateways and passwords to prevent network attacks.

4.2.8. ICT Personnel must use WPA2 for password configuration in routers to ensure that data sent or received over the wireless network is encrypted and only employees with the network password have access to it.

4.2.9. Do not use the "Remember Password" feature of applications (for example, web browsers).

4.2.10. Employees suspecting that their password may have been compromised must report the incident and change all relevant passwords.



4.2.11. Secure CCTV System passwords.

4.2.12. Passwords must not be shared with unauthorized employees; all passwords are to be treated as sensitive, confidential information.

4.2.13. Employees must not share the network password with anyone to avoid multiple users that might cause disconnection and slow connection.

4.2.14. Passwords should not be written down on paper or stored on any computer/laptop.

### **4.3. WIRELESS NETWORK USAGE POLICY**

The purpose of this policy is to inform the City College of Cagayan de Oro staff and students of the acceptable use regulations related to installed wireless networks. This policy has been put in place to protect personnel, faculty, and students and to prevent inappropriate use of wireless network access that may expose data to various risks including viruses, network attacks, and administrative and legal issues.

4.3.1. Employees may not extend or modify the network in any way. This includes adding access points and installing bridges, switches, hubs, or repeaters. Only ICT personnel have the reserved right to remove or disable any unauthorized access points.

4.3.2. Running any unauthorized data packet collection programs on the wireless network is prohibited. Such practices are a violation of privacy and constitute the theft of user data.

4.3.3. Employees must not share Wi-Fi passwords with any unauthorized personnel.

4.3.4. Any attempt to break into or gain unauthorized access to any computer or system from a wireless connection is prohibited.

### **4.4. ICT EQUIPMENT AND TOOLS BORROW POLICY**

The purpose of this policy is to establish preventive measures to maintain and minimize the probability of losing and damaging the ICT equipment and tools used by City College of Cagayan de Oro employees. This policy focuses on securing the functionality and availability of the equipment and tools.

4.4.1. Employees must seek permission first before borrowing equipment and tools to the IT personnel and logistics and supply officer.

4.4.1.1. The employees should ask and fill up the *Borrower's Slip* from the logistics and supply officer for checking.

4.4.1.2. The logistics and supply officer will give the listed materials.

4.4.1.3. Employees should keep the requested materials for inventory.

4.4.2. Employees should only borrow necessary equipment or tools for work-related purposes.

4.4.3. Employees should return borrowed equipment and tools at the exact time and date.

4.4.4. Employees should not exchange borrowed equipment and tools with co-workers to avoid loss and confusion.

4.4.5. Equipment and tools must be in good condition upon returning.

4.4.6. All ICT equipment and tools must be stored in cool and dry areas.

#### **4.5. CLEAN DESK POLICY**

The purpose of this policy is to establish the minimum requirements for maintaining a “clean desk” where sensitive/critical information about employees and intellectual property is secure in locked areas and out of sight.

4.5.1. Employees are required to ensure that all sensitive/confidential information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expected to be gone for an extended period.

4.5.2. Computer workstations must be locked when the workspace is unoccupied.

4.5.3. Computer workstations must be shut completely down at the end of the workday.

4.5.4. Any restricted or sensitive information must be removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the workday.

4.5.5. File cabinets containing restricted or sensitive information must be kept closed and locked when not in use or unattended.

4.5.6. Keys used for access to restricted or sensitive information must not be left at an unattended desk.

4.5.7. Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.

4.5.8. Employees are responsible for protecting the confidentiality of any documents or information they work with and should take measures to ensure that sensitive information is not visible to unauthorized personnel.

#### **4.6 Removable Media Policy**

The purpose of this policy is to minimize the risk of loss or exposure of sensitive information maintained by City College of Cagayan de Oro and to reduce the risk of acquiring malware infections on computers.

4.6.1. Employees may only use City College of Cagayan de Oro removable media in their work computers.

4.6.2. Employees must not download or install any applications on City College of Cagayan de Oro removable media that are not related to work.

4.6.3. Eject flash drives using the “click eject flash drive icon” before removing removable media.

4.6.4. IT Personnel should check every borrowed removable media disk to ensure functionality and to avoid any viruses and/or malware.

4.6.5. Employees who suspect any malware problems should seek assistance from IT Personnel.

4.6.6. Employees must not share their removable media devices with other employees without proper authorization.

#### **4.7 Biometric Usage Policy**

The purpose of this policy is to ensure an efficient approach to the collection and handling of biometric information for City College of Cagayan de Oro employees, ensuring proper usage, maintenance, and security.

4.7.1. Employees must ensure their hands are dry before using the biometric device to maintain its functionality.

4.7.2. Employees experiencing difficulty with the device should seek assistance from IT personnel.

4.7.3. Biometric data must be stored, transmitted, and protected with reasonable care by IT personnel.

4.7.4. Only IT personnel are authorized to access biometric data.

4.7.5. Unauthorized employees are prohibited from accessing or modifying biometric systems.

4.7.6. Unauthorized employees must not alter the date and time settings on the biometric system's connected computer device.

#### **4.8 Software Installation Policy**

The purpose of this policy is to ensure that City College of Cagayan de Oro employees understand and follow specific guidelines for software, program, and application installation and use on provided computers, systems, and networks.

4.8.1. Employees are prohibited from installing any software programs or applications, including those purchased for personal use.

4.8.2. Users must not download, install, copy, access, or employ:

4.8.2.1. Illegal software, applications, or programs

4.8.2.2. Unlicensed applications

4.8.2.3. Cracked operating systems

4.8.2.4. Software purchased for personal or home use

4.8.3. Employees should not install applications/software on City College of Cagayan de Oro devices.

4.8.4. Employees must seek authorization from IT Personnel or Head Administration before installing work-related applications.

4.8.5. IT Personnel must regularly check computer devices for unauthorized applications, files, and other content.

4.8.6. Employees are prohibited from installing games on work computers.

#### **4.9 Electronic Signature Guidelines**

The purpose of this policy is to establish the process for using electronic signatures for agreements or approvals, enhancing efficiency in operations.

4.9.1. Employees must obtain authorization from TIDMaC Personnel or Promotions & Communications before using an electronic signature on documents.

4.9.2. Employees must not use another person's electronic signature without permission.

4.9.3. Employees' first and last names must be visible and legible below their electronic signature.

4.9.4. Unauthorized use of another person's electronic signature will result in consequences.

4.9.5. Electronic signatures should be used only for essential work-related documents.

4.9.6 Only the **Technology Innovations and Data Management Center (TIDMaC)** office is authorized to securely store e-signatures. Appropriate technical, organizational, and physical safeguards shall be implemented to protect personal data, including e-signatures, from unauthorized access, use, or disclosure. These measures ensure the confidentiality, integrity, and security of personal information in compliance with data protection regulations in accordance with **Republic Act No. 10173** or the **Data Privacy Act of 2012**.

#### **4.10 Printer Policy**

The purpose of this policy is to ensure efficient, cost-effective use of printing and copying assets and to maintain the functionality of all printing devices.

4.10.1. IT Personnel must perform maintenance tasks such as nozzle checks, head cleaning, and other printing-related maintenance.

4.10.2. Waste ink must be checked by IT Personnel at the end of each month.

4.10.3. Avoid printing large files that could drain network resources. Report planned bulk print jobs to the IT Personnel to select the appropriate printer and notify other users.

4.10.4. Printer Maintenance:

4.10.4.1. Report any malfunctions or issues to IT immediately.

4.10.4.2. Do not attempt to repair or modify printers independently.

4.10.4.3. Use only approved toner cartridges, paper, and supplies.

4.10.4.4. Clean printers regularly to prevent dust and debris build-up.

4.10.5. Employees should seek IT assistance when connecting personal computers and laptops to printers.

4.10.6. Employees should not leave printed documents unattended at the printer.

4.10.7. Dispose of confidential printed documents securely.

#### **4.11 Mobile Policy**

This policy ensures the secure, efficient, and responsible use of mobile technology by faculty and staff, aiming to protect sensitive information and maintain a conducive working environment.

4.11.1. All issued mobile phones are strictly for official use only. Personal or unofficial use is prohibited.

4.11.1.1. Exclusive Gmail Account: All mobile phones must operate under a singular Gmail account.

4.11.1.2. Shared Visibility: Transactions, downloads, or subscriptions made on one mobile phone will be visible to all devices linked to the shared Gmail account.

4.11.1.3. Heightened Accountability: This visibility ensures accountability and awareness of mobile activities across all devices.

4.11.2. Devices must remain on office premises and are not to be taken home without permission. Each device should be assigned a specific, secured location within the office.

4.11.3. Adhere strictly to proper handling, safekeeping, and responsible charging practices.

4.11.4. Use mobile data sparingly, exercising caution to minimize data consumption.

4.11.5. Assigned numbers are for official communication only. External transactions are prohibited.

4.11.6. Strict adherence to these guidelines is required. Non-compliance will result in administrative sanctions.

#### **4.12 LAPTOP POLICY**

This Laptop Policy provides guidelines for the allocation, use, and care of laptops provided by the College to employees and faculty. All users are expected to comply with this policy to protect both the device and sensitive data. Failure to adhere to these guidelines may result in disciplinary action, including the withdrawal of laptop privileges.

4.12.1 All requests to borrow a College-issued laptop must receive prior approval from both the **Logistics, Supplies, and Custodian Office** and the **Head of the Technology Innovations and Data Management Center (TIDMaC)**. Users are required to complete a **Borrower's Slip** that outlines the terms and conditions;

4.12.1.1 The borrower shall be responsible for the borrowed item(s) and shall exercise reasonable care to prevent damage, loss and theft

4.12.1.2 The borrower shall immediately report any damage, loss, or theft of the borrowed item(s) to the school's Property Custodian Officer.

4.12.1.3 The borrower shall return the borrowed item(s) on or before the scheduled date of return indicated on the borrower's slip. Any extension of the borrowing period must be approved by the Technology Innovations and Data Management Center (TIDMaC) cluster head.

4.12.1.4 The borrower shall be liable for any costs associated with the repair or replacement of any lost, damaged or stolen item(s).

4.12.1.5 The borrower shall use the borrowed item(s) only for educational or school-related purposes and shall not use it for any commercial or personal purposes.

4.12.1.6 The school reserved the right to revoke the borrowing privileges of any borrower who violates any of the terms and conditions of the borrower's slip.

4.12.1.7 The borrower acknowledges that he/she has read, understood, and agreed to all the terms and conditions of the borrower's slip.

This form must be duly signed by both approving offices before the laptop is issued.

4.12.2 Laptops should be used for official work purposes only. Personal use should not interfere with the laptop's primary function or violate any laws.

4.12.3 Users must take all necessary precautions to protect the laptop and its data. This includes using strong passwords, regularly updating antivirus software, and reporting any lost or stolen devices immediately.

4.12.4 Laptops should be handled with care to avoid damage. Users must ensure that their device is kept in good working condition by reporting any technical issues to the TIDMaC Office.

4.12.5 Confidential or sensitive data should only be stored on secure College-approved platforms or encrypted when stored on the laptop.

4.12.6 Upon separation from the College or end of use, laptops must be returned in good working condition, including all accessories, chargers, and other peripherals.

#### **4.13 COMPUTER POLICY**

This Computer Policy provides clear guidance on the responsible use of College-owned computers, ensuring that these resources are used to advance the institution's mission. All users are expected to follow the guidelines outlined in this document to maintain the security and integrity of College data



and systems. Non-compliance with this policy may result in corrective action, including restriction of access to computing resources.

4.13.1 All requests to borrow College-issued computers must receive prior approval from both the **Logistics, Supplies, and Custodian Office** and the **Head of the Technology Innovations and Data Management Center (TIDMaC)**. Users are required to complete a **Borrower's Slip** that outlines the terms and conditions.

4.13.2 College-owned computers are to be used for official academic, administrative, and research purposes. Personal use must not interfere with the primary purpose of the computer or violate any laws or institutional policies.

4.13.3 Users must ensure the security of College computers by following best practices, such as using strong passwords, logging off after use, and regularly updating software. Any unauthorized access or suspicious activity should be reported immediately.

4.13.4 Only authorized software, approved by the TIDMaC Office, should be installed on College computers. The use of pirated software is strictly prohibited.

4.13.5 Users are responsible for ensuring that sensitive and confidential data stored or accessed on College computers are protected, following the institution's data protection guidelines.

4.13.6 Users are required to take proper care of computers and promptly report any technical issues to the TIDMaC Office for maintenance or repair.

4.13.7 Upon the completion of employment or at the request of the institution, users must return all College computers and equipment in good working condition, along with any necessary peripherals.

## **Article 4. Education Technology Laboratory Manual**

### **Section 1. Education Technology Laboratory Guidelines and Policies**

This section outlines the general rules and expectations for laboratory users, guidelines for the proper use of equipment and resources, safety guidelines and precautions, compliance with relevant institutional policies and regulations, best internet practices, and considerations for confidentiality and data privacy. Please familiarize yourself with these guidelines to ensure a productive, secure, and responsible environment for all.

Covered Resources:

1. Computer desktops;

- a. Accessories
  - i. Monitor
  - ii. System Unit
  - iii. Headphones
  - iv. Keyboard
  - v. Mouse
- 2. Whiteboard
- 3. DLP Projector
- 4. Network peripherals:
  - a. Network Switches
  - b. Router
  - c. Lan Cables
- 5. Software:
  - a. Windows operating system
  - b. LAN School system
  - c. Collaboration Tools;
    - i. Microsoft 365
  - d. Programming Compiler;
    - i. Visual Studio Code

## **1.1 Education Technology Laboratory Guidelines and Policies**

### **1.1.1 General Rules and Expectations for Laboratory Users**

1.1.1.1 Respect the laboratory space and maintain a quiet and conducive environment for learning.

1.1.1.2 Follow the instructions provided by laboratory staff and instructors.

1.1.1.3 Keep your personal belongings secure and avoid leaving them unattended.

1.1.1.4 Observe proper conduct and engage in responsible and respectful behavior toward fellow students and staff.

### **1.1.2 Guidelines for the Proper Use of Equipment and Resources**

1.1.2.1 Use the laboratory computers and equipment solely for academic purposes.

1.1.2.2 Do not tamper with or attempt to dismantle any equipment without authorization.

1.1.2.3 Refrain from installing unauthorized software or making alterations to the system configuration.

1.1.2.4 Report any equipment malfunctions or issues to the laboratory staff immediately.

### 1.1.3 Safety Guidelines and Precautions

1.1.3.1 Familiarize yourself with the emergency procedures and exits in the laboratory.

1.1.3.2 Keep aisles and workstations clear of obstructions to ensure easy access and movement.

1.1.3.3 Adhere to health safety protocols, including the use and wearing of protective equipment when necessary or required.

1.1.3.4 Practice internet safety by avoiding suspicious websites, practicing safe browsing habits, and being vigilant against phishing attempts, malware, and social engineering incidents.

### 1.1.4 Compliance with Relevant Institutional Policies and Regulations

1.1.4.1 Lock your workstation or log out when taking a break or leaving the laboratory.

1.1.4.2 Turn off the computer system after use to conserve energy and resources.

1.1.4.3 Use the laboratory computers and software solely for academic purposes.

1.1.4.4 Do not install unauthorized programs or uninstall authorized programs without permission.

1.1.4.5 Refrain from unauthorized troubleshooting or making changes to system settings.

1.1.4.6 Report any concerns or issues regarding antivirus software to the laboratory staff.

1.1.4.7 Laboratory staff will be responsible for updating antivirus programs and performing system scans to ensure cybersecurity.

1.1.4.8 Avoid bringing food or beverages inside the laboratory to maintain cleanliness.

1.1.4.9 Adhere to known computer etiquette, such as locking the workstation during breaks and shutting down the system when not in use.

1.1.4.10 Respect the confidentiality and data privacy of fellow students and the institution.

### 1.1.5 Best Internet Practices

1.1.5.1 Keep your operating system and software up to date with the latest security patches.

1.1.5.2 Use strong and unique passwords for all accounts and enable two-factor authentication where available.

1.1.5.3 Be cautious when sharing personal information online and avoid disclosing sensitive data to unknown or untrusted sources.

1.1.5.4 Regularly backup important files and data to protect against data loss or ransomware attacks.

1.1.5.5 Be vigilant against phishing attempts, suspicious links, and email attachments from unknown sources.

1.1.5.6 Use reputable antivirus software and keep it updated to safeguard against malware and other cyber threats.

### 1.1.6 Confidentiality and Data Privacy Considerations

1.1.6.1 Respect the confidentiality of fellow students' files, data, and personal information.

1.1.6.2 Refrain from accessing, modifying, or sharing confidential or sensitive information without proper authorization.

1.1.6.3 Be mindful of the institution's data privacy policies and adhere to them when handling personal or sensitive data.

1.1.6.4 Report any suspected data breaches or confidentiality incidents to the appropriate authorities.

### 1.1.7 Personal Protective Equipment (PPE) for the Education Technology Laboratory

1.1.7.1 Anti-Static Wrist Strap: An electrostatic discharge (ESD) safety device used to prevent the buildup of static electricity on a person's

body, which can damage sensitive electronic components during handling and assembly.

1.1.7.2 Anti-Static Mat: An electrostatic discharge (ESD) protective device designed to safely dissipate static electricity. These mats are commonly used in areas where sensitive electronic components are handled, such as electronics assembly lines, repair stations, and computer laboratories.

1.1.7.3 Safety Goggles: Safety goggles protect your eyes from potential hazards such as flying debris, chemicals, or accidental splashes. They should be worn whenever working with equipment, chemicals, or any activity that poses a risk to the eyes.

1.1.7.4 Closed-Toe Shoes: Closed-toe shoes protect your feet from hazards like falling objects or electrical accidents. They help prevent injuries such as cuts, bruises, or burns. Choose comfortable shoes that have non-slip soles and offer good support

1.1.7.5 Noise-Cancelling Headphones: Specialized headphones designed to reduce unwanted ambient sounds using active noise control (ANC). This technology is particularly useful in noisy environments, allowing users to enjoy clearer audio without needing to increase the volume excessively.

1.1.7.6 Gloves: Depending on the activities and materials used in the ICT laboratory, different types of gloves may be required:

1.1.7.6.1. Insulated Gloves: Also known as electrical safety gloves, these are worn to handle electrical equipment where there is a risk of electrical shock. These gloves provide insulation against electrical current and protect the wearer from electrical hazards.

1.1.7.6.2. Anti-Static Gloves: Used when working with sensitive electronic components to prevent static electricity discharge, which can damage the components.

1.1.7.6.3. Anti-Vibration Gloves: Designed to reduce the transmission of vibration from tools and equipment to the hands and arms of the wearer. These gloves are used for equipment that may cause discomfort or potential health issues.

## **Section 2. Emergency Procedures in the Education Technology Laboratory**

The education technology laboratory is a dynamic environment where emergencies, though rare, can occur. It is crucial to be prepared and knowledgeable about the appropriate actions to take in case of an emergency. Please familiarize yourself with the following procedures for various situations:

*2.1 Fire Emergency.* Immediately alert others in the lab by shouting "Fire!" and activating the nearest fire alarm pull station. Evacuate the lab calmly and quickly, following the designated evacuation routes. Close doors behind you to prevent the spread of fire. Avoid using elevators and use the nearest stairs to exit the building. Once outside, move to a safe location at a considerable distance from the building. Call emergency services (fire department) to report the fire and provide relevant information. Do not re-enter the lab until it is declared safe by authorities.

*2.2 Chemical Spill or Exposure.* Alert others in the lab about the spill or exposure and ensure their safety. If the spill is minor and can be safely handled, follow the proper spill containment and cleanup procedures specific to the chemical involved. For large or hazardous spills, evacuate the lab and close the door behind you. Seek immediate medical attention if there is a chemical exposure or if symptoms occur. Notify the laboratory supervisor or instructor about the incident for further assistance and documentation.

*2.3 Electrical Malfunction or Shock.* In the event of an electrical malfunction or shock, immediately disconnect the power supply by turning off the main switch or unplugging the equipment, if safe to do so. If someone is experiencing an electric shock, do not touch them directly. Instead, turn off the power source or use a non-conductive object to separate them from the electricity source. Call for medical assistance if necessary. Inform the laboratory supervisor or instructor about the incident for further guidance and investigation.

*2.4 Medical Emergency.* If someone in the lab experiences a medical emergency, call for emergency medical services immediately. Provide necessary first aid or basic life support if trained and if it is safe to do so. Clear the area around the affected person to allow medical professionals to provide assistance. Notify the laboratory supervisor or instructor about the incident for documentation and follow-up actions.

*2.5 Other Emergencies (Natural Disasters, Security Threats, etc.).* Follow instructions provided by the laboratory supervisor or instructor regarding specific emergency situations such as earthquakes, severe weather conditions, or security threats. Stay calm and follow the designated procedures for each type of emergency. Seek shelter in designated safe areas as instructed. Communicate with emergency services if necessary and provide relevant information.

## Section 3. Access and Security

Access and security are fundamental aspects of the education technology laboratory. This section provides guidelines and procedures to ensure authorized access, protect equipment and resources, and maintain a secure environment.

*3.1 Accessing the Education Technology Laboratory.* Obtain proper authorization from the laboratory supervisor or instructor before entering the lab. Present your valid student identification card or any required access credentials for verification. Follow any additional access procedures specified by the institution or department.

*3.2 Security Measures.* Only authorized individuals are allowed entry into the lab premises. Security cameras are in place to monitor activities and deter unauthorized access. Restricted areas within the lab may require additional authorization or supervision. Report any suspicious activities or unauthorized access immediately.

*3.3 Responsibilities of Users.* Do not share access credentials with others or allow unauthorized individuals to enter the lab. Maintain the confidentiality and security of personal accounts and data. Keep personal belongings secure and avoid leaving them unattended. Promptly report any security concerns or vulnerabilities to the laboratory staff.

*3.4 Reporting Unauthorized Access or Suspicious Activities.* Report any unauthorized access or suspicious activities to the laboratory staff or supervisor. Provide specific details of the incident, including date, time, and a description of the individuals involved (if known). Cooperate with security investigations to maintain a secure environment.

## Section 4. Equipment and Resources

The education technology laboratory is equipped with various resources to support your academic endeavors. This section provides an overview of the available equipment and resources, guidelines for their proper usage and care, and procedures for reporting any issues or damages.

*4.1 Overview of Equipment and Resources.* The education technology laboratory provides computers, software, peripherals, and other relevant equipment for academic use. Specific guidelines for using different types of equipment will be provided by the laboratory staff or instructor.

*4.2 Proper Handling and Care.* Handle equipment with care and respect, ensuring proper usage and storage. Follow any instructions provided for specific equipment,

such as printers, scanners, or specialized devices. Avoid exposing equipment to liquids, excessive heat, or other potential sources of damage.

*4.3 Reporting Damages or Malfunctions.* Report any damages, breakages, or malfunctions of equipment to the laboratory staff immediately. Provide detailed information about the issue, including the nature of the problem and any error messages displayed. Do not attempt to repair equipment unless authorized to do so.

## **Section 5. Accountability and Penalties**

Accountability is essential for maintaining a responsible and productive learning environment in the education technology laboratory. This section outlines the individual responsibilities of users, the penalties for misuse or violations, and the procedures for reporting incidents and appealing disciplinary actions.

*5.1 Individual Accountability.* Users are personally responsible for the equipment and resources assigned to them. Do not share personal accounts, passwords, or access credentials with others. Adhere to the acceptable use policy and relevant institutional regulations.

*5.2 Penalties for Misuse or Violations.* Misuse, damage, theft, or unauthorized use of equipment or resources may result in disciplinary actions. Penalties may include warnings, fines, temporary suspension of access, or other appropriate measures as outlined in the student handbook or institutional policies.

*5.3 Reporting Incidents and Consequences.* Report any incidents of misuse, violations, or suspected violations to the laboratory staff or supervisor. Provide accurate information and cooperate with investigations. Consequences of violations will be determined based on the severity of the offense and in accordance with institutional policies.

*5.4 Disciplinary Actions and Appeal Procedures.* Users have the right to appeal any disciplinary actions taken against them. Follow the appeal procedures specified in the student handbook or institutional policies. Appeals will be reviewed and considered by the appropriate authorities

## **Section 6. Breakage and Damage**

In the event of equipment breakage or damage, prompt reporting and appropriate actions are necessary. This section provides procedures for reporting damages, evaluating the extent of the damage, arranging repairs, and addressing repair costs.



*6.1 Reporting Procedures.* Report any damages or breakages of equipment to the laboratory staff immediately. Provide accurate details about the incident, including the equipment involved and the circumstances leading to the damage.

*6.2 Evaluation Process.* The laboratory staff will assess the extent of the damage and determine the necessary steps for repair. Evaluation may include physical examination, diagnostic tests, or consultation with technical staff or service providers.

*6.3 Repair Procedures and Costs.* The laboratory staff or technical experts will handle the repair process. Repair costs and responsibility will be determined based on the circumstances of the damage. Users may be held accountable for repair costs in cases of misuse, negligence, or unauthorized actions.

*6.4 Alternative Procedures (if applicable).* In situations where immediate repair is not feasible, alternative procedures or arrangements may be provided. These alternatives will be communicated to users to minimize disruption and ensure continued access to necessary resources.

## **Section 7. Preventive Measures**

Preventive measures play a crucial role in maintaining the functionality and longevity of equipment and resources in the education technology laboratory. This section provides guidelines for preventive maintenance, proper storage and handling practices, training sessions, and user education.

*7.1 Preventive Maintenance.* Regular preventive maintenance activities will be scheduled by the laboratory staff or technical team. Follow any instructions or guidelines provided for backing up data, cleaning equipment, or updating software.

*7.2 Proper Storage and Handling.* Store equipment in designated areas when not in use, following specific instructions if applicable. Avoid exposure to extreme temperatures, humidity, or other potential sources of damage. Handle equipment with care and caution to prevent accidents or breakages.

*7.3 Training Sessions and User Education.* Training sessions will be conducted to familiarize users with equipment, software, and safety protocols. Stay updated with relevant training materials, guides, or resources provided by the laboratory staff or institution. Participate actively in workshops or awareness programs to enhance your knowledge and skills.

## **Section 8. Feedback and Suggestions**

Feedback and suggestions from users are valuable in improving the ICT laboratory's services, resources, and overall experience. This section provides channels for users to provide feedback, make suggestions, and contribute to the continuous improvement of the laboratory's offerings.

*8.1 Providing Feedback and Suggestions.* Users are encouraged to provide feedback, suggestions, or comments regarding the education technology laboratory's facilities, services, or resources. Use the designated feedback channels, such as suggestion boxes, online forms, or email, to share your input.

*8.2 Consideration and Evaluation.* Feedback and suggestions will be reviewed and evaluated by the laboratory staff or relevant authorities. Constructive input will be considered for potential improvements or future enhancements.

*8.3 Acknowledgment and Response.* Depending on the nature of the feedback or suggestion, users may receive acknowledgment or a response regarding the actions taken. Not all suggestions may be implemented immediately, but they will be duly considered for future planning and development.

## **Article 5. Speech Laboratory Manual**

The Speech Laboratory serves as a dedicated space where students, faculty, and staff can enhance their speech and language skills, refine their communication techniques, and gain confidence in public speaking.

The primary purpose of the Speech Laboratory is to provide a supportive and immersive environment for individuals to develop their oral communication abilities. Whether you are preparing for presentations, improving pronunciation, working on speech clarity, or refining public speaking skills, the Speech Laboratory offers a wide range of services and resources to meet your needs.

**Enhancing Speech Production:** The laboratory aims to improve speech production by offering tools, exercises, and practice opportunities for pronunciation, articulation, voice projection, and intonation.

**Developing Effective Communication Skills:** The laboratory focuses on fostering effective verbal and nonverbal communication skills, active listening, and engaging interpersonal interactions.

**Building Confidence in Public Speaking:** The laboratory provides opportunities for individuals to develop confidence, poise, and effective delivery techniques in public speaking through practice sessions, simulations, and constructive feedback.

The Speech Laboratory offers a range of services and resources to support your speech and communication goals. These include:

**Recording and Playback Facilities:** Individual recording stations equipped with high-quality microphones, recording devices, and playback systems allow you to record, review, and analyze your speeches, presentations, or practice sessions.

**Speech Analysis Tools:** The laboratory provides access to specialized software and resources for analyzing speech patterns, identifying areas for improvement, and tracking progress over time.

**Communication Workshops and Consultations:** The laboratory offers workshops and one-on-one consultations with experienced speech and communication professionals who can provide personalized guidance, feedback, and coaching.

**Self-Study Materials:** A collection of reference books, pronunciation guides, and online resources are available to support self-study and further exploration of speech and communication topics.

## **Section 1. Speech Laboratory Guidelines**

### **1.1 Access and Use of the Speech Laboratory**

1.1.1 The Speech Laboratory is available for use by all registered students and faculty members of the City College of Cagayan de Oro.

1.1.2 Users must present a valid ID card to the laboratory staff upon entering the facility.

1.1.3 Prior reservation is required to ensure the availability of the laboratory.

1.1.4 Users should strictly adhere to the scheduled time slots to avoid inconvenience to other users.

1.1.5 No food or beverages are allowed inside the laboratory.

1.1.6 Users are responsible for the proper care and handling of equipment and materials.

1.1.7 Any damage caused to the laboratory equipment or facilities must be reported immediately to the laboratory staff.

### **1.2 Laboratory Hours**

1.2.1 The Speech Laboratory is open from 8:00 am to 5:00 pm, Monday to Saturday.

1.2.2 The laboratory may be closed during official holidays or special events. Prior notice will be given for any closures.

1.2.3 Note: The operating hours may be subject to change during holidays, semester breaks, or special events. It is recommended to check with the Speech Laboratory staff or refer to the college's official schedule for any updates or adjustments to the operating hours.

We understand that flexibility is essential, and we strive to provide ample access to the Speech Laboratory to accommodate your needs. However, please be mindful of the closing time and ensure that you allow sufficient time to conclude your activities and return any borrowed equipment before the laboratory closes.

If you have any questions regarding the location or operating hours of the Speech Laboratory, our dedicated staff members are available to assist you. You can reach out to them by visiting the laboratory in person, calling the designated contact number, or sending an email to the provided email address. Accessing the Speech Laboratory is a straightforward process that ensures a smooth and efficient experience for all users.

### **1.3 Reservation of Laboratory**

1.3.1 Users must reserve the laboratory in advance by contacting the laboratory coordinator or staff.

1.3.2 Reservation requests should include the date, time, purpose, and estimated duration of the intended use.

1.3.3 The laboratory staff will confirm the reservation and allocate the appropriate time slot.

1.3.4 Reservations can be made up to two weeks in advance.

### **1.4 Laboratory Etiquette**

1.4.1 Maintain a respectful and professional attitude while using the Speech Laboratory.

1.4.2 Use headphones when working on individual tasks to avoid disturbing others.

1.4.3 Refrain from using mobile phones or any electronic devices that may cause disruptions.

1.4.4 Be respectful of others' space and property within the laboratory.

1.4.5 Clean up after use, ensuring that all materials and equipment are returned to their proper places.

1.4.6 The Speech Laboratory is primarily intended for academic purposes related to speech and communication. Engage in activities directly related to speech practice, rehearsal, research, or coursework.

1.4.7 Use the scheduling system to reserve time slots for utilizing the Speech Laboratory resources. Respect the allocated time slots and vacate the area promptly at the end of your reservation.

1.4.8 Handle equipment and resources with care and follow the provided instructions for operation.

1.4.9 Obtain consent from individuals involved before recording any speeches, presentations, or conversations in the Speech Laboratory.

1.4.10 Maintain a quiet environment conducive to speech and communication activities.

1.4.11 Keep conversations at a low volume to minimize disturbances for others.

1.4.12 Use headphones when listening to audio materials to avoid disturbing others.

## **1.5 Laboratory Equipment and Resources**

1.5.1 The Speech Laboratory is equipped with state-of-the-art audio and video recording equipment.

1.5.2 Microphones, headphones, and amplifiers are available for individual and group use.

1.5.3 Various software programs for speech analysis, pronunciation practice, and presentation skills enhancement are installed on the laboratory computers.

1.5.4 Reference books, study materials, and audiovisual resources related to speech and communication are available for use within the laboratory.

## **1.6 Laboratory Assistance and Support**

1.6.1 Trained laboratory staff will be available during operating hours to assist users with technical issues and provide guidance on laboratory equipment and resources.

1.6.2 Users can seek assistance from the laboratory staff for specific speech-related exercises, pronunciation practice, or speech analysis.

1.6.3 Scheduled workshops, training sessions, and tutorial services will be organized periodically to enhance users' speech and communication skills.

### **1.7 Academic Use of the Speech Laboratory**

1.7.1 The laboratory may be used for instructional purposes, such as speech classes, public speaking workshops, and presentations.

1.7.2 Faculty members may reserve the laboratory for specific class activities, assessments, or research projects.

1.7.3 Students are encouraged to utilize the laboratory for individual practice, group discussions, or speech rehearsals.

### **1.8 Safety and Security**

1.8.1 Follow all safety guidelines and procedures provided by the laboratory staff. Be aware of emergency exits, fire extinguisher locations, and other safety measures within the laboratory.

1.8.2 Users should adhere to the college's safety regulations and guidelines while using the laboratory.

1.8.3 Report any unsafe conditions or equipment malfunctions to the laboratory staff immediately.

1.8.4 Do not tamper with or attempt to repair any laboratory equipment without proper authorization.

## **Section 2. Process, Registration, and Scheduling Requirements**

*2.1 Registration Form.* Obtain a registration form from the Speech Laboratory or the designated department responsible for managing registrations. This form may be available in both digital and physical formats. Fill out the registration form completely and accurately. Provide all the necessary information requested, including personal details such as your name, student/staff ID number, contact information, and any relevant academic program information. Read through any terms and conditions or policies associated with registration and ensure that you understand and agree to them.

*2.2 Submission Process.* Once you have completed the registration form, follow the submission instructions provided. These instructions may vary depending on the college's procedures. If the registration form is physical, submit it to the designated

drop-off location, such as the Speech Laboratory office or a specific department office. Ensure that you provide the form to the appropriate staff member or place it in a designated registration box.

*2.3 Eligibility Criteria and Restrictions.* To provide clarity and transparency, it is important to specify any eligibility criteria or restrictions associated with the registration process for the Speech Laboratory.

2.3.1 Individuals must be currently enrolled as students at City College School to be eligible for registration in the Speech Laboratory.

2.3.2 Individuals may be required to have successfully completed an introductory speech course as a prerequisite for accessing the Speech Laboratory.

2.3.3 Individuals may be required to obtain a recommendation from a faculty member who can attest to their communication skills and readiness to utilize the Speech Laboratory.

2.3.4 Individuals may be required to attend an orientation session that provides an overview of the Speech Laboratory's resources, guidelines, and safety procedures.

2.3.5 Certain programs or majors may require individuals to utilize the Speech Laboratory as part of their coursework or program requirements.

2.3.6 It is important to note that these prerequisites or requirements may vary based on the specific policies and goals of the City College School and its Speech Laboratory.

*2.4 Confirmation and Approval.* After submitting your registration form, you may receive a confirmation or approval notification. This notification may come in the form of an email, letter, or online message.

### **Section 3. Laboratory Layout and Equipment**

*3.1 Location.* The Speech Laboratory is located in a dedicated space within the City College campus, typically situated within the Department of Communication or a related department. Specify the building and floor where the laboratory is situated for easy navigation.

*3.2 Reception Area.* Upon entering the laboratory, there is a reception area where students and faculty members can check-in, seek assistance, or make inquiries. This area may also include a waiting area for individuals who are waiting for their scheduled sessions.

*3.3 Workstations and Practice Areas.* The laboratory is equipped with multiple workstations or practice areas where individuals can engage in speech-related activities. Each workstation is typically equipped with a computer, microphone, audiovisual equipment, and relevant software for recording, playback, and analysis of speech.

*3.4 Recording and Playback Facilities.* The Speech Laboratory features dedicated recording and playback facilities, allowing individuals to record their speeches or presentations for self-evaluation and review. These facilities may include specialized recording equipment, soundproof rooms, and software for analyzing and reviewing recordings.

*3.5 Presentation Area.* The laboratory may have a designated presentation area where individuals can deliver speeches or presentations in front of an audience.

This area may include a podium, projector or display screen, seating arrangements, and necessary audiovisual equipment for delivering effective presentations.

*3.6 Resource Library.* The laboratory may have a resource library or materials section containing books, journals, audiovisual resources, and reference materials related to speech, communication, public speaking, and related topics. Individuals can access these resources to enhance their knowledge and skills in the field of speech and communication.

## **Section 4 Services and Resource**

The Speech Laboratory at our City College School offers a range of services to support the development and enhancement of speech and communication skills. It serves as a dedicated space for students, faculty, and staff to practice various aspects of oral communication, including speeches, presentations, interviews, and conversation exercises.

The laboratory provides;

*4.1 Recording and playback facilities.* Allowing users to review and analyze their performances to improve their delivery, articulation, and overall communication effectiveness. Non-native English speakers can utilize the laboratory's resources and tools to work on pronunciation, reduce accents, and enhance language proficiency.

*4.2 Support for public speaking and presentation skills development.* Including guidance on organization, delivery techniques, and visual aids. Users can also access speech analysis tools, engage in communication research projects, attend workshops and training sessions, and receive consultation and support from communication experts.



4.3 The Speech Laboratory aims to create a conducive environment for individuals to refine their communication abilities and excel in various professional and academic settings.

4.4 In addition to the core services, the Speech Laboratory at our City College School offers a range of additional support services to further assist individuals in their speech and communication journey.

4.4.1 Individual and Group Tutoring. Students can receive personalized guidance and instruction tailored to their specific needs. These tutoring sessions are conducted by experienced communication experts who provide valuable feedback, tips, and strategies to help students improve their speech delivery, language skills, and overall communication competence.

4.4.2 Workshops and Training Sessions on various topics related to public speaking, presentation skills, voice modulation, and non-verbal communication. These interactive sessions provide participants with practical techniques, hands-on practice, and the opportunity to learn from industry professionals.

4.4.3 Consultation Sessions are available for individuals seeking specialized guidance or support in specific areas of speech and communication. During these sessions, experts provide one-on-one consultations, feedback on specific projects or presentations, and assistance in developing effective communication strategies.

4.5 These additional support services complement the existing resources of the Speech Laboratory, fostering a comprehensive learning environment where individuals can refine their skills, build confidence, and achieve their communication goals.

## **Article 6. City College of Cagayan de Oro School Website and School Management System Manual**

### **Section 1. City College of Cagayan de Oro - School Website**

#### **1.1 Website Access Guidelines and Policies**

Users must conduct themselves responsibly and ethically while using the City College of Cagayan de Oro's website. This includes refraining from any activities that may disrupt website operations or compromise its security.:

**1.1.1 User Responsibilities:** Users are expected to conduct themselves responsibly and ethically while using the City College of Cagayan de Oro website. This includes refraining from engaging in any activities that may disrupt the normal operation of the website or compromise the security of its contents.

**1.1.2 Data Security:** Users must adhere to data security protocols to protect sensitive information, in compliance with the Data Privacy Act of 2012 (Republic Act No. 10173). This includes:

**1.1.2.1 Confidentiality:** Ensure that personal and sensitive information is handled confidentially and not disclosed without proper authorization.

**1.1.2.2 Data Integrity:** Maintain the accuracy and completeness of the data accessed, processed, or stored.

**1.1.2.3 Security Measures:** Employ appropriate security measures, such as strong passwords and secure connections, to protect data from unauthorized access and breaches.

**1.1.2.4 Reporting Breaches:** Report any suspected data breaches or security incidents to the website administrators immediately.

**1.1.2.5 Compliance:** Adhere to all relevant provisions of the Data Privacy Act and related guidelines from the National Privacy Commission (NPC).

**1.1.3 Content Usage:** The content on the City College of Cagayan de Oro website is provided for academic and informational purposes only. Users must:

**1.1.3.1 Use Content Responsibly:** Utilize the website's content solely for its intended educational and informational purposes.

**1.1.3.2 Prohibited Activities:** Reproducing, distributing, or modifying website content without explicit authorization is strictly prohibited. This includes copying text, images, or other materials for commercial or personal use outside the scope of permitted activities.

**1.1.4 Compliance with Policies:** Users must adhere to all City College of Cagayan de Oro's website usage policies, as well as local and international laws governing online conduct, privacy, and information security.

**1.1.4.1 Institutional Policies:** Abide by the college's policies regarding the appropriate use of website resources, data management, and user conduct.

**1.1.4.2 Data Privacy and Security:** Follow protocols outlined in the Data Privacy Act of 2012 (Republic Act No. 10173) and relevant data protection regulations to

ensure the confidentiality and security of personal and sensitive information accessed through the website.

**1.1.4.3 Regulatory Compliance:** Adhere to applicable local and international laws governing online conduct, privacy, and information security. This includes compliance with standards set by regulatory bodies such as the National Privacy Commission (NPC) for data privacy and security.

**1.1.5 Accessibility:** The City College of Cagayan de Oro website is designed to be accessible to all individuals with or without disabilities. To enhance accessibility, the following features are available:

**1.1.5.1 chatAims:** An AI chat assistant named chatAims is integrated into the website to provide real-time support and guidance. Users can interact with chatAims for assistance with navigating the website, accessing information, and resolving issues.

**1.1.5.2 Text-to-Speech:** The website includes a text-to-speech feature to assist visually impaired users. This functionality allows users to have the website's text read aloud, improving accessibility and usability for those with visual impairments.

Users requiring additional accommodations or facing accessibility challenges should contact the website administrators for personalized assistance. The college is committed to ensuring an inclusive online experience for all users.

**1.1.6 Reporting Issues:** Users are encouraged to actively contribute to the improvement of the City College of Cagayan de Oro's website by reporting technical issues, broken links, or content errors, and by providing feedback on their overall experience.

**1.1.6.1 Reporting Issues:** For technical problems, broken links, or content errors, users should promptly contact the website administrators. This can be done by emailing [ict.citycollege.cdo@gmail.com](mailto:ict.citycollege.cdo@gmail.com), which is visible in the footer of every page on the website.

**1.1.6.2 Providing Feedback:** The website values user input on functionality, content relevance, and overall user experience. Users can submit their feedback directly via the same email address, [ict.citycollege.cdo@gmail.com](mailto:ict.citycollege.cdo@gmail.com), or through designated feedback forms available on the website.

**1.1.7 Website Updates:** The website will undergo regular maintenance and updates to enhance functionality and content. Users will be notified in advance of any significant changes or scheduled maintenance.

**1.1.8 Request Content Posting:** Faculty, staff, and students can request content to be posted on the City College of Cagayan de Oro website. To submit a content posting request, users have two options:

**1.1.8.1 Online Request Form:** Complete the content posting request form available at [bit.ly/request-content-posting](http://bit.ly/request-content-posting). This form allows users to provide details about the content they wish to have posted.

**1.1.8.2 In-Person Submission:** Alternatively, requests can be submitted in person at the Technology Innovation and Data Management Center (TIDMC) office, where assistance is available for the submission process.

## **Section 2. School Management System – Automated Informations Management System**

### **2.1 Policy and Guidelines for the City College School Management System Usage**

The [aims.citycollegecco.edu.ph](http://aims.citycollegecco.edu.ph) website serves as the centralized school management system designed to efficiently deliver essential information and services to students, faculty, and staff of City College of Cagayan de Oro City.

#### **2.1.1 User Responsibilities**

**2.1.1.1 Access:** Users must use their designated login credentials responsibly.

**2.1.1.2 Content Usage:** Users are expected to adhere to copyright laws and respect intellectual property rights when accessing the website.

#### **2.1.2 Privacy and Data Protection**

**2.2.1.1 Confidentiality:** *The college is committed to protecting user data in compliance with the Data Privacy Act of 2012 (Republic Act No. 10173) and other applicable privacy laws in the Philippines. We ensure that personal data collected, stored, and processed through the school management system is treated with the highest level of confidentiality. Access to personal data is restricted to authorized personnel only.*

**2.2.1.2 Data Collection and Usage:** The collection and use of personal data are conducted in accordance with the principles of transparency, legitimate purpose, and proportionality, as mandated by the Data Privacy Act. Users are informed of the specific purposes

for which their data is collected, and only the minimum necessary data is gathered to fulfill these purposes.

**2.2.1.3 Data Subject Rights:** Users have the right to access, correct, and request the deletion of their personal data, as provided under the Data Privacy Act. Requests can be made through the designated Data Protection Officer (DPO) of the college, who will ensure that user rights are respected and upheld.

**2.2.1.4 Data Security:** The college implements appropriate organizational, physical, and technical security measures to protect personal data against unauthorized access, alteration, disclosure, or destruction. Regular security audits and risk assessments are conducted to ensure ongoing compliance with data protection laws.

**2.2.1.5 Breach Notification:** In the event of a data breach, the college will promptly notify the affected individuals and the National Privacy Commission (NPC) in accordance with the Data Privacy Act. Measures will be taken to mitigate the impact of the breach and prevent future occurrences.

**2.2.1.6 Compliance and Accountability:** The college is committed to complying with all relevant provisions of the Data Privacy Act and holds all users accountable for adhering to the established privacy and data protection policies. Regular training and awareness programs are conducted to ensure that all users understand their responsibilities in safeguarding personal data.

### 2.1.3 Security Measures

**2.1.3.1 Account Default Login:** Users are provided with their default password after the account registration. Users are advised to change the account default password to a strong and unique password.

**2.1.3.2 Account Security:** Users are responsible for maintaining the confidentiality of their login credentials, including passwords and other authentication methods. It is imperative to use strong, unique passwords and to change them regularly. Users must immediately report any suspicious activity or potential security breaches to the IT support team.

**2.1.3.3 Access Control:** Access to the school management system is strictly role-based, ensuring that users can only access data and perform actions relevant to their roles. The principle of least

privilege is applied, meaning users are granted the minimum level of access necessary to perform their duties.

**2.1.3.4 Data Encryption:** Data transmitted between users and the school management system is encrypted using industry-standard protocols (e.g., SSL/TLS) to protect it from interception or unauthorized access. Additionally, all login credentials stored within the system are encrypted to ensure its security

**2.1.3.5 Regular Security Audits:** The college conducts regular security audits and vulnerability assessments of the school management system to identify and address potential weaknesses. Any identified vulnerabilities are promptly addressed, and system updates are applied to maintain a robust security posture.

**2.1.3.6 Incident Response:** A comprehensive incident response plan is in place to handle any security incidents, including data breaches. This plan includes procedures for detecting, reporting, and responding to incidents, as well as for mitigating any impact and restoring normal operations as quickly as possible

**2.1.3.7 Compliance with Legal and Regulatory Standards:** The college ensures that all security measures comply with relevant laws, regulations, and standards, including the Cybercrime Prevention Act of 2012 (Republic Act No. 10175) and other applicable Philippine legislation. This commitment to legal compliance helps safeguard the integrity of the school management system..

## 2.2. User Guide for Students

### 2.2.1 Accessing the Website

**2.2.1.1 URL:** Students should open their web browser and navigate to [aims.citycollegedco.edu.ph](http://aims.citycollegedco.edu.ph). Once the page loads, they should click on the "Login as Student" button to proceed to the student login page.

**2.2.1.2 Login Instructions:** Enter your student ID and password to access your personal dashboard.

**2.2.1.2.1 Enter Credentials:** Students must input their student ID in the designated field, which serves as their username.

**2.2.1.2.2 Password:** Students should enter the password provided by the administrator. If it is their first time logging in, they

should use the default password given by the college and follow the prompts to change it to a more secure password.

2.2.1.2.3 **Security:** Students are required to keep their login credentials confidential and avoid sharing them with others. For issues with credentials, they should contact the IT support team.

## 2.2.2 Dashboard Features

2.2.2.1 **Class Schedule:** Students can click on the "Class Schedule" tab to view their current semester's class timetable.

2.2.2.2 **Certificate of Registration (COR):** Students should navigate to the "Academic Records" section and select "View COR" to view and download a PDF copy of their current semester's registration details.

2.2.2.3 **Campus Events: Calendar of Activities:** Students can stay updated with campus events by clicking on the "Campus Events" tab, where they will find a comprehensive calendar listing all upcoming activities, including academic deadlines, cultural events, and special lectures.

2.2.2.4 **Memorandum: Official Communications:** Students can access the "Memorandum" section to view and download official memoranda issued by the college administration. These may include policy updates, academic guidelines, and other important communications.

## 2.3. User Guide for School Administrators and Faculty

### 2.3.1 Accessing the Webapplication

2.3.1.1 **URL:** Administrators and faculty should visit [aims.citycollegecdo.edu.ph](http://aims.citycollegecdo.edu.ph) using their preferred web browser. They should select the "Login as Faculty" option to enter the administrative portal.

2.3.1.2 **Account Login/Registration:** They must enter the email and password that is registered by the administrator sent via email & Faculty account registration is processed by the administrator to provide a respective role and access to the system. After the account registration the faculty should validate the email provided to complete the account registration.

**2.3.1.3 Account Portal/s:** Faculty accounts are divided into different portals that are assigned and managed by the administrator on the account registration process. Different portals provide different sets of tools that are based on how much privilege is given to the account. & Accounts can have multiple portals depending on how many roles/functions the faculty is assigned to. Users can swap portals anytime if necessary to perform their duties.

## 2.4 Sidebar Features

### 2.4.1 Registrar:

**2.4.1.1 Student Record:** Registrar can access comprehensive student records, including enrollment status, and course registration details. They can use this feature to update and maintain accurate student information.

**2.4.1.2 Reports:** Administrators can generate detailed reports on student enrollment trends, statistics, and other essential administrative data reports to meet specific departmental needs.

**2.4.1.3 Enrollment Forms:** Registrar can access the student enrollment form for paperless enrollment for both TSTI and HEI enrollees.

**2.4.1.3 Enrollment Screening:** After the student successfully submit the enrollment form, the registrar can screen the in-coming student data to confirm the submission and send the student to the next enrollment step. For TSTI enrollees, enrollment screening can assign a facilitator to the student for qualification screening.

### 2.4.2 Dean:

**2.4.2.1 Department Oversight:** Deans can monitor departmental activities, including curriculum management, faculty performance, and adherence to academic policies. This feature provides a centralized view of all departmental operations.

**2.4.2.2 Faculty Management:** Deans can assign faculty members to courses, evaluate their performance, and track their professional



development. This includes managing faculty schedules and coordinating with other departments as needed.

#### **2.4.3 Program Head:**

**2.5.3.1 Program Administration:** Program heads can administer all aspects of their specific program, including curriculum updates, course scheduling, and adjustments. This feature allows for efficient management of program-specific data and activities.

**2.5.3.2 Curriculum Updates:** Program heads can propose and implement updates to the program curriculum, ensuring alignment with academic standards and industry requirements.

#### **2.4.4 Faculty Members:**

**2.5.4.1 Input Grades:** Faculty members can enter and submit student grades for all assigned courses. The system allows for real-time updates and automated calculation of final grades based on the inputs.

**2.5.4.2 Attendance Tracking:** Faculty can record student attendance directly through the portal, with automated alerts for students who fall below attendance requirements.

#### **2.5 Notifications and Communication:**

**2.5.1 Calendar of Activities: Campus Events and Meetings:** Administrators and faculty can stay informed about upcoming campus events, academic meetings, and important departmental activities. The calendar feature integrates with personal schedules to provide reminders and alerts.

**2.5.2 Memorandum: Official Communications:** Administrators and faculty can view and acknowledge memoranda and other official communications from the college administration. These documents are critical for staying updated on institutional policies and procedures.

#### **2.6 Downtime, System Failure, and Troubleshooting Management Measures:**

**2.6.1 Preventive Downtime System Failure measures Automation - Information Management System (AIMS)**

Preventive Measure	Process	Personnel in-charge
Regular System Updates	Schedule and apply updates to software and firmware to patch vulnerabilities and improve system performance.	System Developer
Automated Backups	Implement automated backups of system data and configurations to ensure recovery in case of failure.	System Developer
System Monitoring	Utilize monitoring tools to track system performance, detect anomalies, and receive alerts for potential issues.	System administrator
Security Audits	Conduct regular security audits to identify and address potential vulnerabilities and compliance issues.	Network & infrastructure officer
User Training	Provide ongoing training for users on best practices for system usage and security to minimize human errors.	System training officer

### 2.6.2 Restoration Measures for Automation Information Management System (AIMS) Downtime System Failure

Restoration Measure	Process	Personnel in-charge
Restore from Backup	Use the most recent backup to restore system data and configurations to the state before the failure occurred.	System Developer

System Diagnostics	Run diagnostic tools to identify and troubleshoot the cause of the system failure.	System administrator
Emergency Patch Application	Apply emergency patches or updates to fix vulnerabilities that caused the system failure.	System Developer
Service Restoration	Restart affected services or components to return the system to normal operation.	System Developer /Network & infrastructure officer
Incident Review and Reporting	Review the incident to determine its cause, impact, and actions taken; generate a report for future reference.	System administrator

## 2.7 Review and Compliance

### 2.7.1 Feedback Mechanism

**2.7.1.1 User Feedback Collection:** Users are encouraged to submit feedback on the functionality and user experience of the school management system. Feedback can be sent by clicking the email address provided in the footer of the website: [ict.citycollege.cdo@gmail.com](mailto:ict.citycollege.cdo@gmail.com)

**2.7.1.2 Review and Action:** The IT department and relevant administrative personnel will review the feedback received. Based on this feedback, necessary updates and improvements will be implemented to enhance the service delivery and overall user experience.

**2.7.1.3. Continuous Improvement:** The college is committed to using user feedback to drive continuous improvement of the system. Updates and changes will be made as needed to ensure the platform effectively meets user needs and expectations.

## 2.7.2 Policy Compliance

**2.7.2.1 Adherence to Policies:** All users must adhere to institutional policies related to data privacy, security, and the responsible use of the school management system. This includes following guidelines for data protection, respecting intellectual property rights, and maintaining the confidentiality of login credentials and other sensitive information.

**2.7.2.2 Compliance Monitoring:** Regular audits and assessments will be conducted to ensure compliance with these policies. Any breaches or non-compliance issues will be promptly addressed with appropriate corrective actions.

**2.7.2.3 Training and Awareness:** Users will receive ongoing training and updates about policy changes and best practices to ensure compliance with institutional standards and legal requirements.

## PART IV. Physical Plant Services

### Article 1. Introduction

This Manual has been developed through rigorous research, extensive consultations, and collaboration with experts, addressing both natural and human-induced hazards impacting educational facilities. It aims to foster collective engagement and exchange of ideas, involving all sectors of society in efforts to protect our shared planet.

The content introduces new concepts and items to enhance accessibility and understanding for users. It adopts contemporary language to stay current with evolving practices in school safety and the application of green technology in educational settings. It serves as a readily accessible reference for managing educational facilities efficiently and effectively, ensuring they are safe and conducive to learning. Its use aligns with the principles of school-based management under the Schools First Initiative, promoting support and engagement in educational improvements.

### Article 2. Objectives

#### Section 1. Processes and Protocols within the PPS Division

- 1.1 Ensure that all operations within the PPS Division are carried out uniformly across all sections. This will reduce variability and enhance the predictability of outcomes.
- 1.2 Provide clear, step-by-step procedures for each task to avoid confusion and ensure that all staff members know the correct methods and expectations.
- 1.3 Establish clear protocols that assign responsibility and accountability for every task, ensuring that all personnel understand who is responsible for each aspect of the

operation.

## **Section 2. Roles and Responsibilities of Staff and Employees**

- 2.1 Clearly define the roles and responsibilities of each staff member within the PPS Division, including specific duties related to their section/ unit
- 2.2 Communicate the expectations for each role, including performance standards, to ensure that every employee knows what is required of them.
- 2.3 Foster a collaborative environment by clarifying how different roles interrelate, promoting teamwork and effective communication across sections.

## **Section 3. Efficiency and Effectiveness of PPS Operations**

- 3.1 Identify and eliminate redundant or inefficient steps in existing processes, reducing time and resource waste.
- 3.2 Ensure that resources (manpower, equipment, and materials) are used optimally, reducing costs and increasing the division's productivity.
- 3.3 Implement mechanisms to regularly assess the efficiency and effectiveness of operations, allowing for continuous improvement.

## **Article 3. Scope and Application**

Scope and application of manuals and standards for the physical plants and Services of the college encompass a broad range of considerations essential to the effective management and development of campus environments. These guidelines typically define parameters for the design, construction, renovation, and maintenance of buildings and infrastructure across the institution.

### **Section 1. Scope**

The scope outlines the areas covered by these manuals, which often include:

- 1.1 **Campus Development:** This section outlines specifications for building layouts, space utilization, and aesthetic considerations that ensure a functional and visually cohesive campus environment. It encompasses the overall campus development, including repairs, renovations, furniture and fixture assembly, and installation. Additionally, it covers small job orders, such as minor repairs, to maintain the integrity and usability of campus facilities.
- 1.2 **General Maintenance:** This section provides recommendations for regular upkeep, maintenance schedules, and facility management practices aimed at prolonging the lifespan of infrastructure and optimizing operational efficiency. It includes the maintenance of the entire campus, emphasizing

cleanliness, beautification, and systematic upkeep to support a productive and appealing learning environment.

1.3 Events and Reservation: This section is responsible for managing reservations for the utilization of all rooms and facilities, vehicle bookings, and event preparations, including beautification. Effective coordination between divisions is crucial for the successful execution of every scheduled event. This section ensures that all logistical and aesthetic aspects of events are meticulously planned and executed.

1.4 Supply Management: This section manages the school's inventory of supplies and equipment, ensuring efficient disbursement to all requesting parties within the institution. It is responsible for maintaining accurate records of issued supplies, materials, and equipment to employees, as well as organizing and storing department property in an orderly fashion. The section is also tasked with ordering supplies and equipment, adhering to budget constraints, and ensuring that purchases align with the institution's needs. It handles the entire procurement process, from reviewing requests to meeting with sales representatives, preparing purchase requests, and verifying supplier invoices.

1.5 Safety and Security: This section is tasked with recording and maintaining a daily register of major and minor events occurring within a 24-hour period and reporting these events to the section head. It maintains registers, logbooks, and other documents for tracking the entry and exit of personnel, materials, and vehicles as prescribed by the school. Visitor management, including issuing and collecting gate passes, regulating entry of unwanted visitors or salesmen, and maintaining visitor registers, is also under this section's purview. The section is further responsible for emergency preparedness and compliance measures to protect occupants and assets.

1.6 Transportation: This section provides guidelines for the handling and maintenance of transportation, including trip tickets and travel orders. It is responsible for arranging regular cleaning and maintenance services for vehicles, planning routes based on road and traffic conditions, and managing transportation logistics. The section ensures the safe and efficient transportation of personnel between City College and various destinations, adhering to established procedures and safety standards.

## Section 2. Application

The application of these manuals involves their implementation throughout various phases of campus development:

**2.1 Campus Development:** The Campus Development Section is responsible for overseeing and co-facilitating all aspects of campus projects, including expansion, improvements, enhancements, and maintenance. This section coordinates construction, renovation, repairs, beautification, and growth efforts to meet the evolving needs of students, faculty, and staff. Additionally, the Campus Development Section plays a critical role in developing and maintaining a comprehensive plan that ensures the campus infrastructure aligns with the institution's long-term goals and objectives.

### 2.1.1 Key Functions:

2.1.1.1 Lead campus growth and upgrade projects.

2.1.1.2 Oversee construction, remodeling, repairs, and fabrication

2.1.1.3 Manage campus beautification and maintenance.

2.1.1.4 Plan and develop campus maintenance plan

2.1.1.5 Ensure campus projects support the institution's long-term goals.

2.1.2 Ensuring new construction projects adhere to established standards from initial planning through to completion, ensuring quality and compliance, based on the applied and filled up Work Order Form (*Figure 1 : PPS Form 001, page*) Work order shall be on first come first serve basis. All necessary tools materials needed in the work order shall be stipulated clearly in the work order form. And upon the work order is finished, tools and unused materials/consumables shall be properly returned (PPS Form 005, appendix a) form, and an work evaluation sheet (PPS Form 002, appendix a) must be given to the requesting parties to be filled up and submitted upon completion. *See appendix a for forms*

2.1.3 All requests pertaining and related to this functions, must be coordinated and channelled to this office that includes: all minor repairs, job order requests (for tables and chairs and other furniture and fixtures), painting works, plumbing works, electrical works.

2.1.4 All requests are to be accomplished based on the availability of materials and consumables on the inventory.

**2.2 General Maintenance:** Provide direction for modifying existing facilities to meet current needs, improve efficiency, or address safety and accessibility concerns. Work order forms must be filled up and approved upon the start of every task/work requested (appendix a). All Materials and consumables needed must be stipulated in the work order form. Additional personnel to be deployed must be determined by the section head based on the volume of work. Additional materials needed outside of inventory must be reported directly to the division head for proper requisition from finance division.

2.2.1 All Work Order requests pertain to Campus Maintenance and beautification, Housekeeping works must go through this section, and all requested consumables must be properly disposed off from supply management officer. This section also closely coordinates with the events and reservation officer for every events preparation and reservation.

2.2.2 All mobilization for events and reservation must be properly coordinated with all of the sections under this division for smooth function and accomplishment of every booking events and reservations.

**2.3 Events and Reservation:** The Events and Reservations Management Section is responsible for overseeing the reservation and use of school facilities. This includes managing event bookings, plotting and monitoring reservations, and coordinating the allocation of facilities and required manpower. The section ensures that all campus facilities are utilized effectively and that events are seamlessly integrated into the school's scheduling, maintaining an organized and efficient environment for all campus activities.

2.3.1 Key Functions:

2.3.1.1 Event booking management and monitoring system

2.3.1.2 Reservation scheduling

2.3.1.3 Campus facility allocation

2.3.1.4 Manpower coordination for campus related events

2.3.1.5 Event Integration and Oversight

2.3.2 Establishing Protocols

2.3.2.1 Ensures the establishment of protocols for facilities and vehicle reservations.



2.3.2.2 Ensures housekeeping and beautification of facilities and vehicles to sustain functionality and prolong asset lifespan.

2.3.2.3 Requesters must book all reservations in advance, following a first-come, first-served basis (*see Appendix A, Figure 1: PPS Form 001*).

2.3.2.4 Prioritizing events based on the number of beneficiaries/audiences is mandatory.

2.3.2.5 Requesters must list facilities needed, such as tables, chairs, and beautification details, in the Work Order Form (*see Appendix A, Figure 1: PPS Form 001*).

2.3.2.6 Event and reservations management ensures coordination with the requesting parties to handle event setup, beautification, parking, audio-visual needs, etc.

### **Section 3. Roles and Responsibilities**

#### **3.1 Faculty Responsibilities:**

3.1.1 Ensure that all supplies and property under their control are used efficiently and for their intended purposes.

3.1.2 Report any loss, damage, or misuse of property to the Supply and Property Management Office (SPMO) immediately.

#### **3.2 Student Responsibilities:**

3.2.1 Use supplies and property responsibly and in accordance with institutional policies.

3.2.2 Return any borrowed property in the condition it was received.

#### **3.3 Administrative Staff Responsibilities:**

3.3.1 Oversee the procurement, inventory, and disposal of supplies and property in their departments.

3.3.2 Ensure compliance with institutional policies and legal requirements.

#### **3.4 Supply and Property Management Office (SPMO) Roles:**

3.4.1 Manage the institution's supply and property inventory.

3.4.2 Implement and enforce policies related to procurement, usage, and disposal of assets.

3.4.3 Conduct regular audits and report findings to the administration.

## **Section 4. Supply Management**

**4.1 Requisition Procedures:** All requests for supplies or property must be submitted using the official requisition form, which must be approved by the department head before submission to the SPMO. Requisition and procurement processes must comply with Republic Act No. 9184, known as the "Government Procurement Reform Act," which governs the procurement process for all government institutions, including city college.

**4.2 Vendor Selection and Contracting:** Vendor selection must be conducted through competitive bidding or other methods prescribed by RA 9184, ensuring transparency and fairness. The institution must establish criteria for vendor selection, including legal compliance, cost-effectiveness, and the ability to meet the institution's needs.

**4.3 Purchase Orders:** After selecting a vendor, a purchase order (PO) must be issued. The PO serves as a legally binding document that outlines the terms of the purchase. All POs must be in compliance with RA 9184 and relevant Commission on Audit (COA) rules.

## **Section 5. Inventory Management:**

**5.1 Receiving and Inspection of Supplies:** All received supplies must be inspected for quality and quantity against the purchase order. Discrepancies should be reported to the SPMO, and corrective actions must be taken immediately. This process is governed by COA Circular No. 92-386, which provides guidelines for inventory and property control.

**5.2 Inventory Control Systems:** The institution must maintain an electronic inventory management system to ensure real-time tracking of supplies. This system must comply with COA guidelines on inventory and stock management.

**5.3 Stock Levels and Reordering:** Minimum and maximum stock levels must be established for all supplies. Reordering should be initiated when stock levels approach the minimum threshold, following the institution's internal control policies.

## **Section 6. Distribution of Supplies:**

**6.1 Request and Approval Process:** Supplies must be requested through the SPMO using the appropriate form. Approval from the department head is required before distribution. Supplies Request Slip.

**6.2 Issuance Procedures:** Once approved, supplies are issued and recorded in the inventory system. This ensures that usage is tracked, and stock levels are accurately maintained.

**6.3 Usage Tracking:** Departments are responsible for monitoring the use of supplies to prevent wastage and ensure accountability.

## **Section 7 Property Management**

### **7.1 Asset Acquisition:**

**7.1.1 Property Classification:** All assets must be classified according to their value and expected useful life. Assets are categorized as either capital or non-capital. For government institutions, the classification follows guidelines set by the COA and other relevant government agencies.

**7.1.2 Capital vs. Non-Capital Assets:** Capital assets typically include items with a value exceeding PHP 50,000 and a useful life of more than one year, as per COA Circular No. 2020-006. Non-capital assets must also be tracked for accountability.

**7.1.3 Acquisition Procedures:** Acquisition of assets must comply with RA 9184 and other applicable laws. The process includes conducting a needs assessment, securing budget approval, and following procurement procedures.

### **7.2 Asset Inventory:**

**7.2.1 Tagging and Labeling Assets:** All capital assets must be tagged with a unique identification number and recorded in the property ledger, in accordance with COA Circular No. 92-386.

**7.2.2 Physical Inventory Audits:** Annual physical audits of capital assets must be conducted to verify the accuracy of the asset register. This audit must comply with COA regulations.

**7.2.3 Asset Register Maintenance:** The asset register must be updated regularly to reflect new acquisitions, transfers, and disposals. This ensures that the institution's records are accurate and up-to-date.

### **7.3 Asset Usage and Maintenance:**

**7.3.1 Assignment and Responsibility:** Assets must be assigned to specific departments or individuals who are responsible for their care and maintenance.

**7.3.2 Maintenance Schedules:** Regular maintenance schedules must be established for all capital assets to ensure their longevity and functionality. Maintenance records must be kept in compliance with institutional policies and COA guidelines.

**7.3.1 Repairs and Service Contracts:** Repairs must be documented in the maintenance record, and service contracts should be established for critical assets, following procurement guidelines.

### **7.4 Asset Disposal:**

**7.4.1 Surplus Property Procedures:** Surplus property must be declared by the department and reported to the SPMO. The disposal of surplus property must comply with RA 9184 and COA guidelines, which include methods such as public auction, donation, or recycling.

**7.4.2 Disposal Methods:** Disposal methods must adhere to environmental laws, such as Republic Act No. 9003 (Ecological Solid Waste Management Act of 2000), and COA guidelines. The sale of surplus property must be conducted through public auction or competitive bidding to ensure transparency.

**7.4.3 Documentation and Reporting:** All disposals must be documented, including the method of disposal and any proceeds from the sale. Disposal records must be retained for a specified period as required by law and COA rules.

## **Section 8. Supply And Procurement Management**

### **8.1 Role and Responsibility**

The Supply and Procurement Management Section (SPMS) at the City College of Cagayan de Oro, an integral part of the City General Services Office (CGSO) of Cagayan de Oro City, is tasked with ensuring the effective and efficient management of

supplies, materials, and equipment across the campus. Utilizing established guidelines to inform strategic development plans, the SPMS anticipates future needs, accommodates growth, and ensures consistency and quality in all operations.

## **8.2 Function and Purposes**

SPMS monitors stock levels, manages the lifecycle of assets, and ensures regulatory compliance. Additionally, it handles the disposal of obsolete items, implements risk management strategies, and controls related budgets. By supporting efficient operations and continuous improvement, SPMS plays a crucial role in the overall effectiveness of the organization.

## **Section 9. Supply Management**

### **9.1 Procurement Process**

**9.1.1 Requisition Procedures:** All requests for supplies or property must be submitted using the official requisition form, which must be approved by the department head before submission to the SPMS. Requisition and procurement processes must comply with Republic Act No. 9184, known as the "Government Procurement Reform Act," which governs the procurement process for all government institutions, including state universities and colleges.

**9.1.2 Vendor Selection and Contracting:** Vendor selection must be conducted through competitive bidding or other methods prescribed by RA 9184, ensuring transparency and fairness. The institution must establish criteria for vendor selection, including legal compliance, cost-effectiveness, and the ability to meet the institution's needs.

**9.1.3 Purchase Orders:** After selecting a vendor, a purchase order (PO) must be issued. The PO serves as a legally binding document that outlines the terms of the purchase. All POs must be in compliance with RA 9184 and relevant Commission on Audit (COA) rules.

### **9.2 Inventory Management**

**9.2.1 Receiving and Inspection of Supplies:** All received supplies must be inspected for quality and quantity against the purchase order. Discrepancies should be reported to the SPMO, and corrective actions must be taken immediately. This process is governed by COA Circular No. 92-386, which provides guidelines for inventory and property control.

**9.2.2 Inventory Control Systems:** The institution must maintain an electronic inventory management system to ensure real-time tracking of supplies. This system must comply with COA guidelines on inventory and stock management.

**9.2.3 Stock Levels and Reordering:** Minimum and maximum stock levels must be established for all supplies. Reordering should be initiated when stock levels approach the minimum threshold, following the institution's internal control policies.

### **9.3 Distribution of Supplies:**

**9.3.1 Request and Approval Process:** The request and approval process for consumable supplies involves submitting a request through the SPMS using the designated form (refer to the appendix for the form). Before distribution, the request must be approved by the department head. Similarly, tools and equipment must also be processed through the SPMS for proper recording and verification of each item's serial number.

**9.3.2 Issuance Procedures:** Once approved, supplies are issued and recorded in the inventory system. This ensures that usage is tracked, and stock levels are accurately maintained.

**9.3.2 Usage Tracking:** Departments are responsible for monitoring the use of supplies to prevent wastage and ensure accountability.

## **Section 10. Property Management**

### **10.1 Asset Acquisition:**

**10.1.1 Property Classification:** All assets must be classified according to their value and expected useful life. Assets are categorized as either capital or non-capital. For government institutions, the classification follows guidelines set by the COA and other relevant government agencies.

**10.1.2 Capital vs. Non-Capital Assets:** Capital assets typically include items with a value exceeding PHP 50,000 and a useful life of more than one year, as per COA Circular No. 2020-006. Non-capital assets must also be tracked for accountability.

**10.1.3 Acquisition Procedures:** Acquisition of assets must comply with RA 9184 and other applicable laws. The process includes conducting a needs assessment, securing budget approval, and following procurement procedures.

## **10.2 Asset Inventory:**

**10.2.1 Tagging and Labeling Assets:** All capital assets must be tagged with a unique property number from City General Service Office (CGSO), in accordance with COA Circular No. 92-386.

**10.2.2 Physical Inventory Audits:** Annual physical audits of capital assets must be conducted to verify the accuracy of the asset register. This audit must require to check the borrower's and item declaration slip (see the appendix for the form) for effective audits.

**10.2.3 Borrowers required to report any damage or lost of materials accountable.**

**10.2.4 Item declaration will provided for personal materials bringing at City College of Cagayan de Oro Campus.**

**10.2.5 Asset Register Maintenance:** The asset register must be updated regularly to reflect new acquisitions, transfers, and disposals. This ensures that the institution's records are accurate and up-to-date.

## **10.3 Asset Usage and Maintenance:**

**10.3.1 Assignment and Responsibility:** Assets must be assigned to specific departments or individuals who are responsible for their care and maintenance.

**10.3.2 Maintenance Schedules:** Regular maintenance schedules must be established for all capital assets to ensure their longevity and functionality. Maintenance records must be kept in compliance with institutional policies and COA guidelines.

**10.3.3 Repairs and Service Contracts:** Repairs must be documented in the maintenance record, and service contracts should be established for critical assets, following procurement guidelines.

## **10.4 Asset Disposal:**

**10.4.1 Surplus Property Procedures:** Surplus property must be declared by the department and reported to the SPMO. The disposal of surplus property must comply with RA 9184 and COA guidelines, which include methods such as public auction, donation, or recycling.

**10.4.2 Disposal Methods:** Disposal methods must adhere to environmental laws, such as Republic Act No. 9003 (Ecological Solid Waste Management Act of 2000), and COA guidelines. The sale of surplus property must be conducted through public auction or competitive bidding to ensure transparency.

**10.4.3 Documentation and Reporting:** All disposals must be documented, including the method of disposal and any proceeds from the sale. Disposal records must be retained for a specified period as required by law and COA rules.

## **Section 11. Safety and Security**

The Safety and Security Section is dedicated to ensuring the utmost safety and welfare of students, staff, and school facilities. This involves implementing and enforcing stringent safety protocols, conducting thorough risk assessments, and coordinating effective emergency response measures. The section is tasked with vigilantly safeguarding the campus community from potential threats, consistently identifying vulnerabilities, and proactively addressing them to maintain a secure environment.

### **11.1 Key Functions:**

**11.1.1 Enforces ID verification at entry points.**

**11.1.2 Monitors vehicle IDs and manages parking arrangements.**

**11.1.3 Implements key maintenance policy:**

**11.1.3.1 Ensures all keys are deposited at the guardhouse upon exit from the campus at the end of each official duty day.**

**11.1.4 Enforces safety protocols for electrical equipment, air conditioning units, and plumbing fixtures, holding both the section and room occupants responsible:**

**11.1.4.1 Ensures that all government property within the facilities is the responsibility of the employees using them.**

**11.1.4.2 Requires every incident to be reported and recorded using (PPS Form 007 Incident Slip).**

**11.1.5 Manages risk assessment to proactively address potential hazards.**



11.1.6 Coordinates emergency response measures to ensure readiness in case of an emergency.

11.1.7 Oversees campus surveillance to detect and deter security threats.

11.1.8 Manages threat and vulnerability assessments, ensuring that all identified risks are mitigated.

## **11.2 Round-the-Clock Security**

11.2.1 Provides continuous security services to safeguard property and personnel.

11.2.1.1 Responsible for implementing overall security measures to protect movable and immovable property and prevent theft within the premises.

11.2.1.2 Manages crowd control and ensures no unidentified, unclaimed, or suspicious objects/persons are within the buildings/premises.

11.2.1.3 Ensures that all electrical equipment, instruments, lights, and fans are switched off at the closure of offices or classrooms.

## **Section 12. Transportation**

The Transportation Services Section is responsible for managing the college's vehicle fleet and scheduling to ensure efficient and safe transportation for students and staff. This includes overseeing vehicle usage, maintenance, and fuel management, as well as implementing scheduling procedures to optimize vehicle utilization. The section ensures timely pick-ups and drop-offs, adheres to established routes and schedules, and maintains a reliable transportation service that effectively meets the needs of the college community.

### **12.1 Key Functions**

12.1.1 Fleet Trip Management. Ensures the efficient management of all vehicle trips, coordinating with relevant departments to meet transportation needs.

12.1.2 Maintenance and Repairs. Oversees regular maintenance and repair of the vehicle fleet to ensure all vehicles are in safe, working condition.

12.1.3 Fuel Management. Manages fuel usage and maintains records to ensure efficient fuel consumption:

12.1.3.1 Requires the completion of a Gas Slip Form for every fuel transaction.

12.1.4 Scheduling and Route Planning. Develops and implements efficient scheduling and route planning to optimize vehicle utilization and ensure timely services.

12.1.5 Timely Transportation Services. Ensures that transportation services are provided on time, adhering to established routes and schedules, and meets the needs of the college community.

## 12.2 Additional Responsibilities

### 12.2.1 Vehicle Service and Cleanliness

12.2.1.1 Schedules regular vehicle service appointments and reports any issues promptly.

12.2.1.2 Ensures that car seats are clean and comfortable for all passengers.

### 12.2.2 Client Assistance

12.2.2.1 Assists clients with loading and unloading their luggage.

### 12.2.3 Route Optimization

12.2.3.1 Maps out driving routes ahead of time to determine the most expedient trip.

### 12.2.4 Availability and Flexibility

12.2.4.1 Ensures availability to occasionally work weekends and night shifts as needed, acknowledging the exigency of service during weekends.

12.2.4.2 Maintains the ability to remain calm in stressful driving situations.

## 12.3 Coordination with Events and Reservation

12.3.1 Booking Coordination. Coordinates with the Events and Reservation Officer to ensure seamless transportation services for campus events:

12.3.1.1 The requester must complete PPS Form 001 (Work Order Request) to book transportation services.

## Article 4. Overview Of Standards

The following standards provide a comprehensive framework to ensure colleges and universities operate effectively, sustainably, and safely. These standards cover critical aspects of planning, construction, maintenance, and management of campus environments.

### Section 1. Campus Development Standards

**1.1 Layout and Space Utilization:** The Campus Development section is responsible for ensuring efficient use of space for classrooms, laboratories, dormitories, and administrative offices, adhering to guidelines that optimize functionality and support institutional goals.

**1.2 Aesthetic Considerations:** The Campus Development section ensures that buildings contribute to a cohesive campus identity through architectural design principles that balance aesthetics with functionality.

**1.3 Conformance of Designed Plans:** All designed plans must conform to established standards, with the Campus Development section ensuring adherence from initial work orders to the final submission of plans.

### Section 2. Safety and Security Standards

**2.1 Building Codes and Regulations:** Compliance with local and national building codes and regulations is enforced by the General Maintenance section to ensure structural integrity and safety across all campus facilities.

**2.2 Emergency Preparedness:** The General Maintenance section, in coordination with campus safety officials, develops and implements protocols for emergency response, evacuation procedures, and safety drills to protect students, faculty, and staff during crises.

**2.3 Fire Safety:** General oversees the installation and maintenance of fire suppression systems, smoke detectors, and evacuation routes, ensuring rapid response capabilities and adherence to fire safety requirements.

### **Section 3. Accessibility Standards:**

**3.1 CHED/SGLG Compliance:** The Campus Development section ensures adherence to CHED/SGLG requirements, making campus facilities accessible to individuals with disabilities.

**3.2 Universal Design:** The Campus Development section incorporates universal design principles into campus infrastructure to create inclusive environments that accommodate diverse physical abilities and promote equitable access.

### **Section 4. Environmental Sustainability Standards:**

**4.1 Energy Efficiency:** The General Maintenance section is tasked with implementing guidelines for energy-efficient building design, including optimizing lighting, HVAC systems, and insulation to reduce the campus's carbon footprint and operational costs.

**4.2 Water Conservation:** The General Maintenance section develops and enforces strategies for water-efficient landscaping, plumbing fixtures, and irrigation systems, promoting conservation and sustainability.

**4.3 Green Building Practices:** The Campus Development section is responsible for integrating sustainable materials, renewable energy sources, and waste reduction strategies into construction and renovation projects to support the institution's environmental goals.

### **Section 5. Maintenance and Operations Standards:**

**5.1 Routine Maintenance:** The General Maintenance section establishes protocols for regular inspections, repairs, and maintenance schedules to ensure the ongoing functionality and safety of campus facilities.

**5.2 Facility Management:** The General Maintenance section oversees efficient facility operations, including waste management, cleaning services, and grounds maintenance, to enhance operational efficiency and cost-effectiveness.

### **Section 6. Long-term Planning and Development Standards:**

**6.1 Master Planning:** The Campus Development section is responsible for developing comprehensive master plans that align with institutional goals and anticipate future growth and infrastructure needs.

**6.2 Adaptability and Flexibility:** The Campus Development section ensures that standards support the adaptive reuse of existing buildings and infrastructure to meet evolving educational and administrative requirements.

**6.3 Budgeting and Financing:** The Campus Development section, in collaboration with financial offices, provides guidelines for financial planning and resource allocation to support capital improvements, renovations, and infrastructure upgrades over time.

## **PART V. Health Services**

### **Article 1. Introduction**

The school clinic promotes the holistic well-being of students and staff, addressing their physical, mental, and emotional needs. This manual outlines the procedures for maintaining a safe and efficient healthcare environment within the school premises, contributing to a healthy learning setting for everyone.

**Section 1. Purpose of the Manual.** This manual provides instructions and guidance to the operation of the school clinic, outlining key procedures, protocols, and best practices to ensure a safe and efficient healthcare environment within the school premises.

**Section 2. Scope.** The scope of this guideline encompasses all facets of school clinics and is a shared resource for both student and administrative staff.

### **Article 2. Roles and Responsibilities**

#### **Section 1. Vice President for Administration**

Work in partnership with the school clinic to incorporate health education into the curriculum, ensuring alignment of academic policies with health and wellness initiatives.

#### **Section 2. School Nurse**

2.1 Providing basic health care services to students and staff.

2.2 Conducting health screenings and assessments.

2.3 Administering medications and maintaining accurate medication records.

2.4 Responding to medical emergencies and providing first aid.

2.5 Collaborating with parents, teachers, and other school staff on health-related issues.

2.6 Promoting health education and wellness programs.

2.7 Keeping and maintaining accurate health records for students.

### Section 3. Medical Doctor

The school clinic's medical doctor addresses the medical needs of the students and personnel such as performing medical consultations and medical procedures, prescribing medications and referrals as needed.

### Section 4. Dental Doctor

The school clinic's dental doctor addresses the dental needs of the students and personnel such as dental check-up, oral prophylaxis and referrals for specialized dental procedures and other dental services as needed.

## Article 3. Administrative Procedures

### Section 1. Appointment Scheduling

All freshmen and incoming new students are directed to the school clinic during their enrollment process where initial health assessments are taken. Those that need immediate interventions and with special health concerns can freely visit the clinic during the operating hours.

Clinic will operate from Monday-Friday 8am-12nn 1pm-5pm

Immediate attention to walk-in clients is prioritized in case of emergencies.

### Section 2. Confidentiality and Data Security

2.1 Student health records are kept at the school and are only accessible to the nurse and relevant school staff.

2.2 Emphasize to students and staff the importance of accurate and complete data entry, which encompasses the following:

2.2.1 Profile of student and personnel

2.2.2 Health history including existing medical conditions and current medications

2.2.3 Immunization Record

2.2.4 Vital signs

2.2.5 Treatment record including chief complaint, interventions, and medications given

2.3 When keeping health records, we utilize the conventional method, employing logbooks and paper forms to ensure easy access.

2.4 Health records will be maintained at the school for at least 5 years after students leave the school.

2.5 All health information pertaining to students shall be considered confidential in accordance with the data privacy law. Any unauthorized disclosure of health information is strictly prohibited and may result in disciplinary action and legal consequences.

2.6 Access to student health records is restricted to authorized personnel with a legitimate need for such information.

## **Article 4. Clinical Procedures**

### **Section 1. Health Assessment**

#### **1.1 Policy Procedure:**

1.1.1 School nurse will conduct thorough health assessments for all students and staff.

1.1.2 Health assessment records will be confidential and securely stored.

1.1.3 Only authorized personnel will have access to this information. If anything is found upon health assessment, the parents/guardians will be informed of the assessment findings, and recommendations will be facilitated.

#### **1.2 Consultation and Examination Protocols:**

Students and personnel are thoroughly assessed by the clinic nurse through vital signs, physical examination, and other related nursing assessments. The student or personnel is then referred to the assigned medical doctor if further management and interventions are needed through verbal or, in the absence of the medical doctor, through phone call endorsement. If the medical doctor is available, the student or personnel is immediately seen by the doctor on duty. Due interventions and medications are administered as ordered. Prescription is given if medications needed are not available in the clinic.

#### **1.3 Medication Management:**

Parents will be notified, and verbal consent will be obtained over the phone before any invasive procedures or medication is administered to the minor student (below 18 years of age). In emergencies where parents are unable to communicate, the school doctor/nurse will have the discretion to administer medication to the child if necessary (in cases such as high fever, history of colds, rash in severe cases, injuries, etc.).

#### 1.3.1 Administration:

1.3.1.1 Only the nurse will administer the medication, including over-the-counter medicines.

1.3.1.2 The nurse must observe the 12 Rights of drug administration.

1.3.1.3 The school nurse will maintain a medication log and record daily medications dispensed by the school.

#### 1.3.2 Emergency Medications:

1.3.2.1 Students with special medications are asked to obtain a prescription from a physician.

1.3.2.2 This will be added to their file for continued surveillance and security.

#### 1.3.3 Request for Medicines

1.3.3.1 Prior to giving the request for medicine, the nurse/medical doctor will perform a thorough assessment as to what medicine should be given in accordance with the needs of the patient.

1.3.3.2 Medicines with prescription presented to the nurse will be given automatically depending on the availability of the medication in the clinic.

1.3.3.3 All medications released in the school clinic are recorded in the logbook.

#### 1.4 Vaccination Protocols:

The school follows a vaccination protocol where the administration of vaccines is not compulsory unless there is a pandemic, such as COVID-19, which mandates students to receive the vaccines. The school can only administer vaccines to students who willingly participate in the program supported by the Department of Health, where vaccines are available.



#### 1.4.1 Procedures:

1.4.1.1 Obtain consent before administering vaccines.

1.4.1.2 Confirm the absence of known allergies to any drugs.

1.4.1.3 Ensure that benefits and side effects have been thoroughly explained and understood.

#### 1.5 Referral Services:

In case of persistent symptoms or emergency illness, the nurse informs the parents/guardians and teacher/direct head of the patient's condition, then it will be referred to the nearest medical facility or facility of choice of the patient for further evaluation and management.

If confinement is necessary, parents/guardians are advised to proceed immediately to the said medical facility. Call 911 for immediate transport needs.

#### 1.6 Health Education Programs:

Offer health education programs to students and staff on topics such as:

1.6.1 Nutrition and Healthy Eating Initiatives

1.6.2 Physical Activity

1.6.3 Hygiene and Sanitation Program

1.6.4 Mental Health Awareness Program

1.6.5 Substance Abuse Prevention

1.6.6 Anti-Bullying Initiatives

1.6.7 Sexual Health Education

### **Article 5. Infection Control**

#### **Section 1. Sickness and Fever**

##### 1.1 General Guidelines:

1.1.1 Any student or staff with the following symptoms should stay home or consult with a private physician until fully recovered:

1.1.1.1 Fever (37.7 degrees Celsius)

1.1.1.2 Diarrhea or vomiting

1.1.1.3 Red, watery, painful eyes with or without drainage

1.1.1.4 Rashes

1.1.1.5 Cough and colds

1.1.2 The student/staff must inform their teachers/department head of the reason for their absence.

1.1.3 A student/staff may return to school if he or she has been afebrile for at least 24 hours.

1.1.4 If a student/staff has a fever at school, they may need to be sent home to prevent the spread of the virus. Parents/guardians are contacted immediately and can pick up their child as soon as possible.

## 1.2 Infectious Outbreak:

1.2.1 Where outbreak issues can occur, the clinic supports the deployment of available flexible learning and other alternative modes of delivery in lieu of on-campus learning to ensure the safety of the students and personnel in times of infectious outbreaks like the pandemic COVID-19.

1.2.2 In cases when a student or personnel is severely sick during the infectious outbreak, the student or personnel must be isolated, and school nurses will contact parents to inform them that their child must be picked up from school immediately and be referred to the nearest hospital.

1.2.3 The nurse will contact the Epidemiology Division of the City Health Department.

1.2.4 Thorough cleaning will be done to the area of contamination to prevent the spread of the infection.

## 1.3 Standard Precautions:

1.3.1 Hand Washing: Students and staff are encouraged to wash their hands and emphasize that thorough handwashing helps prevent illness like diarrhea and respiratory infections and may even help prevent skin and eye infections.

haw1.3.1 School handwashing facilities are provided.

1.3.1.1 Posters are posted in identified key areas for handwashing.

1.3.1.2 Everyone should put their used tissues in a bin and wash their hands after contact with respiratory secretions.

#### 1.4 Personal Protective Equipment:

##### 1.4.1 Medical Gloves:

1.4.1.1 Use of medical gloves is recommended when handling students with cuts, body fluids, or clothing soiled with blood.

1.4.1.2 Single-use gloves should be discarded after use or if punctured, torn, or heavily contaminated.

1.4.1.3 Hands must be washed after use of gloves.

1.4.1.4 Gloves are not a substitute for handwashing.

##### 1.4.2 Face Mask:

1.4.2.1 Wearing of face masks is encouraged when students have coughs or colds.

1.4.2.2 Everyone should cover their mouth when they cough or sneeze and wash their hands afterward.

##### 1.4.3 Safe Handling of Needles and Syringes:

###### 1.4.3.1 General Procedures:

1.4.3.11 Used syringes and needles should be placed in an FDA-approved sharps container or a heavy-duty plastic container, such as a laundry detergent or bleach bottle.

1.4.3.12 Label the container and ensure it is sturdy, puncture-resistant, and leak-proof.

1.4.3.13 Dispose of sharps by burying them in the ground with a hole 1 to 2 meters wide and 2 to 5 meters deep.

#### 1.5 Waste Management:

##### 1.5.1 Medical Waste includes:

1.5.1.1 Used bandages, dressings, cotton swabs, and discarded gloves.

1.5.1.2 Other medical supplies that may have been in contact with blood and bodily fluids.

1.5.2 General Procedures:

1.5.2.1 All school waste should be separated according to types: Biodegradable, Infectious, Non-Biodegradable, and Recyclable.

1.5.2.2 All medical waste must be appropriately packaged, and infectious bins must be emptied regularly.

## **Article 6. Emergency Procedures**

### **Section 1. First Aid Procedures**

It includes administration of over-the-counter medications, dressing of wounds, hot/cold compress, application of splints/elastic bandage.

#### **1.1 Minor Injury**

Injuries in this category include;

1.1.1 Superficial injury like scratch, cuts (no longer than 1cm) and minor burn.

1.1.2 Bump/hit by something without bruising/lump.

1.1.3 Mild pain and minimal swelling that are self-limiting.

#### **1.2 Roles and Responsibilities:**

1.2.1 Provide immediate first aid and assess whether emergency services are required.

1.2.2 Notify parents or guardians of the injured student.

1.2.3 Document details of the injury and medications administered.

1.2.4 Monitor and follow up with the injured student/staff to assess their recovery progress.

1.2.5 The school incident report form must be completed by a witness and submitted to the school nurse for documentation and evaluation.

### **Section 2. Accident and Medical Emergencies**

Incidents and accidents that require immediate medical attention are classified:

2.1 Shortness of breath

2.2 A deep, wide wound that bleeds and does not stop.

2.3 First-time case of epilepsy

2.4 Serious injuries to the head (i.e. cuts and hemorrhages in the skull), eyes and neck.

2.5 Broken bones.

2.6 Blood or discharge from the ears.

#### **2.7 Roles and Responsibilities**

2.7.1 Promptly assess the student in the event of an accident, administering necessary interventions. If further treatment is required, immediately summon emergency services by dialing 911.

2.7.2 Notify the parents of the student regarding their child's condition.

2.7.3 Send the student or personnel to the nearest hospital, ensuring continuous monitoring, provide necessary information and hand over the student to healthcare personnel.

2.7.4 Ensure that all witnesses complete an incident form and submit it to the school nurse for documentation and evaluation.

### **Off-campus Emergency Procedure**

To ensure the safety and wellbeing of our students and personnel in off-campus activities, the following guidelines shall be followed if untoward incidents and emergencies occur.

1. Students or personnel who are not feeling well will be safely sent home if able or picked up by their parents/guardians if needed. Parents/guardians will be notified.
2. Identified emergency situations classified above such as shortness of breath, bleeding that does not stop, cases of epilepsy and seizure, serious injuries to the head, eyes and neck, broken bones and bloody discharges from ears requiring urgent medical attention are immediately called to 911. Parents/guardians must be notified to proceed to the referred facility immediately. The school nurse will also be updated on the incident.
3. An incident report will be completed by the patient (if able) or the involved individual or witness (preferably a personnel of the City College). The report will then be submitted to the School clinic for documentation and evaluation not later than 30 days after the incident.
4. The school nurse will follow up the status and condition of the patient post transport.

### **Section 3. Emergency Response Plan**

The emergency response plan of the school clinic will have to collaborate with the safety officer on the protocol.

3.1 Develop evacuation procedures in case of a fire, natural disaster, or other emergencies.

3.2 Maintain a list of emergency contacts for students and staff.

3.3 Include local emergency services and relevant medical facilities.

3.4 Identify evacuation routes and assembly points.

3.5 Ensure the availability and accessibility of essential medical supplies and equipment.

3.6 Regularly check and update the first aid kits and emergency response supplies.

3.7 Define protocols for responding to common medical emergencies.

3.8 Train clinic staff on basic life support and first aid.

3.9 Conduct regular training sessions and drills to familiarize clinic staff with emergency protocols.

- 3.10 Evaluate and update the emergency response plan based on lessons learned from drills.
- 3.11 Establish partnerships with local emergency services and healthcare providers.
- 3.12 Develop a system for promptly notifying parents or guardians in case of emergencies involving their children.
- 3.13 Include provisions for providing psychological support to students and staff in the aftermath of emergencies.

## **Article 7. Facilities Management**

### **Section 1. Procurement procedure**

- 1.1 Conduct regular assessments of equipment and supplies that need to be purchased, considering the student population and prevalent health issues.
- 1.2 Develop an annual budget for both consumables and durable medical equipment.
- 1.3 Requests for supplies should include proper specifications and quantities, taking into account factors such as product quality and cost-effectiveness.
- 1.4 Routine quality checks will be performed upon receiving supplies to ensure the safety standards of medical equipment.

### **Section 2. Maintenance and Safety Inspections**

#### **2.1 General guidelines**

- 2.1.1 Equipment and supplies that have been purchased will be carefully inspected and recorded in the logbook, including the purchase date, lot number, and expiry date.
- 2.1.2 Devices requiring periodic adjustments will be calibrated according to the manufacturers' guidelines, and these adjustments will be documented in the logbook.
- 2.1.3 Reusable medical equipment will be wiped with a clean cloth and disinfected using 70% isopropyl alcohol both before and after use. Instruments that require soaking in a special solution will be subjected to this process as needed.

# **VI**

## **Finance Services**

### **CHAPTER 6: FINANCE SERVICES**

#### **Article 1. Rationale**

### **Section 1. Introduction**

The City College of Cagayan de Oro Finance Services Cluster plays an important role in ensuring the financial stability, accountability, and efficiency of the institution. Each division within the cluster is tasked with specific roles and responsibilities that collectively contribute to the overall financial health of the school. This comprehensive approach ensures that resources are managed effectively, expenditures are controlled, and financial processes are transparent and compliant with regulations.

### **Section 2. Alignment with Local Government**

Our operations are closely aligned with and adhere to the existing Implementing Rules and Regulations (IRRs) as mandated by the City Budget Office, City Accounting Office, and City Finance Office under the Local Government of Cagayan de Oro (CDO). This alignment guarantees that our financial practices are consistent with local government standards, promoting uniformity, accountability, and transparency in all financial transactions and management activities.

## **Article 2: Purpose**

### **Section 1. Objective of the Manual**

This manual aims to provide a single and definitive source of the policies and procedures governing the utilization and disbursement of General Administrative funds. It encompasses the entire financial process, including the planning, proposal, recording, monitoring, liquidation, and reporting of financial transactions and activities.

### **Section 2. Standardization of Financial Management**

By clearly outlining the financial management principles and operational guidelines, this manual ensures that all financial activities are conducted with standard interpretations in all spending units, promoting transparency, accountability, and efficiency. It serves as a comprehensive guide for all stakeholders involved in financial management, helping to standardize practices, prevent mismanagement, and promote the judicious use of financial resources.

### **Section 3. Alignment with Regulations**

Moreover, this manual aligns with the Implementing Rules and Regulations (IRRs) mandated by the Department of Budget and Management (DBM), the Commission on Audit (COA), and the Local Government Unit of Cagayan de Oro (LGU-CDO). It integrates these regulations into the institution's financial practices, ensuring compliance and fostering a culture of financial integrity.

### **Section 4. Summary of Goals**

In summary, this manual is designed to:



**4.1:** Provide clear and consistent guidelines for the utilization and disbursement of General Administrative funds.

**4.2:** Support effective financial planning, proposal development, recording, monitoring, liquidation, and reporting.

**4.3:** Ensure compliance with local government financial regulations.

**4.4:** Promote transparency, accountability, and efficiency in all financial operations.

**4.5:** Facilitate the judicious and responsible use of financial resources.

### **Article 3. Key Financial Management Principles**

#### **Section 1. Introduction to Principles**

To ensure the financial integrity and sustainability of our institution, we adhere to a set of core financial management principles. These principles guide our decision-making processes, resource allocation, and operational procedures, ensuring that our financial activities are conducted with the utmost responsibility and transparency.

### **Article 4. Principles Overview**

**4.1 Financial Stability.** We allocate and utilize financial resources in a manner that supports the long-term financial health of the institution.

**4.2 Accountability.** We uphold strict accountability measures, ensuring that all financial activities are properly documented and auditable.

**4.3 Efficiency.** We streamline financial processes to minimize waste and maximize the efficient use of resources.

**4.4 Compliance.** We rigorously adhere to the financial regulations and standards set forth by local government authorities, ensuring legal and regulatory compliance in all our financial operations.

**4.5 Judicious Spending.** We prioritize careful and responsible spending to ensure that financial resources are used most effectively and efficiently, avoiding unnecessary expenses and optimizing the use of funds.

### **Article 5: Budget and Financial Management**

## **Section 1. Overview**

Budget and financial management involve the systematic oversight and administration of the school's financial resources to ensure they are allocated and utilized effectively and efficiently. This process is essential for maintaining financial discipline, accountability, and sustainability within the institution.

## **Section 2. Key Functions**

### **2.1 Budget Regulation**

Regulate budget appropriations as indicated in the approved Annual Budget and/or Supplemental Budget.

### **2.2 Program of Work Management**

Collect, finalize, and file the Program of Work as submitted by offices with budgetary requirements.

### **2.3 Charge and Obligation Processing**

Obligate and process charges based on the approved budgetary lines.

### **2.4 Record Maintenance**

Maintain a record of all charges and obligations, as well as budget balances on all budgetary lines.

### **2.5 Work and Financial Plan Preparation**

Prepare the Work and Financial Plan for Personal Services and Maintenance and Other Operating Expenses.

### **2.6 Document Preparation for Annual Investment Program**

Prepare all necessary documents to be attached to the Annual Investment Program and input them into the Financial Management System.

## **Section 3. Budgetary Preparations**

### **3.1 Planning**

Conduct strategic and/or operational planning, which includes office mandate, Office Performance Commitment and Review (OPCR), Individual Performance Commitment and Review (IPCR), and targets and deliverables.

### **3.2 Identification of Key Elements**

Identify programs, projects, activities (PPAs), schedule of implementation, and budgetary requirements with attachments.

### **3.3 Drafting of Program of Work**

Draft the Program of Work (POW) and submit the POW soft copy.

### **3.4 Review Process**

Perform an initial review by the Budget Officer, followed by a final review by the VP for Finance.

### **3.5 Submission Timeline**

Note: *Submission must be at least a month before the start of each quarter.*

## **Article 6: Payroll and Honoraria Management**

### **Section 1. Overview**

Ensures timely and accurate payroll processing and honoraria services, contributing to employee satisfaction and financial transparency.

### **Section 2. Key Functions**

#### **2.1 Payroll Processing**

Manage the documents and attachments necessary for processing payroll for regular employees, job orders, and honorariums.

**2.1.1 Salary Disbursement:** Ensure accurate and timely salary computation and disbursement to employees, adhering to organizational policies and tax regulations.

**2.1.2 Deductions Management:** Handle statutory and non-statutory deductions such as taxes, benefits, and loans, ensuring compliance with legal requirements.

#### **2.2 Honorarium Processing**

Honoraria Services involve the processing and payment of compensation to individuals for specific services rendered, typically as a token of appreciation or recognition.

##### **2.2.1 Honorarium Payroll Guidelines and Limitations:**

Honorarium-based payroll recipients are not authorized to access travel expenses, and the maximum honorarium is set at P2,000. For amounts exceeding this, a payslip will be required for computation.

### **Section 3. Documentary Requirements**

#### **3.1 Regular / Plantilla positions:**

- 3.1.1 Daily Time Record (DTR)
- 3.1.2 Attestation/Justification (if needed)
- 3.1.3 Tardiness form (if any)
- 3.1.4 Certificate of Appearance/Travel Order/Admin Memorandum/Office Order (for Travel or Training attended)
- 3.1.5 Approved endorsement from HRMD for Faculty/Staff flexible schedule
- 3.1.6 Leave and/or CTO forms

### **3.2 Job Orders:**

- 3.2.1 Request for Employment (RE)
- 3.2.2 Attestation/Justification (if needed)
- 3.2.3 Certificate of Appearance/Travel Order/Admin Memorandum/Office Order (for Travel or Training attended)
- 3.2.4 CTO forms

### **3.3 Honoraria:**

- 3.3.1 Attendance sheet
- 3.3.2 Personal Data Sheet (PDS)
- 3.3.3 Accomplishment Report (AR) / Narrative report
- 3.3.4 Actual output (as required)

## **Article 7. Procurement Services**

### **Section 1. Overview**

Procurement Services are responsible for ensuring the timely, efficient, and cost-effective acquisition of goods, services, and equipment necessary for the school's operations. The service also ensures strict adherence to procurement policies, government regulations, and budgetary guidelines, promoting transparency, accountability, and fairness in all purchasing activities.

### **Section 2. Key Functions**

- 2.1 Manages the purchase of goods and services for the school.
- 2.2 Conducts canvassing for the best prices.
- 2.3 Prepares Project Procurement Management Plan (PPMP).
- 2.4 Handles technical documents including Purchase Requests (PRs) and Purchase Orders (POs).

## **Section 3. Procurement Services Main Categories**

### **3.1 Common General Supplies**

The acquisition of routine, essential items used by the institution on a regular basis, such as office supplies, maintenance materials, and other general necessities.

### **3.2 Activity Based**

The procurement of specialized goods and services needed for specific events, projects, or activities, ensuring that all requirements are met to support the institution's various operational needs.

## **Section 4. Pre-Works**

**4.1 Item Specifications:** Refers to the detailed description and technical requirements of goods or services being procured. This includes, but not limited to the quality, dimensions, features, performance standards, color, make, model, material composition, quantity, durability, and any other specific technical requirements

**4.2 Pre-Canvassing:** is the process of gathering preliminary information on potential suppliers, market prices, and availability of items or services.

## **Section 5. Project Procurement Management Plan (PPMP) Entry:**

This section covers the steps for inputting, reviewing, and processing procurement needs as part of the LGU's procurement system, ensuring that all requirements are properly documented and approved.

**5.1 Encoding:** This step involves listing all items or services required by different offices, along with their specifications, estimated costs, and proposed schedules. The encoding process ensures that procurement plans align with the approved budget, ensuring fiscal responsibility.

**5.2 Posting for Purchase Request Approval:** After encoding, the PPMP is posted for review and approval by the Technical Working Group (TWG) under the Bids and Awards Committee (BAC). This step ensures that the items or services listed in the Purchase Request (PR) are aligned with the procurement plan and budget. The TWG verifies the necessity, specifications, and availability of funds before approving the PR, ensuring compliance with procurement laws and promoting transparency in the procurement process.

**5.3 Obligation Request (OBR):** Once the PPMP is approved, an Obligation Request (OBR) is generated. This document formally commits the LGU to allocate funds for the requested procurement, ensuring that the necessary

budget is reserved. The OBR serves as the financial backing for the procurement process, ensuring that expenditures are legally authorized and recorded.

## **Section 6. Routing of Documents**

6.1 City Legal/CMO > City Budget > City Finance > City Legal/CMO > CGSO

6.2 Purchase Order (PO)

## **Section 7. Pre-Works**

7.1 Meals Request

7.2 Attendance Sheet

7.3 Narrative Report

7.4 Photo Documentation

7.5 Awards/Prizes/Tokens

7.6 Photo Documentation (showing the awards/prizes)

7.7 List of winners with signatures (Payroll)

## **Article 8. Cashiering and Accountable Forms**

### **Section 1. Overview**

Cashiering ensures proper collection, monitoring, and recording of payments, contributing to the financial stability and accountability of the institution. This includes supporting the income-generating activities as mandated for the Local Economic Enterprise (LEE) and ensuring all accountable forms are timely submitted and updated through the City Finance Office.

### **Section 8.2 Key Functions**

2.1 Collect payments from students and trainees.

2.2 Issue official receipts for all transactions.

2.3 Ensure timely and accurate recording of all payments received.

2.4 Manage the deposit of collected funds into the appropriate accounts.

2.5 Ensure all transactions comply with relevant laws and standards.

2.6 Secure storage of accountable forms to prevent theft or unauthorized access.

2.7 Reconcile issued forms with transaction records.

2.8 Conduct regular audits to ensure all forms are accounted for.

2.9 Ensure accountable forms comply with organizational and regulatory requirements.

2.10 Generate reports on the usage and status of accountable forms.

## **Article 9. Local Economic Enterprise (LEE) Management**

### **Section 1. Overview**

LEE management provides oversight and reporting on the school's income-generating activities, ensuring transparency and accountability in the management of trust funds and other financial resources. This oversight includes detailed monitoring and analysis of various income sources such as scholarships, grants, and research aids.

### **Section 2. Key Functions**

#### **2.1 Income Generation and Resource Optimization**

##### **2.1.1 Develop and Implement Revenue Streams**

Establish and manage various income-generating activities, including partnerships, grants, tuition fees, training fees, assessment fees, scholarships, and innovative projects, to ensure a steady flow of revenue.

##### **2.1.2 Optimize Resource Utilization**

Efficiently allocate and use resources to maximize financial returns while supporting the institution's educational and operational goals.

#### **2.2 Innovation and Technology Development**

##### **2.2.1 RISE HUB Tech Products and Solutions**

Lead the development and commercialization of cutting-edge technologies such as Artificial Intelligence, Internet of Things, 3D Animation, Drone Technology, and Data Science and Engineering to position the institution at the forefront of technological advancement.

##### **2.2.2 Foster Research and Innovation**

Encourage and support research initiatives and the development of new

technologies that can be monetized and integrated into the local economy.

## **2.3 Community and Partnership Engagement**

### **2.3.1 Build Strategic Partnerships**

Collaborate with government agencies, private sector entities, and international organizations to enhance funding opportunities and support for local economic initiatives.

### **2.3.2 Engage with the Community**

Involve the local community in economic activities, fostering a sense of ownership and partnership that contributes to the success and sustainability of the enterprise.

## **Article 10. Traveling Expense**

### **Section 1. Overview**

Traveling expense management covers travel undertaken by City College of Cagayan de Oro staff and personnel for purposes directly related to their duties. This includes attendance at conferences, workshops, training programs, and other official functions. Educational and administrative programs and workshops are designed to enhance the skills and knowledge of CCCDO staff, thereby improving their performance and contributing to the institution's goals.

### **Section 2. Eligibility**

All CCCO regular/plantilla positions are eligible for official travel and training as long as the travel or training aligns with their job responsibilities and contributes to institutional goals. Existing Job Order personnel are subject to justification and approval by the Department Manager/President and the City Budget Office.

### **Section 3. Types of Official Travel**

#### **3.1 Local Travel**

This involves travel within the country undertaken by CCCO staff and personnel for official purposes. Local travel may include attending conferences, workshops, training programs, meetings, or any other official functions within the national boundaries.

#### **3.2 Foreign Travel**

This pertains to travel outside the country and is exclusively authorized for



department heads. Foreign travel is undertaken for official purposes such as international conferences, workshops, training programs, or meetings that require the presence of high-level personnel to represent the institution and foster international collaboration.

## **Section 4. Scope of Training**

### **4.1 Workshops, Seminars, and Conferences**

These are organized events relevant to the functions of both academic and administrative staff. They provide opportunities for staff to gain new insights, stay updated on industry trends, and network with professionals in their field. Such events are designed to enhance knowledge, improve skills, and foster professional development.

### **4.2 Specialized Training Programs**

These programs are tailored to enhance job performance by focusing on specific skills or knowledge areas required for staff roles. Specialized training may include technical skills development, leadership training, compliance and regulatory updates, IT proficiency, and other targeted programs designed to address the unique needs of different departments and positions within the institution.

### **4.3 In-House Training Sessions**

Internally organized training sessions that leverage the expertise of senior staff or external consultants. These sessions focus on institution-specific practices, policies, and procedures, ensuring staff are well-versed in internal operations and standards.

## **Section 5 Entitlements**

### **5.1 Transportation Expenses**

Reimbursement for actual transportation costs incurred, including airfare, bus fare, sea fare, and taxi fare, must be supported by valid official receipts.

### **5.2 Daily Expenses (Per Diem)**

Provided based on a predetermined rate in accordance with the Department of Budget and Management, Executive Order no. 77 prescribes the rules and regulations and rates of expenses and allowances for official local and foreign travels of the government. The per diem also covers the meals and accommodation expenses.

### **5.3 Registration Fees**

Registration fees for conferences, workshops, and training programs as required must be supported by valid official receipts.

## **Section 6. Process for Request**

### **6.1 Pre-Travel Request**

6.1.1 Secure your invitation (addressed personally or the school/institution). Have it approved by the Office of the President and the Finance Office for budgetary requirements.

**Note:** If the travel is for or connected to Research Purposes, you must first secure approval from the Vice President for Research.

## **Section 7. Approval Process**

7.1 Secure a copy of Office Order from the Office of the President.

7.2 Secure approval of Request for Travel Authority from Finance Office (CCCDO).

## **Section 8. Documents for Travel Budget Request**

Submit POW draft (soft copy) to [financecdotvi@gmail.com](mailto:financecdotvi@gmail.com) (Annex A). Include an estimated budgetary requirement. Submit a copy of Office Order and Travel Order (Annex B and C).

## **Section 9. Post-Travel Requirements**

Submit all hard copies of Original Receipts to the Finance Office. Tickets (air, land/bus, sea, taxi, etc.), registration fee/training fee. Submit a copy of Certificate of Appearance/Participation/Recognition etc. Submit fully accomplished Back to Office Report (Annex D).

## **Section 10. Reimbursement Process**

### **10.1 Timely Request**

Any travel and/or training requests submitted less than 60 days prior to the actual travel date will be automatically subject to reimbursement. This means the staff member will be responsible for covering all expenses upfront and will process reimbursement upon their return.

### **10.2 Timeline**

Reimbursement will be processed according to the institution's financial policies and timelines, ensuring that staff are reimbursed promptly once all documentation is verified, submitted, and approved.

## **Section 11. Funding Guidelines**

In accordance with the Implementing Rules and Regulations (IRR) of the Local Government Unit (LGU) of Cagayan de Oro, the following guidelines apply to the funding of travel and training activities for employees:

### **11.1 Non-Mandated Travel or Training:**

Any travel or training activities undertaken by employees or staff members that are not part of their official mandate or job description will not be eligible for funding.

This ensures that resources are allocated efficiently and aligned with the school's mission, vision, goals, and responsibilities as outlined in the OPCR/IPCR.

### **11.2 Compensated Engagements:**

Invitations for any City College employee to serve as speakers, facilitators, or in any similar capacity, where they will receive compensation, will not qualify for travel funding.

This provision prevents the misuse of public funds and ensures that financial support is reserved for activities that directly benefit the LGU and align with the employees' official duties.

### **11.3 Leave of Absence Requirement:**

In instances where an employee participates in compensated engagements, they must file a leave of absence.

This measure is in place to avoid double compensation, ensuring transparency and accountability in the use of both public funds and the employee's time.

## **Article 11. Special Trust Fund**

### **Section 1. Scholarship Proceeds**

Scholarship proceeds (TESDA Scholarship and Partnership) are sourced from TESDA Scholarship and Partnership Program from different agencies from public to private to ensure that financial support is effectively provided to students pursuing technical and vocational education. These funds are crucial for enhancing access to quality education, particularly for those who might otherwise be unable to afford it. The diverse nature of the TESDA programs caters to a range of educational needs, from basic financial aid to specialized training for specific trades, ensuring broad support

for students with varying goals. Can be utilized by requesting a Certificate of Availability of Funds (CAF).

# **VII**

## **Research Services**

## CHAPTER 7. RESEARCH SERVICES

### Article 1. Introduction

The City College of Cagayan de Oro recognizes the important role of Higher Education Institutions in the discovery and creation of knowledge and in the innovation of new products, processes, and services. Such engagement contributes to the improvement of the city, the region, and the country. The same engagement enhances the capability of the faculty and personnel in their respective functions which filters down to a substantial improvement in instruction as well as in other functions.

The institution recognizes that some research studies, by virtue of their scope, can be done individually and can produce very useful results. In many other areas or types of research, however, collaboration among specialists from diverse academic disciplines or fields of specialization is the better approach. Thus, the institution also actively promotes the path of collaboration in research.

Seeing clearly the favorable impacts that research can make, the City College needs to create a supportive path for research productivity by establishing comprehensive policies and guidelines that will streamline research efforts and optimize outcomes. For this big objective, this Research Manual has been created—a declaration of the institution's commitment to research excellence, knowledge dissemination, and innovation, aspiring to cultivate a pervasive culture of research and innovation to benefit its academic community, indigenous community, and the bigger society.

### Article 2. Research Mission, Vision, Goals

**Section 1. Research Mission.** The City College of Cagayan de Oro shall be a higher education institution recognized for its significant contribution to research that leads to various aspects of genuine advancement in and outside the city.

**Section 2. Research Mission.** The City College of Cagayan de Oro shall serve as the productive nucleus of the City Government of Cagayan de Oro in the discovery and creation of knowledge and in innovation beneficial to society and the environment through a system of training and operational support for research by the institution's faculty and other personnel.

#### **Section 3. Research Goals**

The Research Unit aims to:

- 3.1 Create a platform for faculty to engage in problem-based research that contributes to sustainable development goals;

3.2 Promote interdisciplinary collaboration to produce innovative and culturally relevant solutions;

3.3 Foster a culture of research and innovation that utilizes artificial intelligence and emerging technologies to address global challenges;

3.4 Encourage the publication of research findings in high-impact journals and other media to disseminate knowledge and contribute to the global community; and

3.5 Equip personnel with the knowledge, skills, and abilities to become leaders in their respective fields and effect positive social change.

### Article 3. Research Thrust and Framework

The Research Thrust and Framework serves as the compass and blueprint for our institution's research initiatives. A structured exploration of critical components, providing a comprehensive understanding of the strategic direction and methodological underpinnings that drive our research endeavors.



The education sector plays a pivotal role in any institution's research agenda. At the City College of Cagayan de Oro, the focus on tertiary education programs and vocational-technical qualifications is commendable. Tertiary programs encompass undergraduate and graduate degrees, providing students with specialized knowledge and skills. These programs contribute to the region's intellectual capital by producing graduates who can address local challenges and contribute to national development.

At the core of the City College's research program lies the Research Thrust, a strategic alignment of efforts with overarching themes and areas of focus. This section defines the intellectual and thematic boundaries that channel the collective expertise and resources toward targeted knowledge generation.

Research Thrust in Education, Communities, Technology, and Local Government is a focused and multidisciplinary approach to addressing complex societal challenges. This research direction centers on the intersection of these four pivotal domains, seeking to drive positive change, innovation, and sustainable development at the local and global levels.

**Section 1. Education.** Within the domain of Education, our research initiatives are driven by a commitment to enhancing the quality and accessibility of education. Engagement in comprehensive studies of educational systems, pedagogical methodologies, and the integration of innovative technologies to improve learning outcomes and promote equitable access to education.

**Section 2. Communities.** The study of Communities underpins our efforts to understand, strengthen, and empower societies at large. Our research delves into the intricate dynamics of communities, investigating their resilience, social cohesion, and overall well-being. By identifying and addressing critical community concerns, the Research department work to foster a sense of belonging and unity among diverse populations.

**Section 3. Technology.** Technology is a catalyst for transformative change in the modern world. In the Technology sphere, our research focuses on emerging technologies and other relevant technologies, exploring the ethical implications of technology adoption while driving innovations that positively impact individuals and organizations alike.

**Section 4. Local Government.** Local governments are instrumental in shaping the policies and services that directly affect the daily lives of citizens. Research in Local Government centers on effective governance, policy development, and the efficient delivery of public services. Utilization of evidence-based analysis aims to enhance the quality of life within local and regional contexts.

**Section 5. Technical-Vocational Sector.** Technical-Vocational qualifications bridge the gap between academia and industry. These qualifications equip students with practical skills, preparing them for specific jobs or trades. By emphasizing academic and practical



education, the college ensures a well-rounded approach to learning that caters to diverse student needs and aligns with the demands of the job market.

**Section 6.** Community engagement is integral to meaningful research. The college's research thrust recognizes this by focusing on several community-related aspects:

**6.1 Relevant Curricular Content and Effective Learning Strategies:** This area emphasizes tailoring educational content to local contexts. It's not just about what is taught but also how it is taught. Effective learning strategies—active learning, experiential approaches, and technology integration—enhance student engagement and understanding.

**6.2 Environmental Sustainability and Disaster Risk Reduction:** Communities face environmental challenges, including climate change and natural disasters. By researching sustainable practices and disaster risk reduction strategies, the college contributes directly to community resilience. This research can inform policies, practices, and community awareness campaigns.

**6.3 Promotion of Educational Technology:** Educational technology is a game-changer in an increasingly digital world. Research in this area explores innovative tools, online platforms, and blended learning approaches. By promoting technology adoption, the college ensures that education remains accessible and practical.

6.4 Scientific and technological advancements drive progress, and the college's research thrust rightly emphasizes this area. By investing in research related to science and technology, the institution contributes to knowledge creation and practical solutions. Whether it's developing new materials, exploring renewable energy sources, or enhancing healthcare through technology, this focus area aligns with global trends and local needs.

6.5 Collaborating with local government is crucial for impactful research. Prototyping, which involves creating models or early versions of products, processes, or systems, can be effectively pursued by collaborating with local government agencies to address specific community challenges. Additionally, technology transfer mechanisms bridge the gap between research findings and practical implementation, ensuring that innovations reach the wider community. Research in community adaptation development involves understanding the evolving needs of communities and tailoring interventions accordingly to stay responsive to local dynamics.

6.6 Entrepreneurship is vital for economic growth and job creation. Our college's research focus acknowledges the significance of entrepreneurship through two key aspects: Techno-Commercialization and Further Studies. Techno-commercialization involves the transition of research findings into tangible products or services that can benefit society. By supporting entrepreneurial endeavors, the college actively contributes to economic development. Furthermore, we emphasize the importance of continuous learning and advancement through further studies, whether advanced degrees, specialized training, or lifelong learning. This commitment to ongoing education ensures that our faculty, students, and community members remain at the forefront of knowledge, reflecting a key characteristic of successful societies.

The City College of Cagayan de Oro's research thrust is comprehensive and forward-thinking. By integrating education, community engagement, technology, local governance, and entrepreneurship, the college positions itself as a catalyst for positive change.

#### **Article 4. Research Policies and Guidelines**

##### **Section 1. Classification and Selection of Researchers**

###### **1.1 Classification of Researchers**

1.1.1 Program Leader. A researcher who directly plans, organizes and supervises the overall activities of an R and D program with at least two projects should be directly responsible for conducting at least one of the projects.

1.1.2 Project Leader. A researcher who directly plans, organizes, supervises, and conducts the implementation of a basic unit of investigation of a specific R and D problem.

1.1.3 Project Staff. A researcher whose primary function is to assist or participate in the day-to-day implementation of the R and D activities.

There are three levels:

###### *1.1.3.1 Level 3*

This shall include those with professional, technical, or scientific positions in a supervisory capacity.

###### *1.1.3.2. Level 2*

This shall include those with professional, technical, or scientific positions in a non-supervisory capacity.

*1.1.3.3. Level 1*

This shall include those who perform clerical, trades, crafts, and custodial—services that involve non-professional or sub-professional work in a non-supervisory capacity.

**1.2 Qualification of Researchers**

Any one of the following minimum qualifications is set for each category of researchers:

**1.2.1 Program Leader**

1.2.1.1 Should have at least a master's degree in a field relevant to at least one project in the research program; and

1.2.1.2 Should have at least one completed research published in a refereed journal.

**1.2.2 Project Leader**

1.2.2.1 Should have at least a master's degree in a field relevant to the project; and

1.2.2.2 Should have at least one completed research and with proven technical skill/experience.

**1.2.3 Project Staff**

1.2.3.1 Level 3. Should have at least a baccalaureate degree, but preferably a Master's degree, in a field relevant to the project and with proven technical skill/ experience

1.2.3.2 Level 2. Should have at least a baccalaureate degree in a field relevant to the project or with proven technical skill/ experience

1.2.3.3 Level 1. Should be a baccalaureate degree holder

**Section 2. Privileges and Incentives for Faculty and Personnel Researchers**

The need to develop a strong research culture in the City College of Cagayan de Oro calls for the provision of incentives that would encourage the College constituents to be actively involved in research activities. A faculty or personnel of the City College who is authorized to conduct a research project may enjoy the following:

## 2.1 Reduced Teaching Load

2.1.1 To enhance research productivity, the 3 unit teaching load shall be reduced by City College's established policies. However, the researcher is allowed to have a maximum of two (2) research projects.

2.1.2 The above time releases should be implemented with the Office of the Vice President for Academic Affairs.

2.1.3 Faculty personnel who are designated or assigned as directors at the OVP-RICE shall be entitled to a teaching load reduction within City College's established policies.

2.1.4 To ensure the completion of the research project within the specified duration, faculty researchers who enjoy a reduction of teaching load and honorarium are only allowed a maximum teaching overload of six (6) units.

## 2.2 Honoraria

2.2.1 An honorarium is a form of remuneration for gratuitous services beyond the minimum/regular workload (teaching or instruction) of an individual whose broad superior knowledge, expertise, or professional standing in a specific field contributes significantly to scientific and technological research and development. This also applies to researchers with administrative functions.

2.2.2 The grant of honoraria for internally funded research is primarily based on RA 8439, PD 1502, and MC No. 001 Series of 2009 of the National Science and Technology System. The honorarium shall be granted to the researchers over and above the reduced load subject to the availability of funds but shall not apply to action research.

2.2.3 City College, through the Office of the Vice President for Administration (VPA), will publish a separate guideline on honorarium.

2.2.4 For externally funded research, honoraria shall be based on the amount stipulated in the Memorandum of Agreement between the funding agencies and the City College.

2.2.5 No personnel shall be paid overtime from the project where the honorarium is received.

2.2.6 Individuals may only be entitled to receive honoraria in one project/activity. In cases where the individual is assigned/designated to more

than one project/activity, he/she shall receive only the higher rate of honoraria.

## 2.3 Royalties

2.3.1 Researchers shall be entitled to royalties when they produce income-generating research like research outputs published in the form of books, manuals or handbooks, and development projects if purchased by various clientele.

2.3.2 Royalties should follow the Philippines' Intellectual Property Rights Law.

## 2.4 Monetary Award

2.4.1 Monetary awards shall be given to faculty members or personnel whose research has been published in international, national, or regional refereed journals or whose study has been presented in international, national, or regional research fora, subject to the availability of City College funds.

2.4.2 For faculty/personnel researchers whose work is published in refereed journals, City College shall award the achievement and recognize it through monetary incentives, subject to the availability of City College funds.

2.4.3 Incentives can be received if the research has been published in the following types of refereed journals:

2.4.3.1 Scopus, Elsevier, ASEAN Citation Index, and the like

2.4.3.2 CHED Recognized

2.4.4 Faculty researchers who have claimed an incentive for publishing a research study in a regional or national forum may claim the differential amount of the incentive if the same research is presented in a national or international forum, whichever applies.

2.4.5 The incentives mentioned above shall be divided equally among the co-authors of the research study presented/published.

2.4.6 City College will publish a separate incentive guideline.

The City College shall provide assistance for faculty research presentations in addition to the monetary award. The assistance includes registration, accommodation, transportation, and other incidental expenses necessary for the research presentation, subject to the availability of funds and the usual accounting and auditing procedures of the City College.

## 2.5 Assistance for Research Presentations

City College shall assist with the publication of faculty research over and above the monetary award based on the paper's entire publication cost, subject to the availability of funds. If institutional support cannot be provided due to limited available funds, CHED and other external funding support shall be sought. Faculty with published papers shall be required to provide a copy of their publication and journal information before granting the incentive.

## 2.6 Ownership of Patent and/or Copyright

The City College owns the research output but the Research grantee reserves the right to authorship. Ownership of the patent and/or copyright shall be in accordance with the existing Intellectual Property Rights (IPR) Policy of the City College, Implementing Guidelines for Technology Transfer, Utilization and Commercialization, and Intellectual Property Rights Law of the Philippines.

## CHAPTER 8. EXTENSION SERVICES

### PART I. Extension and Social Development Services

#### Article 1. About the Manual

**Section 1.** The City College Extension and Social Development Manual is a comprehensive guide that highlights the critical importance of extension programs and community service in establishing and nurturing meaningful connections with the community. The manual serves as a testament to the unwavering commitment of the City College of Cagayan de Oro to the principles of:

- 1.1 Offering programs, projects and activities that directly address the needs and aspirations of the community,
- 1.2 Building strategic partnerships that amplify its impact, and,
- 1.3 A holistic approach dedicated to community engagement.

**Section 2.** The manual emphasizes the commitment of the City College to fulfill the directives set forth by the Commission on Higher Education and the Technical Education and Skills Development Authority (TESDA). It is a comprehensive reference for administrators, faculty members, students, and community partners, providing guidelines to ensure clarity, consistency, transparency, accountability, impact, quality, and continuous improvement in facilitating all extension programs and services.

#### Article 2. Definition of Terms

**Section 1.** This provides a concise explanation of specific words or phrases used in the context of this manual and aimed at ensuring clarity and mutual understanding among parties involved.

- 1.1 *Action Research* is a research method that seeks transformative change through the simultaneous process of taking action and doing research, which are linked by critical reflection.
- 1.2 *Advocacy* refers to the process of speaking up on behalf of a cause of issue and working to influence public policy or opinion.
- 1.3 *Capacity Building* is the process of strengthening the skills, knowledge, and resources of individuals, organizations, and communities to improve their ability to address social, economic, and environmental challenges.

1.4 *Civic Engagement* refers to the active involvement of citizens in the processes of democracy. It involves taking responsibility for the well-being of one's community and working together to create a brighter future for all.

1.5 *Collaboration* is the process of working together with others to achieve a common goal.

1.6 *Community* refers to a group of people who share a common location, interest, or identity. It can be defined in different ways depending on context such as geographical area, interest group, values, or cultural identity. It can be both physical and virtual.

1.7 *Community Development* is the process of working with communities to improve their social, economic, and environmental well-being.

1.8 *Community Empowerment* refers to the process of enabling communities to increase control over their lives.

1.9 *Community Engagement* refers to the two-way relationship between the community and an organization or institution. It is a process of working collaboratively with community members, building relationships, sharing knowledge, and working together to create positive change. It can take many forms including community-based research, service learning, and volunteerism.

1.10 *Community Extension* are programs that provide non-formal science-based education to enrich the lives and livelihood of a community. This can take many forms including agricultural extension, health and well-being, or building community capacity for climate change, and others.

1.11 *Community Outreach* involves connecting with the community to serve and address community needs. It involves providing professional services of a specific expertise to a group of people who may not otherwise have access to them.

1.12 *Community Partnership* is a mutually beneficial relationship that involves sharing resources, knowledge, and expertise to address community needs. It may be a collaboration of two or more organizations or institutions and the community they serve.

1.13 *Community Service* refers to unpaid work that is done by a person or a group of people to benefit the community. It can also provide individuals with valuable skills and experiences that can help them in their personal and professional lives.

1.14 *Equity* is the idea of creating a level playing field for all individuals and groups, regardless of their background or circumstances.



1.15 *Extension Services* are programs that are designed to extend knowledge and technology from research and education to the community. It can provide information and assistance to individuals, families, and communities to help them improve their lives.

1.16 *Grassroots* is a movement or organization that is driven by the people who are directly affected by the issue or problem being addressed.

1.17 *Global Goals* are also known as the Sustainable Development Goals (SDGs), which are a collection of 17 interlinked objectives designed to serve as a “shared blueprint for peace and prosperity for people and the planet, now and into the future.”

1.18 *Inclusion* refers to the practice of ensuring that all individuals and groups are valued, respected, and included in decision-making processes and activities.

1.19 *Inter-departmental processes* refer to the set of steps or actions that an organization performs within itself to achieve its objectives and goals.

1.20 *Local communities* are groups of interacting people who live in a common location and share a sense of social cohesion within a shared geographical location, generally in social units larger than a household.

1.21 *Program* refers to a collection of related projects and activities that are managed together to achieve a common goal or objective.

1.22 *Project* is a temporary endeavor designed to achieve a specific goal or objective.

1.23 *Quick Response Community Service* refers to volunteer activities that are designed to respond quickly to pressing community needs such as providing aid and support to families affected by natural disasters or other emergencies.

1.24 *Service Learning* is a teaching and learning strategy that integrates community service with academic coursework. It is a way for students to apply what they are learning in the classroom to real-world problems and issues in the community.

1.25 *Social Capital* refers to the networks, norms, and trust that exist within a community and that facilitate cooperation and coordination among community members.

1.26 *Social Justice* is the concept of creating a society that is fair, equitable, and fair for all individuals and groups.

1.27 *Social Synergy* refers to the interaction of two or more people or organizations to produce a combined effect greater than the sum of their

separate effects. As a component of community development, it is a process of working together to achieve a common goal.

1.28 *Volunteer* is a person who freely offers to take part in community service, service learning, and civic engagement.

1.29 *Volunteerism* refers to the act of volunteering time and effort to benefit others without any form of compensation.

### **Article 3. ESDS Mission and Vision**

#### **MISSION**

To foster leadership, inclusivity, and technology-driven programs that empower communities, promote human development, and contribute to national and global competitiveness through responsive extension and social development services.

#### **VISION**

By 2033, ESDS will be a recognized leader in creating sustainable and impactful community programs, fostering partnerships that empower individuals and communities, and contributing to City College of Cagayan de Oro's role as a globally competitive institution for social transformation.

### **Article 4. ESDS Program Outcomes**

#### **Section 1. Relevance of Programs**

1.1 Develop and implement programs that are aligned with the social, cultural, economic, and developmental needs at the local, regional, and national levels, as reflected in the institution's Vision, Mission, and Goals (VMG).

1.2 Ensure that extension programs are responsive to the current and emerging needs of communities while enhancing the institution's ability to contribute to national development and global competitiveness.

1.3 Produce graduates who demonstrate the skills, knowledge, and attitudes necessary for successful integration into their chosen professions, contributing to community development and addressing the country's need for global market competitiveness.

#### **Section 2. Networking and Linkages**

2.1 Establish and sustain meaningful partnerships with other higher education institutions (HEIs), professional organizations, government and non-government agencies, and industry, both within the Philippines and internationally, to enhance the delivery and impact of extension services.

2.2 Create collaborative structures and processes that facilitate the exchange of knowledge, expertise, and resources, thereby strengthening institutional capacity for social development.

### **Section 3. Extension Programs**

3.1 Deliver extension programs that are community-driven and focused on people empowerment, self-reliance, and sustainable development, addressing the immediate and long-term needs of local communities.

3.2 Ensure that extension services are integrated with academic programs, promoting experiential learning, and providing students with opportunities to engage in community-based projects that foster holistic development and social responsibility.

These outcomes ensure alignment with the CHED Institutional Sustainability Assessment and reinforce the institution's commitment to driving sustainable development and global competitiveness through quality extension services and robust partnerships.

<<CONTINUE>>

## **PART II. Linkages and Partnerships Office**

### **Article 1. The Linkages and Partnerships Office**

**Section 1. Rationale.** As part of the United Nation's Sustainable Development Goals (SDGs), and in alignment with its commitment to these global objectives, the Linkages and Partnerships Office (LAPO) of the City College of Cagayan de Oro plays a significant role in contributing to SDG 17: Partnerships for the Goals.

By fostering strategic collaborations and alliances, LAPO effectively positions the institution at the forefront of global and local efforts to advance sustainable development. Through these partnerships, the office not only facilitates academic and institutional advancements but also encourages community engagement, resource sharing, and joint ventures that address critical societal challenges. This collaborative approach ensures that the City College remains a proactive contributor to global sustainability initiatives while enhancing the educational experience and opportunities for its students and faculty.

This initiative aligns seamlessly with the guiding principles of the city's objectives and targets, resonating with the governance strategy of the new administration known as "*Kanunay Nag-alagad*," or the RISE Cagayan de Oro City Agenda.

R – Regional Leadership: Metropolization, Accessibility, and Connectivity

- I – Institutional Development and Participatory Governance
- S – Safety, Security, and Human Development**
- E – Economic Recovery

LAPO's functions extend beyond mere partnership facilitation; it embodies the city's commitment to inclusive growth and development. By actively engaging with various stakeholders, including local government units, non-governmental organizations, and the private sector, LAPO ensures that the City College's initiatives are deeply integrated into the broader socio-economic fabric of Cagayan de Oro. This alignment not only strengthens the institution's role in the community but also supports the city's broader goals of resilience, innovation, and sustainability, as envisioned in the RISE agenda.

## **Section 2. Objectives:**

- 2.1 Provide step-by-step procedures for securing and retaining partners for the City College of Cagayan de Oro
- 2.2 Outline the process for handling MOA/MOU/PA documentation within the Linkages & Partnerships Office
- 2.3 Establish guidelines for organizing PPAs (Programs, Projects, and Activities) under the Linkages & Partnerships Office

**Section 3. Scope.** This manual defines the steps to be followed by the Linkages and Partnerships Office of the Formation and Social Development Cluster as well as both teaching and non-teaching personnel of the City College who undertakes partnership engagements.

In an ideal scenario, the basic role when facilitating agreements is the Partnerships Officer as the main facilitator of the process. Other offices may also be the main facilitator of a partnership through a Partnerships Coordinator per cluster with the Partnerships Office as the assisting body.

## **Section 4. Definition of Terms:**

- 4.1 Partner. a separate entity that collaborates with the City College of CDO to provide assistance and/or collaborate on both parties' projects, programs, and activities.

- 4.2 LAPO. Linkages and Partnership Office
- 4.3 PFP. Partnership Focal Person
- 4.4 MOA. Memorandum of Agreement
- 4.5 MOU. Memorandum of Understanding
- 4.6 PA. Partnership Agreement
- 4.7 Facilitating Personnel. an appointed staff in the concerned cluster who shall facilitate the partnership

**Article 2. Introduction to Partnerships**

**Section 1. Partnership Framework.** The LAPO serves as the gatekeeping body for all institutional partnerships, ensuring alignment and strategic collaboration with engagements in various classifications such as *Institutional Partnerships; Scholarships; Industry Partnerships; Media Partnerships; and Government/Public Collaborations.* Additionally, the office is guided by the framework below:



As the main facilitating office for establishing partnerships, the LAPO also aims to empower other offices and personnel to leverage partnerships as a standard practice. While the LAPO actively seeks partners, it also supports initiatives from other offices, personnel, and faculty members within the City College.

The framework below guides the LAPO's role in facilitating and retaining partnerships and its assistance to internally facilitated partnerships. Moreover, it is important to note that all offices/staff/personnel may look for partners, and draft their proposals and agreements while the LAPO will only be providing assistance in facilitating the agreements and the retention of the partner.



**Section 4. Partnership Guidelines.** With the empowerment of all City College of CDO personnel and staff to acquire and engage more partners, the same party is encouraged to adhere to the Partnership Guidelines below:

#### 4.1 DOs

**4.1.1 Define specific goals and outcomes for the partnership**  
Ensure alignment with both parties' missions and strategic plans.

**4.1.2 Maintain Open Communication**  
Ensure all communications are accurate and truthful. Schedule regular meetings and updates.

**4.1.3 Document Agreement**  
Draft and sign formal agreements outlining roles, responsibilities, and expectations. Include terms for resource sharing, funding, and confidentiality.

**4.1.4 Respect Each Partner's Expertise**  
Value the unique strengths and contributions of each partner.

**4.1.5 Monitor and Evaluate Progress**  
Adjust activities and strategies based on evaluations and feedback.

**4.1.6 Ensure Compliance with Legal and Ethical Standards**  
Respect confidentiality agreements and intellectual property rights.

**4.1.7 Provide Mutual Support**  
Offer necessary resources and support to partners. Ensure both parties benefit from the partnership.

#### 4.2 DON'Ts

**4.2.1 Avoid providing false or misleading information**  
Do not overcommit. Avoid taking on more than you can handle and be realistic about your capacity and resources.

**4.2.2 Do Not Ignore Conflicts of Interest**  
Identify and disclose any potential conflicts of interest. Address conflicts transparently and ethically.

**4.2.3 Do Not Disregard Feedback**  
Listen to and act on feedback from your partners. Use feedback to improve the partnership and address issues.

**4.2.4 Do Not Violate Confidentialit**

Respect confidentiality agreements and sensitive information. Avoid sharing proprietary information without consent.

**4.2.5 Do Not Engage in Any Unethical Behavior**

Maintain high standards of integrity and professionalism.

**4.2.6 Do Not Ignore Legal Constraints**

Ensure all activities comply with relevant laws and regulations. Understand and adhere to restrictions on solicitation and other legal limitations.

**4.3 NO SOLICITATIONS**

In reference to Section 7, Article D of Republic Act No. 6713, public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

**Article 3. Partnerships Process Flow**

**Section 1. Acquisition Procedure.**

Role	Task	Duration	Remarks
<b>ACQUISITION</b>			
PFP/Facilitating Office or Personnel	<b>Research</b>  a. The Partnership Focal Person/Facilitating Personnel shall gather the following data: <ul style="list-style-type: none"> <li>• Nature of Business</li> <li>• Contact Details</li> <li>• Vision, Mission, Goals, and Objectives</li> <li>• CSR</li> <li>• Projects involving education or TVET</li> </ul>	1 week	<a href="#">Data Gathering Template</a>  <a href="#">Sample Data Gathered/Researched</a>
	<b>Inquisition</b>	2 days	

	<p>a. The PFP/Facilitating Personnel shall ask for specific or direct contact details of a representative. The contact details should include:</p> <ul style="list-style-type: none"> <li>• Name of Representative</li> <li>• Position/Designation</li> <li>• E-mail</li> <li>• Contact Number</li> </ul> <p>b. The details of the inquiries must then be updated in the office directory.</p>		
	<p><b>Writing</b></p> <p>a. A letter of intent must be signed by the Facilitating Personnel and the Vice President of the personnel's office and shall be sent to the target partner immediately.</p> <p>a1. If the potential partner is a public figure or a government agency, the letter must be signed/noted by the President.</p> <p>b. If in any case, the target partner does not respond or acknowledge the e-mail, the Facilitating Personnel shall follow up either through e-mail or through the contact number provided during research and inquisition.</p> <p><b>b1. SUGGESTED EMAIL FOLLOW-UP SCRIPTING:</b></p> <p>"Good day, _____.</p> <p><i>I hope this email finds you well. I am (Name), the (Designation) of the City College of Cagayan de Oro and I am writing to gently inquire about the letter of intent that I previously sent to your email as we are excited about exploring the opportunity to assist more Kagay-anons and would love to discuss our proposal further.</i></p>	<p>1 day</p>	<p><a href="#">SAMPLE - Letter of Intent</a></p>



	<p><i>We hope to discuss this further with you at your time of convenience and would greatly appreciate receiving your feedback (timeline). If you have any questions and/or concerns, please feel free to let me know. Thank you!"</i></p>		
	<p><b>Presentation/Meeting</b></p> <ul style="list-style-type: none"> <li>- If the target partner responds to the letter and sets the date and time for a meeting the Facilitating Personnel shall prepare a presentation that is customized for the target partner’s interests and CSR. For sample proposals, please refer to the second column to the right.</li> </ul> <p><b>NOTE:</b> Upon confirmation of the schedule of the meeting, the facilitating personnel shall furnish a calendar invite, adding the LAPO Director to the schedule serving as an FYI.</p>	<p>3 days</p>	<p>SAMPLE <a href="#">PROPOSAL</a></p> <p>SAMPLE PRIMER: <a href="#">SULO</a></p>
	<p><b>Agreement</b></p> <ol style="list-style-type: none"> <li>a. Depending on the agreed terms, both parties can either start with the engagement or wait for the signing of an MOA/MOU.</li> <li>b. The terms that the Facilitating Personnel should ask the other party should include: <ul style="list-style-type: none"> <li>• Duration of partnership</li> <li>• Scope</li> <li>• Shared responsibilities</li> <li>• Objectives</li> </ul> </li> <li>c. If ever there are instances that call for an immediate engagement without the presence of an MOA/MOU, both parties can sign a</li> </ol>	<p>1 day</p>	<p><a href="#">Guidelines for Drafting an Agreement</a></p> <p>TEMPLATES:</p> <p><a href="#">MOA</a> <a href="#">MOU</a> <a href="#">PA</a></p> <p><a href="#">SAMPLE COVER LETTER</a></p> <p>Manual of Operating Procedure for the</p>

	<p>partnership agreement stating that they both agree to engage while also acknowledging that the MOA/MOU will follow</p> <p>d. Once the partnership progresses to the facilitation of an agreement, the facilitating personnel shall give updates to the Linkages and Partnerships Office for lobbying and tracking of all institutional partners.</p>		<p>Processing of Agreements:  <a href="#">MOP2024002</a></p>
PFP/Facilitating Office or Personnel	<p><b>E. GOVERNMENT/PUBLIC PARTNERS</b></p> <ol style="list-style-type: none"> <li>1. Scholarships</li> <li>2. Joint Collaboration on PPAs</li> </ol>		
	<p><b>F. OTHERS</b></p> <ol style="list-style-type: none"> <li>1. Training</li> <li>2. Research</li> <li>3. Administrative Collaborations</li> <li>4. Inter-departmental Collaborations</li> </ol>		
<b>END</b>			

**Section 2. Engagement.** During the engagement phase, the institution focuses on the identification and endorsement of beneficiaries who stand to benefit from the collaborative initiatives. A structured training period ensues, equipping beneficiaries with the necessary skills and knowledge.

### 2.1 Types of Engagements

<b>TYPES OF ENGAGEMENTS</b>		
PFP/Facilitating Office or Personnel	<p><b>A. INSTITUTIONAL PARTNERS</b></p> <ol style="list-style-type: none"> <li>1. Internal Engagements</li> <li>2. Faculty-related Collaboration</li> <li>3. Student-centered Partnership</li> </ol>	
PFP, Registrar's Office, TSTI	<p><b>B. SCHOLARSHIPS</b></p> <ol style="list-style-type: none"> <li>1. Enrollment</li> <li>2. Training</li> <li>3. Scholars' Assembly</li> <li>4. Invitation to Institutional Activities</li> </ol>	<p><a href="#">BULIG CONCEPT PAPER</a></p>

PFP and SIL Coordinator, JOLINS, TSTI	<b>C. INDUSTRY PARTNERS</b> 1. Coordination 2. Deployment 3. Monitoring 4. Post-SIL Evaluation	Link to MOP for SIL Deployment: <a href="#">MOP 2023002 - SIL Deployment</a>
PFP and PRCP	<b>D. MEDIA PARTNERS</b> 1. Interviews 2. Event Coverage 3. Radio Promotions	
PFP/Facilitating Office or Personnel	<b>E. GOVERNMENT/PUBLIC PARTNERS</b> 1. Scholarships 2. Joint Collaboration on PPAs	
	<b>F. OTHERS</b> 1. Training 2. Research 3. Administrative Collaborations 4. Inter-departmental Collaborations	

2.2. Turnover of Partnerships. As the Linkages and Partnerships Office (LAPO) strives to establish and maintain partnerships for the institution, the responsibility for engagement and coordination often falls under the specific office where the terms of engagement are executed. However, given that LAPO serves as the gatekeeping body for partnerships across the institution and is responsible for documenting almost every partnership, it is essential that the office receiving the partnership also keeps LAPO informed of ongoing engagements and future plans with the partner. This ensures consistent communication and alignment with institutional objectives. This information may be communicated in two forms:

- A. Formal Communications
  - A1 Received copy of the letter sent to partner
  - A2 Copy furnished in emails sent to partner
- B. Inclusion in Planning and Coordination Meetings
  - B1 Invitation
  - B2 Calendar invite to the activities

**Section 3. Retention.** Effective partnership retention is essential for maintaining long-term collaborations that benefit both parties. By retaining partners, the organization ensures continuity, strengthens mutual trust, and facilitates the deeper integration of shared goals and resources. Sustaining strong partnerships enables the organization to leverage existing relationships, expand opportunities, enhance

credibility, and achieve strategic objectives more efficiently. Additionally, retention strategies help mitigate the costs and risks associated with acquiring new partners, providing a stable foundation for ongoing projects and initiatives.

As part of the Linkages and Partnerships Office’s commitment to sustaining collaborations with partners from both the public and private sectors, the office has developed a retention strategy aimed at preserving the meaningful and invaluable partnerships cultivated over the years.

### 3.1 Retention Process Flow

Role	Task	Remarks
PFP/Facilitating Office or Personnel	<p>As a general rule in a partnership setup, the PFP or the Facilitating Office/Personnel are encouraged to undertake the following activities as part of its partnership retention strategy:</p> <ol style="list-style-type: none"> <li><b>1. Maintain Open and Regular Communication</b> <ul style="list-style-type: none"> <li>- Schedule Regular Meetings</li> <li>- check-ins (e.g., quarterly meetings) to discuss ongoing projects, new opportunities, and any concerns.</li> <li>- Keep records of all communications to track progress and address issues promptly.</li> </ul> </li> <li><b>2. Provide Support to Partner’s Activities</b> <ul style="list-style-type: none"> <li>- Offer access to additional resources or services that can enhance the partner’s experience and success</li> <li>- Align the partner’s activities with the institution’s mandates.</li> <li>- Promote the Partner through institutional activities and social media postings</li> </ul> </li> <li><b>3. Review Agreement and Coordinate on Renewal</b> <ul style="list-style-type: none"> <li>- Involve partners in strategic planning sessions to align future goals and ensure mutual benefit.</li> <li>- Discuss renewal terms well in advance of the contract end date and encourage multi-year agreements or renewals to solidify the long-term nature of the partnership.</li> <li>- Address any concerns or issues.</li> <li>- Acknowledge the partner’s additional needs.</li> </ul> </li> </ol>	

## 3.2 Retention Strategies

**3.2.1 Awards and Recognition.** This aims to recognize and celebrate the partner's contributions through awards, public acknowledgments, or special events. The City College of Cagayan de Oro has an existing award-giving event called the *HINABI Stakeholders' Summit*. This is an annual event that the Facilitating Office/Partnerships Office may coordinate with the PR & Communications Office.

**3.2.2 Kauban, Who?: A Series of Partnership Trivia Postings.** The Facilitating Office (PFP) of the City College of Cagayan de Oro may organize a series of social media posts on the college's official Facebook page to showcase the partnership with external partners and introduce their programs and activities.

Each post should use a layout and a caption that introduces the partner, details the nature of the partnership with the City College of Cagayan de Oro, and highlights any notable achievements or features that the partner wishes to emphasize. The posts should follow the format outlined below, combining visual and textual content:

- I. **Visual Content.** It is suggested that there be a template intended for the posting that could be a 4-tiled layout.
- II. **Caption.** The caption must also introduce the partner, the nature of the partnership with the City College of Cagayan de Oro, and some notable highlights that the partner would like to be showcased in the post. Utilize the format below:

[1st Par] About the Organization

[2nd Par] Brief Overview of Partnership & Partner's Highlights

[3rd Par] Message of Gratitude

[4th Par] Call to Action

**3.2.3. Bulletin/Accomplishment Report.** As part of the partnership's monitoring and evaluation efforts, the PFP/Facilitating Office may also produce and send the partner the following types of bulletin:

- A. **Quarterly Update through Email.** This may just contain one quarter's updates on the partnership in alignment with the partnership objectives, updates on the institution, and moving forward.
- B. **Audio-visual Presentation (AVP)**
- C. **Annual Printed Bulletin.** In producing a printed bulletin of partnership accomplishment, refer to the process outlined below:

- C1. Collect data on partnership activities, achievements, and milestones.
  - C2. Obtain testimonials, quotes, or statements from key stakeholders and beneficiaries.
  - C3. Establish a timeline for the creation, review, and distribution of the report.
  - C4. Interview relevant staff, partners, and beneficiaries to gather qualitative data and insights.
  - C5. Create an outline including sections such as Executive Summary, Introduction, Activities and Achievements, Challenges and Solutions, Testimonials, and Future Plans.
  - C6. Incorporate visual elements such as charts, graphs, and images to enhance readability and engagement.
  - C7. Ensure the report is formatted for accessibility, with clear headings, bullet points, and concise paragraphs.
  - C8. Circulate the draft report among internal stakeholders for feedback and suggestions.
  - C9. Make necessary revisions based on the feedback received. If no feedback is given, have the report approved.
  - C10. Set a date for the official release of the report and communicate this to all stakeholders. The report may be submitted to the partner physically, or posted on the City College of CDO's Office website through the institution's official Facebook page.
- D. Pagpahinungod: A Scholars' Assembly. A scholars' assembly is an avenue for the scholarship benefactor and beneficiaries to meet, for the institution to report necessary and relevant partnership accomplishments, and to discuss the potential renewal of the partnership.

Role	Task	Remarks
<b>PRE-EVENT</b>		
Project Head	Ideation: a. Create Project Title	

	<ul style="list-style-type: none"> <li>b. Identify target date</li> <li>c. Identify the number of participants and list of VIPs</li> <li>d. Logistic Needs</li> <li>e. Program Flow</li> <li>f. Budgetary Requirements</li> <li>g. Working Team Members</li> </ul>	
Project Head	Create a Program of Work and submit it to the Finance Division	
Project Head	Create a working document for the program in Google Drive indicating the TASKS & FLOW of the program.	Sample Working Doc here: <a href="#">MORESCO Event</a>
Project Head	Propose event plans for the director/immediate head. If approved, proceed with the preparations	
Project Head	Draft a letter of intent to City College Heads requesting other personnel's assistance for the event.	
Project Head	Following the approval of the respective City College heads, request for a memo from the Office of the President for the working committee members specifying the timeline for the event	
Project Head	Create a groupchat for the working committee members.	
Project Head	Conduct an initial meeting with the working committee members.	
Logistics	Identify the target venue and pencil book on any available schedule	
Communications	Coordinate the schedule of the first party (PARTNER) and the dignitaries participating in the signing of the MOA.	
Communications	Following the availability of all parties involved, draft a letter for venue reservation and have it signed by the President. The letter must then be sent to the respective office.	
Communications	<p>Draft invitation letters to guests and letters of intent to other logistical needs (i.e., internet connectivity, LED Van, Logistical Needs, media coverage) and have them signed by the President.</p> <p>After being signed, send a letter to respective recipients. Make sure to secure received copies of all communications sent.</p>	
Creatives	<p>Create:</p> <ol style="list-style-type: none"> <li>1. Program Flow Slide Deck</li> </ol>	

	<ol style="list-style-type: none"> <li>2. Marquee</li> <li>3. Layout for Tarpaulin</li> <li>4. Layout for Certificate of Appreciation for Other Guests</li> <li>5. Layout for Plaque of Recognition for Partner</li> <li>6. Layout for Program Flow</li> </ol>	
Project Head	Initiate a second working team meeting	
Technicals	Compile Videos for the Program: <ol style="list-style-type: none"> <li>1. Invocation</li> <li>2. Lupang Hinirang</li> <li>3. Cagayan de Oro March</li> <li>4. City College Hymn</li> <li>5. Fanfare Videos</li> <li>6. Background audio</li> <li>7. Marquee</li> <li>8. Slide decks</li> </ol>	
Logistics	Prepare floor plan, stage design	
Communications	Coordinate with communications sent for confirmation (i.e., invitations and letters of intent).	
Logistics	Egress for logistic needs (this only applies to venues that do not have the following): <ol style="list-style-type: none"> <li>1. Carpet</li> <li>2. Par light</li> <li>3. Cloth</li> <li>4. Sound system</li> </ol>	
Logistics	Reserve the flexi for the egress and ingress	
Project Head	Follow up Creatives, Logistics, and Finance division.	
Project Head	Request for Memo for Working Team during the event and memo inviting all City College Heads to witness the event	
Project Head	Pre-game Meeting	

**Article 4. Facilitation of Agreements**

**Section 1. Types of Agreements.** The difference between a Memorandum of Agreement (MOA), a Memorandum of Understanding (MOU), and a Partnership Agreement (PA) in the context of the LGU specific to the experience of the office are the following:

1.1. Memorandum of Agreement (MOA) - an agreement that requires the Mayor's signature and that details monetary engagements with a partner.



1.2. Memorandum of Understanding (MOU) – a document detailing the terms and responsibilities per party and does not involve any monetary discrepancies.

1.3. Partnership Agreement (PA) – a document that can be signed at the level of the department given that it does not involve monetary clauses and does not interfere with any LGU-related functions.

## **Section 2. Partnership Benefits.** The benefits outlined below are the usual

### 2.1. Promotions and Collateral Opportunity

- A. PARTNER will be officially recognized as a partner in all City College events, encompassing *Quarterly Symposiums, General Assemblies, Semi-annual Leadership Camps, Sportsfest, and Graduation Ceremonies*;
- B. PARTNER may promote its subsidiaries, affiliations, and other services to TSTI staff and trainees by participating in the mentioned events;
- C. Production of one (1) AVP and one (1) booklet summarizing the accomplishment report for the transportation assistance provided;
- D. All City College publications, including Facebook posts and a Quarterly Bulletin, will feature PARTNER as a partner. The institution's official Facebook page has 17K followers and is linked to the City Information Office's Facebook page (the official information page of the LGU with 119K followers); and
- E. City College may conduct onsite registrations for its enrollment in far-flung barangays in the city and invite PARTNER to pre-register for its programs as well.

### 2.2. Collaboration and Networking

- A. PARTNER will be invited to participate in the institution's annual stakeholders' summit, providing an opportunity to connect with potential new partners and clients for their programs and services; and
- B. PARTNER will be linked to other LGU-related offices, the City College of CDO Partners, and programs, events, and activities that the PARTNER may find beneficial to its programs.

### 2.3. Industry-Relevant Training

- A. City College will reserve specific slots for PARTNER-endorsed employees who wish to gain/reskill/upskill through technical skills training;
- B. If PARTNER’s subsidiaries require additional personnel, City College will recommend Supervised Industry Learning (SIL/OJT) prospective trainees;
- C. City College will provide skills training to PARTNER’s endorsed trainees from adopted communities or current beneficiaries;
- D. PARTNER may source graduates for employment in their affiliated companies for a more seamless transition of workforce; and
- E. PARTNER may recommend enhancements in the curriculum of TSTI to tailor-fit the needs of its affiliated companies.

### 2.4. Social Impact

- A. PARTNER promotes inclusivity to enable individuals from disadvantaged, marginalized, and underprivileged individuals to access quality education and training. Inclusivity promotes a sense of community and reduces inequalities by providing opportunities for economic empowerment and advancement in society;
- B. PARTNER advocates for skilled workers to improve productivity, innovation, and competitiveness, leading to sustainable employment and local business growth; and
- C. The City College of CDO welcomes any terms and benefits that PARTNER will be suggesting, provided that it was coursed through City College.

## Section 3. Process Flow of Facilitating Agreements

Role	Task	Remarks
Partnership s Focal Person/Faci	Coordination Meeting with Partner on Engagements	

<p>Facilitating Personnel</p>	<p>Drafting of MOA/MOU/PA</p> <p>The facilitating personnel/office may download the template of the agreement based on the partnership they will be engaging in. Once the personnel have successfully drafted the agreement, he/she may send the draft including the draft of a cover letter to the Linkages and Partnerships Office for review and approval.</p> <p>Following the Office’s approval, the facilitating personnel shall then forward the drafts to the Office of the President for review and signature on the documents.</p> <p>Once signed and approved, the facilitating personnel shall inform the Linkages and Partnerships Office of the progress and updates of the drafted agreement. Should the Office/Personnel, they may do so by putting it into writing.</p>	<p>SAMPLE AGREEMENTS:  <a href="#">MOA</a>  <a href="#">MOU</a>  <a href="#">PA</a></p> <p><a href="#">TEMPLATES: MOA/MOU/PA</a></p> <p><a href="#">GUIDELINES</a></p>
	<p>Sending of Draft to Partner</p> <ol style="list-style-type: none"> <li>a. NO OTHER COMMENTS FROM PARTNER - Submit a copy of the draft to the City Legal Office with a cover letter attached to it.</li> <li>b. WITH COMMENTS FROM PARTNER - Revise and Resend to Partner until Partner has no comment on the draft then submit to the City Legal Office</li> </ol>	
	<p>Submit Draft to City Legal Office with Cover letter</p>	<p><a href="#">SAMPLE COVER LETTER</a></p>
	<p>Wait for City Legal’s response on the draft. The response may come in two types of documents:</p> <ol style="list-style-type: none"> <li>a. Legal Comments</li> <li>b. Letter of No Objection and Executive Indorsement</li> </ol>	
	<p>Should there be legal comments that need to be revised the focal person must:</p> <ol style="list-style-type: none"> <li>1. Revise the draft</li> <li>2. Submit the draft to the partner and secure approval</li> <li>3. Re-submit the draft to the City Legal Office with a Cover Letter</li> </ol>	
	<p>Should the CLO have no other comments with the document, the PFP shall secure the Letter of No Objection and Executive Indorsement from the CLO and forward the documents including the draft to the City Council/Governing Board.</p>	

	<p>For context and with the establishment of the Governing Board of the City College of Cagayan de Oro, the PFP shall consider the following distinctions:</p> <ul style="list-style-type: none"> <li>a. MOAs and MOUs must be forwarded to the CLO and to the Governing Board for review through the Executive Secretary of the City College.</li> <li>b. PAs that do not involve the Mayor in the signatories must be forwarded to the Governing Board for their review and production of a Board Resolution.</li> </ul>	
	<p>Following the above-mentioned processes, and with the draft forwarded to the City Council (<i>if it involves other LGU offices and the Mayor in the signatory</i>) and to the Governing Board, the PFP shall closely monitor the updates on the draft.</p> <ul style="list-style-type: none"> <li>a. CITY COUNCIL - agreements must be forwarded to the City Council Secretariat as soon as the PFP is in a week. It is advised that the PFP forward the draft between the days Monday to Wednesday for the draft to be included in the agenda of the City Council session on Monday of the following week. The inclusion in the agenda must be monitored by the PFP for the draft to be included in the session and be duly approved by the City Councilors.</li> <li>b. GOVERNING BOARD - following the sending of the draft to the GB, the PFP is compelled to await news on the GB members' comments on the agreement. The PFP must note that the GB convenes every quarter, so partnerships must be compiled and duly submitted to the board for them to review all engagements at once.</li> </ul> <p>Should the City Council and the GB approve, the PFP must secure the following:</p> <ul style="list-style-type: none"> <li>a. City Ordinance (routed and signed)</li> <li>b. Board Resolution (routed and signed)</li> </ul>	
	<p>Scan the documents and upload them in a dedicated Google Drive folder.</p>	<p><a href="#">Google Drive</a></p>

	<p><b>OPTIONAL:</b> Proceed with a Ceremonial Signing of MOA/MOU/PA</p> <p>(This is dependent on the Partner’s request or orders coming from the Office of the President)</p> <p>To ensure the proper processing of an agreement, the following procedural steps must be adhered to:</p> <ul style="list-style-type: none"> <li>● The facilitating office shall prepare six (6) original copies of the agreement. These shall be distributed as follows: two (2) copies for the City Legal Office, two (2) copies for the City College of Cagayan de Oro (CCEDO), and two (2) copies for the partner organization.</li> <li>● Upon full execution of the agreement, including signatures and notarization, the facilitating office shall allocate one (1) of the two (2) CCEDO copies to the Linkages and Partnerships Office (LAPO) and retain one (1) copy for its own records.</li> <li>● In instances where an additional office requires an original copy of the agreement, the facilitating office shall distribute the original copy to the requesting office and provide a scanned copy to the LAPO.</li> <li>● Subsequently, the facilitating office is required to notify the LAPO of the finalized agreement and its terms and update the corresponding tracker linked to this document (<a href="#">LINK</a>).</li> </ul>	
<b>END</b>		

**Section 4. Ceremonial Signing of a MOA Process Flow**

Role	Task	Remarks
<b>PRE-EVENT</b>		
Project Head	Ideation: <ol style="list-style-type: none"> <li>a. Identify target date</li> <li>b. Identify the number of participants and list of VIPs</li> <li>c. Logistic Needs</li> <li>d. Program Flow</li> <li>e. Budgetary Requirements</li> <li>f. Working Team Members</li> </ol>	

Project Head	Create a Program of Work and submit it to the Finance Division	
Project Head	Create a working document for the program in Google Drive indicating the TASKS & FLOW of the program.	Sample Working Doc here: <a href="#">MORESCO Event</a>
Project Head	Propose event plans for the director/immediate head. If approved, proceed with the preparations	
Project Head	Draft a letter of intent to City College Heads requesting other personnel's assistance for the event.	
Project Head	Following the approval of the respective City College heads, request for a memo from the Office of the President for the working committee members specifying the timeline for the event	
Project Head	Create a group chat for the working committee members.	
Project Head	Conduct an initial meeting with the working committee members.	
Logistics	Identify the target venue and pencil book on any available schedule	
Communications	Coordinate the schedule of the first party (PARTNER) and the dignitaries participating in the signing of the MOA.	
Communications	Following the availability of all parties involved, draft a letter for venue reservation and have it signed by the President. The letter must then be sent to the respective office.	
Communications	Draft invitation letters to guests and letters of intent to other logistical needs (i.e., internet connectivity, LED Van, Logistical Needs, media coverage) and have them signed by the President. After being signed, send a letter to respective recipients. Make sure to secure received copies of all communications sent.	
Creatives	Create: <ol style="list-style-type: none"> <li>1. Program Flow Slide Deck</li> <li>2. Marquee</li> <li>3. Layout for Tarpaulin</li> <li>4. Layout for Certificate of Appreciation for Other Guests</li> <li>5. Layout for Plaque of Recognition for Partner</li> <li>6. Layout for Program Flow</li> </ol>	

Project Head	Initiate a second working team meeting	
Technicals	Compile Videos for the Program: <ol style="list-style-type: none"> <li>1. Invocation</li> <li>2. Lupang Hinirang</li> <li>3. Cagayan de Oro March</li> <li>4. City College Hymn</li> <li>5. Fanfare Videos</li> <li>6. Background audio</li> <li>7. Marquee</li> <li>8. Slide decks</li> </ol>	
Logistics	Prepare floor plan, stage design	
Communications	Coordinate with communications sent for confirmation (i.e., invitations and letters of intent).	
Logistics	Egress for logistic needs(this only applies to venues that do not have the following): <ol style="list-style-type: none"> <li>1. Carpet</li> <li>2. Par light</li> <li>3. Cloth</li> <li>4. Sound system</li> </ol>	
Logistics	Reserve the flexi for the egress and ingress	
Project Head	Follow up Creatives, Logistics, and Finance division.	
Project Head	Request for Memo for Working Team during the event and memo inviting all City College Heads to witness the event	
Project Head	Pre-game Meeting	
<b>EVENT DAY</b>		
Project Head	Oversee event implementation: <ol style="list-style-type: none"> <li>a. Host's Spiel</li> <li>b. Venue setup</li> <li>c. VIP Coordination</li> <li>d. Technicals</li> <li>e. Provision of Meals</li> </ol>	
Logistics	Setup venue	
Logistics	Follow-up meal and snack procurement	
Project Head	Stand as floor manager	
Creatives	Document the whole event including activities done outside the venue proper. ( <b>NOTE:</b> Secure photos of procured items e.g., tarpaulins, meals and snacks, and plaques)	

Communications	Serve as secretariat during the event and secure attendance.	
<b>POST-EVENT</b>		
Project Head	Create narrative and documentation reports and submit them to the finance department	
Project Head	Create post-evaluation form	<u>Suggested Template:</u> What Worked, What Didn't Work, Recommendation <u>Criteria:</u> Concept, Communications, Logistics, and Program
Creatives	Post documentations	
Project Head	Update the <a href="#">Event Statistics</a> , Progress Reports, and <a href="#">Directory</a>	
<b>END</b>		

## CHAPTER 9. STUDENT AFFAIRS AND SERVICES

### Article 1. Student Rights

The content below outlines a chapter in the Student Manual that is integral to the formation of mature and responsible students who recognize that the exercise of rights must be accompanied by a sense of responsibility. It is imperative for students at City College of Cagayan de Oro to acknowledge that their rights, although inherent, are not absolute and are subject to constraints imposed by legislation, institutional regulations, and the entitlements of others.

The guidelines delineated in this chapter are intended to serve as markers for students as they pursue a high-quality student life that complements school's comprehensive objective of nurturing the full potential and positive values of the youth within a learner-centered and globally competitive academic environment.

In addition to the rights provided by the Education Act of 1982 and other laws, students accepted to City College of Cagayan de Oro shall have the following rights, subject to specified limitations.



## **Section 1: Basic Rights of Student**

- 1.1. Students have the right to receive a relevant, high-quality education consistent with national goals that allows for their full development as human beings with dignity. This includes the right to submit written evaluations of their professors and instructors at the end of the semester.
- 1.2. Students have the freedom to choose their area of concentration within the offered curriculum and remain in that field until graduation, except in cases of academic failure or disciplinary infractions.
- 1.3. Students have the right to receive assistance and counseling to help them make informed choices regarding their career options.
- 1.4. Students have the right to access and review their academic records, which must be kept confidential.
- 1.5. Students have the right to obtain official transcripts, certificates, diplomas, grades, transfer credentials, and similar documents within seven working days of submitting a request and meeting all prerequisites.
- 1.6. Students have the freedom to publish and manage student newspapers and similar publications, invite speakers to events, and express their views in accordance with academic freedom and freedom of speech.
- 1.7. Students have the right to effective channels of communication with academic and administrative entities within the institution, as well as the freedom to voice their ideas and proposals.
- 1.8. Students have the right to create, establish, join, and participate in groups and societies recognized by the school with legal objectives. They also have the authority to exclude certain voluntary donations from their organizations' or societies' approval.

## **Section 2: Specific Rights of Student**

- 2.1. Students have the right to be represented in school bodies and participate in the development of policies affecting the school.
- 2.2. Students have the right to a secure and protected school environment.
- 2.3. Students have the right to be informed of the laws and regulations that apply to them.

2.4. Students have the right to participate in appropriate extracurricular and curricular activities that are duly approved by the institution. They also have the right to abstain from activities that conflict with their religious beliefs, for which alternative activities will be provided.

2.5. Students have the right to due process, including access to information, the right to view evidence, preparation for defense, representation, a student disciplinary board hearing, immunity from self-incrimination, and the ability to challenge decisions.

2.6. Students have the right to receive assistance from the school regarding job prospects.

2.7. Students have the right to access first-aid and medical services as well as dental care.

2.8. Students have the right to be free from forced labor.

2.9. Students have the freedom from harassment and discrimination, including those based on various factors such as physical disabilities, sexual orientation, gender identity, religion, mental or physical abilities, race, socioeconomic status, affiliations, social class, or political beliefs. This includes protection for students with HIV/AIDS, drug addiction, and pregnant students.

2.10. Students have the right to receive official written notification of the academic requirements for any course of study they are enrolled in.

2.11. Students have the ability to challenge any decision made by the school through administrative remedies and appeals committees.

2.12. Students have the freedom to express their complaints and seek compensation.

2.13. Students have the freedom from unjustified searches and seizures, except under specific circumstances authorized by law.

## **Article 2: Duties and Responsibilities of Students**

In addition to the rights and obligations set out by applicable legislation, each student shall:

**Section 1** Make every effort to maximize his or her capacity for service by pursuing an education that aligns with their talents to contribute to their family and society.

**Section 2** Uphold the school's academic standards and strive for academic achievement while adhering to guidelines governing academic obligations and maintaining moral integrity.

**Section 3** Promote and uphold the school's tranquility and harmony by adhering to standards of conduct and actively working to develop harmonious relationships with other students, faculty, and staff.

**Section 4** Actively engage in civic activities aimed at advancing the general well-being, particularly by contributing to the social, economic, and cultural growth of their community and working towards a just, caring, and orderly society.

**Section 5** Exercise their rights responsibly and be aware that they are responsible for avoiding any infringement or violation of the rights of others and for contributing to the general welfare.

## **Article 3: Benefits**

**Section 1: Student Insurance** – All students are insured for injury or death caused by accident 365 days a year. Student injuries or deaths should be reported immediately to the school authorities for purposes of insurance claim.

**Section 2: Job Placement Assistance** – Creating an effective Job Placement Program is one of the priorities at City College of Cagayan de Oro. Thus, the school involves strategic planning, collaboration, and student-focused initiatives to ensure that its graduates will land gainful employment. Here are some of the job placement assistance programs that students can benefit from:

### **2.1 Assess Student Needs and Goals:**

2.1.1 Conducts surveys or focus groups to understand students' career aspirations, preferred industries, and desired job roles.

2.1.2 Identifies common challenges faced by students during job searches.

### **2.2 Collaborate with Employers and Alumni:**

2.2.1 Builds strong relationships with local employers, industry associations, and alumni networks.

2.2.2 Invites employers to participate in career fairs, workshops, and networking events.

2.2.3 Encourages alumni to mentor current students and provide insights into their career paths.

### **2.3 Career Services Office Enhancement:**

2.3.1 Strengthens the college's existing career services office.

2.3.2 Hires dedicated career counselors who specialize in job placement.

2.3.3 Provides personalized career coaching, resume reviews, and interview preparation.

### **2.4 Integrate Technology:**

2.4.1 Implements a robust online platform where students can access job listings, internships, and networking opportunities.

2.4.2 Offers virtual career workshops, webinars, and mock interview sessions.

## 2.5 Structured Internship Programs:

2.5.1 Collaborates with local businesses to create internship opportunities.

2.5.2 Ensures internships align with students' majors and career interests.

2.5.3 Monitors intern performance and provides feedback.

## 2.6 Industry-Specific Workshops:

2.6.1 Organizes workshops on resume writing, job search strategies, and professional networking.

2.6.2 Hosts industry-specific panels where professionals share insights and trends.

## 2.7 Job Shadowing and Company Visits:

2.7.1 Arranges visits to local companies to expose students to workplace environments.

2.7.2 Facilitates job shadowing experiences to help students understand different roles.

## 2.8 Alumni Job Referral Program:

2.8.1 Encourages alumni to refer job openings within their organizations.

2.8.2 Creates a streamlined process for alumni referrals.

## 2.9 Local Training Partnerships:

2.9.1 Collaborates with local training providers (e.g., vocational schools, technical institutes) to offer skill-specific programs.

## 2.10 Job Placement Metrics and Tracking:

2.10.1 Establishes key performance indicators (KPIs) to measure program success.

2.10.2 Tracks job placement rates, time to employment, and employer satisfaction.

**2.11 Continuous Improvement:**

2.11.1 Collects feedback from students, employers, and alumni.

2.11.2 Adapts the program based on changing job market dynamics and student needs.

**Section 3: Student Assistantship Program** – The institution offers student assistantship opportunities to deserving and promising students. This program includes providing a cash allowance to student assistants who are assigned to offices, libraries, laboratories, the maintenance department, and other areas that require additional manpower.

The comprehensive details of the Student Assistantship Program are delineated in the Policies and Guidelines for the Student Assistantship Program, which have been developed by the Office of Student Affairs and Services and duly approved by the school's governing board.

**Article 3. Student Conduct**

**Section 1. General Provisions**

1.1. This manual's requirements shall apply to all students for violations committed while under the school's jurisdiction. In cases where this code is not applicable, local laws shall take precedence.

1.2. All students are obligated to abide by local, state, and federal laws, as well as all college policies and regulations, at all times. Violations of the school's rules and regulations may result in administrative sanctions and appropriate disciplinary actions.

1.3. Every student is expected to uphold discipline and loyalty to the institution.

1.4. In addition to upholding moral standards, students are required to conduct themselves with decorum and propriety both on and off campus.

1.5. Students must refrain from engaging in any actions that could tarnish the reputation of the college or bring disgrace to its name.

1.6. Students are to treat teaching staff, administrative personnel, and fellow students with respect.

1.7. Maintaining student conduct and discipline is contingent upon the student's voluntary acceptance of all college policies, rules, and regulations, as signified by their enrollment pledge, as well as the guidance and counseling provided by the faculty, who shall act as surrogate authorities.

1.8. All school personnel are required to uphold and oversee adherence to the code within their specific functional areas. The President, Vice President, Directors, Associate Directors, Chairpersons, Faculty Members, Support Staff Personnel, and Security Force personnel are all considered Agents or Persons in Authority for the Purpose of Implementing College Policies, Rules and Regulations, and the Provisions of This Code.

## **Section 2: General Guidelines**

2.1. Every student is required to abide by local laws, school policies, and generally recognized social norms.

2.2. A student loses the contractual right gained at enrollment if they engage in significant misconduct or fail to meet the school's necessary academic standards.

2.3. Other offenses or breaches against the rules of discipline, as determined by the office of the school president, directors, or the committee of conduct and discipline, in cases not provided by the school academic council, shall not be excluded.

2.4. A teacher has the authority to remove a student from class for unruly behavior in the interest of maintaining order and fostering decency in the classroom, promptly reporting to the Director of Student Affairs and Services.

2.5. Concerning regular student debts to private parties, the institution is not required to take any action. However, the Director of Student Affairs and Services or their delegate may impose sanctions if it is obvious that the matter impacts the student's moral character. If there is a case of indebtedness to the institution, the current regulations should be followed, including withholding grades or banning from exams, without precluding the authorities from taking additional measures as needed.

2.6. No student may possess a firearm on the campus of the institution unless prohibited by current school statutes and regulations. No one may possess a

gun, knife, or other hazardous weapons, and any student who disobeys this regulation will face consequences.

2.7. The teacher has the right to suggest that a student get advice and counseling.

### **Section 3: General Rules and Behavior**

Every student is expected to uphold the standards of moral behavior and self-control. Therefore, a student should:

- 3.1 Always act in a respectable manner both within and outside the school.
- 3.2 Respect the rights of others as they would like their own rights to be respected.
- 3.3 Maintain and safeguard educational property.
- 3.4 Acknowledge mistakes, be honest with oneself, and make an effort to improve.
- 3.5 Be honest and just in interactions with others.
- 3.6 Follow moral principles of fairness, love, compassion, and consideration for others.
- 3.7 Dedicate oneself to the performance of duties while considering others' rights.
- 3.8 Be willing to give up certain rights and advantages for the benefit of others and society.
- 3.9 Resolve issues and disputes without causing harm to others.
- 3.10 Be understanding and humble enough to recognize when others are superior.
- 3.11 Exhibit restraint and appropriateness in speech and actions, especially when addressing vices like excessive drinking, drug use, sexual excesses, and more.



3.12 Exercise appropriate judgment to govern one's life, behavior, and emotions.

## **Section 4. Classification and Nature of Offenses and Specific Guidelines**

At City College of Cagayan de Oro, violations are categorized as either minor or major. Minor violations are disruptive in nature and don't result in physical injury or property damage. On the other hand, major offenses are considered disrespectful to the school community's dignity and are seen as threats to its internal security, peace, and order. As an institution of learning, student's training and development are prioritized because it will significantly contribute to raising mature and responsible individuals.

Students are encouraged to be independent and mature in this academic environment as they work for personal growth. This entails having the ability to discriminate between acts that promote their wellbeing and those that are detrimental.

### **4.1 Minor Violations**

4.1.1 Department: In this section, specific violations and guidelines regarding student behavior are outlined:

- a. Poor Attendance: Students consistently missing classes and failing to arrive promptly in classes and other school-related functions.
- b. Missing the Flag-Raising Ceremony every Monday. The flag-raising ceremony is considered an obligatory event for students who have first-period classes in the morning.
- c. Quiet Movement in Halls: Students are expected to maintain a quiet demeanor when moving around the hallways, particularly at the beginning of the academic year, failure to do so will result to a violation.
- d. Library Silence: Silence must be rigorously observed within the library to ensure a conducive environment for study and research, failure to do so will result to a violation.
- e. No Smoking: Smoking is strictly prohibited in the classroom, library, and all other campus locations, failure to do so will result to a violation.
- f. Excusement with a "Call Slip": Students may only be excused from class with a formal "Call slip" that has been signed by the Director responsible for students. Each call slip must be

processed through the Office of Student Affairs and Services (OSAS), failure to follow the protocol will result to a violation.

- g. **Summons Response:** Students who receive a summons through written notification or from the bulletin board are expected to respond promptly, failure to follow the protocol will result to a violation.
- h. **Response to Summons:** Students who receive a summons through written notification or from the bulletin board are expected to take appropriate action as quickly as possible in response to the summons, which may involve attending meetings, hearings, or other required activities, failure to follow the protocol will result to a violation.
- i. **Participation in School Activities During Suspension or Shortening:** Even during periods of suspension or shortened attendance, students are required to participate in school activities. Leaving before a program is officially concluded is not permitted, failure to follow the rule will result to a violation.
- j. **Students with Communicable Illnesses:** Students who have communicable illnesses such as mumps, chickenpox, sore eyes, or similar conditions must promptly report to the clinic for medical assessment. They should remain at home until they are approved to return to school by the school doctor. This measure helps prevent the spread of contagious diseases within the school community. Failure to adhere to the protocol will result to a violation.
- k. **Maintaining Campus Tidiness:** All students are expected to contribute to maintaining the cleanliness and orderliness of the campus and avoid the following practices:
  - i. Not disposing waste in designated trash cans, both inside classrooms and on school property.
  - ii. Not removing litter and scraps of paper from hallways, classrooms, and other school areas.
  - iii. Not properly flushing toilets after use and ensuring restroom cleanliness.
  - iv. Writing on or vandalizing furniture, such as chairs or tables.
  - v. Not disposing canteen waste appropriately, including not discarding leftover food in the designated garbage bins and not placing used plates right side up.
- l. **Public expression of love.**
- m. **Disregard for other school regulations regarding environmental preservation.**

- n. Horseplay, boisterous behavior, or any other actions that sabotage the tranquility on campus.
- o. Usage of electronic devices in instances where it is forbidden, including in class, during tests, during school events, etc.
- p. Damage to school property that is not intended due to misuse or negligent handling.
- q. Unapproved entry into a school's building, structure, or any school property.
- r. Other analogous acts.

4.1.2 Infractions of the Dress Code: In this section, specific violations and guidelines regarding student dress code are outlined:

- a. Uniform violations include, but are not limited to, male and female students who don't wear the correct color pants or who don't follow the specified cut.
- b. During weekdays, students are mandated to wear the prescribed school uniform, with the exception of designated washing days. New students are required to don the school uniform one month after the commencement of classes, unless specific rules state otherwise or the required attire is unavailable.

Returning students must wear their uniforms on the first day of class. Failure to adhere to the official and complete uniform will result to the imposition of penalties such as non-admittance to class. In situations where wearing the school uniform is not feasible due to unavoidable circumstances, students must seek permission from the Office of Student Affairs and Services. This necessitates the submission of a legitimate letter of justification, which can be provided either by their parents, guardians, or the students themselves, along with relevant supporting documentation.

- c. Students who are employed or expecting a child may request an exemption from wearing the school uniform through the Director of Student Affairs and Services. However, students must refrain from attending classes in attire such as shorts, slippers, low-cut tops, or other inappropriate garments. Exemptions granted may be revoked for security considerations.
- d. Students must wear the prescribed school attire for academic subjects. OJT (On-the-Job Training) and practicum uniforms are permissible exclusively during the respective semesters when students are actively engaged in OJT or practicum activities.

Additionally, the use of Physical Education (P.E.) uniforms is restricted solely to P.E. courses.

e. Students are expected to maintain a professional and well-groomed appearance that befits the standards of the College. Consequently, the following attire and grooming practices are considered violations of these standards and individuals engaging in them shall be denied access to the school grounds:

i. For Female Students:

- Improper dressing, including exposed midriff blouses, sleeveless tops, excessively tight or body-hugging clothing, see-through garments, and micro-mini skirts.
- Wearing facial ornaments.
- Adorning large, conspicuous earrings typically worn for dancing.
- Wearing slippers as footwear.
- Donning tattered jeans or shorts.
- Displaying prominent tattoos that cannot be concealed with clothing or accessories.

ii. For Male Students:

- Sporting long hair or hair that does not adhere to the black or brown color spectrum.
- Application of makeup, facial accessories, and hair adornments.
- Maintaining colorful or lengthy fingernails.
- Wearing skinny jeans or overly fitted shirts.
- Wearing slippers as footwear.
- Wearing tattered jeans or shorts.
- Wearing earrings in school premises.
- Displaying significant tattoos that cannot be concealed with clothing or accessories.

4.1.3 Student Identification Cards: This section delineates the rules and procedures governing the utilization and administration of student identification (ID) cards within the school setting. Below are the salient points:

- a. **Mandatory ID Card Requirement:** All students are obliged to possess and carry their ID cards at all times while gaining access to the school premises. Admittance to the campus is contingent upon the proper display of a worn ID card.
- b. **ID Card Dress Code:** Students are expected to wear their ID cards in conjunction with their designated school uniforms, as this practice facilitates their distinct recognition amidst the school community.
- c. **Prohibited Usage:** It is expressly prohibited to allow any unauthorized person to utilize one's ID card. Violations of this provision will be subject to punitive measures in accordance with school policies.
- d. **Safeguarding Clarity:** Students bear the responsibility of ensuring the unobstructed visibility of their ID cards, which includes preventing any hindrance to the clear display of their full name and photograph.
- e. **Confiscation Protocol:** In cases of rule violations, duly authorized personnel may confiscate a student's ID card. The retrieval of confiscated IDs is contingent upon the submission of a documented explanation and the fulfillment of any associated penalties at the Office of Student Affairs and Services (OSAS).
- f. **Reissuing Misplaced ID Cards:** This section further delineates the sequential procedure for the reissuance of lost or misplaced ID cards:
  - i. The student is required to complete an affidavit of loss at the Office of Student Affairs and Services.
  - ii. Subsequently, the student is directed to the Finance Office for the payment.
  - iii. Following payment, the student must return to the OSAS to endorse a temporary pass.
  - iv. The temporary pass, along with the payment receipt, is then submitted to the Technology Innovations and Data Management Center (TIDMAC) for the processing of the replacement ID.
  - v. Replacement IDs are disbursed by the OSAS for administrative tracking purposes, and the temporary pass is to be returned upon receipt of the new ID.

## 4.2 Major Offenses

### 4.2.1 Offenses Against School Security and Order

- a. **Possession of explosives, such as firecrackers and pyrotechnics, and deadly weapons, such as knives, guns, ice picks, or any other**

type of weapon, on school property or during any school-related activity.

- b. Use, trafficking, or possession of illicit or forbidden substances on campus.
- c. Entering and/or consuming alcoholic beverages or any other type of intoxicating beverage on campus, as well as entering the building while under the influence of drugs or alcohol.
- d. Entering or leaving the campus covertly, deceitfully, or by using someone else's identity or documentation, as well as encouraging someone else to do so.
- e. Instigating and/or participating in actions that disturb the tranquility on campus, transgress the organization's security policies, or obstruct the regular conduct of events on campus, whether involving people or groups
- f. Selling goods on campus without the required authorization.
- g. Gambling on campus.
- h. Falsely reporting a bomb, fire, or other emergency in any building, structure, or facility on college property by setting off the fire alarm or by using any other method.
- i. Serious safety violations that put other people's lives in jeopardy include intentionally tampering with emergency evacuation protocols for any building, structure, or facility on school property.
- j. Organizing or membership in groups or organizations which:
  - i. are unregistered and unrecognized by the Administration or are contrary to law, and
  - ii. espouse violence and practice hazing
- k. Other analogous acts

#### 4.2.2 Offenses Against Persons

- a. Physical assault of any individual on school property, whether on campus or off, as long as the act negatively impacts campus peace.
- b. Slander or defamation directed towards any academic community member, as well as anyone on or off campus, if the act compromises campus harmony.
- c. Any kind of hazing as specified by R.A. 8049.
- d. Actions that are blatantly disrespectful to anyone.
- e. Picking a fight or threatening to pick one with another student or any other member of the school community.
- f. Cyberbullying is considered a breach of the anti-bullying law.

- g. Attempts made directly or indirectly to coerce or threaten witnesses before, during, or after a disciplinary investigation, legal action, or other internal process.
- h. Defamatory comments through social media against any administrator, faculty, staff, students and their parents/guardians.
- i. Any act which could be classified as offenses against persons under the Revised Penal Code and other penal laws
- j. Other analogous acts

#### 4.2.3 Offenses against Authorities

- a. Insubordination
- b. Abusive conduct or any other rudeness directed at school staff, instructors, or officials.
- c. Attacking, threatening, or urging someone to fight is directed towards school officials, instructors, or staff.
- d. Refusing to cooperate with a legitimate inspection carried out by authorized school staff on school property.
- e. Other analogous acts

#### 4.2.4 Offenses Against Property

- a. Theft, damage, or inappropriate use of school property, or property belonging to any member of the school community, or property belonging to guests.
- b. Vandalism include the writing of graffiti.
- c. Computer hacking and other practices that go beyond the City College IT Policy's definition of appropriate technology use (such as modifying, deleting, wiping, or otherwise manipulating computer data or software code without permission, among other things).
- d. Forcible access into campus areas that are restricted.
- e. Duplicating, in full or in part, any lectures given in class or study guides by an instructor without the instructor's express permission (publication of any such material shall only be with the express consent of the instructor.)
- f. Other analogous acts

#### 4.2.5 Offenses Involving Falsehood, Falsity and Dishonesty

- a. Dishonesty and cheating in all forms; plagiarism is a form of cheating

- b. Forgery or falsification of school records or any document or paper related to school work.
- c. Malversation of school funds.
- d. Misrepresentation includes using a false identity, giving misleading information, and committing any kind of lying.
- e. Other analogous acts

#### 4.2.6 Offenses Against Public Morals

- a. Seduction, abduction, rape and acts of lasciviousness
- b. Possession, dissemination, and use of pornographic materials
- c. Harassment in any form
- d. Sexual misconduct or indecency
- e. Bribing or threatening school officials and authorities
- f. Other analogous acts

#### 4.2.7 Offenses committed outside the campus are cognizable by School Authorities in the following cases:

- a. If the infraction occurs during an off-campus event organized by the school,
- b. When a student engages in behavior that compromises his enrollment status, damages the school's reputation, or involves the use of illicit substances,
- c. Other analogous acts

#### 4.2.8 Offenses Involving Violations of Special Laws

- a. Cyber bullying in any form as defined in R.A. 10627.
- b. Photo and video voyeurism in any form as defined in R.A. 9995.
- c. Invasion of data privacy in any form as defined in R.A. 10173.
- d. Hazing in any form as defined in R.A. 8049.
- e. Violations of the Comprehensive Dangerous Drugs Act of 2002 (R.A. 9165)
- f. Cybercrime Prevention Act as defined in R.A. No. 10175
- g. Safe Spaces Act as defined in R.A. No. 11313
- h. Other applicable special laws that may be enacted prior to the updating of this student manual.

#### 4.2.9 Offenses in an Online Environment

Understanding one's roles and responsibilities in connection to online learning is crucial for students. This includes knowing what constitutes appropriate behavior when it comes to technology use, social roles, learning management, academic requirements, and more. This section's



goal is to examine and talk about the different kinds of misconduct that might happen in an online learning environment.

- a. Trolling is a term used in online communication to describe a person who deliberately tries to upset others and create conflict. This is achieved by making provocative or irrelevant comments that are intended to provoke emotional responses from other users. Trolls typically do this for their own entertainment or to achieve a specific goal.
- b. Unwanted intrusion during an online class is known as “zoombombing” and can cause significant disruptions.
- c. Posting or sharing (event privately) inappropriate material.
- d. Unable to give proper credit when referencing or quoting another source.
- e. Consistent and sustained use of strong language in addressing online instructors or professors such as but not limited to the use of profane, vulgar, or obscene words or gestures in online classes, outputs or any other coursework
- f. Misrepresentation such as but not limited to the use of fictitious names/ identity in an online environment and providing false information and falsehood in any form or kind
- g. Invasion of other people’s privacy such as but not limited to hacking other people’s accounts (social media, email, etc), posting/ submitting/ representing someone unofficially, among others
- h. Online harassment in any form
- i. Violations of the Cybercrime Prevention Act or R.A. 10175

**Section 5.** The foregoing enumerated offenses are not exclusive. Other acts that disrupt and affect the tranquility and good order of the school community and those that violate institutional rules are sanctionable.

### **Section 6. Social Media**

The college does not impose a general prohibition on students using social media. However, in light of their association with the school, students are strongly advised to exercise caution and discretion when posting comments, expressing their opinions, or sharing images that could potentially reveal sensitive personal information, as defined by the Data Privacy Act of 2012 (Republic Act No. 10173).

In accordance with this Act, sensitive personal information encompasses:

6.1 a person's age, color, marital status, race, ethnicity, and political, philosophical, or social affiliations;

6.2 information pertaining to a person's sexual orientation, health, education, or any legal actions related to alleged or confirmed offenses committed by the person, their resolution, or the court's judgment in connection with such offenses;

6.3 data issued by governmental organizations and uniquely tied to an individual, such as social security numbers, past or present medical records, license denials, suspensions, or revocations, and tax returns; and

6.4 information explicitly designated to be kept confidential by a presidential decree or legislation enacted by Congress.

## **Article 4. Disposition of Student Discipline Cases**

### **Section 1. Disposition of Student Discipline Cases**

#### **1.1 Procedures for Minor Cases**

1.1.1 All student violations deemed to be minor shall be subject to the College Dean's disciplinary action. However, in cases where the minor offense is committed in the presence of any faculty or school official, the violation may be disposed of by them

1.1.2 The Dean dealing with the case shall be responsible for all official correspondence and communication in connection with the consideration and disposal of the case. A record of the cases must be duly filed with the Dean's Offices

1.1.3 The College/Department shall formulate its own rules of procedure which shall basically be summary in nature.

#### **1.2 Procedures for Major Cases**

1.2.1 Major breaches of discipline such as those enumerated in the pertinent provisions of this manual and which are punishable by suspension, dropping, or expulsion shall be within the exclusive jurisdiction of the Committee on Student Discipline (CSD).

1.2.2 The Committee on Student Discipline shall be composed of a Chairman, who shall emanate from the Office of Student Affairs and Services, and two other members, all of whom shall be appointed by the

College President for a given period chosen from among the academic and administrative personnel, as well as one other member – student juror. The board shall be under the supervision of the Director of Student Affairs and Services, who shall designate, whenever requested, the student member to sit with the board.

1.2.3 The procedure provided herein ensures that the right of the student-respondent/s to due process is safeguarded. The proceedings before the CSD, while non-adversarial in nature and not governed by the technical rules of evidence, afford the respondent the opportunity to be heard and to defend oneself before a fair and competent committee.

1.2.4 Filing of Charges - When a written complaint is submitted by the aggrieved party, outlining the actions that constitute a violation, and signed by the complaining party, or when an administrative complaint is submitted, disciplinary procedures shall commence within fifteen (15) working days.

1.2.5 An official entry book shall be maintained for this purpose, and upon submission of such complaints to the Committee on Student Discipline, an entry shall be made specifying the person(s) complained of, their witnesses, the date of filing, and the nature of the charge. Any member of the school may submit a formal written complaint against a student at the Dean's Office or directly at the Office of the Director of Student Affairs and Services. The Director of Student Affairs and Services may also file a written complaint against a student on behalf of non-members of the school community.

1.2.6 Preliminary Inquiry - Upon receipt of the complaint or report, the CSD or the Dean of the College, as the case may be, shall determine whether such complaint or report is sufficient to warrant a formal investigation (or whether such complaint is minor or major in nature). As stated earlier, minor violations shall be addressed by the college through a college investigation. However, in all cases where the complaint or report is found sufficient (or a prima facie case exists), formal charge or charges shall be drawn up and served upon each respondent by the CSD. In every case, the parents or guardians of the students charged shall be furnished with a copy of the same report.

1.2.7 The CSD shall inform the student respondent through an official notice stating the charge/s against him or her. The complaint shall be in writing and must be clear enough for the respondent to understand the accusation to enable one to prepare for one's defense. The complaint must contain:

- i. Name of student respondent
- ii. College or Department and Year Level if known
- iii. The specific offense or offenses complained of and a description of the acts constitutive of the offense, including vital facts such as time, date, and place of commission and the person(s) involved
- iv. Names of witnesses, if any
- v. Information to answer the complaint in writing within 72 hours from its receipt including any evidence or other relevant materials in support of his/her reply.
- vi. Information on one's right to be aided by counsel, who may or may not be a lawyer, in the preparation of one's written answer and in the hearing.
- vii. Information on the date and time of the hearing of the case.
- viii. Name and signature of the complainant

1.2.8 In the event the complaint comes from two or more Colleges, any of the Deans concerned shall immediately endorse the case to the CSD, which shall immediately take cognizance of the same.

1.2.9 Answer – The respondent is required to provide a written answer within three (3) days from the receipt of the charges. A formal investigation shall be held with prior notice as provided.

1.2.10 Hearing – Hearings shall begin no later than one week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer. The CSD shall require the presence of the parties in the hearing where they shall be given all the opportunity to present evidences, oral and documentary. The CSD may call for the appearance of witnesses or parties involved who are material to the case. Parents/guardians shall also be furnished a copy of the notice and may be present during the hearing. However, only those directly involved shall be given opportunities to speak and be heard.

1.2.11 Duration of Hearing – No hearing on any case shall last beyond two calendar months.

1.2.12 Notice of Hearing – All parties involved shall receive notification at least five (5) working days before the scheduled time and date of committee meetings. Notice to the authorized representative of a party shall be considered sufficient notice to that party. The meeting shall begin no later than one (1) week after the receipt of the respondent's answer.

1.2.13 Failure to Appear at Hearing – Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed ex parte without prejudices to the party's appearance in subsequent hearings.

1.2.14 Postponement – Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require.

1.2.15 Decision of the Board – Within fifteen (15) days after the conclusion of the investigation, the Committee on Student Discipline shall submit to the Office of the President the complete records of the case, along with its report and recommendations. The report must be signed by at least a majority of the committee members and shall include findings of fact, conclusions, recommendations, and the regulations upon which the decision is based.

1.2.16 Finality of Decision – Any decision of the board, other than expulsion, permanent disqualification from enrollment, or suspension for more than 30 calendar days, shall become final and executory after 15 days from receipt of the decision by the respondent/s unless within five days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after 15 days from receipt of the action on the motion for reconsideration. Appeals or motions for reconsideration must be in writing and must be made to the College President.

1.2.17 Appeal to the President – The student may file a written appeal within fifteen (15) days from receipt of the decision to the School President citing the grounds on which the appeal is made. The decision of the College President shall be final except in cases where the penalty imposed is EXPULSION, in which case, the decision of the Commission on Higher Education (CHED) shall be final.

1.2.18 Decision by the Board of Regents – The Board shall review the decision of the School President when the penalty imposed is dismissal,

suspension for more than one (1) calendar year, or any penalty of equivalent severity, and render final judgment thereof.

### **Section 3. Rights of the Respondents**

Respondents have the following rights:

3.1 To undergo any disciplinary penalty only after the legal requirements of due process have been fully completed and complied with.

3.2 To be found guilty only based on substantial evidence, with the burden of proof resting on the person filing the charge.

3.3 To be found guilty based on evidence presented during the proceedings or of which the respondent has been properly informed and given the opportunity to refute.

3.4 To enjoy all rights and privileges as a student pending the final decision on the charge, except in cases where preventive suspension, not exceeding fifteen (15) days, is necessary to maintain the institution's security.

3.5 To personally defend themselves or be represented by counsel or representatives of their choice. If the respondent intends to secure legal counsel, they must indicate this intention at least two (2) days before the hearing. It should be noted that even when represented by counsel, the Committee retains the right to limit or disallow cross-examination. An administrative investigation does not require a trial-like proceeding.

### **Section 4. Penalties**

4.1 For minor infractions, sanctions shall be imposed that are appropriate to the nature and severity of the acts and to the student's general character and behavior. A list of authorized sanctions includes:

#### **4.1.1 First Commission**

i. Warning

ii. Reprimand such as oral or verbal reprimand from the Dean

iii. Written apology from the student

#### 4.1.2 Second Commission

- i. Office work, with or without conditions such as counseling
- ii. Involvement in community work
- iii. Restitution of damage caused when appropriate

#### 4.1.3 Third and subsequent Commission

- i. For third and subsequent offenses, the erring student shall be charged with a major offense and his case shall be endorsed to the SDB for appropriate action.

4.2 For major offenses, the penalty to be imposed shall depend upon the nature of the offense, its gravity, the record of the offender and his/her attitude, and the circumstances of the case as determined by the Committee on Student Discipline. These penalties are:

4.2.1 Withholding of graduation and other privileges

4.2.2 Withdrawal of registration privileges

4.2.3 Permanent disqualification from any class and/or exclusion from any class

4.2.4 Reprimand, warning, or expression of apology

4.2.5 Mandatory work in the form of community service to be rendered for a period determined by the SDB

4.2.6 Formative sessions with the Guidance Counselor

4.2.7 Suspension. The period and conditions of which shall be determined by the Student Discipline Board and recommended to the College President. There are two types of suspensions that can be imposed on students who violate the rules: punitive and preventative.

4.2.7.1 Punitive Suspension:

- i. Punitive suspension prohibits a student from attending classes, and during this period, they are not allowed to take any tests, quizzes, or graded recitations.

ii. Students on punitive suspension are not exempt from graded assignments or exams, and failing to complete them will result in a failing grade.

#### 4.2.7.2 Preventative Suspension:

i. Preventative suspension is imposed when a student's continued attendance at school poses a risk to property, human life, interferes with regular school operations, disrupts classroom decorum, or creates an unfavorable learning environment.

ii. A student who is the subject of an ongoing disciplinary action may be placed on preventative suspension to maintain a respectful environment for instructors and administrators.

iii. Students who receive a suspension for a semester or longer must leave the college's jurisdiction within 72 hours of the suspension order taking effect. If a student's suspension extends into the final exam period, they will be required to miss the exams. As a prerequisite for reinstatement, every suspended student must provide a written pledge of future honorable behavior, countersigned by their parents or guardians.

4.2.8 Dismissal or Exclusion. This penalty entails the dropping of the erring student from the college rolls and the issuance of transfer credentials except the Certificate of Good Moral Character. This penalty requires the approval of the college President.

4.2.9 Expulsion. This extreme penalty which bars a student from enrolling in any other school in the country needs the approval of the college President and the Commission on Higher Education. This penalty is imposed only in extreme cases.

## Section 5. Records

5.1 All proceedings before any Committee or Committee on Student Discipline shall be documented in writing. Original records related to student discipline shall be in the custody of the Director of Student Affairs Services.



5.2 These records are considered confidential, and no person shall have access to them for inspection or copying unless they are officially involved in the proceedings or have a legal right that necessitates access or copying of such records. Any institution official or employee who breaches the confidentiality of these records shall be subject to disciplinary action.

## **Section 6. Anonymous Complaints**

6.1 In most cases, the College will not address anonymous complaints. Staff employees and students are not obligated to respond to allegations made in anonymous letters, emails, or other forms of communication.

6.2 There may be exceptions, such as allegations of corruption and financial mismanagement, which will be forwarded to the school's Committee on Ethics and Decorum for appropriate action.

6.3 In cases of anonymous allegations or accusations of child abuse where the student is the victim, individuals should directly contact the school Physician or the school Counselor for a forensic interview and assessment.

## **Section 7. Prescriptive Period of Complaints**

7.1 All complaints should be filed within 60 days from the time of the commission of the offense or violation. After such period, no case shall be entertained unless endorsed by the Director of Student Affairs and Services.

## **Article 5. Institutional and Service Support Unit**

Quality education extends beyond textbooks and lectures—it encompasses the holistic development of students. Recognizing this, the City College of Cagayan de Oro Administration has taken deliberate steps to cultivate an educational atmosphere that nurtures not only academic growth but also personal and social well-being.

The physical environment significantly impacts students' learning experiences. To this end, the college administration has invested in campus development. Modern, well-maintained buildings, comfortable classrooms, and state-of-the-art facilities create an inviting space for intellectual exploration. From well-equipped laboratories to conducive spaces, every aspect of the campus has been designed with students' comfort and convenience in mind.

These amenities foster a conducive environment for learning, encouraging curiosity and engagement.

A sense of security is essential for effective learning. The administration has prioritized safety and security across the campus. Well-trained security personnel and emergency protocols ensure that students can focus on their studies without worry. Additionally, the college promotes mental and emotional well-being. Counseling services, anti-bullying initiatives, and awareness campaigns create a supportive environment where students feel heard and valued.

Beyond physical safety, the administration recognizes the importance of peace of mind. Financial aid programs, scholarships, and student support services alleviate stress related to tuition fees and other expenses. Whether through peer mentoring, career counseling, or health services, students receive comprehensive support. This holistic approach acknowledges that personal well-being directly impacts academic success.

Ultimately, the goal is to facilitate learning and development. By providing a secure, comfortable, and nurturing environment, the college enables students to focus on their studies, explore their passions, and build meaningful connections.

The City College of Cagayan de Oro understands that education extends beyond the classroom walls—it encompasses the entire college experience. By prioritizing student comfort, peace of mind, and safety, the administration ensures that each student's journey is transformative and enriching. In summary, the City College of Cagayan de Oro's commitment to holistic development extends far beyond academics. It embraces the well-being of its students, fostering an educational ecosystem where learning flourishes, and individuals thrive.

### **Section 1: Admission Services**

The Admissions Office, the principal point of contact for all matters related to admission requirements. The office's central goal is to evaluate and assess candidates who exhibit the potential to excel as accomplished professionals. The office takes immense pride in selecting individuals who will serve as exceptional representatives of City College of Cagayan de Oro as they embark on their path to becoming leaders in their respective fields. It is our responsibility to recognize, methodically review, and evaluate applicants to ensure that we admit students who embody both academic excellence and personal integrity.

The admission process to the various colleges and departments of City College of Cagayan de Oro is open to qualified individuals, regardless of gender, ethnicity/ race, religion, who are fully prepared to engage with our academic and non-academic programs. As the Admissions Office, we are dedicated to meticulously evaluating all

applicants for admission to the college in accordance with the specific acceptance criteria of the respective college or department. The office provides guidance and assistance at every stage of the student's journey toward academic and professional achievement.

## **Section 2: Alumni Services**

City College of Cagayan de Oro takes immense pride in the accomplishments of its alumni. These individuals contribute significantly to the growth and development of the institution through various channels. In return, the college provides comprehensive assistance to its alumni in their continued personal and professional development. The services offered include a range of programs designed to help alumni stay connected to the school and keep up-to-date with the latest developments in their respective fields. The school firmly believes that the success of its alumni reflects the quality of education it provides and remains committed to fostering a strong and enduring relationship with its graduates.

The Alumni Relations Office of the school offers the following services to its alumni:

- 2.1 Alumni Assistance – Alumni shall be assisted in their school transactions and queries.
- 2.2 Campus Tour – Alumni can arrange for a guided campus tour in CCCDO.
- 2.3 Hosting of Alumni Activities – CCCDO may serve as the venue for alumni meetings and/or other appropriate gatherings or activities. Reservations shall be facilitated by the Alumni Relations Office.
- 2.4 Open Invitation to Institutional Events/Activities – Alumni are invited to attend/participate in all institutional and alumni activities of their interest.
- 2.5 Alumni Updates – Alumni shall have access to relevant school news and updates.

## **Section 3: Culture and Art**

The college provides students with the opportunity to nurture their talents and abilities in various creative and expressive arts, fostering an appreciation for national culture and heritage. Each college may designate its Culture and Arts Coordinator. A dedicated committee on culture and arts is responsible for organizing and overseeing

activities related to the cultural and arts program. The committee consists of the following members:

### 3.1 Culture and Arts Committee Members

3.1.1 Director of Student Affairs (Chair)

3.1.2 Culture and Arts Coordinator from each college

3.1.3 Chair of Culture and Arts Program

3.1.4 Chair of Athletics

3.1.5 Faculty Coach for each category

### 3.2 Selection of Participants

3.2.1 Coordinators advertise the screening for potential participants, including the requirements. Students interested in participating must submit the following requirements:

3.2.1.1 A copy of their academic grades indicating no course failures.

3.2.1.2 Proof of enrollment in the current semester, such as their study load.

3.2.1.3 Students then audition for the specific category or event under the guidance of the respective faculty coach.

3.2.1.4 The Faculty Coach informs students of their acceptance or rejection.

## **Section 4: Food Services**

The school is not only keen on providing a competitive learning and working environment for its students and employees, but also an affordable, clean, and sanitary eating facility. The school has a canteen which serves the students and faculty during office and school hours.

Various concessionaires provide nutritious, delicious, reasonably priced, and clean meals and snacks, as well as beverages to the students, employees, and other clients of the school.

The maintenance of sanitation and cleanliness in the facility, however, is a joint and conscientious responsibility of the students, faculty staff, and all concerned. This is termed as CAYGO or Clean As You Go. Everyone is encouraged to practice this.

The school canteen is open from 6:30 A.M. until 7:30 P.M. from Mondays thru Fridays. The cleanliness and upkeep of the school canteen are supervised by the Physical Plant Services of the college.

## **Section 5: Guidance and Counseling Services**

In the evolving landscape of higher education, the City College of Cagayan de Oro adheres to the Mental Health Law (RA 11036, Section 34), which mandates that public and private institutions create standards and recommendations for age-appropriate, evidence-based mental health services. As a result, it recognizes the crucial role that comprehensive Guidance, Counseling and Assessment Services plays in the overall development and success of our students. In collaboration with other college departments, we lead the development of mental health programs to support students' and other stakeholders' mental health and wellbeing.

### **5.1 Counseling 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. Through personalized guidance and support, counseling provides a vital mechanism for addressing challenges, promoting self-awareness, and cultivating resilience, ultimately contributing to the holistic development and well-being of students within the educational context.

#### **5.1.1 Individual Counseling**

Assist students through call-in, walk-in, and/or referral types. Counselors can call in identified students during the initial intake interview and based on the results of the psychological assessment conducted. Interviews of the student are conducted upon admission until graduation to identify potential problems and prevent them from becoming serious. Referrals can possibly be made for concerns that require expert handling or specialized professional assistance, or to proper agencies for psychological support.

#### **5.1.2 Group Counseling**

Conduct group interventions with the consent of the college dean to meet students in their classrooms for group interpretation or psychosocial intervention. This provides a venue to offer information on health and wellness and facilitate group discussions of identified shared concerns.

### 5.1.3 Career Counseling

Provides personalized and multifaceted services focused on helping students explore their strengths, interests, and values, aligning them with potential career paths. The process involves self-assessment, career exploration, educational and career planning, goal setting, skill development, job search strategies, internship and job placement support, post-graduation planning, and continuous guidance to empower students in making informed decisions and successfully navigating their career journeys.

### 5.1.4 Tele-Counseling

Offers remote counseling services using communication technologies to enhance accessibility, maintain confidentiality, and provide a range of support including academic, personal, and career guidance. This approach integrates technology, ensures secure communication, and accommodates varied schedules, fostering ongoing support, emergency response, and training for both counselors and students.

- i. Online Platforms - Utilizing video conferencing, chat applications, or a dedicated counseling website.
- ii. Email Counseling - Providing counseling services through exchanging emails, allowing asynchronous communication between the counselor and counselee with data privacy and consent from both parties.
- iii. Telephonic Counseling - Offering counseling services through voice communication over the phone, providing convenience for those with limited access to video conferencing.

### 5.1.5 Referral System

An essential tool that systematically directs individuals with specific needs beyond the scope of the counseling center to external resources, professionals, or services. This involves a comprehensive process including assessment, maintaining a resource database, clear communication, collaboration with external services, feedback

mechanisms, follow-up, documentation, and crisis intervention strategies. The goal is to ensure individuals receive specialized support tailored to their unique needs while maintaining confidentiality and promoting a holistic approach to mental health and well-being.

The guidance, counseling, and assessment services help students connect with other staff members or offices at the school who can assist them with their concerns in more detail.

## 5.2 Prevention and Wellness Services

City College of Cagayan de Oro has developed activities aimed at promoting 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.

### 5.2.1 Seminars/Workshops/Symposia

These are programs held for a variety of audiences, including staff, teachers, and student organizations. Among the subjects covered are leadership, teamwork, defining values, personhood, life coaching, and enhancing interpersonal connections, among others. Various resource speakers are invited to address current issues pertinent to different consumer interests, including students. Seminars on Psycho-Spirituality are held for graduating students.

### 5.2.2 Group Dynamics

Involves interactive and structured exercises aimed at promoting positive interactions, enhancing communication, and fostering a sense of community. These activities include ice breakers, team-building exercises, skill-building workshops, mindfulness techniques, thematic discussions, expressive arts, conflict resolution exercises, peer support circles, and goal-setting sessions. By addressing various aspects of well-being and providing a supportive environment, these activities contribute to the prevention of issues and the promotion of mental health among participants.

### 5.2.3 Peer Mentor Program

Involves pairing experienced mentors with peers (mentees) to provide academic and personal support. This program aims to foster a sense of community, offering guidance on academic challenges, personal development, and building positive social connections. The program includes careful mentor-mentee matching, orientation and training, academic and personal support, role modeling, community-building activities, regular check-ins, feedback mechanisms, referral to resources, and a celebration of achievements. Ultimately, the peer mentoring program aims to contribute to students' overall well-being and positive development.

### 5.2.4 System Support

5.2.4.1 Guidance Staff Professional Development - It is strongly encouraged that guidance staff members attend yearly seminars, training, or workshops to further their expertise in the field of guidance and counseling.

5.2.4.2 Committee Participation - It is expected that guidance staff will be assigned to different committees by the administration as needed, including serving as committee observers in the discipline committee.

### 5.2.5 Psychological First Aid/MHPSS

Psychological First Aid (PFA) or Mental Health and Psychosocial Support (MHPSS) is a crucial tool in the guidance office for prevention and mental wellness. It involves providing immediate, compassionate support to individuals in distress, including rapid assessments, active listening, and practical assistance. PFA/MHPSS incorporates psychoeducation, crisis intervention, and referral to specialized services with cultural sensitivity. The approach also emphasizes promoting self-care, resilience-building, and follow-up assessments to monitor individuals' progress. By integrating PFA/MHPSS, the guidance, counseling, and assessment services contribute to the overall well-being and resilience of the school community, addressing immediate needs and fostering mental wellness.

## 5.3 Assessment/Testing Services

Assessment/testing services within the Guidance Program involve the use of various tools 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. These tools are designed to provide insights into different aspects of an individual's psychological makeup, such as cognitive abilities, personality traits, and vocational preferences. They are administered by trained professionals, typically guidance counselors and/or psychometricians, and are carefully selected based on the specific goals of the assessment. Test materials may include placement tests, IQ tests, personality tests, EQ tests, tests measuring depression and anxiety, and career assessment tests for psychological evaluation of the student.

### 5.3.1 Individual Inventory

A fundamental tool in the testing services of the guidance program. This systematic approach involves collecting personal and educational background information, exploring counseling and family history, assessing social relationships, identifying presenting concerns, setting goals, evaluating mental health, and establishing confidentiality and informed consent. The interview serves as the foundation for tailoring counseling or testing services to the specific needs of everyone, fostering a personalized and effective approach within the guidance program.

### 5.3.2 Psychological Testing

Aims to evaluate cognitive functioning, personality traits, emotional well-being, and other relevant factors. Test selection is based on specific assessment objectives, adhering to standardized procedures and norms. Results provide insights into academic potential, learning style, personality, interests, and potential mental health conditions. Feedback and interpretation are provided to clients with a focus on confidentiality, informed consent, and ethical standards. The integration of testing results with counseling services allows for a comprehensive understanding of individual needs, guiding personalized interventions for academic and personal growth within the guidance program.

## 5.4 Information Services

Information services for students under the guidance program involve 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.

#### 5.4.1 Student and Parent Orientation Program

An assembly of all new and transferred students that takes place at the beginning of each semester. Various student services like Medical, Dental, Guidance, Registrar, Scholarships, Canteen, Academic, and Non-Academic policies are discussed.

#### 5.4.2 Online Guidance Information Services

Leverages digital platforms, tools, and resources to provide accessible and interactive support for academic, career, and personal development. This includes virtual platforms, digital resources, webinars, interactive tools, live chat support, social media engagement, online surveys, virtual counseling sessions, email newsletters, and mobile applications. The incorporation of these online services extends the reach of guidance information, enhances user engagement, and adapts to the evolving needs of individuals seeking guidance in the digital age.

##### i. Wellness Program

##### ii. Social Media Information Campaign

#### 5.5 Placement and Follow-Up

With the use of this service, students can get help getting into specific programs within the college. When a student wants to switch to a different course, they are directed to the Guidance Center to speak with their assigned guidance counselor. Counselors for guidance support students in making decisions about switching to other programs. Additionally, students can see their assigned guidance counselors for help if they wish to be excused from class.

#### 5.5.1 Placement Services

Encompass a range of support mechanisms aimed at assessing and directing individuals to appropriate academic programs or career paths based on their skills, interests, and academic capabilities.

### 5.5.2 Follow-up Services

Include academic monitoring to track students' progress in new courses, emotional support to help students cope with challenges, career guidance for aligning academic choices with career goals, and regular progress evaluations to identify areas needing support.

## Section 6. Health Services

The school clinic promotes the holistic well-being of students and personnel, addressing their physical, mental, and emotional needs. The Office of the School Clinic offers first aid clinical procedures for maintaining a safe and efficient healthcare environment within the school premises, contributing to a healthy learning setting for everyone.

All freshmen and incoming new students are directed to the school clinic during their enrollment process where initial health assessments are taken. Those that needs immediate interventions and with special health concerns can freely visit the clinic during the operating hours.

School clinic operates from Monday-Friday at 8am-12nn and 1pm-5pm but can still cater walk-in clients following the No Noon Break Policy of the government. Immediate attention to walk-in clients is prioritized in case of emergencies.

All health information pertaining to students and personnel shall be considered confidential in accordance to the data privacy law, any unauthorized disclosure of health information is strictly prohibited and may result in disciplinary action and legal consequences. Access to the health records is restricted to authorized personnel with a legitimate need for such information.

The Health Services department is under the authority of the School President and overseen by the School Vice President for Administration and Headed by the College School Nurse. To ensure that health services are given to every member of the school community, the following programs and initiatives are created to better serve the school community:

### 6.1 Health Education Programs

The Health Services offer health education programs to students and staff on various health topics such as:

#### 6.1.1 Nutrition and Healthy Eating Initiatives

#### 6.1.2 Physical Activity

6.1.3 Hygiene and Sanitation Program

6.1.4 Mental Health Awareness Program

6.1.5 Substance Abuse Prevention

6.1.6 Anti-Bullying Initiatives

6.1.7 Sexual Health Education

6.2 In-Class Consultation. Students feeling unwell during class may seek clinic consultation after obtaining permission from their teachers.

6.3 Medication. Initial consultation and medicines are provided at no charge if available in the clinic; otherwise, a prescription is given.

6.4 Rest Facilities. The clinic has a designated sick bed for students in need of rest, but students are encouraged to return home, if necessary, after two hours.

6.5 Medical Certificates. Absent students due to illness can obtain medical certificates from the clinic if they sought medical attention from the clinic before their absence. External medical consultation requires a certificate from the attending physician before a school medical certificate is issued.

6.6 Non-Compliance. Students not complying with item 5 will not receive medical certificates and may not be excused from classes due to illness.

6.7 Medical Examinations for First Year College Student-Entrants. Incoming freshmen must undergo a preliminary health assessment. Students found to have unusualities are referred to partner medical institutions or medical practitioners.

6.8 Emergency Cases. The clinic provides initial emergency medical treatment and refers affected individuals to the nearest health facility for further care. Minor surgeries and sutures are case-specific. Ambulance services are available upon request.

6.9 Communicable Diseases. Clients with communicable diseases are sent home and can return to class once symptoms have resolved. Complex cases are referred to specialized professionals.

6.10 Health and Wellness Advocacy. Clinic staff conduct health education sessions for clients in formal and informal settings.

6.11 Dental Services. The school clinic's dental section is staffed by a licensed Doctor of Dental Medicine and a dental assistant. It offers various dental services to students, teaching, and non-teaching personnel:

- i. Dental check-up/charting for incoming freshmen students at the start of each school year.
- ii. Dental check-up/charting for new faculty and personnel.
- iii. Informal chair-side dental health teachings.
- iv. Consultations with dental professionals.
- v. Referrals for specialized dental procedures, such as tooth extraction, dental fillings, prophylaxis, and other dental services as needed.

## **Section 7: Information Technology (IT) Services**

Information and Communication Technology (ICT) works towards providing a uniform understanding of the interpretation and administration of information technology matters at City College of Cagayan de Oro. Recognizing the significance of ICT in facilitating teaching, learning, and administrative processes, the office developed relevant policies and standards that serve as a comprehensive guide outlining the principles, guidelines, and protocols governing the use of ICT resources within the college community. It is a management concept that establishes a well-organized external and internal control system that can contribute to productivity, accessibility, and IT capability organization through ICT.

Committing to promoting responsible and ethical ICT practices, the office addresses critical areas such as network security, data privacy, acceptable use policies, and disaster recovery procedures. By establishing clear guidelines and protocols, the office aims to ensure digital resources' integrity, confidentiality, and availability, safeguarding sensitive information and promoting a safe and secure computing environment for all users.

The office also allows the use and access of computer and network resources to assist students, staff, and school faculty in carrying out their work duties and responsibilities.

However, the school expects all users to use the resources for purposes related to their jobs and not for unrelated purposes that can lead to loss or damage. These resources include all of the institution's computer devices, both licensed hardware and software, and the institution's network via a physical and wireless connection.

Furthermore, the office creates policies that serve as a reference tool for students, faculty, staff, and administrators, providing clarity on ICT-related policies and procedures and promoting consistency in their implementation across all departments and units. It reflects the City College's dedication to fostering a culture of accountability, transparency, and continuous improvement in the management and utilization of ICT resources.

7.1 Internet Usage Policy: This policy defines the appropriate Internet usage by City College of Cagayan de Oro employees.

7.2 Safeguarding Password Policy: The overall objective of this policy is to establish a standard for the secure use and protection of all work-related passwords of City College of Cagayan de Oro (e.g., Biometric System password, Wi-Fi password, Network IP password).

7.3 Wireless Network Usage Policy: This policy informs the City College of Cagayan de Oro staff and students of the acceptable use regulations for installed wireless networks. This policy has been implemented to protect the personnel, faculty, and students and prevent inappropriate wireless network access that may expose Data to multiple risks, including viruses, network attacks, and various administrative and legal issues.

7.4 ICT Equipment and Tools Borrow Policy: This policy aims to establish preventive measures to maintain and minimize the probability of losing and damaging the ICT equipment and tools used by the City College of Cagayan de Oro employees. This policy focuses on the circumstances of securing the functionality and availability of the equipment and tools.

7.5 Clean Desk Policy: This policy establishes the minimum requirements for maintaining a “clean desk” – where sensitive/critical information about our employees and our intellectual property is secure in locked areas and out of sight.

7.6 Removable Media Policy: This policy aims to minimize the risk of loss or exposure of sensitive information maintained by the City College of Cagayan de Oro and to reduce the risk of acquiring malware infections on computers.

7.7 Biometric Usage Policy: This policy aims to ensure an efficient approach to collecting information for City College of Cagayan de Oro employees and handling the biometrics with proper usage to keep it in good condition and functionality.

7.8 Software Installation Policy: The purpose of this policy is to ensure that the City College of Cagayan de Oro employees understand and agree to abide by specific guidelines for software, program, and application installation and use

on every division-provided computer and laptop, systems, and networks. This is to minimize the risk of program functionality, the exposure of sensitive data information within the computer network, the risk of introducing malware, and the legal exposure of running illegally unlicensed software.

7.9 Electronic Signature Guidelines: The purpose of this policy is to establish the process of designating transactions that can legally accept electronic signatures to signify agreement or approval. This will increase the effectiveness and efficiency of City College of Cagayan de Oro operations, on paper works, online applications, etc., and avoid unnecessary problems from peers.

7.10 Printer Policy: This policy aims to ensure functionality that makes efficient, cost-effective use of printing and copying assets. Also, to facilitate an appropriate and acceptable use of all the printing devices in City College of Cagayan de Oro to maintain good condition.

7.11 Mobile Policy: This policy aims to ensure the secure, efficient, and responsible use of mobile technology by faculty and staff. By doing so, the college seeks to protect sensitive information, enhance productivity, and maintain a conducive learning and working environment.

## **Section 8: Job Placement Services**

Creating an effective Job Placement Program is one of the priorities at City College of Cagayan de Oro. Thus, the school involves strategic planning, collaboration, and student-focused initiatives to ensure that its graduates will land gainful employment. Here are some of the job placement assistance programs that the institution offers:

### **8.1 Assess Student Needs and Goals:**

8.1.1 Conducts surveys or focus groups to understand students' career aspirations, preferred industries, and desired job roles.

8.1.2 Identifies common challenges faced by students during job searches.

### **8.2 Collaborate with Employers and Alumni:**

8.2.1 Builds strong relationships with local employers, industry associations, and alumni networks.

8.2.2 Invites employers to participate in career fairs, workshops, and networking events.

8.2.3 Encourages alumni to mentor current students and provide insights into their career paths.

### 8.3 Career Services Office Enhancement:

8.3.1 Strengthens the college's existing career services office.

8.3.2 Hires dedicated career counselors who specialize in job placement.

8.3.3 Provides personalized career coaching, resume reviews, and interview preparation.

### 8.4 Integrate Technology:

8.4.1 Implements a robust online platform where students can access job listings, internships, and networking opportunities.

8.4.2 Offers virtual career workshops, webinars, and mock interview sessions.

### 8.5 Structured Internship Programs:

8.5.1 Collaborates with local businesses to create internship opportunities.

8.5.2 Ensures internships align with students' majors and career interests.

8.5.3 Monitors intern performance and provides feedback.

### 8.6 Industry-Specific Workshops:

8.6.1 Organizes workshops on resume writing, job search strategies, and professional networking.

8.6.2 Hosts industry-specific panels where professionals share insights and trends.

### 8.7 Job Shadowing and Company Visits:

8.7.1 Arranges visits to local companies to expose students to workplace environments.



8.7.2 Facilitates job shadowing experiences to help students understand different roles.

**8.8 Alumni Job Referral Program:**

8.8.1 Encourages alumni to refer job openings within their organizations.

8.8.2 Creates a streamlined process for alumni referrals.

**8.9 Local Training Partnerships:**

8.9.1 Collaborates with local training providers (e.g., vocational schools, technical institutes) to offer skill-specific programs.

**8.10 Job Placement Metrics and Tracking:**

8.10.1 Establishes key performance indicators (KPIs) to measure program success.

8.10.2 Tracks job placement rates, time to employment, and employer satisfaction.

**8.11 Continuous Improvement:**

8.11.1 Collects feedback from students, employers, and alumni.

8.11.2 Adapts the program based on changing job market dynamics and student needs.

**Section 9: Library Services**

The College Library provides various resources, collections, and services to support the college and community's curricular, informational, and research needs.

**9.1. Library Hours**

Days: Monday - Friday

Time: 8:00 AM - 5:00 PM (No Noon Break)

No library services on Sundays and public holidays.

## 9.2. Services

### 9.2.1 Ask a Librarian

A personalized assistance to library users that is accessible through multiple channels, including in-person consultations, email, phone, and online chat, ensuring that all students and personnel can receive the support they need promptly and conveniently.

#### Bibliographic Assistance

The library provides a listing of books and other materials on selected subject areas upon request of the faculty members.

### 9.2.2 Circulation Section (Borrowing/Returning of Books)

Books may be charge out to eligible library users. These include bonafide students and permanent employees through the presentation of identification cards.

Library Circulation is automated.

Borrowing privileges are shown below:

Type of Borrower	No. of Book	Loaning Period	Renewal Period
Student	5	7 days	7 days
Permanent Faculty	20	1 semester	1 semester
Permanent Staff	10	2 weeks	2 weeks

### 9.2.3 eBooks Repository

- A collection of free and open-access eBooks curated by the Library Staff.

- eBooks are organized by Program and by subject
- stored in Google Drive

#### 9.2.4 Information Literacy Sessions

These sessions are designed to instruct researchers in finding and managing information.

#### 9.2.5 LibBuzz Alerts

This service provides updates and notifications about new arrivals, upcoming events, and other pertinent information related to the library resources and services through the library's official email, Facebook Page and website.

#### 9.2.6 Library Orientation/ Tour

These sessions introduce the library, its services and collections. They are generally geared toward new students, transferees, and newly hired faculty.

#### 9.2.7 Net Hub

The library offers WIFI connectivity for laptop devices and ten (10) computer workstations for research purposes. The following rules and policies govern the use of the Net Hub:

- Use of the E-Library internet facility is on a first-come, first-served basis.
- The internet is for research purposes only. The students may use their time with the computer for encoding purposes or editing manuscripts.
- Downloading, installing, and running software are prohibited within the internet facility.
- A computer policy for one student and one unit shall be observed to maintain order in the use of the facility.
- Websites that contain pornography or are not related to research purposes are strictly prohibited. Anyone who violates these policies shall be reported immediately to the student affairs services for school sanctions.

#### New Arrivals

Newly processed books are displayed for two weeks to update library users on the latest acquisitions.

## Online Public Access Catalog (OPAC)

The Library has an OPAC (Online Public Access Catalog) that provides an online bibliography of the library collection available to library users. Books can be located in the library through the OPAC. It lists the number of items available on the subject, whether these are in the library or out on loan, and their corresponding call number.

### 9.2.8 Reserve Service

The reserve services section shall include information resources assigned by faculty members in their classes and those with only one copy identified in heavy demand during each semester.

### 9.2.9 Scanning Service

- Available only to City College of Cagayan de Oro students, faculty & personnel
- Scanning applies only to print resources available at the Library
- Library will scan only those portions of the resource that do not violate or infringe on copyright and fair use
- Copyright is enshrined in the Intellectual Property Code of the Philippines, officially known as Republic Act No. 8293
  - refers to the legal rights of the author or creator
  - automatic: copyright is vested as soon as a work is created
- Fair Use - reproduction for study and research
  - exception: entire resource or a substantial part thereof
  - substantial does not necessarily mean only quantity but the value of the copied parts in relation to the work
- Normal extract limits pursuant to Copyright and Fair use
  - Up to 1-2 chapters of a book
  - Up to 1 article only from one print journal issue
  - For thesis – abstract, introduction, related literature

## Theses and Dissertations

These materials are for inside reading only in the library. Photocopying of Undergraduate Theses, Graduate Theses, and Dissertations is strictly allowed for the Abstract portion only. Thus, no other pages are permitted to be photocopied.

### 9.3 Guidelines for Library Resources

9.3.1 Books from the Circulation and Filipiniana sections are the only resources that can be borrowed for outside use.

9.3.2 General Reference Books, Periodicals, and Theses can be used for inside reading only.

9.3.3 Any library user who fails to return any library material on time will be charged five pesos (5.00) daily. Repeated overdue library materials will result in the suspension of library privileges.

9.3.4 All library materials must be returned promptly. Deliberately keeping them for personal use will result in the cancellation of borrowing privileges.

9.3.5 Books borrowed must be inspected by the borrower for missing or mutilation of pages. Any damage done to the library materials shall be borne by the borrowers. A rebinding fee shall be charged for materials that can be repaired. Materials beyond repair must be paid for at the replacement value.

9.3.6 Unauthorized withdrawal of books and other materials shall be deemed an act of theft, and the offender shall be subject to penalties specified in the Student Handbook.

9.3.7 Lost books must be reported immediately. The fine on an overdue book stops when the book is reported lost. A replacement copy of the same title and edition is required. If unavailable, the assessment shall be according to the current market cost of the book, plus a processing fee of P 50.00. Any book not returned by the end of a semester is considered lost.

### 9.4 General Conduct Inside the Library

9.4.1 Students should wear their Identification Card upon entering the library.

9.4.2 Library users are expected to respect the needs of other users by maintaining a quiet and scholarly atmosphere in the library.

9.4.3 Loud talking, smoking, eating, or drinking in the library is prohibited.

9.4.4 Library users must return all library materials promptly when they are due to give other users a fair chance to utilize the resources.

9.4.5 Any library user must act with decorum, especially when dealing with the library staff.

9.4.6 Students under the influence of liquor are not allowed to enter the library.

9.4.7 Present borrowed library materials upon exit for inspection.

## **Section 10: Multi-Faith Services**

Multifaith Services cultivates a deep faith that calls for action in promoting justice, peace, and environmental stewardship and engages with various faith traditions and cultural backgrounds. This service commits to fostering the faith journey and supporting the spiritual growth of every member of the City College of Cagayan de Oro community.

To support the development of a multifaceted graduate of City College of Cagayan de Oro, the design of the spiritual conversations are in a way that:

10.1 It builds awareness and sensitivity to diverse religious and cultural contexts;

10.2 It is fundamental to the development of the City College Graduate; and

10.3 It applies to all students under the baccalaureate programs.

Undergraduates (as well as students from Technical Skills and Technology Institute) in every level should experience spiritual formation through processing sessions, spiritual conversations, and immersions.

### **Spiritual Conversations and Immersion Programs**

Undergraduate students must fulfill Spiritual Conversations and Immersion programs as integral to their graduation criteria. Spiritual Conversations involves a spiritual pursuit of inner peace, usually conducted over one day for first and second-year students.

Spiritual Immersion spans multiple days and would differ at each year's level. Third-year students will have a one-night/two-day spiritual immersion, and two-night/three-day spiritual immersion will be provided for fourth-year students.

Participation in Spiritual Conversations and Immersion is mandatory for all students, irrespective of their religious affiliation or denomination.

The required number of days for the programs should be followed and remain on-site to ensure safety and eligibility for completion. Upon completion of each spiritual program, students are given a Certificate of Attendance through email and in print, as it would be used as one of the requirements for graduation.

### The Religious Organizations

Apart from mandatory programs, the Multifaith Services organize campaigns, activities, and projects that serve as support for students in a particular religious denomination. The same services are free for students to form organizations that would diversify the interests of students, and help peak faith-based and societal engagements. The Office of Student Affairs is willing to accept volunteers, members, and proposals regardless of course and religious denomination.

## **Section 11: Physical Plant Services**

At City College of Cagayan de Oro, our vision for the Physical Plant Services (PPS) is to create a safe, sustainable, and conducive environment that supports the holistic development of our students, faculty, and staff. We recognize that a well-maintained physical infrastructure and robust security measures are essential for fostering a thriving educational community.

### 11.1 Enhancing Campus Infrastructure:

Our vision begins with modernizing and maintaining campus infrastructure. We aim to provide state-of-the-art facilities, comfortable classrooms, and well-equipped laboratories. Up-to-date buildings and conducive spaces create an inviting atmosphere that inspires learning and creativity. By investing in sustainable practices, we contribute to environmental stewardship. Energy-efficient buildings, renewable energy sources, and eco-friendly landscaping align with our commitment to responsible campus management.

### 11.2 Ensuring Safety and Security:

Safety is paramount. Our vision includes comprehensive safety protocols that protect students, faculty, and visitors. Trained security personnel, surveillance systems, and emergency response plans ensure a secure environment.

### 11.3 Empowering Learning and Growth:

The PPS plays a pivotal role in facilitating learning and growth. Well-maintained classrooms, laboratories, and recreational spaces enhance the educational experience. By ensuring safety, we free students and educators to focus on their academic pursuits. Our vision aligns with the college's mission to nurture well-rounded individuals who contribute positively to society.

Overall, the vision is to create a campus where safety, sustainability, and educational excellence intersect. The Physical Plant and Safety & Security Office stands as a guardian of this vision, committed to providing a nurturing environment where every student can thrive.

Furthermore, the CCCDO Security Force Personnel, composed of professional guards, are trained to deal with the many security complications of protecting the school community. We work closely with the school board, administrators, local police, Bureau of Fire Protection, RTA, CDRRMC, Red Cross, and other government agencies to ensure the prevention of school violence, protecting the CCCDO community, safeguarding school property, as well as reducing possible safety and liability risks.

Our services include armed/unarmed guard patrols, undercover/plain clothes guards, gate access control and monitoring, building assessment for security risks & unauthorized access, CCTV surveillance/video security, radio communications, security transport, crisis training for staff, school periodic emergency preparedness planning, providing & evaluating school security and safety policies, and periodic security and safety audits to address new concerns.

The Security Office is open from 06:30 am to 12:30 am the next day. It has 24/7, round-the-clock security and safety services provided by the Professional Guards.

## **Section 12: Registrar's Services**

The Registrar's Office is a vital department of an academic institution that serves the needs of students throughout their educational journey. The office creates policies, procedures, and standard practices that ensure the smooth and efficient operation and delivery of services.

By following these, the Registrar's Office can provide students with the highest level of service and support in areas critical to their academic success, including registration, academic records management, graduation processing, and other relevant academic affairs.



The Office of the Registrar holds the exclusive responsibility of maintaining comprehensive student records, particularly academic records. This role necessitates active involvement in student admission, release, transfer, and graduation processes, all of which require timely action and precision

Essentially, the role of the Registrar's Office is to:

- 12.1 Oversee student status.
- 12.2 Monitor satisfactory academic progress.
- 12.3 Maintain transcripts and official records.
- 12.4 Conduct degree audits for graduation.
- 12.5 Participate in semestral orientation programs.
- 12.6 Submit reportorial requirements to CHED, PRC.
- 12.7 Among many others.

The function and services of the College Registrar include the following:

- 12.8 Enrollment
- 12.9 Eligibility for Admission
- 12.10 Academic Status
- 12.11 Graduation
- 12.12 Services
  - 12.12.1 Assists in the dropping and adding of classes
  - 12.12.2 Maintains student and departmental records for the current term
  - 12.12.3 Applies Certification, Authentication Verification (CAV) to CHED
  - 12.12.4 Applies Special Order to CHED
  - 12.12.5 Evaluates Transfer Credit
  - 12.12.6 Prepares Transcript
  - 12.12.7 Helps in the preparation and maintenance of the College Curricula

12.12.8 Ensures Graduation Eligibility

12.12.9 Implements and monitors academic regulations

12.12.10 Reports to other academic and administrative units

12.13 Issuances

12.13.1 Diploma

12.13.2 Official Transcript of Records

12.13.3 Transcript for Evaluation purposes

12.13.4 Transfer Credential/Honorable Dismissal

12.13.5 Certification of Enrollment/Attendance

12.13.6 Certification of Grades

12.13.7 Certification of Candidacy for Graduation

12.13.8 Certification of Graduation

12.13.9 Certification of Units Earned

12.13.10 Certification of Special Order

12.13.11 Certification of Weighted Average

12.14 Authentication of Academic Records

The College Registrar's Office is located on the Ground Floor of the Administration Building. It is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

### **Section 13: Sports Development Services**

The City College of Cagayan de Oro, through its Athletics Office, is dedicated to the holistic development of its students, aiming for them to bring honor and prestige not only to their college but to the institution as a whole. To achieve this, the college engages in the careful planning, organization, and management of sports activities and programs. This involvement fosters self-discipline, teamwork, and excellence, contributing to the cultivation of a healthy and alert student body

The institution holds a firm belief in the integral role of sports within the education curriculum at all levels. As such, it offers a platform through which students' potential is harnessed, positioning sports as a pivotal tool for promoting the value of excellence.

13.1 Objectives – The school's Sports Development Program serves as a venue for the inculcation of the values of excellence and the pertinent positive Filipino and universal human values. It promotes the following objectives:

13.1.1 Provide opportunities for the development of higher-level knowledge and skills, understanding and appreciation, and positive attitudes and values designed to optimize the full potential of the students

13.1.2 Provide opportunities for excellent athletes to actively participate in sports and emerge as a source of pride for the institution.

13.1.3 Provide an avenue for camaraderie in the community through common interests and develop a feeling of belongingness among individuals in a shared pursuit of leisure interests.

13.2 Available Programs and Services for the school community:

13.2.1 Management of the Annual Collegiate Intramurals.

13.2.2 Management of the fitness program for the faculty and staff of the school community.

13.2.3 Provision of sports trainers and coaches for selected sports.

13.2.4 Provision of leadership opportunities to sports coordinators, coaches, officiating officials, and athletes during sports activities.

## **Section 14: Student Affairs and Service**

Student Affairs and Services (SAS) encompass a wide range of services and programs within higher education institutions. These services and programs are designed to promote the academic, personal, and holistic development of students. SAS is divided into three main sections: Student Welfare Services, Student Development Services, and Institutional Student Programs and Services.

14.1 Student Welfare Services – These are basic services that are necessary to serve the well-being of students. These include:

14.1.1 Information, Orientation and Awareness

14.1.2 Guidance and Counseling

14.1.3 Career and Placement

14.1.4 Economic Enterprise Development

14.1.5 Student Handbook Development

14.2 Student Development Services – Student Development Services focus on expanding and developing students' leadership skills, social responsibility, and personal growth through institutional and student-initiated activities. These services include:

14.2.1 Student Activities

14.2.2 Student Organizations and Activities

14.2.3 Leadership Training

14.2.4 Student Council/Government

14.2.5 Student Discipline

14.2.6 Student Publication/Year Book

14.3 Institutional Student Programs and Services – Institutional Student Programs and Services are aimed at proactively addressing students' basic needs, including those with special needs and disabilities. These services cover various aspects:

14.3.1 Admission Services

14.3.2 Scholarships and Financial Assistance (SFA)

14.3.3 Food Services

14.3.4 Health Services

14.3.5 Safety and Security Services

14.3.6 Student Housing and Residential Services

14.3.7 Multi-faith Services

14.3.8 Foreign/International Student Services

14.3.9 Services for Students with Special Needs and Persons with Disabilities

14.3.10 Culture and Arts Programs

14.3.11 Sports Development Programs

14.3.12 Social and Community Involvement Programs

## **Article 6. Campus Organization and Activities**

Campus organizations provide a dynamic platform for personal growth and skill enhancement. Through participation in clubs, societies, and campus events, students develop leadership abilities, communication skills, and teamwork. Whether it's organizing an event, leading a workshop, or managing finances for a club, students gain practical experience that complements their academic learning. These hands-on opportunities prepare them for future careers and instill confidence.

Being part of a student organization creates a strong sense of belonging. Students connect with like-minded peers who share their interests, passions, and goals. These connections extend beyond the classroom, fostering friendships, mentorship, and a supportive network. Whether it's a cultural club, an environmental group, or a sports team, these organizations contribute to a vibrant and inclusive campus community.

Campus organizations and activities at City College of Cagayan de Oro enrich the college experience, nurture leadership potential, and create lasting memories. They are the heartbeat of campus life, promoting holistic development and a sense of unity among students.

The establishment and operations of campus organizations at City College of Cagayan de Oro are governed by the Rules and Regulations concerning Campus Organizations and their activities within and outside the school campus.

### **Section 1. Student Government, Student Councils, and Student Organizations**

City College of Cagayan de Oro acknowledges the significance of nurturing accountable and dedicated students who will one day emerge as influential figures in their respective fields. Therefore, it aims to encourage student groups to set specific goals and start projects that are driven by students while following school rules. Furthermore, the school acknowledges that campus organizations play a vital role in

providing additional education outside the classroom, helping students cultivate important social skills such as cooperation, responsibility, creativity, and leadership.

Campus organizations provide a platform for personal growth, leadership development, and community building. Whether it's joining an RSO, participating in a club sport, or engaging with a departmental organization, students have various avenues to connect and thrive on campus.

As schools adapt to the changing landscape of student leadership, we continue to introduce new and relevant updates.

1.1 General Policies: The establishment and operations of campus organizations at City College of Cagayan de Oro are governed by the Rules and Regulations concerning Campus Organizations and their activities within and outside the school campus.

## **Section 2. Nature/Classification of Campus Organizations**

2.1. Student Organizations. These are the different Recognized Student Organizations (RSO) in the school community classified according to course-related campus organizations, service-oriented campus organizations, values-oriented campus organization. RSOs are groups of undergraduate students who come together to promote or celebrate a common interest. They are entirely student-run and provide opportunities for students to engage, learn, and lead. RSOs allow students to pursue their passions, develop organizational skills, and build critical thinking abilities outside the classroom. Examples of RSOs include academic clubs, hobby groups, among others.

2.2. Student Councils. The college has two Departmental Student Councils (DSC) which represent the Teacher Education and Arts and Sciences programs. These councils collaborate closely with their respective colleges to fulfill the mission and objectives of their departments. The DSCs align with the goals of their departments and are led by students.

2.3. Student Government. The college's student government is represented by the Central Student Government, the school's highest student governing body.

2.4. Student organizations provide a platform for personal growth, leadership development, and community building. Whether it's joining an RSO, participating in a club sport, or engaging with a departmental organization, students have various avenues to connect and thrive on campus.

**Section 3. Authority To Operate:** Student organizations can operate only after receiving official approval and recognition from the approving authority. However, the Student Government and Student Councils do not need to apply for recognition as their authority to function and initiate programs and activities is anchored in their respective Constitution and By-Laws. It should be noted that the school does not take responsibility for any organization that is not duly approved and recognized.

3.1. All recognition applications should be sent to the Office of the Director, Student Affairs & Services. After ensuring that all recognition requirements have been met, the office endorses the application to the Office of the College President for approval. Once approved, a "Certificate of Recognition" will be issued to the RSO that meet all recognition requirements.

3.2. Furthermore, any student government, student council, or student organization that violates its statement of purpose, constitution, or by-law, fails to comply with school policies, or fails to implement its plans and activities after due process may have its recognition revoked or its authority to operate suspended.

**Section 4. Registration And Application Procedure for Recognized Student Organizations:** All RSOs shall be required to apply for recognition and renew the same annually.

Likewise, all RSOs must be registered with the Office of Student Affairs and Services. For this purpose, the following are to be submitted to the office:

4.1 A copy of the approved constitution and by-laws of the RSO signed by the incoming key officers, adviser, and/or college dean. If an RSO is reapplying and utilizing an existing set of bylaws, the same document may be submitted, with any revisions clearly indicated. Any changes to the old constitution should also be clearly specified.

4.2 A list of officers with the following information: Names, Respective Positions, Year/Course/Major, Address, Email, and Contact Details

4.3 A list of members with the following information: Names, Year/Course/Major, Address, Email, and Contact Details

4.4 Names of at least one (1) recommended faculty advisers

4.5 Written consent from the adviser/s that he/ she/ they have accepted the responsibility.

- 4.6 Annual Operational Quality/ Action Plan;
- 4.7 Annual Calendar of Activities; and
- 4.8 Other documents which the OSAS may require.

**Section 5. Registration And Application Procedure for The Central Student Government and Departmental Student Councils:** The Central Student Government and Department Student Councils are not required to seek recognition as their authority to operate as student-led organizations derives from the school's obligation to facilitate the establishment of campus organizations fostering leadership, governance, and autonomy. Moreover, the school acknowledges the organizations' Constitution and By-laws, which regulate the activities and jurisdiction of the student government and student council, and have been properly ratified by the school's governing board. However, to ensure that they are properly monitored and guided, certain requirements shall be required.

**Section 6. Membership In Organizations:** Students enrolled for the current school year are encouraged to become members of student organizations. A student can be a member of a maximum of three (3) RSOs of their choice, not counting the Central Student Government and Departmental Student Councils, where they belong.

**Section 7. Membership to the Oro Youth Development Office:** The City College of Cagayan de Oro encourages the active collaboration of its Student Government, Departmental Student Councils, and Recognized Student Organizations with the Oro Youth Development Office (OYDO) of the city. OYDO serves as the coordinating and monitoring body for local youth concerns outlined in the City's Local Youth Development Plan. The overarching vision of OYDO is to empower the Cagayan de Oro Youth to become engaged citizens and to provide comprehensive youth development opportunities that contribute to the progressive and equitable growth of Cagayan de Oro City.

**Section 8. Supervision of Organization Activities:** The Director for Student Affairs & Services is tasked with overseeing and supervising the operations and activities of the Student Government, Student Councils, and Student Organizations. This responsibility is carried out in coordination with their respective organization/club advisers and the College Dean. The primary objective is to offer essential guidance to aid these organizations in achieving the goals outlined in their established constitution and by-laws.

**Section 9. Organizational Moderators/Advisers:** The school puts a premium on assisting its student government, student councils, or student organizations in their co-curricular and extra-curricular pursuits. The school strongly encourages active



participation and involvement of its faculty not only in the curricular but also in the co-curricular and extra-curricular activities of the school geared towards the attainment of its avowed mission and vision. Hence, it is required that the advisers of the various organizations on the campus are faculty and non-teaching members of the school.

**Section 10. Prior Approval:** All activities of the student government, student councils, and student organizations, except for minor activities such as regular and special meetings, Operation Linis, construction of bulletin boards, etc., must have prior approval from the OSAS. All on-campus activities must be approved three (3) days before the implementation of the activity. For local off-campus activities, the Policies and Guidelines on Local Off-Campus Activities for College Students shall apply.

10.1. Schedule of Activities: Organizational activities should not be concurrent with examination schedules (which means activities are suspended one week before and during prelim and midterm examinations and two weeks before and during final examinations).

10.2. Submission of Annual Accomplishment Report: Annual Accomplishment Reports covering the organization's accomplishments and duly audited financial statements for a given period shall be submitted to the Office of Student Affairs and Services at least two (2) weeks before the final examination for active status accreditation and clearance purposes.

10.3. In compliance with school regulations, the Central Student Government, Student Councils, and Student Organizations are obligated to submit an Annual Accomplishment Report at the conclusion of the academic year. The development of said report may be overseen by the organization's advisor and the respective college dean. Failure to complete and submit the report will result in the organization being denied final clearance, consequently rendering them ineligible to participate in final examinations.

**Section 11. Utilization of Social Media Platforms:** Campus organizations are expected to present themselves across various online platforms such as Facebook, Twitter, Instagram, among others. It is imperative that these organizations maintain a professional online presence by sharing important announcements, disseminating institutional information, and organizing online activities to engage with their peers, all while adhering to established guidelines.

11.1. To streamline the protocol on the utilization of social media by campus organizations, the Policy on Campus Organization Social Media Usage shall be used and followed. This policy is designed to enable student leaders and organizations to effectively utilize social media and

uphold acceptable standards when using different social media platforms to achieve meaningful online engagement and influence.

**Section 12. Using the Name and Seal of the School:** Students and Organizations are permitted to use the school's name and represent the school and any of its offices and units only when approved by the Office of Student Affairs and Services. Such approval may be given to students and organizations participating in local, regional, national, or international competitions or gatherings, seminars, fora or training, organizing activities or programs outside the school, and other similar events. Furthermore, students, whether individuals or groups, are prohibited from using the school's name and seal for any unapproved and unrecognized activity or program and printed material (e.g., T-shirt, jacket, etc.) without the explicit authorization of the school.

**Section 13. Renewal of Recognition:** The recognition of student organizations is good for one school year only (except for Departmental Student Councils and the Central Student Government, who are not required to renew their recognition). Hence, all RSOs shall submit their application for Renewal of Recognition at the beginning of the school year or on a specific date set by the OSAS.

13.1. Organizations that fail in the evaluation for three (3) consecutive school years shall not be granted renewal of recognition.

**Section 14. Suspension:** Any organization found guilty of unsatisfactory accomplishment and misappropriation of its funds shall be suspended by the OSAS after due process for one year without prejudice for reapplication for recognition after the suspension period.

**Section 15. Revocation of Recognition:** The certificate of recognition granted to any organization may be revoked if the organization, after due process, has been found guilty of violating its statement of purpose, its constitution, and by-laws or if it has consistently failed to comply with the requirements of the recognition and policies contained in the student handbook. OSAS is given the authority to "revoke for a cause." The concerned organization can elevate its case to the Office of the President, whose final decision is executory.

**Section 16. Disciplinary Action:** Any officer or member of a campus organization found guilty of gross or severe violation of school rules and regulations after due investigation shall be recommended by the OSAS to the Committee on Student Discipline for proper disciplinary action and appropriate sanctions.

**Section 17.** Any student organization seeking to become a member of civic, cause-oriented, or similar organizations outside the school must present the constitution and bylaws of the organization it intends to affiliate with. The Director of Student Affairs will discuss the request with the Chief Security Officer, who will evaluate the organization and make recommendations for approval or disapproval. The final decision to join such organizations will be made by the School President.

**Section 18.** The right to associate in a school environment can be curtailed in the following situations:

18.1. If the association is formed for the purpose of asserting an unpreferred right, it may be curtailed if the rule prohibiting it promotes the school's assertion of its own preferred right.

18.2. The school can prohibit associations that are harmful to the legitimate interests of the school and its students from operating and can penalize students who persist in such membership.

18.3. The right of association can be curtailed if the purpose of the organization is contrary to law or to the mission-vision statement of the school.

**Section 19.** Student organizations shall be voluntary, and the collection of fees shall also be voluntary.

**Section 20.** The school does not recognize fraternities as student organizations.

## **Article 7: Student Activities**

### **Section 1. Co-Curricular Activities**

To promote leadership and social awareness for constructive purposes, all students of the college are free to participate in co-curricular and extra-curricular activities subject to the following conditions:

1.1. Their participation in such activities shall not excuse them from attending classes and from fulfilling other requirements. Such participation shall be their personal responsibility.

1.2. As much as possible, all co-curricular and extra-curricular activities of the school shall be suspended one week before and during the prelim and midterm examination and two weeks before and during the final examinations.

1.3. No cultural shows, literary, musical, or other similar activities/presentations shall be performed outside the school without a formal written request duly approved by the Director for Student Affairs and Services, Vice President for Academic Affairs, or College President.

## **Section 2. Athletics**

2.1. A committee on sports, physical education, and recreation is tasked to lay down policies and to administer the financial requirements of athletic affairs. The following are the members of the committee. Each college may choose their athletics coordinator.

- Director of Student Affairs as the Chair
- Athletics Coordinator as co-chair
- Budget Officer
- Athletic Coordinator of each college
- Physical Education Professor
- Student representative

### 2.2. Guideline

Section 2.2.1. The members of the sports committee are in charge of the procurement, storage, and distribution of athletic equipment.

Section. 2.2.2. Students who may wish to borrow athletic equipment must secure the signature of their class adviser who will act as their guarantor. No athletic equipment will be released without a guarantor.

Section 2.2.3. Students' concerns pertaining to athletics and recreation should be referred to the committee on sports.

Section 2.2.4. Each college is encouraged to organize its own athletic team. They may choose their team manager who shall implement a program of training for the teams. Inter-departmental training may be undertaken as necessary.

Section 2.2.5. The different colleges are enjoined to plan their own recreation program.

### 2.3: Athletic Selection Procedure

The process for selecting athletes for each college is as follows:

(1) Advertisement by College Representatives: College representatives initiate the search for potential athletes by advertising the selection process.

(2) Submission of Requirements: Students interested in participating in athletics must submit the following requirements:

- A copy of their academic grades, demonstrating no course failures
- Proof of enrollment in the current semester, such as their study load.

(3) Participation in Try-Outs: Students who meet the academic requirements submit themselves for evaluation through a series of try-out sessions.

(4) Evaluation and Notification: The Faculty Coach and Student Team captain assess the performance of students during try-outs and subsequently inform them of their acceptance or rejection into the athletic program.

### **Section 3: Leadership Training**

The school actively encourages students to organize, invite resource speakers, or attend leadership training and similar activities. These experiences aim to develop and enhance their leadership and governance skills, preparing them to make valuable contributions to society in the future.

### **Section 4: Local Off-campus Activities**

Off-campus activities are integral to the holistic formation of the students. The City College of Cagayan de Oro is, therefore, committed to providing opportunities that allow its students to participate in various academic and non-academic engagements beyond the confines of its campuses. The institution recognizes that lifelong learning is more pronounced when community exposure and immersion are integrated into the educative journey of its students. Off-campus activities extend the classroom, providing students with practical, real-world experiences that complement and enhance their academic learning.

These guidelines shall cover all local off-campus activities at City College of Cagayan de Oro and apply to all individuals and groups, both from the college and Technical

Skills and Technology Institute (TSTI), who are planning to conduct/ hold local off-campus activities. The content outlined in these policies and guidelines is anchored on CMO No. 63 series of 2017, otherwise known as the Policies and Guidelines for Local Off-campus Activities.

4.1. General Policies: An off-campus activity is any event or goal-oriented excursion organized by the school, the students, or a third party that takes place outside the institution's premises but still within the territorial sector of the Philippines. This activity is designed to provide learning experiences and opportunities for growth beyond the traditional classroom setting.

The inclusion of off-campus activities in Higher Education Institutions (HEI) and Technical-Vocational Institutions (TVI) is vital for several reasons. Firstly, it complements and enhances the overall learning experience for students. Additionally, it contributes to the students' acquisition of pertinent knowledge, values, and skills. Furthermore, off-campus activities are designed to expand students' learning opportunities, providing them with exposure to real-world scenarios. This exposure serves as a significant motivator for strengthening the relationship between the academic sector and the industry. Such learning experiences encompass internships, educational tours, field trips, site tours, field studies, educational linkages, student development activities, as well as non-curricular engagements such as mission-based initiatives, immersion programs, conventions, conferences, volunteer work, interschool competitions, and cultural performances, among others.

However, the shift brought about by unforeseen events has significantly modified the manner in which student activities are conducted. Emphasis is now placed on ensuring the safety and well-being of students, necessitating careful consideration to eliminate their exposure to various risks. Therefore, as we adapt to the changes in the new normal, it is crucial to establish prudent, realistic, and secure guidelines and protocols for local off-campus activities, ensuring the uninterrupted progression of student learning and development. These policies and guidelines pertaining to local off-campus activities for college and TSTI students will adhere to the standards and minimum requirements outlined by the School Administration, Commission on Higher Education, Technical Education and Skills Development Authority, Department of Health, and other pertinent regulatory bodies.

#### 4.2. Classification of Local Off-Campus Activities

4.2.1. Curricular. These are educational tours, degree program-related events, or field studies directly tied to or mandated by the academic

curriculum. These off-campus activities are a fundamental part of the instructional program and are, hence, required. Curricular off-campus activities include:

- a. Research intervention implementation and data gathering procedures (unless the study is conducted by the student government, a student council, or a student organization outside their regular academic load and for benevolent campaign purposes; such an instance qualifies as non-curricular);
- b. Course-affiliated community engagement or any community immersion activities required by the course curriculum such as but not limited to field study, experiential learning, or related learning experiences;
- c. Visits to reputable firms or government sites and other areas identified by the concerned local government units safe for students;
- d. Culture and arts-related activities, such as visits to museums, cultural sites, landmarks, and other related venues; and
- e. Plant industry visit, host training establishment visit, and other related visits.

4.2.2. Non-Curricular. These are mission-based activities, conventions, seminars, conferences, training, volunteer works, advocacy campaigns, and interschool competitions or tournaments that are not directly tied to or mandated by the academic curriculum and are left to the institution's discretion. Non-curricular off-campus activities include:

- a. Campus organization-initiated outreach campaigns;
- b. Community needs assessment and evaluation activities conducted before and after outreach campaigns;
- c. Engagements with the Local Government Unit (LGU) including requested or mandated participation in any activities such as but not limited to parade, charter day celebration tree planting, clean-up drive, among others;
- d. Conventions, seminars, conferences, symposiums, trainings, and team buildings;
- e. Intervarsity sports meet, or interschool competitions and tournaments;
- f. Retreat and recollection programs; and
- g. Culture and arts performances and competitions.

4.3. Exclusions: The scope of this policy excludes international off-campus activities and local/international internship programs. These activities are subject to separate guidelines. International off-campus tours or field trips are regulated by CHED Memorandum Order (CMO) 26, series of 2015, while internship/ OJT /practicum/ shipboard training, and other student internship programs are governed by CMO 104, series of 2017. Despite being governed by distinct policies, organizers are mandated to inform the Office of Student Affairs and Services about the specifics of all such activities for the purpose of easy tracking and reporting.

4.4. Requirements, Roles, And Responsibilities of All Parties Involved: It is the obligation of the School, Colleges/Departments, Student Government, Student Councils, Student Organizations and other interested individuals or groups who are planning to conduct/ hold local off-campus activities to provide necessary services, actions, and assistance relative to off-campus activities. The organizer or personnel-in-charge of the local off-campus activity, as defined hereinabove, should adhere to established protocols and secure permission from concerned offices by submitting the documents specified below. Any misaction, including the deliberate disregard of the required proceeding, will constitute a violation and is recommendable for probing to the Committee on Student Discipline, Committee of Employee Discipline and Decorum, and other pertinent offices.

#### 4.4.1. Responsibilities of the Institution:

- a. The requesting group must designate a personnel-in-charge (PIC) with appropriate qualifications and experience. The PIC must be a faculty or staff; no student shall be given this task or responsibility.
- b. Ensure a 1:40 PIC-student ratio for all off-campus curricular and non-curricular activities.
- c. Ensure safety and welfare of mobility of students through the following transportation vehicles
  - i. Owned by the HEI – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; OR
  - ii. Third party or sub-contracting – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.



- d. Coordinate in advance with the concerned LGUs or NGOs for the safety and convenience of the students.
- e. Require the students to submit a guardian or parental consent (for 18 years old below, the consent must be notarized), personal declaration of consent (for TSTI students), and medical clearance, if appropriate. The form of the parental consent and personal declaration of consent shall be provided by the OSAS.
- f. Develop a framework to offer parallel activities for both curricular and non-curricular local off-campus activities that facilitate the acquisition of knowledge and competencies necessary to fulfill student learning objectives for individuals unable to participate in the activities. These alternative initiatives should not be construed as replacements for any minor or major examinations, nor should they be obligatory for clearance purposes.
- g. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).
- h. As much as possible during extended local off-campus activities, arrange separate accommodations for male and female students
- i. Provide insurance provisions for the students, faculty, and other personnel involved.

4.4.2. Responsibilities of the Students: Before the off-campus activity, the school must require the submission of the following from the requesting party

**FOR CURRICULAR AND NON-CURRICULAR REQUESTS**

*A request letter* outlining the following:

1. Basic profile of the organizer or personnel-in-charge
2. Rationale of engagement/travel
3. Destination and transportation (As much as practicable, destination of off-campus activities should be near the school in order to minimize cost and the destination and schedule should be relevant to the subject matter)
4. Nature of engagement
5. Budget and source of fund, if any
6. Attached document containing proof of the source of funds if travel involves a monetary subsidy

For curricular requests, a *copy of the course syllabus* with the full course title, description, and unit credits which reflects the relevance of requiring an educational tour and field trip

*Duly accomplished, signed, and notarized consent of the parents or guardian for students (college or TSTI) below 18 years old.*

For students 18 years old and above, a *personal declaration of consent* shall suffice where the student, who is of legal age and independent from moral and legal obligations from his or her family, declares and agrees to attend the activity and abide by its rules and regulations to ensure the safety and security of all concerned.

*Medical clearance* of the students or physical examination result duly signed by a competent and qualified medical practitioner, specifically for the following conditions:

1. Strenuous Physical Activities such as sports tournaments, outdoor team building, among others
2. Clearance is necessary for students with known health conditions such as asthma, allergies, heart conditions, among others

If the group decides to collect fees, a *duly approved schedule of fees* must be attached/ submitted. The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders. There should be a breakdown of fund sources and other resources properly secured and accounted for.

**Food.** If an item in the annual budget outline of the concerned unit or department can be aligned to shoulder the food expenses of the off-campus activity, then the students should only be made to pay expenses not covered by the budget, subject to consultation with the Director of the OSAS, the Vice President for Formation and Social Development, the Finance Department, or the President.

**Mobility.** If a third-party operator provides the transportation, the students may be charged for the transportation alongside the entrance and other related fees after consultations with pertinent parties. However, it is incumbent upon the institution, in coordination with the personnel-in-charge to find ways to keep the students from any fees.

*Details of the vehicle that will be used and driver who will be tapped. The details shall include:*

1. Owned by the HEI: Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others
2. Third party or sub-contracting: Certification from LTFRB for the validity of the franchise of the proposed operator, if applicable

Special permit from LTFRB if transportation is out-of-line

Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.

*A copy of the letter sent to the LGU/organization/company has been duly received and approved to ensure proper coordination among all parties involved.*

*List of students and faculty (ensure a 1:40 PIC-student ratio)*

*Minutes of the meeting and the attendance sheet for the briefing and consultation are required. This requirement ensures that the planned activity was carefully coordinated and communicated, and not improvised or sudden.*

*Itinerary.* This requirement must reflect the detailed schedule of activities that will be observed throughout the local off-campus.

*Note: The OSAS may require additional documents relative to the nature and scope of the activity. They may call for a meeting with the faculty or personnel-in-charge to raise questions and clarify*

*things. As for non-curricular off-campus activities, the OSAS may also call to convene with the officers of a student organization.*

#### 4.5. During Off-Campus Activity

4.5.1 The personnel-in-charge should bring a first-aid kit, conduct attendance monitoring, and accompany the students from the time they assemble up to when they are homeward bound from the engagement.

4.5.2 The personnel-in-charge should conduct briefing and debriefing sessions with the students, especially if the activity involves dealing with sensitive or overwhelming situations, or information for that matter.

4.5.3 The personnel-in-charge should also ensure that the program of activities is properly followed according to plan if this falls under their capacity.

4.5.4 Someone should be assigned to document the activity. Documentation is done by capturing photos and taking notes. The documenter will help the personnel-in-charge with the Documentation Report that will be submitted to the OSAS post-engagement.

4.5.5 Any behavior that reflects poorly on the school or disrupts the local community will entail serious disciplinary action from the Committee on Student Discipline. The personnel-in-charge will also be called for probing if the need arises. Personnel who commit grave misconduct shall be endorsed to the Committee on Employee Grievance and Discipline for further investigation and discipline.

#### 4.6. Process Flow of Application and Approval

4.6.1 Interested individuals or groups (college and TSTI) who are planning to conduct/hold local off-campus activities must follow the procedure/process outlined below.

4.6.1.1 Interested individuals or groups who are planning to conduct/hold local off-campus activities prepare the requirements for local off-campus activities.

4.6.1.2 The interested party submits their requirements to their teacher, trainer, or adviser for review.

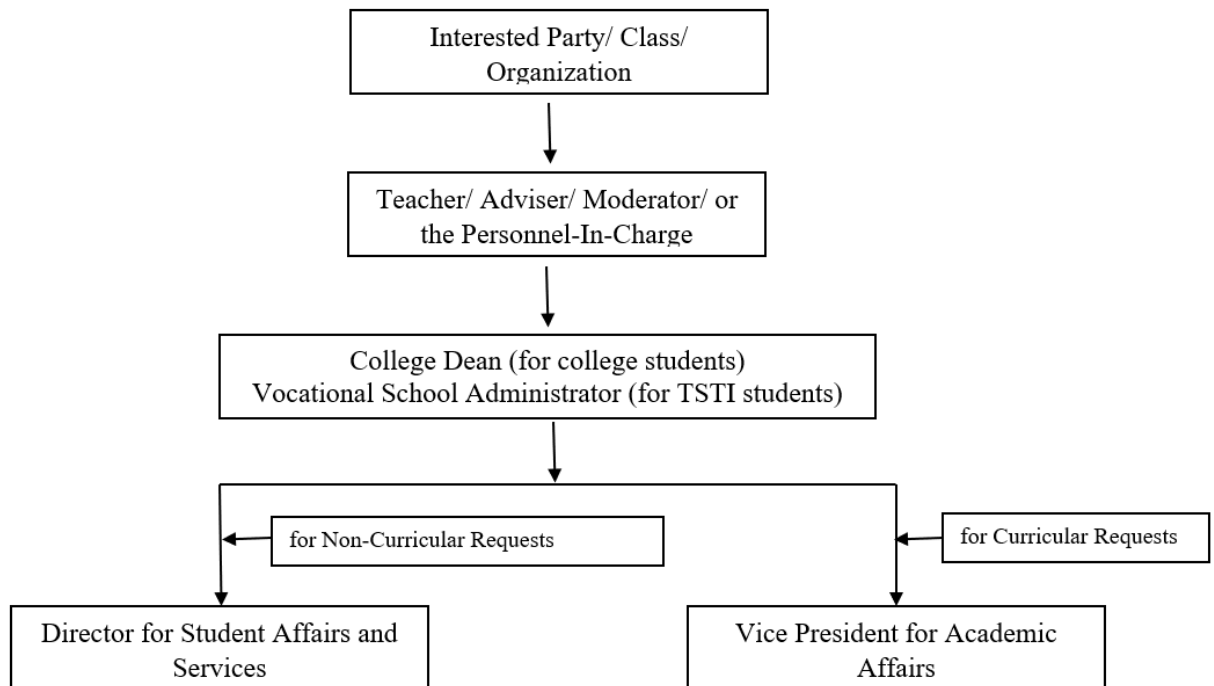
4.6.1.3 If the requirements are in place and complete, the teacher, trainer, or adviser submits the same to the College Dean (for college students) and Vocational School Administrator (for TSTI students) for recommending approval.

4.6.1.4 After the College Dean or the Vocational School Administrator has reviewed the submission, he/she submits the same to the VP for Academic Affairs (for curricular off-campus activities) or to the Director for Student Affairs and Services (for non-curricular off-campus activities).

4.6.1.5 The VP for Academic Affairs (VPAA) or Director of Student Affairs and Services (DSAS) decides and weighs all submitted documents. If deemed in order, the VPAA or DSAS approves the request.

The diagram below outlines the process flow.

**Figure 1: Process Flow of Application and Approval**



4.7. Post-Activity Deliverables: The person in charge must complete and submit post-activity deliverables to the Office of Student Affairs and Services or the Vice President for Academic Affairs. This is important because all school-related events need to be accurately tracked and documented, making it easier for the office to consolidate all activities and initiatives conducted each year. Parties are given one (1) week to prepare and submit a Post-Activity Report or Activity Summary Report. This report serves as a comprehensive record of the activity, including details about its execution, any incidents or observations, and overall outcomes. It helps evaluate the success of the activity, identify areas for improvement, and ensure compliance with safety protocols. A three-day grace period may be given should circumstances make it impossible for the personnel-in-charge to prepare the documents within the allotted time. Submission may be made via email. These are the documents required for proper reporting and documentation of what transpired:

4.7.1 Narrative Report summarizing what transpired during the local off-campus.

4.7.2 Documentation Report containing photos and other proofs to show the event's success.

4.7.3 Liquidation Report if, and only if, the off-campus activity includes monetary expenses

4.8. Violation and Sanctions: Any action relating to local off-campus activity without reference to the guidelines stipulated herein is seen as a violation of the guidelines for local off-campus activities such as but not limited to:

- a. Failure to comply with any of the requirements stipulated in this policy, such as but not limited to:
  - i. Failure to conduct orientation and consultation with students and parents;
  - ii. Failure to obtain the necessary approval from the VPAA or DSAS, but proceeding with the off-campus activity;
  - iii. Failure to verify with agency concerned the road worthiness of vehicles which resulted to a serious risk;
  - iv. Failure to validate the driver's appropriateness and suitability to drive a vehicle which resulted to a serious risk;
  - v. Failure to establish parallel activities for those with valid excuse;
  - vi. Failure to submit the required reports;

- vii. Failure to comply with the requirements and obligation, e.g. PIC/student ratio, loading capacity of transportation, etc.;
- viii. Failure to use the collected fees for its intended purpose;
- ix. Other analogous acts
- b. Imposition of punitive measures upon the student who failed to attend/join the activity.
- c. Deployment of unqualified PIC resulting to mismanagement.
- d. Unguided and unaccompanied off-campus activity.
- e. Exposing the students and other concerned individuals in great danger and risks.
- f. Bringing students to areas not in the original and approved itinerary.
- g. All other analogous circumstances

4.8.1. Sanction: Any College/ Department/ Organization/ Group found guilty of violating any of the provisions contained in these policies and guidelines may be subjected to the following sanctions

- a. Written warning
- b. School service hours/ mandatory work
- c. If the respondents are student leaders, the OSAS has the authority to penalize the president or the entire slate of officers with forced resignation, and the president will lose a seat in the Central Student Government. The student council may then appoint an interim president to fill the role. However, service hours may also be sanctioned to the officers should the violation be proven minor.
- d. If the violator belongs to a Recognized Student Organization (RSO), suspension of recognition may be imposed for a certain period of time as determined by the Office of Student Affairs and Services
- e. If the violator is from the Central Student Government (CSG) and Departmental Student Council (DSC), the case shall be forwarded to the Student Discipline Board for their appropriate action.
- f. If the violator is personnel of the institution, the case shall be forwarded to the Committee on Employee Grievance and Decorum (CEGD) for appropriate action. Once the case is with the CEGD, committee rules and regulations shall apply.

4.8.1.1. Sanctions shall be imposed either individually or in combination, based on the severity of the offense. Furthermore, offenses of a significant nature that pose a threat to the safety of

students and the school are to be referred to the Committee on Student Discipline for resolution.

## **Section 5. Student Internship in the Philippines Program**

In order to foster the development of competitive skills and attitudes for future employment, CHED may mandate the implementation of student exchange programs and the establishment of robust academic partnerships between higher education institutions and businesses or industries. This initiative aims to facilitate high-quality learning experiences and expose students to practical knowledge, enabling them to acquire valuable work competencies and workplace discipline. The specific guidelines for this program are outlined in CHED Memorandum No. 23, s. 2009.

### **5.1: Requirements for Parties Involved**

- The higher education institution (HEI) must possess government recognition for private HEIs, an appropriate board resolution for State Universities and Colleges (SUCs), or a local government ordinance for Local Universities and Colleges (LUCs) for programs involving practicum or internship units.
- The HEI must not have any pending complaints or be subject to administrative, civil, or criminal actions filed against it before CHED, other government agencies/entities, or any competent court.
- The HEI must establish a partnership with a reputable Host Training Establishment (HTE).
- The HEI must develop a Manual or Plan in collaboration with the HTE.
- The HEI must provide the HTE with an evaluation system to assess student performance

#### **5.1.2: Host Training Establishment (THE)**

- The HTE must hold valid licenses and registrations in the Philippines and should offer an appropriate training program for student trainees in accordance with the training Manual or Plan
- The HTE must adhere to the evaluation system for assessing student performance as provided by the HEI

#### **5.1.3: Student Trainee/Intern must:**

- Be currently enrolled in a Philippine higher educational institution.
- Be at least 18 years old.



- Be enrolled in a practicum or equivalent subject, typically in the 3rd year (2nd semester) or 4th year.
- Have successfully met pre-practicum requirements.
- Maintain good academic standing and have completed all prerequisite subjects.
- Be physically, mentally, and emotionally fit, as indicated by a physical and psychological examination certified by DOH-accredited clinics and hospitals.
- Be proficient in the language used by the HTE.
- Secure the consent of parents/guardians.
- Have fulfilled at least 90% of their academic requirements or completed all major (professional) subjects.

## 5.2: Obligations/Responsibilities of Parties Involved

### 5.2.1: Higher Education Institution (HEI)

- a. Formulate local school practicum policies and guidelines covering the selection, placement, monitoring, and assessment of student trainees.
- b. Pre-qualify student trainees/interns in accordance with the school's off-campus training policies and requirements, as specified herein and by the receiving host training establishment (HTE).
- c. Establish criteria for selecting a faculty member who is academically qualified and responsible to serve as the Faculty SIPP coordinator for all aspects of the student internship program, including program implementation, monitoring, and evaluation.
- d. Select the Host Training Establishment (HTE) and ensure that the training plan and practicum venue meet student interests.
- e. Execute a duly-notarized Memorandum of Agreement (MOA) with the HTE.
- f. Collaborate with the selected HTE to develop a Training Manual or Plan for the student trainee/intern. This plan should specify goals and objectives (desired outcomes and how they will be achieved), knowledge, skills, attitudes, and competencies that the student trainee should acquire in each learning area, assignments, and a schedule of activities, among other details. The Training Manual or Plan will be part of the Training Contract signed by the student trainee, HTE, and HEI.
- g. Monitor and evaluate the performance of student trainees jointly with the HTE based on the prescribed training manual or plan.

- h. Monitor the student trainee and address their needs and concerns by coordinating with the HTE, CHED, and other relevant authorities if necessary.
- i. Conduct a general orientation for qualified student trainees and their parents/guardians.
- j. Conduct initial and regular visits/inspections of the HTE organization to ensure student safety.
- k. Submit the following basic documents to CHED through the CHED Regional Office (CHEDRO):
  - i. An annual report for each school year on the implementation of the SIPP, including information on the number of student trainees per program, issues, and concerns, as well as actions taken to address these issues, among other details. This report should be signed by the School Head or an authorized representative, such as the Directors of the concerned program and Registrar.
  - ii. A list of students certified to have completed their internship and the SIPP evaluation form as part of the documentation.
- l. Ensure that any student trainee found guilty of violating any provisions in the guidelines is subjected to institutional disciplinary procedures.
- m. Issue a final grade to the student trainee upon completion of requirements within the prescribed period.
- n. Provide a Certificate of Appreciation to the HTE for successfully training the student.
- o. Furnish CHEDRO with a copy of the duly-notarized MOA.

#### 5.2.2: Host Training Establishment (HTE)

- Facilitate the processing of the documents of the student trainee/intern in coordination with the HEI.
- Provide supervised applied learning experiences for student trainees in accordance with the training manual or plan and the schedule of activities.
- Assign a competent faculty SIPP coordinator responsible for the implementation of all phases of the training plan.
- Conduct a post-training review and evaluation of the program and performance in collaboration with the partner HEI.
- Issue a Certificate of Completion to the student trainees two weeks after the completion of the training.

- May provide necessary incentives to the student trainee as stipulated in the MOA, such as free duty meals, travel allowance, and uniforms.

#### 5.2.3: Student Trainees/Interns

- Sign and comply with the terms and conditions of the contract at all times and with all the rules and regulations of the HTE, CHED, and the HEI.
- Complete the agreed duration of the internship.
- Undergo the required orientation/training program conducted by the HEI and HTE.
- Submit to the SIPP Coordinator a monthly journal of practicum experiences, describing the training activities, problems encountered, and reflections on the training experience.
- Sign the acceptance letter and/or training contract

#### 5.2.4: Parents/Guardians or Spouse

- Co-sign the training contract to signify consent or approval of the training of their child/spouse.
- Sign a waiver if required.

#### 5.2.5: Commission on Higher Education Legal Services

- Prepare the monitoring instrument and orient CHED Regional Offices (CHEDROs).
- Consolidate reports for policy formulation and decision-making.

#### 5.2.6: Commission on Higher Education Legal Services

- Upon request of the Executive Office, CHED Legal Services may conduct investigations on alleged violations committed by the HEI or the HTE and submit its report and recommendations to the Commission en Banc for appropriate action.

#### 5.2.7: Commission on Higher Education Regional Office

- Ensure the safety and well-being of student trainees by monitoring compliance of HEIs with the guidelines through the reports of the HEIs on site visits and other appropriate mechanisms as instituted by CHED.
- Establish and maintain linkages with government and non-government agencies, organizations, and/or industries and

enter into agreements with them specifying their roles and obligations in the implementation of the SIPP.

- Conduct monitoring and evaluation on the implementation of the SIPP.
- Submit an annual report on the status of implementation to the Office of Student Services.
- Provide a feedback mechanism to HEIs and HTEs.
- Ensure that all HEIs and their duly designated HTEs comply with the guidelines for the welfare, protection, and training of trainees.
- Submit to the Central Office CHED Legal Services, through the Office of Student Services, any alleged violations committed by either HEI or HTE.

#### 5.3.1: Violations by Higher Education Institutions (HEIs)

- a. Sending students for internship without the required government recognition or Board Resolution for the program.
- b. Partnering with entities that have no established reputation.
- c. Failing to monitor the welfare of student trainees/interns, exposing them to situations that may be deemed as exploitation of students.
- d. Allowing student trainees/interns to undertake SIPP without a valid training offer or contract between the HTE and the students.
- e. Allowing student trainees/interns to undertake SIPP without a signed MOA with the Training Partner (Note: The MOA between the HEI and HTE may be optional on a case-to-case basis depending on the volume of interns deployed to the latter).
- f. Making false statements/mis-statements of student records/documents to make it appear that the student is qualified to undertake SIPP.
- g. Failing to submit required reports to CHED as specified under the guidelines, particularly on results of pre- and post-monitoring and evaluation of student trainees and actions taken on their grievances and complaints, if any.
- h. Demanding from student trainees training fees or other charges not approved by CHED in addition to the fees already paid by the student during enrollment to participate in the SIPP.
- i. Committing such other acts similar or analogous to the foregoing that are in violation of the provisions of this memorandum.

#### 5.3.2: Violations by Host Training Establishments (HTEs)

- a. Changing the terms and conditions of the signed training contract without the consent of the student trainee and HEI.
- b. Non-compliance with the prescribed training manual or plan.
- c. Placing student trainees in an unsuitable training venue.
- d. Withholding practicum reports of student trainees.
- e. Committing such other acts similar or analogous to the foregoing that are in violation of the provisions of this memorandum.

## **Section 6: Student Internship Abroad Program (SIAP)**

All programs conducted abroad for the purpose of completing academic degrees shall adhere to the guidelines provided in CHED Memo No. 22, s 2013. According to this memorandum, higher education institutions have the authorization to conduct internship programs abroad for CHED-recognized programs that include practicum subjects in their curriculum. It is important to note that the participation in the internship program abroad is voluntary for the student, even if the curriculum mandates international practicum. In cases where a student opts for local practicum or other acceptable alternative activities due to meritorious reasons, they may do so.

All fees and charges related to the internship program abroad will be the responsibility of the student. However, the higher education institution (HEI) is permitted to impose other relevant incidental fees as outlined in CHED Memo No. 3, s 2012. No additional fees beyond those specified shall be permitted.

### **6.1: Requirements for Parties Involved as Outlined in CHED Memo No. 22, s. 2013**

- a. Must be a Filipino citizen.
- b. Currently enrolled in a Philippine Higher Education Institution (HEI) and must fulfill one of the following conditions:
  - i. For Bachelor's Degree programs: Completed at least 75% of professional units or is a 4th year or graduating student of that particular program.
  - ii. For Associate Degree programs: Completed at least 50% of the total credit units for the particular program.
- c. Must be at least 18 years old at the time of the internship.
- d. Passed the pre-practicum/internship requirements of the HEI.
- e. In good academic standing as certified by the HEI.
- f. Physically, mentally, and emotionally fit and has passed the physical and psychological examinations conducted by DOH accredited clinics and hospitals.
- g. Is articulate in English or in the language spoken in the host country.

- h. Has the written consent of parents/guardian/spouse.

#### 6.1.2: Obligations of Students

Students are required to:

- a. Sign and adhere to the provisions of the internship contract, including the rules and regulations set forth by CHED, the Higher Education Institution (HEI), and the Foreign Host Establishment/Organization (FHE/O).
- b. Participate in the mandatory internship program orientation organized by the HEI and FHE/O.
- c. Personally report to the Visa or Consular Officer at the nearest Philippine Service Post within one week upon arrival in the host country.
- d. Maintain a bi-monthly journal documenting their practicum experiences. This journal should describe their internship activities, challenges faced, and reflections on the internship experience. It is to be submitted to the faculty member or authorized coordinator.
- e. Fulfill the agreed-upon duration of the internship
- f. Submit the terminal report and any other school requirements to the HEI upon successful completion of the internship training.
- g. Report any complaints or grievances to CHED through the nearest Philippine Foreign Service Post.

#### 6.1.3: Violations by Students

Students shall be considered in violation if they engage in any of the following actions:

- Any act that contravenes the rules and regulations of the college.
- Any act that contravenes the rules and regulations of the Foreign Host Establishment/Organization in accordance with the internship program.
- Any act that contravenes the laws of the host country.

### **Section 7: Student Participation in Local Government Affairs**

The school acknowledges the significant role of students in nation-building and extends support to their engagement in local government affairs as stipulated in R.A. 10742. However, attendance at meetings or participation in activities related to local government shall not be considered a substitute for the requirements of the student's enrolled program at the school. Students must still adhere to the attendance requirements outlined in the existing school regulations.

## **Chapter 10: General Provisions**

### **Article 1: Effectivity Clause**

This Code shall take effect upon approval of the Governing Board.

### **Article 2: Separability Clause**

If any part or provision of this Code is held invalid, the other provisions not affected thereby shall remain in force and effect.

### **Article 3: Amendment Clause**

No amendment, change or modification to this Code shall be effective or enforceable unless approved by the Governing Board.

### **Article 4: Repealing Clause**

All orders, rules, and regulations and other issuances or parts thereof which are inconsistent with this Code are hereby revoked, amended, and/or modified accordingly.



cagayan  
deOro  
city of golden friendship

