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GENELITA E. HERNANDEZ, *Ed.D.*

Board Secretary V

Resolution No. 39, S. 2023

A Resolution Approving in Principle the Revised Student Handbook of the Mindoro State University (MinSU)

WHEREAS, Art XIV, Section 4(1) of the 1987 Constitution provides that the state recognizes the complementary roles of public and private institutions in the educational system and shall exercise reasonable supervision and regulation of all educational institutions;

WHEREAS, Batas Pambansa (BP) Blg. 232, an act providing for the establishment and maintenance of integrated system of education applies to and governs both formal and non-formal systems in public and private schools in all levels of the entire educational system;

WHEREAS, guided by policies and guidelines, it is believed that an individual must strive to maintain an honest and productive life coupled with his duties and obligations to serve humanity and his country and to recognize his responsibility of conserving and developing the natural resources for sustainable development;

WHEREAS, MinSU proposed to revise the existing Students' Handbook with an unambiguous, up to date, easy to navigate handbook that can also provide valuable information relating to student affairs.

WHEREAS, the primary purpose of the student handbook is to provide students with information, guidelines and policies in relation to their rights subject to limitations prescribed by law and regulations that will enhance their adjustments as part of the school community;

WHEREAS, during the 3rd Quarter Regular Meeting of the MinSU Board of Regents held on 29 September 2023, the Revised Student Handbook was presented to and reviewed by the Governing Board;

WHEREAS, upon review, the Governing Board approved the same in principle, subject to compliance to specific areas for revision as pointed out by its members;

NOW, THEREFORE, in view of the foregoing premises, the Governing Board approved in principle as it is hereby approved the Revised Student Handbook of the Mindoro State University (MinSU).

I hereby certify to the correctness and authenticity of the foregoing resolution.

Sgd
GENELITA E. HERNANDEZ, *Ed.D.*
Board Secretary V

Attested:

Sgd
LEVY B. ARAGO, JR., *Ph.D.*
University President
Vice-Chair, MinSU Board of Regents



MINDORO
STATE
UNIVERSITY

STUDENT HANDBOOK

Revised 2023



Foreword

This Student Handbook represents the culmination of a rich tradition and extensive experience that has been developed and refined over the years. It is a testament to the dedication and commitment of countless individuals within the Mindoro State University community who have worked tirelessly to create an educational environment that fosters personal growth, academic achievement, and ethical conduct.

The rules, regulations, and guidelines contained within this handbook have been carefully crafted to strike a balance between preserving our institution's values and promoting individual student development. They reflect the wisdom garnered from years of experience in nurturing the minds and characters of our students.

As you navigate your educational journey at Mindoro State University, you will come to realize that this handbook is more than just a set of rules; it is a roadmap to success and personal fulfillment. It provides you with a framework for making responsible choices, respecting the rights and dignity of others, and striving for excellence in all your endeavors.

By embracing the core values of Resilience, Integrity, Commitment, and Excellence outlined in this handbook, you not only fulfill your responsibilities but also exemplify the true spirit of a MinSU student—a spirit that has been shaped by the collective wisdom and tradition of this esteemed institution. Your adherence to these principles not only contributes to the continued success of our university but also prepares you for a future marked by achievement, leadership, and integrity.

LEVY B. ARAGO, Jr, *Ph.D.*
University President

Institutional Philosophy

The Mindoro State University believes in the supremacy of God over His creation, and that man as His special creation has the capacity to learn and can be developed physically, mentally, socially, and spiritually. The University strongly upholds education as an indispensable aspect of the changes in individual. Equipped with functional and more effective education, an individual must strive to maintain an honest and productive life coupled with his duties and obligations to serve humanity and his country and to recognize his responsibility of conserving and developing the rich and natural resources for sustainable development

Vision

The Mindoro State University is a center of excellence in agriculture and fishery, science, technology, culture, and education of globally competitive lifelong learners in a diverse yet cohesive society.

Mission

The University commits to produce 21st century skilled lifelong learners and generates and commercializes innovative technologies by providing excellent and relevant services in instruction, research, extension, and production through industry-driven curricula, collaboration, internationalization, and continual organizational growth for sustainable development.

Core Values

Resilience

We strive hard to regain the University's strength quickly amidst adversities for sustained growth and empowerment.

Integrity

We adhere to the value of respect and champions the practice of upright moral code crucial in the attainment of the University's vision and mission.

Commitment

We internalize the value of dedication to hard work to meet the quality standards and shares this value as zeal towards achieving excellent performance.

Excellence

We uphold outstanding performance of the University's quadruple functions: instruction, research, extension and production.

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Handbook Revision Committee

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Our Program Offerings

UNDERGRADUATE PROGRAMS (MAIN CAMPUS)

- Bachelor of Science in Agriculture
- Bachelor of Secondary Education
- Bachelor of Science in Agricultural and Biosystems Engineering
- Bachelor of Elementary Education
- Bachelor of Science in Entrepreneurship
- Bachelor of Science in Information Technology
- Bachelor of Science in Environmental Science
- Bachelor of Science in Agroforestry
- Bachelor of Science in Horticulture
- Bachelor of Science in Tourism Management
- Bachelor of Arts in English Language

UNDERGRADUATE PROGRAMS (CALAPAN CAMPUS)

- Bachelor of Secondary Education
- Bachelor of Technical-Vocational Teacher Education
- Bachelor of Technology and Livelihood Education
- Bachelor of Science in Information Technology
- Bachelor of Science in Criminology
- Bachelor of Science in Tourism Management
- Bachelor of Science in Hospitality Management
- Bachelor of Arts in Psychology
- Bachelor of Arts in English Language

UNDERGRADUATE PROGRAMS (BONGABONG CAMPUS)

- Bachelor of Secondary Education
- Bachelor of Science in Information Technology
- Bachelor of Science in Criminology
- Bachelor of Science in Tourism Management
- Bachelor of Science in Hospitality Management
- Bachelor of Science in Entrepreneurship
- Bachelor of Elementary Education
- Bachelor of Science in Fisheries
- Bachelor of Arts in Political Science
- Bachelor of Science in Computer Engineering

Brief History of Mindoro State University

The Mindoro State University (MinSU), formerly the Mindoro State College of Agriculture and Technology (MinSCAT) was originally the Mindoro National Agricultural School (MINAS) created by virtue of R.A. 506 sponsored by then Oriental Mindoro Congressman Raul T. Leuterio. It formally opened its door for learning on August 26, 1951 with the 26 pioneering students.

In 1963, by virtue of R.A. 3758, the Collegiate Department was opened. This steered the offering of several collegiate courses. The first two (2) years leading to the degree of Bachelor of Science in Agriculture (BSA) was initially offered. This was followed by the two-year course leading to Associate in Agricultural Technology (AAT) in 1973; then the complete course offerings of Bachelor of Science in Agricultural Education (BSAE) in 1975; and Bachelor of Science in Agriculture (BSA) in 1977. In 1980 the new BSA curriculum was adopted which was developed by the Technical Panel for Agricultural Education based at UP Los Baños.

The expanded collegiate course offerings made MINAS a full-fledged College, named Mindoro College of Agriculture and Technology (MCAT) on July 10, 1976. The trend continued when MCAT was converted into Mindoro State College of Agriculture and Technology (MinSCAT) under R.A. 8007 on May 25, 1995 through House Bill No. 2354 entitled "An Act Converting MCAT into a State College" which was filed by then Congressman Renato V. Leviste and was endorsed to the Senate under Senate Bill 1674 sponsored by Senator Raul S. Roco. On December 7, 1994 Senate Committee on Education, Culture and Arts chaired by Senator Leticia R. Shahani submitted the proposal to President Fidel V. Ramos for approval, declaring MinSCAT as the first and only state college in Oriental Mindoro.

February 7, 2001 marked another milestone in the history of MinSU with the integration of the two (2) CHED supervised institutions in the province, namely: the Bongabong College of Fisheries now MinSU-Bongabong Campus and the Polytechnic College of Calapan now MinSU-Calapan City Campus. The MinSU-Bongabong Campus originally the Bongabong School of Fisheries (BSF) was established on September 21, 1964 by virtue of Republic Act No. 3306. In 1975, the government approved the offering of the Revised Fishery Technical Education Curriculum. It was converted into a full-fledged college, Bongabong College of Fisheries (BCF) on July 5, 1995 by virtue of R. A. 8143.

The MinSU-Calapan City Campus, on the other hand, was established as a government secondary trade school known as Calapan School of Arts and Trades (CSAT) by virtue of R.A. 3397 in June 1961. In 1972, CSAT merited the Ministry of Education, Culture and Sports (MECS) approval to offer Trade Technical Education Curriculum. Efforts to convert the institution into a College authorized to offer degree courses were realized with the approval of R.A. 8076 in June 19, 1995 converting CSAT to Polytechnic College of Calapan (PCC). With the integration, the PCC evolved into MinSCAT, now MinSU – Calapan City Campus. The MinSU, with three campuses within the two congressional districts in Oriental Mindoro was recognized as the only public institution of higher learning in the Province of Oriental Mindoro.

In pursuit of innovative and transformative education and quality services to the clientele, MinSCAT envisioned to become a University. By virtue of RA 10596 as amended by RA 11006, the Mindoro State College of Agriculture and Technology (MinSCAT) was converted into Mindoro State University on June 4, 2013 with provisions for compliance before the grant as full-fledged university through House Bill No. 4448 entitled with Congress authors/co-author Franklin M. Drilon and Rodolfo G. Valencia, respectively and sponsor Edgardo J. Angara respectively. RA 11006 which amended RA 10596 was sponsored by Paulino Salvador C. Leachon.

On March 16, 2021, the long-sought dream to become a full-fledged university was realized after the certification by the Commission on Higher Education (CHED) of full compliance to the operational requirements and validated by the Office of Institutional Quality Assurance and Governance (OIQAG) by virtue of the Resolution No. 110-2021 by the Commission en banc dated March 16, 2021 and Resolution No. 01, series of 2021 of the Mindoro State University Board of Regents. The Mindoro State University (MinSU) is the first ever University in the province of Oriental Mindoro and the youngest in the MIMAROPA Region.

The leadership of MinSU has progressed from its first superintendent, Mr. Eligio C. Ureta (1951-1962); Mr. Onofre F. Martin (1962-1963); Mr. Crispin E. Cabanilla (1963-1965); Mr. Antonio U. Ganir (1965-1979); Mr. Camilo Silvestre (1979-1990); Mr. Manolito V. Icalla as Principal-OIC (1990-1991); Mr. Jeremias A. Ortiz as Administrator-OIC (1991-1994); and Dr. Angelito A. Bacudo as Principal-OIC (1994-1996).

On July 8, 1996, Dr. Angelito A. Bacudo was installed as the first President of MinSCAT until his untimely demise in February 2007. Dr. Levy B. Arago, Jr., the Vice President for Academic Affairs during the time was designated as the Officer-In-Charge to the Office of the President from February 2007 to June 2007. Dr. Bacudo's untimely demise called for the search for new College President which favored Dr. Jesse T. Zamora who was appointed by the Board of Trustees on August 2, 2007 as the second President of MinSCAT. Dr. Zamora took his leadership until July 9, 2018.

On July 10, 2018, Dr. Levy B. Arago, Jr. was appointed by the Board of Trustees as the third and last President of MinSCAT which term ended on August 26, 2021.

On August 27, 2021, the historical inauguration of the University was held vis-à-vis the oath taking with the CHED Chairperson Professor Prospero E. De Vera III and investiture ceremonies of the First University President Dr. Levy B. Arago, Jr. whose appointment commenced from August 27, 2021 to August 27, 2025.

MinSU has offered wide array of opportunities for further growth of the whole MinSU Family and the Mindoreños having the first ever university in the province. It has been for the whole academic community to realize waiting for this long-sought dream. The University is envisioned to be the first-choice, premier and global institution of higher learning in the province. It is focused to the attainment of strategic priorities in academic, governance, research, extension and development to continuously address the dynamic needs of its growing population.

The MinSU Logo

The **MinSU Seal** stands as a vibrant and multifaceted emblem, a visual synthesis of our university's core values and mission. Each element within it carries profound significance, collectively painting a vivid portrait of our institution's identity and purpose.

The **Shield**, positioned within the logo, signifies strength and protection. It stands as a symbol of our unique role in guarding our graduates against the perils of poverty and ignorance. While not at the center, its placement emphasizes its significance within our university's ethos.

The **Tamaraw Head**, resembling a badge, captures the essence of resilience and unique strengths. Though represented solely by the head, it symbolizes the indomitable spirit of the Mindoreños and our university community. Its presence acknowledges our heritage and underscores our determination to overcome adversity.

The **Sunrays**, reminiscent of beams of enlightenment, reflect our unwavering commitment to illuminating the path of knowledge and guidance for the young minds who pass through our institution. They also symbolize our broader ambition to extend the reach of quality education, both within regions and throughout the ASEAN Region, aligning with the ideals endorsed by the Commission on Higher Education.

The timeless **Laurel Wreath** weaves a narrative of honor and achievement, underscoring the vital role of knowledge and learning in the success of both our university and the individuals it nurtures.

Embedded within the design, the **Oriental Mindoro Map** underscores our commitment to serving both congressional districts of our province, symbolizing our contribution to their continuous growth and development.

The year **1951** is a cherished cornerstone of our emblem, marking the founding year of our institution. It symbolizes not just a historical moment but an enduring legacy, a testament to our sustained dedication to providing quality education for generations.

In terms of color symbolism, **green**, our dominant hue, pulsates with vitality, evoking strength and the life-affirming services we offer. **Yellow**, our secondary color, symbolizes optimism, hope, and happiness, reflecting our uplifting and illuminating role in the field of education. **White**, pristine and pure, embodies integrity, representing the unblemished reputation and the genuine motives that define our institution.

Collectively, the MinSU Seal is a living embodiment of our university's ethos and unwavering dedication. It signifies our commitment to providing transformative education, nurturing individuals who will become agents of positive change in their communities and beyond. This emblem encapsulates our enduring legacy and our boundless aspirations for the future, always striving to illuminate the path to knowledge and empowerment.

The MinSU Hymn

MinSU IN OUR HEARTS

Music and Lyrics by: Cesar S. Aguilar

Musical Arrangement: Romeo C. Castillo, PhD and Nepthali P. Fajardo

Raise your voice throughout the land.
We have MinSU forever.
Bring the truth and wisdom fore,
Our unyielding spirits soar.

A humble few, to till the land.
Wishing all the world could share.
It's our goal, to shape and teach,
Every willing arm to reach.

We have planted all the seeds,
And the yields are all our dream.
Reaching with our might
Even through the night
We have MinSU in our hearts.

Let us sing our blessed hymn.
Making MinSU our true home
Throughout the world our feet will tread
But our hearts would stay instead.

We have planted all the seeds,
And the yields are all our dreams.
Reaching with our might
Even through the night
We have MinSU in our hearts.

Reaching with our might
Even through the night
We have MINSU in our hearts.

ACADEMIC REGULATIONS

SECTION 1. COURSE REQUIREMENTS

- 1.1. General Education Curriculum. All undergraduate students, regardless of their major, must complete the prescribed General Education Curriculum. This curriculum exposes them to various fields of knowledge and fosters intellectual skills such as critical, analytical, and creative thinking. It aligns with the guidelines set by the Commission on Higher Education (CHED) under CMO 20 s. 2013.
- 1.2. Specialization Courses. These courses comprise both mandatory and elective classes within a specific field of study, focusing on theoretical and practical aspects.
- 1.3. Thesis/Capstone/On-the-Job Training/Student Teaching: Both graduate and undergraduate programs require students to submit a research-based thesis relevant to their field of specialization or a technical/narrative report on Field Practice/On-the-Job Training (OJT). In the Teacher Education Program, a 6-unit Student Teaching experience is mandatory.

SECTION 2. GENERAL ADMISSION REQUIREMENTS

- 2.1. No student shall be denied admission to the University by reason of age, sex, race, and religion.
- 2.2. Admission to the University is subject to the following criteria:
 - a. New Students. Admission is granted through the MinSU Admission Test and is applicable to the following:
 - i. Graduating Senior High School Students of the school year preceding the academic year opened for admission;
 - ii. Senior High School Graduates from DepEd-recognized high schools (CHED Memorandum Order No. 10, s. 2017) or accredited secondary schools abroad who have not previously enrolled in any academic college course;
 - iii. Passers of the Philippine Educational Placement Test (PEPT), Alternative Learning System (ALS), or Non-Formal Education Accreditation and Equivalency (NFEA&E) Program who have not previously enrolled in any academic college course (CMO No. 10 s. 2018).
 - b. Returning Students (Returnees). Readmission is considered based on past academic performance, slot availability, and compliance with readmission requirements.
 - c. Transferring Students (Transferees)
 - i. From a MinSU Campus. Admission as a transferee from one MinSU campus to another is based on the recommendation of the Dean and/or Institute Head, slot availability, and fulfillment of admission requirements.
 - ii. From Another School. Admission as a transferee from another school depends on slot availability and compliance with the University's academic and admission standards.
 - d. Re-enrolling Baccalaureate Degree Holders (Second Degree Takers). Admission to post-baccalaureate programs or special programs depends on slot availability and is subject to approval by the College Dean and University Admissions Office.

- 2.3. Program/ Course Options
 - a. 1st Choice. Applicants choose from the University's program offerings, specifying the campus where the program is available. This represents the applicant's preferred program for admission.
 - b. 2nd Choice. Applicants who fail to meet the criteria for their first choice may be considered for admission to their second-most preferred program.
 - c. Final admission to the program of choice shall be based on approved guidelines and criteria set by the program.
- 2.4. Grounds for Non-Admission
 - a. Incompleteness or non-submission of documents
 - b. Failure to pass admission test.
 - c. Misrepresentation of information provided in the application forms and/or other pertinent attachments
 - d. Violation of application instructions
 - e. Medical and/or mental condition/s that render an applicant unfit to go to college.

SECTION 3. ENROLLMENT

- 3.1. All students must enroll during the designated enrollment period, as *per* the approved academic calendar.
- 3.2. Late registration incurs fines, with P80.00 on the first day after the enrollment period and an additional P10.00 charged for each subsequent day.
- 3.3. Enrollment shall no longer be allowed two weeks after the start of classes unless officially extended or suspended with the approval of the University President.
- 3.4. Enrollment Procedure
 - a. For Incoming First Year and Transferees
 - 1. Visit the Admissions Office to receive the admission assessment result and tracer forms.
 - 2. Complete and pass screening procedures of the chosen program.
 - 3. Complete the Registration form on the online enrollment site.
 - 4. Undergo a medical, dental, and eye examination at the University Clinic and submit the required medical certificate, laboratory results, and other records.
 - 5. Submit enrollment requirements to the Registrar's Office.
 - 6. Pay the necessary fees to the Cashier (if applicable).
 - 7. Once marked as "Enrolled" in registration, students can obtain a Certificate of Registration.
 - b. For Continuing Students
 - 1. Consult the Dean/Head/Program Chairperson for grade evaluation in line with retention policies and verify the student clearance from the previous semester.
 - 2. Complete the Registration Form on the online enrollment site.
 - 3. Pay the required fees to the Cashier (if applicable).
 - 4. Once marked as "Enrolled" in registration, obtain a Certificate of Registration and Validation of Student ID.

SECTION 4. TUITION AND OTHER FEES

- 4.1. Free Higher Education Act of 2017
 - a. As mandated by Republic Act No. 10931, otherwise known as the *Universal Access to Quality Tertiary Education Act of 2017*, students are entitled to:

- i. free tuition for all courses/subjects' classes enrolled in during a particular semester/term, as part of the curriculum and are essential to obtaining a degree; and
 - ii. free miscellaneous, other school fees, and similar or related fees which include library fees, computer fees, laboratory fees, school ID fees, athletic fees, admission fees, development fees, guidance fees, handbook fees, entrance fees, registration fees, medical and dental fees, and cultural fees.
 - b. Only the first copies/printouts of school ID, library ID, and student handbook shall be free. Any subsequent requests by the student will be charged the usual fees.
 - c. Students who are ineligible to avail of the Free Higher Education and those who voluntarily "opt out" as stipulated in RA 10931 shall pay the amount equivalent to the assessed tuition and other school fees.
 - d. Other fees not covered by the Free Higher Education Act must be paid by the students, subject to existing rules and regulations.
 - e. Different fee rates are applied to foreign students for various types of fees.
 - f. Information on tuition and special fees may be obtained from the Accounting Office before and during the enrollment period.
- 4.2. Paying Students/Students Not Covered by the Free Higher Education Act
- a. Payments of assessed fees can be made in full or partially at the Cashier's Office.
 - b. Students who opt for partial payment must pay 50% of the total assessed fees for the semester during the enrollment. The remaining balance shall be paid in two installments, with the first installment due one (1) week before the midterm examinations and the second installment due one (1) week before the final examinations.
 - c. Partial payment shall only be applicable if the student's total school bill is more than Php1,500.00. Otherwise, full payment must be made.
 - d. Students under the installment scheme must ensure that full payment is made one (1) week before the final examinations. Failure to do so may result in the withholding of credentials until such time that the student has settled his/her outstanding financial obligation to the institution.
 - e. Paying students are entitled to a refund of tuition and laboratory fees in cases where a course is dissolved or the student can no longer attend classes due to conflict in schedule.
 - f. In cases where a paying student drops a course/s, the following refund scheme is observed:
 - i. Dropping During a Regular Semester

Dropping Period	Refundable Amount
Within the 1st week of classes	90% of the total amount paid
Within the 2nd week of classes	70% of the total amount paid
Within the 3rd week of classes	50% of the total amount paid
After the 3rd week of classes	No refund

- ii. Dropping During a Special Term

Dropping Period	Refundable Amount
Enrollment to the 2nd day of classes	90% of the total amount paid
3rd to 4th day of classes	70% of the total amount paid
5th to 6th day of classes	50% of the total amount paid
7th day of classes	No refund

- g. All refund applications shall be processed three (3) weeks after the opening of classes.
- h. Failure to officially drop a course within the prescribed period shall result in forfeiture of the refund claim and shall require full payment of fees for said course/s.
- i. Students with an outstanding balance who drop a course/s after the fourth week of regular classes during a regular semester or after the sixth day of regular classes during a special term must pay the entire balance for the entire semester/special term.

SECTION 5. CROSS-ENROLMENT

- 5.1. Students from other institutions, depending on slot availability, may be permitted to cross-register during the enrollment period, provided that he/she has secured a permit from the Registrar of the institution he/she is regularly enrolled in.
- 5.2. Students are allowed to cross-enroll in only one (1) school outside the University at a time.
- 5.3. Cross-enrollment of courses outside the University must be approved by the Dean/Head/Program Chairperson and authorized by the Registrar to receive credit.
- 5.4. Cross-enrollment is allowed across all curricular levels if slots are available, provided that the courses are not major and have the same course description.

SECTION 6. RETENTION POLICIES

- 6.1. After admission, students must adhere to the retention policy of the academic program they are enrolled to.
- 6.2. Generally, for students enrolled in board programs, students should maintain a general weighted average of 2.25 per semester with no failing grade on the first two years to qualify for third year level. For BS Agricultural and Biosystems Engineering, students should maintain a general weighted average of 2.25 per semester with no failing grade on the first year to qualify for second year level.

SECTION 7. ACADEMIC LOAD

- 7.1. One (1) lecture unit corresponds to one (1) contact hour while one (1) laboratory unit corresponds to three contact hours per week.
- 7.2. The total number of units a student may register shall be in accordance to their enrolled curricular programs.
- 7.3. During a Special Term, a student may register for a maximum of nine (9) units, except in exceptional cases where graduating students may be allowed up to 12 units.
- 7.4. Transfer students can only enroll in courses without prerequisites.
- 7.5. The Dean/Head/Program Chairperson may limit the academic load of employed students, whether full-time or part-time.

- 7.6. Students with superior academic standing may be allowed to take advanced and additional academic load up to 6 units as approved by the VPAA and recommended by the Dean. This is determined based on the academic performance from the previous semesters and other evidence of educational measurement.
- 7.7. Students with special needs (as provided in Section 13) may be allowed to reduce their academic load down to 75% of the original/ regular load.

SECTION 8. TRANSFER STUDENTS

- 8.1. All courses and units taken from government recognized HEIs may be credited if they are prescribed in the curriculum and have the same course content and number of units.
- 8.2. Courses from CHED-recognized private institutions may be credited, provided they are in the curriculum and have the same program content and units.
- 8.3. Transferees must take a validation examination administered by the Dean/Head/Program Chairperson for each course they wish to have accredited for advanced credits.
- 8.4. Only courses leading to a degree program taken by transferees shall be validated and accredited.
- 8.5. Validation/accreditation should occur within three (3) semesters from admission to the institution.
- 8.6. Accredited courses must not exceed 30% of the total prescribed curriculum units.
- 8.7. Transfer students cannot enroll in a course if the prerequisite, taken elsewhere, has not been validated or repeated.
- 8.8. If the number of units earned outside the University/College is less than the prescribed units for the program, the student must enroll in the course as offered by the University/College.
- 8.9. Only units earned by a foreign student at the collegiate level shall be credited. Units earned in technical/vocational programs and high school shall not be credited toward a degree program.
- 8.10. Credited courses taken in another University/College cannot be retaken for higher grades.

SECTION 9. CHANGE/ADDITION/CANCELLATION OF COURSES

- 9.1. Changing/ adding/ cancellations of courses must be made within two (2) weeks after the last day of registration.
- 9.2. Changing/ adding/ cancellations must be approved by the Dean/Head/Program Chairperson.
- 9.3. The total course load, including additional course/s, must not exceed the prescribed units in the curriculum during the semester.

SECTION 10. SUBSTITUTION OF COURSES

- 10.1. Substitution of courses is allowed when students are pursuing an outdated curriculum and the substitution aligns the old curriculum with the new one.
- 10.2. Substitution petitions must involve courses allied to each other and have the same number of units or more than the units of the required course.
- 10.3. No substitution is allowed for a failed course in the curriculum unless the course is no longer offered, and the proposed substitution substantially covers the same subject matter.

- 10.4. Petitions for substitution must be recommended by the Program Chairperson and approved by the Dean/Head and the Vice-President for Academic Affairs.

SECTION 11. DROPPING OF INDIVIDUAL COURSES

- 11.1. Dropping of courses without evaluation (Regular Dropping period)
Dropping of courses without evaluation must be filed from the third week until the ninth week of the semester. The dropped courses, if approved, will be marked as Officially Dropped (OD) on the student's transcript of records. Failure to do so will result to a "Failed" mark for the course.
- 11.2. Dropping with Evaluation
A course is deemed dropped after the concerned faculty has determined the current academic standing of the student on the tenth week until the sixteenth week of the semester. A student with a failed academic standing will be given a grade of 5.00 while a student with passing academic standing will be given a remark of "OD".

SECTION 12. WITHDRAWAL/CANCELLATION OF REGISTRATION

- 12.1. Withdrawal of registration shall be made and approved based on existing rules and regulations of the University.
- 12.2. Students who withdraw their registration shall be entitled to a full refund of fees paid, except matriculation and registration fees depending on the policy of the institution.
- 12.3. Students who withdraw their registration shall be entitled to withdraw his/her credentials submitted as a requirement for enrolment based on existing rules and regulations of the institution.
- 12.4. No withdrawal of registration shall be made after the specified period. The rules for dropping shall apply.

SECTION 13. CLASSIFICATION OF STUDENTS

- 13.1. Students may be classified as follows:
- a. According to academic load:
 - i. Regular student - registered for formal academic credit and carrying the full required load per semester.
 - ii. Irregular student - has deficiencies or back courses.
 - iii. Special needs student - refers to learners with special needs, including but not limited to, those with behavioral problems, learning disabilities, and multiple handicaps. Special needs students may modify their academic load and require tailored educational programs, facilities, and equipment to accommodate their abilities and needs related to their disabilities. MinSU shall endeavor to provide such modifications when resources allow, ensuring an inclusive and accessible learning environment for all students.
 - b. According to year level:
 - i. First Year - has not completed the first-year courses or has finished less than 25% of the total required units.
 - ii. Second Year - completed first-year courses or more than 25% of the total required units.
 - iii. Third Year - completed the first two years or finished more than 50% of the total required units.

- iv. Fourth Year - completed the first three years or finished more than 75% of the total required units.

SECTION 14. REQUEST FOR UNSCHEDULED COURSES/CLASSES ON SPECIAL ARRANGEMENTS

- 14.1. Courses unscheduled for a given term may be offered upon written request of at least fifteen (15) students submitted at least two weeks before the start of registration, duly endorsed by the Program Chairperson and approved by the Dean/Head.

SECTION 15. PREREQUISITE/S OF COURSES

- 15.1. Follow the rules on the sequence of courses in the curriculum.
- 15.2. Enrolling in and attending a course without passing its prerequisite will not earn academic credit.
- 15.3. A student who is enrolled in and attending a course without passing its prerequisite is not eligible to receive academic credit for the said course.

SECTION 16. SHIFTING FROM ONE PROGRAM TO ANOTHER

- 16.1. A student intending to change or shift to another program or major must adhere to the following guidelines:
 - a. Shifting to another program requires approval from both the department of origin or college and the accepting department or college.
 - b. Changing programs or majors more than twice is not permitted.
 - c. Shifting must be completed within two weeks after the opening of classes.

SECTION 17. ATTENDANCE

- 17.1. Students must attend all classes starting with the first meeting of every course.
- 17.2. Non-attendance in any required class or academic activity constitutes an absence, including time lost due to late enrollment.
- 17.3. A student is considered absent if not present within the third fraction of the scheduled class time, meaning arriving after:
 - a. the first 60 minutes of a three-hour class;
 - b. the first 40 minutes of a two-hour class;
 - c. the first 30 minutes of a one-and-a-half-hour class; and
 - d. the first 20 minutes of a one-hour class.
- 17.4. Tardiness is an instance of a student arriving 1-10 minutes after class time has begun. Three (3) consecutive times tardiness is equivalent to one (1) day of absence.
- 17.5. Approved absences, due to official University representation or medical reasons, will be excused.
- 17.6. Absence due to illness may be excused with a medical certificate, authenticated by the Head of the Medical Unit.
- 17.7. Students may be dropped from a course if they have more than seven (7) consecutive class absences or an accumulated unexcused absence of at least twenty percent (20%) of the total class hours in a semester.
- 17.8. In cases of excessive absences due to sickness, the student may be dropped from the rolls or be allowed to take a Leave of Absence (LOA).
- 17.9. No student shall be denied access to class due to tardiness, but they may be marked absent and not participate in graded oral or written recitations.

SECTION 18. LEAVE OF ABSENCE

- 18.1. A student intending to take a leave of absence exceeding one semester but not exceeding one academic year must submit a letter of intent to the Dean/Head for approval, stating reasons for the leave.
- 18.2. If the leave exceeds one academic year, the student loses their status as a student-in-residence.
- 18.3. A student who withdraws from the University without a formal LOA shall apply for readmission as a returning student with potential registration privileges curtailed.

SECTION 19. MAXIMUM RESIDENCY REQUIREMENT

- 19.1. Students who cannot complete the program within the prescribed curriculum period may be allowed to complete it within the maximum allowable period, generally two additional years for a four-year baccalaureate program.
- 19.2. Failure to complete the program within the prescribed period will result in the cessation of government tuition fee subsidies, and students will pay the appropriate tuition assessed by the Accounting Office.

SECTION 20. EXAMINATIONS

- 20.1. Every student, regardless of class standing, must take scheduled examinations, including midterm and final exams, in addition to quizzes and other tests given by professors/instructors.
- 20.2. Midterm exams cover material from the first half of the semester, while the scope of final exams depends on the professor.
- 20.3. An examination permit is required to take these exams.
- 20.4. Cheating in an examination will result in a failing mark in the examination. Transmitting or soliciting information between students during the exam is strictly forbidden. Both students involved, if warranted, will receive a failing grade for that specific examination.
- 20.5. Students who miss scheduled exams for valid reasons may be allowed to take a special examination. This requires submitting relevant documents to support the validity of the absence and obtaining approval from the Dean/Head/Program Chairperson. A special examination form must be completed by the student and a special examination fee paid, regardless of the number of exams to be taken.
- 20.6. The administration of special/removal examinations for individuals or groups of students is subject to the recommendation of the concerned faculty and the approval of the unit head. A copy of the signed examination form must be submitted to the Registrar's Office for records and reference purposes.

SECTION 21. GRADING SYSTEM

- 21.1. The academic performance of students shall be evaluated and graded at the end of each term using The Zero-Based Grading System (ZBGS). Under this system, each grade reflects a student's mastery of the subject matter without reliance on predetermined baseline percentages. Grades are calculated by dividing the total points earned on assessments by the total possible points, resulting in a rate that accurately represents student understanding.
- 21.2. Computation of grades shall observe Cumulative Grading System. This approach calculates a student's grade by continuously incorporating each new assessment.

throughout the semester, with each weighted according to its significance. All assessments contribute to an ongoing cumulative grade-in-progress, which reflects the student's current understanding and progress.

21.3. Percentage Distribution per Assessment Type for Purely Lecture Courses

Percentage Distribution per Assessment Type	
Written Outputs and/ or Performance Tasks	50%
Major Exam/ Summative Tests	50%
TOTAL	100%

21.4. Percentage Distribution per Assessment Type for Courses with Laboratory

a. If lecture units is lower than laboratory units

Percentage Distribution per Assessment Type	
Lecture	40%
Written Outputs and/ or Performance Tasks	20%
Major Exam/ Summative Tests	20%
Major Exam/ Summative Tests	60%
Performance Tasks	30%
Projects / Examinations	30%
TOTAL	100%

b. If lecture units is greater than laboratory units

Percentage Distribution per Assessment Type	
Lecture	60%
Written Outputs and/ or Performance Tasks	30%
Major Exam/ Summative Tests	30%
Major Exam/ Summative Tests	40%
Performance Tasks	20%
Projects / Examinations	20%
TOTAL	100%

21.5. Students will be marked according to the following system:

Grade/ Mark	Percentage/ Equivalent	Description
1.0	100.00 – 96.00	Excellent
1.25	95.99 - 92.00	Outstanding
1.50	91.99 - 87.00	Very Good
1.75	86.99 – 82.00	Good
2.00	81.99 – 77.00	Very Satisfactory
2.25	76.99 – 72.00	Thorough Satisfactory
2.50	71.99 – 68.00	Satisfactory
2.75	67.99 – 64.00	Fair
3.00	63.99 – 60.00	Passed
4.00	59.99 – 55.00	Take Remedial Exam
5.00	Below 55	Failed
5.00		Failed due to Absences
Inc.		Incomplete
OD		Officially Dropped
FD		Forced Dropped

- 21.6. In case a student fails to take a final examination or submit an academic requirement for completion of a course and that the student's scholastic performance is not sufficient to merit a final passing grade, the faculty shall give a failing grade.
- 21.7. Where the failure to take the final examination or to submit the academic requirements is due to excusable grounds such as sickness, emergency, or accident, the student may be given an incomplete mark or INC. In no case shall an incomplete (INC) mark remain for more than one academic year. Non-compliance after one academic year will automatically fail the course.
- 21.8. An Officially Dropped (OD) is given to a student who voluntarily withdraws from a course as stipulated in this handbook (Dropping of Individual Courses).
- 21.9. A Failed due to Absences (FDA) mark is given when the faculty member drops the student from his/her roll for having exceeded the allowable number of absences.
- 21.10. A Forced Dropped (FD) is given to a student for not having attended the class since the start of the term.
- 21.11. A student who received a passing grade in a course shall not be allowed to take another examination to improve his/her grade.
- 21.12. In computing grades, various factors are considered, such as whether the course includes a laboratory component, is a general education course, or a major course.
- 21.13. The instructor/professor must present the basis of computation during the initial class meetings, in strict accordance with the guidelines approved by the Academic Council.

SECTION 22. CHANGE OF GRADES

- 22.1. Students who have already passed a course shall not be allowed to retake an examination to improve their grades.
- 22.2. Final grades submitted to the registrar cannot be altered or modified without written permission, except in cases of clerical or mathematical errors, which must be certified by the instructor/professor and approved by the Vice President for Academic Affairs.
- 22.3. Under no circumstances shall grades be modified or altered more than 90 days after the initial submission. Furthermore, no changes shall be implemented to the prejudice of a student nor shall changes be made after the student has graduated.

SECTION 23. TRANSPARENCY AND CORRECTION OF GRADES

- 23.1. Students have the right to be informed of the procedures used to compute their grades and may reevaluate their class standing at any time.
- 23.2. Students may view their final ratings in each course through their online portal as posted by the instructor/professor in the Student Registration System.
- 23.3. Students may also request a copy of their Certificate of Grades (COG) at the end of every semester/term from the Office of the Registrar.
- 23.4. Faculty members are not allowed to change any grade after it has been posted/submitted, except in exceptional cases following the procedure for changing grades.

SECTION 24. SCHOLASTIC STANDING AND DELINQUENCY

- 24.1. The University maintains high academic standards, and students are expected to meet these standards throughout their enrollment. This section outlines the University's policies and procedures regarding scholastic standing and delinquency, encompassing warning, probation, and dismissal, to wit:

- a. Warning. Students receiving final grades below 3.0 in 25% and less than 50% of the total number of units receive a warning to improve their performance. They are not allowed to enroll in more than the academic load they passed. Two consecutive warnings result in dismissal.
- b. Probation. Students receiving failing grades in 50% to 75% of the total number of units are placed on probation for the succeeding semester, with a reduced course load. Probation can be removed by passing more than 50% to 100% of the academic units enrolled.
- c. Scholastically delinquent students will be denied enrollment for the next semester and must apply for readmission.
- d. Dismissal. Students failing more than 75% of the total number of academic units shall be dismissed.

SECTION 25. COMPLETION OF BASIC COURSES IN NSTP AND PE

- 27.1. Third-year enrollment is not permitted unless students have completed the two-year basic course in P.E. and six units in the National Service Training Program (NSTP) (ROTC, CWTS, or LTS), or unless they have received permission to defer these courses.
- 27.2. All students (except international students) are required by law to enroll in NSTP.
- 27.3. Differently-abled students and those under restrictions for religious beliefs are also required to enroll in P.E. and NSTP, with special tasks or assignments.
- 27.4. No student shall be allowed to graduate without completing NSTP and PE requirements.

SECTION 26. ON-THE-JOB TRAINING (OJT)

- 27.5. The Mindoro State University adopts and conforms to the provisions of CHED Memorandum Order No. 23, series of 2009 "Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject". In addition, student trainees are expected to abide by the following policies and guidelines:
 - a. Undergo the required orientation/training program conducted by the College and Host Training Establishment.
 - b. Must be endorsed by the OJT Coordinator, currently enrolled in the subject and have successfully presented and submitted the final copy of the OJT Proposal.
 - c. Must comply to the requirements of CMO No. 104 s 2017:
 - d. Undergo In-Campus Training prior to the Off-Campus Training.
 - e. Prepare a journal and document on daily activities during the entire duration of the OT.
 - f. Stay in their respective OJT sites/agency at all times except when there are scheduled official activities outside the agency.
 - g. Accomplish religiously Daily Time Record (DTR) and submit the same to Agency Coordinator.
 - h. Report to the Agency and/or OJ Coordinator any problem that may directly/indirectly hamper the conduct of OJT.
 - i. Wear proper uniform and personal protective equipment with ID/ nameplate.
 - j. Always coordinate with their immediate agency/OJT Coordinator when given special assignments/other activities to be undertaken which are not specified in the approved list of activities.

- k. Defend their OJT Technical Report before a set of technical experts in the field.
- l. Submit three (3) hardbound copies of the approved OJT Technical Report to the Office of the College Dean.

SECTION 27. RETURN SERVICE

- 27.6. All students are required to render 120 practicum hours.
- 27.7. Students who have completed at least two (2) semesters may be allowed to undergo practicum.
- 27.8. Students who wish to apply for practicum should pay the practicum fee to the Cashier and secure form at the Registrar's Office.
- 27.9. Duly filled out form should be given to the Practicum In-charge for placement and endorsement to the different offices/unit of the College.
- 27.10. Students should report to the assigned office and accomplish daily time record (DTR).
- 27.11. Students should log their daily activities throughout the duration of the practicum.

SECTION 28. HONORABLE DISMISSAL

- 28.1. Honorable dismissal is issued by the University Registrar to a student who withdraws from the University for the purpose of transferring to another school.
- 28.2. Students applying for an honorable dismissal must clear all accountabilities before receiving the certificate.
- 28.3. Students who leave the University due to expulsion, disciplinary action, or suspension are not entitled to an Honorable Dismissal.

SECTION 29. READMISSION

- 29.1. A student may be readmitted for any of the following reasons:
 - a. Readmission Due to Poor Academic Performance
 - i. The Dean will decide on the application for re-admission.
 - ii. The student must present a written promise, countersigned by the parent/guardian, to be more conscientious in their studies.
 - b. Readmission Due to Disciplinary Action
 - i. The decision for readmission will be considered after one semester by the Dean and concurred by the Board of Discipline.
 - ii. There must be a strong sign of a change in character/behavior, supported by a written statement from the parent/guardian.
 - iii. The student must sign a promissory note that they will no longer violate school rules and regulations.
- 29.2. Students who were denied enrollment due to both poor academic performance and disciplinary action must satisfy the conditions for both categories before being readmitted.
- 29.3. A student may be readmitted only once.

SECTION 30. GRADUATION

- 30.1. Requirements for Graduation
 - a. Candidates must fulfill all academic and non-academic requirements.
 - b. The diploma and Transcript of Records will bear the original graduation date.
 - c. The Academic Council and the Board of Regents must approve the candidate's graduation.
 - d. Candidates must clear all accountabilities before graduation.

- 30.2. A candidate for graduation shall file his/her application within the period indicated in the University calendar.
- 30.3. An application for graduation of the student can be processed only if he/she obtained passing grades in all his/her subjects required in the curriculum.
- 30.4. A student shall be recommended for graduation when he/she has satisfied all academic and other requirements prescribed by the University.
- 30.5. He/ She must have completed at least two years of residence work completed prior to graduation.
- 30.6. A candidate for graduation shall have his/her deficiencies, if any, made up and his/her records and accountabilities cleared out prior to graduation.
- 30.7. All candidates for graduation are required to attend the baccalaureate investiture and graduation as scheduled unless the Vice President for Academic Affairs recommends the graduation of a student in *absentia* on grounds of sickness or other equally serious reasons which must be supported by strong evidence; provided, that the student has met all the requirements for graduation including payment of necessary fees. As such, a graduate in *absentia* will not receive his/her diplomas until they attended regular graduation ceremonies; however, a transcript of record may be issued when such is legally required for the taking of any examination to be given by any legal body or agency or for employment before the next commencement and baccalaureate exercises.
- 30.8. No graduate shall be issued a Diploma and a Transcript of Records (TOR) unless he/she has been cleared of all accountabilities.

SECTION 31. COMMENCEMENT EXERCISES

- 31.1. The dates for commencement exercises will be approved by the Academic Council.

SECTION 32. GRADUATION WITH HONORS

- 32.1. The general weighted average calculation for graduating with *Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude* distinctions shall adhere to institutional grade requirements.
- 32.2. Rounding off final grades for candidates aiming for honor distinctions is strictly prohibited.
- 32.3. Only final grades are to be considered in the computation of general averages for honor graduates.
- 32.4. The calculation of final averages for graduates with honors shall exclusively encompass resident credits. Resident credits include all academic courses and units earned within the University/College and those obtained from other accredited institutions that are necessary for a specific degree and have already been validated/accredited by the University/College.
- 32.5. Candidates pursuing graduation with honors must not receive a grade of 5.0 or an unremoved "Incomplete" or "Inc" in any academic or non-academic course, whether prescribed in the curriculum or not, taken in the University or any other educational institution.
- 32.6. Candidates for graduation with honors must complete a minimum of 70% of the total required academic units for graduation within the University and must have been a resident therein for at least 2 years immediately preceding graduation.
- 32.7. An evaluation committee shall be established to assess, evaluate, and recommend the list of Candidates for Graduation with Honors for endorsement by the Academic Council and approval by the Board of Regents.

- 32.8. Candidates for graduation with honors must have completed a minimum of 15 units of credit or the normal/regular load prescribed in the curriculum during each semester.
- 32.9. A candidate for graduation with honors who meets the prescribed weighted average grade but fails to satisfy any of the requirements shall be conferred the "Certificate of Graduation with Academic Distinction."

SECTION 33. CRITERIA FOR GRADUATION WITH HONORS

- 33.1. To be eligible for graduation honors, students must meet the following criteria:
 - a. *Summa Cum Laude*: Awarded to candidates with a general weighted average grade between 1.000 - 1.200 in all courses, with no grade lower than 1.500 in any course, provided that all required units for graduation are earned at MinSU.
 - b. *Magna Cum Laude*: Conferred upon candidates with a general weighted average grade between 1.210 - 1.450 in all courses, without any grade lower than 1.750 in any course. Additionally, a prerequisite of at least six (6) semesters of residence immediately preceding graduation must be met.
 - c. *Cum Laude*: Granted to candidates with a general weighted average grade ranging from 1.460 - 1.750 in all courses, and no grade lower than 2.000 in any course. A requirement of four semesters of residence immediately preceding graduation is mandatory.
- 33.2. In addition to the above academic criteria:
 - a. Grades in all courses will be included in the computation.
 - b. The academic load should not be less than 18 units per semester.
 - c. If a student carries fewer than 18 units, one of the following conditions must be met:
 - i. Presentation of a medical certificate for health reasons
 - ii. Certification of unavailability of course offerings
 - iii. Compliance with program-specific requirements prescribed by the Registrar's Office
 - iv. Certification of employment as a working student
- 33.3. Students who have violated the Code of Student Discipline are disqualified from receiving academic honors. Minor offenses will result in a warning, and repeated offenses will lead to disqualification from graduating with honors.
- 33.4. Special consideration may be given to students facing extremely challenging situations, such as illness, accidents, maternity, extreme poverty, or related conditions. These students may be allowed to graduate with honors even if they have taken semestral loads below twelve (12) units, provided their academic ratings meet the standards outlined in the policies for graduation with honors and they have completed a minimum of six (6) regular semesters.

SECTION 34. MERITORIOUS AWARDS GIVEN TO GRADUATES

- 34.1. In addition to the academic honors awarded to graduating students, the following meritorious awards may also be given to students who are recommended and meet the criteria set for each award.
 - a. Scholastic Award
 - i. This is awarded to a student in programs where no graduating student has achieved a Latin Honor.
 - ii. It is given to graduating students with the highest grade point average, provided that the candidate has a general weighted grade not lower than 2.25 and no failing grade.

- b. Best Thesis Award
 - i. This award is given to one (1) student in each field of specialization, based on guidelines and criteria determined by the respective college or institute. In other programs, the award title shall align with the equivalent of a thesis, such as BS Computer Engineering (Best CpE Practice and Design Project), BS Entrepreneurship (Best in Special Project), and BS Information Technology (Best Capstone).
 - ii. If the award is based on a group output, all members of the group will receive the award.
 - c. Best in On-the-Job Training
 - i. This award is given to one (1) student in each field of specialization, based on approved guidelines and criteria
 - d. Best Student-Teacher
 - i. This award is given to one (1) student in each field of specialization, based on approved guidelines and criteria
- 34.2. Non-Academic Awards
- a. Award for Excellence in Leadership
 - i. This award is conferred to one (1) graduating student leader in each campus who has exhibited exceptional leadership qualities during their tenure in any accredited student club or organization, including the University Student Government (USG), among others. The purpose of this award is threefold:
 - 1) To inspire student leaders to realize their full potential during their University experience.
 - 2) To motivate student leaders to become role models, exemplifying good behavior and strong interpersonal skills.
 - 3) To encourage leaders to develop meaningful programs and projects that contribute positively to society.
 - ii. Guidelines
 - 1) This award is open to graduating present and former chairpersons/presidents of the University Students Council and departmental organizations.
 - 2) Nominees must not have a history of warnings or disciplinary actions from school authorities.
 - 3) Nominees must have demonstrated exceptional leadership skills.
 - 4) The nominee must possess good moral character and should not have committed any major offenses.
 - 5) Nominees must submit a fully completed application form to the Office of Student Affairs (OSAS) along with certified true copies of relevant documents, such as certificates, newspaper clippings, and photographs.
 - 6) Nominees must have initiated valuable projects and programs for their constituents.
 - 7) Nominees must have voluntarily engaged in meaningful community projects.
 - 8) Nominees must have a General Weighted Average (GWA) of 2.00 or higher, with no failing grade.
 - 9) Applicants will be evaluated by their organization's adviser, administrative staff, faculty members with whom they have interacted, co-officers, and randomly selected students.

- (i) Leadership - 50%
- (ii) Academic Performance - 20%
- (iii) Character, Behavior, and Human Relations - 20%
- (iv) Community Involvement - 10%

b. Award for Excellence in Culture and the Arts

- i. This award is presented to a senior student who has exhibited outstanding performance in culture and the arts.

- ii. Guidelines

- 1) The nominee must have received awards in competitions related to Culture and the Arts.
- 2) Nominees must have a General Weighted Average (GWA) of 2.50 or higher, with no failing grade.
- 3) The nominee must be an officer/member of a school club/organization related to Culture and the Arts.
- 4) Participation in activities related to Culture and the Arts, including Literary, Musical, Visual Arts, Dance, Pageantry, Film, and Drama, is required.
- 5) The nominee must possess exemplary moral character.
- 6) The nominee must have demonstrated leadership in both school and extracurricular activities.

- iii. Criteria

- 1) Academic Performance - 10%
- 2) Moral Character - 10%
- 3) Talents/Expertise in their craft - 50%
- 4) Awards won in Culture and Arts - 30%

c. Award for Excellence in the Field of Creative Writing

- i. General Objective

- 1) To acknowledge and reward exceptional creative writing talents among students and recognize their involvement in school publications.

- ii. Guidelines

- 1) This award is presented to any eligible senior student who excels in creative writing, such as writing poems, short stories, feature articles, plays, film scripts, and essays published in magazines/newspapers, while maintaining respectable character within and outside the university.
- 2) The nominee must have won regional and/or national competitions/awards in creative writing.
- 3) The nominee must maintain a grade point average of 2.25 or higher with no grade lower than 2.5.
- 4) The nominee must not have been subjected to any disciplinary sanctions during their university stay.
- 5) The nominee must submit the completed application form for the award along with relevant documents such as medals, trophies, certificates, pictures, and clippings of published articles.

- iii. Criteria

- 1) Academic Performance - 15%
- 2) Moral Character - 10%
- 3) Conferences/Trainings attended related to Writing - 30%

- 4) Awards Received – 50%
- d. Athlete of the Year
 - ii. This award is bestowed upon a senior student who has consistently delivered outstanding performances in various competitions and has left a lasting mark as a MinSU athlete.
 - iii. Guidelines
 - 1) The student must have resided at Mindoro State University for at least two years.
 - 2) They should have been a member of a varsity team for a minimum of two years, certified by the Director for Sports Development, Culture, and Arts.
 - 3) The nominee must possess good moral character and should not have committed any major offenses.
 - 4) Nominees must have a General Weighted Average (GWA) of 2.50 or higher, with no failing grade.
 - iii. Criteria
 - 1) Excellence in their respective sport - 75%
 - 2) Academic Performance - 25%
- e. Honorary Leadership Award. This award is presented to a graduating student who has served as a Student Regent.
- f. Loyalty Award. This award is given to graduating students who completed both High School and college at MinSU.
- g. Service Award. This award is presented to one (1) student who has made a significant impact on the university and the community through volunteering, overcoming adversity, raising awareness of a particular issue, or organizing events that have enhanced the quality of life for a group. This exceptional commitment is demonstrated through high moral standards, a cooperative attitude with community leaders, and a strong dedication to serving others.
 - i. Eligibility criteria
 - 1) The nominee must have no failing grades.
 - 2) The nomination should be endorsed by both faculty and non-teaching staff members of the university.
 - 3) The nominee should demonstrate a history of voluntary service, advocacy, or event organization that has positively impacted the university or local community.
 - 4) The nominee must exhibit high moral standards and a cooperative attitude when working with community leaders and fellow students.
 - ii. Criteria:
 - 1) Demonstrated Service - 50%
 - 2) Character and Cooperation - 50%
- h. Other Awards and Recognitions
 - i. Awards given to graduating and non-graduating students and recognized student organizations by the colleges and institutes, and student councils, as well as the Office of Student Affairs and Services, with guidelines and criteria approved by the University President, which may be presented in programs and activities for the purpose of recognizing exceptional students and organizations that have demonstrated outstanding qualities, achievements, or contributions.

STUDENT AFFAIRS AND SERVICES

Section 1. STUDENT WELFARE SERVICES

- 1.1. Student welfare services encompass initiatives that promote students' physical, mental, and social well-being, ensuring equitable learning opportunities and a culture of care within the academic community.

Section 2. STUDENTS RECORDS

- 2.1. The Office of the Registrar provides students records' services.
- 2.2. Diploma, certificate and official transcript of records shall be issued upon presentation of receipt of payment of graduation fees and duly accomplished clearance.
- 2.3. To effect a change in the name on the records of a female student who got married while enrolled in the University, she must submit an affidavit of change of status and a copy of the marriage contract from the Philippine Statistics Authority (PSA) to the Office of the Registrar.

Section 3. GUIDANCE, COUNSELLING, AND TESTING SERVICES

The following services are provided by the Guidance and Counseling Office:

- 3.1. Counseling Service to provide students a platform to address personal issues, fostering self-understanding and personal development;
- 3.2. Follow-up Service to maintain contact with current and past students;
- 3.3. Individual Inventory Service to gather reliable student data for counseling purposes;
- 3.4. Testing Service to assess students' potentials, inclinations, and personality traits;
- 3.5. Placement Service to assist students in choosing suitable courses, career paths, or employment options;
- 3.6. Referral Service to connect students with external resources for specialized assistance; and
- 3.7. Information and Orientation Services to provide activities and materials to facilitate students' adjustment to tertiary education, offering comprehensive information on the institution, academic rules, conduct, and services.

Section 4. STUDENT INSURANCE CLAIM

- 4.1. The University offers health insurance to ensure students' well-being. Students or their representatives must follow specific procedures to apply for reimbursement in case of medical emergencies, deaths, or permanent disabilities/dismemberments. Claim requirements may include:
 - a. For Medical Reimbursement
 - i. Fully completed and signed Personal Accident Claim Form
 - ii. Attending Physician statement or Medical Certificate
 - iii. Police Investigation Report and Statement of Witnesses
 - iv. Certificate of Registration and Photocopy of School ID
 - v. Official Receipt for medical expenses
 - vi. Hospital Records Other documents as required (case-specific)
 - b. For Death Claim
 - i. Fully completed and signed Personal Accident Claim Form
 - ii. Attending Physician Statement or Medical Certificate
 - iii. Police Investigation Report and Statement of Witnesses

- iv. Certificate of Registration and Photocopy of School ID
- v. Original PSA-authenticated Death Certificate
- vi. Official Receipt for Additional Medical Expenses
- vii. Autopsy Report (if available)
- viii. Hospital Records
- ix. Original PSA Birth Certificate
- x. Original Contract and Official Receipts for Burial Expense & Funeral Services
- xi. Other documents as required (case-specific)
- c. For Permanent Disability/Dismemberment Claim
 - i. Fully completed and signed Personal Accident Claim Form
 - ii. Attending Physician Statement or Medical Certificate
 - iii. Police Investigation Report and Statement of Witnesses
 - iv. Certificate of Registration and Photocopy of School ID
 - v. Original PSA-authenticated Birth Certificate
 - vi. Original Official Receipt for Additional Medical Expenses
 - vii. Hospital Records (indicating amputation/disabled body parts & operations)
 - viii. Pictures of amputated affected body parts (whole body and close-ups)
 - ix. Other documents as required (case-specific)

Section 5. STUDENT DEVELOPMENT SERVICES

- 5.1. Student Development Services encompass programs and initiatives aimed at exploring and enhancing students' full potential for personal development, leadership, and social responsibility through institutional and student-initiated activities.

Section 6. STUDENT GOVERNMENT

- 6.1. The University Student Government (USG) serves as the supreme student organization on each MinSU campus, having jurisdiction over the entire student body. It operates under the supervision of OSAS and consists of student officers and an adviser. The adviser is appointed by the Office of the University President, following recommendations from the student officers via a resolution.
- 6.2. In compliance with RA 8292, also referred to as the "Higher Education Modernization Act of 1997," and CMO No. 3 series of 2001, which outlines the revised Implementing Rules and Regulations (IRR) of RA 8292, each campus of MinSU shall conduct elections for the officers of the MinSU Federation of Student Governments (MFSG) who shall elect a Student Regent. Membership in the Federation is limited to Student Government Officers representing the MinSU Main, Bongabong, and Calapan campuses.

Section 7. STUDENT ORGANIZATION AND CLUBS

- 7.1. The University shall actively support the establishment and sustenance of student organizations.
- 7.2. All on-campus and off-campus student activities are officially sanctioned, and students must adhere to University Student Handbook policies and guidelines.
- 7.3. The Office of Student Affairs and Services shall be responsible for supervising and regulating recognized organizations' operations and activities, in collaboration with the University Student Government and other units, to maximize their potential and resources.

- 7.4. The University retains the right to disapprove any activity if it violates institutional mandates or SAS and College Deans' regulations, following consultation with the concerned organization.
- 7.5. Approved action plans must be followed, and any changes require a proposal for review.
- 7.6. Amendments to organizational constitutions must be submitted to the SAS Office before the end of the academic year, with the SAS reserving the power to veto amendments contradicting University policies.
- 7.7. Only accredited organizations are allowed to collect voluntary membership fees/dues and initiate income-generating projects and fundraising activities.
- 7.8. Membership fees must be voluntary and not part of the enrollment procedure.
- 7.9. Membership fees cannot exceed Php 50 per semester without BOR approval.
- 7.10. Proper receipts must be issued for membership fees and dues.
- 7.11. Each organization, including the Student Government and Publication, must present annual reports to the Student Organization Coordinator, including audited monthly financial reports and an acknowledged turnover document.
- 7.12. Only fully recognized organizations clubs and organizations may occupy office spaces in the student center (subject to availability of resources). Colleges and institutes must provide offices spaces in their respective buildings for co-curricular/ program-based/ departmental organizations

Section 8. APPLICATION FOR RECOGNITION AND ACCREDITATION OF STUDENT ORGANIZATION

- 8.1. Requirements. Any group of at least twenty-five (25) students may apply for accreditation. The following requirements must be submitted to the Office of Student Welfare Services in duplicate, within three weeks after the start of the academic year:
 - a. Accomplished application form
 - b. Organization's goals and objectives
 - c. List of officers and members with their course and year, contact numbers, and specimen signatures
 - d. Action Plan for the current semester using the required template
 - e. Calendar of Activities
 - f. Constitution and by-laws of the club/organization
- 8.2. Additional Requirements for Renewal/Re-accreditation. The following additional documents are required for organizations seeking renewal/re-accreditation:
 - a. Updated list of officers and members with their respective positions
 - b. Accomplishment report of the previous semester attested by the president and adviser
 - c. Audited financial report of the previous semester
 - d. Revised/amended Constitution and By-laws
 - e. Action plan and calendar of activities for the current semester
- 8.3. Evaluation for Accreditation/Re-Accreditation Applications will be determined based on the documents submitted. It is required that all accredited school organizations successfully complete a minimum of three activities during the academic year, which must include:
 - a. One (1) major activity aligned with the organization's goals and objectives as stated in their constitutions and bylaws. Acquaintance parties, meetings, and general assemblies are not counted.
 - b. One (1) outreach program/training/symposium that benefit communities, other students (non-members), faculty, or staff, not limited to its members.
 - c. One (1) fundraising activity

- 8.4. Criteria for Evaluation. The following criteria shall be used in the evaluation of organization/s seeking for renewal/re-accreditation:
 - a. Completion of planned activities in line with the organization's objectives – 30 points;
 - b. Participation and assistance in University/college programs/activities – 20 points;
 - c. Sustainability i.e., IGP, fund sourcing – 20 points
 - d. Growth in terms of membership and expanded programs – 5 points; and
 - e. Contribution to student development and welfare service – 25 points
- 8.4. Action on the application shall be based on the following computation:
 - a. 61-100 pts – Full Recognition/ Re-accreditation
 - b. 41-60 pts – Probation Status; organization shall be advised perform better
 - c. 40 points and below – non-recognition/ non-renewal of the organization
- 8.5. Grounds for Suspension/Termination. Any of the following shall be sufficient ground for the suspension or termination of the accreditation status of any student organization:
 - a. Willful and deliberate misrepresentation of a material or substantial fact required in the application documents;
 - b. Conduct of an activity without prior approval by concerned offices having jurisdiction over the affairs of student organizations;
 - c. Gross disrespect against University officials committed by its officers; or
 - d. Non-submission of year – end reports for two (2) consecutive years

Section 9. APPROVAL OF STUDENT ACTIVITIES

- 9.1. Organizations must prepare the necessary documents for activity processing. Faculty advisors facilitate this process when students are not allowed on campus.
- 9.2. No student activity shall be allowed two (2) weeks before midterm and final examinations to ensure students have sufficient time for exam preparation.
- 9.3. Activity Approval Procedure. Organization/s seeking to conduct their activities must follow the following procedure:
 - a. Obtain the Activity Form from the SAS Office or download it from the University Website.
 - b. Complete the form with necessary information and attach required documents.
 - c. Obtain approval from concerned office and unit heads.
 - d. Submit completed Activity Forms to the SAS Office for checking/ recommendations.
 - e. For activities with budget requests, the Budget Officer must certify availability of funds.
 - f. Secure recommendation/ approval of the Campus Executive Director and/or Vice Presidents and the University President
 - g. In cases where students cannot enter campus, advisers shall facilitate activity approval processing.
 - h. Submit all forms and documents for in-campus activities five (5) days before the activity date. For off-campus and overnight activities, submit them two (2) weeks before the activity date. Long-term and recurring activities must be processed within one (1) month after the semester starts.

Section 10. FUNDRAISING ACTIVITIES

- 10.1. Organizations are allowed a maximum of three (3) fundraising activities *per* academic year, including participation in University-sponsored competitions or events.

- 10.2. To conduct a fundraising activity, organizations must submit an activity form, a business proposal, and other required attachments specifying the its nature and purpose.
- 10.3. Any activity not initially declared as a fundraising activity but earning at least P5,000.00 will be considered a fundraising activity.
- 10.4. Organizations must not spend more than 80% of their outstanding budget on fundraising activities.
- 10.5. Activities involving ticket sales and solicitations, including caroling, subject to the approval of appropriate University authorities. Tickets and Solicitation Letters must be pre-numbered. Unsold tickets / unused solicitation letter must be surrendered to OSAS as an attachment to the Fund-Raising Activity Report.
- 10.6. Fundraising Activity Reports must be submitted to OSAS within two (2) weeks after the activity.

Section 11. OFF-CAMPUS ACTIVITIES

- 11.1. Activity forms, letters/project proposals, MOAs (if any), Adviser Forms, and Lists of Participants with Waivers, Parents' Consent, and Medical Certificates must be submitted before off-campus or overnight activities.
- 11.2. All off-campus activities must comply with government regulations, including CHED Memo on Field Trips and IATF Regulations and Health Protocols.
- 11.3. The University may postpone or cancel activities posing high risks or compromising participants' safety.

Section 12. STUDENT DISCIPLINE SERVICES

- 12.1. The Student Discipline Services shall be responsible in maintaining a respectful learning environment. They ensure that students adhere to rules, investigate issues, mediate conflicts, apply fair disciplinary actions, maintain records, offer guidance, and initiate preventive measures. It also seeks to monitor progress and continuously improves procedures for effective behavior management.

Section 13. STUDENT PUBLICATION

- 13.1. The student publication primarily focuses on publishing news, features, and opinion pieces of interest to Mindoro State University students. It should not serve as a platform for personal, political, or religious promotion. Publication should occur at least once per semester, depending on fund availability and can be in traditional, online, or digital formats.
- 13.2. Financial support for student publications comes from MinSU students through a publication fee determined by the University Board of Regents. Additionally, funds can be sourced from donations, advertisements, and other legal means. These funds are used for various purposes, including printing, office supplies, equipment, training, seminars, conferences, website development, and digital tools for content creation and publication.
- 13.3. The Student Publication shall be responsible for preparing its budget plan and implementing programs, projects, and activities in line with RA 7079.
- 13.4. The student publication is headed by an Editor-in-Chief who sets editorial policies, including organizational structure, roles and responsibilities, ethical guidelines, and content production and publication. These policies must align with University policies and Philippine laws.
- 13.5. Selection of the Editor-in-Chief. The Editor-in-Chief is chosen through a competitive editorial examination administered by a Board of Judges, including the Director for Student Affairs and Services, a faculty member with journalism experience, a former

member of the Editorial Board, and a student representative recommended by the University Student Government.

- 13.6. Eligibility for Editor-in-Chief. Students interested in becoming Editor-in-Chief must meet specific criteria, including being regular MinSU students with at least one (1) year of residence, having no failing or incomplete marks, and not being subjected to disciplinary actions.
- 13.7. Members of the student publication staff are selected through a written examination, which includes assessments of news writing, editorial writing, feature writing, and other relevant criteria in accordance with the Campus Journalism Act.
- 13.8. The competitive examination covers areas of journalistic production such as editorial writing, news writing, layout, and headline writing.
- 13.9. The selection of editorial board members is done by an ad hoc committee, with similar eligibility requirements as the Editor-in-Chief.
- 13.10. The faculty adviser of the student publication shall be appointed by the University President through the Vice President for Academic Affairs, based on recommendations from the editorial board and endorsement from the Director of Student Affairs and Services. The adviser's role is limited to technical guidance, as specified in Republic Act 7079 otherwise known as the Campus Journalism Act of 1991.
- 13.11. The Editor-in-Chief and publication staff shall serve for one (1) academic year or until their successors are selected.
- 13.12. Members of the editorial board and staff may be removed from their positions for reasons including inefficiency, misrepresentation, dishonesty, defamation, ridicule, lack of respect, immorality, and violation of University rules and regulations.

Section 14. INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

- 14.1. The University shall provide services and programs designed to pro-actively respond to the basic health, food and safety concerns of students including students with special needs and disabilities.

Section 15. ADMISSION SERVICES

- 15.1. The University Admissions Office manages the processing of students' entrance requirements. It ensures equal educational opportunities for all applicants, regardless of their social background, and accommodates applicants with special needs, as mandated by R.A. 7277.

Section 16. INSTITUTIONAL SCHOLARSHIP, FINANCIAL ASSISTANCE, GRANTS AND INCENTIVES

- 16.1. The University aims to provide financial support to students facing immediate economic and physical challenges and to ensure that students can continue their education despite financial constraints.
- 16.2. It also recognizes and encourages active student participation in various University activities, promoting holistic development.
- 16.3. This program primarily benefits the following groups of students based on the specified qualifications:
 - a. Students who demonstrate academic commitment and excellence.
 - b. Underprivileged students; and
 - c. Indigent students
- 16.4. General Qualification Requirements. To be eligible for the internally funded MinSU Scholarship and Financial Assistantship Program, the following must be met by the applicant:
 - a. Bona fide student of MinSU;

- b. Has a regular load per semester as certified by the University Registrar;
 - c. Has a good moral character as certified by the Guidance Counselor;
 - d. Has passed all of his/her subjects;
 - e. Has submitted Certification of Grades duly signed by the University Registrar;
 - f. Has no existing scholarship both from private and public agencies; and
 - g. Has passed the interview to be conducted by the Screening Committee.
- 16.5. MinSU Scholarship and Financial Assistantship Program. Qualified students shall receive monthly stipend/ salary/ incentive from the Special Trust Fund/ Student Development Fund.
- a. Academic Scholars.
 - i. Institutional scholarship is enjoyed by undergraduate students with a computed GWA ranging from 1.000 – 1.450 (Full Scholarship/President's Lister) or 1.460 – 1.750 (Partial Scholarship/Dean's Lister). Students under academic scholarship, whether full or partial, must meet the following qualification standards:
 - 1) A lowest grade not exceeding 1.75 in any of his/her courses during the semester;
 - 2) Has no marks of "Dropped" (whether official or unofficial), "Deferred" or "Failed" in any of his/her subjects including NSTP;
 - 3) Is not receiving any other scholarship grants; and
 - 4) Enrolled as a regular student who carries at least 18 units or regular load prescribe in his/her curriculum;
 - ii. The academic scholarship shall only be for a period of one semester and shall continue in succeeding semester provided the student satisfies the GWA prescribed and other requirements and availability of funds.
 - iii. Students who qualified for Full Scholarship and Partial Scholarship shall receive monthly stipend of 500.00 and 300.00 respectively
 - iv. The Office of the Registrar shall provide and certify the list of qualified students.
 - b. Student Assistantship Program
 - i. The University provides opportunities to students who have the vacant time and skills to work as student assistants in different offices and earn wages at student rate to augment their allowances. Interested students may submit their letter of intent to the Office of Student Affairs and Services with the attached parent's consent. To qualify for the program, the applicant must have no failing grade or incomplete mark in the previous semester and must pass the pre-hiring screening requirements of the OSAS.
 - ii. To be eligible for the Student Assistantship, the following qualification requirements must be met by the student-applicant:
 - 1) Bona fide student of MinSU;
 - 2) Has a load not exceeding to 21 units per semester as certified by the University Registrar;
 - 3) Has passed all of his/her courses on the previous semester;
 - 4) Has submitted Certification of Grades duly signed by the University Registrar; and
 - 5) Has passed the pre- hiring screening requirements to be conducted by the Coordinator /Director for Student Affairs and Services.
 - c. Member of MinSU Accredited Performing Arts Group
 - i. Full Scholar

- 1) Must be an active member for at least one year and has participated in major performances of the group in local, regional, and national events; and
 - 2) Must be recommended by the coach/ adviser.
 - ii. Partial Scholar
 - 1) Must be a member for at least one semester.
 - 2) Must undergo training and has performed at least two major activities of the University;
 - 3) Must be recommended by the coach/ adviser.
 - d. Economically Deprived /Marginalized Student
 - i. Must have a General Weighted Average of 2.25
 - ii. Certification of Indigency from the Municipal Social Welfare and Development Office (MSWDO)
- 16.6. Cash Incentives for Board Exam Topnotchers
- a. The program aims to acknowledge the remarkable achievements of MinSU graduates, honor the distinction they bring to the university and inspire other students to strive for excellence.
 - b. To qualify, a graduate must satisfy the following qualifications:
 - 15.5.2.1. Educational Qualification: Must possess a degree conferred by Mindoro State University
 - 15.6.2.2. Topnotcher Recognition: Must have officially earned the title of a topnotcher in their respective field of specialization in any licensure examination regulated by the Philippine Regulatory Commission (PRC).
 - c. Cash incentives, charged to the Special Trust Fund/ Student Development Fund, shall be awarded using the following scheme:

Place	Cash Reward (Php)
1st Placer	100,000
2nd Placer	80,000
3rd Placer	60,000
4th Placer	50,000
5th Placer	40,000
6th Placer	35,000
7th to 10th Placer	30,000

- 16.7. Cash Incentives for Student Publication Members
- a. The member of the editorial board of the official student publication in each campus, as recommended by the adviser and approved by the University President shall be entitled to performance-based cash incentive every semester, charged to the Publication Fund
 - b. If a member of the publication wins in the Regional, Luzonwide and National Higher Education Press Conferences, he/she will receive an incentive:

Placement	Regional	Luzonwide	National
First Place	P500.00	P1,000.00	P2,000
Second Place	P400.00	P700.00	P1,500

Third Place	P200.00	P500.00	P1,000
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- 16.9. Cash Incentives/Honorarium for winning student-athletes from the SCUAA fund, and , performers and artists from the Cultural Fund based on placement in athletic events.

Placement	Individual/ Dual		Team
	Regional	National	Regional/ National
Champion	P 3,000.00	P 4,000.00	P 10,000.00
First Runner-up	P 2,000.00	P 3,000.00	P 7,000.00
Second Runner-up	P 1,000.00	P 2,000.00	P 5,000.00

Section 16. MEDICAL AND DENTAL SERVICES

- 16.1. The Medical and Dental Services Unit takes charge of safeguarding the health of the students, faculty, and staff of the institution through information dissemination, giving first aid, treatment of common ailments, referring cases to hospitals, attending to accidents, rendering tooth extraction and oral prophylaxis.
- 16.2. Clients will be given first aid treatment and other medical and dental services as requested/needed. Those cases that the unit cannot handle due to the limitation of its facilities will be referred and/or conveyed to the health care facility of choice for further medical management/intervention.
- 16.3. In emergency cases, clients shall be accompanied by any of the clinic personnel on-duty provided with an emergency trip ticket signed by the University President or the delegated officer-in-charge during his absence. All the services of the medical unit are free to the students of this University.
- 16.4. The Clinic is open from 8:00 AM to 5:00 PM during weekdays.

Section 17. LIBRARY SERVICES

- 17.1. The MinSU Library uses the open-shelves system. There are two reference sections for the use of the College students and the other one for the laboratory high school. The collection of general reference books, periodicals (journals, newspapers, and magazines), vertical files of materials, including clippings, maps, charts, theses, and dissertations comprise a centralized section serving all students, faculty researchers, officials, and employees of the University.
- 17.2. For better delivery of services, the University library adopts the following rules and regulations:
- The library is open from 7:00 am to 6:00 pm (Monday to Friday), no breacktime and lunch break and 8:00 am to 5:00 pm on SATURDAY.
 - All library users (students) are required to be in their proper uniform with recently validated Library I.D.
 - Wearing of shorts with or without classes is not allowed.
 - Upon entering, bags, jackets, umbrellas, big envelopes, and the likes should be deposited at the baggage counter, bringing only small valuable items.
 - The library will not be held liable for any loss of small valuable items left on the deposited things at the counter.
 - Things are subject to inspection before leaving the library.

- g. All library users are required to secure a Library ID to be able to take out library materials.
 - h. Present registration form with 1x1 ID picture when securing Library ID.
 - i. In case of loss, the student should report immediately to the librarian for proper replacement upon presentation of the affidavit of loss and upon payment of the required amount of P50.00. It is allowable only three (3) times per semester; anybody who has lost his/her card for three (3) times will not be given another card for the whole semester.
 - j. During signing of clearance Library ID should be presented to the librarian.
 - k. Students are required to fall in line while waiting for their turn at the circulation counter.
 - l. Students are allowed to borrow three (3) books.
 - m. No books are allowed to be taken out when the librarian has already signed the clearance for the final examination.
- 17.3. Procedures for Overnight Borrowing Rule
- a. Students may borrow books for overnight use, starting from 4:30 pm, with the condition that they must be returned no later than 8:00 am the following day.
 - b. To borrow a book, please present your library card along with the book card, which should be signed in lieu of the book being borrowed.
 - c. Having someone else conduct transactions on behalf of the actual borrower is strictly prohibited.
 - d. Visiting researchers or non-members of the MinSU community are required to pay fifty pesos (P50.00) as a research fee for the use of materials or facilities and present a letter of request with a valid ID. All materials shall be for room use only.
 - e. Materials from the general reference, theses, research studies, and periodicals sections are strictly for library use only. Photocopying of theses and narrative reports is strictly prohibited.
 - f. In returning books, borrowers must present the borrowed book to library staff in exchange for the Library ID deposited during the borrowing process.
 - g. In cases of overdue books, a daily fine of fifteen pesos (Php15.00) will be imposed.
 - h. Any lost books must be promptly reported to the librarian; failure to do so will result in fines accumulating from the date of borrowing until the moment it is reported.
 - i. A lost book may be resolved through payment or replacement.
 - j. Borrowers have one week to replace or pay for the lost book. Otherwise, fines will commence.
 - k. Replacement for a lost book must be of the same or the latest edition, or an approved equivalent as determined by the librarian.
- 17.4. The E-Library/Internet Laboratory. The E-Library/Internet Laboratory aims to provide both wired and wireless internet and computer services for students, faculty, and staff.
- a. All students are entitled to fifteen (15) hours' worth of services.
 - b. All students are required to present their School ID or Registration form to avail the services.
- 17.5. Transaction of the services will be recorded on the Logbook.
- 17.6. Library users are prohibited from making any markings, writings on books, periodicals, tables, chairs, study carrels, and other properties of the library.
- 17.7. Sanction for violators of library policies
- a. First Offense: Warning

- b. Second Offense: Confiscation of library card and suspension of the library privilege for one week
- c. Third Offense: Confiscation of a library card and will be reported to school authorities for proper action.

Section 18. FOOD SERVICES

- 18.1. The college canteen serves safe and healthy foods to students, employees and guests. Provides catering services for meetings and conferences, and other social functions upon request of the client. It is under the office of the Production and Business Operation and managed by a designated canteen manager. The OSA facilitates the evaluation and recommends improvement of the services offered by the canteen in collaboration with health personnel for periodical inspection of food outlets for sanitation and hygiene.

Section 19. STUDENT HOUSING SERVICES

- 19.1. The University maintains ladies and men's dormitories with an affordable fee. The housing facilities, however, can accommodate only a limited number of occupants. Guidelines on this regard were formulated to ensure the safety and comfort of the student-occupants. There are certain rules and regulations which occupants should abide.
- 19.2. Occupancy is on a first come-first serve basis giving priority to students living from distant places. Reservation and filling up of rooms depend on the decision of the dorm-in charge/Director for Production and Business Operation.
- 19.3. The student is required for the full fee payment (one semester) of the dormitory and electric fees to the cashier's office. Dormitory fee is non-refundable. Once the student has paid and stayed in the dormitory but later decided to leave the dormitory, his/ her right to occupy the dormitory is forfeited for the rest of the semester.
- 19.4. Rules and Regulations
 - a. Use of the room. The room shall be used exclusively by the resident for lodging purposes and shall not be diverted to any other use (e.g., store, animal, domesticating animals, unauthorized meetings, etc.).
 - b. Visitors. Only the parents of the Resident can be allowed to enter the room with due permission from the matron. All other visitors shall be accommodated outside the dormitory room. Visiting hours are from 8:00 AM to 6:00 PM only. No visitor is allowed to stay overnight in any dormitory room. Permission from the dorm-in-charge must be secured for other arrangements.
 - c. Curfew. Curfew is from 9:00 PM to 5:00 AM. Therefore, strolling around the campus during curfew hours is strictly prohibited and punishable based on the existing disciplinary code of the University. All residents must be inside the dormitory premises before 9:00 PM and be in their respective rooms by 9:30 PM.
 - d. Residents are required to sign in the logbook before leaving the dormitory and/or going outside the campus and upon return.
 - e. Room Inspection. Dorm-in-charge has the right to check each room every day for orderliness.
 - f. Cleanliness inside the room and dormitory premises. All dormitory residents are responsible for keeping rooms and surroundings clean at all times. Cooperation among residents is a must to maintain the sanitation and cleanliness of the dormitory.
 - g. Beddings should be neatly arranged.
 - h. Clothes should be kept inside the rooms.
 - i. Waste segregation should be observed.

- j. Residents shall follow shifting cleaning schedules. If a conflict arises in the cleaning schedule due to club commitments, religious activities, or home emergencies, students must submit an excuse letter to the dorm matron. This will allow for a rearrangement of the cleaning schedule at a later time.
- k. At 8:00 pm, occupants are not allowed to make loud noises (loud music, film) to avoid disturbances to other occupants.
- l. Wise use of resources such as water and lights should be strictly observed. Faucets and lights when not in use should be kept off.
- m. Drinking sessions including smoking, gambling as well as entering the dormitory drunk are strictly prohibited.
- n. Dangerous materials and fire hazards. Residents are strictly not allowed to bring sharp and flammable objects inside the dormitory.
- o. Residents may bring personal electrical appliances, such as a rice cooker and electric kettle, with the condition that they are willing to pay additional charges, as determined by the Office of Production and Business Operations.
- p. Keeping matches and lighters inside the rooms is strictly prohibited.
- q. Residents are not allowed to cook inside their rooms.
- r. The dormitory matron should be informed or consulted whenever a problem arises.
- s. Residents disregarding the authority of the dorm-in-charge will be subjected/ recommended for dismissal in the dormitory.
- t. Student occupants who will violate any of the rules aforementioned will be subjected to investigation.
- u. The dormitory will be locked as soon as the semester/special term class ends. However, the extension of stay for school-related activities or school work may be allowed with the permission of the dorm-in-charge.
- v. Unit Reservation. If the resident wishes to continue staying in the room in the succeeding semester, he/she must make a reservation on or before the enrollment. Otherwise, such a room shall be made available to other interested students.
- w. Student occupants are required to bring all their things/stuffs going back home, and the room empty during summer vacation. Rooms and keys should be turned over in good condition to the dorm-in-charge and have their clearance signed by the dorm-in-charge and OSAS.

Section 20. SAFETY AND SECURITY SERVICES

- 20.1. Safety and security are one of the top priorities of the University year-round, with the primary task of keeping students, faculty, and staff safe. Security guards at school are known to ensure the campus's safety. They must maintain the safety and peacefulness of the school's environment as violence on the campus could result in hindering the growth or progress of the students and could as well affect their personalities.
- 20.2. The entry and exit points to the school are secured 24/7. The security guards on duty at the entry point check if the students entering the campus follow the prescribed dress code of the University, especially during the non-uniform days, together with the official Identification Card (ID).
- 20.3. Surveillance cameras are installed to allow security personnel to monitor large portions of the campus, including preventive monitoring, recording various activities for review, and confirming possible threats.

Section 21. DISASTER RISK REDUCTION MANAGEMENT

- 21.1. The University Disaster Risk Reduction and Management is established to build long-term resilience in the three campuses of Mindoro State University and ensure that quality education is continuously provided even after a natural or man-made hazard hit a campus.
- 21.2. It aims to:
- a. Empower the faculty, non-faculty employees, and students in ensuring safety and learning continuity;
 - b. Institutionalize Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCA); and
 - c. Strengthen the resilience in the context of natural and human-induced hazards.

Section 22. SERVICES OFFERED IN ACCOMMODATING STUDENTS WITH SPECIAL NEEDS

- 22.1. Mindoro State University upholds the promotion of accessible and equal education for all students, guided primarily with the following legal bases:
- a. Republic Act No. 8371 (The Indigenous Peoples' Rights Act of 1997), which recognizes and supports the rights of Indigenous Cultural Communities/Indigenous Peoples (ICCs/IPs) to education in their own language and cultural methods;
 - b. Republic Act No. 11310 (*Pantawid Pamilyang Pilipino Program Act*) focuses on poverty reduction through conditional cash transfers, including improvements in health, nutrition, and education aspects;
 - c. Republic Act No. 7277 (*Magna Carta for Disabled Persons*) emphasizes the consideration of disabled persons' needs in educational policies and programs;
 - d. Republic Act No. 9872 (Solo Parents' Welfare Act of 2000) provides benefits and support for solo parents and their children.
- 22.2. These legal mandates guide Mindoro State University's commitment to inclusive education, equal opportunities, and non-discriminatory practices in all academic programs and processes.
- 22.3. The University shall commit to creating a diverse and inclusive learning environment and providing equal access to students with disabilities and special needs through the following services:
- a. Designation of comfortable seats for students with impaired hearing and eye defects;
 - b. Provision of hand rail in the comfort rooms;
 - c. Provision of ramp for disabled students;
 - d. Provision of fast lane for physically handicapped students;
 - e. Appropriate arrangement and size of chairs for diverse students;
 - f. Exemption from tedious activities in NSTP;
 - g. Establishment of counseling services and support groups for students with mental health conditions;
 - h. Promotion of disability and mental health awareness to reduce stigma on campus; and
 - i. Conduct of workshops and training sessions for faculty members on inclusive teaching practices and working with students with special needs.
- 22.4. In order to ensure that welfare of these students is carefully attended to, the University relies on the Guidance and Counseling and GAD offices as instrumental in reaching out to students, comprehending their psychological necessities, and delivering customized programs to address their needs, which may entail periodic assessments. Furthermore, the Medical Unit maintains up-to-date medical profiles of

PWD and SPND students, offering assistance as necessary. Finally, the Office of Student Affairs and Services, WGAD Office, and University Registrar diligently oversee their comprehensive progress.

Section 23. MULTI-FAITH SERVICES

- 23.1. The University encourages ecumenism on the campus. All religious activities within the campus, except those which form part of the official program sponsored by the University or any of its units, shall be under the sponsorship of an accredited organization or a faculty/employee. Classrooms and any other facility of the University shall not be used by any religious group without written permission. Student religious groups shall comply with existing rules and regulations, as well as those that may be promulgated from time to time by the OSAS.

Section 24. WOMEN, GENDER AND DEVELOPMENT

- 24.1. Mindoro State University firmly upholds the principles of equality, inclusivity, and gender responsiveness.
- 24.2. The Gender and Development Agenda of the University, through the Women, Gender and Development Unit acknowledges and aligns with various gender-related laws and policies of the Philippines. These include, but are not limited to:
- a. The Philippine Plan for Gender-Responsive Development (1995-2025)
 - b. Women in Development and Nation Building Act (Republic Act No. 7192)
 - c. Anti-Sexual Harassment Act of 1995 (Republic Act No. 7877)
 - d. Anti-Violence Against Women and their Children Act of 2004 (Republic Act No. 9262)
 - e. The Magna Carta of Women (Republic Act No. 9710)
 - f. Gender and Development Accord of Philippine Higher Education Institutions
 - g. CHED Memorandum Order No. 1, Series of 2015 (Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions)
 - h. Safe Spaces Act also known as Bawal Bastos Law (Republic Act 11313)

Section 25. FLEXIBLE LEARNING

- 25.1. Mindoro State University, through the Flexible Learning Unit shall uphold a student-centered approach in the implementation of flexible learning.
- 25.2. With a commitment to academic freedom, MinSU shall exercise discretion in deploying various flexible learning and alternative instruction delivery modes while ensuring transparency and outcomes-based assessment methods, specifically when regular academic environment is disrupted.
- 25.3. The University shall seek collaborations to enhance resources and capacity building for administrators, faculty, and staff.
- 25.4. Learning management systems and University email accounts are provided to create a more adaptable and innovative learning environment.

Section 26. ENTREPRENEURIAL DEVELOPMENT

- 26.1. The University shall promote an entrepreneurial spirit in the campus and shall allow the establishment of student-run cooperatives.

Section 27. CULTURE AND ARTS

- 27.1. The Office of Sports, Culture and Arts, in coordination with Office of Student Affairs and Services takes charge of the cultural activities, and guides culture and arts coordinators, trainers, choreographers, officials, and students in their participation in

cultural events and competitions. It is also dedicated to establishing partnerships with various student organizations to enhance the university's cultural program.

- 27.2. Policies and guidelines pertaining to student/performer auditions:
- a. Applicants are expected to be present at the audition venue on the scheduled date.
 - b. Students must be in appropriate attire to facilitate their participation and skill assessment.
 - c. Students/Applicants are required to adhere to the posted requirements provided by their respective trainer/choreographer.
 - d. They must meet with the trainer/choreographer and carry out the audition performance as specified.

Section 28. SPORTS DEVELOPMENT

- 28.1. The University shall provide a comprehensive basic sports program.
- 28.2. Manner of recruitment
- a. Selecting from PE students and intramural players.
 - b. Scouting players from various competitions.
 - c. Coordinating with secondary schools through recommendations.
- 28.3. Process of Selection
- a. Identification of enlisted players for tryouts.
 - b. Endorsement to the coach.
 - c. Coaches screen and interview players.
 - d. Sports personnel conduct tryouts.
 - e. The coach submits the list of selected players.
- 28.4. Training programs are planned series of activities for varsity athletes. Its stages are:
- a. Preparatory and Physical Training.
 - b. Skills Training.
 - c. Playing Techniques and Strategies
 - d. Mental Skills Training.
 - e. Tune-up Games.
- 28.5. Eligibility Requirements
- a. Must be a bona fide college student.
 - b. If a transferee, must have establish one (1) year residency.
 - c. Students who have already graduated with a bachelor's degree or are pursuing a second bachelor's degree are no longer allowed.
 - d. Must carry a minimum academic load of twelve (12) units.
 - e. Must undergo medical examination by the university physician.
 - f. Age Limitation: Must be at least 18 years old.
 - g. Parental Consent/Acknowledgment of Athlete's Participation is required
 - h. Vaccination card: Fully vaccinated against Covid-19.

Section 29. BENEFITS AND PRIVELEDGES OF COMPETING ATHLETES, ARTISTS AND CULTURAL PERFORMERS

- 29.1. The University shall provide a comprehensive sports, culture and arts program.
- a. Free trainings and workshops for respective events
 - b. In participation in athletic meets or culture and arts competition, students are entitled to:
 - i. Training and competition allowance whose amount will be determined from time to time which includes training allowance in preparation for the level of competition (e.g., Regional Athletic Meet, National Games, Culture and Arts Fests) and meet allowance to be charged from the SCUAA fund or Cultural Fund.

- ii. Uniform, Transportation, and Meals
- iii. Cash Incentives/Honorarium for winning student-athletes: Based on competition on placement in athletic events.

CONDUCT AND DISCIPLINE

Section 1. NORMS OF CONDUCT

- 1.1. Every student must promote and maintain peace and harmony in the University by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff, and other school personnel at all times (Sec. 15 Part 2. Education Act of 1982). The Student safe sets out the standards of conduct expected of students. It holds individuals and groups responsible for the consequences of their actions. Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of sanctions.
- 1.2. As a general rule, students who enroll in the University shall observe the rules and regulations of the University.

Section 2. SCHOOL UNIFORM AND PERSONAL ATTIRE

- 2.1. The school uniform is the general way of identifying a student as officially enrolled in a University. Every student shall wear the prescribed uniform on the days specified by the University.
- 2.2. Colleges may prescribe OJT uniform / Corporate Attire according to the requirements of the program provided that it is approved by the College Dean and the Vice President for Academic Affairs.
- 2.3. Only students wearing the prescribed uniform of the University shall be allowed to enter the school premises and the classroom.
- 2.4. On uniform days:
 - a. Males must wear prescribe polo-barong and pants, plain white undershirt and black leather shoes
 - b. Females must prescribe blouse and skirt/ pants, and heeled closed shoes.
 - c. Islamic students may be allowed to modify their uniform to comply with their religious beliefs as long as they conform to the colors of the University.
- 2.5. On "non-uniform" days, students are not allowed to wear inappropriate attire. "Inappropriate attire" refers to clothing that does not adhere to the established dress code or standards of decency within an educational institution. It includes clothing choices that may be deemed distracting, offensive, disrespectful, or disruptive to the learning environment or the University's values, including but not limited to the following: blouse with a bareback, bare midriffs, haltered, hanging blouse, see-through garment, sleeveless shirt/blouses, plunging neckline, miniskirt, sando, walking shorts, crop tops, off-shoulder, very low waist jeans, ripped jeans, shorts, beach sandals, and slippers.
- 2.6. Non-wearing of the prescribed uniform may be allowed under the following conditions:
 - a. Students who are pregnant, upon approval of the OSAS;
 - b. Special cases where students are temporarily incapacitated or with permanent physical disability;
 - c. Students who are in special training for sports/cultural events, etc
 - d. Force majeure (fire, flood, other emergency situations)
 - e. Students on an off-campus internship or On-the-Job Training who enter the campus for various purposes during the internship/training.
- 2.7. Students entering the campus on vehicles are not exempted from the policy on proper uniform and dress codes. The immediate display of the student ID is mandatory, whether the student is the driver or a passenger. The guards on duty

may request all student passengers of the vehicle to alight for reasons or routine inspection of uniforms, etc.; he/she may also have the right to allow only the student driver of the vehicle to pass through the vehicular gate while the other student passengers should alight and enter through the student gate.

- 2.8. Other policies on personal attire include:
 - a. Wearing of slippers or wooden/plastic shoes is allowed during heavy rains.
 - b. Students should wear the prescribed school uniform during major examinations.
 - c. Prescribed PE and NSTP uniforms can be worn only during the scheduled PE class, same with NSTP uniform.
 - d. College/Program/Society/Club shirts can be worn once a month on a wash day as provided in their college policy and/or club constitution and by-laws.
 - e. Wearing of laboratory uniforms shall only be during their laboratory periods.
 - f. Heavy makeup, flashy hairstyles, loud hair color, and tattoos with vulgar images or designs are strictly prohibited.

Section 3. ID REQUIREMENTS

- 3.1. Every student shall always wear the official identification card (I.D.) together with the official ID Lanyard inside the University campus.
- 3.2. Lost ID cards should be reported immediately to the Registrar's Office.
- 3.3. Steps in ID Card Replacement:
 - a. Secure and complete the ID Card Replacement Application Form and temporary gate pass from OSAS:
 - b. Attach necessary supporting documents (e.g. Affidavit of loss, Certificate of Marriage, or any legal documents for name change) and a copy of latest Certificate of Registration.
 - c. Visit the Guidance Office for an interview and document evaluation.
 - d. Obtain approval from the OSAS
 - e. Pay the designated ID replacement fee at the Cashier.
 - f. Submit the approved application form and payment receipt to the Production and Business Operations Unit. Keep the claim stub.
 - g. Receive the new ID card on designated day and time from the Office of the University Registrar.
 - h. The foregoing steps must be accomplished within forty-eight (48) hours from the time of the issuance of a temporary permit. The temporary permit shall be valid for only five (5) working days.

Section 4. PROPER USE OF FACILITIES

Students, being members of the school community, are responsible for the upkeep and economical use of the school facilities. Thus, they should:

- 4.1. Turn off the lights, electric fans, and the air-conditioning units when not in use, especially at dismissal time during the last period and during power interruptions, as well.
- 4.2. Turn off water faucet after use.
- 4.3. Exert utmost care and concern in handling and using machines, shop tools, laboratory apparatus/equipment, and glassware.
- 4.4. Handle reference materials in the libraries with care.
- 4.5. Avoid vandalism of books, walls, chairs, windows, bulletin boards, toilet facilities, and electrical gadgets.

Section 5. ORDER INSIDE THE UNIVERSITY

For the purpose of maintaining a conducive learning environment, students are expected to:

- 5.1. Avoid causing disturbances such as loitering and talking aloud along corridors during class sessions.
- 5.2. Observe silence as required, such as when inside the library and other premises.
- 5.3. Return borrowed library books on time to give other students a chance to use the said books.

Section 6. PUBLICITY AND MEDIA-RELATED ACTIVITIES

- 6.1. All publicity materials, in print and online publishing, must be accurate, well-presented, and respect intellectual property rights.
- 6.2. Approved materials must bear an "APPROVED FOR POSTING" stamp/electronic seal from OSAS.
- 6.3. Organizations are responsible for removing posted materials within ten days of posting.

Section 7. EXTERNAL MEDIA EXPOSURE

- 7.1. A Media Activity Form must be approved before students participate in entertainment or public shows bearing the University's name.

Section 8. MINOR PUBLICATIONS

- 8.1. Any organizational publication with journalistic content must undergo a proposal and approval process before commencing any publication activities.

Section 9. STAGING PLAYS, SKITS, FARCES, ETC.

- 9.1. No play, skit, farce, comedy, scene, or any other similar act shall be staged or presented inside or outside the university without prior authorization and approval of the content of the scripts and production design.

Section 10. CONDUCT OF BEAUTY PAGEANTS AND THE LIKE

- 10.1. Request to conduct a pageant and the like must be approved. No contest or event that will put the contestants in indecent attires/outfits and behaviors shall be allowed.

Section 11. CONDUCT OF STUDENT ACTIVITIES

- 11.1. Student organizations are encouraged to explore advocacy programs and projects that would materialize their goals and mission as a group. Conduct of activities that would put any student to any form of body-shaming activity and objectification of women is highly discouraged.

Section 12. STUDENT ATTENDANCE AND ABSENCES

- 12.1. It is the duty of all faculty members to check and report to the Dean/Head/Program Chairperson the attendance of students starting the first day of classes and every meeting thereafter. Should students incur an absence, they must present an excuse letter/medical certificate duly signed by a physician, parent/guardian, and secure an admission slip from the guidance counselor. Students who have incurred unexcused absences exceeding 20% of the total number of days/hours are supposed to attend classes during a school term shall be dropped from the rolls and given a failing grade. The faculty should report the absences to the Dean/Head/Program Chairperson and Guidance Counselor for appropriate and immediate action.
- 12.2. All students are required to attend and participate in all University activities such as University Week, Foundation Day programs, College Days, recognition programs, and the like. Exemption shall be granted to students with special needs, student-parents, pregnant students upon presentation of a valid medical certificate issued by her Obstetrician-gynecologist.

Section 13. OVERNIGHT STAY IN THE CAMPUS

- 13.1. Students, if accompanied by the coach or adviser, are allowed to stay, and work overnight inside the campus only when working in preparation for an approved activity or in participation in an approved overnight activity on the campus. A request to use University facilities must be accomplished and filed, indicating the specific purpose of overnight stay. A parent's consent and waiver must also be submitted.

Section 14. CODE OF DISCIPLINE

- 14.1. Every student shall observe the rules and regulations of the school and the standards of a good citizen. Any student through neglect, carelessness, or failure to perform his duties, violates rules and regulations, commits acts to the prejudice of good order and discipline, or fails to measure up to the desirable traits of a student shall be adjudged to have committed a delinquency.
- 14.2. A student who has committed any or a combination of offenses shall be subjected to disciplinary action, which shall be imposed commensurate to the degree or gravity of the offense, or offenses committed. Mitigating or aggravating circumstances shall be considered in determining the appropriate disciplinary actions.
- 14.3. The offender may be penalized with any or a combination of the following disciplinary sanctions:
- a. Expulsion is disciplinary action which is an extreme form of administrative action that debars a student from public and private schools.
 - b. Restitution or payment for damages to property or loss of property.
 - c. Dropping: A student may be dropped during the school year or term without prejudice to his enrollment in other schools. The student who is dropped shall be issued immediately his transfer credentials after the necessary clearance has been accomplished from the school if he intends to transfer.
 - d. Transformational Experience comprises additional educational activities, work assignments, such as community service, and any other related discretionary interventions as deemed necessary by the University Discipline Officer.
 - e. Withholding of an Academic Record/Degree shall be imposed on a student with a decided case for the offense committed.
 - f. Rectification. An offense committed will be rectified by means of rendering service.
 - g. Suspension: It is the exclusion from classes and exclusion from other privileges or activities or from the campus as set forth in the notice of suspension. Suspension may cover a period of one school day to 20% of the prescribed school days. The punishment of suspension shall carry with it the forfeiture of the right to take quizzes, homework, or any other classroom activity given during the suspension period.
 - h. Dismissal: A student may be dropped during the school year or term without prejudice to his enrollment in other schools. A dismissed student shall be issued immediately his transfer credentials after the necessary clearance has been accomplished from the school if he intends to transfer.
- 14.4. A student shall be subjected to disciplinary action for any of the following offenses:
- a. Participation in any unlawful strike, rally, or demonstration against the school or any of its departments/units.
 - b. Causing trouble due to activities of any organization that results in property damage and physical injuries.
 - c. Acts of indecency (e.g., act of lasciviousness) within the University's premises.
 - d. Oral defamation committed against any University personnel and student.
 - e. Fighting and/or physical assault.

- f. Drunkenness: Entering the school premises under the influence of liquor.
- g. Illegal possession of a firearm or other dangerous weapon, whether concealed or openly, within the school campus.
- h. Indulging in any form of gambling within the University's premises.
- i. Pushing/trafficking and using of any prohibited substance within the University premises.
- j. Smoking in university premises, including the use of e-cigarettes and vaping devices.
- k. Publishing, circulating, or distributing false information about the University, its personnel, and/or students.
- l. Drinking of liquor and smoking within the University premises.
- m. Theft or the act of unlawfully taking someone else's property or belongings without their permission and with the intent to permanently deprive them of it. It involves the dishonest acquisition of goods, money, or valuables that do not belong to the individual committing the act.
- n. Dishonesty or the act of being untruthful, misleading, or deceitful which may include but not limited to cheating on exams, plagiarizing someone else's work, or providing false information with the intention to gain an unfair advantage or deceive others.
- o. Plagiarism in connection with any academic work and other acts.
- p. Vandalism or the intentional destruction or defacement of property that belongs to the University. It includes actions such as graffiti, damaging physical structures, or any other willful act that results in the disfigurement or harm of property, often without permission.
- q. Public disturbance refers to any behavior or action that disrupts the peace, order, or normal functioning of the University.
- r. Non-observance of curfew hours.
- s. Posting of notices, announcements, or other posters in the school campus without authorization and effacing, altering, erasing, or any other manner of changing any of the posters, announcements, or notices posted.
- t. Posting of notices in areas not designated for the purpose.
- u. Violation of other regulations that may be imposed from time to time for the general welfare of the students.
- v. Use of cellular phones or any similar communication devices to access prohibited sites, programs, and applications or to conduct fraudulent or illegal activities within the University and during class hours (CMO 4 s 2020).
- w. All forms of bullying/cyberbullying, defamation, inciting to fight, and/or any abusive behavior committed against any student (Pursuant to RA10627).
- x. Hazing or the infliction of any physical or mental harm or ordeal on any person, which injures, degrades, or disgraces or that tends to injure, degrade, or disgrace any fellow student or any person in the University (Pursuant to RA 11053).
- y. Any other conduct that threatens or endangers the health and/or safety of any person inside the University premises, which impairs the student's capacity to pursue studies.

Section 15. UNIVERSITY OFFENSES AND SANCTIONS

- 15.1. For clarification as to the locus of responsibility for disciplinary action, offensive behaviors are classified into: Minor and Major Offenses.

Section 16. MINOR OFFENSES

- 16.1. Loitering during class hours, making unnecessary noise such as singing or boisterous conversation causing annoyance

- | | | |
|--|-------------------------|---|
| | 1 st Offense | Verbal reprimand with warning |
| | 2 nd Offense | Transformational experience and guidance intervention program |
| | 3 rd Offense | 8hours community service and guidance intervention program |
- 16.2. Coming to school not in proper uniform during uniform days or wearing an attire not befitting the university.
- | | | |
|--|-------------------------|---|
| | 1 st Offense | Verbal reprimand with warning |
| | 2 nd Offense | Transformational experience and guidance intervention program |
| | 3 rd Offense | 8hours community service and guidance intervention program |
- 16.3. Unauthorized use of the cellphone, video / audio player or other distracting electronic gadgets/devices during classes
- | | | |
|--|-------------------------|--|
| | 1 st Offense | Verbal reprimand with warning and confiscation of the gadget/ device |
| | 2 nd Offense | Transformational experience and guidance intervention program |
| | 3 rd Offense | 8hours community service and guidance intervention program |
- 16.4. Smoking within the University premises.
- | | | |
|--|-------------------------|---|
| | 1 st Offense | Verbal reprimand with warning, confiscation of tobacco product/ smoking/ vaping devices |
| | 2 nd Offense | Transformational experience and guidance intervention program |
| | 3 rd Offense | 8hours community service and guidance intervention program |
- 16.5. Littering in the campus
- | | | |
|--|-------------------------|---|
| | 1 st Offense | Verbal reprimand with warning |
| | 2 nd Offense | Transformational experience and guidance intervention program |
| | 3 rd Offense | 8hours community service and guidance intervention program |
- 16.6. Posting printed materials in the University without the approval
- | | | |
|--|-------------------------|---|
| | 1 st Offense | Verbal reprimand with warning |
| | 2 nd Offense | Transformational experience and guidance intervention program |
| | 3 rd Offense | 8hours community service and guidance intervention program |

16.7. Entering Campus without ID card.

1 st Offense	Verbal reprimand with warning
2 nd Offense	Transformational experience and guidance intervention program
3 rd Offense	8hours community service and guidance intervention program

16.8. Misrepresentation of the University.

1 st Offense	Verbal reprimand with warning
2 nd Offense	Transformational experience and guidance intervention program
3 rd Offense	8hours community service and guidance intervention program

16.9. Disturbing the peace and order of the school, unless properly classified as major offense.

1 st Offense	Verbal reprimand with warning
2 nd Offense	Transformational experience and guidance intervention program
3 rd Offense	8hours community service and guidance intervention program

Section 17. MAJOR OFFENSES

17.1. Violence and physical assault/ injury fighting inside the classroom or in lobby or corridor inside the campus

1 st Offense	5 days suspension with community service and guidance intervention program
2 nd Offense	10 days suspension with community service and guidance intervention program
3 rd Offense	Dismissal

17.2. Slander/Libel/Rumor Mongering

a. Uttering defamatory slanderous and libelous statements/ remarks against any faculty member and University personnel and other students

1 st Offense	5 days suspension with community service and guidance intervention program
2 nd Offense	10 days suspension with community service and guidance intervention program
3 rd Offense	Dismissal

b. Disrespecting or molesting, mocking, or instigating a quarrel against a faculty member, University staff and other students.

1 st Offense	5 days suspension with community service and guidance intervention program
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2 nd Offense	10 days suspension with community service and guidance intervention program
3 rd Offense	Dismissal

- 17.3. Vandalism, committing acts of vandalism, writing, drawing on walls and pieces of furniture; breaking of glass, windows, showcases, cabinets, electrical devices, improper use of tables and chairs, tools, and machine in the shop.

1 st Offense	5 days suspension with community service and guidance intervention program
2 nd Offense	10 days suspension with community service and guidance intervention program
3 rd Offense	Dismissal

- 17.4. Cheating. Cheating in quizzes and major examinations and taking exam by proxy

1 st Offense	Failed grade in the examination with Guidance Intervention Program
2 nd Offense	
3 rd Offense	

- 17.5. Violence and Physical Assault/ Injury
a. Intentionally hitting students

1 st Offense	10 days suspension with transformational experience and guidance intervention program
2 nd Offense	Suspension for the semester
3 rd Offense	

- 17.6. Gross misconduct unruly behavior

1 st Offense	10 days suspension with transformational experience and guidance intervention program
2 nd Offense	Suspension for the semester
3 rd Offense	

- 17.7. Bullying

1 st Offense	10 days suspension with transformational experience and guidance intervention program
2 nd Offense	Suspension for the semester
3 rd Offense	

- 17.8. Stealing. Stealing any property of co-student

1 st Offense	15 days Suspension & replacement of stolen item.
2 nd Offense	30 days suspension & replacement of stolen item
3 rd Offense	Expulsion

17.9. Liquor and Prohibited Drugs

a. Entering the University in a drunken state

1 st Offense	15 days Suspension with guidance intervention
2 nd Offense	30 days Suspension with guidance intervention
3 rd Offense	Dismissal

b. Using or taking prohibited drugs or chemicals in any form within the campus

1 st Offense	Dismissal
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c. Selling of prohibited drugs

1 st Offense	Dismissal and turn-over to proper authority
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17.10. Mass action and Subversive Activities

a. Joining, instigating, or leading rallies, demonstrations and other forms of unapproved group action which create disorder

1 st Offense	Warning
2 nd Offense	Summon of parents or guardian
3 rd Offense	Days suspension

b. Posting, distribution disseminating and circulating leaflets and other printed matters that tend to instigate subversion towards the government and cause chaos to the University

1 st Offense	Warning
2 nd Offense	Summon of parents or guardian
3 rd Offense	days suspension

c. Deadly and dangerous weapons

i. Carrying deadly and dangerous weapon such as knife, sharp pointed.

1 st Offense	Expulsion
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ii. Carrying explosives and incendiary

1 st Offense	Expulsion
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Section 18. RULES AND REGULATIONS PROMULGATED BY HEADS OF DEPARTMENT/ UNITS

- 18.1. Heads of departments may, after due consultation with their faculty, promulgate rules on conduct and discipline with peculiar application to their respective departments/units, subject to the written approval of the University President.

Section 19. BOARD OF STUDENT DISCIPLINE (BSD)

- 19.1. All cases involving student discipline shall be subjected to the jurisdiction of the BSD. However, violations of department rules, especially academic regulations concerning students of the department/unit, may be exempted from BSD regulations.
- 19.2. Composition: The BSD comprises the following members: the Vice President for Academic Affairs, serving as the chairperson; the SAS Director/ Coordinator; the Discipline Coordinator; two student representatives recommended by the USG; one

faculty representative recommended by the MinSU Faculty Association; and one administrative employee representative recommended by the Employees Association. In all proceedings, the attendance of the respective Deans and Program Chairs of the involved students is required.

- 19.3. Powers and Functions: The Board shall exercise the powers to perform the following functions:
 - a. Review the records of the case forwarded by the Student Discipline Committee;
 - b. Have full control of the formal investigation of the case.
 - c. Reduce or increase the penalty recommended as it deems proper and just.
 - d. Render a report of its accomplishments to the University President and other appropriate bodies.
- 19.4. The BSD shall decide the case within thirty days from the submission of the memoranda of the parties, if required, or from the lapse of the period to file them. If the BSD does not require the filing of memoranda, it shall decide the case within thirty days after declaring the case submitted for decision.
- 19.5. The decision shall be in writing, explaining clearly and distinctly the facts and the law on which it is based. The BSD shall provide the parties and their parents with a copy of the decision.
- 19.6. The Coordinator for Student Discipline shall serve as Secretary of the Board.

Section 20. STUDENT COMPLAINT AND GRIEVANCE

- 20.1. The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. Student grievance is defined as a complaint by a student involving the interpretation, application, or alleged violation of University policies and procedures. A grievance action may be initiated by a student against another student, faculty, an administrator, or university staff. However, a member of the faculty and staff may also file a grievance action against a student.
- 20.2. Student Complaint against Student
 - a. A complaint shall be written in a formal statement duly signed by the complainant, specifying the acts constituting the misconduct of the student or group of students.
 - b. The Director/Coordinator for Student Affairs and Services serves as the receiver of complaints and facilitator of the complaints and grievances of the students. The office screens and studies the complaints and determines whether they are valid and qualify for appropriate action. If there is a possibility of mediation, the office initiates the proceedings of a hearing to settle the complaint or grievance amicably.
 - c. The Student Discipline Coordinator will notify the student-respondent, parent, concerned faculty-adviser, Program Chairperson, and complainant for the informal hearing.
 - d. The hearing shall be informal for clarificatory purposes. Both parties shall be heard, including the presentation of evidence, interrogations, and narration of witnesses for possible amicable settlement.
 - e. If the parties reach an amicable settlement, a report shall be made and kept in the Office of Student Affairs and Services.
 - f. If, during the proceedings, the parties fail to amicably settle, the case will be brought up to the Board of Student Discipline for deliberation and enforcement of disciplinary action based on what is stipulated in the Student Handbook.
- 20.3. Student Complaint against a Faculty in an Academic Setting

- a. The University respects the academic freedom of the faculty and will not interfere with their content or style of teaching activities. The University also understands that it is its duty to give students a procedure for resolving grievances on how teachers treat them beyond the limitations of academic freedom.
 - b. If students have any questions about the applicable procedure to follow for a particular complaint, they should consult with the Director or Coordinator for Student Affairs and Services. In particular, the office should advise a student if some other procedure is applicable to the type of complaint the student has. If the student refuses to seek the assistance of the department chairperson for specific and considerable reasons, the DSAS or Coordinator may assist the student in the informal resolution of the complaint. The complainant(s) must try to reach a satisfactory resolution through the informal complaint process before taking any grievance action. If a decision is not made, a grievance petition must be submitted within thirty (30) working days of an unresolved decision and must follow the following procedure.
- 20.4. The student must submit a completed grievance petition form to the Director or Coordinator for Student Affairs and Services of the campus where the claimed rights violation occurred. If the complaint is not resolved amicably, and the student desires to proceed with the procedure.
- 20.5. A written Grievance Petition must include the following information:
- a. Name, student ID number (if applicable), and contact details, including email address, of the complainant(s);
 - b. The respondent's name(s);
 - c. A detailed explanation of the complaint's nature and the real harm the student experienced;
 - d. A detailed description of attempts at informal resolution;
 - e. A detailed description of the relief sought;
 - f. Complainants' signature.
- 20.6. The complaint is forwarded to the College Dean who shall refer the Complaint to the Vice President for Academic Affairs.
- 20.7. At this point, if the complaint is found not within the University's jurisdiction, the student is advised to pursue other channels.

Appendices

Appendix 1: List of Recognized Student Organization

1. MinSU Main Campus

- a. MinSCAT Educators Society
- b. Future Agriculturists and Researchers of MinSU
- c. Horticulture Society
- d. Agro Forestry Society
- e. Entrepreneur Society
- f. Eco-Tourism Mgt Society
- g. Environmental Science Society
- h. Information Technology Society
- i. MinSU Agricultural Engineering Society
- j. L2siast
- k. Future Farmers of the Philippines Collegiate Chapter
- l. MinSU English Second Language Club
- m. Samahan ng mga Mag-aaral sa Filipino
- n. Mathematicians' Circle
- o. Future Science Educators
- p. Student Christian Organization
- q. MMC SiningBalai Performing Arts Group
- r. MinSU Main VOX POPULI
- s. KING TAMARAWS
- t. MinSU DOST Scholars Coalition
- u. Christian Brotherhood International (CBI)

2. MinSU Bongabong Campus

- a. Better Educators for Students Today (BEST)
- b. Society of Elementary Education Students (SEEDS)
- c. Ambassadors Organization
- d. Council of Tourism Students
- e. Soaring for Useful and Competitive Computer Engineering Student Society (SUCCESS)
- f. Information Technology Society (ITS)
- g. Criminology Students Outlooking for Public Safety Society (COPS)
- h. Institute of Fisheries Student Organization (IFSO)
- i. Collegiate Entrepreneur's Organization (CEO)
- j. Political Science Student's Association (PSSA)
- k. The Highlanders (THL)
- l. English Association
- m. Math Club
- n. Science Society
- o. Samahan ng Mag-aaral sa Filipino
- p. Dramatics Club
- q. Glee Club
- r. Campus Ministry
- s. Adventist Ministry to College and University Students (AMICUS)

- t. Christian Brotherhood International
- u. Student Christian Organization (SCHOR)
- v. Future Farmers of the Philippines Collegiate Chapter
- w. Scholars' Guild
- x. MBC Volleyball Club

3. MinSCAT Bongabong Campus

- a. D' MENTORS (CTE-BSED)
- b. D' INNOVATORS (CTE-BTVTED)
- c. D'ENFORCERS (CCJE-BSCRIM)
- d. D'ANALYSTS (CCS-BSIT)
- e. D'AMBASSADORS (CBM-BSHM/BSTM)
- f. D'LIBERALS (CAS-AB)
- g. Eng-thusiasts
- h. ANGGAT KAYO
- i. Buklod Christian Fellowship
- j. Teatro MinSU
- k. SIKADA Chorale
- l. The Veritas
- m. Linguist Circle (Language Club)
- n. ALA-GAD Advocates
- o. Guild of Future and Hospitality Management
- p. The Legits (IT Club)
- q. Mathematical Society
- r. LEAD
- s. Green Knights
- t. Rotaract Club of Minsu
- u. Samahang Filipino
- v. Psychological Society
- w. Science Core Group
- x. Turista (TM Club)
- y. Scholar's Club
- z. Every Nations Campus
- aa. Baanaw Dance Troupe
- bb. University Band

Appendix 2: Schedule of Fees

FEES DURING ENROLMENT		AMOUNT	
Tuition Fee	₱	100.00	per unit
NSTP	₱	150.00	per subject
Athletic Fee	₱	100.00	per student
SCUAA Fee	₱	150.00	per student
Computer fees			
Internet Fee	₱	300.00	per student
Computer fee	₱	500.00	per computer subject with lab
Cultural Fee	₱	100.00	per student
Development fees			
Publication	₱	150.00	per student
USG	₱	50.00	per student
FFPCC	₱	100.00	per student
MFSC	₱	15.00	per student
SCEF	₱	225.00	per student
ISF	₱	300.00	per student
Entrance Examination Fee	₱	100.00	per student
Guidance Fees	₱	50.00	per student
Handbook Fees	₱	75.00	per student
Laboratory Fees			
Speech Lab	₱	100.00	per subject with speech lab
AVR	₱	50.00	per student
Tech Lab	₱	250.00	per subject using tech lab
Lab Fee	₱	150.00	per laboratory subject
Library Fee	₱	250.00	per student
Medical and Dental Fee	₱	250.00	per student
Red Cross	₱	60.00	per student
Insurance	₱	50.00	per student
Registration Fee	₱	100.00	per student
School ID	₱	120.00	per student

Other Fees (Most Common)		Amount	
Adding/ Dropping/ Changing Fee	₱	20.00	per unit
Transcript of Records	₱	50.00	per page
Certification Fee	₱	40.00	per certificate
Transfer Credential	₱	25.00	
Diploma (2nd Copy)	₱	200.00	

Appendix 3: Conforme



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Date

To Whom It May Concern:

This is to certify that we have received a copy of the Student Handbook. We shall read, understand, seek clarifications if necessary, and abide by the rules and regulations of the University as contained in this book for as long as we are connected with the Mindoro State University. We understand that other University policies pertaining to student welfare and safety may be formulated, revised or amended in the future in accordance with the MinSU' s Vision and Mission as well as with the new memoranda and circulars from the Commission on Higher Education.

Signature over Printed Name of Student

Signature over Printed Name of Parent

Date

Date

References

Commission on Higher Education Memorandum Order No. 10 s. 2017, "Policy on Students Affected by the Implementation of the K to 12 Program and the New General Curriculum"

Commission on Higher Education Memorandum Order No. 10 s. 2018, "Policy on Alternative Learning System Completers and Passers of the A & E Test In Relation to the Implementation of the K To 12 Basic Education Program"

Commission on Higher Education Memorandum Order No. 20 s. 2013, "General Education Curriculum: Holistic Understandings, Intellectual and Civic Competencies"

Commission on Higher Education Memorandum Order No. 20 s. 2020, "Guidelines on the Implementation of Flexible Learning"

Commission on Higher Education Memorandum Order No. 40 s. 2008, "Manual of Regulations for Private Higher Education of 2008"

Commission on Higher Education Memorandum Order No. 6 s. 2021 "Policy and Guidelines on Anti-Smoking and Tobacco Control"

Commission on Higher Education Memorandum Order No. 64 s. 2017, "Policies, Guidelines and Procedures for Higher Education Institutions (HEIs) Requiring Drug Testing of Students"

Commission on Higher Education Memorandum Order No. 17 s. 2012, Policies and Guidelines on Educational Tour and Field Trips of College and Graduate Students

Joint Department of Budget and Management – Commission on Higher Education Circular 2017-1, "Guidelines on the Grant of Free Tuition in State Universities and Colleges for Fiscal Year 2017"

Mindoro State College of Agriculture and Technology College Code

Mindoro State University Manual of Operations for Faculty, 2023 Revised

Republic Act 7079, "Campus Journalism Act of 1991"

Republic Act 7877, "An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes"

Republic Act 8049, "An Act Regulating Hazing and other Forms of Initiation Rites in Fraternities, Sororities, and other Organizations and Providing Penalties Thereof"

Republic Act 10931, "Universal Access to Quality Tertiary Education Act of 2017"

CONTRACT OF LEASE

KNOW ALL MEN BY THESE PRESENTS

This **CONTRACT**, entered into in Victoria, Oriental Mindoro, Philippines between:

MINDORO STATE UNIVERSITY (MinSU), the lessor, a state university with principal address at Alcate Victoria, Oriental Mindoro herein represented by **DR. CHRISTIAN ANTHONY C. AGUTAYA**, its OIC President,

-and -

INFINITE PRINCE FOOD KIOSK, the lessee, a corporation established under Philippine law, herein represented by **ERNIE BOY C. MACAPANAS**, with residence and postal address at Calapan City, Oriental Mindoro;

States that:

it is necessary for the **Lessor** to provide Canteen Facilities for its employees and students while **INFINITE PRINCE FOOD KIOSK** is engaged in food business and hereby offered their services for running the canteen at the premises of MinSU Main Campus;

the **Lessor** leases to the **Lessee** its property (University Canteen) located at MinSU Main Campus, Alcate, Victoria subject to the following:

TERMS AND CONDITIONS

- Sgd
1. **PURPOSE:** That the premises hereby leased shall be used exclusively for canteen operation purposes only and shall not be diverted to other purposes. It is hereby expressly agreed that if at anytime the premises is used for other purposes, the **Lessor** shall have the right to rescind this contract without prejudice to its other rights under the law;
 2. **TERM:** The term of lease is for twelve (12) months from 01 January 2024 to 31 December 2024. Upon expiration, this lease may be renewed under such terms and conditions as may be mutually agreed upon by both the **Lessor** and **Lessee** provided written notice of intention to renew the lease shall be served to the **Lessor** not later than ten (10) days prior to the expiration date herein agreed upon;
 3. **SURVEY AND EVALUATION:** **Lessor** shall conduct a survey and evaluate the performance of the **Lessee** on a semestral basis. The rating shall range from outstanding (the highest), very satisfactory, satisfactory to the poor (the lowest). Contract renewal is contingent upon achieving an overall rating that meets or exceeds the satisfactory rating. Failure to attain this level constitutes grounds for non-renewal;
 4. **RENTAL RATE:** The monthly rental rate for the leased premises shall be in PESO: Twenty-Five Thousand Pesos only (PhP 25,000.00), Philippine Currency payable to the **Lessor** every ___ of the month.

5. OBLIGATION OF THE LESSEE

Facility Maintenance:

- a. The **Lessee** shall maintain the cleanliness and sanitation of the canteen premises and equipment. The **Lessee** shall conduct a general and thorough cleaning of the premises and equipment at least once a month;
- b. The **Lessee** shall strictly comply with waste segregation management and waste disposal;

Sgd

- c. If all or a portion of the University Canteen is damaged by fire, explosion, flooding, or other similar causes due to the fault or negligence of the Lessee or its employees, the same will be repaired by the **Lessee** at its own expense. Provided, however, that if the **Lessee** is not able to immediately repair said damage to the detriment of the operations of the **Lessor**, **Lessor** may undertake the repair thereof subject to payment by or reimbursement of cost from the **Lessee**;
- d. The **Lessee** shall, at its own expense, be responsible for pest control in the University Canteen and Restaurant, including but not limited to the abatement of insects, rodents, vermin, and other nuisance pests. It shall take all reasonable measures to prevent the proliferation of pests, including maintaining the premises clean and orderly.

Food Requirements:

- a. Food Quality and Sanitation: The **Lessee** shall strictly maintain high standards of food quality and sanitation at all times. It shall likewise strictly maintain the cleanliness of its premises. Training on food safety will be required for the **Lessee** prior to the start of the operation;
- b. Health Qualification and Sanitation: The **Lessee** shall ensure that workers are always in good health. In this regard, the submission of medical certificates attesting to their good health shall be required every year. The following requirements must be submitted to the Office of the Director for Production and Business Operations; business name, business permit, sanitation permit, and medical laboratory results, particularly for the staff of the stall (Hepa A, Hepa B, chest X-ray result, food handler test and vaccination card.);
- c. Uniform and Name Plates of Waiters/Food Servers: All canteen personnel shall wear a clean official uniform, nameplate, hairnet, gloves, and mouth shields or face masks to be supplied by the **Lessee**. Canteen personnel must wear appropriate shoes to ensure a safe and hygienic working environment. Open-toed shoes or sandals are not allowed during operational hours;
- d. The **Lessee** is expected to provide regular healthy food and beverage services, which shall consist of quality and hygienically-prepared meals and snack items for students and employees. Beverages shall consist of all forms of non-alcoholic drinks;
- e. Food Handlers not to Touch Money: Food handlers are strictly prohibited from handling money directly. Separate designated individuals or cashiers shall be responsible for transactions involving money. This rule aims to maintain a high standard of hygiene during food preparation and serving.

Canteen Operation:

- a. The **Lessee** shall operate the University Canteen from 7:00 a.m. to 5:00 p.m. Monday to Friday. However, the operating period may be extended as required by the **Lessor's** Department/Offices, Colleges activities and events. **Lessor** shall give prior notice to the **Lessee** should such instances occur;
- b. The **Lessor** shall offer the following: (i) breakfast sets, (ii) a budget meal, (iii) at least five (5) à la carte servings;
- c. All meals offered by the **Lessee** shall comply with the following serving sizes: (i) serving size of pork, beef, chicken, fish, seafood, and vegetables shall be at least one hundred thirty (130) grams; (ii) serving size of rice at least one (1) cup equivalent to one hundred seventy (175) grams;
- d. The campus is an environment-friendly campus; therefore, Styrofoam, and single-use plastic food containers are not allowed. Reusable dishware (plates, glasses, utensils, etc.) is a must for the **Lessee**;
- e. The **Lessee** May Charge Additional fees for Take-Out Containers: The **Lessee** reserves the right to charge additional fees for take-out meals to cover the cost of providing food containers. The additional charges will be clearly communicated to customers, and the policy will be visibly displayed in the canteen;

Sgd

- f. The **Lessee** is expected to provide housekeeping services in their respective areas, including the receptacle for segregated wastes. The **Lessee** shall be responsible for disposing their segregated waste daily into the campus garbage collection system. The disposal of cooking oil must be conducted in an environmentally responsible manner. The **Lessee** shall implement proper procedures for the collection and disposal of used cooking oil, ensuring compliance with local environmental regulations. Under no circumstances should use cooking oil be poured down drains or disposed of in a way that may cause harm to the environment.
6. **FOOD ITEM/PRODUCT:** Owner of the premises are required to sell only their own unique food/dishes and beverages.
7. **SUB-LEASE:** The **Lessee** shall not directly or indirectly sublet, allow or permit the leased premises to be occupied in whole or in part by any person, form or corporation, neither shall the **Lessee** assign its rights hereunder to any other person or entity and no right of interest thereto or therein shall be conferred on or vested in anyone by the **LESSEE** without the **Lessor's** written approval.
8. **PUBLIC UTILITIES:** The **Lessee** shall pay for its electric bill. Stalls that will necessitate electricity must request the installation of a sub meter at the university and are responsible for paying the cost of the electricity consumed.
9. **FORCE MAJEURE:** If whole or any part of the leased premises shall be destroyed or damaged by fire, flood, lightning, typhoon, earthquake, storm, riot or any other unforeseen disabling cause of acts of God, as to render the leased premises during the term substantially unfit for use to which it is intended, then this lease contract may be terminated without compensation by the **Lessor** or by the **Lessee** by notice in writing to the other.
10. **LESSOR'S RIGHT OF ENTRY:** The **Lessor** or its authorized officials and agents shall, after giving due notice to the **Lessee** shall have the right to enter the premises in the presence of the **Lessee** or its representative at any reasonable hour of the day to enter and view the condition of the leased property.
11. **PRE-TERMINATION OF CONTRACT:** Should the **Lessee** wish to pre-terminate this Contract of Lease for whatever reason, the **Lessee** shall notify the **Lessor** in writing at least sixty (60) calendar days in advance of the pre-termination date, and shall, simultaneous therewith, pay to The **Lessor** a pre-termination penalty in an amount equivalent to one (1) month's rental. The **Lessee** shall surrender the leased property at the termination of the lease with the improvements it has introduced to the property.
12. **VALIDITY:** This **CONTRACT OF LEASE** shall be valid and binding between the parties for a period of twelve months from 01 January 2024 to 31 December 2024 and is renewable upon mutual agreement of the parties;
13. **FAILURE TO PAY:** Should INFINITE PRINCE FOOD KIOSK fail to pay the rent in accordance with the terms mentioned above or violate from the terms of this contract, MinSU shall have the right to repossess the leased property and recover from INFINITE PRINCE FOOD KIOSK all accrued rents.

Sgd

Sgd

To attest to this contract, the parties have signed it this ____ day of _____, 2024 at the Mindoro State University, Main Campus, Alcate, Victoria, Oriental Mindoro.

Sgd
DR. CHRISTIAN ANTHONY C. AGUTAYA
Lessor

Sgd
ERNIE BOY C. MACAPANAS
Lessee

Signed in the presence of:
Sgd
JONBERT M. CAOLI
Director for Student Affairs and Services

Sgd
RAMIL D. ATIENZA, Ph.D.
Director for Production and Business Operations

ACKNOWLEDGEMENT

Republic of the Philippines)
Victoria, Oriental Mindoro

BEFORE ME, a notary public commissioned in the above jurisdiction, personally appeared the following:

NAME	PRC/I.D./CTE No.	DATE	PLACE ISSUED
DR. CHRISTIAN ANTHONY C. AGUTAYA			
ERNIE BOY C. MACAPANAS			

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of three pages, including the page on which this acknowledgement is written, has been signed on each and every page thereof by the concerned parties and their witnesses, and sealed with notarial seal.

WITNESS MY HAND AND SEAL, this FEB 23 2024 of _____, 2024 at Victoria, Oriental Mindoro.

Doc. No. 146,
Page No. 37,
Book No. LXIII,
Series of 20 24,

Notary Public
Sgd
ATTY. ARISTEDES A. MARAMOT
Notary Public
Until Dec. 31, 2024 NP-22-234
PTR No. 3565882-
Victoria Or. Mindoro/01-02-2024
Roll No. 41130 / April 15, 1996
IBP No. 415498 / 01-16-2024 / Or. Mindoro
MCLE Compliance No. VII -0013433
Valid until 04-14-2025