

Republic of the Philippines
Congress of the Philippines
Metro Manila
Fiftieth Congress
Third Regular Session

Begun and held in Metro Manila, on Monday, the twenty-third day of July, two thousand twelve.

[REPUBLIC ACT NO. 10596]

AN ACT CONVERTING THE MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY IN THE MUNICIPALITY OF VICTORIA, PROVINCE OF ORIENTAL MINDORO INTO A STATE UNIVERSITY TO BE KNOWN AS THE MINDORO STATE UNIVERSITY (MINSU) AND APPROPRIATING FUNDS THEREFOR

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. *Conversion.* — The Mindoro State College of Agriculture and Technology (MINSU) in the Municipality of Victoria, including the MINSU external campuses, namely: the Polytechnic College of Calapan in Calapan City and the Bongabong College of Fisheries in the Municipality of Bongabong, all located in the Province of Oriental Mindoro, is hereby converted into a state university to be known as the Mindoro State University (MinSU), hereinafter referred to as the University. The main campus of the University shall be in the Municipality of Victoria, Province of Oriental Mindoro.

SEC. 2. *General Mandate.* — The University shall primarily provide advanced education, higher technological, professional instruction and training in agriculture and forestry, fisheries and environmental studies, information and computer

technology, arts and sciences, education, business and management, health sciences and other related fields of study. It shall also undertake research and extension services in support of the socioeconomic development of the Province of Oriental Mindoro, and provide progressive leadership in its areas of specialization.

SEC. 3. *Academic Freedom and Institutional Autonomy.* – The University shall enjoy academic freedom and institutional autonomy, pursuant to paragraph 2, Section 5 of Article XIV of the Constitution of the Republic of the Philippines.

SEC. 4. *Curricular Offerings.* – The University shall offer undergraduate and graduate courses in the fields of agriculture and forestry, fishery and environmental studies, information and computer technology, arts and sciences, education, business and management, health sciences and other degrees/courses within its areas of specialization and according to its capabilities as the Board of Regents may deem necessary to carry out its objectives, in order to meet the needs of the Province of Oriental Mindoro and Region IV-B.

The existing high school shall be transferred to the jurisdiction and supervision of the Department of Education (DepED): *Provided*, That the high school shall be allowed to remain and operate within the campus of the University until its students, who are currently enrolled, shall have completed their high school education: *Provided, further*, That the University may operate a reasonably-sized laboratory school, if it has a College of Education.

SEC. 5. *Administration.* – The University shall have the general powers of a corporation set forth in Batas Pambansa Blg. 68, as amended, otherwise known as "The Corporation Code of the Philippines". The administration of the University and the exercise of its corporate powers shall be vested exclusively in the Board of Regents and the President of the University.

SEC. 6. *The Governing Board.* – The governing board of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

(a) The Chairperson of the Commission on Higher Education (CHED), Chairperson;

(b) The President of the University, Vice Chairperson;

(c) The Chairperson of the Committee on Education, Arts and Culture of the Senate, member;

(d) The Chairperson of the Committee on Higher and Technical Education of the House of Representatives, member;

(e) The Regional Director of the National Economic and Development Authority (NEDA), member;

(f) The Regional Director of the Department of Science and Technology (DOST), member;

(g) The Regional Director of the Department of Agriculture (DA), member;

(h) The President of the federation of faculty associations of the University, member;

(i) The President of the federation of student councils of the University, member;

(j) The President of the federation of alumni associations of the University, member; and

(k) Two (2) prominent citizens from the private sector who have distinguished themselves in their profession or fields of specialization of the University, members.

The Board shall appoint the two (2) prominent citizens from among a list of at least five (5) qualified persons in the Province of Oriental Mindoro, as recommended by the search committee constituted by the University President, in consultation with the Chairperson of the CHED and the other members of the Board, based on the normal standards and qualifications for the position.

The term of office of the President of the federation of faculty associations, the President of the federation of student councils and the President of the federation of alumni associations shall

be coterminous with their respective terms of office, as set forth in their respective constitutions and bylaws.

The two (2) prominent citizens shall serve for a term of two (2) years from the date of appointment.

SEC. 7. Powers and Duties of the Board of Regents.

-- The Board shall have the following specific powers and duties, in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under existing laws:

(a) To promulgate and implement policies in accordance with the declared State policies and the provisions of the Philippine Constitution on education, agriculture, science and technology, as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994";

(b) To promulgate rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;

(c) To receive and appropriate all sums as may be provided for the support of the University in the manner it may determine in its discretion, in order to carry out the purposes and functions of the University;

(d) To import economic, technical and cultural books and/or publications;

(e) To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose of the same when necessary for the benefit of the University, and subject to the limitations, directions and instructions of the donor, if any;

(f) To fix the tuition fees and other necessary school charges such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as the Board may deem proper to impose, after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension or other programs/projects of the University: *Provided*, That all fiduciary fees shall be disbursed for the specific purposes for which these are collected

If, for reasons beyond its control, the University shall not be able to pursue any project for which the funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University;

(g) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;

(h) To authorize the construction or repair of its buildings, machinery, equipment and other facilities, and the purchase and acquisition of real property, including necessary supplies, materials and equipment;

(i) To appoint upon recommendation of the President of the University, Vice Presidents, deans, directors, heads of campuses, faculty members, and other officials and employees of the University;

(j) To fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provision of existing

law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

(k) To approve the curricula, instructional programs and rules of discipline drawn by the Administrative and the Academic Councils herein provided;

(l) To set policies on admission and graduation of students;

(m) To award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, science and technology, agriculture or in any field of specialization within the academic competence of the University; and to authorize the awarding of certificates of completion of nondegree and nontraditional courses;

(n) To establish and absorb nonchartered tertiary institutions within the Province of Oriental Mindoro as branches and centers in coordination with the CHED, and in consultation with the Department of Budget and Management (DBM), and to offer therein programs or courses to promote and carry out equal access to educational opportunities as mandated by the Constitution;

(o) To establish research and extension centers of the University where such will promote the development of the latter;

(p) To establish professorial chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;

(q) To delegate any of its powers and duties provided for hereinabove to the President and/or other officials of the University as it may deem appropriate, so as to expedite the administration of the affairs of the University;

(r) To authorize an external management audit of the University, to be financed by the CHED, subject to the rules and regulations of the Commission on Audit (COA); and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

(s) To collaborate with other governing boards of the state colleges and universities within the Province of Oriental Mindoro or Region IV-B, under the supervision of the CHED and in consultation with the DBM, and work towards the restructuring of the University to become more efficient, relevant, productive and competitive;

(t) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds from which shall be used for the development and strengthening of the University;

(u) To develop consortia and other economic forms of linkages with local government units (LGUs), institutions and agencies, both public and private, local and foreign, in the furtherance of the purposes and objectives of the University;

(v) To develop academic arrangements for institutional capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts/specialists as consultants, part-time or visiting or exchange professors, scholars or researchers, as the case may be;

(w) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual learning system, open or distance education and community laboratory for the promotion of greater access to education;

(x) To establish policy guidelines and procedures for participative decision-making and transparency within the University;

(y) To privatize, where most advantageous to the University, the management of nonacademic services such as health, food, building or grounds or property maintenance and such other similar activities; and

(z) To extend the term of the President of the University beyond the age of retirement but not beyond the age of seventy (70), whose performance has been unanimously rated by the Board as outstanding, based on the guidelines, qualifications and/or

standards set by the Board, after unanimous recommendation by the search committee.

SEC. 8. *Meetings of the Board.* — The Board shall regularly convene once every three (3) months. Whenever necessary, the Chairperson of the Board may call, upon three (3) days' prior written notice, a maximum of two (2) special meetings within the same period.

A quorum of the Board shall consist of majority of all its members holding office at the time of the meeting: *Provided, however,* That the Chairperson of the Board or the President of the University is among those present in the meeting.

In one's absence, the Chairperson of the CHED shall designate a Commissioner of the CHED as representative in the meeting with all the rights and responsibilities of a regular member: *Provided, however,* That during this meeting, the President of the University as Vice Chairperson shall be the Presiding Officer: *Provided, further,* That this proviso notwithstanding, the Chairperson of the CHED is hereby authorized to designate a CHED Commissioner as the regular Chair of the Board, in which case said CHED Commissioner shall act as the Presiding Officer.

In case the Chairpersons of the Congressional Committees on Education shall not be able to attend the Board meeting, they may duly designate their respective representatives to attend the said meeting, who shall have the same rights and responsibilities as a regular member of the Board.

The members of the Board shall not receive any salary but shall be entitled to reimbursements for actual and necessary expenses incurred, either in their attendance to meetings of the Board or in connection with other official business authorized by resolution of the Board, subject to existing laws and regulations.

SEC. 9. *The University President.* — The University shall be headed by a President, who shall render full-time service and who shall be appointed by the Board, subject to the guidelines, qualifications and standards set by the Board, upon recommendation of a duly constituted search committee. The University President shall have a term of four (4) years and shall be eligible for reappointment for another term: *Provided, That*

in order to effect a smooth transition to a state university, the incumbent President of the MINSCAT shall serve as the first President of the University.

Within six (6) months before the expiration of the term of office of the incumbent President of the University, the Board shall constitute the Search Committee for the Presidency (SCP).

In case of vacancy in the Office of the President by reason of death, compulsory retirement, resignation, removal for cause or incapacity of the President to perform the functions of the office, the Board shall designate an Officer-in-Charge of the University within six (6) months from the date of vacancy, pending the appointment of a new President. The successor or the Officer-in-Charge shall serve only the unexpired portion of the term.

The powers and duties of the President of the University, in addition to those specifically provided in this Act, shall be those usually pertaining to the Office of the President of similar universities, and those delegated by the Board.

The salary of the President of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by the Presidents of similar educational institutions.

The President of the University shall be assisted by the Vice Presidents who shall be appointed by the Board upon recommendation of the President.

SEC. 10. *Heads of University Campuses.* — Campus Directors shall head the University campuses and they shall render full-time service. They shall be appointed by the Board upon recommendation of the search committee and the University President, subject to the guidelines, qualifications and standards set by the Board: *Provided*, That the incumbent college administrators of the extension campuses shall serve as campus directors of their respective campuses.

SEC. 11. *The Secretary of the University.* — The Board shall appoint a Secretary, who shall serve as such for both the Board and the University and shall keep all records and

proceedings of the Board. The Secretary shall serve upon each member of the Board the appropriate notice of the Board meetings.

SEC. 12. *The Treasurer of the University.* - The Treasurer of the Philippines shall be the *ex officio* Treasurer of the University.

SEC. 13. *The Administrative Council.* - There shall be an Administrative Council consisting of the President of the University as Chairperson, Vice Presidents, deans, directors and other officials of equal rank as members, whose duty is to review and recommend to the Board the policies governing the administration, management and development planning of the University.

SEC. 14. *The Academic Council.* - There shall be an Academic Council to be composed of the President of the University, who shall act as Chairperson, and all academic staff with the rank of at least an assistant professor, as members.

The Academic Council shall have the power to review and recommend the curricular offerings and rules of discipline of the University, subject to the approval of the Board. It shall fix the requirements for the admission of students, as well as for their graduation and conferment of degrees, subject to review and approval by the Board through the President of the University. It shall have the disciplinary power over students of the University and shall formulate academic policies and rules and regulations on discipline, subject to the approval of the Board.

SEC. 15. *The Faculty.* - No political beliefs, gender preference, cultural or community affiliation or ethnic origin, and religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University: *Provided*, That said appointment shall be subject to the guidelines, qualifications and standards set by the Board: *Provided, further*, That no member of the faculty shall teach for or against any particular church or religious sect.

SEC. 16. *Scholarship Program/Admission.* - The University shall provide a scholarship program and other affirmative action programs to assist poor but deserving students who qualify for admission to the University.

No student shall be denied admission to the University by reason of sex, religion, cultural or community affiliation or ethnic origin.

SEC. 17. Authority to Loan or Transfer Apparatus/ Equipment/Supplies and Detail of Personnel. — The heads of the bureaus and offices of the national government are hereby authorized to loan or transfer, upon the request of the President of the University, such apparatus, equipment or supplies as may be needed by the University, and to detail employees for duty therein when, in the judgment of the head of bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to public service.

The employees so detailed shall perform such duties as required of them by the President of the University, and the time so employed shall be counted as part of their regular services.

SEC. 18. Assets, Liabilities and Personnel. — All assets, real and personal, personnel and records of the MINSCAT, as well as liabilities or obligations, are hereby transferred to the University. The positions, rights and security of tenure of faculty members and personnel therein employed under existing laws prior to the conversion into a University shall be respected.

All parcels of land belonging to the government occupied by the MINSCAT are hereby declared to be property of the University, and shall be titled under that name: *Provided*, That should the University cease to exist or be abolished or should such parcels of land aforementioned be no longer needed by the University, the same shall revert to the Province of Oriental Mindoro.

SEC. 19. Tax Exemption on Importation and Donations. — The importation of economic, technical and cultural books and/or publications, which is for economic, technical, vocational, scientific, philosophical, historical or cultural purposes made by the University, upon certification by the CHED, shall be exempt from customs duties in accordance with the provisions of the Tariff and Customs Code of the Philippines, as amended.

Donations in any form to the University shall be exempt from the donor's tax and the same shall be considered as allowable

deduction from the gross income in the computation of the income tax of the donor, in accordance with the provisions of the National Internal Revenue Code of 1997, as amended.

SEC. 20. Appropriations. – The amount necessary to carry out the provisions of this Act shall be charged against the current year's appropriations of the MINS CAT, except the sums needed to continue the operations of the existing high schools. Thereafter, such sums as may be necessary for the continued operation and maintenance of the University shall be included in the annual General Appropriations Act.

SEC. 21. Development Plan, Management Audit, Organizational/Administrative/Academic Structure. – Within the period of one hundred twenty (120) days after the approval of this Act, the University shall accomplish the following:

(a) Submit a five (5)-year development plan, including its corresponding program budget to the CHED, for corresponding recommendation to the DBM;

(b) Undergo a management audit in cooperation with the CHED; and

(c) Set up its organizational, administrative as well as academic structure, including the appointment of the key officials of the University.

SEC. 22. Filing of Report. – On or before the fifteenth (15th) day of the second (2nd) month after the opening of the regular classes each year, the Board shall file with the Office of the President of the Philippines, through the Chairperson of the CHED, and with both Houses of Congress, a detailed report on the progress, conditions and needs of the University.

SEC. 23. Suppletory Application. – The provisions of Republic Act No. 8292, otherwise known as the "Higher Education Modernization Act of 1997", shall be an integral part of this Act and shall serve as part of the Governing Charter of the University.

SEC. 24. Parity Clause. – All other powers, functions and privileges, responsibilities and limitations to state universities and their officials under existing laws shall be deemed granted to

or imposed upon the University and its officials whenever appropriate.

SEC. 25. *Implementing Rules and Regulations.* — The Board, in consultation with the CHED, shall formulate the guidelines to fully implement the provisions of this Act.

SEC. 26. *Compliance With CHED Requirements.* — The provisions of this Act notwithstanding, the establishment or conversion of the institution into a state university shall become effective only upon the determination and declaration by the CHED, based on the recommendation of a panel of experts, that the institution has complied with the requirements for a university status. The CHED, through its regional office, shall regularly provide technical assistance to the institution and monitor compliance with the requirements of the Commission.

The CHED shall designate a panel of experts who shall prepare a recommendation to the Chairperson of the CHED, on whether the institution has substantially complied with the requirements for the grant of university status.

The following are the operational requirements for a university:

(a) Level III accreditation or equivalent under CHED policies for at least four (4) of its undergraduate programs, one (1) in liberal arts and one (1) in the sciences, and two (2) of its graduate programs;

(b) Ratio of qualified full-time faculty with requisite degrees to number of students;

(c) Adequate library and laboratories;

(d) Research and development output of practical and commercial application to the community;

(e) Relevant linkages and outreach programs that are of service to the community; and

(f) Relevant academic policies, systems and processes.

The institution shall retain its status prior to the effectivity of this Act, unless in the meantime it is able to comply with the requirements provided herein, within a period not exceeding January 1, 2016.

SEC. 27. Separability Clause. — If, for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

SEC. 28. Repealing Clause. — All laws, presidential decrees, executive orders, rules and regulations contrary to or inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

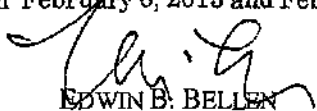
SEC. 29. Effectivity. — This Act shall take effect fifteen (15) days after its publication in two (2) newspapers of general circulation.

Approved:


JUAN PONCE ENRILE
President of the Senate


FELICIANO BELMONTE JR.
Speaker of the House of Representatives

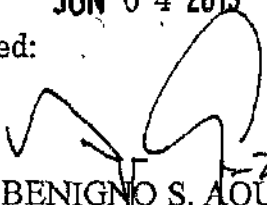
This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on February 6, 2013 and February 4, 2013, respectively.


EDWIN B. BELLEN
Acting Senate Secretary


MARILYN B. BARUA-YAP
Secretary General House of Representatives

JUN 04 2013

Approved:


BENIGNO S. AQUINO III
President of the Philippines





UNIVERSITY STUDENT GOVERNMENT (USG)

Constitution and By-Laws

PREAMBLE

We, the students of the Mindoro State University – Bongabong Campus, through the guidance of the Almighty God, in order to establish an independent student government (*The University Student Government*) that will unite, govern and uplift the condition of the whole studentry, protect and exercise the students democratic rights and welfare, foster a closer relationship among students, academic community and other sectors of society, to install nationalistic, mass oriented, scientific and technological consciousness for the advancement of Filipino students and the people as a whole, do hereby ordain and promulgate this Constitution.

ARTICLE I NAME, OFFICE, NATURE AND TERMS OF THE ORGANIZATION

- Section 1** The organization shall be called University Student Government herein referred to as USG.
- Section 2** The USG shall have its own office and it shall be within the Mindoro State University - Bongabong Campus.
- Section 3** The USG shall promote and enhance, in democratic manner, the rights, welfare and ideals of the studentry.
- A. Democratic manner means all legal procedures are in accordance with the rules and regulations of the University.
- Section 4** The USG shall role as the central ruling student body that will govern the College Student Council, all clubs, and organizations.
- Section 5** The term of the office shall be co-terminus with MinSU Bongabong Campus.
- Section 6** The Official Logo of the USG was drawn below, it shall serve as an insignia of the USG.



Official Logo of the University Student Government





- Section 7** The following are the elements of the logo and its definitions:
- GAVEL* signifies the authority or power of the University Student Government as the highest governing student body of the university.
 - OPEN BOOK* signifies education as the top advocacy of the University Student Government aside from students' right and welfare. Moreover, this also symbolizes the knowledge of the USG in terms of public service and their respective duties.
 - FIVE MEN* signify the unity of USG officers despite their differences. The USG officers move and lead as one for the rights and welfare of the studentry.
 - SHIELD* signifies the protection of the students' rights by the USG.
 - WREATH OF LAUREL* signifies the excellence practiced by the USG that is one of the core values of the university

ARTICLE II OBJECTIVES OF THE ORGANIZATION

The objectives of the Organization shall be:

- To serve as an avenue of the students' ideals and aspirations.
- To assist in implementation of education reforms for the total development of the students as embodied in the Vision, Mission, Goal, and Objectives of the University.
- Develop higher educational standards in coordination with the academic community and aim at uplifting the physical, mental, social, cultural and spiritual make up of studentry, in order to achieve a more humane existence of everybody.
- To promote and protect the rights and the welfare of the students.
- To actively participate in the formulation, implementation, and evaluation of university policies on matters affecting studentry through a presentation in the administrative council.
- The USG shall provide the forum for the ventilation of the students' queries problems and needs.
- The USG shall uphold students' rights, welfare, and privileges.
- The USG shall undertake projects inside and outside of the campus, with the permission of the Campus Executive Director and approval of the University President.
- The USG shall coordinate with the other state organizations and agencies in promoting the general welfare of the studentry.

ARTICLE III POWER AND DUTIES

- Section 1** The USG shall be the highest governing body of the





different clubs or associations that pertain to the student organizations. It shall be the main duty of the USG to plan, propose and implement projects, activities, rules and regulations that shall benefit the entire university population.

Section 2 The USG shall serve as the voice of the students to the administration.

Section 3 The USG shall have the right to determine policies and programs of the students' activities with the provision and by-laws and in consonance with university policies and regulations.

- a. Initiate and implement programs designed for social, cultural, intellectual, moral, and spiritual development of its members as well as the students of the University.

Section 4 The USG shall have the presentation in determining university policies which directly affect students. The USG shall present on the policy making bodies which directly affect the welfare especially bodies concerned with curriculum review, student discipline, and academic standard.

Section 5 The USG officer shall have the right to reimburse the expenses incurred during their official functions subject to the accounting and auditing reimbursement regulation and approval of the council members.

Section 6 The USG shall be excused from their classes during emergency meetings and activities as approved by the Campus Executive Director.

Section 7 The USG shall conceptualized projects/programs and implements the same upon approval.

Section 8 The USG shall assist in the dissemination of information on the rules and regulations concerning students' proper conduct and discipline.

ARTICLE IV MEMBERSHIP, DUTIES AND OBLIGATION OF THE STUDENTS

Section 1 All bona fide college students of MinSU Bongabong Campus shall automatically become member of the USG.

Section 2 All students shall be automatically exempted from paying the membership fee worth P100.00 as the USG fee is

funded by the Commission on Higher Education (CHED).

Section 3 All students have the obligation to:

- a. Observe at all times the laws, of the Philippines.





- b. Observe at all times the rules and regulations of the university.
- c. Participate in all activities of the USG.
- d. Help in bringing about the academic and technological atmosphere favorable to a harmonious relationship among the various element of the university.
- e. Attend regularly in all general or special meeting called by the organization.
- f. Participate in all general fund raising activities of the organization.

Section 4 All students shall exercise their rights properly, observe their duties and responsibilities, and respect the rights of others at all times.

Section 5 It shall be the duty of every student to uphold and protect the USG Constitution and By-Laws.

ARTICLE V BILL OF RIGHTS

Section 1 Inside the campus, the students have the rights to:

- a. Academic freedom
- b. One process in disciplinary proceedings

Section 2 In exercising academic freedom, the students shall enjoy the right to freedom of speech, of the press, of expressions and peaceful assembly and association in consonance with existing policies and regulations of the university regarding such activities.

Section 3 In exercising due process, the student enjoys defending him to be heard and to present evidence on his behalf.

Section 4 The student shall enjoy democratic rights:

- a. The right to establish/organize/join clubs/alliances, federations and other associations among themselves inside the campus on their general/particular interest including social services, religious, cultural and political organizations provided they are accredited or recognized by the University.
- b. The right to organize themselves for purpose not contrary to the laws and regulations of the state as agreed upon between the students and the administration.

Section 5 The student shall have the right to suffrage.

Section 6 The USG shall have the right to access to institutional records and pertinent documents that directly affects the studentry.

Section 7 The students shall have the right to circulate leaflets, newsletters, posters manifesto, petitions and other material of similar nature provided that it has the approval of the administration. No student shall be arrested, detained or intimidated on the grounds of disseminating or circulating materials as mentioned above.





- Section 8** The student shall have the right to participate in discussion inside and outside of the classroom and put a stand on significant issues whether local, national or international issues.
- Section 9** The student shall have the right to air their grievances, seek redress and shall be his/her protection from whatever intimidation/harassment suffered without just cause.
- Section 10** No student shall be barred, arrested or intimidated from participating in any assembly if such student is not violating the University rules and regulations.
- Section 11** No arbitrary administrative measure and penalties against any students shall be allowed without due process. Just cause shall be guiding principle in meeting out punishments to the students or organization.
- Section 12** Students have the right to use classrooms, conference halls and other facilities inside the University for purposes other than instructions provided that the permission is obtained from the concerned college official and provided further that such use is not disruptive to class.
- Section 13** The students shall have the right to participate in the formulation of the policies that directly affects their democratic right as students.
- Section 14** The students shall have the freedom of inquiry with the Campus Executive Director in the matters affecting their curricular and extracurricular affairs.
- Section 15** The students shall have the right to be free from torture, extortion, harassments, intimidation manhandling, grave threats, acts of terrorism and other similar acts.
- a. Any act of the same above shall be subjected under Section 10 and supported by the preceding section.
- Section 16** The students shall have the right to file charges against anyone who has violated their right or has incurred offenses against them. The students may be represented by their parent/guardian.

ARTICLE VI COMPOSITION OF THE UNIVERSITY STUDENT GOVERNMENT (USG)

- Section 1** The USG shall be the central governing body of the studentry.
- Section 2** The USG shall be composed of President, Vice-President, Secretary, Treasurer, Auditor, eight (8) Senators and six (6) College Representatives. The officers shall elect/appoint among themselves namely: External and Internal Affairs Committee, Students Diversity and Interest Committee, Ways and Means Committee, Information Committee, Sports Committee, Culture and Arts Committee, Civic/Peace and Order Committee, and





Finance and Production Committee

- a. The College Student Councils (CSC) and Class Presidents shall also be part of the USG as the representatives elected by their respective department/classes.

Section 3 The college representatives to the University Student Council shall serve as a liaison between the University Student Council and the College Student Councils. They shall, at all times, be free from the control of the College Student Councils with regards to the performance of their duties, functions and activities as members of the University Student Council.

Section 4 Any permanent vacancy in the position of President shall be filled up by the incumbent Vice President.

- a. Upon assumption of the incumbent Vice President as President, the Vice President shall be filled up by the deserving officer elected by the member of the council from any position with the supervision of the adviser and so as well to the other position.

ARTICLE VII COLLEGE STUDENT COUNCIL

Section 1 Each college or institute shall have a College Student Council.

Section 2 The College Student Council shall perform the duties and responsibilities as follows:

- a. Serve as the highest governing body of all students in a particular college;
- b. Initiate, organize and implement student activities of college-wide concern in line with the general policies of the USG;
- c. Coordinate with the designated college authorities regarding student matters, affairs and activities;
- d. Serve as a feedback information center for the mass of Studentry in their respective college;
- e. Adopt its own budget which will become operational upon approval of the USG.

Section 3 The constituents of the College Student Councils shall be students duly enrolled in their respective colleges.

Section 4 The College Student Council shall be composed of the Chairperson, Vice Chairperson and a number of College Councilors relative to the actual number of college population to be determined by the COMELEC.

Section 5 The College Student Council shall coordinate with the





USG, provided that it shall be autonomous in the management of its own internal affairs in the implementation of their programs and activities.

- Section 6** Each College Student Council may promulgate its own CSC Code for its smooth administration and operations. However, no provision of the CSC Code shall infringe the provisions of this Constitution and By-laws.

ARTICLE VIII

OFFICERS QUALIFICATION AND QUORUM

- Section 1** Students to be elected to the office of the President and Vice President shall have a general average of 2.00, without a lower grade than 2.50 duly certified by the registrar.
- Section 2** The candidates other than President and Vice-President must have a general average of 2.25, without a lower grade than 2.50.
- Section 3** No transaction of business by the student government shall be valid unless there is a quorum of 50% + 1 or a simple majority of the member present shall constitute which shall be necessary to declare the act of the student government as official lawful.

ARTICLE IX

DUTIES AND RESPONSIBILITIES OF THE OFFICERS

- Section 1** The USG officers shall attend a regular meeting.
- Section 2** The elected officers shall not be allowed to hold any position aside from the USG.
- Section 3** The **President** shall be the Chief Executive Officer of the student government.

It shall be his or her duty to:

- Preside the meeting of the USG.
- Sign all communication, resolution and papers of the USG.
- Create other committees and appoint the chairman and members thereof.
- Represent the council in and out of the campus activities, in all occasions, and every event where the organization needs such representations.
- Decide all minor complaints of the students brought to him, question of orders, provided that this is consonance with his authority.
- Perform all duties as may be necessary an incidental to the discharge and performance of the functions of





- his office with diligence and responsibilities.
- g. Shall file the formal leave of absence for specified occasion and events mentioned above duly addressed to the council's secretariat and represented to the council and advisers.

Section 4 It shall be the duty of the **Vice President** to:

- a. Head of the Judicial and Legislative Assembly.
- b. Take function over the duties of the President whenever that office is vacant reasons of absence, resignation, impeachment, death and physical and mental disabilities.
- c. Assist the president in all matters where his assistance is required.
- d. Perform such other duty as the USG President may assign to him.

Section 5 It shall be the duty of the **Secretary** to:

- a. Record and keep the minutes of the meetings and all the proceedings of the USG.
- b. Prepare and keep all the records, papers, correspondents and statements of the USG.
- c. Keep all the members of the USG informed of all meetings and activities of the organization.
- d. Perform such other duty as the USG President may assign to him.

Section 6 It shall be the duty of the **Treasurer** to:

- a. Collect and keep the funds of the organization.
- b. Sign the budgeting in accordance with the approval of the organization.
- c. Prepare financial report a week before the semestral break.
- d. Perform such other duty as the USG President may assign to him.

Section 7 It shall be the duty of the **Auditor** to:

- a. Audit the funds of the USG and promulgate accounting and auditing rules and regulation consistent with the university policy.
- b. Monitor the financial transaction of the organization.
- c. Take charge on the duties of Chairman of the Ways and Means Committee as additional job for him/her.
- d. Perform such other duties as the USG President may assign to him.





Section 8 It shall be the duties of the **Chairman of the Ways and Means Committee** to:

- a. Plan and supervise all business transactions and fundraising of the USG.
- b. Take charge of all the properties and supply of the organization and inventories thereof.
- c. Perform such other duties as the USG President may assign to him.

Section 9 It shall be the duty of the **Chairman of the Finance and Production Committee** to:

- a. Spearhead ideas for IGPs at university
- b. Coordinate all efforts to promote IGP of the USG
- c. Perform such other duty as the USG President may assign to him.

Section 10 It shall be the duties of the **Chairman of the Civic/Peace and Order Committee** to:

- a. Coordinate with all efforts to promote community service activity of the university.
- b. Monitor students' community service.
- c. Monitor the beautification and cleanliness/sanitation of the university.
- d. Help in maintenance of peace and order in every USG meeting and of the campus.
- e. Take place the duties of the Liaison Officers in terms of his/her absence.
- f. Perform such other duty as the USG President may assign to him.

Section 11 It shall be the duties of the **Chairman of the Culture and Arts Committee** to:

- a. Coordinate all effort to promote culture and arts emphasis of Filipino heritage in the university.
- b. Spearhead the culture and arts activities in the university.
- c. Perform such other function as may be assigned from time to time.

Section 12 It shall be the duties of the **Chairman of the Sports Committee** to:

- a. Coordinate with all efforts to promote sports activities in the university
- b. Spearhead the sports campaign activities in the university.
- c. Perform such



- b. Evaluates students' Organization Activities, Programs and Projects and their Objectives.
- c. Form Committee to help different organization achieve their set objectives.
- d. Perform such other duty as the USG President may assign to him.

Section 14 It shall be the duties of **Chairman of the Information Committee** to:

- a. Act as the official spokesperson of the USG in answering students' general inquiry about the concerns of the organization;
- b. Update and moderate the contents of the official web/social media page of the USG;
- c. Disseminate announcements regarding important University events and other related activities and release official statements with regards to the issues associated with academic concerns, in any form of communication media;
- d. Establish constant communication with the student body and foster smooth relationship between the academic community;
- e. Performs such other duty as the USG President may assign to him.

Section 15 It shall be the duties of **Chairman of the Students Diversity and Interest Committee** to:

- a. Calibrate and implement rules, plans and programs for the recognition, promotion and protection of students' differences, sensitivity and interests with due regard to their cultures and traditions
- b. Coordinate and negotiate with government and private institutions within the University and beyond all for the benefits of the students with the approval of the administration.
- c. Represent students in any conferences, gatherings and conventions considering the collective ideas of the students with reservation to their personal stands
- d. Performs such other duty as the USG President may assign to him.

Section 16 The USG shall appoint from the eight (8) Senators, the Chairman of the different committees namely: **Ways and Means, Information, Sports, Culture and Arts, Civic/Peace and Order, Finance and Production, External and Internal Affairs, and Students Diversity and Interest.**

ARTICLE X THE ACCREDITED CLUBS AND ORGANIZATION





- Section 1** The Accredited Students Organization and Clubs (ASOC) of University shall undergo the usual process of Accreditations as stated in the manual of operation of the University.
- Section 2** ASOC shall have their own Constitution and By Laws and elected Chairman/President, as part of the College studentry. The Constitution and By Laws of the University Student Government shall govern them.
- Section 3** The ASOC shall coordinate with the USG on External and Internal Affairs in the implementation of their projects and activities.
- a. All documents, dealings, activities, financial status of the ASOC shall be checked and approved by the USG.
- Section 4** The ASOC Chairman/President shall represent the ASOC in the University Student Government.

ARTICLE XI ACCOUNTABILITY OF THE OFFICER

- Section 1** All officers of the USG shall be the highest degree of responsibility, integrity, efficiency, loyalty, commitment, and effectiveness. They shall be accountable to all students and to the University.
- Section 2** Any officer of the USG maybe removed from the office and be uninvolved from holding office or be suspended from the following grounds as may be determined by the USG and the policies promulgated in the rules or discipline.
- a. Culpable violations of the provision of the Constitution and By Laws of the University Student Government.
- b. Negligence of Duty.
- c. Any other form of conduct that sets aside the integrity of the USG.
- Section 3** The USG shall have the sole power to try all impeachment cases by at least 1/5 of all members thereof.
- Section 4** Failure of any member of the USG to attend sessions/meeting for three (3) unjustifiable absences without prior notice shall mean automatic dropping from the rolls or shall report to the office of the University President for explanation. He/she shall thereof cease to be an officer of the USG.
- a. Any member who has been dropped from the rolls and wishes to return shall make a written justification of why he shall be retained. If 2/3 of the USG officers voted in the affirmative, he can be reinstated.
- Section 5** USG Officers must wear proper uniform during class hours except when they have a permission of the adviser and or



SAS Coordinator due to special activities

ARTICLE XII MEETINGS

- Section 1** Regular Meeting. The President shall call a meeting twice a month; every second and last Tuesday of the month to find out the needs of the organization to the things needed to be discussed with other officers to attain its objectives.
- Section 2** Special Meeting. The President has the power to call a special meeting anytime signed by the adviser and administrator.
- Section 3** Meeting shall constitute a quorum.
- Section 4** The USG officers that failed to attend any meeting/assembly or activity of the council will be considered absent and be responsible to pay the amount of Php. 50.00 pesos. Any USG officer shall be excused provided that they present a valid reason with proof such as medical certificates or excuse letters signed by their parents /guardian.

ARTICLE XIII FUNDS AND FISCAL CONTROL

- Section 1** The USG fund shall consist of student fees together with the other school fees funded by CHED during the Semestral registration.
- Section 2** The USG membership fee worth P100 per student is funded by the CHED, which is subject to increase by 3/4 majority votes of the USG members as the need arises.
- Section 3** The USG shall remit an annual due of Php 15.00 per student to the MFSG provided that the MFSG shall formulate and adopt a budget which shall embody the work plan of the programs and projects together with estimated expenditures for the coming year.
- Section 4** The annual financial report shall be prepared by the USG Treasurer and summated to the USG Adviser. The same annual report shall be posted at the official USG bulletin board for the information of the students.

ARTICLE XIV ADVISER, QUALIFICATION AND DUTIES

- Section 1** The Adviser must be college instructor and must possess the following qualifications:



- a. Must have experience in administering organizations.
 - b. Must have been a college instructor/professor of the institution.
- Section 2** The USG President shall select the qualified adviser(s) of the student government with the approval of the majority of the USG officers.
- Section 3** The following must be the duties of the Advisers.
- a. Must see to it that the purpose of the organization is not against the existing rules and regulation of the University.
 - b. Must act as a moderator in every meeting of the USG.
 - c. Must confer with the officers of the organization from time to time and act as mediator between the students and the administration.
 - d. Must guide the students in achieving the optimum goal of the organization.

ARTICLE XV ELECTION

- Section 1** The election must be conducted based on the calendar of activity of the University.
- Section 2** The Office of the Student Affairs and Services and COMELEC take charge of the screening the candidates of USG election.
- Section 3** The USG elective position shall be composed of a President, Vice- President, Secretary, Treasurer, Auditor, eight (8) Senators and six (6) College Representatives. Each College Representative shall be elected at large by his/her respective college/institute.
- Section 4** Only qualified college students who are included in the master list shall be qualified to vote.
- Section 5** A qualified candidates for USG position shall file a certificate of candidacy to the SAS during the schedule set by the COMELEC. The candidates must submit to the SAS the requirements stated on Article VIII Section 1 and 2.
- Section 6** Campaign Period. Any party, after the release of the official list of candidates, may start their campaign until the day before the election.
- a. General Campaign/Meeting de Avance. The COMELEC shall organize a meeting de avance. There shall be only one meeting de avance for parties.
 - b. Room Campaign. Room to room campaign shall under take by each



appointed by the party on the independent candidate to promote the objectives of the party by motivating the voters to cast their ballots in favor of the candidates he is presenting. The party has the responsibility of designating who shall be registered as the campaign manager.

- d. Campaign Funds. Campaign expenses in the form of election paraphernalia shall be the responsibility of the parties or candidates concerned shall not be charged from the USG funds. Solicitation letters shall not be allowed for the purpose.
- e. Campaign Materials. Campaign materials may include posters, leaflets, streamer, cards, decors, stickers, and others which are approved with the COMELEC. These may be posted in the place designated by the COMELEC. Each party is responsible in removing the material posted after

election.

- f. Stage decoration, microphones, chairs shall be provided by the USG.

- Section 7** The COMELEC shall proclaim the winning candidates for all position in the USG upon completion of the tabulation of election results.

ARTICLE XVI TRANSITORY PROVISION

- Section 1** The elected officers shall continue to function and to serve in holdover capacity until such time that the newly elected and qualified officers are proclaimed and inducted to office.
- Section 2** In cases where no election is conducted, the incumbent officers shall automatically assume office in a holdover capacity until such time that an election is conducted.
- Section 3** During the election period, no officers of the University Student Government shall function in their capacity except for those who are not running for a post.

ARTICLE XVII GENERAL PROVISIONS/AMENDMENTS TO THE CONSTITUTION

- Section 1** The USG Officers, CSC, Soci



- Section 2** Any amendments and revision(s) to this constitution shall be valid only when approved by a majority of the students' population not less than 50% plus 1.

ARTICLE XVIII EFFECTIVITY

- Section 1** The Constitution and By Laws of the USG shall be presented to the Coordinator for Student Affairs Services, and Campus Executive Director

- Section 2** The Constitution and By-Laws of the USG shall take effect upon ratification in a plebiscite called for this purpose by majority of 50+1 of the total number of votes by constituents.





ACKNOWLEDGMENT

Upon the concurrence of the concerned student officers and the recommendation of the Coordinator of the Student Affairs Services, the undersigned hereby acknowledge the foregoing instrument pertaining to the Constitution and By-Laws of the University Student Government, Mindoro State University Bongabong Campus, and consists of 14 pages including this page where this acknowledgment is written.

Signed this ____ day of ____ year 2021, MinSU Bongabong Campus, Labasan, Bongabong, Oriental Mindoro, MIMAROPA, Philippines.

MADONNA P. MELCHOR, Ph.D.
Coordinator, Student Affairs Services

BRIAN M. ELAYDO, MA.Ed.
Campus Executive Director





UNIVERSITY STUDENT GOVERNMENT
Mindoro State University – Bongabong Campus

[REDACTED]
JOHN NIEL R. LASIC
Presiding Officer

[REDACTED]
ARILAN R. RIEGO
Vice-Chairperson

[REDACTED]
FRANS ANACIS GARCIA
Secretary

[REDACTED]
MAY M. CLEOFE
Scribe

[REDACTED]
CARLA E. LABAY
Scribe

Members:

[REDACTED]
JEAM LEE H. VITTO
President, COPS

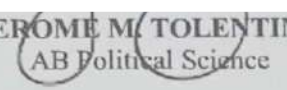
[REDACTED]
GRACE ANN F. HERNANDEZ
President, BEST

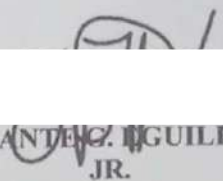
[REDACTED]
JOHN PAUL C. GABUTERO
President, IFSO

[REDACTED]




PRINCE JEROME S. CUENCA
BS Tourism Management


JEROME M. TOLENTINO
AB Political Science


RENANTE C. IGULLON, JR.
BS Fisheries


JOHN MICHAEL L. CASTILLO
AB Political Science


BEULAH XAVIERY FELIA
BS Computer Engineering


DIXO ALFRED B. RIO
BS Criminology



USG OFFICERS OATH TAKING CEREMONY AT THE CED OFFICE





UNIVERSITY STUDENT GOVERNMENT OFFICERS

ACADEMIC YEAR 2023-2024

EXECUTIVES:

PRESIDENT: JOSABET A. QUITAIN (BSED ENGLISH IV)

VICE PRESIDENT: CYRAH MAE C. MONTERO (ABPOLSCI IV)

SECRETARY: ROMEL B. SENA (BSED SCI II)

TREASURER: JOHN CARLO M. GUERA (BSED ENGLISH IV)

AUDITOR: RIZALYN CARTAGENA (BSIT III)

SENATORS:

JOHN JETHER REYES (BSHM IV)