



# PRELIMINARY SURVEY VISIT

## **AREA III:**

### **CURRICULUM AND INSTRUCTION**



# PRELIMINARY SURVEY VISIT

## **AREA III:**

**CURRICULUM AND  
INSTRUCTION**

### **E. GRADUATION REQUIREMENTS**

**REPUBLIC OF THE PHILIPPINES  
UNIVERSITY OF SOUTHERN MINDANAO  
Kabacan, Cotabato**



**OFFICE OF STUDENT AFFAIRS**

**STUDENT MANUAL with  
SUPPLEMENTAL GUIDELINES**

**August 2022**

## **Article 205. Other Enrollment Privileges**

**Section 1.** The University may extend free University fees and financial subsidies or its equivalent, subject to the availability of funds thereof, as grant-in-aid to poor and deserving college students belonging to the Cultural/Indigenous People's Communities, which may be renewed every semester, provided, that the grantee has passed all his/her subjects and/or other requirements in the preceding semester. The grantees shall be required to present the Income Tax Return (ITR) of their parents or its equivalent, indicating their names as tax-exempt individuals.

**Section 2.** The following undergraduate students shall be granted free regular university fees as stipulated in Section 1.a, Article 193 of Chapter 55, namely, subject to retention policies:

- a. Members of the USM Band, Combo, Dance Troupe, Dramatics, Chorale and Art Groups;
- b. Legitimate, dependent, children, 21 years and below of USM permanent employees, in line with the implementation of the K-12 program;
- c. Natural and legally adopted children, 21 years and below, and spouse of USM permanent employees, who died while in the service of the University;
- d. Members of the USM varsity as certified by competent University Authority;
- e. Grantees of educational benefits under the Armed Forces of the Philippines – Presidential Decree (AFP-PD) 557;
- f. Grantees of educational benefits from recognized Government and Non-government organizations/agencies;
- g. President of the University Student Government (USG), Governors of the Local Student Government (LSG) and the Editor-in-Chief of the Mindanao Tech and Corp Commander of ROTC during their tenure of office;
- h. Qualified USM employees on their first program.

**Section 3.** Other scholarships sponsored by external donors shall be governed by the Memorandum of Agreement between USM and the sponsor.

## **Article 206. Consolidation of Scholarships and Grants-in Aid Privileges**

**Section 1.** A recipient of more than one university scholarship is entitled to only one scholarship privilege of his choice.

**Section 2.** A student who qualifies in both externally funded scholarship and Academic Award Scholarship is entitled to both of the privileges thereto.

## **CHAPTER 59 ACADEMIC DELINQUENCY AND RESIDENCY**

### **Article 207. Academic Delinquency**

**Section 1.** Categories of academic delinquencies are as follows:



- a. **Warning.** Any student, who, at the end of the semester, obtains final grades below “3” in 25 percent to 49 percent of the total number of academic units for which he/she is registered, shall receive a warning from the Director of the Admission and Records Office and be subjected to appropriate academic follow-up by the College Guidance Coordinator. However, he/she may enroll the normal load as specified in his/her curriculum except for prerequisite subjects where he/she has failed.
- b. **Probation.** The academic status of a student, who is under PROBATION for a particular Semester, can be improved by enrolling and earning passing marks during summer, provided, that he/she shall not exceed nine (9) units load during the summer term.
- c. **Debarred.** Any student who obtains failing grades in 75 percent (75%) or more of his/her academic load shall be debarred from the University and be advised to rest for one (1) year. Any student debarred for the second time shall not be eligible for readmission to the University.

**Section 2.** Notice of delinquencies and learning intervention shall be employed prior to the effectual of any delinquency category stipulated in the preceding section.

**Section 3.** Units earned by debarred students from other schools during the period of their debarment shall not be credited. However, enrolment in a non-degree program in the University may be allowed.

#### **Article 208. Residency**

**Section 1.** Residency shall mean the maximum number of years required of a student to finish his/her program.

**Section 2.** The residency period for baccalaureate programs shall be computed by multiplying the required curricular years for a given program by a factor of 1.5. However, a student may choose to remain in the University beyond his/her residency by applying for re-admission, provided that he/she has to re-enroll all major courses of the latest curriculum under his program.

**Section 3.** The residency period for the master’s degree program shall be five (5) academic years excluding leave of absence of not more than two (2) years. However, a student may choose to remain in the Graduate School beyond his/her residency by applying for re-admission, provided that the student shall be required to take three (3) additional units for every year of extension or a fraction thereof.

**Section 4.** The residency period for the doctorate degree program shall be seven (7) academic years excluding leave of absence of not more than two (2) years. However, a student may choose to remain in the Graduate School beyond his/her residency by applying for re-admission, provided that the student shall be required to take six (6) additional units for every year of extension or a fraction thereof.

### **CHAPTER 60 LEAVE OF ABSENCE AND HONORABLE DISMISSAL**

#### **Article 209. Leave of Absence**

**Section 1.** Leave of Absence (LOA) refers to an official deferment of study, which shall be excluded from the computation of the student's residency, which shall be filed prior to the intended period of absence but not during or within the semester while the student is enrolled, in which case, he/she may instead apply for withdrawal or dropping of courses.

**Section 2.** Submitted and approved LOA Petition within the semestral period shall only apply on the immediate following semester and the succeeding semesters thereof.

**Section 3.** Prolonged leave of absence shall require the submission of a LOA Petition Form to be recommended by the Dean, and approved by the Vice President for Academic Affairs stating the reason for which the leave is desired and specifying the period of the leave. Approved leave of absence should not exceed three (3) cumulative years.

**Section 4.** LOA may be approved provided that:

- a. the reasons are meritorious such as, but not limited to, pregnancy, sickness, and financial constraints/problem;
- b. the student provides all the necessary documents justifying his/her petition; and
- c. the concerned Dean has recommended and submitted the LOA Petition Form to the VPAA.

#### **Article 210. Issuance of Honorable Dismissal**

**Section 1.** A student who desires to leave the University, shall accomplish and submit the prescribed Separation Clearance to the Admission and Records Office for the issuance of Honorable Dismissal / Certificate of Transfer.

**Section 2.** The Admission and Records Office shall not issue Honorable Dismissal/Certificate of Transfer and Transcript of Records to those students who are still undergoing disciplinary action.

### **CHAPTER 61 GRADUATION**

#### **Article 211. Graduation Requirements**

**Section 1.** No student shall be recommended for graduation unless he/she has complied with all academic and other requirements for graduation.

**Section 2.** The Director of the Admission and Records Office shall prepare the tentative list of candidates for graduation before the enrolment for the second semester of the school year. In consultation with the college program evaluator, the Director shall examine the academic record of each listed candidate to ascertain if he/she has any deficiency or whether all other requirements for graduation have been satisfactorily fulfilled. In the case of deficiencies, the Director through the Vice President for Academic Affairs shall notify the concerned Deans of the deficiencies of their students. With the approval of the Vice President for Academic Affairs, the Director shall publish the complete list of prospective candidates for graduation one semester before graduation.



**Section 3.** All candidates for graduation shall clear all their deficiencies and records not later than five (5) weeks before the end of their last semester, except for their currently enrolled subjects for the last semester.

**Section 4.** All candidates for graduation must have their academic deficiencies satisfactorily submitted and complied with, not later than the scheduled College Academic Council Meeting.

**Section 5.** A College Academic Council Meeting shall be conducted to assess, evaluate, and approve candidates for graduation from the academic units prior to the University Academic Council Meeting.

**Section 6.** No student shall be allowed to graduate from the University unless his/her name shall have been endorsed as a candidate for graduation by the University Academic Council and approved by the USM Board of Regents.

**Section 7.** No student shall be issued his/her Certificate, Transcript of Records, and Diploma unless a corresponding FINAL CLEARANCE shall be duly accomplished.

#### **Article 212. Graduation with Honors**

**Section 1.** Students who complete their courses with the following range of weighted average, computed to the third decimal places without rounding off the final grades, shall be graduated with honors:

|                 |               |
|-----------------|---------------|
| Summa Cum Laude | 1.000 – 1.249 |
| Magna Cum Laude | 1.250 – 1.499 |
| Cum Laude       | 1.500 – 1.750 |

Provided, that the grades in all academic subjects prescribed in the curriculum shall be included in the computation of the final average; that the candidates for graduation with honors shall not have any failing grades or unresolved "INC" in any academic or non-academic subject, whether prescribed or not, in his/her curriculum taken in the University, or in any other educational institutions; and provided, further, that students who are candidates for graduation with honors must not have repeated a subject in the University or from another school.

The student who has garnered the highest GWA shall be declared as the class valedictorian and shall deliver the Valedictory Address.

**Section 2.** For students who are candidates for moving up with honors in programs with prescribed length of less than four (4) years, may be awarded the English equivalent: "With Highest Honors", "With High Honors", and "With Honors", respectively, provided that their grades fall within the range as specified in section one (1) of the same article.

**Section 3.** Furthermore, students who are candidates for graduation and moving up with honors must not have been found guilty of any violation of moral turpitude.

**Section 4.** Students who are candidates for graduation with honors must have completed in the University, at least, 50% of the total number of academic units required for graduation and must have a cumulative residency in the University of at least two (2) years prior to graduation.

**Section 5.** Students who are candidates for graduation with honors must finish their courses/program not to exceed one-year extension from the prescribed period of the curriculum.

**Section 6.** Transferees and shifters may be considered for graduation with honors, provided that:

- a. any of the preceding sections of Article 204 is not violated; and
- b. they have not incurred more than one semester underload.

**Section 7.** Graduating students who incurred INC, NG, IP grades may be considered for graduation with honors, provided that such grades are incurred during pandemic and/or prolonged/recurring natural disasters and in the state of national emergencies as officially declared by the national government. Similarly, academic deficiencies cited above must be properly complied within the prescribed period of completion.

**Section 8.** Graduating students who incurred INC, NG, IP grades may be considered for graduation with honors, provided that such grades are incurred during pandemic and/or prolonged/recurring natural disasters and in the state of national emergencies as officially declared by the national government. Similarly, academic deficiencies cited above must be properly complied within the prescribed period of completion.

#### **Article 213. Commencement and Baccalaureate Exercises**

**Section 1.** Unless otherwise provided, the University may have two (2) commencement exercises: a regular graduation at the end of the school year and a mid-year graduation at the end of the first semester, as may be deemed appropriate by the Academic Council, provided there are at least 250 candidates for graduation.

**Section 2.** The Vice President for Academic Affairs shall be in charge of the management of the commencement and baccalaureate exercises and may create committees for this purpose.

**Section 3.** The commencement exercises for graduating students of the University, except those from the laboratory schools, shall be held on the same date fixed for graduation in the University Academic Calendar.

**Section 4.** The cluster commencement exercises may be held separately from the general commencement exercises on the specific dates and venues fixed by the President of the University upon the endorsement of the Academic Council.

**Section 5.** Graduating students who cannot physically attend the commencement exercises for valid reasons may opt to attend a virtual graduation ceremony.

**Section 6.** The diploma shall bear the name and address of the University, name of the program, actual date of the commencement exercises, honors received (as applicable), the signature of the President (and/or other signatures as may be deemed appropriate), the dry seal of the University, and a serial code.

**Section 7.** A graduate may choose to register his/her Diploma, and Transcript of Records in the University electronic archive, with a corresponding data storage fee.



## E.2. SAMPLE COPY OF A STUDENTS CLEARANCE BEFORE GRADUATION

| <br><b>UNIVERSITY OF SOUTHERN MINDANAO</b><br>Kabacan, Cotabato<br>Philippines                                                            |                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>STUDENT FINAL CLEARANCE</b>                                                                                                                                                                                               |                                      |
| Office of the University Registrar                                                                                                                                                                                           |                                      |
| Academic Status: <input type="checkbox"/> Active <input type="checkbox"/> In-active<br>Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Separation <input type="checkbox"/> Graduation                    |                                      |
| Name: <u>MACAPASIA</u><br>(Surname) <u>JULIANA</u> (First Name) <u>DAVID</u> (M.I.)<br>Home Address: <u>BOLITACID STREET KAPACAN COTABATO</u><br>College: <u>ICPENA</u> Program: <u>BSEIS</u> Year/Section: <u>4-BSEBS-A</u> | ID No. <u>21-96879</u> Sex: <u>P</u> |
| CLEARING OFFICIALS                                                                                                                                                                                                           | SIGNATURE                            |
| Dean (College Concerned)                                                                                                                                                                                                     | DATE                                 |
| Director of Student Affairs                                                                                                                                                                                                  |                                      |
| VP for Administration and Finance                                                                                                                                                                                            |                                      |
| VP for Resource Generation & Entrep. Services                                                                                                                                                                                |                                      |
| VP for Research and Extension                                                                                                                                                                                                |                                      |
| VP for Academic Affairs                                                                                                                                                                                                      |                                      |
| University Registrar                                                                                                                                                                                                         |                                      |
| I HEREBY CERTIFY that the above signatures of the clearing officials are genuine and true.                                                                                                                                   |                                      |
| <br>Student's Signature                                                                                                                    | Date                                 |

USM-REG-F14-Rev.2.2021.08.03



# Institute of Sports Physical Education and Recreation (ISPEAR)



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## LOCAL CLEARANCE

Name: MACAPASIR, JULYSAH D.

Yr./Crs/Se.: 4 BSSESS-A (FSC)

Cp #: 09021347869

Address: BOHIPACIO STREET KABACAN COTABATO

Gladys Pearl O. Ambrosio

Section Adviser

(Signature over Printed Name)

VINUS P. JAVAR, MAEd - PE

LSG Adviser

(Signature over Printed Name)

JERUM B. ELLUMBARING, MAEd - PE

Property Custodian

(Signature over Printed Name)

MARLENE E. ORPRECIO, EdD - PE

Research Coordinator

(Signature over Printed Name)

PRISCILLA P. DAGOC, MSPE

Department Chairperson

(Signature over Printed Name)



### **E.3. SAMPLES OF RESEARCHES CONDUCTED BY STUDENTS**

**THE EFFECTS OF OUTDOOR PHYSICAL ACTIVITIES  
ON OXYGEN SATURATION AMONG  
BLGU EMPLOYEES**

**MARY MAE C. CONDE**

**BACHELOR OF SCIENCE IN EXERCISE AND SPORTS SCIENCES**  
**(Fitness and Sports Management)**



**JUNE 2025**

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UNIVERSITY OF SOUTHERN MINDANAO  
Kabacan, Cotabato  
Philippines



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## APPROVAL OF THESIS MANUSCRIPT

|                |                                                                                         |
|----------------|-----------------------------------------------------------------------------------------|
| Name           | MARY MAE C. CONDE                                                                       |
| Major          | FITNESS AND SPORTS MANAGEMENT                                                           |
| Degree/Major   | BACHELOR OF SCIENCE IN EXERCISE AND SPORTS SCIENCES                                     |
| Specialization | FITNESS AND SPORTS MANAGEMENT                                                           |
| Thesis Title   | THE EFFECTS OF OUTDOOR PHYSICAL ACTIVITIES<br>ON OXYGEN SATURATION AMONG BLGU EMPLOYEES |

### APPROVED BY THE GUIDANCE COMMITTEE

EDUARD S. SUMERA, MAEd-PE  
Adviser

2025.06.09  
Date

RUBEN L. TAGARE, JR., PhD  
Statistician

2025.06.09  
Date

PRISCILLA P. DAGOC, MSPE  
Department Chairperson

2025.06.09  
Date

Co-Adviser  
(Optional)

Date

MARLENE E. ORFRECIO, EdD-PE  
Department Research Coordinator

2025.06.09  
Date

MARLENE E. ORFRECIO, EdD-PE  
College Research Coordinator

2025.06.09  
Date

NORGE D. MARTINEZ, EdD-PE  
Dean

2025.06.09  
Date

Study No: BSK-25-14  
Index No: MC-ISPEAR-014568  
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RECORDED:

RESEARCH & DEVELOPMENT OFFICE  
LYDIA C. PASCUAL, PhD  
Director for Research and Development

2025.06.10  
Date

Recorded by: [Signature]

USM-EDR-F05-Rev.4.2020.11.16

**UTILIZING MOVEMENT BREAKS TO IMPROVE THE  
CARDIOVASCULAR ENDURANCE AMONG  
STUDENTS WITH E-GAMES HABITS**

**CHERRY C. CABAYLO**

**BACHELOR OF SCIENCE IN EXERCISE AND SPORTS SCIENCES**  
**(Fitness and Sports Management)**



**JUNE 2025**



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UNIVERSITY OF SOUTHERN MINDANAO  
Kabacan, Cotabato  
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### APPROVAL OF THESIS MANUSCRIPT

|                |                                                                                                         |
|----------------|---------------------------------------------------------------------------------------------------------|
| Name           | CHERRY C. CABOYLO                                                                                       |
| Major          | FITNESS AND SPORTS MANAGEMENT                                                                           |
| Degree Sought  | BACHELOR OF SCIENCE IN EXERCISE AND SPORTS SCIENCE                                                      |
| Specialization | N/A                                                                                                     |
| Thesis Title   | UTILIZING MOVEMENT BREAKS TO IMPROVE THE CARDIOVASCULAR<br>ENDURANCE AMONG STUDENTS WITH E-GAMES HABITS |

#### APPROVED BY THE GUIDANCE COMMITTEE

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Adviser

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Date

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**MARLENE E. ORFRECIO, EdD-PE**  
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2025.06.09  
Date

**PRISCILLA P. DAGOC, MSPE**  
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**MARLENE E. ORFRECIO, EdD-PE**  
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2025.06.09  
Date

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2025.06.09  
Date

Study No: BESS-25-26  
Index No: MC-ISPEAR-014889  
Recorded by:

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**RESEARCH & DEVELOPMENT OFFICE**  
**LYDIA C. PASCUAL, PhD**  
Director for Research and Development

2025.06.10  
Date

Recorded by:

USM-EDR-F05-Rev.4.2020.11.16

**E.4. POLICIES ON OJT (PRACTICE TEACHING, RLE, APPRENTICESHIP, PRACTICUM, ETC.), IF APPLICABLE**

|                                                                                   |                                    |                              |          |   |
|-----------------------------------------------------------------------------------|------------------------------------|------------------------------|----------|---|
|  | <b>Text Box</b><br>Insert text box |                              |          |   |
|                                                                                   | Document No.                       | USM-DIO-006-Rev.3-2024-02-22 | Rev. No. | 3 |
|                                                                                   |                                    | Page 1 of 5                  |          |   |

| EFFECTIVE DATE    | REV. NO. | REVISION TYPE | CHANGE DESCRIPTION                                                                                                                                                                 | PAGE AFFECTED | ORIGINATOR           |
|-------------------|----------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------|
| February 22, 2024 | 3        | Partial       | Attached Bagong Pilipinas logo in the Certificate of Compliance and Deed of Commitment Forms                                                                                       | 3 & 5         | HAZEL ANN S. SORIANO |
| May 31, 2023      | 2        | Partial       | Revised MOA content and Code                                                                                                                                                       | 3 & 5         | HAZEL ANN S. SORIANO |
| December 07, 2022 | 1        | Partial       | Revised in accordance with the change of office assigned for review and validation, changing of document codes, revision of paragraphs 6.1.1, 6.1.2, 6.1.3, and addition of forms. | 1-3, 5        | HAZEL ANN S. SORIANO |
| July 04, 2015     | 0        | New           | Newly established in accordance to the Quality Management System Requirements                                                                                                      | ALL           | YVONNE V. SALLING    |
|                   |          |               |                                                                                                                                                                                    |               |                      |

|                                                                                                                                        |                                                                                                                                    |                                                                                                                                                |                                                        |  |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--|
| Prepared by:                                                                                                                           | Reviewed by:                                                                                                                       | Approved by:                                                                                                                                   | DCC USE ONLY                                           |  |
| <br>HAZEL ANN S. SORIANO, EdD<br>Name and Signature | <br>GLYN G. MAGBANUA, PhD<br>Name and Signature | <br>LAWRENCE ANTHONY U. DOLIENTE, PhD<br>Name and Signature | DOCUMENT CONTROL INDICATOR<br>NUMBER: 006-04 1.0 COPY: |  |



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2025.06.10





|                                 |  |              |                               |
|---------------------------------|--|--------------|-------------------------------|
| UNIVERSITY OF SOUTHERN MINDANAO |  | Document No. | USM-QIO-006-Rev. 5.2024.02.22 |
| On-The-Job- Training Procedure  |  | Rev. No.     | 3 Page 2 of 5                 |

### 1.0 PURPOSE

This On-the Job Training (OJT) procedure ensures a systematic process by providing a guide in processing application, approval of requirements and monitoring for OJT.

### 2.0 SCOPE

This procedure applies to all Departments or Colleges with students having or undergoing OJT as part of their curriculum.

### 3.0 DEFINITION OF TERMS

- 3.1 **Academic Compliance and Monitoring (ACM)** refers to the designated person in the Office of the Director for Instruction (ODI) who reviews the OJT Requirements.
- 3.1 **Academic Compliance and Monitoring (ACM)** refers to the designated person in the Office of the Director for Instruction (ODI) who reviews the OJT Requirements.
- 3.3 **Acknowledgement** refers to a written consent of the parent/guardian which recognizes the conduct of internship as a requirement of the University under a specific academic program.
- 3.4 **Deed of Commitment** refers to a written pledge of the SiPP Coordinator to do his/her role and obligations to orient, supervise, monitor, evaluate, promotes the welfare and safety of the student interns, and others.
- 3.5 **Host Training Establishment (HTE)** refers to a duly authorized and registered entity, institutions or establishments in the Philippines by the Security Exchange Commission (SEC) or the Department of Trade and Industry (DTI) and with established system of training.
- 3.6 **Memorandum of Agreement (MOA)** refers to an agreement executed between the USM and partner HTEs specifying the detailed role and responsibilities of all concerned parties, safety of student interns, training plan, learning objective and method of evaluation.
- 3.7 **On-the Job Training (OJT)** refers to the practical application of classroom learning to the actual setting in a regular work environment such as but not limited to commercial and industrial services, government, or non-government agencies. It is also synonymous to practicum, field practice or Internship.
- 3.8 **OJT/SiPP Coordinator** refers to USM Faculty authorized/designated who is responsible for all aspects of the student internship programs including program implementation, monitoring, evaluation, and coordination with the HTE.
- 3.9 **On-the Job Training (OJT)** is part of a college curriculum and a requirement that aims to train and orient students about the work and their future career through practical exposure, application and hands-on learning in a host training place, venue or destination on a specific duration. This includes apprenticeship, internship, practicum, and other related educational and actual activities for students' exposure.
- 3.10 **Student Intern** refers to a student who is officially enrolled at the University of Southern Mindanao and qualified to undergo an internship.

### 4.0 REFERENCES

- 4.1 USM Quality Management System Manual (USM-QMS-002-Rev.5.2023.06.16)
- 4.2 Records Control Procedure (USM-QMS-014-Rev.5.2022.10.14)
- 4.3 Other relevant USM-QMS Procedures
- 4.4 CMO

### 5.0 RESPONSIBILITY AND AUTHORITY

The OJT Coordinator, acting in joint capacity with the HTE, shall be responsible in facilitating and in complying with the needed requirements as specified in the checklist, in monitoring and assessing student interns periodically and in issuing final grades to the student interns upon the completion of the requirements and within the prescribed period, in accordance with USM grading system.

The Head of Academic Compliance and Monitoring (ACM) shall be responsible in reviewing, validating, and processing the approval of OJT requirements.



|                                 |              |                               |
|---------------------------------|--------------|-------------------------------|
| UNIVERSITY OF SOUTHERN MINDANAO | Document No. | USM-DIO-906-Rev. 3-2024.02.22 |
| On-The-Job- Training Procedure  | Rev. No.     | 3 Page 3 of 5                 |

## 6.0 PROCEDURE DETAILS

### 6.1 OJT within USM, Local, Regional and National

#### 6.1.1 Application for OJT

The OJT Coordinator shall secure the following documents, templates, and sample from their College Document Controller or retrieve the forms from [usmiso.usm.edu.ph](http://usmiso.usm.edu.ph) and shall submit the filled-up forms and completed requirements at the Office of the Director for Instruction (ODI).

6.1.1.1. Checklist for Student Internship Program in the Philippines (SIIP) (USM-DIO-F13-Rev.0.2022.12.07)

6.1.1.2. Memorandum of Agreement (for On-the-Job Training/ Apprenticeship Program) (USM-DIO-F14-Rev.1.2023.05.31)

6.1.1.3. Certificate of Compliance (USM-DIO-F15-Rev.1.2024.02.22)

6.1.1.4. Deed of Commitment (USM-DIO-F16-Rev.1.2024.02.22)

6.1.1.5. Parent's/Guardian's Acknowledgement (USM-DIO-F17-Rev.0.2022.12.07)

6.1.1.6. List of Host Training Establishments (HTEs) and Student Interns (USM-DIO-F18-Rev.0.2022.12.07)

#### 6.1.1. Review and Validation of Requirements, Application and related Documents

The Head of the Academic Compliance and Monitoring will review the requirements prepared and submitted by the OJT Coordinator.

#### 6.1.2. Facilitation of Approval Process

Upon assessment, the Head of the ACM shall facilitate the Approval Process at the Vice President for Academic Affairs.

#### 6.1.4. Monitoring of Programs

The OJT Coordinator shall conduct a monitoring to the students deployed in different establishments, companies, organizations, agencies, farms, firms, clinics, industries, partner GOs and NGOs and other identified host destinations.

#### 6.1.5. Intervention, as necessary

The Faculty Coordinator, in coordination with and with the assistance of the Department Head and College Dean, shall facilitate interventions as necessary, especially if an untoward incident happens such intervention may be done through:

6.1.5.1. Visiting the student

6.1.5.2. Informing the parents and/or guardians of the student

6.1.5.3. Facilitating available insurance, if necessary

6.1.5.4. Extending other forms of assistance, as necessary

#### 6.1.6. Submission of OJT Report/s and Grading

Upon completion of the OJT, the student shall submit an OJT report (Portfolio, Journal, Terminal Report, etc.) to their respective OJT/SIIP Coordinators. Moreover, the partner agency will give a numerical grade which will form a percentage of the final grade which will be encoded by the OJT Coordinator.

### 6.2. OJT Abroad

#### 6.2.1 Announcement and Call for Applicants by the OJT Coordinator

6.2.1.1. Post an announcement indicating recruitment of applicants, requirements, timelines, etc.

6.2.1.2. Screen and interview applicants and evaluate documents

6.2.1.3. Complete the final list of qualified applicants

6.2.1.4. Conduct briefing and orientation to qualified applicants

#### 6.2.2 Physical Exam (PE) of Applicants

6.2.2.1. Applicants undergo PE in accredited clinics

6.2.2.2. Applicants claim the result

6.2.2.3. Applicants who pass the PE will be admitted to the program

#### 6.2.3 Online Registration System

6.2.3.1. Students shall register/enroll in the on-line registration system, provide personal data and submit the following requirements (scanned copies saved in jpeg format):

6.2.3.1.1. Passport





- 6.2.3.1.2 Medical certificate
- 6.2.3.1.3 Terms and Conditions (TC)
- 6.2.3.2 Once complied, student enrollment gets an approval from the host establishment which signals the processing of CHED and Embassy requirements to proceed.
- 6.2.4 The students shall comply the following CHED requirements (both original and photocopy)
- 6.2.4.1 Medical certificate
- 6.2.4.2 Transcript of Records (TOR)
- 6.2.4.3 Memorandum of Understanding (MOU)
- 6.2.4.4 School certificate
- 6.2.4.5 Endorsement letter from head of agency
- 6.2.4.6 Application letter of student applicants (notarized)
- 6.2.4.7 Parent's consent (notarized)
- 6.2.4.8 Letter of Intent to participate in the program (notarized)
- 6.2.4.9 At least level II accreditation of the academic program
- 6.2.4.10 Visa
- 6.2.4.11 Flight details
- 6.2.4.12 Pre-departure orientation
- 6.2.5 The coordinator shall submit the documents to CHEDRO for evaluation.
- 6.2.6 The CHEDRO shall issue the clearance and shall endorse and submit the documents to CHED Central Office via an air courier.
- 6.2.7 The students shall comply with the following Embassy requirements (original and photocopy) which the Coordinator shall then send to \_\_\_\_\_ through an air courier.
- 6.2.7.1 Medical certificate
- 6.2.7.2 Visa Application form
- 6.2.7.3 Local Civil Registrar's copy of birth certificate
- 6.2.7.4 NSO copy of birth certificate
- 6.2.7.5 Student school ID
- 6.2.7.6 Passport
- 6.2.7.7 2x2 pix (2 copies)
- 6.2.7.8 NBI clearance
- 6.2.7.9 Issuance of Visa by the Embassy
- 6.2.8 The students will submit the following requirements to be personally brought by the Coordinator to the Bureau of Immigration (BI) in Manila:
- 6.2.8.1 CHED Clearance with the following (photocopy)
- 6.2.8.1.1 Passport
- 6.2.8.1.2 Visa
- 6.2.8.1.3 Terms and Conditions
- 6.2.8.1.4 Plane ticket
- 6.2.8.2 Issuance of BI clearance
- 6.2.9 Student folder for hand carry abroad containing the following:
- 6.2.9.1 Health insurance
- 6.2.9.2 Terms and Conditions
- 6.2.9.3 Passport
- 6.2.9.4 Visa
- 6.2.9.5 2x2 picture
- 6.2.10 **Departure**
- Pre-departure shall take place/be conducted by the OJT Coordinator to ensure that the following steps are covered and fully understood by the students:
- The host establishment determines the flight schedule and company or farm assignments of the students prior to departure.
- 6.2.10.1 Pay travel tax at the airport



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| UNIVERSITY OF SOUTHERN MINDANAO |  | Document No. | USM-DIO-006-Rev.3.2024.02.22 |
| On-The-Job- Training Procedure  |  | Rev. No.     | 3                            |
|                                 |  |              | Page 5 of 5                  |

- 6.2.10.3 Present passport, BI clearance, and ticket to counter during check in
- 6.2.10.3 Get Boarding pass
- 6.2.10.4 Take the Flight as scheduled
- 6.2.11 The Coordinator will see to it that the students are properly taken care of while on OJT through regular follow up using social networking sites, SMS, calls, and other forms of media.
- 6.2.12 **Retrieval**
  - 6.2.12.1 After graduation from the program and conferment of diploma, the students are required to return to USM
  - 6.2.12.2 Students shall enroll for the second semester of the current SY.
  - 6.2.12.3 Students shall submit the draft of their manuscript
  - 6.2.12.4 Students shall present and evaluate of the manuscript/terminal report before an examining committee as scheduled
  - 6.2.12.5 Issuance of grade by the adviser in due time
- 6.2.13 **Fees**
  - 6.2.13.1 Students shall not be required to pay the placement fee.
  - 6.2.13.2 Students shall neither be required to pay a visa fee.
  - 6.2.13.3 Students shall however, pay the following:
    - 6.2.13.3.1 PE
    - 6.2.13.3.2 Passport
    - 6.2.13.3.3 Plane fare to (payable in two installments to the travel agent) and from abroad (salary deduction for six months by the host establishment)
    - 6.2.13.3.4 School tuition fee abroad
    - 6.2.13.3.5 Processing of other required documents for CHED, EMBASSY, and IIR.

## 7.0 RECORDS RETENTION

- 7.1 Records of this procedure shall be retained for a period of three (3) years for possible review and recall.
- 7.2 Disposal shall be done through shredding with the permission and authorization of the Management Representative (MR).

## 8.0 FORMS AND RECORDS

- 8.1 Checklist for Student Internship Program in the Philippines (SiPP) (USM-DIO-F13-Rev.0.2022.12.07)
- 8.2 Memorandum of Agreement (for On-the-Job Training/ Apprenticeship Program) (USM-DIO-F14-Rev.1.2023.05.31)
- 8.3 Certificate of Compliance (USM-DIO-F15-Rev.1.2024.02.22)
- 8.4 Deed of Commitment USM-DIO-F16-Rev.1.2024.02.22)
- 8.5 Parent's/Guardian's Acknowledgement (USM-DIO-F17-Rev.0.2022.12.07)
- 8.6 List of Host Training Establishments (HTEs) and Student Interns (USM-DIO-F18-Rev.0.2022.12.07)



