



## **A.5. Copy of the SSP Master Plan**



## TITLE NINE STUDENT AFFAIRS AND SERVICES

### Article 216. The Office of Student Affairs

**Section 1.** The Office of Student Affairs shall be headed by a Director to be designated by the University President for a term of three (3) years without prejudice to re-designation, subject to the confirmation of the Board of Regents. He/she shall possess the following qualifications:

- at least a holder of an appropriate Master's degree;
- at least with an Academic rank of Associate Professor I;
- with at least three (3) years of teaching experience; and
- with a background in student services such as organization and publication advising, scholarship, or guidance coordination.

**Section 2.** There shall be departments or units under the Office of Student Affairs as



deemed necessary, such as, but not limited to:

- Counseling and Career Department;
- Student Development Services Department;
- Scholarship and Financial Assistance Department;
- Diversity and Integrative Services Department; and
- Student Policy and Research Department

**Section 3.** The Director of Student Affairs and the heads of its various departments, units, and sections shall perform the functions as stipulated in their Special Order.

**Section 4.** The Counseling and Career Department is the unit in charge of providing guidance and counseling information and

orientation services, and career and job placement services. It shall be headed by a Department Head who shall, at least be a holder of an appropriate master's degree, with a license as a Registered Guidance Counselor and/or Psychologist, and at least with an academic rank of Assistant Professor I.

**Section 5.** The Counseling and Career Department shall have three sections, namely:

- Guidance and Counseling;
- Information and Orientation; and
- Career and Job Advisory.

**Section 6.** The Guidance and Counseling Section, headed by the University Guidance Counselor shall perform the following:

- find ways to enhance students' psychological well-being through academic achievement, personal growth, and social development;
- provide an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potential to the fullest;
- provide individual and/or group intervention designed

to facilitate positive change in student behavior, feelings, and attitudes;

- monitor systematically the effectiveness of guidance activities;
- coordinate with a multi-disciplinary team of specialists to ensure that students with special needs are met;
- conduct information and inventory, counseling, appraisal and testing, placement and follow-up, and referral; and
- lead in the implementation of pertinent provisions on mental health.

**Section 7.** The Information and Orientation Section, headed by a Section Head, shall perform the following:

- provide administrative and technical support to the Student Welfare Committee;
- provide informative activities and materials designed to facilitate student adjustment to life in tertiary/higher education;
- develop information materials on the institutional profile, and personal/social materials including those relevant to the Anti-VAWC Act, Drug



- d. Abuse and Prevention, HIV-AIDS, self-care, and healthy lifestyles;
- e. self-care, sexual harassment, mental health, and healthy lifestyle.

**Section 8.** The Career and Job Advisory Section headed by a Section Head, shall have the following functions:

- a. enrich career competencies, placement fit, and building industry partnerships for students' career success;
- b. assist vocational and occupational fitness and employment;
- c. conduct psychological and non-psychometric tests as needed;
- d. conduct job fairs and career seminars;
- e. conduct resumé clinics and career e-portfolio;
- f. conduct Life Skills Training and Development such as, but not limited to, conflict and stress management seminars;
- g. regularly coordinate with the Department of Labor and Employment (DOLE) for the job markets and trends;
- h. regularly coordinate with industry partners on on-campus recruitment; and

- i. regularly coordinate with appropriate offices and projects in collating up-to-date information of graduate performance.

**Section 9.** The Student Development Services is the unit in-charge in providing services on student activities, student organizations, leadership training, student government, and student publication services. It shall be headed by a Department Head who shall, at least be a holder of an appropriate master's degree and with an academic rank of at least Assistant Professor I.

**Section 10.** The Student Development Department shall have four sections, namely:

- a. Campus Organization, Regulation, and Development;
- b. Student Publication;
- c. Campus Activity Monitoring and Permits; and
- d. Leadership Enhancement.

**Section 11.** The Campus Organization Regulation and Development Section shall have the following functions:

- a. recognize, accredit, supervise, and monitor student

- b. organizations;
- c. evaluate the performance of student organizations;
- d. establish mechanism, process, and procedure for accreditation;
- e. review the constitution and by-laws of student organizations; and
- f. assist the University Student Government in its compliance with regulatory agencies' requirements.

**Section 12.** The Student Publication Section shall have the following functions:

- a. provide support to the establishment and implementation of the student publication, under RA 7079 otherwise known as the Campus Journalism Act of 1991;
- b. monitor the activities of the student media outfit; and
- c. accredit and evaluate student publication performance for print and non-print media.

**Section 13.** The Campus Activity Monitoring and Permits Section shall have the following functions:

- a. supervise, recognize, and monitor student activities;

- b. issue permits for activities organized by the students in-campus;
- c. screen the request for non-curricular off-campus activities in compliance with CMO 63 s. 2017 and other applicable rules and to endorse the same to the Office of the President through the VPAA; and
- d. establish mechanisms, processes, and procedures in activity monitoring and issuances of permits.

**Section 14.** The Leadership Enhancement Section shall have the following functions:

- a. design and facilitate leadership training sessions / modules for students;
- b. provide opportunities to develop and enhance leadership effectiveness at the individual and organizational levels;
- c. provide administrative and technical support to the Student Development Committee;
- d. lead in the evaluation of the performance of students and student organizations and recommend for the Gawad Parangal Awards; and



- e. assist in the screening of applicants for mobility and off-campus leadership training.

**Section 15.** The Scholarship and Financial Assistance Department is the unit in-charge in the management, generation, and allocation of funds for scholarships and financial aid to deserving students. It shall be headed by a Department Head who shall, at least, be a holder of an appropriate master's degree and with an academic rank of at least Assistant Professor I.

**Section 16.** The Scholarship and Financial Assistance Department shall have four sections, to wit:

- a. Scholarship Administration;
- b. Financial Aid and Student Loan;
- c. student Work Assistance; and
- d. Scholarship Scanning and Monitoring.

**Section 17.** The Scholarship Administration Section shall perform the following duties and functions:

- a. manage scholarship programs for graduate, undergraduate, and secondary students;

- b. collate student records and submit applications to scholarship agencies;
- c. coordinate with CHED and other scholarship agencies for the timely application and compliance to sponsor's requirements; and
- d. supervise the distribution of benefits to scholars in coordination with other offices.

**Section 18.** The Financial Aid and Student Loan Section shall perform the following duties and functions:

- a. recommend policies for student loan;
- b. identify deserving students for financial aid and student loan; and
- c. generation and allocation of funds for financial subsidy and student loans.

**Section 19.** The Student Work Assistance Section shall perform the following:

- a. supervise the implementation of the University Student Assistantships (USA); and
- b. supervise the implementation of the Student Work Referral System.

**Section 20.** The Scholarship Training and Monitoring Section shall perform the following:

- a. source out and scan scholarship agencies;
- b. advertise scholarship opportunities;
- c. coordinate and match scholars with scholarship agencies;
- d. monitor scholar's performance; and
- e. coordinate with Student Development Services Department in the conduct of activities to enhance scholar's leadership skills.

**Section 21.** The Diversity and Integrative Services Department is tasked to provide an enabling environment for the provision of equal opportunities to students with special needs, such as, but not limited to, the PWDs, IPs, and solo parents. In addition, it promotes harmony through multi-faith services and peace advocacy activities. Likewise, it shall mainstream the ideals of the University founder. It shall be headed by a Department Head who shall, at least, be a holder of appropriate master's degree and



with an academic rank of at least Assistant Professor I.

**Section 22.** The Diversity and Integrative Services Department shall have three sections, to wit:

Multi-Faith and Peace Advocacy Services;  
Diversity and Affirmative Action; and  
Bai Matabay Plang Legacy.

**Section 23.** The Multi-Faith and Peace Advocacy Services shall have the following functions:

- a. provide environment conducive to the exercise of religious freedom;
- b. conduct inter-faith dialogues;
- c. conduct activities integrating peace advocacies in student organizations;
- d. supervise campus ministry programs; and
- e. supervise religious organizations in coordination with the SDS department.

**Section 24.** The Diversity and Affirmative Action Section shall have the following functions:

- a. maintain database of students belonging to IP, PWD, solo parent, senior citizen groups,