AREA IV

SUPPORT TO STUDENTS

PARAMETERS

A. Student Services Program (SSP)

B. Student Welfare

C. Student Development

D. Institutional Student Programs and Services

E. Research, Monitoring and Evaluation

Program : **BS Applied Mathematics**

Level : **1**

SUC : **University of Southern Mindanao**

Campus : **Kabacan (Main Campus)**

Date of Actual Survey : _____

AREA IV: SUPPORT TO STUDENTS

Students are the *raison d' etre* for the establishment of learning institutions. Thus, the school has the responsibility to support the family and other social institutions in the development of the total personality of the student. Towards this end, a program of student services is designed as an integral part of institutional effectiveness. All activities should be well planned and implemented to assist the student to attain his/her maximum potential and become a worthy contributor in his/her social environment. Student support and services complement the Academic Program.

A. Student Services Program (SSP)

There should be a well-organized, properly administered and adequately staffed Student Services Program (SSP). Such a program should be provided with adequate services, physical facilities and adequate resources to attain its objectives. A program of activities and services such as Student Welfare, Student Development, Institutional Student Programs and Services should be known and accepted by the administrators, faculty and students.

B. Student Welfare

The Student Welfare Services are basic services and programs needed to ensure and promote the well-being of students. These include Information, Orientation and Awareness, Guidance and Counseling, Career and Placement, Economic Enterprise Development, and Student Handbook Development.

A well-planned and functional Student Welfare Program directed towards the welfare and total personality development of students should be provided by the Institution.

C. Student Development

Student Development is composed of programs and activities designed for the enhancement and deepening of leadership skills and social responsibility. This includes student organizations and activities, professional organization or societies, special interests, Leadership Training Programs, Student Council/ Government, Student Discipline, Student Publication/ Media.

A well-planned and well implemented Student Development Program and activities would contribute to the development and enhancement of leadership effectiveness of students in the following:

- Governance
- Discipline
- Publication

D. Institutional Student Programs and Services

These are programs and activities that would facilitate the delivery of essential services to the students such as: a) Admission; b) Scholarship and Financial Assistance; c) Food; d) Health; e) Security and Safety; f) Housing and Residential Services; g) Multi-Faith; h) Foreign Students; i) services for Students with Special Needs; j) culture and arts; k) sports; l) social; and m) community involvement.

A well-organized and well-implemented essential services to the students would result to:

- improved admission, safety and security, housing, health and food, and foreign students services.
- effective scholarship and financial assistance to deserving students
- an environment conducive to free expression of one's religious orientation
- opportunities to develop and enhance talents, abilities for appreciation, promotion and conservation of national culture and multi-cultural heritage, physical fitness and well-being, social awareness, and meaningful contribution to nation building.

E. Research, Monitoring and Evaluation

The Institution should encourage the students to conduct research on student affairs and services programs. The results should be disseminated and utilized, monitoring and evaluation of student affairs and services can serve as feedback mechanism to ensure sustainability and effectiveness of the Student Affairs and Services program.

The following documents, additional information and exhibits will be useful in evaluating this Area, and should be made available, preferably at the Accreditation Center:

1. Annual Reports;
2. Copy of Budget for Student Services;
3. Copy of Student Services Program;
4. Guidance Manual;
5. Guidance Program;
6. List of recognized student organizations and their programs;
7. Organizational Chart of Student Affairs Unit;
8. Research studies on students' needs, problems, profile, etc.;
9. School Organ;
10. Student Handbook;
11. Student Services: staff, positions, and qualifications;
12. Testing programs/instruments; and
13. Updated Alumni Directory.

AREA IV: SUPPORT TO STUDENTS

RATING SCALE						
NA	**0**	**1**	**2**	**3**	**4**	**5**
-	-	**Poor**	**Fair**	**Satisfactory**	**Very Satisfactory**	**Excellent**
Not Applicable	*Missing*	*Criterion is met minimally in some respects, but much improvement is needed to overcome weaknesses (75% lesser than the standards)*	*Criterion is met in most respects, but some improvement is needed to overcome weaknesses (50% lesser than the standards)*	*Criterion is met in all respects (100% compliance with the standards)*	*Criterion is fully met in all respects, at a level that demonstrates good practice (50% greater than the standards)*	*Criterion is fully met with substantial number of good practices, at a level that provides a model for others (75% greater than the standards)*

Indicators	Item Rating (IR)	System – Implementation – Outcome Mean (SIOM)	Parameter Mean (PM)
PARAMETER A: STUDENT SERVICES PROGRAM (SSP)			
SYSTEM – INPUTS AND PROCESSES			
Objectives			
S.1. The institution has Student Services Program (SSP).	4		
S.2. The Student Affairs Services (SAS) program is consistent with the vision and mission of the Institution, goals of the College/Academic Unit and objectives of the Program.	4		
S.3. The objectives of the SAS are clearly defined.	4		
S.4. The objectives of the SAS are in accordance with CMO No. 9 series of 2013.	4		
S.5. The SAS is composed of:	4		
S.5.1. student welfare programs and services; and	4		
S.5.2. student development programs and services.	4		

Indicators	IR	SIOM	PM
S.6. The following basic services are available:	4		
S.6.1. Student Welfare;	4		
S.6.1.1. Information and Orientation Services;	4		
S.6.1.2. Guidance and Counseling Services;	4		
S.6.1.3. Career and Job Placement Services;	4		
S.6.1.4. Economic Enterprise Development; and	4		
S.6.1.5. Student Handbook Development.	4		
S.6.2. Student Development;	4		
S.6.2.1. Student Activities;	4		
S.6.2.2. Student Organizations and Activities;	4		
S.6.2.3. Leadership Training;	4		
S.6.2.4. Student Council/Government;	4		
S.6.2.5. Student Discipline; and	4		
S.6.2.6. Student Publication/Year Book.	4		
S.6.3. Institutional Student Programs and Services;	4		
S.6.3.1. Admission Services;	4		
S.6.3.2. Scholarships and Financial Assistance (SFA);	4		
S.6.3.3. Food Services;	4		
S.6.3.4. Health and Wellness Services;	4		
S.6.3.5. Safety and Security Services;	4		
S.6.3.6. Student Housing and Residential Services;	4		
S.6.3.7. Multi-faith and Inter-faith Services;	4		

Indicators	IR	SIOM	PM
S.6.3.8. Foreign/International Students Services (whenever applicable); 4			
S.6.3.9. Services for Students with Special Needs; 4			
S.6.3.10. Culture and Arts Programs; 4			
S.6.3.11. Sports and Development Programs; 4			
S.6.3.12. Social and Community Involvement Programs; and 4			
S.6.3.13. others (please specify)_____.			
Student Affairs and Services Unit			
S.7. There is a SAS Unit that manages student affairs development and welfare programs.	4		
S.8. The SAS Unit has an organizational structure indicating its relationship with other Units.	4		
S.9. The SAS Unit is headed by a qualified official.	4		
S.10. The SAS Unit is staffed with qualified personnel.	4		
Administrative Support			
S.11. The various student services are provided with adequate staff, physical facilities, equipment and materials (e.g. one (1) guidance counselor for every 1,000 students, etc.)	4		
S.12. There is sufficient budget allocation for the Student Affairs and Services of the institution.	4	4	

IMPLEMENTATION			
I.1. The objectives of the SAS are disseminated to and understood by the students, faculty, staff and administrators.	4		
I.2. The SAS plans, implements, monitors and coordinates programs and services for student welfare and development.	4		

Indicators	IR	SIOM	PM
I.3. Prompt, courteous and efficient services in the handling of business transactions with students are evident.	4		
I.4. The SAS staff receive salaries on time.	4		
I.5. The SAS is represented in the policy and decision-making body of the Institution.	4		
I.6. The projects and activities of the SAS Unit are recognized and implemented.	4		
I.7. There is a continuous and systematic evaluation of the effectiveness of the programs and services for student welfare and development.	4	4	
OUTCOME/S			
O.1. The students are satisfied with the Student Services Program.	4	4	4
PARAMETER B: STUDENT WELFARE			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has a Student Handbook containing comprehensive information on programs and services for student welfare and development.	4		
S.2. A regular and comprehensive Orientation Program is held for new, returning and continuing students.	4		
S.3. The information materials on educational, career, personal and social concerns are readily available, such as:	4		
S.3.1. R.A. 9262 or Anti Violence Against Women and Children Act;	4		
S.3.2. Anti-Bullying Act;	4		
S.3.3. Guidelines on drug abuse prevention and control;	4		

Indicators	IR	SIOM	PM
S.3.4. R.A. 7877 or the Anti-Sexual Harassment Act of 1995; 4			
S.3.5. HIV AIDS awareness; 4			
S.3.6. Self-care and healthy lifestyles; and 4			
S.3.7. R.A. 9442, particularly on the provision on public ridicule and vilification against persons with disability. 4			
S.4. The Guidance and Counseling Program provides the following services:	4		
S.4.1. information and inventory; 4			
S.4.2. counseling; 4			
S.4.3. appraisal and testing; 4			
S.4.4. placement and follow-up; and 4			
S.4.5. referral. 4			
S.5. Gender-sensitive individual and group counseling is provided.	4		
S.6. Counseling Services consider cultural differences.	4		
S.7. The Guidance Program is headed by a licensed Guidance Counselor with at least a master's degree in Guidance and Counseling.	4		
S.8. All the Guidance Counselors are licensed.	4		
S.9. The Guidance Program is supported by qualified staff.	4		
S.10. Every student has an updated profile at the guidance office.	4		
S.11. A counseling room is provided for students including those with special needs.	4		
S.12. There is a well-planned assessment program for students with appropriate standardized psychological tests.	4		

Indicators	IR	SIOM	PM
S.13. Career seminars and job placement services are available for the students.	4		
S.14. There is a mechanism to establish partnership and collaboration with other institutions, agencies and industry.	4		
S.15. There is mechanism for storing and archiving student records for reference purposes.	4	4	

IMPLEMENTATION			
I.1. The ratio of a Guidance Counselor to student population is 1:1000.	4		
I.2. Counseling and other student records are maintained and kept confidential.	4		
I.3. Appropriate intervention programs and services are adopted to promote and enhance student welfare and development.	4		
I.4. The Guidance Office maintains an updated inventory of student cumulative records.	4		
I.5. The psychological tests are administered, scored and interpreted by qualified staff and the results are kept confidential.	4		
I.6. The test results are disseminated to concerned parties.	4		
I.7. Test results are utilized in designing activities to meet student needs.	4		
I.8. A scheme for appropriate follow-up and referrals is utilized.	3		
I.9. The Guidance Office prepares valid appraisal data of students for career and job placement.	4		
I.10. Student placement is regularly monitored and followed up.	3		
I.11. The institution maintains active networking with the schools, the communities, alumni, and other concerned agencies for career and job placement of students.	4		

Indicators	IR	SIOM	PIM
I.12. Career counseling is provided to enable students to choose appropriate major/field of specialization.	4		
I.13. Information materials on career and job opportunities are made accessible.	4		
I.14. The SAS maintains liaison with its alumni to follow up graduates job performance, vis-à-vis:	3.67		
I.14.1. awards received;	4		
I.14.2. key positions in private and/or government agencies; and	4		
I.14.3. status of the enterprise, if applicable.	3		
I.15. Skills development programs are conducted.	4		
I.16. The students are given assistance in career and job placement.	4		
I.17. The institution encourages student economic ventures such as but not limited to:	3		
I.17.1. student laboratory cooperatives;	3		
I.17.2. entrepreneurial activities/projects;	3		
I.17.3. savings; and	3		
I.17.4. others (please specify) _____.	3		
I.18. Updated information on student welfare and development are accessible and disseminated.	4		
I.19. The student body is involved in the development and revision of Student Handbook.	4		
		3.82	

Indicators	IR	SIOM	PM
OUTCOME/S			
O.1. Quality student welfare services are available.	4	4	3.89
PARAMETER C: STUDENT DEVELOPMENT			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has a system of accreditation, monitoring and evaluation of student organizations.	4		
S.2. The institution provides adequate office space and other forms of support to accredited student organizations.	4		
S.3. There is coordination between the school administration and SAS concerning students with drug and other related problems.	4		
S.4. A mechanism to address student grievance is in place.	4		
S.5. Programs and opportunities to develop and enhance leadership among students are provided.	4	4	
IMPLEMENTATION			
I.1. Requirements and procedures for recognition/accreditation of student organizations are widely disseminated.	4		
I.2. The Constitution and by-laws of student organizations incorporate participation and advocacy in social action activities.	4		
I.3. The institution conducts leadership training.	4		
I.4. The institution recognizes the right of the students to:	4		
I.4.1. govern themselves as a student body;	4		
I.4.2. be transparent and accountable to their constituents; and	4		

Indicators	IR	SIOM	PM
I.4.3. be represented in various fora where the students need to be consulted.	4		
I.5. The institution ensures transparency in the development/revision of guidelines and procedures for the student council/government.	4		
I.6. The institution implements gender and disability sensitive rules and regulations published in a Student Handbook/Manual acceptable to students.	4		
I.7. Sanctions are enforced for misconduct such as but not limited to acts of vandalism, hazing, bullying, libelous statements and other negative acts that threaten peace and order inside and outside the school premises.	4		
I.8. Grievance Committee is established to ensure due process in dealing with students misconduct.	4		
I.9. The institution supports the establishment and implementation of student publication as provided for in R.A. 7079, otherwise known as "Campus Journalism Act of 1991" and other media forms.	4		
I.10. The production/publication of a yearbook is encouraged.	4	4	
OUTCOME/S			
O.1. Quality student development services are assured.	4	4	4
PARAMETER D: INSTITUTIONAL STUDENT PROGRAMS AND SERVICES			
SYSTEM – INPUTS AND PROCESSES			
S.1. There is a system of student recruitment, selection, admission and retention.	4		
S.2. Admission requirements and procedures of persons with disabilities as stipulated in R.A. 7277 are in place.	4		

Indicators	IR	SIOM	PM
S.3. Scholarships and financial assistance in various forms are available to students.	4		
S.4. Policies and guidelines are institutionalized for students from marginalized sector of the country.	4		
S.5. There is a policy on wellness and healthy lifestyle.	4		
S.6. Buildings and facilities which conform with government standards are provided with accessible and safe amenities for persons with disabilities.	4		
S.7. There is a disaster risk reduction and management program in compliance with R.A. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010".	4		
S.8. Policies on the use of student facilities are in place.	4		
S.9. An integrated service program that caters to the various needs of foreign students are available, *whenever applicable*.	4		
S.10. A liaison officer is available to assist foreign students in their transactions with concerned government agencies, *whenever applicable*.	4		
S.11. There are programs for life skills training (e.g. conflict and stress management, harassment, etc.) counseling, testing and referrals for students with special needs.	4		
S.12. The institution provides opportunities for promotion and appreciation of culture and arts.	4		
S.13. The institution has well equipped offices for:	4		
S.13.1. Culture and the Arts;	4		
S.13.2. Sports Development;	4		
S.13.3. Student Publications; and	4		
S.13.4. Medical-Dental Clinic.	4		

Indicators	IR	SIOM	PM
S.14. There is a well-furnished medical-dental clinic.	4		
S.15. There is a medical and dental program designed for:	4		
S.15.1. diagnostic purposes;	4		
S.15.2. first aid;	4		
S.15.3. prevention and prophylaxis; and	4		
S.15.4. physical-dental exam.	4		
S.16. An updated information on student health condition is available to parents/guardians.	4		
S.17. There are mechanisms to promote national, sectoral and cultural sports activities and development in coordination with concerned agencies.	4		
S.18. There are financial assistance programs designed for:	3.8		
S.18.1. educational loans;	4		
S.18.2. student assistantship;	4		
S.18.3. attendance to seminars, training(sports, leadership, etc.;	4		
S.18.4. grants-in-aid; and	3	3.9	
S.18.5. others (please specify)_____.	4		

IMPLEMENTATION			
I.1. The faculty and students are properly informed of the admission guidelines and retention policies.	4		
I.2. The policies and procedures on selection, admission and retention of students are implemented.	4		
I.3. The following student admission records are filed and made available to concerned parties:	4		

Indicators	IR	SIOM	PM
I.3.1. enrollment trends; 4			
I.3.2. drop-out rate; 4			
I.3.3. licensure examination results and passing percentage; 4			
I.3.4. employability of graduates; 4			
I.3.5. student transferees; and 4			
I.3.6. student classification by specialization. 4			
I.4. Retention policies are approved by the Academic Council and confirmed by the Board of Regents/ Trustees.	4		
I.5. The list of tuition and other school fees is posted conspicuously.	4		
I.6. The institution provides access to scholarship and financial assistance.	4		
I.7. Guidelines on scholarship and financial assistance are widely and promptly disseminated.	4		
I.8. Criteria for safety, sanitation and food choices in the school canteen/cafeteria are enforced.	4		
I.9. The institution coordinates with the local government for the safety and sanitation of food service outside the school premises.	4		
I.10. The institution periodically inspects food outlets for sanitation and hygiene. The sanitary permit is displayed in a prominent area of the food outlet.	4		
I.11. The primary health care services are administered to all students by licensed medical, dental and allied professionals.	4		
I.12. Facilities for keeping health care and updated health records of students are adequate and well-maintained.	4		
I.13. Policies and procedures in the selection of student athletes, performers, writers, etc. are implemented.	4		

Indicators	IR	SIOM	PM
I.14. Health and related laws, rules and regulations are enforced.	4		
I.15. Licensed and competent security personnel ensure the safety and security of students.	4		
I.16. Earthquake and fire drills involving students, faculty and administrative staff are conducted regularly.	4		
I.17. The institution establishes programs for the students to help in crime prevention, cleanliness and orderliness, observance of a clean and green environment, safety and security of the school premises.	4		
I.18. The institution provides assistance to students on accessible, affordable, clean, conducive to learning, dormitories and housing facilities.	4		
I.19. The institution ensures that the students right to practice his/her religion is respected.	4		
I.20. Submission of required reports on foreign students to concerned government agencies is done, whenever *applicable*.	4		
I.21. The Code of Conduct for foreign students in the country is enforced.	4		
I.22. The institution accommodates students with special needs.	4		
I.23. There is a regular submission of the list of students with special needs to the CHEDRO describing the Institutions intervention programs.	4		
I.24. Sports development programs are regularly conducted.	4		
I.25. The institution ensures opportunities for students to participate in socio and civic action activities.	4		
I.26. The students are covered with Life and Accident Insurance.	4		
I.27. The institution rewards SAS staff for exceptional job performance.	4		

Indicators	IR	SIOM	PM
I.28. The institution informs the students and other stakeholders on other related programs and services not cited in CMO No.9 s. 2013.	4	4	
OUTCOME/S			
O.1. The institutional programs and services develop student potentials to the fullest.	3	3	3.67
PARAMETER E. RESEARCH, MONITORING AND EVALUATION			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has a research program on student affairs and services.	4		
S.2. There is mechanism for monitoring and evaluation of SAS programs.	4		
S.3. Monitoring and evaluation instruments are available.	4		
S.4. There is adequate funding for the conduct of SAS researches and monitoring and evaluation.	4	4	
IMPLEMENTATION			
I.1. Researches on student affairs and services are conducted.	4		
I.2. Research results and outputs are disseminated and utilized.	4		
I.3. Regular monitoring and evaluation on the implementation of student services are conducted.	4		
I.4. Monitoring and evaluation instruments are developed, reviewed, and continuously improved.	4		
I.5. Reports are filed and submitted regularly to CHEDRO.	4	4	

Indicators	IR	SIOM	PM
OUTCOME/S			
O.1. Research outputs are presented and published.	4	4	4
		Area Mean:	**3.91**

SUMMARY OF RATINGS

AREA IV: SUPPORT TO STUDENTS

Parameters		Numerical Rating	Descriptive Rating
A	STUDENT SERVICES PROGRAM (SSP)	4	
B	STUDENT WELFARE	3.89	
C	STUDENT DEVELOPMENT	4	
D	INSTITUTIONAL STUDENT PROGRAMS AND SERVICES	3.67	
E	RESEARCH, MONITORING AND EVALUATION	4	

Total: 19.56

Mean: 3.91

LEAD ACCREDITOR/S: