AREA IV

SUPPORT TO STUDENTS

S.4. The objectives of the SAS are in accordance with CMO No. 9 series of 2013.

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Commission on Higher Education
OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION
C.P. Garcia Ave., U.P. Diliman, C.

CHED MEMORANDUM ORDER
No. 09
Series of 2013

SUBJECT: **ENHANCED POLICIES AND GUIDELINES ON STUDENT AFFAIRS AND SERVICES**

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act No. of 1994", Batas Pambansa 232, and Resolution No. 321-2013 of the Commission en banc dated April 8, 2013, the Commission on Higher Education, pursuant to its commitment to the utmost achievement of quality, relevant and efficient higher education in the country, hereby adopted and promulgated the following Enhanced Policies and Guidelines on Student Affairs and Services, which define the scope, procedures, the extent of regulations as well as the mechanics of evaluating student welfare and activities for students enrolled in Higher Education Institutions (HEIs) thus:

ARTICLE I
GUIDING PRINCIPLES

Section 1 The 1987 Philippine Constitution declares that the State shall protect and promote the rights of all Filipino citizens to quality education at all levels and shall take appropriate steps to make education accessible to all.

Section 2 The State shall establish, maintain and support a complete, adequate, and integrated system of education relevant to the needs of the people and society.

ARTICLE II
STATEMENT OF POLICIES

Section 3 The CHED is mandated to promote quality education; take appropriate steps to ensure that education shall be accessible to all; and ensure and protect academic freedom for the continuing intellectual growth, the advancement of learning and research, the development of responsible and effective leadership, the education of high level professionals, and the enrichment of historical and cultural heritage.

Section 4 An educational institution seeks to form individuals who can later become productive citizens of the country and the world. Its responsibility is not only confined to the teaching and development of job skills, but also to the acquisition of life skills and values. The individuals produced by the educational institution should be able to contribute positively to the progress of his/her country, and to the upliftment of the human conditions. Student Affairs and Services, therefore, must systematically and deliberately address this end objective of producing citizens suited to the aims of the country and of humanity. Higher Education Institutions must provide a set of student centered activities and services in support of academic instruction intended to facilitate holistic and well rounded student development for active involvement as future responsible citizens and leaders. These shall be collectively known as Student Affairs and Services.

ORGANIZATIONAL STRUCTURE
OF THE OFFICE OF STUDENT AFFAIRS AND
OTHER STUDENT SERVICES DELIVERY UNITS
Approved by BOR on September 26, 2019 through Resolution No. 70, series of 2019
(Introduced by: Engr. Willie Jones B. Salilling, OSA Asst. Dir.)

INTRODUCTION

CHED CMO No. 9, series of 2013 has mandated that Universities have to provide essential services to the students including Information and Orientation Services, Guidance and Counseling, Career and Job Placement, Economic Enterprise Development, Student Handbook, Student Activities, Student Organization, Leadership Training, Student Council/ Government, Student Discipline, Student Publication, Admission Services, Scholarship and Financial Assistance, Food Services, Health Services, Safety and Security Services, Social and Community Engagement, Sports Development, Culture and Arts Program, Student Housing and Residential Services, Multi-faith services, Foreign/ International StudentServices, Students with special needs and persons with disability.

The new organizational structure of OSA seeks (a) to strengthen OSA services through OSA reorganization within the limitations and expertise of the unit and (b) to realign some student services to relevant offices in the university.

FUNCTIONS

The Office of Student Affairs takes the lead in offering student services to graduate, undergraduate and secondary students. OSA shall closely coordinate with other units to ensure that student services are made available. OSA shall monitor the implementation of student services in autonomous and satellite campuses of the university and periodically review its performance.

The functions of units under the revised OSA structure include:

COUNSELING AND CAREER DEPARTMENT

Guidance and Counselling Services

- Find ways to enhance students' psychological well being through academic achievement, personal growth, and social development
- Provide integrated approach to the development of well-functioning individuals primarily by helping then to utilize their potentials 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 multi-disciplinary team of specialists to ensure that special needs of students are met
- Conducts information and inventory, counseling, appraisal and testing, placement and follow-up, and referral
- Lead in the implementation of mental health laws

Information and Orientation Services

- 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