AREA IV

SUPPORT TO STUDENTS

S.5.1. student welfare programs and services.

CHAPTER 63
STUDENT WELFARE SERVICES

Article 219. Guidance and Counseling

Section 1. The University shall provide guidance and counseling services to students relevant to their programs of studies.

Section 2. The University may also provide guidance and counseling assistance to students with special needs.

Section 3. The OSA Guidance and Counseling section shall provide the following services:

a. guidance services to develop well-functioning individuals to realize their full potential;
b. counseling services to facilitate positive change in student behavior, feelings, and attitude;
c. assessment to gather information about students using psychological tests and non-psychometric devices for possible intervention, reinforcement, or career placement;
d. academic follow-up to determine effectiveness of guidance activities; and
e. referral to coordinate with multidisciplinary team of specialists to ensure that special needs of students are met.

Section 4. The academic units shall likewise designate selected faculty members as Guidance Coordinators to perform, but not limited to, the following tasks:

a. profile and process students' basic information subject to the pertinent provisions of Data Privacy Law;
b. facilitate the training and development of students;
c. initiate tracer studies in partnership with the department offering the program;
d. facilitate the conduct of career placement programs in partnership with the OSA;
e. prepare college briefer and orientation;
f. conduct scheduled academic follow-up; and
g. perform other functions as deemed necessary

Section 5. The University shall deploy adequate number of registered guidance counselors, as required by law, to undertake gender- sensitive individual and group counseling.

Section 6. The University Guidance Center shall maintain standard counseling rooms to ensure the privacy and confidentiality of data, practice, and counseling sessions, in accordance with law and existing policy.

Section 7. The Guidance and Counseling Section shall, as much as practicable:

a. administer appropriate and pro-active intervention programs and strategies such as, but not limited to, group growth and tutorial program to ensure that every student's need for guidance and counseling and psycho-social services is provided;
b. spearhead the conduct of regular comprehensive orientation program held for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities;
c. maintain individual student cumulative record which contains relevant and updated information such as, but not limited to, family background, test data, and disability records, consistent with the relevant provisions of Data Privacy Act; and
d. provide a well-planned assessment program for students with appropriate standardized psychological tests administered, scored, and interpreted by licensed psychometricians. The test results are interpreted and released to the concerned client.

Article 220. Information and Orientation Services

Section 1. The University shall conduct information campaigns and provide materials to students such as, but not limited to:

a. its mission, vision, and goals, quality policy statement, academic policies, rules and

regulations, student conduct and discipline, student programs and services, facilities, and other information necessary for student's resettlement, growth, and development;

b. organized, updated, and readily available educational, career, and personal/social materials in different accessible formats; and

c. statutes affecting students such as anti-sexual harassment, biosecurity, culture sensitivity, Disaster Risk Reduction and Management, Drug Abuse prevention and control, Gender and Development (GAD), health and wellness, HIV/AIDS awareness, pregnancy and solo parenthood, self-care, terrorism and conflict resolution, and Violence Against Women and Children (VAWC).

Article 221. Career and Job Placement Services

Section 1. This shall refer to the assistance provided for vocational and occupational fitness and employment. The University shall institute services such as, but not limited to:

a. data appraisal of students for career placement;
b. periodic conduct of trace study for all programs offered;
c. implementation and provision of career guidance and job advisory services including assistance to career competencies enhancement, vocational and occupational fitness and employment;
d. conduct of job fair and career seminars, resume and e-portfolio clinics;
e. Lead in the skills training and development; and
f. Liase with the Department of Labor and Employment and serve as the PESO Manager of the University.

Article 222. Health Services

Section 1. The University through the USM Health Services shall:

a. provide primary health care and wellness program to students, conducted by duly licensed professionals;
b. maintain adequate health care facilities; and
c. maintain and secure updated health records of all clients.

Section 2. All students shall undergo regular annual medical and dental check-up.

Section 3. The University Health Services shall initiate mechanism to promote healthy lifestyle and foster a supportive environment both on and off campus subject to CHED Memorandum Order No. 63, series of 2017.

Section 4. In consideration of the foregoing provisions, the University shall comply with relevant and existing health and related laws, rules, and regulations.

Article 223. Safety and Security Services

Section 1. The University shall provide a safe and secure environment for the students.

Section 2. The University Security Services Management Office shall provide electronic identity access and manual recordings as deemed required of all students, faculty members, staff, and visitors sojourning the university campus.

Section 3. The University shall protect the students against cybersecurity threats and anomalies.

Section 4. The University through its functional academic and non-academic units shall ensure that facilities and infrastructures of the university are compliant to the existing standards and laws.

Article 224. Student Economic Enterprise Development Services

Section 1. The University shall provide services and programs that would cater to other economic enterprise needs of students.

Section 2. The University shall provide entrepreneurial training programs and other services, but not limited to:

a. establishing mechanisms to promote and develop the student economic enterprises;
b. conducting training and orientation on savings and investments;
c. providing relevant trainings and seminars on the establishment of a cooperative;
d. facilitating the training on the application of registration, copyright, patent, and business permits;
e. conducting basic accounting and auditing services;
f. conducting Feasibility Study; and
g. filling-out government forms relevant to entrepreneurial activities (e.g. BIR, PhilHealth, SSS, BFP, SEC,DTI, Pag-IBIG).

Article 225. Student Housing and Residential Services

Section 1. The University shall provide residence halls/ dormitories for students subject to their occupancy capacity.

Section 2. The University residence halls/dormitories shall be governed by the policies promulgated by the Student Welfare Committee.

Section 3. Students not accommodated in the residence halls/dormitories may be advised to reside in any recognized boarding houses or dormitories.

Section 4. Student Affairs Office may assist the students in seeking convenient residence halls.

Article 226. Food Safety and Services

Section 1. The University shall ensure safe and healthful food production and preparation within the campus.

Section 2. The University shall encourage environmentally sound practice of food production and consumption
and the proper disposal of wastes and leftovers.

Section 3. The University shall regulate the operation of canteens, food outlets, and vendors within the campus relative to safety and sanitary conditions and food choices and licensing requirements.

Section 4. The University shall recognize the designation of culturally sensitive food outlets.

Section 5. The University shall conduct periodic inspection of canteens, food outlets, and vendors for sanitation and hygiene compliance. The Certificate to Operate shall be displayed in a conspicuous area of the food outlet or college canteen.

Section 6. The University shall provide potable, safe drinking water.

Article 227. Foreign/ International Student Services

Section 1. The University shall help address the resettlement needs of foreign students such as but not limited to:

a. conducting orientation program of university policies, local tourist destinations and customs;
b. assigning a liaison officer to assist international students with the government agencies like CHED,
c. Department of Foreign Affairs, and the Bureau of Immigration; and
d. providing integrated service program that caters to the socio-psycho-cultural, academic, and nonacademic needs of all international students.

Section 2. There shall be a regular submission of the list of foreign students and compliance reports to the concerned government agencies as required by law.

Section 3. The foregoing provisions and the admittance of foreign students are subject to the existing laws and policies.

Article 228. Student Handbook Development

Section 1. The University shall develop student handbook and revise as necessary for dissemination, information, and guidance.

Section 2. The OSA Student Policy and Research Department

S.5.2. student development programs and services.

shall

a. establish mechanisms to archive and retrieve previous student handbooks for purposes of improving the same;
b. ensure student participation and representation in the development and revision of student handbook; and
c. conduct research for university student policy recommendation and legislation.

CHAPTER 64 STUDENT DEVELOPMENT SERVICES

Article 229. General Provisions.

Section 1. The University shall provide programs and activities designed for the enhancement and deepening of mental and emotional quotient that shall embody the ideals of a university student imbued with skills, knowledge, and responsibilities on personal, social, leadership, and entrepreneurial aspects, as well as the ability to create or adopt a new progressive paradigm.

Article 230. Campus Organizations Regulation and Development Services

The University shall establish regulations on campus organizations and development subject to the existing laws and other relevant policies.

Section 1. A duly recognized student organization of the University is an organization that is registered and accredited by the Office of Student Affairs in accordance with existing rules and regulations of the University.

Section 2. Each student organization shall only be subjected to accreditation and registration process upon submission of its Constitution and By-Laws.

Section 3. Only duly recognized student organizations shall be allowed to operate and assume their functions at the University.

Section 4. Officers and members of a non-registered student organization, fraternity, or sorority shall be dealt with appropriate sanction under the law.

Section 5. Consistent with Anti-Hazing Law, in NO case shall an organization, fraternity or sorority, require torture, hazing, or any other forms of inhumane activities as requisites for membership or officership.

Article 231. University Student Government (USG)

Section 1. There shall be a University Student Government with the following functions:

a. help promote the general welfare of the University students;
b. foster the ideals and aspirations as enunciated in Articles 217 and 218 of this code;
c. serve as an active forum for exchange of students' ideas and sentiments and as a training ground for future leaders of the nation;
d. promote unity and solidarity among USM students;
e. help instill in the minds of students the values of academic excellence, patriotism, moral responsiveness, cyber-social awareness and responsibility, cultural sensitivity, and environmental care;
f. develop a sense of ethics in public service;
g. organize and direct student activities in accordance with existing rules and regulations; and
h. inform or consult the University President through the Office of Student Affairs, on student matters, affairs, and activities.

Section 2. As provided for by law, the President of the University Student Government shall serve as member of the USM Board of Regents during his or her term of office.

Section 3. The President of the University Student Government shall also be allowed, by invitation, to represent the students in the USM Administrative Council during his or her term.

Section 4. The University Student Government shall adopt

its own Constitution and By-Laws for the governance of the University studentry and for other purposes not contrary to law.

Article 232. Student Organizations and Activities

Section 1. All student organizations shall be under the direct and general supervision of the Director for Office of Student Affairs.

Section 2. A student organization shall choose one (1) or more faculty adviser/s to be confirmed by the University President upon a recommendation of the Director for Student Affairs. Before the appointment of an adviser/s, no student organization shall hold any meeting or undertake any activity for any purpose whatsoever, except for adopting its own Constitution and By-Laws.

Section 3. No student organization shall be allowed to function without a copy of its By-Laws duly received by the Director of Student Affairs and approved by the University Administrative Council.

Article 233. Leadership Enhancement

Section 1. The University shall provide programs, activities, and opportunities such as but not limited to the following:

a. designing and facilitate leadership training sessions or modules for the students;
b. providing opportunities for leadership effectiveness at the individual and organizational levels;
c. providing administrative and technical support to the Student Development Committee;
d. leading in the performance evaluation and recommendation of the students and student organizations for possible awards and commendations; and
e. assisting in the screening of applicants for in and off-campus leadership trainings.

Article 234. Sports Development Program.

The university shall establish sports development program that shall promote and develop intrinsic ability and sports inclination of the students.

Section 1. Every University student shall be entitled to use University Sports and Wellness facilities and equipment, subject to the existing rules and regulation.

Section 2. There shall be a Sports, Physical Education and Recreation Committee (SPEARC) which shall be headed by the University President, the Vice President for Academic Affairs as Vice Chairman, with the deans and directors of various academic units, and the University Student Government President as members and a secretary may be appointed as necessary.

Section 3. The SPEAR Committee shall perform the following tasks, but not limited to:

a. formulating and implementing the policies and programs of the sports and wellness of the University;
b. administering funds appropriated thereto;
c. designing and implementing sports and wellness programs;
d. developing and maintaining highly competitive individual players and varsity teams for sports competitions;
e. initiating the establishment of sports linkages and partnerships; and
f. designing and implementing related wellness activities.

CHAPTER 65 STUDENT CONVOCATION

Article 235. Student convocations are held for purposes of

orientation, information updates, announcement of schedules, and other curricular or non-curricular programs, without significantly interfering academic affairs.

Section 1. Student convocations of the University shall be held under the auspices of any of its academic units or student organizations upon approval of the President as