AREA IV

SUPPORT TO STUDENTS

S.6.1.1. Information and Orientation Services;

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 suchasanti-sexualharassment, 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*

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S.6.1.2. Guidance and Counseling 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

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WHAT IS

THE BRIEF PSYCHOSOCIAL WELL-BEING SCREENING AND COACHING PROGRAM?



The Brief Psychosocial Well-being Screening and Coaching Program of the Office of Student Affairs, Counseling and Career Department, is one way of addressing the psychosocial well-being concerns of USM students. The screening phase initially assesses students' mental state and resilience. The coaching phase, on the other hand, provides appropriate interventions to students identified as needing such.

S.6.1.3. Career and Job Placement Services;

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 tracer 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;

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S.6.1.4. Economic Enterprise Development; and

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

S.6.1.5. Student Handbook Development.

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

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 o personal, social, leadership, an entrepreneurial aspects, as well a the ability to create or adopt a ne 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.