AREA IV

SUPPORT TO STUDENTS

S.6.3. 1. Admission Services;

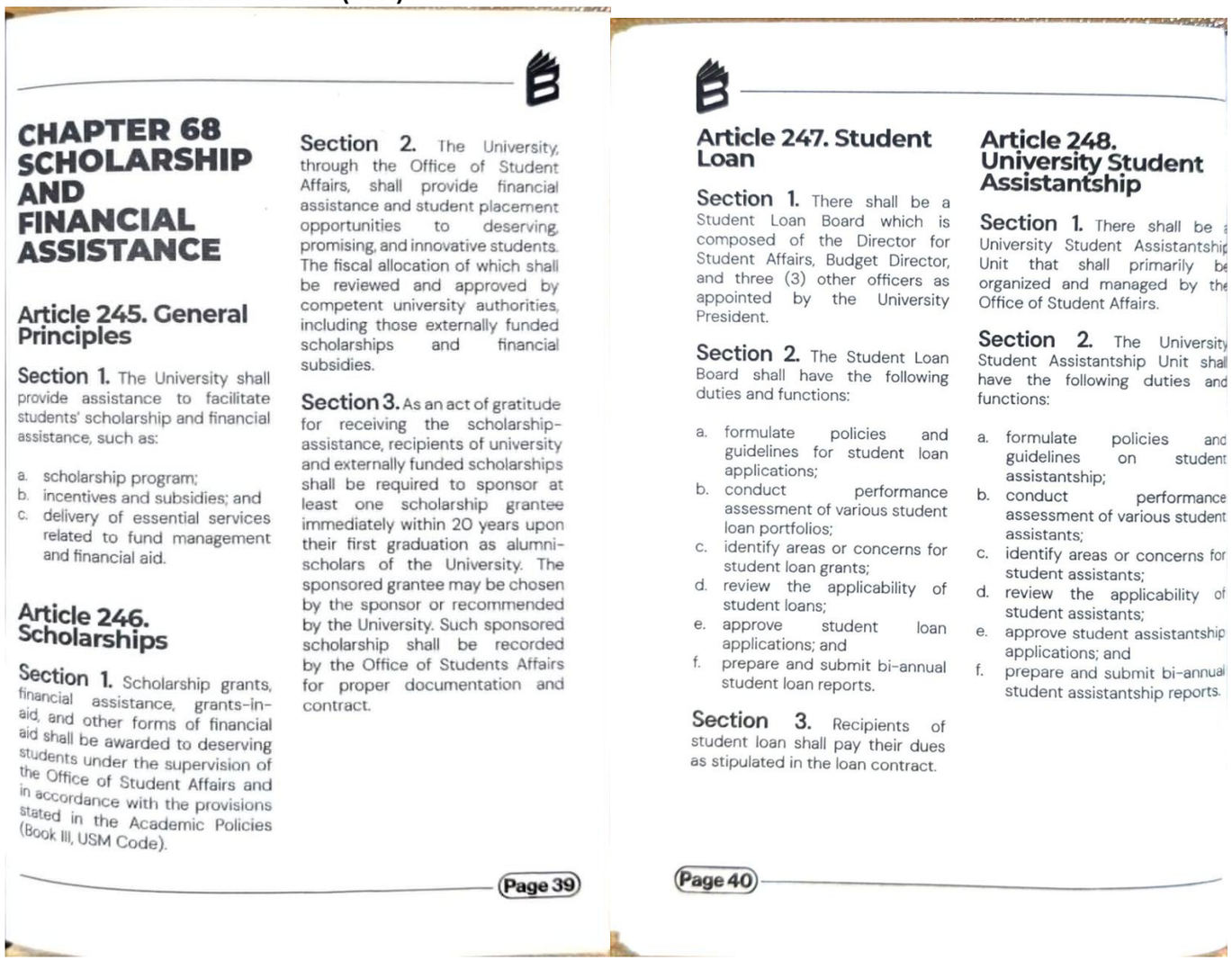
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November 26, 2025 ·

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USM College Entrance Examination (USMCEE) Registration is now open (A.Y. 2026 – 2027)

S.6.3.2. Scholarships and Financial Assistance (SFA)



CHAPTER 68 SCHOLARSHIP AND FINANCIAL ASSISTANCE

Article 245. General Principles

Section 1. The University shall provide assistance to facilitate students' scholarship and financial assistance, such as:

a. scholarship program;
b. incentives and subsidies; and
c. delivery of essential services related to fund management and financial aid.

Article 246. Scholarships

Section 1. Scholarship grants, financial assistance, grants-in-aid, and other forms of financial aid shall be awarded to deserving students under the supervision of the Office of Student Affairs and in accordance with the provisions stated in the Academic Policies (Book III, USM Code).

Section 2. The University, through the Office of Student Affairs, shall provide financial assistance and student placement opportunities to deserving, promising, and innovative students. The fiscal allocation of which shall be reviewed and approved by competent university authorities, including those externally funded scholarships and financial subsidies.

Section 3. As an act of gratitude for receiving the scholarship-assistance, recipients of university and externally funded scholarships shall be required to sponsor at least one scholarship grantee immediately within 20 years upon their first graduation as alumni-scholars of the University. The sponsored grantee may be chosen by the sponsor or recommended by the University. Such sponsored scholarship shall be recorded by the Office of Students Affairs for proper documentation and contract.

Article 247. Student Loan

Section 1. There shall be a Student Loan Board which is composed of the Director for Student Affairs, Budget Director, and three (3) other officers as appointed by the University President.

Section 2. The Student Loan Board shall have the following duties and functions:

a. formulate policies and guidelines for student loan applications;
b. conduct performance assessment of various student loan portfolios;
c. identify areas or concerns for student loan grants;
d. review the applicability of student loans;
e. approve student loan applications; and
f. prepare and submit bi-annual student loan reports.

Section 3. Recipients of student loan shall pay their dues as stipulated in the loan contract.

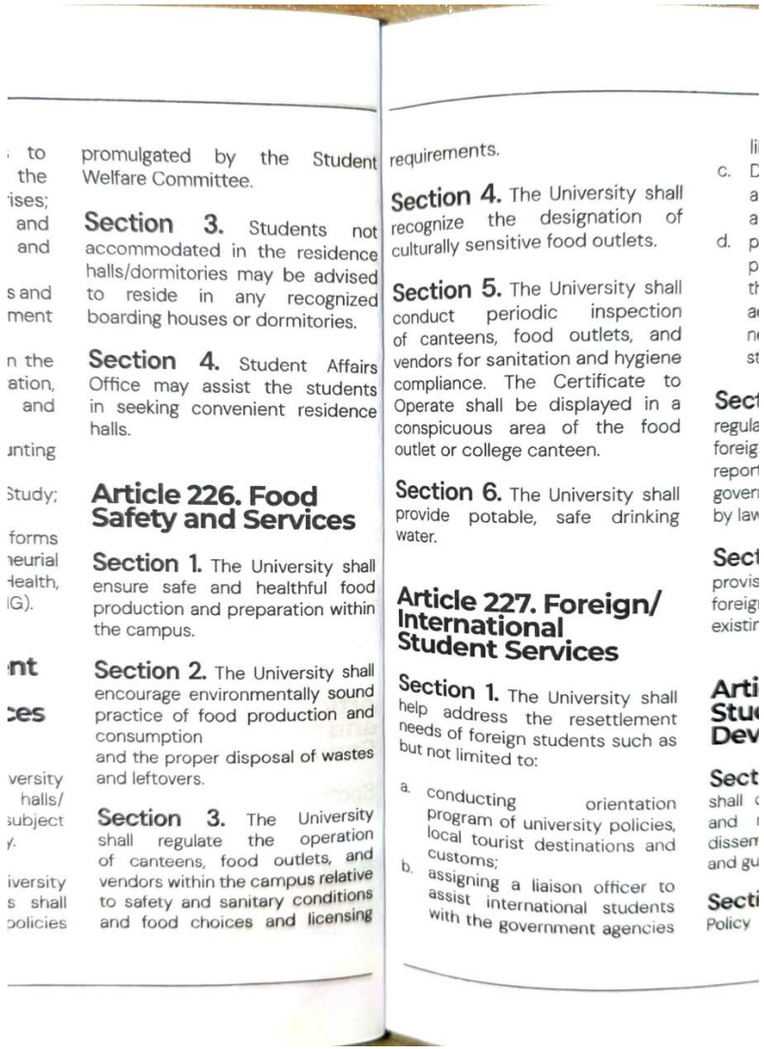
Article 248. University Student Assistantship

Section 1. There shall be a University Student Assistantship Unit that shall primarily be organized and managed by the Office of Student Affairs.

Section 2. The University Student Assistantship Unit shall have the following duties and functions:

a. formulate policies and guidelines on student assistantship;
b. conduct performance assessment of various student assistants;
c. identify areas or concerns for student assistants;
d. review the applicability of student assistants;
e. approve student assistantship applications; and
f. prepare and submit bi-annual student assistantship reports.

S.6.3.3. Food Services;



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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

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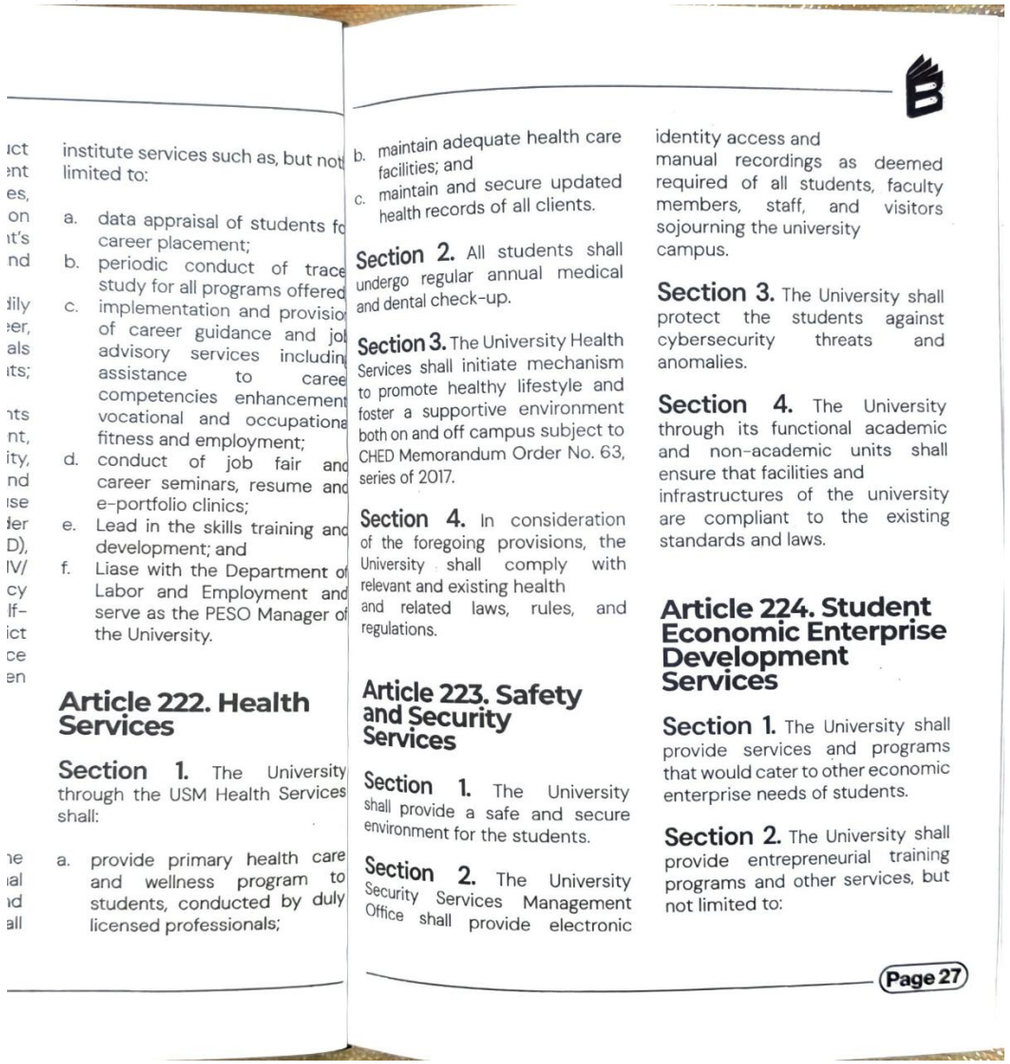
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S.6.3.4. Health and Wellness Services;



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a. data appraisal of students fo career placement;
b. periodic conduct of trace study for all programs offered
c. implementation and provisio of career guidance and jo advisory services includin assistance to caree competencies enhancement vocational and occupationa 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.

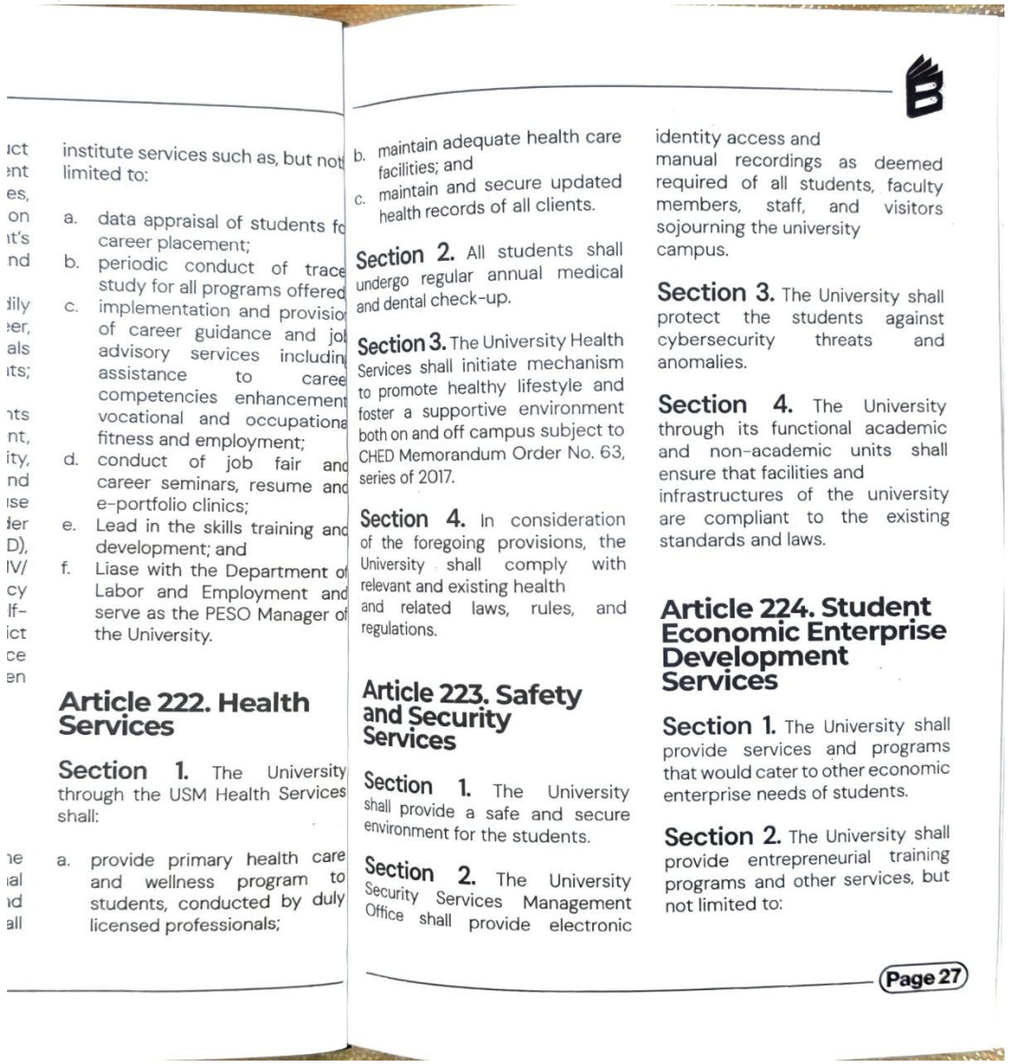
Section 4. The University through its functional academic and non-academic units shall ensure that facilities and infrastructures of the university are compliant to the existing standards and laws.

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:

S.6.3.5. Safety and Security Services;



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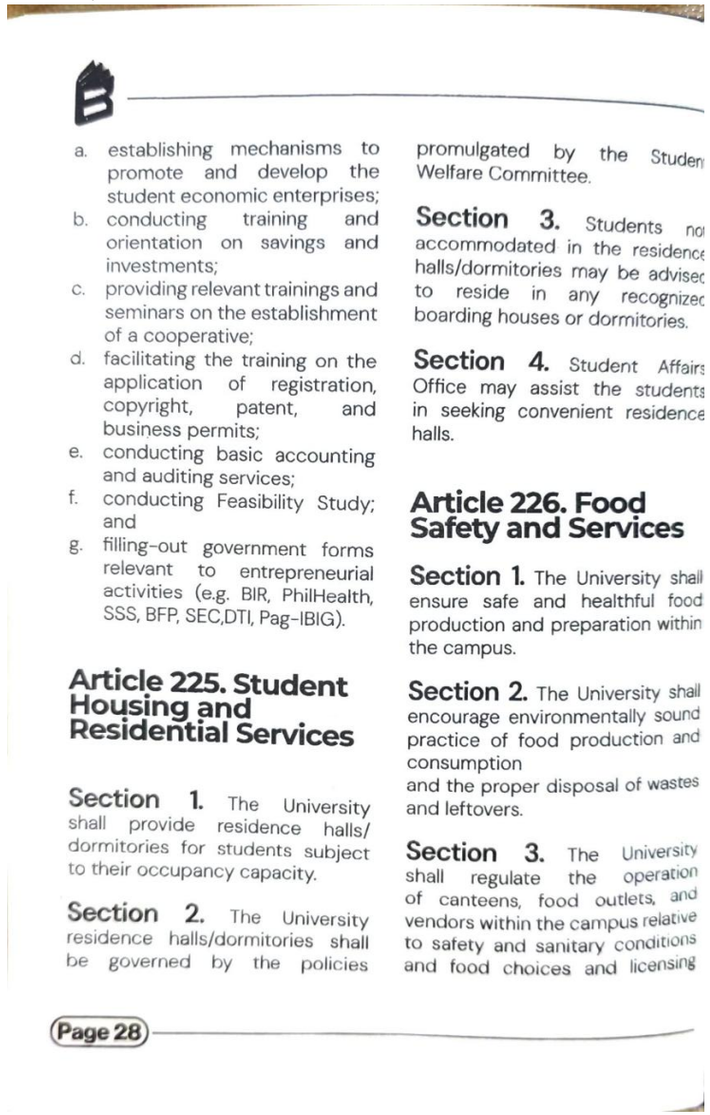
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Article 224. Student Economic Enterprise Development Services

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:

S.6.3.6. Student Housing and Residential Services;



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 Studen Welfare Committee.

Section 3. Students no 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.

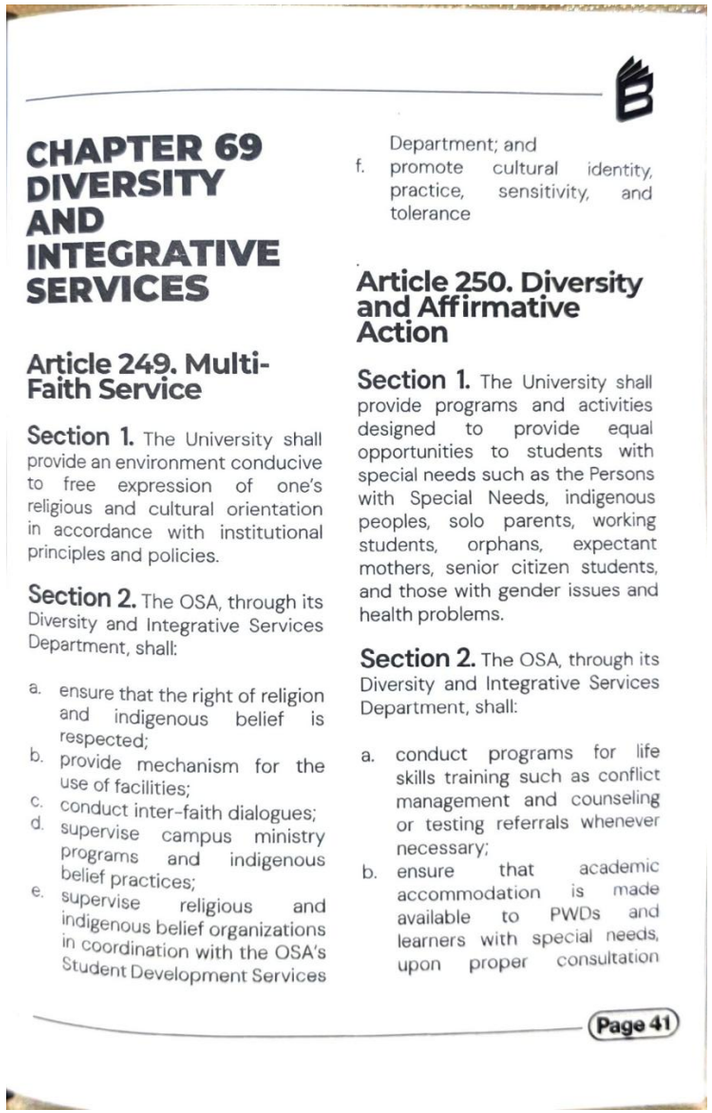
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Section 2. The University shall encourage environmentally sound practice of food production and consumption
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Section 3. The University shall regulate the operation of canteens, food outlets, and vendors within the campus relative to safety and sanitary conditions and food choices and licensing

S.6.3.7. Multi-faith and Inter-faith Services;



CHAPTER 69 DIVERSITY AND INTEGRATIVE SERVICES

Article 249. Multi-Faith Service

Section 1. The University shall provide an environment conducive to free expression of one's religious and cultural orientation in accordance with institutional principles and policies.

Section 2. The OSA, through its Diversity and Integrative Services Department, shall:

a. ensure that the right of religion and indigenous belief is respected;
b. provide mechanism for the use of facilities;
c. conduct inter-faith dialogues;
d. supervise campus ministry programs and indigenous belief practices;
e. supervise religious and indigenous belief organizations in coordination with the OSA's Student Development Services Department; and
f. promote cultural identity, practice, sensitivity, and tolerance

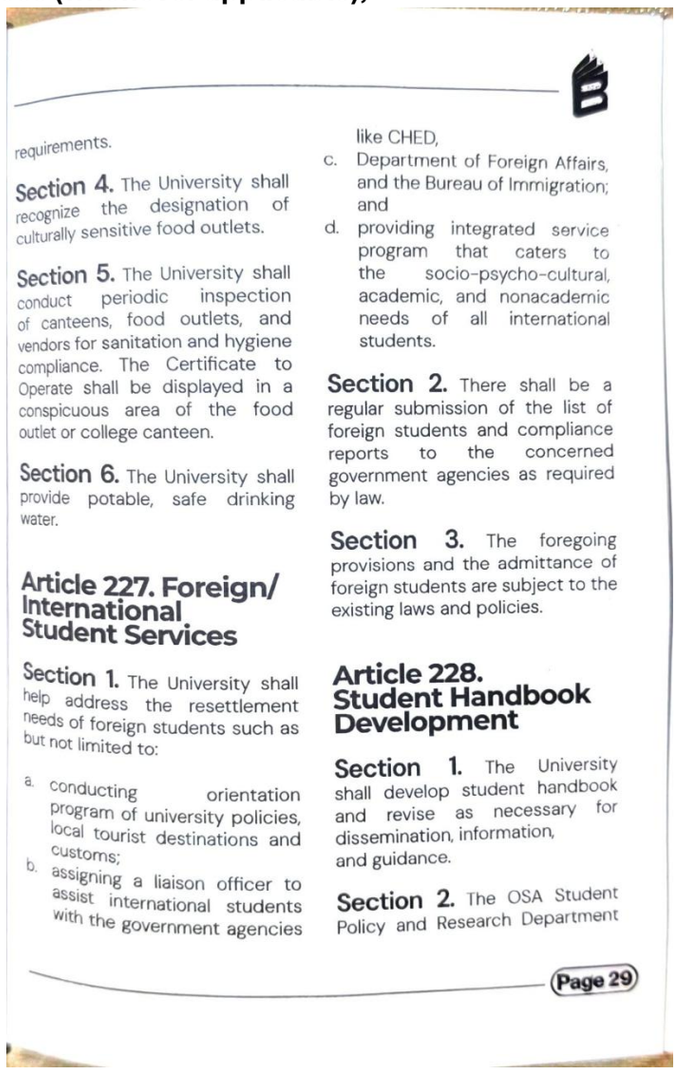
Article 250. Diversity and Affirmative Action

Section 1. The University shall provide programs and activities designed to provide equal opportunities to students with special needs such as the Persons with Special Needs, indigenous peoples, solo parents, working students, orphans, expectant mothers, senior citizen students, and those with gender issues and health problems.

Section 2. The OSA, through its Diversity and Integrative Services Department, shall:

a. conduct programs for life skills training such as conflict management and counseling or testing referrals whenever necessary;
b. ensure that academic accommodation is made available to PWDs and learners with special needs, upon proper consultation

S.6.3.8. Foreign/lnternational Students Services (whenever applicable);



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.6.3.9. Services for Students with Special Needs;

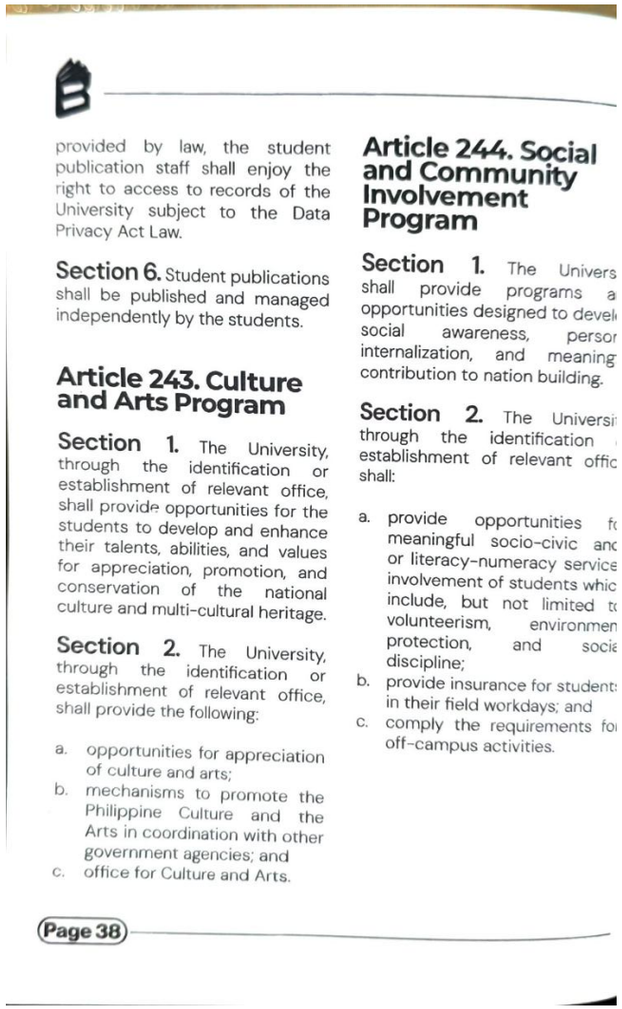
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Applications and st... **See more**



S.6.3.10.Culture and Arts Programs;



provided by law, the student publication staff shall enjoy the right to access to records of the University subject to the Data Privacy Act Law.

Section 6. Student publications shall be published and managed independently by the students.

Article 243. Culture and Arts Program

Section 1. The University, through the identification or establishment of relevant office, shall provide opportunities for the students to develop and enhance their talents, abilities, and values for appreciation, promotion, and conservation of the national culture and multi-cultural heritage.

Section 2. The University, through the identification or establishment of relevant office, shall provide the following:

a. opportunities for appreciation of culture and arts;
b. mechanisms to promote the Philippine Culture and the Arts in coordination with other government agencies; and
c. office for Culture and Arts.

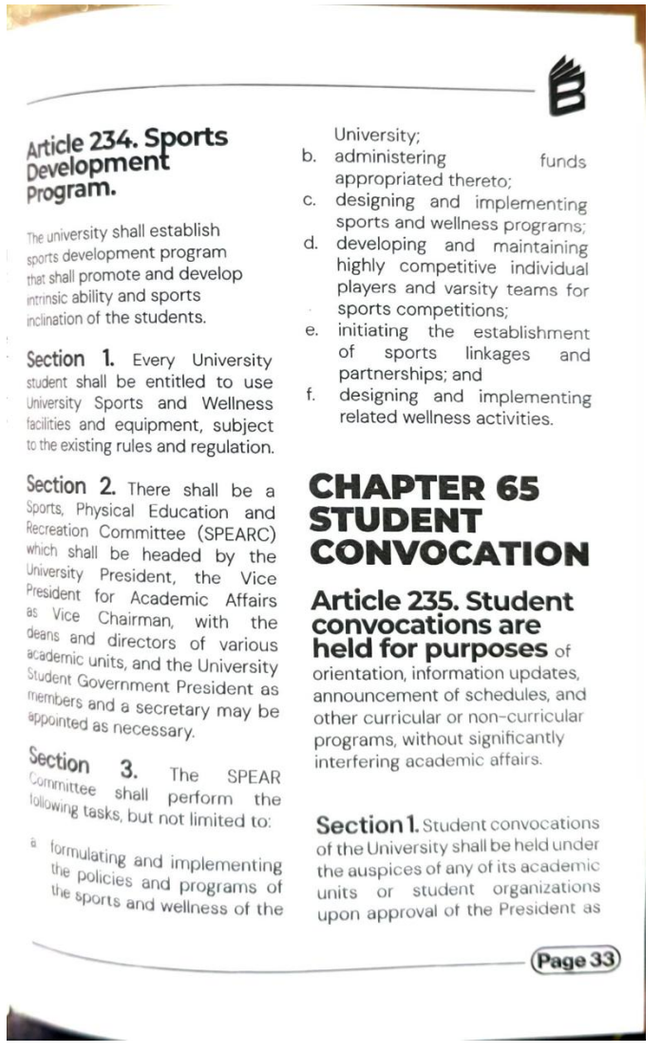
Article 244. Social and Community Involvement Program

Section 1. The Univers shall provide programs a opportunities designed to devel social awareness, perso internalization, and meaning contribution to nation building.

Section 2. The Universi through the identification establishment of relevant offic shall:

a. provide opportunities f meaningful socio-civic and or literacy-numeracy service involvement of students whic include, but not limited t volunteerism, environmen protection, and socia discipline;
b. provide insurance for student in their field workdays; and
c. comply the requirements fo off-campus activities.

S.6.3.11. Sports and Development Programs;



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

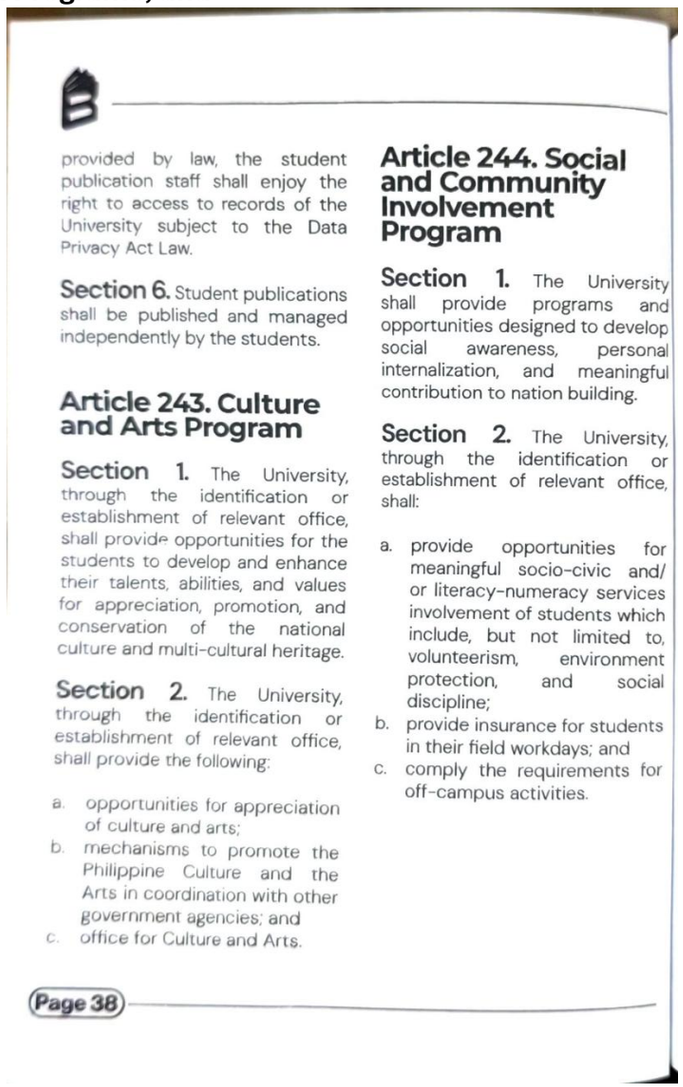
Article 235. Student convocations are held for purposes

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

Page 33

S.6.3.12. Social and Community Involvement Programs; and



provided by law, the student publication staff shall enjoy the right to access to records of the University subject to the Data Privacy Act Law.

Section 6. Student publications shall be published and managed independently by the students.

Article 243. Culture and Arts Program

Section 1. The University, through the identification or establishment of relevant office, shall provide opportunities for the students to develop and enhance their talents, abilities, and values for appreciation, promotion, and conservation of the national culture and multi-cultural heritage.

Section 2. The University, through the identification or establishment of relevant office, shall provide the following:

a. opportunities for appreciation of culture and arts;
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c. office for Culture and Arts.

Article 244. Social and Community Involvement Program

Section 1. The University shall provide programs and opportunities designed to develop social awareness, personal internalization, and meaningful contribution to nation building.

Section 2. The University, through the identification or establishment of relevant office, shall:

a. provide opportunities for meaningful socio-civic and/or literacy-numeracy services involvement of students which include, but not limited to, volunteerism, environment protection, and social discipline;
b. provide insurance for students in their field workdays; and
c. comply the requirements for off-campus activities.

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