AREA IV – Support to Students

PARAMETER A – STUDENT SERVICES PROGRAM (SSP)

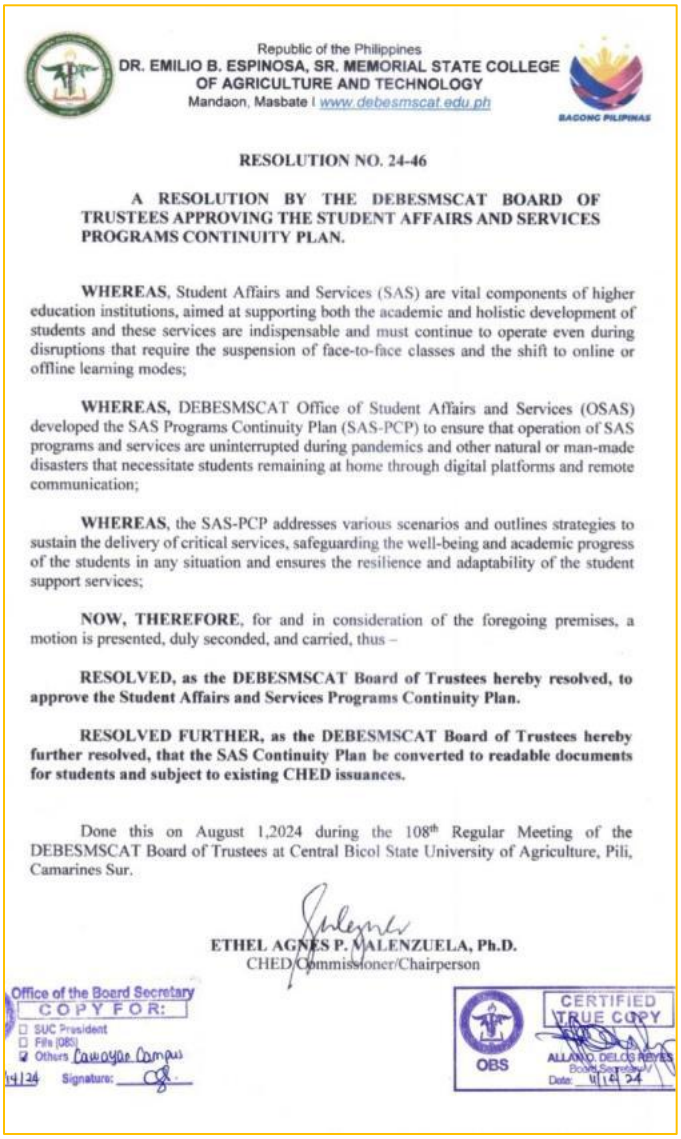
1. SYSTEM – INPUTS AND PROCESSES

➢ Present the BOR/BOT approved Student Services Program.

The DEBESMSCAT Student Affairs and Services (SAS) Program is anchored in CHED Memorandum Order No. 09, series of 2013, titled "Enhanced Policies and Guidelines on Student Affairs and Services." It encompasses student welfare services, student development services, institutional student programs and services, and research on student affairs and services. These components guide the institution in providing responsive services that promote students' well-being and holistic development.

The DEBESMSCAT SAS Program is incorporated into the College's Board of Trustees (BOT)-approved Student Handbook, which sets forth the policies and guidelines governing the provision of student services.

To ensure continuity of these services during disruptions to regular classes, the institution also maintains a BOT-approved SAS Program Continuity Plan. This plan provides mechanisms for sustaining essential student support during pandemics, emergencies, and similar circumstances, ensuring that services remain accessible and responsive to students' needs.



Republic of the Philippines
DR. EMILIO B. ESPINOSA, SR. MEMORIAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Mandaon, Masbate | www.debesmscat.edu.ph

BAGONG PILIPINAS

RESOLUTION NO. 24-46

A RESOLUTION BY THE DEBESMSCAT BOARD OF TRUSTEES APPROVING THE STUDENT AFFAIRS AND SERVICES PROGRAMS CONTINUITY PLAN.

WHEREAS, Student Affairs and Services (SAS) are vital components of higher education institutions, aimed at supporting both the academic and holistic development of students and these services are indispensable and must continue to operate even during disruptions that require the suspension of face-to-face classes and the shift to online or offline learning modes;

WHEREAS, DEBESMSCAT Office of Student Affairs and Services (OSAS) developed the SAS Programs Continuity Plan (SAS-PCP) to ensure that operation of SAS programs and services are uninterrupted during pandemics and other natural or man-made disasters that necessitate students remaining at home through digital platforms and remote communication;

WHEREAS, the SAS-PCP addresses various scenarios and outlines strategies to sustain the delivery of critical services, safeguarding the well-being and academic progress of the students in any situation and ensures the resilience and adaptability of the student support services;

NOW, THEREFORE, for and in consideration of the foregoing premises, a motion is presented, duly seconded, and carried, thus –

RESOLVED, as the DEBESMSCAT Board of Trustees hereby resolved, to approve the Student Affairs and Services Programs Continuity Plan.

RESOLVED FURTHER, as the DEBESMSCAT Board of Trustees hereby further resolved, that the SAS Continuity Plan be converted to readable documents for students and subject to existing CHED issuances.

Done this on August 1,2024 during the 108th Regular Meeting of the DEBESMSCAT Board of Trustees at Central Bicol State University of Agriculture, Pili, Camarines Sur.

ETHEL AGNES P. VALENZUELA, Ph.D.
CHED Commissioner/Chairperson

Office of the Board Secretary
COPY FOR:
☐ SUC President
☐ File (OBS)
☑ Others Cawayan Campus
14/24 Signature:

OBS
CERTIFIED TRUE COPY
ALLAN O. DELOS REYES
Board Secretary V
Date: 11/14/24



Board Reso. No. 24-46 re Approval of Student Affairs and Services Programs Continuity Plan/p. 2

ARNEL B. MILLESCA, Ed.D., J.D.
SUC President III/
Vice Chairperson

(Absent)
Representative of the Chairperson,
Senate Committee on Higher, Technical and Vocational Education /Member

(Absent)
OLGA "ARA" T. KHO
Representative of the Chairperson,
House Committee on Higher and Technical Education/Member

EDNA CYNTHIA S. BERCES
OIC-Regional Director, NEDA-5/Member

(Absent)
RODEL P. TORNILLA
Regional Executive Director, DA-5/Member

ROMMEL R. SERRANO
Regional Director, DOST-5/Member

JESSICA M. ALCANTARA
President, DEBESMSCAT Faculty Asso./ Member

EMMANUEL M. MERIOLES
Chairperson, Supreme Student Council/ Member

IGMEDIO EMILIO F. CAMPOSANO
Private Sector Representative/Member

AL P. ORLANES
Private Sector Representative/Member

ATTESTED:

ALLAN O. DELOS REYES
Board Secretary 5

OBS
CERTIFIED TRUE COPY
ALLAN O. DELOS REYES
Board Secretary V
Date: 11/14/24

2. IMPLEMENTATION

➢ A.1. Describe the Institution's Student Services Program and its components.

DEBESMSCAT implements a comprehensive Student Affairs and Services (SAS) Program that promotes students' welfare, holistic development, and meaningful participation in campus and community life. The program encompasses four major components: student welfare services, student development services, institutional student programs and services, and research on student affairs and services.

Student Welfare Services address students' basic support needs through information and orientation services, guidance and counseling, career and job placement assistance, and economic enterprise development. A designated committee reviews and updates the Student Handbook and facilitates its dissemination to ensure that students are informed of institutional policies, their rights and responsibilities, and available support services.

Student Development Services provide opportunities for students to develop leadership skills, exercise responsibility, and participate actively in institutional affairs. These include student organization support, leadership training, student discipline services, and student publication.

Institutional Student Programs and Services support an inclusive, safe, and supportive learning environment. These encompass admission services; scholarships and financial assistance; food services; medical and health services; safety and security; student housing and residential services; multifaith services; services for students with special needs and persons with disabilities; culture and arts programs; sports development; and social, recreational, and community involvement programs.

Research on Student Affairs and Services supports the assessment and continuous improvement of the SAS Program. It focuses on understanding students' needs and experiences and generating information to guide program planning, service enhancement, and institutional decision-making.

Through these interrelated components, the institution provides coordinated support that responds to students' diverse needs and contributes to their academic and personal development

➢ A.2. State the Objectives of the Student Services Program

The following are the Vision, Mission, and Objectives of the Students Affairs and Services of the institution:

Vision: OSAS as a steward of students' holistic development.

Mission: OSAS shall provide accessible, meaningful, and inclusive opportunities and services to enhance students' overall well-being.

Objectives:

1. Foster a nurturing school environment through the efficient delivery of student services through the following offices: guidance and counseling, scholarship, placement, medical, housing, information, food, safety and security, alumni affairs, student publication, student discipline, library services, admission services, economic enterprise development, sports and cultural programs, multi-faith services, services for students with special needs and persons with disabilities (PWDs), and student research services

2. Strengthen collaboration with internal and external agencies to continuously improve student services in the College.

3. Standardize and implement a feedback mechanism to measure stakeholder satisfaction as a basis for continual improvement.

4. Develop evidence-based programs for holistic development and student welfare.

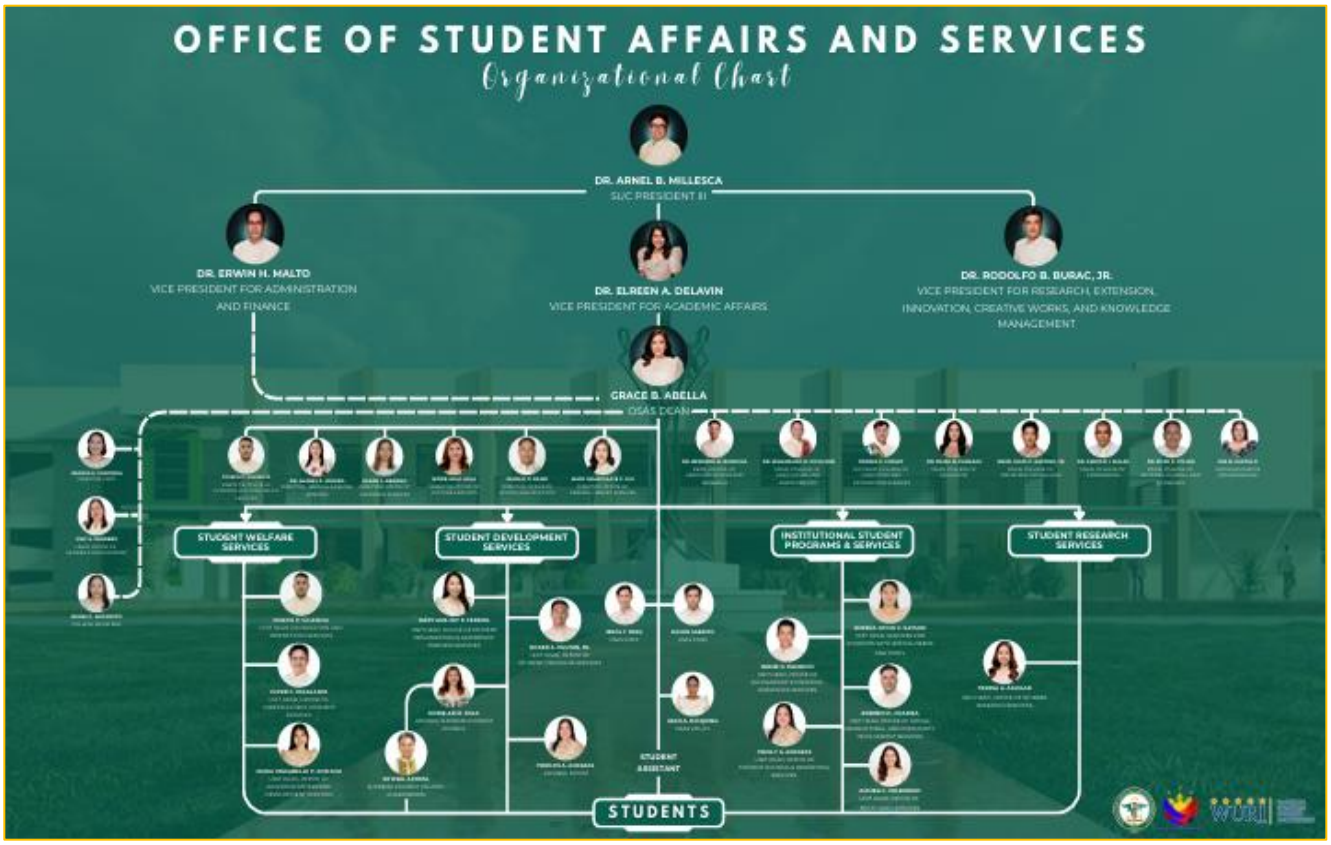
5. Enhance the capabilities of student services staff through participation in staff development programs.

6. Contribute to the body of knowledge on student affairs and services to improve student life through research related to student activities.

7. Support student development by offering opportunities for leadership training, seminars, conferences, and on-the-job training both within the country and in global communities.

8. Promote harmonious relationships among students, teaching and non-teaching staff, the administration, alumni, and the communities served by the College.

➢ A.3. Present the Organizational Structure of the Student Services Program/Units



➢ A.4. Describe the Profile of the Student Services Program Officials

The DEBESMSCAT Student Services Program is administered by the Office of Student Affairs and Services (OSAS), with the support of designated directors, unit heads, professional practitioners, guidance associates, and administrative personnel. As reflected in the institution's Directory of Student Affairs and Services, these personnel have varied academic qualifications, professional credentials, and lengths of service that support the delivery of student programs and services.

Leadership and Administration. The office is headed by Ms. Grace B. Abella, Associate Professor V and Dean of Student Affairs and Services, who holds a permanent appointment and has six years of service in the office. She is a Licensed Professional Teacher and has completed the academic requirements for a Doctor of Philosophy in Educational Management, as indicated by her PhD–CAR status.

Academic Qualifications. The directors and unit heads possess graduate qualifications in fields such as counseling, guidance and counseling, educational leadership, early childhood education, language and literature, mathematics, social studies, Filipino, administration and supervision, nursing, physical education, and business management. These varied academic backgrounds provide a multidisciplinary foundation for addressing students' welfare, development, and support needs.

Professional Qualifications and Specialized Services. Guidance Services is supported by two Registered Guidance Counselors, seven guidance associates, and two staff members. Mr. Joseph P. Valencia, Guidance Counselor and Director of Guidance Services, holds a Master of Arts in Counseling. Ms. Sarah J. Abawag, Guidance Counselor and Director of Admission Services, holds a master's degree in Guidance and Counseling and has 13 years of service in the concerned offices.

Medical Services is headed by Dr. Anabelle F. Loraña, a registered physician with 23 years of service, and is supported by three registered nurses, a dentist, and a staff member. General Library Services is headed by Ms. Mary Immaculate C. Lim, with Mr. Jose Leandro M. Lanuzo III serving as College Librarian; both are Registered Librarians with master's degrees in Library and Information Science. Many other unit heads and personnel are Licensed Professional Teachers, while some personnel hold civil service eligibility.

Appointment Status and Experience. Most directors and unit heads hold permanent, full-time appointments. Support personnel serve under various employment arrangements, including job order, contract-of-service, and Government Internship Program appointments. Length of service ranges from newly designated personnel to officials with more than two decades of experience. This staffing profile combines institutional experience with the contributions of newly assigned personnel.

DEBESMSCAT DIRECTORY OF SAS

Name of SAS Office/Unit/ Service	OFFICE OF THE SAS DEAN		Total no. of personnel:	4			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment (e.g. probationary, regular, permanent – part time, permanent – full time, etc.)	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
GRACE B. ABELLA	Asso. Prof. V/Dean, Office of Student Affairs and Services	Permanent	6	PhD in Educational Management (CAR)	1040005	Licensed Professional Teacher	3/23/2028
JEROL T. REFIL	Staff, Office of Student Affairs and Services	Job Order	1	BSED Science	2304017	Licensed Professional Teacher	9/13/2028
RAVEN SALVA	Staff, Office of Student Affairs and Services	GIP	New	BSED Filipino	-	Licensed Professional Teacher	-
JEAN A. DIOQUINO	Utility, Office of Student Affairs and Services	Job Order	4	High School Graduate	-	-	-

Name of SAS Office/Unit/ Service	OFFICE OF GUIDANCE SERVICES		Total no. of personnel:	Registered Guidance Counselors: 2 ,Guidance Associates: 7 Other Personnel: 2 staff			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment (e.g. probationary, regular, permanent – part time, permanent – full time, etc.)	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
JOSEPH P. VALENCIA	Guidance Counselor/Director, Office of Guidance Services	Permanent – Full Time	1	MA in Counseling	0004438	Registered Guidance Counselor	5/11/2027
SARAH J. ABAWAG	Guidance Counselor	Permanent – Full Time	13	MAED Guidance and Counselling	0003320	Registered Guidance Counselor	8/18/2029
ELREEN A. DELAVIN	Guidance Associate (School of Graduate Studies and Research)	Permanent – Full Time	New	Doctor of Education in Early Choldhood Education	1041967	Licensed Professional Teacher	6/15/2026
NORIE-AR M. SOLA	Guidance Associate (College of Agriculture and Agroforestry)	Permanent – Full Time	New	Master of Arts in Nursing	684970	Registered Nurse	11/13/2028

JELYN C. SABAULAN	Guidance Associate (College of Business, Tourism, and Economics)	COS Instructor	New	Bachelor of Arts in Economics	NA	NA	NA
ALFRED GENER C. PUNAY	Guidance Associate (College of Computing and Information Technology)	COS Instructor	New	AB Psychology	NA	NA	NA
DAHLIA R. CRISTOBAL	Guidance Associate (College of Education)	Permanent – Full Time	New	Doctor of Education in Early Choldhood Education	1341797	Licensed Professional Teacher	6/7/2029
ELLA P. LOTIVIO	Guidance Associate (College of Industrial Technology)	Permanent – Full Time	New	PhD in English Language and Literature	1608795	Licensed Professional Teacher	11/23/2027
JOEY V. PARDEÑO	Guidance Associate (College of Engineering)	Permanent – Full Time	New	Doctor of Education in Educational Leadership (EdDEL)	779999	Licensed Professional Teacher	8/26/2028
KEINJAEL L. DE GUZMAN	Staff, Office of Guidance Services	Job Order	2	BSEd Filipino	1891636	Licensed Professional Teacher	11/15/2029
DAN ALLEN E. ALCONES	Staff, Office of Guidance Services	Job Order	New	BSEd Mathematics	NA	NA	NA

Name of SAS Office/Unit/ Service	OFFICE OF SCHOLARSHIP AND FINANCIAL ASSISTANCE SERVICES		Total no. of personnel:	3			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment *(e.g. probationary, regular, permanent – part time, permanent – full time, etc.)*	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
RAMIR G. PACHECO	Unit Head, Scholarship and Financial Assistance Services	Permanent – Full Time	New	MAEd Mathematics	1870264	Licensed Professional Teacher	2/13/2029
SHEILA MAY C. AGPALZA	Staff, Scholarship and Financial Assistance Services	Job Order	6	MA in Animal Science	NA	NA	NA
RIZA MABATO	Staff, Scholarship and Financial Assistance Services	Job Order	New	BA Literature	NA	NA	NA

Name of SAS Office/Unit/ Service	OFFICE OF MEDICAL SERVICES		Total no. of personnel:	6			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment *(e.g. probationary, regular, permanent – part time, permanent – full time, etc.)*	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
ANABELLE F. LORAÑA	Medical Officer IV/Director, Office of Medical Services	Permanent – Full Time	23	Medical Doctor	0092186	Registered Physician	1/11/2029
FATIMA P. CABRERA	Nurse I	Permanent – Full Time	8	BS Nursing	073358	Registered Nurse	7/19/2028
RUSIEL R. OGAYA	Nurse I	Job Order	8	BS Nursing	0855525	Registered Nurse	4/29/2029
SHEENA JOYCE P. VELZA	Nurse IV	Permanent	6	BS Nursing	0817571	Registered Nurse	9/26/2028
PAOLO R. MESA	Dentist	Job Order	4	Doctor of Dental Medicine	0038576	Dentist	9/11/2028
JELINA R. FERRIOL	Staff, Office of Medical Services	Job Order	1	Bachelor of Early Childhood Education	2209679	Licensed Professional Teacher	11/6/2027

Name of SAS Office/Unit/ Service	OFFICE OF STUDENT ORGANIZATIONS AND LEADERSHIP TRAINING SERVICES		Total no. of personnel:	2			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment *(e.g. probationary, regular, permanent – part time, permanent – full time, etc.)*	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
MARY ANE-JOY P. FERRIOL	Unit Head, Office of Student Orgaizations and Leadership Training Services	Temporary Permanent	New	MAEd Social Studies Education	2038089	Licensed Professional Teacher	9/4/2029
JASMIN ROSE MANULAT	Staff, Office of Student Orgaizations and Leadership Training Services	Job Order	New	BTLED in Home Economics	2431116	Licensed Professional Teacher	1/26/2029

Name of SAS Office/Unit/ Service	OFFICE OF ADMISSION SERVICES		Total no. of personnel:	2			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment *(e.g. probationary, regular, permanent – part time, permanent – full time, etc.)*	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
SARAH J. ABAWAG	Director, Office of Admission Services	Permanent – Full Time	13	MAED Guidance and Counselling	0003320	Registered Guidance Counselor	8/18/2029
MATT D. GALLEGO	Staff, Office of Admission Services	Job Order	New	BSED Mathematics	-	Licensed Professional Teacher	-

Name of SAS Office/Unit/ Service	OFFICE OF STUDENT RESEARCH SERVICES		Total no. of personnel:	1			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment *(e.g. probationary, regular, permanent – part time, permanent – full time, etc.)*	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
TERESA A. AGUILAR	Student Research Services, Unit Head	Permanent – Full Time	New	Post Graduate-Master in Business Administration	NA	Civil Service	NA

Name of SAS Office/Unit/ Service	OFFICE OF STUDENT HOUSING AND RESIDENTIAL SERVICES		Total no. of personnel:	2			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment *(e.g. probationary, regular, permanent – part time, permanent – full time, etc.)*	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
FROILYN A. ANCAJAS	Unit Head, Office of Student Housing and Residential Services	Permanent – Full Time	New	Doctor of Education in Educational Leadership (EdDEL)	1082093	Licensed Professional Teacher	6/6/2029
ROSEBETH D. PERCOL	Staff, Office of Student Housing and Residential Services	Job Order	New	BSEd English	NA	NA	NA

Name of SAS Office/Unit/ Service	OFFICE OF SOCIAL, RECREATIONAL, AND COMMUNITY INVOLVEMENT SERVICES		Total no. of personnel:	1			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment (e.g. probationary, regular, permanent – part time, permanent – full time, etc.)	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
ARSENIO D. OCARIZA	Unit Head, Office of Social, Recreational, and Community Involvement Services	Permanent – Full Time	4	Doctor of Education in Educational Leadership (EdDEL)	1097934	Licensed Professional Teacher	6/7/2029

Name of SAS Office/Unit/ Service	OFFICE OF CAREER AND JOB PLACEMENT SERVICES		Total no. of personnel:	2			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment (e.g. probationary, regular, permanent – part time, permanent – full time, etc.)	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
JOPER C. ESCALANTE	Unit Head, Office of Career and Job Placement Services	Permanent – Full Time	New	MAEd Administration and Supervision	1332829	Licensed Professional Teacher	10/25/2027
DIVINE C. TUPAS	Staff, Office of Career and Job Placement Services	Job Order	1	Bachelor of Elementary Education	2029008	Licensed Professional Teacher	8/13/2029
MARICAR N. ALIGADA	Staff, Office of Career and Job Placement Services	GIP	New	BSED Social Studies	NA	NA	NA

Name of SAS Office/Unit/ Service	OFFICE OF STUDENT DISCIPLINE SERVICES		Total no. of personnel:	1			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment (e.g. probationary, regular, permanent – part time, permanent – full time, etc.)	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
ROGER A. PAUTAN JR.	Unit Head, Office of Student Discipline Services	Permanent – Full Time	New	MAED Filipino	2159146	Licensed Professional Teacher	10/24/2027
Student Discipline Action Committee	-	-	-	-	-	-	-
Student Discipline Formation Board	-	-	-	-	-	-	-

Name of SAS Office/Unit/ Service	STUDENT PUBLICATION SERVICES		Total no. of personnel:	1			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment (e.g. probationary, regular, permanent – part time, permanent – full time, etc.)	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
FROILYN A. ANCAJAS	Adviser, DEBESMSCAT Post	Permanent – Full Time	3	Doctor of Education in Educational Leadership (EdDEL)	1082093	Licensed Professional Teacher	6/6/2029

Name of SAS Office/Unit/ Service	OFFICE OF SPORTS AND ATHLETICS		Total no. of personnel:	2			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment (e.g. probationary, regular, permanent – part time, permanent – full time, etc.)	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
GERALD O. RAMO	Director, Office of Sports and Athletics	Permanent – Full Time	2	Master of Arts in Physical Education	1005412	Licensed Professional Teacher	2/27/2028
SHYNE DALE S. MASONGSONG	Staff, Office of Sports and Athletics	Job Order	3	Bachelor of Elementary Education	NA	Licensed Professional Teacher	NA

Name of SAS Office/Unit/ Service	OFFICE OF GENERAL LIBRARY SERVICES		Total no. of personnel:	6			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment (e.g. probationary, regular, permanent – part time, permanent – full time, etc.)	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
MARY IMMACULATE C. LIM	Director, Office of General Library Services	Permanent – Full Time	6	Master of Library and Information Science	8548	Registered Librarian	12/8/2026
JOSE LEANDRO M. LANUZO, III.	College Librarian	Permanent – Full Time	4	Master of Library and Information Science	0009859	Registered Librarian	11/11/2028
HONEY LOU S. BELTRANO	General Library Services Staff	Job Order	New	BSEd Filipino	2005265	Licensed Professional Teacher	8/5/2029
JOHN EROLL A. ROXAS	General Library Services Staff	Job Order	New	BSEd English	2378514	Licensed Professional Teacher	10/18/2028
TYRIL E. COSTRAMOS	General Library Services Staff	Job Order	New	BS Entrepreneurship	NA	NA	NA
EARL CARL D. LAGARDE	General Library Services Staff	Job Order	New	BS Computer Science	NA	Civil Service	NA
JUNY D. LLAGUNA	General Library Services Staff	Job Order	10	BSIT major in Automotive	NA	NA	NA

Name of SAS Office/Unit/ Service	OFFICE OF FOOD SERVICES		Total no. of personnel:	1			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment (e.g. probationary, regular, permanent – part time, permanent – full time, etc.)	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
AL WILSON T. VELARDE	Office Food Services	Permanent – Full Time	5	Master of Business Management	NA	NA	NA

Name of SAS Office/Unit/ Service	OFFICE OF ECONOMIC ENTERPRISE DEVELOPMENT SERVICES		Total no. of personnel:	1			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment (e.g. probationary, regular, permanent – part time, permanent – full time, etc.)	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
MARIA JESSABELE P. ROMANO	Unit Head, Office of Economic Enterprise Development Services	Permanent – Full Time	New	MAED Social Studies	2074495	Licensed Professional Teacher	17/09/2029

Name of SAS Office/Unit/ Service	OFFICE OF MULTI-FAITH SERVICES		Total no. of personnel:	1			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment (e.g. probationary, regular, permanent – part time, permanent – full time, etc.)	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
ALTHEA C. CELEDONIO	Unit Head, Office of Multi-Faith Services	Permanent – Full Time	New	MAEd-TLE	2222347	Licensed Professional Teacher	7/24/2027

Name of SAS Office/Unit/ Service	OFFICE OF CULTURE AND ARTS		Total no. of personnel:	2			
			Total no. of students handled:	7,561			
Name of Personnel	Position/ Designation	Tenure/ Nature of Appointment (e.g. probationary, regular, permanent – part time, permanent – full time, etc.)	No. of Years in the Office/ Unit/ SAS Service	Qualification/ highest degree of study	License/ Eligibility (if applicable)		
					License No.	Type	Expiry Date
NORIE-AR M. SOLA	Director, Office of Culture and Arts	Permanent – Full Time	2	Master of Arts in Nursing	684970	Registered Nurse	11/13/2028
WENZY C. MALABOSA	Staff, Office of Culture and Arts	Job Order	New	BS Mechanical Engineering	NA	NA	NA

3. OUTCOMES

➢ Cite instances or manifestations that students are knowledgeable and satisfied with the operations/services of the Student Services Program.

Students' awareness of and satisfaction with the Student Affairs and Services (SAS) Program are reflected in client satisfaction survey results, participation in OSAS-sponsored activities, and utilization of services.

Client satisfaction surveys conducted over the past three years have consistently yielded ratings ranging from Very Satisfactory to Outstanding for the Office of Student Affairs and Services (OSAS). These results reflect clients' positive assessment of the services provided and sustained satisfaction with the office's operations.

High student participation in OSAS-sponsored activities further indicates awareness of available programs and opportunities for engagement. Likewise, the increasing number of clients recorded in the respective service units' logbooks reflects growing utilization of services and suggests that students know where to seek support and assistance.

4. BEST PRACTICES

➢ Cite the best practices under Parameter A – Student Services Program.

The following practices support the accessibility, responsiveness, and continuity of the DEBESMSCAT Student Affairs and Services (SAS) Program:

1. Comprehensive organizational structure. The SAS Program maintains an organizational structure covering the major service areas identified in CHED Memorandum Order No. 09, series of 2013. Designated directors, unit heads, and support personnel facilitate coordinated delivery of services that address students' diverse needs.

2. Qualified and service-oriented personnel. Student services are delivered by personnel with relevant academic qualifications, professional credentials, and experience. They serve students with courtesy, professionalism, and promptness, promoting a welcoming and supportive environment.

3. One-stop-shop OSAS building. The institution houses multiple student service units in a common facility, making assistance more accessible and convenient. This arrangement facilitates referrals, coordination among units, and students' access to the services they need.

4. BOT-approved SAS Program Continuity Plan. The institution maintains an approved continuity plan to guide the delivery of essential student services during pandemics, emergencies, and other disruptions to regular classes. This provides a framework for adapting service delivery to changing circumstances and sustaining student support.

5. Regular monitoring of client satisfaction. Client satisfaction surveys provide feedback on service delivery and identify areas for improvement. Ratings ranging from Very Satisfactory to Outstanding over the past three years reflect sustained positive assessments from clients.

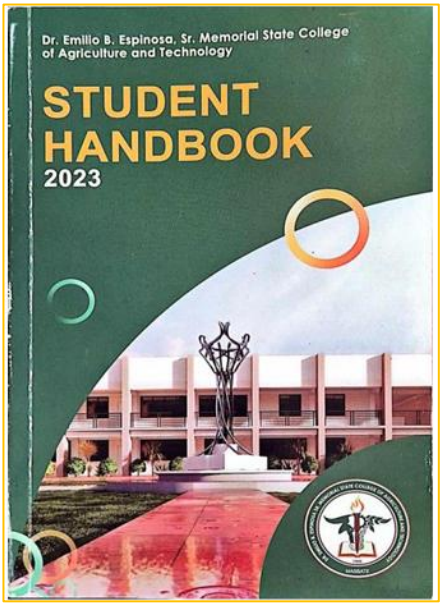
PARAMETER B – STUDENT WELFARE

1. SYSTEM – INPUTS AND PROCESSES

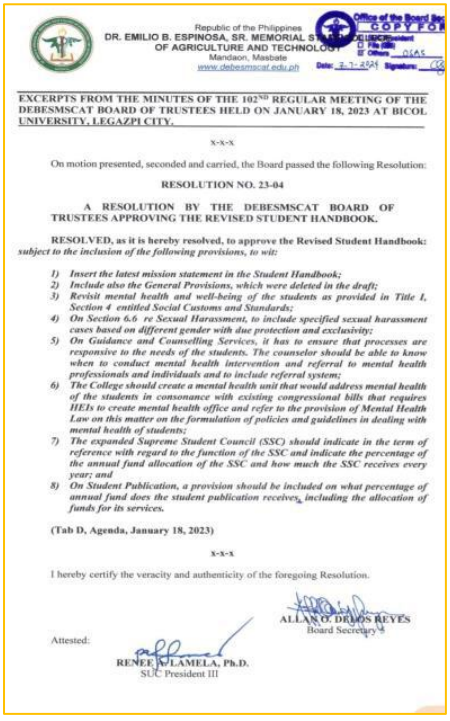
➢ **Present institutional guidelines on Information and Orientation of Students.**

Orientation Seminar (2024-2026)

➢ Present the duly approved Student Handbook.



STUDENT HANDBOOK COPY



Republic of the Philippines
DR. EMILIO B. ESPINOSA, SR. MEMORIAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Mandaon, Masbate
www.debesmscat.edu.ph

COPY FOR

EXCERPTS FROM THE MINUTES OF THE 102ND REGULAR MEETING OF THE DEBESMSCAT BOARD OF TRUSTEES HELD ON JANUARY 18, 2023 AT BICOL UNIVERSITY, LEGAZPI CITY.

x-x-x

On motion presented, seconded and carried, the Board passed the following Resolution:

RESOLUTION NO. 23-04

A RESOLUTION BY THE DEBESMSCAT BOARD OF TRUSTEES APPROVING THE REVISED STUDENT HANDBOOK.

RESOLVED, as it is hereby resolved, to approve the Revised Student Handbook: *subject to the inclusion of the following provisions, to wit:*

1) *Insert the latest mission statement in the Student Handbook;*
2) *Include also the General Provisions, which were deleted in the draft;*
3) *Revisit mental health and well-being of the students as provided in Title I, Section 4 entitled Social Customs and Standards;*
4) *On Section 6.6 re Sexual Harassment, to include specified sexual harassment cases based on different gender with due protection and exclusivity;*
5) *On Guidance and Counselling Services, it has to ensure that processes are responsive to the needs of the students. The counselor should be able to know when to conduct mental health intervention and referral to mental health professionals and individuals and to include referral system;*
6) *The College should create a mental health unit that would address mental health of the students in consonance with existing congressional bills that requires HEIs to create mental health office and refer to the provision of Mental Health Law on this matter on the formulation of policies and guidelines in dealing with mental health of students;*
7) *The expanded Supreme Student Council (SSC) should indicate in the term of reference with regard to the function of the SSC and indicate the percentage of the annual fund allocation of the SSC and how much the SSC receives every year; and*
8) *On Student Publication, a provision should be included on what percentage of annual fund does the student publication receives, including the allocation of funds for its services.*

(Tab D, Agenda, January 18, 2023)

x-x-x

I hereby certify the veracity and authenticity of the foregoing Resolution.

ALLAN O. DELOS REYES
Board Secretary II

Attested:

RENEE A. LAMELA, Ph.D.
SUC President III

➢ Present the approved Guidance and Counselling Program.



Guidance and Counselling Program

➢ Present legal documents such as RA 9262 (Anti Violence against Women & Children); anti Bullying Act; Guidelines on Drug Abuse Prevention and Control; RA 7877 (Anti Sexual Harassment Act); RA 9442 (Provisions on Public Ridicule and Vilification against persons with disability).

DEBESMSCAT promotes student safety, protection, and inclusion through the dissemination of relevant laws and guidelines. The Gender and Development (GAD) Resource Center, Medical Unit, Office of Guidance Services, Office of Student Affairs and Services, and other concerned units coordinate information campaigns through flyers, educational materials, seminars, and symposia.

These initiatives cover Republic Act No. 9262 (Anti-Violence Against Women and Their Children Act), Republic Act No. 10627 (Anti-Bullying Act), guidelines on Drug Abuse Prevention and Control, Republic Act No. 7877 (Anti-Sexual Harassment Act), and Republic Act No. 9442, particularly its provisions prohibiting public ridicule and vilification of persons with disabilities.

The GAD Resource Center conducts seminars on violence against women and their children and the prevention of sexual harassment. The Medical Unit leads information and advocacy activities on drug abuse prevention and control. It also collaborates with the Services for Persons with Disabilities and Special Needs in conducting annual awareness activities on the Magna Carta for Persons with Disabilities and related protections.

2. IMPLEMENTATION

➢ Describe the Institution's Information & Orientation Services

DEBESMSCAT's Information and Orientation Services provide new and continuing students with essential information on institutional programs and services, policies, and their rights and responsibilities. The Office of Guidance Services oversees implementation in coordination with the concerned offices and service units, using the Student Handbook as a primary reference for student-related policies and procedures.

A major component is the regular conduct of a comprehensive Orientation Seminar (ORSEM)**.** The seminar introduces students to available support services, including scholarships and financial assistance, medical and health services, guidance and counseling, career and job placement, and student development programs. It also explains how students can access these services and seek assistance from the appropriate offices.

Orientation sessions cover students' rights and responsibilities, standards of conduct, disciplinary procedures, academic requirements, and other institutional rules and regulations stipulated in the Student Handbook. These discussions help students understand institutional expectations and make informed decisions throughout their college experience.

To complement orientation activities, the institution makes information on its vision, mission, quality policy and goals available and accessible to students. Educational, career, and personal–social information materials are likewise organized, updated, and provided in accessible formats to support students' continuing information needs, adjustment to college life, and personal development.



ORIENTATION SEMINAR 2024





ORIENTATION SEMINAR 2025





ORIENTATION SEMINAR 2026



➢ Describe the Guidance Program and its Services

The DEBESMSCAT Guidance and Counselling Program is prepared annually by the Director of the Office of Guidance Services and approved by the SUC President. It provides a structured framework for addressing students' personal, social, emotional, academic, and career-related needs. The program specifies objectives, activities, implementation schedules, responsible personnel, resource requirements, performance indicators, and expected outputs.

It encompasses the following components:

1. **Information Services** – Preparation and dissemination of relevant printed and digital materials to support students' personal development, academic adjustment, and career planning.

2. **Orientation Services** – Conduct of orientation seminars for first-year students, transferees, returning students, and graduate students to familiarize them with institutional policies, available services, and campus life.

3. **Individual Student Inventory** – Collection and updating of students' personal, family, educational, and socioeconomic information through individual inventory forms and cumulative records to guide appropriate interventions.

4. **Counselling and Consultation Services** – Provision of individual and group counselling, walk-in assistance, and consultation through telephone and Messenger, with emphasis on client privacy and confidentiality.

5. **Referral and Follow-up Services** – Assistance to referred students, monitoring of their progress following counselling, and referral to qualified external professionals or agencies when specialized support is needed.

6. **Appraisal Services and Psychological Testing** – Administration and interpretation of appropriate assessment tools to understand students' characteristics, abilities, interests, and needs and inform suitable interventions.

7. **Prevention and Wellness Advocacy Programs** – Activities promoting self-awareness, life skills, stress management, career development, personality enhancement, suicide prevention awareness, mental health, and community involvement.

8. **Research and Program Evaluation** – Conduct of needs assessments, student feedback surveys, exit interviews, and other evaluation activities to determine program effectiveness and identify opportunities for improvement.

9. **Issuance of Certificates of Good Moral Character** – Processing of certification requests for educational, employment, scholarship, licensure, and other legitimate purposes, following prescribed procedures.

10. **Management of D'Cozy Hive** – Provision and maintenance of an accessible space for relaxation, stress management, and access to resources on self-care and emotional well-being.

11. **Peer Facilitators' Club** – Training and engagement of student peer facilitators to provide peer support and assist in promoting guidance programs, services, and activities.

12. **Personnel Learning and Development** – Participation of guidance personnel in conferences, training sessions, workshops, and professional organizations to strengthen their competencies and keep their knowledge current.

These interrelated components provide a coordinated approach to student support, integrating developmental activities, responsive assistance, referral and follow-up mechanisms, and program evaluation to promote students' well-being and the continuous improvement of guidance services.

3. OUTCOMES

➢ Present evidence that quality student welfare services are made available to all students.

DEBESMSCAT, through the Office of Student Affairs and Services (OSAS) and its service units, provides student welfare programs that address students' academic, personal, social, and economic needs. The availability and utilization of these services are documented through activity reports, attendance records, service utilization logs, and client satisfaction surveys.

The Office of Guidance Services provides individual and group counselling to assist students in addressing academic challenges, personal concerns, and career-related decisions. It also conducts Prevention and Wellness Advocacy Programs that promote mental health awareness, self-understanding, coping skills, and emotional well-being. Counselling and consultation records, maintained with due regard for confidentiality, and activity participation records document students' access to these services.

The office also maintains D'Cozy Hive, with assistance from peer facilitators, as an accessible space where students can relax, manage stress, and engage in activities that support their well-being. Utilization logs document students' use of the facility, while peer facilitators assist in promoting guidance services and encouraging students to seek support.

The annual Orientation Seminar (ORSEM) familiarizes students with institutional policies, their rights and responsibilities, and available support services. Printed and digital information materials complement these sessions, providing students with continuing access to information on where and how to obtain assistance. Attendance records, orientation materials, and documentation of information campaigns demonstrate these efforts.

The Career and Job Placement Office facilitates support for students' on-the-job training and conducts career preparation activities to strengthen their readiness for employment. These initiatives help students understand workplace expectations and prepare for the transition from college to professional life.

Opportunities for economic support and practical learning are also available. D'Best Merch, an income-generating project of the Supreme Student Council, provides opportunities for student involvement in enterprise activities and generates income to support council initiatives. Meanwhile, the Student Employment Opportunity Program (SEOP) facilitates access to part-time work opportunities, enabling participating students to earn additional income while developing workplace skills and responsibility.

Together, these services demonstrate the institution's commitment to making student welfare support available and responsive to diverse student needs. Client satisfaction ratings ranging from Very Satisfactory to Outstanding over the past three years, supported by participation records and service utilization logs, provide evidence of positive client experiences and continued use of the services offered.



D'COZY HIVE





D'BEST MERCH





SEOP- Creating Layouts



SEOP – Taking Care of Elderly



SEOP – Household Cleaning



SEOP – Academic Tutor

4. BEST PRACTICES

➢ Cite as many best practices as you can on Parameter B (Student Welfare).

1. D’Cozy Hive: A Dedicated Student Wellness Space. The institution maintains D’Cozy Hive as an accessible space where students can relax, manage stress, and engage in activities that promote emotional well-being. Managed by the Office of Guidance Services with assistance from peer facilitators, it complements counselling and wellness initiatives by providing a welcoming environment for students.

2. Student Employment Opportunity Program (SEOP). SEOP facilitates part-time employment opportunities that enable students to earn additional income while pursuing their studies. It also provides practical work experience that develops responsibility, time management, and workplace skills.

3. BOT-Approved Career Development and Employability Support Program. The institution has institutionalized career preparation through a Board of Trustees-approved program that guides career development and employability support activities. It provides a structured approach to helping students explore career options, develop employment-related competencies, and prepare for the transition from college to the workplace.

4. Formal Partnership with the Department of Labor and Employment (DOLE). The institution has entered into a Memorandum of Agreement with DOLE to strengthen employment facilitation and career support services. The designation of the Career and Job Placement Unit Head as Job Placement Officer establishes a focal person for coordinating employment-related initiatives and linking students and graduates with relevant opportunities.

5. Comprehensive Orientation Seminar (ORSEM). The institution conducts a comprehensive ORSEM to familiarize students with institutional policies, their rights and responsibilities, and available programs and services. The participation of concerned offices and service units allows students to receive information directly from service providers, helping them adjust to college life and understand where and how to seek assistance.

PARAMETER C – STUDENT DEVELOPMENT

1. SYSTEM – INPUTS AND PROCESSES

➢ Present institutional policies and guidelines on recognition, accreditation, monitoring and evaluation of student organizations/ projects and activities.

The Student Organizations and Leadership Trainings (SOLT) Office supervises, recognizes, and monitors student organizations and their activities and conducts leadership training, seminars, summit, etc. to student leaders and members. Below are the institutional policies and guidelines based on the approved Student Handbook on recognition, accreditation, monitoring, and evaluation of student organizations.

Recognition of Student Organizations

Students desiring to establish, join and participate in student organizations on campus may do so as a right, subject only to reasonable regulations promulgated by the State College through the Dean of the Office of Student Affairs and Services (OSAS), consistent with the Students’ Charter and other laws and regulations, in return for recognition by, affiliation with, and support from the Director of OSAS. It is also understood that organizations or publications of students that exist or operate outside the system of school recognition shall continue to be governed by law. The Aspiring Organization Accreditation Committee (AOAC) is responsible for facilitating the recognition of aspiring organizations into the State College System.

As a general policy, AOAC will only consider aspiring organizations that contribute to the State College's goal of establishing an integrated community of persons, learners, scholars, and citizens. Thus,

any applicant organization whose goals, objectives, and/or activities (proposed or implemented) seem to promote some form of regionalism, exclusivity, prejudice, or malice toward any sector of the State College will be denied recognition.

Aspiring organizations whose membership qualifications or activities are rigid and unreasonable, and demand the use of physical harm or violence will be denied recognition.

All accepted applicant organizations will undergo a three-month or one-term observation/trial period to prepare themselves with the rudiments of operating a recognized student organization and help AOAC verify is nature. After the trial period, any of the two (2) conditions will apply: a. The organization is accepted under a three-term probationary status; or the organization's application is denied.

Accreditation of Student Organizations

An Accreditation Committee, composed of the SOLT Unit Head, representatives from the Supreme Student Council, and the Dean of OSAS, announces a semestral re-accreditation of all student organizations. The criteria for re-accreditation may be obtained from the SOLT office. Any student organization that fails the evaluation of the Accreditation Committee for two consecutive years shall be automatically considered defunct. The present requirements for reaccreditation of student organizations are:

- Reaccreditation Application Form
- Constitution and By-Laws
- Approved Calendar of Activities
- Approved Project Proposal Matrix
- List of Officers (certified correct by the Student Electoral Board)
- Organizational Structure
- Acceptance Letter of Adviser
- Accomplishment and Financial Reports of the previous semester

Monitoring and Evaluation of Student Organizations and Activities

It is the responsibility of the Student Organization and Leadership Training (SOLT) Unit Head in cooperation with and through the Supreme Student Council (SSC), to supervise and regulate the operation and activities of all duly recognized student organizations. They provide needed guidance for the maximum use of the organization's human potential and resources and efforts toward the attainment of goals and objectives of the organization as envisioned in their approved constitution and bylaws.

➢ Present institutional guidelines on Student Grievance.

Per provisions in the approved Student Handbook, students of DEBESMSCAT are given the right to air their grievances against any member of the academic community. Grievances are best settled through sincere dialogue and discussion between the parties to a grievance, befitting a DEBESMSCAT academic community. A formal grievance may be pursued only as a last resort.

Procedures in Grievance Cases

A. Informal Grievance

- If a controversy arises, the students are encouraged to seek the assistance of the Supreme Student Council (SSC)/Cawayan Campus Student Council (CCSC) through their respective class president regarding the process of informal grievances.
- Students are encouraged to settle it with their respective faculty members through sincere dialogue. If the concern is not settled through the dialogue between the student and the faculty concerned, the student should approach the chairperson of the faculty who shall then facilitate dialogue, act as a mediator, and amicably resolve the matter, with the presence of the class president.
- To ensure that there is sufficient time to facilitate the dialogue between the student and the faculty concerned, the student should approach the department chairperson no later than three (3) calendar weeks after grade consultation day. If on the last day of filing a formal grievance, the parties concerned have not yet conducted a dialogue, or a dialogue transpired but the issue was not resolved, then the student may already file a formal grievance on that day.

B. Formal Grievance

- In the event a student decides to pursue a formal grievance, after availing of the informal grievance process, the steps to be taken are as follows: (a) complaint of a student against a faculty member - the student has to approach the Student Council Vice President to ask assistance for filing a formal grievance which is composed of filing a written complaint with the Department Chairperson to which the faculty member belongs to signed by the students and distributed the faculty member concerned, the student, and the department chairperson; (b) answer - within 3 days from receipt of the complaint, the department chairperson writes the faculty concerned to respond in writing, within 5 days from receipt of the letter to be distributed to the department chairperson, faculty member, and student/complainant. The answer will be evaluated by the department chairperson based on the complaint and answer. Failure to answer is considered admission of charges and the department chairperson will resolve the complaint on the strength of this admission.

➢ Present legal document on Campus Journalism.

As stated in the approved student handbook, The State College has an official student publication which is the DEBESMSCAT Post (D'Post) that hones the skills of students in writing. Qualifying examination, interview, and academic performance are the bases for selecting the editorial staff of the school organ. The State College recognizes the right of every college to have its official student publication provided that RA 7079, otherwise known as the “Campus Journalism Act of 1991” is properly adhered to. The publication fee is mainly used for printing the publication, which takes up 75% of the total fund. 15 % goes towards training, workshops, seminars, and similar events of the editorial staff, while the remaining 10% is allocated for office supplies.

➢ Present institutional guidelines on student discipline.

The institution has a Student Discipline Unit Head that supervises student discipline by implementing the provisions of the Student Handbook primarily within the state college premises and also during state-college supervised activities held outside its premises. The SDAC is composed of the OSAS Dean as Chairperson, Student Discipline Services Unit Head as Co-Chairperson, SOLT Unit Head as secretary, a student representative from the SSC, a faculty representative, and the Guidance Counselor. They have jurisdiction over all minor offences involving students. For major offenses, the SDAC meets the parents or the guardian of the student and the student him/herself to hear the offense committed by the student and the decision for the disciplinary action to be implemented. The Student Discipline Formation Board (SDFB) has the jurisdiction over all major offenses involving students.

Below are the specific provisions on student discipline stipulated in the Student Handbook:

Section 5: Student Discipline Formation

Character formation and values internalization are the ultimate objectives of having rules and regulations on proper decorum and social norms in and outside the State College. Student discipline plays a significant role in providing students with a world-class educational experience.

In line with this, the students are also expected to exercise their rights as they fulfill their obligations and responsibilities on and outside the campus. This is a response to their duty not only as students but also as citizens. To fulfill these goals, the students need to know the State College discipline structures, policies, rules, and regulations as well as procedures and practices. This section intends to meet this need.

5.1 Role of the Student Disciplinary Action Committee (SDAC)

5.1.1 In general, the committee upholds and supervises student discipline by implementing the provisions of this Handbook primarily within the State College premises and also during State College-supervised activities held outside its premises. Specifically, the committee:

5.1.1.1 Promote student discipline formation, ensure and maintain proper student propriety, and instill the value of responsibility and care to students;

5.1.1.2 Protect the students and promote peace and order on the campus;

5.1.1.3 Enforce pertinent provisions of the Student Handbook;

5.1.1.4 Attend to the application for student discipline clearances; and

5.1.1.5 Network with other offices and units of the State College vis-à-vis student discipline and decorum.

5.2.6 Formal Hearing before the Board

The procedures for the formal hearing of major offenses before the SDFB are as follows:

5.2.6.1 Complaint

a. A formal complaint in writing is filed with the SDAC by the aggrieved party or by any person having direct knowledge of the commission of the act complained of.

b. The SDAC shall conduct an initial investigation of the complaint by requiring the respondent to explain in writing within five (5) days why no disciplinary action should be filed against him or her. The respondent may opt to remain silent during the initial investigation, in which case the complaint shall be forwarded to the State College Legal Counsel for appropriate action.

c. Upon termination of the initial investigation, the SDAC brings the complaint and related documents to the State College Legal Counsel to request clearance for the filing of the case with the SDFB.

If the State College Legal Counsel finds no case, the complaint is remanded to the SDAC for whatever action the latter may deem proper to take.

If the State College Legal Counsel finds a prima facie case, the case will be sent back to the SDAC for filing of charges with the SDFB.

d. Upon receipt of the complaint approved by the State College Legal Counsel for filing of a case before the SDFB, the SDAC prepares a Charge Sheet attaching notarized statements of the aggrieved party, the complaining witnesses, or both after the SDAC has required the latter to go over and read the complaint. Any matter not clear or understood should be explained to them.

e. After completion of the required documents, the case is filed before the SDFB.

f. In all cases where the complaint is found to be sufficient in form and substance, the Chairperson convenes the SDFB to a formal hearing. A majority of the SDFB constitutes a quorum but the student representative should always be present.

5.2.6.2 Answer

a. The respondent is required to answer the complaint in writing under oath within 3 (three) days from receipt of the charge.

b. Failure of the respondent to answer the complaint within the period specified in the Charge Sheet is deemed an admission of the act or acts complained of.

5.2.6.3 Notice of Hearing

a. Upon receipt of the answer, or if no answer is filed, the case is scheduled for a hearing. The corresponding notice is issued to the parties and the parents or guardians of the respondent.

b. The issuance of the notice of hearing is mandatory, i.e., at least five days before the date of the hearing except when a new date has been agreed upon before the SDFB.

5.2.6.4 Hearing

a. A hearing before the SDFB shall be summary in nature and cross-examination is not essential. However, the SDFB should ensure that the following standards required by due process in discipline cases are satisfied:

1. The respondent should have been informed in writing of the nature and cause of the accusation;
2. The respondent should have been granted the right to answer the charges against him or her;
3. The respondent should be informed of the pieces of evidence against him or her;

College Legal Counsel to request clearance for the filing of the case with the SDFB.

If the State College Legal Counsel finds no case, the complaint is remanded to the SDAC for whatever action the latter may deem proper to take.

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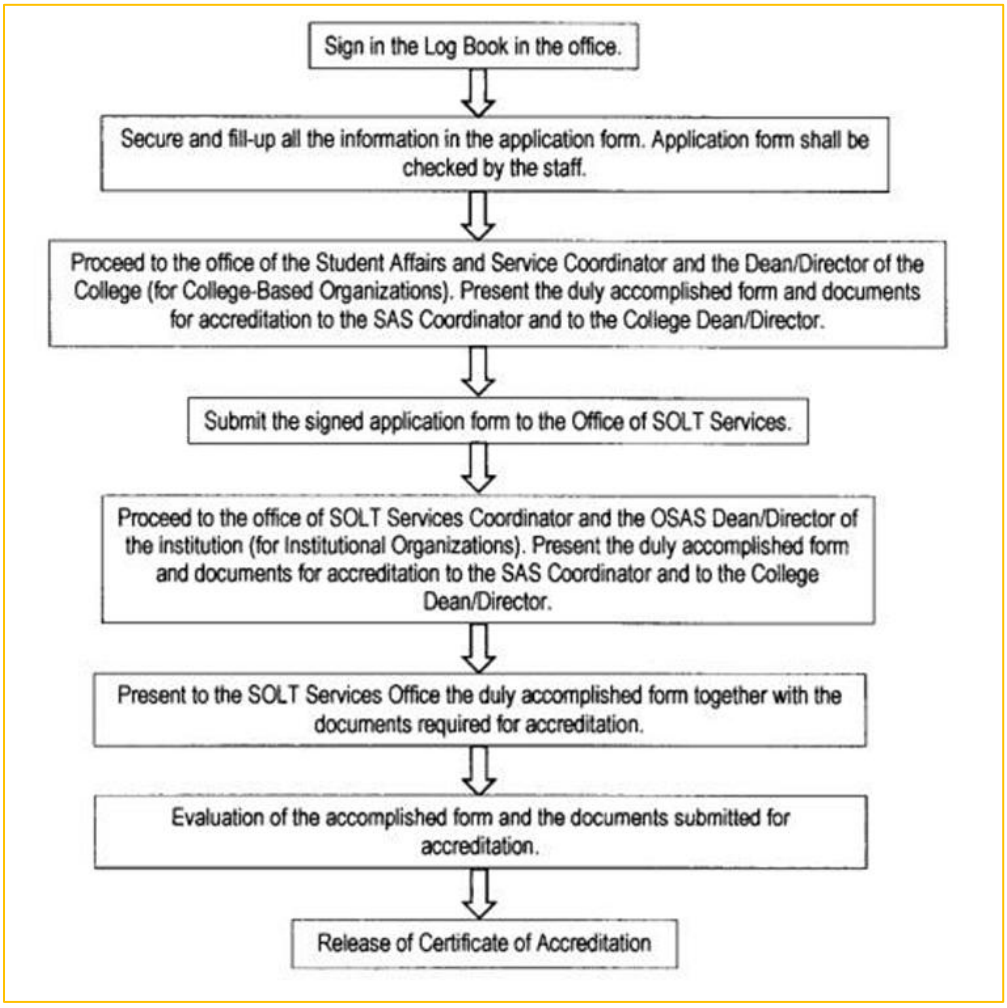
2. The respondent should have been granted the right to answer the charges against him or her;
3. The respondent should be informed of the pieces of evidence against him or her;

2. IMPLEMENTATION

- Present in flow chart form the procedures for recognition/accreditation of student organizations.



- Present all duly approved Constitution and By Laws of Student Organizations.

Constitution and By Laws of Student Organizations

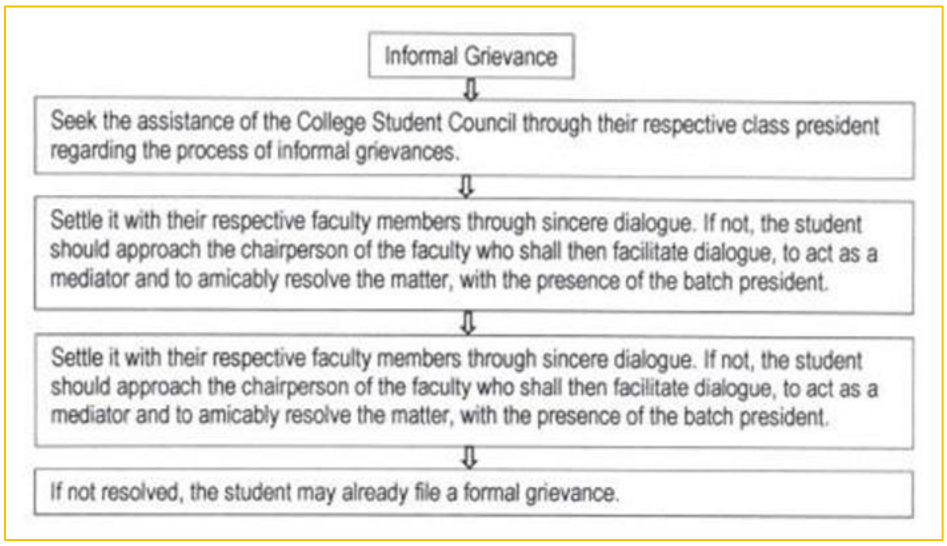
➢ Present Sample Programs on Leadership Training including pictorials.

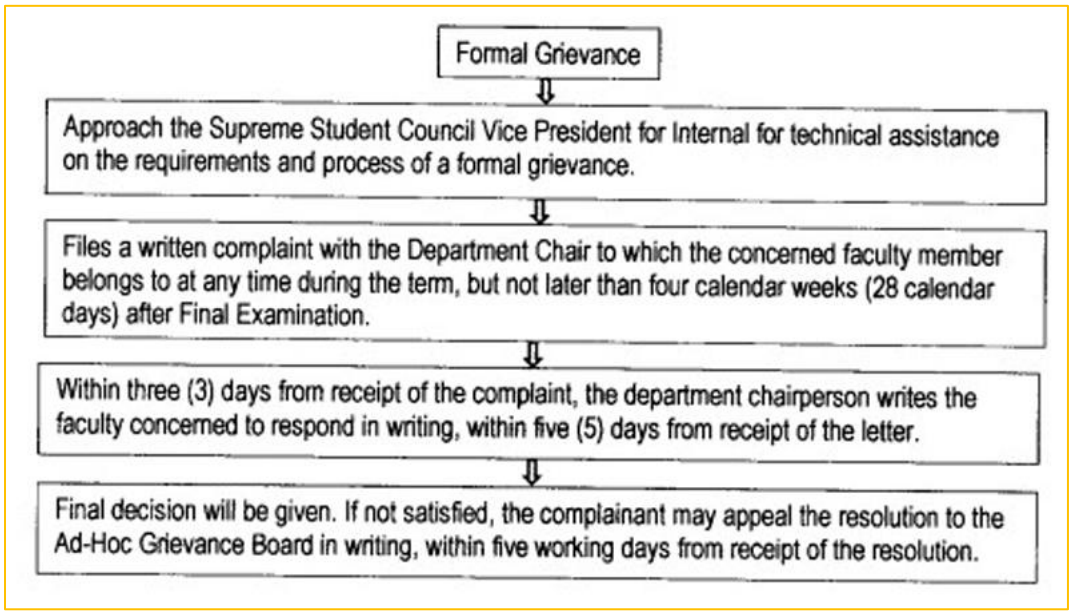
LEADERSHIP TRAINING 2024

LEADERSHIP TRAINING 2025

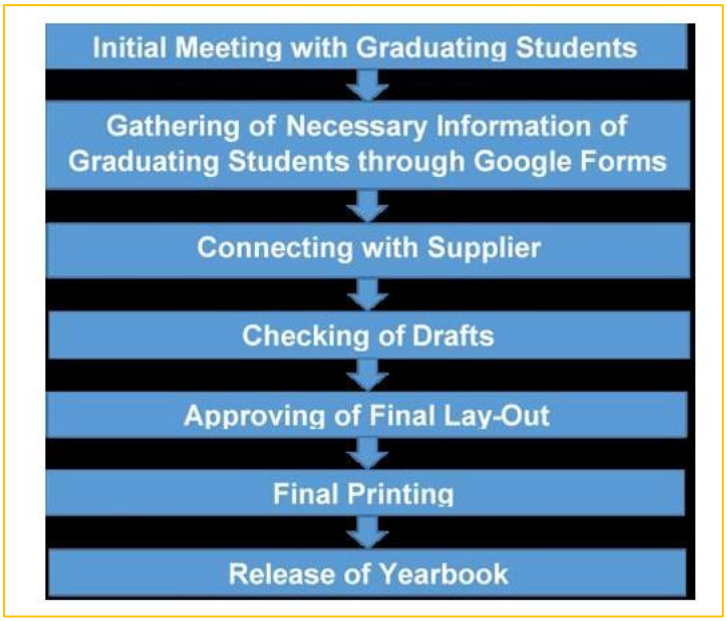
LEADERSHIP TRAINING 2026

➢ Present in flow chart form procedure for student grievances.





➢ Present in flow chart form the procedure in the publication of Yearbooks.



➢ Prepare list of current recognized/accredited student organizations/clubs/societies/

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BAGONG PILIPINAS

LIST OF RECOGNIZED/ ACCREDITED STUDENT ORGANIZATIONS

1ST Semester
Academic Year 2026-2027

NAME OF ORGANIZATION	ADVISER	NO. OF OFFICERS
INSTITUTION-BASED ORGANIZATIONS (IBOs)		
Institutional Organization		
DEBESMSCAT Performing Arts Student Association (DPASA)	Norie- Ar M. Sola	8
	Subtotal	**8**
Sports and Recreational Student Organizations		
DEBESMSCAT Spikers Club (DSC)	Rodolfo B. Burac, Jr.	10
	Subtotal	**10**
COLLEGE-WIDE ORGANIZATIONS		
College of Computing and Information Technology College Student Council (CCITCSC)	Daisy Jean A. Castillo	16
College of Business, Tourism and Economics College Student Council (CBTECSC)	Rony S. Toling	16
	Subtotal	**32**
COLLEGE-BASED ORGANIZATIONS (CBOs)		
College of Agriculture		
Agroforestry Student Innovation Association (ASIA)	Mark Anthony C. Abella	10
Agribusiness Enterprise Student Association (AESA)	Ulysis L. Ferreras	12
Agri-Cultivator Society (ACS)	Zaldy C. Ibanez, Jr.	10
	Subtotal	**32**
College of Education		
Future Educator for Young Minds (FEYM)	Joseph P. Valencia	10
	Subtotal	**10**
College of Computing and Information Technology		
DEBESMSCAT Computer Science Society (DCSS)	Rainier R. Oliva	11
DEBESMSCAT Information System Networks and Community (D'INFOSYNC)	Randy D. Bello	11
	Subtotal	**22**
College of Industrial Technology		
DEBESMSCAT Society of Automotive Technologist Students	Mark Anthony V. Rañola	10
DEBESMSCAT Electrical Society Cooperative Organization (DESCO)	Michael Angelo Genotiva	11
Subtotal		**21**
College of Engineering		
DEBESMSCAT Institute of Computer Engineers of the Philippines. Student Edition	Lawrence B. Haya	10
	Subtotal	**10**

Approved:

MARY ANE-JOY P. FERRIOL
SOLTS, Head

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STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Student Organizations and Leadership Training Services
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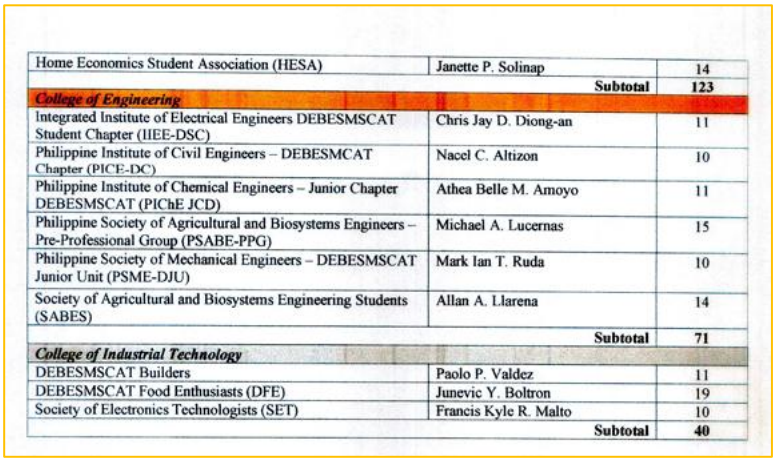
BAGONG PILIPINAS

LIST OF RE-ACCREDITED STUDENT ORGANIZATIONS

1ST Semester
Academic Year 2026-2027

NAME OF ORGANIZATION	ADVISER	NO. OF OFFICERS
INSTITUTION-BASED ORGANIZATIONS (IBOs)		
Institutional Organization		
National Service Training Program Student Association (NSTPSA)	Uranus E. Cantoria	12
	Subtotal	**12**
Religious Organization		
Adventist Ministry to College and University Students (AMiCUS)	Rowelyn M. Ramiso	21
Barkadahan Campus Ministry	Ulysis L. Ferreras	8
DEBESMSCAT Campus Youth Ministry	Dahlia B. Cristobal	14
	Subtotal	**43**
COLLEGE-WIDE ORGANIZATIONS		
College of Agriculture College Student Council (CACSC)	Ulysis L. Ferreras	16
College of Education College Student Council (CEdCSC)	Ella P. Lotivio	16
College of Engineering College Student Council (CEngCSC)	Shennie B. Villanueva	16
College of Industrial Technology College Student Council (CITCSC)	Hanna Shemaida L. Briobo	16
College of Business Tourism and Economics Bachelor of Public Administration Department	Rony S. Toling	16
	Subtotal	**64**
COLLEGE-BASED ORGANIZATIONS (CBOs)		
College of Agriculture		
Samahan ng mga Kabataang Agrikulturista (SAKA)	Michael O. Ogaya	15
Young Environmentalist Society (YES)	Laurence G. Almoguera	9
Animal Science Student Association (ASSA)	Nimfa R. Cornal	12
	Subtotal	**36**
College of Business, Tourism and Economics		
Young Entrepreneurs Society (YES)	Nonalyn D. Tombocon	14
DEBESMSCAT Public Administration Student Society (D'PASS)	Florence Joy M. Capinig	17
Junior Economist Association (JEA)	Sharmaena M. Villester	17
	Subtotal	**48**
College of Education		
Aspiring Teachers of Modern Science (ATOMS)	Arsenio D. Ocariza	10
Bachelor of Elementary Education Student Society (BEESS)	Joper C. Escalante	12
Guild of English Mavens (GEM)	Jona M. Royo	18
Integrated Organization of Social Studies Students (IOSSS)	Princess Z. Balbuena	15
Samahan ng mga Guro sa Filipino (SAGUFIL)	Jessie L. Magalang, Jr.	16
Society of Physical Education Students (SPES)	Editha T. Medina	12
Society of United Mathematicians (SUM)	Emma O. Cajurao	15
Bachelor of Secondary Education Students Association (BSESA)	Jona M. Royo	11



Home Economics Student Association (HESA)	Janette P. Solinap	14
	Subtotal	**123**
College of Engineering		
Integrated Institute of Electrical Engineers DEBESMSCAT Student Chapter (IIEE-DSC)	Chris Jay D. Diong-an	11
Philippine Institute of Civil Engineers – DEBESMCAT Chapter (PICE-DC)	Nacel C. Altizon	10
Philippine Institute of Chemical Engineers – Junior Chapter DEBESMSCAT (PIChE JCD)	Athea Belle M. Amoyo	11
Philippine Society of Agricultural and Biosystems Engineers – Pre-Professional Group (PSABE-PPG)	Michael A. Lucernas	15
Philippine Society of Mechanical Engineers – DEBESMSCAT Junior Unit (PSME-DJU)	Mark Ian T. Ruda	10
Society of Agricultural and Biosystems Engineering Students (SABES)	Allan A. Llarena	14
	Subtotal	**71**
College of Industrial Technology		
DEBESMSCAT Builders	Paolo P. Valdez	11
DEBESMSCAT Food Enthusiasts (DFE)	Junevic Y. Boltron	19
Society of Electronics Technologists (SET)	Francis Kyle R. Malto	10
	Subtotal	**40**

➢ Prepare list of co-curricular and extra-curricular activities conducted.

The College of Education Student Council (CEdCSC) and the Integrated Organization of Social Studies Students (IOSS) are the two highest governing bodies of BSED students majoring in Social Studies. Together, these organizations conduct and facilitate various activities that are geared towards students' welfare and development. During the academic year 2025-2026 and 2026-2027, below are the conducted activities.

Name of Activity	Nature of Activity (extra or co-curricular)	Sponsoring Organization	Inclusive Dates
AI and Digital Literacy Workshop 2026	Extra-curricular	CEdCSC	September 10, 2026
Pre-Service Teachers' Pinning and Candle Lighting Ceremony	Extra-curricular	CEdCSC	September 7, 2026
Enrollment Assistantship	Extra-curricular	CEdCSC	June 24, 2026
Pulot Basura	Extra-curricular	SAGUFIL	December 11, 2025
CEd Gala Glamour: A Day of Elegance and Sparkle Acquaintance Party	Extra-curricular	CEdCSC	December 5, 2025
Pulot Basura	Extra-curricular	SAGUFIL	November 28, 2025
SAGUFIL Officers' Meeting	Extra-curricular	SAGUFIL	November 27, 2025
Pulot Basura	Extra-curricular	SAGUFIL	October 29, 2025
SAGUFIL Officers' Meeting	Extra-curricular	SAGUFIL	October 10, 2025
General Assembly 25-26 (2nd Sem)	Extra-curricular	SAGUFIL	September 5, 2025
SAGUFIL Officers' 1st Meeting	Extra-curricular	SAGUFIL	September 4, 2025
Buwan ng Wika	Extra-curricular	SSC, CEDCSC, IOSSS	August 30, 2025
Halalan ng Bagong Opisyal ng Organisasyon	Extra-curricular	SAGUFIL	August 19, 2025

Pre-Service Teachers. Pinning and Candle Lightning Ceremony	Extra-curricular	CEdCSC	August 14, 2025
Pulot Basura	Extra-curricular	SAGUFIL	August 13, 2025
1st General Assembly (1st Sem)	Extra-curricular	SAGUFIL	August 5, 2025
Clearance Signing	Extra-curricular	SAGUFIL	May 12, 2025
Proyektong Aklatan	Extra-curricular	SAGUFIL	March 05, 2025
PARALANGGAAN 2025	Extra-curricular	SSC, CSCs, and CBOs	February 14, 2025
Pulot Basura	Extra-curricular	SAGUFIL	November 22, 2024
SAGUFIL Meeting	Extra-curricular	SAGUFIL	November 8, 2024
Pulot Basura	Extra-curricular	SAGUFIL	October 21, 2024
Teachers' day Celebration	Extra-curricular	SSC, CEDCSC, CBOs & IOs	October 4, 2024
General Assembly	Extra-curricular	SAGUFIL	October 1, 2024
Symposium for Suicide Prevention	Extra-curricular	CEdCSC	September 27, 2024
Acquaintance Party	Extra-curricular	CEdCSC	September 20, 2024
SAGUFIL Meeting	Extra-curricular	SAGUFIL	September 16, 2024
Pulot Basura	Extra-curricular	SAGUFIL	September 12, 2024
Buwan ng Wika Celebration	Extra-curricular	SSC, CEDCSC, CE CBOS	August 29, 2024
Orientation Seminar 2024	Extra-curricular	CEdCSC	August 19, 2024
D'Wonderland 2024: Salubong Activity	Extra-curricular	CEdCSC	August 16, 2024
SAGUFIL Elections	Extra-curricular	SAGUFIL	August 04, 2024

➢ Awards/recognition received by students/students organizations in co-curricular and extra-curricular activities

Name of Student/Student Organization	**Title of Awards**	**Awarding Body/Organization**	**Date**	**Level (Int'l, Nat'l, Reg'l, Local)**
Railey Ace B. Villamor	Kampeon sa Tagisan ng Talino	Supreme Student Council	March 27, 2025	School-Based/ Local
Jessuzette A. Cabuyao	Kampeon sa Sabayang Pagbigkas	Supreme Student Council	August 29, 2025	School-Based/ Local
John Paul D. Villaruel	Kampeon sa Sabayang Pagbigkas	Supreme Student Council	August 29, 2025	School-Based/ Local
Debi Shane G. Dorongon	Kampeon sa Sabayang Pagbigkas	Supreme Student Council	August 29, 2025	School-Based/ Local
Carl T. Quintana	Kampeon sa Tagisan ng Talino	Supreme Student Council	August 29, 2025	School-Based/ Local
Cris V. Gomez	Kampeon sa Tagisan ng Talino	Supreme Student Council	August 29, 2025	School-Based/ Local

Vangie A. Segarino	Kampeon sa Tagisan ng Talino	Supreme Student Council	August 29, 2025	School-Based/ Local
Jasmine D. Metoda	Kampeon sa Tagisan ng Talino	Supreme Student Council	August 29, 2025	School-Based/ Local
Arnel A. Badillos Jr.	Kampeon sa Tagisan ng Talino	Supreme Student Council	August 29, 2025	School-Based/ Local
Carl T. Quintana	Kampeon sa Balagtasan	Supreme Student Council	August 29, 2025	School-Based/ Local
Hannah Mhay I. Asuncion	Kampeon sa Balagtasan	Supreme Student Council	August 29, 2025	School-Based/ Local
Jeramae D. Tupas	Kampeon sa Balagtasan	Supreme Student Council	August 29, 2025	School-Based/ Local
Railey Ace B. Villamor	Kampeon sa Debate	Supreme Student Council	August 29, 2025	School-Based/ Local
Raymundo M. Rollon	Ikalawang Puwesto sa Pagsulat ng Kuwentong Kababalaghan	Supreme Student Council	October 29, 2025	School-Based/ Local
Jaymart O. Villaruel	Kampeon sa Pagsulat ng Kuwentong Kababalaghan	Supreme Student Council	October 29, 2025	School-Based/ Local
Cyrill T. Abanador	Ikalawang Puwesto sa LITMUSDA Chorale	DEBESMSCAT Sports, Culture and Arts	March 19, 2026	School-Based/ Local
Jaymart O. Villaruel	Kampeon sa Spoken Poetry	DEBESMSCAT Sports, Culture and Arts	March 19, 2026	School-Based/ Local
Carl T. Quintana	Ikalawang Puwesto sa Dagliang Talumpati	DEBESMSCAT Sports, Culture and Arts	March 19, 2026	School-Based/ Local
Debie Shane G. Dorongon	Ikatlong Puwesto sa Pagsulat ng Sanaysay	DEBESMSCAT Sports, Culture and Arts	March 19, 2026	School-Based/ Local
Junwin S. Condrillon	Kampeon sa Pagsulat ng Tula	Supreme Student Council	August 27, 2026	School-Based/ Local
Jaymart O. Villaruel	Kampeon sa Spoken Poetry	Supreme Student Council	August 27, 2026	School-Based/ Local
Raymundo M. Rollon	Ikalawang Puwesto sa Pagsulat ng Kuwentong Kababalaghan	Supreme Student Council	October 29, 2025	School-Based/ Local
Jaymart O. Villaruel	Kampeon sa Pagsulat ng Kuwentong Kababalaghan	Supreme Student Council	October 29, 2025	School-Based/ Local

John Paul D. Villaruel	Ikatlong Puwesto sa Sabayang Pagbigkas	Supreme Student Council	August 27, 2026	School-Based/ Local
Raymundo M. Rollon	Ikatlong Puwesto at Best in Production Number sa Tindig at Istilo 2026	Supreme Student Council	August 27, 2026	School-Based/ Local

3. OUTCOMES

➢ **Cite evidence or manifestations that quality student development services are assured.**

The quality of DEBESMSCAT's student development services is reflected in favorable client satisfaction results, increased participation in student-initiated activities, opportunities for leadership development, and the regular production of student publications.

The Outstanding rating in client satisfaction indicates students' positive assessment of the services provided. Increased participation in student-initiated activities further demonstrates students' active involvement in campus life and engagement in opportunities to exercise leadership, creativity, teamwork, and responsibility.

The conduct of local and national student leadership programs, together with students' participation in local, regional, and international leadership training activities, provides opportunities to develop leadership competencies, exchange ideas, and establish connections with fellow student leaders. These experiences support students' participation in organizational management, advocacy, and community engagement.

The semestral publication of student magazines and literary folios provides a continuing platform for student expression, campus journalism, and creative work. These publications showcase students' writing and artistic abilities while providing practical experience in editorial work, collaboration, and responsible communication.

4. BEST PRACTICES

➢ **Cite the best practices under Parameter C – Student Development.**

1. National Environmental Youth Leaders' Summit (NEYLS). The summit provides a platform for student leadership development through environmental advocacy, collaboration, and community engagement. It brings together youth leaders to exchange ideas and participate in activities addressing environmental concerns, providing opportunities to develop leadership and organizational skills while promoting environmental responsibility.

2. Sustained Recognition of the Supreme Student Council. The SSC has been recognized as an Outstanding Organization by UNESCO Clubs Philippines for three consecutive years. This sustained recognition highlights its commitment to student leadership, organizational involvement, and advocacy and provides an example of student-led initiatives gaining recognition beyond the institution.

3. Institutionalized Transparency and Accountability in Student Organizations. Student organizations are required to submit semestral accomplishment reports, including financial reports, as a basis for their re-accreditation. This mechanism promotes transparency in the use of organizational funds, documents completed activities, and encourages officers to remain accountable to their members.

It also enables the institution to review organizational performance and identify areas requiring support and improvement.

PARAMETER D- INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

1. SYSTEM –INPUTS AND PROCESSES

➢ Present institution policies and guidelines on student recruitment, selection, admission and retention.

The Admission Office and the Registrar's Office are responsible for the student recruitment, selection, and retention. In terms of recruitment, an annual enrollment campaign is conducted in various schools in the Masbate province to promote the course offerings of the school to prospective students. In terms of selection and admission, the DEBESMCAT College Entrance Test (DCET) is conducted to select students eligible for admission. In terms of retention, the Registrar's Office facilitates students' academic records particularly their grades and is responsible for notifying the students and the concerned college on the students' standing.

➢ Present institutional policies and guidelines on wellness and healthy lifestyle.

DEBESMSCAT promotes wellness and a healthy lifestyle through coordinated programs and activities of the Medical Unit and the Office of Guidance Services. These initiatives address students' physical health, mental health, and emotional well-being through health education, awareness campaigns, preventive health activities, and wellness programs.

The Office of Guidance Services implements its annually approved Guidance and Counselling Program, which includes Prevention and Wellness Advocacy Programs on self-awareness, life skills, stress management, and mental health. The Medical Unit complements these initiatives through health promotion and disease prevention activities.

Both offices collaborate with other Student Affairs and Services units, student organizations, and external agencies such as the Department of Health (DOH) in planning and implementing wellness activities. These partnerships support the dissemination of health information and encourage students to adopt healthy habits, practice self-care, and seek appropriate assistance when needed.

➢ Present legal documents such as RA 7277; RA 10121 and other related documents.

DEBESMSCAT promotes an inclusive and safe learning environment through initiatives supporting persons with disabilities and campus disaster preparedness. Relevant legal references include Republic Act No. 7277, or the Magna Carta for Disabled Persons, as amended, and Republic Act No. 10121, or the Philippine Disaster Risk Reduction and Management Act of 2010.

The institution admits students with disabilities and provides priority assistance in enrolment, scholarship and financial assistance transactions, and other student services. Ramps and other accessibility and safety features are provided in campus buildings to support students' mobility and participation in academic and extracurricular activities. Annual seminars on the Magna Carta for Persons with Disabilities further promote awareness of disability rights, inclusion, and available support services.

The institution also maintains linkages with the Persons with Disability Affairs Office (PDAO), through which it has received assistive devices, including a smart cane, crutches, and wheelchairs, to support students with mobility and accessibility needs.

For disaster preparedness, the institution conducts earthquake and fire drills, first-aid training, and related awareness activities through its disaster risk reduction and management office in coordination with concerned units. These initiatives support preparedness and coordinated responses to emergencies.

➢ Present institutional policies and guidelines on sports development programs.

DEBESMSCAT's sports development programs are administered by the **Office of Sports and Athletics**, headed by a Director who oversees the planning, implementation, and coordination of sports activities. These programs promote students' holistic development by strengthening physical fitness, discipline, teamwork, sportsmanship, and athletic skills.

The office establishes requirements and standards for athlete selection and participation in sports competitions within and outside the province. The annual Intramurals, known as Damgolympics, provide opportunities for student participation and serve as a venue for identifying potential athletes to represent the institution in SCUAA competitions and other sporting events. Selection is guided by the eligibility requirements and performance standards prescribed by the office and the applicable competition rules.

The office also oversees the management and use of sports facilities, equipment, materials, and paraphernalia for academic and extracurricular activities of students and faculty. These resources support physical education, athletic training, and recreational activities.

2. IMPLEMENTATION

➢ Describe the institution's admission and retention policies and how these are disseminated.

Admission Policies

The Admission Office oversees the recruitment and admission of prospective students to DEBESMSCAT. It conducts enrolment campaigns in various high schools throughout Masbate to introduce the institution's academic programs and explain admission requirements, application procedures, and schedules.

Applicants take the DEBESMSCAT College Entrance Test, and the results are released through the institution's official Facebook page and website. Qualified applicants receive assistance during enrolment to help them complete the required procedures and documents.

Admission and enrolment policies, procedures, requirements, and announcements are disseminated through the institutional website, official social media accounts, and campus bulletin boards. Flyers, infomercials, infographics, and other printed and digital materials complement these channels, making information accessible to prospective students and their families.

Retention Policies

DEBESMSCAT implements retention policies that prescribe academic standing and allowable enrolment loads based on students' performance during the preceding semester.

1. Warning. A student who fails 25% of the regular academic load in a semester shall receive a warning and may enrol in no more than 75% of the regular load in the succeeding semester. Upon passing all subjects in the reduced load, the student may be allowed to resume the regular load in the following semester. However, failure in even one subject under the 75% reduced load shall place the student on probation, with an allowable load of no more than 50% of the regular load.

2. Probation. A student who fails 50% of the regular academic load in a semester shall be placed on probation and may enrol in no more than 50% of the regular load in the succeeding semester. Upon

passing all subjects in this reduced load, the student may be allowed to enrol in no more than 75% of the regular load in the following semester. Failure in even one subject under the 50% reduced load shall result in advice to shift to another degree program more suited to the student's abilities and interests.

3. Advised Shifting. A student who fails 75% of the regular academic load in a semester shall be advised to shift to another degree program more suited to the student's abilities and interests.

4. Dismissal and Appeal. A student who fails 100% of the regular academic load in a semester shall be dismissed from the college rolls. The student may appeal the dismissal, subject to consideration of the validity of the reasons and the supporting grounds surrounding the circumstances.

These policies are stipulated in the Student Handbook, which is distributed to students and is also available at the Registrar's Office for reference.

➢ Present the summary of enrolment, transferees (incoming and outgoing), course shifters, returning students, drop-outs and graduates per semester in the last 6 terms.

Item	Frequency								
	SY 2024-2025			SY 2025-2026			SY 2026-2027		
	Sem 1	Sem 2	Total	Sem 1	Sem 2	Total	Sem 1	Sem 2	Total
Enrolment Data	155	154	309	117	116	233	111	-	111
Transferred (In)	1		1	6		6	4		4
Transferee/s (Out)	1		1	5		0	0		6
Course Shifter/s	0	2	2	0	0	0	0		2
Returnee/s	0	0	0	0	0	0	1		1
Drop-Out/s	0	0	0	0	0	0	0	-	0
Graduates			64			45			110

➢ Description other Student Services.

Student Services	**Main Functions**	**Project/Activities for the last 3-5 years (refer to AR)**	**Average Annual Budget for the last 3-5 years**	**System of Monitoring Evaluation**
Admission	The Admission and Registration Office is assigned to the processing of students' entrance and requirements.	Caravan, DCET		
Medical Services	The State College provides primary health care services such as but not limited to the assessment of health status, medical service for a simple ailment, medical care in case of emergency, referring complicated cases to private/government clinics/hospitals, performing a simple diagnostic test, perform a pre-natal check-up and family planning counseling, and other related services administered by licensed medical professionals to all students.	Medical Mission, World AIDS Day, Hypertension…, Diabetes Month		

Scholarship and Financial Assistance Services	- The Scholarship and Financial Assistance Services (SFAS) Office manages, generates, and/or allocates funds for scholarships and financial aid to deserving students in various categories. - Application for scholarship grants must be submitted to the SFAS Coordinator with corresponding requirements. - Qualification requirements and benefits of the scholarship program vary according	Scholarship and Financial Assistance Payout, Orientation to the New Scholars		
Sports and Athletics	The State College has a Sports Development Program initiated through the Sports and Cultural Development Services (SCDS) Office. The program is integrated into the Annual College Selection Meet in preparation for the invitational tournaments such as the Regional and National SCUAA Meet, and other sports endeavors.	DAMGOLympics, Intercollegiate League		
Culture and Arts	The State College has a set of activities designed to provide opportunities to develop and	DAMGOLympics		

	enhance talents, abilities, and values for appreciation, promotion, and conservation of national culture and multi-cultural heritage.			
Housing and Residential Services	- The State College has Student Dormitories for Ladies and Gents that are safe and conducive to learning. - The State College has available private boarding houses for occupancy operated by the College personnel. Owners are required to coordinate with the Student Housing and Residential Services (SHaRS) Office in matters relevant to board and lodging for proper monitoring.	Monitoring of Accredited Boarding Houses, Application for Accreditation		
Food Services	- The State College ensures that food within the campus and the immediate vicinity are available, adequate, safe, healthful, and following the food, safety, and sanitation guidelines of the Department of Health. - The State College has an available canteen which opens from 7:00 AM until 6:00 PM	Monitoring of Concessionaires		

	from Monday to Friday. The canteen offers healthy, safe, and affordable snacks and meals.			
Multi-Faith Services	- The State College provides an environment conducive to the free expression of one's religious orientation following the established principles and policies. - The use of the school's facilities and equipment is subject to existing policies and regulations.	Monitoring of Religious Organizations, Baccalaureate Mass, Tuesday Mass, Retreat		
Services for Students with Special Needs	- The State College provides programs and activities designed to offer equal opportunities to Persons with Disabilities (PWDs), indigenous peoples, solo parents, etc. - The State College ensures that academic accommodation is made available to persons with disabilities and learners with special needs.	Seminar on Magna Carta for PWD		
Social and Community Engagement	- The State College encourages students to develop their social awareness, personal internalization, and meaningful	Project Kalipay, NEYLS, BMEYLS, Oplan Purot Basura		

	contribution to nation-building through socio-civic involvement which includes among others volunteerism, environment protection, etc.			

➢ Describe policies and guidelines on academic scholarships, grants and other forms of financial; assistance.

The Scholarship and Financial Assistance Services Unit coordinates the administration of scholarships, grants-in-aid, loans, and other forms of financial support available to DEBESMSCAT students. It is headed by a designated Unit Head who establishes and maintains linkages with government agencies and private organizations offering assistance to eligible beneficiaries.

The Unit Head represents the institution in scholarship-related meetings, seminars, conferences, fora, and other activities, subject to the approval of the SUC President. The unit also facilitates communication between students and sponsoring agencies regarding application requirements, scholarship status, beneficiaries' progress, and other concerns.

The unit's responsibilities cover the following:

1. Disseminates information on available scholarships and financial assistance opportunities and accepts applications and supporting documents.
2. Evaluates applicants' and beneficiaries' documents and prepares the requirements for submission to concerned agencies and the processing of financial benefits.
3. Issues scholarship certifications to qualified beneficiaries and certifies the authenticity of photocopied documents submitted for scholarship purposes.
4. Monitors and evaluates scholars' academic performance and scholarship status and coordinates relevant updates with beneficiaries and sponsoring agencies.
5. Prepares and submits scholarship reports and maintains organized, secure records of applications, beneficiaries, correspondence, and other scholarship-related documents.
6. Establishes external linkages to expand support for students and manages official correspondence with scholarship providers and partner agencies.
7. Conducts meetings and consultations with scholars, faculty, staff, and institutional officials to address scholarship concerns. It also organizes enrichment activities supporting scholars' social, emotional, mental, and spiritual well-being.
8. Conducts research and evaluates scholarship programs to identify concerns, guide appropriate action, and improve the delivery of financial assistance services.

➢ List of Scholarship grants /financial assistance available.

Scholarship/Grant/Assistance	No. of Student-Recipients	Amount of grants per student per academic Term
DOST	5	40,000
CHED SSCHOLARSHIP PROGRAM FSSP	4	40000
CHED SSCHOLARSHIP PROGRAM HSSP	2	20000
DMTG (Filminera)	11	29000
DA-ACEF batch 11	1	20000
Iskolar ng landbank	2	50000
GOKONGWEI	1	35000
COCOSCHO	24	40000
DSWD Financial Assistance AICS	532	10000
TES (Tertiary Education Subsidy)	3402	10000
TDP-TES	485	7500
SUC TDP	132	7500
DSWD Financial Assistance AICS	1732	10000

3. OUTCOMES

➢ Cite evidences / manifestations that institutional programs and services help develop student's potentials.

DEBESMSCAT's institutional programs and services support students' holistic development by addressing their academic, financial, health, cultural, and athletic needs. Admission services facilitate access to educational opportunities, while scholarships and financial assistance help students sustain their studies. Medical and dental services safeguard students' health and well-being, supporting their participation in academic and extracurricular activities.

Culture and arts programs provide opportunities for students to discover, develop, and showcase their creative talents through performances and competitions. Sports development programs likewise cultivate athletic abilities, discipline, teamwork, and perseverance through training and participation in sporting events.

The contributions of these services are reflected in students' participation, positive feedback, and favorable client satisfaction ratings. Awards and recognition received by students in cultural, artistic, athletic, and other competitions provide further evidence of their demonstrated talents and skills, supported by the opportunities provided by the institution.



Awards and Recognitions of Students

4. BEST PRACTICES

➢ Cite as many bets practices as you can on Parameter D (Institutional Students Programs and services).

DEBESMSCAT implements institutional student programs and services that promote access to education, financial support, health and wellness, cultural expression, and athletic development. The following practices respond to students' diverse needs and support their meaningful participation in college life:

1. **Accessible Admission Services.** The institution uses online pre-admission platforms to facilitate applications and conducts entrance examinations at designated testing centers in various localities, particularly in areas far from DEBESMSCAT. These arrangements reduce travel costs and other access barriers, bringing admission services closer to prospective students.
2. **Linkages for Scholarships and Financial Assistance.** DEBESMSCAT expands students' access to financial support through partnerships with government agencies and programs, including CHED, DOST, ACEF, and local government units. Additional support is provided through scholarship and assistance programs of the Gokongwei Brothers Foundation, LANDBANK, and Filminera. The institution also provides scholarships and financial assistance to eligible students in recognition of their achievements in sports and cultural competitions and their participation in performing arts. These initiatives help ease students' financial burdens and support the continued pursuit of their education.
3. **Integrated Medical and Health Support.** The institution maintains a health center staffed by medical professionals and conducts health education campaigns, vaccination activities, wellness programs and dental services. To further strengthen these services, the clinic is scheduled to relocate to the new Infirmary Hospital, which is intended to serve students and the communities within the institution's service area.
4. **Student Engagement in Community and Environmental Initiatives.** Activities such as tree planting, coastal clean-ups, and student organization outreach provide opportunities to apply leadership and teamwork in community settings. These initiatives connect student development with environmental responsibility and service to others.

PARAMETER E - RESEARCH, MONITORING AND EVALUATION

1. SYSTEM – INPUTS AND PROCESSES

➢ Present institutional policies on research program on student affairs and services.

The Office of Student Affairs and Services (OSAS) is guided by its Five-Year Research Program Plan (2026–2030), which provides a framework for strengthening research competencies, generating relevant findings, and utilizing evidence to improve student affairs policies, programs, and services. The plan emphasizes understanding students' needs, experiences, and concerns as a basis for institutional planning and continuous improvement.

Through the Student Research Unit, the plan identifies three major initiatives: annual research seminars or webinars, annual research colloquia, and institutional research studies conducted by the Student Research Unit Head. These initiatives support research capability development, dissemination of findings, and investigation of priority concerns affecting student development and welfare.

Specifically, the program aims to:

1. Strengthen research competencies among students, student leaders, and SAS personnel through annual research seminars and webinars.
2. Promote research dissemination by providing opportunities to present findings, exchange ideas, and share knowledge through annual research colloquia.
3. Generate relevant research findings by conducting at least one study annually addressing student needs, development, and the effectiveness of SAS programs.
4. Enhance evidence-based decision-making by utilizing research findings to improve student affairs policies, programs, and services.
5. Encourage research participation and collaboration among students, academic units, and SAS personnel.
6. Ensure research sustainability by integrating research activities, monitoring, and evaluation into annual OSAS operational plans.

The plan serves as a reference for organizing research initiatives and linking their results to service improvement. It promotes a sustainable research culture and collaboration among stakeholders in support of student-centered development and institutional excellence.

2. IMPLEMENTATION

➢ Present completed researches on student affairs and services.

Title	Authors	Year
Student with Disabilities in DEBESMSCAT: Challenges, Service Utilization and Community Participation as Bases for Targeted Intervention	Erdee C. Cajurao, Grace B. Abella, Sheena Joyce V. Sayson	2026
Exploring Factors Affecting the Adoption of Flexible Learning Modality by Public University Students in Masbate, Philippines	Erdee Cajurao, Michael Ogaya, Cesar Almonicar, Jr, Grace Abella, Joper Escalante	2023
The CHEd-Unifast's Tertiary Education Subsidy(TES) Implementation in DEBESMSCAT, Masbate, Philippines: Basis for Enhanced Strategic Framework Proposal	Cesar D. Almonicar, Marjorie Lanada, Joseph Codillo	2023
Overall Screening of the Mental Health Status among the Undergraduate Students of DEBESMSCAT-Cawayan Campus using the Mental Health Inventory (MHI)-18	Cesar Almonicar, Emmanual Merioles, Jassy Mathew Burgos	2023
A Survey on DEBESMSCAT Students' Readiness in the Delivery of Flexible Learning	Michael O. Ogaya, Erdee C. Cajurao, Cesar D. Almonicar, Jr., Grace B. Abella, Joper C. Escalante, Froilyn A. Ancajas, Uranus E. Cantoria, Jona M. Royo	2020

➢ Cite evidences that research results and outputs are disseminated and utilized.

The studies conducted were submitted to various research conferences for presentation and journals for publication. The results of these studies serve as the basis of the planned activities of the SAS Unit for each academic year. This is to ensure that the findings have corresponding real-life actions to provide solutions to the problems cited in the studies.

3. OUTCOMES

➢ Present evidences that research outputs are presented and published.



Exploring Factors Affecting the Adoption of Flexible Learning Modality by Public University Students in Masbate, Philippines

4. BEST PRACTICES

1. Utilization of Research Findings in Program Development. The study titled "Students with Disabilities in DEBESMSCAT: Challenges, Service Utilization and Community Participation as Bases for Targeted Interventions" served as a basis for developing the newly BOT-approved Gender-Inclusive Education and Accessibility Support Program for Students with Disabilities at DEBESMSCAT. This demonstrates the institution's use of research findings to inform targeted interventions, address identified student needs, and strengthen inclusive student support services.

2. Dissemination of Research through Scholarly Publication. The research titled "Exploring Factors Affecting the Adoption of Flexible Learning Modality by Public University Students in Masbate, Philippines" was accepted for publication in the East Asian Journal of Multidisciplinary Research. This acceptance provides an avenue for sharing findings beyond the institution and contributing to scholarly discussions on students' adoption of flexible learning.