

AREA IV

SUPPORT TO STUDENTS

- A. Student Services Program
- B. Admission and Retention
- C. Guidance Program
- D. Other Student Services
- E. Scholarships/Grants
- F. Co-Curricular and Extra-curricular Programs and Activities
- G. Documents, Additional Information and Exhibits

AREA IV: SUPPORT TO STUDENTS

Students are the *raison d'etre* for the establishment of learning institutions. Thus, the school has the responsibility to support the family and other social institutions in the development of the total personality of the student. Towards this, end, a program of student services is designed as an integral part of institutional effectiveness. All activities should be planned and implemented to assist the student to attain this maximum potential and become worthy contributor in his/her social environment. Student support and services complement the academic program.

A. Student Services Program (SSP)

There should be a well-organized, properly administered and adequately staffed program of student personal services. Such a program should be provided with adequate services physical facilities and adequate resources to attain its objectives. A program of activities and services should be known and accepted by the administration, faculty and student.

B. Admission and Retention

The admission program of an institution should provide for the selection and direction of prospective students. Policies and practices should clearly reflect the objectives of the institution and must meet CHED standards and other government regulations. Through established admission criteria, the institution should be able to select and classify applicants who show reasonable chances of success in the different courses they have chosen.

C. Guidance Program

A functional guidance program, directed towards the welfare and total personalized development of the students be provided by the institution. The objectives of the guidance program should be in the consonance with the vision and mission of the institution.

The guidance program should offer the following services:

- a. Student orientation which aims to facilitate adjustment to college life;
- b. Individual inventory service designed to give information about the students to all of them towards self-knowledge and self-realization;
- c. Testing which aims to assist the students with sufficient educational, social and occupational data to guide their choices and decisions;
- d. Individual and group counseling designed to help the students towards maximum self-realization and development to become fully integrated, mature and responsible person; and

- e. Placement and follow-up services, which provide career counseling, systematic contacts with alumni, job placement opportunities and provisions for continuing education and involvement in community service.

D. Other Student Services

The school should have well-organized student assistance program to provide support to the students through adequate financial aid, health records management, and other services to meet students' need and a complement their academic/intellectual development during the stay in the institution.

E. Scholarship/Grants

The school should have well-organized and continuing scholarship programs and grant which enable deserving students needing assistants to finish a degree of their choice.

F. Co-curricular and Extra-curricular Programs and Activities

The school should provide a variety of co-curricular and extra-curricular programs and activities that contribute to student development. The program should be well-organized and directed by competent staff and qualified faculty members. Students should be encouraged to take advantage of such activities that contribute to the development of their talents and potentials. Programs and activities should be evaluated so as to determine their effectiveness for student development.

G. Documents, Additional Information and Exhibits

Documents or printed materials, which serve as data or provide information for the Program Performance Profile, and others identified to belong to this area, should be available at the Accreditation Center.

During the actual survey visit, additional information and exhibits may be added/presented to clarify issues and concerns about the program, as required by the visiting team to support the claims in the witted report.

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

A. Student Service Program

Organizational Structure

Objectives

A.1. The objectives of the Student Services Program are focused on students' welfare, growth, and development. ___ ___ ___ **---** ___ ___

A.2. The objectives are in consonance with the mission, goals, and objectives of the institution ___ ___ ___ **---** ___ ___

A.3. The objectives are clearly defined ___ ___ ___ **---** ___ ___

A.3.1. Structure of the student services unit

Student Services Program

A.4. The Institution has a Student Services Unit (SSU) ___ ___ ___ **---** ___ ___

A.5. The SSU has an organizational structure which shows its relationship with other units. ___ ___ ___ **---** ___ ___

A.6. The SSU is headed by qualified staff. ___ ___ ___ **---** ___ ___

A.7. The SU is staffed with qualified personnel. ___ ___ ___ ___ **---** ___

A.8. The SSU plans, implements, monitors, and coordinates student services. ___ ___ ___ ___ **---** ___

A.9. There is a continuing and systematic evaluation of the effectiveness of the student services program. ___ ___ ___ ___ ___ **---**

Administrative Support

A.10. The Institution supports and approves the SSP. ___ ___ ___ ___ ___ **---**

A.11. The Institution provides budget allocation for the implementation of the SSP. ___ ___ ___ ___ ___ **---**

A.12. The administration, students, faculty, staff and parents are supportive of the students services and activities in the SSP. ___ ___ ___ ___ **---** ___

SECTION MEAN: _____

COMMENTS: _____

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B. Admission and Retention						
<u>Admission</u>						
B.1. There is an established system of student recruitment, selection and admission.	—	—	—	—	—	—
B.2. The policies and procedures on selection and admission of students are disseminated and implemented.	—	—	—	—	—	—
B.3. The Institution's selection and admission criteria/requirements conform with those prescribed by CHED.	—	—	—	—	—	—
B.4. Student admission records as enumerated below are available and filed.	—	—	—	—	—	—
	<u>m</u>	<u>na</u>	<u>e</u>			
B.4.1. enrollment trends;	—	—	—			
B.4.2. drop-out rate;	—	—	—			
B.4.3. licensure examination results and passing percentage;	—	—	—			
B.4.4. employability of graduates/graduate tracer;	—	—	—			
B.4.5. student transferees; and	—	—	—			
B.4.6. student classification by specialization.	—	—	—			

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C. The Guidance Program

Orientation for Students

- | | | | | | | |
|--|-----|-----|-----|------------|------------|------------|
| C.1. The orientation program is aimed at the student's adjustment to college life. | ___ | ___ | ___ | ___ | --- | ___ |
| C.2. It is conducted regularly at the start of the school year. | ___ | ___ | ___ | --- | ___ | ___ |
| C.3. Special orientation activities are arranged for transferees and returning students. | ___ | ___ | ___ | ___ | ___ | --- |

Individual Inventory Service

- | | | | | | | |
|--|-----|-----|-----|-----|-----|------------|
| C.4. Every student has an updated profile that is regularly filed at the guidance office. | ___ | ___ | ___ | ___ | ___ | --- |
| C.5. The guidance counselor maintains confidentiality of the student's individual records. | ___ | ___ | ___ | ___ | ___ | --- |

Testing Inventory Service

- | | | | | | | |
|---|-----|-----|-----|------------|-----|------------|
| C.6. There is a systematic and continuing testing program | ___ | ___ | ___ | --- | ___ | ___ |
| C.7. A variety of tests and evaluative tools are used in guidance/counseling services. | ___ | ___ | ___ | --- | ___ | ___ |
| C.8. Results are readily available to the students to guide them in making decisions regarding their academic life. | ___ | ___ | ___ | ___ | ___ | --- |
| C.9. Results are utilized in designing activities to meet students' needs. | ___ | ___ | ___ | ___ | ___ | --- |

Information Service

- | | | | | | | |
|---|-----|-----|-----|------------|-----|------------|
| C.10. Relevant educational, occupational and social information is available. | ___ | ___ | ___ | --- | ___ | ___ |
| C.11. Information is up-to-date, organized and disseminated to the students. | ___ | ___ | ___ | ___ | ___ | --- |

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Counseling Service

- | | | | | | | |
|--|-----|-----|-----|------------|------------|------------|
| C.12. Counselor-student ratio meets CHED requirements. | ___ | ___ | ___ | --- | ___ | ___ |
| C.13. The Counseling Office has facilities for
Particular student/s. | ___ | ___ | ___ | ___ | ___ | --- |
| C.14. The Counseling service is coordinated with the
faculty concerned. | ___ | ___ | ___ | ___ | --- | ___ |

Placement and Follow-up Services

- | | | | | | | |
|---|-----|-----|-----|------------|-----|------------|
| C.15. the school provides placement services to
prospective graduates. | ___ | ___ | ___ | --- | ___ | ___ |
| C. 16. The school maintains liaison with its alumni and
involves them in school affairs. | ___ | ___ | ___ | ___ | ___ | --- |
| C. 17. Through the Guidance Office the school links with
industries and other prospective employees of
graduates. | ___ | ___ | ___ | ___ | ___ | --- |

SECTION MEAN: _____

COMMENTS: _____

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PROVISION			RATING OF		
(Check)			PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

D. Other Students Services

Health Services

D.1. Health programs and services for the students are provided by professionally trained personnel.

___ ___ ___ ___ ___ **___**

D.2. The medical/dental units are provided with supplies and equipment.

___ ___ ___ **___** ___ ___

D.3. Health programs and services are available to students including up-to-date information to parents or guardians whenever students have serious health problems.

___ ___ ___ ___ ___ **___**

D.4. There is a continuing medical/dental program designed for:

___ ___ ___ ___ ___ **___**

	m	na	e
D.4.1. Diagnostic purposes	___	___	___
D.4.2 First aid	___	___	___
D.4.3 Prevention and prophylaxis	___	___	___

Food Services

D.5. A clean and comfortable place for serving meals is provided.

___ ___ ___ ___ ___ **___**

D.6. Nutritious and well-balanced meals are served

___ ___ ___ ___ ___ **___**

D.7. Food items are reasonably priced.

___ ___ ___ ___ ___ **___**

D.8. There is sanitary and well-supervised kitchen.

___ ___ ___ ___ **___** ___

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D.9. A sufficient department and health-certified competent staff manage the canteen operation.

—	—	—	—	—	—
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Sports Development Program

D.10. Policies and procedures are implemented in the selection of athletes.

—	—	—	—	—	—
---	---	---	---	---	---

D.11. Financial support and/or scholarship is available to deserving athletes.

—	—	—	—	—	—
---	---	---	---	---	---

D.12. The Sports Services Unit is provided with the necessary facilities, equipment, supplies and materials.

—	—	—	—	—	—
---	---	---	---	---	---

D.13. There is a regular monitoring and evaluation of sports activities.

—	—	—	—	—	—
---	---	---	---	---	---

Student Publication

D.14 There are policies and guidelines governing student publications.

—	—	—	—	—	—
---	---	---	---	---	---

D.15. Student publication is managed by an editorial board assisted by competent adviser/s.

—	—	—	—	—	—
---	---	---	---	---	---

D.16. The school paper is regularly published with at least one issue per semester.

—	—	—	—	—	—
---	---	---	---	---	---

D.17. there is a publication office provided with the necessary facilities, equipment, supplies, and materials.

—	—	—	—	—	—
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D.18. The content of the publication reflects the students' ideas, opinions and concerns.

—	—	—	—	—	—
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D.19. The publication highlights and documents the students' achievements, activities and performance in both academic and non-academic endeavors.

___	___	___	___	___	___
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D.20. The performance of the Publication unit is regularly evaluated.

___	___	___	___	___	___
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Socio-Cultural Development Program

D.21. The Institution has a socio-cultural

___	___	___	___	___	___
-----	-----	-----	-----	-----	-----

D.22. The socio-cultural activities are regularly evaluated.

___	___	___	___	___	___
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D.23. The activities develop and enhance the student's creativity and skills

___	___	___	___	___	___
-----	-----	-----	-----	-----	-----

D.24. The socio-cultural activities are periodically Monitored and evaluated.

___	___	___	___	___	___
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D.25. The financial assistance program includes the following:

___	___	___	___	___	___
-----	-----	-----	-----	-----	-----

m	na	e
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D.25.1. academic scholarship;

___	___	___
-----	-----	-----

D.25.2. educational loans;

___	___	___
-----	-----	-----

D.25.3. student assistantship;

___	___	___
-----	-----	-----

D.25.4. assistance to students who attend workshops, seminars and other training opportunities;

___	___	___
-----	-----	-----

D.25.5. grants-in-aid;

___	___	___
-----	-----	-----

D.25.6. varsity players' and athletes' privileges;

___	___	___
-----	-----	-----

D.25.7. privileges to members of school bands and cultural groups; and

___	___	___
-----	-----	-----

D.25.8. other (specify) _____

___	___	___
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EXISTENCE OF			NUMERICAL		
PROVISION			RATING OF		
(Check)			PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>A</u>

Housing Services

- | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|
| D.26. There are established policies in
the operation of housing services
(optional) | ___ | ___ | ___ | ___ | ___ | ___ |
| D.27. Services are managed by committed
Competent and full-time staff (optional) | ___ | ___ | ___ | ___ | ___ | ___ |
| D.28. Dormitory rules and regulations are enforced. | ___ | ___ | ___ | ___ | ___ | ___ |
| D.29. There is a periodic monitoring and evaluation
Of dormitories and present boarding houses | ___ | ___ | ___ | ___ | ___ | ___ |
| D.30. The school coordinates with private boarding
houses' operators and owners for students'
housing needs and to safeguard the student
boarders' welfare. | ___ | ___ | ___ | ___ | ___ | ___ |

SECTION MEAN: _____

COMMENTS: _____

EXISTENCE OF
PROVISION
(Check)

NUMERICAL
RATING OF
PROVISION

E. Scholarships / Grants

m na e A E AE

E.1. The institution implements a functional and continuing
Scholarship program.

___ ___ ___ ___ ___ **___**

E.2 The College provides privileges, such as:

___ ___ ___ **___** ___ ___

m na e

E.2.1. free or discounted school fees;

___ ___ ___

E.2.2. monthly stipend/allowance;

___ ___ ___

E.2.3. book allowance;

___ ___ ___

E.2.4. housing (optional); and

___ ___ ___

E.2.5. others (specify) _____

___ ___ ___

E.3. There are policies and guidelines implemented
in the selection and retention of academic scholars:

___ ___ ___ ___ **___** ___

E.4. There are policies and guidelines implemented in the
Selection and retention of grantees as follows:

___ ___ ___ ___ **___** ___

m na e

E.4.1. dependent children of faculty
and staff.

___ ___ ___

E.4.2. dependent children of barangay
officials.

___ ___ ___

E.4.3 indigenous group

___ ___ ___

E.4.4 handicapped persons

___ ___ ___

E.4.5. others, as mandated by law
(please specify) _____

___ ___ ___

E.5. There are policies and guidelines implementes in the
Selection and retention of the members of:

___ ___ ___ ___ ___ **___**

m na e

E.5.1. dance troupes

___ ___ ___

E.5.2. dramatic guild

___ ___ ___

E.5.3. choral groups

___ ___ ___

	m	na	e
E.5.4 school band/drum/bugle Corps	—	—	—
E.5.5 other cultural group	—	—	—

EXISTENCE OF
PROVISION
(Check)
m na e A E AE

E.6. There are policies and guidelines implemented in the
In the selection and retention of athletes/varsity players — — — — **—** —

E.7. The scholars/grantees are informed of their
Responsibilities concerning: — — — — **—** —

	m	na	e
E.7.1 grade requirement	—	—	—
E.7.2 duration/time frame Of scholarship/grants	—	—	—
E.7.3 policies and regulations Governing the scholarships/ Grants	—	—	—

E.8. There is monitoring of scholars'/grantees' performance to
enable them to maintain their scholarship grants. — — — — **—** —

E.9. There is a scheme for fund generation from sponsors,
benevolent individuals, institutions and or/ organizations. — — — — **—** —

SECTION MEAN: _____

COMMENTS: _____

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

F. Co-curricular and Extra-curricular Programs and Activities

F.1. Activities are designed to enhance students' total Development.

___ ___ ___ ___ **___** ___

F.2. There are qualified and competent faculty advisers for The different organizations and clubs.

___ ___ ___ ___ ___ **___**

F.3. The following opportunities are offered at the Office of the Student Services to provide for the varied interests/talents of the students:

___ ___ ___ ___ ___ **___**

m na e

F.3.1. Student councils and Organizations

___ ___ ___

F.3.2. Cultural groups

___ ___ ___

F.3.2.1. Dramatics

F.3.2.2. Musical

F.3.2.3. Literary

F.3.2.4. Dance

F.3.2.5. Variety shows

F.3.2.6. Others (specify)

F.3.3. Sports and recreational activities.

___ ___ ___

F.3.4. Spiritual development activities.

___ ___ ___

F.3.6. Training/seminars/for a conferences

___ ___ ___

F.3.7. Others (specify) _____

___ ___ ___

F.4. A system of incentives, recognition and awards for outstanding achievements in co-curricular and extra-curricular activities is established.

___ ___ ___ ___ ___ **___**

F.5 A regulation evaluation of students' co-curricular activities is conducted.

___ ___ ___ ___ ___ **___**

SECTION MEAN: _____

COMMENTS: _____

G. Documents, Additional Information and Exhibits

1. Annual Report
2. Copy of Budget for Student Services
3. Copy of Student Services Program
4. Guidance Manual
5. Guidance Program
6. List of recognized student organizations and their programs
7. Organizational Chart of Student Affairs Unit
8. Research studies on students' needs, problems, profile, etc.
9. School organ
10. Student Handbook
11. Student Services: staff, position, and qualifications
12. Testing programs/instruments
13. Updated Alumni Directory

SUMMARY OF RATINGS

SUPPORT TO STUDENTS

		Numerical Rating	Descriptive Rating
A	Student Services Program		
B	Admission and Retention		
C	Guidance Program		
D	Other Student Services		
E	Scholarships/Grants		
F	Co-curricular and Extra-curricular Programs and Activities		

Total _____

Mean _____

LEAD ACCREDITOR/S

Chairman: _____

Members: _____
