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SSCT HYMN	

FOREWORD

This handbook serves as a guide of every student of the Surigao State College of Technology (SSCT). It contains information on the basic policies, guidelines and procedures covering enrolment, curricular offerings and requirements, grading system and the rules of conduct. It intends to inform parents on the school's philosophy, vision, mission and goals; historical background, administration and staff; facilities and services; and other information relevant to the academic and vocational programs of the school.

It presumes that enrolling at SSCT means willful acceptance of the total program of education of this college by the students and parents and the commitment of the college to render the highest quality of service. Hopefully, the students are expected to make an extensive use of this information for their welfare, transformation and development of their personality.

HISTORICAL BACKGROUND

Surigao State College of Technology (SSCT) was formerly Surigao del Norte School of Arts and Trades, established as a trade school with the help of then Governor Jose C. Sering on August 8, 1969 by virtue of Republic Act 6057 under the supervision of Supt. Marcelo S. Bonilla of Cebu School of Arts and Trades, Cebu City.

The school formally started its operation on September 15, 1969 with borrowed technology teachers from three different schools of the province. There were 103 pioneering students in the first secondary trade and the trade technical curricula. Two 2-storey buildings were constructed upon donation of 1.2 hectares of land through the Provincial Government. Along with this, several machineries were acquired from Japan Overseas Cooperation Volunteers; Technical Vocational Education Program; Asian Development Bank; and Philippine Australian Technical Vocational Education Program which became instruments of becoming a full-fledged higher institution offering Bachelor of Science in Industrial Technology and the Bachelor of Science in Industrial Education.

From 1969 to 1988, Dr. Tomas P. Solana, the principal of Numancia National Vocational School (NNVS) served as its 1st Principal and later became the College Vocational School Superintendent II and steered SNSAT for almost two decades. Upon Dr. Tomas P. Solana's retirement in February 1988, Dr. Ernesto N. Gonzales assumed into office as the Vocational College Superintendent.

Through the efforts of the late Senator Robert Z. Barbers, R.A. 8650 merged SNSAT with the Malimono School of Fisheries, a secondary school that offered the Revised Fisheries Curriculum of 1972 under P.D. 223 in 1975, thereby creating the Surigao State College of Technology (SSCT) which was signed into law on June 5, 1998 by then President Fidel V. Ramos. With the conversion of SNSAT and Malimono School of Fisheries to a State College, there was a major review of its organization, curriculum, and programs and standards under Dr. Teresita T. Tumapon who took the seat as the 1st College President on September 25, 1998.

The chartered State College integrated a satellite campus on October 30, 2000 which is the Siargao National College of Science and Technology or SNCST situated in Del Carmen, Surigao del Norte. The integration was made pursuant to Section 8 of RA 7722 and Section 4.1 of RA 8292. Dr. Gloria C. Gemparo, VIS-III of SSCT assumed as its 1st College Administrator until May 14, 1998.

The retirement of Dr. Tumapon on October 2, 2003 paved the way for Dr. Reynaldo T. Peña as the 2nd College President on October 3, 2003 and after more than four (4) months of presidency, Dr. Peña opted to end his term on February 29, 2004 to assume as Regional Director of CHED –Region XI, Davao City where the then CHED Regional Director, Dr. Joanna B. Cuenca was designated as the Officer-in-Charge of the College on March 1, 2004 until March 3, 2005.

Engr. Henry L. Lañada, Ph.D. assumed into office on March 4, 2005, as the 3rd College President of the Surigao State College of Technology and unexpectedly resigned on January 4, 2007 which eventually led to the designation of Dr. Jocelyn T. Medina as Acting President effective January 5, 2007 per BOT Resolution No. 490 s. 2007. On May 11, 2007, the Board passed Resolution No. 521 s. 2007 approving the appointment of Dr. Medina as the College President to serve the unexpired term of Dr. Lañada effective May 15, 2007.

On March 4, 2009, Dr. Anastacio P. Martinez succeeded Dr. Medina and was designated as Officer-in-Charge to the Office of the President per BOT Resolution No. 661 s. 2009 who served the College until August 14, 2009.

On August 15, 2009, Dr. Virginia D. Akiate who was the Regional Director of the Commission on Higher Education in CARAGA Region was designated as Officer-in-Charge of the College and was confirmed by the Board per Resolution No. 716 s. 2009 during its Special Meeting on October 30, 2009 at Almont Hotel and Inland Resort in Butuan City. Her designation as OIC ended on November 30, 2010.

The Surigao del Norte College of Agriculture and Technology (SNCAT) which was formerly the Mainit National Agricultural School (MNAS) by virtue of R.A. 5256 1983 Batas Pambansa Blg. 358 on May 26, 1969 was integrated to SSCT through a Memorandum of

Agreement (MOA) entered into by and between CHED and TESDA on October 10, 2008 duly represented by TESDA Director General Emmanuel Joel J. Villanueva and Dir. Virginia D. Akiate who was then the CHED Regional Director in Caraga at the same time the Officer-in-Charge of SSCT with the presence of the two representatives of Surigao del Norte, Cong Francisco T. Matugas of District I and Cong. Guillermo A. Romarate Jr. of District II.

Under the Memorandum of Agreement, the Higher Education Programs of Surigao del Norte College of Agriculture and Technology (SNCAT) will be placed under the direct supervision of SSCT. The same was confirmed by the Board through Resolution No. 735 s. 2009 on December 28, 2009 during its 44th BOT Meeting. Dr. Georgito G. Posesano, Professor II of SSCT-Main Campus was designated on November 25, 2010 as its Campus Director.

The year 2010 marked another milestone in the history of SSCT as the new lady president, Dr. Gloria C. Gemparo, after undergoing the year-long selection process, assumed into office as the 5th College President of the Surigao State College of Technology on December 1, 2010 pursuant to BOT Resolution No. 25 s. 2010. With Dr. Gemparo at its helm, everybody hopes for a bright future as it faces 21st Century challenges in pursuit of quality and relevant education for all its constituents.

PHILOSOPHY, VISION, MISSION, and GOALS

Philosophy

The Surigao State College of Technology is a community of life-long learners who believe in the worth and total development of every individual. It adheres to the pursuit of excellence and to the democratic tenets, human dignity, wholesome work ethic, equality and equity of opportunity and sustainable progress.

Vision

An excellent-driven institution of higher learning committed to produce holistic and globally competitive individuals.

Mission

To provide relevant, high quality and sustainable instruction, research, production and extension programs and services within a culture of credible and responsive institutional governance.

Goals

1. To foster applications of the disciplines and provide its learners with industry-based training and education particularly in engineering, fisheries and agriculture.
2. To conduct and utilize studies for the development of new products, processes, systems and services relevant to Philippine life and of the global village;
3. To promote the transfer of technology and spread useful technical skills, thus empowering its learners and their activities.

SYSTEM OF INSTRUCTION

To attain the maximum development of students along technological competence and academic excellence, our method of instruction gives due emphasis to a theory-practice approach and lecture quiz combination. A multi-mode approach supplements the methodologies used which comprise but not limited to the following:

- (a) project method;
- (b) laboratory;
- (c) tutorial;
- (d) modular instruction;
- (e) demonstration;
- (f) problem and
- (g) question and answer.
- (h) computer - aided instruction (CAI)

THE COLLEGE STRUCTURE

The Administration

The College articulates the institutional philosophy, vision, mission and thrust. In so doing, the College leadership harnesses the resources of the College together with productive linkages to add to the synergy of efforts and talents.

The Board of Trustees is the highest governing body composed of the Chairman of the Commission on Higher Education as Chair, College President as Vice-Chair with members representing the Chairmen of the Congressional / Senate Committees on Higher and Technical Education, Regional Directors of the National Economic Development Authority (NEDA) and Department of Science and Technology (DOST), Federated President of the Faculty Association, Federated President of the Supreme Student Council/Government, the Federated President of the Alumni Association of the College and two (2) Prominent Citizens of the City or the Province where the school is located.

The President is the Chief Executive of the College.

The Office of the Programs and Standards is headed by the Dean who is assisted by Chairs of different Divisions. Verticalization places the laboratory school under the Education Department. The Student Personnel Services Officer supervises the following units: the Student Organization, Guidance and Counseling, Scholarship and Grants-in-aid, Admission, Placement, Pastoral Services, Medical/Dental/Housing/Food, Sports, and the Alumni. The NSTP unit is also under the Dean.

Faculty

The four campuses of SSCT have faculty members ranked as follows:

Academic

College / University Professor
Professor VI
Professor V
Professor IV
Professor III
Professor II
Professor I
Associate Professor V
Associate Professor IV
Associate Professor III
Associate Professor II
Associate Professor I
Assistant Professor IV
Assistant Professor III
Assistant Professor II
Assistant Professor I
Instructor III
Instructor II
Instructor I

Physical Facilities

School Buildings and Classrooms/Shop rooms

The Surigao City Campus occupies an area of 1.2 hectares and 3.2 hectares located at Km. 8, Surigao City. It has a newly constructed 5-storey Engineering and Commercial building with the state-of-the-art facilities and has a two-storey building (Related and Technology), 1 three-storey TVEP Building with a newly constructed extension for Engineering and Technology classrooms, Mechanical Technology, Electrical Technology and Automotive Refurbished Buildings (PATVEP), and the Welding and Fabrication Building.

Malimono Campus occupies a land area of 32 hectares. It has the following buildings: Academic, Tech-Voc, Fish Capture, Fish Processing, Administration, Supply Office, Ice Plant Refurbished Building, Campus Dormitory (for girls) and a Gymnasium.

The Del Carmen Campus on the other hand, occupies a land area of 8.5 hectares and has a two-storey building, Science building and three other school buildings.

The Mainit Campus occupies a land area of 47 hectares.

Auxiliary Services

The College has adequate facilities to cater the needs of the students.

- A. **Office of the College Registrar.** This is the repository of highly important, delicate and confidential documents. The office is the hub of transactions of students' records, and the data source of enrolment profile. The College Registrar is ably assisted by six working staff.
- B. **College Library.** The four (4) campuses have libraries with a number of books and other library materials such as journals and periodicals of recent publication. The library has been upgraded and enriched with the provision of a computer for students and faculty.
- C. **Guidance and Counseling Services.** This office provides the following services: testing, information, counseling, placement and follow-up.
- D. **Placement Services.** The Placement Coordinator takes charge of job placement services of students through linkages with industrial establishments.
- E. **Student Personnel Services Office.** This Office is directly responsible for quality student–personnel services. It recommends policies to enhance student's personal and social life or for leadership potentials while in the campus. It implements the official programs, projects and activities and other pastoral services.

- F. **Academic Center.** The Academic Center accommodates social activities and functions of the students and the faculty. It also serves as venue for conferences, seminars and for civic organizations and other agencies on special arrangement.
- G. **College Clinic.** The College is staffed with a Public Health Nurse, Medical and Dental Doctors. The college clinic gives immediate first-aid services, health examination, and other health care medications to faculty and students.
- H. **College Canteen/Bakery.** The College has a canteen/bakery which serve snacks, meals and freshly-baked products at reasonable prices. Both are spacious and well-ventilated.
- I. **Mini-Grocery.** This caters the basic commodities at reasonable prices to all employees and students.
- J. **Multi-Purpose Quadrangle.** The Multi-Purpose Quadrangle serves as a venue for sports activities and other programs for bigger crowd. The stage is equipped with adequate lighting facilities.
- K. **Worship Place.** This serves as a place for which the spirituality of the students as well as the faculty members is exercised and practiced.
- L. **Multimedia Resource Center (MRC).** It brings together educational interactive resources, information, tutorials for those individuals who have interest in the creative and scholarly using emerging multimedia technologies. It promotes, establishes, activates and focuses on multimedia knowledge, software embedded in WizBoard and WizStation, and makes it available for educators and, most especially, for students.
- M. **JEEP Start & Accelerate Laboratories.** Both provide the best venue to augment the English Language Proficiency of the College students to be at edge with others and for them to successfully land jobs in the highly competitive sectors and other employment portals, in both local and international arena.

- N. **INFONET Center.** This is an Internet Laboratory that answers to an increasing demand of the College. It is an educational resource for individuals especially students wishing to learn about the benefits the Internet has to offer.

- O. **Computer Laboratory.** These are made available for instruction, research and students' use. It allows students' access to various software programs to acquire and develop the necessary skills. It is also an avenue where students would have the opportunity to develop themselves in matters of programming, networking and the like.

- P. **Students' Activity Center.** The center is provided with painted steel benches and glass-covered tables surrounded with ornamental plants that make the ambiance so conducive for student activities, enhance learning and engage students to be more productive in doing educational related outputs.

CURRICULAR OFFERINGS

GRADUATE PROGRAMS

Doctor of Philosophy in Education, with specialization in
Technology Management

Master in Industrial Education (MIE)

Major: Automotive Technology, Civil Technology,
Electrical Technology, Mechanical Technology,
Electronics Technology, Architectural Drafting Technology,
Foods Technology and Industrial Arts

Master of Arts in Mathematics Education

Master of Arts in Education, major in: English
Filipino
General Science

Master in Information Technology

UNDERGRADUATE PROGRAMS

Degree Programs

Bachelor of Science in Civil Engineering (BSCE)

Bachelor of Science in Electronics Engineering (BSECE)

Bachelor of Science in Electrical Engineering (BSEE)

Bachelor of Science in Computer Engineering (BSCoE)

Bachelor in Automotive Engineering Technology

Bachelor in Electrical Engineering Technology

Bachelor in Electronics Engineering Technology

Bachelor in Architectural Engineering Technology

Bachelor in Mechanical Engineering Technology

With Concentration in: *Mechanical Technology*

Refrigeration and Air-Conditioning Technology

Welding and Fabrication Technology

Bachelor of Science in Hotel and Restaurant Management (BSHRM)

Bachelor of Science in Computer Science (BSCS)

Bachelor of Science in Information System (BSIS)

Bachelor of Science in Information Technology (BSInfoTech)

Bachelor of Technical Teacher Education (BTTE)

Major: *Architectural Drafting Technology*

Automotive Technology

Electrical Technology

Electronics Technology

Food & Services Management

Mechanical technology

Refrigeration and Air-conditioning Technology

Welding and Fabrication Technology

Bachelor of Secondary Education (BSED)

Major: *English*

Filipino

Physical Science

Biological Science

Mathematics

Aquaculture (Malimono Campus)

Fish Processing (Malimono Campus)

Marine Fisheries (Malimono Campus)

Technology and Livelihood Education,

With focus on Agriculture (Mainit Campus)

Bachelor of Science in Mathematics (BS Math)

Bachelor of Arts in English Language & Literature (AB-ELL)

Bachelor of Science in Entrepreneurship (BS Entrep)

Bachelor of Science in Environmental Science (BSES)

Bachelor of Elementary Education (BEED)

Bachelor of Agricultural Technology (BAT) (Mainit Campus)

Bachelor of Science in Agroforestry (BSAF) (Mainit Campus)

Bachelor of Science in Fisheries (BSFi) (Mainit Campus)

Bachelor in Marine Biology (BMB) (Malimono Campus)

Bachelor in Fishery Technology (BFT) (Malimono Campus)

Major: *Aquaculture (Specialized in Advanced Education)*

Food Processing

Fish Capture

Pre-Baccalaureate Programs

Two-Year Associate in Automotive Technology

Two-Year Associate in Civil Technology

Two-Year Associate in Electrical Technology

Two-Year Associate in Electronics Technology

Two-Year Associate in Drafting Technology

Two-Year Associate in Mechanical Technology

Two-Year Associate in Refrigeration and Air-Conditioning Technology

Two-Year Associate in Welding and Fabrication Technology

Two-Year Associate in Cosmetology

Two-Year Associate in Garments, Fashion and Design Technology

Two-Year Associate in Food and Services Management

Non – Degree Programs

Three-Year Diploma of Technology

Specialization: Information Technology

Four-Year Vocational Secondary School Laboratory (VSSL)

Major in: *Automotive Technology*

Civil Technology

Cosmetology

Drafting Technology

Electrical Technology

Electronics Technology

Foods Technology

Garments Technology

Fisheries (Malimono Campus)

ARTICLE I
ACADEMIC POLICIES, PROCEDURES and GUIDELINES

Section 1. Admission Requirements

Incoming Freshmen

- a. Form 138 (Original Copy of uncanceled 4th yr. high school report card with grades qualification as follows:

<i>Program</i>	<i>Average grade requirement</i>
BSCE, BSECE, BSCoE, BSEE	85% with no grade below 85% in Science and Math
BSED, BEED, BSEd	85% with no grade below 80% in his major field
BMB	83%
<i>Ladderized Degree Programs:</i>	
BSInfoTech, BSHRM & BTTE	85%
Industrial Technology	85%
BFT	83%
BAT	83%
Associate Programs	No average grade requirement
DT	80%

- b. Certificate of Good Moral Character
c. NSO Authenticated Birth Certificate
d. Health Examination Result certified by a government physician
e. 2pcs recent 1 x 1 picture
f. 1 pc long brown envelope
g. Original copy NCAE Result (Optional)
h. Must pass the interview/entrance test

Transferees

- a. Certificate of Transfer Credentials (CTC) or Honorable Dismissal (HD)
b. Informative copy of Transcript of Records (TOR) for Evaluation purposes
c. Certificate of Good Moral Character

- d. NSO Authenticated Birth Certificate
- e. Health Examination Result certified by a government physician
- f. 2pcs recent 1 x 1 picture
- g. 1 pc long brown envelope
- h. Must pass the interview/entrance test and must meet the grade requirement for incoming freshmen.

Second Courser shall meet the requirement for admission of incoming freshmen.

Cross Enrollees

Permit to cross enroll from the Registrar of the mother school indicating the course, units, school year, and specific school to admit the student.

Vocational Secondary School Laboratory (VSSL)

- a. Form 138 with general average grade of at least 85%
- b. Certificate of Good Moral Character
- c. Medical Certificate from government physician
- d. Must pass the entrance examination and personal interview
- e. 2 X 2 I.D. picture
- f. NSO Authenticated Birth Certificate
- g. 1 pc long brown envelope

Section 2. Student Classification

Students are classified as follows:

- a. A full time/regular student is one who carries the full load in any given semester as specified in the curriculum.
- b. A part-time/irregular student is one who carries less than the full load specified in the curriculum.
- c. A transfer student is one who comes from the 3 satellite campuses or another institution where he/she started studying for a course and who is now registered in SSCT after qualifying for admission.
- d. Second courser is one who finished a degree or non-degree within the College or from other institution and wish to enroll in the College

- e. Shiftee is one who finished some units in one program and wished to enroll in another program.
- f. Cross-enrollee is a student enrolled from other college to the college.

Section 3. Enrolment Policy

- 1. Students should enroll on the regular registration period set by the College. No student shall be allowed to enroll after the college has declared the last day of enrolment.
- 2. A student is considered officially enrolled when his enrolment is duly validated and approved by the Registrar.
- 3. A student must be officially registered in order to receive credit for course work.
- 4. Admission slip/clearance and subject ratings showing the scholastic standing of an old student are required as credentials for enrolment.
- 5. Late registration fee of P50.00 and P10.00 per day thereafter shall be charged to a student who enrolls after the regular registration period and those who have not completed their enrollment on time.
- 6. Students may pre-register for the next semester before the end of the current term 2weeks before the final exam provided they are cleared with financial accountabilities.
- 7. Student clearance should serve as basis for enrolment for the succeeding term.
- 8. Re-issuance of certificate of registration costs P20.00.

Section 4. Procedure

The College adopts an efficient and systematic system of enrolment to facilitate smooth enrolment process.

- 1. The Interview Committee initially appraises the applicant's credentials enumerated in the admission requirements.
- 2. Applicants must fill-out the Personal Data Sheet (Guidance Form) before they are allowed to take the Entrance Test upon payment of the authorized testing fee at the Cashier's Office in the campus where they intend to enroll.

3. The Guidance Office administers the entrance test to those with testing receipt. The exam result shall then be presented to the Interview Committee for final assessment.
4. New students and non-graduating students shall proceed to the Enrolment Committee with their credentials together with their entrance test result. Graduating students and returnees shall secure evaluation sheet from the Registrar.
5. Applicants must fill-up the Pre-Registration Form (PRF) accurately with the proper guidance of a committee member particularly on the subject sequence, load, time, etc.
The committee member assisting the enrollee signs as processing officer.
6. Respective Division Chair will check and approve the entries in the PRF.
7. Encoding of subjects to be enrolled shall be done at the computer laboratory.
8. Assessment of fees is done at the accounting office and payment of enrolment fees will be made at the cashier's office. Payments for Red Cross and PTECA Membership are collected at their respective offices.
9. Registrar's office will issue print-out of Certificate of Registration (COR).

Section 5. Curricular Policies and Guidelines

Academic Load

1. Regular students must take the full load or term load as prescribed in the approved curriculum for a particular term/semester.
2. The term load of irregular students must not exceed the corresponding number of units prescribed in the approved curriculum of the course for a particular term/semester.
3. Students may be allowed to have a load below the number of the prescribed unit in the curriculum on conditions of employment, health reasons, and unavailability of subjects needed in the curriculum to complete the full load.
4. Summer load should not exceed 9 units.
5. Subject to the endorsement of the Division Chair and approval by the Dean, an overload of six (6) units may be allowed to a candidate for graduation only at the last year prior to graduation.

6. The graduating student's academic record as reflected in the evaluation is the primary consideration for the granting of the six (6) units overload.

Cross Enrolment

1. Students may be allowed to enroll in another school only in meritorious cases such as:
 - 1.1 To make up for his/her deficiencies
 - 1.2 The subjects are minor subjects and are not offered during the particular term
 - 1.3 The subject is offered but their schedule is in conflict with the other subjects enrolled in.
2. In all cases as reflected in item (1), the student must obtain a permit to study from the Registrar upon approval by the Dean.
3. A student is permitted to cross-enroll provided the total number of units shall not exceed the maximum academic load allowed.
4. Cross-enrollees from other institutions may be admitted within the regular registration period and with the cross-registration permit from the mother institution.

Changing/Adding/Dropping of subjects

1. Changing/Adding/Dropping of subjects shall be made only for valid reasons with the approval of the Dean and acknowledged by the College Registrar.
2. Changing and adding of subjects shall be made within 2 weeks after the start of classes and subject to payment of P10.00 per subject.
3. Subjects changed/added unofficially or without prior approval of the Dean shall not be given credit.
4. Total load carried by a student including the additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for his curriculum year during the term/semester.
5. Students shall be allowed to officially drop a subject(s) before the mid-term examination, without being given a failing grade. The transcript will contain a grade of "DRP" for the subject dropped with a zero credit.
6. Unofficial dropping of subject/s before the midterm exam shall earn the student a failing grade of 5.0.

7. The refund or adjustment on fees shall follow the same provisions, depending on the date of withdrawal/dropping.

Withdrawal of Registration

1. A student who has already paid the pertinent tuition and other school fees in full or installment but withdraws in writing, between enrollment and the first two weeks of classes will be entitled to a refund minus the following charges:

Withdrawal of Course during:	Charges Due:
Before the classes start	miscellaneous fees
During the 1st week of classes	10% of the tuition fee due for the term
During the 2nd week of classes	20% of the tuition fee due for the term

2. For withdrawals after the 2nd week of classes, no refund shall be given to the student regardless of whether he has actually attended classes or not. However, for justifiable reasons, such as health reasons as confirmed by a government physician, or on meritorious cases as determined by the Dean, the pertinent tuition fees only up to and including the last month of attendance shall be charged. For any other reasons, student will have to pay in full. A student who withdraws his registration shall be entitled to withdraw his credentials submitted as requirements for enrollment.
3. A student who withdraws his registration shall be entitled to withdraw his credentials submitted as requirements for enrollment.

Shifting

1. Students are allowed to shift from one course to another provided they satisfy the following requirements:
 - 1.1 grade requirement
 - 1.2 entrance examination rating
 - 1.3 enrolment quota
2. Request to shift from one major/course to another shall be approved by the Dean.
3. Voluntary shifting will be charged P50.00.

Pre-requisite of Subject/s

1. The rules on sequence of subjects in the curriculum of the course being taken must be followed.
2. Enrolling and attendance in a subject without passing its prerequisite shall earn the student no academic credit.
3. Graduating student shall be allowed to take the prerequisite subject and higher subject simultaneously with the approval of the Division Chair. However, if the student failed the prerequisite subject, the higher subject shall not be given credit.

Accreditation of Subjects

1. As a general rule, subjects with the same title and number of units are credited after passing the validating exam conducted by the Division Chair.
2. Work experience from industries related to the major/area of concentration of the student may be given credits in shopwork courses upon passing a special performance appraisal of such work experience.
3. The appraisal committee shall be composed of the following (a) Dean, (b) the Division Chair and (c) the College Registrar.
4. Appraisal shall be made only in area of shopwork as indicated in the appraisal/evaluation of the certificate of work experience.
5. After the examination/appraisal, the student will earn a 5 units credit for every 2.5 years of experience
6. Accreditation of Employment to the On-the-Job Training shall follow the number of hour's service in the particular area equal to the number of hours prescribed for O.J.T.
7. Subjects with different course code and subject title but the same number of units and course content shall be credited and subject to validation exam.
8. If the number of units earned outside the College is less than the prescribed units of the course, the student should enroll the course as offered in the College.

Residency Requirement

Residence refers to the number of years or terms required for a student to finish a course.

- a. **Maximum Residency.** An undergraduate student must finish the requirements of a course within a period of actual residence equivalent to a maximum of one and one-half times the normal length of period prescribed for the entire course; otherwise he shall not be allowed to re-enroll further in that course. However, in meritorious cases, subject to the recommendation of the Division Chair, the Dean may extend the allowable period of maximum residency.
- b. **Minimum Residency.** Transfer students must have taken at least 50% of the total number of required units in the curriculum at SSCT.

Retention

- Students enrolling in degree courses requiring board examinations must undergo qualifying examinations conducted every end of the 2nd semester until his second year. Failure to qualify, the student is advised to shift to other courses where his qualifications meet the requirement of the course.
- Students with two failing grades in a semester shall be given a probationary status and if incurring the same number of failures in the next semester he shall be advised to shift to another program/major.
- In case of three failures, shall automatically be advised to shift to another program/major.

Completion of Incomplete Grades

- Incomplete grades incurred in a subject must be completed within one academic year from the time the grade was given. The completion form must be complied and submitted to the Registrar's office not later than the specified period.
- Failure to remove the incomplete grades within the stipulated period or before the student transfers to another school will automatically result in a failing grade of 5.0 which shall reflect in the Transcript of Records. The Registrar's office shall automatically record a grade of 5.0.
- Completion fee costs P50.00 per subject.

Curricular Level Placement

Evaluation of curricular level placement of students according to progress toward graduation shall be based on the following:

Year Level	Number of Units Earned
Freshmen (1st Year)	Has not finished the prescribed subjects of first year or has completed 25% of the total number of units required in his course.
Sophomore (2nd Year)	Completed his first year course or has finished 25% but not more than the 50% of the total number of units required in his course.
Junior (3rd Year)	Completed the first 2 years of his curriculum or has finished 75% of the total number of units required in his course.
Senior (4th Year)	Completed the first 3 years of his curriculum or has finished 75% but not more than 85% of the total number of units required in his course.
Terminal (5th Year)	Completed the first 4 years of his curriculum and has finished 85% of the total number of units required in his course.

Enforcing a New Curriculum

- a. When a new curriculum is enforced, only new students or freshmen shall be covered.
- b. A student shall follow the same curriculum that he started within the maximum length of time allowed for a residence.
- c. If a student fails to finish the course within the prescribed maximum number of years of residence, he shall be required to follow the new curriculum.

Substitution of Subjects

- a. A substitution of subjects is allowed when a student is pursuing a curriculum that has been superseded by a new one and the substitution must be in line with the new.
- b. Every petition for substitution must involve subjects allied to each other and with the same number of units or greater than the units of the required subjects.
- c. No substitution shall be allowed for a subject prescribed in a curriculum in which a student has failed, except when the subject is no longer offered, provided that the proposed substitution covers the same subject matter as the required subject.
- d. Petition for substitution must be recommended by the Division Chair, approved by the Dean, noted and duly recorded by the College Registrar.

Section 6. Examinations and Grading Systems

Examinations

1. The two (2) sets of examinations will be conducted in a semester; covering the midterm and the final examinations.
2. The schedule of examinations shall be announced by the Dean.
3. Special examination is allowed to students with valid reason for failure to take the exams provided he is going to take the examination prior to succeeding examination to be conducted by the subject teacher. Special examination fee of P50.00 shall be charged to those with invalid reasons.
4. Re-issuance of clearance costs Php 10.00.

Grading System

The SSCT adopts the following grading system with the corresponding equivalence:

Grade point	Equivalence	Description
1.0	95-100%	Excellent
1.5 – 1.1	90-94%	Very good
2.0 – 1-6	85-89%	Highly satisfactory
2.5 – 2.1	80-84%	Good
2.9 – 2-6	76-79%	Satisfactory
3.0	75%	Passing
5.0	Below 75%	Failed due to poor performance, absences/ withdrawal w/o notice
DRP	Officially dropped	Dropped w/ approved dropping slip
INC	Incomplete	Incomplete requirements, but w/ passing class standing

Note: **INC is for non-graduating students only.**

Section 7. Academic Recognition

Dean's Honors List (College Non-Graduating)

The College recognizes the superior scholastic achievement of any college student in the degree and non-degree programs at the end of every regular term of each school year through the Dean's Honors List. This applies to regular students only. The recipient should:

1. be officially enrolled during the term for which honors are to be earned.
2. be enrolled in and passed all the previous and current regular load of academic units specified in the curriculum.
3. no grade below 1.8 or 87% in all subjects in the current term.
4. have no Dropped (DRP) subject during the term of evaluation.
5. have no course still to be completed (INC) during the term of evaluation.
6. not have been found guilty of any minor or major offense throughout the student's residence in the College.

A student included in the Dean’s Honors List will be awarded a Certificate of Academic Proficiency for a particular term.

Honor Roll (High School)

The College recognizes the superior scholastic achievement of any high school student at the end of academic year. The recipient should:

- 1. be officially enrolled during the term for which honors are to be earned.
- 2. be enrolled in and passed all the previous and current regular load specified in the curriculum.
- 3. have no Dropped (DRP) subject during the term of evaluation.
- 4. have no course still to be completed (INC) during the term of evaluation.
- 5. have not been found guilty of any minor or major offense throughout the student’s residence in the school.

Selection of honor students for High School shall be based on the guidelines and criteria issued by the Department of Education (DepEd).

Academic Honors and Awards (graduating)

Regular students who complete their course shall be granted with the following honors.

<u>Honors</u>	<u>no grade below</u>	<u>Medals</u>
Baccalaureate courses		
Summa Cum Laude	1.4	Gold
Magna Cum Laude	1.6	Silver
Cum Laude	1.8	Bronze

<u>Honors</u>	<u>no grade below</u>	<u>Medals</u>
Non-degree courses		
With highest honors	1.4	Gold
With high honors	1.6	Silver
With honors	1.8	Bronze
Vocational Secondary School Laboratory		
Valedictorian		Gold
Salutatorian		Silver
1st honorable mention		Bronze
2nd honorable mention		Bronze
3rd honorable mention.....		Bronze

1. Honor roll shall be published one (1) week before the graduation day for the graduating students.
2. Special awards may be granted to deserving students who excelled in the fields of Technology, Journalism, Performing Arts, Sports/Athletics, Community Service, Music, and as an Outstanding Leader; provided these activities are initiated by the college as part of its curricular activities, and to be awarded during the recognition rites.
3. Loyalty award may be granted to students who finished their studies at SSCT for eight (8) consecutive years from Secondary to College. All subjects must be taken at SSCT and will be awarded during the recognition rites.
4. Other agencies like Jaycees, Rotary, and other socio-civic and religious organizations before conferring their awards/citations to the deserving students who excelled in their conducted activities shall have prior approval from the administration.

Section 8. Graduation Requirements

Candidates for graduation must satisfy the following requirements:

1. completion of all academic and non-academic requirements.
2. compliance of the residency requirements.
3. must have been cleared of all financial obligations with the College.

ARTICLE II SCHOOL FEES

- Section 1.** Regular and special fees in the College shall be fixed by the Board of Trustees.
- Section 2.** Matriculation or regular fees shall include tuition, laboratory, technology, library, medical, and other fees to be paid by students in connection with their enrolment in the College.
- Section 3.** An authorized testing fee shall be charged to new entrants and transferees.
- Section 4.** Cross-registrants from other institutions must pay in full the tuition and other school fees due upon enrollment.

ARTICLE III SCHOLARSHIPS AND GRANTS-IN-AID

Section 1. Academic Scholarship

- a. High School Valedictorian graduates of public and government-recognized private schools of a class of at least thirty (30) students enjoy a 100% tuition fees exemption and is renewable every semester if the students will obtain a GWA of at least 2.0 (85%), with no grade below 2.5 (80%).
- b. High School Salutatorian graduates of public and government-recognized private schools of a class of at least 30 students enjoy a 50% school fees exemption and is renewable every semester if the students will obtain a GWA of at least 2.0 (85%), with no grade below 2.5 (80%).
- c. Residence Scholarship
A scholarship is conferred to a student who has no grade below 1.8 or 87% in all subjects categorized as follows:
 - No grade below 1.8 – 50% discount on tuition fees
 - No grade below 1.6 – 75% discount on tuition fees
 - No grade below 1.4 – 100% discount on tuition fees

Section 2. Athletic Scholarship

This scholarship is enjoyed by student athletes who won on the National and Regional games categorized as follows:

	Regional Level / MASCUF	National Level
Gold	75% discount on tuition fee	100% discount on tuition fee
Silver	50% discount on tuition fee	75% discount on tuition fee
Bronze	25% discount on tuition fee	50% discount on tuition fee

Section 3. Choir and Cultural Scholarship

This scholarship is enjoyed by certified members of the SSCT Choral or Dance Troup.

Section 4. Sponsored Scholarships

a. DOST Scholarship

This scholarship is enjoyed by students who passed the DOST Scholarship examination.

b. SSCT Alumni Association Scholarship

This scholarship is enjoyed by SSCT high school graduates who have passed the requirements set by the association.

c. SSCT Parents-Teachers-Employees Association (PTECA) Scholarship

This scholarship is enjoyed by the students who have passed the requirements set by the association.

d. Government Scholarships/Study Grants (Senator, Congressman, Governor, Mayor)

This scholarship is granted to poor but deserving students.

e. **Barangay Scholarship**

This scholarship is enjoyed by beneficiaries of elected and appointed barangay officials after passing the qualifying exam set by the College.

f. **PDMASP**

This scholarship sponsored by the Department of Agrarian Reform and is enjoyed by beneficiaries of CARP.

Section 5. Special Grants / Assistance

Student Labor

The college offers assistance to financially challenged students who will be assigned in offices to render service for a maximum of 20 hours per week.

ARTICLE IV STUDENT CONDUCT AND DISCIPLINE

The policy of the college on student conduct and discipline are intended to develop and maintain a healthy school atmosphere conducive to the promotion and preservation of academic freedom and effective teaching and learning process. Character formation, however, is the business and responsibility of the student himself. He should be convinced that the good character he builds today would serve him well for the rest of his life. Thus, students are expected to observe proper behavior and decorum such as refined manners, discipline, courtesy, silence, proper attire, refined speech, honesty, poise, and respect for authority at all times and in all occasions.

The right of the State College to impose sanctions against improper student conduct rests on its inherent and primary obligation to:

- a. exemplify moral values, ethics and ideals;
- b. protect its property and the property of the members of the community;
- c. protect the health of the persons in the academic community and ensure their safety;

- d. preserve peace and ensure orderly procedures;
- e. protect its good name as an educational institution;
- f. maintain and strengthen student morale.

The students shall at all times abide by all laws of the country, all memoranda issued by the Commission on Higher Education (CHED) and Technical Education Skills and Development Authority (TESDA), and all rules and regulations of the Student-Personnel-Services Office.

Section 1. School Uniform

Prescribed Uniform for College Students

- A. Male – black long pants and white short sleeve polo (prescribed cloth with College logo) and with leather shoes
- B. Female – Checkered green pencil cut skirt at knee level with white collared short-sleeved blouse with necktie and black shoes to be worn on Monday and Thursday.
 - Checkered green slacks; white collared short-sleeved blouse with necktie embossed with college logo and with belt and black shoes to be worn on Tuesday and Friday.
- C. Wearing of school ID is a MUST.

Prescribed Uniform for High School Students

- A. Male – black long pants and white short sleeve polo (prescribed cloth with college logo) with leather shoes.
- B. Female – checkered green box-pleated skirt; white collared short sleeve blouse with belt and necktie embossed with the college logo and complimented with black shoes to be worn on Monday to Friday.
- C. Wearing of school ID is a MUST.
 1. During school days, all students must wear their school uniform from Monday to Friday except on Wednesday, which is declared as

“Wash Day”. Exempted from these rules are married students on their family way.

2. Other Uniforms

Practice Teachers uniform may be allowed as substitute to the school uniform upon prior approval by the school head. Likewise, shop teachers may prescribe working uniform of students that shall be worn during shop classes but in no case shall be allowed as a substitute for the prescribed uniform. This rule is also applicable to P.E. students.

Unauthorized Attire in the Campus

1. Wearing sleeveless shirts, shorts and indecent pants;
2. Blouses with bare-midriff, exposed torso, or spaghetti strap;
3. T-shirts which are body hugging and with patches or indecent letterings or pictures;
4. Wearing shorts or mini skirts, slippers;
5. Wearing para-military uniform except in time of duty (during formation and office details).

Haircut

Minimum allowable length of haircut for male students should be “barely touching the normal collar line with ears closely exposed”.

Wearing of Earring

Wearing of earrings by male students is strictly prohibited inside the campus.

Section 2. Attendance

1. Students are required to attend classes regularly. Punctuality must be observed by the students in entering and leaving the classrooms.
2. Students having classes in the first period are required to attend the Flag Raising Ceremony every Monday and those having classes in the last period of Friday are required to attend the Flag Retreat Ceremony every Friday afternoon.

3. When students arrive 15 minutes after the class has started, he is marked late. When a student is late three times without valid reasons, the instructor marks him absent.
4. Habitual latecomers shall be referred to the guidance office for proper action.
5. For every absence made, the student should present an excuse letter to the instructor signed by either parent or guardian concerned.
6. Students with three or more absences shall write a promissory letter approved by the guidance counselor for admission back to classes.
7. A student who incurs more than ten (10) percent of unexcused absences of the total recitation, lecture or laboratory hours shall be reported to the guidance office by the subject teacher who shall likewise inform the parents and the Division Chair for necessary action.
8. After six (6) consecutive unexcused absences, a student is considered dropped from the subject.
9. A student who gets sick should inform the school authorities about his illness through his adviser. His absence can be considered excused upon presentation of the parents' letter of excuse accompanied by the physician's health certificate. He is required to make-up to comply with the course requirements.
10. Any student officially sent by the school to attend seminars, trainings, workshops, jamboree and the like, shall be excused from classes but shall be required to comply with the course requirements.
11. If a periodical examination is conducted during his official travel, he shall be credited with a grade equivalent to the average of his present expected grade based on class standing and projects or shall be given special examination by the teacher concerned.
12. If the instructor is late, the students should remain quiet and study their lessons. The class mayor or any of the class officers present shall notify the Division Chair who shall decide whether to dismiss or not to dismiss the class if the instructor does not come within 15 minutes.
13. Attendance to religious activities is optional. However, the Catholics are encouraged to attend mass once every month as scheduled. Non-catholic students may stay in the library to do re-research work.

Section 3. Sanctions

1. Reprimand - a warning letter that if offense similarly committed in the future shall be dealt with severely by the offender.
2. Suspension- a penalty shall be imposed to deprive a student from attendance in classes.
3. Exclusion- a penalty in which the offender is excluded/dropped from the school.
4. Expulsion- a penalty on an erring student consisting of his exclusion from admission to any school (private/public), which requires the prior approval from the Commission on Higher Education (CHED).
5. Restitution- the State College imposes student to reimburse/pay the damage/destruction of school property in addition to other penalties, which may be charged.
6. Payment for moral damages suffered by aggrieved party.

Section 4. Vandalism

1. Maintaining a clean and wholesome campus environment has been a policy in the State College
2. Respect and conservation of other people's property and upholding the noble tradition makes a well-bred studentry.
3. In view of these, the following will be considered acts of vandalism and such acts will be subject for disciplinary sanctions:

Writing and posting on the walls;

- Graffiti on walls, chairs, and tables;
- Throwing of chewing gums everywhere, especially under the table and armchairs;
- Destroying of chairs, tables and other property of the State College; and
- Playing with electrical features, electric fans, and misuse of restrooms features.

4. Posting some notices or posters therefore must first secure the approval of the Office of the Student-Personnel Services. Such notice or poster must be removed a day after the activity has been conducted.

Section 5. Smoking

The College is a non-smoking institution. Smoking is strictly prohibited in the campus.

Section 6. Classification of Offenses

1. Offenses are classified into three (3) categories
 - a. **Light Offenses:**
 1. Littering / Loitering
 2. Not wearing the prescribed school uniform within the school premises.
 3. Not wearing the official school ID within the school campus
 4. Habitual tardiness
 5. Spitting on the floor or elsewhere
 6. Sitting on the railing
 7. Improper use of urinals and comfort rooms facilities
 8. Defacing posters and bulletin of information materials
 9. Horse playing in classrooms
 10. Wearing of earring (male students)
 - b. **Serious Offenses:**
 1. Vandalism
 2. Insubordination / defiance to school authorities
 3. Destruction of school properties causing major damages
 4. Cheating during examinations
 5. Acts of dishonesty
 6. Gambling and drunkenness within the school campus
 7. Gross indecency in clothing and manners
 8. Indecent acts
 9. Possession of explosives and fire crackers

c. More serious offenses:

1. Willful destruction of school properties causing major damages.
2. Illegal possession of firearms and carrying of deadly weapons such as guns, explosive, knives, etc.
3. Possession of prohibited drugs, i.e. marijuana, shabu, etc.
4. Falsification of documents, tampering of academic or official record of any kind, and forgery.
5. Drug addiction, drug pushing, drug trafficking.
6. Hazing which inflicts physical, mental, or psychological pain that results in death, mutilations, injuries, and physical disability on any fellow students.
7. Staging a strike resulting to loss of life or major damages to school properties.
8. Stealing, serious fighting inside or outside the school campus, displaying acts that can cause public scandal, moral damage and great harm to personal safety.
9. Creating serious trouble while under the influence of liquor.
10. Deliberately insulting persons in authority.

Section 7. Sanctions for Offenses

1. Light Offenses:
 - 1st offense..... warning or reprimand
 - 2nd offense..... dialogue with parents
 - 3rd offense..... suspension for (3) days
2. Serious Offenses:
 - 1st offense..... suspension for 3 days
 - 2nd offense..... suspension for 1 week
3. More serious offenses:
 - 1st offense..... exclusion

Section 8. Disciplinary Committee

The Committee on Student Discipline is composed of:

1. Class Adviser of the student
2. Guidance Counselor
3. Division Chair,
4. Principal for the High School

5. The SSG President or any representative
6. Dean
7. The Student-Personnel Services Officer as Chairman

Section 9. Disciplinary Procedure and Due Process

- A. For offenses not punishable by suspension, expulsion or exclusion, any member of the aforesaid Committee on Student Discipline may initiate possible settlement without need of a formal written complaint.
- B. Should the complaint/charge be submitted before the committee the following procedure shall be followed:
 1. A written formal charge shall be submitted to any member of the Disciplinary Committee. Upon receipt of the charge against the student, the committee shall inform in writing the student concerned of the nature of the complaint against him with an accompanying instruction that he shall answer the complaint in writing within three (3) calendar days.
 2. Failure to answer within the stipulated period may cause a declaration of default against the respondent-student.
 3. Within seven (7) calendar days from receipt of the answer the Committee shall call the parties to appear before them. The parties shall be notified of the date, time and place of hearing at least three (3) calendar days in advance.
 4. The hearing shall be attended/composed of members of the committee, the complainant, the respondent-student, the witnesses they will present, their counsel, parents or guardians.
 5. After termination of the investigation, a decision shall be made by the Committee within five (5) calendar days. The parties shall be furnished a copy of the decision.
 6. If the action of the Committee calls for the suspension, exclusion or expulsion from the College such decision shall be forwarded jointly by the Dean and the Student-Personnel Services Officer to the College President through the grievance committee who shall make recommendation to the BOT for final decision. In all other matters, the decision of the BOT is final.
 7. The aggrieved party shall be given the opportunity to appeal his case before the State College President within ten (10) calendar

days. The decision of the State College President may further be appealed before the Board of Trustees within ten (10) days from receipt of the copy of the decision of the President. The appeal shall be within the grounds of the complaint.

ARTICLE V RIGHTS OF THE STUDENTS

Section 1. Academic Freedom

1. The students have the right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as person with human dignity.
2. The right to choose their field of study and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.

Section 2. Due Process

1. The Students have the right to be heard before being condemned
2. The right to have a legal counsel of their own choice
3. The right to be heard by competent authorities
4. The right to have an impartial tribunal or investigating body
5. The right to be officially furnished with any information on charges filed against them

Section 3. Against Self-incrimination

The students have the right against being forced, intimidated, persuaded and others means to be witness against themselves.

Section 4. Access to Information

Students have the right to access their own school records provided they have been cleared from all financial and property accountabilities with the school. If the student is of age already, parents cannot demand access to records of their children without the latter's consent. However, even if already of age, but the student is still wholly dependent on parents for support, the

Section 5. Association

The students have the right to form or join any association to which they are qualified based on the Constitution and By-laws of such association, and the right to leave membership from the same.

Section 6. Compensation

The students have the right to compensation for any service or work rendered to the College subject to the rules and regulations of duly constituted authorities of the government.

Section 7. Presumption of Innocence

1. The students have the right to be presumed innocent on matters and issues hurled against them.
2. The accused shall have the right to engage the benefits and privileges allowed by law during the pendency of the case.
3. They shall have the right to be free from any administrative action that to a certain extent indicates vexation and vindictiveness on the bases of accusation.

Section 8. Freedom of Expression

The students have the right to express their ideas in either words or signs in speeches during meetings or in print media not contrary to existing laws, rules and College policies.

ARTICLE VI STUDENT DEVELOPMENT AND SERVICES

Section 1. Student Organizations and Activities

Students are encouraged to participate and join in co-curricular and extra-curricular activities, which provide opportunities to increase their understanding on contemporary social, political, moral, economic, and other problems. These activities are likewise offered to students to develop

leadership, teamwork, sportsmanship, social dynamism, community involvement, loyalty and sense of responsibility.

Section 2. General Policies

As a general rule, only bonafide students of the State College can join student/campus organization;

1. To participate in any elective student organization, one must be currently enrolled in at least 18 units, and have no failing grades and no subject dropped in the previous semester;
2. Campus organizations must be duly accredited by the Student Personnel Service Office;
3. Every organization must have a Constitution and By-Laws which gives a clear, definite reason for its formation, a list of objectives and purposes which should conform to the objectives of the Philippine Constitution, CHED Orders, and other laws issued by duly constituted authorities;
4. Action Plan of the organization must cover a semester or academic year;
5. List of officers/members of the organization for the current school year must be submitted to the SPSO;
6. Fieldtrips, as a general rule, shall only be allowed if they are part of the syllabi and the necessary guidelines are observed and provided that permission has been secured from the Office of the Dean, noted by the SPSO and duly approved by the College President;
7. Performance/accomplishment Report and Financial Statement prior to the application for recognition must be submitted; and
8. Fraternities and Sororities are recognized by the College. Resolution No. 640 S2008 – Approving the recognition of authorized non-government organization in the college provided they shall lost the same if they shall cause any untoward incident in the campus.

Section 3. Recognition of Campus Organizations

Recognition of campus organization shall be done annually, based upon the previous year's performance, considering the following criteria for evaluation:

1. Submission of all necessary requirements for recognition;
2. Eighty percent (80%) organization's Action Plan for the year must have been accomplished;
3. Service to the college must be determined from the performance report:

All organizations must be registered within 5 weeks after classes have started during the first semester. The President/secretary of every organization must report to the SPSO. Financial statement should be submitted to the SPSO every end of the school year.

Section 4. Supervision and Coordination

All student organizations are directly under the general supervision of the SPSO. Campus organizations, which are duly recognized, are allowed to:

1. hold social functions, benefits or social activities during the semester/year;
2. enjoy free use of school facilities (quadrangle and the academic center);
3. compete for the College Outstanding Student Organization Award for organization that has contributed most to campus and student life during the current academic year.

Section 5. Student Roles and Responsibilities

The student must bear ultimate responsibility for the development of his academic program and for satisfying all graduation requirements. In the advisor-advisee relationship, he will meet with his advisor frequently as necessary to keep him well-informed about the changes and progress, course selection, course dropping, career goals, and pre-registration.

In addition, the student shall:

1. Exert his utmost effort to develop his potentials and abilities, in order that he will become a professional and an asset to his family and to the community;
2. Uphold the academic integrity of the College, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity;
3. Promote and maintain the peace and tranquility of the College by observing the rules of discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff, and other school personnel;
4. Participate actively in civic affairs in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate and orderly society; and
5. Exercise his rights responsibly with knowledge that he is accountable for any infringement or violation of the public welfare and of the rights of others.

ARTICLE VII LIBRARY RULES

- Section 1.** The school's library and its facilities are available to all bonafide students, faculty members and school personnel who want to read, do research work and/or borrow books and other reference materials.
- Section 2.** Alumni and walk-in clients may enjoy library services only on Saturdays, but they are not allowed to loan out books overnight. They will be charged P20.00 per visit.
- Section 3.** The library is open from 8:00am to 12nn and from 1:00pm to 6:00pm Monday to Friday and 8:00am to 12:00nn on Saturday.
- Section 4.** Each student must follow strictly the following library rules and regulations:

- i. Observe silence. Unnecessary noise, laughter and idle conversations must be avoided inside the library. Talking in extreme necessity must be done in subdued tones. Cellular phones must be muted.
- ii. Eating, smoking and sleeping are strictly prohibited.
- iii. Use of library card:
 1. A properly validated and countersigned library card issued to the students at the start of the school year must be presented to the librarian whenever a library material is called for. This card bears the owner's photo, non-transferable and entitles the student to borrow library materials.
 2. When returning borrowed materials, the student gets back his library card. The library will assume no responsibility for exchange or loss of library card after one has left the library.

Section 5. Rules on borrowing library materials:

- a. Books loaned out for photocopying shall be returned within 30minutes otherwise the borrower will be fined. Second offense to this rule would mean exclusion from library services for 1 week (5 school days). No photocopying transaction 30 minutes before closing time.
- b. Unpublished materials (Theses, Dissertations, Research Papers, etc.) are to be read inside the library only. General References (Encyclopedias, Dictionaries, atlas, etc.) and serial publications (magazines, newspapers, journals, etc.) are also for inside reading only but may be lent out for photocopying use.

Section 6. Fines

- a. Fines will be imposed on the borrower for failure to return a borrowed material on the specific date and time.
 - a.1. Fiction book = P10.00 per day.
 - a.2. Reference materials = P2.00 for the 1st hour and P1.00 for the succeeding hours
 - a.3. Photocopied library materials = P5.00 for the 1st hour and P3.00 for the succeeding hours
- b. Books lent out and lost shall be replaced with the same edition or the latest edition, or be paid with the recent price of the book.

GENERAL NOTICE

The College reserves the right to initiate action for adding, interpreting, amending, supplementing and enforcing the rules printed herein upon consultation with the Legislative Branch of the SSG.

Other subsequent and supplementary rules and regulations promulgated by the institution shall take effect 5 days upon the date of their official adoption.

Directives, prescriptions and regulations issued by the Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA) and the Commission on Higher Education (CHED) shall be effective on the date prescribed.

REPEALING CLAUSE

All existing college policies, rules and regulations inconsistent with this manual are hereby repealed and superseded accordingly.

SEPARABILITY CLAUSE

Any provision in part or in whole that are found unconstitutional or in contravention of any existing laws, circulars and memoranda of the national government authorities shall be automatically become null and void but retains other provisions in full force and effect.

CERTIFICATE OF PROCESS

THIS IS TO CERTIFY THAT the draft of this Student Handbook passed the final review of the Academic Council per Resolution Number 23 s. 2011 on March 1-3, 2011 at the Academic Center of Surigao State College of Technology, Surigao City and duly approved by the Board of Trustees per Resolution No. 71 s. 2011 on 19th day of December, Two Thousand Eleven at SSCT Board Room, Surigao City.

FOREVER RADIANT

Hymn of Surigao State College of Technology

Composed by: Roberto D. Ensomo

*Surigao State College
of Technology in Mindanao
You're a growing landmark
SSCT to you we bow.*

*North star of the region
with a noble mission
Here's the place to mould men
for technology, science and arts.*

*Smiling youth and seasoned old
welcome ye to this glorious fold
Learn and earn then help all
be the wealth of your people.*

*Alma mater dearest
hope of our dear brothers
Stand forever radiant, let
SSCT gear roll on and on.*

*Towering high and mighty
o'er man and nature's threats
You shall firmly stand
the dark clouds of doubt
till the sun shines bright again.*

*Surigao State College
of Technology, dear
Stand forever radiant
for your golden goals
our own success.*

*(back to Towering)
(finale, rit ... w/ accent at radiant)*

*Stay forever radiant !
For our victory, is your . . . glory . . .*