

Republic of the Philippines

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Student Handbook

Revised 2014 Edition

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Preface

The Office of Student Services and the Office of the Registrar has initiated the making of this student handbook to serve as guide for **all** students in the College.

This handbook includes the philosophy, mission and vision as well as accredited programs of the College. Important features discussed include the following chapters: General Academic Policies and Guidelines, Student Services, Student Scholarships and Assistantships and Rules and Regulations on Student Discipline.

Most of the contents of this handbook were lifted from the Revised 2011 Edition of Student Manual which was approved by the Board of Trustees through Board Resolution No. 505 dated June 23, 2011. **Major revisions and enhancements incorporated are on computation of preliminary, midterm and final grades of subjects with and without laboratory, honor graduates and student organization and activities.**

Hopefully, this handbook shall serve as a bible for students during their stay in the College.



FOREWORD

You, our valued students are the greatest resources of the College. All our academic and non-academic activities and programs, developmental ventures and administrative maneuverings are envisioned for your welfare. Since my appointment as your humble President, it was ingrained in my capacity to upgrade and intensify all efforts of employees towards students' convenience and comfort.



The administration's full support and intervention for a holistic student development is built-in and exhibited in the College Five Year Development Plan (2001-2015). In the 7-point development agenda I espoused, you are the essence of my dedicated service. The letter **A** in my **CHARMED** paradigm is centered on **Aggressive Academic Achievements**. Through this, I concentrated on the mechanisms to strengthen student services so that you, our dear students will feel you belong to a community of competitive individuals who will be the next stewards of the country. Complementarily, support services to your development are my administrative concern to boost your morale, to heighten your self-esteem so that in return you can do what is expected of you.

As I bring forth these services, the greatest legacy we could offer you is this **STUDENT MANUAL** to provide you the guidelines, standards and terms of references that will govern your academic residence in the College. This handbook should be your constant reminder and eye-opener to imbibe the culture of excellence . . .your inspiration to bring laurels and honors to the College. . .and your passport to your endless quest for education and wisdom. To realize this, remember our motto: **I Strive and Persevere to Serve and be Committed.**

My congratulations and good luck to your academic journey to our beloved ISPSC.

RAFAEL B. QUERUBIN, Ph.D.
SUC President II



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Philosophy, Vision and Mission

Philosophy. The Ilocos Sur Polytechnic State College adheres to the fulfillment of improving the quality of life of the people through generation and promotion of sustainable and environment-friendly technologies; production of high caliber manpower that jibe with the requirements development of cognitive and psychomotor skills that jibe with the requirements of the service area and the industries; inculcation of values conforming to the ethical standards of society; acceleration of agro-industrial development, ecological balance, and productive employment; and commitment to the principles of unity and autonomy in the operation of the integrated schools.

Vision. An institution for total human development.

Mission. The college shall primarily give professional and technical training in the fields of economics, agriculture, fishery, trade, home industry, engineering, education, forest research and conservation, management, finance, accounting and business administration, public administration and other relevant fields, for the promotion of scientific and technological researches. (RA 8547)



**ACCREDITED PROGRAMS OF THE COLLEGE
(As of November 2013)**

CAMPUS/PROGRAM	LEVEL (Accreditation Status)
Sta. Maria Campus	
MS in Education	Level I Accredited
MS in Agriculture	Level I Accredited
Bachelor of Secondary Education	Level II Re-Accredited
Bachelor in Elementary Education	Level II Re-Accredited
BS Home Technology Education	Level II Re-Accredited
BS Agriculture	Level II Re-Accredited
BS Information Technology	Level II Re-Accredited
BS Hotel & Restaurant Mgt/ BS Hospitality Management	Level I Accredited
Tagudin Campus	
MS in Education	Candidate Status
Bachelor of Secondary Education	Level II Re-Accredited
Bachelor in Elementary Education	Level II Re-Accredited
Bachelor of Arts in English Language	Level II Re-Accredited
Bachelor of Arts in Psychology	Level II Re-Accredited
Bachelor of Arts in Social Science	Level I Accredited
Bachelor of Science in Mathematics	Level I Accredited
BS in Business Administration	Candidate Status
BS in Information Technology	Candidate Status
Candon City Campus	
BS Hotel & Restaurant Mgt	Level I Accredited
BS Tourism	Candidate Status
Cervantes Campus	
Bachelor of Elementary Education	Level I Accredited
Santiago Campus	
BS Industrial Technology	Level I Accredited
Narvacan Campus	
BS in Fisheries	Level I Accredited



CHAPTER I GENERAL ACADEMIC POLICIES AND PROCEDURES

1. Academic Calendar and Classes

- a. The academic calendar shall follow the school calendar issued by the Commission on Higher Education but with certain modifications to suit the needs of the College.
- b. Each semester shall consist of at least 18 weeks. Class work in the summer sessions shall be equivalent to class work in one semester.
- c. All class hours lost due to fortuitous events such as typhoons and other natural calamities shall be made up for.
- d. Schedule of classes and examinations shall be prepared by the College Deans in accordance with the academic calendar and after thorough consultation with the Executive Deans/Campus Directors, the Director of Instructions and College Registrar, and the Vice President for Academic Affairs.

2. Admission and Registration

- a. Entrance requirements for incoming freshman undergraduate students are:
 - Report Card [Form 138];
 - Certificate of Good Moral Character;
 - Two identical pictures [2" x 2"];
 - Birth Certificate issued by NSO; and if necessary
 - a satisfactory result of a College Admission Test administered by the College.
- b. Entrance requirements for transferee undergraduate students are:
 - Transfer credentials which include certified true copy of grades;
 - Certificate of Good Moral Character;
 - Two identical ID pictures [2" x 2"];
 - Birth certificate issued by NSO

No student shall be denied admission by reason of nationality, race, age, sexual orientation, religious belief, socio-economic status, political affiliation, membership in student organizations, physical handicap, nor shall pregnant students, certified reformed drug abuser, and those suffering from the acquired immune deficiency syndrome be discriminated against. Provided, however, that all admission requirements are satisfactorily complied with.

3. Student Transfer

- a. Subject Validation
 - The College allows for the accreditation of subjects taken by student-transferees from the College where they came from.
 - The college from where the student-transferee is presently enrolled in undertakes the evaluation of the subjects taken from the previous university/college.
 - The Office of the Registrar is furnished a copy of the evaluation for permanent recording in the student's academic file.



- b. Transferees from other schools/universities. Students from other schools, colleges and universities wishing to transfer to ISPSC may do so provided that they undergo the same screening procedures that an entering new student undergoes.

4. Registration

Registration of students shall only be done on the regular registration period as indicated in the school calendar. No student shall be allowed to register in any subject after the registration period has been closed.

Rules and procedures on cross enrolment, adding, changing and dropping of subjects as well as pre-requisites of subjects shall be observed.

A student is not allowed to enroll simultaneously in more than one course.

Request for overload, cross enrolment, waiver of pre-requisites and pre-requisites during enrolment shall be done officially, signed and approved by the registrar and furnished a copy of the office of the College Dean.

5. Late Registration

Late registration is allowed only within the period of five (5) school days after the opening of classes and after payment of a penalty for late registration as prescribed in an approved schedule of fees and other charges by the Board of Trustees. The last day of registration coincides with the office day before the first day of classes.

6. Cross-Registration

Cross-registration/enrolment to other institution is allowed only if the subject/s needed is/are not offered at a given term in any of the ISPSC campuses.

Cross-registration/enrolment permit will be issued by the Office of the Registrar only upon submission of the approved request issued by the College Dean. Furthermore, subjects enrolled by a student in any college without permit will not be credited.

The maximum number of units for which a student may cross-register in two or more colleges and/or universities shall not exceed 24 units for non-graduating students and 27 units for graduating students.

No student shall be allowed to cross-register/enroll in any other institution for the purpose of simply increasing his academic load or obtaining a higher grade.

However, a student maybe allowed to cross-register in another school if he is graduating within the school year and the subject to be enrolled is not a major subject and is not simultaneous with practice teaching for education students

The Office of the Registrar shall prepare the cross-registration form to be presented by the student to his/her chosen school.



7. Simultaneous Enrolment of Pre-requisite and Advance Subject

Simultaneous enrolment of pre-requisite and advance subject maybe allowed under the following conditions:

- a) the pre-requisite is a repeated subject;
- b) the advanced subject was invalidated for failure to enroll the pre-requisite subject;
- c) these are the only subjects left to complete the academic requirements.

Request for simultaneous enrolment shall be prepared by the student, to be recommended by the Dean and to be approved by the Vice President for Academic Affairs.

8. Subject Substitute

Subject substitute is allowed if the subject involved no longer exists due to the revision of the curriculum; provided that the subject substitute is allied to the required subject and has the same number of units.

The request must be recommended by the College Dean and the College Registrar and approved by the Vice President for Academic Affairs.

9. Classification of Students

An undergraduate student enrolled in a regular semester carries the full semester load as prescribed in the curriculum he/she is enrolled in.

Students shall be classified as either regular or irregular based on the following curricular requirements:

- a. A regular or full time student carries the full load in a given semester by the curriculum in which he/she is registered;
- b. An irregular student carries less than the full load called for in a given semester by the curriculum in which he/she is registered.

As to curriculum year, students are classified as follows:

- a. Freshman. A student who is enrolled in the first curriculum year of a given course;
- b. Sophomore. A student who has finished the first curriculum year or 25% but not more than 50% of the total number of units required in his/her course;
- c. Junior. A student who has completed the first two years of his/her curriculum or 50% but not more than 75% of the total number of units required in his course.
- d. Senior. A student who had completed the first three years of his/her curriculum or 75% but not more than 85% of the total number of units required in his course.

10. Maximum Residence Rule

A student must finish the requirements of a course of any college within a period of actual residence equivalent to 1 ½ times the normal length



prescribed for the course; otherwise, he/she shall not be allowed to register further in the college.

11. Academic Load

An undergraduate student enrolled in a regular semester is limited to take the specified number of academic units in the curriculum he/she is enrolled in. The student checklist shows the regular number of units that a student has to carry within a semester.

On regular semester, the normal academic load shall not exceed the specified number of academic units in the curriculum he/she is enrolled in. However, as a matter of policy, exemplary students shall be allowed to enroll more than the maximum provided a permit is approved by the College Registrar, in consultation with the College Dean.

On summer term, the normal academic load shall be six units for subjects with laboratory and 9 units for non laboratory subjects.

Students who are employed whether on full-time or part-time shall not be allowed to enroll more than 15 units. However, as a matter of policy, exemplary students shall be allowed to enroll more than 15 units provided a permit is approved by the College Registrar, in consultation with the College Dean.

A graduating student is allowed to carry not more than 28 units in a regular semester.

For non laboratory courses, one unit of credit shall be at least eighteen (18) hours of instruction per semester in the form of lectures, demonstration, seminars, tutorials, or their combinations.

For laboratory courses, one unit of credit shall be at least thirty (30) hours of instruction per semester in the form of lectures, demonstrations, seminars, tutorials, field/laboratory work, or their combinations. Provided, that three-fifths (3/5) of the time shall be devoted to laboratory and two-fifths (2/5) devoted to classes.

Teacher Education students who are enrolled in Practice teaching are not allowed to enroll any other subject, unless given special permission by the College Registrar, upon recommendation of the College Dean.

12. Advanced Credits/Accreditation/Validation of Units Earned

A transferee from a recognized college shall be given equivalent credits if the subjects he/she has earned apply to any of the college curricula: Provided that he/she meets the following regulations on accreditation:

- a. Subjects taken in state universities or colleges and other private institutions are accredited, provided that the course descriptions and number of units are the same;
- b. If the number of units in a given subject earned by the student is less than the subject being offered by the college, the student has to enroll the subject;



- c. In case of slight differences in the description of the subject, the College Registrar, in concurrence with the College Dean will issue a certification to the effect that such subject can be accredited towards the subject being offered by the college.

13. Dropping/Adding/Changing/Substitution of Subjects

- a. Dropping of Subjects. Voluntary dropping of subjects shall be allowed only within the period from the opening of classes to the time the midterm examination is administered.

Dropping forms are available at the Office of Student Services and must be fully accomplished and submitted to the Office of the Registrar before a student is officially considered as “Dropped” from the roll.

- b. Changing of Class Sections. Changing of class sections shall be allowed subject to the approval of the College Dean upon the recommendation of the class adviser concerned.
- c. Changing and Adding of Subjects. Changing/Adding of subjects shall be made only with the consent of the concerned instructors or professors and upon approval of the Registrar. Provided, that it shall be done within the second week after the opening of classes.
- d. Substitution of Subjects. Substitution of subjects maybe allowed provided it does not involve subjects under the same department. Provided further, that the student needs the required subject not offered in the major department but said subject has already been taken in another department.

Substitution of subjects shall be approved by the Registrar, in consultation with the College Dean.

14 Petition for Unscheduled Subjects

Subjects not regularly scheduled for a given term can be offered upon written request of at least ten (10) non-graduating students or five (5) graduating students, duly endorsed by the Registrar and College Dean and approved by the Vice President for Academic Affairs.

15. Withdrawal from the College

- a. A student who withdraws from the College during the enrollment period and before the start of classes through a formal request in writing is entitled for a one hundred percent (100%) refund of his/her payments made except the fees intended for entrance, registration and admission test.
- b. After the start of classes, only tuition fees are subject for refund in accordance with the following schedule:
 - Within one week after the opening of classes – 90%
 - Within two weeks after the opening of classes – 80%
 - Within the third week after the opening of classes – 30%



- Within the fourth week after the opening of classes – NO REFUND. In claiming for the refund, the student shall present and surrender his/her receipt/s.
- c. Before approval of the student's withdrawal from the College, he/she is required to report to the Office of Guidance and Counseling and submit himself to the exit interview.

16. Suspension of Classes and Change of Schedule

- a. Classes in a college or unit shall be dismissed or suspended by the Campus Director, provided, it shall be in accordance with the schedule as prescribed in a memorandum relative to it. However, in cases of fortuitous events for which a report shall be submitted to the College President through the Vice President for Academic Affairs, the former, or in his absence the latter shall have the sole authority to dismiss or suspend classes at anytime in a given campus.
- b. Class schedule approved by the College Dean shall not be changed nor moved in another room, time, and date without prior approval of the concerned professor or instructor and the Campus Director and the Executive Dean

17. Class Attendance

The standards of attendance shall be strictly adhered to by instructors and professors to prevent the awarding of academic credits to students who do not meet the minimum requirements.

Student absences shall not exceed twenty (20) percent of the required number of school days for classroom and laboratory instruction. Otherwise, the student shall be dropped from the subject except for reasons of illness which is duly certified by a physician or of other justified reasons wherein absences shall be made up depending on the instructor or professor. Provided that dropping the student from the subject shall be done a day before the midterm examination, otherwise, the student shall have a failing grade.

Absences incurred outside of the allowed number of hours will automatically mean a grade of 5.00 or Failed for the student in the concerned subjects.

Student absences must be reported by the professor concerned to the Guidance Office. The Guidance Officer will then inform the parents, in writing, the number of absences the student has incurred.

Any student who absents himself/herself from class must obtain a readmission slip from the Guidance Office which must be presented to the subject professor before entering his/her classes.



18. Absences and Make-Up Work/Special Quizzes/Examinations

Absences during classes for whatever reason are taken against the student, whether or not they are excused. However, a student may make up for any work missed during an excused absence. He/She is given a special quiz/class work and must be taken within one week after the student has returned to class. If a student fails to take the special quiz during the prescribed period, he/she shall not be given a score or a failing mark in the missed quiz or class work.

Students who are physically absent from their classes due to participation in student activities such as athletic meets, conferences, trainings and workshops, among others where they represent the College shall not be considered absent. Missed activities/topics covered by the class during the students' attendance to such activities shall not be included in their quizzes or examinations, otherwise, their previous grades in the last grading period or the midterm examination should prevail.

Time lost by late enrolment shall be considered as time lost by absence.

Students are marked "late" if they arrive within the first fifteen minutes of the class period. If the student enters the class after fifteen minutes, he/she will be marked absent even if he/she is allowed to join the class for the remainder of the period. Students who leave the class after the roll call and not return or only return towards the end of the period is considered absent.

Although members of the faculty are expected to begin their classes promptly, various contingencies which are sometimes unavoidable may cause some of them to be late for class. In such case, students should not leave the class until after fifteen minutes.

Call Slip.

No one is allowed to disrupt the class by calling on a student during class hours without an official call slip issued by the Guidance Counselor.

19. Leave of Absence

- A student who wishes to defer for a particular semester or school year may do so provided that he/she applies for a leave of absence from the College.
- The request will have to be formally submitted to the Office of the Registrar and endorsed by the College Dean.
- A student who leaves the College for reason of suspension, dropping or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he/she be permitted to receive his transcript of record or the certification of his academic status in the college, it shall contain a statement of the disciplinary action rendered against him/her.
- Before approval of the leave of absence, the student is also required to report to the Office of the Guidance and Counseling to undergo the necessary interview regarding the application for a leave of absence.
- A student who goes on leave on a particular semester is advised to return to the College during the semester that he/she goes on leave in order to maintain his/her status as a regular student.



- f. A student is allowed to go on leave only for one (1) year. Approval for requests of extension of the leave of absence is made on a case to case basis.
- g. A student who has not returned after five (5) years of absence from the College will be accepted for enrollment provided that he/she will enroll as freshman.
- h. Students who withdraw from the College without any formal leave of absence may have their registration privileges curtailed or entirely withdrawn and be disqualified from graduation with honors.

20. Scholastic Delinquency

The faculty of the college shall formulate and approve suitable and effective provisions governing undergraduate delinquent students, within the context of general college policy.

Students who shall incur nine academic failures in nine (9) subjects shall be permanently barred from re-admission to the course, provided, that these shall not include failures incurred in their last curriculum year; provided further, that the failures were not due to unofficial dropping of subjects due to illness or other valid reasons.

Any student wishing to officially withdraw from the College and transfer to another school, college or university may do so provided that he/she has already cleared himself/herself of all liabilities and responsibilities (administrative, academic and financial) in the College.

21. School Fees and Other Charges

School fees and other charges shall be based on the approved schedule by the Board of Trustees upon the recommendation of the College President and in accordance with CHED Order No. 13, s. 1998 and CHED Regional Memorandum No. 59, s. 1999.

Information on tuition and other fees are being issued by the Accounting Office from time to time and are posted in strategic places within the campus.

Late Registration Fee

Late registration fee is collected from students who do not come to enroll during their scheduled date of enrolment. However, the following are exempted from paying late registration fee:

- a. a student who is delayed due to natural calamities or military operation;
- b. a student is delayed due to hospitalization caused by illness or accident. A medical certificate shall be attached to the application for exemption.
- c. a student who is delayed to an emergency at home, like the death of an immediate member of the family. A promissory note shall be submitted to the College Dean before he/she is allowed to enroll. Death certificate shall be attached to the application for exemption.



22. Examinations and Grades

Examinations are inherent and essential parts of instruction and shall be administered by the instructors or proctors in conformity with existing institutional policies or rules for the purpose of formative and or summative evaluation of student's performance.

The schedule of examination shall be prepared by the College Dean to be posted one (1) week in advance. Students are required to secure their examination permits and present the same to the proctor before they are allowed to take the examination.

In accordance with the prescribed grading system, the academic performance of the students shall be evaluated and graded by the faculty concerned at the end of each term. The faculty concerned has the sole authority to determine and give grades to his/hers students.

All faculty members shall submit their report of grades to the College Dean seven (7) calendar days after each term. In justifiable cases, deviation from the rule may be authorized by the College Dean.

No faculty member shall be allowed to change any grades after he/she has submitted the grade sheet to the Office of the College Registrar. In case of error, the concerned faculty member shall make a request to the proper authority through channels, informing the Registrar to rectify the erroneous grade of any student. If request is granted, a copy of the approved request authorizing the faculty to change the grade shall be forwarded to the Office of the College Registrar for the correction of the record. No grades shall be changed after one year from the initial filing and the change to be done should not be to the prejudice of the student.

In the undergraduate courses, the minimum grade for major and minor subjects shall be 3.0.

A grade of 4.00 means conditional failure. It may be made up or removed by passing the removal examination scheduled within one (1) week after the final examination. If the student passes the removal examination, a grade of 3.00 is given; if he/she fails, the grade is 5.00 and he/she has to repeat the subject.

A grade of "Inc" is given when the student passed his/her class standing throughout the semester but failed to take the final examination due to illness or other valid reasons, or when the student passed his/her class standing throughout the semester but failed to submit on time any of the class requirements. Provided, however, that completion of the deficiency shall be done within one (1) year by passing the final examination or by meeting all the requirements of the course. Otherwise the "Inc" grade shall automatically become "5.0".

At the start of the semester or summer term, the students have the right to be informed of the grading system and how their grades will be computed.

In case the faculty member fails to submit the grading sheets on time, the salary for the last week of the term will be withheld until a clearance from the Office of the Registrar is secured.



23. Grading System

The grades of students are computed in accordance with the prescribed norms and standards established by the College and with regulations prescribed by the Commission on Higher Education (CHED) and the Department of Education (DepEd). There shall be at least three (3) grading terms or periods: prelims, midterms and finals.

a. Equivalent grades for examinations and quizzes:

$$EG = \frac{RS \times 50}{N} + 50$$

RS = Raw Score

N = Number of test items

c. The preliminary, midterm and final term grades shall be computed as follows:

- For subjects without laboratory (e.g. Lit 101):

Class Standing	60%
Quizzes	30%
Assignments/Seat works	30%
Recitation	30%
Attendance	<u>10%</u>
Total	100%

Term Examination.....	<u>40%</u>
Total	100%

- For subjects with laboratory under research oriented (e.g. Chem 101) under research-oriented curricula such as BS Agriculture:

Lecture	60%
Class Standing	60%
Quizzes	30%
Assignments/Seat works	30%
Recitation	30%
Attendance	<u>10%</u>
Total	<u>100%</u>



Term Examination	<u>40%</u>	
Total	100%	
Laboratory		40%
Quality of Exercises/Plates	35%	
Timeliness of Submission	15%	
Attendance	15%	
Attitude	<u>35%</u>	
Total	100%	
		Total 100%

- For subjects with laboratory (e.g. Soils 101) under skills-oriented curricula such as DAT-BAT:

Lecture		40%
Class Standing	60%	
Quizzes	30%	
Assignments/Seat works	30%	
Recitation	30%	
Attendance	<u>10%</u>	
Total	100%	
Term Examination	40%	
Total	100%	
Laboratory.....		60%
Quality of Exercises/Plates	35%	
Timeliness of Submission	15%	
Attendance	15%	
Attitude	<u>35%</u>	
Total	100%	
		Total 100%

For this purpose, the College adopts the following grading system:

Grade	% Equivalent Descriptive Rating
1.00 - 97-100	Excellent/Very Superior
1.25 - 94-96	Superior
1.5 - 91-93	Very Good
1.75 - 88-90	Very Good
2.0 - 85-87	Very Good
2.25 - 82-84	Good/Average
2.5 - 79-81	Good/Average
2.75 - 76-78	Satisfactory/Fair
3.0 - 75	Satisfactory/Fair
4.0 - 72-74	Conditional Pass/Failure
5.0 - Below 74	Failed



D	Dropped
OD	Officially Dropped
Inc	Incomplete
IP	In Progress

24. Graduation Requirements

No student shall be recommended for graduation unless he/she has satisfactorily completed all the requirements prescribed for graduation.

No student shall be allowed to graduate from the College unless he/she has completed at least one year of residence immediately prior to graduation.

All prospective candidates for graduation shall file an application for graduation to the Registrar upon enrollment. The application shall serve as a basis for the Registrar to examine the academic records of each candidate and determine whether he/she is eligible for graduation.

The Academic Council has the sole authority to determine whether a student shall graduate or not.

The Academic Council, upon recommendation of the College Registrar, shall also determine the meritorious student awardees during the commencement exercises wherein only graduating students are qualified to receive such awards.

All candidates for graduation shall have cleared their deficiencies and their records completed not later than four (4) weeks before the school year ends except in those subjects both academic and non-academic in which the student is enrolled during the current semester.

25. Thesis/Special Projects/Special Problems

Students enrolled in the College are encouraged to produce thesis/special projects/special problems that are scholarly written and are of high quality standards.

Students enrolled in the 2-Year technical/ladderized courses are required to submit a special project for the completion of the course.

Students enrolled in the degree courses have to present a thesis and must be defended and passed before a panel.

If for any reason the special project or thesis cannot be completed within the semester, the student should re-enroll for the coming semester. He shall be given a grade of "IP" while the work is in progress. A numerical grade will only be given when the student is ready to submit the required number of copies of the approved manuscript.

26. Dean's List

The College recognizes the performance and excellence of students in the academics by coming up with a semestral list of top achievers.

Dean's Listers are given tuition fee discounts for the coming semester. The Dean's List is posted within strategic places in the College and students



included in the list should report to the Office of the Scholarship Coordinator to determine how much the tuition fee discount is.

GPA		Tuition Discount
1.00	- 1.49	100%
1.50	- 1.59	50%
1.60	- 1.75	None

Qualification Standards of the Dean's Lister

- He/She has obtained a GPA of 1.75 and above
- He/She has no grade of 2.5 in any of his/her subjects during the semester
- He/She has no marks of "Dropped", "INC" or "Failed" in any of his/her subjects including NSTP
- He/She is enrolled as a regular student who carries the prescribed regular load

27. Graduates with Honors

Awards for academic excellence shall be conferred to students who exemplary completed their respective degrees with flying colors. For this purpose, the following range of weighted average shall be used:

Summa Cum Laude:	1.0 – 1.25 and with no grades lower than 2.0
Magna Cum Laude:	1.26 – 1.5 and with no grades lower than 2.25
Cum Laude:	1.51 – 1.75 and with no grades lower than 2.5

All awardees for academic excellence shall have completed in the College at least seventy five(75%) of the total number of academic units required for graduation and shall have been in residence in the College for at least two(2) years immediately prior to graduation.

Awardees for academic excellence who are disqualified due to the lowest grade obtained shall be awarded where he/she qualifies. Provided, that the awardee has not incurred an incomplete grade; provided further, that those who qualify as to the weighted average but disqualified by the preceding provision, shall be honored with a "With Distinction" award.

All awardees for academic excellence shall have taken during each semester a not less than fifteen (15) units of credits unless due to justifiable reasons or except when the under load occurred during the last semester of schooling and the units enrolled are the only units left to complete the course.

Only resident units shall be included in the computation of the weighted average; with no incomplete, dropped or failed subjects from the school where she/ he previously attended.

NSTP units shall not be included in the computation of grade point average.

Transferees do not qualify for Magna Cum Laude or Summa Cum Laude.

**28. Other College Awards (Student Awards)**

The College holds the Annual Recognition Program for students before the end of the school year. A committee for this purpose is created by the President to set guidelines, screen and deliberate on the possible awardees. Members of the committee include the College Dean, Director for Admission/College Registrar, and Director for Student Affairs and the Board of Advisers of the different school organizations.

The following awards in the form of certificates, medals or ribbons shall be presented to deserving students during the recognition program:

- a. With Distinction for those who are disqualified for academic excellence honors but have excellent academic performance and those whose general weighted average is 1.76 to 2.00 with no incomplete nor failing grades.
- b. Leadership Award for those who have outstanding achievement in co-curricular activities for at least two (2) consecutive school years. Candidate must be a graduating student who has served as an officer of any student organization. The candidate will be subjected to interview and peer and subordinate evaluations. Proofs of leadership are required for deliberation purposes.
- c. Loyalty Award for those who have studied in the College from first year high school up to their graduation in the tertiary level. Provided, that the awardee shall not have entered nor enrolled in any other school except in any of the ISPSC campuses;
- d. Meritorious Award for those whose exemplary performance in various fields give credit or distinction to the organization where they belong or for the benefit of the College. Provided, that said exemplary performance were done or exhibited during the time they are pursuing their respective courses.
- e. Special Awards – given to students, whether graduating or not, who won in local, regional, national or international competitions in appreciation of their efforts in bringing the College at par with the other schools, colleges and universities in the country.
- f. Non-graduating students who have obtained the highest grade point average and without incomplete grades in their respective Colleges will also be receiving scholastic awards in recognition of their academic excellence.

29. Commencement and Baccalaureate Exercises

The Director for Admission/College Registrar and the Director for Student Affairs and Director for Alumni Affairs shall be the chair and co-chairs, respectively, of the committee in charge in the conduct of the commencement and baccalaureate exercises with the College Deans, Registrars/Acting Registrars and advisers of graduating classes as members.



Candidates for graduation with degrees or titles which require no less than four (4) years of college instruction shall be required to wear academic gowns during the baccalaureate service and commencement exercises

30. Application for Clearance

Graduating students should submit a duly accomplished clearance form before the release of their souvenir program. Students who wish to transfer to another school must also submit such clearance form before he is allowed to apply for any of the following: transcript of records, certificate of good moral character, transfer credentials and others.

Clearance forms are available at the Office of the Registrar.

No student will be issued his credentials unless he has been cleared of all accountabilities.

Chapter II Student Services

1. Guidance Services

The Guidance Coordinator heads the Office who shall plan, supervise, monitor and evaluate all matters relative to guidance and counseling programs and activities of the College.

Each campus of the College is assigned a Guidance Counselor, who will extend the following services:

- a. Individual Inventory – serves as the student's profile which includes records of psychological tests taken, counseling visits, and other pertinent information about the student.
 - b. Information – provides an updated array of educational, vocational and personal-social materials which can be useful to the students as in the conduct of some seminars, workshops or job fairs.
- Counseling – conducted either individually or in groups on topics ranging from personal to career concerns.
- a. In-School Placement – serves as a link between the students and the In-school Placement Office of the College where students in need of income are hired as student assistants of the College.
 - b. Psychological Testing and Evaluation – given to students who may be in need of such and whose evaluation may be an aide or a tool in the helping process.
 - c. Referral – cases which are considered beyond the scope of expertise of the office are referred to more experienced and competent professional as part of the helping process.
 - d. Follow-up – continuing service to the students include a follow-up of the progress of the case.

Office Schedule: 8:00 – 12:00 Noon and 1:00 – 5:00 PM Mon-Fri

2. **Library Services.** The library is open from 7:30 to 5:00 in the afternoon, Mondays to Fridays with no noon break. It provides the best possible access to relevant information within a suitable environment. It has a 220 seating capacity, with internet capabilities such as the ISPSC Library System Online Database



(<http://localhost/Ischool/elibrary-school/e-group/index.php>) and Philippine e-lib (<http://w.w.w.sciencedirect.com>)

3. **Medical and Dental Services.** The medical clinic has a full-time school physician and a nurse to serve students as well as employees of the College. The dental clinic is fully equipped with modern facilities and has a full-time Dentist to cater to the dental needs of students. It is open from 7:30 to 5:00 in the afternoon, with no noon break.
4. **Food Services.** The school canteen opens daily from 8:00 to 5:00 in the afternoon and serves snacks and lunch to students and employees and visitors of the College. There are also canteens located within strategic places in the College providing nutritious and reasonably priced food to students and clientele.
5. **Audio-Visual Room.** The Audio-Visual Room caters not only during conferences of employees but it is also being used by students during their assembly meetings, lectures and other educational activities.
6. **Student Publication.** A yearly competitive examination is conducted to determine the members of the Editorial Board of the student publication. The President, through the Vice President for Academic Affairs and the Director of Students Services and Alumni Affairs shall create the Selection Committee to screen interested students who wish to take an active part in the College student publication.

The publication obtains its finances from the student population through the Student Organ Fee- the amount of which is fixed and determined by the Board of Trustees.

Republic Act 7079 also known as the Campus Journalism Act serves as the basic guidelines of the student organ.

The “RICOCHET” is the official student newspaper of the College. The campuses of the College have their own student publication as follows:

Sta. Maria Campus	-The Farmer’s Bugle
Narvacan Campus	-The Tower
Santiago Campus	-The Hands
Candon Campus	-Sand Castle
Tagudin Campus	-Ilocos Collegian
Cervantes	-The Advancer

7. **Transportation Services.** School vehicles are available to students who wish to join educational field trips, home visitations and for emergency cases. Use of vehicles must be coordinated with the Chief, Motor Pool and be subjected to approval by the College President.
8. **Student Housing.** The College provides low but safe place for students to stay. Priority is given to freshmen and students from distant places, coming from low-income families and is on a first-come-first-served basis.



9. **Student Organization and Activities.** Different clubs and organizations are organized and recognized to enhance the growth of students as individuals and members of the academic community; and also, to complement the academic and curricular growth and development of the students through various student activities such as sports quiz, quiz bee and the like.

The following RULES AND REGULATIONS shall apply to all student organizations, whether accredited or not, and all their school-related activities by bona fide students of the Ilocos Sur Polytechnic State College:

- a. Cultural – the organization promotes performing and visual arts such as painting, theater, music, dance and other talents;
- b. Socio-civic – the organization engages most of the time in outreach programs such as medical and dental missions, visit to social welfare institutions and other related socio-civic activities;
- c. Academic – the organization concentrates in the fields of instruction and research or enhances the course specialization of its members;
- d. Advocacy group – the organization promotes awareness on specific social issues and concerns;
- e. Religious – the organization centers on religious or faith-related activities as well as spiritual and moral concerns;
- f. Sports – the organization emphasizes physical education and development;
- g. Political – the organization operates with a definite political orientation and perspective;
- h. Fraternity, Sorority and Confraternity – the organization is a non-political college-wide student group whose members belong to different colleges and whose primary aim is brotherhood and sisterhood with specific objectives and goals.

Organized Student Activities. The establishment and operation of any organized student activity in the College shall provide a forum for academic and personal interaction among students, faculty and administrative staff, as well as provide a medium for more productive endeavors towards the attainment of the goals of the College and that of society; provided, however, that the activities shall be along the psycho-physical and socio-cultural development of the studentry; and provided further, that such activities shall be approved by the College President or his/her duly authorized representative.

Fraternities, Sororities and Confraternities. Due to issues involving fraternities, sororities and confraternities, the following guidelines are specifically imposed:

- a. Each fraternity, sorority or confraternity shall have at least two (2) advisers who must be regular employees of the College, either teaching or non-teaching staff;



b. The said advisers shall signify their intention to serve the organization by way of submitting an Oath of Commitment to the Office of Student Affairs;

c. All fraternities, sororities and confraternities shall be members of a confederation. It is through this confederation assembly that accreditation is possibly granted. Only those that are endorsed by the confederation assembly merit official recognition by the College administration. Otherwise, they are illegitimate interest groups which have no juridical personality and hence barred from doing business in the campus.

d. The confederation assembly, being a Central Committee composed of representatives from member fraternities, sororities and confraternities, operates with advisers who are officially designated by the College President through a Special Order;

e. The confederation assembly may promulgate other conditions and internal rules governing fraternities, sororities and confraternities as deemed necessary.

Accreditation. It is the procedural aspect in operationalizing any organized student groups to establish their identity by applying for the grant of authority to operate as an organized group. The following are the guidelines governing accreditation of student organizations:

a. Before the end of the current school year, the OSA will announce the start of the accreditation procedure for the coming school year. A Certificate of Accreditation, which is good for one (1) school year, awarded to the student organization will serve as its passport in the recruitment of its members;

b. Any group of fifty (50) bona fide students may apply for pre-accreditation; provided that the following requirements are submitted to the OSA in duplicate two (2) weeks before the formal closing of classes in a school year:

- Letter of Application for accreditation addressed to OSA Director;
- List of officers of the organization with their corresponding signatures, course and ID pictures. Officers shall not be graduating students in the current school year;
- List of members of the organization with their corresponding signatures and course. No members shall be graduating in the current school year;
- List of at least three nominees for advisorship of the organization
- Constitution and By-Laws of the organization;
- Vision, Mission, Goals and Objectives (VMGO) statements of the Organization;
- Action plans (programs, projects and activities) preferably along instruction, research, extension and production concerns of the College to be implemented in the coming school year with tentative schedule, venue and budgetary requirements;



- Certificate of Recognition and official endorsement from higher chapter formation (if and when the applicant student organization has provincial, regional or national chapter).

c. Any student organization that has been accredited and wishes to renew its certificate of accreditation for the coming school year may do so by submitting the following requirements:

- Letter of request for re-accreditation addressed to the OSA Director;
- List of officers of the organization with their corresponding signatures, course and ID pictures. Officers shall not be graduating students in the current school year;
- Audited Financial Report and Accomplishment Report

Recruitment Week. The OSA will, at the start of the school year, announce the first official week of classes as the recruitment week for organizations that have successfully met the requirements set forth in the pre-accreditation process.

Constitution and By-Laws. Student organizations shall have a constitution and by-laws ratified by the members and approved by the College President upon the recommendation of the OSA Director. No such organization shall be allowed to function in the College without prior approval as required.

Faculty Adviser. The student organization has the privilege of choosing its own faculty advisers who are employed in the College on a full-time basis. The said advisers shall be under the supervision of the OSA Director.

Pledge of Commitment. The faculty advisers and the duly elected president of the student organization together with the OSA Director will sign a Pledge of Commitment with the College President. This is to solicit the cooperation of the student organizations to carry out the mission of the College. This is required from the student organization before its Certificate of Accreditation is awarded..

Recommendation for Probationary Status. The OSA may recommend the probationary status of operation of a certain student organization who has applied for accreditation based on any of the following grounds:

Disciplinary Actions. All disciplinary actions relative to this Rules and Regulations shall be in accordance with the provisions of this Manual.

- 10. Socio-Cultural, Recreational and Sports Activities.** The Director for Student Affairs coordinates with the directors for PE and Sports, Culture and Arts to plan the conduct of sports and cultural activities to promote the development of self-



confidence, sportsmanship, social and cultural growth of students. The gymnasium, covered court, auditorium and oval are provided for the conduct of such activities.

11. Ancillary Services

The Coordinator for Ancillary Services provides assistance in other student-related concerns such as the identification cards, insurance and uniforms.

a. Student Identification Card

- Application for a College ID
 - Present the current registration form
 - Fill up the application form
 - Proceed to the ID room for picture taking
- Validation of ID
 - All students who are officially enrolled for the semester are required to have their ID cards validated for the current semester.
 - No student will be allowed to enter the premises without the identification card properly signed by the College Registrar and validated for the current semester.
- Rules on the Use of ID
 - All students are obliged to wear their identification cards at all times.
 - No student is allowed to enter the College premises without the identification card signed by the College Registrar and validated for the current semester.
 - Rules and regulations pertaining to the proper use of the identification cards are set forth by the College and student offenders are to be treated accordingly as per the Student Code of Conduct and Discipline.
- Replacing a Lost ID
 - Secure an affidavit of loss
 - Present the affidavit of loss and current registration form
 - Pay the required ID fee

b. Student Group Insurance

The College offers a Student Group Insurance Package to all students and is paid upon enrolment. College Deans are required to prepare the list of enrollees to be submitted to the Vice President for Administration for consolidation. Documents relative to the processing of claims should be complete. Official receipts of expenses incurred during the medication and/or hospitalization period should be kept intact.

c. School Uniform

The College prescribes and may sell uniforms to students at reasonable price. Every student shall wear the prescribed uniform on the days specified by the College. They are likewise required to wear the shop/laboratory uniforms during their laboratory periods; the prescribed uniform during their PE classes and NSTP uniform during their NSTP classes.



The Student Uniform Committee shall be organized with the Director of Student Services as Chairman, co-chaired by the Executive Deans, and the College Deans as members.

Chapter III

Student Scholarship and Assistantships

The College offers scholarship and grants to deserving students:

1. **Entrance Scholarship** – (This is valid for one semester only. However, grantees may avail any other scholarship grants in the succeeding semesters, if qualified.)
 - High school valedictorians are entitled for a full tuition and laboratory fees;
 - High school salutatorians are entitled for a half free tuition and laboratory fees.
 - High school athletes who have garnered gold, silver and bronze medals during regional (half tuition and laboratory fees) and national (full tuition and laboratory fees) competitions.
2. **Academic Scholarship**
 - Undergraduate students who obtain at the end of the semester an average of “1.5” or better without grades lower than “2.0” in any subject with a study load of not less than 15 units per semester are entitled to a full free tuition and laboratory fees, to include computer laboratory fees.
 - Undergraduate students who obtain at the end of the semester an average of “1.75” or better without grades lower than “2.0” in any subject with a study load of not less than 15 units per semester are entitled to a half free tuition and laboratory fees, to include computer laboratory fees.
3. **Activity Scholarship Grants**
 - The President, Vice President and Secretary of the Supreme Student Council (SSC); Presidents of other mandated and accredited organizations; and Editor-in-Chief of the student publication are entitled to a full free tuition and laboratory fees. Provided, they are recommended by their respective advisers. Provided further, that failed or dropped subjects shall be paid by the grantee.
 - Students who won in regional competitions are entitled to a full free tuition and laboratory fees.
 - Band or combo members and members of the cultural troupe are also entitled to a full free tuition and laboratory fees, provided, that they are recommended by the band masters, coaches, or advisers, as the case may be. Provided further, that failed or dropped subjects shall be paid by the grantee.



4. **Children of ISPSC employees** with permanent appointment are entitled to a full free tuition and laboratory fees, subject to the provisions as embodied in Section 10, Rule II of the Implementing Rules and Regulations of the Collective Negotiations Agreement:
 - The employee shall be a bona fide member of either the faculty or non-teaching personnel union for at least six (6) months and occupying a permanent plantilla position;
 - The number of beneficiaries shall be limited to a maximum of four (4) dependents in any given semester;
 - Even when both spouses are faculty members and/or employees of ISPSC, paragraphs 1 and 2 above shall still apply; provided, that failed or dropped subjects shall be paid by the grantee.
5. **Program for Accelerating Education and Nutritional Growth (PAENG)** – an extension education scholarship program of the college offered to poor but deserving students.
6. **College Scholarship for Agriculture and Allied Courses.** Qualified students who are enrolled in BS Agricultural Engineering, BS Agriculture, BS Fisheries and Bachelor in Agricultural Technology are entitled to a full free tuition and laboratory fees.
7. **Scholars mandated under R.A. 7160 (Local Government Code)** are entitled to a full free tuition and laboratory fees. Provided that failed or dropped subjects shall be paid by the grantee. Grantees under this program are children of barangay officials and Sangguniang Kabataan kagawad.

The following documents must be submitted to the Scholarship Coordinator before they can avail such grants:

 - a. For children of barangay officials:
 - Certification from the Mayor/MLGO that the parent is an incumbent barangay official
 - Birth Certificate of the student
 - b. For SK Kagawad:
 - Certification from the Mayor/MLGO that the student is an incumbent SK Kagawad
 - Birth Certificate
8. **Student Assistantship Program.** Any bonafide student of the College who has stayed in the College for at least one school year and whose schedule of classes allows for four consecutive hours of free time, if interested and willing, could apply for the Student Assistantship Program. The College compensates the services rendered by the student on a fixed rate as determined by the Board of Trustees.



9. **Student Financial Loan Program.** Third and fourth year students may apply for a student loan through the Student Financial Assistance Program. The loan may be used for payment of school fees, projects, conduct of thesis and other emergencies related to his/her needs in his/her studies. The loan is interest free and payable either in full or by installment but should be fully paid before the student graduates. A student needs a guarantor from the faculty or administrative staff and his parents before the loan can be granted. It is only available on a first-come-first served basis with preference to students from low income families, as there is only a limited number of students who can be served for this purpose.
10. **Government-funded Grants** include:
- CHED-STUFAP Scholarship Program
 - Department of Science and Technology (DOST) Scholarship
 - National Commission on Indigenous Peoples (NCIP) Grants
 - National Tobacco Administration Scholarship Program
 - BUTIL Farmer's Party List Scholarship Grants
 - Cong. Eric Owen Singson Scholarship Grant
 - CHED-SSGP
 - Department of Agrarian Reform (DAR) Scholarship Grant
 - One-Town-One Scholar
 - Ilocos Sur Educational Assistance Scholarship Program
 - Municipal Scholarship Program (Municipalities of Santa Maria, Santa, Narvacan and Vigan City)
 - R.A. 7160 –Local Government Code
 - NCIP Scholarship Grant
 - Edukasyon Para ti Amin
 - ASAP Scholarship Foundation
 - Kabataan Party List Scholarship Grant
 - DIWA Party List Scholarship Grant
11. **Privately funded Scholarship grants** are subject to the conditions set forth by the benefactors:
- Mayor Antonio Valle Scholarship Foundation
 - Lepanto Educational Assistance Program
 - Arayat Foundation of Brgy. Ag-agrao, Sta. Maria, I. Sur
 - Benjamin Dagdag Scholarship Grant
 - Judge Roque Verzosa, Sr. Scholarship Foundation
 - ISAC HS Batch '76 Scholarship Program
 - ISAC HS Batch '78 Scholarship Program
 - Gerry Florendo Scholarship Foundation

To provide scholarship to the greatest number of students, a scholar cannot be a recipient of more than one (1) grant. The grantee, however, has the option to select which one he prefers to enjoy.

**Scholarship Application Procedure**

- a. Fill up the application forms available at the Office of the Scholarship Coordinator
- b. Present the following together with the duly accomplished application form
 - Photocopy of high school card (for freshmen applicants)
 - Report of grades issued by the Registrar (for sophomore to senior student applicants)
 - Photocopy of present registration form
 - Certificate of Indigence

Chapter IV**Rules and Regulations on Student Discipline****General Provisions**

Students shall, at all times, observe the laws of the land and the policies, rules and regulations of the College as embodied in the Student Code.

No disciplinary action shall be imposed without due process of law.

Complaints by various parties against students for debts shall not be taken cognizance by the College. However, if the case involves the moral character of the student, the Director/Chairman for Student Affairs or the Guidance Counselor recommends appropriate disciplinary action to higher authorities. In case of unpaid accounts of students to the College, the imposition upon the students concerned of existing rules and regulations as withholding of grades or barring from examination shall be without prejudice for such other actions as may be warranted under the circumstances.

On all occasions, the College Officials shall exercise fairness in applying disciplinary measures to the erring students. This means that the student has previous knowledge of the standards of student behavior in the academic community, that he be informed of the nature of the charges against him/her, that he be given a fair opportunity to disprove them and that there is a provision for appeal of a decision.

When the misconduct of a student necessitate serious penalties and when the student questions the fairness of disciplinary action taken against him/her, he/she should be granted, upon request, the right to be heard before a Hearing Committee duly constituted by the President.

- a. The Hearing Committee should include the College Dean, the Head for Student Affairs, the student, and an adviser of his/her choice and the SSC President. No other person/s who may be interested in the particular case may sit in judgment during the proceeding.
- b. The student shall be informed in writing of the proposed disciplinary action taken against him/her, with specificity and sufficient time to give the student a chance to prepare for the hearing.
- c. The student shall have the right to be assisted in his/her defense, by an adviser of his/her choice.



The parents shall be involved in the affairs of their children particularly in the cases of misbehavior. They shall be immediately notified about the case by the College Dean. During the scheduled meetings or case conferences, the parents shall be invited to be physically present to show interest in the case of their children.

Following are minor and major college student offenses and the appropriate sanctions:

A. Minor Academic Offenses

Offense:

1. Loitering during class hours, making unnecessary noise such as singing or boisterous conversation causing annoyance;
2. Coming to school not in proper uniform during uniform days or wearing attire not befitting a college student;
3. Leaving the room without permission from the instructor while the class is going on;
4. Entering the room without permission from the instructor while the class is going on;
5. Intentionally disturbing classes by shouting, chanting, talking aloud or singing in corridors.

Sanction:

1st Offense – Warning

2nd Offense - Summon of Parents or Guardian

3rd Offense - 15 days suspension

B. Major Academic Offenses

1. Violence and Physical Assault/Injury Fighting inside the classroom or in the lobby or corridor
 - 1st Offense – Suspension for the rest of the semester
 - 2nd Offense – Expulsion
2. Slander/Libel/Rumor Mongering
 - a. Uttering defamatory, slanderous and libelous statements/remarks against any student.
 - b. Disrespect or molesting student by ridiculing, mocking or instigating a quarrel.
 - 1st Offense - 15 days suspension
 - 2nd Offense – 30 days suspension
 - 3rd Offense – suspension for the rest of the semester
3. Committing acts of vandalism, writing, drawing on walls and pieces of furniture; breaking of glass windows, showcases, cabinets, electrical devices, improper use of tables and chairs, tools and machines in the shop.
 - 1st Offense - Clean/paint wall, windows, etc.



- 2nd Offense - 15 days suspension and clean/paint wall, window, etc.
- 3rd Offense - 30 days suspension and clean/paint wall, window, etc.
- 4. Cheating in examination and taking exams by proxy
 - 1st Offense - Grade of 5.0 or failed

C. Minor College Offenses

- 1. Smoking within the College premises
- 2. Littering in the Campus
- 3. Posting printed materials in the college without the approval of the college officials
- 4. Viewing, reading objects, pictures or literature that are pornographic in nature
- 5. Entering the campus without the ID card
- 6. Misrepresentation of the college
- 7. Disturbing the peace and order of the college, unless properly classified as major offense
- 8. Unauthorized use of college facilities
- 9. Unauthorized assembly of students within the college during class hours
- 10. Entering the campus not wearing the college uniform on uniform days

Sanction:

- 1st Offense – Warning
- 2nd Offense - Summon of Parents or Guardian
- 3rd Offense - 30 days suspension

D. Major College Offenses

- 1. Violence and physical assault/injury
 - a. intentionally hitting students
 - b. gross misconduct, unruly behavior, etc.
- 2. Slander/Libel/Rumor Mongering
 - a. uttering defamatory, slanderous and libelous statements/remarks against any student
 - b. gossiping or rumor-mongering with the malicious intention of destroying the reputation of another person

Sanction:

- 1st Offense - 15 days suspension
- 2nd Offense – 30 days suspension
- 3rd Offense - Suspension for the rest of the semester

- 3. Stealing any property of co-students

Sanction:

- 1st Offense - 15 days suspension and replacement of stolen item
- 2nd Offense – 30 days suspension and replacement of stolen item
- 3rd Offense - Suspension for the rest of the semester and replacement of stolen item



E. College Offenses and Sanctions

1. Liquor and Prohibited Drugs

- a. entering the college in a drunken state
- b. bringing liquor in the college premises
 - 1st Offense – 15 days suspension
 - 2nd Offense – 30 days suspension
 - 3rd Offense – Suspension for the rest of the semester
- b. processing, selling, using or taking prohibited drugs, intoxicating liquor or chemicals in any form within the campus
 - 1st Offense – Suspension for the rest of the semester
 - 2nd Offense - Expulsion

2. Mass Action and Subversive Activities

- a. joining, instigating or leading rallies, demonstrations and other forms of unapproved group action which create disorder
- b. posting, distributing, disseminating and circulating leaflets and other printed matters that tend to instigate subversion towards the government and cause chaos to the college

Sanction:

- 1st Offense - 15 days suspension
- 2nd Offense – 30 days suspension
- 3rd Offense - Suspension for the rest of the semester

- c. organizing and joining any fraternity, sorority and other student organizations which are not authorized, create disorder and disciplinary problems to the college

Sanction:

- 1st Offense - 15 days suspension
- 2nd Offense - Suspension for the rest of the semester
- 3rd Offense - Expulsion

3. Carrying deadly and dangerous weapons, including explosives and incendiary materials within the premises

Sanction: Expulsion

4. Extortion. Forcibly asking money from anybody

Sanction:

- 1st Offense - 30 days and payment of the amount extorted
- 2nd Offense – Suspension for the rest of the semester and payment of the amount extorted
- 3rd Offense - Expulsion and payment of the amount extorted

5. Violence and Physical Assault/ Injury. Resorting to any acts of violence that results



to physical bodily harm whether individually done or during student activity/program

Sanction

1st Offense - Suspension for the rest of the semester

2nd Offense - Expulsion

6. Slander/Libel/Rumor Mongering

a. Uttering defamatory, slanderous and libelous statements/remarks against any university official or his authorized representative.

b. Disrespect or molesting faculty members, employees or officials of the administration by ridiculing, mocking or instigating a quarrel.

Sanction:

1st Offense - 15 days suspension

2nd Offense – 30 days suspension

3rd Offense - Suspension for the rest of the semester

7. Falsification of documents, records and credentials

a. forging, falsifying or tampering college records, documents, or credentials or knowingly furnishing the college with false or fraudulent information in connection with an official document

Sanction:

1st Offense – 30 days suspension

2nd Offense – Suspension for the rest of the semester

3rd Offense - Expulsion

b. forging signatures of authorities

c. entering school with fake, tampered or borrowed ID

Sanction:

1st Offense - 15 days suspension

2nd Offense – 30 days suspension

3rd Offense - Suspension for the rest of the semester

8. Malversation of funds

a. P2,000.00 and below

Sanction:

1st Offense - 30 days and payment

2nd Offense – Suspension for the rest of the semester and payment

3rd Offense - Expulsion and payment

b. More than P2,000.00

Sanction:

1st Offense – Suspension for the rest of the semester and payment

2nd Offense - Expulsion and payment

9. Commission of a minor offense for the 3rd time

Sanction:

1st Offense – Suspension for the rest of the semester

2nd Offense - Expulsion



10. Violation of any rule and regulation promulgated by the CHED

Sanction: As stated in CHED Memorandum

11. Any other misbehavior or misconduct which may endanger or threaten the health or safety of an individual in the college premises or which may adversely affect the student's welfare as members of the academic community

Sanction:

1st Offense - 15 days suspension

2nd Offense – 30 days suspension

3rd Offense - Suspension for the rest of the semester

12. Illegal or unauthorized possession of College property, illegally picking fruits, flowers and any other produce which are within the premises of the College.

Sanction:

1st Offense - Replace tree/plant by planting 5 trees/plants

2nd Offense – Replace tree/plant by planting 10 trees/plants and 15 days suspension

3rd Offense - Replace tree/plant by planting 15 trees/plants and 30 days suspension



Annex A

FEDERATED SUPREME STUDENT COUNCIL

"Change must go on" **CONSTITUTION AND BY-LAWS**

PREAMBLE

We, the student leaders of Ilocos Sur Polytechnic State College (ISPSC) imploring the aid of Almighty God in order to promote solidarity, protect and uphold our individual and collective rights; that shall embody our ideas and aspirations for the realization and advancement of vision, Mission and Goals, do ordain and promulgate this Constitution and By-Laws.

ARTICLE I – NAME AND DOMICILE

Section 1. This organization shall be known as the Federated Supreme Student Council herein referred to as the FSSC.

Section 2. The domicile of the FSSC shall be at the Campus where the duly elected President is enrolled.

ARTICLE II – DECLARATION OF PRINCIPLES

Section 1. It is the obligation of the college to harness and develop human resources for the national development.

Section 2. The college has the vital role in the development of the mind, in the internalization of values and in the honing of skills.

Section 3. All students are entitled to equal rights and protection of the law.

Section 4. The student government adheres to democratic principles, practices and processes and guided by the rule that majority prevails.

ARTICLE III – DECLARATION OF OBJECTIVES

Section 1. To inculcate to students a sense of service and responsibility with integrity, dedication, and loyalty.

Section 2. To utilize educational opportunities for the benefit and welfare of the studentry.

Section 3. To advance and support educational reforms.

Section 4. To act as a functional forum for student ideas, beliefs, aspirations and grievances.

Section 5. To promote academic freedom.

Section 6. To develop friendly relations among administration and to the community.

Section 7. To help school administrators in the formulation and implementation of policies.



ARTICLE IV – BILL OF RIGHTS

Section 1. No student shall be subject to disciplinary actions of proceedings without due process of law.

Section 2. The students shall have the right to enjoy freedom of speech, of expression, of assembly, of suffrage and of the press.

Section 3. The students shall have the right to representation in the governing body and other policy- making bodies of the school.

Section 4. The students shall have the right to organize and run an autonomous student council government geared towards student development.

Section 5. The students shall have the right to adequate student's services.

ARTICLE V – OFFICERS

Section 1. The FSSC shall consist of the following positions:

President
Internal Vice - President
External Vice – President
Secretary
Auditor
Treasurer
Executive Secretary (Appointed)

ARTICLE VI – QUALIFICATIONS

Section 1. The President, Internal Vice- President, External Vice- President, Secretary, Treasurer and Auditor shall come from the duly elected Presidents of the different campuses.

Section 2. The Executive Secretary of the FSSC shall come from the campus of the elected FSSC President.

Section 3. Any bonafide regular students shall qualify to run for presidency provided:

- a. Has one year of residence (2 semesters)
- b. Has no failing or incomplete grades for the last semester.
- c. Has no derogatory record/s.
- d. Does not hold any other president position except classroom organization.

ARTICLE VII – DUTIES AND POWERS OF THE OFFICERS

Section 1. The President shall be the executive officer of the FSSC. His duties and power shall include the following:

- a. Represent the students in the Board of Trustees.
- b. Call and preside over the FSSC meetings. In the event where he so desires to take part in the debate or discussion, he may request the adviser, or the Internal Vice- President as the Presiding Officer.



- c. Represent the FSSC on all matters and occasions in which representation of students may be agreed upon or required by the school.
- d. Perform other functions assigned to him by the Adviser, Chairman of OSAAS, the Dean, the Director of the Student Affairs and the College President.

Section 2. The Internal Vice – President shall perform the duties and functions of the President in case of the latter’s absence, disability, death, resignation and impeachment.

Section 3. The External Vice- President shall be in – charge of matters involving public relations and any other related business transactions of the organization.

Section 4. The secretary shall perform the following duties and functions;

- a. Call the roll during meetings and record all minutes of the FSSC.
- b. Keep all records of the FSSC.

Section 5. The Treasurer shall prepare financial reports which will include collections payments, donations, contributions, and gifts.

Section 6. The Auditor shall audit, verify, and examine all financial accounts of the FSSC. He shall supervise the entries in the book of accounts of the council and shall render a report of his audit as may required by the FSSC.

Section 7. The officers and advisers of the FSSC shall not be paid any compensation other than the allowance and expenses due their position as specifically provided in a resolution.

ARTICLE VIII – TERM OF OFFICE

Section 1. The FSSC officers shall hold officer for a period of one (1) year but can be reelected which start a day following their election. In case of no elections, until their successors shall have been duly elected.

ARTICLE IX – ELECTIONS

Section 1. There shall be a committee on elections to be created by the school administrators at least 15 days before the regular or special elections. The function of the COMELEC shall include the following:

- a. Adopt and promulgate rules and regulations that will ensure a fee, clean, honest and orderly election, whether regular or special.
- b. Rule on any question or protest regarding the conduct of the election subject to the procedure that may be promulgated by the school administrators; and
- c. Proclaim duly elected officer and advisers.

Section 2. The COMELEC shall be composed of Chairman and two members.

Section 3. The COMELEC shall be automatically dissolved thirty (30) days after duly elected officers shall have been proclaimed.

Section 4. Regular Election of officers of the FSSC shall be held on the second Friday of July.

Section 5. Voting shall be by secret balloting and the election shall be decided by plurality of votes.



Section 6. The duly elected officers shall meet within a week following their proclamation to which time the outgoing administration shall turn over all records and properties of the FDC to the new administration.

ARTICLE X – FEE, SPECIAL, ASSESSMENTS, AND OTHER PAYMENTS

Section 1. All amount collected of donations received by the FSSC shall constitute the general fund to be used for operational expenses or for any purpose or project as may be authorized through a resolution.

Section 2. All amount collected and/or all financial resources of the FSSC shall be deposited in a bank.

Section 3. Every expenditure of the funds of the FSSC shall be covered by a resolution and by a receipt from the person of entity to whom the payment is made which shall state the date of the financial records of the FSSC.

Section 4. The books of accounts and other records of financial activities of the FSSC shall be open for inspection by anybody anytime during office hours.

ARTICLE XI – QUORUM AND RULES OF ORDER

Section 1. Except when greater proportion is required herein or by law, a majority vote shall prevail at meetings and deliberations of the FSSC. A majority of the officers shall constitute a quorum to officially transact a business.

Section 2. Meetings of the FSSC shall be governed by the Parliamentary Procedures.

ARTICLE XII – IMPEACHMENT AND RECALL

Section 1. Any of the following shall be a ground for impeachment or recall of the FSSC officers and advisers:

- a. Committing or causing the council directly or indirectly to act against the interest and welfare of the council.
- b. Malicious attack against the council, its officers or against a fellow officer.
- c. Failure to comply with the obligations to turn over and return to the treasurer within three days all unexpected sum or sums of money received from the council funds and/or failure to answer for an unauthorized expenditure.
- d. Gross misconduct unbecoming of the officer.
- e. Misappropriation of council funds and property. This is without prejudice to the filing of an appropriate criminal or civil action against the responsible officer/s by any interested party.
- f. Willful violation of any provision of this constitution and by-laws.
- g. Habitual absences during meetings or during FSSC activities that require their presence.

Section 2. The following procedures shall govern impeachment and recall proceedings:

- a. Impeachment or recall proceedings shall be initiated by any of the FSSC officers by a formal petition or resolution signed by at least (3) officers and addressed to the office of the College President;



- b. The College President or his representative shall then convene a special meeting of the FSSC to consider the impeachment of an officer/s;
- c. Officer/s against whom impeachment or recall charges have been filed shall be given ample opportunity to defend themselves before impeachment or recall vote is finally taken;
- d. The officer/s impeached shall no longer be elected nor appointed to any position in the FSSC and in any organization in the school;
- e. The decision of the FSSC on the impeachment or recall charge shall be final and executory.

ARTICLE XIII – MEETINGS OF THE FSSC

Section 1. Regular meetings of the FSSC shall be held every last Thursday of the month with appropriate notice upon the approval of the College President to all officers a week prior to the said meeting.

Section 2. Special meeting of the FSSC may be called at anytime by the Director of OSAAS, with the approval of the College President and upon request of at least three (3) officers addressed to the Student Trustee.

Section 3. The notice for any meeting, whether it be regular or special, shall contain the item or items to be discussed and shall constitute the agenda of the meeting. Any item or items not included in the agenda may be taken up only upon the recommendation of the majority of the officers present constituting a quorum.

Section 4. Any officer who absents himself from the regular or special meeting of the FSSC shall submit within five (5) days a written explanation to the FSSC President.

Section 5. Any officer who absents himself for two (2) consecutive times from any regular or special meeting without justifiable grounds shall be suspended or recalled from his position with the concurrence of the College President.

ARTICLE XIV – GENERAL PROVISION

Section 1. This document shall be known and referred to as the FSSC Constitution and By- Laws.

Section 2. This document shall apply to all officers and members of SSC.

ARTICLE XV – AMMENDMENTS

Section 1. Any amendment or revision of this constitution and by- laws may be proposed by a formal petition of at least four (4) officers or a constituent body comprising of SSC President.

Section 2. No proposal shall be considered as amendment and become a part of this constitution and by – laws until after the same shall have been ratified by a majority vote of all incumbent SSC Presidents of the six (6) campuses gathered in a convention or in a meeting called for his purpose.



PROGRAM AND COURSE OFFERINGS

North Cluster

STA. MARIA (MAIN) CAMPUS

Graduate School

Master of Science in Education

Major:	General Curriculum	English
	General Science	Math

Master of Science in Agriculture

Major:	Extension Education	Rural Development
	Agronomy	Animal Science
	Horticulture	

Undergraduate

Bachelor of Science in Agricultural Engineering

3-Yr Associate in Agricultural Engineering Technology (AAET)

1-Yr Certificate in Agricultural Building Construction Technology

Bachelor of Elementary Education

Bachelor of Secondary Education

Major:	Physical Science	Mathematics
	TLE	

Bachelor of Science in Home Technology

Bachelor of Science in Agriculture

Major:	Agronomy	Animal Husbandry
	Post-Harvest Tech	Horticulture
	Agribusiness Management & Entrepreneurship	

Bachelor of Science in Forestry

2-Yr Forest Ranger Course

Bachelor of Science in Information Technology (Ladderized under EO 358)

3-Yr Associate in Information Technology

2-Yr Associate in Computer Technology

1-Yr Certificate in PC Operations

Bachelor of Science in Information Systems

Bachelor of Science in Hospitality Management

Bachelor of Science in Hotel & Restaurant Management

(Ladderized under EO 358)

3-Yr Associate in Hotel and Restaurant Management

2-Yr Certificate in Food Service Management

1-Yr Certificate in Food Service Operation

Bachelor in Agricultural Technology (Ladderized under EO 358)

2-Yr Diploma in Agricultural Technology (DAT)

Laboratory High School



NARVACAN CAMPUS

Bachelor of Secondary Education

Major: TLE MATPE

Bachelor of Science in Fisheries

Major: Aquaculture Capture Fisheries Post Harvest

Bachelor of Science in Hotel and Restaurant Mgt (Ladderized under EO 358)

2-Yr Certificate in Food Service Management

1-Yr Certificate in Food Service Operations

Bachelor of Science in Information Technology (Ladderized under EO 358)

1-Yr Certificate in PC Operations

2-Yr Associate in Computer Technology

SANTIAGO CAMPUS

Bachelor of Science in Industrial Education (Ladderized under EO 358)

Major: Electrical Technology Electronics Technology
Automotive Technology Food Technology
Apparel Technology Cosmetology

3-Yr Associate in Industrial Technology

2-Yr Certificate in: Automotive Servicing NC II

Tailoring NC II

Consumer Electronics Servicing NC II

Building Wiring NC II

Commercial Cooking NC II

Baking/Pastry Production NC II

Dressmaking NC II

Bartending NC II

Food and Beverage Service NC II

Bachelor of Science in Industrial Technology (Ladderized under EO 358)

Major: Electrical Technology Electronics Technology
Automotive Technology Food Technology
Apparel Technology Cosmetology

3-Yr Associate in Industrial Technology

2-Yr Certificate in: Automotive Servicing NC II

Tailoring NC II

Consumer Electronics Servicing NC II

Building Wiring NC II

Commercial Cooking NC II

Baking/Pastry Production NC II

1-Yr Certificate in: Automotive Servicing NC II

Dressmaking NC II

Consumer Electronics Servicing NC II

Building Wiring NC II

Baking/Pastry Production NC II



	Bartending NC II	
	Food and Beverage Service NC II	
Bachelor of Science in Information Technology (Ladderized under EO 358)		
	2-Yr Associate in Computer Technology	
	1-Yr Certificate in PC Operations	
Bachelor in Technical Teacher Education (Ladderized)		
Major:	Electrical Technology	Electronics Technology
	Automotive Technology	Garments
	Food Management Service	Fashion Design

SOUTH CLUSTER

TAGUDIN CAMPUS

Graduate School

Master of Science in Education

Major:	General Curriculum	English
	General Science	Math

Undergraduate

Bachelor of Secondary Education

Major:	English	Mathematics
	General Science	PEHM
	Biological/Physical Science	

Bachelor of Elementary Education

Bachelor of Science in Business Administration

Major:	Financial Mgt	Marketing Mgt
	Human Resource Mgt	Operation Mgt
	Business Economics	

Bachelor of Arts English Language

Bachelor of Arts in Psychology

Bachelor of Arts in Mathematics

Bachelor of Arts in Social Science

Bachelor of Science in Information Technology (Ladderized)

3-Yr Associate in Information Technology

2-Yr Associate in Computer Technology

1-Yr Certificate in PC Operations

Bachelor of Science in Entrepreneurship

Laboratory High School



CANDON CITY CAMPUS

Bachelor of Secondary Education
Bachelor of Science in Tourism (Ladderized)
2-Yr Certificate in Tourism
Bachelor of Science in Hotel & Restaurant Management (BSHRM)
(Ladderized under EO 358)
3-Yr Associate in Hotel and Restaurant Management
2-Yr Certificate in Food Service Management
1-Yr Certificate in Food Service Operation
Bachelor of Science in Information Technology (Ladderized under EO 358)
2-Yr Associate in Computer Technology
1-Yr Certificate in PC Operations

CERVANTES CAMPUS

Graduate

Master of Science in Education
Major: General Curriculum

Undergraduate

Bachelor of Science in Agricultural Education
Bachelor of Secondary Education
Major: Mathematics THE
Bachelor of Elementary Education
Bachelor of Science in Industrial Education (Ladderized)
Major: Electrical Technology
Bachelor in Technical Teacher Education (Ladderized)
Bachelor of Science in Hotel & Restaurant Management (Ladderized)
2-Yr Certificate in Food Service Management
1-Yr Certificate in Food Service Operation
Bachelor of Science in Information Technology (Ladderized)
2-Yr Associate in Computer Technology
1-Yr Certificate in PC Operations
Bachelor in Agricultural Technology (1st and 2nd Yr only)

LABORATORY HIGH SCHOOL



ISPSC HYMN

*Dreams and visions within the minds of the nobles
A place to stay, a chance to live and grow
Men endowed with wisdom and honor, molded pride of society.*

Refrain:

*We're singing victorious praises, Ilocos Sur Polytechnic State College
The place where you and I belong, Long live our ALMA MATER.*

Once realized, built close to every heart

With warm motherly embrace for all

Like a knight in shining armor, Guiding star of searching souls.

(Repeat Refrain)

Bridge:

Your quest to provide us with enlightened minds

To prime us competently in our endeavors

Enabling each to share wherever we are

Towards greater heights, we go forth and serve

God and fellowmen, far reaching we will shine.

(Repeat Refrain)

We're singing victorious praises, Ilocos Sur Polytechnic State College

The place where you and I belong,

Long Live our ALMA MATER (2X) Long Live ISPSC!!!

Words and Music by Joel S. Pe

This Student Handbook belongs to: _____

Course: _____

Address: _____

Contact No: _____

Email Address: _____

COLLEGE MOTTO

I STRIVE and PERSEVERE to SERVE and be COMMITTED

For more information, contact:

The Director

Office of Student Services

or

The College Registrar

Santa Maria, Ilocos Sur

Email Address: registrarispssc@yahoo.com

Telefax: (077) 732-5512 or 732-5549

Website: www.ispssc.edu.ph

Email Address: ispssc_2705@yahoo.com