




STANDARD OPERATING PROCEDURES

INSTRUCTION SERVICES

	QUALITY PROCEDURE		Document No. BSU-SOP-01	
	Standard Operating Procedures		Rev. No. 00	Page Page 1 of 35
	Admission		Issued By DCO	Date 12/21/16

1.0 Purpose

This document aims to standardize the core processes of instruction services specifically qualification procedure standards for incoming students to the University. This likewise aims to ensure that appropriate versions are identified and made available for use.

2.0 Scope

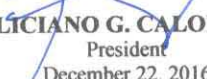
This procedure applies to activities from application to acceptance of students to the University.

3.0 Definition of Terms

Application	Refers to the initial process of seeking admission to the university through the submission of application forms and other requirements to the Office of Student Affairs (OSA) for pre-baccalaureate and baccalaureate degree programs and to the Graduate School (GS) or Open University (OU) for post-baccalaureate, masters and doctoral degree programs.
Qualifying Examination	Pertains to the administration of a standardized tool that measures specialized multiple aptitudes in verbal and performance domains that predict success in students' educational endeavor subsequently in the world of work. This entails as well the scoring of examination papers, test interpretation and communication of results to the colleges and Office of the University Registrar (OUR).
Screening	Refers to the selection of qualified students based on requirements set by the colleges/academic institutes/Graduate School/Open University for the different degree programs.
Acceptance	Refers to the issuance of Notice of Admission by the College Dean or Institute Director for baccalaureate degree programs or Notice of Acceptance by the Dean of the Graduate School or the Director of the Open University to the qualified students.


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4.0 Responsibilities

Quality Management Representative (QMR)	Shall ensure that the established documented procedures are consistent with the requirements of ISO 9001 Standard and are effectively implemented. The QMR is also responsible for the review and approval of this procedure.
Deputy QMR	In the absence of the QMR, ensures that the established documented procedures are consistent with the requirements of ISO 9001 Standard and are effectively implemented. The DQMR is also responsible for the review and approval of this procedure
University Administrative Council	The University Administrative Council shall approve the implementation of this procedure.
Office of Student Services (OSS)	Shall ensure that the procedures and requirements relative to the application of entrants to the University and the conduct of the qualifying examination are efficiently and effectively met. Further, it shall regularly review the procedures and requirements and have any modifications approved by the QMR for dissemination to the stakeholders.
Colleges	The Colleges shall ensure that the procedures and requirement for screening of applicants are efficiently and effectively met. Further, it shall regularly review the procedures and requirements and have any modifications approved by the QMR for dissemination to the stakeholders.
Office of the University Registrar (OUR)	Shall ensure that the procedures and requirements relative to the acceptance of students to the University are efficiently and effectively met. Further, it shall regularly review the procedures and requirements and have any modifications approved by the QMR for dissemination to the stakeholders.


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5.0 Procedure Flow

Responsibilities	Key Steps	Interfaces
OSA	<div style="border: 1px solid black; padding: 5px; text-align: center;">Application</div>	(Guidelines for requirements under this step is in 6.0) See Details in 6.1 Application Forms
OSA	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Qualifying Examination</div>	(Guidelines for requirements under this step is in 6.0) See Details in 6.2 Examination Permit Result of Examination
Colleges	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Screening</div>	(Guidelines for requirements under this step is in 6.0) See Details 6.3
OUR	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Acceptance</div>	(Guidelines for requirements under this step is in 6.0) See Details 6.4 Notice of Admission

6.0 Procedure Detail

6.1 Application

6.1.1 Pre-baccalaureate and baccalaureate degree programs

The Office of Student Affairs (OSA) sets schedules of application, CQE administration and release of test results. The schedule of application period is announced through the secondary school heads, print media, radio announcements (BSU On-the-Air), the Benguet State University Website (www.bsu.edu.ph) and other means. Application forms are brought to secondary schools in Baguio City and Benguet, or mailed to schools in the Cordillera Administrative Region (CAR), and are available for download from the BSU Website. Walk-in applicants are accommodated at the Testing and Materials Development Unit (TMDU) of the OSS.


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Applicants are directed to pay the testing fee at the University Cashier's Office. The application forms and other requirements (6.1.1) are perused. Each applicant is issued a permit bearing the schedule and venue of examination.

The application period is from September 1 to the 3rd week of December, from Mondays to Fridays, 8:00 AM to 6:00 PM.

6.1.1.1 Requirements for Application (incoming freshmen)

- 6.1.1.1.2 Accomplished application form
- 6.1.1.1.3 One piece of 2"x 2" ID picture with white background
- 6.1.1.1.4 Receipt for Testing Fee
- 6.1.1.1.5 Self-addressed long business envelope with stamp
- 6.1.1.1.6 Form 137 (grades from 1st year to 4th year, 1st grading) or
- 6.1.1.1.7 Photocopy of Form 138 (for high school graduates but not admitted yet to college,
- 6.1.1.1.8 For Foreign nationals:
 - 6.1.1.1.8.1 Certification of Financial Statement/Support or Endorsement letter from the Benefactor, authenticated by the Embassy/Consulate of Country of Origin addressed to the University President through the University Vice-President of Academic Affairs.
 - 6.1.1.1.8.2 Personal Letter of intendment addressed to the University President (through the University Vice-President of Academic Affairs).
 - 6.1.1.1.8.3 Photocopy of Red Ribbon: Academic Records (translated in English), with Grading System or equivalent of grades; Diploma; Certificate of Good Moral Character.
 - 6.1.1.1.8.4 Valid VISA (photocopy of Passport bearing the bio-page, latest arrival with valid authorized stay with at least 1 month).
 - 6.1.1.1.8.5 Result of TOEFL/IELTS where English is not the medium of instruction (if applicable).


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Students who wish to transfer to the University will have to determine the availability of slots in the college offering the course they are planning to take. Upon checking the student's grades from the former school attended, the college will give to the student, an Application Form for Admission for Transferees (AFAT) and request form for x-ray.

6.1.1.2 Requirements for Application (transferees)

6.1.1.2.2 Certified True Copy of Grades

6.1.1.2.3 Transfer Credentials.

6.1.1.2.4 Certificate of Good Moral Character from last School attended.

6.1.1.2.5 Two 2 x 2" ID photograph to be attached to the AFAT.

6.1.1.2.6 Medical Certificate.

6.1.1.2.7 For Foreign nationals:

6.1.1.2.7.1 Certification of Financial Statement/Support or Endorsement letter from the Benefactor, authenticated by the Embassy/Consulate of Country of Origin addressed to the University President through the University Vice-President of Academic Affairs.

6.1.1.2.7.2 Personal Letter of intendment addressed to the University President (through the University Vice-President of Academic Affairs).

6.1.1.2.7.3 Photocopy of Red Ribbon: Academic Records (translated in English), with Grading System or equivalent of grades; Diploma; Certificate of Good Moral Character.

6.1.1.2.7.4 Photocopy of Academic Records from previous school attended here in the Philippines (if applicable).

6.1.1.2.7.5 Valid VISA (photocopy of Passport bearing the bio-page, latest arrival with valid authorized stay with at least 1 month).

6.1.1.2.7.6 Result of TOEFL/IELTS where English is not the medium of instruction (if applicable).


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6.1.2 Post-baccalaureate, masters and doctoral programs

The Graduate School and Open University accept applications for post-baccalaureate, masters and doctoral programs based on the following deadlines:

1st Semester : June 30
2nd Semester : December 17
Summer : May 26

Applicants are directed to pay the application fee at the University Cashier's Office/or through e-bank account for the Open University.

6.1.2.1 Requirements for Application (Graduate School)

- 6.1.2.1.1 Accomplished application form
- 6.1.2.1.2 Recommendation from two former professors
- 6.1.2.1.3 Official Transcript of Records
- 6.1.2.1.4 One piece of 2"x 2" ID picture
- 6.1.2.1.5 Certified Service Records (for those who are employed)

6.1.2.2 Requirements for Application (Open University)

- 6.1.2.2.1 Accomplished application form
- 6.1.2.2.2 Recommendation from two former professors/employers
- 6.1.2.2.3 Official Transcript of Records
- 6.1.2.2.4 Photocopy of PSA Birth Certificate
- 6.1.2.2.5 Four pieces of latest identical 2"x 2 ID picture
- 6.1.2.2.6 Permit to study (for those who are employed)
- 6.1.2.2.7 Essay of about 500 words indicating the purpose for applying to the distance education program and plan after completing the degree.

6.1.2.3 Requirements for Application (Foreign nationals)

- 6.1.2.3.1 Certification of Financial Statement/Support or Endorsement letter from the Benefactor, authenticated by the Embassy/Consulate of Country of Origin addressed to the University President through the University Vice-President of Academic Affairs.
- 6.1.2.3.2 Personal Letter of intendment addressed to the University President (through the University Vice-President of Academic Affairs).
- 6.1.2.3.3 Photocopy of Red Ribbon: Academic Records (translated in English), with Grading System or


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equivalent of grades; Diploma; Certificate of Good Moral Character.

6.1.2.3.4 Valid VISA (photocopy of Passport bearing the bio-page, latest arrival with valid authorized stay with at least 1 month).

6.1.2.3.5 Result of TOEFL/IELTS where English is not the medium of instruction (if applicable).

6.2 Qualifying Examination for Baccalaureate Programs

6.2.1 The examination is carried out at the University or at identified examination centers in Benguet or in the CAR during Saturdays and Sundays, from the 1st week of November to 3rd week of December.

OSS administers the College Qualifying Examination (CQE) by scrutinizing the examination permit of each applicant. The examination is administered under strict observance of the protocol in the test manual.

6.2.1.1 Requirements for Examinations

6.2.1.1.1 Examination permit

6.2.1.1.2 Mongol Pencil No. 2 with eraser

6.2.1.1.3 School ID or any valid ID with picture

The applicants are informed at the end of each testing session, the schedule of release of CQE results and the instructions on as to how they will get the results.

6.2.2 Scoring, interpretation and communication

The test papers are scored and interpreted accordingly.

Results are sorted electronically according to the degree applied for and these are communicated to the corresponding colleges.

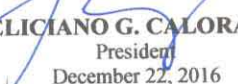
6.3 Screening (Local and Foreign applicants)

6.3.1 Pre-baccalaureate and baccalaureate degree programs

Upon receiving the CQE results and the submitted Form 137 from the OSS, the colleges offering the various degree programs identifies the qualified


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students based on their IQ equivalent, grade requirements, and quota . The lists of qualified and waitlisted students are submitted to the Office of the University Registrar (OUR) for the issuance of the Notice of Admission (NOA). For the College of Nursing, and College of Teacher Education, qualified students based on their IQ equivalent and grade requirements are directed to submit additional requirements before their names are forwarded to the OUR for the issuance of NOA.

6.3.1.1 Requirements for Screening

- 6.3.1.1.1 CQE IQ equivalent set by colleges for the specific degree program
- 6.3.1.1.2 General Weighted Average and specific grade requirements set by colleges for the specific degree program

Part of the screening process for transferees is an interview and evaluation at the Office of Student Affairs and a physical examination at the University Medical Clinic.

6.3.2 Post-baccalaureate, masters and doctoral programs

For Masteral or Doctorate Students, the Graduate School forwards the application documents to the appropriate college/institute for evaluation. The colleges/institutes examine the application and will pass judgment on the acceptability or status of student applicant.

For the Open University, the Assistant Director checks the validity of submitted requirements; computes overall General Weighted Average (GWA) and GWA of English courses and average ratings from the recommendations; and checks previous degree and work experiences. The checked documents are then forwarded to the Director.

The Director reviews the documents and interviews the applicant. If necessary, and in coordination with the Course Coordinator, decides on the admission status of the applicant.

6.4 Acceptance


6.4.1 Pre-baccalaureate and baccalaureate degree programs

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Upon receiving the list of qualified and waitlisted students, the OUR issues the Notice of Admission (NOA) or a notice informing students that they are included in the waiting list.

The notice includes instructions regarding the following:

- confirmation of enrollment,
- payment of pre-registration fee, and
- undergoing a physical examination.

The schedule of enrollment is also stated in the NOA. The enrollment procedure, Student Information Sheet and a blank Medical Certificate are mailed to the student together with the notice.

Transferees will be issued a Notice of Acceptance by the OUR upon submission of the AFAT, result of validation of subjects, if necessary, and other requirements indicated in 6.1.1.2.

6.4.2 Post-baccalaureate, masters and doctoral programs

The GS Dean/OU Director issues Notice of Acceptance to qualified students.

* For Foreign Nationals, the following documents should be submitted after the issuance of Notice of Admission:

- Original copy** of Red Ribbon (for Transferees, submit a photocopy): Official Transcript of Records (translated in English), with Grading System or equivalent of grades; Diploma; Certificate of Good Moral Character.
- Photocopy of valid Alien Certificate of Registration Identity Card (ACR I-Card), if applicable.
- National Bureau of Investigation (NBI) Clearance, if the date of first arrival in the Philippines is six (6) months or more.
- Bureau of Quarantine, upon admission (if applicable).

7 References:

Table of Screening Requirements
Control of Documents
CHED Memoranda/Guidelines
Technical Panel for Agricultural Education


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8 Attachments

- Attachment 1 College Qualifying Examination Application Form
- Attachment 2 Application Form for Admission for Transferees
- Attachment 3 Graduate School Application Form
- Attachment 4 Graduate School Recommendation Form
- Attachment 5 Open University Application Form
- Attachment 6 Open University Recommendation Form
- Attachment 7 Examination Permit
- Attachment 8 Result of Examination
- Attachment 9 Notice of Admission (Baccalaureate/Transferees)
- Attachment 11 Notice of Acceptance (Foreign Students)
- Attachment 12 Notice of Acceptance-Master's (GS)
- Attachment 13 Notice of Acceptance-Doctoral (GS)
- Attachment 14 Notice of Acceptance- (OU)


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Attachment 1


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Benguet State University
Office of Student Affairs
La Trinidad, Benguet



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**College Qualifying Examination
(BSU-CQE)
Application Form**

This form is for students who have NOT taken the BSU- College Qualifying Examination earlier.

If you have already taken the College Qualifying Examination at Benguet State University, the results of your examination are valid for 2 years, thus you are advised to visit the Office of Student Affairs- Testing and Materials Development Unit for further instructions.

Instructions in Filling-out this Application Form

This is page 1 of the application form. Be sure to read and understand the instruction before proceeding to page 2. Avoid making erasures. Carefully fill-out the information needed.

1. Print or type your entries in CAPITAL LETTERS when filling out page 2. Attach 1 pc. 2x2 ID picture with white background
2. Pay the Testing Fee at the BSU-Cashier's Office.
3. Submit this Application Form with the following
 - a. For currently enrolled high school students:
 - Certificate of enrollment from the high school principal, receipt of Testing Fee and self-addressed envelope with stamp (long business envelope)
 - b. For high school graduates who have not enrolled in any tertiary level school:
 - Photocopy of HS Form 138 (High School Report Card), receipt of Testing Fee and self-addressed envelope with stamp (long business envelope)
 - c. For Transferees:
 - Photocopy of the Official Transcript of Records, receipt of Testing Fee and self-addressed envelope with stamp (long business envelope)

MODE OF FILING THE APPLICATION:

Group Filing (for currently enrolled high school students)	Individual Filing (for high school graduates & transferees)
<ul style="list-style-type: none"> • Students submit all requirements to their school Guidance Counselor, Class Adviser or any appointed representative of the school. • School Personnel pays the Testing Fee at the BSU- Cashier's Office • for all their student applicants. • Submit requirements for processing at the OSA- Testing and Materials Development Unit. 	<ul style="list-style-type: none"> • Fill-out the application form. • Pay the Testing Fee at the BSU-Cashier's Office. • Submit certificate of enrollment from principal or photocopy of Form 138 or OTR and self-addressed envelope with stamp (long business envelope). • Submit the above requirements to the OSA-Testing and Materials Development Unit.

APPLICATION PERIOD: September 1, 2010- December 17, 2010, Monday to Friday (8:00am-6:00pm)

SUBMIT TO: BSU- Office of Student Affairs- Testing and Materials Development Unit (OSA-TMDU)
2nd floor Student Center Building. **Telefax no:** (074) 422 2043

The following are the undergraduate courses offered in Benguet State University:

Course Abbreviation	Complete Name of Course	Campus
BSA	Bachelor of Science in Agriculture	Main Campus
BSAB	Bachelor of Science in Agri-business	Main Campus
BSOC	Bachelor of Science in Development Communication	Main Campus
BSAS	Bachelor of Science in Applied Statistics	Main Campus
BSES	Bachelor of Science in Environmental Science	Main Campus
BSIT	Bachelor of Science in Information Technology	Main Campus
BSAEng'g	Bachelor of Science in Agricultural Engineering	Main Campus
BSF	Bachelor of Science in Forestry	Main Campus
BSET	Bachelor of Science in Entrepreneurial Technology	Main Campus
BSHE	Bachelor of Science in Home Economics	Main Campus
BSHRM	Bachelor of Science in Hotel and Restaurant Management	Main Campus
BSND	Bachelor of Science in Nutrition and Dietetics	Main Campus
BSN	Bachelor of Science in Nursing	Main Campus
BEE	Bachelor of Elementary Education	Main Campus
BSE	Bachelor of Secondary Education	Main Campus
BLIS	Bachelor of Library and Information Science	Main Campus
DVM	Doctor of Veterinary Medicine	Main Campus
BEE (Bokod)	Bachelor of Elementary Education	Bokod Campus
BSIE (Bokod)	Bachelor of Science in Industrial Education	Bokod Campus
BSInT (Bokod)	Bachelor of Science in Industrial Technology	Bokod Campus
BEE (Buguias)	Bachelor of Elementary Education	Buguias Campus
BSE (Buguias)	Bachelor of Secondary Education	Buguias Campus
BSIE (Buguias)	Bachelor of Science in Industrial Education	Buguias Campus

More at the back

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STEPS:

STEPS:
READ THROUGH THE FORM without filling-out the entries. Be sure you understood what data are required.
 After reading, carefully fill-out with the information needed. Avoid erasures.

Personal Information (TYPE OR PRINT CLEARLY)**STATUS OF APPLICANT:** (Please check)

Currently enrolled as Senior High School Student _____

High School graduate but has not enrolled in any tertiary level school	_____
--	-------

Transferring to Benguet State University _____

ATTACH_1pc. 2x2
ID picture here

[illegible][illegible][illegible]

Gender: Male / Female Birth Date: - - Birth Place:
Month Day Year City/Town & Province

Home Address: _____

House No.	Barangay	Town/Municipality	Province

Name of School: _____
Complete Name of High School, specify if Main or Annex/ For Transferees Write the complete name of the last school you have attended

Address of School: _____
For Transferees: Write the address of the last school you have attended

Considering the list of the courses, write your choice below.

Course applying for:

Course Abbrev.	Complete Name of Course	Campus
----------------	-------------------------	--------

(Example: BSA

Bachelor of Science in Agriculture

Main)

Applicant's Signature	Date
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Attachment 2

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Republic of the Philippines
Benguet State University
Office of the University Registrar
La Trinidad, Benguet

PLEASE ATTACH
RECENT PHOTO
2 x 2 inches

APPLICATION FOR ADMISSION (For Transferees)

- Requirements to be submitted:
1. Certified True Copy of Grades.
 2. Transfer Credentials.
 3. Certificate of Good Moral Character from last School attended.
 4. Two 2 x 2" ID photograph to be attached in this form.
 5. Medical Certificate.
 6. For foreign students: student visa, certificate of birth, certificate of financial support, and other requirements by the Bureau of Immigration for students.

(Type or print in English)

To be filled out by the Student Applicant

PERSONAL DATA

Full Legal Name: _____

Family Name	First Name	Middle Name
-------------	------------	-------------

2. Mailing Address: _____

Number	Street	City/Town	Tel. No./Cell phone No./E-mail
Province/State		Zip Code	Country

3. Place of Birth: _____

4. Date of Birth: _____

5. Citizenship: _____

6. Religion: _____

7. Civil Status: ☐ Single ☐ Married ☐ Others, please specify: _____

Sex: ☐ Male ☐ Female

DEGREE SOUGHT (For further inquiries on admission requirements, consult the College offering the degree program)

Degree/Course/Certificate in: _____

Semester for which admission is sought, please check: _____ First Semester (SY 200__) _____ Second Semester (SY 200__)

State how your studies will be financed: _____

Temporary ID No.: _____

Signature of Student _____ Date _____

To be filled out by the College Concerned (COLLEGE EVALUATION)

☐ Regular Admission

☐ Admission on Probation. Conditions: _____

☐ Denied Admission. Reasons: _____

Subjects to be Credited	Subjects to be Validated
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Evaluated: _____ Date _____

Verified/Approved: _____ Date _____

Signature over printed name of _____
Dept. Chair/College Secretary

College Dean

To be filled out by Concerned Offices

Office	Signature over printed name	Action	Reason
Office of Student Affairs		() Recommended () Not Recommended	
University Health Services		() Recommended () Not Recommended	

To be filled out by the Office of the University Registrar (OUR)

Re-evaluated by: _____ Date _____

Noted: _____ Date _____

University Registrar


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Attachment: Checklist

FLOW FOR ADMISSION OF TRANSFEREES

1. **Proceed to the College concerned where the priority course you have chosen is being offered.**
Determine availability of slot;
Show Certified Copy of Grades from former school;
Secure Application Form for Admission for Transferees (AFAT) and request form for chest-X-ray.
2. **Proceed to the Office of Student Affairs-GCU Office 2/F Student Center Building**
Present your AFAT;
Present yourself for interview and evaluation.
3. **Proceed to the University Medical Clinic**
Present your AFAT;
Submit Chest X-Ray result, 2 copies 2X2 ID pictures and folder;
Have Physical examination.
4. **Proceed to the Office of the University Registrar**
Get validation form (if necessary);
Submit AFAT, Transfer Credentials, Medical Certificates, NSO Birth Certificates, one (1) copy of latest 2x2 ID picture with name tag and validation form, if any;
Get student copy of validation, if any and Notice of Admission.
5. **(A.) If you have TO VALIDATE:**
Proceed to the college concerned where the subject to be validated is being offered and process subject validation.
(B.) If you DO NOT have to VALIDATE:
Proceed immediately to the College offering the course you will take for enrollment purposes.

BSU CODE
Title Seven (Academic Affairs)
Chapter XXXII (Transfer Students)
Article 105. Crediting of Courses

Section 1. Courses taken from non-member institutions of PASUC or ACAP must be validated before they are credited. The regular period for validation tests shall be two (2) weeks before the first day of registration for each term or semester. No validating fee shall be charged during the scheduled period. Validating test given after the first day of registration shall be levied a fee of fifteen (15) pesos per subject, and only upon approval of the Admission Office.

Section 2. A degree holder of an undergraduate course may be given credit for equivalent courses may be given credit for equivalent courses without validating them but such credit must not exceed 50% of the total number of units required for graduation, and the subjects to be credited must be determined by the Department/concerned.

How about crediting graduate units?

Section 3. Students who have earned collegiate units from recognized institutions of higher learning may be granted advanced credits for any course in accordance with the rules on transfer students.

Section 4. Consistent with the general rule set by University Council, each College may promulgate rules on admission and granting of advanced credits to students.

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President
December 22, 2016



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Attachment 3


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BENGUET STATE UNIVERSITY
GRADUATE SCHOOL
La Trinidad, Benguet
Philippines 2601



BSU-SOP-01-F03 1 of 4

APPLICATION FOR ADMISSION

PLEASE ATTACH
RECENT 2X2 PHOTO
HERE

DOCUMENTARY REQUIREMENTS:

- Official Transcript of Records (OTR).
- Recommendation from two former professors (please use GS Form No. 2).
- Certified Service Records for those who are employed.
- Certification of English proficiency. This is required only of applicants from countries where English is not the medium of instruction and/or not the native language.

APPLICATION FEE: PhP100.00 for Filipino citizens or US\$25 for foreign nationals.

DEADLINES: April 30 for 1st semester (June) admission, September 30 for 2nd semester (November) admission, and February 28 for summer (April) admission.

PERSONAL DATA

- Full Legal Name: _____
(Family Name) (First Name) (Middle Name)
- Mailing Address: _____
(Number) (Street) (City/Town) (Cell phone No.)

(Province/State) (Zip Code) (Country)
- Place of Birth: _____
- Date of Birth: _____
- Citizenship: _____
- Sex: ☐ Male ☐ Female
- Civil Status: ☐ Single ☐ Married ☐ Widow/er
- Present Occupation/Position: _____
- Name of Employer (Institution or Company): _____
- Address of Employer: _____
(Number) (Street) (City/Town) (Contact No.)

(Province/State) (Zip Code) (Country)


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11. ACADEMIC BACKGROUND

List all schools previously attended starting with the most recent.

NAME AND ADDRESS OF SCHOOL	MAJOR FIELD	DEGREE & DATE RECEIVED

ADMISSION REQUEST

12. Degree sought:

☐ MA
 ☐ MAEd
 ☐ MS
 ☐ MPA
 ☐ PhD

13. Major field of interest: _____

14. Semester for which admission is sought:

☐ First Semester (S.Y. 20__)
 ☐ Second Semester (S.Y. 20__)
 ☐ Summer (Year 20__)

15. State how your studies will be financed: _____

16. What researches other than thesis have you published? _____

TITLE OF ARTICLE	TITLE OF PUBLICATION	YEAR PUBLISHED


17. Please list your membership in honor and professional organizations. (Pls. use additional sheet if necessary)

1


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 President
 December 22, 2016



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11. ACADEMIC BACKGROUND

List all schools previously attended starting with the most recent.

NAME AND ADDRESS OF SCHOOL	MAJOR FIELD	DEGREE & DATE RECEIVED

ADMISSION REQUEST

12. Degree sought:

☐ MA ☐ MAEd ☐ MS ☐ MPA ☐ PhD

13. Major field of interest: _____

14. Semester for which admission is sought:

☐ First Semester (S.Y. 20__) ☐ Second Semester (S.Y. 20__) ☐ Summer (Year 20__)

15. State how your studies will be financed: _____

16. What researches other than thesis have you published? _____

TITLE OF ARTICLE	TITLE OF PUBLICATION	YEAR PUBLISHED

17. Please list your membership in honor and professional organizations. (Pls. use additional sheet if necessary)


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18. Please list scholarship, honors, prizes and awards you have received. (Pls. use additional sheet if necessary)

19. Unpublished research papers or thesis. (Pls. use additional sheet if necessary)

20. Names, titles and address of the professors whom you have requested to recommend you.

NAME	TITLE	ADDRESS

CERTIFICATION

I affirm that the information I have provided in this application form is complete, accurate and true to the best of my knowledge. I agree to submit other documents that may be required for this admission. I understand that furnishing any false information in this application may result in the cancellation of my admission or registration.

Signature of Applicant

Date


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(To be filled up by Evaluation Committee)

- ☐ Approval Recommended
 ☐ Denial Recommended
☐ Regular Admission
☐ Admission on Probation

Conditions of Admission on Probation

To be assigned as temporary enrolment Adviser: _____

EVALUATION COMMITTEE

_____	_____
Member	Member
Date: _____	Date: _____
_____	_____
Department Chairman	College Dean/Institute Director
Date: _____	Date: _____

GS DEAN'S ACTION

- ☐ Approved
 ☐ Denied
☐ Regular Admission
☐ Admission on Probation

DEAN

Date: _____


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Attachment 4

BSU-SOP-04-F04



BENGUET STATE UNIVERSITY
GRADUATE SCHOOL
La Trinidad, Benguet
Philippines 2601



STANDARD RECOMMENDATION FORM

TO THE APPLICANT: This form should be given to professors who are able to evaluate you for graduate study.

1. Full Legal Name: _____
(Family Name) (First Name) (Middle Name)

2. Degree sought:
☐ MA ☐ MAEd ☐ MS ☐ MPA ☐ PhD

3. Major Field of interest: _____

TO THE RECOMMENDING PROFESSOR: Your recommendation will be considered confidential. Please return directly to the above address.

RECOMMENDATION

1. How long have you known the applicant and in what capacity?

- ☐ As his/her professor _____ years
☐ As his/her research adviser _____ years
☐ Others (please specify) _____ years

2. Was the applicant enrolled in any of your classes and if so, in what subject/s?

3. Please describe the applicant's potential for teaching and research.


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President
December 22, 2016



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4. Please rate the applicant on each characteristic in comparison with your other students with approximately the same amount of experience and training.

CHARACTERISTICS	UPPER 2%	UPPER 5%	UPPER 10%	UPPER 25%	UPPER 50%	LOWER 50%	NO BASIS FOR JUDG- MENT
1. Intellectual capacity							
2. Desire to achieve/ambition							
3. Potential for success in major field							
4. Emotional maturity							
5. Enthusiasm							
6. Initiative							
7. Resourcefulness							
8. Responsibility							
9. Carefulness in work							
10. Originality/Ingenuity							
11. Ability to work with others							
12. Ability to adjust in new situations							
13. Leadership qualities							
14. Written expression skills							
15. Oral expression skills							

5. Please indicate additional information concerning the applicant's potential as a graduate student that may not be reflected in his transcript of records (Please use additional sheet if necessary).

6. Please indicate the strength of your overall endorsement and your expectations of the performance of the applicant in graduate study.

PROGRAM

		Master's	Doctorate
Outstanding	- upper 5%	<input type="checkbox"/>	<input type="checkbox"/>
Above average	- upper 15%	<input type="checkbox"/>	<input type="checkbox"/>
Satisfactory	- upper 25 %	<input type="checkbox"/>	<input type="checkbox"/>
Satisfactory with some reservations		<input type="checkbox"/>	<input type="checkbox"/>
Marginal		<input type="checkbox"/>	<input type="checkbox"/>
Unsatisfactory		<input type="checkbox"/>	<input type="checkbox"/>

NAME: _____
 POSITION: _____
 ADDRESS: _____

 (Signature)

 (Date)

Thank you for completing this recommendation


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 December 22, 2016



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Attachment 5

BSU-SOP-01-F05 1 of 2



Benguet State University
OPEN UNIVERSITY
 La Trinidad, Benguet 2601, Telefax (074)309-2353
www.bsu.edu.ph
open.university@mail.bsu.edu.ph

ATTACH 2" X 2" ID
PICTURE

APPLICATION FORM FOR ADMISSION

Your application shall be acted upon only after you submitted all the required documents. The deadline of application is: April 30 for first semester admission; September 30 for second semester admission and February 28 for Summer admission. The requirements are as follows:

1. Official Transcript of Records (for degree program) or Form 137 (for Certificate or Short Courses) from the school that you last attended.
2. Two letters of recommendation from your former professors/employers (for degree program, Form 2).
3. Photo copy of your NSO Certified Birth Certificate.
4. Four copies of your latest identical ID picture (2" x 2") with plain white background.
5. Permit to Study from the head of your agency if employed.
6. Payment of Application Fee of PhP100 for Filipinos and US\$25 for foreign nationals (Non-refundable).
7. An essay of about 500 words indicating your purpose for applying to the distance education program and your plan after completing the degree.
8. Valid visa for foreign nationals.

ADMISSION REQUEST:

1. Degree Sought
 - ☐ Master in Community Development
 - ☐ Master in Community Health Development
 - ☐ Master in Cooperative Management
 - ☐ Master in Development Communication
 - ☐ Master in Human Resource Management
 - ☐ Master in Non-Formal Education (Alternative Learning Systems)
 - ☐ Master in Urban Management
 - ☐ Diploma in Training Management ☐ Diploma in Urban Management
 - ☐ Short Courses, pls. specify: _____
2. Semester for which admission is sought: ☐ First Semester ☐ Second Semester ☐ Summer
3. State how your studies will be financed: _____

PERSONAL DATA:

1. Name: _____
 Family Name First Name Middle Name
2. Mailing Address: _____
 Number Street City/Town Tel./CP No.
 Province Zip Code Country
3. Place of Birth: _____
4. Date of Birth: _____
5. Citizenship: _____
6. Gender: ☐ Female ☐ Male
7. Civil Status: ☐ Single ☐ Married ☐ Widow ☐ Divorced
8. Present Occupation: _____
9. Name of Employer (Institution/company): _____
10. Address of Employer: _____


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ACADEMIC BACKGROUND (Please use additional sheets if necessary. Those applying for Certificate and Short Courses need not fill up items 2 to 6) BSU-SOP-01-F05 1 of 2

1. List of schools you attended starting with the most recent

Name and Address of School	Degree/ Major Field	Year Completed
College:		
High School:		
Elementary:		

Are you currently enrolled in another college/university? ☐ Yes ☐ No
Name of School _____ Degree _____

2. List of researches you conducted and published apart from your thesis

Title of Article	Title of Publication	Year Published

3. List of seminars/conferences that you attended in the last five years.

Title of Seminars/Conferences	Place	Year

4. List your membership in honor, professional and/or civic organizations.

Name of Organization	Role	Year

5. List of scholarship, honors, prizes and awards you received.

Scholarship, Honors, Prizes and Awards	Place	Year

6. List three persons whom you have requested to recommend you.

Name and Position	Address	Contact Number

CERTIFICATION

I hereby affirm that all the information supplied herein is complete and accurate, and if admitted, I agree to abide by the rules and regulations of the Open University.

Signature of Student _____ Date _____

Admitted: () Probationary () Regular

Director _____ Date _____


Reasons why admission is probationary:
☐ GWA less than 2.00
☐ GWA in English courses less than 2.00
☐ Average rating from former professors less than 50%
☐ Previous degree not related to degree applied for.
☐ Work experience not related to degree applied for.
☐ Poor essay.

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President
December 22, 2016



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3. Please rate the applicant on each characteristic in comparison with other students with approximately the same experience and training.

Characteristics	Upper 2%	Upper 5%	Upper 10%	Upper 25%	Upper 50%	Lower 50%	No basis for judgment
Intellectual capacity							
Desire to achieve ambition							
Potential for success in major field							
Emotional maturity							
Enthusiasm							
Initiative							
Resourcefulness							
Responsibility							
Carefulness in work							
Originality/ingenuity							
Ability to work with others							
Ability to adjust in new situations							
Leadership qualities							
Written expression skills							
Oral expression skills							

4. Please indicate additional information concerning the applicant's potential as a graduate student that may not be reflected in the transcript of records. Please use additional sheet if necessary.

5. Please indicate the strength of your overall endorsement and your expectation of the performance of the applicant for graduate study.

- ☐ Outstanding (upper 5%)
☐ Above average (upper 15%)
☐ Satisfactory (upper 50%)
☐ Satisfactory with some reservations
☐ Marginal
☐ Unsatisfactory

Your name, position and address:

Signature

Date

Thank you for completing the recommendation.


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 December 22, 2016



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Attachment 7

BSU-SOP-01-F07 1 of 2



Benguet State University
Office of Student Affairs
 La Trinidad, Benguet
 (074) 422 2043



TEST PERMIT IMPORTANT

Changing the
attached picture or
altering any
information found on
this permit
disqualifies you to
take the examination.
Read carefully and
follow what is written.

Applicant Number: _____
 Dear Mr./Ms. _____,

We are happy to inform you that you are qualified to take the Benguet State University- College Qualifying Examination on _____
 at the _____. Bring this Test Permit
 and the following on the day of your test:

- 2 pcs. No. 2 Mongol pencil (sharpened and with eraser)
- High School ID Card (or other Identification if School ID is unavailable)

Director, OSA

(Please see reminders at the back)


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BSU-SOP-01-F07 2 of 2

Be informed that the examination will last for 2 hours and no examinee will be allowed to go out of the testing hall until the end of the test so we encourage you to come with full stomach and visit the comfort room before proceeding to the testing hall. Do not bring bags, folders, envelopes, extra sheet of papers, snacks, and cellular phones in the testing room.

If for some reason you were unable to take the test as scheduled, we will arrange for a reschedule. However, you have to see the BSU Cashier's Office and pay P50.00 (spoilage fee) then see us at the Office of Student Affairs- Testing and Materials Development Unit.

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Attachment 8

BSU-SOP-01-F08



<p align="center"> Benguet State University Office of Student Affairs TESTING AND MATERIALS DEVELOPMENT UNIT La Trinidad, Benguet (074) 422 2043 </p>	
---	---

Date

FAMILY NAME, FIRST NAME, MIDDLE NAME

Name of School

Address of School

Dear Mr./Ms. (Family Name)

This is to inform you of your BSU- College Qualifying Examination results as shown below:

Date of Examination:

IQ for CQE:

Qualitative Description:

Course Applied:

Please be advised to inquire from or read advisory in the College of your first priority about:

- 1) other requirements to be submitted
- 2) date when you can see the dean/or posting of final list.

Very truly yours,

Chief


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Attachment 9

BSU-SOP-01-F07

NOTICE OF ADMISSION

August 19, 2016

To: **Mr. BALAWEN, Jerick Lino**

Congratulations! You are qualified to enroll in Benguet State University at the **College of Forestry (CF)** to pursue the degree **Bachelor of Science in Forestry (BSF)** this coming First Semester, SY 2016-2017.

Please be guided by the following procedures for admission:

- Before enrollment, **have your chest X-ray taken in any X-ray Laboratory** available in your locality. Detach the **Request for Chest X-ray** which is found in the lower portion of this page and present it to the concerned X-ray laboratory personnel.
- On **August 1, 2016**, have your **physical examination** at the University Health Services and present the following so that you can get a **medical slip**:
 - Result of your CHEST X-RAY
 - One 2x2 recent ID picture (formal studio photo) with name tag
 - Long white folder
- Proceed to the **College of Forestry (CF)** on **August 19, 2016** and take with you **two copies of your 2x2 recent formal studio photo with name tag**. Also, the following documents must be reproduced in **two (2) copies each** to be submitted at the **Office of the University Registrar (original and photocopy)** and at the **college concerned (the other photocopy)**:
 - NSO Birth Certificate or NSO Marriage Certificate, if **married**
 - Certificate of Good Moral Character from last school attended
 - Medical Slip issued by the University Health Services
 - Accomplished Student Information Sheet (SIS) **Fill out the attached SIS legibly and completely to be submitted during enrollment*
 - Form 138 *(For High school graduates only)*
 - Alternative Learning System (ALS) Rating and Certification *(for ALS passers only)*
 - Transfer Credentials from last school attended *(for transferees only)*
 - Certified True Copy of Grades from last school attended *(for transferees only)*
 - Accomplished Application Form for Admission for Transferees *(for transferees only)* **Forms available at the college concerned*

High School Graduates?

**Those who graduated from high school in SY 2014-2015 (fresh graduates) or earlier (old graduates who never enrolled in technical/vocational course or in any college/university)*

Transferees?

**Those who enrolled or finished technical/vocational course
Those who enrolled in any college or university

Should you have inquiries, contact 09215522037 (Smart) / 09279442747 (Globe) / Tel 422-2127 Loc. 33.

We hope to see you soon in BSU!

MARLENE BAUCAS ATINYAO, Ph.D.

Director, Office of the University Registrar

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Republic of the Philippines
BENGUET STATE UNIVERSITY

UNIVERSITY HEALTH CLINIC-MEDICAL CLINIC

Request for CHEST X-RAY (For enrollment purposes)

NOTE: Chest X-ray should be done **BEFORE** the scheduled date of Physical Examination in any X-ray laboratory available in your locality. **NO CHEST X-RAY RESULT, NO PHYSICAL EXAMINATION.**

Patient's Name: **Mr. BALAWEN, Jerick Lino**

Age: _____

Gender: ___F___M

FLORENCE V. POLTIC, M. D.

LIC # 77236/University Physician

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Attachment 10

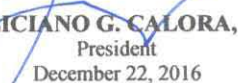


Republic of the Philippines
Benguet State University
Office of the University Registrar
 La Trinidad, Benguet

BSU-SOP-01-F10


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BSU-SOP-01-F12

Attachment 11



Republic of the Philippines
Benguet State University
Office of the University Registrar
 La Trinidad, Benguet

NOTICE OF ACCEPTANCE (MASTER'S)

December 13, 2016

Mr. JOHN DOE
 Balaoan, La Union
 2517

Dear Mr. DOE:

It is with pleasure to inform you that your application for admission to pursue the degree **Master of Arts in Social Studies** at the **Graduate School of the College of Arts and Sciences**, Benguet State University is **APPROVED** on probationary status, effective this **SECOND SEMESTER, SY 2016-2017**, on the following condition/s:

- ✓ Must obtain a GWA of 2.0 or better on the first term of enrolment (6-9 units).

Present this Notice of Acceptance to the **College of Arts and Sciences** when you come to enroll on **January 9-14, 2017**. To assist you later in the enrolment process, your enrolment adviser shall be **Dr. Gigy G. Banes** at the **Department of Social Sciences** (your mother Department), **College of Arts and Sciences** (your mother College).

Before enrollment, have your chest x-ray taken and submit the results to the BSU University Medical Clinic together with one (1) long white folder and one (1) piece 2X2 ID picture so that you can get medical clearance to enroll. **Upon enrolment, submit original copies to the Office of the University Registrar (O.U.R.) and photocopies to your Mother College** of the following documents:

- a. the medical clearance/slip from the University Medical Clinic;
- b. your Transfer Credentials secured from school last attended, or a photocopy of your Official Transcript of Records (for the Office of the University Registrar), if BSU is the school last attended; and
- c. a photocopy of your Philippine Statistics Authority (PSA) (formerly NSO) Birth Certificate and Marriage Certificate, if applicable.

For your reference, we are enclosing a primer and a checklist of subjects. Note that upon enrolment, you are given five (5) years residency to finish your Masters degree, whether you shift or not. You may have one (1) year leave of absence which will not be counted in your five (5) years residency. An extension of one (1) year may be granted in meritorious cases, subject to University rules. However, starting on your sixth year of residency, you need to complete an additional nine (9) units of refresher subjects. After complying with the required refresher subjects, you can take the other subjects that are part of your curriculum to complete your course.

Thank you.

Very truly yours,

MARLENE BAUCAS ATINYAO
 Director, Office of the University Registrar


Copy furnished:
 ✓ Dr. Gigy G. Banes
 ✓ College of Arts and Sciences

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	QUALITY PROCEDURE		Document No. BSU-SOP-01
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	Admission		Issued By DCO Date 12/21/16

Attachment 12

BSU-SOP-01-F12
Notice of Acceptance (GS)

NOTICE OF ACCEPTANCE (DOCTORAL)

December 13, 2016

Mr. JOHN DOE
Cluster 5, Unit 7, Genesis Point Village
Irisan, Baguio City
2600

Dear **Mr. DOE**:

It is with pleasure to inform you that your application for admission to pursue the degree **Doctor of Philosophy in Rural Development** at the **Graduate School** of the **College of Agriculture**, Benguet State University is **APPROVED** on **probationary status**, effective this **SECOND SEMESTER 2016-2017**, on the following condition/s:

- ✓ Must obtain a GWA of 2.0 or better on the first term of enrolment (9-12 units).
- ✓ Must take additional Nine (9) units of MS RD courses over and above the required PhD RD required courses.

Present this Notice of Acceptance to the Graduate School when you come to enroll on (**enrollment date will be announced as soon as available**). To assist you later in the enrolment process, your enrolment adviser shall be **Dr. Erlinda B. Alupias** at the **Department of Extension Education** (your mother Department), **College of Agriculture** (your mother College).

Before enrollment, have your chest x-ray taken and submit the results to the BSU University Medical Clinic together with one (1) long white folder and one (1) piece 2X2 ID picture so that you can get medical clearance to enroll. **During enrolment, submit original copies to the Office of the University Registrar (O.U.R.) and photocopies to your Mother College** of the following documents:

- a. the medical clearance/slip from the University Medical Clinic;
- b. your Transfer Credentials secured from school last attended, or a photocopy of your Official Transcript of Records (for the Office of the University Registrar), if BSU is the school last attended; and
- c. a photocopy of your Philippine Statistics Authority (PSA) (formerly NSO) Birth Certificate and Marriage Certificate, if Marriage Certificate is applicable.

For your reference, we are enclosing a primer and a checklist of subjects. After your seventh year of residency, you need to complete additional twelve (12) units of refresher subjects. Thereafter, you can take the other subjects that are part of your curriculum.

Thank you.

Very truly yours,

MARLENE BAUCAS ATINYAO
Director, Office of the University Registrar


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	Admission		Issued By DCO	Date 12/21/16

√Dr. Erlinda B. Alupias
√College of Agriculture

Attachment 13

BSU-SOP-01-F13
Notice of Acceptance (OU)


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	QUALITY PROCEDURE		Document No. BSU-SOP-02
	Standard Operating Procedures		Rev. No. 00 Page Page 1 of 9
	Enrollment		Issued By DCO Date 12/21/16

1.0 Purpose

This document aims to standardize the core processes of instruction services specifically enrollment procedures and in the University and ensure that appropriate versions are identified and made available at point of use.

2.0 Scope

This procedure applies to activities from pre-registration to validation.

3.0 Definition of Terms

Pre-registration	For all students, the filling up of the pre-registration form and the approval of the same by an academic adviser; for scholars, by an academic adviser and the Student Scholarships and Grants Unit(SSGU) Officer of Office of Student Services (OSS).
Registration	The release of a copy of the enrollment form to the enrollee inclusive of assessment.
Payment of Fees	The payment of appropriate fees at the Cashier's Office and the release of the official receipt.
Validation	The stamping of the students' enrollment form as "REGISTERED" by the Office of the University Registrar (OUR) personnel and the release of the ID validation sticker to the enrollee for continuing students or the preparation of validated ID for new students.

4.0 Responsibilities

Quality Management Representative (QMR)	Shall ensure that the established documented procedures are consistent with the requirements of ISO 9001 Standard and are effectively implemented. The QMR is also responsible for the review of this procedure.
Deputy QMR	In the absence of the QMR, shall ensure that the established documented procedures are consistent with the requirements of ISO 9001 Standard and are effectively implemented. The DQMR is also responsible for the review of this procedure


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University
Administrative
Council

The University Administrative Council shall approve the implementation of this procedure.

Cashier's Office

Shall be responsible for the collection of pre-registration, tuition, and miscellaneous fees from students.

Colleges

Shall be responsible for the distribution and approval of the pre-registration forms, of courses to be taken by the students into the electronic enrollment system and generation of enrollment forms.

Office of Student
Services (OSS)

Shall determine the scholarship/grants and corresponding tuition discounts and print enrollment forms of scholars.

Office of the University
Registrar (OUR)

Shall receive and check enrollment documents, stamp the enrollment form of the student "REGISTERED" and issue a validated ID for new students or a validation sticker to continuing students.

5.0 Procedure Flow

Responsibilities	Key Steps	Interfaces
Cashier/College	<div>Pre-registration</div> <div>↓</div>	(Guidelines for requirements under this step is in 6.0) Screening Procedure Notice of Admission (SOP-01) See Details 6.1
College	<div>Registration</div> <div>↓</div>	(Guidelines for requirements under this step is in 6.0) See Details 6.2
Cashier	<div>Payment of Fees</div> <div>↓</div>	(Guidelines for requirements under this step is in 6.0) See Details 6.3
OUR	<div>Validation</div>	(Guidelines for requirements under this step is in 6.0) See Details 6.4


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6.0 Procedure Detail

6.1 Pre-registration

6.1.1. Requirements for pre-registration:

- 6.1.1.1. Notice of Admission for freshmen and transferees
- 6.1.1.2. Notice of readmission for old returning students
- 6.1.1.3. Grades during the preceding term for continuing students

For all students, during the scheduled day of enrollment, the College enrollment clerks issue pre-registration forms for students to accomplish. Notices of Admission for freshmen and transferees, Notices of Readmission for old returning students and copies of their grades during the previous semester and school ID for continuing students are presented. The pre-registration form contains a list of the subjects the student plans to enroll for the semester.

The student submits the pre-registration form to the Academic Adviser assigned in the College for specific degree programs and/or majors and year levels. He/ She in turn, checks entries in the pre-registration form, with particular attention to compliance to pre-requisites of courses to be enrolled and the completeness of all the required documents necessary for registration. If all are in place, the Academic Adviser signs the pre-registration form, and the student submits this to the College enrollment clerk for encoding.

6.2 Registration

6.2.1 Requirements for registration:

- 6.2.1.1 A duly accomplished pre-registration form signed by the Academic adviser
- 6.2.1.2 For new enrollees, photocopies of Form 138, NSO Birth Certificate, and Certificate of Good Moral Character from High School attended
- 6.2.1.3 For transferees, photocopies of transfer credentials, NSO Birth/Marriage Certificate and Certificate of Good Moral Character from last school attended

The College enrollment clerk receives documents for registration and encodes the subjects with the corresponding schedule and other pertinent information. The clerk then generates the enrollment form that includes courses enrolled and assessed fees and issues a copy of the enrollment form to the student, except for scholars.


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Scholars, after pertinent information has been encoded by the College enrollment clerk, must proceed to the OSS-SSGU for the determination of appropriate scholarship/grant and the corresponding tuition discounts. The SSGU personnel will then print the enrollment form and issue a copy of the enrollment form to the student.

6.3 Payment of Fees

6.3.1 Requirement for payment of fees:

6.3.1.1 Enrollment form

6.3.1.2 Student identification card for continuing students

The cashier receives payment equivalent to at least 50% of the total assessed fees and issues an official receipt upon presentation of the enrollment form and school ID by the student

For scholars, only partial scholars need to proceed to the Cashier's Office for payment of miscellaneous or other fees.

6.4 Validation

6.4.1 Requirements for Validation:

6.4.1.1 Enrollment form

6.4.1.2 Official receipt for school fees paid or OSA stamp on the enrollment form indicating the scholarship of the student

6.4.1.3 In addition, for continuing students, school Identification card and accomplished Student Information Sheet

6.4.1.4 In addition, for new freshmen, Form 138, NSO Birth/Marriage Certificate, Medical Certificate, NCAE result and a duly accomplished Student Information Sheet with a 2x2 ID picture with name tag

6.4.1.5 In addition, for transferees, transfer credentials, NSO Birth/Marriage Certificate, Medical Certificate and a duly accomplished Student Information Sheet with a 2x2ID picture with name tag

The assigned OUR personnel receive and check the completeness of the documents submitted. In case of incomplete documents, OUR personnel request the enrollee to accomplish a promissory note for the submission of the required document at a later date.


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The OUR personnel stamp the enrollment form of the student "REGISTERED".

For freshmen and transferees, an application for ID is issued to students. The students proceed to the OUR window 4 for the preparation and release of the ID Card, to be validated by the ULIS.

7.0 References: (Not Applicable)

Table of Screening Requirements
Control of Documents
CHED Memoranda/Guidelines
Technical Panel for Agricultural Education

8.0 Attachments

Attachment 1 Pre-registration Form
Attachment 2 Enrollment Form
Attachment 3 Student Information Sheet


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Attachment 1

BSU-SOP-02-F01



Republic of the Philippines
Benguet State University
La Trinidad, Benguet

PRE-REGISTRATION FORM

____ Semester, SY ____ - ____

Name (Surname, Given, M.I.): _____

ID Number: _____

COURSE, YEAR & SECTION: _____

Class Schedule:

SCHED CODE	COURSE CODE	DESCRIPTIVE TITLE	DAYS/TIME/ROOM	UNITS

I hereby certify that all the supplied information are true and correct.

As a bonafide student of the College of _____, I submit myself to the University and College rules, regulations and policies. Thus, I understand that and I will have to abide that:

1. If I intend to change, drop, or withdraw any of the subjects I enrolled, I must follow the proper procedure and process it within the prescribed duration, otherwise I will be given a grade of 5.0.
2. I must obtain an admission slip and present it to my teachers should I incur absences.
3. I understand that I will be considered DROPPED from any of my subjects, should I accumulate unexcused absences which is 20% of the total number of hours (3-unit lecture or 1-unit lab: 10.8 hours; 2-unit lab: 21.6 hours)
4. Should I obtain an INC mark in any of the courses/ subjects I enrolled, I must satisfy the completion requirement within the succeeding period of two (2) semesters or one (1) school year only.
5. I must wear the complete prescribed uniform during Mondays and Tuesdays from the first to the last hour of classes and decent attire during Wednesdays, Thursdays, Fridays and Saturdays. (For colleges with prescribed uniforms)
6. I must wear my identification card at all times while I am inside the University campus.
7. I must inform my Department Head immediately should I get pregnant during the semester. A medical certificate will be presented stating my being fit to attend and perform the activities required in my academic subjects.
8. I will discuss & explain the above mentioned policies with my parents or guardian.

Parent/ Guardian

Signature of Student

Contact Number: _____

Contact Number: _____

This is to certify that Mr / Ms _____ is admitted to the College of _____
He/ She is therefore allowed to enroll _____ units for the _____ of
school year _____.

NOTED:

Signature of Enrollment Adviser /
Department Chair


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Attachment 2*

BSU-SOP-02-F02

Benguet State University
La Trinidad, Benguet

EAF No. 2915
1st Semester 2010-2011

ID No: 1001645 Name: FUENTES, STEFAN DAMEL B. (BSA 1 C) 05/26/2010

CODE	SUBJECT	DESCRIPTION	UNITS	INSTRUCTOR	SCHEDULE AND ROOM
A23	PE 11	Physical Fitness and Self-testing Activities	2	H. Pawid	8-10 am M GYM
A19	NAT SCI 11B	General Biology	4	M. Guron	3-4 pm MW CAS 303 (LEC), 12-3 pm MF CAS 302 (LAB)
A20	SOC SCI 11B	General Economics and Taxation	3	L. Cuanguey	10-11 am MWF AB 06
A21	NAT SCI 12B	General Chemistry	5	L. Ely	7:30-9 am TTh CAS AN 115 (LEC), 9 am-12 pm TTh CAS
A18	ENG 11C	Study and Thinking Skills in English	3		1-2:30 pm TTh CAS 105
A17	MATH 11	College Algebra	3		2:30-4 pm TTh CAS AN 101
A24	NSTP 11	National Service Training Program I	3		4-5:30 pm TTh TBA
A22	AGRIC 11	Introduction to Agriculture	1	L. Tandang	9-10 am W AC 104

ASSESSMENT OF FEES:

Tuition Fees:
Tuition Fee - Gen Ed Courses: 19 x 100/unit 1,900.00 1,900.00

Miscellaneous Fees:

Athletic Fee	100.00	
Entrance Fee	100.00	
Information Communication Technology	150.00	
Identification Card	186.00	
Insurance Fee	50.00	
Library Fee	100.00	
Medical Dental Fee	50.00	
Registration Fee	75.00	
Sports Culture and Arts Fee	110.00	921.00

Other Fees:

PE fee: 1 x 200/subject	200.00	
NSTP Fee: 1 x 150/subject	150.00	350.00

Total Assessment: 3,171.00

UPON ENROLLMENT

Upon Enrollment	1,590.00
Midterms	790.00
Finals	791.00

Processed by: Madeline S. Kingan

*Sample, generated through the Electronic Enrollment System

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Student Information Sheet Page 2 of 2

Information about spouse (if any):

Name of Spouse: _____ Telephone / Mobile #: _____

Address: _____
Barangay _____ Town _____ Province _____

Occupation: _____ If OFW, indicate where: _____

Educational Attainment: _____

Name of Child/Children:

	Name	Birth Date	Age	Birth Place
1				
2				

Name of Guardian Other than Parents: _____ Telephone / Mobile #: _____

Address: _____
Barangay _____ Town _____ Province _____

Person to contact in case of emergency:

Name: _____ Telephone / Mobile #: _____

Address: _____

EDUCATIONAL BACKGROUND

Elementary

School: _____ Year of Graduation: _____ Honor/s Received: _____ /

Address: _____ School Type: ☐ Public ☐ Private

Secondary

School: _____ Year of Graduation: _____ Honor/s Received: _____ /

Address: _____ School Type: ☐ Public ☐ Private

Post Secondary (Certificate/Diploma/Training Courses)

School: _____ Year of Graduation: _____ Honor/s Received: _____ /

Address: _____ School Type: ☐ Public ☐ Private

Baccalaureate (BS Degree)

School: _____ Year of Graduation: _____ Honor/s Received: _____ /

Address: _____ School Type: ☐ Public ☐ Private

Master's Degree

School: _____ Year of Graduation: _____ Honor/s Received: _____ /

Address: _____ School Type: ☐ Public ☐ Private

WORK BACKGROUND

1. Company: _____

Address: _____ Telephone / Mobile #: _____

2. Company: _____

Address: _____ Telephone / Mobile #: _____

I hereby certify that the above information is true and correct to the best of my knowledge.

Student's Signature over Printed Name

Date: _____

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	QUALITY PROCEDURE		Document No. BSU-SOP-03	
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	Mentoring		Issued By DCO	Date 12/21/16

1.0 Purpose

This document aims to standardize the core processes of instruction services specifically mentoring procedure standards in the University and ensure that appropriate versions are identified and made available for use.

2.0 Scope

This procedure applies to all activities from the preparation or revision of course syllabi until the issuance of grades to students.

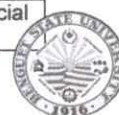
3.0 Definition of Terms

Preparation of Course Syllabus	A course syllabus is a list of topics to be covered in a particular course or subject which is formulated prior to the beginning of classes. It also includes the goals and objective of a course, pre-requisites, the grading or evaluation scheme requirements, materials to be used, strategies of teaching and references.
Lecture	Refers to all activities/methods/techniques conducted/utilized by the faculty to facilitate the teaching-learning process which may include but not limited to: discussions, demonstration, conduct of laboratory exercises, field/educational trip, etc.
Examination	Refers to the different schemes of evaluation which is given by the faculty to his students This includes quizzes, graded recitations, projects, exercises, and mid-term and final examinations. The coverage includes topics which have been discussed during a particular period.
Submission and Issuance of Grades	The grades of the students are computed by the faculty using the university grading system. Grades are submitted to the Officer of the University Registrar (OUR) through the Student Information and Accounting System (SIAS), a program used the registration, evaluation, assessment of fees and the generation of copy of grades of students. The OUR prints the individual semestral grades and releases the same to the students.


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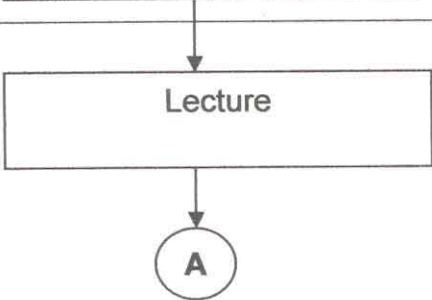
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	Mentoring		Page Page 2 of 10
		Issued By DCO	Date 12/21/16

4.0 Responsibilities

Quality Management Representative (QMR)	Shall ensure that the established documented procedures are consistent with the requirements of ISO 9001 Standard and are effectively implemented. The QMR is also responsible for the review and approval of this procedure.
Deputy QMR	In the absence of the QMR, ensure that the established documented procedures are consistent with the requirements of ISO 9001 Standard and are effectively implemented. The DQMR is also responsible for the review and approval of this procedure
University Administrative Council	The University Administrative Council approves the implementation of this procedure.
Faculty	Shall prepare the course syllabus; facilitate the teaching-learning process through various activities/methods/techniques; and submit grades to the OUR.
Office of the University Registrar (OUR)	Shall print and issue individual semestral grades to students.

5.0 Procedure Flow

Responsibilities	Key Steps	Interfaces
college	Preparation/Revision of Course Syllabi	(Guidelines for Essential Elements of Procedure) See Details 6.1
college		(Guidelines for Essential Elements of Procedure) See Details 6.1


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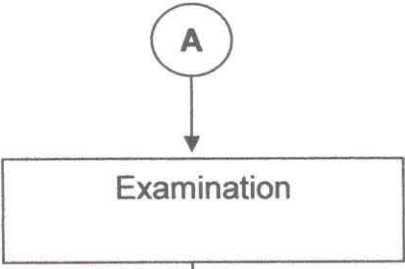
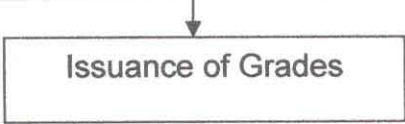
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college		<u>Guidelines for Essential Elements of Procedure)</u> See Details 6.1
College and OUR		<u>Guidelines for Essential Elements of Procedure)</u> See Details 6.1

6.0 Procedure Detail

6.1 Course Syllabi preparation/revision

Once a faculty is given his/her teaching load, he/she checks the curricular requirements of the subjects he/she will handle. Goals and objectives are identified to set expected outcomes. The scope of the course is determined by the instructor selecting the domain of knowledge necessary for the learners. The grading or evaluation scheme tells students what kind of learning activities are to be valued (e.g. assignments, tests, projects, others). He/she prepares a description of each course, and then lists the possible topics to be learned by the students by referring to textbooks and other references. Time frame for each topic is determined. Prerequisites are also identified to ensure that students who will take such subjects have adequate background knowledge.

The faculty can also do revisions if he had taught the same subject the previous semester. Based on his experiences, he can add more topics or revise some elements of his syllabus.

6.2 Lecture

In order to facilitate the teaching-learning process, the faculty may utilize various methods/techniques or conduct different activities following the prepared course syllabus. This may include but not limited to: discussions, demonstration, conduct of laboratory exercises, field/educational trip, etc.


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The method/techniques/activity may depend on the topic to be covered and the time allotted for each topic.

6.3 Examination

The faculty determines the scheme of evaluation to use at certain period within the semester.

For the mid-term and final examination, a table of specifications can be prepared to guide the faculty on the topics to be given during the examination, number of items per topic and type of test questions to be prepared. The faculty reviews all test questions he/she prepares and determines if the students can answer all the items given a specific time frame. The faculty revises his/her test questions after review.

6.3.1 Requirements for examination

6.3.1.1 Examination permit issued by the accounting office.

6.4 Submission and Issuance of Grades

The faculty computes the grades using the university grading system. The faculty then submits the grades to the OUR through the SIAS, a program used in the registration, evaluation, assessment of fees and the generation of copy of grades of students. Once the grades are electronically submitted by the faculty, the OUR prints a hard copy and returns it to the faculty for confirmation of the grades. The faculty signs the grade sheet and submits it to the Department Chair and Dean for approval. A copy of the approved hard copy is returned to the OUR for filing.


As the grades are electronically submitted by the faculty, it is automatically posted in the individual student records. The OUR prints the individual semestral grades of students and releases them to the colleges. The colleges will distribute the semestral grades to their respective students.

6.4.1 Requirements for issuance of grades

6.4.1.1 Electronically submitted grades


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7.0 References:


Table of Screening Requirements
 Control of Documents
 CHED Memoranda/Guidelines
 Technical Panel for Agricultural Education

8.0 Attachments

Attachment 1 Course Syllabus Format
 Attachment 2 Examination Permit
 Attachment 3 Grade Sheet
 Attachment 4 Semestral Grade Report


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 Republic of the Philippines
 Benguet State University
 College of _____
 DEPARTMENT OF _____
 La Trinidad, Benguet

COURSE SYLLABUS
 _____ Semester, SY _____

I. CATALOGUE COURSE DESCRIPTION

Course Code : _____
 Course Title : _____
 Course Description : _____
 Pre-requisite : _____
 Period Covered : _____
 Credit : _____
 Total No. of Contact Hours : _____

II. UNIVERSITY VISION AND MISSION :

Vision : A Premier University delivering world-class education that promotes sustainable development amidst climate change.

Mission : To provide quality education to enhanced food security, sustainable communities, industry innovation, climate resilience, gender equality, institutional development and partnerships.

Core Values : Student-centered Leadership Integrity Diversity Efficiency Service

III. GOALS :

A. Institutional : To develop proactive programs to ensure relevant quality education.

B. College : _____

C. Program: (Use the Student Outcomes)

The graduate of the PhD/MS/MA/BS _____ program should have developed the ability to:

Program Outcome	Relationship to the Course*
PO1.	
PO2.	
PO3.	
PO...	

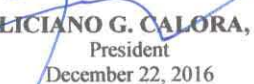
* I – Introduce (the student gets introduced to the concepts/principles)
 P – Practice (the student practices the competencies with supervision)
 D – Demonstrate (The student practices the competencies across different settings with minimum supervision)

D. Course : At the end of the course the students are expected to: (Intended Learning Outcomes)

1. _____
2. _____
3. _____
- ...


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IV. COURSE CONTENT (use Outcomes-Based Approach):

Intended Learning Outcomes (ILOs)	Topics	Time Allotment (hrs)	Teaching and Learning Activities (TLAs)	Resources	Assessment Methods
1			<input checked="" type="checkbox"/> Teaching Approach <input checked="" type="checkbox"/> Method: <input checked="" type="checkbox"/> Strategy/T echnique		
2					
3					
...					

V. COURSE REQUIREMENTS :

VI. EVALUATION AND GRADING SYSTEM :

A. Evaluation (Indicate weights per output/requirement)

B. Grading System

$$\text{Midterm Grade (MG)} = \frac{(\text{Class standing} \times 2) + \text{Term Exam Grade}}{3}$$

$$\text{Tentative Final Grade (TFG)} = \frac{(\text{Class standing} \times 2) + \text{Term Exam Grade}}{3}$$

$$\text{Final Term Grade} = \frac{(\text{Tentative Final Grade} \times 2) + \text{Midterm Grade}}{3}$$

VII. PROVISION FOR DIFFERENTIATED INSTRUCTION :

VIII. REFERENCES :

IX. SUGGESTED READINGS (indicate title and reference materials)

X. COURSE POLICIES, ATTENDANCE AND DEADLINES :

XI. CONSULTATION HOURS/SCHEDULE :

Prepared and submitted by :

Course Instructor

APPROVED :

Department Head

NOTED :

College Dean


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Sample: Program: BSA Curriculum Course: Animal Science 2

III. GOALS :

C. Program: (Use the Student Outcomes)

The graduate of the BS Agriculture program should have developed the ability to:

Program Outcome	Relationship to the Course*
PO8. Apply scientific method in the conduct of research activities;	P
PO9. Understand and apply the concepts of agricultural productivity and sustainability in the context of national, regional, and global developments;	P
PO10. Engage in agricultural production and post-production activities;	D
PO 11. Employ relevant tools in information technology in solving agriculture-related problems;	P

* I – Introduce (the student gets introduced to the concepts/principles)

P – Practice (the student practices the competencies with supervision)

D – Demonstrate (The student practices the competencies across different settings with minimum supervision)

D. Course : At the end of the course the students are expected to: (Intended Learning Outcomes)

1. Characterize the Philippine livestock and poultry industries, their role in food chain, production systems, problems and prospects;
2. Understand the definition of the various technical terms associated with livestock and poultry;

IV. COURSE CONTENT (use Outcomes-Based Approach):

Intended Learning Outcomes (ILOs)	Topics	Time Allotment (hrs)	Teaching and Learning Activities (TLAs)	Resources	Assessment Methods
1. Understand the characteristic of the Philippine livestock and poultry industries, their role in food chain, production systems, problems and prospects;	Current status of the different poultry and livestock industries in the Philippines; Roles or functions of animals; Production systems; Problems and prospects	2	Video presentation/ film showing; Lecture-discussion; Field trip; Laboratory exercises	Laptop computer, LCD, lab manuals, animal field projects	Quizzes, term examinations Graded laboratory exercises; Graded trip report
2. Understand the definition of the various technical terms associated with livestock and poultry	Definition of basic technical terms associated with the various domestic animals such as poultry species, swine, cattle, carabao, goat, sheep	1	Lecture-discussion	Laptop computer, LCD	Quizzes, term examinations

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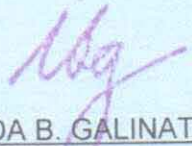
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		Benguet State University Examination Permit (1st Semester, 2016-2017)
ABAD, JAMES RICHARD GARY JR. U. 1502108		FINAL BSDC 2
		SIGNATURE
DEVC 20	Fundamentals of Development	_____
DEVC 40	Fundamentals of Educational	_____
DEVC 50	Introduction to Science	_____
DEVC 13	Indigenous Culture and	_____
DEVC 50	Fundamentals of Science	_____
DEVC 30	Fundamentals of Community	_____
DEVC 40	Fundamentals of Educational	_____
DEVC 20	Fundamentals of Development	_____
DEVC 30	Fundamentals of Community	_____



IMELDA B. GALINATO
 Accountant IV

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Benguet State University
La Trinidad, Benguet
Grading Sheet (1st Semester 2015-2016)

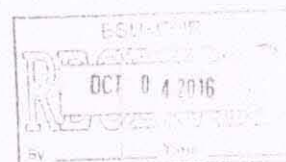
Code: A156 (BSA 3A)

Schedule: 9-10 am TTh, 3-6 pm M AC301

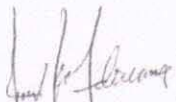
Subject: ANSC 140 (Poultry Production)


NO	ID NO.	NAME	GRADE	CG	REMARK
1	1301307	Alboc, Allen Cuyango-an	2.75		Passed
2	1301268	Balcac, Rebecca Pascual	2.00		Passed
3	1300512	Banggay, Wendy Diza	2.00		Passed
4	1300140	Bas-ilan, Rodelyn Tabcao	1.50		Passed
5	1301121	Binaliw, Eric L.	1.50		Passed
6	1202917	Berillo, Rostum Gaspar	2.75		Passed
7	1301233	Canapit, Darnio P.	1.75		Passed
8	1300112	Caparos, Michael Bryan Depayso	2.75		Passed
9	1300145	Catano, Aileen Tambic	2.00		Passed
10	1201782	Cayabas, Radine Gail V.	2.50		Passed
11	1102048	Cuanso, Octavio Jr. P.	1.50		Passed
12	1300378	Domao-Il, Aprheal Dangiwan	2.00		Passed
13	1101597	Mablasan, Keirran Jay B.	2.75		Passed
14	1102981	Malong, Arsenio C.	2.25		Passed
15	1101243	Manis, Arkinson Oy-yeng	1.25		Passed
16	1301746	Morales, Melvin Palcay	2.50		Passed
17	1300426	Morca, Ariane Dinggas	2.25		Passed
18	1000352	Muerong, Melvin Ralph M.	1.75		Passed
19	1301436	Oras, Ailyn Arlao	2.00		Passed
20	1301147	Paduyao, Royden L.	2.00		Passed
21	1300086	Pedro, Cynthia Abansi	1.75		Passed
22	1300085	Pedro, Ivana Krishia Lomerez	1.25		Passed
23	1300199	Sol-ao, Mae Heart Odan	1.75		Passed
24	1101517	Solonio, Lazarus Mendoza	2.00		Passed
25	1101438	Tacloy, Marclint I.	2.00		Passed
26	1301099	Verzola, Jack D.	3.00		Passed
27	1201571	Wakit, Nathaniel Canite	2.50		Passed

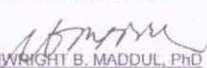
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JONES K. FELEGIANO
Inst./Prof.


MARLENE B. ATINYAO, PhD.
DEPARTMENT CHAIR



SONWRIGHT B. MADDUL, PhD

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Verify that


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1.0 Purpose

This document aims to standardize the core processes of instruction services and qualification standards in the organization and ensure that appropriate versions are identified and made available at point of use.

2.0 Scope

This procedure applies to all activities from evaluation to the release of Official Transcript of Records to graduates.

3.0 Definition of Terms

Evaluation

This refers to the determination of compliance of students to enrollment and academic requirements to complete a degree program.

Recommendation

This refers to the action of the College Academic Council (CAC) endorsing the candidates for graduation to the University Academic Council (UAC). Likewise to the action of the UAC in approving and endorsing the candidates for graduation to the Board of Regents (BOR) for confirmation.

Approval

This refers to the action of the BOR of formally confirming the names of graduates for the semester. The Board Referendum/Resolution Number confirming the names of graduates is placed on the Official Transcript of Records (OTR) of graduates. It replaces the Special Order No. being given by the Commission on Higher Education (CHED) for completed degree programs in private schools.

Release of Official Transcript of Records (OTR) and Diploma

This refers to the release of OTR and Diploma to graduates by the OUR upon submission of duly accomplished university clearance and the payment of appropriate fees.


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Academic Council

Refers to the College Academic Council (CAC) and the University Academic Council (UAC). The CAC is composed of the entire faculty of the college with the Dean as the Chair. The UAC is composed of the University President as Chair, the Vice President for Academic Affairs as co-chair and all faculty with the rank of not lower than assistant professor as members.

4.0 Responsibilities

Quality Management Representative (QMR)

Shall ensure that the established documented procedures are consistent with the requirements of ISO 9001 Standard and are effectively implemented. The QMR is also responsible for the review and approval of this procedure.

Deputy QMR

In the absence of the QMR, ensure that the established documented procedures are consistent with the requirements of ISO 9001 Standard and are effectively implemented. The DQMR is also responsible for the review and approval of this procedure.

University Administrative Council (UAC)

The University Administrative Council (UAC) shall approve the implementation of this procedure.

Office of the University Registrar

Shall be responsible for the evaluation of student records (compliance to registration requirements) and student academic performance; preparation of list of candidates of graduation; and preparation and release of OTR, Diploma, and Certificate of Graduation.

College Academic Council (CAC)

Shall approve the candidates for graduation of the college and recommend for the approval of the UAC.

University Academic Council (UAC)

Shall approve the candidates for graduation and endorse it to the BOR for confirmation.


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Board of Regents (BOR) Shall confirm the degrees of the graduates and issue a Board Resolution to this effect.

5.0 Procedure Flow

Responsibilities	Key Steps	Interfaces
OUR	Evaluation ↓	(Guidelines for requirements under this step is in 6.0) See Details 6.1
Academic Council (CAC and UAC)	Recommendation ↓	(Guidelines for requirements under this step is in 6.0) See Details 6.2
BOR	Approval ↓	(Guidelines for requirements under this step is in 6.0) See Details 6.3
OUR	Release of OTR and Diploma	(Guidelines for requirements under this step is in 6.0) See Details 6.4

6.0 Procedure Detail

6.1 Evaluation

Pre-baccalaureate and baccalaureate degree programs

6.1.1 Requirements for evaluation:

6.1.1.1 Active status of students

6.1.1.2 For transferees, shifters and returning students, upon filing for application for transfer, shifting and re-admission, respectively.

Following the week after enrollment, the student records evaluator examines the documents submitted by new freshmen and transferees and checkson compliance to registration requirements. If a promissory note was submitted by the student and had not yet been complied with, the records evaluator


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reminds the student through an advisory to submit the necessary document before the final examination. Notices and requests to submit missing requirements to students are sent through the Colleges.

The Student Records Evaluator prepares the request for Form 137 or OTR marked issued for BSU and forwards the same to the last school attended by new students. The OUR will send a second request if the Form 137 or OTR issued for BSU is not received during the second semester of the first year of the student at BSU.

After an academic year, the SRE evaluates the student's academic performance against his/her curriculum to determine appropriate year level classification. A student after finishing 25% of all his/her academic requirements is classified as sophomore otherwise will remain a freshman. A student who completes 50% of his/her academic requirements is classified as junior and those who finished 75% are classified as senior.

The OUR releases the result of the evaluation to students upon receipt of student's request and the payment of appropriate fees.

Every semester, the SRE prepares a reminder to students with incomplete grades to complete the same within the one year completion period.

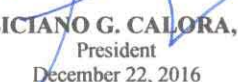
During the first semester of their last academic year, the SRE determine if they can be listed as candidates for graduation for the next term. The OUR then forwards the list of the candidates for graduation to the Colleges. A list will also be posted at the OUR bulletin board. The list will be according to degree program and will include the address of the candidate including academic deficiencies (subjects currently enrolled and subjects for completion).

The OUR may include students whose names does not appear in the initial list upon request by the student, adviser or dean and after thorough evaluation. If after further evaluation, the student indeed could complete the course within the semester, his/her name will be included in the list. The list of addendum will be forwarded to the College.

For transferees, shifters and returning students, evaluation will be done before enrollment, as it is a pre-requisite for enrollment.


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6.2 Recommendation

6.2.1 Requirement for recommendation

6.2.1.1 Compliance of student to entrance and academic requirements except for courses enrolled for the final semester.

6.2.1.2 The student must be currently enrolled

The College Dean/Institute Director, upon receipt of the list of candidates for graduation determines whether the students will be able to complete their academic requirements on time. The Dean presents the candidates for graduation to the CAC, which in turn initially approves the list during its meeting scheduled for this purpose.

The Dean/Director may forward names of students to the OUR that is not included in the list, for evaluation. The OUR evaluates the student records, and if found in order, will forward the student name as an addendum to the initial list of candidates for graduation for the CAC approval. This should be done before the scheduled meeting.

During the regular UAC meeting, the College Dean/Institute Director presents the candidates for graduation of each of the degree programs under his/her College/Institute for approval. The UAC then approves the graduates and endorses it to the BOR for the confirmation.

Students whose names are not included in the list of candidates for graduation approved by the UAC can still be included after passing a referendum that should be signed by majority of the members of the UAC.

6.3 Approval

6.3.1 Requirement for approval.

6.3.1.1 List of candidates for graduation approved by the UAC and endorsed to the BOR for confirmation.

6.3.1.2 Letter of endorsement

The OUR prepares the final list of candidates for graduation as approved and endorsed for BOR confirmation by the University Academic Council and submits the same to the University President through the Office of the VP for Academic Affairs.


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The University President endorses the list and forwards the same to the BOR for confirmation during their meeting. The Board Resolution Number approving the list of graduates will be indicated in the OTR of the graduate.

In case the BOR can not meet en banc to approve the list of graduates, the confirmation will be through a referendum, in such case the referendum number will be the one indicated in the OTR of graduates.

6.4 Release of OTR and Diploma

6.4.1 Requirement for release of OTR and Diploma

- 6.4.1.1 BOR Referendum/Resolution number confirming the lists of graduates.
- 6.4.1.2 University clearance
- 6.4.1.3 Request for transcript of records, diploma and certificate of graduation.
- 6.4.1.4 Official receipt of payment of appropriate fees
- 6.4.1.5 Personal data sheet of graduating students

The OUR prepares a schedule for all graduates to have their picture taken immediately after the list of graduates is approved by University Academic Council. The candidates for graduation will accomplish the personal data sheet, University student clearance, and the request form for OTR, diploma and certificate of graduation.

The OUR photographer takes the picture of all graduating students upon the submission of the personal data sheet. The OUR prepares the diploma with photograph of the students.

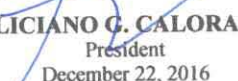
The OUR forwards the diploma to the concerned Dean/Director and then to the University President for their signature. After affixing his signature, the University President forwards the diploma to the OUR for release.

The OUR releases the OTR, diploma and certificate of graduation to graduates upon receipt of the University clearance, request form for OTR and Diploma and receipt of payment of appropriate fees, ten (10) days after BOR approval.

The OUR will release OTR and diploma to graduates who failed to have their picture taken on schedule one day after having their picture retaken for the OTR and certificate of graduation and at least one (1) week after for the diploma.


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7.0 References:

Control of Documents
CHED Memoranda/Guidelines
Technical Panel for Agricultural Education

8.0 Attachments

Attachment 1 Request for Evaluation
Attachment 2 Student Evaluation
Attachment 3 University Student Clearance
Attachment 4 Personal Data Sheet for Graduating Students
Attachment 5 Request for OTR, Diploma & Certificates
Attachment 6 Official Transcript of Records
Attachment 7 Diploma


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Attachment 1

BSU-SOP-04 F01



Benguet State University
 Office of the University Registrar
REQUEST FOR EVALUATION

Name: _____ ID NO.: _____
 Course & Yr.: _____ Contact No.: _____
 Presently enrolled? () Yes () No, last term of enrollment _____
 Purpose: _____

_____ Date



Benguet State University
 Office of the University Registrar
REQUEST FOR EVALUATION

_____ Date

Name: _____
 ID No.: _____
 Course & Year: _____

Note:

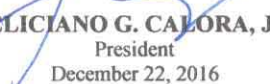
For Graduate School students, plan of course work should have been forwarded by Graduate School to the Office of the University Registrar

PLEASE CLAIM ON:

PLEASE CLAIM ON:


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Attachment 2*

BSU-SOP-04 F02

Benguet State University
La Trinidad, Benguet

Student Evaluation - All Subjects

Name: Palatican, Rebecca G.

Course: DVM

ID No.: 9001072

Curriculum: DVM 05

CODE	DESCRIPTIVE TITLE	GRADE	RE-EXM	UNITS	REMARK
1st Year, 1st Semester					
ENG 11	Communication Arts I	1.75		3	Ok
FIL 11	Sining ng Komunikasyon	1.75		3	Ok
AB 130B	Basic Accounting			3	
CHEM 11F	General Inorganic Chemistry	2.75		5	Ok
MATH 11	College Algebra	2.75		3	Ok
SOC SCI 11	General Psychology with Drug Abuse and Prevention	1.5		3	Ok
PE 11	Physical Fitness and Self-testing Activities	1.5		2	Ok
NSTP 11	National Service Training Program I	1.5		3	Ok
1st Year, 2nd Semester					
ENG 12	Communication Arts II	1.5		3	Ok
PHILO 11	Logic	1.75		3	Ok
CHEM 12A	Organic Chemistry	2.0		3	-Eq-
STAT 11	Principles and Methods of Statistics	3.0		3	Ok
SOC SCI 12B	General Sociology and Anthro with Population Education	1.75		3	-Eq-
BIO 11A	Veterinary Botany	2.5		2	Ok
PHYS 11A	General Physics I	2.25		3	-Eq-
PE 12	Individual and Dual Sports	1.75		2	Ok
NSTP 12	National Service Training Program II	1.5		3	Ok
2nd Year, 1st Semester					
IT 11	Basic Computer Education I			3	
BIO 12A	General Zoology			5	
CHEM 13A	Basic Biochemistry			5	
ENG 14	Technical Writing and Professional Communication			3	
BIO 20	Principles of Ecology			3	
SOC SCI 14	Politics, Governance and the New Philippine Constitution			3	
PE 13	Rhythmic Activities			2	
2nd Year, 2nd Semester					
PI 11A	Ang Buhay, Gawa't Sinulat Ni Rizal			3	
HUM 11	Introduction to Humanities			3	
FIL 12	Retorika			3	
ENG 13	Effective Speech			3	
SOC SCI 13	General Economics, Agrarian Reform and Taxation			3	
SOC SCI 16A	Kasaysayan at Kultura ng Pilipinas			3	
LIT 11A	Panitikang Pilipino			3	
ENG 15	World Literature			3	
PE 14	Team Sports			2	
3rd Year, 1st Semester					
VM 101	Gross Anatomy I			4	
VM 103	Developmental Anatomy			3	
VM 151	General Physiology			4	
ZOOT 11	General Principles of Animal Production			3	
ZOOT 12	Principles of Animal Nutrition			3	
GE	Animal Welfare			3	
3rd Year, 2nd Semester					
VM 102	Gross Anatomy II			4	
VM 104	Microscopic Anatomy			4	
VM 152	Systemic Physiology			4	
ZOOT 13	Principles of Animal Breeding			3	
ZOOT 14	Poultry Production and Health			3	
ZOOT 15	Swine Production and Health			3	
4th Year, 1st Semester					
VM 111	General Microbiology			4	
VM 114	Fundamentals of Immunology			3	
VM 121	Veterinary Pathology I			3	
VM 141	Entomology and Protozoology			4	
VM 161	Pharmacology and Therapeutics I (Basic)			4	

Page 1 10/27/2010

*Sample, generated through the Electronic Enrollment System

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FELICIANO G. CALORA, JR.
President
December 22, 2016



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Attachment 3

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Benguet State University
Office of the University Registrar
La Trinidad, Benguet, 2601, Philippines
Tel. (063) (074)422-2401/2402/2127 Fax (063)(074)422-2281

UNIVERSITY STUDENT CLEARANCE (only Official Obligation is considered)

College _____

Name _____ ID No. _____ OR No. _____
Degree and Year _____ Semester (1st) (2nd) (Summer) SY 20 _____
Reason for clearance: _____ graduated _____ graduating _____ transferring _____ Contact number _____
_____ employment _____ others: _____

Name of Office	If with obligation, please indicate	Signature	Date
Adviser (if graduating)			
College/Institute (Dean/Director)			
University Library (Director)			
Office of Student Affairs (Director)			
Accounting Office			
BSU Alumni (if graduating)			

The student is hereby cleared:

Student Signature _____ Date _____

University Registrar _____ Date _____

Registrar's Copy



Benguet State University
Office of the University Registrar
La Trinidad, Benguet, 2601, Philippines
Tel. (063) (074)422-2401/2402/2127 Fax (063)(074)422-2281

UNIVERSITY STUDENT CLEARANCE (only Official Obligation is considered)

College _____

Name _____ ID No. _____ OR No. _____
Degree and Year _____ Semester (1st) (2nd) (Summer) SY 20 _____
Reason for clearance: _____ graduated _____ graduating _____ transferring _____ Contact number _____
_____ employment _____ others: _____

Name of Office	If with obligation, please indicate	Signature	Date
Adviser (if graduating)			
College/Institute (Dean/Director)			
University Library (Director)			
Office of Student Affairs (Director)			
Accounting Office			
BSU Alumni (if graduating)			

The student is hereby cleared:

Student Signature _____ Date _____

University Registrar _____ Date _____

Student Copy


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FELICIANO G. CALORA, JR.
President
December 22, 2016



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PROCEDURE IN GETTING A UNIVERSITY CLEARANCE

- A. Get **FORM 5 (University Clearance)** at the Office of the University Registrar.
- B. Fill it up properly.
- C. Affix your signature.
- D. Secure a clearance by getting the signature of your Adviser (if applicable), College/Institute (Dean/Director), University Library (Director), Accounting Office and the BSU Alumni (if graduating).
- E. Submit FORM 5 (University Clearance) together with the request forms.

PROCEDURE IN GETTING A UNIVERSITY CLEARANCE


- A. Get **FORM 5 (University Clearance)** at the Office of the University Registrar.
- B. Fill it up properly.
- C. Affix your signature.
- D. Secure a clearance by getting the signature of your Adviser (if applicable), College/Institute (Dean/Director), University Library (Director), Accounting Office and the BSU Alumni (if graduating).
- E. Submit FORM 4 (University Clearance) together with the request forms.

Check
Verify


FELICIANO G. CALORA, JR.
President
December 22, 2016



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Attachment 4

BSU-SOP-04-F04



Republic of the Philippines
Benguet State University
Office of the University Registrar
 La Trinidad, Benguet, 2601, Philippines
 Tel. (063)(074)422-2401/2402/2127 Fax (063)(074)422-2281
www.bsu.edu.ph our@mail.bsu.edu.ph

Personal Data Sheet for Graduating Students

ID number: _____ Date: _____

Semester/SY of entry: ☐ 1st sem ☐ 2nd sem ☐ summer
 Degree: _____ Major: _____
 Thesis/Dissertation Adviser: _____

PERSONAL BACKGROUND:

Family name: _____ Given name: _____ Middle name: _____
 Maiden Name if Married: _____
 Date of Birth (mmddyyyy): _____ Place of Birth: _____ Sex: _____
 Marital status: _____ Religion: _____ Citizenship: _____ Dialect: _____
 Contact Nos. (Landline): _____ (Mobile): _____
 Mailing address: _____
 Permanent Home address: _____
 Contact No.: _____
 Email: _____

FAMILY BACKGROUND:

Name of father: _____ Occupation: _____
 Address: _____ Telephone: _____ Email: _____
 Name of mother: _____ Occupation: _____
 Address: _____ Telephone: _____ Email: _____
 Guardian's information (in the absence of parents)
 Name of guardian: _____ Occupation: _____
 Address: _____ Telephone: _____ Email: _____
 Relation to guardian: _____
 Information about spouse (if any)
 Spouse's name: _____ Occupation: _____
 Address: _____ Telephone: _____ Email: _____
 Person to contact in case of emergency
 Name: _____ Telephone: _____
 Address: _____

EDUCATIONAL BACKGROUND:

Elementary school: _____ Year of graduation: _____
 Address: _____
 Secondary school: _____ Year of graduation: _____
 Address: _____
 Post Secondary (Pre-baccalaureate)*: _____ Year of graduation: _____
 School: _____ Address: _____
 Baccalaureate: _____ Year of graduation: _____
 School: _____ Address: _____
 Post Baccalaureate*: _____ Year of Graduation: _____
 School: _____ Address: _____
 Master's Degree: _____ Year of Graduation: _____
 School: _____ Address: _____

Contact address after graduation (where communication/ information can be sent)
 Mailing Address: _____
 Contact Number (Landline): _____ (Mobile): _____
 Email: _____

*Pre-baccalaureate / post secondary includes diplomas, certificates and short training courses. (e.g. AET, DAF, AUTOMECH)
 *Post Baccalaureate includes diplomas, and certificates. (e.g. DPE)


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 President
 December 22, 2016



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PROCEDURES IN REQUESTING FOR AN OFFICIAL TRANSCRIPT OF RECORDS
(For graduating students)

- Secure **FORM 1 (Request for OTR for graduating students)** and **FORM 5 (University Clearance)** @ the registrar's office (window 1).
- Fill it up properly. Make sure that all relevant spaces are filled in, as incomplete/wrong information will cause a delay in the processing of the request
- Make sure that you have written your contact number to enable the office to contact you if necessary;
- Pay the appropriate fees.

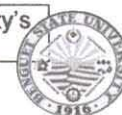
PAYMENT			
BSAENG'C, BSA, DVM, BSAB, BEE, BSE		BSND, BSAE, BSF, BSN, BSHE	
Graduation Fee -	300	Graduation Fee -	300
Diploma Fee -	200	Diploma Fee -	200
OTR (9 pgs) 3 sets -	450	OTR (6 pgs) 3 sets -	300
Certification of grad.	50	Certification of grad.	50
Authentication	50	Authentication	50
Total =	1050.00	Total =	900.00
Doc. Stamp (4pcs) - 80 (at Registrar)		Doc. Stamp (4pcs) - 80 (at Registrar)	
BSAS, BSIT, BSET		AET, DAF, AUTO-MECH	
Graduation Fee -	300	Graduation Fee -	300
Diploma Fee -	200	Diploma Fee -	200
OTR (4 pgs) 2 sets -	200	OTR 2 sets -	100
Certification of grad.	50	Certification of grad.	50
Total =	750.00	Total =	650.00
Doc. Stamp (3pcs) - 60 (at Registrar)		Doc. Stamp (3pcs) - 60 (at Registrar)	
Masters, PhD/EdD, DPE,DTM		BSES, BSDC	
Graduation Fee -	500	Graduation Fee -	300
Diploma Fee -	200	Diploma Fee -	200
OTR 1pg	50	OTR (6 pgs) 2 sets -	300
Certification of grad.	100	Certification of grad.	50
Total =	850.00	Total =	850.00
Doc. Stamp (2pcs) - 40 (at Registrar)		Doc. Stamp (3pcs) - 60 (at Registrar)	

- Submit the request form, receipt, accomplished/signed clearance and other requirements @ the registrar's office.
- Secure documentary stamp and have your picture taken @ the registrar's office.


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President
December 22, 2016




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Attachment 6

BSU-SOP-04-F06

 <p>Republic of the Philippines Benguet State University OFFICE OF THE UNIVERSITY REGISTRAR La Trinidad, Benguet, 2601, Philippines Tel. (063)(074)422-2402/2127 Fax (063)(074)422-2281 Web: www.bsu.edu.ph e-mail: our@mail.bsu.edu.ph</p>		OFFICIAL TRANSCRIPT OF RECORDS			
Name: _____		ID No.: _____			
Home Address: _____		Sex: _____			
Place of Birth: _____		Date of Birth: _____			
Last School Attended: _____					
Degree/Course: _____					
Date of Graduation: _____		Admission Date: _____			
		Admission Date: _____			
SUBJECT CODE	DESCRIPTIVE TITLE	GRADE	CG	UNITS	OFFICIAL MARKS
					Percentage Equivalent Numerical Equivalent 97 - 100 1.00, A+ 94 - 96 1.25, A 91 - 93 1.50, A- 88 - 90 1.75, B+ 85 - 87 2.00, B 82 - 84 2.25, B- 79 - 81 2.50, C+ 76 - 78 2.75, C 75 3.00, C- Below 75 5.00, D/F
					GENERAL CLASSIFICATION 1.00 - Excellent 1.25 - Very Outstanding 1.50 - Outstanding 1.75 - Very Good 2.00 - Good 2.25 - Very Satisfactory 2.50 - Satisfactory 2.75 - Fair 3.00 - Passing 5.00 - Failure
					SUPPLEMENTARY MARKS INC - Incomplete DRP - Dropped OD - Officially Dropped UD - Unofficially Dropped WP - Withdrawn w/ Permission WOP - Withdrawn w/o Permission NE - No Exam NFE - No Final Examination NC - No Credit NG - No Grade NNG - No Name in Gradesheet IP - In-Progress CG - Completion Grade P - Passed F - Failed S - Satisfactory U - Unsatisfactory
					(Exempted from special order as provided in RA 8292 & PD 2010)
					NOT VALID WITHOUT SCHOOL SEAL
REMARKS					
PREPARED BY: _____		CHECKED BY: _____			
RELEASED BY: _____		DATE RELEASED: _____			

NOTE: Any erasure or alteration of this transcript renders the whole form to be invalidated


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 President
 December 22, 2016

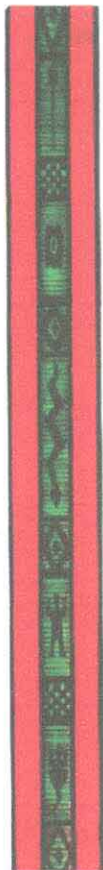


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Attachment 7

BSU-SOP-04-F07



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES

Benguet State University

LA TRINIDAD, BENGUET

Picture

Sa Lahat ng Makabatanghay sa Nawalang Ito, Mapitagang Dati:
To all men to whom these presents may come, Greetings:

Ipinabatid na ang Lapon ng mga Tagapangasiwa sa kapangyarihang halalob ng Republika ng Pilipinas at sa pagmamunghahi ng
Be it known that the Board of Regents by authority of the Republic of the Philippines and on recommendation of the
Sangguniang Pang-ahademiko ng Pamantasan ay ipinaghalalob nang:
University Academic Council has conferred upon:

na nakatupad sa lahat ng mga pangangailangan para sa titulong
who has fulfilled all the requirements for the degree of

halalip ang lahat ng mga karapatan, karangalan at hakuwagan gayon din ang mga katungkulan at pananagutan dito mauunay.
with all the rights, honor and privileges as well as the obligations and responsibilities thereunto appertaining.

Dikang katibayan, ang tatali ng Pamantasan at ang tagda ng
In testimony whereof, the seal of the University and the signatures
Dahano ng Kolehiyo at ang Pangulo ng Pamantasan ay taglay nito.
of the College Dean and the University President are hereunto affixed.
Ipinaghalalob sa La Trinidad, Benguet ngayong ita-28 ng Hulyo
Given at La Trinidad, Benguet this ___ day of ___ in the
taon ng ating Panginoon, dalawang libu't sampu.
year of our Lord, _____

Dean

President

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FELICIANO G. CALORA, JR.
President
December 22, 2016



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ANNEXES

INSTRUCTION SERVICES