



Republic of the Philippines

DAVAO DEL NORTE STATE COLLEGE

New Visayas, Panabo City, Davao del Norte, Philippines 8105

Website: www.dnsc.edu.ph; Tel. 63 84 6284301;

Email: dnscpanabo@gmail.com; jab@dnsc.edu.ph

STUDENT SERVICES

CULTURAL SERVICES

PREFACE

Cultural Affairs facilitates cultural activities to foment and cultivate expression of arts and cultural awareness in Inter school/college/university competitions, thereafter, generate quarterly accomplishment report.

This Unit provides socio-cultural involvement of students to preserve socio-cultural awareness and identity and social graces, develops and enhances talents, abilities and values for appreciation, promotion and conservation of national and multi-cultural heritage. It is managed by a Chairperson.

Main Functions:

This sub-unit functions with the objectives below:

1. To provide varied avenues where special skills, talents, and interests of students for the culture and arts are further developed;
2. design recreational activities through the arts;
3. expose artists in various cultural and artistic activities;
4. foster kinship and spirit of nationalism through appreciation of our own culture and arts;
5. promote the value of support to tourism through participation in promotion programs of the Department of Tourism;
6. further develop the program through a development plan.

Typical Activities:

1. Assessing socio-cultural student needs and developing key support systems;
2. participating the annual MASTS Friendship Game, SCUAA Regional Sports & Socio-Cultural competitions and PASUC Sports and Socio-cultural competitions;
3. establishing intramural socio-cultural to provide structured contests in literary, musical and dance competitions;
4. selecting the new members for the DNSC chorale and DNSC dance troupe.
5. and coordinating recreational programming, facilities and equipment.



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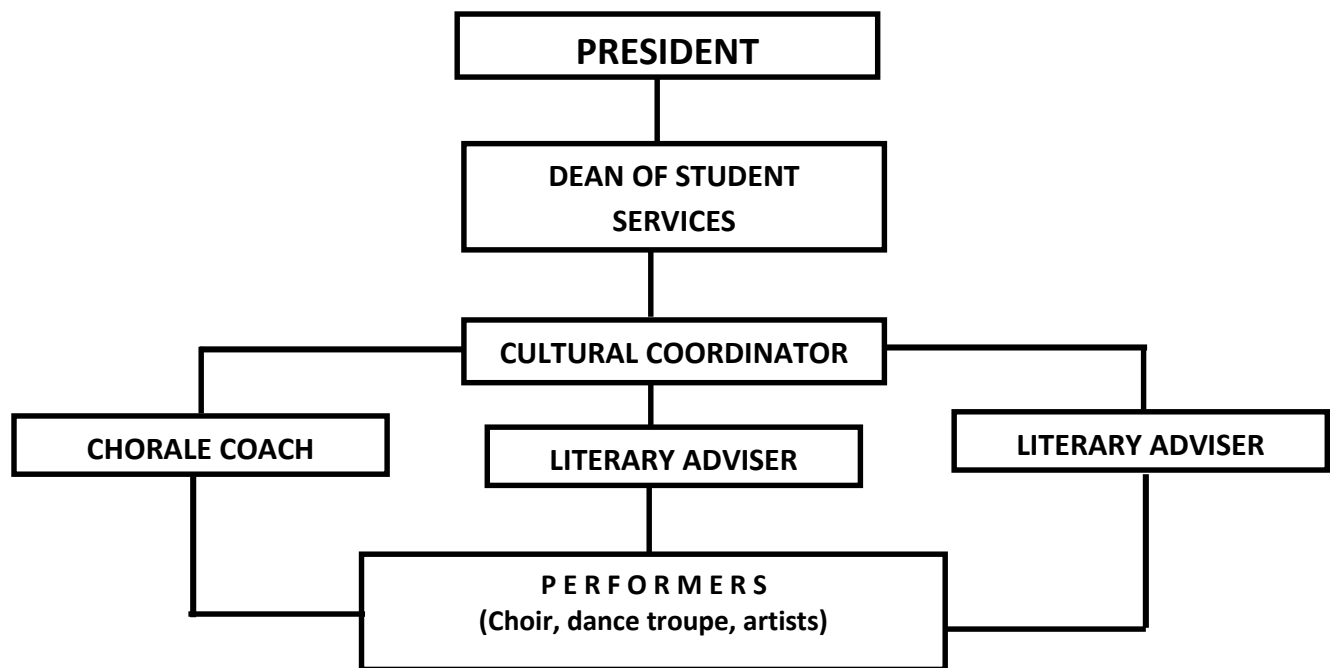
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Organizational Chart:



SELECTING OF PERFORMERS

DANCE TROUPE/CHORALE/LIVE BAND

Information Dissemination for Varsities

(Post announcements for performers' selection at the bulletin boards)



Conduct try-outs

(Coaches for dance troupe and chorale facilitates the)



Selection

(Coaches will select the varsities)



Recommendation for scholarship

(Coaches will recommend to the scholarship coordinator the newly set grant-in-aid scholars for athletes)



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PROGRAM SERVICE AREA QUALITY

Staffing:

NAME	POSITION/DESIGNATION	NATURE OF APPOINTMENT	EDUCATIONAL ATTAINMENT	SIGNATURE
Prof. Mary Sheila D. Fuentes	Instructor III Cultural Coordinator	Permanent	Master of Arts in Education	

Materials & Equipment:

1set sala set, 1 executive table, 1 DSLR camera, 1 divider, 1 water dispenser, 1unit laptop, electric fan,6pcs file box

Proper Used/borrow of Cultural Facilities:

CULTURAL

Title of Frontline Service: Borrowing of Cultural Equipment

Schedule of Availability: Monday – Friday, 8:00am-5:00pm

Who may avail of the service: Students

What are the requirements:

1. Accomplished Borrowing Slip

Duration (total processing time) : 10 minutes

HOW TO AVAIL OF THE SERVICE

Step	Applicant/ Client Activity	Service Provider Activity	Duration of Activity Under Normal Circumstances	Person In Charge	Fees	Forms	Output from the Service Provider
1	Request for Borrowing of Sports of Equipment to the Cultural Office	Cultural Office discuss and explain the Borrowing of Equipment	5 mins.	Coordinator, Cultural	None	None	Issuance of Borrowing Form
2	Accomplishes & submits Borrowing Form	Cultural Office receives accomplished Borrowing Form together with School ID of the Student	5 mins.	Coordinator, Cultural	None	Borrowing Form	Borrowing Form received & entered into Cultural Office official file. Release of Equipment to the borrower. End of Transaction.



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Action Plan:

ACTION PLAN 2016

CORE FUNCTIONS	INDICATORS	STRATEGIES	TIME FRAME
Goal 1. Students Participation in Sports Services Initiated Activities ➤ Annual Intramural	Number of cultural related events during intramural. No. of students participated in cultural related events	Coordinate with the OSS dean, SSC	Month of September
Goal 2. Organization of Cultural groups	Number of cultural groups organized	Post announcement to the bulletin board. Assign coaches to facilitate	June 2016
Sub-Goal: Organization of each cultural group. ➤ Chorale ➤ Dance Troupe ➤ Visual Arts ➤ Creative Arts ➤ Instrumental	Number of auditions conducted. Number of qualified members of each cultural group Number of students qualified for grant in aid cultural Scholarship	Post announcement on the bulletin boards. Assign existing cultural members to facilitate. Room to room information dissemination. Conduct audition to scout qualified members. Use a performance evaluation rubric. Coordinate with coaches on the selection. Select and recommend qualified student for scholarship. Coordinate with coaches on their recommendations for scholarship.	June 2016
Goal 3: Participation in Cultural Activities Sub-Goal 1: Institutional / Local / Regional Performances	Number of performances in institutional programs. Number of performances in local invitations.	Program organizers must write a letter of request/invitation to perform in programs. The letter of request must be addressed to the OSS Dean and the Cultural Coordinator. For the local invitations, the letter of request must be addressed to the College President. Administer performance evaluation on every performances. Coordinate with coaches	4 th Quarter of the Year



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		<p>on their performances.</p> <p>Observe proper coordination of performances and participation to activities.</p>	
<p>Sub-Goal 2: Participation in Competitions</p>	<p>Number of competitions participated. (Local / Regional)</p> <p>Number of cultural members participated in competitions. (MASTS/ PASUC)</p>	<p>Encourage students to participate in competitions.</p> <p>Observe proper coordination of performances and participation to activities and competitions.</p> <p>Conduct intensive training before sending them to competitions.</p> <p>Administer performance evaluation on every performances</p> <p>Coordinate with coaches on their participation</p>	<p>4th Quarter of the Year</p>
<p>Sub-Goal 3: Participation of Cultural members in Trainings and Workshops</p> <ul style="list-style-type: none"> ➤ Regular Training ➤ Trainings/Workshops 	<p>Percentage of Attendance</p> <p>Number of Regular Trainings per month</p> <p>Number of Training/Workshop conducted for the Cultural groups.</p> <p>Percentage of cultural members participated in workshops.</p>	<p>Encourage cultural members to attend regular training.</p> <p>Check attendance regularly.</p> <p>Administer quarterly performance evaluation.</p> <p>Provide training-workshop for cultural groups to enhance their performance and skills.</p> <p>Coordinate with the coaches for recommendations</p> <p>Design a training program for the said activity.</p>	<p>2nd Quarter of the Year</p>
<p>Sub-Goal 4: Organize a College-wide Cultural show</p>	<p>Percentage of cultural group members participated.</p> <p>Number of cultural groups participated in the performances</p>	<p>Encourage each cultural group to perform in the cultural show.</p> <p>Coordinate with respective coaches in planning the college-wide cultural show.</p> <p>Conduct a performance evaluation at the end of the activity.</p>	<p>4th Quarter of the Year</p>
<p>Goal 4: Quality of service Professional Growth and Development</p>	<p>Number of Seminars and Training attended by personnel.</p>	<p>Send personnel to trainings / seminars to enhance skills and competencies</p>	<p>4th Quarter of the Year</p>



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<p>Provision of Facilities and Equipment</p>	<p>Percentage of requested cultural facilities and equipment delivered.</p>	<p>Present output after the seminars and trainings attended.</p>	
<p>Monitoring And Evaluation</p>	<p>Number of monitoring and evaluation conducted.</p> <p>Number of accomplishment reports submitted to the office of Cultural Services.</p>	<p>Identify and request facilities and equipment needed for the improvement of the CULTURAL AND WELLNESS CENTER and Cultural Office.</p> <p>Coordinate with concerned coaches on their particular needs to improve services to students.</p> <p>Formulated a performance evaluation instrument for cultural performers and coaches.</p> <p>Coaches must conduct a performance evaluation of their concerned members.</p> <p>Coaches must submit a quarterly accomplishment report on the activities participated and evaluation of members.</p>	