



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

STUDENT PUBLICATION & YEARBOOK SERVICES

PREFACE

The DNSC Student Publication provides official publication/organ/journal/yearbook and such other student oriented print/non-print media of the College. This is headed by a Chairperson.

This unit is governed through the policies and guidelines set, published in the student handbook. It is managed by one Instructor as moderator/adviser, and members of the editorial staff housed in a publication office provided with facilities, equipment, supplies and materials. One Davao Reef magazine and folio is published every semester, and sometimes it is supplemented with an occasional newsletter issue. The contents of every issue are gathered articles from opinionated student contributors, and literary writers. The Staff writers and editors on the other hand see to it that all student activities are covered and outstanding achievements are published. The performance of the paper is evaluated regularly.

Main Functions:

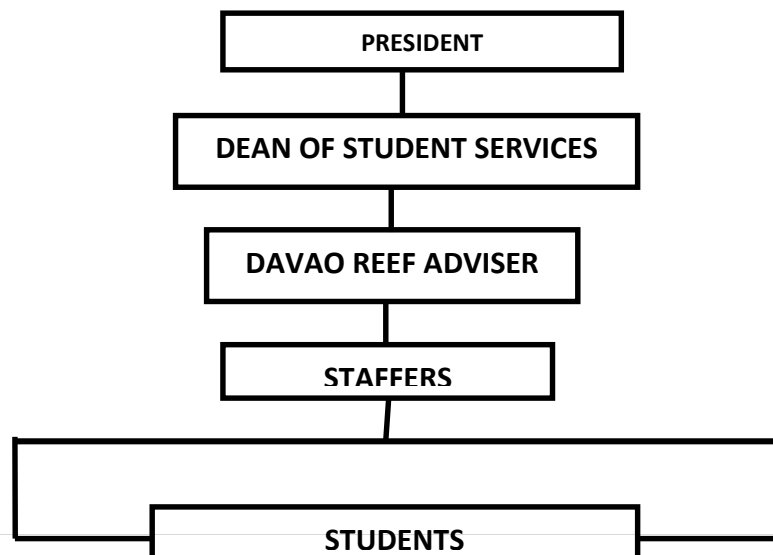
The College Student Publication functions with the following objectives:

1. Directs and supervises the Davao reef staffers for the updated publication of the magazines;
2. handles the graduating class officers for the publication of the yearbook;

Services Rendered:

1. Published magazines every semester;
2. published annual folio;
3. covers school activities;

Organizational Chart:





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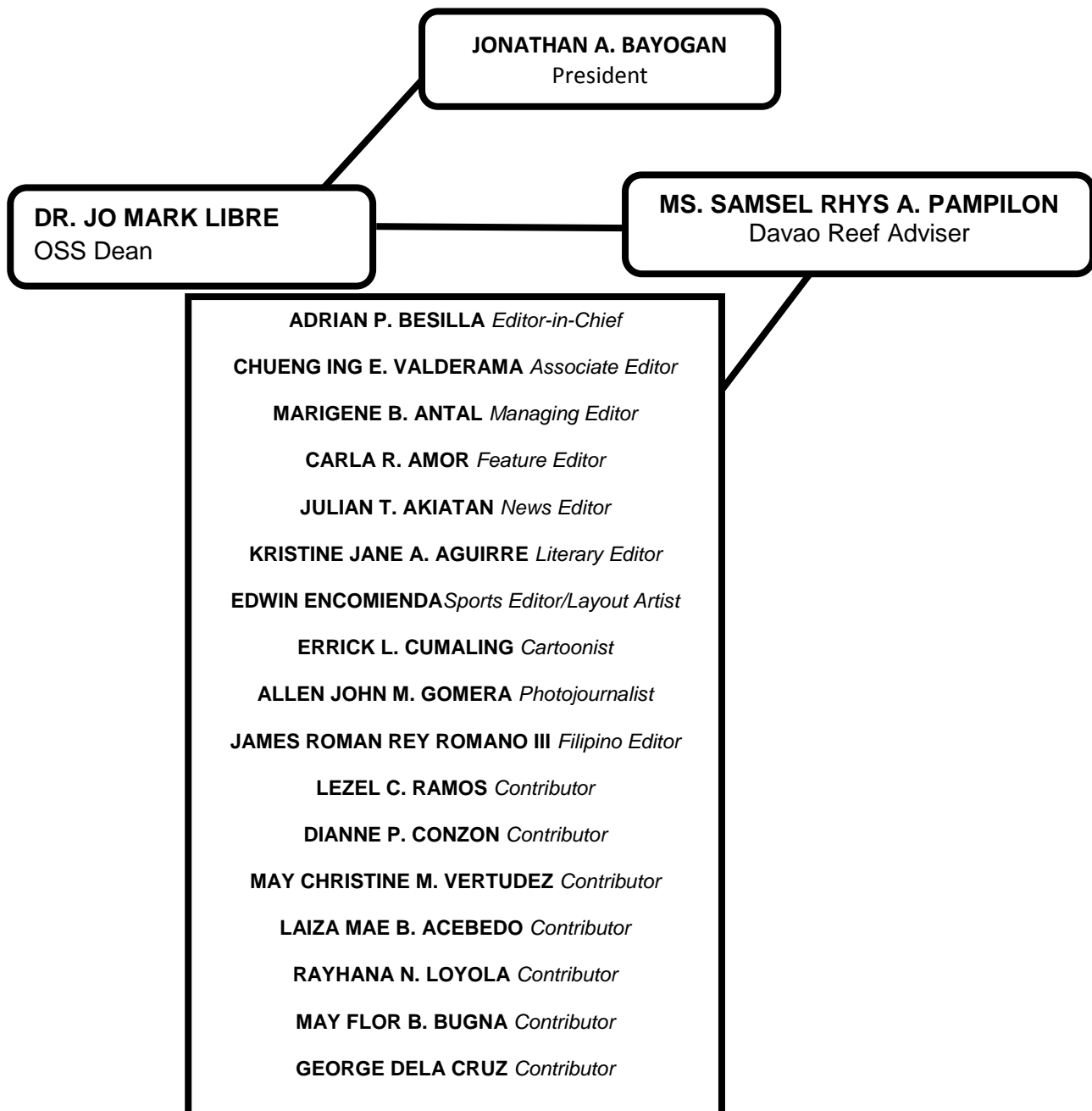
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STUDENT SERVICES

DAVAO REEF OFFICIAL SCHOOL PUBLICATION S.Y. 2016-2017 ORGANIZATIONAL CHART





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STUDENT SERVICES

E. RULE V. STUDENT PUBLICATION

(excerpt from Student Handbook 2016 pp. 54-55)

Section 1. **Nature of Publication.** The College shall allow the publication of magazines and other periodic subject to existing laws.

Section 2. **Purpose and Objectives.** The student publication shall aim to support the College in the quest for educational excellence, particularly in the improvement of instruction, promotion of research, and involvement in meaningful activities of the community. It shall also aim to maximize its leadership and influence to foster and enhance the attainment of the goals of the institutional, regional and national development.

Section 3. **Publication Adviser.** There shall be Faculty Adviser for Publications who shall be under the Dean of Student Services. The Faculty Adviser shall supervise the student publication through the designated Editorial in Chief in carrying out editorial activities and reproduction assessment of the editorial staff, take charge of the business operation of the student newspapers, exercise authority and recommend disciplinary measures to the Dean of Student Services, in the case of non-performing and editorial staffers.

Section 4. **Selection of the Staffers.** A Screening and Selection Panel shall be created by the Vice-President through the Dean of Student Services to select the senior staff (editor-in-chief, associate editor, and managing editor), the junior staffers (section editors) and other staffers of the publication. The staff is selected through competitive written and oral examinations conducted by the publication adviser and to be endorsed to the Dean of Office of Student Services.

Section 5. **The Editorial Board.** The following qualifications have to be satisfied in the selection for a position to the Editorial Board;

- a. Must be a bonafide student of the college who carries a regular load.
- b. Must be a residence for at least one (1) year for Editorial in Chief, Associate Editor, Managing Editor positions (as attested by the Registrar).
- c. Must have an average of at least 2.0 or 86, and no grade below 2.5 in all his/her subjects taken and without failing grades.
- d. Must have no derogatory records.
- e. Must pass the oral and written examination with the following criteria;
Point weighted is by percentage which is as follows:

Written Examination	- 40%
Oral Examination (personal interview)	- 30%
Relevant previous experience (and/or performance rating)	- 20%
Work ethics and values	- 10%
TOTAL	- 100%



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STUDENT SERVICES

The following criteria for the oral examination are used to screen the student applications, namely:

Fluency of verbal expression	-10%
Values/judgment analysis	-15%
Personality Traits	- 5%

- f. Must submit application to the publication Adviser.

Section 6. **Appointment of Staffers.** A work contract is issued to the ranked students in the form of an Appointment Paper which states the specification of function of the position in Editorial Board including tuition benefits. The Editor-in-Chief shall enjoy 100% free tuition fee privilege while other editorial student staffers (except contributors) shall enjoy 50% tuition fee discount. The Dean of the Student Services shall issue an appointment paper to the student staffer conforming to the conditions stated in the appointment paper.

Section 7. **Disciplinary of Erring Students.** Any infraction of the Code of Ethics shall be subject to the disciplinary action. However, no student shall be expelled or suspended from the College on the basis of his/her articles written or performance of his/her duties as per Republic Act 7079, Section 7.



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STUDENT SERVICES

CONSTITUTION AND BY-LAWS PREAMBLE

We, the member of the **Davao Reef**, imploring the aid of the Divine Providence, in order to promote the true spirit of camaraderie among us students and establish an organization that shall embody our lofty aims and ideas, help our potentials and capabilities, instill in us good moral values and further enhance our self-worth and confidence. Do hereby ordain and promulgate this constitution.

Article I

Name and Purpose

Section A. Name. This organization shall be known as the Davao Reef. Its main office shall be within the school campus of Davao del Norte State College.

Section B. Purpose This organization shall exist to perform the following objectives:

1. Endeavour to work out for language-related activities that will give students a wider chance to develop their self-confidence and exhibit proficiency in the use of English language;
2. Spearheads activities that are necessary to be documented and published in the school publication;
3. Fosters harmonious relationship in working with other organizations for the welfare of the students and of the College as well; and
4. Promotes a healthy relationship with the faculty, staff and students of Davao del Norte State College and the school as a whole.

Article II

Membership

Section A. Eligibility Membership shall be open in every school year to all bonafide students of Davao del Norte State College.

Section B. Restrictions A majority of the members shall be DNSC students; however, no person shall be restricted because of age, race, marital, status, arrest record or conviction record.

Article III

Fees, Dues, other Collection and Purpose of Collection

Section A. Dues The membership fee shall be P200.00 per year, which will be paid P100.00 per semester.

Section B. Other Collections All funds collected from fines and penalties including the membership fee shall be deposited directly to the COOP in canteen after collection. The treasurer, however, shall have a penalty cash of Php. 500.00 for the incidental expenses of organization.

Section C. Purpose of Collection The general funds shall be devoted and expended for the opening expense of the organization including project



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STUDENT SERVICES

and other activities spearheaded or sponsored by the organization.

Article IV Officers

- Section A. Officers.** The officers/staffers shall be a n Editor-in-Chief; Associate Editor; Circulation Manager; Literary Editor; News Editor; Feature Editor; Sports Editor; Filipino Editor; Layout artist; Cartoonist; Photojournalist; and Contributors.
- Section B. Eligibility.** The editorial board shall be endorsed by the adviser and are bonafide students of the college.
- Section C. Manner of Election.** The editorial board shall be selected after accomplishing a screening and interview process done by the organization's adviser and all other personnel involved.
- Section D. Term.** The elected officers shall hold office for one or two years which shall commence from the first day following the elections and until their successors have been duly elected and qualified.
- Section E. Vacancy.** In the event of resignation, inability or incapacity on the part of the Editor-in-Chief, the Associate Editor shall assume all the duties and responsibilities of the Editor-in-Chief for the remainder of the term while a special election shall be held immediately to fill in the other elective positions in the organization.

Article V Duties and Responsibilities of the Officers

- Section A. Editor-in-Chief.**
- ✓ Supervises the editorial staff of the paper.
 - ✓ Writes the editorials of the organ after consultation with the members of the editorial staff.
 - ✓ Edits all articles preparatory to submission of the same to the adviser for final editing and approval for publication. Supervises the preparation of the layout and dummyping of the paper and paging of the same in cooperation with the managing editor and layout artist
 - ✓ Causes the accomplishment of all assignments properly and on time.
 - ✓ Acts as liaison officer between the editorial staff and the adviser.
 - ✓ Calls meetings of the staff in consultation with the adviser.
- Section B. Associate Editor.**
- ✓ The mid-to-upper- level editorial member who supports the managing editor or editor-in-chief, and takes care the nuts and bolts of the daily operation of a magazine.
 - ✓ Supports and assists other editors.
 - ✓ His responsibilities vary widely and can range from clerical chores all the way up to the same types of jobs as an assistant editor.
- Section C. Managing Editor.**
- ✓ Brings articles to the press for typesetting.



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STUDENT SERVICES

- ✓ Checks articles for typographical errors.
- ✓ Prepares the layout of the paper and paging of the same in consultation with the associate editor and editor-in-chief.
- ✓ Proofreads galley proofs before these are finally approved by the chief editor, then by the adviser for printing.

Section D.

Feature Editor.

- ✓ Gives out assignments to feature writers.
- ✓ Receives and edits feature articles preparatory to submission of the same to the editor-in-chief then to the adviser.
- ✓ Writes regular articles or column.

Section E.

Literary Editor

- ✓ Receives and edits literary articles preparatory to submission of the same to the editor-in-chief then to the adviser.

Section F.

Filipino Editor.

- ✓ Receives and edits filipino/lingua franca articles preparatory to submission of the same to the editor-in-chief then to the adviser.

Section G.

Sports Editor.

- ✓ Receives and edits sport articles preparatory to submission of the same to the editor-in-chief then to the adviser.

Section H.

News Editor.

- ✓ Assigns reporters to cover events relevant to the school activities.
- ✓ Writes news articles on assignment from the editor-in-chief or through his own initiative in consultation with the latter.
- ✓ Edits all news articles received preparatory to submission of the same to the editor-in-chief then to the adviser.

Section I.

Layout Artist.

- ✓ Assigns or causes the assignment of the school's official photographer to take pictures on school's activities for the month.
- ✓ Prepares pictorial articles of the organ in consultation with the managing editor and editor-in-chief.
- ✓ Writes the captions of pictures utilized by the paper in cooperation with the editor-in-chief.
- ✓ Takes charge of the design of the magazine cover.
- ✓ Labels or properly identifies all pictures made available for the publication.
- ✓ Helps in the preparation of the layout of pictorial stories.
- ✓ Makes illustrations for feature articles.

Section J.

Cartoonist.

- ✓ Combines writing and drawing to convey humor and tell stories about current events inside the campus, recent trends, made-up worlds and even everyday life situations.
- ✓ Focuses on drawing cartoons, which may involve sketching, storyboarding and creating a polished final image.



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Section K.

Photojournalist.

- ✓ Collects, edits, and presents material for publication or broadcast that employs images in order to tell a particular story.
- ✓ In charge with the documentation of an important event covered or featured by the publication.

Section L.

Contributor

- ✓ Secures the cold and raw facts of an assigned event and writes an article out of the same.
- ✓ Receives assignments from the section editors and board of editors and accomplishes the same properly and on time.

ARTICLE VI Meetings

Section A.

Regular and Special Meetings.

Regular meetings shall be held every third Wednesday of each month at any time agreed by the Editorial Board and the staffers. The president upon petition by the officers when necessary, however, shall call special meetings.

Section B.

Venue of Meetings.

The venue of meetings shall be at the Davao Reef Staffers within the campus or as maybe decided by the officers.

Section C.

Quorum.

A quorum shall be consisting of simple majority of the officers and members for the conduct business including the election of officers.

Section D.

Parliamentary Authority.

Robert's Rule of orders shall govern the organization in all cases which they are found to be inconsistent with these by the laws.

ARTICLE VII Discipline

Section A.

Obedience.

The Editorial Board and the Staffers of the Davao Reef shall obey the rules and regulations promulgated by the DR staffers and shall uphold at all times of discipline of the College Students on matters of Student Organization.

Section B.

Commitment.

The Editorial Board and the Staffers shall vow to attend, support, and actively participate in all meetings, gatherings, programs, and other activities held or sponsored by the organization.

Section C.

Attendance.

Any form of official gathering, meetings, programs, and other activities of the organization is compulsory for the sake of unity and cooperation. Unexcused absences therein are considered a violation. Penalties



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STUDENT SERVICES

therefore are to be imposed but it shall not exceed the amount of Php. 50.00 for every period of gatherings including meetings. All funds collected from fines and penalties shall be deposited under the general funds of the organization.

Section D. Other Sanctions.

The Davao Reef has the right to reprimand, suspend, and expel from the organization, impose fines, withdraw voting privileges, disqualify any candidate and take such any other form of appropriate disciplinary actions against any member who shall be found guilty of violating any provisions of its constitution and bylaws and disloyal to the objectives of the society. However, suspension and expulsion shall be imposed only after the third offense has been incurred against any provision.

ARTICLE VIII

Adviser

Section A. Adviser's Designation.

The council of Deans shall designate a faculty adviser who shall provide the supervision and guidance to the officers and members, provided that the organization shall have at least one (1) adviser chosen by the officers and members of the organization duly approved by the Office of the Vice-President.

Section B. Adviser's Qualifications.

He/She shall be a faculty member of the College occupying a permanent status of appointment and must be English Instructor of the College.

Section C. Responsibilities.

He/She shall:

1. Provide wisdom to make possible realization of the objectives of the organization in accordance with the policies and guidelines of the College and Commission on Higher Education;
2. Recommend for approval of duly planned activities/projects of the organization;
3. Be responsible for any violations committed by the officers and members of the organization.

Section D. Roles.

He/She shall:

1. The role of the adviser is limited to *technical guidance* (Sec 6), and that he/she should not interfere with the contents of the campus publication.
2. (Sec 4) Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publications fund.
3. Maintain an awareness of the activities and programs sponsored by the student organization.
4. Meet on regular basis with the leaders and members of the student organization to:
 - Discuss problems, plans, goals, activities, projects, etc.;
 - Explain and clarify College policies and procedures that apply to the organization;
 - Provide direction and training for the attainment of organizational skills such as: membership recruitment, organizational unity, goal setting,



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STUDENT SERVICES

- program planning, and leadership skills such as: serving as moderator, facilitator, speaker, presiding officer with parliamentary procedures;
- Inform organizational officers and member of those factors that constitute unacceptable behavior of the proof on the part of organization members and the possible consequences of those behavior; and
 - Discuss liability issues and appropriateness of activities and events.
5. Guide the organization in making accomplishments to be submitted to the Office of the Student Organization for evaluation.

ARTICLE IX

Adoption and Amendments

Section A. The constitution of by-laws shall be adopted by an affirmation vote of at least a majority of all members of Davao Reef School Publication (DR).

Section B. Amendments.
Any amendment to or revisions of this constitution may proposed by the members of the organization upon vote of two-thirds (2/3) of its members. Further, all amendments shall in all cases be presented to the officers and representatives for approval.

ARTICLE X

Effectivity

Section A. This Constitution and By-Laws of the Davao Reef School Publication shall take effect a day after the ratification by the majority vote of all votes cast by the officers and members of the organization.



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PROGRAM SERVICE AREA QUALITY

Staffing:

NAME	POSITION/DESIGNATION	NATURE OF APPOINTMENT	EDUCATIONAL ATTAINMENT	SIGNATURE
Prof. Samsel Rhys Pampilon	Instructor I, Student Publication/Yearbook Coordinator	Permanent	Master of Arts in Teaching English Language and Literature	

Action Plan:

2016 WORK AND FINANCIAL PLAN

CORE FUNCTIONS	INDICATORS	STRATEGIES	BUDGET ALLOCATION
1. Provide official publication and such other student oriented print/non-print media of the College.	Publish one (1) literary folio one (1) magazine for each semester.	Hold one (1) seminar for the Davao Reef Staff for each semester.	20,000.00
2. Provide counsel to Davao Reef Staff on the content of the literary folio and the magazine and the timely distribution of the publication.	Publish one (1) literary folio on the Midterm Examination Week and publish one (1) magazine on the Final Examination Week.	Every member of the Editorial Staff, excluding the contributors, is granted a scholarship. Only the Editor-in-Chief is entitled to a full scholarship. The rest are entitled 50% deduction in their tuition.	260,000.00