



Republic of the Philippines  
**DAVAO DEL NORTE STATE COLLEGE**

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# Office of the Student Services Procedures Manual 2016 Edition

## **INTRODUCTION**

The Office of the Student Services believes that the students are the most vital component of a College. They are most valued and seriously considered, thus the Student Services was established as mandated in CHED Memo Order No. 9 series 2013, Enhanced Policies and Guidelines on Student Affairs and Services, to systematically and deliberately take care of their needs.

The Office of Student Services hereby establishes this Office Guideline Procedures Manual that shall define the scope, procedure, the extent and regulation and the mechanics of evaluating the non-academic services which are two-pronged: those that relate to student welfare and those that relate to student development.

This set of guidelines aim to set minimum standards on student services of DNSC in order to:

1. improve the quality of student services and programs of this institution;
2. promote access to quality, relevant, sustainably efficient and effective student services;
3. support student development and welfare; and
4. ensure that all identified and/or concerned non-academic services/units will provide holistic approach for student services and shall comply with the minimum requirements for student affairs and services.

### **Article 1**

#### **STATEMENT OF PURPOSE**

##### **Section 1. General Statement**

The Student Services is tasked to attend to the non-academic needs of the students.

##### **Section 2. Mission**

The student Affairs office is committed to assist the administration and the faculty in producing intellectually mature graduates by providing an

environment that sustainably facilitates a holistic student development which promotes a diverse student population, personal growth, leadership development, social responsibility, and student empowerment for active involvement in nation building.

### **Article 2**

#### **ORGANIZATIONAL STRUCTURE**

Section 1. The office is headed by the Dean for Student Services.

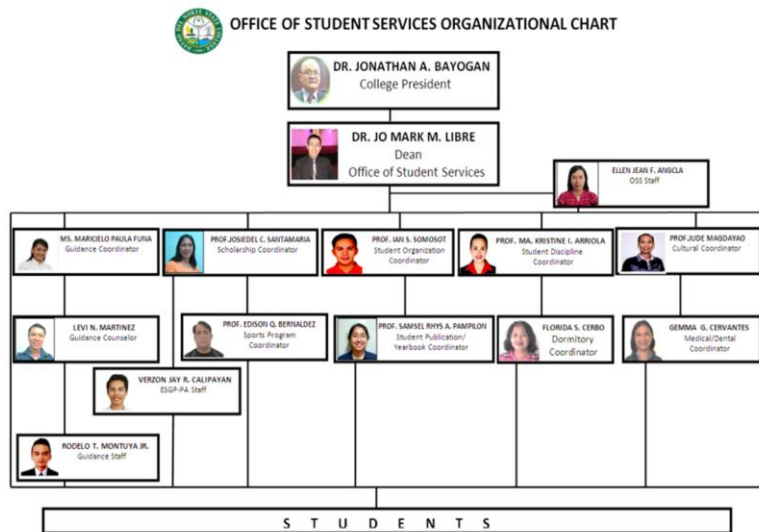
Section 2. The different units under the Student Services are the following, to wit:

1. Scholarship Service
2. Guidance Service
3. Student Discipline Service
4. Student Organization Service
5. Sports Service
6. Medical and Dental Service
7. Cultural Service
8. Student Publication Service
9. Dormitory Service

Section 3. The Student Services include the following units, to wit: Scholarship, Guidance, Student Discipline, Student Organization, Sports, Medical and Dental, Cultural, Student Publication and Dormitory.

Section 4. The services of each unit is monitored and evaluated at least twice a year (see appendix for the monitoring and evaluation instrument).

## Section 5. Organizational Structure of Student Services



### Article 3 Student Services Units

#### 3.1 Scholarship

Section 1. The Scholarship Services takes charge of all the scholarship programs of the college, other government and non-government organizations. It is managed by a Coordinator.

This unit screens and facilitates poor but deserving students to receive scholarship and grants-in-aids subject to the conditions prescribed by the CHED and by the institution. Thereafter, quarterly accomplishment report is required.

Section 2. The Scholarship Program functions with these objectives:

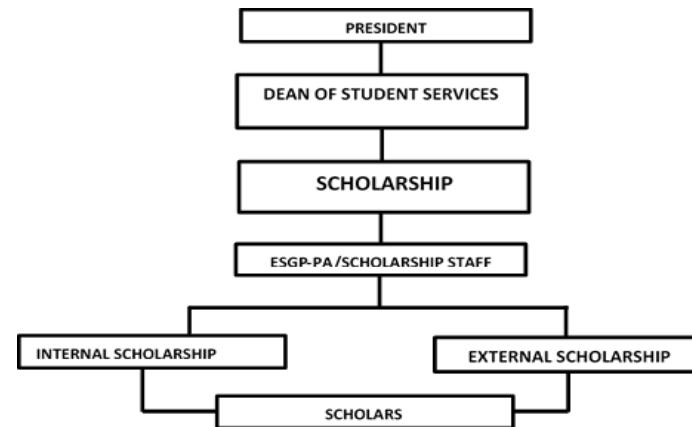
2.2 to provide scholarships/grants to students who have exhibited academic excellence;

- 2.3 provide grant-in-aid for students with special skills in the arts, athletics, etc.;
- 2.4 provide financial assistance to poor but deserving students through student labor;
- 2.5 extend assistance to immediate dependents of faculty and staff;
- 2.6 give assistance to students from indigenous tribes; accommodate scholarship grants of local government and other scholarship foundations;
- 2.7 identify weaknesses in the program in the program through development planning. Accommodate the Expanded Student Grant-in-aid Program for Poverty Alleviation (ESGP-PA).

Section 3. The Scholarship Office rendered the following services:

- 3.1 Establishes linkages to other agencies/organization for more scholarship funding;
- 3.2 organizes activities for the scholarship society; and
- 3.3 administering grants-in-aids scholarship program to the poor but deserving students.

#### Section 4. Organizational Structure



Section 5. The Scholarship Unit Process Procedure

A. Processing of Application to Avail of Scholarship / Grants

Step	Applicant/ Client Activity	Activity
1	<p>Entrance Scholar: Secure the ff. requirements: Recent certification/recommendation duly signed by the principal from school were the student graduated</p> <p><b>For Academic Scholar:</b> Secure evaluation of grades from the program chairperson <b>For GIA:</b> Undergo Try-out/training</p> <p><b>For Externally Funded Scholar:</b> Submit certification letter to the Scholarship duly signed by the sponsoring agency</p>	<p>Evaluates completeness of documents</p> <p>Verifies the signature of the chairperson</p> <p>Certified and recommended by the coach and endorsed by the Sports/cultural coordinator to Scholarship coordinator</p> <p>Verification of the scholarship of sponsoring agency</p>
2	Get request form for "certificate of rating (COR)"	Cashiering Unit receives payment
3	Submit a copy of evaluation of grades, COR	Evaluation of grades by the Scholarship Coordinator
4	Submit certification letter to the Scholarship duly signed by the sponsoring agency	Verification of the scholarship of sponsoring agency
5	Get request form for "certificate of rating (COR)"	Cashiering Unit receives payment
6	Submit a copy of evaluation	Evaluation of grades

	of grades, COR	by the Scholarship Coordinator
7	Secures signature of Scholarship Coordinator	Recommends approval or disapproval

Section 6. List of Scholarship Grants/ Financial Assistance Available

A. Internally funded

A. Internally funded

NO.	SCHOLARSHIP	Amt. of Grant per Student per Semester
1.	Dependents	100% free tuition
2.	Entrance	100% free tuition for Valedictorian & 50% discount tuition fee for salutatorian
3.	Academic	100% free tuition and miscellaneous fees plus P500.00 stipend for First Honors and P300.00 stipend for 2 <sup>nd</sup> Honors
4.	GIA-Cultural Chorale	100% free tuition
5.	GIA-Dance Troupe	100% free tuition
6.	GIA-SPORTS	100% free tuition and dormitory
	<ul style="list-style-type: none"> <li>a. Basketball</li> <li>b. Badminton</li> <li>c. Table Tennis</li> <li>d. Volleyball</li> </ul>	100% free tuition and dormitory

7.	Student Assistants	Stipend of P10.00 per hour maximum of 4 hours a day service
8.	Socialized Tuition Bracket A	100% free tuition
9.	Working Student	100% free tuition, free Dormitory and P12.50 per hour maximum of 4 hours a day service
10.	SSC Officers	100% free tuition
11.	Davao Reef Editor-in-Chief	100% free tuition

Source; Scholarship Office Record 2016

#### B. Externally Funded

NO.	SCHOLARSHIP	Amt. of Grant per Student per Semester
1.	Iskolar Ng Lungsod	100% free tuition and misc. fees
2.	City Educational Grant	100% free tuition and misc. fees
3.	CIPMSG	100% free tuition and misc. fees
4.	CHED Congressional	100% free tuition and misc. fees
5.	CHED-SAFE	100% free tuition and misc. fees
6.	CHED One Town One Scholar	100% free tuition and misc. fees
7.	CHED Full Merit Scholarship Program	100% free tuition and misc. fees
8.	CHED Half-Merit Scholarship Program	100% free tuition and misc. fees
9.	CHED Tulong-Dunong	100% free tuition and misc. fees
10.	Students Grant-in-Aid Program for Poverty Alleviation (SGP-PA)	100% free tuition and miscellaneous fee, free dormitory, book allowance, food allowance, and monthly allowance

11.	Grant-in-Aid Program (OVP Jejomar Binay)	100% free tuition and misc. fees
12.	DOST	100% free tuition and misc. fees
13.	BFAR	100% free tuition and misc. fees
14.	Sulong Dunong (COMVAL)	100% free tuition and misc. fees
15.	COMVAL Educational Grant	100% free tuition and misc. fees
16.	Brgy. New Visayas	100% free tuition and misc. fees
17.	Iskolar ng Bayan (Carmen)	100% free tuition and misc. fees
18.	SK Educational Grant (Brgy. Sto. Niño)	100% free tuition and misc. fees
19.	SK Officials	100% free tuition and misc. fees
20.	Youth in Agriculture & Fisheries Program (YAFP)	100% free tuition and misc. fees
21.	SANTEH Aquaculture Science & Technology	100% free tuition and misc. fees
22.	Marsman Drysdale Foundation Inc.	100% free tuition and misc. fees
23.	Overseas Workers Welfare Administration (OWWA)	100% free tuition and misc. fees

Source; Scholarship Office Record 2016

### 3.2 Guidance

Section 1. The Guidance Unit serves to meet the psychological needs of the students. The unit shall prepare a plan for guidance and counseling activities for the whole year round.

Section 2. The Guidance Unit has different services: orientation, counseling, appraisal, follow-up, referral, career and placement, and economic enterprise development.

Section 3. The functions of the Guidance Counselors are the following:

3.1 Collects and keeps data about the students. These data will be used for guidance purposes. Data include personal data, family background, educational background, academic achievement, and others.

3.2 Orient the students particularly the incoming freshmen on the curricular offerings, policies, rules and regulations and the services provided to students by the college.

3.3 Make available information on job opportunities and other related information.

3.4 Attend to students in his/her personal adjustment and academic problems, and assist him in choosing possible solutions to solve his/her problems.

3.5 Encourage students to be self-directed individuals.

3.6 Involve the parents and teachers when necessary on matters that relate to students academic performance so that students can achieve their educational goals.

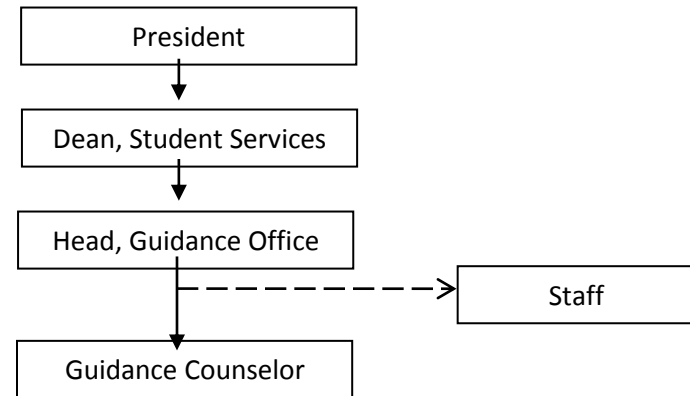
3.7 Follow-up students with academic deficiencies and help students remove these deficiencies.

3.8 Attend to cases referred to by instructors.

3.9 Make continuous contact with school leavers, dropouts and Graduates.

3.10 Assist students to progress satisfactorily from one educational experience to another.

#### Section 4. The Organizational Structure of the Guidance Office



Section 5. The Guidance Office observe Confidentiality of all the records or documents of the students/ clients.

#### Section 6. The Guidance Service Procedures

##### A. The Counseling Procedure

Step	Applicant/ Client Activity	Activity
1	Request for Guidance Referral Form	Guidance Office explain the process
2	Accomplishes & submits Guidance Referral Form	Counseling Session Proper

**B. Issuance of Good Moral Certificate**

<b>Step</b>	<b>Applicant/ Client Activity</b>	<b>Activity</b>
<b>1</b>	Accomplishes & submits Request Form for Certificate of Good Moral Character	Guidance Office evaluates the request; verifies records of student behavior
<b>2</b>	Pays of certification fee	Cashiering Unit receives & acknowledges payment
<b>3</b>	Submits to the Guidance Office the Request Form with the official receipt	Guidance Office issues certificate of Good Moral Character

**C. Taking of Admission Test**

<b>Step</b>	<b>Applicant/ Client Activity</b>	<b>Activity</b>
<b>1</b>	Fill-up Form	Guidance office gives the test application form
<b>2</b>	Pay testing fee	Cashiering Unit receives payment
<b>3</b>	Submit requirements to the testing center	Testing Center examines completeness of requirements
<b>4</b>	Take admission test	Testing Officer administers test
<b>5</b>	Check and Interpret results	Testing officer check the college entrance test

**3.3 Student Discipline**

Section 1. This Unit provides services relative to the formulation and implementation of college policies, rules and regulations and investigation of cases. Student Discipline formulates resolutions on the verdict of cases to dispose justice and corrective measures. Thereafter, generate quarterly

accomplishment report and annual inventory report. It is managed by a Coordinator.

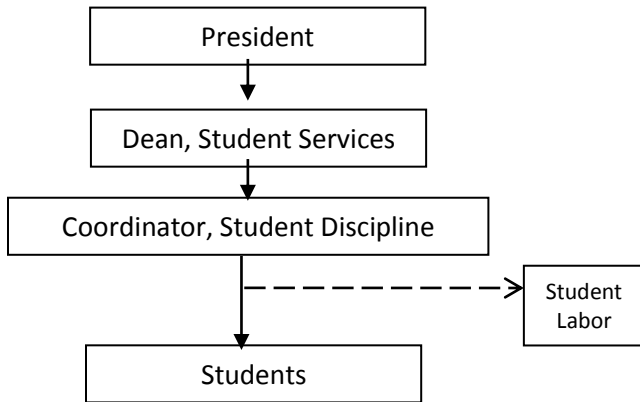
Section 2. The Student Discipline Program functions with the objectives as follows:

- 2.1 to maintain order and harmony among students for the efficient pursuit of success in their studies;
- 2.2 develop students' character, courtesy, and other desirable values;
- 2.3 provide an environment that is free from fear and violence;
- 2.4 impose improved information/communication system on immediate routine dissemination of the College policies, rules and regulations;
- 2.5 help promote environmental cleanliness within the College premises and within the community;
- 2.6 identify gray areas for improvement through development planning;
- 2.7 to resolve any conflict in which a student is involved (student vs. student, faculty vs. student, staff vs. student);
- 2.8 and to educate students on current legal issues related to student conduct.

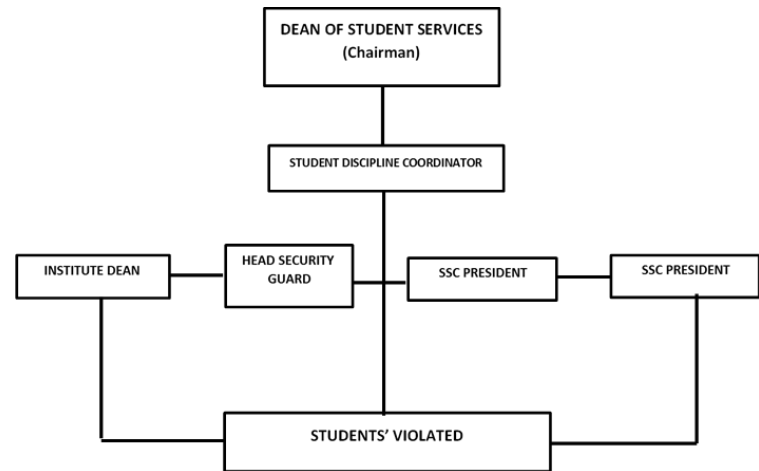
Section 3. The Student Discipline Office rendered the following services:

- 3.1 Accepts filing of grievances and complaints against erring students;
- 3.2 prepares and facilitates sending of Notices of Summons to erring students;
- 3.3 conducts preliminary investigations on minor and major;
- 3.4 facilitates convening members of the Formal Inquiry Committee to conduct Formal Disciplinary Proceeding;
- 3.5 deliberates and recommends sanctions on investigated cases
- 3.6 releases confiscated ID's;
- 3.7 keeps records of cases of students with confidentiality;
- 3.8 coordinates with the Guidance Center for counseling referrals
- 3.9 facilitates issuance of temporary permits and gate passes;
- 3.10 advising students on their options in the disciplinary process;
- 3.11 conducting educational programmes for students in the residence halls and student organizations about the disciplinary process upon request; and
- 3.12 providing statistics on student judicial actions.

Section 4. The Organizational Structure of the Student Discipline Office



Section 5. The Organizational Structure of Committee on Student Disciplinary Tribunal



Section 6. The Student Discipline Service Procedures  
A. Filing of Complaint Against a Student/s

Step	Applicant/ Client Activity	Service Provider Activity
1	Orally reports complaint to Office of Student Discipline	OSD discusses complaint with complainant
2	Accomplishes & submits Incident Report Form	OSD receives accomplished Incident Report Form



<b>3</b>	Confirms venue, date & time of fact-finding dialogue /hearings to be conducted by the OSS Dean	OSD informs complainant on venue, date and time of dialogues / hearings
<b>4</b>	Conduct Hearing	OSD makes Disciplinary Report

**B. Affidavits for Lost ID / Exam Permits / Official Receipts / Printouts of Study Loads**

<b>Step</b>	<b>Applicant/ Client Activity</b>	<b>Service Provider Activity</b>
<b>1</b>	Gets Affidavit of Loss Form	OSD gives Affidavit of Loss Form to Students & instructs them on the procedure
<b>2</b>	Pays of the lost item	Cashiering Unit receives & acknowledges payment
<b>3</b>	Present Official receipt of payment to the OSS	OSS receives & acknowledges payment

**C. Request for Temporary Exemption from Wearing the School Uniform**

<b>Step</b>	<b>Applicant/ Client Activity</b>	<b>Service Provider Activity</b>
<b>1</b>	Secure non-wearing of school uniform form	OSD evaluates issues Temporary Exemption Slip
<b>2</b>	Shows temporary exemption slip to teacher / security guard	Teacher / guard examines authenticity of exemption slip

**3.4 Student Organization**

Section 1. The College recognizes student organizations as opportunities for developing students’ talents and potentials according to their individual interests. They serve as channels for wholesome recreation, social involvement, leadership formation, and apostolate.

Section 2. This unit directs and supervises the campus associations/organizations to the attainment of the mission, vision, and goals of the College. Filters and assesses requirements for recognition of student organizations and their authorize operation notifying the Dean of Student Services. Mobilize student organizations. Thereafter, generate quarterly accomplishment report.

A student organization shall be any approved association, club and society, whose members are bonafide students of the College.

Section 3. Student organizations are categorized into two, namely: Co-curricular Student Organizations. This refers to subject related student clubs/associations which are organized for the purpose of enhancing instruction and exposing student to actual learning situations. Activity is usually undertaken within the academic year in college.

Extra-curricular Student Organization. This shall apply to associations of students that enhance leadership and moral values but not necessarily a part of their academic subjects which goals are toward the discovery, utilization and maximization of student’s potentials.

Section 4. The Student Organization sub-unit functions with the following objectives:

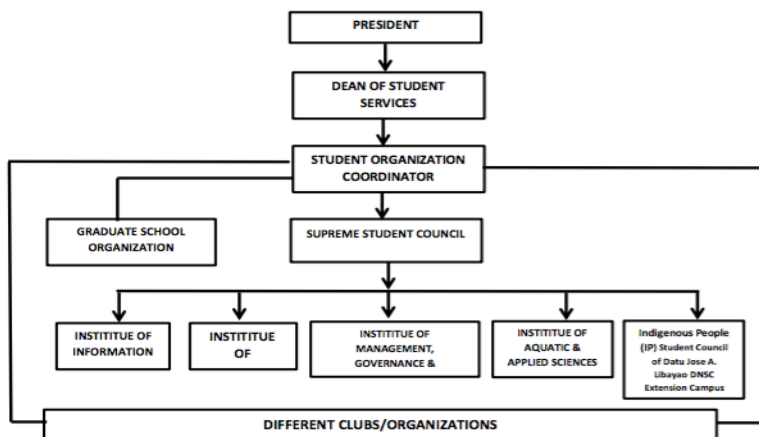
- 4.1 to enhance learning outside of formal instruction;
- 4.2 provide students with activities that further develop their special skills, talents, and interests through leadership formation, sports, culture and arts, and others; facilitate accreditation of campus student organizations;
- 4.3 organize directory of campus recognized organizations and program of activities;

- 4.4 prepare and furnish the Dean for Student Services, a comprehensive student extra and co-curricular annual calendar of activities;
- 4.5 encourage and sustain student participation to inter-developmental competitions; grant students and their organizations with incentives, merits, and awards;
- 4.6 provide facilities necessary for effective implementation of extra/co-curricular activities;
- 4.7 identify gray areas for improvement through a development plan; and
- 4.8 to provide opportunities to associate with others with similar interests.

Section 5. The Student Organization rendered the following services:

- 5.1 Process/approves registration of student organizations;
- 5.2 recommend for approval for the issuance of the activity permit;
- 5.3 evaluates performance of student organizations;
- 5.4 organizes/conducts/facilitates leadership training seminars;
- 5.5 advising student social clubs and organizations;
- 5.6 encouraging involvement in community service/volunteer activities; and
- 5.7 advising students on developing organizations and activities.

Section 6. The Organization Structure of Student Organization



Section 6. The Student Organization Service Procedures

A. Application to Hold an Activity

Step	Applicant/ Client Activity	Service Provider Activity
1	Request for an Activity Request Form to the Office of Student Organization	OSS discuss and explain the Activity Request Form
2	Accomplishes & submits Activity Request Form	OSS receives accomplished Activity Request Form Approval of the SARF by the Dean of OSS

B. Application for Student Organization Accreditation and Renewal

Step	Applicant/ Client Activity	Service Provider Activity
1	Submission of Letter of Intent to the Student Organization Office	The Student Organization Coordinator will discuss the basic requirements.
2	Submission of Requirements for Renewal: 1. Accomplishment Reports 2. Financial Reports 3. Constitution and By-Laws 4. List of Officers and Members 5. General Plan of Action 6. Bank Statement of Account <i>photocopy</i> 7. Recommendation of 3 advisers nominees  <i>For Application</i> 1. Constitution and By-Laws	The Student Organization Coordinator will assess the requirements.

	2. List of Officers and Members 3. General Plan of Action; 4. Bank Statement of Account <i>photocopy</i> 5. Recommendation of 3 Advisers nominees	
3	The Student Organization Coordinator will endorse for Approval by the Dean OSS.	Approval or disapproval of the Dean of OSS. Release of Notice of Approval, Certificate of Recognition and Special Order for Student Organization Adviser.

### 3.5 Sports

Section 1. The Sports Unit provides athletic involvement of students to maintain their physical fitness and mental development. It is managed by a Chairperson.

Section 2. This unit drafts annual sports utilization program for all sports and athletic activities to the Dean of Students Services and for the approval and implementation; establishes linkages to the PSC and other agencies involved in sports development; ensures safe keeping and maintenance sports equipment in the gymnasium and initiates faculty and staff development programs by creating dynamic and sustainable physical and fitness programs. Thereafter, generate quarterly accomplishment report and annual inventory report.

Section 3. The OSS Sports Development Program functions with the objectives as follows:

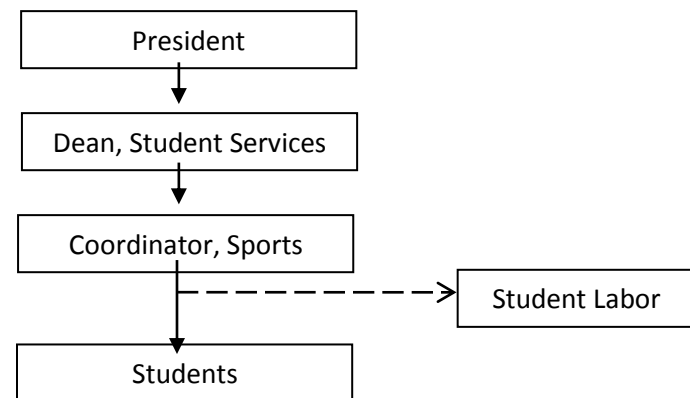
- 3.1 to provide activities for the development of physical fitness of students;
- 3.2 cultivate the spirit of sportsmanship and solidarity among students;
- 3.3 promote the value of discipline;

- 3.4 design recreational activities through sports that will deviate students' attention from vices;
- 3.5 discover the athletic potentials of students for participation to different levels of inter developmental sports competitions;
- 3.6 and further improve the program through a development plan.

Section 4. The Sports Unit rendered the following services:

- 4.1 Establishing intramural sports to provide structured contests, meets, tournaments and leagues, limiting participation to campus members;
- 4.2 organizing special events, either within or outside institution, to introduce new sport or related activities that are unique in approach;
- 4.3 offering outdoor programmes and activities in local or regional competitions, providing participants with opportunities to experience natural environment new challenges;
- 4.4 participating the annual PASUC SCUAA, MASTS Friendship Game, SCUAA Regional Sports & Socio-Cultural competitions and PASUC Sports and Socio-cultural competitions;
- 4.5 selecting the newly member for varsity teams;
- 4.6 and coordinating recreational programming, facilities and equipment.

### Section 5. The Organizational Structure of the Sports Office



Section 6. The Sports Unit Procedures

A. Borrowing of Sports of Equipment

Step	Applicant/ Client Activity	Service Provider Activity
1	Request for Borrowing of Sports of Equipment to the Sports Office	Sports Office discuss and explain the Borrowing of Sports of Equipment
2	Accomplishes & submits Borrowing Form	Sports Office receives accomplished Borrowing Form together with School ID of the Student

3.6 Medical and Dental

Section 1. This Unit provides primary health care and wellness program of students and college personnel. It is headed by the College Nurse.

Section 2. It facilitates the medical and dental checkup of the students to secure the sanitary of the students. The College Nurse referred the students to Hospital and facilitated their accident insurance. Thereafter, generate quarterly accomplishment report.

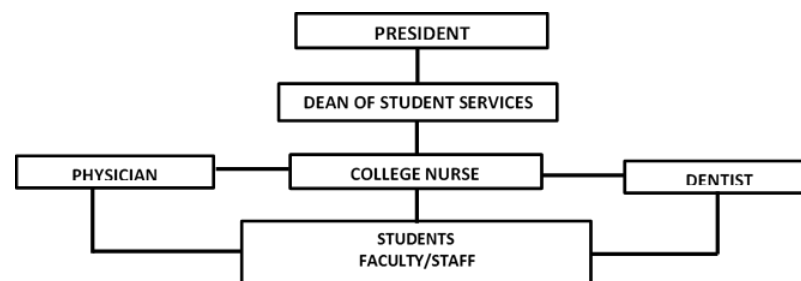
Section 3. The College health services unit functions with the following objectives:

- 3.1 to conduct annual physical examination of students and to record findings;
- 3.2 apply first-aid treatment to injuries incurred within the campus premises;
- 3.3 facilitate dental check-up, prophylaxis, tooth extraction, dental filling, and treatment;
- 3.4 conduct health education lectures, seminars, symposia, and distribution of health related reading materials;
- 3.5 implement proper sanitation and promote healthful living conditions in the school and the community; and
- 3.6 improve the health program through development planning.

Section 4. The health service of the College rendered the following services:

- 4.1 Providing out-patient, primary care with diagnosis, treatment, and consultation on most general health care needs;
- 4.2 providing supplemental, affordable insurance for health care needs that cannot be obtained in the student health clinic such as hospitalization, surgery and some specialized treatments; and
- 4.3 providing information on health issues specifically involving the college age student e.g. sexually transmitted diseases, stress, diet, and depression.

Section 5. The Organizational Structure of the Medical/Dental or Health Service



Section 6. The Health Service Procedures

A. Dental Checkup & Treatment

Step	Applicant/ Client Activity	Service Provider Activity
1	Fill-in Individual dental patient's record	College nurse gives the application form for tooth extraction
2	Presents ID, explains purpose, undergoes interview	Verifies identity and dental treatment needs of patient
3	Accomplishes, Personal, Medical Information on DNSC Dental Record	Evaluates the entries in the dental record
4	Undergoes oral-dental	Conducts oral-dental

	examination and / or treatment	examination and/ or treatment
<b>5</b>	Provide appropriate medicine	Gives antibiotic, anti-inflammatory, antifibrinolytic medicines and dental anesthesia to the patients

#### B. Medical Checkup & Treatment

<b>Step</b>	<b>Applicant/ Client Activity</b>	<b>Service Provider Activity</b>
<b>1</b>	Goes to clinic, presents enrollment printout, signs physical examination log book (excluding Queueing)	Medical Services Unit
<b>2</b>	Accomplishes medical information sheet (Attach X-ray result and other Lab as needed)	Guides patient in accomplishing Medical Information Sheet
<b>3</b>	Undergoes measurement of height, weight, BP, respiration, pulse rate, Snellen's visual acuity	Conducts accurate measurements
<b>4</b>	Submits to physical examination	Conducts physical examination

#### 3.7 Cultural

Section 1. 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.

Section 2. 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 Coordinator.

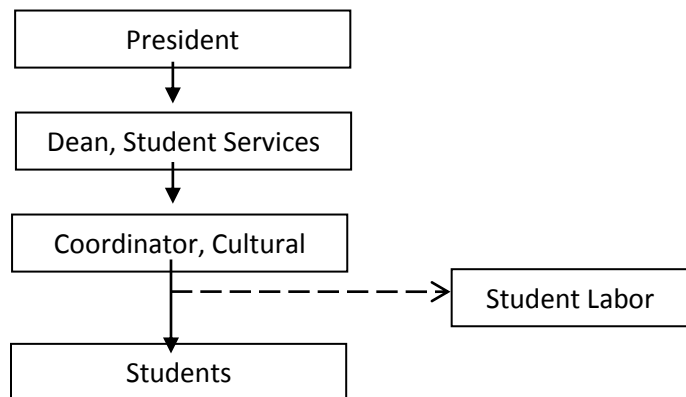
Section 3. This sub-unit functions with the objectives below:

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

Section 4. The Cultural Unit rendered the following services:

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

Section 5. The Organizational Structure of the Cultural Unit



Section 6. The Cultural Service Procedure

A. Borrowing of Cultural Equipment

Step	Applicant/ Client Activity	Service Provider Activity
1	Request for Borrowing of Sports of Equipment to the Cultural Office	Cultural Office discuss and explain the Borrowing of Equipment
2	Accomplishes & submits Borrowing Form	Cultural Office receives accomplished Borrowing Form together with School ID of the Student

3.8 Student Publication

Section 1. 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 Coordinator.

Section 2. 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.

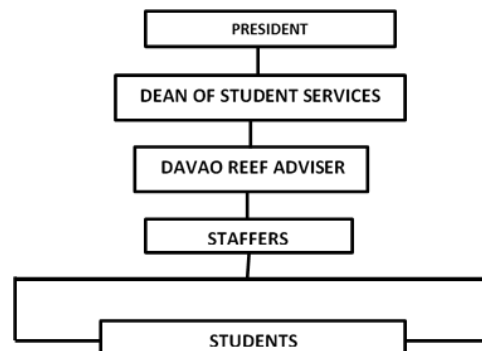
Section 3. The College Student Publication functions with the following objectives:

- 3.1 Directs and supervises the Davao reef staffers for the updated publication of the magazines;
- 3.2 handles the graduating class officers for the publication of the yearbook;

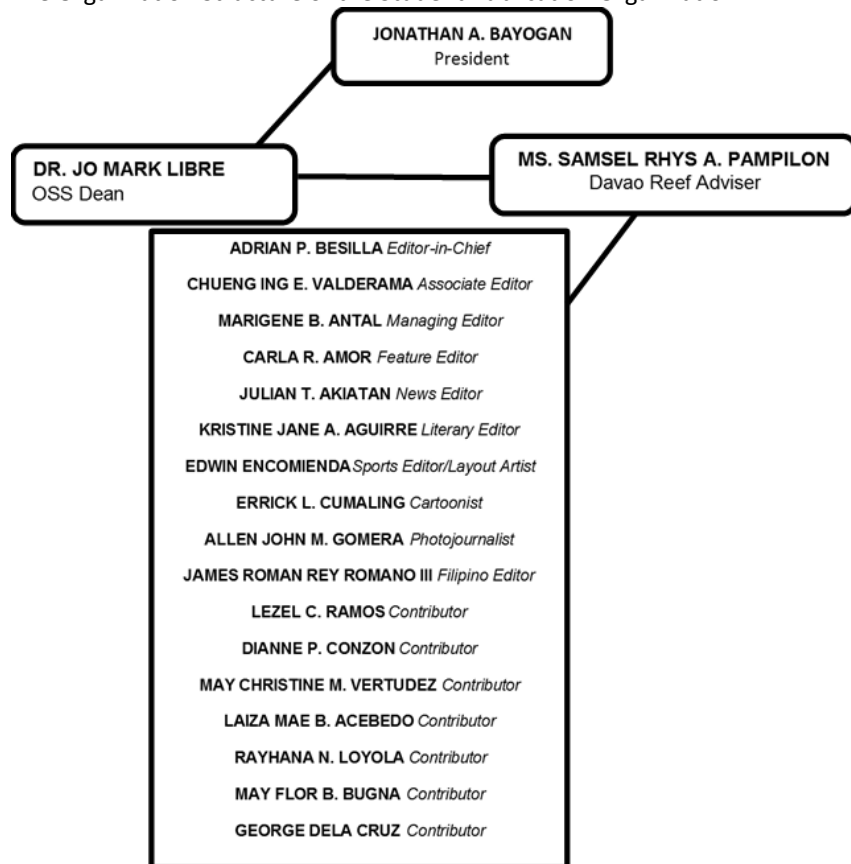
Section 4. The Student Publication Unit rendered the following services:

- 4.1 Published news brief every month;
- 4.2 Published magazines every semester;
- 4.3 published annual folio;
- 4.4 covers school activities; and
- 4.5 conduct student publication related activities

Section 5. The Organizational Structure of Student Publication Unit



The Organization Structure of the Student Publication Organization



Section 6. The Student Publication Process Procedure

A. Conduct of Student Publication Related Activity

Step	Applicant/ Client Activity	Service Provider Activity
1	Request for Student Activity Request Form	The Student Organization Office will discuss the essential requirements for submission.
2	Accomplishes & submits SARF Form	Student Publication Office receives approved Form.

3.9 Dormitory/ Housing Service

Section 1. The DNSC housing services provides the students with living facilities within and approximate to the College and ensures access to accommodation that is safe and conducive to learning that can be considered their home away from home.

Section 2. The Dormitory/ Housing Service is managed by a Dormitory Manager. This unit supervised students at the dormitory premises for their safeties and securities. Monitor and sheltered the students curfew hour at the dormitory. Thereafter, generate quarterly accomplishment report.

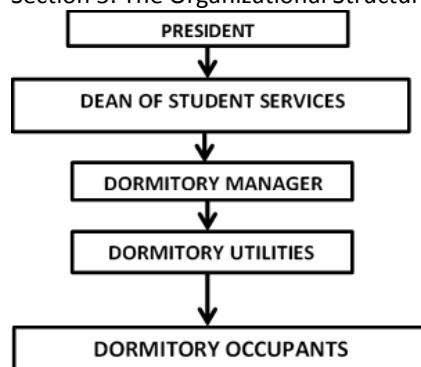
Section 3. The College Dormitory is under the organizational structure of the Office of the Dean for Student Services. This unit functions with the following objectives:

- to provide safety living quarters to students who are far from home;
- 3.1 promote value-oriented atmosphere through formulation and enforcement of dormitory rules and regulations;
- 3.2 provide students with living conditions that can be considered as home away from home;
- 3.3 provide socialization activities to promote kinship/camaraderie, and spirit of belongingness; and
- 3.4 improve the dormitory services program through development planning.

Section 4. The Dormitory Unit rendered the following the services:

- 4.1 Offering a variety of living options including individual, group, alcohol/smoke-free, undergraduate, graduate, disability, 1<sup>st</sup> year, and other options.
- 4.2 Conducting student misconduct disciplinary hearings in cases that originate in student housing.
- 4.3 Coordinating academic advising, career planning, time management, and instructional activities within the housing and other units as appropriate and in coordination with various academic and other units within the institution.

Section 5. The Organizational Structure of the Dormitory Unit



Section 6. The Dormitory Unit Process Procedure

A. Application for Dormitory

Step	Applicant/ Client Activity	Service Provider Activity
1	Submit Letter of Intent to the Dormitory Manager	The Dormitory Manager will discuss the basic requirements before admission.
2	Submission of the Requirements	Assessment of the requirements and if the student qualified he/she will be informed in writing for the notice of acceptance as dormer.

REFERENCES

- DNSC Undergraduate Student Handbook
- DNSC College Code
- CHED Memorandum Order No 09 Series of 2013 Enhanced Policies and Guidelines on Student Affairs and Services

For further inquiry, kindly contact  
**Office of the Dean for Student Services**