



Republic of the Philippines
DAVAO DEL NORTE STATE COLLEGE
New Visayas, Panabo City
Davao del Norte, Philippines 8105
www.dnsc.edu.ph

Tel. 63 84 6284301; email: dnscpanabo@gmail.com

Proposed Student Development Program Operation Manual 2016 Edition

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Rationale

The Student Development Program Operation Manual is intended to serve as a reference for administrators, educators, and students, in response to the development of welfare of the students.

Student formation and development are the focal points of Davao del Norte State College Student Development and Services programs and projects. In realizing the College Vision-Mission and Goals, seriously take into consideration the concept of student development.

The Student Development Program aims to develop the core values of the College, to wit: Excellence, Integrity, Innovation, Stewardship and Love of God and Country. The program will further facilitate students' leadership vis-à-vis managerial skills of students, making them more competitive in the world of professionals.

The welfare and affairs of the students, is a primary and responsibility shared by each and every member of this College.

Thus, to attain this end, it is but imperative that anyone must be involved in planning, implementing and evaluating a purposive Student Development Program.

I. OBJECTIVES OF THE PROGRAM

1. To instill in the minds of the students the core values of the College, to wit: Excellence, Integrity, Innovation, Stewardship and Love of God and Country;
2. To institutionalize the conduct of a student initiative/ program/ projects that effectively simulate student development;
3. To raise student leaders who are responsible, accountable, innovative and can demonstrate genuine DNSCian student empowerment; and
4. To create a holistic environment suitable for the successful pursuit of knowledge, and intensive training and exposure toward professional competence of the students.

II. PURPOSE OF THE PROGRAM

The basic procedures outlined in this program are intended to develop students welfare and to create a holistic environment of Davao del Norte State College (DNSC).

To achieve student development goals, it is mandated that all members of DNSC community (faculty, staff and students) will collaborate and helping each other.

III. SCOPE OF THE PROGRAM

These procedures will apply to all students' programs/ projects/ activities in order to provide for the maximum welfare available for students.

It covers the entire DNSC campus and its extension campus involving all its students, and it shall be continuous in its implementation throughout the school year, including summer, semestral and Christmas breaks.

IV. AREAS OF STUDENT DEVELOPMENT PROGRAM

The areas of student development program will imbibe the core values of the College, to wit:

A. Excellence – the students will adhere with the quality, standards, and competitiveness.

B. Integrity – the students will adhere the quality of being honest and having strong moral principle.

C. Innovation – the students will adhere the process of translating an idea or invention into a good or service that creates humane value.

D. Stewardship – the students will adhere the value of managerial skills and develop student leadership.

E. Love of God and Country – the students will adhere the value of love of oneself, others community and God.

The following student services of the developed relative programs (As per CHED Memo Order No. 9, Art. VII on Student Services) for the holistic formation and development of the students, to wit:

- A. Information
- B. Orientation
- C. Awareness
- D. Guidance and Counseling
- E. Career and Placement
- F. Economic Enterprise Development
- G. Student Handbook Development

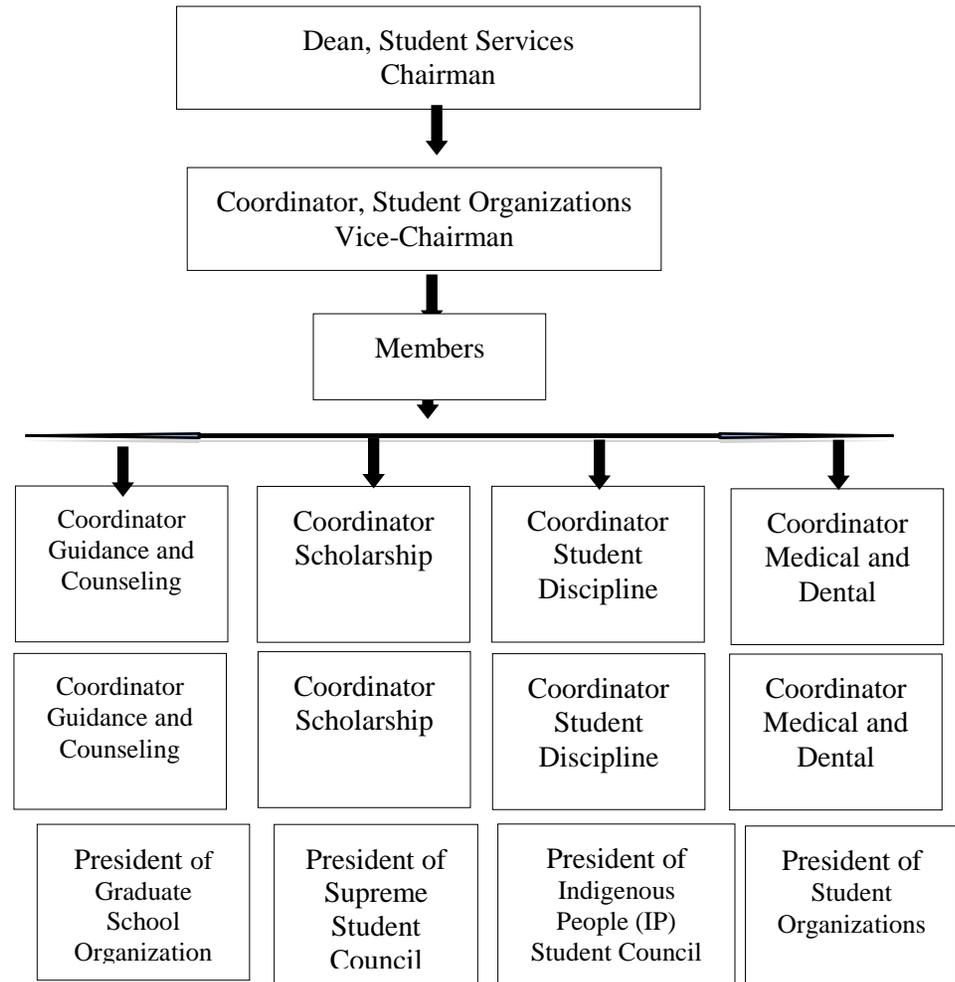
Further, the following Offices of Student Services also developed its student developmental programs, to wit:

- 1. Office of the Guidance and Counseling
- 2. Office of the Student Organization
- 3. Office of the Scholarship
- 4. Office of the Student Discipline
- 5. Office of the Medical and Dental
- 6. Office of the Student Publication
- 7. Office of the Sports
- 8. Office of the Cultural
- 9. Office of the Dormitory

V. DIRECTION AND CONTROL

The President of Davao del Norte State College (DNSC) or his/her designee will direct student development program operations, with the assistance and input of the Office of the Student Services.

**VI. STUDENT DEVELOPMENT COUNCIL
ORGANIZATIONAL STRUCTURE AND THEIR FUNCTIONS**



- A. Chairman
 - shall ensure that the student development program is properly implemented.
 - shall advise the College President and provost of any student development affairs and welfare.
- B. Vice-Chairman
 - Prepare for student development program in consultation with all students and student organizations.
 - Inform the members of any student development program.
- C. Members
 - Serves as coordinators of all student activities, initiatives, programs.
 - Educate the members of the student organization about the student development program especially its mandate and purpose.

VII. **REPORTING AND MONITORING SCHEME**

Upon compliance of all the requirements (request of student activity, submission activity design, submission of student waivers and parent consent if necessary, all Student initiatives, programs or projects should be endorsed by the Vice-Chairman, to be recommended by the Dean of Students Services, and if it is academic related – it will endorsed by the Institute Deans, and with the approval of the President.

An evaluation of the project/ activity/ program will be conducted after the event.

XIII. PROPOSED 2017 ACTION PLAN FOR STUDENT DEVELOPMENT PROGRAM

Focused Area/ Service	Program and Activities/ Projects	Indicators	Quarterly Targets				Budgetary Requirements/ Fund Source	Resources Needed	Responsible Person
			1	2	3	4			
Student Services as per CHED Memo Order No. 9, Art. VII on Student Services									
A. Information	Information Program (Office of the Guidance)								
	Information Drive Campaign								
	1.School Campaign	# of Students Informed		/	/		Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
	2.Barangay or Community Campaign	# of Barangays Informed		/	/		Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
	3.Issuance of Flyers/ Booklets	# of students given		/	/		Php 5,000.00	-S&M -Photocopies	Student Development Council
B. Orientation	Orientation Program								
	1.Orientation on Vision, Mission and Goals of the College	# of students being oriented		/	/		Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
	2.Orientation of Policies and Services	# of students being oriented		/	/		Php 5,000.00	-Speakers' Honorarium	Student Development

									-Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Council
	3.Clientele Satisfaction on Services	# of Students being oriented	/		/			Php 2,000.00	-S&M -Photocopies	Student Development Council
C. Awareness	Awareness Program 1.Pakighinabi or Dialogue (Policies, Services etc) with the Administration and Students	# of students involved in the dialogue		/		/		Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
	2.Campaign Awareness Drive on the Core Values, VMGO and Services (Radio, TV and Newspaper)	# of students/ stakeholders given	/		/			Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
D. Guidance and Counseling	Guidance Program A. Guidance Service 1. Orientation on Guidance programs, services and policies	# of students oriented		/		/		Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
	B. Counseling									
	1. Peer Counseling		/	/	/	/				
	2. Group Counseling		/	/	/	/				
	C. Appraisal							Php 2,000.00	-S&M -Photocopies	Student Development Council

	1. Cliente Satisfaction and Services Survey		/	/	/	/	Php 2,000.00	-S&M -Photocopies	Student Development Council
	2. Quarterly Monitoring and Evaluation		/	/	/	/	Php 2,000.00	-S&M -Photocopies	Student Development Council
	3. Feedback Survey		/	/	/	/	Php 2,000.00	-S&M -Photocopies	Student Development Council
	D. Follow-up								
	1. Call-in Interview		/	/	/	/			
	2. Walk-In Interview		/	/	/	/			
	3. Exit Interview		/	/	/	/			
	E. Referral								
	1. Consultation with Students		/	/	/	/			
	2. Interview with Students		/	/	/	/			
E. Career and Placement	Career and Placement Program 1. Job Fair		/		/		Php 2,000.00	-S&M -Photocopies	Student Development Council
F. Economic Enterprise Development	Economic Enterprise Development Program 1. Matching of Graduates-Jobs			/			Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
	2. Tracer Study					/	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
G. Student	Student Handbook Development Program			/		/	Php 5,000.00	-Speakers' Honorarium	Student

Handbook Development	1. General Assembly: Feedbacking on Student Handbook Policies							-Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Development Council
	2. Submission of Proposals/ Resolution for Admin and Academic Approval		/	/			Php 15,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
Student developmental Programs of Nine (9) Offices under Office of Student Services									
Focused Area/ Service	Program and Activities/ Projects	Indicators	Annual Target 2017	Budgetary Requirements/ Fund Source	Resources Needed	Responsible Person			
1. Office of the Guidance and Counseling	Guidance and Counseling Development Program 1. Conduct/ administer entrance and psychological test and provide results	# of entrance test conducted	2	Php 5,000.00	-S&M -Photocopies	Guidance Head			
	2. Conduct all guidance-facilitated activities	# of activities conducted	10	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Guidance Head			
	3. Provide individual and group counseling assistance for behavioral management issues and learning problems of students	# of counseling sessions	65			Guidance Head			
	4. Help students deal with various personal, educational, career concerns, such as learning difficulties, educational and career plans and choices and personal and social development	# of activities conducted	2	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Guidance Head			

	5. Strengthen alumni linkage and gather for SSC presidents to serve as council of advisers	# of programs conducted	1	Php 5,000.00	-Meals/ -Snacks -Tarpaulins -S&M -Photocopies	Guidance Head
	6. Compliance with necessary requirements for personnel qualifications (Guidance Counselor and Psychometrician)	# of personnel complied	1			Guidance Head
	7. Intensify school / community/ barangay campaign to attract best and the brightest poor but deserving students and assist students belonging to indigenous groups	# of school / community/ barangay campaign conducted	2	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ -Snacks -Tarpaulins -S&M -Photocopies	Guidance Head
	8. Establish a school-based PESO in the College for Job Opportunities for graduates	# of activities conducted	10	Php 10,000.00	-Speakers' Honorarium -Certificates -Meals/ -Snacks -Tarpaulins -S&M -Photocopies	Guidance Head
2. Office of the Student Organization	Student Organization Development Program 1. Campus Organization Advertisement: Student Organization Fair	# of accredited student organizations	22	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ -Snacks -Tarpaulins -S&M -Photocopies	Student Organization Coordinator
	2. Conduct student activities that contributory to academic and leadership excellence and values formation	# of student activities conducted	1	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ -Snacks -Tarpaulins -S&M -Photocopies	Student Organization Coordinator
	3. Conduct/ participate various academic, co-curricular and extra curricular activities	# of activities conducted	1			Student Organization

						Coordinator
	4. Conduct Monitoring and evaluation on student activities	# of student activities monitored	11	Php 5,000.00	-Meals/ -Snacks -Tarpaulins -S&M -Photocopies	Student Organization Coordinator
3. Office of the Scholarship	Scholarship Development Program 1. Seek more funding agencies that provide scholarship	# of funding agencies involved	5	Php 5,000.00	-Meals/ -Snacks -Tarpaulins -S&M -Photocopies	Scholarship Coordinator
	2. Offers more internally-funded scholarship grants	# of internally funded scholarship grants	1			Scholarship Coordinatosr
	3.Assist prospective students in their application for possible scholarship and/or grants	# of assisted students	25			Scholarship Coordinator
	4. Assist the students in the processing of their application for scholarships	# of assisted students	25			Scholarship Coordinator
	5. Inform granting agencies regarding the status of their grantees	# of granting agencies informed	9			Scholarship Coordinator
	6. Provide support system to scholars in their co-curricular and extra curricular activities	# of student activities conducted	5	Php 10,000.00	-Speakers' Honorarium -Certificates -Meals/ -Snacks -Tarpaulins -S&M -Photocopies	Scholarship Coordinator
4. Office of the Student Discipline	Student Development Program 1. Orient students of the College Policies on students code of conduct	# of students oriented	250	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ -Snacks -Tarpaulins -S&M -Photocopies	Student Discipline Coordinator
	2. Conduct seminar on values, moral recovery and social awareness	# of programs conducted	1	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/	Student Discipline Coordinator

					Snacks -Tarpaulins -S&M -Photocopies	
	3. Execute affidavit of non-participation to unrecognized student organization to all students	# of student organization executed	1			Student Discipline Coordinator
	4. Implement appropriate sanctions and disciplinary sanctions to students violations	# of sanctions implemented	1			Student Discipline Coordinator
5. Office of the Medical and Dental	Medical and Dental Development Program 1. Conduct Medical and Dental related activities	# of activities conducted	6	Php 10,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	College Nurse
	2. Acquire needed medicines for both personnel and students	# of kind of medicines	17	Php 50,000.00	-medicines	College Nurse
	3. Acquire appropriate clinic and accessible to students	# of clinic appropriated	1			College Nurse
	4. Accommodate student insurance claims	# of students accommodated	2			College Nurse
	5. Accredited food establishments nearby the requirement necessary documents such as health certificates and permit to operate	# of food establishments accredited	1	Php 5,000.00	-Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	College Nurse
6. Office of the Student Publication	Student Publication Development Program 1. Conduct training or seminar in journalism for students	# of trainings conducted	1	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Publication Coordinator
	2. Conduct intensive screening for editorial staff	# of screening	1	Php 5,000.00	-Speakers'	Student

		conducted			Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Publication Coordinator
	3. Conduct training or seminar in journalism for students	# of trainings conducted	1	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Publication Coordinator
7. Office of the Sports	Sports Development Program 1. Conduct Sports Activities	# of sports activities conducted	5	Php 15,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Sports Coordinator
	2. Conduct try-out to scout competitive athletes	# of try-out conducted	2	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Sports Coordinator
	3. Conduct intensive trainings/ coaching to students before sending them to sports competitions	# of trainings conducted	2	Php 15,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Sports Coordinator
	4. Conduct well-managed college-wide sports activities	# of sports activities conducted	13	Php 300,000.00	-Speakers' Honorarium -Certificates -Meals/	Sports Coordinator

					Snacks -Tarpaulins -S&M -Photocopies	
	5. Qualify in local, regional and national sports competition	# of Sports competition qualified	2	Php 150,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Sports Coordinator
8. Office of the Cultural	Cultural Development Program 1. Conduct auditions to scout competitive students for DNSC Chorale and DNSC Dance Troupe	# of auditions conducted	2	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Cultural Coordinator
	2. Conduct intensive trainings/ coaching to students before sending them to socio-cultural competitions	# of trainings conducted	5	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Cultural Coordinator
	3. Organize socio-cultural group (e. Theatrical)	# of socio-cultural group	1	Php 5,000.00	-Meals/ Snacks -Tarpaulins -S&M -Photocopies	Cultural Coordinator
	4. Conduct well-managed college-wide cultural activities	# of cultural activities conducted	6	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Cultural Coordinator
	5. Qualify in local, regional and national cultural competition	# of cultural competitions	1	Php 5,000.00	-Speakers' Honorarium	Cultural Coordinator

		qualified					-Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	
9. Office of the Dormitory	Dormitory Development Program 1. Conduct Dormitory related activities	# of activities conducted	2			Php 10,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Dormitory Coordinator
	2. Provide Conducive housing facilities of students	# of housing (rooms) facilities provided	7				- Facilities	Dormitory
	3. Acquire possible additional dormitory facilities	# of acquired dormitory facilities	10			Php 1.6 M	- Facilities	Coordinator
	4. Accredite boarding houses nearby	# of boarding houses accredited	1					Dormitory
Student Facilitated Activities on Core Values of the College								
Orientation with the Faculty, Staff and Students on the Core Values of the College	Conduct Orientation	# of students, faculty and staff attended		1		Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
Training-Workshop/ Seminar on Values Enhancement	Conduct Training Workshop/ Seminar	# of students attended				Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
	I. Excellence			1		Php 5,000.00	-Speakers' Honorarium -Certificates	Student Development

								-Meals/ Snacks -Tarpaulins -S&M -Photocopies	Council
	II. Integrity				1		Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
	III. Innovation					1	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
	IV. Stewardship					1	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
	V. Love of God and Country					1	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council
Project Proposal on Core Values of the College	Conduct Project Proposal	# of students attended	1		1		Php 30,000.00	-Speakers' Honorarium -Certificates -Meals/	Student Development Council

									Snacks -Tarpaulins -S&M -Photocopies	Institute Deans
Monitoring and Evaluation	Conduct Monitoring and Evaluation	# of students attended			1		1	Php 5,000.00	-Speakers' Honorarium -Certificates -Meals/ Snacks -Tarpaulins -S&M -Photocopies	Student Development Council Institute Deans
TOTAL								P2,592,000.00		

IX. REFERENCES

DNSC Undergraduate Student Handbook
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