# Romblon State University
# Quality Manual

"RSU, Pushing Aggressively to Make a Difference"

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# QUALITY MANUAL

## 1.0 DISTRIBUTION LIST

The Romblon State University administration shall ensure wide dissemination of this Quality Manual. Thus, it shall be distributed to the different units of the university in the main campus and its satellite campuses as follows:

| Unit/College | Designation | Name |
|---|---|---|
| Office of the President | SUC President II | Dr. Arnulfo F. De Luna |
| Office of the Board Secretary | Board Secretary | John F. Rufon |
| Presidential Assistant for Production, IGPs and Special Projects | Director | Edgardo F. Fadallan |
| Presidential Assistant for Tablas Campuses | Director | Dr. Erly M. Molo |
| Planning and Development Office & Head, Intellectual Property Unit | Director | Dr. Reynaldo P. Ramos |
| Office of Gender and Development | Director | Maria Charmaine R. Gaa |
| Office of Faculty and Staff Development | Director | Alfredo J. Fronda, Jr. |
| Research, Extension and Training Office | Vice President for Research | Dr. Arthur R. Ylagan |
| Office of Research | Director | Dr. Borromeo B. Motin |
| Office of Training | Director | Dr. Julio Romeo T. Chavez |
| Office of Extension | Director | Juniel G. Lucidos |
| Office of Applied Research | Director | Dr. Eddie G. Fetalvero |
| Office of the Vice President for Academic Affairs | Vice President for Academic Affairs | Dr. Elvin F. Gaac |
| Office of Business Affairs | Director | Ronillo F. Foja |
| Office of Admission, Faculty Evaluation and Accreditation | Director | Dr. Marife M. Garcia |
| Student Affairs Office | Director | Ester L. Forlales |
| Office of the National Services Training Program | OIC Director | Dr. Orfelina Manzo |
| Office of Alumni Affairs | Director | Alwin F. Maulion |
| Office of Sports, Physical Education and Recreation | Director | Daniel M. Fabello |
| Office of Social and Cultural Affairs | Director | Mary Jane R. Arboleda |
| Office of Physical Planning, | OIC-Director | Jerome Adolfo F. Fajarito |

| | | |
|---|---|---|
| Auxiliary and Plant Services | | |
| Office of Guidance and Placement Services | Head | Hedy F. Fontamillas |
| Office of Dental and Medical Services | Head | Grace F. Firmalo |
| Office of the Library | Head | Imelda R. Bantola |
| Institute of the Graduate Studies | Dean | Dr. Efren B. Largueza |
| College of Agriculture, Fishery and Forestry | Dean | Edgar V. Andalecio |
| College of Arts and Sciences | Dean | Dr. Mario A. Fetalver, Jr. |
| College of Business and Accountancy | Dean | Dr. Emelyn F. Montoya |
| College of Education | Dean | Dr. Emelyn R. Villanueva |
| College of Engineering and Technology | Dean | Engr. Orley G. Fadriquel |
| Institute of Information Technology | Director | Engr. Julie F. Fallaria |
| Institute of Criminal Justice Education | OIC-Director | Isiah Rowinn B. Rojero |
| Science High School | OIC-Director | Arnel F. Dela Austria |
| RSU San Andres Campus | Campus Director | Dr. Zenaida M. Manzano |
| School of Agro- Forestry, Calatrava Campus | Campus Director | Dr. Samuel M. Frogosa |
| School of Fisheries and Technology, San Agustin Campus | Campus Director | Dr. Beatriz M. Cabadonga |
| School Fisheries and Technology, Sta. Maria Campus | Campus Director | Danilo M. Minon |
| School of Inland Fisheries, Sta. Fe & San Jose Campuses | Campus Director | Rey P. Rasgo |
| School of Arts, Sciences and Technology, Romblon Campus | Campus Director | Cresenciana M. De Luna |
| School of Agriculture & Environmental Sciences, Cajidiocan Campus | Campus Director | Dr. Carmelinda M. Juanzo |
| School of Industrial Technology, San Fernando Campus | Campus Director | Dr. Emelia B. Ramos |
| Office of Finance, Administration and Support Services | Vice President | Lou V. Foja |

| | | |
|---|---|---|
| Cashiering Office | Head | Lucille N. Lopez |
| Records Management | Head | Reno U. Solidum |
| Supply and Property Management | Head | Delia R. Gabo |
| Human Resource and Development Office | Head | Noemi B. Faminialan |
| Accounting Office | Head | Cynthia R. Laynesa |
| Civil Security Services | Head | Matt B. Faminialan |

## 2.0 SCOPE OF QUALITY MANUAL

This quality manual support the aim of the university to provide quality education in the MIMAROPA Region, the academic services units shall continually find ways to improve the quality of its management system. It shall do so by conducting periodic management reviews and planning sessions based on customer feedback; result of accreditation; compliance to statutory, regulatory, and other requirements, preventive, corrective, and follow up actions and needed resources of the university.

The quality management system established by Romblon State University known as "RSU" as per ISO 9001:2008 requirements is applicable to all functions of the university including:

- The determination of the educational and other requirements of its clientele;
- Design and development of curriculum and syllabus;
- Promotion of curricular programs;
- Admission and registration of students;
- Delivery of instruction, research and extension;
- Student evaluation, assessment and graduation from the College of Agriculture, Fishery and Forestry, College of Business and Accountancy, College of Arts and Sciences, College of Education, College of Engineering and Technology, Institute of Information and Technology, Institute of Criminal Justice Education, Institute of Graduate Studies, San Andres Campus, School of Agro-Forestry in Calatrava Campus, School of Fisheries and Technology in San Agustin and Sta. Maria Campus, School of Inland Fisheries in Sta. Fe and San Jose Campus, School of Arts, Sciences and Technology in Romblon Campus, School of Agriculture and Environmental Sciences in Cajidiocan Campus and School of Industrial Technology in San Fernando Campus; and accreditation of programs.

## 3.0 OBJECTIVE OF THE QUALITY MANUAL

This quality manual serves as a guide and reference for all employees of the University. It provides common understanding of the various institutional policies and procedures in the effective implementation of the quality management system. Specifically, the quality objectives is to meet quality policy; customers feedback are documented, analyzed and acted on; preventive, corrective and follow-up actions are met regularly; needed resources are addressed and requested with justification; to meet clientele requirements for products and services and to improve quality system and performance by ensuring the requirements indicated in the Manual Regulations for Higher Education Institution are met.

## 4.0 PROFILE OF ROMBLON STATE UNIVERSITY

Romblon State University (RSU) began with the founding of Odiongan Farm School (OFS) founded by John C. Early on 1915. The Odiongan Farm School was converted into Odiongan Rural High School (ORHS) offering complete Secondary Course headed by a Principal but under the supervision of Schools Division Superintendent on 1947.

On December 1, 1956, the Odiongan Rural High School was converted under RA No. 1391 into a Secondary Curriculum and was named Odiongan National Agricultural School (ONAS). ONAS remained as a regional school but the name was changed to Romblon National Agricultural School (RONAS) by virtue of General Appropriations Act of 1958.
On July 1, 1965, RONAS was converted into the Romblon National Agricultural College under Republic Act No. 4286. The name RONAC was incidentally shortened to the Romblon Agricultural College (RAC).

On May 18, 1983, the Romblon Agricultural College was converted into Romblon State College (RSC) by the late President, His Excellency Ferdinand E. Marcos through Batas Pambansa Blg. 393; and its was inaugurated on September 30, 1983, wherein it was fully operated as a State College under its own budget on 1985.

On January 12, 2001, the former Romblon College of Fisheries and Forestry (RCFF) created under Batas Pambansa Blg. 553 was fully integrated to Romblon College-Odiongan Romblon by virtue of BOT Resolution No. 3, series of 2001, and name RSC Tablas Branch through joint resolution of the Administrative and Academic council in conformity with IGI-CSI issued under Memo Order No. 27, series of 2000.

On February 28, 2001, the former Sibuyan Polytechnic College (SPC) which was created by virtue of Batas Pambansa Blg. 614 was fully integrated to Romblon State College through BOT Resolution No. 11, series of 2001 and it was named and renamed RSC-Sibuyan Campus and RSC-Sibuyan Branch respectively.

The past and present President of the Romblon State University are as follows:

| | |
|---|---|
| Prof. Victorino L. Aguila | - June 3, 1987-January 13, 1999 |
| Dr. Ricardo A. Wagan | - February 15, 1999-October 29, 2001 |
| Dr. Idelia Formilleza | - October 30, 2001-October 30, 2005 |
| Dr. Jester S. Sespene | - October 30, 2005-November 30, 2011 |
| Dr. Arnullfo F. De Luna | - April 12, 2012-present |

On October 14, 2009, the Romblon State College was converted into Romblon State University (RSU) by Her Excellency, President Gloria Macapagal Arroyo through Republic Act 9721. THE Romblon State University was inaugurated on November 28, 2009.

### 4.1 Vision Statement

Romblon State University as a premier institution of higher education in the MIMAROPA Region for a globally competitive Province of Romblon.

### 4.2 Mission Statement

The University is committed to provide advanced education, higher technological/professional instruction and training in agriculture and fishery, forestry, science and technology, education, arts and sciences, and other relevant fields of study. It shall undertake research and extension services, and provide progressive leadership in its areas of specialization.

### 4.3 Core Values

Within the context of its vision and mission, Romblon State University commits itself to the values of **SINCERITY** that upholds with dedication and commitment the performance of responsibilities of its faculty and staff in pursuing its mission as higher learning institution; **NOBILITY in** which faculty and staff performs their responsibilities with the highest decency and dignity guided by the vision and mission of the Institution; and **INTEGRITY that** RSU maintains the highest standard of morality among its faculty and staff in the performance of their duties and responsibilities.

### 4.4 Quality Policy

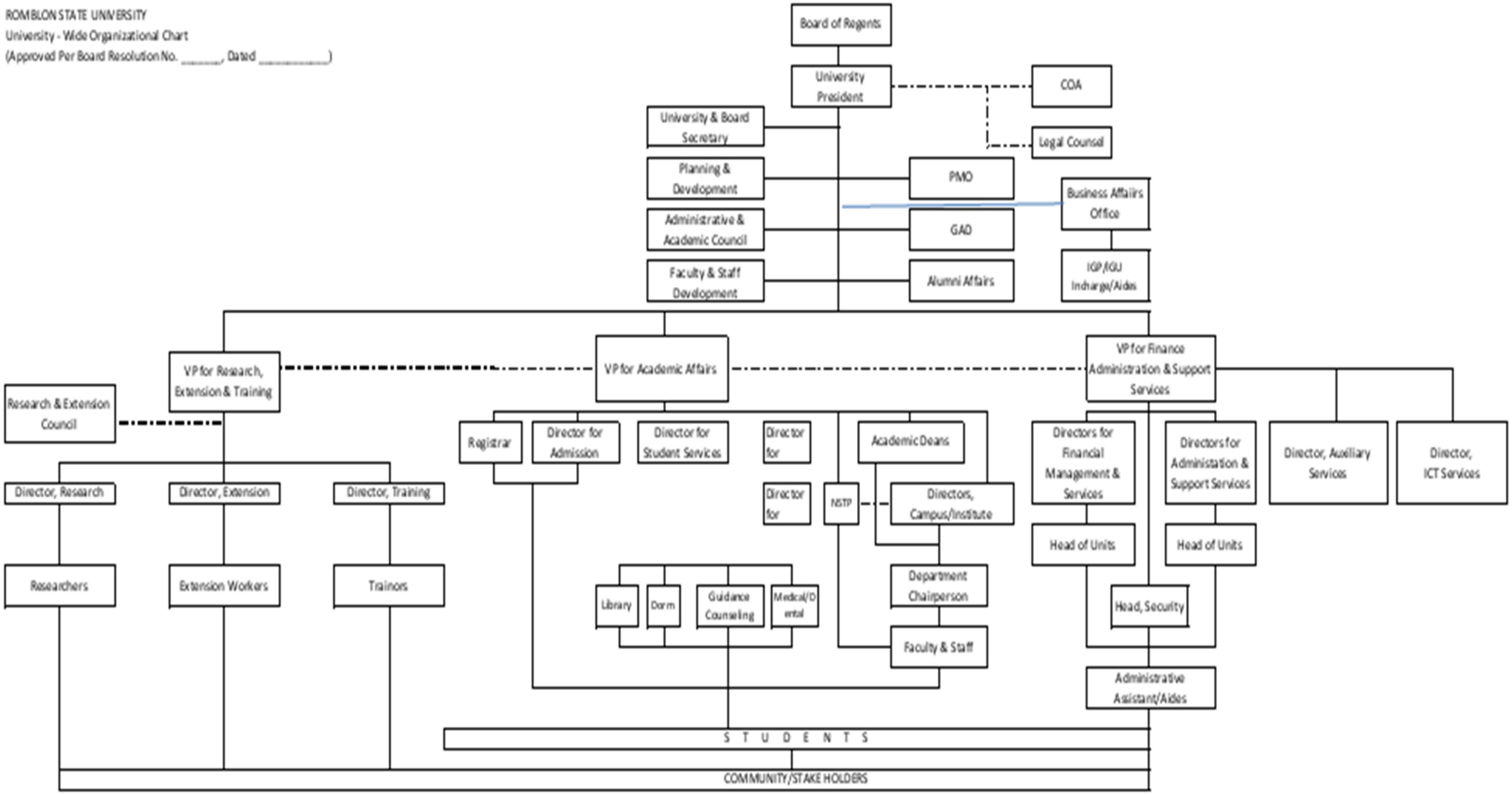
In support of the aim of the university to provide quality education in the MIMAROPA Region, the academic services units shall continually find ways to improve the quality of its management system ensuring the implementation of the quadratic functions such as instruction, research, extension and

production. It shall do so by establishing and maintaining a quality manual, conducting periodic management reviews and planning sessions based on customer feedback; compliance to statutory and regulatory requirements; preventive, corrective and follow-up actions and needed resources.

### 4.5 Organizational Chart

The Organizational Chart of the Romblon State University was approved per BOR Resolution No. 47 series of 2014.

# Organizational Chart of Romblon State University



**4.6 Appointment Letter**

**Appointment of Quality Management Representative (QMR)**

I hereby appoint DR. ELVIN F. GAAC to be the Quality Management Representative effective April 12, 2015 with the following responsibilities and authorities in addition to his functions as Vice President for Academic Affairs:

a) ensures that quality management are established, implemented and maintained in accordance with the ISO 9001:2008 international standards;

b) reports on the performance of the quality management system to the management for review and as s basis for improvement of the system;

c) ensures the promotion of awareness of customer requirements throughout the university;

d) acts as a liaison with external parties on matters relating to quality management system; and

e) shall manage the audit program as per ISO 9001:2011

This appointment is without additional compensation and shall be in effect for one year unless earlier revoked.

(Sgd.)

**DR. ARNULFO F. DE LUNA**
SUC President II

## 5.0 BUSINESS PROCESS FLOW

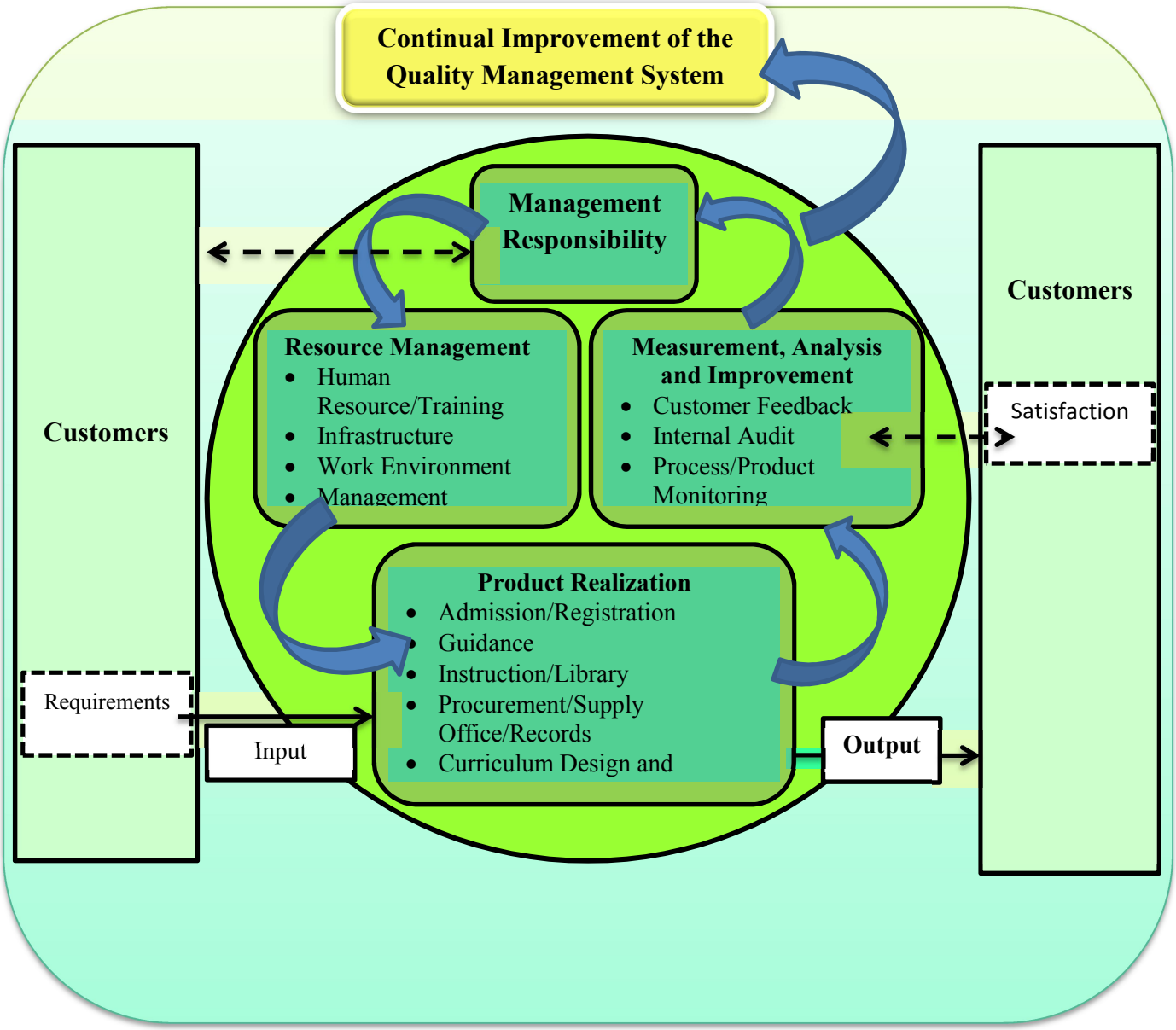



**Figure 1. Model of Process-Based Quality Management System**

## 6.0 QUALITY MANAGEMENT SYSTEM

### 6.1 General Requirements

Romblon state University has established, documented, implemented and is maintaining a quality management system in accordance with the international standards (ISO 9001:2008) as a means of ensuring the products and services given to the present and future clientele is in conformity with the specified standards.

Through the quality manual, procedure manual, international standards, work instructions, statutory and regulatory requirements such as but not limited to Commission on Higher Education (CHED), CHED Memorandum Orders (CMOs), all processes and their sequences of interactions are determined, including the criteria and control procedures to ensure the effectiveness.

Management review and internal quality audit are conducted to monitor and measure the effectiveness of the quality management system. Results of monitoring and measurements are analyzed so that necessary actions are implemented and the needed resources are provided for continual improvement.

The Romblon State University does not outsource any processes needed for its Management Quality System (QMS). All processes and activities are being done within and by the university.

### 6.2 Documentation Requirements

#### 6.2.1 General

RSU ensures that its quality management system has a documented quality policy posted in appropriate locations, a quality manual, quality objectives/Key Result Areas (KRAs), documented procedures and records in conformity with the international standards and the organizational process.

The documentation structure follows:

Level 1 – Quality Manual, Quality Policy and Quality Objectives
Level 2 – Operations Manual
Level 3 – Work instructions, standards, applicable statutory

and regulatory requirements, policies, supporting reference, documents and records,

### 6.2.2 Quality Manual

RSU developed a quality manual that describes the scope of the quality management system of the university, describe the contents of the processes, their interactions and references of the documented procedures and the quality manual does not consists any exclusion.

Refer to all context of this manual.

### 6.2.3 Control of Documents

RSU established and maintains documented procedure which ensures the necessary control on the approval, issuance, review, update, and re-approval of documents, identification of the changes made and the current revision status, availability of the documents at point of use, legibility, identification and control of external and obsolete documents.

Refer to Documents from RSU Forms and Materials (Section 13)

### 6.2.4 Control of Records

RSU has established and maintains documented procedures which necessarily control the identification, storage, protection, retrieval, legibility, retention time and disposition of records.

Refer to Documents for RSU Forms and Materials (Section 13)

## 7.0 MANAGEMENT RESPONSIBILITY

### 7.1 Management Commitment

The Romblon State University commits itself to the implementation and effectiveness of quality management system through the established quality policy, quality objectives, internal quality audits, management review meetings, strategic planning, accreditation of programs, and disseminating to all members of the organization the significant of meeting student/customer as well as statutory and regulatory requirements.

## 7.2 Customer Focus

Top management of the university ensures that customer satisfaction is systematically monitored as a measure of performance in determining and meeting the customer requirements through documented curriculum with well-defined learning outcomes and admission requirements.

## 7.3 Quality Policy

Top management of Romblon State University ensures that the quality policy serves as a framework to set the quality objectives appropriate to the purpose of the organization. This is being reviewed regularly to determine the effectiveness and suitability of the quality management system in the organization and it is communicated to all levels and functions for awareness and understanding. This is also posted at the appropriate locations in the organization for proper implementation, commitment and continual improvement.

Refer to Section 4.4 Quality Policy

## 7.4 Planning

### 7.4.1 Quality Objectives

RSU ensures that quality objectives are established at relevant functions and levels within the organization for the effective implementation of quality policy to satisfy customer requirements for products and services and for the continual improvement on the effectiveness of the quality management system and performance. The quality objectives are specific, measurable, attainable, relevant and time-bound and it shall be reviewed and updated yearly to be consistent with the quality policy.

### 7.4.2 Quality Management System Planning

Top management of RSU carries out the quality management system planning as well as quality objectives and maintaining the integrity of the quality management system when changes to the quality management system are planned and implemented. This is done through operational and financial plans, project proposals, documented procedures, and work instructions.

## 7.5 Responsibility, Authority and Communication

### 7.5.1 Responsibility and authority

Top management of RSU ensures that interrelation of all offices and personnel who manage work affecting over-all quality is identified in the Organizational Chart shown in Section 4.5 of this manual. Top management also ensures that responsibilities and authorities of personnel involved in the quality management system processes are defined in the job descriptions, accepted by employees and communicated within the organization.

### 7.5.2 Management Representative

RSU has appointed a Quality Management Representative (QMR) whose main responsibility and authority is described in the QMR designation letter shown in Section 4.6 of this manual.

### 7.5.3 Internal communication

RSU has established appropriate and adequate communication processes such as but not limited to regular meetings with different departments/units/campuses in the organization, awareness, trainings/seminars, memoranda, e-mails, inter-office memos, circulars, information boards, etc. to ensure the effectiveness of the quality management system.

## 7.6 Management Review

### 7.6.1 General

RSU conducted management review at least once a year preferably after Internal Quality Audit, and as the need arises, to discuss and assess problems encountered and opportunities for improvement to ensure the continuing suitability, adequacy and effectiveness of the organization's quality management system.

Records from management reviews shall be maintained as stated in Section 6.2.4 of this manual.

### 7.6.2 Review Input

Input to the management reviews consists of information and data related to quality performance of Romblon State University. The minimum agenda of the management review are as follows

but not limited to: results of audits, customer feedback, process performance and product conformity, status of preventive and corrective actions, follow-up actions from previous management review, changes that could affect the quality management system and recommendations for improvement.

#### 7.6.3 Review Output

As a result of the management review, decisions and actions are made from the top management in relation to the resources needed, improvement of the effectiveness of the quality management system and its processes and improvement of product related to customer requirements.

## 8.0 RESOURCE MANAGEMENT

### 8.1 Provision of Resources

To ensure that quality management system is implemented, maintained and improved to enhance customer satisfaction by meeting customer requirements, an annual planning and budgeting activity is convened by the Management Planning Committee and all levels of the organization for the determination of the priority programs, projects and activities and provision of necessary resources to support this objective**.**

### 8.2 Human Resources

#### 8.2.1 General

RSU ensures that personnel performing work affecting conformity to product requirements are competent in their assigned task on the basis of appropriate education, training, skills and experience and are hired based on the necessary qualifications stated in the statutory and regulatory requirements from the Civil Service Commission (CSC).

Refer to RSU hiring process, and all CSC issuances pertaining to employee selection and hiring.

### 8.2.2 Competence, Awareness and Training

RSU determines the necessary competence for personnel performing work affecting conformity to product requirements through experience, skills, training and education.

Training is provided to familiarize personnel with relevant requirements and competency pertaining to their job functions. It is evaluated through a training effectiveness survey conducted by the Human Resource Management Services (HRMS).

Regular meetings are conducted in different departments to enhance awareness and importance of training activities to improve achievement of the university's set quality objectives and goals.

All appropriate records are filed and maintained in accordance to control of documents and records, as provided under Section 6.2.3 and 6.2.4 Control of Documents and Records of this manual.

## 8.3 Infrastructure

RSU determines, provides and maintains the infrastructure needed to achieve conformity to product requirements through its preventive maintenance plans and checklists for buildings, working spaces, classrooms, laboratories, workshops, libraries, green areas, water, electricity, lavatories, health services, farm equipments, equipments used for teaching-learning process, transport, internet services, telecommunication and other associated utilities.

Refer to preventive and corrective maintenance records.

## 8.4 Work environment

RSU defines and manages the work environment through instructions for safety rules and guidance, the use of personal protective equipment, preventive maintenance plans and checklists in relation to lighting, hygiene, sanitation, environmental conditions for learning such as temperature, humidity, noise, pollution, ventilation and ergonomics to achieve conformity to product requirements.

Refer to all associated documents and records.

## 9.0 PRODUCT REALIZATION

### 9.1 Planning of Product Realization

RSU plans and develops all the processes needed for the realization of product or services such as, but not limited to the established quality objectives and requirements for the product; needed processes, documents, and resources; required verification, validation, monitoring, measurement, inspection, test activities, and criteria for product or service acceptance; and records needed to provide evidence that requirement are met.

Refer to all related documents and records which are maintained as per control of documents and records procedure.

### 9.2 Customer-Related Processes

#### 9.2.1 Determination of Requirements Related to the Product

For customer related process, the RSU determine the requirement specified by the customer, product requirements necessary for intended implementation, delivery and post-delivery of activities, applicable statutory and regulatory requirements, and additional requirements considered necessary by the organization.

#### 9.2.2 Review of Requirements Related to the Product

RSU review the requirements related to the product or service given to customer prior to the implementation and commitment of the organization to supply the product or service to customer to ensure that service requirements are defined, different and conflicting requirements are resolved, and defined requirements can be met by the organization.

Records of the results of the review and corresponding actions shall be maintained. The customer requirements shall be confirmed by the organization before acceptance especially when the customer provides no documented statement of requirement. Amend documents to reflect any change in service requirements. Update information on service or product including status of

customer feedback and complaints shall be communicated to concerned personnel and to the customer.

#### 9.2.3 Customer Communication

RSU determines and implement effective arrangements for communicating with customers in relation to product information; enquiries, contacts or order handling, including amendments; and customer feedback, and complaints through phone, verbal or official written communication, meetings, newsletters, announcements and others.

Refer to related documents and records.

### 9.3 Design and Development

RSU plans and controls the design and development of product it provides to the students and other stakeholders along instruction, research, extension, production, and administration by determining the relevant stages, setting appropriate review, verification and validation, and clearly identifying and communicating authorities, responsibilities, and interfaces. The planning output shall be updated as the design and development progresses. Inputs relating to product requirements are determined and records are maintained.

Conduct and maintain records for views on meeting requirements, identifying problems and proposing actions. The changes are reviewed, verified and validated as appropriate and approved before implementation. Verification and validation of design and development whether outputs are aligned with the inputs shall be done to meet the specified application requirements for design and development, provide appropriate information for purchasing, production and service provision, and specify the characteristics of the product that are essential for intended use.

### 9.4 Purchasing

#### 9.4.1 Purchasing Process

RSU ensures that all purchased products and services to be purchased are described on the purchase requisitions, performance or delivery contracts and purchase/sales orders, in conformity with the requirements of the Procurement Act or RA 9184 and as per approved purchase requisition and purchase order.

Supplier selection procedures as described in RA 9184 shall be followed. Criteria for selection, evaluation and re-evaluation of suppliers are established and the records of results of evaluation are properly maintained. The adequacy of purchased requirements is ensured by the Supply Office prior to communication with the suppliers.

### 9.4.2 Purchasing Information

RSU ensures that all products and services to be acquired are described on the purchase requisitions, performance or delivery contracts and purchase/sales orders. Prior to communication with the suppliers, the adequacy of purchase requirements is ensured by the Procurement Office.

### 9.4.3 Verification of Purchased Products

RSU has established and implemented inspection activities to ensure that product purchased are in accordance to the requirements specified in the purchase request/order.

## 9.5 Product and Service Provision

### 9.5.1 Control of Production and Service Provision

Service provision are planned and carried-out through the work instructions, documented procedures, service contracts, maintenance plans and inspection plans.

Refer to all applicable documented procedures, work instructions and records.

### 9.5.2 Validation of Processes for Production and Service Provision

RSU validates processes for production and service provision to check whether the processes have achieved planned results.

In case educational service cannot be carried out such as administration of enrolment and assessment, record management and educational programs, the organization

established defined criteria for review and approval of the processes, equipment and qualification of personnel and specific methods and procedures.

Refer to all associated documents and records.

### 9.5.3 Identification and Traceability

RSU ensures that products and services provided to students and other stakeholders are identified and traceable as per issuance of material/supply/property identification, receipts, student identification, courses, schedules, academic units, laboratory equipment, and research contracts as applicable.

Refer to all mentioned applicable documents and records.

### 9.5.4 Customer Property

RSU protects, identifies, verifies and safeguard customer property under its control. In case customer property is lost, damage or found unsuitable for use, the customer is informed and records are maintained.

Customer properties are as follows but not limited to certificates, diplomas, Transcript of Records, personal ID, birth certificate, intellectual property agreements, medical examinations, students' certificates, examinations, tests or paperworks, final works, prototypes developed, applications, and records of registration.

### 9.5.5 Preservation of Product

RSU preserves the product during internal processing and delivery to maintain conformity to requirements. The university ensures the proper identification, handling, packaging, storage, and protection of products apply to academic documents such as syllabus, curricula, printed or electronic materials, chemicals and raw materials for laboratories, video tapes, compact disks, books, computer programs and equipment, office supplies and other materials, other supplies and equipment.

Refer to RSU Docs. Handling, Storage and Protection of Supplies, Materials and Equipment

9.6 **Control of Monitoring and Measuring Equipment**

RSU has determined the necessary monitoring and measurement to be undertaken for calibration of equipment. These are equipment used in the laboratories and medical clinics as applicable. These equipments are sent for outside calibration of a third party calibrating body at defined intervals, to be adjusted or re-adjusted as necessary, identify the calibration status, safeguard from adjustments that would invalidate the measurement result, and to protect from damage and deterioration during handling, maintenance and storage.

Refer to all calibration records.

## 10.0 MEASUREMENT, ANALYSIS AND IMPROVEMENT

### 10.1 General

RSU plans and implements monitoring, measurement, analysis and improvement processes needed to demonstrate conformity of product to satisfy customer requirements as a result of the evaluation of objectives against actual performance, progress reports, customer satisfaction surveys, internal quality audits and inputs. This is done to ensure conformity and continually improve the effectiveness of the quality management system.

### 10.2 Monitoring and Measurement

#### 10.2.1 Customer Satisfaction

RSU monitors information relating to customer satisfaction whether the organization met the customer requirements through the customer satisfaction survey/analysis conducted in the whole university. Results of these surveys are analyzed for continual improvement of processes.

Refer to customer satisfaction survey/analysis.

### 10.2.2 Internal Quality Audit

RSU conducts internal quality audits at planned intervals to determine whether the quality management system is effectively implemented and maintained in accordance to planned arrangements and the requirements of the International Standard.

### 10.2.3 Monitoring and Measurement of Processes

Processes are monitored and measured as per Quality Objectives, targets, goals against actual performance. These reported to the Quality Management Representative and are discussed in regular scheduled meetings. Quality management systems are measured through internal quality audits conducted for at least two times a year.

All non-conformances found as a result of the audit shall be subjected to corrective and preventive actions to ensure conformity of product and service.

Refer to performance monitoring of the Quality Objectives/KRA.

### 10.2.4 Monitoring and Measurement of Product

RSU monitors and measures the product/service to ensure that product and service requirements are met. Results of these evaluations are documented to demonstrate that the educational products maintained and achieved the planned objectives.

Refer to applicable documents and records.

## 10.3 Control of Non-Conforming Product

RSU has established and identified a documented procedure to ensure the control of nonconformities of product and service to prevent its unintended use or delivery.

RSU deals with nonconforming products and services by taking action to eliminate the detected conformity and taking action appropriate to the effects of the nonconformity when nonconforming product and service is detected.

When nonconforming product or service is corrected it is subjected to verification to demonstrate conformity to the requirements. Records of the nature of nonconformity and any subsequent actions taken are maintained.

## 10.4 Analysis of Data

Analysis of appropriate data is done to demonstrate the suitability and effectiveness of the quality management system for continual improvement. This includes all necessary results of monitoring and measurements such as internal quality audits, process performance, customer complaints, and service conformities including customer satisfaction.

The analysis of data provides information relating to customer satisfaction; conformity to product requirements; characteristics and trends of processes and products including opportunities for preventive action; and suppliers.

Refer to RSU applicable records.

## 10.5 Improvement

### 10.5.1 Continual Improvement

RSU will continue to improve the effectiveness of its quality management system through management review meetings, regular monitoring of the quality objectives, internal quality audits, customer feedbacks, analysis of data, and corrective and preventive actions.

### 10.5.2 Corrective Action

RSU takes appropriate corrective action to eliminate the causes of nonconformities in order to prevent recurrence. Documented procedure are established to define requirements to review and determined nonconformities; evaluates, determine and implement the action needed to ensure that nonconformities do not recur; records the results of action taken and review the effectiveness of the corrective action taken.

### 10.5.3 Preventive Action

RSU implemented corrective action to eliminate the causes of potential nonconformities in order to prevent their occurrence. Documented procedure are established to define requirements for potential nonconformities and their causes, evaluates the action needed to prevent occurrence of nonconformities, determined and implemented the action needed, records the results of action taken, and review the effectiveness of the preventive action taken.

## 11.0 EFFECTIVITY

The Quality Manual shall take effect immediately upon approval of the Board of Regents.

## 12.0 REFERENCES

ISO 9001:2008 International Standardization of Organization (Quality Management Systems Requirements)

ISO 19011: 2011 Guidelines for Auditing Management System

All documents and records as per Document Master List

## 13.0 FORMS AND MATERIALS

# FORMS
# AND MATERIALS

**GUIDANCE AND PLACEMENT SERVICES FORMS**

**ROMBLON STATE UNIVERSITY**
**Guidance and Placement Services**
Odiongan, Romblon

## CALL SLIP

Name: Date:

Course/Major/Yr. Level: Contact No.:

Purpose:

- ☐ Interview
- ☐ Counseling
- ☐ Testing
- ☐ Orientation
- ☐ Complaint
- ☐ Follow up
- ☐ Others _____

Appointment Schedule:

Date: _____
Time: _____
Place: _____

_____
Counselor' Signature

**ROMBLON STATE UNIVERSITY**
**Guidance and Placement Services**
Odiongan, Romblon

**REFERRAL FORM**

Name:
Course/Major/Yr
Age: Sex: Contact No.:

Reason for Referral:

- ☐ Intake Interview
  - — New Student
  - — Returnee
  - — Transferee
  - — Shifter
- ☐ Guidance and Counseling
  - __ Personal
  - __ Academic
  - __ Career
  - __ School
- ☐ Issuance of Document
  - __ Gate Pass

Other Reasons (Please specify: _____
_____

Referred by:

_____ _____
Name Designation

Action Taken by Counselor:
(To be filled out by GC only)

- ☐ Counseled
- ☐ For follow up counseling
- ☐

Date of Appointment: Time:
Referred to:

Remarks:

_____
Guidance Counselor's Signature

*GuiPS Form 11*

**EVALUATION OF ACTIVITY**

Activity:_____ Date:_____
Participants:_____ Venue:_____
DIRECTIONS: Check the appropriate column.

Scale: 5- Excellent 4- Very Good 3- Good 2- Fair 1-Poor

| Criteria | 5 Excellent | 4 Very Good | 3 Good | 2 Fair | 1 Poor |
|---|---|---|---|---|---|
| I.Speaker<br>1.The message was relevant.<br>2.The speaker spoke clealy.<br>3.The speaker was enthusiastic.<br>4.The speaker established rapport w/ audience.<br>5.The speaker showed mastery of the topic. | | | | | |
| II.Preparation/Conduct<br>1.Materials/Equipment were available and ready.<br>2.Coordinators were on time.<br>3.Program started/ended on time.<br>4.Coordinators were helpful.<br>5.Topics were given enough time to delivery. | | | | | |
| III.Venue<br>1.The venue was accessible.<br>2.The venue provided enough space for activities.<br>3.Seats were comfortable.<br>4.Lighting was adequate.<br>5.Sound was modulated. | | | | | |
| IV.Food<br>1.Food was served on time.<br>2.Food was nutritious.<br>3.Food and drinks matched.<br>4.Food was available for all participants.<br>5. Food was served in presentable containers/utensils. | | | | | |
| **Total** | | | | | |

*GuiPS Form 12*

# BOARDING HOUSE SURVEY

Name of Boarding House: _____
Address: _____
No. of Occupants: _____

Rating Scale:

1-Needs Improvement  2-Satisfactory  3-Very Satisfactory

| Areas | 1 | 2 | 3 | | Descriptive Rating |
|---|---|---|---|---|---|
| Rental Rate | | | | | |
| House Rules (Curfew Hours) | | | | | |
| Environment | | | | | |
| Privacy | | | | | |
| Kitchen Area | | | | | |
| Study Room/ Area | | | | | |
| Receiving/ Visitor's Room/Area | | | | | |
| Cleanliness and Orderliness | | | | | |
| Accessibility to Transportation | | | | | |
| Comfort Room | | | | | |

Rated by: _____

*GuiPS Form 13*

**ROMBLON STATE UNIVERSITY**
GUIDANCE AND Placement SERVICES
Odionagn, Romblon

_____

G./Gng. _____
May-ari/Tagapangasiwa
_____

G./Bb:

Masayang pagbati.

Kami po na mga namumuno sa Guidance Office at Clinic ng Romblon State University ay nais na dalawin ang inyong bahay tuluyan sa ika- _____ ng _____, ____ upang aming malaman ang tunay na kalagayan n gaming mga estudyante na pansamantalang naninirahan sa inyo. Aming mithiin na tulungan sila sa pamamagiatn ng pagsisiguro ng kanilang maayos na tirahan at ng sila ay makapag-aral nang mabuti at mapayapa.

Maraming salamat po.

Sumasainyo,

_____
Namumuno,Guidance Office

_____
Namumuno,Medical and Dental Services

*GuiPS Form 13*

**ROMBLON STATE UNIVERSITY**
GUIDANCE AND PLACEMENT SERVICES
Odiongan, Romblon

_____
Mr./Ms._____
Operator/Manager
_____

Sir/Ma'am:

Greetings!
We would like to visit your Boarding House on _____ in order to determine the true living condition of our students who are temporarily residing in your place. This is done so we could extend help by making sure that they have security and peace of mind while they are engaged in their studies.

Thank you for your cooperation.

Yours truly,

_____
Head, Guidance and Placement Services

_____
Head, Medical and Dental Services

*GuiPS Form 14*

RSU CAREER SURVEY

Name: _____
Gender _____ (M) _____ (F)
School: _____
Address: _____
Junior High School _____
Address _____
Senior High School _____
Address _____
Strand _____
Will you be studying at RSU? _____ YES _____ NO

If your answer is YES, please check your preferred course below:

a. College of Education

_____ Bachelor of Science in Secondary Education
Major:
____ English ____ Filipino ____ Math
____ Science ____ MAPEH ____ TLE

_____ Bachelor in Elementary Education

b. College of Engineering and Technology
_____ Bachelor of Science in Civil Engineering
_____ Bachelor of Science in Mechanical Engineering
_____ Bachelor of Science in Electrical Engineering
_____ Bachelor of Science in Agricultural Engineering

c. College of Business and Accountancy
_____ Bachelor of Science in Hotel and Restaurant Mgt.
_____ Bachelor of Science in Accountancy
_____ Bachelor of Science in Business Administration
Major:
_____ Financial Management
_____ Business Management

d. College of Arts and Science
_____ Bachelor of Arts in Political Science
_____ Bachelor of Arts in Public Administration
_____ Bachelor of Arts in English
_____ Bachelor of Science in Biology

e. College of Agriculture, Forestry, and Fishery
_____ Bachelor of Science in Agriculture
_____ Bachelor in Agricultural Technology

f. Institute of Information Technology
_____ Bachelor of Science in Information Technology

g. Institute of Criminal and Justice Education
_____ Bachelor of Science in Criminology

*GuiPS Form 15*

# OFFICE OF GUIDANCE AND PLACEMENT SERVICES

**VISION**

The Romblon State University Guidance and Counseling Office envisions itself as a center that will ensure the total development of the student.

**MISSION**

The Romblon State University Guidance and Counseling Office supports the university philosophy that will engage students as capable individuals and become productive members of society.

The Romblon State University Guidance and Counseling Office shall dedicate itself to the development of the students into well-rounded and competent professionals.

**OBJECTIVES**

- meet the development tasks required by education in assisting students to grow up as capable and productive members of society
- help both students and employees adjust responsibly to situations as they progress specially in today's complex society
- be an effective avenue in the attainment of the vision and mission of the university

## CERTIFICATE OF GOOD MORAL CHARACTER

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **Mr/Ms.** is a year student of this university this school year and that during his/her residence here he/she is observed to have shown a Good Moral Character and has not been disciplined for any violation of the rules and regulations of this school.

THIS IS TO CERTIFY further that he/she has been cleared of all money and property accountability in this university.

This certification is issued upon the request of the party hereto this day of 20__ for whatever legal purpose it may serve.

**_____, RGC**
Head, Guidance and Placement Services

Not Valid
Without the University Seal

**ROMBLON STATE UNIVERSITY**
**Guidance and Placement Services**
Odiongan, Romblon

**ANECDOTAL RECORD FORM**

Name:
Course/Major/Yr:
Date: Time: Place:
Referred by:
Critical Incident Report:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Observer Name/Signature:

Action Taken by Counselor:
(To be filled out by GC only)

☐ Counseled
☐ For follow up counseling

Date for Appointment: Time:

Referred to: _____

Remarks:

_____
Guidance Counselor's Signature

*GuiPS Form 21*

**ROMBLON STATE UNIVERSITY**
Odiongan, Romblon
Guidance and Placement Services

**PSYCHOSOCIAL HISTORY FORM (Revised)**

Name_____
Date_____
Course: _____
Status of Enrolment (Please Check One): _____New _____Old _____ Transferee
_____ Shifter
_____ Returnee

I. Background Information

Address _____
Mobile #_____
Permanent Address _____
E-mail Address _____
Religion_____ _____Sex _____ Height _____
Weight _____Age_____

Date of birth _____
Place of birth _____
Name of Guardian _____ Relationship _____
Address_____
Current Job/ Work_____ Duration_____ Salary _____
Name of Spouse _____
Occupation_____
Other sources of income_____
Referred by _____ Position _____
Health insurance _____

Civil Status ☐ Single ☐ Married ☐ Annulled ☐Legally Separated ☐Divorced

II. Family History

Structure of Family: ☐ Nuclear ☐ Extended

Father's Name: _____Occupation: _____
Mother's Name:_____ Occupation:_____
No. of Brother:_____ No. of Sister: _____Birth order: ___First
Middle_____ Last_____
Description of mother
_____
Description of father
_____
Description of home life
_____

History of drug abuse in family

_____

Family's attitude toward substance abuse

_____

| | | | |
|---|---|---|---|
| Current relationships with parent | ☐ Very Close | ☐ Close | ☐ In Conflict |
| Current relationships with siblings | ☐ Very Close | ☐ Close | ☐ In Conflict |
| Current relationship with spouse | ☐ Very Close | ☐ Close | ☐ In Conflict |
| Current relationships with children | ☐ Very Close | ☐ Close | ☐ In Conflict |

Marital Status of Parents

_____Living together and here in Philippines
_____Living together but one working abroad; who? _____
_____Living together but both are working abroad; where? _____
_____Separated without having other families
_____Separated with other families
_____Living with other than parents, with whom? _____

Siblings enrolled in RSU:

| | NAME | COURSE | YR. LEVEL |
|---|---|---|---|
| 1. | _____ | _____ | ___ |
| 2. | _____ | _____ | ___ |
| 3. | _____ | _____ | ___ |

Number in household_____ Head of household _____

Financial Status of Parents (Total Annual Amount Income)

_____Below Php 60,000
_____Php 60,001-Php 100,000
_____Php 100,001-150,000
_____Php 150,001-above

III. Health History

Current health problems :

☐ Asthma ☐ Congenital Heart Disease ☐ Hepatitis A/B ☐ Tuberculosis ☐ Diabetes ☐ Goiter
☐ Epilepsy Others, please specify:

_____

Physical handicaps

_____

Serious illness/surgery

_____

_____

Current medications

_____

IV. Educational Background:

| LEVEL | NAME OF SCHOOL | DEGREE/ COURSE | YEAR GRADUATED | HIGHEST GRADE (if not graduated) | INCLUSIVE DATES OF ATTENDANCE | | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|---|---|---|---|---|---|---|---|
| | | | | | From | To | |
| Elementary | | | | | | | |
| Junior High School | | | | | | | |
| Senior High School | | | | | | | |
| Vocational/ Trade School | | | | | | | |
| College | | | | | | | |

V. Employment history:

| INCLUSIVE DATES | | POSITION TITLE | DEPARTMENT/ AGENCY/ OFFICE/ COMPANY | MONTHLY SALARY | SALARY GRADE AND STEP INCREMENT | STATUS OF APPOINTMENT |
|---|---|---|---|---|---|---|
| From | To | | | | | |
| | | | | | | |
| | | | | | | |

VI. Alcohol and substance use information:

| **Areas** | **Drugs** | **Alcohol** | **Cigarette** | **Others** |
|---|---|---|---|---|
| Age of First Use | | | | |
| First Contact | | | | |
| Frequency of Use | | | | |

Number of times in detoxification centers_____
Mental hospitals and/or state hospitals _____
(for substance-abuse-related offenses) _____
Hospital (for medical attention) _____ Shelters _____

Attempts to stop substance abuse
_____
Support groups attended
_____
Attended suicides
_____

Reason for Using Alcohol/ Substance/ Cigarettes

- ☐ Peer Pressure
- ☐ Family Problem
- ☐ Personal Problems
- ☐ Financial Problems
- ☐ Others, please specify: _____

VII. Other Relevant Information

a. Interests

Subject: _____

Activities: Performing Arts: _____ Drama _____Comedy _____Singing _____Dancing

Creative Arts: _____Painting _____Drawing _____Photography _____Sculpting

Literary: _____Declamation _____Oration _____Writing

Club Membership: _____

Administered by:

_____

# GENDER AND DEVELOPMENT OFFICE

GENDER AND DEVELOPMENT OFFICE
ROMBLON STATE UNIVERSITY
Odiongan, Romblon
Tel.: (042)567-6281

Complainant's Intake Form/2014

Date: _____

Time: _____

A. PERSONAL INFORMATION
   1. Full name of Complainant: _____
   2. Age: _____
   3. Sex: _____
   4. Civil Status : _____
   5. Present Address :

      _____
   6. Permanent Address:

      _____
   7. Mobile no. _____ Landline no. _____
   8. Name of School last attended: _____Course/Degree:

      _____
   9. Classification (please check)

      ☐Student ☐Faculty ☐Administrative Personnel ☐Others

      _____
      College/ Institute/ Unit: _____ Campus:

      _____

B. COMPLAINANT'S STORY (attachment)
   Describe in detail the incident that happened including the date(s) and name(s) of persons involved
   Respondent's Name: _____ Affiliation:

   _____
   Respondent's Age: _____ Address:

   _____

C. OPTIONS TO PROCEED:
   □Face-to-face conference with a mediator (to pacify both parties, come up with agreements and prevent other conflicts)
   □Individual counseling session (to support the healing/mediation process)
   □File formal complaint (if legal actions need to be undertaken)
   □Others (please specify):

   _____

D. WHERE DID YOU HEAR ABOUT THE GENDER AND DEVELOPMENT OFFICE?

□Student Orientations □Flyers/leaflets/ads □Word of mouth □Others _____

_____

Complainant's Signature

Recorded by:

_____

Copy furnished: ☐ Dean ☐

Faculty/Instructor ☐Guidance/Counseling Office

_____

*COMPLAINANT'S NAME AND SIGNATURE*

## SUPPLY FORMS

Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon

**BIDS AND AWARDS COMMITTEE**

Website: www.rsu.edu.ph Tel No. (042) 567 - 5273/5859/6234 Tele Fax No. (042) 567-5270

### REQUEST FOR QUOTATION

P.R. No._____

Quotation No. _____
Date: _____

***Company Name:***_____

**Address:**_____

Please quote your lowest price on the item/s below, *subject to the General Conditions and Eligibility Requirements for the Bidders*, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than _____ at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:**
**ABC**:

Very Truly Yours

MARIO A. FETALVER, JR. Ph.D.
BAC, Chairperson

BIDS & AWARDS COMMITTEE (BAC)
Romblon State University
Odiongan, Romblon

Sir,

| Item | Description | QTY | Estimated Unit Cost | Estimated Cost |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

Delivery Period : _____
Warranty : _____
Price Validity : _____

After having carefully read accepted your General Conditions, I/We quote you on the item at prices noted above.

_____
Printed Name / Signature

Tel. No. / Cellphone No._____

e-mail Address_____

Date: _____

## Terms & Conditions:

1. All entries must be type-written.
2. Delivery period within 15 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of three (3) months.
5. PhilGEPS Registration Certificate shall be attached upon submission of the quotation.
6. Bidder shall submit original brochures showing certifications of the production being offered.
7. Payment shall be made after the inspection.
8. Deliver items at Supply Office, Romblon State University, Odiongan, Romblon (042-567-5375)

## CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR THE BIDDERS:

The Eligibility Envelope shall contain the following:

1. Registration certificate from the Securities and Change Commission (SEC), Department of Trade & Industry (DTI) business Name Registration for sole proprietorship, whichever may be appropriate under existing laws of the Philippines.
2. Valid and current Mayor's permit/Municipal/City License where the principal place of business of the prospective bidder is located.
3. BIR Registration, which contains the Taxpayer's Identification Number (TIN).
4. Latest audited Annual Financial Statement (AFS), stamped and received by the BIR or its duly accredited and authorized institutions, for the immediately preceding the calendar year showing among others the total current assets and current liabilities.
5. Certificate of PhilGEPS Registration.

Note: Submitted documents must be properly authenticated.

The Romblon State University through its Bids and Awards Committee (BAC) invites the suppliers or distributors for "Procurement of Information Technology Equipment & Supplies"

ABC: Php 72, 200.00

1 (One) Unit Desktop Computer (Core i5 processor (5MB Cache, 3.16GHz uo to 3.30GHz)LGA1150 socket B85M-G LGA 1150 4th gen maTX Motherboard 4GB DDR3 1333/PC 10600 DIMM Memory RC-K281-KKN1 CPU Casing with Power supply Internal Optical Drive Y500 removable DVD Burner DB36 Spinpoint F1 1TB(HD103UJ/SJ) SATA 3 Hard Disk USB Mouse and Keyboard Combo, AVR 18.5" Glossy LED Monitor

2 (Tw0) Units Steel cabinet Lateral 4 Drawers (Heavy Duty)
20 (Twenty) pcs Monobloc Chairs

Terms & Conditions:

1. All entries must be type-written.
2. Delivery period within 15 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of three (3) months.
5. PhilGEPS Registration Certificate shall be attached upon submission of the quotation.
6. Bidder shall submit original brochures showing certifications of the production being offered.
7. Payment shall be made after the inspection.
8. Deliver items at Supply Office, Romblon State University, Odiongan, Romblon (042-567-5375)

CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR THE BIDDERS:
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2. Valid and current Mayor's permit/Municipal/City License where the principal place of business of the prospective bidder is located.
3. BIR Registration, which contains the Taxpayer's Identification Number (TIN).
4. Latest audited Annual Financial Statement (AFS), stamped and received by the BIR or its duly accredited and authorized institutions, for the immediately preceding the calendar year showing among others the total current assets and current liabilities.
5. Certificate of PhilGEPS Registration.

Note: Submitted documents must be properly authenticated.

_____
Published Date: June 2, 2016
Closing Date: June 9, 2016
Pre-bid: June 3, 2016

## OFFICE OF STUDENT AFFAIRS

*RSU-OSAS FORM NO. 6 Revised form 2016*

CONTINGENCY ASSISTANCE FUNDS FOR STUDENTS (CAFUS)

(Application Form)

Application No. _____ Date of Filing _____

Type of Loan: [ ] New [ ] Renewal

……..……
…

**APPLICATION INFORMATION:**

Name: _____
Last First Middle

Contact No.: _____

Name of College: _____ Curriculum Year _____ Major _____

Home Address: _____

Present Address: _____

_____ _____
Signature over Printed Name Of Endorser

Signature over Printed Name of Parent/Guardian

_____
Signature of Applicant

_____

**CREDIT INFORMATION:**

Amount Applied for: _____(P_____)
pesos

Purpose of Loan: _____

Mode of Payment: [ ] Lump sum [ ] Installment (monthly/bi-monthly/weekly)

---

**LOAN IN-CHARGE ACTION:**

[ ] Approved [ ] Approved but reduced [ ] Disapproved

Loan Amount Approved _____, P _____

Dean of Student Affairs

---

**COMPUTATION OF LOAN PPROCEEDS:**

Amount of Loan _____, P_____

Less:

Filing Fee P _____

Surcharge (2%) per month _____

**NET PROCEEDS:** P_____

P_____

Certified Correct:

_____
Fund Custodian

**FUND RELEASE:**

Approved for release on the _____day of _____,20_____

Date Released:_____Cash Voucher No. _____

Dean of the Student Affairs

**ACKNOWLEDGEMENT**

I acknowledge to have received the amount of _____ (P) from _____ as net proceeds of the loan from the Contingency Assistance Fund for Students (CAFUS).

## PROMISSORY NOTE

Date Granted:_____

Amount _____

_____after date, for value received I/We promised to pay jointly and severally to order of the STUDENT AFFAIRS located in Romblon State University, Odiongan, Romblon the sum of _____ PESOS (P_____), Philippine Currency, with interest at the rate of _____ (P_____) pesos from the date hereof, until paid, according to the following payment schedule.

| DATE | LUMP SUM / INSTALLMENT | AMOUNT |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

In case of default in the above stated amount as it falls due, the said amount shall immediately become due and demandable.

In case o wilful negligence in the payment of this obligation, the borrower shall be subjected to disciplinary measures to be imposed by the Dean of Student Services Office and shall pay jointly and severally one percent of the amount per surcharge. Any delinquent borrower shall lose the right to avail the Contingency Assistance Funds for Students (CAFUS).

For failure to pay my/our loan on time due to emergency reasons, I shall notify the Dean of Student Services in writing, stating reasons thereof. I understand that wilful/deliberated non-payment of my loan shall cause the with holding of my graduating documents/credentials from the concerned of the college.

_____
Signature over Printed Name of Applicant

| | |
|---|---|
| _____ | _____ |
| Signature over Printed Name of Endorser | Signature over Printed Name of Parent/Guardian |
| _____ | _____ |
| Address | Address |
| _____ | _____ |
| Contact Number | Contact Number |

SIGNED IN THE PRESENCE OF:

| | |
|---|---|
| _____ | _____ |
| Signature over Printed Name of Witness | Signature over Printed Name Witness |
| _____ | _____ |
| Address | Address |
| _____ | _____ |
| Contact Number | Contact Number |

*OSAS FORM NO. 12 (Revised)* *#_____*

**ACKNOWLEDGEMENT NOTE**

I _____ of _____ acknowledge
(Name) (College)
that _____.
(Violation/misconduct)

I understand that I violated school rules and regulations and I promise to strongly resolve my ways and do better next time. Should I commit the same violation I am willing to be given a much higher sanction corresponding to my next offense. I sincerely ask for consideration and chance to do better. In truth hereof, I hereby sign this agreement this _____.
(Date)

_____
(Name)

Attested: _____ _____
(Guidance Counselor) Dean, _____

**ESTER L. FORLALES, Ph.D.**
Director, Student Affairs & Services

_____
DATE

**DR. ESTER L. FORLALES**
Director, Student Affairs & Services
This University

**MADAM:**

Greetings!

I noticed/heard that the _____ is in need of a
(Unit/college/institute)

student assistant. In connection with this, I _____,
(Name)

_____ student would like to apply as Student Assistant in the said
(Course & year)

College/Unit to _____.

Attached herewith is my registration form and schedule of vacant hours for your reference.

Thank you for considering my application.

Respectfully yours,

_____
Signature over printed name
Cp #:_____

Recommending Approval:

_____
In-charge person

Approved:

**ESTER L. FORLALES, Ph.D.**
Director, Student Affairs & Services

*OSAS Form NO. 12*

Republic of the Philippines
**ROMBLON STATE UNIVERSITY**
**OFFICE OF STUDENT AFFAIRS & SERVICES**
Odiongan, Romblon

Tel. No. (042) 567-5273 Website: www.rscsystem.com Telefax No. (042) 508-3174

APPOINTMENT OF STUDENT ASSISTANT

DATE: _____

TO:_____

This office is pleased to inform you that your application as Student Assistant

is approved effective _____at (office/unit)_____. Be guided of the following:

1. Report to your Supervisor on agreed schedule of work. (4 hours/day);
2. Submit to this office Daily Time Record and SA Payroll on or before the last working day of every month;
3. Report any problems encountered about your work to OSAS director; and
4. Attend meeting called by office of OSAS.

ESTER L. FORLALES, Ph.D.
DIRECTOR, OSAS

Copy furnished:
VPAA
Work Supervisor

**AUTHORIZATION**

Romblon State University
Odiongan, Romblon

_____
Date

**DR. VIRGINIA D. KIATE**
Director IV
CHED Regional Office IV-B (MIMAROPA)
HEDC Bldg., C.P. Garcia Avenue
UP Diliman, Quezon City

**Madam:**

This is to authorize_____ of Romblon State University to be my representative to claim my financial benefit for the _____ from Congressional Scholarship Program. Attached is a photo copy of my school ID to support such claim.

Thank you very much.

Respectfully yours,

_____
Congressional Scholar

## SCHOLARSHIP AND ASSISTANTSHIP PROGRAM

### A. Goals and Objectives

1. To assist students who generally belong to the “poor but deserving” group to find ways and means of financial support (through scholarships and grants) for educational purposes.
2. To provide assistance to students who are wishing to apply for a student financial loan.
3. To scout for possible scholarships grantors (private grantors) to deserving students.

### B. Personnel

The Director of Student Affairs and Services Coordinator of Scholarships and Grants reports directly to the Campus Administrator.

### C. Services

1. Take charge of different scholarship and educational grants offered to students either by College, the National Government or by any interested individual, group of persons or private company.
2. Disseminates information on possible scholarships slots.
3. Prepares and implements the Memorandum of Agreement between the grantor and the College.
4. Conducts the screening of interested students wishing to avail of the scholarships grant.
5. Undertakes the processing of scholarship papers of the students.
6. Take charge of the Student Assistantship Program and Student Financial Assistance.

### D. Scholarship Application Procedure

1. Fill up the application forms available at the Office of Student Affairs & Services.
2. Present the following together with the duly accomplished application forms:

- Photocopy of high school card (for freshmen applicants) or rating slip from the Office of the Registrar (for sophomore to senior students):
- Photocopy of present registration form:
- Photocopy of present class cards which shows the qualified grade point average and no grade in any subject below 2.5 (for sophomore to senior students).

3. Wait for the announcement of the schedule for interview.

## E. Student Assistantship Program

1. This program is designed to train students in the different facets of the work place and at the same time expose them to first-hand experiences which can help broaden interpersonal relationships.
2. Any bonafide student of the College who stayed in the College for at least one school year and whose schedule of classes allows for four consecutive hours of free time, if interested and willing, could apply for the Student Assistantship Program.
3. The College compensated the services rendered by the Student on a fixed rate as determined by the Board of Regents.

### E.1. Student Assistantship Application Procedure

1. Present the current registration form and duly accomplished application form which can be obtained from this office.
2. Be available for the scheduled interview and testing.
3. Report to the Office of Student Affairs & Services to follow-up the application.

## F. Student Financial Loan Program

1. Students may apply for Student Loan. The loan may be used for payment of school fees, medical purposes, projects and other emergencies.
2. The loan with a minimum interest is payable either in full or by installments and should be settled one month before the end of the semester when the student obtained the loan.
3. A student needs a guarantor from the faculty or administrative staff and/ or his/her parents before the loan can be granted.
4. The loan is only available on a first-come-first serve basis with preference to students from low-income families, as there is only limited number of students who can be served for this purpose.

## G. Rules and Guidelines on Barangay Scholars (CHED Order No. 62, s. 1997)

**G.1.** Coverage- The study grant for Barangay Officials and their legitimate dependents (SGP-BOLD) by virtue of Res. No. 98, s. 1991 by CHED shall be limited only to maximum of two (2) qualified and deserving children of Barangay Officials including Barangay Tanods and members of the Lupong Tagapamayapa during incumbency of the aforesaid officials. The grantees shall enjoy free tuition and matriculation ONLY; however, they shall shoulder the miscellaneous and other school fees as prescribed by the institution.

**G.2. Qualification of Applicants- A candidate for a study grant must:**

**2.1.** be child of a Barangay Official/Tanod/or a member of Lupong Tagapamaya as certified by the Barangay Chairman and /or appointment of Barangay Officials/SK Officials.
**2.2**. be not more than 12 years of age at the time of his/her application.
**2.3**. be a high school graduate whose average is 80 or higher.
**2.4**. have passed the entrance examination of the college.
**2**.5. be financially incapable to pursue a college education and whose parents annual income does not exceed 72, 000.00.

**G.3. Required Documents upon Enrolment-(NO documents presented will mean forfeiture of their privilege as Barangay Official)**

A certification from the Office of the Mayor that the applicant is a child/children of the Barangay Official, Income Tax Return (ITR) of prents certified by the BIR Official (Xerox copy only) Registration form for evaluation of units/subjects taken.

**G.4. Conditional Assistance**

A student grantee shall:

a. Carry full semester load prescribed in the approved curriculum.
b. Finish his course within the prescribed course duration.
c. Maintain at least a passing grade in all subjects enrolled.

He/She must not be enjoying any scholarship or study grant at time of application. The study grant shall be limited to not more than two (2) beneficiaries

for a given term. Shifting the course maybe allowed after getting approval from the Registrar.

Transferring from one school to another and approval thereof by the registrar are allowed under justifiable persons.

Dropping of subjects should be approved by the Registrar.

Incomplete Grades should be completed during the semester or summer immediately.

**G.5. The Study grant will be terminated on the following ground:**

a) Scholastic deficiency
b) Falsification of official
c) Transfer of school and shifting of course without prior approval to the School Registrar.
d) Membership/participation in any subversive organizations.

Prepared by:

**ESTER L. FORLALES, Ph.D.**
Director, Student Affairs & Services

Noted:

**ELVIN F. GAAC, Ph. D.**
Vice President for Academic Affairs

*OSA Form NO 13*

Republic of the Philippines
**ROMBLON STATE UNIVERSITY**
**OFFICE OF STUDENT AFFAIRS & SERVICES**
Odiongan, Romblon

Tel. No. (042) 567-5273 Website: www.rscsystem.com Telefax No. (042) 508-3174

DATE _____

DR. ESTER L. FORLALES
Director, Student Affairs & Services
This University

**MADAM:**

Greetings!

I noticed/heard that the _____ is in need of a student assistant.
(unit/college/institute)

In connection with this, I _____,
(Name)

_____student would like to apply as Student Assistant in the
(Course & year)

said College/Unit to _____.
(purpose)

Attached herewith is my registration form and schedule of vacant hours for your reference.

Thank you for considering my application.

Respectfully yours,

_____
Signature over printed name

Cp #:_____

Recommending Approval:

_____
In-charge person

Approved:

ESTER L. FORLALES, Ph.D.
Director, Student Affairs & Services

**LIBRARY**

Republic of the Philippines
ROMBLON STATE UNIVERSITY
University Main Library
Telephone No. (042) 567-5620

Attach 1x1 ID Picture here

**APPLICATION FORM FOR LIBRARY CARD**

Date_____

Name: _____
Last Name Given Name M.I.
Course: _____
Student ID number: _____Year of Entry: _____
Parent/Guardian: _____
Address: _____
Contact Number: _____ E-mail address: _____

I agree to be responsible and liable for all the items borrowed from the library using the card issued to the above name. I also agree to conform to the rules and regulations of the library governing the use of this card and to the general rules and regulations of the library.

Would you like the library to laminate your card? ☐ Yes ☐ No

_____ _____
Applicant's Signature Library Staff's Signature

Republic of the Philippines
ROMBLON STATE UNIVERSITY
University Main Library
Telephone No. (042) 567-5620

## BORROWER'S SLIP FOR FACULTY AND NON-TEACHING PERSONNEL

Borrower's name: _____
Position: _____
College/Department: _____

| CALL NUMBER | TITLE | AUTHOR | ACCESSION NUMBER | DATE BORROWED | DUE DATE | BORROWER'S SIGNATURE | REMARK | LIBRARY STAFF'S SIGNATURE |
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ROMBLON STATE UNIVERSITY
University Main Library
Telephone No. (042) 567-5620

**BORROWER'S SLIP FOR STUDENTS**

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COLLEGE

Date: _____

| BORROWER'S NAME | CALL NUMBER | TITLE | ACCESSION NUMBER | DATE BORROWED | DUE DATE | BORROWER'S SIGNATURE | REMARK | LIBRARY STAFF'S SIGNATURE |
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## APPLICATION FORM FOR ADMISSION

**ROMBLON STATE UNIVERSITY**
**OFFICE OF ADMISSION**
Brgy. Liwanag, Odiongan, Romblon

**APPLICATION FORM FOR COLLEGE ADMISSION**
For School Year: _____
[ ] First Sem [ ] Second Sem [ ] Summer

Application Slip No.: _____ Date: _____
OR Number: _____ Date: _____

NAME OF APPLICANT: _____
(SURNAME) (GIVEN NAME) (MIDDLE NAME)
Home Address: _____
Tel. No.: _____ Mobile No.: _____ Email: _____
Citizenship: _____Religion: _____ Civil Status: _____
Date of Birth: _____ Place of Birth: _____Gender: [ ] Male [ ] Female
Father's Full Name: _____ Occupation: _____
Mother's Full Name: _____ Occupation: _____
Family Average Annual Income: _____
High School Attended:_____
School Address: _____ Year Graduated: _____
Course Preference: (1st choice) _____ (2nd choice) _____ (3rd choice) _____
Why do you want to enroll in the college or campus of your choice?
_____
_____
_____
_____

---

*In consideration of my admission to the University and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with, all the rules and regulations laid down by competent authorities of the University and of the college/campus in which I am enrolled. I fully understand that refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of my admission.*

_____
**Applicant's Signature over Printed Name**

---------- *Do not write below this line* ----------
Required Documents to be submitted upon enrollment: (2 copies each)

**College Courses**
[ ] Duly accomplished application form for RSU-CAT[ ] High School Report Card
[ ] Honorable Dismissal/Certificate of Good Moral Character[ ] NSO Birth Certificate (photocopy)
[ ] Recent 2" x 2" photo[ ] Accomplish application form for College Admission
[ ] Non-refundable filing fee of Php100.00[ ] Aptitude/qualifying test for applicants
[ ] Interview[ ] Physical/medical examinations

Documents Received by: _____ Checked by: _____Director, Admission_____
Signature over Printed Name/Date Signature over Printed Name/Date

APPLICATION # _____ OR # _____ Date: _____ Amount: Php_____
Date of Examination: _____ Testing Center: _____ Time: _____ Test Result _____

*NOTE: Credentials submitted in support of the application become the property of the school and will not be returned to the applicant*

*RSU Admission Form Approved by Academic Council February 20, 2015*

**Romblon State University**
Odiongan, Romblon
**OFFICE OF ADMISSION**

To: The _____
Medical Officer/Guidance Office
This University

**SIR/MADAM:**

I am pleased to forward herewith the following students to undergo Oral Test and Medical Examination as requirement for Admission in University

| NAME | HIGH SCHOOL GRADE | ADMISSION TEST RESULT | INTERVIEW RESULT | TOTAL RATING |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Please send to this Office the results for endorsement to the College Dean for enrolment

Very truly yours,

**MARIFE M. GARCIA, Ph.D.**

**Republic of the Philippines**
**ROMBLON STATE UNIVERSITY**
**Odiongan, Romblon**
**OFFICE OF ADMISSION**

**Endorsement Form**

_____
**Date**

**To:**

_____College of Engineering
_____College of Education
_____Institute of Information Technology
_____College of Arts and Sciences
_____College of Agriculture, Fisheries and Forestry
_____College of Business and Accountancy
_____Institute of Criminal Justice Education

Sir/Madam:

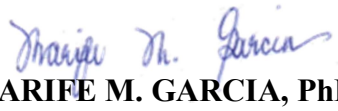
Please be informed that _____has passed all the requirements for the course _____ and is eligible for Admission in College/Graduate Studies Program

Please extend needed assistance for enrolment

Very truly yours,

**MARIFE M. GARCIA, Ph.D.**
Dir. Admission, Accreditation and Faculty Evaluation

Prepared and Submitted by:



**MARIFE M. GARCIA, PhD**
Director Admission, Faculty Evaluation and Accreditation
Romblon State University
Odiongan, Romblon
Email address: mgarciaphd4041@yahoo.com
September 15, 2016

Reviewed by:

**ELVIN F. GAAC, PhD**
Vice President for Academic Affairs
Quality Management Representative
Date: 17 February 2017

Approved by:

**ARNULFO F. DE LUNA, PhD**
Chairperson, Academic and Administrative Council
SUC President II

**The RSU ACADEMIC and ADMINISTRATIVE COUNCIL**
Resolution No: 90 series of 2017
Date: 24 February 2017