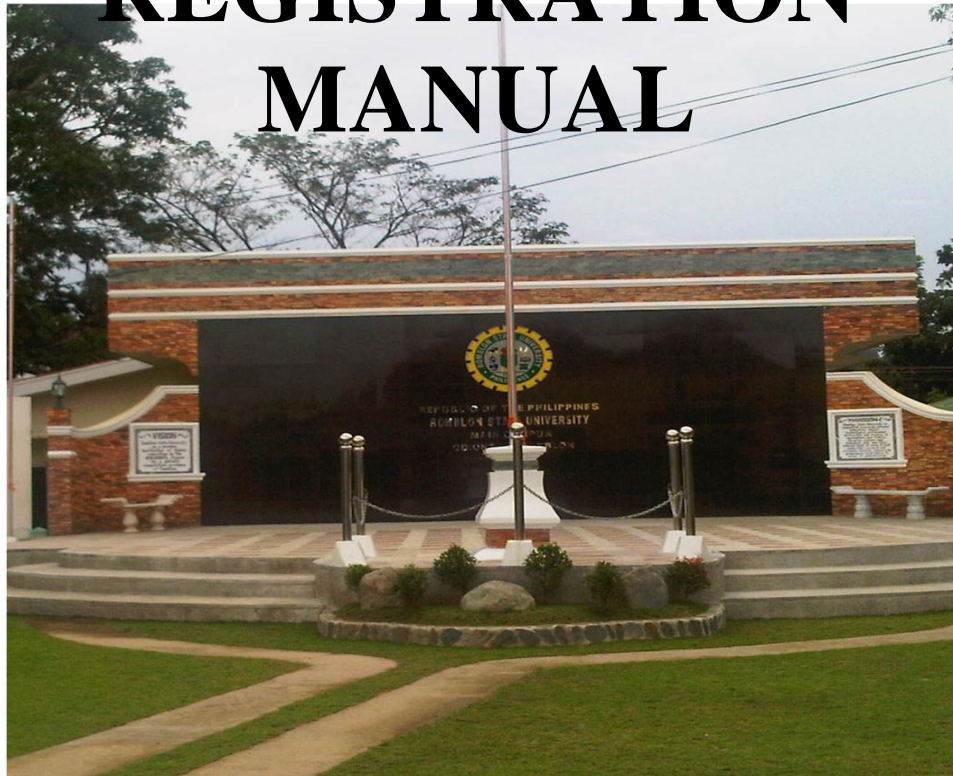




Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon

ADMISSION AND REGISTRATION MANUAL



This manual serves a guide to the various guidelines and procedures that govern the conduct of admission and registration of the University.

For more information and queries please contact the:

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The RSU Admission and Registrar's Manual
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The RSU Admission and Registration Manual

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PREFACE

The **A**dmission and **R**egistration Manual of the Romblon State University (RSU) was designed to provide information to the incoming students and transferees including those persons with disabilities intended to enter in the university.

This document contains the general information of the university, the admission and registration procedure, policies and guidelines and condition for enrolment. It provides a detailed outline of the admission and retention policy of every College to ensure the quality and competitiveness of the graduates anchored on the core values, philosophy, vision, mission and objectives of the university.

DEFINITION OF TERMS

Admission

Admission refers to the prescribed entrance requirements which shall determine the fitness of the student to enter the University.

Irregular student

Irregular student is a student who is registered for normal credits but who does not carry the subjects for a full load called for in a given semester by the curriculum.

Registration

Registration is the process of entering information in a book or system of student who has met the prescribed requirements for entry to the University.

Regular student

Regular student is a student who is registered for normal academic credits and carries the courses required for in a given semester by the curriculum.

Returnees

Returnees are former students who have been out of the school for at least three semesters.

Shifters

Shifters refer to students who intend to shift from one major course to another.

Unit-earners

Unit-earners are students who intend to earn units in a particular College/Department.

ACRONYMS

CBA	College of Business and Accountancy
CAFF	College of Agriculture, Fisheries and Forestry
CAS	College of Arts and Sciences
CED	College of Education
CET	College of Engineering and Technology
ICJE	Institute of Criminal Justice Education
IIT	Institute of Information Technology
IGS	Institute of Graduate Studies
NSTP	National Service Training Program
OFS	Odiongan Farm School
ONAS	Odiongan National Agricultural School
ORHS	Odiongan Rural High School
OSA	Office of Student Affairs
PPMP	Project Procurement Management Plan
PWDs	Person with Disabilities
RAC	Romblon Agricultural College
RONAS	Romblon National Agricultural School
RSC	Romblon State College
RSU	Romblon State University
SSC	Supreme Student Council
VPAA	Vice President for Academic Affairs

GENERAL INFORMATION

History

The Odiongan Farm School (OFS) was founded by John C. Early on 1915. It 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 PambansaBlg. 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 PambansaBlg. 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 PambansaBlg. 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. 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.

The Romblon State University as a state institution shall administer its affairs in accordance with Republic Act 9721 and with the general laws of the country in so far as they are applicable. The University upholds the humanistic philosophy of education and committed itself to enhance the individual potentialities to the optimum; promote physical, intellectual, social, emotional and spiritual well-being of the youth; recognize

the learner as the center of pedagogical efforts; and transform the educated individual to become a man and woman for others (University Code).

Vision, Mission, Goals and Objectives

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

RSU Mission: The University is committed to provide advance 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.

Admission Office:

Vision : A functional and dynamic office that addresses the emerging needs of students and faculty members.

Mission: To provide needed assistance to student applicant and faculty member in achieving their respective desired goals through formulation of relevant policies.

Goal: Promulgate policies on admission and faculty evaluation that would serve as guidelines in implementing procedures on admission of student and evaluation of faculty members of the university.

Objectives/Mandates:

The Directors for Admission and the Registrar are mandated to:

- Implement policies and handles correspondence and other inquiries about course offerings and application procedures of different program of the University;
- Take charge of the admission, registration and keeping of scholastic records of students, commencements and publications such as catalogues, directories and bulletin of information;
- Examine the veracity of the entries in the application for admission of students and enforce entrance requirements per program offerings;
- Plan and maintains public relations, recruitment, and admission programs for the undergraduate and graduate school of the university;
- Process and decides on the application status of all graduate and undergraduate students seeking entrance to Romblon State University;
- Plan and evaluate an admission testing program for the undergraduate and graduate school of the University in accordance with the office of the Vice President for Academic Affairs;
- Orient/consult the Admission Committee of every college/campus/s and institutes on the general guidelines for recruitment, screening and admission of applicants;

- Whenever needed, evaluate and enhance the effectiveness of the admission instrument to ensure consistency and relevance of purpose;
- Take charge in the proper disposal of official credentials, transcript of records, student permanent records, certificates of honorable dismissal, and acts on all correspondence regarding school records and student rating scores;
- Assists the Deans/Directors of Colleges/Campuses during the registration in determining student subject loads and other requirements;
- Prepares and submits in consultation with respective Deans/Directors the records of candidates for graduation;
- Conduct action research on admission and registration practices that will help enhance the University's admission and registration policy;
- Prepares and submit annual/semestral admission report to the Office of the Vice President for Academic Affairs; and
- Perform other duties and responsibilities implied from the aforementioned duties and responsibilities or as may be required by higher authorities.

ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

Responsibilities

President

The President shall have the authority to exercise the following specific powers, duties and responsibilities:

- Authority to make ad interim appointments; provided, that such appointments shall not take effect thirty days before the day after the last meeting of the Board and that the appointment shall be subject to confirmation by the Board of Regents.
- Authority to renew designations, for not more than one year for Deans and other heads of principal units in an acting capacity, or as officer-in-charge for these positions, if the budget permits and the services are necessary.
- Authority to change the leave status of the faculty from teacher's leave to cumulative leave or vacation sick leave.
- Authority to impose discipline to faculty members and employees. at the first instance of violation of a policy after due process had been served.
- Prepares and submits an annual report to the Board of Regents on the work accomplished during the past year and the needs for the current year. She/he shall also present to the Board the annual budget of the University with estimates of income and expenditures.
- Executes and signs in behalf of the University all contracts, deeds, and other instruments necessary for the proper conduct of the business of the University. However, in regularly recurring undertakings and transactions where her/his action is virtually ministerial, conditions and terms therefore, having been fixed in the University, existing regulations, and general laws, he may direct through appropriate written instructions that approval in specified cases be made in her/his behalf by officers of administration or heads of University offices or units, subject to such safeguards as she/he may impose. All existing regulations inconsistent herewith are hereby abrogated.
- Have a general responsibility for the enforcement of discipline in the University and for the maintenance of satisfactory academic standards in all its units.
- Have the power to modify or disapprove any action or resolution of any college or school faculty or administrative body, if in her/his judgment the larger interests of the University so require. Should she/he exercise such power, the President shall communicate her/his decision in writing to the body immediately affected, stating

the reasons for her/his actions; and thereafter shall accordingly inform the Board of Regents, which may take any action it may deem appropriate in connection therewith.

- Have the power to approve and to sign contracts, after public bidding for construction and repair, including construction management services. Authorized to approve and sign negotiated contracts for construction and repair, including variation orders thereon, subject to pertinent laws and regulations.

Vice President for Academic Affairs:

There shall be the Vice President for Academic Affairs who shall be appointed by the Board of Regents upon recommendation of the President. She/he shall have the following duties and responsibilities:

- Shall be directly responsible in carrying out the academic policies and programs of the University.
- Directly responsible in the planning, monitoring and evaluation of the implementation of the academic programs of the University.
- Conduct regular review and rationalization of academic policies of the institution.
- Acts as the ex-officio chairman of the Curriculum Committee of the Academic Council.
- Presides at meeting of the Academic Council in the absence of the President of the University.
- Supervises the academic activities of the Deans and Directors of campuses.
- Consolidates and submits academic reports to the Office of the President.
- Coordinates with the Research, Extension and Production centers the conduct of faculty research and extension activities of colleges and campuses.
- Rates performances of Deans/Directors of colleges/schools/campuses and institutes.
- Conducts conferences and meetings of the Deans/Directors and faculty for discussion of professional issues.
- Reviews recommendations of the Discipline Board on cases of disciplinary cases of students and imposes penalties less severe than dismissal.

College Deans/Campus Directors

Subject to the approval of the Academic Council, each faculty has the power to determine the entrance requirements of the College and of the courses of study to be pursued for each degree offered; to recommend to the Council qualified candidates for the degree, titles, and certificates; to administer the educational and internal life of the college within the limits prescribed by the rules of the University and by the President;

and to make recommendations to the Board of Regents, the Academic Council and the President.

Chairpersons of Divisions shall be the academic supervisors of their respective groups. They shall perform no administrative functions as such, but shall coordinate with the different disciplines or fields of study within the division for the purpose of academic efficiency and for avoidance or suppression of superfluous courses and subjects.

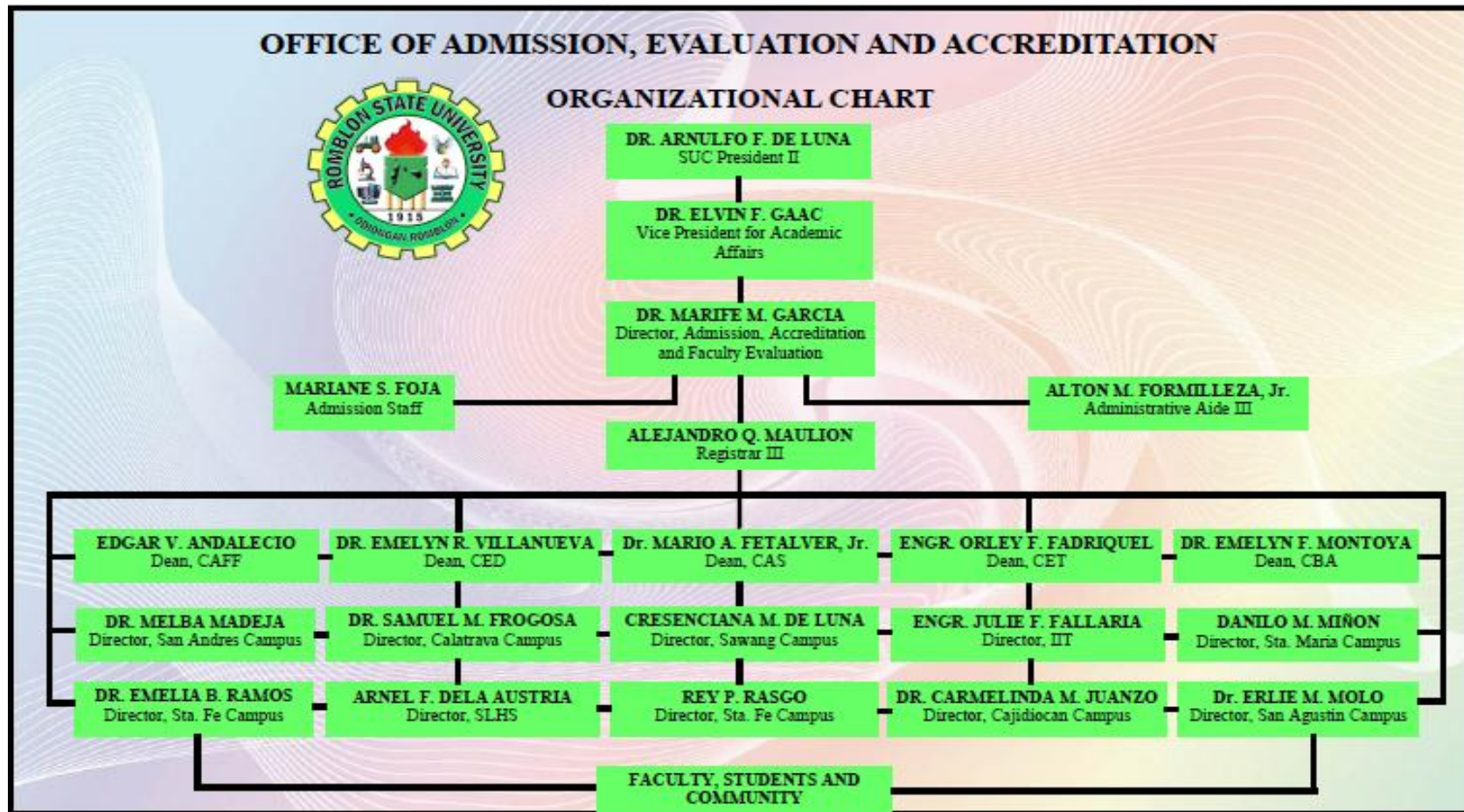
Director, Admission and Registration

The Director for admission and registration has the following duties and responsibilities:

- Implements policies and handles correspondence and other inquiries about course offerings and application procedures of different programs of the University;
- Takes charge of the admission, registration and keeping of scholastic records of students, commencements and publications such as catalogues, directories and bulletin of information;
- Takes charge in the proper disposal of official credentials, transcript of records, student permanent records, certificates of honorable dismissal and university student rating codes;
- Examines registration forms and enforces entrance requirements;
- Prepares and submits in consultation with respective Deans/Directors the records of candidates for graduation;
- Assists the Deans/Directors of Colleges/Campuses during the registration in determining student subject loads and other requirements;
- Acts on all correspondence regarding school records;
- Submits annual report and other reports which the President may require;
- Processes and decides on the application status of all graduate and undergraduate students seeking entrance to RSU;
- Plans and maintains public relations, recruitment, and admission programs for the undergraduate and graduate schools of the University
- Prepares and supervises the printing of all application forms, admission brochures and pamphlets for the different programs of the University;

- Plans and evaluates an admission testing program for the undergraduate and graduate school of the University in coordination with the office of the Vice President for Academic Affairs;
- Consults the Admissions Committee on general guidelines for recruitment and screening applicants;
- Appraises the College Deans/Campus Directors about the application and admission of new students at the beginning of the school year/term;
- Prepares an annual admission report which includes the evaluation and the data for the preceding school year;
- Sees the updates and expansion of the psychological test collection, and conducts studies on the development and validation of tests for local use;
- Supervises and coordinates student practicum in the area of guidance and counseling and psychological testing at RSU; and
- Performs other duties and responsibilities related to and or implied from the aboveenumerated duties and responsibilities.

Organizational Structure



ADMISSION

The entrance requirements for each course shall be as prescribed by the faculty of the college/campuses offering the course and be approved by the University Council and the President.

Requirements for admission and registration to Romblon State University are in accordance with the University Code Chapter 49 Section 1 to 4 and the University Student's Handbook.

The Romblon State University advises prospective students that they must supply complete and accurate information on the application for admission and residency questionnaire. Failure to file complete, accurate and authentic application documents shall be sufficient cause for summary dismissal or denial of their admission.

ADMISSION REQUIREMENTS FOR UNDERGRADUATE STUDENTS

The Office of Admission is responsible for the screening and recruitment of qualified undergraduate students. The RSU Admission Test shall be given to all entering first year students and transferees which shall determine the fitness of the student to enter the University.

The following are the requirements for admission:

A. For First Year Students

1. Accomplished application forms and other requirements to be submitted to the Office of Admission which include:
 - Result of Romblon State University Admission Test;
 - Aptitude/qualifying test for applicants in the respective degree programs.
 - Non-refundable Application Filing Fee (as prescribed by the administration) ;
 - Original copy of high school report card/ALS Certificate;
 - Certification of Good Moral Character/Barangay clearance for ALS passers;
 - NSO issued birth certificate;
 - 2 x2 picture
 - Physical and Medical examinations to be conducted by the medical and dental units of the University.
 - Interview conducted by Guidance Counselor.
 - Accomplished application form for college admission (see Appendix A).

B. For Transferees:

- Result of Romblon State University Admission Test;
- Aptitude/qualifying test for applicants in the respective degree programs.
- Non-refundable Application Filing Fee;
- Original certificate of transfer credentials (Honorable Dismissal)
- Certification of Grades
- 2 x 2 picture

- Certification of Good Moral Character;
 - Certified photocopy of birth certificate (NSO Copy);
 - Physical and Medical examinations to be conducted by the medical and dental units of the University.
 - Interview conducted by Guidance Counselor.
 - Accomplish application form for college admission (see Appendix A).
2. Only those applicants who obtained the cut-off score required by the program of their choice shall further satisfy other requirements.
 3. Applicants who do not qualify for the first choice program may be channeled to their second or third choice as long as slots are available.

ADMISSION PROCEDURES

1. Take RSU Admission Test and accomplish application forms and other requirements
2. Proceed to Guidance Office for interview
3. Medical examination at the university clinic
4. Submit the required documents to Admission Office
5. Secure endorsement from Admission Office and submit to the Dean of the College
 - 5.1. For first year, secure approval of accomplished Trial Form from adviser/chairperson of the College; present approved trial form to enrollment committee for issuance of Registration Form (RF); and accomplish RF and have it approved by the adviser/chairperson/dean
 - 5.2 For Transferees, present transfer credential (Honorable Dismissal, Good Moral Cert., TOR for Evaluation or Certification of Grades) to be evaluated by College Dean; Proceed to Registrar's Office for final evaluation; and accomplish RF and have it approved by the adviser/chairperson/dean.
6. Assessment of fees by college and payment of local fees (student organization fee, SSC fee, Harrow fee, etc).

ADMISSION REQUIREMENT FOR GRADUATE STUDENTS

A student who wishes to enroll in the graduate program should satisfy the following requirements:

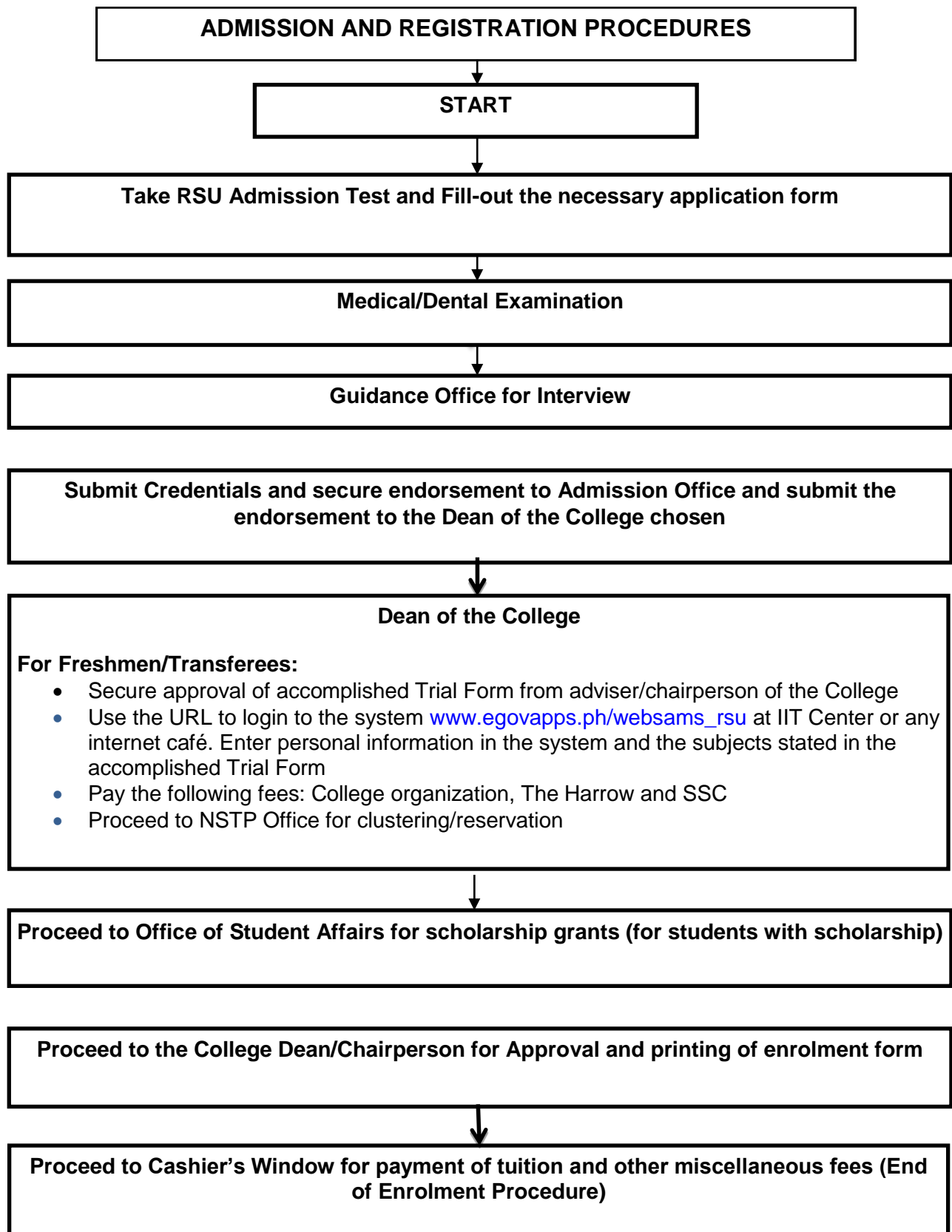
1. Applicants for admission to graduate work for the degree of Doctor of Philosophy (PhD) must be holders of a Master's degree with thesis from any recognized institution. The applicant must have an average grade of at least 1.75 in their master's degree.
2. An applicant who is not a holder of Bachelor's Degree in Education must earn at least 18 units of education subjects before admission to the program. An applicant whose average grade is below 1.5 may be admitted on probation status after

which their performance will be evaluated at the end of the semester. If their average grade is below 1.5, they will not be allowed to pursue their doctoral degree.

3. The applicant must submit to the Office of the Graduate Studies the following documents: (2 copies each)
 - a. Permit to study if currently employed
 - b. Original Transcript of Records
 - c. Honorable Dismissal (for transferees)
 - d. NSO Birth Certificate (photocopy)
 - e. NSO Marriage Certificate (photocopy) for married female applicants
 - f. Recent 2"x2 ID picture
 - g. Two letters of recommendation from the former/current employer.
 - h. Interview with the Panel, the Dean of the Graduate Studies being the chairperson. The results of the panel interview shall determine the acceptability of the applicant.
4. The Dean of the Graduate Studies will issue an official letter of admission.
5. All documents must be in the Graduate School at least one (1) month before the start of classes of every semester. Submitted documents pertinent to the application become part of the university files and cannot be returned to the applicant.

Credentials Required for Foreign Students

1. A photocopy of authentication of records from the Philippine Embassy or relevant countries of schooling.
2. Certificate of English Language Proficiency for foreign students from non-English speaking countries.
3. Letter of Application
4. Notarized Personal History Statement
5. Notarized Affidavit of Support
6. Authenticated Scholastic records/Transcript of Records
7. Authenticated Police Clearance



MASTERS' DEGREE PROGRAMS

Admission Requirements

A student who wishes to enroll in the Masters Program should:

- Have completed a bachelor's degree in the undergraduate program related to the field of specialization to be undertaken in the graduate program, or if not, they should take 12 units in the undergraduate program as a pre-requisite to the course.
- Have a general weighted average of 2.0 or B or higher. A student with a general average lower than 2.0 may be provisionally admitted until they have satisfied the following requirements:
 - a. For full time students, completion of at least 9 units during the first year of enrollment with a general weighted average of 2.0 or better, and
 - b. For part time students, completion of at least 9 units during the first year of enrollment with a general average of 2.0 or better.
- Submit duly accomplished application form for admission together with the following documents: (2 copies each)
 - a. Original Transcript of Records (Undergraduate or graduate) or authenticated photocopy of T.O.R. bearing the official seal of the school(s) attended.
 - b. Letter of recommendation or references from former or current employer or immediate head.
 - c. NSO Birth Certificate
 - d. NSO Marriage contract (for married female, ;
 - e. Recent 2"X2" photo;
 - f. Permit to study if currently employed and
 - g. An essay stating the reasons for taking Masters' degree Program

Enrollment Procedures

1. All students intending to work for a Ph.D. and Masters' degree shall register upon completion of all requirements for admission and presentation of the letter of admission from the Dean of the Graduate Studies.
2. Secure and accomplish the registration form and proceed to the assessor for assessment of fees.
3. Have the registration form approved by the Dean and the Registrar.
4. Pay what is due to the Cashier's Office, return to the Registrar's office and submit the Registrar form and claim your class cards.
5. Submit the Dean's Copy of the Registration form to the office of the Dean.
6. Submit class cards to your respective professors.

ADMISSION MEDICAL EXAMINATION AND GUIDANCE COUNSELING

As an admission condition, all incoming students are required to undergo a medical examination and interview with the Guidance and Counseling Office. The University reserves the right to refuse admission of freshmen or exclude the incoming students from any particular course of study if the student decline to undergo health examinations and counseling or refuse any prescribed tests.

RE-ADMISSION OF STUDENT RETURNEES

A student under of leave of absence, who is intends to return, is subject to re-admission policies and procedures of the university.

Student Returnees

Students applying for the re-admission must present the following to the Dean of the College:

1. Accomplished new admission application form for returnees;
2. Performance evaluation for all semesters and summer subjects previously taken.
3. Clearance from the following offices:
 - Cashier's Office
 - Registrar's Office
 - Guidance Office
 - Dean's Office
 - Student Affair's Office
 - College Student Organization's Office
 - Student Supreme Council's Office
 - The Harrow's Office
4. The student returnee is required to take and pass interview with the Dean.
5. In case of leave of absence due to illness the student should present a certification from the attending physician confirming the student's fitness to study.
6. Students with disciplinary records, academic deficiencies, unreasonable leave of absence will be subjected to study. The Dean reserves the right to disapprove request for admission in these cases.

POLICIES OF THE OFFICE FOR ADMISSION

- The RSU College Admission Test (RSU-CAT) shall be conducted once a year only to qualified graduating high school students and transferees, that will be scheduled every Sunday starting January every year, except when circumstances

will not warrant, it will be rescheduled. Special examination will be conducted to students coming from distant places or provinces.

- Application form for RSU-CAT can be reproduced by anybody but should be personally filled out by applicants and to be filed in the Office of Admission and payment to the Cashier to be issued with an official receipt.
- There shall be testing centers in the main campus and all other satellite campuses of the University as well as high schools in the province who requested the conduct of RSU-CAT.
- The Office of Admission is directly responsible in the checking of RSU-CAT answer sheets.
- During examination, there shall be not more than 30 examinees per room.
- Applicants should file their application two days before the examination, except for walk-in applicants who come in the Office of Admission beyond the examination date.
- No examinee will be allowed to take the RSU-CAT without admission slip approved by the Director for Admission and official receipt.
- After the examination, all test booklets and answer sheets including excess forms will be turned over by the proctor to the Director for Admission.
- Proctors during examination will receive honoraria as prescribed by the administration. Only instructors and professors of the University can serve as proctors during the conduct of the examination.
- Result of examination is valid for one year.
- The Office of Admission should be furnished with a copy of the college policies and requirements for admission to the programs for reference purposes.

POLICIES ON ADMISSION AND RETENTION OF COLLEGES/INSTITUTES/CAMPUSES

In addition to the policies and procedures stated in the University Code and Student Handbook the following are the policies specifically applicable to every colleges/institutes and campuses of the University.

Institute of Graduate Studies

Minimum Grade Requirement

1. For Doctorate Students

To be in good standing, student must maintain a weighted average of 1.5. An evaluation of the student standing shall be done upon completion of the 50% course requirement.

A student has to get a rating of not lower than 1.75 in all major subjects and a GPA of 1.5 before they could take the comprehensive examinations. A student with a grade of 2.0 in major subjects must re-enroll in these subjects and has to earn a grade of at least 1.75.

2. For Masters Degree Students

To be in good standing, student must maintain a weighted average of 1.75. An evaluation of the student shall be done upon completion of the 50% course requirement.

Residence Requirement and Time Limits

1. For Doctorate Students

A student is given a maximum of five (5) calendar years to finish the requirements from date of admission and must have be completed all requirements within seven (7) calendar years.

If the student cannot comply with the MRR, they are allowed a maximum of two (2) years of extension provided they enroll the penalty course related to their specialization.

Students will enroll all over again if they fail to finish the program within nine (9) calendar years.

2. For Masters' degree Students

The student shall have the residence in the college for at least one year immediately prior to the award of the degree.

All requirements for the degree shall have been completed in not more than five years including leave(s) of absence(s) within the university. However, meritorious cases maybe given extension not exceeding one year at a time, and the student is required to take three (3) additional units of graduate course for every year of extension.

All curricular requirements for the degree must be completed within seven (7) years after the student's first enrollment in the master's degree program (CMO No. 53. Series of 2007).

Retention

1. For Doctorate Students

At the end of every semester, a student's academic rating at least 1.75 is required in all major subjects.

A student who gets a grade lower than 1.75. in major subjects will be required to repeat the course and get a grade of at least 1.75.

A student who has completed at least 15 units in a major area of study will only be allowed to enroll for the next semester if they have successfully defended an Action Research before a committee composed of statistics professor, program adviser, research professor and the College Dean.

2. Masters' Students

At the end of every semester, a student's academic rating at least 2.0 is required in all major subjects.

Disqualification

Any graduate student shall be disqualified from the graduate program in the following cases:

1. Failure to maintain a general weighted average of 1.75 for doctorate and 2.0 for master's degree.
2. Failure for the second time in the comprehensive examination and
3. Failure at a second try in an oral defense of their thesis.

Second Masters Degree

A graduate student who has earned a master's degree in the college and who wishes to earn another master's degree must satisfy the following requirements:

1. Earn 18 units in the new master's program in addition to the common course with respect to their master degree.
2. Complete other requirements of the second master's degree. The additional 18 units are exclusive of other requirements of the master's degree the student has previously obtained.

Units Required for Graduation

1. For Doctorate Degree

A total of 66 units including dissertation writing are required before a student is allowed to graduate. These units are distributed as follows: Basic Subjects- 18 units; Major Subjects- 24 units; Cognates- 9 units; Foreign Language -6 units.

2. For Masters Degree

A total of 45 units including thesis writing are required before a student is allowed to graduate. These units are distributed as follows: Basic subject- 9 units; Core subjects- 9 units; major subjects - 15 units; Cognates-6 units and Thesis Writing-6 units.

College of Business and Accountancy

Department of Accountancy:

Admission Requirements for Freshmen:

- RSU-College Admission Test (RSU-CAT) of 80% and above;
- A general average in Form 138 of 88% and above with no grade lower than 85% in English and Mathematics and subject for interview; and
- Other requirements as determined by the University and the Department.

Admission Requirement for Transferees:

The Department will accept transferees in highly meritorious cases. Transferees will be considered subject to the following conditions and requirements:

- The student should have a cumulative general weighted average of at least 2.25 (except PE and NSTP);
- The student must not have incurred a failing grade in any subject (including PE and NSTP); and
- A grade of .00 or 75% or its equivalent in any subject will be required to be enrolled again in the Department.

Admission Requirements for Shifters from other Programs or Colleges:

- The student must not have incurred any failure (including PE and NSTP);
- The student must have a cumulative general weighted average of 2.25 (except PE and NSTP); and
- The student must not have any derogatory disciplinary record.

Retention:

After admission to the BS Accountancy program, the student must maintain good moral character at all times and must meet the following requirements to stay in the program and obtain the corresponding degree:

- A failed grade in any subject including PE and NSTP disqualifies the student from the program;
- For incoming Sophomores, a weighted average grade of 2.25 in Accounting 111 and 122 and must not have any grade of .0 in any subject including PE and NSTP;

- For incoming Juniors, a weighted grade point average of at least 2.50 in Accounting 213, 224 and 235 and must not have any grade of 3.0 in any subject including PE and NSTP;
- For incoming Seniors, no failing grade in any board exam subject and no grade of 3.0 in other subjects. All graduating accountancy students must pass the Comprehensive Accounting Examination, a simulation of the CPA Licensure Examination, to graduate from the program.
- The Chairman of the Department in consultation with the Department Faculty may keep students with some violations in the program.

Bachelor of Science in Business Administration-Business Management and Financial Management

- The student must have a general average grade of 85% and above in Form 138 with no more interview in the college, but below 85% the student is subject for interview

Bachelor of Science in Hotel and Restaurant Management

- The student must have a general average grade of 82% in Form 138, no more interview in the college. Below 82%, subject for interview of the Chairman of the program.

College of Education

RETENTION POLICY

New Students

- The following admission requirements should be submitted to the Guidance Office: High School Report Card (Form 138); Certificate of Good Moral Character; High School Diploma (Photocopy); Honorable Dismissal; Certificate of Grades and Birth Certificate.
- The new student-applicant should take and pass the RSUCAT with at least 80% raw score and with satisfactory results in the interview.
- The new student-applicant should be physically and psychologically fit.

Sophomore Students

- a. Must pass the Teacher Education Qualifying Written Test.
- b. Must pass the interview.
- c. For English, Mathematics and Science specializations – should not incur grades not lower than of 2.25.

- d. For Filipino and Home Economics and Technology major – should not incur grades not lower than 2.50
- e. Must submit the duly accomplished application form and 2 copies of 2”x2” ID photo.

For Transferees

The following are the admission requirements:

- Accomplished Application Form;
- Xerox Certification of Good Moral Character;
- Xerox Transcript of Records and Certification of Grades which have been evaluated by the Registrar (temporary);
- Must pass the interview;
- For English, Mathematics and Science specializations – should not incur grades not lower than 2.25;
- For Filipino and Home Economics and Technology major – should not incur grades not lower than 2.50;
- Must submit the duly accomplished application form and 2 copies of 2”x2” ID photo.

For Shifters, unit-earners & returnees

The following are the admission requirements:

- Accomplished Application Form;
- Must pass the Teacher Education Qualifying Written Test;
- Must pass the interview;
- For English, Mathematics and Science specializations – should not incur grades not lower than of 2.25;
- For Filipino and Home Economics and Technology major – should not incur grades not lower than 2.50;
- Must submit the duly accomplished application form and 2 copies of 2”x2” ID photo.

Classroom Policies

- A student who has incurred 20% of the total no. of hours of scheduled attendance for the semester shall be dropped from the class roll. If the majority of absences are excused, she/he might not be given a grade failure; however, if majority of absences are not excused, the students should be given a grade of failure upon being dropped.
- Any student, who for unavoidable cause finds it necessary to be absent from class, must present to his professor either a letter from his/her parent or guardian or a medical certificate upon returning to class.

- A student maybe accepted in class even if she/he is late for 15 min. but should be marked late and will not be given any missed activity. Successive tardiness will be sanctioned or will be sent to the Office of the Student Affairs.
- Dropping the course may still be done before the mid-term week with the approval of the registrar.
- Student must exercise Academic Honesty. Any form of dishonesty and or deceit, especially cheating during exam or any class work, copying others work, forging signatures and the likes, will automatically receive failing mark and or will be reprimanded or suspended.
- Students must always follow the date of submission. Late requirements will not be accepted.
- Checked papers or any other requirements that had been returned must be kept. This will be your proof if you want to verify your grades. The class record is open to those who have questions. All questions must be addressed to professor's right after the class card was received. The classcards will be distributed 10 days after the finals on the date agreed upon. It must be claimed personally.
- Any form of misconduct will be reported to the Office of the Student Affairs.

College of Engineering and Technology

Residency Requirement:

A student who is enrolled in any five-year program should finish the course within 5-8 year period, and a student who is enrolled in any two-year program should finish the course within 2-3 year period. If in case the student exceeded the required residency, he/she will be required to submit a written explanation for such violation. The Committee on Evaluation will convene for such purpose and study on the case. The Committee will make recommendation wither the student will be re-admitted or not.

For students with broken residency, they must accomplish and submit Student Leave of Absence Form so as to exclude the years they were absent from the required years.

Transferees and shifters taking engineering program should have a residency of at least four (4) semesters in the college or 50% of the total units of the program must be taken in the university before he/she will be allowed to graduate.

Admission Requirements for Freshmen:

All students who intend to enroll in any engineering program must:

- Have general weighted average in Form 138 of 85% and above with no grade lower than 80% in Science and Mathematics;
- Take and pass the written RSU-College Admission Test with an average grade of 80% or better (refer to the admission policy of the University);

- Take and pass the oral examination administered by the college (committee on oral examination) with a grade of 60% or better using the rubrics prepared for the purpose;
- Comply with other requirements as determined by the University and the College.

Admission Requirements for Transferees:

In addition to the requirements stipulated in the University Code and the Student Handbook the transferees will be considered subject to the following conditions:

- The student should have a cumulative general weighted average of at least 2.5 (excluding PE and NSTP);
- The students who wish to transfer must have passed 85% of the subjects taken from the former school;
- The student who obtained a grade of 3.0 must take the qualifying exam for the subject.
- If the transferee is an incoming 2nd year student, he/she must comply with the requirements as stipulated in the policy for incoming second year student.
- If the transferee is an incoming 3rd year and 5th year student, he/she must comply with the requirements as stipulated in the policy for incoming 3rd to 5th year student.

Admission Requirements for Shifters from other Programs or Colleges:

Students who intend to shift from other program or college must meet the following requirements:

- Application form for shifters;
- Evaluation of Admission records from the Chairman of the Engineering Department where the shifter wants to enroll;
- Clearance from the following offices: Cashier's Office, Registrar's Office, Guidance Office, College Librarian, Dean's Office (previous college), Student Affairs Office, CETSO office (for CET student shifters only), SSC Office, and the Harrow Office;
- The student who wish to shift must have passed 85% of the subjects taken from the former college/institute;
- The student must have a cumulative general weighted average of 2.5 (excluding PE and NSTP/ROTC);
- The student must not have any derogatory disciplinary record.

Except for first year shifter, all shifters are required to take and pass the Battery examination before they will be accepted in the College of Engineering and Technology; and adequate valid reason for shifting.

RETENTION:

After admission to the College of Engineering and Technology, the student must maintain good moral character at all times and must meet the following requirements to stay in the college:

Incoming Second Year

- Transferees and incoming second year students for the engineering programs are required to take and pass the qualifying examinations to be administered by the College.
- Incoming second year students should have passed all subjects taken during his first year stint. Incomplete is not a grade, and needs to be completed to attain a grade before taking the qualifying exam.
- Incoming 2nd year student should have an average grade of 2.5 or better in all mathematics and chemistry subjects. The average grade will be computed by multiplying the grade obtained and the number of units of the subject. The sum of the products will be divided by the total units of all mathematics and science subjects.
- Incoming second year student is exempted from taking the qualifying exam if the general weighted average in all subject is 1.5 or better. Transferees and shifters are not eligible to this exemption.

Example:

Subjects	Unit	Grade	Product
• Algebra	3	2.00	6
• Plane and Spherical Trigonometry	3	2.75	8.25
• Advanced algebra	2	2.75	5.5
• Analytic Geometry	5	2.00	10
• Solid Mensuration	2	3.00	6
• Inorganic Chemistry	3	2.25	6.75
• Organic Chemistry	3	2.75	8.25
Total	21		50.75

Generated weighted average = $50.75/21 = 2.42$

RETURNEES:

Returning students are former CET students who have been out of the school for at least three semesters. Students applying for the re-admission must present the following to the Dean of College of Engineering and Technology:

- Accomplished application form for returnees
- Performance evaluation for all semesters and summer subjects previously taken.
- Clearance from the following offices: Cashiers Office, Registrar's Office, Guidance Office, University Library, In-charge of CET Reading Center, Dean's Office, Student Affairs Office, CETSO Office, SSC Office, and the Harrow Office.

In case of leave of absence due to illness, the student should present a certification from the attending physician confirming the student's fitness study.

Students with disciplinary records, academic deficiencies, unauthorized leave of absence (students who have been out of the school for at least four semesters) will be subjected for further evaluation. The Dean reserves the right to disapprove request from admission in these cases.

Evaluation Committee:

An evaluation committee composed of the Dean, the Chairpersons of the four (4) engineering departments, and four (4) faculty members shall make decisions on matters arising from the Residency, Admission and Retention Policy.

Institute of Criminal Justice Education

Freshmen:

- The student must have an average grade in Form 138 of 85% and above;
- Photocopy of Birth Certificate (NSO copy);
- Physical examination result of RSU clinic;
- Height must be 5'4 feet for male and 5'2 for female;
- Admission Examination Result; and
- Department /Institutional Fees

Old Students

- Maintaining average grades of 2.25
- Accomplished clearance
- Class cards for evaluation
- Department/Institutional fees

Shifters and Transferees:

- General weighted average must be 85% and above
- Photocopy of Birth Certificate (NSO)
- Physical Examination Result of RSU Clinic
- Height must be 5'4 feet for male and 5'2 feet for female
- Admission examination result
- Department/Institutional fees
- Honorable Dismissal
- Certification of Grades for Transferees; and
- Class cards for shifters from other college/campus of the University

REGISTRATION

It is important that students familiarize themselves with the academic policies stated in the Student Handbook. Registration involves two steps: class enrollment and tuition and fee payment. Registration does not become official until tuition and fees have been paid.

Computerized Records System

The student records system, including the registration process, is computerized. It is essential that the required information in data forms such as code numbers, student identification numbers and other personal information meet the precise criteria for recording data. The computerized record system provides effective and efficient service to students and the entire University. To assist the students in providing this service, students are reminded to be careful and accurate in accomplishing the required forms.

The students can encode their personal information in the IIT Center or any internet café and view their grades anytime and anywhere by login to the URL of the RSU enrolment system www.egovapps.ph/websams_rsu.

OPERATIONAL CONTROL AND SUPERVISION

General Policies, Guidelines, and Conditions for Enrollment

Classification of Students:

Students at the University shall be classified as follows:

1. **Regular**. A student who is registered for normal academic credits and carries the courses required for in a given semester by the curriculum.
2. **Irregular**. A student who is registered for normal credits but who does not carry the subjects for a full load called for in a given semester by the curriculum.

Enrollment of Foreign Student

Foreign students seeking admission to the undergraduate level need to comply with the following:

1. A formal letter of application seeking admission to the Undergraduate level address to the University President.
2. Original Transcript of Records
3. Affidavit of support
4. Personal History statement
5. Six passport size pictures
6. Passing the RSU Entrance Examination
7. Oral interview to determine proficiency in English
8. Student Visa.

Admission Policy for Persons with Disabilities (PWDs)

The Romblon State University is committed to the principle of equal treatment of disabled persons on the right of quality education as indicated in Republic Act No. 7277 otherwise known as the “Magna Carta for Persons with Disabilities”.

In line with this, it is the policy of the University that no student shall be denied admission by reason of age, sex, nationality, religious belief, political affiliations and disabilities; ensures that the admission procedures for PWDs applicants are prioritize; there is separate desk for them for easy access of requirements for enrolment; prohibits from discriminating against people with disabilities upon admission and registration and during his/her stay in the university; and prohibits any program receiving financial assistance from discriminating against an individual with disability including those students who receive financial aid.

Cross-Enrollment

No student shall be allowed to cross-enroll in another Institution without the approval of the University Registrar. The total study load for which a student may cross-enroll shall not exceed the maximum allowed by the rules on academic loading.

Cross-enrollment may be granted under the following conditions: subjects are not offered in the mother school during the particular semester/term the student is enrolled, and the subjects are offered but are in conflict with the other subjects of the student.

Shifters

Students who intend to shift from one major course to another must fulfill the following requirements:

1. Letter of intent to shift to other course specifying valid reason/s.
2. Evaluation of Admission record from the Registrar's office.
3. Clearance
4. Endorsement letters from the Dean of the College
5. Shifters are required to take and pass the written and oral qualifying examinations of the college.

Unit-Earners

Students who intend to earn units in a particular college/department must fulfill the following requirements:

1. Fill up application form for unit earners;
2. Evaluation of records by the Office of the Registrar;
3. Adequate valid reasons for earning unit.

Requirements for Transferees:

As a government funded institution, the Romblon State University open its doors to students who have started their tertiary studies in other Colleges/Universities. The admission of these students is governed by the following existing policies on accreditation:

1. Pass the admission examination.
2. Should undergo medical examination and interview.
3. A course or subject taken in a recognized institution regarded as reasonable equivalent to a course or subject in the curriculum will be given full credit provided that the grade obtained is at least 85%, or 2.0.
4. No RSU diploma will be granted to a student unless he/she has completed the required courses or at least 50% of the total number of units taken in the last two (2) years of residence in the University. Specifically, a student who has earned

credits in any State College or University may be admitted to the Romblon State University, subject to these conditions; that upon application, the applicants must submit valid credentials such as:

- Transcript of Records
 - Honorable Dismissal
 - Birth Certificate NSO copy
5. Certification of Good Moral Character from the Guidance Office of his/her former college or universities;
 6. Two (2) copies of 2 x 2 pictures taken in the last 6 months.

Applicants with academic deficiencies (failures, unauthorized withdrawal and dropped) in any subject or who have been refused admission in the previous school for disciplinary reasons will be treated the same.

The applicants must meet all the prescribed admission requirements. Since admission is under probationary during the first term of stay in the University student should exert efforts to obtain a satisfactory academic performance in all subjects.

Admission of transferees is subject to the availability of slots as well as quota reached by the University. Transferees must abide all the rules and regulations of the University.

Acceptance to a Class

A student is officially enrolled only after the University registrar has duly certified to this effect on the registration card and had stamped the required forms to show payment of fees.

Honorable Dismissal

The University Registrar issues an Honorable Dismissal to a student who voluntarily withdraws from the University for purposes of transferring to another school. Any student applying for an Honorable dismissal shall be cleared of all accountabilities before a certificate is issued to him/her.

Any student who leaves the University for reasons of expulsion, dropping due to disciplinary action or suspension shall not be entitled to an Honorable Dismissal. Any student who was issued honorable dismissal cannot be readmitted in the University.

Leave of Absence

1. Prolonged leave of absence shall require a written petition to the Director of Student Affairs and Services stating the period and reason for the leave.
2. Students who withdraw from school without formal leave of absence may have

their registration curtailed or entirely withdrawn.

3. The University through the Director of student affairs shall notify the parents/guardian of every student granted leave of absence and the Cashier shall refund money to the student if there is any.

4. Leave of absence shall be affected with the formal dropping of courses to be governed by existing policies.

Adding and changing of subjects and /or dropping of subjects

A student may add or change subjects upon consultation with the adviser or the dean and the registrar not later than the second week after enrollment period. It should be approved by the chairman and the dean of the college after payment of the appropriate fee.

Dropping of subjects must be acknowledged by the dean of the college and the instructor/professor concerned and officially reported to the registrar on the prescribed form, otherwise such subjects will obtain failing marks at the end of the semester or summer term.

Subjects officially dropped during the period allowed for the revision of load will not appear in the students' transcript of record instead the subjects appearing in the changing or dropping form will appear. No dropping of subjects is allowed after the mid-term examinations. Subjects not officially dropped at any time during the school term are considered failed.

QUALITY MANAGEMENT SYSTEM

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. 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 faculty and school personnel are recognized as keys in the implementation of quality service. The records of the university personnel are maintained and they are informed about their contribution to the achievement of quality service. The needed infrastructure are determined and maintained for the delivery of quality service to clientele.

The quality objectives is to meet quality policy, to meet clientele requirements for products and services and to improve quality system and performance by giving 90 percent of the requirements indicated in the Manual Regulations for Higher Education Institution are met; preventive, corrective and follow-up actions are conducted regularly and the needed resources are addressed and requested with justification in consonance with the Project Procurement Management Plan (PPMP).

Feedback Mechanism

To deliver quality service to clientele the university ensures that 100 percent documented customer feedbacks are analyzed and acted on.

Control of Documents

The control of documents and records of Romblon State University as defined in ISO 001:2008 ensures that:

- Documents are reviewed and approved for adequacy prior to release;
- Documents are reviewed and updated as necessary and revised documents are reapprove;
- Documents are properly identified to ensure current revision and changes;
- The revised version of applicable documents are available at locations where is used;
- Documents are remain legible and readily identifiable;

- Documents from external sources necessary for the operations of Romblon State University are identified and their distributions is controlled; and
- Obsolete documents are identified and withdrawn from location to prevent unintended use

Control of Records

Records are established and controlled providing evidence of conformity to the requirements of effective operation of the quality management system. Romblon State University control of documents and records establish a documented procedure to define the controls needed for the identification, storage, protection, retrieval, retention and disposition of records. The procedure manuals also define that the records are legible, readily identifiable, stored in appropriate locations and conditions, adequately protected and easily retrievable.

Corrective Actions

Corrective actions are taken to eliminate causes of nonconformities to prevent their recurrence. Established documented procedure to define requirements for reviewing nonconformities including customer complaints, determining the causes of nonconformities, evaluating the need for action to ensure that nonconformities do not recur, determining and implementing action needed, records of the results of action taken and reviewing the effectiveness of the corrective action taken.

Preventive Actions

The Romblon State University implemented preventive actions to eliminate potential nonconformities in order to prevent the occurrence of potential problems. Established documented procedure to define requirements for determining potential nonconformities and their causes, evaluate the needed action to prevent occurrence of nonconformities, determine and implement action needed, records the results of action taken and review the effectiveness of the preventive action taken.

DIRECTORY

Designated Officials

Name	Designation
OFFICE OF THE PRESIDENT:	
DR. ARNULFO F. DE LUNA	University President
DR. ELVIN F. GAAC	Vice President for Academic Affairs
MR. LOU V. FOJA	Vice President for Finance, Administration and Support Services
PROF. EDGARDO F. FADALLAN	Presidential Assistant for Production, IGPs and Special Projects
DR. ERLY M. MOLO	Presidential Assistant for Tablas Campuses
DR. REYNALDO P. RAMOS	Director, Planning and Development Office & Head, Intellectual Property Unit
DR. BORROMEO B. MOTIN	Director, Research
MR. JUNIEL G. LUCIDOS	Director, Extension
MR. JULIO ROMEO T. CHAVEZ	Director, Training
MR. EDDIE G. FETALVERO	Director, Applied Research
PROF. JOHN F. RUFON	Board Secretary and Director, Security, Information and Transportation
PROF. RONILLO F. FOJA	Director, Business Affairs
DR. ESTER L. FORLALES	Director, Student Affairs
DR. MARIFE M. GARCIA	Director, Admission, Faculty Evaluation and Accreditation
PROF. ERNESTO F. FOJA JR.	Director, National Services Training Program
MR. ALWIN F. MAULION	Director, Alumni Affairs
PROF. DANIEL M. FABELLO	Director, Sports, Physical Education and Recreation Office
MRS. MARY JANE R. ARBOLEDA	Director, Social and Cultural Affairs
JEROME ADOLFO F. FAJARITO	OIC-Director, Physical Planning, Auxiliary and Plant Services
DR. ALFREDO G. FRONDA, JR.	Director, Faculty and Staff Development
MRS. VIOLETA F. MAULION	Director, Administrative and Support Services
MRS. LUCILLE N. LOPEZ	Head, Cashiering Office
MR. RENO U. SOLIDUM	Head, Records Management
MRS. DELIA R. GABO	Head, Supply and Property Management
MRS. NOEMI B. FAMINIALAN	Head, Human Resource & Development Office
MS. CYNTHIA R. LAYNESA	Head, Accounting Office
MS. HEDY F. FONTAMILLAS	Head, Guidance and Placement Services
MS. GRACE F. FIRMALO	Head, Dental and Medical Services
MRS. IMELDA R. BANTOLA	Head, Library Services
S/G. MATT B. FAMINIALAN	Head, Civil Security Services
DR. ERFREN B. LARGUEZA	Dean, Graduate Studies
DR. ZENAIDA M. MANZANO	Campus Director, San Andres Campus
DR. SAMUEL M. FROGOSA	Campus Director, School of Agro- Forestry, Calatrava Campus
DR. BEATRIZ M. CABADONGA	Campus Director, School of Fisheries and Technology, San Agustin Campus
PROF. DANILO M. MIÑON	Campus Director, School Fisheries and Technology, Sta. Maria Campus

PROF. REY P. RASGO	Campus Director, School of Inland Fisheries, Sta. Fe & San Jose Campuses
MRS. CRESENCIANA M. DE LUNA	Campus Director, School of Arts, Sciences and Technology, Romblon Campus
DR. CARMELINDA M. JUANZO	Campus Director, School of Agriculture & Environmental Sciences, Cajidiocan Campus
DR. EMELY B. RAMOS	Campus, Director, School of Industrial Technology, San Fernando Campus
DR. EMELYN R. VILLANUEVA	Dean, College of Education
DR. MARIO A. FETALVER, JR.	Dean, College of Arts and Science
ENGR. ORLEY G. FADRIQUEL	Dean, College of Engineering
PROF. EDGAR V. ANDALECIO	Dean, College of Agriculture, Forestry and Fishery
MR. ROWINN B. ROJERO	OIC Director, Institute of Public Safety
ENGR. JULIE F. FALLARIA	Director, Institute of Information and Technology
MRS. MARILYN L. FABREGAS	Director, Science High School

NON-TEACHING PERSONNEL:

DALISAY, Haciela Fabula	Administrative Aide IV
FERRANCULLO, Dione Formento	Administrative Aide I
FAJARITO, Pevely Fabro	Administrative Aide VI
Marquez, Emelda Gaac	Administrative Aide V
BANTOLA, Imelda Refe	College Librarian III
ALOJADO, Melita Gacilo	Administrative Asst. II
FIEDACAN, Joan Kristine	Administrative Aide III
FAMINIALAN, Matt Badillo	Watchman I
MARTINEZ, MA. Rhona Salonga	Administrative Aide I
SERRANO, Fiath Faminialan	Administrative Aide I
BALSE, Mary Jean Dela Vega	Administrative Aide I
FIRMALO, Larry Ibabao	School Farming Coordinator
MORTEL, Orlando Manzano	Veterinarian
Gonzales, Rocky Tumaob	Administrative Aide III
INOCENCIO, Lito Fadriquel	Farm Worker I
FOS, Percival Ferrancullo	Farm Worker I
FAJARITO, Victorina Bagting	Administrative Aide I
FALOGME, Maricar Galit	Administrative Aide III
FETALVERO, Josefino Formento	Agricultural Tech. II
FAA, Charlie Fedelin	Farm Worker II
FRONDA, Marigen Faminial	Administrative Aide III
MAULION, Cheryl Manzala	Administrative Officer I
FUENTES, Jerry Mortel	Administrative Assistant II
FORTU, Norayma Fos	Administrative Assistant I
TACASA, Ilyn Magbata	Administrative Aide IV
DALISAY, Lorilee Foja	Administrative Aide IV
FOJA, Jenley Ferriol	Administrative Aide I
FAELDAN, Francis Tan	Watchman I
GAA, Allen Alegre	Administrative Aide VI
RECTO, Margie Ruga	Administrative Aide IV
FETALVER, Gina Ferrancullo	Administrative Aide III
BANZUELO, Jovy	Administrative Aide III
FOJA, Phelan Ferrancullo	Administrative Aide I

MAULION, Shirley Ureta
FORMILLEZA, Alton Jr. Marquez

Administrative Aide IV
Administrative Aide III

Appendix A

DEGREE PROGRAMS OFFERED

Main Campus

COLLEGE OF AGRICULTURE, FORESTRY & FISHERY

Bachelor of Agricultural Technology (AACUP & ACAP Accredited Level II)
Bachelor of Science in Agriculture

COLLEGE OF EDUCATION

Bachelor in Secondary Education (BSED)(AACUP Level III Re-Accredited)
Bachelor in Elementary Education (BEED) (AACUP Level III Re-Accredited)

COLLEGE OF ENGINEERING

BS Mechanical Engineering (Accredited Level II)
BS Civil Engineering (Accredited Level II)
BS Electrical Engineering (Accredited Level II)
BS Agricultural Engineering (Accredited Level II)

COLLEGE OF ARTS AND SCIENCES

AB Political Science (Accredited Level II)
AB English
BS Biology (Accredited Level II)
BS Mathematics
AB Public Administration

COLLEGE OF BUSINESS AND ACCOUNTANCY

BS Hotel & Restaurant Management(Accredited Level II)
BS Business Administration (Accredited Level II)
Major in Bus. Management, Banking and Finance
BS Accountancy (Accredited Level II)

INSTITUTE OF INFORMATION TECHNOLOGY

BS Information Technology (Accredited Level III)

INSTITUTE OF CRIMINAL JUSTICE EDUCATION

BS Criminology

INSTITUTE OF GRADUATE STUDIES

- Doctor of Philosophy in Educational Management
- Master in Educational Management
- Master of Arts in Education Major in English
- Master of Arts in Education Major in Science
- Master of Arts in Education Major in Mathematics
- Master of Arts in Education Major in Home Economics
- Master of Arts in Business Administration
- Master of Arts in Public Administration
- Master of Science in Agriculture

RSU ROMBLON CAMPUS

- Bachelor in Secondary Education (BSED) (Level I Accredited)
- Bachelor in Elementary Education (BEED) (Level I Accredited)
- BS Information Technology
- BS Business Administration
- Computer Operations & Programming

RSU CAJIDIOCAN CAMPUS

- Bachelor in Secondary Education (BSED)
- Bachelor in Elementary Education (BEED)
- Bachelor of Arts in Information Technology
- Bachelor of Agricultural Technology

RSU SAN FERNANDO CAMPUS

- Bachelor in Secondary Education (BSED) (Level I Accredited)
- Bachelor in Elementary Education (BEED)
- BS Hotel and Restaurant Management (Level I Accredited)
- BS in Business Administration

RSU SAN AGUSTIN CAMPUS

- BS in Information Technology
- Bachelor in Elementary Education
- Bachelor of Science in Fisheries (Level I Accredited)

RSU STA. FE CAMPUS

- Bachelor in Secondary Education
- Bachelor in Elementary Education
- Bachelor of Science in Fisheries

RSU CALATRAVA CAMPUS

Bachelor in Secondary Education
Bachelor in Elementary Education
BS in Information Technology
Bachelor of Science in Fisheries

RSU SAN ANDRES CAMPUS

Bachelor in Elementary Education
Bachelor of Science in Fisheries

RSU STA. MARIA CAMPUS

Bachelor in Secondary Education
Bachelor in Elementary Education
Bachelor of Science in Fisheries

Appendix B



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

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.
Director for Admission, Accreditation and Faculty Evaluation

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

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