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## CHAPTER 2 – OFFICE PROFILE



### 2.1 RATIONALE

#### 2.1.1 ABOUT THE IDIMSS OFFICE

In accordance with the pertinent provision or **Republic Act (RA) No. 7722**, otherwise known as the **“Higher Education Act No. of 1994”**, Batas Pambansa 232, and Resolution No. 321-2013 of the Commission en banc dated April 8, 2013, the Commission on Higher Education, pursuant to its commitment to the utmost achievement of quality, relevant and efficient higher education in the country, hereby adopted and promulgated Enhanced Policies and Guidelines on Student Affairs and Services (*CHED Memorandum Order No. 9, series of 2013*). To the same degree, the **Tarlac State University – Student Affairs and Services (TSU-SAS)** by its strive to fit to the mandates and vision of CHED, by this means adopted the same on the 21<sup>st</sup> of February of year 2019 through **TSU Administrative Order No. 12, series of 2019**.

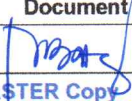
The TSU have expressed its vision that students are the foremost reason for the existence of the University and their general welfare and well-being are the primordial concerns. Thus, the reconstitution of the Student Affairs and Services in accordance with the **CHED Memorandum Order No. 9, series of 2013** was deemed necessary. This was ordained to provide more focused and more specialized offices which must administer, implement, and monitor the daily, weekly, and monthly operations of the specific units and their corresponding sections.


The Reconstitution of the **Tarlac State University–Student Affairs and Services (TSU-SAS)** introduced the establishment of the **Institutional Student Programs and Services (ISPS)**. These are programs and activities offered by the *HEIs* to facilitate the delivery of essential services to the students that includes *Foreign Student Services*, and *Services for Students with Special Needs*. These two (2) services were merged into one (1) by the **TSU-SAS**, and shall be catered by the office of **International, Differently Abled, Indigenous, Marginalized Student Services or IDIMSS Office**.

By staying true to the Core Values, and equity of TSU, and by the mandate of the CMO, the **IDIMSS Office** aims to provide Auxiliary Services to these four (4) sectors of students which the office generally label as **Marginalized Students** of TSU: (1) *Foreign TSU Students*; (2) *TSU Students who are differently abled or PWD*; (3) *TSU Students from Cultural Minority Groups*; and (4) *TSU Students who are solo parents*. The Office’s main goal is for their empowerment in the whole University and the whole of TSU Community.

#### 2.1.2 DEFINITION OF MARGINALIZED STUDENT

Marginalized Students are the recipient of the services provided by the **IDIMSS Office**. These are the students who belong from these (4) sectors: (1) *Foreign TSU Students*; (2) *TSU Students who are differently abled or PWD*; (3) *TSU Students from Cultural Minority Groups*; and (4) *TSU Students who are solo parents*.

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## 2.2 QUALITY, ENVIRONMENT, OCCUPATIONAL HEALTH, AND SAFETY POLICY

### 2.2.1 GENERAL QUALITY OBJECTIVES

The Institutional Student Program and Services unit, the Head Unit for the International, Differently-Abled, Indigenous, Marginalized Student Services (**IDIMSS**) Section is committed to provide services to pro-actively respond to the basic health, safety and financial concerns of the students – most especially students with different needs, and international students at the university

### 2.2.2 TARLAC STATE UNIVERSITY QUALITY POLICY

Tarlac State University is committed to continuously strive for global competitiveness and excellence in the delivery of instruction, research, extension (training and consultancy), and administrative support services, compliant to regulatory and statutory requirements for the utmost satisfaction of its valued customers while ensuring safe and healthy working conditions for its students, employees, clientele and reducing environmental impact of its operations.

### 2.2.3 TSU QUALITY OBJECTIVES

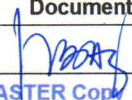
To uphold the commitment to its policy, TSU shall attain the following objectives:


1. Strive for global competitiveness and excellence in the delivery of:
  - 1.1 Instruction
  - 1.2 Research
  - 1.3 Extension
  - 1.4 Administrative Support Services
2. Attain utmost satisfaction of customer and interested parties
3. Comply with the standards set by statutory, regulatory, and accrediting bodies; and
4. Maintain and continually improve the implementation of its quality management system.

### 2.2.4 IDIMSS QUALITY, ENVIRONMENT, HEALTH and SAFETY POLICY

1. To cater the needs and concerns of the students under the marginalized sector as well as in the uplifting of their status in the University and community.
2. To provide a safe environment that will prevent injury and ill health among its personnel and staff.
3. To provide services and programs to help alleviate adverse environmental impacts in its operation; and
4. To achieve 90% satisfaction rating for its stakeholders



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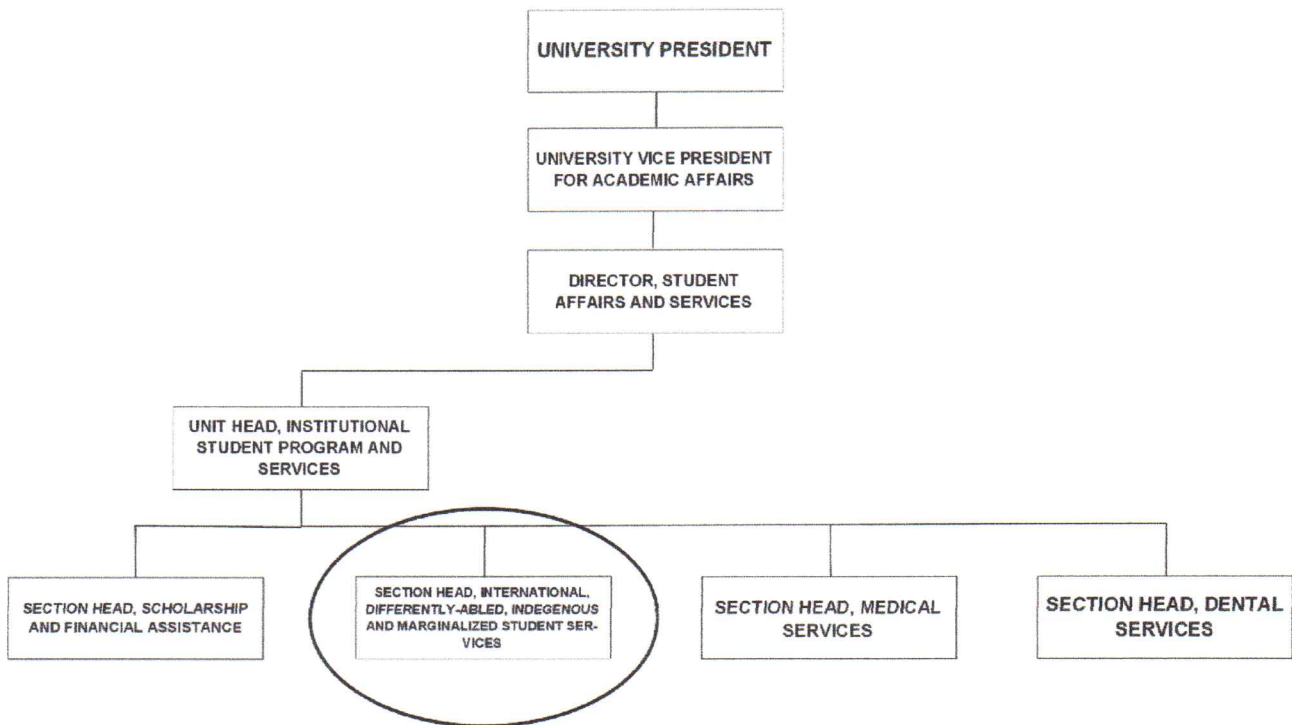
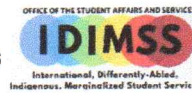


**2.3 ORGANIZATION**

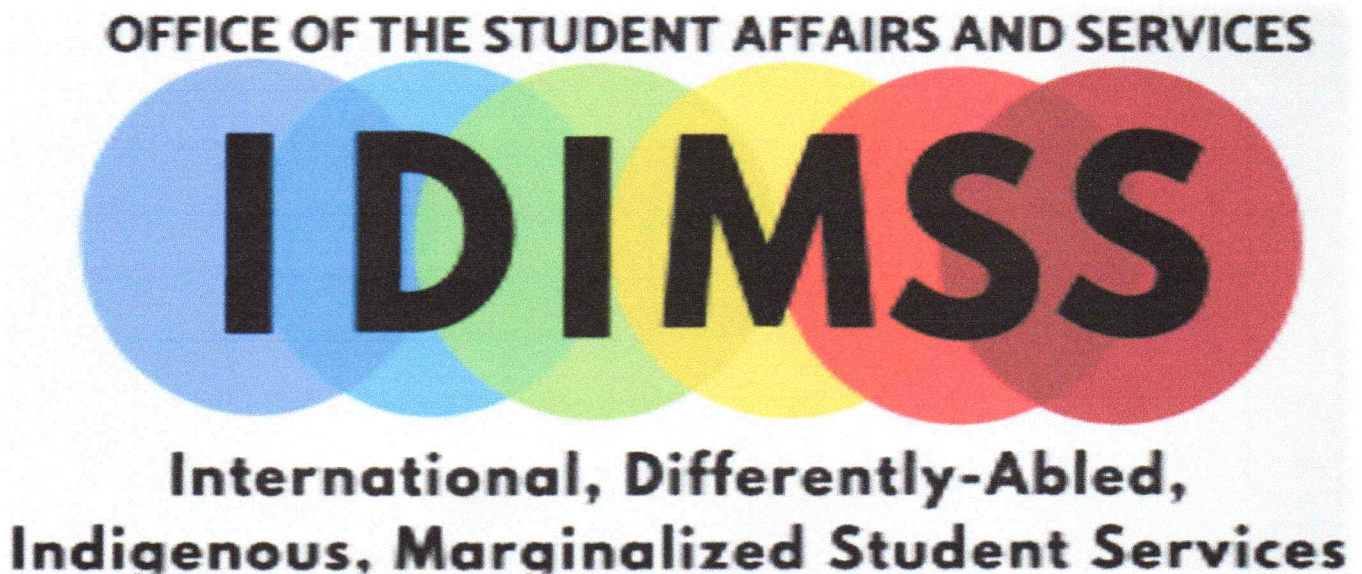
**2.3.1 ORGANIZATIONAL BOARD**

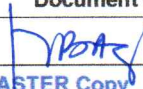



Republic of the Philippines  
 TARLAC STATE UNIVERSITY  
 STUDENT AFFAIRS AND SERVICES  
 INSTITUTIONAL STUDENT PROGRAM AND SERVICES  
**ORGANIZATIONAL CHART**



**2.3.2 IDIMSS OFFICIAL LOGO**



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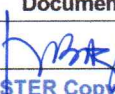
## 2.4 OFFICE FUNCTIONS OF IDIMSS


- IDIMSS ensures that the University uphold its values of equity by providing the marginalized students an equal treatment in the participation to the following:

  - University activities
  - Student councils/government
  - Student organizations
  - Sports development programs
  - Cultural and arts programs
  - Social and Community Involvement Programs
  - Inter and intra-university competitions
  - Trainings and seminars
- IDIMSS ensures that The University provides representation of the marginalized student to any policy formation and consultation that concerns them likewise of student manual/handbook.
- IDIMSS ensure that equipment, facilities and infrastructures are compliant to regulatory and statutory requirements in serving the marginalized students to ensure safe, accessible and healthy learning conditions.
- IDIMSS ensures that the university allots **budget for the program and services for the marginalized students** towards their holistic development. The budget allocation shall be sourced from gender mainstreaming.
- IDIMSS ensures that the University provides **courtesy lanes** to differently abled and indigent learners in the following student services. The University shall provide courtesy lanes to differently abled, and indigent learners, solo parent, indigenous students and other marginalized students in the following services:

  - Admission and Application Service
  - Enrollment Services
  - Medical Services
  - Dental Services
  - Scholarships
  - Career, Education and Job Placement Service
  - Guidance and Counseling Services
- IDIMSS ensures that the **Testing, Evaluation and Monitoring Service (TEMS)**, a section under **Student Welfare Services**, spearheads the coordination to government agencies in encouraging students from the marginalized sector to take the TSU College Admission Test (CAT).

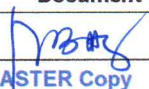



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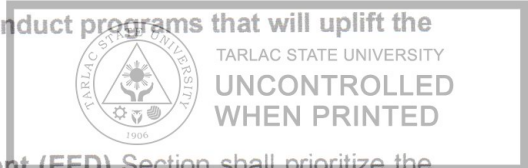
7. The **International, Differently Abled, Indigenous and Marginalized Student (IDIMS) Section** shall conduct orientation and briefing program for the Marginalized students on their rights, duties and responsibilities and on what services are provided for them.
8. IDIMSS ensures that **A scholarship or financial assistance program** will be given to the marginalized students once their requirements are compiled and officially approved by the Scholarship and Financial Assistance Section under the Institutional Student Program and Services of the Student Affairs Services.
9. IDIMSS ensures that Professors/Instructors are **aware of the composition of his/her class** to assess the special needs of his/her students.
10. IDIMSS ensures that Professors/Instructors **utilizes a wide variety of teaching strategies, educational tools and techniques to ensure the learning of his/her class especially the Marginalized.** Professors/Instructors should ensure that student involvement in activities and discussion is the top priority especially to the Marginalized.
11. IDIMSS ensures that Professors/Instructors provide **consultation hours, extra activities or remedial classes** for the Marginalized who have difficulty in comprehending lessons when necessary. Regular monitoring shall be conducted in the class.
12. IDIMSS ensures that **Tutorial Program will** be instituted to assist the Marginalized in all their subjects. Professors/Instructors who have track records of assisting students with academic deficiencies will be hired on honorarium basis.
13. IDIMS shall provide a regular **comprehensive information awareness drive on relevant laws and policies related to the needs and concerns of the Marginalized.** Information materials shall include statutes affecting student such as (a) R.A. 9262 or Anti Violence Against Women and Children Act; (b) R.A. the Anti-Sexual Harassment Act of 1995; and the (c) R.A. 9442, particularly on the provisions on public ridicule and vilification against differently abled students.
14. IDIMSS ensures that the **Guidance and Counseling Section** provides set of services particularly for the **Marginalized** in addressing concerns in their college life (primarily in the satisfaction of the class objectives) and promoting holistic development.
15. IDIMSS ensures that the Student Development Services institutes a student organization that will serve as **Learning Resource Center to the Marginalized,** especially to the differently abled learners, indigenous and students with difficulties in their classes. The Learning Resource Center shall be composed of students dedicated in providing review sessions scheduled during the midterms and finals examination.
16. The IDIMS institutes and promote a **self-sufficient and sustainable student organization** that will




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cater the holistic needs for, to and by the Marginalized. The student organization shall be **their support system** in their concerns in and out the University. It shall also **conduct programs that will uplift the identity** of the Marginalized.



17. IDIMSS ensures that the **Economic and Enterprise Development (EED) Section** shall prioritize the Marginalize in **their services and programs** which are but not limited to (a) student cooperatives, (b) entrepreneurial ventures, (c) income generating projects and (d) financial planning and budgeting—that would cater to solve economic needs of the marginalized.
18. IDIMSS ensures that the **Culture and Arts Section (CAS)** is taking as an opportunity the infusion of the culture and perspectives of the indigenous students to its program, in enhancing and promoting the Philippine culture and arts. The CAS shall also encourage the participation of the Marginalized in chorale, performing arts and other culture and arts organization to develop their talents and abilities. The chosen Marginalized shall receive full scholarship, allowances and if necessary be housed in a dormitory. Monetary incentives shall be given to medal performances to local and international competitions of the university choral and the performing arts.
19. IDIMSS ensures that the **Culture and Arts Section** shall organize **programs and activities** in the University that promotes **culture of different ethnic groups in the province** (Kapampangan, Ilocano, Pangasinense, Tagalog, etc.) using the medium of arts and language.
20. IDIMSS ensures that the Sports and Development (S&D) Section promotes wellness of the marginalized by designing physical fitness programs especially for the differently abled students. Sports and physical fitness program shall take into consideration the nature of their handicap, disability, or special needs.
21. IDIMSS ensures that S&D section spearheads Paralympics and other activities that will encourage involvement from the differently abled.
22. IDIMSS ensures that the S&D section provides equal opportunity to the Marginalized in being a Varsity athlete in representing the University. The chosen varsity athlete shall receive full scholarship, training allowances and if necessary be housed in a dormitory. Monetary incentives shall be given to medal performances of the varsity athlete based on the TSU Board Resolution No. 62, s. 2015.
23. IDIMSS ensures that the Student Affairs Office promotes the conduct of multi-disciplinary and in-depth research for the Marginalized sector in the University and in the community.
24. IDIMSS ensures that the University conducts social and civic involvement programs enjoined by the officials, employees, students and the Marginalized to promote social awareness and community immersions to the ever-changing needs of the society.
25. IDIMSS ensures that the Medical and Dental Services Section provides a primary health care and

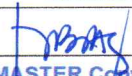
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wellness program specifically for the Marginalized to promote healthy lifestyle such as but not limited to healthy diet and physical activities. There will be breastfeeding station in each medical clinic of the campus for the nursing mother.

26. IDIMSS ensures that the CEJP Section aids in the occupational fitness and employment of the Marginalized. It shall institute operational and functional skills training/seminars (such as resume making, awareness on employment requirements, office protocols, etc.) for the Marginalized to provide competitive advantage in the employment.
  
27. IDIMSS ensures that the CEJP establish mechanisms to institutionalize the link with industries. It shall also maintain active networking with schools, community, alumni and other relevant agencies for career and job placement for the Marginalized.
  
28. IDIMSS ensures that the CEJP will have continuous follow-up and monitoring to the Marginalized in their job placement and to be conducted on a regular basis. A comprehensive tracer study shall be done to ensure up-to-date data.



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## CHAPTER 3 – SERVICES



### 3.1 FACE TO FACE SERVICES OFFERED IN IDIMSS OFFICE

#### 3.1.1 APPLICATION FOR MEMBERSHIP AND IDENTIFICATION CARD

Procedure:

- a. Presentation of Pertinent Documents for Screening
- b. Once the student has provided all pertinent documents, he/she may fill out the IDIMSS Application Form
- c. The student shall fill out Marginalized Student Info Sheet
- d. The IDIMSS Staff shall file and list the documents passed and will issue IDIMSS Identification Card

Qualification:

Any student that can be classified under these categories may apply for membership:

- International
- Differently Abled
- Marginalized
- Indigenous

Requirements:

- Certificate of Tribe Membership - For Indigenous People (Indigenous)
- Solo Parent I.D. – For Solo Parent students (Marginalized)
- PWD I.D. – For Persons with disability (Differently Abled Students)
- 4Ps ID of immediate family member – For indigent students (Marginalized)

#### 3.1.2 FILING OF STUDENT CONSULTATION AND ASSISTANCE LOG

IDIMSS students may seek for consultation and assistance anytime if they have any concern especially if with regards to their nature inside and outside the university.

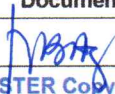
Procedure:


- a. The Marginalized Student shall present his/her IDIMSS Identification card for verification.
- b. The Student Shall Fill out the IDIMSS Student Consultation and Assistance Log Form.
- c. Through an interview, IDIMSS Staff shall assess the type of assistance the student needs. The staff shall advise or endorse the students to concerned office/individual.

Qualification:

Any student that can be classified under these categories may apply for membership and may enjoy the services under the IDIMSS:

- International
- Differently Abled
- Marginalized

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➤ Indigenous

### 3.1.3 INTERNATIONAL STUDENT PROCESSING OF VISA EXTENSION



Procedure:

- a. The Liaison Officer shall prepare the pertinent documents for the extension of visa of the student.
- b. The liaison officer shall also fasten the documents in a long white folder
- c. The Liaison Officer shall schedule a travel to the Bureau of Immigration Student's Desk.
- d. The Liaison Officer shall inform the International Student regarding the approved schedule of travel

Qualification:

Any student that can be classified under these categories may apply for membership and may enjoy the services under the IDIMSS:

- International
- Differently Abled
- Marginalized
- Indigenous

Requirements:

- Duly accomplished Consolidated Application Form (CGAF-003-Rev 2) of the Bureau of Immigration.
- Photocopy of Passport Bio-Page, latest arrival stamp, and valid authorized stay (visa) and Bureau of Quarantine Stamp.
- Endorsement addressed to the commissioner from TSU for the conversion of the applicant's status, signed by the School Registrar.
- Copy of latest transcript of records from two previous semester.
- Honorable Dismissal or Certificate of Transfer from previous school (if transferee)
- Joint letter request to the commissioner of BI by the Liaison Officer and the International Student with Signature and Official Stamp.
- Photocopy of ID of the BI Liaison Officer

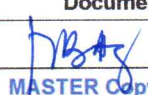
### 3.1.4 INTERNATIONAL STUDENT PROCESSING OF VISA CONVERSION


Procedure:

- a. The international Student shall submit his/her documents. Liaison officer shall screen the documents submitted
- b. The Liaison Officer shall prepare the pertinent documents for the conversion of visa of the student. The liaison officer shall also fasten the documents in a long white folder
- c. The Liaison Officer shall schedule a travel to the Bureau of Immigration Student's Desk.
- d. The Liaison Officer shall inform the International Student regarding the approved schedule of travel.

Qualification:

Any student that can be classified under these categories may apply for membership and may enjoy the services under the IDIMSS:

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- International
- Differently Abled
- Marginalized
- Indigenous



**Requirements:**

- Duly accomplished Consolidated Application Form (CGAF-003-Rev 2) of the Bureau of Immigration.
- Photocopy of Passport Bio-Page, latest arrival stamp, and valid authorized stay (visa) and Bureau of Quarantine Stamp.
- NBI Clearance (if six months or more from the date of arrival In the Philippines)
- Notice of Acceptance of the Applicant from ARO with TSU dry seal.
- Endorsement addressed to the commissioner from TSU for the conversion of the applicant's status, signed by the School Registrar.
- Joint letter request to the commissioner of BI by the Liaison Officer and the International Student with Signature and Official Stamp.
- Photocopy of ID of the BI Liaison Officer

**3.1.5 PROCESSING OF DOCUMENTS FOR APOSTILLE**

**Procedure:**

- a. The international Student shall submit his/her documents. Liaison officer shall screen the documents submitted
- b. The Liaison Officer shall prepare the pertinent documents for the conversion of visa of the student. The liaison officer shall also fasten the documents in a long white folder
- c. The Liaison Officer shall schedule a travel to the Bureau of Immigration Student's Desk.
- d. The Liaison Officer shall inform the International Student regarding the approved schedule of travel.

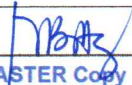
**Qualification:**


Any student that can be classified under these categories may apply for membership and may enjoy the services under the IDIMSS:

- International
- Differently Abled
- Marginalized
- Indigenous

**Requirements:**

- Duly accomplished Consolidated Application Form (CGAF-003-Rev 2) of the Bureau of Immigration.
- Photocopy of Passport Bio-Page, latest arrival stamp, and valid authorized stay (visa) and Bureau of Quarantine Stamp.
- NBI Clearance (if six months or more from the date of arrival In the Philippines)

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- Notice of Acceptance of the Applicant from ARO with TSU dry seal.
- Endorsement addressed to the commissioner from TSU for the conversion of the applicant's status, signed by the School Registrar.
- Joint letter request to the commissioner of BI by the Liaison Officer and the International Student with Signature and Official Stamp.
- Photocopy of ID of the BI Liaison Officer.



### 3.2 ONLINE SERVICES OFFERED IN IDIMSS OFFICE

Since the Covid-19 Pandemic, the IDIMSS Office has adopted these online services for students to still avail the services catered by the office.

#### 3.2.1 FOREIGN STUDENT UPDATES

Information, updates regarding Visa Requirements through online platforms.

Procedure:

- a. Contact IDIMSS Staff through MS Teams, Cellphone Number, or email
- b. IDIMSS Staff shall respond as soon as possible.

#### 3.2.2 PRIORITIZATION OF THE ADMISSION OF THE MARGINALIZED STUDENTS OR THOSE WHO HAVE SPECIFIC NEEDS. (INDIGENOUS PEOPLE AND PWD)

The IDIMSS Office (International, Differently Abled, Indigenous, Marginalized Student Services Office) keeps track of the freshmen applicants from the Marginalized Sector who failed to qualify in the College Admission Evaluation. The Office will do necessary measures to help these applicants get admitted in their choice of program in TSU. The Office informs the Freshmen applicant on their status through online.

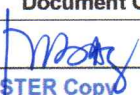
Procedure:


- a. The TSU Testing and Monitoring Unit will update the IDIMSS Office regarding the list of freshmen applicants who are from cultural minority group, and freshmen applicants who are differently abled who did not qualify the TSU College Admission Examination or College Admission Evaluation.
- b. The IDIMSS Office shall do a course of action for these freshmen applicants to be considered. (e.g., by way of communication letter to the president)
- c. The IDIMSS Office shall reach out to these freshmen applicants through contact number of the status once their reconsideration is approved.

Qualification:

Any student that can be classified under these categories may apply for membership and may enjoy the services under the IDIMSS:

- Differently Abled
- Indigenous

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### 3.2.3 ASSISTANCE THROUGH PUBLISHED ONLINE FORMS

We continue to assist students even without their presence in TSU Facilities caused by the pandemic. We continue to assist them through Published/Registered Online Forms where they can input and submit their queries.



#### A. IDIMSS STUDENT CONSULTATION AND ASSISTANCE FORM

Procedure:

- a. Marginalized Student shall fill up Consultation and Assistance Form with their queries.
- b. Marginalized Students shall be endorsed to appropriate office/authority for their guidance or intervention program if necessary

Qualification:

Any student that can be classified under these categories may apply for membership and may enjoy the services under the IDIMSS:

- International
- Differently Abled
- Marginalized
- Indigenous

#### B. IDIMSS STUDENT APPLICATION FORM

Procedure:

- a. Marginalized Student shall completely fill up Student Application Form
- b. IDIMSS Staff will receive and review the application
- c. Marginalized Student shall be included in the IDIMSS Master list once application is successful.

Qualification:

Any student that can be classified under these categories may apply for membership and may enjoy the services under the IDIMSS:

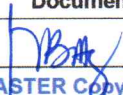
- International
- Differently Abled
- Marginalized
- Indigenous


### 3.2.4 MICROSOFT OFFICE MS TEAMS UTILIZATION

Marginalized Students can reach out through MS Teams regarding their concerns.

Procedure:

- a. Marginalized Student may message IDIMSS Staff through MS Teams regarding his/her concern.
- b. Marginalized Students shall be endorsed to appropriate office/authority for their guidance or intervention program if necessary.

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Qualification:

Any student that can be classified under these categories may apply for membership and may enjoy the services under the IDIMSS:

- International
- Differently Abled
- Marginalized
- Indigenous



### 3.2.5 MONITORING OF MARGINALIZED STUDENTS

The IDIMSS Office track and monitor students who belong to the PWD, Solo-Parent, Indigenous, Marginalized Sectors.

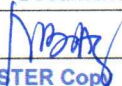
Procedure:


- a. The IDIMSS Office shall gather data from MISO regarding freshmen students from the Marginalized Sector.
- b. IDIMSS shall reach out to colleges and ask for the list of their students who are from the Marginalized Sector
- c. IDIMSS Staff shall regularly monitor the Application form from Marginalized Students.
- d. IDIMSS Staff shall regularly update the Marginalized Students Master list.

Qualification:

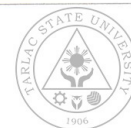
Any student that can be classified under these categories may apply for membership and may enjoy the services under the IDIMSS:

- International
- Differently Abled
- Marginalized
- Indigenous

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## CHAPTER 4 – Office Provisions



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### 4.1 INTERNATIONAL, DIFFERENTLY ABLED, INDIGENOUS, MARGINALIZED STUDENT SERVICES (IDIMSS) SECTION PROVISIONS

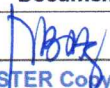
#### *Definitions of Terms:*


- **TSU** – Tarlac State University
- **Student Affairs Services (SAS)** - This is the office in charge on the services and programs of the University concerned with academic support experiences of students in attaining holistic student development.
- **International, Differently Abled, Indigenous and Marginalized Student Services (IDIMS)** - This is the section under the Institutional Student Program and Services of the Student Affairs Service that caters to the needs and concerns of the students under the marginalized sector as well as in the uplifting of their status in the University and community.
- **Marginalized Student** - This refers to student or group of students at the University who are considered as minority due to their different conditions. The group involves (1) differently abled learners, (2) indigenous people, (3) solo-parent and (4) indigent family.
- **Differently Abled Learner** - This refers to a handicapped student who is unable to perform activities within the range considered normal for a human being due to mental, physical or sensory impairment.
- **Indigenous People** - These are students who are part of a homogenous society, living continuously on communally bounded and defined territory with diverse concepts of development based on their traditional values, needs and priorities.
- **Solo Parent** - This refers to a student who solely provide parental care and support to a child or children, and as recognized which bounds in the criteria of Solo Parents' Welfare Act of 2000.
- **Indigent** - This refers to a student who is part of a family with no visible means of income, or whose income is insufficient for the subsistence of the family, as identified by of Department of Social Welfare and Development (DSWD) based on specific criteria.

#### 4.1.1 GENERAL PROVISIONS

As stated in the TSU Student Manual, the University shall protect and promote the right to quality education of all students and shall take all appropriate measures to make such education accessible. In support to this statement, the University continues to establish strong connection to its stakeholders especially with the marginalized sector. Through the solid link with government agencies such as Department of Social Welfare and Development (DSWD), National Commission on Indigenous People (NCIP), Philippine Commission on Women (PCW), Local Government Units (LGUs) of Tarlac, inclusive progress is achieved for the welfare of the students.

**Section 1.** The University prohibits any form of discrimination against any student by virtue of his race, gender, socio-economic status, physical incapability or disparate condition. Any suspected violation of this section shall be subject to the investigation of the Student Discipline Section of SAS and appropriate disciplinary action will be applied to those who violated this section.

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**Section 2.** The University shall uphold its values of equity by providing the marginalized students an equal treatment in the participation to the following:

- University activities
- Student councils/government
- Student organizations
- Sports development programs
- Cultural and arts programs
- Social and Community Involvement Programs
- Inter and intra-university competitions
- Trainings and seminars



**Section 3.** The University shall provide representation of the marginalized student to any policy formation and consultation that concerns them likewise of student manual/handbook.

**Section 4.** The University shall ensure that equipment, facilities and infrastructures are compliant to regulatory and statutory requirements in serving the marginalized students to ensure safe, accessible and healthy learning conditions.

**Section 5.** The University shall allot **budget for the program and services for the marginalized students** towards their holistic development. The budget allocation shall be sourced from gender mainstreaming.

**Section 6.** The University shall provide **courtesy lanes** to differently abled and indigent learners in the following student services. The University shall provide courtesy lanes to differently abled, and indigent learners, solo parent, indigenous students and other marginalized students in the following services:

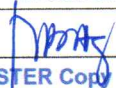
- Admission and Application Service
- Enrollment Services
- Medical Services
- Dental Services
- Scholarships
- Career, Education and Job Placement Service
- Guidance and Counseling Services

**4.1.2 PRE - ADMISSION PROVISIONS**


**I. APPLICATION & ADMISSION**

**Section. 1.** The Testing, Evaluation and Monitoring Service (TEMS), a section under Student Welfare Services, shall spearhead the coordination to government agencies in encouraging students from the marginalized sector to take the TSU College Admission Test (CAT).

**Section 2.** TEMS shall designate a specific schedule for review session of the marginalized applicants.

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**Section 3.** TEMS shall provide a specific and convenient schedule and venue for the marginalized applicants in taking the TSU CAT and Psychological Test.

**Section 4.** Students who are differently abled (physically handicap) can be joined by a parent or guardian in taking the examination with the close supervision of the staff of TEMS.

**Section 5.** A career orientation and counseling shall be given to the marginalized students by the Career, Education and Job Placement (CEJP) Section prior to enrollment to ensure the befitting of the chosen bachelor's/graduate program.

**II. REGISTRATION AND ENROLLMENT**

**Section 1.** The Office of Admission and Registration (ARO) shall require all new students (freshmen, transferees, cross-enrollees) to properly fill out the Student Information Sheet as a requirement before the issuance of the Certificate of Registration. This is to update the profile of the marginalized students.

**Section 2.** A designated staff from the ARO shall take charge of the service and records of the Marginalized students at the University.

**Section 3.** The International, Differently Abled, Indigenous and Marginalized Student (IDIMS) Section shall conduct orientation and briefing program for the Marginalized students on their rights, duties and responsibilities and on what services are provided for them.

**Section 4.** An IDIMS Certification & Identification Card shall be issued to the marginalized students by the IDIMS Section to be used in courtesy lanes and other services within the University.

**Section 5.** A scholarship or financial assistance program shall be given to the marginalized students once their requirements are compiled and officially approved by the Scholarship and Financial Assistance Section under the Institutional Student Program and Services of the Student Affairs Services.

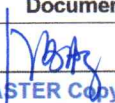
**4.1.3 SCHOOLING PROVISIONS**




**I. CLASSROOM MANAGEMENT**

**Section 1.** Professors/Instructors should be aware of the composition his/her class to assess the special needs of his/her students. Regular monitoring should be made to adapt on the specific needs of the class.

**Section 2.** Professors/Instructors should utilize a wide variety of teaching strategies, educational tools and techniques to ensure the learning of his/her class especially the Marginalized. Professors/Instructors should ensure that student involvement in activities and discussion is the top priority especially to the Marginalized.

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**Section 3.** All views, opinions, perspectives and values should be respected and appreciated during the class as mediated by the professor/instructor.

**Section 4.** Equity in the treatment of students should be observed in class. Classroom rules and regulation shall be monitored on a case-to-case basis but should not be magnified to avoid inferiority of a student due to unequal treatment.

**Section 5.** Professors/Instructors are encouraged to have frequent communication with the Marginalized as well as to their parents/guardians in aid for the welfare of the students and understand the class.

**Section 6.** Professors/Instructors should provide consultation hours, extra activities or remedial classes for the Marginalized who have difficulty in comprehending lessons when necessary. Regular monitoring shall be conducted in the class.

**Section 7.** A Tutorial Program must be instituted to assist the Marginalized in all their subjects. Professors/Instructors who have track records of assisting students with academic deficiencies will be hired on honorarium basis.



**II. STUDENT WELFARE AND DEVELOPMENT SERVICE**

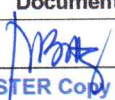
**Section 1.** The IDIMS shall provide a regular comprehensive information awareness drive on relevant laws and policies related to the needs and concerns of the Marginalized. Information materials shall include statutes affecting student such as (a) R.A. 9262 or Anti Violence Against Women and Children Act; (b) R.A. 7877 or the Anti-Sexual Harassment Act of 1995; and the (c) R.A. 9442, particularly on the provisions on public ridicule and vilification against differently abled students.


**Section 2.** The Guidance and Counseling Section shall provide set of services particularly for the Marginalized in addressing concerns in their college life (primarily in the satisfaction of the class objectives) and promoting holistic development.

**Section 3.** The Student Development Services shall institute a student organization that will serve as Learning Resource Center to the Marginalized, especially to the differently abled learners, indigenous and students with difficulties in their classes. The Learning Resource Center shall be composed of students dedicated in providing review sessions scheduled during the midterms and finals examination.

**Section 4.** The IDIMS shall institute and promote a self-sufficient and sustainable student organization that will cater the holistic needs for, to and by the Marginalized. The student organization shall be their support system in their concerns in and out the University. It shall also conduct programs that will uplift the identity of the Marginalized.

**Section 5.** The Economic and Enterprise Development (EED) Section shall prioritize the Marginalize in their services and programs which are but not limited to (a) student cooperatives, (b) entrepreneurial ventures, (c) income generating projects and (d) financial planning and budgeting—that would cater

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to solve economic needs of the marginalized.

**Section 6.** The Cultural and Arts Section (CAS) shall take as an opportunity the infusion of the culture and perspectives of the indigenous students to its program, in enhancing and promoting the Philippine culture and arts. The CAS shall also encourage the participation of the Marginalized in chorale, performing arts and other culture and arts organization to develop their talents and abilities. The chosen Marginalized shall receive full scholarship, allowances and if necessary be housed in a dormitory. Monetary incentives shall be given to medal performances to local and international competitions of the university choral and the performing arts.

**Section 7.** The CAS Section shall organize programs and activities in the University that promotes culture of different ethnic groups in the province (Kapampangan, Ilocano, Pangasinense, Tagalog, etc.) using the medium of arts and language.

**Section 8.** The Sports and Development (S&D) Section shall promote wellness of the marginalized by designing physical fitness programs especially for the differently abled students. Sports and physical fitness program shall take into consideration the nature of their handicap, disability, or special needs.

**Section 9.** The S&D section shall spearhead Paralympics and other activities that will encourage involvement from the differently abled.

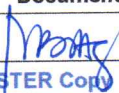
**Section 10.** The S&D section shall provide equal opportunity to the Marginalized in being a Varsity athlete in representing the University. The chosen varsity athlete shall receive full scholarship, training allowances and if necessary be housed in a dormitory. Monetary incentives shall be given to medal performances of the varsity athlete based on the TSU Board Resolution No. 62, s. 2015.


**Section 11.** The Student Affairs Office shall promote the conduct of multi-disciplinary and in-depth research for the Marginalized sector in the University and in the community.

**Section 12.** The University shall conduct social and civic involvement programs enjoyed by the officials, employees, students and the Marginalized to promote social awareness and community immersions to the ever-changing needs of the society.

**Section 13.** The Medical and Dental Services Section shall provide a primary health care and wellness program specifically for the Marginalized to promote healthy lifestyle such as but not limited to healthy diet and physical activities. There will be breastfeeding station in each medical clinic of the campus for the nursing mother.



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#### 4.1.4 POST GRADUATION PROVISIONS

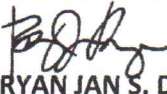


##### *I. Career and Job Placement Services*

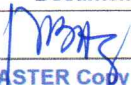
**Section 1.** The CEJP Section shall aid in the occupational fitness and employment of the Marginalized. It shall institute operational and functional skills training/seminars (such as resume making, awareness on employment requirements, office protocols, etc.) for the Marginalized to provide competitive advantage in the employment.

**Section 2.** The CEJP shall establish mechanisms to institutionalize the link with industries. It shall also maintain active networking with schools, community, alumni and other relevant agencies for career and job placement for the Marginalized.

**Section 3.** The CEJP shall have continuous follow-up and monitoring to the Marginalized in their job placement and to be conducted on a regular basis. A comprehensive tracer study shall be done to ensure up-to-date data.



Prepared by:	Reviewed by:	Approved by:
 <b>MR. BRYAN JAN S. DIZON</b> Section Head, International Differently Abled, Indigenous, Marginalized Student Services	 <b>DR. DEXTER L. MANZANO</b> Unit Head, Institutional Student Programs and Services	 <b>PROF. GHEROLD C. BENITEZ</b> Director, Student Affairs and Services

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