



**OFFICE OF STUDENT AFFAIRS**  
**ANNUAL REPORT**

NOVEMBER 2012 – DECEMBER 2013

## EXECUTIVE SUMMARY

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The **OFFICE OF STUDENT AFFAIRS (OSA)** is on its tract in pursuit of its Vision to become an excellent service provider producing empowered UPLB students with its mission to provide an environment conducive and supportive of the students' academic and personality growth and development.

Guided by the **SMARTER** agenda that was immediately set in 2012, with the leadership of Dr. Leticia E. Afuang, this office has worked progressively for the achievement of its goals as follows:

**STAFF DEVELOPMENT:** Support at least one PhD and one MS student from among the OSA staff and conduct regular monthly in-house training/equipping of OSA personnel.

**MULTIPLICATION OF COUNSELLORS:** Train and deploy life coaches from among UPLB faculty, staff and senior students.

**AUTOMATION OF STUDENT SERVICES:** Provide quick and accurate automated information and services to UPLB students.

**RESOLUTION OF STUDENT CONFLICTS AND PROBLEMS:** Swift resolution of all existing cases related to student conduct or student organizations and year-round implementation of preventive measures against conflicts between student groups.

**TRANSFORMATION INITIATIVE:** Mobilization of students and student organizations for collaborative activities to create community transformation

**ENHANCEMENT OF STUDENT WELL BEING:** Creation of the OSA System for holistic student growth and development

**RAISING FINANCIAL SUPPORT AND CAPABILITY:** Increase the current number of scholarship slots and donors. Train staff and students in financial literacy management and freedom. Improve loan repayment.

We praise God and thank all personnel as we see that OSA has achieved an average of 85% of all its set target from 2012 to 2015 (see Appendix II - Gantt Chart). After having initiated several

improvements of the office procedures in 2012, OSA has continuously developed and provided holistic programs and services, stimulating different aspects of human life so that each student develops into a well-rounded, fully equipped and dedicated “Iskolar ng Bayan” and “Iskolar Para sa Bayan”; each one eventually becoming a committed leader of his/her respective profession.

OSA developed efficient and effective delivery of student services thru its ongoing modernization called the “Office of Student Affairs Management (OSAM) System”. Emergency communications, individual messages and general information announcements have become OSA’s regular function, both at the in-house and University level. A computer information desk has served students for many of their inquiries and clarifications especially during registrations and permit applications. Student’s questions are answered without them coming to the office for inquiry.

Linkaging, networking and database management through its newly generated Communications and Information Technology (COMMIT) unit, are also added functions of OSA. It mediates between various parties with utmost concern for student welfare. Its current thrust is to take a pro-active stance in rendering services to the students and all concerned sectors of the University.

OSA constitutes three divisions, one service unit, one program, and a tribunal, supported by the Director’s Office (DO), as follows:

- Counseling and Testing Division (CTD)
- Scholarships and Financial Assistance Division (SFAD)
- Student Organizations and Activities Division (SOAD)
- International Students Services (ISS)
- Learning Resource Program (LRP)
- Student Disciplinary Tribunal (SDT)

The **Director’s Office** supported the OSA through staff and student development. In- house trainings and personnel development include the Financial Literacy which is a series of lectures and trainings initially conducted in June 2013, and will continue with the availability of time and resource persons. The Computer Literacy including the report preparation workshop is also a series of equipping for staff in need of specific computer software skills. Protips is a bi-monthly lunch together of NGWs and newly hired staff for professional tips and encouragement. The Monthly Booster of OSA personnel is a venue for wellness, sharing of experiences, inspiration and enrichment of one another thereby promoting camaraderie and unity toward a proactive outlook in life. OSA staffs were also exposed to professional involvement like the Philippine Association for Administrators of Student Affairs (PAASA). Graduate studies are encouraged, with two (2) staff taking masteral courses.

Two (2) administrative officers assigned as cashiers during the registration, served 1,586 students amounting to Php6,009,491.00 during the 1st semester AY2013-2014 and 3,111 students amounting to Php15,859,832.10 for 2nd semester AY2013-2014. The one-stop-clearance has also lightened the clearance burden for students. A more systematic procedure for financial application procedures including public monitor announcement has ensured systematic and fast service. The OSA second floor lobby, although waiting for renovation has also improved with plants, more seats and lobby monitor for announcements and inspirational video shows. It is also used for rehearsal, practice, and meetings of recognized groups e.g. Chorale Ensemble, Harmony, USC. We accommodated also the HEED Foundation to use our conference room for their value formation meetings of their scholars.

A series of meetings and consultations conducted with Business Affairs Office (BAO) personnel, Architect Rañola of Campus Planning and Development Office (CPDO) and OSA personnel resulted to a revised SU Upper floor renovation budget plan. To date, the final approval of the financial requirement is for the Chancellor's consideration.

The **Counseling and Testing Division (CTD)** has continuously played an active role for student development through its psychosocial programs and services like counseling, group guidance, psychological testing, readmission, career information and placement, orientation, tutorial and referral services. Around 11,718 students had availed the various services of CTD.

The proposed Faculty-Student Relations Officers (FSRO) for Effective Student Management and Mentoring was approved on October 2012. CTD Guidance Services Specialists trained 92 faculty, 1 researcher and 2 administrative personnel on identification of students at risks and interventions, and enhancement of their skills in advising and mentoring for the FSRO program. Each college now has a set of FSRO in charge of their student case identification and intervention in close monitoring and communication with each of the assigned GSS.

CTD conducted five (5) trainings on Life Coaching Seminar Workshop for the OSA staff, student housing personnel, student volunteers and parents, equipping their facilitating skills so they can be sensitive enough for individuals at risks.

The **Scholarship and Financial Assistance Division (SFAD)** continuously carried out its commitment in providing financial support to economically deprived UPLB students. SFAD, offering Socialized Tuition and Financial Assistance Program (STFAP), Student Assistantship, Loan Programs and Scholarships unloaded many students of their financial problems. Through the development of advance automated technology, application procedures became shorter and faster.



SFAD has taken a big leap in rendering services to UPLB students and increased the number of students availing its services.

A total of 5,166 students benefited from STFAP for 1<sup>st</sup> Semester 2013-2014 and 4,739 on the 2<sup>nd</sup> Semester 2012-2013. A total amount of Php424,800.00, Php268,000.00 and Php1,363,200.00 were given to STFAP beneficiaries from 2<sup>nd</sup> Semester 2012-2013, Summer 2013 and 1<sup>st</sup> Semester 2013-2014, respectively. A total of Php4,809,362.45 was refunded to students with positive results in their STFAP appeal.

For Student Assistantship, 2,134 students received salary amounting to Php9,592,240.50 from November 2012 to October 2013. Seventy six received benefits as Student University Performer-Student Assistants (SUP-SA).

For government and private scholarships, 23 scholarships were administered by UPLB and 18 from UP Diliman. Five (5) new scholarships were added to existing list of scholarship programs effective 2<sup>nd</sup> semester 2013 – 2014. These are BASF Agricultural Research Foundation, Inc., Sugar Regulatory Administration (SRA), Nescafe Coffee University of the Philippines (Nescafe CUPS), Fostering Education and Environment for Development Inc. (FEED) and Philchema. There were 214 recipients during the 2<sup>nd</sup> Semester 2012-2013 and 174 grantees on the 1<sup>st</sup> semester 2013-14. A total of Php1,788,128.50 for 2<sup>nd</sup> Semester 2012-2013 and Php1,544,895.00 for 1<sup>st</sup> Semester 2013-2014 were released for the UPLB administered scholars.

There are 15 available loan programs including the Student Loan Board (SLB), 13 Cash Loan programs and the recently implemented Meal-Now-Pay-Later (MNPL) emergency loan effective 2<sup>nd</sup> Semester 2013-2014. A total of 3,955 students amounting to Php43,953,616.87 availed the loan programs during the 2<sup>nd</sup> Semester 2012-2013, 19 students (Php56,000) during the Summer 2013, and 4,903 students (Php65,000,513) on the 1<sup>st</sup> Semester 2013-2014.

The **Student Organizations and Activities Division** Students' Hard-Earned Rewards System (SOAD-SHARES) program proposal started implementation on June 2013 as per Office of the Chancellor Memorandum No. 177. To motivate recognized student organizations of the University to conduct and participate in activities especially for extension/community service projects, they are given points which can be exchanged for "rewards". One of these is the FREE or discounted use of University facilities.

SOAD accredited a total of 161 organizations during the 1<sup>st</sup> Semester 2013-2014 with the following breakdown: Academic (73), Cultural (15), Fraternity (11), Political (3), Religious (7), Socio-Civil (23), Sorority (10), Sports and Recreational (3), and Varsity (16).

SOAD continuously promotes reduced paper usage ("paperless") in the office thru the creation of an online information system ("OrgsUP"), automation and digitization of forms among others. This is in support to environmental conservation and had saved 50,215 sheets of paper as of November 29, 2013.

In support to the University's goal of internationalization, the **International Student Services (ISS)** has served a total of 180 international students during the 2<sup>nd</sup> Semester 2012-2013, 56 during Summer of 2013, 215 for the 1<sup>st</sup> Semester 2013-2014 and 211 for the 2<sup>nd</sup> Semester 2013-2014, pursuing Bachelor, Masters or Doctoral degree. ISS are very supportive in their needs and have actively participated in all the activities and programs for the international students such as Sports Festival, Food Festival, and Cultural Night among others. And for the first time, ISS has conducted the investiture and commissioning of sixteen (16) UPLB international students of graduating class 2013 as UPLB Ambassadors of Goodwill. The 1<sup>st</sup> batch of Ambassadors is from Cambodia, Korea, Laos, Indonesia, Myanmar and Vietnam.

ISS envision itself as an interactive promoter of the University's prestige in the academic community. ISS maintain good relationship with the international community by building friendship and camaraderie, and by winning their trust and confidence.

The **Learning Resource Program (LRP)** implemented the Instructional Assistance and Enrichment Program, including the Summer Bridge Program (SBP) and tutorials. They assisted 88 students in their academic and psycho-social adjustment in the University thru the SBP.

It also managed the Agricultural and Rural Development Scholarship (ARDS) Program where there are twenty-five (25) Agricultural and Rural Development Scholars (ARDS). During the 1<sup>st</sup> Semester 2013-2014, one (1) scholar graduated, one (1) was a university scholar, two (2) were college scholars and 5 in the honor roll. Nine (9) new scholars were accepted in the 2<sup>nd</sup> Semester 2013-2014.

This year 75% of the new and pending cases were resolved by the Tribunal and only 25% or 8 active cases remain in the **Student Disciplinary Tribunal (SDT)** docket. Two hundred twenty

(220) members of the student organizations attended the Tribunal's seminar on Human Right violations in relation to the provisions of the RA 8049, the Anti-Hazing Law.

Students' victims from the Central part of the Visayas Region especially from the aftermath of "Yolanda" typhoon's calamities and Bohol's earthquake were assisted by OSA in coordination with the Office of the Vice Chancellor for Academic Affairs (OVCAA). Sixty-six UPLB undergraduate and 28 graduate students were identified and were provided financial assistance thru the STFAP and additional financial support and meal stubs from concerned donors. From Syngenta, some students are also given long term scholarship support. CTD-OSA also has conducted a psycho-social program and 14 students are continuously attending counseling.

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## DIRECTOR'S OFFICE

The main thrust of the Director's office is to provide support services to all divisions/units and offices of OSA for efficient implementation of programs and activities; and for efficient delivery of students' needs. For staff development, OSA staff are encouraged to pursue higher education and are equipped by conducting regular monthly in-house training and endorsing them to attend trainings, seminars and workshops related to their functions, thereby enhancing their skills and knowledge. The office was able to serve the students for their university clearance, certificate of good moral character and other needs (Table 1).

**Table 1. Number of Students Served  
for the period covering November 2012 to October 2013**

<i>Clearance for Graduating Students</i>	<i>2,074</i>
<i>Clearance for Transfer to Other Schools</i>	<i>319</i>
<i>Clearance for Leave of Absence (LOA)</i>	<i>132</i>
<i>Clearance for Transcript of Record (TOR) and Diploma</i>	<i>119</i>
<b>Total number of Clearance</b>	<b>2,644</b>
<b>Total number of Certificate of Good Moral</b>	<b>341</b>

## OSA MONTHLY BOOSTER



## *Trainings, Seminars and Workshops Conducted and Attended by OSA Personnel*

### **FINANCIAL LITERACY SEMINAR**

<b>DATE / VENUE</b>	<b>Facilitator/Resource Person</b>	<b>Participants</b>
<i>December 3, 4, 11 and 12, 2012 at Makiling Ballroom Hall,</i>	Bank of the Philippine Island (BPI) Personnel as coordinated by Ms. Janett Dolor, CTD-GSS	UPLB Staff and Students

### **COMPUTER LITERACY SEMINAR**

<b>DATE / VENUE</b>	<b>Facilitator/Resource Person</b>	<b>Participants</b>
December 19, 2012 OSA Conference Room 3, Upper Floor, SU Building	Mr. Cicero Peñaflor of SFAD	OSA Staff

### **SEMINAR WORKSHOP OF OSA STUDENT PERSONNEL ON LIFE COACHING**

<b>DATE / VENUE</b>	<b>Facilitator/Resource Person</b>	<b>Participants</b>
February 11 and 18, 2013 Makiling Ballroom Hall, Upper Floor, SU Building	Guidance Services Specialists of Counseling and Testing Division (GSS-CTD)	OSA Staff





## HR PLANTILLA REVIEW WORKSHOP

DATE / VENUE	Facilitator/Resource Person	Participants
February 21, 2013 Operations Room, AG Samonte Hall, Admin Building	HRDO	Ms. Florencia O. Cangao and Mr. Otoniel A. Genosa

## SECURITY SUMMIT: UPLB KO, BANTAY KO

DATE / VENUE	Facilitator/Resource Person	Participants
March 13, 2013 NCAS Auditorium	Office of the Vice Chancellor for Community Affairs	Mr. Otoniel A. Genosa and Mr. Jason Diamante

## IMPROVING PROFESSIONALISM IN THE WORKPLACE

DATE / VENUE	Facilitator/Resource Person	Participants
April 4 and 5, 2013 Operations Room, AG Samonte Hall, Admin Building, UPLB	HRDO	Ms. Florencia Cangao, Mr. Cicero Peñaflor, Mr. Carlos Aquino and Ms. Divinia Padua

## OSA TEAM BUILDING WORKSHOP 2013

Theme: *"Lakbay OSA, Hatid ay Husay at Saya, Tapat na Serbisyo ay Dala"*

DATE / VENUE	Facilitator/Resource Person	Participants
April 11 - 13, 2013 UP Baguio, Baguio City	Mr. Boy Manuel	OSA Staff



## **PHILIPPINE ASSOCIATION OF ADMINISTRATORS OF STUDENT AFFAIRS (PAASA), INC. NATIONAL CONVENTION**

<b>DATE / VENUE</b>	<b>Facilitator/Resource Person</b>	<b>Participants</b>
April 24 - 27, 2013 Sarrosa International Hotel, Cebu City	PAASA, Inc. National Chapter	Dr.Leticia E. Afuang and Ms. Elisa Navarrete



## **REVISED INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY OF THE UP SYSTEM**

<b>DATE / VENUE</b>	<b>Facilitator/Resource Person</b>	<b>Participants</b>
April 30, 2013 OVCRE, UPLB	Center for Technology Transfer and Entrepreneurship	Attended by Mr. Otoniel Genosa and Ms. Sheryl B. Posadas

## **PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION (PGCA), INC. 49TH ANNUAL CONVENTION**

*Theme: Beyond Knowledge*

<b>DATE / VENUE</b>	<b>Facilitator/Resource Person</b>	<b>Participants</b>
May 15 - 17, 2013 Miriam College, Quezon City	Philippine Guidance and Counseling Association (PGCA), Inc.	Dr.Leticia E. Afuang

## OSA ANNIVERSARY CELEBRATION

DATE / VENUE	Facilitator/Resource Person	Participants
June 10 - 14, 2013 Makiling Ballroom Hall, Upper Floor, SU Building	OSA Anniversary Celebration Committee	OSA Staff and Past Directors



## ENHANCED FACULTY STUDENT RELATION OFFICERS (FSRO) LEVEL I SEMINAR-WORKSHOP

DATE / VENUE	Facilitator/Resource Person	Participants
June 17, 2013 Sol Y Viento Resort, Pansol, Calamba City	GSS-CTD	Selected UPLB Faculty from the different colleges



## 2ND ASEAN STUDENT LEADERS FORUM AND ASEAN STUDENT AFFAIRS VICE PRESIDENTS FORUM

Theme: Towards the ASEAN DREAM

DATE / VENUE	Facilitator/Resource Person	Participants
June 21, 2013 Chulalongkorn University, Bangkok, Thailand		Dr. Leticia E. Afuang



## PHILIPPINE ASSOCIATION OF ADMINISTRATORS OF STUDENT AFFAIRS (PAASA), INC. – OATH TAKING AND LEARNING SESSION

DATE / VENUE	Facilitator/Resource Person	Participants
July 26, 2013 First Asia Institute of Technology and Humanities, Tanauan City, Batangas	PAASA Region IV-A Chapter	Attended by Ms. Elisa Navarrete and Mr. Otoniel Genosa





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**FINANCIAL LITERACY FOR FRESHMEN AY 2013 – 2014 1ST SEMESTER**

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DATE / VENUE	Facilitator/Resource Person	Participants
August 13 - 16, 2013 Makiling Ballroom Hall, SU Building	Dr. Leticia Afuang and Engr. Otoniel Genosa	Freshman students

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**IN-HOUSE COMPUTER LITERACY TRAINING: POWERPOINT, PRESENTATION PRINTING AND SCANNING, BASIC COMPUTER**

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DATE / VENUE	Facilitator/Resource Person	Participants
August 14, 27 and September 16, 2013 OSA Conference Room, Upper floor, SU Building	Mr. Juan Miguel Abriol-Santos	OSA personnel

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**IN-HOUSE BUSINESS WRITING AND COMMUNICATION WORKSHOP**

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DATE / VENUE	Facilitator/Resource Person	Participants
September 9, 2013 OSA Conference Room, Upper floor, SU Building	Prof. Aletheia Canubas, SOAD-PDA	OSA personnel

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**RETIREEES UPDATES AND REQUIREMENTS**

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DATE / VENUE	Facilitator/Resource Person	Participants
September 17, 2013 AG Samonte Hall, Admin Building, UPLB	HRDO	Mr. Otoniel Genosa, Ms. Marites Mojica, Ms. Florencia Cangao and Ms. Zenaida Loberiza

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**ADMINISTRATIVE OFFICER FORUM**

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DATE / VENUE	Facilitator/Resource Person	Participants
September 18, 2013 Operations Room, AG Samonte Hall, Admin Building, UPLB	HRDO	Ms. Florencia Cangao, Ms. Zenaida Loberiza, Ms. Marites Mojica, Ms. Elisa Navarrete and Mr. Otoniel Genosa

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## 11<sup>TH</sup> NATIONAL CONFERENCE ON INFORMATION TECHNOLOGY EDUCATION (NCITE)

DATE / VENUE	Facilitator/Resource Person	Participants
October 24 - 26, 2013 Villa Paraiso Resort and Apartelle, Mambajao, Camiguin	Philippine Society of IT Educators NCR	Mr. Juan Miguel Abriol-Santos is one of the Presenter



*Note: Mr. Migs Abriol-Santos was awarded with the Best Paper - Information Systems Category. The paper he presented is titled "LINK APP: Linked Independent Kiosks for Application Processing,"*

## CAPACITY BUILDING WORKSHOP

DATE / VENUE	Facilitator/Resource Person	Participants
October 24 - 25, 2013 Operations Room, AG Samonte Hall, Admin Building, UPLB	OPR	Ms. Sheryl B. Posadas

## PHILIPPINE ASSOCIATION OF ADMINISTRATORS OF STUDENT AFFAIRS (PAASA), INC. – OATH TAKING AND LEARNING SESSION

DATE / VENUE	Facilitator/Resource Person	Participants
November 21, 2013 First Asia Institute of Technology and Humanities, Tanauan City, Batangas	PAASA Region IV-A Chapter Dr. Leticia E. Afuang as Resource Person	Attended by Ms. Elisa Navarrete, Ms. Jenette Lory Tamayo and Mr. Otoniel Genosa.



## OSA CHRISTMAS PROGRAM 2013

Theme: "Alay, Kalinga at Pag-asa" OSA's Christmas Program for Yolanda Victims

DATE / VENUE	Facilitator/Resource Person	Participants
December 17, 2013	OSA	OSA Staff including Project Development Associates and Yolanda affected UPLB students



## **DIRECTOR'S OFFICE**

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### **Creation of the Communications and Information Technology (COMMIT)**

COMMIT is the team that brought the OSA Management (OSAM) System into life. The team has one information technology and communications officer (additional assignment of University Extension Specialist) and two software developers (Project Development Associates).

### **Over 50,000 Minutes Saved in Processing Of SLB Forms**

About 4,000 UPLB students used the automated SLB system during the first and second semester of AY 2013-2014. With this system, it took only about two minutes to process a loan application whereas it took about ten minutes to process the application manually. This service upgrade resulted to shorter and faster queues at OSA.

The automated SLB system was developed in-house under the Communications and Information Technology (COMMIT) unit. The system has not only remained costless but has also helped minimize overall expenses through paperless practices, distributed encoding, and increased work efficiency.

The system, nationally known as LINK APP: Linked Independent Kiosks for Application Processing, was presented in the National Conference on Information Technology Education (NCITE) in October 25, 2013 and has won the Best Paper Award for Information Systems.

Being branded as “offline is okay,” LINK APP processes loan applications even if power is unstable or Internet connection is intermittent. The award-winning system will continue to serve UPLB students in the succeeding semesters with its architecture gradually being implemented to other OSA systems.

#### **LINK APP ABSTRACT:**

LINK APP is a web application that uses HTML 5 and JavaScript to access and record loan application details in a centralized server through a local database. The local database uses localStorage and WebSQL to store data. To protect the data stored in the LINK APP database, RSA and AES encryption were used to store and transmit data.

The end users use the website of the office to generate applications forms that contain a QR Code. LINK APP is used by the staff members of the office to process the loan application forms. A downcast webcam is used to read the data.

LINK APP supports offline usage so the application works even if Internet connection is intermittent. The University saves about 5,000 sheets of paper every semester because of LINK APP.



## **Scholarships Portal Launched**

Financial aid is provided to scholars to encourage them to continue studying. OSA has about 39 scholarships aside from regular financial assistance provided to students like SLB, STFAP, SA, and SUPSA. The 39 scholarships are from private and government institutions. Each of these scholarships has its own requirements and benefits. The benefits include monthly or semestral stipends, reduced or free matriculation fees, and other forms of allowances.

While OSA encourages students to always aim to get 1.0 grades, OSA understands that most students have to go the extra mile to get high grades. Thus, OSA has worked hard to convince donors that a lot of UP students who did not graduate with very high grades were successful after graduation. Thus, OSA has scholarships not only to students running for honors.

Starting December 2014, the Scholarships and Financial Assistance Division will regularly update the List of Available Scholarships at [www.osam.tk/aid](http://www.osam.tk/aid).

## **Student Assistantship (SA) Automation**

In November 2012, the UPLB Office of Student Affairs automated the daily time records of student assistants who work during regular hours (8 a.m. to 5 p.m.). This has significantly reduced errors in the preparation of payroll. The processing of the DTRs took only a day whereas manual processing would require three weeks.

In October 2013, OSA automated the SA requests for Second Semester AY 2013-2014. Some offices had a hard time adapting to the new process but the minor change is a vital step in OSA's desire to fully modernize its operations. One of the benefits of this move is the online publication of vacant SA positions at [uplbosa.org/jobs](http://uplbosa.org/jobs).

In December 2013, the Communications and Information Technology (COMMIT) unit launched the new DTR system that caters to all student assistants, including those that work outside regular office hours. Thus, all student assistants under the Student Assistantship program are using the automated DTR. The recent partnership with Landbank allowed the student assistants to receive their salaries faster as the Cashier's Office will just transfer the funds to their personal bank accounts.

## **STFAP Appointment System Minimized Lengthy Queues at OSA**

In February 2013, OSA implemented the STFAP Appointment System to assure applicants that they will be accommodated when they come. This means students and parents no longer need to line up as early as 4 a.m. just to ensure they will meet the day's application quota.

Setting of appointments is done online through the OSAM System at [www.uplbosa.org](http://www.uplbosa.org). Students just need to login and select desired appointment schedule.

During their appointment date, students can come a few minutes before their scheduled appointment. They will be called through the AVP system that displays reminders, announcements, and the appointment queue.

With OSA's desire to hasten the processing of applications, more staff interviewers were deployed resulting to more applications being processed in a day.

### **One Stop Clearance System Simplified University Clearance Process**

Initially conceptualized by Vice Chancellor for Academic Affairs Oscar B. Zamora, the One Stop Clearance System was implemented in April 2013 to facilitate the clearing process of students. Before the system, students have to go to the University Housing Office, Main Library, and University Health Service. With the centralization of clearance database, students just need to get their clearance form from [www.uplbosa.org](http://www.uplbosa.org) and have it signed at the Director's Office of OSA.

The clearance form has a machine-readable label. This label is scanned in the OSAM System to determine if the student has any deficiency. The clearance database is updated periodically and students will also see their deficiencies online.



## **COUNSELING AND TESTING DIVISION**

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CTD continuously played an active role for student development through its psycho-social programs and services that help individuals become socially well-adjusted effective and happy persons. Below is a condensed report clientele served per service category:

<b>SUMMARY OF CTD SERVICES:</b>	<b>CLIENTS CONSULTATION</b>
COUNSELING/ CONSULTATIONS (Info Service)*	17,856
GROUP GUIDANCE *	13,807
PSYCHOLOGICAL ASSESSMENT	1,278
READMISSION	1,452
TUTORIAL	174
GRADUATE PLACEMENT	1,651

*(\*) – in frequency count; others in actual count / absolute value.*

Implementation of the FACULTY-STUDENT RELATIONS SEMINAR WORKSHOP (FSRO) LEVEL I last November 12, 2012 with 39 participants from the different colleges. Faculty members are frequently approached by students not only on their academic & non-academic concerns but also family issues of students. Likewise, as student personnel workers of OSA, they too are confronted with various student issues & problems other than the basic needs they have sought assistance in the specific unit as they act as “sounding boards of their clients”. The same is true with our student volunteers and parents. Thus, life-coaching seminar workshops were conducted on the following dates as reflected below:

- Faculty Student Relations Seminar Workshops (FSRO) Level I at the Makiling Ballroom, November 12, 2012 with 39 attendees.
- Enhanced FSRO at Club Sol Y Viento last June 17, 2013 by UPLB Task Force & as facilitated by GSS with 65 faculty and 3 administrative staff participated from all the Colleges.
- Life Coaching Seminar Workshops for Student Volunteers, March 15-16, 2013 at the Makiling Ballroom with 60 attendees.
- Life Coaching Seminar Workshop for Student Housing Personnel conducted last December 4 & 6, 2013 for 2 batches with a total of 23 participants.
- Student at Risks: Signs & Symptoms and Suicide Awareness were also conducted in the Parents’ Orientation during the first semester SY 2013-2014 with 28 attendees and during the second semester with 32 parents’ participants last October 14-16, 2013 at Makiling Ballroom.

Significant meetings and consultations were done among offices to clarify some issues especially issues on confidentiality, right to privilege communication in the practice of guidance & counseling. brainstorming on the protocols on suicide cases and crisis team

involved etc. Collaborative efforts among offices were done with OVCAA, UHS, UPF, OASH & GC demonstrating ethics involved in the profession, thereby adhering to one's obligation on confidentiality of students' sensitive information & the role of each unit as a crisis team.

For Professional Advancement 3 Guidance Services Specialists (GSS) namely, Dr. Erick Vernon Dy, Mr. Gonzalo Amante Jr., Ms. Ordina Carlos attended the PGCA Midyear Workshop in Puerto Princesa, Palawan City last October 18-19, 2013 with the theme on "Towards Globally Competitive Counselors". This is to comply with the regular requirements for the renewal of license of GSS, as 60 CPE units of continuing professional education.

Ms. Zenaida Loberiza, Ms. Janett Dolor and Ms. Marites Mojica attended the "Go Negosyo: an Entrepreneurship Program" at SMX last November 19, 2013 as members of the Financial Literacy Committee of OSA.

As part of the GSS extension service, they served as resource persons & facilitators upon invitation. Some also served as facilitators or speakers as part of their mandate being members or officials of the UPLB CDC, UPSA, and REPS. A total of 83 extension services were rendered for this year.

"Off the Street On to School" Children's Outreach & Livelihood Program for their Parents last December 11, 2013 at Makiling Ballroom Hall. There were more or less 300 children and 50 parents who participated in the "Tulong Dunong" activities and fashion jewelry designing using beads as livelihood for parents.

In response to the direct & indirect UPLB Students victims of typhoon Yolanda, CTD designed a program called "CTD's Makulay-Tuloy-tuloy ang Buhay" with creative coping mechanism as its feature like progressive relaxation technique, dance & music therapy, art therapy, taichi and laughter yoga which was attended by 10 UPLB Students last Dec. 9, 2013. Likewise, donations in kind from GABAY-CTD & KAIROS Band were delivered to GMA 7 last Nov. 30, 2013.

The "CTD Statistical Report" on the series of program extension services and seminar workshops attended and facilitated by GSS as resource persons throughout November 2012 to December 2013.

## COUNSELING AND TESTING DIVISION

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“One goal, one destiny, one university” —Chancellor Rex Victor O. Cruz emphasized the embracement of a unifying vision. As we welcome year 2013, we see our goals progressively and our dreams being gradually achieved as we impart the year of faith to this vision of excellence in our university. CTD has continuously played an active role for student developmental through its psycho-social programs and services to help empower individuals to become socially well adjustable, effective and happy persons.

### **FACULTY STUDENT RELATIONS OFFICERS (FSRO) SEMINAR WORKSHOP**

November 12, 2012 at Makiling Ballroom Hall

The FSRO was conceived by Ms. Zenaida S. Loberiza in 2011 being the proponent. Its main aim is to form a crisis team wherein FSRO officers in each college will act as a support service personnel for student welfare. Hence, as life coaches. Training was made initially to impact knowledge skills in preparation for their being an “FSRO.”

Resource persons for the workshop are as follows:

Dr. Leticia A. Afuang	OSA's Road Map: Its Vision and Mission
Mr. Gonzalo H. Amante	Basic Principles of Guidance
Mrs. Zenaida S. Loberiza	Red Flags for Students at Risk/Suicide in School
Mrs. Janett A. Dolor	Setting/Suicide Prevention
Mrs. Presinda A. delos Santos	Code of Ethics of a Counselor
Dr. Erick Vernon Y. Dy	Workshop I: On student Welfare & Concerns
Dr. Ronnie Domingo	Workshop II on Action Plan/Tasking Per College

Documentation and Evaluation Committee: Ms. Ordina S. Carlos  
Mr. Juan Miguel Abriol-Santos

Registration: Ms. Mercy Roselada and the practicumers  
from LSPU-SPCC.

The number of FSRO Level I Participants are as follows:

College of Agriculture	-	3
College of Arts and Sciences	-	8
College of Development Communication	-	2
College of Engineering and Agro-industrial Technology	-	4
College of Forestry and Natural Resources	-	3
College of Human Ecology	-	3
College of Veterinary Medicine	-	2
UP Rural High School	-	2
Office of Student Affairs	-	12
Total:		<b>39</b>

The seminar evaluation had inspiring results with the majority rating of Very Good to Excellent.

#### **FACULTY STUDENT RELATIONS OFFICERS (FSRO) SEMINAR WORKSHOP**



#### **COLLEGE COUNSELING PROGRAM**

Five (5) Guidance Services Specialists (GSS) served in this counseling program from January to March 2013. Varied problems like family, financial, social, health, psycho-emotional, academics were addressed. Each counselor has one or two colleges assigned for this program.

Ms. Zenaida S. Loberiza	-	College of Veterinary Medicine College of Economics and Management
Mr. Gonzalo H. Amante Jr.	-	College of Engineering and Agro-industrial Technology
Ms. Ordina S. Carlos	-	College of Arts and Sciences
Ms. Janett A. Dolor	-	College of Forestry and Natural Resources College of Agriculture
Dr. Erick Vernon Y. Dy	-	College of Development Communication College of Human Ecology

## **SEMINAR WORKSHOP OF OSA STUDENT PERSONNEL WORKERS ON LIFE COACHING**

February 11, and 18, 2013 at Makiling Ballroom Hall

Twenty three (23) OSA personnel workers attended this workshop which was conducted by the counselors and OSA Director so they can become life coaches in the event that they meet students at risk in their respective offices.

The following were the resource persons for the workshop:

Dr. Leticia A. Afuang	Understanding the "I" Generation
Dr. Ronnie Domingo	Role of Life Coaches in UPLB transformation
Dr. Erick Vernon Y. Dy	Workshop on Self- Awareness
Mr. Gonzalo H. Amante Jr.	Human Relations and Facilitating Skills
Ms. Ordina S. Carlos	Dynamics of Communication
Mrs. Zenaida S. Loberiza	Red Flags for Students at Risk/Suicide in School Setting/Suicide Prevention
Mrs. Janett A. Dolor	Office Stress Mechanisms

## **LIFE COACHING SEMINAR FOR STUDENT VOLUNTEERS**

March 15 and 16, 2013 at the Makiling Ballroom Hall

During the leadership training of the GABAY volunteers, topics on Teen Depressions, Students at Risk, Symptoms and Prevention and Stress Management were included for their awareness. This is the first step to suicide prevention.

The Resource Persons enumerated above were the same person tapped to facilitate the event.





## **SUMMER BRIDGE PSYCHO-SOCIAL PROGRAM**

April 1-10, 2013 at the Makiling Ballroom Hall

Eighty eight (88) summer bridgers of the Learning Resource Program (LRP) attended the psycho-social program of the CTD. GSS served as the resource persons and facilitators.

## **PRE-EMPLOYMENT SEMINAR WORKSHOP (PESW) FOR GRADUATES AND GRADUATING STUDENTS**

April 16, 2013 at Makiling Ballroom Hall

Two hundred (200) participants attended the PESW which aims to prepare the graduates entry into the world of work.

Ms. Zenaida S. Loberiza served as the anchor person for this program.

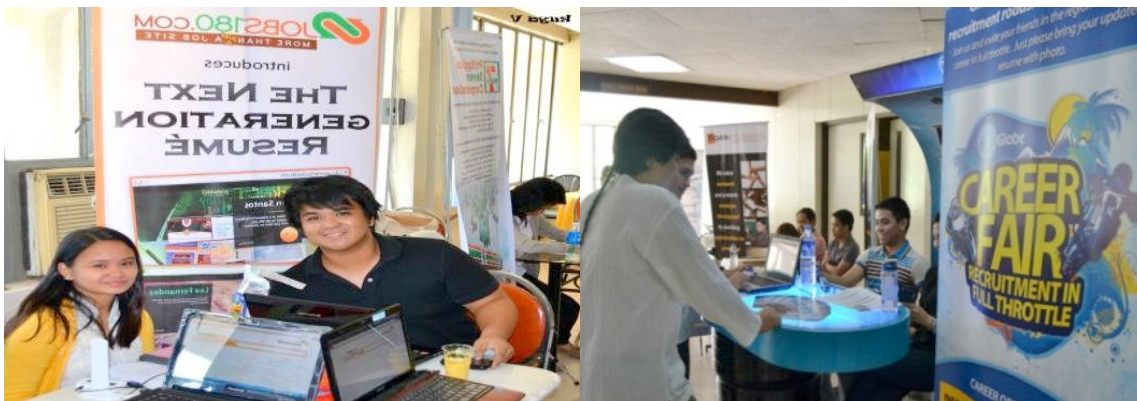


## **UNIVERSITY JOB FAIR (UJF)**

April 17-19, 2013 at the Makiling Ballroom Hall

Five hundred thirty (530) graduating students availed of this opportunity for possible job placement. There were 49 companies who participated in this UJF.

Dr. Erick Vernon Y. Dy served as the anchor person for this program.





## **PRE-COLLEGE AND PARENTS ORIENTATION**

April 22-30, 2013 and May 3-5, 2013 (for waitlisted) at the Makiling Ballroom Hall

This is a fun filled interactive and informative activity wherein freshman were oriented with the different programs, university rules and regulations, and services of the Office of the Student Affairs, which helped them in their transition from high school to college. Group dynamics sessions were held with the end view of getting to know their fellow freshies and share their first time experiences here in UPLB.

There were 1,104 Freshies and 960 parents attended the orientation.

The Guidance Services Specialists (GSS), Dr. Leticia E. Afuang, OSA Director and Engr. Otoniel A. Genosa OSA Administrative Officer V served as resource persons.

GABAY volunteers took charge of the Pre-College Orientation with the guidance counselor in-charge.

Topics on “Signs, Symptoms and Interventions for Students at Risks” were discussed with parents through workshop and lecture by Ms. Zenaida S. Loberiza.

Dr. Erick Vernon Dy is the anchor person for Pre-College Orientation while Ms. Janett A. Dolor is the anchor person for the Parents’ Orientation.



## **READMISSION**

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May – June 2013  
(1<sup>st</sup> 2013-2014)

To help the different colleges in determining whether to accept academic delinquent students or not, CTD screened, tested, interviewed and processed 341 students. Only 203 students completed the readmission process.

READMISSION APPLICANTS PER COLLEGE (as of April 17, 2013)

CA-	29
CAS-	115
CDC-	17
CEM-	26
CEAT-	94
CFNR-	14
CHE-	17
CVM-	29

**TOTAL – 341**

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October – November  
2013

(2<sup>nd</sup> sem 2013 – 2014)

There were 425 re-admission applicants for 2<sup>nd</sup> semester which include appeals for the 2<sup>nd</sup>, 3<sup>rd</sup> time etc. There were 162 cases with a first readmission category which had undergone the complete process of readmission: screening, psychological testing, panel interview, and counseling. The 263 were on appeals for the 2<sup>nd</sup> 3<sup>rd</sup> time etc who were referred for counseling as a requirement.

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Mr. Gonzalo Amante Jr. took charge of the psycho-logical testing & evaluation. All the Guidance Support Specialists took their respective role in the screening, interview, counseling and group discussion.

## **FRESHIES' SPEAK UP**

May 23-27, 2013

There were more or less 100 freshmen from the different blocs and course offerings who were chosen by the volunteers during the PCO as potential speakers for the College Orientation on June 10, 2013. CTD-GSS helped in the screening of aspirants.



## **69<sup>TH</sup> SEMINAR WORKSHOP ON COLLEGE TEACHING AT IMSP**

June 7, 2013 at the IMSP, UPLB

Ms. Zenaida S. Loberiza, CTD Head, served as the resource person for topic on Students at Risks, Signs and Symptoms and Interventions.

## **OPENING CONVOCATION**

June 10, 2013 at the Centennial tower

This year, there were more or less 2000 freshmen who attended the convocation and were the counselors were formally introduced to the Freshmen (1<sup>st</sup> sem 2013 – 2014). Ms. Ariella Arida 2013 Bb. Pilipinas and 3<sup>rd</sup> Runner Up, was the inspirational speaker.



## **OSA RECOGNITION DAY FOR TOP COMPANY PARTNERS**

June 13, 2013 at the Makiling Ballroom Hall

Top company partners who supported CTD through the years in their job placement programs were awarded with certificates of recognition for the first time.



## OSA RECOGNITION DAY FOR TOP COMPANY PARTNERS



## GUIDANCE INSTRUCTION PROGRAM (GIP) *GI Module for Freshmen*

DATE	TOPICS	RESOURCE PERSON
July 8-12, 2013	On Values	Mr. Gonzalo Amante Jr.
July 16-19, 2013	Time Management and Proper, Study Habits and Attitude	Ms. Zenaida S. Loberiza
August 6-8, 2013	Teenage Coping Scales and Stress management	Ms. Janett Dolor
September 2013	3-6, Anti-Sexual Harassment as Part of the Guidance Instruction Program	Prof. Josefina L. Solivas Ms. Olga C. Lomboy Dr. Evelyn F. Delfin Mr. Glenn F. Lubugin Dr. Emilia A. Lastica Ms. Khristine Joy Antigua (CVM Student) from Office of Anti-Sexual Harassment and Gender Office (OASH)

## UPCAT EXAM

August 3-4, 2013  
UPLB CAMPUS

Mr. Gonzalo Amante Jr., Ms. Ordina Carlos and Ms. Zenaida S. Loberiza have served as the hall supervisor, regional examiners and proctors for the UPCAT. There were more or less 1800 UPCAT examinees served by the GSS.



## UPLB REPSS CONFERENCE

August 20, 2013 at Nicolas Lansigan Hall, College of Forestry

This is a seminar workshop conference to update the REPSS on the UP vision oand other related issues and concerns. Workshops of different categories ensued. CTD-GSS actively participated in the event.



## PSYCHO-SOCIAL MONTHS

August –September 2013

SCHEDULE OF ACTIVITIES	
August 6	Freshman Idol
August 23	Mobble Book
August 28	Last Mascot Standing
August 29	Bandang Yupielbi
August 29	Bloc Shirt
August 30	Perfect Attendance
August 30	Paramihan ng 100
August	Poster Making

Several competitions were held for freshmen. In addition, their talents and potentials were used to the fullest. The office of the Chancellor supported their program ever together with Office of the Vice Chancellor for Academic Affairs (OVCAA).

## PSYCHO-SOCIAL MONTH AWARDS NIGHT

September 9, 2013 at the DL Umali Hall

This was the culminating activity of GI which showcased the talents and abilities of our Freshmen. GABAY Volunteers' decision making abilities, team building were tapped to the fullest and vice-versa for the freshmen. Student empowerment is the key phrase here.

There were several awards given like trophies, sashes, medals, certificates. With the help of the Central Administration, our beloved Chancellor Mr. Rex Victor Cruz- who believed in the molding of youth for a holistic development approved the appropriate budget of this program.

### Competitions:

- Poster Making
- Song Writing
- Short Story Writing
- Perfect Attendance

### Special Awards were also given:

- Bloc Photo
- Music Video
- Paramihan
- Mobble Book Competition
- Freshmen Idol
- Last Mascot Standing
- Bandang Yu-Pi-Elbi
- Bloc shirt Competition
- Freshmen Fever
- Lakan-Lakambini

A CTD institutionalized Activity for Freshmen that manifested Student Empowerment



## **TUTORIAL SERVICE**

July-August 2013

There were 160 tutees who were assisted by 14 student volunteers in various subjects identified as difficult. Ms. Ordina Carlos served as the anchor person.



## **FINANCIAL LITERACY FOR FRESHMEN**

August 13-16, 2013 at Makiling Ballroom Hall

Dr. Leticia E. Afuang, OSA Director, Mr. Otoniel Genosa and Dr. Ronnie Domingo served as resource persons. It also included what the freshmen are willing to market and sell as additional income and what they want to learn. Ms. Janett A. Dolor is the chair of the Financial Literacy Committee.

## **REPPS BLOOD LETTING ACTIVITY COLLEGE OF HUMAN ECOLOGY**

September 5, 2013 at the College of Human Ecology

This was a community service of the REPPS wherein more or less 100 bags were donated. Activity headed by Dr. Erick Vernon Dy and as program coordinator. All the Guidance Support Specialists supported the program.

## **OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS (OVCAA) MEETING WITH GUIDANCE SUPPORT SPECIALISTS**

September 16, 2013

A meeting was held at the OVCAA to update matters of suicide cases. CTD was invited as part of crisis team for this purpose.



## **MEETING WITH OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS, UNIVERSITY HEALTH SERVICE AND UNIVERSITY POLICE FORCE**

1<sup>st</sup> meeting: September 20, 2013

2<sup>nd</sup> meeting: October 14, 2013.

OVCAA Dr. Oscar Zamora held a brainstorming session with Dr. Marilyn Reaño (UHS), Mr. and Mrs. Barraquio (UPF), Ms. Zenaida S. Loberiza (CTD), Ms. Janett A. Dolor (CTD), Ms. Ordina S. Carlos and OSA Director Dr. Leticia E. Afuang to create and implement protocols regarding suicidal issues / cases. Ms. Loberiza submitted a draft proposal on suicide protocols during the 1<sup>st</sup> meeting and was revised and improved by Dr. Reaño. The group studied and recommended some changes.

## **MEETING WITH UPLB GENDER DIRECTOR**

October 2, 2013

The Guidance Support Specialists and the OSA Director was invited for a dialogue with the Gender Center Director, Dr. Helen Dayo to discuss certain concerns.

## **PRE-COLLEGE ORIENTATION AND PARENTS' ORIENTATION 2<sup>ND</sup> SEMESTER 2013-2014**

October 14-15, 2013 at the Makiling Ballroom Hall

A total of 46 freshmen participated in the PCO while 32 parents attended the Parents' Orientation. Added feature was the Q & A Portion for Suicide aside from the OSA Services.

## **PGCA MIDYEAR WORKSHOP**

October 18-19, 2013 at Holy Trinity Puerto Princesa, Palawan

THEME: "Towards Globally Competitive Counselors"

Dr. Erick Vernon Dy, Mr. Gonzalo Amante Jr. and Ms. Ordina Carlos attended the said seminar workshop for professional advancement & as PRC requirement.



## **FEMINIST COUNSELING**

November 4-6, 2013 at UP Diliman

A seminar sponsored by UP Center for Women's Studies at UP Diliman for feminist counseling. Seminar attended by Dr. Leticia Afuang, UPLB OASH staff and Ms. Janett A. Dolor.



## **70TH WORKSHOP ON COLLEGE TEACHING**

Nov. 5, 2013 at the IMSP, UPLB      Dr. Erick Vernon Y. Dy was the resource person on the OSA Services for this seminar.

Nov. 8, 2013 at the IMSP, UPLB      Ms. Zenaida Loberiza served as the resource person for Adolescent at Risks, Signs, and Interventions.

## **UPREPS 1<sup>ST</sup> SYSTEM CONFERENCE**

November 12-13, 2013 at UPLB BIOTECH

Issues and concerns of the professional staff were addressed in this UP system wide conference. More or less there were 80 participants. Dr. Erick Vernon Dy and Ms. Janett Dolor were facilitators for this event.

## **GO-NEGOSYO PROJECT BY MR. BAM AQUINO & CO.**

November 19, 2013

This was attended by almost 10,000 students from Luzon. Ms. Zenaida Loberiza, Ms. Janett Dolor, and Ms. Marites Mojica attended and participated in the event.

## **DONATION DELIVERED TO GMA-7 KAPUSO AT QC**

November 20, 2013

CTD, Gabay and Kairos Band donated goods which were brought by the CTD staff to GMA KAPUSO as part of its effort in helping typhoon Yolanda victims.



## **PSYCHO AID FOR YOLANDA VICTIMS**

December 3, 2013 at Sampaguita Room, OSA

Students affected by Yolanda were given by the GSS a stress debriefing. Brief counseling was conducted by the GSS. Dr. Erick Vernon Dy is the over-all coordinator of the event.



## **DENR SEMINAR FOR TOURIST GUIDES**

December 3, 2013 at UPLB-TREES, CFNR

Dr. Erick Vernon Dy was the resource person for the topic on Personality and Values Development.

## **LIFE-COACHING SEMINAR FOR STUDENT HOUSING PERSONNEL**

December 4-& 6, 2013 at the Makiling Ballroom Hall

Twenty three (23) staff from the student housing attended the seminar workshop to enhance and equip them for the knowledge and skills necessary in handling their residents' multifaceted problems in the dormitories.

The resource persons for this program were as follows:

Dr. Leticia A. Afuang	Understanding the "I" Generation
Dr. Ronnie Domingo	Role of Life Coaches in UPLB transformation
Dr. Erick Vernon Y. Dy	Workshop on Self- Awareness
Mr. Gonzalo H. Amante Jr.	Human Relations and Facilitating Skills
Ms. Ordina S. Carlos	Dynamics of Communication
Mrs. Zenaida S. Loberiza	Red Flags for Students at Risk/Suicide in School Setting/Suicide Prevention
Mrs. Janett A. Dolor	Office Stress Mechanisms



## **CTD'S MAKULAY TULOY-TULOY ANG BUHAY**

December 9, 2013

This was a colorful and successful event with participants from affected communities. Ten (10) students who were mostly indirect victims enjoyed the creative stress buster techniques. The theme of this program has a proactive stance of making their "stark life" more hopeful, colorful and positive in outlook.

## CTD'S MAKULAY TULOY-TULOY ANG BUHAY



## UPREPS 4<sup>TH</sup> ANNIVERSARY

December 9, 2013

A series of activities like sports fest, a seminar on emergency preparedness were attended by the GSS.



## “OFF THE STREETS ON TO SCHOOL OUTREACH” PROGRAM and “TULONG-DUNONG”

December 11, 2013

This activity is in cooperation with the UPLB GABAY Volunteer Corps and the KAIROS BAND. The program aims to help financially challenged children to continue their education by providing them with the school supplies needed and for their growth and development activities.

A dance competition for street children, parents with teachers and students, gift giving, values education, right-brain activities, feeding and hygiene activity, livelihood training, and other fun educational activities was conducted. The right-brain activity and the dance competition is part of the “Tulong-Dunong” program of this project.

The resource person for the livelihood activity of fashion jewelry through the use of colourful beads was Ms. Taniruth B. Ranit. The activity was also supported by V-lounge, Jollibee Foods Inc. and Rotary Club of West Bay.

For teachers and parents category, the grand champion for the dance competition was the Paciano Rizal Elementary School while for the schoolchildren category the Bayog Elementary school was the Grand Champion for the 2<sup>nd</sup> time (2012 and 2013) in a row. Because of the



wonderful talents that the children have shown Ms. Jackie San Valentin Antonio of the Dancesport Academy of Laguna and a member of Rotary Club of West Bay pledged to provide scholarships to the participants who want to enhance their skills in dancing to the fullest.

There were more than 300 who participated in these outreach activity.



### **MEETING WITH OC AND THE “YOLANDA” ASSISTANCE DONORS**

December 11, 2013

The Office of the Chancellor was the sponsor for this event. Ms. Janett A. Dolor was the emcee for the activity.

### **UP STUDENT ASSISTANTS CHRISTMAS PARTY WITH YOLANDA VICTIMS**

December 16, 2013

This is a Christmas party by UPSA with a special treat for the Yolanda victims. Ms. Zenaida S. Loberiza with Ms. Janett A. Dolor facilitated the Fun Games.





## **SCHOLARSHIPS & FINANCIAL ASSISTANCE DIVISION**

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Through the years, the Scholarships and Financial Assistance Division (SFAD) carries out its mandate of providing financial aid packages for the economically disadvantaged and academically deserving students of UPLB. The sources of financial assistance available to students are the Socialized Tuition and Financial Assistance Program (STFAP) for the “Iskolar ng Bayan”, private and government scholarships, student loans and the student assistantship program. Many of our students are completely supported by a combination of these financial aids. SFAD has taken a big leap towards automation of service processes in order to improve the delivery of services to UPLB students.

For the year 2013, innovative approaches to face the challenges of times were developed and its implementation has caused a positive impact towards the improvement of services delivered by SFAD to UPLB students. Initially, the Office of Student Affairs Management (OSAM) system developed by OSA’s systems and program designer introduced the Student Assistance DTR automation in November 2012. Then the appointment system for the submission of STFAP application in February 2013, followed by automated SLB application process in June 2013. The downloadable forms of each of the financial assistance programs followed suit.

As a clear indication of increased efficiency in the delivery of its services, STFAP has exceeded the number of clients served during the prior year (2012) compared to the present year. The system limited the manual inputting of SA DTRs and SLB applications due to its automation. Application forms which are all available in any online site can be viewed and printed by students using the OSAM system. Positive feedbacks from many student clients were received by the division.

### **Socialized Tuition and Financial Assistance Program (STFAP)**

All UP students receive state subsidies even when they pay the regular Bracket A or B UP tuition rates as it is not sufficient to defray the actual costs incurred by the university in providing quality education. However, students who need further subsidies are encouraged to apply under the Socialized Tuition and Financial Assistance Program (STFAP), a program to democratize admission of financially needy students to the various courses of the university. This grant is good for one year and renewable annually.

STFAP applicants are given bracket assignments based on their declared family income and socio-economic indicators (Table 1).

**Table 1. Standard STFAP bracketing system for the UP System as of November 2013.**

Bracket	Annual Family Income (Php)	Fees / Benefits
A	More than 1,000,000	Full-cost of tuition fee (Php1,500/unit), full miscellaneous, and laboratory fees
B	500,001 to 999,999	Base tuition fee (Php1,000/unit), full miscellaneous, and laboratory fees
C	250,001 to 500,000	40% discount on base tuition fee, full miscellaneous, and laboratory fees
D	135,001 to 250,000	70% discount on base tuition fee, full miscellaneous, and laboratory fees
E1	80,001 to 135,000	Free tuition, miscellaneous, and laboratory fees
E2	80,000 or less	Free tuition, miscellaneous, and laboratory fees plus standard monthly stipend of P2,400.00

Table2 summarizes the number of STFAP recipients of AY 2<sup>nd</sup> Semester 2012-2013 and 1<sup>st</sup> Semester 2013-2014. The number of grantees increased by 9% or 427 students from 2<sup>nd</sup> Semester 2012-13 to 1<sup>st</sup> Semester 2013-14. There was a remarkable increase in the number of students served and application forms received with the implementation of the STFAP appointment system starting from the application period from February to June 2013 for School Year 2013-14.

**Table 2. Distribution of STFAP recipients from 2<sup>nd</sup> semester 2012-2013 to 1<sup>st</sup> semester 2013-2014.**

Bracket	2 <sup>nd</sup> Semester 2012-13	1 <sup>st</sup> Semester 2013-14
A	27	73
B	378	436
C	1,725	2,004
D	1,536	1,767
E1	824	780
E2	249	106
<b>Total No. of Grantees</b>	<b>4,739</b>	<b>5,166</b>
<b>Total Amount (Php)</b>	<b>692,800</b>	<b>1,363,000</b>

Total amounts of Php692,800.00 during SY 2<sup>nd</sup> semester 2012-2013 and Php1,363,200 1<sup>st</sup> Semester of 2013-2014 were given to STFAP beneficiaries under the alphabetical bracketing scheme.

### ***STFAP Appeals***

Appeals for lowering of STFAP Bracket, filed by grantees and deliberated/acted upon by the UPLB Committee on Scholarships and Financial Assistance (UPLB-CSFA) based on standard guidelines set, totaled 679 (Table 3). Among them, only 121 recipients qualified for E2, 213 to E1 and 345 for other brackets.

**Table 3. Distribution of result of STFAP appeals filed for 2<sup>nd</sup> semester 2013-2014 to 1<sup>st</sup> semester 2013-14.**

Recommended Bracket	A	B	C	D	E1	E2	TOTAL
A	12	20	0	0	0	0	32
B	6	50	41	8	0	1	106
C	0	0	80	86	4	8	178
D	0	0	0	42	198	29	269
E1	0	0	0	0	11	83	94
<b>TOTAL</b>	<b>18</b>	<b>70</b>	<b>121</b>	<b>136</b>	<b>213</b>	<b>121</b>	<b>679</b>

### ***Refund of Matriculation Fees***

School fees are refunded to students whose STFAP bracket assignments were released after enrollment. Tuition Fee Refund is also given to students who got a positive result in their STFAP appeal. Refund payment batch are prepared based on the date of documentary requirement submission.

**Table 4. STFAP refund by college for the SY 2nd semester 2012-2013 and 1<sup>st</sup> semester 2013-2014.**

College	2 <sup>nd</sup> Semester 2012-2013		1 <sup>st</sup> Semester 2013-2014	
	No.	Amount of Refund (Php)	No.	Amount of Refund (Php)
College of Agriculture	5	11,191.50	82	586,151.80
College of Arts and Sciences	16	87,576.00	250	1,679,034.35
College of Development Communication			40	266,989.25
College of Engineering and Agro-Industrial Technology	12	48,597.50	132	847,847.20
College of Economics and Management	1	1,429.50	69	442,744.60
College of forestry and Natural Resources	2	9,344.50	68	378,533.25
College of Human Ecology	4	33,439.50	46	291,700.00
College of Veterinary Medicine			19	117,583.50
<b>TOTAL</b>	<b>91</b>	<b>Php198,778.50</b>	<b>706</b>	<b>Php4,610,583.95</b>

### ***Home Visitation***

STFAP conducts home visits to applicants to verify the validity or veracity of information supplied in the application form, as a further requirement before appeals are being acted upon by the UPLB-CSFA. From the period of November 2012 to October 2013, a total of 110 students were home visited as shown in Table 5.

**Table 5. Distribution of home visits conducted between 2nd semester 2012-2013 and 1<sup>st</sup> semester 2013-2014.**

Bracket	Number of Home Visits
A	8
B	19
C	21
D	50
E1	21
E2	2
<b>TOTAL</b>	<b>121</b>

### ***Bracket B Certification***

As a standard policy and for the smooth implementation of the STFAP, all students of Batches 2011, 2012 and 2013 were required to submit documents as basis for Bracket B certification. They all need to submit proof for their annual household income of P1 Million or below. Students who belong to families with annual household income above P1 Million and those who failed to submit the required documents to confirm their bracket shall automatically be assigned to Bracket A.

**Table 6. Batch distributions for the STFAP Bracket B Certification 1<sup>st</sup> semester 2013-2014.**

Batch No.	No. of Students	With STFAP Bracket results	Bracket Certification Issued	B For Bracket Validation	A
2011	2,428	1,081	741		606
2012	2,448	1,133	696		619
2013	2,600	1,209	828		563
<b>TOTAL</b>	<b>7,476</b>	<b>3,423</b>	<b>2,265</b>		<b>1,788</b>

### **STUDENT ASSISTANTSHIP PROGRAM (SA)**

The student assistantship program is aligned with the STFAP with the objective to support the educational needs of the students and to help and prepare the students on the acquisition of both a working experience and a development of their personality through association with the supervisors and other co-workers. Students are given the option to choose their type of work, specifically for jobs that are related to their course work.

Online generation of SA Daily Time Record (DTR) was introduced in November 2012 to those whose schedule occurs during the regular office working hours. Those with special work schedules beyond 5pm or over the weekends were able to avail online DTR generation starting 2nd Semester 2013-2014. It has improved the processing of SA payrolls such that cross-checking of class schedules and DTRs are no longer done manually.



Likewise, the Special University Performers-Student Assistant (SUP-SA) was implemented effective 1st Semester 2013-2014. This is in recognition of performer's rehearsal and contribution especially during special university events to members of Harmony, UPLB Choral Ensemble and varsity members.

**Table 7. Distribution of Student Assistance to different Colleges from November 2012 to October 2013.**

MONTH	COLLEGE								Total Number of SAs
	CA	CAS	CEAT	CFNR	CEM	CVM	CHE	CDC	
November 2012	31	157	98	31	65	18	22	34	456
December 2012	30	72	60	35	23	6	29	16	271
January 2013	12	28	12	4	3	0	9	4	72
February 2013	2	4	1	3	0	1	1	2	14
March 2013	0	0	0	0	0	0	0	0	0
April 2013	23	85	50	25	59	9	37	20	308
May 2013	6	8	5	0	4	0	3	0	26
June 2013	31	148	124	37	67	15	32	50	504
July 2013	62	138	75	30	21	11	38	25	400
August 2013	4	16	13	2	8	1	8	5	57
September 2013	0	8	3	2	4	0	2	3	22
October 2013	0	2	2	0	0	0	0	0	4
<b>TOTAL</b>	<b>201</b>	<b>666</b>	<b>443</b>	<b>169</b>	<b>254</b>	<b>61</b>	<b>181</b>	<b>159</b>	<b>2,134</b>

**Table 8. Breakdown of SA salaries from November 2012 – October 2013.**

Month	No. of DTRs processed	Amount (Php)
November 2012	0	0
December 2012	375	767,243.10
January 2013	366	702,459.90
February 2013	826	1,382,692.20
March 2013	481	899,815.80
April 2013	808	1,589,828.40
May 2013	204	305,310.00
June 2013	230	417,600.00
July 2013	310	443,631.30
August 2013	549	963,571.80
September 2013	646	1,258,877.10
October 2013	455	861,210.90
<b>TOTAL</b>	<b>5,250</b>	<b>9,592,240.50</b>

### PRIVATE AND GOVERNMENT SCHOLARSHIPS (PGS)

These programs provide support to recipients without any obligation other than to enroll for regular semestral units and maintain satisfactory academic progress, fulfilling their responsibilities as students. There are sixty three scholarship grants and 388 recipients that are either UP Los Baños or UP Diliman administered (Table 9). Slots and benefits available to students are determined by the appropriation of donors.

**Table 9. Distribution of Scholarship Grants and Recipients (UPLB and UP Diliman administered)**

	<b>2<sup>nd</sup> Semester 2012-13</b>	<b>1st Semester 2013-14</b>	<b>Total</b>
Scholarship Grant/Fellowship	26	37	63
Recipients	188	137	325
<b>TOTAL</b>	<b>214</b>	<b>174</b>	<b>388</b>

In addition to the currently administered scholarship programs, five (5) new scholarship programs were implemented effective SY 1st Semester 2013-2014, namely:

1. BASF Agricultural Research Foundation, Inc.
2. Sugar Regulatory Administration (SRA)
3. Nescafe Coffee University of the Philippines (NESCAFE CUPS)
4. Fostering Education and Environment for Development Inc., (FEED)
5. Philchem

BASF, FEED and SRA are co-administered by SFAD and UPLB Foundation Inc. SFAD handles the academic program monitoring while the scholarship fund is managed by the UPLB Foundation, Inc.

Interviews were conducted by the UPLB-CSFA, college scholarship committees and other special committees to fill-up slots for the new programs and vacant slots of graduated recipients (Table 10).

For UP Diliman Administered scholarships, there was a total of sixty five (65) application forms for both the UP Presidential undergraduate/graduate slots and the Scholarship Program for Foreign Students (SPFS). Effective School Year 2013-2014, the twenty-one slots allotted to UPLB were 16 slots for UP Presidential undergraduates, 1 slot for MS, 1 slot for Ph.D. and 3 for the SPFS.

**Table 10. Interviews conducted for various scholarship applications from December 2012 to October 2012.**

<b>Date of Interview</b>	<b>Scholarship Programs</b>	<b>Number of Slots for Filling-up</b>	<b>Number of Applicants</b>	<b>Number of Awarded applicants</b>
Dec 12, 2012	AbonoPartylist	10	12	10
January 14, 2013	CHED-SAFE	16	17	17
	Menzi	1		
January 14, 2013	AgribizTravellers, Inc.	2	3	2
February 15, 2013	REBISCO FATE	3	6	2
June 27, 2013	Sugar Regulatory Administration	15	8	8
July 23, 2013	Vicente B. Bello	3	6	3
August 7, 2013	NESCAFE CUPS	3	6	3
	Univet	1		
August 14, 2013	Masako	1	4	4
	National Cockers (CVM)	1		
	National Cockers	2		
	FPPI	3		
September 2, 2013	Philchema	1	16	11
	Philsan	1		
	BASF	3		
	FEED	3		
September 30, 2013	UPVarrons	2		
	Menzi	1	15	4
	Go Kim Pah	1		
October 29, 2013	Land Bank-IRRI	5	5	5
	GawadPatnubay			

**Table 11. UPLB administered scholarship benefits received by scholars during 2<sup>nd</sup> semester 2012-2013 and 1<sup>st</sup> semester 2013-2014.**

Scholarships	2 <sup>nd</sup> Semester 2012-2013		1 <sup>st</sup> semester 2013-2014	
	Number of Recipients/ number of slots	Amount of Scholarship Benefits Received by Scholars (Php)	Number of Recipients/ number of slots	Amount of Scholarship Benefits Received by Scholars (Php)
Abono Partylist Agricultural Development Scholarship Grant	13/13	566,000.00	11/11	462,000.00
Agribiz Travellers Inc. Veterinary Undergraduate Scholarship Grant			2/2	103,441.00
BASF Agricultural Research foundation, Inc. Scholarship Grant			1/3	44,705.50
CHED SAFE Scholarship	43/43	322,500.00		
Dan Minnick scholarship Grant	1/1	29,500.00	1/1	28,500.00
Fostering Education & Environment for Development Inc. Thesis Research*			3/3	
Foundation for Philippine Progress Undergraduate Fellowship Grant	4/4	55,000.00	3/4	53,000.00
Francisco J. Nicolas Scholarship	2/2	39,000.00	2/2	39,000.00
Go Kim Pah Scholarship Grant			1/1	41,500.00
Masako and Hiromitsu Katoh Veterinary Undergraduate Scholarship	2/2	96,091.00	2/2	97,345.50
Menzi Program for Reseach and Training Scholarship	1/2	12,500.00	2/2	25,000.00
National Cockers Association Undergraduate Scholarship Grant			3/4	72,000.00
NESCAFE Coffee University of the Philippines			3/3	191,236.50
Philippine Canine Club, Inc. Scholarship Grant	2/2	62,500.00	2/2	62,500.00
Philippine Geothermal Production, Co. Inc. Scholarship (formerly CHEVRON)	7/7		3/4	
Philchema Scholarship Grant			1/1	31,500.00
Philsan Undergraduate Scholarship Grant	1/1	34,500.00	1/1	34,500.00
Phinma Foundation Undergraduate Scholarship Grant	3/3	28,500.00	3/3	28,500.00
REBISCO FATE	6/6	155,036.50	3/3	115,166.50
Sugar Regulatory Administration Scholarship Study Grant*			8/15	
Univet Nutrition & Animal Healthcare Co. Undergraduate	2/2	46,000.00	2/2	46,000.00
UP Varrons Undergraduate Thesis Grant			2/2	10,000.00
Vicente B. Bello Scholarship Program	13/15	227,500.00		
<b>Total</b>	<b>100/103</b>	<b>1,788,128.50</b>	<b>59/71</b>	<b>1,544,895.00</b>

\*Funds administered by UPLB-FI



**Table 12. UPDiliman administered scholarship benefits received by scholars during 2<sup>nd</sup> semester 2012-2013 and 1<sup>st</sup> semester 2013-2014.**

Scholarships	2 <sup>nd</sup> Semester 2012-2013		1 <sup>st</sup> semester 2013-2014	
	Number of Recipients/ number of slots	Amount of Scholarship Benefits Received by Scholars (Php)	Number of Recipients/ number of slots	Amount of Scholarship Benefits Received by Scholars (Php)
UP Presidential Undergraduate*	31/31	372,000.00	31/31	372,000.00
UP Presidential Graduate (MS)*	1/1	20,500.00	41640	20,500.00
UP Presidential Leadership*	1/1	9,000.00		
UP Presidential Graduate (PhD)*	1/1	25,500.00	41640	25,500.00
Cayo Alzona Scholarship			41640	8,000.00
GSIS Scholarship*			41701	30,000.00
Health Education Environment and Discipleship (HEED) Foundation	10/10	120,000.00	41891	108,000.00
UPAW Scholarship	1/1	39,000.00	41640	39,000.00
Science of Mind Scholarship	1/1	10,750.00	41640	10,750.00
Scholarship Program for Foreign Students	5/5	152,500.00	41764	152,500.00
UP Oblation Scholarship*	2/2	25,000.00	41672	27,250.00
Phildev Scholarship			41672	140,000.00
RUFUS Rodriguez			41954	319,000.00
Congressional Scholarship	6/6	234000		
Rexponsible Scholarship	14/14	350,000.00	41672	50,000.00
Senator Francis 'Kiko' Pangilinan Scholarship			41672	50,000.00
E.R. Violago Scholarship	15/15	397,500.00	41796	100,000.00
<b>TOTAL</b>	<b>88/88</b>	<b>1,521,750.00</b>	<b>78/78</b>	<b>1,452,500.00</b>

*\*Actual Fees paid by UPD not included in the total benefits computed.*

## STUDENT LOANS

Students may avail loans for tuition and other education-related purposes through emergency cash loan programs wherein payment are made within prescribed time with minimal rate of interest.

The Student Loan Board offers tuition loan for a maximum loanable amount of 80% of assessed fees every semester. For emergency loans, thirteen (13) programs are currently operative for bridge financing which offers loans ranging from P1,000.00 to P5,000.00 per student per semester.

During the 1st Semester 2013-2014, system-based application for SLB was introduced. The main objective of the new scheme is to avoid long queues that a student/applicant is experiencing just to apply for a loan. The application process is shortened, wherein the form is filled-up online. Once accomplished, students will bring the printed form to the SFAD office with requirements and the loan will be immediately processed in just a few minutes.

The Meal-Now Pay Later (MNPL) program was implemented during the 2<sup>nd</sup> Semester 2013-2014 providing meals thru loan to qualified UPLB students who are experiencing financial difficulties. The two meal providers are Gered Diners and Tita Tess Fud Counter. Students availing this program are provided with food stubs worth Php100.00 per day maximum up to Php3,000.00 meal consumption per month exclusive of weekends and valid from the start until the last day of regular classes. The loan shall be paid thru an automatic deduction from student's monthly remuneration from scholarships, STFAP stipends or salaries for being student assistant.

Table13 shows a total of 3,965 borrowers for 2nd Semester 2012-13, 19 for summer 2013 and 4,903 for 1<sup>st</sup> Semester 2013-14.

**Table13. Distribution of student loan borrowers for 2<sup>nd</sup> Semester 2013-14, Summer 2013 and 1<sup>st</sup> Semester 2013-14.**

Loan Program		2nd Semester S.Y. 2012-2013		Summer 2013		1st Semester S.Y. 2013-2014	
		No.	Amount (Php)	No.	Amount (Php)	No.	Amount (Php)
A.	Student Loan Board (SLB) Program	3,734	43,289,616.87			4,744	64,537,513.00
B.	Emergency/Cash Loan Program						
1	PCIB-UPLB Student Financial Assistance Program	10	20,000.00			19	38,000.00
2	Pacita F. Yaptenco Student Financial Assistance Fund	32	64,000.00			20	40,000.00
3	PNB-UPLB Educational Assistance Fund	48	96,000.00	2	4,000.00	19	38,000.00
4	Dr. Gaudencio R. Lapuz Veterinary Student Loan Grant						
5	Sen. Jose D. Lina Educational Assistance Fund	19	36,000.00			31	60,000.00
6	Sen. Francisco S. Tatad Educational Assistance Program					15	29,000.00
7	Zeta Beta Rho-Mussaenda Honor Society Student Financial Assistance Program	18	36,000.00			1	2,000.00
8	Teresita Marquez Hernandez-Sollano Veterinary Student Loan Grant	1	5,000.00				
9	Allen Torrenueva Student Financial Assistance Program	8	16,000.00				
10	Dr. Edelwina C. Legaspi Student Financial Assistance Program			11	22,000.00		
11	CHED SAFE Loan					6	48,000.00
12	UPAA Sacramento and Vicinity Student Loan Fund	2	6,000.00			6	18,000.00
13	UPLBAAA LEO JMH Student Emergency Loan Fund	79	367,000.00	6	30,000.00	42	190,000.00
<b>Sub-total</b>		<b>221</b>	<b>664,000.00</b>	<b>19</b>	<b>56,000.00</b>	<b>159</b>	<b>463,000.00</b>
<b>Total</b>		<b>3,955</b>	<b>43,953,616.87</b>	<b>19</b>	<b>56,000.00</b>	<b>4,903</b>	<b>65,000,513.00</b>

## Other Accomplishments (Seminars, Recognition, Orientation Programs and other activities)

On top of regular daily activities for student servicing, personnel development and extension services were also done by members of the unit from February to December 2013.

Date	Activity	Person Involved	Role of the Unit
February 4, 2013, 1-5pm UP Diliman	Attended STFAP Consultation at the College of Education, UPDiliman 1-5 p.m.	Dr. Leticia E. Afuang Ms. Elisa S. Navarrete Ms. Jenette Tamayo Prof. Richard Gonzalo	Representatives
February 7, 2013 Makiling Ballroom	Orientation on STFAP and Loan Programs Processes 10a.m. to 5p.m.	Ms. Elisa S. Navarrete Ms. Jenette Tamayo Ms. Noemi Nunez Mr. Ferdie Ocampo	Resource Persons
February 17, 2013 Home for the Aged, San Pablo City	Outreach Program of Vicente B. Bello scholars Home for the Aged, San Pablo City	Ms. Elisa S. Navarrete	Resource Person
May 20, 2013 Shangrila Restaurant, Quezon City	Health Education Environment and Discipleship (HEED) Values Integration and Recognition of scholars	Dr. Leticia E. Afuang Ms. Elisa S. Navarrete	Speaker Chaperone
May 30, 2013 SM Mall Of Asia	Recognition and Presentation of SM Scholars	Ms. Elisa S. Navarrete Ms. Janet Dolor	Representatives
June 13, 2013 Makiling Ballroom	Recognition of scholarship and loan donors during the OSA 53 <sup>rd</sup> Anniversary Celebration	Ms. Elisa S. Navarrete Mr. Cicero Penaflor Ms. Jenette Tamayo Ms. Noemi Nunez Mr. Ferdie Ocampo	SFAD Staffs facilitated the program
June 25, 2013 Valley Golf and Country Club, Antipolo City	Agribiz scholars (2) presented to donors	Ms. Elisa S. Navarrete	SFAD chaperoned the scholars
July 8 & 12, 2013 Makiling Ballroom	Orientation of SFAD Services	Dr. Leticia E. Afuang Ms. Elisa S. Navarrete Mr. Cicero Penaflor Ms. Jenette Tamayo Ms. Noemi Nunez	SFAD did quality lectures on the services offered
July 17, 2013 Makiling Ballroom	Sugar Regulatory Administration Scholarship Awarding	Ms. Elisa S. Navarrete Ms. Charlotte Wolfert	Representatives
July 22, 2013 Conference Room, OSA-DO	Annual Meeting of Vicente B. Bello Scholarship grantees and interview of applicants with Dr. Ma. Gloria Talavera, Scholarship Coordinator of VBBSP	Ms. Elisa S. Navarrete	Representative



## **SCHOLARSHIPS & FINANCIAL ASSISTANCE DIVISION**

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### **Student Organizations' Rewards Program is a Go**

Chancellor Rex Victor O. Cruz approved the SOAD Students' Hard-Earned Rewards System (SHARES) as per OC Memorandum No. 177.

SOAD SHARES is a rewards program that aims to motivate student organizations by giving them points for certain activities they conduct or participate in. The points can be exchanged for "rewards" from the rewards catalog subject to availability. One of the rewards in the catalog is the free or discounted use of university facilities.

Venue administrators will treat redeemed SOAD SHARES points as cash payments. Redeemed points may be used in accordance with the guidelines attached to the memorandum.

The following are some highlights from the SOAD SHARES guidelines:

1. Only recognized student organizations are part of the program.
2. SOAD SHARES points may be shared with other student organizations once. When an organization shares its earned points, the sharing organization will be rewarded 20% of the shared points. The rebate points may not be shared anymore.
3. Points earned are not convertible to cash and may not be used as payment to people such as technicians and utility workers.
4. Points in an academic year will expire on the day after the last day of holding of activities in the following semester. Sharing of points will not extend the validity of points.
5. Based on the memorandum, organizations that participated in the Loyalty Day Parade will earn 500 points. For each University Scholar of the organization as of First Semester, the organization will earn 400 points. A student organization member who graduates as a Summa Cum Laude will leave 2000 points to his/her organization. The complete list of activities/accomplishments and corresponding points is in the SOAD SHARES Guidelines attached to OC Memorandum No. 177.

SOAD SHARES is retroactively applicable to all organization activities starting June 2013. However, SOAD is still updating OrgsUP to support the rewards system. Point persons and heads of student organizations will receive an SMS as soon as they can start redeeming rewards from the points they collected. In the meantime, the organizations are continually earning points as indicated in the guidelines.

Organizations data summary for 1<sup>st</sup> semester 2013 – 2014 are represented as follows: Table 1 shows 161 total recognized organizations, 891 total activities in Table 2, 317 student organization advisers in Table 3 and distributional data for college based organizations in Table 4.

**Table 1. Recognized Organizations as of 1<sup>st</sup> Semester AY 2013-2014**

Type of Organization	Number
Academic Organization	73
Cultural Organization	15
Fraternity	11
Political Organization	3
Religious Organization	7
Socio-Civic Organization	23
Sorority	10
Sports and Recreational Organization	3
Varsitarian Organization	16
TOTAL	161

**Table 2. Activities Conducted by Student Organizations inside UPLB as of 1<sup>st</sup> semester AY 2013-2014**

Type of Activity	Number
Academic Development	306
Celebration	130
Community Service	66
Cultural Development	53
Fundraising	89
Internal Activities	27
Organizational Development	96
Promotion	82
Sports and Recreation	42
TOTAL	891

**Table 3. Student Organization Advisers as of 1<sup>st</sup> semester AY 2013-2014**

Designation	Number of Advisers
Instructor	95
Assistant Professor	136
Associate Professor	31
Professor	33
Research Professor	1
University Research Associate	3
University Researcher	13
University Extension Associate	1
University Extension Specialist	4
TOTAL	317

**Table 4. College-based Student Organizations as of 1<sup>st</sup> semester AY 2013-2014**

College	Number
(none)	108
College of Agriculture	9
College of Arts and Sciences	14
College of Development Communication	3
College of Engineering and Agro-Industrial Technology	10
College of Economics and Management	5
College of Forestry and Natural Resources	2
College of Human Ecology	5
College of Veterinary Medicine	5

### **Paperless Initiatives**

Due to the paperless initiatives of SOAD, the office was able to save about 50,215 sheets of paper as of November 29, 2013. These initiatives include:

1. creation of an online information system (“OrgsUP”) to facilitate records management;
2. automation and digitization of the 30-paged recognition forms
3. online submission of activity reports
4. activity permits / advisers’ consent form
5. encoding of student numbers during the registration period instead of submission of photocopy of Form 5s

## INTERNATIONAL STUDENT SERVICES

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The **International Student Services (ISS)** has been the center of information, activities and services of the international students in the University. It makes every effort to have a good relationship with the members of the international community.

ISS renders the following services:

- Issuance of study permits
- Provide basic certifications related to visa renewal or extension
- Conduct orientation (for new/incoming undergraduate foreign students)
- Advising, counseling, guidance instruction (in cooperation with the Counseling and Testing Division)
- Recommend better options for lodging or housing accommodation
- Offer tutorial services for free, in cooperation with UP GABAY volunteers and UPLB Scholars
- Provide necessary information about UPLB and the different services of the University, and the Philippines
- Act as intermediary between international students, faculty and administrators
- Promote socio-cultural and educational activities
- Psychosocial activities

A total of **180** international students were issued study permits during the 2<sup>nd</sup> Semester 2012-2013, **56** during Summer of 2013, **215** for the 1<sup>st</sup> Semester 2013-2014 and **211** for the 2<sup>nd</sup> Semester 2013-2014 pursuing Bachelor/Masters/Doctoral degree. International students coming from Africa, Australia, Europe, Middle East and mostly, from Asian countries. Summary of which are hereto attached.

This year, as per Memo No. 53 from the Chancellor dated March 21, 2013, the collection of Php500.00 as processing fee of ISS was suspended to lessen the expenses incurred during the registration of international students.

The highlight of this year is the “The 1<sup>st</sup> Investiture and Commissioning Rites for UPLB Ambassadors” one of the major events ISS conducted has been institutionalized. It is where the University commissioned sixteen (16) international students to become UPLB Ambassadors. The ambassadors came from the graduating class of 2013. This activity is in support to the internationalization efforts of the University and to encourage more international students to pursue their education here in the University.

ISS has been very supportive in their needs and actively participating in all the activities and programs for the international students. ISS maintains good relationship with the international community by building friendship and camaraderie, and by winning their trust and confidence.



**Table 1.A Distribution of International Students by Country and by Visa Type for the 2<sup>nd</sup> Semester 2012-2013.**

COUNTRY	9A	9E2	9E	9F	9G	47A2	Others	TOTAL
UNDERGRADUATE								
America		1		2				3
Bangladesh				1				1
Bhutan						3		3
Cambodia		1						1
India				1				1
Indonesia				1				1
Japan				7				7
Korea				2	1		1(SSP)	4
Mongolia				1				1
Nepal				1				1
SUB-TOTAL:								23
MASTERS								
Bangladesh				1				1
Bhutan				1				1
Britain						1		1
Cambodia	1	5	1	6				13
India		1		1				2
Indonesia	1	1		4		1		7
Iran	1			6				7
Japan				1				1
Korea						1		1
Laos		4	2	5				11
Liberia	1					5		6
Malaysia		1		1				2
Myanmar		7		12				19
Nepal	1							1
Poland			1					1
Thailand		2		2				4
Timor Leste		2						2
Vietnam		6		3		3		12
Zambia						1		1
SUB-TOTAL:								95
DOCTORAL								
Bangladesh		5						5
Cambodia		4						4
China		1		1				2
India		2						2
Indonesia	1	11	1		1			14
Iran				5				5
Korea				1				1
Laos		1						1
Myanmar		7	1				1	9
Pakistan			1					1
Sri Lanka		1						1
St.Vincent & the Grenadines		1						1
Sweden							1	1
Thailand		3						3
Vietnam		4	2					6
Zambia	1							1
SUB-TOTAL:								57
EXCHANGE STUDENT / NON-DEGREE								
Korea						3		3
Cambodia		1						1
Japan						1		1
SUB-TOTAL:								5
GRAND TOTAL:								180

**Table 1.B Distribution of International Students by Country and by Visa Type for Summer 2013.**

COUNTRY	9A	9E2	9E	9F	9G	47A2	Others	TOTAL
UNDERGRADUATE								
America				1				1
Japan				4				4
SUB-TOTAL:								5
MASTERS								
Cambodia		6		2				8
Indonesia		3						3
Laos		3	2					5
Liberia						1		1
Malaysia		1						1
Myanmar		4						4
Thailand		1						1
Vietnam		2		1		1		4
SUB-TOTAL:								27
DOCTORAL								
Bhutan				1				1
Cambodia		1						1
Indonesia	1	7						8
Iran				2				2
Laos		1						1
Myanmar		6	1					7
Thailand		3						3
Vietnam		1						1
SUB-TOTAL:								24
GRAND TOTAL:								56

**Table 1.C Distribution of International Students by Country and by Visa Type for the 1<sup>st</sup> Semester 2013-2014.**

COUNTRY	9A	9E2	9E	9F	9G	47A2	Others	TOTAL
UNDERGRADUATE								
America	1			2				3
Bangladesh				1				1
Bhutan						3		3
Cambodia	1							1
India				1				1
Indonesia				1				1
Japan				7				7
Mongolia				1				1
Nepal				1				1
South Korea				2	2		2(SSP)	6
SUB-TOTAL:								25
MASTERS								
Australia		1						1
Bangladesh		1				1		2
Britain						1		1
Cambodia		14		6				20
East Timor		1						1
India		1		1				2
Indonesia		1		6		1		8
Iran				3		1		4
Japan				1		1		2
Laos		7	1	3		1		12
Liberia						6		6
Malaysia		1		1				2
Myanmar		7		13				20
Poland				1				1
South Korea				1		1		2
Thailand		3		2				5
Vietnam		9		2		2		13
Zambia						1		1
SUB-TOTAL:								103
DOCTORAL								
Bangladesh		4		1				5
Cambodia		3						3
China		1		1				2
East Timor		1						1
India		2		1				3
Indonesia		13		1	1			15
Iran		2		4				6
Myanmar		5		1				6
Pakistan		2						2
South Korea		1		2				3
Sri Lanka		1						1
St.Vincent & the Grenadines		1						1
Sweden	1							1
Thailand		5						5
Vietnam		2						2
Zambia				1				1
SUB-TOTAL:								57
EXCHANGE STUDENT / NON-DEGREE								
America						3		3
Japan				3				3
New Guinea							1	1
South Korea						22		22
Thailand						1		1
SUB-TOTAL:								30
GRAND TOTAL:						215		

**Table 1.D Distribution of International Students by Country and by Visa Type for the 1<sup>st</sup> Semester 2013-2014.**

COUNTRY	9A	9E2	9E	9F	9G	47A2	Others	TOTAL
UNDERGRADUATE								
America	1			2				3
Bangladesh	1			1				2
Bhutan						2		2
Cambodia		1						1
India				1				1
Indonesia				1				1
Japan				10				10
Mongolia				1				1
Nepal				1				1
South Korea				1	1			2
SUB-TOTAL:								24
MASTERS								
Australia		1						1
Bangladesh		1				1		2
Britain						1		1
Cambodia	1	13		6				20
East Timor		1						1
Ghana	1							1
India				1				1
Indonesia		1		5		1		7
Iran				1				1
Japan				1		1		2
Laos	2	6	6	2		1		17
Liberia						6		6
Malaysia		1		1				2
Myanmar	4	4		10				18
Poland				1				1
South Korea	1			1		1		3
Thailand	1	3		1				5
Uganda						1		1
Vietnam		11		2		4		17
Zambia						1		1
SUB-TOTAL:								108
DOCTORAL								
Bangladesh		3		1				4
Cambodia		3						3
China		3		1				4
East Timor		1						1
India		2		1				3
Indonesia		12		1				13
Iran	1	2						3
Myanmar		4					1 (13-A)	5
Pakistan		2						2
South Korea		1		1				2
Sri Lanka		1						1
Sweden	1							1
Thailand		3						3
Vietnam		4						4
Zambia				1				1
SUB-TOTAL:								50
EXCHANGE STUDENT / NON-DEGREE								
Australia						1		1
Japan						4		4
New Guinea							1(SSP)	1
South Korea	2					21		22
Indonesia								1
SUB-TOTAL:								29
GRAND TOTAL:								211



## **INTERNATIONAL STUDENT SERVICES**

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### **SPORTS FESTIVAL**

A sports day activity of international students were various outdoor and indoor games were played such as volleyball, badminton, table tennis, football and some of the different countries traditional games. The activity conducted last January 27, 2013 at the DL Umali Freedom Park and Baker Hall. This is in coordination with the International Students Association (ISA).

The closing and awarding ceremony were led by Dr. Leticia E. Afuang, OSA Director and Dr. Jose V. Camacho Jr., Dean of Graduate School, assisted by Dr. Erick Vernon Y. Dy, ISS Head.

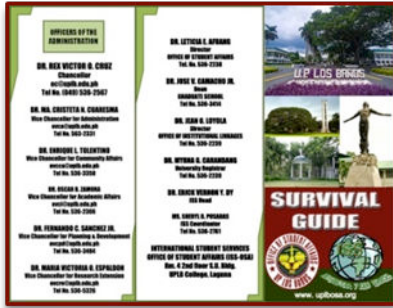


### **FOOD FESTIVAL**

A 1-week event of showcasing their talents in preparing the traditional food/delicacies from their country/region. Activity happened during the UPLB "Feb Fair", February 12-16, 2013.



## INFORMATION SERVICE



To promote its services, ISS created its own flyer. It was disseminated during orientation of the new students, and to visitors/clientele of the office.



Last February 20, 2013, Dr. Erick Vernon Dy, ISS Head had visited the Department of Tourism to establish ties and to acquire leaflets, brochures and video materials of interesting places in Laguna. This aims to serve as an additional encouragement to international students to choose UPLB, as a place for study and Philippines, as a second home, and to get to know our country and promote tourism.

## SOCIO-CULTURAL INTERACTION AND LEARNING

ISS assisted other activities conducted for international students in fostering camaraderie and friendship like the “Graduation Party” organized by FOCUS, ASSIST headed by Dr. Melinda Hoque last April 22, 2013.



ISS assisted ISA in the conduct of their CULTURAL TRIP last July 21, 2013 in coordinating the Office of Student Activity Division of the University in Diliman (OSA-UPD) to conduct a visit and meet some of international students of UPD.





## INVESTITURE & COMMISSIONING RITES for UPLB AMBASSADORS

In support to the University's goal of promoting internationalization, ISS have organized the 1<sup>st</sup> ever Investiture and Commissioning Rites for UPLB Ambassadors. The event happened last April 26, 2013 at Room 9, 2<sup>nd</sup> floor of Student Union building. Sixteen (16) ambassadors of goodwill were selected from the graduating class of 2013 namely: Phin Sopheap from Cambodia, Eun Kyoung Choi, Jincheol Choi and Yoon Kyung Lee from Korea, Chansanook Senthavong of Laos, Arie Sukma, Lenny Widjayanti and Hanike Monim from Indonesia, Zin Mar Lwin, Aye Min and Swe Sin Myint Thein from Myanmar, Le Tin, Ho Ngoc Ninh, Nguyen Van Huong, Quyen Dinh Ha and Vu Hoang Lan from Vietnam. The rites program was led by the Vice Chancellor for Academic Affairs, Dr. Oscar B. Zamora, assisted by Dr. Jose V. Camacho Jr., dean of the Graduate School Dr. Leticia E. Afuang, OSA Director, Dr. Erick Vernon Y. Dy, ISS Head and Ms. Sheryl B. Posadas, ISS Coordinator.



## EXTENSION PROGRAM

In line with the OSA Roadmap 2013-2015, ISS with CTD conducted an extension "kawang-gawa" program for the indigent kids of Los Banos last May 24 and 29, 2013. This was participated by Daiki Hayashi, Yoshitsugu Kuboyama, and Kaori Yamakuma from Japan, in cooperation with the UP GABAY Volunteer Corps and KAIROS BAND. School supplies were distributed and values education where conducted.

This is a way for international students to internalize and experience the concept of "Iskolar para sa Bayan".



## **NEW INTERNATIONAL STUDENTS' ORIENTATION PROGRAM**

A fun-filled annual activity of an “informative /awareness” day of all bonafide international students for the different services they could avail at UPLB, OSA and other offices during their stay in UPLB. The activity was conducted last June 28, 2013, and it was participated by 103 international students. Dr. Camacho, Dr. Willie P. Abasolo (College Secretary, Graduate School) Dr. Melinda Hoque (FOCUS), Dr. Erick Vernon Y. Dy (ISS-OSA) and Dr. Afuang welcomed and oriented the new international students.



## CULTURAL NIGHT

This is annual big event of the international students. It is a night of festival dances, songs, rituals and unique presentations mirroring the culture of their respective countries. With this year theme, **"Journey towards Cultural Harmony"**, it was successfully conducted last September 3, 2013 with 10 performing countries: Bangladesh, Cambodia, Indonesia, Iran, Japan, Laos, Liberia, Myanmar, Thailand and Vietnam. The activity was attended by the ambassador of Lao, her excellency Malayvieng Sakonhninhom, education attaché of Indonesian embassy Mrs. Paristiyanti Nurwandani, Secretary Duong Dinh Chien from the embassy of the Socialist Republic of Vietnam, and his excellency Tun Naung, ambassador from Myanmar.





## **ISA THANKSGIVING PARTY**

Last September 13, 2013, ISA conducted a Thanksgiving Party for the success of the Cultural Night.

ISS assisted ISA in the preparation of the event particularly in the certificates that was given to the participants, and to all the organizations and individuals who supported the Cultural Night. ISS was awarded with a Plaque of Recognition from ISA for its continuous support and assistance to the international community of the University.



## **INTERNATIONAL STUDENTS' ASSOCIATION (ISA) INDUCTION PARTY**

ISA election of new set of officers for 2014 was conducted last November 18 to 22, 2013. ISS assisted ISA in the canvassing of votes which happened last November 25, 2013 at the SEARCA Residence Hotel conference room. Twelve International students filed their intention to serve as officer of the association. The elected officers are as follows:

President - Micael s.d. Martin (Timor Leste)  
Vice President - Kyaw Min Htut (Myanmar)  
Gen. Secretary - Sive Thea (Cambodia)  
Public Secretary - Onike Tali Lailogo (Indonesia)  
Join Secretary - Itthirit Suwannakam (Thailand)  
Treasurer - Khe Longkeat (Cambodia)  
Auditor - Kyaw Myo Oo (Myanmar)  
Sports Secretary - Nguyen Xuan Huu  
Cultural Secretary - Sith Jaisong (Thailand)

The oath taking of the elected officers followed last December 12, 2013. Part of the event is the awarding of the UP Oblation statuette to the outgoing ISA officers for their dedicated service to the association. The awarding ceremony was led by Dr. Oscar B. Zamora, Vice Chancellor for Academic Affairs. He was assisted by the OSA Director, Dr. Leticia E. Afuang, Dr. Jose V. Camacho Jr., Dean of the Graduate School, and Dr. Erick Vernon Y. Dy, Head of the International Student Services (ISS-OSA), as presenter of the award.

## **ISA INDUCTION PARTY**



## **ORIENTATION OF VISITORS**

ISS is also tapped by the Office of the Institutional Linkages (OIL) and other colleges in the orientation or welcoming of exchange students and/or visiting students from other neighboring countries.

**March 4, 2013**

**ORIENTATION OF VISITING STUDENTS FROM JAPAN**

**April 17, 2013**

**ORIENTATION OF VISITING KOREAN STUDENTS**

**September 10, 2013**

**ORIENTATION OF VISITING STUDENTS FROM CHIVA UNIVERSITY IN JAPAN**



**YEAR-ROUND ACTIVITIES**

Below are the activities and services being done by the office:

- Issuance of study permit and certification
- Updating the ISS Database
- Advising / counselling / guidance instruction, as needed (in cooperation with the Counselling and Testing Division)
- Offer tutorial services for FREE
- Consolidate/update information about UPLB(coordinate with OPR) and the Philippines (coordinate with DOT)
- Participate and coordinate other activities and programs for the international students (eg. Activities handled by GS, OIL, FOCUS, etc.)

## LEARNING RESOURCE PROGRAM

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The aim of the **Learning Resource Program (LRP)** is to provide students with learning assistance and enrichment activities in support of the instructional function of UPLB. There are two major activities undertaken by LRP to attain its objective: (1) The administration of the Summer Bridge Program (SBP) which is designed to assess and upgrade the college preparatory background of selected students and to further develop their social and study skills; (2) the administration of the Agricultural and Rural Development Scholarship (ARDS) Program which is designed to democratize access to UPLB education through a special procedure for the selection of scholars and the provision

The **Summer Bridge Program (SBP)** offered during summer was held on April 1-26, 2013. It is a 4-week intensive program in Mathematics and English, each bridge course is equivalent to a summer course with 48 class hours. Participants are given diagnostic exam for evaluation by the teacher, to gauge student capacity for Math and English. Out of more than 606 expected students, a total of 88 attended and finished the Summer Bridge Program. SBP participants are incoming freshmen who have formula scores equal to or below the prescribed scores in any or all in Reading, Language, and Mathematics. of academic, psychosocial, and financial support to its scholars.

UPLB Summer Bridge Participants		
Subjects	Qualifiers	Attended/Finished
ENGLISH	457	47
MATH	129	27
BOTH	20	14
<b>TOTAL</b>	<b>606</b>	<b>88</b>



## ***SUMMER BRIDGE PROGRAM (SBP)***



The **Agricultural and Rural Development Scholars (ARDS)** come from various regions in the country. During the 2<sup>nd</sup> Semester, AY 2012-2013, 50% came from Southern Luzon, 28.13% from Bicol and 2.9% from Central Luzon. However, in the 1<sup>st</sup> semester of 2013- 2014, 60% came from the Southern Luzon (Region IV), 32% from Bicol Region (Region V). The rest of the grantees about 4% are from the Central Luzon (Region III) and La Union (Region 1).

Among the 25 scholars enrolled in the 1<sup>st</sup> semester, AY2013-2014, one (1) graduated, one (1) was a University Scholar, two (2) were College Scholars, five (5) were listed in the Honor Roll, and the rest have maintained good academic standing. Nine (9) new scholars were accepted this 2<sup>nd</sup> Semester 2013-2014.



## ***AGRICULTURAL AND RURAL DEVELOPMENT SCHOLARSHIP (ARDS)***



## ***LUNCHEON OF GRADUATING ARDS***



**The Community Service** – The ARDS scholars along with 60 Grade 2 students, rendered community service at Bernardo N. Calara Elementary School, Anos Los Baños, Laguna. The main objective of the service was to increase the consciousness and awareness of the scholars on how they can contribute to the development of the younger students. They are also required to join one immersion/affirmative action program of the Ugnayan ng Pahinungod.

The regional distribution of the bridge participants in summer show that 67.05 are mainly from the Southern Tagalog region. 12.5 from the Region III (Central Luzon), 6.82 comes from the Region II – (Cagayan Valley), 6.80 from the Region V – (Bicol ), 3.41 from National Capitol Region and 1.14 from Region 1, Region VI and Region XI.



## **STUDENT DISCIPLINARY TRIBUNAL**

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### **ACCOMPLISHMENTS**

1. As a refresher and reminder to all the student organizations leaders and members, on June 6, 2013, the SDT invited Atty. Jacqueline de Guia, Chairman of the Human Rights Commission Region IV, to talk on the Human Rights violations in relations to the Anti-Hazing Law. All the provisions of the RA 8049 or the Anti-Hazing law were discussed by Atty. De Guia. This was participated in by 220 leaders and members of the different organizations.
2. Training was conducted by the SDT regarding the uniform implementation of the existing university student rules and regulations, on July 19, 2013 at the Makiling Ballroom. Specifically, the objective of this seminar is to guide the participants in the decision making and proper implementation of the University rules and regulations. Problems identified were resolved and recommendations to be submitted by the SDT to the proper authority for the amendments of some provisions in the student rules and regulations are in preparation. This seminar was participated in by the SDT Members, the parent jurors, student jurors and also a Legal Officer from the UPLB Legal Office. The different College Secretaries likewise attended the said training.
3. The Secretary/Coordinator of the SDT served as the resource person during the Parents' Orientation on May 2 to 11, and October 15, 2013. She discussed about the existing rules and regulations of the University and the services being offered by the SDT.
4. From November 2012 to December 2013, 75% of the new and pending cases were resolved by the Tribunal. Only 8 active cases or 25% remained in the SDT docket for resolution.
5. SDT was able to recruit three (3) new additional members of the pool of counsel. Among their duties is to serve as adviser/counsel to the student/respondent/s who has a pending case/s in the SDT. Likewise, they could serve as an adviser/guardian to a complainant or a respondent who is still a minor, in an SDT case.
6. In order to amicably settle the conflicts between two different groups (in SDT Cases 11-16, 12-03, 12-04, 12-06, and 12-11), the SDT member and the Coordinator of the SDT serves as mediator to the two (2) parties. As a result, their respective cases peacefully resolved and no longer pursued.

7. We have served the following number of students as follows:

<b>UNIT'S ACTIVITES</b>	<b>TOTAL NO. OF STUDENT'S SERVED</b>
Notified for Hearing	62
Notified for Preliminary Inquiry	78
Legal and Paralegal counseling	90
Attendance on the Human Rights Violations Seminar	220
Seminar on the Student Rules and Regulations	50
Students who seek clearances and other SDT services	2,622

## **APPENDIX**

### **GHANNT CHART OF STUDENT AFFAIRS ACCOMPLISHMENT FOR 2013 BASED ON ROAD MAP TARGETS SET FOR 2012 – 2015 SUBMITTED TO OVCAA ON 2012**