Republic of the Philippines
Commission on Higher Education
SAMAR COLLEGES, INC.
City of Catbalogan

OFFICE OF STUDENT AFFAIRS AND SERVICES
Scholarship Programs

POLICY GUIDELINES FOR STUDENT ASSISTANT GRANT

This document outlines the policy guidelines for Student Assistant Grant of Samar Colleges, Inc. These guidelines aim to ensure a fair and transparent process in the selection, responsibilities, and conduct of student assistants under the grant, in line with the school's commitment to providing opportunities for deserving students.

The Student Assistant Grant is one of the institutional scholarship programs offered by Samar Colleges, Inc., categorized as a school-funded initiative, which provides free tuition and other associated fees. This grant is administered through a semestral contract with qualified students of Samar Colleges, Inc.

The following are the policy guidelines for Student Assistant Grant:

1. Requirements and Qualifications:

    a. Open to all student assistant wishing to study at Samar Colleges, Inc., particularly those from indigent families, with annual income not exceeding ₱200,000.
    b. The student assistant applicant must not have any immediate family member who owns a large business or is a high-income earner.
    c. The student assistant applicant must be financially incapable of supporting his/her studies and should come from a large family.
    d. The student assistant must be diligent, responsible, and reliable in carrying out their duties.
    e. All student assistant applicants are required to submit a biodata and a consent letter from their parents or guardians.

2. The school, through the Office of the Student Affairs and Services (OSAS), will conduct a background check on all student applicants to verify the information provided and ensure eligibility in accordance with the guidelines.

3. All student assistant applicants must undergo an assessment examination, interview, and performance observation as part of the selection process.

4. Newly hired student assistant applicants are required to complete a mandatory pre-service training lasting two (2) weeks, which must be undertaken prior to the official start date of their assignment.

5. The student assistant shall be required to enroll in the semester immediately following the award of the grant and must carry an academic load of 18 to 21 units per semester, depending on the program. During the summer term, enrollment shall be limited to one (1) subject only.

6. The grant covers the tuition and miscellaneous fees for each semester. Hence, the student assistant is expected to actively participate in activities sanctioned by the school.

7. The student assistant shall render a minimum of six (6) hours of service per day, which may be staggered or accumulated, within a minimum of twenty-two (22) days and a maximum of twenty-six (26) days per month.

8. The student assistant shall work in an assigned office under the direct supervision of the head of the assigned office (direct supervisor) from Mondays through Fridays and on weekends as needed/required, including semestral breaks. While under the day-to-day guidance of the direct supervisor, the student assistant remains ultimately under the authority of the Office of the Student Affairs and Services (OSAS), which retains overarching supervisory and administrative control.

9. In urgent or important situations, the student assistant may be temporarily pulled out from his/her designated office and requested to perform additional tasks by the Dean of Student Affairs and Services and the Scholarship Programs Coordinator, aside from his/her usual duties in his/her assigned office, even on weekends or during semestral breaks, as needed. The Scholarship Programs Coordinator shall notify the concerned direct supervisor regarding such request.

10. The student assistants may be reassigned or reshuffled to different office or unit within the institution based on operational needs, availability of student assistants, performance evaluation results, or other justifiable reasons as determined by the Office of the Student Affairs and Services (OSAS). Such reassignment or reshuffling shall be made through a formal notice of reassignment or reshuffling to be issued and duly signed by the Scholarship Programs Coordinator and the Dean of Student Affairs and Services. The student assistants shall be informed in advance and oriented regarding the reassignment or reshuffling.

11. The student assistant shall submit a Daily Time Record (DTR) every last day of the month to the Office of Student Affairs and Services (OSAS), through the Scholarship Programs Coordinator, checked and signed by his/her direct supervisor.

12. The student assistant must maintain a General Weighted Average (GWA) of at least 85% or 2.0 each semester, with no grade lower than 75% or 3.0, and must not drop any of his/her subjects. Failure to meet these standards, or incurring a failing grade (5.0) in any subject, may result in disqualification from the grant.

13. The student assistant is expected to be customer-oriented, demonstrating courtesy at all times to administrators, faculty, staff, students, and visitors.

14. The student assistant must be responsible for the following:

    a. maintaining confidentiality of conversations and documents;
    b. completing assigned tasks for the day;
    c. ensuring unfinished work is properly turned over to the next student assistant or staff on duty;
    d. checking that office facilities (computer, electric fan, air conditioner, etc.) are turned off after use; and
    e. notifying the direct supervisor and the Office of the Student Affairs and Services (OSAS) in case of absence, and filing a formal leave of absence (LOA) at least one (1) day before the intended date of absence, except in cases of emergency where the LOA should be filed immediately upon return.

15. The student assistant is prohibited from using school facilities (computers, laptops, projectors, etc.) for personal activities, including watching movies, browsing social media, downloading, or printing; and office supplies (bond papers, ball pens, etc.) for personal purposes.

16. The student assistant shall not avail of any other scholarship grants offered or administered by Samar Colleges, Inc. simultaneously with the student assistant grant. However, he/she may avail of scholarships offered by external organizations or institutions, provided that these do not interfere with his/her duties and responsibilities as student assistant.

17. The student assistant shall be under the overall supervision of the Office of Student Affairs and Services in matters related to hiring, termination, and academic performance.

18. The student assistant grant is subject to renewal at the end of each semester, provided that the student assistant complies with all requirements and maintains the standards set forth in the contract. Grounds for disciplinary actions and termination of the grant include, but are not limited to, the following:

18.1 MINOR OFFENSES

Minor offenses will be dealt with through a three-stage process:

- First Infraction : Verbal Warning
- Second Infraction : Formal Written Notice
- Third Infraction : Termination of the Grant

The following are considered minor offenses:

a. failure to file a leave of absence (LOA) for absences of less than three (3) consecutive days according to protocol or failure to notify the head of office and the Scholarship Programs Coordinator for absences due to emergencies;
b. mild dishonesty (e.g. failure to report minor mistakes, miscommunication);
c. negligence of duties that does not result in severe consequences;
d. use of school facilities and supplies for personal purposes;
e. failure to attend required meetings and trainings;
f. failure to submit required documents, such as the DTR, on time; and
g. any violation of the provisions in the contract that is mild or not severe, based on the assessment and investigation by the Scholarship Programs Coordinator and the Dean of Student Affairs and Services.

18.2 MAJOR OFFENSES

Major offenses result in automatic termination of the grant. The following are considered major offenses:

a. three (3) consecutive absences without filing a leave of absence (LOA) or notifying the head of office and the Office of Student Affairs and Services (OSAS) in emergency cases;
b. severe dishonesty (e.g. stealing, falsification of records);
c. gross negligence of duty and/or assigned tasks;
d. breach of confidentiality regarding sensitive office information;
e. failure to comply with the required academic performance; and
f. any violation of the provisions in the contract deemed severe after assessment and investigation by the Dean of Student Affairs and Services and the Scholarship Programs Coordinator.

18.3 Any violation of the provisions outlined in the contract will be assessed and investigated by the Dean of Student Affairs and Services and the Scholarship Programs Coordinator. Depending on the severity, the violation may be classified as either a minor or major offense.

18.4 Minor offenses may escalate to major offenses if they significantly affect the reputation of the assigned office or the school.

18.5 Offenses outlined in the Student Handbook will be dealt with in accordance with the policies and penalties stated therein (see Samar Colleges, Inc. Student

Handbook Chapter 10), but such violations may also affect the student assistant grant, subject to evaluation by the Dean of Student Affairs and Services and the Scholarship Programs Coordinator.

19. Should a student assistant resign for any valid reason, he/she must file a resignation letter at least fifteen (15) days prior to the end of the contract. The letter should be noted by the direct supervisor, endorsed/recommended by the Scholarship Programs Coordinator, and approved by the Dean of Student Affairs and Services.

20. If the student assistant resigns or is terminated in the middle of the semester or summer term, he/she will no longer be covered by the scholarship grant, and the school will not be obligated to shoulder any remaining tuition fees.

21. The student assistant's service shall remain in effect for the duration of the term of the contract unless terminated earlier due to failure to comply with these terms and conditions or voluntary resignation.

22. The student assistant will receive a monthly allowance of ₱500.00.

23. A student may serve as a student assistant for a maximum of five (5) academic years, starting from the first semester of the first year up to the first semester of the fourth year. This extended period is intended for the reduced academic load typically given to student assistants to ensure they have sufficient time to render the required service hours in the office. The grant does not cover the On-the-Job Training (OJT) period.

24. These policy guidelines will take effect beginning the academic year 2025-2026.

Prepared by:

CHERRY ANGELIE G. FLORENTINO
Scholarship Programs Coordinator

Reviewed by:

JERICK C. CUEVAS
OIC Dean, Student Affairs and Services

Recommending Approval:

PEDRITO G. PADILLA, PhD
SVP, Academic Programs

FIDENCIA P. ORAL
SVP, Finance

MANUELILDA ROSARIO A. TORREVILLAS, LI.B., MPM
SVP, Administration/School Administrator

Approved by:

RHETT CAESAR L. PICZON
Chairman, BOD/School President

Republic of the Philippines
Commission on Higher Education
SAMAR COLLEGES, INC.
Mabini Avenue, Catbalogan City, Samar, 6700 Philippines
Tel No. (055) 543 8381

OFFICE OF STUDENT AFFAIRS AND SERVICES
Scholarship Programs

Proposed Academic Load Plan for Student Assistants
A.Y. 2025 - 2026

COURSE	UNITS			18 Units			19 Units			20 Units			21 Units		
	1st yr sem to 1st sem 4th yr	*Summer*	*OJT 2nd Sem 4th yr*	Semester	Units	Summer	Semester	Units	Summer	Semester	Units	Summer	Semester	Units	Summer
BA	131	0	9	7	5 units	0									
BSBA FM	140	0	6	7	14 units	0									
BSBA MM	131	0	9	7	5 units	0									
BEED	146	9	12				7	13 units	1 subj						
BSED Math	149	9	12				7	16 units	1 subj						
BSED Fil	155	0	12							7	15 units	0			
BSED Eng	155	9	12							7	15 units	1 subj			
BSED Science	159	9	12							7	19 units	1 subj			
BSED Soc Stud	155	9	12							7	15 units	1 subj			
BSIT	176	0	6										8	8 units	0
BSCrim	188	11	9										8	20 units	1 subj

Legend: 18 Units | 19 Units | 20 Units | 21 Units

Prepared by:

CHERRY ANGELIE G. FLORENTINO
Scholarship Programs Coordinator

Noted by:

JERICK C. CUEVAS
Dean, Student Affairs and Services

GRESILDA P. NAVAJA, MAED
School Registrar

Recommending Approval:

MELDRITA B. VALLES, PhD
Vice President for Academic Affairs

Approved by:

PEDRITO G. PADILLA, PhD
SVP for Academic Programs

FIDENCIA P. ORAL
SVP for Finance

MANUELILDA ROSARIO A. TORREVILLAS, Ll. B., MPM
SVP for Administration

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OFFICE OF STUDENT AFFAIRS AND SERVICES
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NOTICE

TO : **All Student Assistants/Department Heads/ Offices Concerned**

SUBJECT : **Office Assignment Reshuffling of Student Assistants**

DATE : **June 18, 2025**

Please be informed that effective Academic Year 2025-2026, there will be a reshuffling of office assignments for all student assistants deployed across approved offices. This decision stems from the strong recommendation of the Scholarship Programs Coordinator, supported by recent assessments and evaluations, and pursuant to the amended policy guidelines for student assistant grant to ensure more strategic and meaningful placements.

The primary objective of this initiative is to enhance operational support in offices, while also promoting professional growth and learning opportunities for student assistants. It aims to provide them with diverse work experiences, align their roles with current institutional needs, and reinforce adherence to program guidelines.

This decision has been made in light of the following observations and considerations as presented during the Executive Committee (ExeCom) meeting held on June 17, 2025:

1. Numerous student assistant vacancies due to resignations and grant terminations.
2. Excessive familiarity and comfort between some student assistants and their supervisors and/or office staff.
3. Observed decline in accountability, including instances of negligence and lack of initiative.
4. Formal requests for reassignment submitted by direct supervisors.
5. Upcoming deployment of newly hired student assistants.
6. Opportunity to match student assistants' strengths and interests with office needs.
7. Need to provide long-serving student assistants with varied and broadened office experiences.
8. Opportunity to develop new skills and relevant work exposure for student assistants.
9. Effective implementation of the revised Student Assistant Grant policy guidelines.
10. Improved monitoring, supervision, and performance evaluation mechanisms.

The reshuffling process shall be led and facilitated by the Office of Student Affairs and Services (OSAS) through its Scholarship Programs Unit, in coordination with the departments and offices concerned.

For your information and guidance.

CHERRY ANGELIE G. FLORENTINO
Scholarship Programs Coordinator

Noted by:

JERICK C. CUEVAS
OIC Dean, Student Affairs and Services

Approved by:

MANUELILDA ROSARIO A. TOREVILLAS
SVP, Administration/School Administrator