



REPUBLIC OF THE PHILIPPINES  
**TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES**  
**CAVITE CAMPUS**

Carlos Q. Trinidad Avenue, Salawag, Dasmariñas City, Cavite, Philippines  
Telefax: (046) 416-4920  
Email: [cavite@tup.edu.ph](mailto:cavite@tup.edu.ph) | Website: [www.tup.edu.ph](http://www.tup.edu.ph)

**VISION**

*(BOR Resolution No. 25 s. 2016)*  
A premier state university with recognized excellence in engineering and technology education at par with leading universities in the ASEAN region.

**MISSION**

*(Section 2 of P.D. No. 1518)*  
The University shall provide higher and advanced vocational, technical, industrial, technological and professional education and training in industries and technology and in practical arts leading to certificates, diplomas and degrees. It shall provide progressive leadership in applied research, developmental studies in technical, industrial, and technological fields and production using indigenous materials; effect technology transfer in the countryside; and assist in the development of small-and-medium scale industries in identified growth centers.

**DEPARTMENT  
OF INDUSTRIAL EDUCATION  
GOALS**

1. To periodically review the curricular program to produce competent and committed teachers.
2. To undertake development and innovative researchers in Industrial Education.
3. To facilitate transfer of technology in Industrial Education through expanded and effective linkages with industry and other sectors.
4. To produce teachers who understand and appreciate genuine human ideas and values.
5. To imbue prospective teachers with desirable characteristics.

**OBJECTIVES**

1. Offer relevant and responsive curricular programs.
2. Initiate the conduct of researches in pedagogy and related educational technology.
3. Intensify community involvement through extension programs and projects.
4. Develop attitude, personal discipline, moral, social and cultural values of the students.
5. Equip prospective teachers with desirable personal and social characteristics, qualities and traits.

## S.5.1. student welfare program



## **Student Handbook**

### **IV. SUPPORT SERVICES**

#### **OFFICE OF ADMISSION**

The Office of Admission is the students' first contact with TUP. It is in-charge of implementing the policies of the University regarding admission. It also provides up-to-date information on all the course offerings of the University.

#### **OFFICE OF THE UNIVERSITY REGISTRAR**

The Office of the University Registrar (OUR), with administrative and academic functions, is an inherent and integral part of the institution. The University Registrar is a member of the recommending bodies of the University: the Administrative Council and the Academic Council.

The OUR serves as the primary custodian of the school records of all students and alumni. It administers operations in the areas of enrolment, load requirements, credits earned, subject sequence, promotion, graduation, transfer, suspension and the dismissal of students.

It is located at the ground floor of the College of Arts and Science building (behind the University Library).

#### **CASHIER'S OFFICE**

The Cashier's Office is the office in the University that is authorized to collect payments of school fees and other charges.

## **ACCOUNTING OFFICE**

The Accounting Office provides an up-to-date assessment of the financial records of the students. The Accounting and Cashier's Office are located at the ground floor of the Administration Building.

## **MEDICAL and DENTAL CLINIC**

The TUP-Medical and Dental Clinic provides health-related services to the University. It is a team consisting of a physician, dentists, nurses and other trained paramedical staff.

They provide routine medical and dental services such as consultations, perform the necessary basic procedures, facilitate the referral of patients to the specialized institutions, conduct the annual medical and dental evaluation of students and employees and provide lectures and other health related activities in cooperation with the other units or organizations of the school.

## **INDUSTRIAL RELATIONS and JOB PLACEMENT OFFICE (IRJP)**

The Industrial Relations and Job Placement Office (IRJP) provides the students with an opportunity to gain valuable practical experience in their field of specialization through internship in industry. The Supervised Industrial Training / On-the-Job Training is the unique part of the University curriculum where the students are provided with a real understanding of the demands of industry and a practical application of what they have learned. The University and the participating industries in the on the Job Training Program enhance its instructional curriculum by servicing it with essential and practical application and experience.

## **THE UNIVERSITY INFORMATION TECHNOLOGY CENTER (UITC)**

The University Information Technology Center (UITC) assumes direct responsibility for the development and implementation of all information and communications technology systems, programs and policies that

produce meaningful results and allow the possibility of attaining the vision, mission and goals of the University.

The Center is supported by the network and telephone management, web development, applications development, the management information system and computer repair and maintenance management units.

## **The UNIVERSITY LIBRARY**

The University Library is an important educational repository. It supports the instructional curricula and provides the research needs of the students. The collection of books fall under the following sections: Ground floor – Arts and Technology, General Reference Collections; Second Floor – Research Outputs, Graduate School, Filipiniana; Third Floor – Archives, Special Collections and Periodicals.

**Library Hours:** Monday to Friday / 7:00am to 7pm  
Saturday / 8:00am-12:00nn ; 1:00-5:00pm

## **TUP-MINISTRY ON CAMPUS** **Archdiocese of Manila**

The Ministry on Campus of the Archdiocese of Manila partners with the University for the spiritual and moral development of the student and adults on Campus; to form and develop students according to the vision and values of TUP and to build faith-communities in the University.

## **THE CIVIL SECURITY OFFICE**

The Civil Security Office assists in the implementation of the existing rules and regulations of the school and maintains peace and order inside the University premises. The unit likewise protects the personnel and the students of the University.



## OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs is one of the service units under the Vice President for Academic Affairs. It is responsible for providing programs and activities designed to meet the needs of every student, specifically that of having a healthy and productive student life. In order to meet the various student concerns and ensure the total development and well being of the students, the OSA is engaged in various undertakings. It is further divided into the following areas of concern/services, namely:

### CAREER GUIDANCE AND TESTING CENTER

The Career Guidance and Counseling Center offers various services which may develop the wholesome personality of the student. It offers the following:

- a. Individual inventory
- b. Information (educational, vocational, personal-social)
- c. Counseling (individual and group)
- d. Placement (in school job placement)
- e. Follow-up
- f. Referral system

### STUDENT PUBLICATION.

The Student Publication Office oversees the timely and accurate release of the official student newspaper of the University. It coordinates the activities of the staff of the student publication, the PHILIPPINE ARTISAN. Working according to the issued guidelines of campus/student journalism, the Office updates student journalists on the current trends in newspaper writing by recommending to the student body and the University administration the attendance of student delegates to different symposia, seminars and lecture-series on journalism. It also assists the staffers in the screening of students who wish to participate in the activities of the University student publication. Likewise, it supervises the handling of funds of the PHILIPPINE ARTISAN and it recommends disciplinary action against any staffer who violates the Rules and Regulations Governing Organized Student Activities, Rules on Discipline and R.A. 7079.

### SCHOLARSHIP

This unit is in charge of the different scholarships and educational grants offered to students either by the university, the national government or by any interested individual, organization, company, group or persons.

As may be required by the Memorandum of Agreement between the grantor and the university through the Office of Student Affairs, the faculty-in-charge for Scholarship may conduct the screening of interested

students wishing to avail of the scholarship grant. Likewise, the processing of papers is undertaken by this unit.

Scholarship and educational grants offered by the University are categorized as follows:

1. Institutionally funded/Internal grants
2. TUP Employees/Legal Dependents under the Collective Negotiation Agreement (CNA)
3. External Grants
  - Industry
  - Non-Government Organization
  - Government Agencies/Organization

### How to Apply for Scholarship:

1. The student fills-up the application form available at the Office of Student Affairs. He attaches 1 ID picture.
2. He presents the following requirements together with the duly accomplished application form:
  - a. A photocopy of the high school card (for freshmen applicants) or the rating slip from the Office of the Registrar (for sophomore to senior students)
  - b. A Photocopy of the Registration Form
  - c. The Income Tax Return (ITR) of the parents/guardian
  - d. The Notice of Admission
  - e. A certification of good moral character
  - f. An essay - My Autobiography
3. Interview

### ANCILLARY SERVICES

This unit is in charge of the student's identification card, group insurance, student assistanceship program and student mails.

**Student I.D.** All students are required to wear their identification cards inside the school premises at all times. No student is allowed to enter the university premises without the identification card properly signed by the Director of Student Affairs/ Campus Director/ University President. The identification card is validated for the current semester. Rules and Regulations pertaining to the proper use of the University ID have been set by the University and student offenders are to be treated in accordance with the Rules on Discipline.

## How to apply for a university ID:

### For new students:

1. He presents his current registration form and official receipt.
2. He proceeds to the ID Room for picture and signature capturing.

### What to do in case of the loss of ID cards:

1. He secures an affidavit of loss of ID.
2. He gets an application form at the Office of Student Affairs.
3. He pays the required ID fee at the Cashier's office.
4. He proceeds to the ID room for photo and signature capturing

**I.D. validation.** All students who are officially enrolled during the semester/term are required to have their I.D. cards validated for the current semester/term. No student will be allowed entry to the university premises without a validated ID. The computer/sticker validation of the ID is done after the student has officially paid his school fees.

**School Uniform.** Students are required to come to school in an attire befitting a university student. Students are required to wear their prescribed uniforms (bearing the TUP IPO-registered logo) on Monday, Tuesday, Thursday, and Friday. Students are, likewise, required to wear their laboratory/shop uniforms during their laboratory/shop periods, the prescribed P.E. uniform during their P.E. classes; and the NSTP (ROTC/CWTS/LTS) uniform during the training days. Students may come to school in civilian clothes befitting a university student on Wednesday –the wash day. Male students are required to have a clean and decent haircut whether or not they are not enrolled in the NSTP.

**Student Group Insurance.** All students enrolled during the school year are required to have a student group insurance. Any student who meets with an accident during the effectivity of the one-year insurance plan will be reimbursed of the incurred expenses in accordance with the guidelines set forth in the insurance plan/contract.



### **How to claim insurance benefits:**

The following must be presented to the Office of Student Affairs:

- a. Current registration form
- b. Duly accomplished claim form and medical certificate.
- c. Other documents required by the Insurance Provider

The processing of papers will depend upon the availability of the required documents. All related expenses reflected in the official receipt will be required for submission.

**Student Assistance Program.** Any bonafide student of the university who has stayed in the university for at least one school year and whose schedule of classes allows at least 4 consecutive hours of free time may apply for the Student Assistanceship Program. This program is designed to train students on the different facets of the work place and, at the same time, expose them to first-hand work experience. The student labor is paid based on the prevailing rates under the Annual General Appropriation Act of the government.

### **How to apply as a Student Assistant:**

1. The student presents his current registration form and his duly accomplished application form from the Office of Student Affairs.
2. He must report for testing and interview
3. He must report to the Office of the Student Affairs to follow-up his application.

**Student Mails.** Students may address their mails to the Technological University of the Philippines especially if the mails are official in nature. Mails may be claimed at the Office of Student Affairs during office hours provided that the student presents his ID card. It is recommended that the mail be addressed as in the example provided below:

**MS. MA. CRISTINA CRUZ**

College of Industrial Technology

Technological University of the Philippines

Ayala Blvd., Ermita, Manila 1000



**STUDENT LIFE DEVELOPMENT.** This unit undertakes the following:

- a. Accreditation of student clubs and organizations by school year
- b. Monitoring of activities and projects of the different accredited student organizations, college student councils and the supreme student council
- c. Implementation of the rules and regulations governing organized student activities and rules on discipline
- d. Recommendation of University-wide activities geared towards the wholesome development of the student-mentally, physically, emotionally, spiritually and morally

The University allows for the organization of a group of students who have successfully met the requirements set forth by the Office of Student Affairs. However, these groups of students are bound by university standards. Thus, they should follow the rules and regulations governing organized student activities. Student groups which are not officially accredited by the Office of Student Affairs cannot function within the University premises.

#### **Accreditation Requirements**

- a. A letter of application for pre-accreditation. The letter should be addressed to the Director/Head of Student Affairs
- b. A list of the Ad-hoc officers of the club/organization with their corresponding specimen signatures, course and ID pictures ( no graduating students)
- c. A list of members of the student club/organization with their corresponding specimen signatures and courses (at least 25)
- d. The constitution and by laws of the club/organization
- e. The plans/activities/projects of the organization with a tentative schedule, its venue and its budgetary requirements
- f. A letter of intent of the faculty adviser

**Student Privilege Fee.** The Student Privilege Fee (SPF) is an authorized collection of P100.00 per student per semester or term approved by the Board of Regents and held in trust by the University for the Student Government and the Philippine Artisan to fund student activities. The said amount is shared by the USG and the Philippine Artisan at a distributed share of P40.00 and P60.00, respectively. After every enrolment, the Budget Office shall certify

a report of collection on the SPE. The report forms the financial springboard of both the USG and the Philippine Artisan to organize the utilization of funds for their respective programs. It is understood, however, that any disbursement of funds shall be supported by an approved program of expenditures, written requests, resolutions and such other pertinent documents and must comply with the usual accounting and auditing rules and regulations. Any unexpended balance shall be carried over to the next succeeding school year.