



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.

REPUBLIC OF THE PHILIPPINES TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES CAVITE CAMPUS

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S.6.1.1. Information and Orientation Services





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CONDUCT OF FRESHMEN STUDENTS AND PARENTS ORIENTATION PROGRAM

Revision History					
Rev. No.	DCN No.	Originator/Process Owner	Details of Amendment	Approval Date	Effective Date
00	CN-18-OGS-19	Z. Piano	Original Issue	01/18/2018	01/23/2018

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Prepared by: Zenaida P. Piano Guidance Counselor	Reviewed by: Fe P. Legaspi Assistant Director for Academic Affairs	Approved by: Myrna M. Tejera, Ph. D. Campus Director
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CONDUCT OF FRESHMEN STUDENTS AND PARENTS ORIENTATION PROGRAM			

1.0 PURPOSE

1.1 The purpose of this procedure is to let the students and parents be acquainted with the campus environment, the service offered by the campus and the proper behavior as they stay in the University.

2.0 SCOPE

2.1 This procedure covers activities involved in the orientation of incoming freshmen and their parents including a campus tour.

3.0 RESPONSIBILITY AND AUTHORITY

3.1 The Guidance Counselor shall implement an orientation program for the incoming freshmen of the campus in coordination with the various offices, units, departments of the Campus.

3.2 The Head of the Office of the Student Affairs (OSA) shall delegate to the University Student Government (USG) the conduct of the Campus tour.

3.3 The Assistant Director for Academic Affairs (ADAA) shall approve the final program of activities for the orientation program.

4.0 REFERENCES

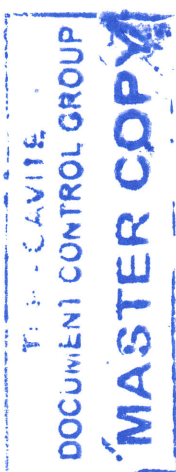
4.1 Student Handbook

4.2 Schedule of Admission

5.0 TERMS AND DEFINITIONS

5.1 **Freshmen Orientation** – period of time at the beginning of school year during which a variety of events are held to welcome and orient new students in terms of school rules of conduct, school policies, and other related information about the University.

5.2 **Student Handbook** – is a collection of student conduct, standards, policies, and procedures that define school expectations for students.





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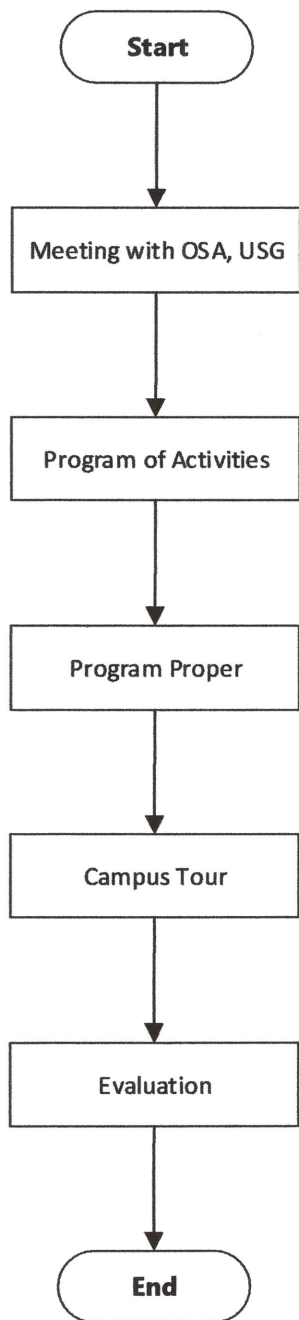
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CONDUCT OF FRESHMEN STUDENTS AND PARENTS ORIENTATION PROGRAM

6.0 PROCEDURE FLOWCHART:

FLOWCHART

RESPONSIBILITY



Guidance Counselor
 Head, Office of Student
 Affairs, University
 Student Government

Assistant Director for
 Academic Affairs

Guidance Counselor
 Head, Office of Student
 Affairs, Department
 Head/s, Unit Service


Members, University
 Student Government

Guidance Counselor,
 Freshmen Students

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7.0 PROCEDURE DETAILS

- 7.1 The Guidance Counselor conducts meeting with the Head of the Office of Students Affairs and to the members of University Student Government.
- 7.2 The Guidance Counselor submits program of activities to the ADAA for final approval.
- 7.3 The OSA in cooperation with the Guidance Counselor prepares the needed materials for the program.
- 7.4 Program proper: Highlighted by the following tasks:
Registrar on the Enrollment Procedures/ Scholarship.
Accountant on Payment/ School Fees.
Head, OSA on Rules in Students Discipline.

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Security Officer on Safety measures.

School Physician on Medical and Health Services.

7.5 The conduct of the Campus tour will take place immediately after the orientation/lecture program and to be facilitated by the Officers of the University Student Government.

7.6 Administration of Evaluation Survey.

8.0 ATTACHMENT/ FORMS

8.1 Activity Evaluation Form

8.2 Student's Activity Attendance Form





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OSA

STUDENTS' ACTIVITY ATTENDANCE FORM

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DETAILS OF ACTIVITY

TITLE			
HOST			
DATE		VENUE	

No.	Name	Sex	Year/Course	Signature
1				
2				
3				
4				
5				
6				
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ACTIVITY EVALUATION FORM

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Name: (Optional) _____

Classification (Please check one) _____ Student _____ University Official
_____ Faculty _____ Guest
_____ Admin. Employee _____ Others (pls. specify)

Title of Activity: _____

Date: _____ Venue: _____

Instruction: Please help us improve future activities by participating in this evaluation. Check (v) the appropriate column of your rating using the five-point scale below:

Rating Scale: Excellent 5 4 3 2 1 Poor

	5	4	3	2	1
A. Program/Invitation					
1. The program/invitation was prepared ahead of time.					
2. The program/invitation was distributed to persons concerned on time.					
B. Management of the Activity					
1. The activity is well-planned					
2. The activity is well-coordinated					
3. The activity is well-attended					
4. The activity started as scheduled					
5. The activity ended as scheduled					
6. The activity is well-documented					
C. Key Person In-charge					
1. The key persons in-charge are taking the leadership.					
2. The key persons in-charge are visible during the activity.					
3. The key persons in-charge closely monitor the conduct of the activity.					
4. The key persons involved stayed the whole duration of the activity.					





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ACTIVITY EVALUATION FORM

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	5	4	3	2	1
D. Participants					
1. The participants are well-informed of the schedule of the activity.					
2. The participants arrived on time.					
3. The participants stayed the whole duration of the activity					
4. The participants are well-prepared for the activity.					
5. The participants are given clear instructions.					
6. The participants are in proper attire					
E. Venue					
1. The venue is well-prepared					
2. The venue is suitable for the conduct of the activity					
3. The venue can accommodate the participants					
F. Overall assessment of the activity/program					

G. Comments/Suggestions: Kindly provide your honest comments and suggestions in terms of the activity's..

- Strengths: _____

- Weaknesses: _____

- Possible Improvement: _____

- Others: _____

THANK YOU

