LEVEL 2 PROCEDURE to address: ISO 9001: 2000 Element 7.1 Product Realization

APPROVALS:

Dr. JUANITO M. ACANTO
President

CHANGE RECORD

<table>
<thead>
<tr>
<th>REV. NO.</th>
<th>DATE</th>
<th>APPROVED BY</th>
<th>DESCRIPTION OF CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>June 15, 2004</td>
<td>Dr. Juanito M. Acanto</td>
<td>Initial release of document</td>
</tr>
</tbody>
</table>

DISTRIBUTION LIST

<table>
<thead>
<tr>
<th>COPY NO.</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Master Copy in Computer (Document Controller)</td>
</tr>
<tr>
<td>1</td>
<td>Master Copy (Hard Copy with Document Controller)</td>
</tr>
<tr>
<td>2</td>
<td>Quality Management Representative</td>
</tr>
<tr>
<td>3</td>
<td>President</td>
</tr>
<tr>
<td>4</td>
<td>Vice-President for Academic Affairs</td>
</tr>
<tr>
<td>5</td>
<td>Director of Guidance Services Center</td>
</tr>
<tr>
<td>6</td>
<td>Director of the Cultural Affairs Office</td>
</tr>
<tr>
<td>7</td>
<td>University Chaplain</td>
</tr>
</tbody>
</table>
1.0 PURPOSE

The purpose of this document is to define the procedure, responsibilities and timeline for orientation of new students.

Every school year in the month of June the University holds an Orientation for College Freshmen and Transferring Students. The purpose of this activity is to orient them of the history of Central Philippine University, its mission and vision, the Central Spirit, rules and regulations of the University and other matters that would give them a glimpse of what CPU is and what it expects from its students.

2.0 SCOPE

The procedure covers the steps to be undertaken from program planning, program execution, and budget liquidation.

3.0 RESPONSIBILITY

3.1 The University has tasked the Director for Student Affairs with the responsibility of preparing for the orientation. He is assisted by the following persons who together with him act as Program Advisers because their respective offices are directly involved with the delivery of student services: Director of Guidance Services Center, Director of the Cultural Affairs Office, and the University Chaplain.

4.0 PROCEDURE

4.1 Director for Student Affairs

4.1.1 Every second week of April the Director for Student Affairs meets with the Program Advisers to plan for the orientation program for college freshmen and transferring students.

4.1.2 Consultation with certain faculty or staff who could chair a working committee is made. The faculty or staff must be a regular employee of the University.

4.1.3 Acceptance to chair a working committee is made.

4.2 Chairmen of the Working Committee

4.2.1 Upon acceptance of the chairmanship of a working committee, the Chairman is required to submit within 10 days to the Director for Student Affairs the names of the members of his/her committee.

4.2.2 The different working committees are:

4.2.2.1 Program/Invitation/ Publicity
4.2.2.2 Food
4.2.2.3 Physical Arrangement/ Venue/ After Care
4.2.2.4 Lights
4.2.2.5 Reception/ Accommodation
4.2.2.6 Security/ Traffic
4.2.2.7 Documentation
4.2.2.8 First Aid
4.2.2.9 Evaluation

4.3 University President

4.3.1 The University President on recommendation of the Director for Student Affairs issues appointment to the Program Advisers, Chairmen and members of the Working Committee.
4.3.2 The Office for Student Affairs gives to the Program Advisers, Chairmen and members their appointment.

4.4 Program Planning

4.4.1 The Director for Student Affairs meets with the Program Advisers and the Chairman of the Program Committee to discuss how and when the orientation will be conducted.
4.4.2 Speakers (with their topics) and participants are contacted of their availability.
4.4.3 Deans are consulted of the time and venue for their college and department orientation.
4.4.4 The Office of Student Affairs processes the following:
   4.4.4.1 Venue- permit with the Office of the Vice-President for Administration (CPU-ADM Form ).
   4.4.4.2 Permit for use of audio-video facilities with the Educational Media Center (CPU-EMC Form ).
4.4.5 Program Committee Chairman is requested to draft a proposed orientation program taking into consideration the proposed topics that will be presented during the orientation.

4.5 Proposed Committee Budget

4.5.1 The different committees meet to discuss their respective proposed budget.
4.5.2 The Committee Chairmen submit their proposed budget to the Director for Student Affairs.
4.5.3 The Program Advisers meet with every working Committee Chairman to discuss his/her committee proposed budget.

4.6 Submission of the Proposed Budget to the University President
4.6.1 The Director for Student Affairs submits the proposed budget to the University President.
4.6.2 The University President approves or revises the proposed budget.
4.6.3 The University President returns the approved or revised budget to the Director for Student Affairs.

4.7 Budget Release

4.7.1 The Director for Student Affairs coordinates with the Vice-President for Finance and Enterprises and the Business Office for the release of the approved budget.
4.7.2 A check equivalent to the approved budget is issued in the name of the Director for Student Affairs.
4.7.3 The check is encashed with the University Cashier or with the depository bank.
4.7.4 Committee budget is released to the Chairmen of the different committees.

4.8 Proposed Orientation Program Critiquing

4.8.1 The Chairman of the Program Committee presents and discusses with the Program Advisers and with the other working committee Chairmen the proposed orientation program for critiquing.
4.8.2 Agreement with the Program Orientation Program is made.

4.9 Submission of the Proposed Orientation Program to the University President

4.9.1 The Director for Student Affairs submits the Proposed Orientation Program to the University President.
4.9.2 The University President considers the program and returns the same to the Director for Student Affairs with his comments or suggestions, if there are any.

4.10 Working Committee Coordination

4.10.1 On request of the Director for Student Affairs, the Program Advisers and Working Committee Chairmen meet to coordinate and fine-tune the program as approved by the University President.

4.11 Letter of Invitation

4.11.1 Letters of invitation are sent by the Director of Student Affairs to the:
4.11.1.1 Orientation speakers
4.11.1.2 Other participants
4.11.1.3 Administration Officials, Deans, Principals and Department Chairmen to inform them of their part in the program.
4.12 Memorandum of the University President

4.12.1 The Director for Student Affairs requests the University President to issue a memorandum informing all concerned of the Orientation for College Freshmen and Transferring Students.

4.12.2 The Office of the University President distributes the memorandum to all concerned.

4.13 Orientation Program Dry-Run

4.13.1 A dry-run of the Orientation Program is held at the venue (Rose Memorial Auditorium).

4.13.2 Orientation speakers and other participants are requested to attend for sound and audio check.

4.13.3 Dry-run is held to determine the preparedness of every working committee.

4.13.4 Final coordination by the different working committee is made.

4.14 Program Proper

4.14.1 General orientation for all college freshmen and transferring student is held in the morning of the Orientation day. Prior to the orientation the Office of the University Chaplain holds a worship service where the Chaplain speaks of the religious life in the University.

4.14.2 The orientation usually covers the following topics:

4.14.2.1 History of CPU
4.14.2.2 Vision and Mission of CPU
4.14.2.3 What is Central Spirit
4.14.2.4 University Rules and Regulations
4.14.2.5 Student Discipline
4.14.2.6 Dress Code for Students
4.14.2.7 Other topics that the University President and the Program Advisers will suggest

4.14.3 Printed copies of the topics during the orientation maybe given to the students.

4.14.4 During the orientation the officers of the CPUR (governors of the different colleges) distribute by colleges the attendance slip to college freshmen and transferring students. A table for every college is provided at the lobby of the Rose Memorial Auditorium where the students can secure their attendance slip. After the morning orientation the students drop their attendance slip in a box provided for their college. The college governor forwards the college box to the Office for Student Affairs where a staff encodes the attendance, by college, in the computer.

4.14.5 Orientation by colleges is held in the afternoon at the designated time and venue (4.3)
4.14.5.1 Deans and Department Chairmen discuss their college and department policies with their students.

4.14.5.2 Department Chairmen are introduced by their dean to their students.

4.14.5.3 Guidance Services Center orients the students of the services it offers and other matters.

4.14.5.4 The Deans assign someone from their college to check the attendance of students during the afternoon orientation.

4.15 Budget Liquidation

4.15.1 The Chairmen of the different working committees liquidate their budget with the Business Office within 30 days from the date of the orientation.

5.0 REFERENCES

5.1 FE-6.0-PR-01 Preparation of the Budget
5.2 CC-8.2-PR-02 Measurement of Student Satisfaction
5.3 CC-5.2-PR-01 Handling of Student Feedback
5.4 Academic Manual
5.5 Student Handbook

6.0 RECORDS

6.1 ADM Form Authorization to Use Facilities
6.2 EMC Form 01 Permit to Use Audio-Video Facilities
6.3 Orientation Attendance Records
6.4 Orientation Program