



S.1.2. giving awards  
and/or recognition  
for faculty and  
students with  
outstanding  
achievements.



**SURIGAO STATE COLLEGE OF TECHNOLOGY**

Surigao City, Philippines 8400

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**EXCERPT FROM THE MINUTES OF THE 71<sup>st</sup> REGULAR BOARD MEETING OF SSCT-BOARD OF TRUSTEES HELD ON DECEMBER 12, 2016 AT THE CONFERENCE ROOM, CHED CENTRAL OFFICE, U.P. DILIMAN, QUEZON CITY**

After the discussion, the Board passed:

**RESOLUTION NO. 112 s.2016**

Approving the Proposed Institutional Guidelines in the Granting of Incentives to Professional Regulatory Commission (PRC) Board Topnotchers and that the Cash Incentive for Top 1 will be Seventy-five Thousand Pesos (PhP75,000.00) and to be pro-rated

**APPROVED**

Certified true and correct:

  
**ROWENA A. PLANDO, Ph.D**  
Board Secretary V

Attested:

  
**GREGORIO Z. GAMBOA, Jr., EdD,**  
College President



SURIGAO STATE COLLEGE OF TECHNOLOGY  
SURIGAO CITY



STUDENT  
HANDBOOK

2018 EDITION

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7. After six (6) consecutive unexcused absences, a student is considered dropped from the subject.
8. A student who gets sick should inform the school authorities about his illness through adviser. His absence can be considered excused upon presentation of the parents' letter of excuse accompanied by the physician's health certificate. He is required to make-up to comply with the course requirements.
9. Any student officially sent by the school to attend seminars, trainings, workshops, jamboree and the like shall be excused from classes but shall be required to comply with course requirements.
10. If a periodical examination is conducted during his official travel, he shall be credited with a grade based on class standing and projects or shall be given special examination by the teacher concerned.
11. If the instructor is late, the students should remain quiet and study their lessons. The class mayor or any of the class officers present shall notify the College Dean who shall decide whether to dismiss or not to dismiss the class if the instructor does not come within 15 minutes.

#### 7.4 Grading System

The distribution of grades in this scale equivalent is illustrated:

Grade Point	Equivalence	Description
1.0	95-100%	Excellent
1.5 – 1.1	90-94%	Very good
2.0 – 1.6	85-89%	Highly Satisfactory
2.5 – 2.1	80-84%	Good
2.9 – 2.6	75-79%	Satisfactory
3.0	75%	Passing
5.0	Below 75%	Failed due to poor performance, absences/withdrawal w/o notice
DRP	Officially dropped	Dropped w/ approved dropping slip
INC	Incomplete	Incomplete requirements but w/ passing class standing No grade reported by the faculty
NG	No Grade	

**Note: INC is for non-graduating students only**

#### Section 8 Academic Recognition

The College recognizes the superior scholastic achievement of any college student in the degree programs at the end of every regular term of each school year. This applies to regular students only. The recipient should:

1. be officially enrolled during the term for which honors are to be earned.
2. be enrolled in and passed all the previous and current regular load of academic units specified on the curriculum.
3. average grade of at least 1.4 or 91% with no grade below 2.0 or 85% for the **President's Honors List** and an average grade of at least 1.6 or 89% with no grade below 2.2 or 83% for the **Dean's Honors List** in all subjects in the current term.

4. have no Dropped (DRP) and incomplete (INC) subject during the term of evaluation.
5. not have been found guilty of any major offense from the first term of enrollment to the current term of evaluation.

A student included in the President's and Dean's Honors List will be awarded a Certificate of Academic Proficiency for a particular term.

#### Honor Roll (High School)

Selection of honor students for High School shall be based on the guidelines and criteria issued by the Department of Education (Dep Ed).

#### Honors System for Graduating Students

Students must have completed in SSCT at least 75% of academic units required in the curriculum and must have no INC or Dropped ratings.

Honors	Average Grade	No Grade Below
Summa Cum Laude	1.2 or 93%	1.6 or 89%
Magna Cum Laude	1.4 or 91%	1.8 or 88%
Cum Laude	1.6 or 89%	2.2 or 83%

1. Honor roll shall be published one (1) week before the graduation day for the graduating students.
2. Subject to the guidelines set by the Awards Committee, special awards may be awarded during the recognition rites to deserving students who excelled in the fields of:
  - Technology
  - Journalism
  - Performing Arts
  - Sports/Athletics
  - Community Service
  - Music
  - Outstanding Leadership
  - Loyalty Award

Loyalty award may be granted to students who completed their studies consecutively at SSCT from High School to College. All subjects must be taken at SSCT.

3. Awards from socio-civic and religious organizations shall be approved by the administration before conferring their awards/citations to the deserving students.

#### Section 9. Educational Tour and Field Trips

Requests for educational tours and field trips shall require approval by the Office of the President. Educational Tours and Field Trips shall be governed by the CHED memorandum orders and BOT Resolutions.

##### 9.1 Definition

**Educational Tour.** An extended educational activities involving the travel of the students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip.

**Field Trip.** An educational activity involving the travel of the students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.