

5 Further Readings



Student Services and Formation Units

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Student Services and Formation Units

Student services and formation units are composed of offices that develop and implement sound and functional programs that are geared towards the welfare and holistic formation of students. They provide invaluable experiences and opportunities for students to mature as individuals, leaders and community members. More so, these offices contribute to making XU a vibrant and dynamic academic community.

I. Office of Mission and Ministry

The Office of Mission and Ministry (OMM) is the umbrella unit of the University's formation cluster. It oversees the implementation of the non-academic formation initiatives of the various offices under it. Comprising the Mission and Ministry Cluster are the Office of Student Affairs (OSA), Campus Ministries Office (CMO), Guidance and Counseling Office (GCO), University Athletics Office (UAO), National Service Training Program (NSTP), Xavier Center for Culture and the Arts (XCCA), Alumni Affairs Office (AAO) and Chaplaincy. The efforts of offices under OMM are focused on the five areas of formation: 1) Spiritual/Faith Moral; 2) Psycho-Emotional; 3) Physical Wellness; 4) Socio-Cultural and 5) Mission and Service.

With its mandate to oversee the whole spectrum of formation initiatives on campus, OMM also works closely with other units/departments from Social Development Cluster such as the Student Social Formation, the Higher Cluster namely the Philosophy, Religious Studies and Psychology Departments; the Basic Education Cluster namely the Senior High School Formation Program, XU Junior High School and XU Grade School-Pueblo and Macasandig formation units.

As a coordinating and monitoring body of all formation initiatives in the University, it assesses the program implementation of the units/departments under the cluster, with the aim to form students, faculty, formators, non-teaching staff and administrators into Better Persons, Better Workers and Better Citizens.

A. Office of Student Affairs

The Office of Student Affairs (OSA) exists to facilitate the non-academic support services needed to maintain an atmosphere conducive for study and personal development of students and facilitate a dynamic and exciting life in the University. Under OSA are two major areas namely student services and student formation.

1. Student Services

OSA offers the following services to help students in their financial needs while studying in the University:

- a.) **Student Assistantship Program.** To provide financial assistance to qualified and deserving college students through campus employment, OSA conducts recruitment, screening and hiring of student assistants who are deployed to the various offices/units in the main and satellite campuses. Student assistants are not considered casual employees of the University. They receive monetary allowance based on the number of hours that they

render. Such monetary allowance is applied on the students' tuition and matriculation fees. *(A complete policy on XU Student Assistantship Program is available at OSA.)*

- b.) **Student Assistance Fund (SAF) Loan.** Short-term loans for tuition assistance during major exams (except final exam) and allowance for books, board and lodging are administered by OSA in close coordination with the Finance Office. Loan applications must be endorsed by parents and/or guardians of the student and approved by the Director of Student Affairs.
- c.) **XU Band Scholarship.** OSA supervises the recruitment, screening and training of band members who qualify for XU Band Scholarship in coordination with the Office of Scholarships and Financial Aid (OSFA). The XU Band Instructor takes care of the auditions and applications for band scholarships while the Director of Student Affairs handles the approval and monitoring of academic requirements.

OSA also performs/offers the following functions/services:

- a.) Facilitation of ORSEM (Orientation Seminar) for New Students
- b.) Release of Good Moral Certificate
- c.) Updating and release of University ID and Student Handbook
- d.) Processing of Student Accident Insurance Claim
- e.) Processing of Prescribed University Uniform, ID and Dress Code clearance/exemptions
- f.) Posting and release of campus mail and notices
- g.) Custodian of lost and found items
- h.) Facilitation of campus tours for visiting institutions
- i.) Endorsement for use of University facilities and processing of classroom reservations
- j.) Approval of promotional materials on campus
- k.) Supervision of official class bell

2. Student Formation

Under OSA is the Student Activities and Leadership Development (OSA-SACDEV). It is dedicated to providing students with quality programs, services and leadership opportunities that enrich the students' classroom experience and non-academic endeavors. More so, it oversees the recognition and management of over 70 student organizations composed of the Central Student Government (CSG), College Councils, Co and Extra-Curricular Organizations, Media/Publications Organizations (Crusader Publication and Crusader Yearbook) and Professional Organizations among others. It also works for the individual development of students through training programs that are in accord with developing their leadership and management skills.

- a.) **The Central Student Government (CSG)** is the highest governing body of all XU students in the tertiary level. It addresses, promotes, protects and preserves the needs, dignity, ideals and aspirations of the students pursuant to the mission of the University in forming men and women for others. In fulfilling this function, CSG works with the Assembly of Extra-Curricular Organizations (AECO) and the eight undergraduate college councils.

CSG provides student leaders a first-hand experience on governance. The Directorate, which is the legislative branch of CSG and composed of the elected presidents of the college councils and convener of AECO, formulates student-related policies and implements programs and projects that address campus issues, facilitate faculty-student interaction and promote student awareness.

- b) **The College Councils** are composed of students who are enrolled in a particular school or college. College councils promote the rights, welfare and responsibilities of their members and implement programs and projects that primarily benefit them and the larger community. These include collaborative projects with other organizations, college month or week-long celebrations, intramurals and outreach projects.

The college councils are affiliated with their respective college dean's offices where they also serve as arm and coordinating body for the implementation of programs and policies promulgated by their respective schools/colleges. They are also complemented with a number of co-curricular organizations harmonizing the students' academic formation.

- c.) **Co-Curricular Organizations (Co-Currs)** are organizations composed of students enrolled in a specific field or discipline. They focus on a particular academic area and initiate programs and projects that are designed for (but may not be limited to) the promotion of their field of study and academic enhancement of their members (e.g. special lectures, seminars or fora). In addition, co-currs liaise between students and the academic departments in matters concerning their studies (e.g. curriculum, policies specific to their course, etc).
- d.) **Extra-Curricular Organizations (Extra-Currs)** are organizations primarily designed to cater to students' special interests. They are open to all students regardless of what college or academic program they belong. They specialize in a specific field of interest such as leadership, social awareness, fellowship, community service, sports, arts and culture and many others. While majority of these organizations are under OSA, companies such as the Glee Club, Cultural Dance Troupe, Dulaang Atenista, The Xavier Stage and Xavier Philharmonia are housed under the Xavier Center for Culture and the Arts (XCCA).
- e.) **The Assembly of Extra-Curricular Organizations (AECO)**, which is considered a council, governs a wide variety of extra-curricular organizations for students to choose from, may it be for the arts such as theater, music or visual arts; environment; socio-cultural, service-learning; or something more physical such as athletics clubs and teams, physical contact sports or mountaineering. A convener of AECO is chosen by the presidents of the different extra-curricular organizations and sits in the CSG's Directorate.
- f.) **Media/Publications** are organizations whose projects are realized through audio, video, print or on-line publication. These groups primarily advance student needs and express student views. They accept students enrolled in any course.

- g.) **Religious Organizations** organize programs and projects which serve as support for students in a particular religious denomination. They implement programs and projects that are in accord with the promotion of faith and justice. They accept members regardless of course. Religious organizations are directly under the Campus Ministries Office.
- h.) **Program-Based Groups** are directly affiliated with a particular unit in the University. These are specialized groups mandated to promote a special advocacy. Their membership requirements include a commitment to work for and an interest in a particular cause. Such cause may be social in nature.
- i.) **Professional Organizations** are composed of students enrolled in the graduate courses. They seek to further a particular profession or field of expertise, the interest of the individuals engaged in that profession and the community's interest. They offer activities such as lectures, fora, academic tours and outreach projects among others.

With the mission of forming leaders with competence, conscience and commitment, OSA collaborates with students in exploring avenues for personal growth, social responsibility and skills development. It has a Student Leadership Development Program (SLDP) that applies the University's 3Cs model (competence, conscience and commitment). Under this umbrella program are the following:

- a.) **Change Leadership (CL)** is meant for current organization presidents and other interested students who are holding key positions in the organizations. It is concerned with the driving forces, visions and processes that fuel large-scale transformation. It introduces the concept of transformational leadership as a potent tool for effecting faster, smarter and more efficient changes in student organizations and for creating positive and valuable change in the larger community. It aims to form masses of leaders who aspire to make something happen in the community they serve. It empowers more and more students who carry the ultimate goal of creating a better world and just society for self and for others.
- b.) **Ateneo School for Upcoming Leaders (ASUL)** is a student leadership formation program that seeks to gather, nurture and empower a community of "potential" leaders who show influence among their peers. This program shares an integral part in forming the students' conscience by inspiring them to take active leadership role in the University.

ASUL explores leadership issues through transformative learning that exposes first year and second year students to a broad spectrum of people and organizations within and outside the University. Participants build their knowledge and network by meeting students from the different schools and colleges and listening to the experiences and insights shared by formators and faculty members in the University. They are also exposed to different organizations and foundations outside the University. Participants learn through indoor and outdoor discussions and activities, exposures, immersions, participant observations, individual and small group reflection sessions and peer presentations and outreach programs.

- c.) **Atenista Ako Movement** is dedicated to promoting Ignatian values and inciting University spirit. Its focus is on the resolution of evident but pressing campus problems by encouraging positive attitude among students. The program encourages students to not just live by the essence of being Ateneans but commit to the values lived by St Ignatius in their day-to-day lives.

There are three things that serve as basis for operation of the movement: 1.) Sense of Identity; 2.) Sense of Ownership; and 3.) Inciting University Spirit. These things, when successfully acted upon are aimed at attaining change in campus culture.

- d.) **STREAMS-Pathways to Higher Education** is an opportunity given to students who wish to fulfil a sense of social responsibility. In STREAMS, the volunteers are exposed to social issues, particularly on education and are given the chance to provide opportunities for graduating public high school students obtain and complete higher education.

STREAMS explores educational concerns through transformative learning that exposes high school participants to a broad spectrum of opportunities that nurture their full potential to attain quality higher education. Participants gain more knowledge through the facilities and resources that the University provides; acquire new skills through personality development and leadership formation sessions; and increase their network by meeting students from different schools and student leaders and key administrators of Xavier University. On the other hand, student volunteers running the program gain more opportunities for community development work and skills training through the formation program provided for them and the actual delivery of their respective roles and responsibilities.

B. Campus Ministries Office

Campus Ministries Office (CMO) envisions an XU community that witnesses Christ's values and teachings. It promotes and nourishes a deep faith that blossoms forth into works of justice, peace, integrity of creation and dialogue with other living faiths and culture.

Centered in Christ and guided by Ignatian Spirituality, in collaboration with other formation units and in dialogue with other living faiths and cultural communities, CMO commits to nurture the life of faith and facilitate the apostolic formation of each member of the XU community. This office has two major ministries for the students:

1. **Student Formation Ministry.** In this ministry, CMO develops an integral and Ignatian formation program that is responsive to the realities faced by students today, accompanying them to become witnesses of faith and effective peer evangelizers. A major part of this ministry is the facilitation of 1-day recollection and live-in retreats for XU Senior High School and College students as follows:

Grade 11	1-day off-campus recollection
Grade 12	An overnight live-in retreat
Juniors' Retreat	2-full day live-in retreat for all junior students

Since Engineering and Agricultural Engineering courses have 5-year program, they will undergo a 1-day recollection in their 3rd year, juniors' retreat in 4th year and seniors' retreat in their final year.

Students receive a Certificate of Attendance after complying with the above requirements. This certificate is checked by the School/College Dean's Office during final examinations for clearance purposes. These recollections/retreats are part of the requirements for graduation.

Under student ministry are the XU-United Religious Organizations (XU-URO). These religious organizations serve as CMO's partners in the facilitation of the thrust of evangelization on campus. The Campus ministers serve as moderators of these religious organizations.

Ateneo-Based Organizations:

- a. Ateneo Catechetical Instruction League (ACIL)
- b. Campus Chapel Aides (CCA)
- c. Christian Life Community (CLC)
- d. Xavier Kristohanong Kabataan (XRISTKA)

Auxiliary Organizations:

- a. Associate Missionaries of the Assumption
(AMA of the Religious of the Assumption)
- b. Christ's Youth in Action (CYA)
- c. Knights of Columbus (K of C)
- d. Legion of Mary (LOM)
- e. Lestonnac Flame Circle (LFC)
- f. Youth for Christ (YFC of the Couples for Christ)
- g. SIRA'J (Muslim Religious Organization)

2. Faith and Socio-Cultural Dialogue Ministry. CMO engages the students in dialogue concerning the faith dimension of contemporary issues.

- a. The XU students, regardless of denominational affiliations and faith traditions can affirm a sense of belongingness to an inter-faith University community where they can freely come together to pray and be able to express their religious aspirations.
- b. Particular groups of students or dialogue partners are willing to work for peace and unity and are actively involved in promoting a culture of peace rooted in the social teachings of the Church and the Jesuit documents on IRD.
- c. Students and faculty members have institutionalized peace-related activities regularly conducted in the Peace Park as area of reference for promoting and sustaining culture of peace and harmony within the campus.
- d. Students, faculty and staff participate in a series of symposia or discussion-workshops and/or immersion activities concerning issues and their implications to one's faith life and cultural understanding in contemporary times.

C. University Chaplaincy

The University Church of Immaculate Conception of the Blessed Virgin Mary Chaplaincy Office provides a venue for students, employees and other church goers for the animation of the Catholic Christian Faith expressed through the celebration of Sacraments, Sacramentals and Devotions. Those who are interested are welcome to serve as choir, lectors, commentators, servers, ushers, decorators, lay ministers and ad hoc committee members.

The University Chaplaincy supports in the liturgical and spiritual formation of most of the members of Xavier University-United Religious Organization (XU-URO) who in turn serve the University Church in various functions. The Chaplaincy also takes care of the spiritual formation of the Ministers of Holy Communion in coordination with the Archdiocese of Cagayan de Oro.

The University Church also serves as venue for shared reflections on faith and reason especially when there are pressing issues relevant in the spiritual and conscience formation of the members of the community.

The University Chaplaincy provides pastoral care to both members of the University Community and those from outside who regularly come to the church for spiritual nourishment.

The Services offered by the University Chaplaincy Office include:

- 1. Community Masses and Mass Sponsorships**
 - a. Regular Masses
Monday – Saturday: 6:30 am; 12:00 nn and 5:30 pm Masses
Sunday – 6:30 am; 11:00 am; and 5:30 pm Masses
 - b. Sponsors: XU Communities, Colleges, University Units and Offices
 - c. Outside Communities
 - d. Special Masses/Services (Feast of St. Ignatius, Feast of the Immaculate Conception, XU Festival Days, Holy Week Triduum, Misa de Gallo)
- 2. Other Sacraments**
 - a. Confession by appointment
 - b. Confession before Mass
 - c. Anointing of the Sick
 - d. Kumpisalan ng Bayan

3. Sacramentals

- a. Benediction with Confession (7:00 pm Thursday before 1st Friday)
- b. Distribution of Holy Communion at COMC
- c. Stations of the Cross on all Fridays of Lent
- d. Rosary in October

4. Formation Sessions

- a. First Friday Lecture Series (6:16 pm)
- b. Lenten Recollection (evening before Ash Wednesday)
- c. Advent Recollection
- d. Holy Week Triduum Retreat (mornings of Holy Thursday, Good Friday, & Black Saturday)

5. Novenas

- a. Wednesdays – Our Lady of Perpetual Help (all Masses)
- b. Fridays – Sacred Heart of Jesus (all Masses)

6. Other Services

- a. Mass Intentions (*Pamisa*)
- b. Outreach like Medical Missions

D. Guidance and Counseling Office

The Guidance and Counseling Office (GCO) enables students attain the highest possible level of human growth and development. Students are given this opportunity in an integrated way in order to achieve total human development and become an effective participant in the development of the society and the church.

Programs and Services

- 1. **Counseling.** Individual and group sessions conducted by trained counselors are offered to students who have special concerns regarding their academic, career, family or personal lives in general.
- 2. **Testing.** Through standardized tests, students are assessed in terms of individual strengths and weaknesses in the areas of personality, intelligence, aptitudes, values, interests and job preferences. Test results are interpreted for students' self-awareness, growth and development.
- 3. **Individual Inventory.** To help students keep track of their personal growth and development, GCO makes sure that educational records, test results and interview notes are safely filed in individual envelopes and are updated regularly.
- 4. **Academic Probation/Follow-up.** Students on probationary status and those with low grades are given assistance and dealt with individually to find out possible causes of their poor academic performance. The program helps students develop proper attitudes and skills in coping up with academic difficulties.
- 5. **Placement Program.** Placement counselors help graduating students prepare for future job screening by giving them exit and mock employment interviews. Counselors provide an honest feedback to students regarding their strengths and weaknesses based on the interviews. Moreover, GCO conducts job search seminars, job fairs and expositions to help graduating and graduate students in their job placements.

6. **Enrichment Program.** In response to various student needs, GCO conducts seminars, workshops, symposia, educational sessions and modular programs which are aimed at making students attain personal growth and development.
7. **Peer Facilitators' Training Program.** To reach and serve more students in the University, GCO selects and trains students who have potentials of establishing peer support. The candidates are trained to acquire greater sensitivity to peers' concerns and develop the ability of facilitating individual and group peer counseling and administering tests. The program also hopes to inculcate in the peer facilitators a sense of service.
8. **Outreach Program.** To expose students to the realities of life and to instill in them the concern for the dignity of the human person, GCO initiates linkages with government and non-government organizations and service programs such as orphanages and shelters for street kids.
9. **Students' Internship Program.** Students in the graduate (MA Psychology and MA Guidance and Counseling) and undergraduate (BS Psychology) programs are provided with venue for training in the field of guidance and counseling. The students undergo actual training with the supervision of a qualified Guidance Counselor in the program of their specialization.
10. **Faculty and Parent Consultations.** The services of GCO are open to parents, faculty and personnel members who want consultation regarding school and family matters.
11. **Research and Evaluation.** Studies and surveys on relevant issues are periodically conducted to address particular needs of GCO and other units of the University.

E. University Athletics Office

The University Athletics Office (UAO) develops and implements wellness, fitness and sports programs for students, student-athletes, faculty, formators, staff and alumni.

UAO encourages participation of all stakeholders in various wellness, fitness and sports programs and activities. The different wellness, fitness and sports programs of the office emphasize healthy living, sportsmanship, fair play and team work. The office also trains student-athletes who represent the University in inter-collegiate competitions and other sporting events. As the official representative of the University during competitions, UAO also helps the University promote its various academic programs, in coordination with the Office of the Promotions, Testing and Admissions (OPTA).

Aside from organizing and managing the different wellness, fitness and sports activities, UAO also manages and facilitates the reservation and use of the different University sports facilities (e.g. Gymnasium, Covered Courts and Football Field) in coordination with the Physical Plant Office (PPO).

UAO also supervises and evaluates the Athletics Scholarship Program, in coordination with the Office of Scholarships and Financial Aid (OSFA).

Programs and Services:

1. **Student Sports:** Intramural Games; and Barkadahan Games

2. **Student Athletes Fitness and Sports:** Athletes Recruitment and Training; Coaches' Formation; Equipment Procurement and Maintenance; and Participation in Athletic Activities (e.g. Cagayan de Oro Athletic Association - COSAA, CEAP Mindanao Games, St Ignatius of Loyola Inter-School Invitational Tournament, Jesuit Athletic Meet – JAM, National University Games, Invitational Games)
3. **Faculty, Formators and Staff Wellness, Fitness and Sports:** Annual Faculty, Formators and Staff Intramural Games; and Regular Wellness, Fitness and Sports Activities (e.g. Aerobics, Weights, Basketball)
4. **Alumni Sports: XUHS Alumni Basketball League – ABL;** and XU College Alumni Tournament

F. First-Year Formation Program

The First Year Formation Program (FFP) is a formation curriculum committed to the Jesuit Education's thrust of "forming men and women for others." Through FFP, first year students and transferees are introduced and immersed to the formation process; oriented to the mission of XU; trained to become persons with competence in their fields and who exercise conscience; and committed to the service of God, others and society.

Started in 1989, FFP was created in order to bring student formation inside the classroom. It is a 3-unit course composed of modules, formation group activities and outreach programs, fully participated by students and formators in consonance with the hallmark of Jesuit education which is to form "Men and Women for Others."

G. National Service Training Program

An act establishing the National Service Training Program (NSTP) for tertiary level students, amending for the purpose Republic Act No. 7077 (AFP Reservist Act of 1991, an act providing for the organization, administration, training, maintenance and utilization of the citizen armed force of the Armed Forces of the Philippines and for other purposes) and Presidential Decree No. 1706 (providing for compulsory national service for Filipino citizens and amending certain sections of Commonwealth Act number one, as amended, otherwise known as the "National Defense Act") and for other purposes.

NSTP is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of the following program components. These are specially designed to enhance the youth's active contribution to the general welfare.

1. **Reserve Officers' Training Corps (ROTC)** is a program institutionalized under Sections 38 and 39 of the Republic Act No. 7077 designed to provide military training to tertiary level students in order to motivate, train organize and mobilize them for national defense preparedness.
2. **Literacy Training Service** is a program designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth and other segments of society in need of their service.
3. **Civic Welfare Training Service** refers to programs or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to

improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.

Graduates of the Literacy Training Service (LTS) and Civic Welfare Training Service (CWTS) are organized into the National Service Reserve Corps (NSRC) and classified into two categories:

1. **Community-Based NSRC Reservists Units (CBNRUs)** is organized at the barangay, municipal, city and provincial level. The membership shall come from the graduates who are residents of their respective localities.
2. **School-Based NSRC Reservists Units (SBNRUs)** are composed of graduates of the CWTS and LTS components of the NSTP who are still enrolled in the University.

NSRC Reservists are required to physically register in their respective schools/barangays of residence and secure a school/barangay certification that s/he is registered and accounted for. The said certification is a requirement for college/program graduation. The NSRC graduates are utilized for the following activities:

1. DRRM: Mitigation, preparedness, prevention, response, relief and rehabilitation
2. Environmental protection/preservation and rehabilitation
3. Civic welfare and literacy activities
4. Other tasks needed to address emergencies/calamities/crises

H. Xavier Center for Culture and the Arts

Xavier Center for Culture and the Arts (XCCA) creates, delivers, strategizes, manages and implements culture and arts programs (Filipino and Foreign, Classical and Contemporary) as part of the social development and formation frameworks of Xavier University for its constituents and the community.

XCCA commits to:

1. Deliver and implement culture and arts programs;
2. Recognize and acknowledge Xavier University artistic potentials, cultural and historical heritages;
3. Develop and sustain artistic resources for Xavier and the community;
4. Provide alternative artistic enrichment activities aligned with the academic requirements of the University for avenues of holistic and interactive educational environment;
5. Create policies for the development of culture and the arts in Xavier University;
6. Lead in attaining a sustainable eminence in culture and the arts complementary with other institutions and universities in Mindanao; and
7. Forge partnerships, linkages and collaborations with local counterparts, patrons, national and international culture and the arts funding institutions and agencies.

Programs

1. **Museo de Oro**
 - a. Archeological and Ethnographic Exhibit
 - b. Archives and Library

- c. Art Exhibition
- d. Research and Training
- e. New Media Arts
- f. Sining sa Tag-Araw (Summer Arts Workshop)
- g. Outreach and Education

2. Artistic Excellence and Production

- a. Performing Arts: Xavier University Glee Club, Dulaang Atenista, Xavier University Cultural Dance Troupe, Xavier Philharmonia, The Xavier Stage
- b. Visual Arts
- c. Literature
- d. CINEMAGIS – Digital Short Film Festival in Northern Mindanao

3. Cultural Education

Seminars, Lecture Series, Workshops, Fora, etc

4. Culture and Development

- a. Culture and Arts for Social Action
- b. Culture and Arts for Community Development

5. Culture and Arts Research, Documentation and Publication

6. Culture and the Arts Support Service Program

II. Social Development Cluster

Social engagement is a mark of a Jesuit institution. At Xavier University, this is embodied in the cluster for Social Development (SD). The SD cluster consolidates and strengthens the decades of experience and gains from institutional social engagement through its various college-based and expertise-based centers and institutes. It also sets the directions for development initiatives aligned with the University's mission and vision, as it continually strives to be a relevant player in the development of Mindanao, the Philippines and the Southeast Asian region.

The SD cluster has three foci of engagement: (1) student, faculty and formator engagement through Service Learning; (2) faculty and formator expertise-based engagement through the Centers and Institutes; and (3) XU community engagement through Social Involvement programs and initiatives.

Units comprising the SD cluster facilitate these engagements. These are the, McKeough Marine Center (MMC), South East Asian Rural Leadership Institute (SEARSOLIN), Student Social Formation, Institutional Social Engagement and Advocacy. These units are under the leadership of the Vice President for Social Development.

The SD cluster collaborates and coordinates with other XU clusters and units and with public, private and civil society institutions and organizations to provide wider avenues for greater societal engagement among the members of the XU community.

III. Academic Units

A. University Libraries

The University Libraries support the teaching and research programs of the University by providing students and faculty members the resources they need for academic work. Recreational reading materials are also available for the interest of the University community.

It acquires and provides access to a variety of information resources, traditional and electronic, enhanced by quality bibliographic control and service-oriented instructional and reference assistance that will support the University's goal of challenging students toward continuing intellectual growth and spiritual formation. It has wireless internet access and 14 libraries and sections included in its system.

1. **Libraries:** Management and Accountancy, Current Books Collection; Agriculture; Engineering; Nursing; Computer Studies; CIT library; Audio Visual Collection; Reserved Collection; General Works Collection
2. **Professional Libraries:** Law Program; Medical; Graduate Studies
3. **Special Collections:** Research and Social Outreach Collection; American Corner Collection; Fr Miguel Bernad SJ Memorabilia Collection; Judge Ernesto Melferrari's Collection; Xavieriana Collection; Thesis & Dissertation; Filipiniana and Serials Collection.
4. **eResources collections:** Gale Virtual Reference, ITPro, EngineeringPro, BusinessPro, CELPh collection, eBrary collection, eLibraryUSA, KDC worldbank collection.
5. **Facilities:** Quiet Zone-Quiet Study Area (2nd Floor, Annex & Main Bldg); Confab spaces (5th Floor Annex Building); Audio Visual Room 1; Audio Visual Room-CIT Manresa; Conference Room; AC Lecture Space, Free printing space, Collaborative Study Space, WI-FI zone and Learning Spaces.

Linkages and Resource Sharing Activities of the Library

XU Library is a member of the Jesuit Higher Education Institutions Library Consortium JHELCon namely; Ateneo de Davao University, Ateneo de Manila University, Ateneo de Naga University, Ateneo de Zamboanga University, Loyola School of Theology, Loyola College of Cullion and St John Vianney Theological Seminary. Its main purpose is to use group purchasing power for licensing digital resources; use group purchasing power to purchase a common library system for all members when resource become available; provide access to and share information resources held across all the member libraries; provide support and training for its members; and share best practices in providing information services to its users.

The American Corner has been active and effective in providing current and useful information including but not limited to Education, Economics, Management, Business, American Studies, Literature, English Teaching, English Language, Politics, Law and Democratic Societies.

The library participates in the consortium of Engineering Libraries in the Philippines (CELPhi). The aim is to allow participating libraries to share resources on-line and provide better access to the shared collection at lower cost; to upgrade the professional and personal competencies of its members; to share information on professional issues, best practices and appropriate technical services.

The library is also a member of the International Federation of Library Associations and Institutions (IFLA), one of the leading international associations of library organizations. It is the global voice of the library and information profession. Its annual conference provides a venue for librarians to learn from one another. The IFLA forum promotes international cooperation, research and development in all fields related to library activities.

The library supports and participates in a Directory of Open Access Journal (DOAJ). Its aim is to increase the visibility and ease of use of open access scientific and scholarly journals, thereby promoting their increased usage and impact. It also aims to be comprehensive and cover all open access scientific and scholarly journals that use quality control system to guarantee the content.

The library participates in “Kultura link: Libraries for Culture and the Arts” a flagship project of National Committee on Libraries and Information Services (NCLIS) in consonance with the National Commission for Culture and the Arts (NCCA). It envisions to link libraries with culture and arts collection through collaborative and networking strategies among and between the cultural agencies and university based libraries.

The library is also a member of the Academic Libraries Book Acquisition Systems Association, Inc (ALBASA), a non-profit organization that aims to engage in joint, coordinated program of library book purchasing and to provide a clearing house for various cooperative activities among members.

The library continues to be the lead institution in the Academic Libraries Information Network in Mindanao (ALINET) since it was founded in 1988. It has been involved in several activities geared towards the improvement of the library services of the member libraries. Its original concept of bibliographical and physical access to each library's holdings is still the heart of the inter-library cooperation. Thousands of students

from each member institutions have benefited from the resources made available to them.

B. Office of Scholarships and Financial Aid

As an educational institution, Xavier University offers scholarships and financial grants to students who excel in academics, sports and culture and arts.

The Director of the Office of Scholarships and Financial Aid (OSFA) together with the Scholarship Committee oversees the administration of the scholarships and Grants-In-Aid while the Director of Student Affairs oversees the administration of student assistantship and student loans.

The scholarships offered by the University are classified into four main categories:

1. **Academic Scholarships.** Academic scholarships are awarded each year or semester for incoming freshmen and upperclassmen for their superior academic performance. Students who meet the selection criteria are required to submit documentary requirements and go through an interview with the Scholarship Committee and the OSFA Director. The awardee maintains the scholarship or grant as long as grade compliance and other scholarship requirements are met every semester. Academic scholarships are either University funded or provided by government and private donors.
2. **Grants-in-Aid (G-i-A).** G-i-As are distinct from academic scholarships. Some grants are more like gifts reflecting XU's desire to witness to justice and to serve the poor. G-i-As are primarily awarded based on the assessed financial capability of the family. The grant is renewable every semester based on financial assessment, grade requirement and other obligations as stated in the scholarship manual. The OSFA Director with the College Scholarship Board sees to the administration of the St Francis Xavier Grants-in-Aid, Fr Moggi Scholarship for the beneficiaries of single employees K-12 Transition Scholarship for the children of employees who availed of the CHED Scholarship Program and other grants funded by the University and other private benefactors/donors.
3. **Athletics and Performing Arts Scholarship.** Varsity and members of the performing arts group (e.g. dance troupe, glee club, theater group, Philharmonia, XU Band and other groups) are granted scholarships based on active membership and excellent performance as athletes and resident artists of the University. They render service to the University and to the wider community through their active participation in the promotion of sports and culture and the arts.
4. **Student Assistantship and Student Assistance Fund.** Student assistantship and student assistance fund are other forms of financial assistance to students. These forms of financial assistance are primarily administered by the Office of Student affairs.

C. University Registrar's Office

The Office of the University Registrar plans organizes and coordinates activities allied to the registration, release, transfer and graduation of students; secures the maintenance and safekeeping of adequate academic records; consolidates class and examination schedules; manages the audio-visual rooms; prepares and submits pertinent reports to the Commission on Higher Education (CHED), the Professional Regulations Commission (PRC), the Civil Service Commission (CSC) and the Bureau of Immigration (BI); and ensures the observance of CHED policies and prescriptions.

Among the documents/certifications which students may request at the University Registrar's Office are the following: (Corresponding fees are applied.)

1. Transcript of Records
2. Transfer Credentials
3. Diploma/Authenticated Copy of Diploma
4. Course Description
5. Certificate of Enrolment, Graduation, Special Order, English as medium of instruction, etc.

Guidelines:

1. No academic records will be released to a representative without a written authority from the student being represented and ID of both the student and the representative.
2. The request will not be processed if the student has incomplete academic credentials (e.g. Form 138, Form 137-A, Transfer Credential, Official Transcript of Records, etc).
3. XU Graduates and previous students on their first request of documents shall need clearance from the following offices: Office of Student Affairs, Book Center, University Libraries, Guidance and Counseling and Finance Office. Currently-enrolled students will only need clearance from the Finance Office.
4. Transfer Credential is released only once.
5. An Affidavit of Loss is required for re-issuance of diploma.

IV. Administration Units

A. Office of Promotions, Testing and Admissions

The Office of Promotions, Testing and Admissions (OPTA) facilitates the processing of application for admission of new students to the University. It also engages in activities that aim to promote the University and its programs using various platforms.

OPTA offers a variety of programs and services that are focused on:

1. **Promotions** - generates lead by designing and implementing marketing strategies like school campaigns and media exposures as a way of informing potential clients of the academic programs offered by the University.
2. **Testing** - conducts screening by utilizing standardized assessment tools to assess the competencies of the applicants who wish to enrol in any baccalaureate degree program or in a graduate/professional degree offered by the University.

The cut-off scores set for each academic program is determined by OPTA using past assessment results and actual academic performance of the students and recommended to the Academic Council.

3. **Admissions** - ensures that new students comply with mandatory requirements of the University and that of the Commission on

Higher Education (CHED). The office facilitates the checking of requirements or credentials before new students may finally enrol in the University.

B. University Health Services

The University Health Services are composed of medical, dental and nursing services. Students may avail physical and dental examinations at least once a year. Students may also seek consultation with the University Physician, Dentist or Nurses who hold office at the clinic daily.

Services and Facilities

1. Medical

- a. Annual check-up for incoming Grade 11 students, college transferees and returnees
- b. Free daily medical consultations and treatment of ailments
- c. Free medicines on common ailments (e.g. Paracetamol, Mefenamic Acid and Decolgen)
- d. Minor surgery and referral (with XU-Ma Reyna as referring hospital)
- e. Emergency/First Aid Treatment equipped with Medical Oxygen and Nebulizers
- f. Nebulization for asthmatic attacks
- g. Vaccination/Immunization service (Vaccines-not free)
- h. Free sugar, cholesterol, bone density determination (sponsored by drug companies) on quarterly/bimonthly basis
- i. 9-bed capacity room for females and 8-bed capacity room for males
- j. Issuance of Medical Certificate (Letter from parents/guardian is required.)

Clinic Hours:

Regular Semester	Mon-Fri	7:30 AM to 7:00 PM (No noon break)
	Saturday	8:00 AM to 8:00 PM (No noon break)
Summer/Semestral/	Mon-Fri	8:00 AM to 5:00 PM (No noon break)
	Saturday	8:00 AM to 12:00 NN
Christmas Break		
Physician's Consultation Hours	Mon-Fri	8:00 AM to 7:00 PM
	Saturday	9:00 AM to 12:00 NN 2:00 PM to 4:00 PM

2. Dental

- a. Annual check-up for incoming Grade 11 students, college transferees and returnees

- b. Oral prophylaxis, Fillings, Extractions (one out of three for each semester/summer term)
- c. Extractions
- d. Consultations and follow-ups
- e. Emergency Treatment
- f. Referrals

For dental treatment, students are required to present current University ID and parent's consent (for those 18 years old and below). Dental treatment is administered on a first come, first served basis.

Dental Schedule (for Students) Mon-Fri 8:00 AM to 5:00 PM
Saturday 8:00 AM to 11:00 AM

Dental Schedule (for Employees) Mon-Sat 11:00 AM to 12:00 NN
By appointment basis

C. Physical Plant Office

The Physical Plant Office is responsible for providing operational support and maintenance services to campus facilities and to provide an environment that enhances teaching, encourages learning, and supports research.

The services include: work requests and scheduling, maintenance, repair of facility structural and mechanical systems, operation and maintenance of utility systems, custodial services, grounds landscaping & maintenance, facilities planning, programming, and construction management support, minor renovation, and repair of facilities, and recycling program management.

D. Safety, Security and Information Office

The Safety, Security and Information Office (SSIO) is the lead unit in the unified effort to secure the Xavier University Community. It is created to protect its community against any intentional harm, prevent and/or mitigate the effects of any accidents and to actively respond to threats and hazards within the XU Campus. Security Office ensures safe and secure premises, welcome lawful suppliers and visitors, clients and promotes the free-flow of educational instruction and business operation. Hence, the Safety, Security and Information Office develops and recommends policies, guidelines, procedures and practice in consultation with stakeholders to accomplish its mission.

To accomplish its task, SSIO contracts two security agencies to man posts inside the campuses and establishments of Xavier University. One security agency secures the entry and exit points in the main campus, while another security agency is in charge of internal security. These security agencies also secure other campuses such as XUGS Macasandig, XUGS and XUJHS Pueblo campuses, CIT, SEARSOLIN and Manresa campuses and XU Marine Center in Jasaan, Misamis Oriental.

In addition to their mandated tasks of securing the personnel and properties of the University, the security personnel are also tasked to enforce school regulations, respond to emergencies and enforce traffic and parking rules.

SSIO closely coordinates with security and safety units, both local and national to accomplish its mission of protecting Xavier University.

E. Computing and Information Services Office

The Xavier University Computing and Information Services Office (CISO) is tasked to develop a more robust University computing and information backbone to improve teaching, research and social outreach and contribute to the transformation of the University into an important learning and information hub of Northern Mindanao. CISO aims to harness information and communications technology to improve and enhance the core processes of the University; and encourages the University community to start learning and using the power of computing and information technology.

CISO provides the following computing and network services to University administrators, faculty, staff, formators and students across all campuses:

1. Maintains/supports XU ICT Infrastructure
2. Maintains/supports XU Network Security
3. Web and application server management
4. Manages University Enterprise Information Systems
5. Analyzes University ICT requirements
6. Implements ICT projects to improve University core processes
7. Provides ICT End User Support
8. Conducts ICT user awareness, orientation and training
9. Performs PC preventive maintenance

F. University Bookstore

The University Bookstore exists primarily to conveniently provide members of the community in all levels (basic education and tertiary) the materials they need for academic and office pursuits.

Some of the products and services it offers are:

1. ID Printing
2. Lay-out and Printing Services (e.g. pamphlets, brochures, posters, flyers, calling cards, etc.)
3. Photocopying and Other Documents Reproduction Services
4. Photo-Taking and Printing
5. Paper Cutting, Book Binding, Padding and Repairs
6. Certificate Printing and Binding
7. Shirts and Uniforms
8. School and Office Supplies
9. Souvenirs and School Merchandising Materials
10. Textbooks and Manuals
11. Book Rentals
12. Academic Gown/Toga Rentals

IV. XU Confederated Parents-Faculty Association

XU Confederated Parent-Faculty Association (XUCPFA) is a highly institutionalized body composed of parents and faculty members of the University. Its purpose is to promote and

protect the interests of the faculty and students and constitute a harmonious University environment.

1. **Programs and Services**

- a) **Scholarship Program.** In consonance with Xavier University's social commitment, XUCPFA selects and grants scholarships and financial assistance to young, poor and deserving high school graduates in Region X. The scholarships are inclusive of full tuition and matriculation per semester including summer term (given that the subjects taken during the summer are regular subjects and not back subjects), book allowance, cash allowance and meal allowance. This program covers the courses under the College/ School of Agriculture, Engineering, Nursing, Education, Business and Management and Medicine. It also includes programs under the Center for Integrated Technologies including On-the-Job Training (OJT).
- b) **Student Loan Fund.** This program provides financial assistance to students who cannot meet the scheduled payment of tuition. The maximum loanable amount is Php 2,000.00 applicable only for prelims and mid- term exams. Application is processed at XUCPFA Office.
- c) **Outreach.** In line with Xavier University's Community Extension Program, XUCPFA conducts outreach activities to touch those who are in need of hope and encouragement and at the same time address their physical needs.
- d) **Student Development Fund.** The program looks into the development and enhancement of potentials of bona fide college students through participation in extra-curricular activities. Financial assistance is provided to any requesting extra-curricular organization through CSG, subject to availability of funds.
- e) **Student Security Assistance.** The security of students on campus and the immediate premises is one of the concerns of XUCPFA. In line with the University Security Program, XUCPFA has designed a program coordinating and collaborating with the University for security measures affecting students and the entire XU community.
- f) **Parents and Faculty Development Fund.** The "Athena Award" Most Outstanding Faculty Award is a fitting tribute to all college faculty members of XU, who demonstrate commitment to teaching as a scholarly endeavour and show dedication in the advancement of the University's vision and mission of forming "men and women for others."
- g) **Talks, symposium for parents, faculty and students**

2. Insurance Claims

As a member of the XU College Tripartite Consultative Body, XUCPFA is tasked to facilitate prompt processing of insurance claims in close coordination with the Central Government and the XU Administration. Hereunder are the coverage and indemnities for school year 2016-2017.

Benefits Per Enrolee	Coverage Amount
a) Accidental Death & Disablement	Php 100,000.00
b) Unprovoked Murder & Assault	100,000.00
c) Accidental Medical Reimbursement	15,000.00
d) Burial Assistance for Death due to Accident or Illness	10,000.00
e) Daily Hospital Cash Allowance, Accident confinement,	
f) Maximum 30 Days/SY	300.00/Day
g) Daily Hospital Cash Allowance, Illness confinement,	
h) Maximum 30 Days/SY	300.00/Day
i) Ambulance Service Benefit	1,000.00
j) Fire Assistance Benefit	7,000.00