





**FINALIZATION OF MASTER LIST OF ENROLLED STUDENTS PER COURSE AND ATTENDANCE MONITORING**

Doc Control No.	PRMSU-ASA-COMP01		
Effectivity Date	March 22, 2019		
Revision No.	02	Page 2 of 4	

**PRMSU**  
**CONTROLLED COPY**  
 BY: GERRY D. ORBYA  
 DATE: MAR 22 2019

**1.0 OBJECTIVE**

To establish and maintain documented procedure in finalizing the master list of enrolled students per course and monitoring prompt and regular student's attendance.

**2.0 SCOPE**

This procedure applies to all students of the undergraduate and graduate school programs who are officially enrolled in Iba Campus.

**3.0 REFERENCES**

- Student Manual
- Registrar's Manual

**4.0 DEFINITION OF TERMS**

- Course** – refers to the subjects enrolled by the students as reflected in the Certificate of Registration (COR).
- Dropping Form** – refers to a document filled up by the student to officially drop the subject/s enrolled.
- Graduate School** – is a school that gives advanced academic degrees such as master's degrees and doctoral degrees.
- Master List** – is the official list of students enrolled in a course generated from the University Management Information System.
- Regular Attendance** – refers to the required number of hours of recitation, lecture, laboratory or any other scheduled work.
- Undergraduate** – refers to all the curricular programs offered in the tertiary level.
- COR** – stands for Certificate of Registration and is a document that proves that the student is officially enrolled in all the courses in a semester.
- UMISO**-stands for University Management Information System Office.

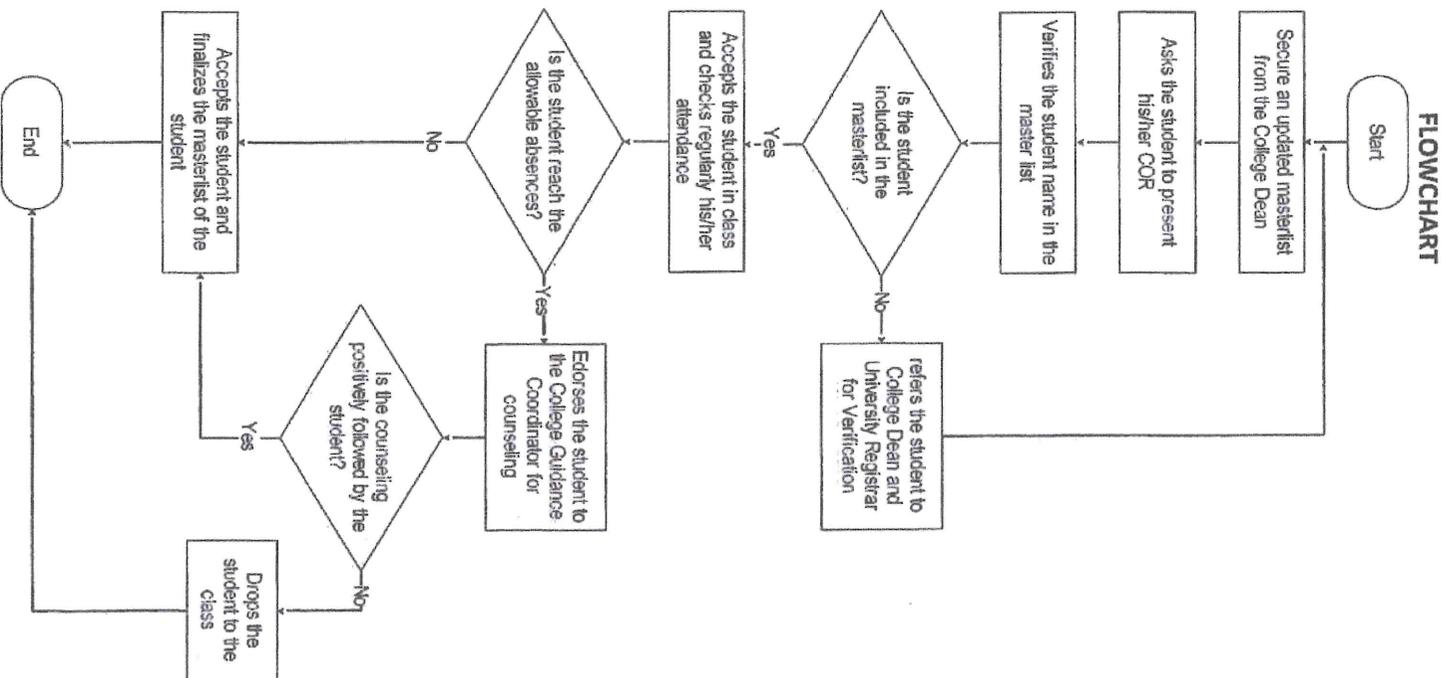
Prepared by:  <b>DR. SANTI A. MAGSALAS</b> Dean, CAS	Reviewed by:  <b>NOYRINA B. BALDA A. ORGE, Ed. D.</b> Director, Instruction	Approved by:  <b>DR. JESSIE S. ECHAURE</b> VP, Academic & Student Affairs
---	--	--



**FINALIZATION OF MASTER LIST OF ENROLLED STUDENTS PER COURSE AND ATTENDANCE MONITORING**

Doc Control No.	PRMSU-ASA-COMSP01
Effectivity Date	March 22, 2019
Revision No.	02
	Page 3 of 4

**5.0 PROCEDURES FLOWCHART**



**RESPONSIBLE**  
**CONTROLLER COPY**  
 BY: GERRY B. MANA  
 DATE: MAR 27 2019  
 PRMSU

1. Subject teacher secures and updates master lists from the Office of College Dean to identify the students who are officially enrolled.  
 Subject Teacher and College Dean
2. The Subject teacher asks the student to present his/her Certificate of Registration.  
 Subject Teacher and Student
3. The Subject Teacher verifies it from the master list if officially enrolled.  
 Subject Teacher
4. If found not included in the list, the subject teacher should not accept the student and refer him to the College Dean and University Registrar for the verification.  
 Subject Teacher, Student, College Dean and Office of the University Registrar
5. If student included in the master list, subject teacher accepts the student in the class and checks regularly his/her attendance, taking note of number of absences and tardiness incurred and reasons. The student is allowed to incur 20% of total required number of hours of recitation, lecture, laboratory or any other scheduled work.  
 Subject Teacher and Student
6. When the student is about to reached the allowable number of absences and tardiness, the subject teacher endorses the case to the College Guidance Coordinator for counseling.  
 Student, Subject Teacher and College Guidance Coordinator
7. If counseling fails, the subject teacher drops the student from the list. To make it official and not to be marked as failing grade, the student is required to file a dropping form to the Registrar's Office.  
 College Guidance Coordinator, Subject Teacher and Student
8. If the counseling positively followed by the students, subject teacher accept the student and finalize the master list of the student.  
 Subject Teacher and Student

Prepared by: <i>Santi A. Mastalalas</i> <b>DR. SANTI A. MASTALALAS</b> Dean, CAS	Reviewed by: <i>Novrina Biglida A. Orge, Ed. D.</i> <b>NOVRINA BIGLIDA A. ORGE, ED. D.</b> Director, Instruction	Approved by: <i>Jessie S. Echaure</i> <b>DR. JESSIE S. ECHAURE</b> VP, Academic & Student Affairs
---	---	--



**FINALIZATION OF MASTER LIST OF ENROLLED STUDENTS PER COURSE AND ATTENDANCE MONITORING**

Doc Control No.	PRMSU-ASA-COMSP01	
Effectivity Date	March 22, 2019	
Revision No.	02	Page 4 of 4

**6.0 ATTACHMENT/FORMS**

- Student's Attendance Monitoring Form
- Referral Form
- Call Slip
- Re-accepting Form

**PRMSU**  
**COPIED COPY**  
BY: GENYLL D. ORGA  
DATE: MAR 22 2019

Prepared by:  <b>DR. SANTI A. MAGAFALAS</b> Dean, CAS	Reviewed by:  <b>NOVRINA G. ORGE, Ed. D.</b> Director, Instruction	Approved by:  <b>DR. JESSIE S. ECHAURE</b> VP, Academic & Student Affairs
--	---	--





### REFERRAL FORM

Doc. Control No.	PRMSU-ASA-COMSF04
Effectivity Date	October 2, 2018
Revision No.	02 <span style="float: right;">Page 1 of 1</span>

#### THE COLLEGE GUIDANCE COORDINATOR

Sir/Madam:

May I respectfully refer to you the case of Mr./Ms. \_\_\_\_\_ (BS, MA, Ed. D.) \_\_\_\_\_ student for counselling due to absences/tardiness.

Thank you and hoping for your immediate action.

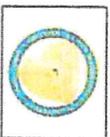
Very truly yours,

\_\_\_\_\_  
Subject Teacher

Noted:

\_\_\_\_\_  
Dean

**PRMSU**  
**CONTROLLED COPY**  
BY: GENNY DE. OMTA  
DATE: OCT 02 2018



### REFERRAL FORM

Doc. Control No.	PRMSU-ASA-COMSF04
Effectivity Date	October 2, 2018
Revision No.	02 <span style="float: right;">Page 1 of 1</span>

#### THE COLLEGE GUIDANCE COORDINATOR

Sir/Madam:

May I respectfully refer to you the case of Mr./Ms. \_\_\_\_\_ (BS, MA, Ed. D.) \_\_\_\_\_ student for counselling due to absences/tardiness.

Thank you and hoping for your immediate action.

Very truly yours,

\_\_\_\_\_  
Subject Teacher

Noted:

\_\_\_\_\_  
Dean

**PRMSU**  
**CONTROLLED COPY**  
BY: GENNY DE. OMTA  
DATE: OCT 02 2018

	<b>CALL SLIP</b>		
	Doc. Control No.	<b>PRMSU-ASA-COMSF05</b>	
	Effectivity Date	October 2, 2018	
	Revision No.	02	Page 1 of 1

Date: \_\_\_\_\_  
 Semester:  1<sup>st</sup>  2<sup>nd</sup>  Summer

Academic Year: \_\_\_\_\_

Name: \_\_\_\_\_  
 Course/Year/Section: \_\_\_\_\_

Reason/s:  Absenteeism  Tardiness

Action to be taken:  For counseling  For interview  For parent's conference  
 1<sup>st</sup> Call  2<sup>nd</sup> Call  3<sup>rd</sup> Call

When: \_\_\_\_\_  
 (Please notify the College Guidance Coordinator if not available)

Where: College Guidance Coordinator's Office

**PRMSU**  
**UNCONTROLLED COPY**  
 BY: GENNY De. ORMA  
 DATE: NOV 02 2018

College Guidance Coordinator

	<b>CALL SLIP</b>		
	Doc. Control No.	<b>PRMSU-ASA-COMSF05</b>	
	Effectivity Date	October 2, 2018	
	Revision No.	02	Page 1 of 1

Date: \_\_\_\_\_  
 Semester:  1<sup>st</sup>  2<sup>nd</sup>  Summer

Academic Year: \_\_\_\_\_

Name: \_\_\_\_\_  
 Course/Year/Section: \_\_\_\_\_

Reason/s:  Absenteeism  Tardiness

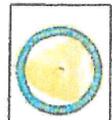
Action to be taken:  For counseling  For interview  For parent's conference  
 1<sup>st</sup> Call  2<sup>nd</sup> Call  3<sup>rd</sup> Call

When: \_\_\_\_\_  
 (Please notify the College Guidance Coordinator if not available)

Where: College Guidance Coordinator's Office

College Guidance Coordinator

**PRMSU**  
**UNCONTROLLED COPY**  
 BY: CEP84 De. ORMA  
 DATE: OCT 02 2018



### RE-ACCEPTING FORM

Doc. Control No.	PRMSU-ASA-COMSF06	
Effectivity Date	October 2, 2018	
Revision No.	02	Page 1 of 1

#### THE SUBJECT TEACHER

Sir/Madam:

Please accept Mr./Ms. \_\_\_\_\_ (BS, MA, Ed. D.)  
 \_\_\_\_\_ in your class. He/she has already reported to the undersigned and has pledged to attend your class regularly. He/she also understands that continuous absenteeism and tardiness in your class will be ground for dropping and/or failing.

Thank you and hoping for your favorable response.

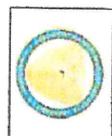
Very truly yours,

College Guidance Coordinator

Noted:

Dean

**PRMSU**  
**CONTROLLED COPY**  
 BY: GENIV Dk, DMMTD  
 DATE: OCT 07 2018



### RE-ACCEPTING FORM

Doc. Control No.	PRMSU-ASA-COMSF06	
Effectivity Date	October 2, 2018	
Revision No.	02	Page 1 of 1

#### THE SUBJECT TEACHER

Sir/Madam:

Please accept Mr./Ms. \_\_\_\_\_ (BS, MA, Ed. D.)  
 \_\_\_\_\_ in your class. He/she has already reported to the undersigned and has pledged to attend your class regularly. He/she also understands that continuous absenteeism and tardiness in your class will be ground for dropping and/or failing.

Thank you and hoping for your favorable response.

Very truly yours,

College Guidance Coordinator

Noted:

Dean

**PRMSU**  
**CONTROLLED COPY**  
 BY: GENIV Dk, DMMTD  
 DATE: OCT 07 2018