



# **STUDENT PUBLICATION UNIT MANUAL 2021**

RESOLUTION NO. 118, S. 2021



Republic of the Philippines  
**TARLAC STATE UNIVERSITY**  
**OFFICE OF THE STUDENT AFFAIRS AND SERVICES**  
**STUDENT DEVELOPMENT AND SERVICES**  
**STUDENT PUBLICATION UNIT**

Romulo Blvd., San Vicente, Tarlac City



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Tarlac State University – Student Publication Unit



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**EXCERPTS FROM THE MINUTES OF THE 124<sup>th</sup> REGULAR MEETING OF  
THE BOARD OF REGENTS OF THE TARLAC STATE UNIVERSITY  
HELD AT THE MANOR HOTEL BAGUIO CITY  
ON DECEMBER 13, 2021**

**Resolution No. 118, s. 2021**

**APPROVING THE FOLLOWING MANUALS UNDER THE  
STUDENT AFFAIRS SERVICES OFFICE OF THE TARLAC STATE  
UNIVERSITY:**

- 1. STUDENT DISCIPLINE MANUAL**
- 2. STUDENT ORGANIZATIONS MANUAL**
- 3. GUIDANCE AND COUNSELING MANUAL**
- 4. STUDENT PUBLICATION MANUAL**

Certified True & Correct:

**AURELIA S. VALENCIA**  
Board Secretary



## UNIVERSITY PROFILE

TSU is a public institution of higher learning in Tarlac City, Tarlac with more than 16,000 student population and 1,200 faculty and staff.

Its core programs are centered on technology, engineering, accountancy, and education offering 33 baccalaureate degree programs and 10 graduate programs on arts, sciences, social sciences, law, criminology, governance, business, and computer studies.

TSU is the first university in the country to achieve the Integrated Management System Certification awarded by the United States Accreditation Services which covers ISO 9001:2015 (Quality Management System), ISO 14001:2015 (Environment Management System), and OHSAS 18001: 2007 (Occupational Health and Safety Assessment Series).

Furthermore, TSU is currently a holder of a Level II Institutional Accreditation (IA), with 100% accredited programs, from the Accrediting Agency of Chartered Colleges and Universities in the Philippines, Inc. (AACCUP). At present, there are only 14 SUCs with IA out of 112 SUCs in the country.

With its aims to provide quality tertiary education, TSU is evaluated as SUC Level III by the Commission on Higher Education and has been appraised through the Institutional Sustainability Assessment (ISA) in 2019 and received the passing remark on March 04, 2021 from the CHED-Office of Institutional Quality Assurance and Governance. TSU also received a Center of Development (COD) in Teacher Education from CHED in 2016.

TSU is a top criminology school in the Philippines and has produced toppers in the fields of engineering, education, accountancy, psychology, architecture, and chemistry. It is also the first state university with an Advanced Manufacturing Training Hub for engineering students.



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The TSU Main Campus and San Isidro and Lucinda extension campuses are located within the vicinity of Tarlac City, while its Capas Extension Campus is located in Capas town of Tarlac and is funded by the local government unit. The nine colleges and the School of Law are distributed to the three campuses to control the increasing student population of the university. Its main campus, with the smallest land area, houses five colleges; the San Isidro Extension Campus houses two colleges; while the Lucinda Extension Campus houses three colleges.

The Main Campus is a 1.2-hectare property located along Romulo Boulevard, San Vicente, Tarlac City near the Bulwagang Kanlahi (formerly Diwa ng Tarlak).. Most public utility vehicles in Tarlac pass through the campus which provides students easy access to its location. The Main Campus is home to the colleges of Arts and Social Sciences, Business and Accountancy, Public Administration and Governance, Engineering and Technology, and the School of Law.

The San Isidro Extension Campus is situated on an eight-hectare property in Barangay San Isidro, Tarlac City, some two kilometers away from the Main Campus. It houses the colleges of Computer Studies, Architecture and Fine Arts, and some facilities of the College of Engineering and Technology.

Meanwhile, the Lucinda Extension Campus is found in Barangay Binauganan, Tarlac City, around three kilometers away from the Main Campus. It has a total area of 10 hectares where the colleges of Teacher Education, Science, and Criminal Justice Education, formerly the site of the Laboratory School, are located. Due to its spacious area, several offices and buildings were built in this campus such as the University Hotel, Alumni Center, Hon. Jose V. Yap Library, Student Center, Food Technology and Research Center, Research and Extension Building, and other structures. Some classes of the College of Business and Accountancy are also held at the Academic Building of the Lucinda Extension Campus. In addition, the activities of the Reserve Officers' Training Corps (ROTC) are also held here.

The university is guided by its vision to be a premier university in the Asia-Pacific Region, its mission to promote and sustain the offering of quality, inclusive, and relevant education, and its core values collectively known as “EQUITY.”



## **Vision**

Tarlac State University is envisioned to be a premier University in the Asia Pacific Region.

## **Mission**

Tarlac State University commits to promote and sustain the offering of quality and relevant programs in higher and advanced education ensuring equitable access to education for people empowerment, professional development, and global competitiveness.

Towards this end, TSU shall:

Provide high quality instruction through qualified, competent and adequately trained faculty members and support staff.

Be a premier research institution by enhancing research undertakings in the fields of technology and sciences and strengthening collaboration with local and international institutions.

Be a champion in community development by strengthening partnership with public and private organizations and individuals.

## **Core Values**

E - xcellence and Enchanced Competence

Q - uality

U - nity

I - ntegrity and Involvement

T - rust in God, Transparency & True Commitment

Y - earning for Global Competitiveness

## **Development Goals**

To uphold academic excellence and establish its position as a premier university in the Region

To reinforce the stature of the University as a Research Institution responding to the development of Science and Technology;



To enhance and strengthen partnership with LGUs, private organization and individuals in community development and people empowerment and  
To enhance income generating projects.

## **TARLAC STATE UNIVERSITY QUALITY POLICY**

Tarlac State University is committed to continuously strive for global competitiveness and excellence in the delivery of instruction, research, extension (training and consultancy), and administrative support services, compliant to regulatory and statutory requirements for the utmost satisfaction of its valued customers while ensuring safe and healthy working conditions for its students, employees, clientele and reducing environmental impact of its operations.

### **TSU Quality Objectives**

To uphold the commitment to its policy, TSU shall attain the following objectives:

1. Strive for global competitiveness and excellence in the delivery of
  - 1.1 Instruction
  - 1.2 Research
  - 1.3 Extension (training and consultancy services) and
  - 1.4 Administrative support services.
2. Attain utmost satisfaction of customers and interested parties.
3. Comply with the standards set by statutory, regulatory, and accrediting bodies;  
and
4. Maintain and continually improve the implementation of its quality management system.



## HISTORY

Being the premier center of learning in the province of Tarlac, the beginning of the Tarlac State University (TSU) are synchronous with the beginning of public education in this heartland of Central Luzon and the whole Philippines. The early and dominant image of TSU among the people of Tarlac was its being a trade school, and its origin as such could be traced to as early as 1906, when the director of public instruction mandated the offering of intermediate grades and selected areas in the country to cater to industrial and vocational courses.

In 1909, under the auspices of the provincial government and the Provincial High School, this school begun to in secondary students in its fold. By 1921, it had evolved into a full secondary school. In 1931, the trade school was annexed to Tarlac High School during the principal ship of Russel Taylor – a status it maintained until he onset and the end of the Second World War.

In 1946, immediately after the war, Tarlac Trade School was officially separated from the Tarlac High School, with the appointment of Manuel T. Espinosa as its principal. More than a decade later, in 1959, the Congress of the Philippines approved House Bill 1006, jointly sponsored by Congressmen Constancio Castaneda and Jose Roy, converting Tarlac Trade School into Tarlac School of Arts and Trades (TSAT); with Mr. Espinosa also becoming its first Superintendent. As a nationalized academic institution, TSAT began to Offer collegiate technical education courses in the province.

In 1965, through the passage of Republic Act 4337, TSAT acquired its full-fledged status as a college, the Tarlac College of Technology (TCT). Among other provisions, the law called for the merging of TSAT with Tarlac National Agricultural School in Camiling, Tarlac. Dr. Mario Manese was appointed as its first president (1965-1972), who introduced the courses teacher education and engineering.

Prof. Jack Smith replaced Dr. Manese in 1972 as TCT President. It was his early tenure when Presidential Decree 609 was mandated in 1974, which instructed the separation of TCT from its agricultural component, which became the present Tarlac College of Agriculture in Camiling. Smith's lengthy stay in TCT saw its expansion as a state college, particularly with the acquisition of a 10-hectare lot in Barrios Ungot and Maliwalo that came to be known as Lucinda Campus and which eventually became the site of the Laboratory School and various agro-industrial projects of the institution. This campus, about 7 kilometers from main campus, was



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donated by the family of Serafin G. David on August 29, 1973 and named after the family matriarch Lucinda David.

In 1976, the TCT organized the Graduate School with academic programs leading to the degrees of Master of Arts in Education, with majors in Guidance in Counseling and Educational Management. In 1978, the TCT set-up degree programs in Master of Public Administration, Bachelor of Science in Business Administration, and the revised two-year Trade Technical Education, and in 1983, the Bachelors of Science in Architecture and Elementary Education.

Dr. Ernesto Cosme was designated Officer-in-Charge in September 1984, eventually becoming TCT's third and last president. It was during his administration that R.A. 6764 was signed into law by then President Corazon C. Aquino on October 13, 1989, converting TCT into Tarlac State University (TSU); thereby serving as its acting president. The conversion was made possible through the sponsorship of Tarlac's three congressional district congressmen namely, Jose Cojuangco Jr., Jose Yap and Hermie Aquino. Dr. Cosmes's stay in both the TCT and TSU saw the further expansion of the physical structure and academic programs. Modern buildings rose on the 1.2 hectare Main Campus and the 10 hectare Lucinda Campus. Additional programs were opened, such as Doctor of Education Management in Consortium with the Technological University of the Philippines (TUP), Bachelor in Secondary Education, Bachelor of Science and Accountancy, Business Administration major in Entrepreneurship, Chemistry, and Bachelor of Arts and Social Sciences.

### **Tarlac School of Arts and Trade**

On August 08, 1990, the TSU Board of Regents appointed Dr. Alejandro Fernandez. Then Professor of Political Science and Ninoy Aquino Professor of Development in the University of the Philippines, as the first president of TSU. During this time, TSU was able to acquire its more than eight hectares for a third campus in San Isidro under a 50-year lease contract with the provincial government. Upon the end of the term of Dr. Fernandez, Graduate School Dean of Dr. Priscilla Viuya, was appointed as OIC of TSU effective February 28 up to mid-September 1994.

On September 14, 1994, TUP Professor Dr. Rodolfo Baking, was appointed by the BOR as the second president of the University. Like his predecessors, his administrative policies were geared towards the upgrading of academic standard and the offering of curricular programs that will cater to the development needs of





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the government and the private sector. Unfortunately Dr. Baking was not able to finish his term.

On December 5, 1996, the Board designated Academic Affairs vice president Dr. Dolores G. Matias as OIC. As OIC, she steered the University into attaining its visions and missions of offering relevant quality education to the people of Tarlac and its neighboring provinces. During her incumbency, the Graduate School and College of Business and Accountancy attained level two accreditation while the Colleges of Arts and Sciences and Education attained level one accreditation. The College of Engineering, which already had a level one accreditation, was proposed for the next level accreditation. The Colleges of Technology and Architecture were readied to undergo the same process. During this time, passing average in the board examination of the graduates improved. Other courses were opened like B.S. in Computer Science, Bachelor of Fine Arts, and Doctor of public Administration. The Ed. D. major in I.E.M. was continued to be offered by the University on its own, now without the consortium, while another major, educational management, was added to the Ed. D. program. The Testing Center was institutionalized and evening classes were organized. Additional classrooms and university facilities were also built and the students were accorded a function room and added space for their use. The student population during this time increased to more than 10,000.



## ARTICLE I: GENERAL RULES & PRINCIPLES

**Section 1.** The Tarlac State University (TSU) aims to become a premier university in the Asia Pacific Region. In pursuit of this vision, it is committed not only to academic excellence but also to the holistic development of its students. The protection of freedom of the press at the campus level and the promotion of the development and growth of campus journalism are “means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth.” The Student Publication Unit (SPU) shall be tasked to supervise official student publications at TSU and help them plan and implement their programs and projects with the aim of training and developing students into ethical, productive, and competent student journalists.

**Section 2.** In keeping with Section 4 of the Bill of Rights of the 1987 Philippine Constitution, which protects the Filipinos’ “freedom of speech, of expression, or of the press,” the provisions of Republic Act 7079, otherwise known as Campus Journalism Act, and pertinent rules and regulations issued by the Commission on Higher Education (CHED), TSU shall provide opportunities for student journalists to develop into ethical, productive, and competent members of the journalistic profession.

**Section 3.** The exercise of the freedom of the press is a public trust that should not be abused for personal gain, or unlawful and immoral purposes.

## ARTICLE II: DEFINITION OF TERMS

**Section 1.** The following terms shall be used in this manual as defined:

**Student Publication** means a media outlet such as a newspaper or magazine (printed or online), radio or television program/show, digital social media accounts/posts, blogs, vlogs, or internet streams (live or recorded on any digital storage) independently created and published by, and primarily intended for, bona fide TSU students.

**Student Journalist** means a member of the editorial board of a college or university publication who has met the qualifications and standards set by the university in accordance with Republic Act 7079, otherwise known as the Campus Journalism Act of 1991.

**Editorial Board** means a group of bona fide students who have qualified through an editorial examination to manage a student publication and set policies for its effective and efficient operations. For purposes of this manual, only those with



editorial titles (Editor-in-Chief, Associate Editor, News Editor, etc.) shall compose the Editorial Board. Staff writers, news reporters, contributors, correspondents, and the like, are not part of the Editorial Board.

**Editorial Policies** means a set of guidelines by which a student publication is operated and managed, taking into account pertinent Philippine laws as well as TSU policies. These guidelines shall determine the frequency of editorial meetings, number of issues to publish and when to publish them, the manner of selecting articles, and other similar matters.

### **ARTICLE III: STUDENT PUBLICATION UNIT**

**Section 1.** The Student Publication Unit (SPU), under the office for Student Development Services (SDS), shall be tasked to supervise official college and university student publications at TSU and help them plan and implement their programs and projects with the aim of training and developing TSU students into ethical and competent campus journalists.

**Section 2.** The SPU shall be headed by a faculty member who has experience in journalism, or who holds at least a master’s degree in Journalism, Communication, English, or any other related fields.

**Section 3.** The SPU shall ensure the proper implementation of Republic Act 7079, otherwise known as the Campus Journalism Act of 1991, which aims to pursue the “declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth.”

### **ARTICLE IV: COLLEGE PUBLICATIONS**

**Section 1.** Each college at TSU shall have one official student publication managed by an Editorial Board of students who have met the qualifications and standards set by TSU.

**Section 2.** The Editorial Board of a college publication shall be headed by an Editor-in-Chief and shall be responsible for setting editorial policies, including but not limited to organizational structure and composition, roles and responsibilities of its members, ethical and disciplinary matters, and production and publication of



editorial contents, provided these policies do not violate TSU policies and Philippine laws.

**Section 3.** The Editor-in-Chief of a college publication shall be chosen through a competitive editorial examination to be administered by a Board of Judges composed of the following:

- (1) The Dean of the College, or his/her representative, as chair;
- (2) A former member of the Editorial Board of the college publication, as member, provided he/she does not apply for, nor seek or accept, membership in the Editorial Board for that academic period;
- (2) A student representative belonging to the said college and recommended by the College Student Council, as member, provided he/she does not apply for, nor seek or accept, membership in the Editorial Board for that academic period; and,
- (4) A media practitioner, as member.

**Section 4.** As chair of the Board of Judges, the Dean of the College shall be responsible for selecting the members of the Board of Judges and for calling them to meetings, the first of which shall be held during the second week of the start of the first semester of each academic year.

**Section 5.** The competitive examination shall be given in the following areas of journalistic production:

- (1) Editorial writing, which shall be for 50 points;
- (2) News writing, which shall be for 30 points;
- (3) Layout, which shall be for 10 points; and,
- (4) Headline writing, which shall be for 10 points.

**Section 6.** Any student interested to take the competitive editorial examination to become Editor-in-Chief of the college publication may do so only if he/she satisfies the following requirements:

- (1) He/She is a regular student of TSU with at least one year residence at the university;



- (2) He/She is enrolled in an undergraduate degree program run by the said college;
- (3) He/She has not received a grade of “5.0” during the semester prior to the editorial examination. Any “INC” grade obtained during the same semester must have been removed before the deadline for submission of applications for the editorial examination;
- (4) He/She must not have been found guilty of an offense for which the penalty imposed is one month suspension or graver in any college or university disciplinary proceeding;
- (5) He/She must not have been convicted of a crime involving moral turpitude.

**Section 7.** The examinee who ranks first shall be selected Editor-in-Chief. Ranking shall be computed as follows:

- (1) Each judge shall give points to each examinee in each area of journalistic writing, and then add the points up.
- (2) Each judge shall then rank the examinees according to the total points they have accumulated; that is, the examinee with the highest total points is ranked 1, the examinee with the second highest total points is ranked 2, and so on.
- (3) The ranks (1, 2, 3, etc.) that each examinee receives from all the judges are then added together and then divided by 4 (the number of judges). Since ranking involves ordinal numbers, the examinee with the lowest computed average value is ranked the highest, the examinee with the second lower computed value is ranked second highest, and so on.

**Section 8.** The examinee who ranks second shall occupy the position of Associate Editor, the second highest position in the Editorial Board. In case of a tie, the journalism experience of the examinees will be considered to break the tie.

**Section 9.** Any complaint or question related to the editorial examination for the selection of the college publication’s Editor-in-Chief shall be filed with the college Board of Judges, whose decision is final.

**Section 10.** Upon selection of the Editor-in-Chief and the Associate Editor, the Board of Judges, led by the College Dean, shall swear them into office in a simple



ceremony, which shall be documented with photos and videos to be submitted to the Student Publication Unit.

**Section 11.** The Board of Judges shall furnish the Student Publication Unit a copy of the results of the Editorial Board examination.

**Section 12.** Upon taking office, the Editor-in-Chief shall be responsible for selecting the other members of the Editorial Board, except the position of Associate Editor, which is automatically occupied by the examinee who ranks second in the editorial examination. Any student appointed to an editorial position by the Editor-in-Chief must meet the following requirements:

- (1) He/She is a regular student of TSU;
- (2) He/She is enrolled in an undergraduate degree program run by the said college;
- (3) He/She has not received a grade of “5.0” during the semester prior to the editorial examination. Any “INC” grade obtained during the same semester must have been removed before the deadline for submission of applications for the editorial examinations;
- (4) He/She must not have been found guilty of an offense for which the penalty imposed is one month suspension or graver in any college or university disciplinary proceeding;
- (5) He/She must not have been convicted of a crime involving moral turpitude.

**Section 13.** The Editor-in-Chief and the Associate Editor shall swear into office the rest of the members of the Editorial Board in a simple ceremony, which shall be documented with photos and videos to be submitted to the Student Publication Unit.

**Section 14.** To select a faculty adviser, the Editor-in-Chief, in consultation with the other members of the Editorial Board, shall recommend at least two names to the College Dean, who, in consultation with the Editor-in-Chief, shall then choose one and appoint him/her to the position.

**Section 15.** In accordance with Republic Act 7079, otherwise known as the Campus Journalism Act of 1991, the role of the adviser “shall be limited to one of technical guidance.” The faculty adviser’s term shall be co-terminus with the Editor-in-Chief’s term.



**Section 16.** The term of the Editor-in-Chief, the Associate Editor and the Editorial Board shall be for one academic year or until the selection of their successors. They may work during the summer term subject to the approval of the university administration and subject to such restrictions and conditions as may be imposed by the university administration.

## **ARTICLE V: THE WORK**

**Section 1.** The Editor-in-Chief of The Work shall be chosen through a competitive editorial examination to be administered by a Board of Judges composed of the following:

- (1) The Head of the Student Publication Unit, or his/her representative, as chair;
- (2) A former Editor-in-Chief of The Work, as member;
- (3) A student representative recommended by the University Student Council, as member;
- (4) A faculty member from the Department of Communication of the Department of English of the College of Arts and Social Sciences, as member; and,
- (5) A media practitioner, as member.

## **ARTICLE VI: FUND MANAGEMENT**

**Section 1.** College publications and the university publication The Work shall be able to draw funds from TSU to defray the costs of producing and publishing editorial contents provided that at the beginning of the academic year they are able to submit the following to the Student Publication Unit (SPU):

- (1) General plan of action (GPOA) for the entire academic year signed by the members of the Editorial Board and their faculty advisers;
- (2) List of members of the Editorial Board containing the following additional information: signature, course, year level, editorial position, names of adviser, and names of non-Editorial Board members of the publication (staff writers, news reporters, contributors, correspondents, etc.); and



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(3) Signed copies of the oaths of office of Editorial Board members;

**Section 2.** Before the printing and publication of any newspaper or magazine, the following documents must be submitted to the Office of Student Affairs and Services and the Student Development Unit:

- (1) Contract to print between the Publication and Printing/Publishing Company.
- (2) Business Permit – Renewal of Printing/Publishing Company
- (3) Certificate of Incorporation of the Printing/Publication Company (in the case of Corporations)
- (4) Printing quotation
- (5) Certification of Registration of the Publication/Publishing Company

**Section 3.** The Work and college publications shall ensure that the usual government procedures for proper fund management are followed, including but not limited to the timely submission of liquidation reports to the appropriate university office/s.

**Section 4.** The Work and college publications shall furnish the Student Publication Unit three (3) copies of every issue of their magazines and newspapers on the day of their actual release for circulation.