



Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY
Bacolor, Pampanga



Office for International Partnerships and Programs (OIPP) Manual

FOREWORD

This manual contains information about the Office for International Partnerships and Programs, its overview, vision-mission, goals and objectives, administration, and programs offered.

It is a guide to policies and procedures followed by the Foreign Student Program and English as a Second Language Program. The rules and regulations shall apply to all foreign students who are enrolled in the different short-term programs. Upon admission, they agree to abide by these policies to maintain proper decorum and uphold the good name of the university.

It is in effect *in addition* to the Don Honorio Ventura State University Student Handbook.

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BRIEF HISTORY OF DHVSU

True to the nobility of its name, **Don Honorio Ventura Technological State University (DHVSU)** remains resplendent in its mission to produce graduates who are globally competitive but remains committed to their own roots and compassionate toward people of all walks of life.

It was over a hundred and fifty years ago when an Augustinian friar by the name of Fr. Juan P. Zita dreamt of helping the young lads of Bacolor. This dream materialized through the benevolence of civic leader Don Felino Gil as the school was officially founded on the 4th day of November 1861 upon the approval of its statutes by Governor-General Lemery as “**Escuela de Artes y Oficios de Bacolor**”. The Suarez sisters of Bacolor donated the land where the school was erected.

The school survived five fires before it was converted into a craftsman school with related academic instruction in 1905. It was then named **Bacolor Trade School**. In anticipation of the conversion of this school into a secondary trade school, it was renamed **Pampanga Trade School** in 1909. True to the prediction of its administrator then, this school was authorized to offer a curriculum on the secondary level in 1922. Its curricular offerings included courses in Ironworking, Woodworking, and Building Construction for males and Domestic Science for females. Its academic curriculum included such subjects as English, History, Physics, and Mathematics.

By virtue of Republic Act 1388, the school was converted into a regional school of arts and trades and was renamed **Pampanga School of Arts and Trades**. Technical Education courses were also offered in October 1957. A year after, the Two-Year Technical Education curriculum was phased out and the Three-Year Trade Technical Education was offered instead.

In 1964, the school was renamed **Don Honorio Ventura Memorial School of Arts and Trades** in honor of Don Honorio Ventura, a prominent son of Bacolor who was a statesman and philanthropist. The renaming was signed by then President Diosdado Macapagal, a protégé of Don Honorio who sent him to school and became instrumental in the former's successes, especially during his (Macapagal) struggling years.

Through the priceless assistance of former Solicitor-General, Pampanga Governor and Minister of Justice, Estelito P. Mendoza, the school was converted into a State College on the 5th day of May 1978 by virtue of President Decree No. 1373 and was renamed **Don Honorio Ventura College of Arts and Trades (DHVCAT)**.

DHVCAT suffered a major setback when Mount Pinatubo erupted in 1991 and the second wave of trial befell on it in 1995. Eruptions and lahar flows rendered Bacolor a ghost town. Amid extreme grief and confusion over the loss of almost all physical facilities, heavy equipment,

machines, and other instructional materials of the college, the officials did not lose sight of the mission they vowed to uphold and carry on.

DHVCAT gradually advanced to greater heights from 2006 onwards. More buildings were constructed through the kind assistance of local officials and political leaders. Furthermore, through the assiduous efforts of the academic community led by the College President, Dr. Enrique G. Baking, DHVCAT was able to partake of a substantial amount from the Bacolor Rehabilitation Act for campus development. Under the new faculty and staff development program, instructors and non-teaching staff were given financial support to pursue graduate programs along their respective areas of specialization.

Because of the collaborative efforts of dedicated officials, faculty members, staff and friends of DHVCAT, many lives continued to be transformed through academic excellence, innovation, research and development and leadership. Former Congressman Aurelio D. Gonzales Jr. of the Third District of Pampanga as well as municipal and provincial leaders extended full support in the pursuit of the conversion of the College into a state university after two similar attempts failed in the past. A thorough evaluation of the college's performance over the years was conducted by the technical working groups of the Commission on Higher Education, the Senate Commission on Education, Culture and Arts and the House Commission on Higher Technical Education. Finally, DHVCAT was found ready to be bestowed a university status.

On the 9th day of December 2009 at the University Gymnasium, former President Gloria Macapagal-Arroyo signed Republic Act 9832, which converted DHVCAT into **Don Honorio Ventura Technological State University (DHVSU)**.

A decade after, the Senate and House of Representatives enacted Republic Act 11169 on January 3, 2019 which renamed DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY to **DON HONORIO VENTURA STATE UNIVERSITY**.

UNIVERSITY VISION and MISSION

VISION

The lead university in producing quality individuals with competent capacities to generate knowledge and technology and enhance professional practices for sustainable national and global competitiveness through continuous innovation.

MISSION

DHVSU commits itself to provide an environment conducive to continuous creation of knowledge and technology towards the transformation of students into globally competitive professionals through the synergy of appropriate teaching, research, service and productivity functions.

OVERVIEW OF THE OFFICE FOR INTERNATIONAL PARTNERSHIPS AND PROGRAMS

The Don Honorio Ventura State University (DHVSU), as provided for in Republic Act 9832, is mandated to develop consortia and other forms of linkages with foreign institutions and agencies both public and private, in the furtherance of its purposes and objectives.

The Office for International Affairs (OIPP) was created in March of 2010 to take the lead in the establishment of meaningful academic, scientific, technical, and cultural relationships with international institutions and university's commitment of producing top-quality and globally competitive graduates and faculty members. It was later renamed to the Office for International Partnerships and Programs under board resolution number (___).

The OIPP is a unit under the Office of the Executive Vice President. Its main function is to take charge of international programs and activities in consonance with the requirements of the Commission on Higher Education (CHED) and execute international faculty and student exchange programs and short-term special programs for foreign students.

The OIPP acts as the principal point of contact for the international students prior to their arrival at DHVSU. It deals with all international matters within the University and provides support to international students in adjusting to living in Villa de Bacolor, Pampanga, Philippines, and studying at DHVSU.

The OIPP is also responsible for advising international students on all matters relating to their application, admission, fees, immigration, student visas, special permits, enrolment, arrival services, programs and activities, conduct and discipline, and health services.

OFFICE FOR INTERNATIONAL PARTNERSHIPS AND PROGRAMS

VISION

In support of the vision of Don Honorio Ventura State University (DHVSU), the Office for International Partnerships and Programs (OIPP) is envisioned to endow students, faculty, and personnel with meaningful opportunities and experiences to live in prolific harmony in the global community.

MISSION

The OIPP is committed to provide quality international services to both faculty and students on a par with the global standards.

GOALS AND OBJECTIVES

GOALS

DHVSU is a state institution of higher learning that has the capability and competence to accommodate foreign students for special programs. It aims to promote cultural diversity awareness through the aid of OIPP, which is dedicated to foster linkages within the DHVSU community and abroad. Further, OIPP may serve as a global liaison for its students and faculty who are engaged in international programs and activities. This commitment strengthens DHVSU's vision to be the lead university in producing globally competent and competitive professionals.

OBJECTIVES*

- a. To provide overall supervision, management, and control of the programs offered;
- b. To enhance the curriculum, training design, and modules for each program;
- c. To provide qualified faculty members to handle instruction and compensate them through a self-liquidating scheme;
- d. To provide classrooms, instructional facilities, and learning materials;
- e. To provide accommodation facilities to the program participants;
- f. To issue the necessary certificates and other pertinent documents to participants after finishing the program;
- g. To provide security and support services inside the campus for the duration of the program;
and
- h. To monitor the progress of the program in terms of quality instruction, adaptability, and effectiveness.

*Adapted during the special meeting of the DHVTSU Board of Regents held on November 30, 2010 at the Conference Room, Commission on Higher Education, UP Diliman, Quezon City.

ADMINISTRATION

The OIPP is headed by a Director and competently supported by Coordinators for English Language Training, Foreign Students Desk, and International On-the-Job Training (OJT).

I. DIRECTOR

The Director is in-charge of the development of a strategic plan for international programs of the university. The plan is aimed at helping to better prepare students and faculty members to live and work efficiently in this age of rapid global change. Specifically, the Director is tasked to present academically-challenging international experiences to DHVSU and foreign students and also offer faculty members diverse opportunities to teach, study, and network internationally in on-going academic programs.

II. COORDINATORS

The *Coordinator for English Language Training* is responsible for:

- Overseeing and evaluating the English as a Second Language (ESL) program;
- Preparing the program curriculum, modules, training design, workbooks, and other learning materials;
- Recruiting and training teachers; and
- Assessing the performance of teachers and students.

The *Coordinator for Foreign Students Desk* is responsible for:

- Providing counseling services to foreign students so that they can properly adjust to a new environment;
- Giving an orientation concerning university, local, and national rules and regulations; and
- Coordinating with different university units for necessary support facilities like food services, lodging, and transportation.

The *Coordinator for International On-the-Job Training (OJT)* is responsible for:

- Establishing linkages with foreign government agencies, companies, and non-governmental agencies for OJT activities to provide students with opportunities to gain international work experience;
- Conducting orientation programs for students scheduled for OJT;
- Monitoring the whereabouts of students and assisting them in their needs;

- Scheduling dialogues with foreign partners and university officials to obtain relevant feedback; and
- Coordinating with deans of colleges for the creation and development of relevant curricular offerings which are responsive to the needs of the global economy.

FOREIGN STUDENTS ADMISSION

Foreign students who wish to enroll in DHVSU should apply not later than six (6) months before the start of the academic term, namely: June for the 1st semester, and October for the 2nd semester. Moreover, they should be in the Philippines at least 4 weeks before the start of classes of the academic term for them to take the DHVSU Entrance Examination / Qualifying Examination and Interview Test. All incoming freshmen foreign students shall also undergo and pass the English Proficiency Test and Personality Test.

Foreign students must secure a valid ***Student VISA***. There are two options in securing a Student VISA.

OPTION A: Student VISA Application while Student is in his Home Country

1. A foreign student applies directly to DHVSU at least six (6) months before the start of any semester/term, the opening of which is as follows:
 - 1st semester - June
 - 2nd semester - October
2. The student-applicant has to send to DHVSU the following documents/ requirements. Please take note that requirements 2.2, 2.3 and 2.4 must be authenticated by the Philippine Foreign Service Post in the student's country of residence, with the Embassy's official stationery and diplomatic red ribbon and dry seal attached to each:
 - 2.1 Six (6) copies of the student's Personal History Statement (PHS), duly accomplished and signed by the applicant in English and in his national alphabet, accompanied by his personal seal, if any, his original left and right thumbprints on the PHS, and an original (2x2) photo in plain white background taken not more than 6 months prior to submission;

- 2.2 Official transcript of records (2 copies), duly authenticated by the Philippine Embassy or Consulate in the applicant's country of origin or legal residence. "SEEN and NOTED" stamp is not acceptable;
 - 2.3 A notarized Affidavit of SUPPORT and proof of adequate financial support (such as bank certificates) or notarized Notice of Grant for Institutional scholars to cover the expenses of the student while studying;
 - 2.4 Photo copy of the student's passport showing his name, photo, birthdate and birthplace, and birth certificate or its equivalent duly authenticated by the Phil. Embassy; and
 - 2.5 DHVSU application fee
- 3 Upon receipt of the above documents, DHVSU shall forward the same to the Philippine Department of Foreign Affairs (DFA) and shall issue to the student-applicant, a Notice of Acceptance.
- In addition to the documents submitted to the DFA, the student shall submit the following requirements to the Philippine Embassy or Consulate in his home country upon the receipt of the Notice of Interview:
- 3.1 Original copy of the DHVSU 's Notice of Acceptance (NOA) containing a clear Impression of the school's dry seal, addressed to the student;
 - 3.2 Police Clearance issued by the National Police Authorities in the student's country of origin or legal residence, authenticated by the Phil. Foreign Service Post having consular jurisdiction over the place; and
 - 3.3 Medical Health Certificate issued by an authorized physician including standardized chest x-ray.
- 4 Upon arrival in the Philippines, the student reports to the National Quarantine Office in Manila for his Quarantine Clearance, then he proceeds to the Bureau of Immigration (Student Desk) at Quezon City for registration and for the issuance of his Alien Certificate of Registration (ACR I-Card) and Certificate of Temporary Residence for Students (CTRS).

- 5 Having satisfied the initial qualifications and submitted the application requirements, the applicant shall undergo and must pass the Intelligence Test, Personality Test and Interview. The appropriate fee shall be paid to the Accounting Office.
- NOTE: Foreign applicants from non-English speaking countries shall be required to take and pass the English Proficiency Test before taking Entrance Examination and Interview. Applicants who fail the English Proficiency Test are referred to the Office for International Affairs, to undergo a five-month English Proficiency Program. After completion of the Program, they shall re-take the English Proficiency Test and should pass the same.

IMPORTANT: The student should not come to the Philippines with a tourist visa but should wait for his student visa in his home country.

OPTION B: Conversion of Tourist VISA to Student VISA in the Philippines

1. Since it takes months for a foreign student to apply for a student visa while he is in his home country, he can apply for admission to DHVSU by sending an application letter together with a photocopy of his transcript of records. If he qualifies for admission based on his transcript, he can come to the Philippines with a tourist visa two weeks before classes start.
2. He should bring with him all of the following documentary requirements for the conversion of his tourist visa (9a) into a student visa (9f):
 - 2.1 Joint letter request addressed to the Commissioner from the authorized representative of the petitioning school and applicant, using the school letterhead with dry seal;
 - 2.2 Duly accomplished CGAF (BI Form 2014-00-003 Rev 0);
 - 2.3 Photocopy of passport bio-page and latest admission with valid authorized stay;
 - 2.4 Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal;
 - 2.5 Endorsement addressed to the Commissioner from the school for the conversion of the applicant's status, signed by the School Registrar;
 - 2.6 Photocopy of passport page bearing the valid Bureau of Quarantine Clearance and International Health Surveillance stamp;

- 2.7 Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious or loathsome disease and is mentally fit;
- 2.8 CHED Endorsement for transfer and shifting of course, if applicable;
- 2.9 National Bureau of Investigation (NBI) clearance for a foreign student enrolling from bachelor's degree to post graduate;
- 2.10 Photocopy of BI school accreditation ID of the registrar or school representative;
- 2.11 National Intelligence Coordinating Agency (NICA) Clearance; and
- 2.12 BI Clearance Certificate.
- 3 The student submits the above requirements to DHVSU and pays the DHVSU application fee.
- 4 After having complied with all the requirements, the DHVSU Registrar endorses the student's application for the conversion of his tourist visa (9a) to a student visa (9f) with the Bureau of Immigration through DHVSU's Immigration Officer.
- 5 Having satisfied the initial qualifications and submitted the application requirements, the applicant shall undergo and must pass the Entrance Examination, Qualifying Test and Interview. The appropriate fee shall be paid to the Accounting Office.
- NOTE: Foreign applicants from non-English speaking countries shall be required to take and pass the English Proficiency Test before taking Personality Test and Interview. Applicants who fail the English Proficiency Test are referred to the Office for International Affairs, to undergo a five-month English Proficiency Program. After completion of the Program, they shall re-take the English Proficiency Test and should pass the same.

IMPORTANT: The student shall be required to pay all the fees assessed by the Bureau of Immigration for the conversion of his visa (from tourist to student.)

THE ENGLISH AS A SECOND LANGUAGE PROGRAM

Program Levels

Don Honorio Ventura Technological State University, Office for International Affairs offers two levels of ESL instruction. It determines the level students should enter based on their English proficiency, as determined by TOEFL / IELTS / EPT and Don Honorio Ventura Technological State University, Office for International Affairs / oral interview scores. The length of time that students spend at each level is dependent upon the amount of time it takes for them to become proficient. Students are not required to move through each level sequentially.

Level I: Beginner

Beginner English I

Beginner English II

Beginner English III

Beginner English IV

Beginner English V

Each Level I course sequence includes five hours of reading, five hours of writing, five hours of grammar, three hours of pronunciation, and three hours of lab each week.

Level II: Intermediate

Intensive English

Core Content Course: Exploring Cultures

Intermediate Low Reading

Intermediate Low Writing

Intermediate Low Grammar

Intermediate Low Pronunciation

Intermediate Low Listening and Note-taking

Intro to Service Learning

Test-taking Strategies: TOEFL

PROGRAM POLICIES AND GUIDELINES

Academic Honesty

DHVSU is a community of learning, whose effectiveness requires an environment of mutual trust and integrity. As members of this community, students, faculty, and staff members share the responsibility to maintain this environment. Academic dishonesty violates it. Although not all forms of academic dishonesty can be listed here, it can be said in general that soliciting, receiving, or providing any unauthorized assistance in the completion of any work submitted toward academic credit is dishonest. Violations of university rules and regulations are reflected on the University Student Manual.

Classroom Expectations

Each instructor in the ESL Program will describe specific behaviors and conduct policies on course syllabi. Students are required to meet the following classroom expectations in ESL Program classes and in all classes at DHVSU:

- Attend all classes
- Arrive to class on time
- Complete your homework on time and bring it with you to class
- Bring the necessary materials to class: textbooks, pencils, pens, notebooks, dictionaries

Students may lose points, be counted absent, or otherwise penalized for not following these guidelines or arriving for class unprepared.

Code of Conduct

DHVSU students are required to follow the University's Code of Conduct, found in the University's Student Handbook. In addition to the policies described there, ESL Program students are required to abide by the student conduct policies listed in class syllabi.

Course Evaluation

All students have the opportunity to evaluate their classes and instructors at the end of each program. These evaluations are very important to the continual improvement of classes and the quality of instruction at DHVSU. Instructors will give students the directions for submitting course evaluations. All evaluations are anonymous and are not given to instructors until after

course grades have been submitted. Your evaluation remarks cannot hurt or help your class grade.