



University of San Agustin

General Luna St., Iloilo City 5000, Philippines
College of Nursing, Nutrition and Dietetics



STUDENT NURSES' HANDBOOK

Revised June 30, 2025



University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph

COLLEGE OF NURSING, NUTRITION AND DIETETICS
NURSING PROGRAM



STUDENT NURSES' HANDBOOK

Revised June 30, 2025

Printed Name and Signature of Student

Academic Year Started

School ID No.

Printed Name and Signature of Parent

Contact No.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

TABLE OF CONTENTS

Data Privacy Statement and Consent	3
Nurses and Augustinian Prayers	4
About the University of San Agustin	6
About the College of Nursing, Nutrition and Dietetics	13
Past and Present College Deans	16
Philippine Nurse Licensure Examination Augustinian Topnotchers	18
University of San Agustin Philippine Nurse Licensure Examination Performances	19
Related Learning Experience Affiliations	20
Admission Policies	22
Retention and Promotion Policies	24
Code of Conduct and Discipline	27
Augustinian and Christian Formation	38
Criteria for Honor Students/Dean's List	38
Eligibility to Participate in the Nursing Ceremonies	38
Memorandum No. 13 s.o. 2005: "Clean Record Policy"	38
Memorandum No. 2 s.o. 2015: "Cleanliness and Orderly Campus"	39
Nursing Arts Laboratory Policies and Guidelines	41
Policies and Guidelines for Students in Handling Advanced Patient Care Simulators	42
Agreement	43

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403

Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS
NURSING PROGRAM

DATA PRIVACY STATEMENT AND CONSENT

The University of San Agustin and all its colleges, departments, and offices recognize their responsibilities under **Republic Act No. 10173** or the **Data Privacy Act (DPA) of 2012**, concerning the data that they collect, record, organize, update, use, consolidate, disclose, transfer, and subsequently dispose of. The personal data obtained from all transactions is entered and stored within authorized information and communications systems and is accessed only by authorized personnel. The University and its units have instituted appropriate organizational, technical, and physical security measures to ensure the protection of the client's data.

The said information shall only be used for the following purposes:

1. Processing of documentary or service requests and other related functions; and
2. Announcements or promotions of events, programs, courses, and other activities.

The University shall not disclose the client's personal information without their consent, except for disclosures that may be made pursuant to the DPA of 2012 and other applicable laws, and shall retain this information over a period of ten years for the effective implementation, management, and performance evaluation of the purposes stated above.

I have read and understood the foregoing Data Privacy Statement of the University of San Agustin and express my consent for the University to collect, record, organize, update or modify, retrieve, use, consolidate, block, erase, transfer, disclose or dispose of my personal data as part of my information.

In compliance with the DPA of 2012 and its Implementing Rules and Regulations (IRR) effective since September 8, 2016, I agree and authorize the University of San Agustin to retain my information for a period of one (1) year from the date of termination of my policy, or at such time that I submit a written cancellation of this consent to the University of San Agustin, whichever is earlier. I agree that my information will be deleted/destroyed after this period and that it may be collected and shared for any legitimate purposes.

I also acknowledge and warrant that I have acquired the consent from all relevant parties to this consent and hold the University of San Agustin free and harmless, indemnifying it from any complaint, suit, or damages that any party may file or claim in relation to my consent.

Conforme:

Learner's Printed Name & Signature

Parent/Guardian Printed Name & Signature

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS
NURSING PROGRAM

NURSE'S PRAYER

Dear Jesus, model and inspiration of the Nursing profession.

I know that when You ascended into heaven,

You left the care of the sick to those of us

whom You have blessed with the holy vocation of Nursing.

Help me to be faithful to that calling,

so that I can always do the things You want me to do

and in the manner You want me to do them.

Grant that my voice may be gentle,

that my hands may have the softness and sympathy of Your hands,

that my presence may bring hope and consolation

which Your presence brought to the sufferer of Your day.

I want to do all these things, dear Lord,

but I know that I am weak and can do little without Your aid.

Please give me that aid this day and every day of my life,

so that I can always do what You want me to be –

an angel of the sickroom. Amen.

VPAFM MEMO NO. 02 s.o. 2025: AUGUSTINIAN PRAYERS

Prayer before Class or Meeting

Leader : When we live in unity,

All : how good and how pleasant it is.

Leader : Pray for us, holy father Augustine.

All : that we may dwell together in peace.

Leader : *Let us pray.* God our Father,

your Son promised to be present

in the midst of all who come together in His Name.

Help us to recognize His presence among us

and experience in our hearts the abundance of Your grace,

Your mercy and peace, in truth and in love.

We ask this through Christ our Lord.

All : Amen.

Our Father ...

Leader : Saint Augustine,

All : pray for us.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403

Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

Prayer after Class or Meeting

Leader : Our help is in the Name of the Lord,
All : now and forever.
Leader : *Let us pray.* God, the desire of every human heart.
You moved Saint Augustine to seek restlessly for truth and peace.
Touch our hearts with his burning desire for wisdom,
for the Word made flesh. We ask this through Christ our Lord.
All : Amen.
Glory be...
Leader : Saint Augustine,
All : pray for us.

Invocation for a Program or Event: Prayer of Saint Augustine to the Holy Spirit

Breathe in me, O Holy Spirit,
that my thoughts may all be holy.
Act in me, O Holy Spirit,
that my work, too, may be holy.
Draw my heart, O Holy Spirit,
that I love but what is holy.
Strengthen me, O Holy Spirit,
to defend all that is holy.
Guard me, then, O Holy Spirit,
that I always may be holy. Amen.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS
NURSING PROGRAM

ABOUT THE UNIVERSITY OF SAN AGUSTIN

The University of San Agustin (USA) is named in honor of the fourth-century Saint Augustine of Hippo, a key figure in the doctrinal development of Western Christianity, and a Doctor of the Church. Two of his surviving works, “The Confessions” (his autobiography) and “The City of God,” are regarded as Western classics. Saint Augustine is often considered to be one of the theological fountainheads of the Reformation because of his teaching on salvation and grace.

Brief History

The original Urdaneta Hall, built in 1939 and named after Fray Andrés de Urdaneta, one of the first Catholic missionaries who came to the Philippines, is the oldest Spanish structure in San Agustin. Augustinian friars from Spain, belonging to the Province of the Most Holy Name of Jesus of the Philippines, founded the University of San Agustin on July 15, 1904. They were assisted by their American confreres from the Augustinian U.S. Province of Saint Thomas of Villanova. The Spanish Augustinians were the first Christian missionaries of any religious order to enter the Philippines.

The University began as a preparatory school for boys during the American colonial period. It was recognized by the government on December 12, 1912, for its various course offerings. On February 5, 1917, it was formally incorporated under the name Colegio de San Agustin de Iloilo. In 1928, one of the country’s oldest campus publications, The Augustinian Mirror, was established, producing some of the country’s well-known writers. The 1930s saw rapid growth with the opening of three colleges in quick succession, i.e., the College of Liberal Arts in 1935, the College of Commerce in 1936, and the College of Law in 1937. In 1940, on the eve of the Second World War, the college admitted female students for the first time.

During the Second World War (1941-1945), the college was temporarily shuttered as the Philippines fought a guerrilla war against the Japanese. The war led to the destruction of all the buildings, except for the Urdaneta Hall, which at present houses the University theatre. With almost the entire college in ruins, some friars advocated closing the school altogether, while others pushed for its immediate rehabilitation. It was eventually reopened in 1945, followed by a decade of expansion that ushered in both the College of Pharmacy and the College of Technology (1945), the Normal (Teacher’s) College (1947), the Graduate School (1950), and the College of Dentistry (1953). The school was granted university status on March 1, 1953, a year before its 50th anniversary, making it the first university in Western Visayas.

The following year, Rev. Angel Dulanto, OSA arrived from Spain after completing his studies at Villanova University, an American sister school of the University of San Agustin. As an impresario, he introduced the yearly *velada*, characterized by a weeklong festivity of artistic, religious, and cultural events. A zarzuela, staged by both professors and students, is the centerpiece of University Week from February 14-20.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

In 1965, Rev. Nicanor Lana, OSA, PhD became the Rector of the University. His term was marked by vast improvements in the school's infrastructure. The same year, he started his term as Rector. He inaugurated DySA, the official radio station of the University, to help expand the reach of the University through mass media. The University of San Agustin Press, known today as *Libro Agustino*, came a year later. In the months leading to the centenary of San Agustin in 2004, it began publishing book titles by Augustinian authors, with an eye to producing a total of 100 different volumes.

Poor enrollment forced the administrators to phase out the College of Dentistry in 1967. But a flowering of cultural and artistic activities on campus led to the founding of the famous Kawilihan-USA Dance Troupe, the USA Troubadours, and the Conservatory of Music. Rev. Santiago Ezcurra, OSA, a Spanish musician who studied music in Rome, was formally installed as its first dean. In 1969, the USA Clinical Laboratory was opened, followed a few years later by the introduction of the College of Nursing in 1974.

The University maintains a deregulated status granted by CHED. The University's campus, situated in the very heart of the city at General Luna Street, has a modern gymnasium, an auditorium, various conference and seminar rooms, laboratories, archives and museum, bookstore, learning commons, instructional media center, tennis, and badminton courts.

In 1984, the all-Filipino Augustinian Province of Santo Niño de Cebu–Philippines was formed, separating from the mother Province of the Most Holy Name of Jesus of the Philippines based in Madrid, and ownership of the University was handed over to the latest circumscription of the Augustinian Order.

The University of San Agustin promotes literature in the region through the Fray Luis de Leon Creative Writing Institute, sponsor of the annual national writers' workshop of the same name. The workshop awards a number of writing fellowships to writers in English, Hiligaynon, and other Philippine languages. Its official student publication, *The Augustinian Mirror*, has won various journalism awards and has produced some of the Philippines' highly respected literary minds, notably Augustinian poet Gilbert Luis R. Centina III, OSA.

Recent developments in the University include the establishment of various research and communication centers, namely: The Institute for Augustinian Studies; Villanova Institute for Social Science Research and Cultural Studies; Mendel Institute for Natural Science and Technology Research; and the Institute for Social Development Issues and Initiatives.

Over the years, school enrollment has increased, resulting in the decision to move the high school department to a new campus in the suburbs of Sambag, Jaro in June 1995.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cndd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS
NURSING PROGRAM



The University Emblem

The Eagle

This represents Saint Augustine as a soaring eagle (like Saint John the Evangelist) because of his intellectual acumen. A celebrated French bishop, Jacques-Benigne Bossuet (1627-1704), highly admired him and called him “the Eagle of Doctors” of the Church.

The Heart

This represents the restless heart of Saint Augustine in constant search for God and set ablaze by God’s Word, as we read in the Confessions: “Our heart is restless until it rests in you” (1.1.1) and “You have wounded my heart with your word” (10.6.8).

The Pastoral Staff and the Miter

These are traditional symbols of episcopal power representing Saint Augustine’s ecclesial authority as bishop of Hippo (present-day Annaba in Algeria) from 395 to 430.

The Book

This represents Saint Augustine’s personal predilection for studies and constant search for truth. It may also stand for the Bible itself, to the study of which the saint dedicated his life shortly before and after his conversion in 386.

Tolle Lege, Tolle Lege

This Latin phrase for “pick up (and) read” evokes the conversion Saint Augustine went through in a garden in Milan, as we read in the Confessions 8.12.29.

Virtus et Scientia

This is the traditional motto of Augustinian schools, encapsulating the two goals of Augustinian education – viz., character formation and acquisition of knowledge, skills, and techniques.

University of San Agustin

This is the name of our school, which acquired university status on March 1, 1953. Its origins, however, date back to the year 1904.

University Colors

Red and gold originally reflect the former Spanish origin and administration of the University since they reproduce the colors of the Spanish flag. Today, “red” stands for courage, while “gold” symbolizes victory.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

Augustinian Philosophy of Education

Augustinian Education is a Christ-centered, learner-centered, life-long process anchored on Augustinian values, which presupposes a holistic vision of the human person. It strives to form individuals by engaging students actively in the learning process and by offering flexible inquiry-based educational programs and support services geared towards the acquisition of necessary knowledge and fundamental Christian moral formation. Graduates are expected to become critical thinkers, lovers of truth, agents of transformation, and responsible community builders.

Vision

A premier academic community of life-long learners working with one mind and one heart to search for, discover, and share the truth (*Gaudium de Veritate*) for the promotion of authentic human and societal development.

Mission

The University of San Agustin is an Augustinian, Catholic, and Filipino educational institution that aims to form the members of its academic community in *Virtus et Scientia* to serve Western Visayas, the Philippines, and the world.

The Augustinian Core Values

Unitas

Unity, for Saint Augustine, has many connotations. It includes, first and foremost, the idea of harmony between God and man; secondly, between man and his neighbor. Unity also refers to the indivisible relationship between man's two essential components – viz., body and soul. Lastly, it refers to harmony between man and the world he lives in (nature), on the one hand, and among all existing things in the universe, on the other. In the school context, this value embraces many dimensions of the interpersonal relationships between and among the administrators, personnel, students, and alumni. Related values are:

1. unity in diversity
2. unity in love
3. care for the common good
4. oneness in goal
5. co-responsibility
6. collaboration
7. mutual help
8. communication
9. good leadership
10. fraternal correction

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

Veritas

The entire life of Saint Augustine was a constant search for truth, the source of judgment upon which our minds depend, and ultimately identified with God. Against the skeptics (whom he encountered in Rome), he argued that possession of truth was not only possible, but also necessary in order for man to be happy. All truths are seen as mere participations in Truth itself. In our academic institution, we manifest the same quest for truth through our studies, research, experiments, pursuit of knowledge, etc. Related values are:

1. dedication to research
2. inquisitiveness or healthy curiosity
3. academic freedom
4. pursuit of excellence
5. sharing of knowledge
6. sincerity or intellectual honesty and humility
7. objectivity
8. willingness to improve
9. critical discernment
10. orientation towards God or pursuit of wisdom

Caritas

Saint Augustine speaks of four objects of love: God, ourselves, our neighbors, and our body. It is what moves man and motivates all his actions. In the City of God, love is presented as the principal moving force of history, leading to the creation of two “cities.” Saint Augustine goes as far as saying that a person “is” what he or she loves. In our school, we want to inculcate love for one another among the members of the personnel, the students, the administrators, the alumni, for the University itself, its ideals, and goals. Related values are:

1. love of God and of neighbor
2. prayerfulness
3. friendship
4. honest concern for others
5. mutual support
6. sympathy
7. trust
8. patience
9. interpersonal tact
10. forgiveness

Augustinian Graduate Attributes

An Augustinian Graduate is

1. a transformative community builder oriented towards God
2. a restless, critical, and creative thinker
3. a social communicator of Truth

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

The Augustinian Way

As the first Catholic University in Western Visayas, the University of San Agustin is an enduring symbol of Christian education in the region. It is a living legacy of generations who have come to embark on a lifelong learning process and a growing intellectual commitment to the service of God and the human family.

As a Christian institution, the University has always encouraged a dialogue between faith and reason. As a true Catholic institution, the University consecrates itself to the search for truth, the whole truth about nature, man and God. This is an enduring commitment traced back to the great Doctor of the Church, Saint Augustine, who, centuries ago, preached the value of searching, discovering, and communicating truth in every field of knowledge.

As soon as the student enters the campus, he or she immediately becomes part of the Augustinian community. Here, the student imbibes the virtue and the joy of the search for truth and knowledge. Regardless of the choice of academic discipline, he or she works with vigor, consumed with the passion for scientific discovery exemplified by the Augustinian scholar Gregor Mendel, who blazed a pioneering trail in the development of the field of genetics.

And yet, the halls of the University are not the exclusive domain of scientific inquiry nor buttressed solely by finite curricular constructs. The University is rich in arts and culture, making it an ideal place to explore the full human potential and to learn more about the Filipino and Ilonggo identity. It also has a variety of support amenities to make learning all the more wholesome and rewarding. In the University, learning is not confined to the four walls of the classroom. The student is given an opportunity to know himself or herself through others as he or she immerses in community sharing, and in the process learns the virtue of selflessness.

A true-blooded Augustinian applies the acquired knowledge, skills, and expertise in the name of justice, that is, in the service of God and the service of neighbor. The Augustinian alumni invented a term, the so-called “Augustinian Way” – the Augustinian way of healing the sick, the Augustinian way of defending a client in the courtroom, the Augustinian way of doing business, the Augustinian way of performing a job. In essence, an Augustinian, as Augustine espouses, believes, and lives the Gospel and God’s commandment of “Love of God and thy neighbor.”

An Augustinian finds happiness not in attaching himself proudly to the transient realities, but in turning to the unchangeable good. An Augustinian turns away from the pride-filled self-love and looks after the Common Good, the salvation of all. The Augustinian brand of education that one experiences is nothing more but the penultimate of all the ultimate things in life, that is, becoming the true sons, and daughters of God and becoming persons of character.

The USA experience is absolutely a journey towards becoming an Augustinian in the truest sense of the word.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403

Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

USA HYMN

Alma Mater, dear San Agustin,
beacon light shining on this fair land,
God bestowed graces pouring like rain,
Virtue and Science to us you hand.
Symbol of truth and of liberty,
red and gold your colors flying high,
in true Augustinian loyalty,
we shout your glory across the sky.
We shout your glory across the sky.

USA MARCH

Golden star guiding us along the journey,
light that brightens the pathways of the mind,
we will hail you forever, Alma Mater
and will treasure your legacy with pride.
Red and gold heart aflame is your banner,
living symbol of everlasting love,
Virtue and Science, your motto stands forever,
faith and wisdom for men free under God.
At the call of your name we sing your praises
and proclaim to the sky your glorious feats,
praise and glory to you, our Alma Mater,
praise and glory to you San Agustin.

GRADUATION SONG

“San Agustin, this is our Home”

Composer: Fray Pederito A. Aparece, OSA

Music: Fray Jonas M. Mejares, OSA

So many years have gone by like the clouds that pass from the sky.
We've had life's sorrow and pain and we need our strength once again.
//Remembering the moments we had the times that makes us glad
of loving friends that we cherish let's join our hands and reminisce.

This is our home!
Where all of us belong
This is our home!
Coz we have one bond, one goal
united in mind and heart
together we will never part
in our hearts we truly own
San Agustin, this is our home!//

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403

Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

ABOUT THE COLLEGE OF NURSING, NUTRITION AND DIETETICS

The College of Nursing, Nutrition and Dietetics (CNND) is a new College established on August 15, 2022. It is composed of two programs: Nursing and Nutrition and Dietetics. The first College Dean is Dr. Louie P. Hijalda, PhD, RN (2022-2025).

Brief History

The House Chapter of 1970, convened by Father Rector Nicanor Lana, approved the proposal of the Sisters of Saint Paul to offer a Bachelor of Science in Nursing through a consortium between the University of San Agustin and Saint Paul College. The USA-Saint Paul College of Nursing was born in 1971. The consortium lasted for almost three years, but its termination also gave birth to the College of Nursing – purely Augustinian. The opening of the University of San Agustin College of Nursing as an independent entity became official when it was granted a permit to offer the first three years of the course on May 8, 1974. The University's proposal to offer a complete 5-year curriculum leading to a Bachelor of Science in Nursing degree was approved by the Bureau of Private Schools in 1975. This led to the necessary affiliation of the college with the Iloilo Provincial Hospital for the practicum learning pursuits of the students. On December 1, 1976, a contract of affiliation was agreed upon by the College and the Polyclinic Hospital, which was designated as the training and teaching hospital. However, the agreement ended in 1977 due to some unavoidable circumstances.

The government finally granted full recognition to the five-year BS Nursing offering of the University of San Agustin and also gave the college a special permit to offer a two-year supplemental course in Nursing in June 1977. In 1983, the College of Nursing was transferred to the new Science Building (Mendel Hall). The new home of the College was provided with all the necessary equipment, and laboratories and ushered in the implementation of the revised four-year BSN curriculum in 1985. With the update of the curricula, the Associate in Health Science Education (AHSE) was offered in 1998. Starting in 2002, the College experienced an unprecedented rise in its number of enrollees, making it the biggest college in the University to date. In order to provide quality Nursing education and enhance students' cognitive, psychomotor, and affective development, the expansion of the Nursing Arts Laboratory (NAL) was also started. The College is also in partnership with different barangays for its outreach program and Community Health Nursing (CHN) in Leganes, Iloilo. It spearheaded the implementation of the Community Organizing and Participatory Action Research (COPAR). Among the community services provided to the people include income-generating projects, beautification of the barangay, health awareness campaigns, and medical missions. In May 2006, a Memorandum of Agreement (MOA) was signed between the University and Western Visayas Medical Center, making the latter the base hospital of the College. In addition, the College is also affiliated with major hospitals here in the city like West Visayas State University Medical Center, Medicus Medical Center, and several other health centers in the city and in the province of Iloilo. In July 2007, the University donated Saint Monica Female Ward and Saint Augustine Male Ward to Western Visayas Medical Center.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403

Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

The College of Health and Allied Medical Professions (CHAMP) was established in June 2016. It is composed of the former College of Nursing and College of Pharmacy and Medical Technology, along with the Nutrition and Dietetics Program. In the opening of the academic year 2016-2017, the College has adopted a new five-year BSN curriculum with the approval of CHED. Assistant Professor Sofia Cosette Montebalanco was appointed Dean of the new College. The following senior faculty members were appointed as academic supervisors of the four programs: Mr. Louie P. Hijalda (Nursing), Mrs. Zesil Gay Gelle (Medical Laboratory science), Ms. Remi Charlene Salvilla (Pharmacy), and Ms. Josephine Ismael (Nutrition and Dietetics).

The Federation of Accrediting Agencies of the Philippines (FAAP) granted Level II Re-Accredited Status to the Nursing Program of the University on July 7, 2020, in accordance with Memorandum Order Number 1, series of 2005 of the Commission on Higher Education (CHED), which is valid until May 2026.

Last March 31, 2023, the University, through Fr. Frederick Comendador, OSA, the University President, signed an agreement with the Asia Pacific Medical Center-Iloilo (APMCI). This marks another milestone for the University as it embarks on a partnership with APMCI, “the hospital of choice”, that will enhance healthcare education with its state-of-the-art healthcare facilities and competent medical professionals. APMCI will be the base hospital for the College and allied medical professions.

Vision

A dynamic College upholding excellent Augustinian education in the delivery of health care for the holistic formation of outstanding professionals in the field of nursing and nutrition and dietetics.

Mission

The College commits itself to produce competent and service-oriented Augustinian nurses, nutritionists and dietitians working for the common good. Specifically,

1. develop a strong sense of Christian-Augustinian values and traditions.
2. provide students with knowledge, skills, and competencies needed to meet the demands of their respective professions in the local and global arena.
3. implement the related learning experience (RLE) and practicum programs in consonance with prescribed standards.
4. foster and sustain a culture of research among faculty, students, and alumni.
5. build and strengthen partnerships with the public and private sectors and the community.
6. develop organizational capability and empowerment of faculty, staff, and students.
7. improve infrastructure and office/laboratory facilities.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403

Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

Quality Objectives

The College of Nursing, Nutrition and Dietetics commits to provide quality Augustinian education through integral formation, instruction, community extension, research, and innovation through continuous improvement of its services to meet client satisfaction.

COLLEGE HYMN

(Formerly the Nursing Program Hymn)

“Love is Service, Service is Love”

Composer and Lyricist: Fray Jonas M. Mejares, OSA

We have a vision to become a true and loving community.
A noble mission too, to serve humankind.
Through the eyes of faith we see,
we believe in Love, Truth, and Unity.
Augustinians we move on to fulfill our destiny.
We'll do our best to help the rest.
Cope with adversity and suffering,
we will share in love, the world needs love.
For others we live, ourselves we give.
armed with the values and the knowledge.
What are we waiting for?
Let's do some more.
Great love is shown through service.
Service is love.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403

Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph

COLLEGE OF NURSING, NUTRITION AND DIETETICS
NURSING PROGRAM



THE TRAILBLAZERS



Dean +Sr. Teresita D. Ongkingco, DC
Daughters of Charity
1974-1975, 1983-1988



Dean Cecilia Flores
1975-1978



Dean Remegilia Bacotoc
1978-1982



Dean Gilda Tabalina
1982-1983



Dean Eva Galvez
1988-1990



Dean Sr. Ma. Concepcion Cahilig, OP
Order of Preachers
1990-1996



Dean Dulce Posa
1996-1997

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM



Dean +Sofia Cosette P. Monteblanco

1997-2014, College of Nursing
2016-2021, College of Health and Allied Medical Professions (CHAMP)



Dean Cyruz P. Tuppal

2021-2022



Dean Louie P. Hijalda

2014-2016, College of Nursing
2022-2025, College of Nursing, Nutrition and Dietetics (CNND)



Dean Fr. John Louis S. Ricamora, OSA

Order of Saint Augustine
August 1, 2025-present, College of Nursing, Nutrition and Dietetics (CNND)

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS
NURSING PROGRAM

PHILIPPINE NURSE LICENSURE EXAMINATION (PNLE) AUGUSTINIAN TOPNOTCHERS

Name	Rank	Date
1. Maria Teresa Baguio	7 th	1978
2. Ma. Eliza Lazaro	8 th	1978
3. Geraldine Arguelles	2 nd	1978
4. Rona L. Po	7 th	1980
5. Maria Victoria Po	10 th	1981
6. Fatima Tajanlangit	13 th	1985
7. Mila Condag	3 rd	1987
8. Natividad Sollano	7 th	1989
9. Rosita Pila	13 th	1991
10. Melissa Gicos	19 th	1991
11. Leonida Victoria	19 th	1991
12. Antonio Villar Muyuela	14 th	1993
13. Christine G. Java	15 th	1994
14. Zarah Jane A. Hilado	16 th	1994
15. Greg M. Gupiteo	18 th	1994
16. Mary Grace D. Samson	20 th	1994
17. Anna Sheila B. Fabiaña	20 th	1994
18. Harvey L. Yniesta	20 th	1994
19. Lailen Base	10 th	1995
20. Candelaria Degala	17 th	1995
21. Jonathan L. Torremoro	17 th	1995
22. Maribeth Suelo	19 th	1995
23. Maria Dolosa Dolar	19 th	November 1996
24. Maycon Relatorre	19 th	November 1997
25. Joy Autencio	14 th	November 1999
26. Ruby Christ Gelfero	17 th	November 1999
27. Ma. Leilani Checca	6 th	November 1999
28. Mitchel Morta	20 th	November 1999
29. Maria Teresa Gatungay	1 st	December 2000
30. Darlene Antonette Binas	7 th	December 2001
31. Jehan R. Calvo	7 th	2002
32. Rowell Nava	4 th	December 2005
33. James Arthur Rivero	4 th	December 2005
34. Sheina Barinos	8 th	December 2005
35. Ryan Vincent Presas	9 th	December 2005
36. Ma. Luisa Gaitan Iglesias	4 th	December 2006
37. Maria Jeanette Cuya Daza	8 th	December 2006

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403

Email: cndd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

Name	Rank	Date
38. Ronald Jornadal Baldeviso	10 th	December 2006
39. Germaine Lou Sanchez	9 th	December 2007
40. Kathrina Socorro Cembrano	10 th	December 2007
41. Hannah Lea Padilla	8 th	December 2008
42. Vins Mary Estilloro	5 th	December 2011
43. Ana Marie Salsona	9 th	December 2011
44. Mae Therese Alabot	10 th	December 2012
45. Willie Jude Au	10 th	November 2014
46. Gerard Malayo	9 th	November 2014
47. Merry May Cabale	10 th	May 2022
48. Trisha Marie Besonia	7 th	November 2022

UNIVERSITY OF SAN AGUSTIN PNLE PERFORMANCES

Date of Exam	First Timers	% Passed	Repeaters	% Passed	% Overall
June 2019	-	-	9/11	81.82	81.82
November 2019	51/55	92.73	3/7	42.86	87.10
November 2021	0/1	0.00	6/8	75.00	66.67
May 2022	18/18	100.00	9/11	81.82	93.10
November 2022 "Luminaries"	152/173	87.86	4/8	50.00	86.19
April 2023 (SPLE)	-	-	2/2	100.00	100.00
May 2023	7/7	100.00	20/23	86.96	90.00
November 2023 "Ethereals"	128/134	95.52	4/4	100.00	95.65
May 2024	-	-	7/8	87.50	87.50
November 2024 "Invictus"	178/192	92.71	1/3	33.33	91.79
May 2025	10/12	83.33	6/12	50.00	66.67

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403

Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS
NURSING PROGRAM

RELATED LEARNING EXPERIENCE AFFILIATIONS

Base Hospitals



Affiliating Hospitals and other Healthcare Agencies



Dr. Catalino Gallego Nava
Provincial Hospital, Guimaras

Ramon Tabiana Memorial
District Hospital, Cabatuan



A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

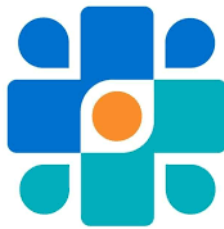
General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM



Governor Niel D. Tupas Sr.
District Hospital, Barotac Viejo



Healthway Qualimed



Other Areas

Dynamic Psychiatry Institute Substance Abuse Treatment and Rehabilitation Center, Oton
Iloilo City Government
Municipality of Leganes
Municipality of Pavia
Municipality of Zarraga
Provincial Government of Guimaras

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cndd@usa.edu.ph | Website: www.usa.edu.ph





ADMISSION POLICIES

Admission Requirements

A. Fresh High School Graduates

1. Report card with a general High School average of at least 80 percent.
2. Result of Differential Aptitude Test (General Aptitude, Verbal, Numerical, Spatial, and Perceptual): An applicant will be deferred admission if he/she receives a general aptitude mark of 26 and below.
3. Should pass the interview conducted by the Nursing Program Committee on Admission, Retention, and Promotion (CARP).
4. Certificate of Good Moral Character from the Head/Principal of the High School
5. Photocopy of Birth Certificate (authenticated by PSA).
6. Good physical health as reflected in the normal results of the following laboratory/diagnostic tests should be submitted:
 - a. Chest X-ray
 - b. Electrocardiogram
 - c. Complete Blood Count
 - d. Urinalysis
 - e. Fecalalysis
 - f. Hepatitis B Surface Antigen Screening (to be followed by immunization)
Note: *If fully immunized with the Hepatitis B vaccine, a document is required.*
 - g. COVID-19 Vaccination Status
 - h. Result of a neuropsychiatric examination, if necessary.
 - i. Result of Differential Aptitude Test.
Note: *All laboratory results must be supported by a medical certificate that the applicant is physically and mentally fit to take up the Nursing course.*

B. Transferees/Second Coursers

1. Transcript of records
2. Must have no grade below 2.4 (83%) or better in all subjects.
3. Certificate of Good Moral Character from the Head/Dean of the school last attended.
4. Photocopy of Birth Certificate (authenticated by the PSA).
5. Should pass the interview conducted by the Nursing Program CARP.
6. Good physical health as reflected in the normal results of the following laboratory/diagnostic tests should be submitted:
 - a. Chest X-ray
 - b. Electrocardiogram
 - c. Complete Blood Count
 - d. Urinalysis



University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

- e. Fecalysis
- f. Hepatitis B Surface Antigen Screening (to be followed by immunization)
Note: *If fully immunized with the Hepatitis B vaccine, a document is required.*
- g. COVID-19 Vaccination Status
- h. Result of a neuropsychiatric examination, if necessary.
- i. Result of Differential Aptitude Test
Note: *All laboratory results must be supported by a medical certificate that the applicant is physically and mentally fit to take up the Nursing course.*

C. For Married Applicants

- 1. Good physical health as reflected in the normal results of the following laboratory/ diagnostic tests should be submitted:
 - a. Chest X-ray
 - b. Electrocardiogram
 - c. Complete Blood Count
 - d. Urinalysis
 - e. Fecalysis
 - f. Hepatitis B Surface Antigen Screening (to be followed by immunization)
Note: *If fully immunized with the Hepatitis B vaccine, a document is required.*
 - g. COVID-19 Vaccination Status
 - h. Result of a neuropsychiatric examination, if necessary.
 - i. Result of Differential Aptitude Test
Note: *All laboratory results must be supported by a medical certificate that the applicant is physically and mentally fit to take up the Nursing course.*



RETENTION AND PROMOTION POLICIES

A. Academic Requirements

1. BSN I, II, III, and IV students with a grade below 3.0 or 75% in any General Education subject will be made to repeat the said subject. Failure for the third time in the same subject, the student will be denied admission to the Nursing Program.
2. BSN II, III, and IV students with grades below 3.0 or 75% in any major subjects will be made to repeat the said subject only once. Failure in more than two (2) major subjects will be denied admission to the Nursing Program. The major subjects are:

Chem 7/7a BSci 22/22a BSci 106/106a MC4

3. BSN I, II, III, and IV students who obtain a grade below 2.4 or 83% in either lecture or RLE of a professional subject will be made to repeat the subject only once, as the case may be. Students with a grade below 2.6 or 80% in either lecture or RLE of a professional subject will be denied admission to the Nursing Program. The professional subjects are:

NCM 100	NCM 104/104a	NCM 111/111a	NCM 118/118a
NCM 101/101a	NCM 105/105a	NCM 112/112a	NCM 119/119a
NCM 102	NCM 106	NCM 113/113a	NCM 120
NCM 103/103a	NCM 107/107a	NCM 114/114a	NCM 121/121a
	NCM 108	NCM 115	NCM 122
	NCM 109/109a	NCM 116/116a	NEP 1 and 2
	NCM 110/110a	NCM 117/117a	

4. A student who obtains a grade below 3.0 or 75% in minor or major subjects, or below 2.4 or 83% in professional subjects, may write a letter of appeal promising to improve his/her academic performance. If he/she incurs two (2) letters of appeal, he/she will be denied admission to the Program.

B. Remediation

Remediation is providing intervention to students who have not been performing well or whose grades in the Class Standing are below the passing mark in a professional subject in that particular semester. The approved policies and guidelines for the remediation of low-performing student/s cover all professional courses and RLE.

Policies

1. Students unable to get the required passing grade in the total quizzes/requirements/post-tests/performance in the area (as the case applies) for every topic/module/lesson, will be given remediation which is in the form of an intervention followed by re-evaluation/re-assessment.

NB. Passing grade for level IV is 80% and 83% for levels I, II, and III (AY 2025-2026).



University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

2. The remediation should be given before the term examination.
3. The intervention could be an assignment, task, project, review class, focus group discussion, or tutorial lesson.
4. The re-evaluation/re-assessment could be in a form of quizzes, oral and practical exams, and/or return demonstrations.
5. The intervention and re-evaluation/re-assessment will be administered by the lecturer/clinical instructor (RLE) during his/her consultation time at any time deemed feasible for both.
6. The lecturer will discuss the result of the remediation with the concerned student/s.

Guidelines

1. A list of low-performing students will be submitted to the Academic Supervisor, one week before the scheduled term examination.
2. A remediation form will be filled up by the student/s (USA-NND-F07 Remediation Form). It should be accomplished in four (4) copies. The Dean, AS, teacher, and student will be furnished with a copy of the accomplished remediation form.
3. The student concerned will be informed about the details of the schedule and venue for intervention and re-evaluation/re-assessment by the lecturer/clinical instructor (RLE).

Conditions for Remediation

1. A student is allowed a maximum of two (2) remediations per semester, that is for Prelim and Midterm only.
2. The highest rating in the particular remediation that will be given to the student is 80% regardless of the result of the re-evaluation/re-assessment.

C. Good Physical Health

1. Normal results of the required laboratory/diagnostic tests, e.g., complete blood count, urinalysis, fecalysis, chest x-ray, and anti-HBs (for those immunized with the Hepatitis B vaccine) are necessary for promotion to the next level.
2. A drug test every year is required for BSN I, II, III, and IV.
3. The Nursing Program reserves the right to require the student to undergo diagnostic tests or routine examinations to confirm a suspected diagnosis or to prevent the occurrence of a disease condition.
4. **For Returnees:**
 - a. Those students who left the Nursing Program due to sickness, financial, or any other valid reason, must submit a letter of intent prior to leaving the program and, upon return, inform and see the College of Nursing, Nutrition and Dietetics Office.
 - b. Those students who left the Nursing Program due to sickness will have to submit the normal laboratory results and a medical certificate issued by the university physician stating that he/she is physically fit.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

D. A Sound Mind

1. Students must comply with the requirements, rules, and regulations of the College of Nursing, Nutrition and Dietetics and the University of San Agustin.
2. For the benefit of both the student and the institution, the Nursing Program reserves the right to require the student to undergo a neuropsychiatric examination if there are manifestations that warrant the said examination. A psychiatric clearance is required for the readmission of the student to the department, and a neuropsychiatric evaluation is required for the promotion of the student to the next level.

E. Probationary Period

1. Student transferees and second coursers must maintain a grade of at least 2.4 or 83% in all subjects enrolled for one year, which means two (2) semesters and one (1) summer during their probationary period.

F. Academic Criteria for Latin Honors

Honor	Minimum Average Grade	Lowest Grade	Residency in the University	Award
Summa Cum Laude	1.2 (98%)	1.5 (94%)	All course units earned in the University	Gold Medal
Magna Cum Laude	1.4 (95%)	1.7 (91%)	At least 3 years	Silver Medal
Cum Laude	1.5 (94%)	2.0 (88%)	At least 2 years	Bronze Medal



University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

CODE OF CONDUCT AND DISCIPLINE

The Nursing Program of the University of San Agustin as an institution of higher learning has an obligation to instruct and form student nurses not only in knowledge and skills but also in the development of their personality which includes their attitudes and behavior towards their fellowmen, the profession of nursing, persons in authority, and human institutions.

Moreover, the Program is obligated to provide a proper, peaceful, healthy, and safe environment that will be conducive to carrying out its dual objectives of instruction and formation, as well as general personality development. Thus, to fulfill these obligations, the Program shall institute a Code of Conduct and Discipline.

It shall be the obligation of every student nurse enrolled in the Program to observe all the policies of the Program and the University and obey the laws and legal orders promulgated by legitimate authority.

A. Uniform and other Accessories

1. A student is expected to wear the prescribed uniforms during classes and RLE.

The following are the prescribed uniforms:

1.1. For Classroom

For females

- i. The prescribed school uniform: white short-sleeved blouse with a nameplate and checkered (knee-length) skirt, skin-toned foot socks, black closed shoes (Cuban with 1½ to 2 inches heels), and school ID with USA ID lanyard.
- ii. Skin tone or white brassiere, half-slips, or pantylets are required for appropriate dress-up.

For males

- i. The prescribed school uniform: mocha-colored polo shirt with embossed University seal with a nameplate, plain white t-shirt as an undershirt, and bottle-green pants; white socks and school ID with USA ID lanyard.

1.2. For Community Health Nursing (CHN) Duty

For females

- i. A red and white striped blouse with a nameplate, skin tone, or white brassiere is required for appropriate dress-up and blue pants
- ii. Skin tone foot socks
- iii. Black, closed shoes (Cuban with 1½ to 2-inch heels)

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnd@usa.edu.ph | Website: www.usa.edu.ph





For males

- i. The same uniform for the classroom: mocha-colored polo shirt with embossed Universal seal, plain white t-shirt as an undershirt, and bottle-green pants; white socks and black shoes
- ii. Nameplate, instead of a school ID

Requirements: CHN bag and plain black umbrella, black bag/backpack

1.3. For Clinical Duty

For females

- i. Complete clinical uniform, cap, nameplate, white or skin-tone underwear, engraved functioning wristwatch, white stockings, and white shoes

For males

- i. Complete clinical uniform, plain white sando, nameplate, pin, wristwatch, white shoes, and white socks

2. Restrictions on wearing the RLE uniforms

- 2.1. It is improper to wear the RLE uniform in public places such as malls, restaurants, movie houses, airports, or other similar places.
- 2.2. No eating outside the designated zones determined by the instructor.
- 2.3. Chain riding or “*kabit*” in public utility vehicles while wearing RLE uniform within RLE hours is not allowed.

3. The Uniform and the Cap

The uniform and the cap are symbols of the Nursing profession, and these should be worn proudly and with dignity. The cap is a personal possession. The manner of folding the cap should be strictly observed: right over left. The cap should be maintained clean and may be held in place by a bobby pin. The clip of the bobby pin should be concealed so as not to be seen outside the cap.

4. Hair

While in clinical uniform, ladies must keep their hair tidy and completely off their collars. Ponytails must be tucked under the cap inconspicuously. The males should maintain a clean haircut or the modified crew-cut leaving two-finger breadths above the ears and three-finger breadths above the hairline. Semi-*kalbo* and hair colors are not allowed.

5. Fingernails

Must be kept clean and cut to a reasonable length. Nail polish and nail extensions are not allowed.



University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

6. Wearing of sweater

In the clinical area, white sweaters may be worn on duty during cold days, the latter part of the evening and the night shift. For CHN RLE, waterproof jackets/raincoats, umbrellas, hats, and bags must be plain dark-colored (midnight) blue and black.

7. Wristwatch

While in the clinical area, the nursing student is always required to have an engraved, functioning wristwatch, either in gold, silver, or black, with a second hand.

8. Personal Accessories

Jewelry, fancy combs, ribbons, flowers, sunglasses, key chains, and other accessories should not be worn with the RLE uniform. No other accessories should be attached to the clinical requirements. Otherwise, those accessories will be confiscated.

9. Additional personal requirements must be labeled and or engraved such as a pair of bandage scissors, a white handkerchief, red, blue, or black pens, a pencil with eraser, sphygmomanometer, stethoscope, disposable masks, CER, CEN, procedure manual, and student handbook and other books which must be placed in the prescribed duty bag.

10. Proper care and handling of the CHN bags and their contents must be observed at all times.

B. Reporting for Duty in the Clinical Area

1. Students and instructors may directly report to their assigned RLE area. Prior instructions shall be given by the instructors regarding the specific location of the “nurses’ circle”.
2. Students shall meet their clinical instructors in the clinical area 30 minutes before the duty shift for the routine “nurses’ circle”, specifically for the quick checking of attendance, general lining, submission of requirements, and other matters. This will give time for the students and the clinical instructor to join the endorsement in the assigned area.
3. Once the “nurses’ circle” begins, any students who arrive late or are absent will be marked accordingly.

C. Reporting for Duty in the Community

1. Students and instructors are required to report to school by 6:30 AM and wait for the University bus, which will transport them to their designated community area. During this waiting period, the instructor will conduct a “nurses' circle.”
2. Once the “nurses' circle” has begun, any students who arrive late or are absent will be marked accordingly.
3. After the University bus has departed from the school, students will not be permitted to catch up in the community area.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





D. Absences and Tardiness

Attendance is a must in the classroom and RLE as well as in the University and College activities. A student with absences in the classroom will be subject to the provisions stipulated in the University Student Handbook.

1. Excused Absences

The following are considered excused absences:

- a. Illness with a medical certificate.
- b. Death and burial of an immediate member of the family, such as a mother, father, brother, sister, and immediate grandparents, or spouse, daughter, son, and parents-in-law for married students.

2. Unexcused Absences

The following are considered unexcused absences;

- a. Sickness without a medical certificate.
- b. Attending burials of non-immediate families, weddings, and the like.

3. Punctuality/Tardiness

Be punctual in attending classes and RLE duties. Please take note that class and RLE hours within the University will be based on the University's time, while RLE hours in affiliated exposure areas are based on the affiliated institution's time.

E. Deportment and Behavior

1. Using of any form of communication equipment in the classroom or the clinical area is not allowed.
2. The student nurse should always be polite and courteous. When being addressed by someone, he/she acknowledges and pays attention to what is being said. He/she stands and offers a chair to his/her superiors, when necessary.
3. The student nurse is cautioned from over-familiarity with the doctors, head nurses, staff nurses, clinical instructors, and other personnel. In addressing them, the use of family names with their corresponding titles is preferred.
4. While on duty, the student nurse reports to the supervising clinical instructor whatever difficulties are encountered in getting the work done.
5. Whether in uniform or civilian attire, inside or outside the campus, as well as during RLE, student nurses are not allowed to take dangerous and prohibited drugs, nor allowed to smoke or drink alcoholic beverages. Any violation thereof will be dealt with according to the University Student Manual.
6. A student shall exercise prudence in their language, especially when he/she is on RLE and in the classroom. When a mistake is committed, the student nurse reports to the supervising clinical instructor as soon as possible and refrains from making a public announcement, not even to a classmate. The supervising clinical instructor will guide what proper actions to take in such a situation.



University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

7. Bullying in any form, type, or by anyone is prohibited. Learners are advised to use any form of social media and networking responsibly. A detailed account of the incident must be clearly documented, and an incident report must be submitted to the Committee on Discipline. Appropriate sanctions will be given after a fair and just deliberation, as the case applies (as referred to in the Anti-Bullying Act of 2012).
8. All students are expected to observe honesty.
9. Forgery, tampering, and falsification of documents and other offenses stated in the University Student Manual will be dealt with accordingly after prompt referral to the Committee on Discipline.
10. No student is allowed to write or post anything on the College bulletin board.
11. Public display of affection (PDA) is prohibited while inside the campus or outside the campus while wearing a school or RLE uniform.

F. Extension/Completion Duty

1. Extension Duty in the Clinical Area

The schedule of the extension duty of the students in the RLE area must be arranged with the Clinical Coordinator one (1) week prior to the intended schedule. A clinical instructor will be hired outside his/her regular duty hours, and it is therefore paid accordingly. The payment is shared with those who will go on duty and is settled two (2) days before the scheduled extension duty.

After arranging the schedule with the Clinical Coordinator, the student must secure three (3) copies of the extension duty form from the office of the College of Nursing, Nutrition and Dietetics. Payment will be coursed through the Accounting Office. The official receipt and a copy of the extension duty form will be given to the Clinical Coordinator, one for the clinical instructor to be presented on the day of RLE, and the last copy for the student.

For extension duty, a clinical instructor is paid accordingly for eight (8) hours of duty to be shared by students, or if alone, the payment is based on the existing prescribed honorarium.

2. On-call/Completion Duty

Student who are on on-call or on completion duty should settle their accounts in the Accounting Office three (3) days after the duty or within three (3) days before the scheduled duty, respectively. Otherwise, the OR/DR scores will be forfeited.

Students who fail to report during the scheduled on-call/completion duty without notifying the OR/DR Coordinator and supervising clinical instructor will be made to write an incident report. The honorarium and slot will be forfeited.

Students who fail to comply with the prescribed requirements for completion duty from the OR/DR Coordinator will not be accepted to the area.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

G. Forms

Copies of the forms used in the College are available at the Dean's Office.

1. Student's Excuse Slip
2. Incident Report
3. Extension/Completion Duty
4. Departmental Clearance Slip

H. RLE Clearance

A clearance is required of a student after completion of the RLE in a specific area. This clearance should be submitted on the first day of the next exposure without fail.

I. Academic and Non-Academic Misconduct and Disciplinary Actions

Misconduct	Disciplinary Actions
Non-compliance of the student to wear a proper and complete classroom uniform .	<ol style="list-style-type: none"> 1. The student shall complete the incident report form in a timely manner. All details should be complete and accurate. The faculty member will assist the student in filling out the incident report properly, truthfully, and accurately. 2. The faculty member will write his/her comment on the incident within the form and submit the report to the Chairperson of the Committee on Discipline (Nursing Program) within 24 hours. 3. The student shall render four hours of community service.
Non-compliance of the student to wear a proper and complete RLE uniform .	<ol style="list-style-type: none"> 1. The student will be marked as unexcused absent in his/her Clinical Experience Record (CER). However, he/she will still be permitted to attend their RLE duty for that day. 2. The student shall complete the incident report form in a timely manner. All details should be complete and accurate. The faculty member will assist the student in filling out the incident report properly, truthfully, and accurately. 3. The faculty member will write his/her comment on the incident within the form and submit the report to the Chairperson of the Committee on Discipline (Nursing Program) within 24 hours. 4. The student shall render 24 hours of community service.
Wearing of RLE uniforms in public places	<ol style="list-style-type: none"> 1. If a faculty member sees a student committing this infraction, he/she shall confiscate the nameplate of the student immediately. 2. To retrieve his/her nameplate, the student shall complete an incident report form and submit it to his/her instructor within 48 hours. All details should be complete and accurate. 3. The faculty member will write his/her comment on the incident within the form and submit the report to the Chairperson of the Committee on Discipline (Nursing Program) within 24 hours. 4. The student shall render 24 hours of community service.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

Chain riding or “kabit” in public utility vehicles while wearing the RLE uniform within RLE hours	<ol style="list-style-type: none"> 1. If a faculty member sees a student committing this infraction, he/she shall confiscate the nameplate of the student immediately. 2. To retrieve his/her nameplate, the student shall complete an incident report form and submit it to his/her instructor within 48 hours. All details should be complete and accurate. 3. The faculty member will write his/her comment on the incident within the form and submit the report to the Chairperson of the Committee on Discipline (Nursing Program) within 24 hours. 4. For disciplinary actions, a warning will be issued for the first offense. For the second offense, an eight-hour community service will be given, and for the third offense, a sixteen-hour community service will be given. Habitual infractions will be addressed by the Committee on Discipline.
Lending and borrowing of nurse’s cap	<ol style="list-style-type: none"> 1. The student will be marked as unexcused absent in his/her Clinical Experience Record (CER). However, he/she will still be permitted to attend their RLE duty for that day. 2. The student will be decapped with 24 hours of community service.
Hair prescription	<ol style="list-style-type: none"> 1. The student will be marked as unexcused absent in his/her CER. However, he/she will still be permitted to attend their RLE duty for that day. 2. The student shall render four hours of community service.
Fingernails prescription	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student’s CER. 2. The student shall render four hours of community service.
Wristwatch prescription	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student’s CER. 2. The student shall render four hours of community service.
Personal accessories attached to RLE requirements	<ol style="list-style-type: none"> 1. To retrieve his/her items, a redemption letter must be presented. 2. The student shall render four hours of community service per accessory item.
Lacking or unlabeled RLE requirements	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student’s CER. 2. The student shall render four hours of community service per lacking or unlabeled RLE requirement.
Improper care and handling of the CHN bag and its contents	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student’s CER. 2. The student shall render four hours of community service.
Excused Absences	<ol style="list-style-type: none"> 1. Excused absence in the clinical area is equivalent to 1:1, which means that one (1) day of absence is equivalent to eight hours of extension duty in the clinical area. 2. The student shall secure a copy of the excuse slip form from the Dean’s Office. The student shall complete the excuse slip form with attached medical certificate, if needed, and send it to the Academic Supervisor for signature. 3. The excuse slip form shall be submitted to the supervising clinical instructor, and note the absence in the CER for extension duty.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

Unexcused Absences	<ol style="list-style-type: none"> 1. Unexcused absence in the clinical area is equivalent to 1:3, which means that one (1) day of absence is equivalent to 24 hours of extension duty in the clinical area. Unexcused absence in the classroom will mean a three (3) point deduction from the attendance component of class standing. 2. For absences incurred during the required University or college activities, the student is marked absent from class if the absence falls on a classroom schedule or from RLE if the absence falls on the RLE schedule. If the absence falls neither on a classroom nor RLE schedule, the student shall render eight hours of community service per activity. 3. The absence is considered excused only upon the presentation of a medical certificate and duly signed excuse slip within the first three (3) days upon return to school. If the concerned faculty member is not around, any faculty member could attest to the date and time the excuse slip and medical certificate were presented.
Absence or tardiness during the conduct of a quiz	<ol style="list-style-type: none"> 1. In case of an absence from classes or RLE during which a quiz was given, the student must arrange with the concerned faculty member for a make-up test in the classroom or the clinical area within three (3) days upon return to school or RLE and upon presentation of a signed excuse slip with a medical certificate, if needed. Otherwise, no make-up quiz will be given. 2. A student who comes late during the given quiz may take the said exam; however, he/she may answer the questions in a given period of time from the time he/she arrives. Coming late to the classroom after a quiz was given deprives the student of taking the said quiz.
Absence during the conduct of a term examination	<ol style="list-style-type: none"> 1. For excused absence, a student may take the term examinations within five (5) days upon return to school without an additional number of items in the said examination. 2. For unexcused absence, the student may take the term examinations within five (5) days upon return to school, with an additional 10 items to the total number of the said examination. That means a 100-item test will become 110 items. 3. Whether his/her absence is excused or unexcused, the student who takes the term examinations beyond five (5) days after returning to school, 20 items will be added to the total number of questions of the said examinations. 4. When a student fails to take two (2) term examinations, he/she has to take the earlier set examination before he/she is allowed to take the latter one. That means the student will have to take the midterm examination before the final term. This provision will also apply to students with incomplete term exams.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnned@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

Tardiness in reporting for RLE duty	<ol style="list-style-type: none"> 1. Tardiness in reporting to the RLE has corresponding disciplinary action and must be recorded in the CER of the student. <ol style="list-style-type: none"> a. Tardiness of less than 15 minutes = four hours extension duty b. Tardiness of 15-29 minutes = eight hours extension duty c. Tardiness of 30-45 minutes = 16 hours of extension duty d. Tardiness of more than 45 minutes or unexcused absence = 24 hours extension duty
Use of any form of communication equipment during lecture, laboratory, and RLE duty	<ol style="list-style-type: none"> 1. The prohibition on the use of any communication equipment covers the area of exposure within eight (8) hours of RLE or within the time of the lecture. 2. For non-compliance: <ol style="list-style-type: none"> a. When the violation is during RLE = eight hours of community service with an incident report. b. When the violation in the classroom = eight hours of community service with an incident report. c. The instructor shall write in the student's CER about the use of communication equipment.
Cheating includes, but not limited to: falsification of any material subject to academic assessment, including research data; committing plagiarism and self-plagiarism; use of or participation in unauthorized collaborative work; use in an examination of any materials or devices not specifically permitted by the instructor or examiner; and use or facilitation of unauthorized means to complete an examination or coursework (including, but not limited to, receiving unauthorized assistance from another person (as one example only, retaining or paying a tutor or another person to do your work), or providing that assistance, or accessing websites or other online resources not specifically permitted by the instructor or examiner).	<ol style="list-style-type: none"> 1. A student caught cheating will be subject to the following: <ol style="list-style-type: none"> a. FIRST OFFENSE: The student shall be made to complete an incident report. He will be given a failed mark in that said examination. b. SECOND OFFENSE: The student shall be given a failed mark in the subject where the student was caught cheating and will voluntarily withdraw from the College.
Dishonesty in obtaining laboratory specimens	<ol style="list-style-type: none"> 1. Sharing/obtaining specimens from other persons for OR/DR exposure/promotion requirement. The student shall: <ol style="list-style-type: none"> a. complete an incident report. b. be subjected to forfeiture of OR/DR exposure. c. render 24 hours extension duty in the clinical area other than the special areas or community service, as the case may apply.
Attendance to classes or RLE unofficially enrolled	<ol style="list-style-type: none"> 1. When students attending classes/RLE are not officially enrolled, the number of days attended should be considered null and void.
Students in the clinical area caught sleeping/napping, singing, humming, eating, chewing gum, laughing boisterously, dancing, talking loudly, shouting, playing cards, and horseplaying.	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student's CER. 2. The student shall render four hours of community service.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

Students in the area caught smoking, vaping, and drinking alcoholic beverages.	<ol style="list-style-type: none"> 1. The student shall complete the incident report form in a timely manner. All details should be complete and accurate. The faculty member will assist the student in filling out the incident report properly, truthfully, and accurately. 2. The faculty member will write his/her comment on the incident within the form and submit the report to the Chairperson of the Committee on Discipline (Nursing Program) within 24 hours. 3. The student shall render 24 hours of community service.
Public display of affection (PDA)	<ol style="list-style-type: none"> 1. The student shall complete the incident report form in a timely manner. All details should be complete and accurate. The faculty member will assist the student in filling out the incident report properly, truthfully, and accurately. 2. The faculty member will write his/her comment on the incident within the form and submit the report to the Chairperson of the Committee on Discipline (Nursing Program) within 24 hours. 3. The student shall render eight hours of community service.
Failure to submit the RLE area clearance on the first day of the next area rotation.	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student's CER. 2. The student shall render 24 hours of extension duty.
Insubordination	<ol style="list-style-type: none"> 1. The faculty member will write a narrative report of the incident addressed to the Committee on Discipline. 2. The student shall render 24 hours of community service.
Studying another course while on duty	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student's CER. 2. The student shall render eight hours of community service.
Leaving the area without the permission of the supervising instructor.	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student's CER. 2. The student shall render 24 hours of extension duty.
Loitering in other departments while on duty.	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student's CER. 2. The student shall render 24 hours of extension duty.
Exchange of duty shift or patient assignment with another classmate without the permission of the supervising instructor.	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student's CER. 2. The student shall render 24 hours of extension duty.
Entertaining visitors while on duty.	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student's CER. 2. The student shall render four hours of community service.
Reading non-professional books, magazines, pocketbooks, or comics while on duty. Likewise, borrowing similar materials from the patient.	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student's CER. 2. The student shall render four hours of community service.
Using the hospital telephone for personal use while on duty.	<ol style="list-style-type: none"> 1. The faculty member will write his/her comment about the infraction in the student's CER. 2. The student shall render four hours of community service.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

Getting hospital supplies for personal use.	<ol style="list-style-type: none"> The student shall complete the incident report form in a timely manner. All details should be complete and accurate. The faculty member will assist the student in filling out the incident report properly, truthfully, and accurately. The faculty member will write his/her comment on the incident within the form and submit the report to the Chairperson of the Committee on Discipline (Nursing Program) within 24 hours. The student shall render 24 hours of community service.
Tampering with records, announcements, or notices.	<ol style="list-style-type: none"> The student shall complete the incident report form in a timely manner. All details should be complete and accurate. The faculty member will assist the student in filling out the incident report properly, truthfully, and accurately. The faculty member will write his/her comment on the incident within the form and submit the report to the Chairperson of the Committee on Discipline (Nursing Program) within 24 hours. The student shall render 24 hours of community service.

J. Clinical Misconduct and Disciplinary Actions

Misconduct	Disciplinary Actions
Medication Administration <ol style="list-style-type: none"> Giving medication to a patient without a physician's order Wrong timing, dosage, or route Giving oral medications to a patient on NPO status Carrying medication without using a hypo tray with lining Leaving medications at the bedside table Giving medications prepared by another person 	24 hours extension duty
Assuming Responsibilities of a Registered Nurse <ol style="list-style-type: none"> Administration of medications without the supervision of the instructor Insertion of an IV catheter Flushing of a clogged IV catheter Giving intravenous (IV) medications Receiving verbal or phone orders from the doctor Transcribing doctor's orders, except for practicing head nurses 	24 hours extension duty
Wrong Procedure <ol style="list-style-type: none"> Careless application of heat and cold Giving feeding without checking the patency and placement of the nasogastric tube (NGT) Giving diets to patients who are on NPO Serving the wrong diet to the patient Patient falling off the bed, stretcher, or wheelchair Failure to report abnormal findings to the clinical instructor Failure to document nursing interventions Improper use of hospital forms in the patient's chart. 	24 hours extension duty

Note:

Parents will be called for a meeting under the following circumstances:

- The student has not achieved the required cut-off grade or has received a failing grade.
- The student has committed a serious misconduct related to their behavior in school or during RLE duty.
- The student has acquired 48 hours of community service or extended duty.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

AUGUSTINIAN AND CHRISTIAN FORMATION

A departmental Mass is held monthly and on special occasions, bringing together the entire faculty, staff, and students to worship as a community. Class retreats and recollections are also included in the College's calendar of activities.

The College holds a special devotion to the Blessed Virgin Mary, who is regarded as the protector and intercessor of healthcare workers, particularly nurses and nutritionists-dietitians. She is seen as a compassionate mother, offering comfort and strength to healthcare professionals. Additionally, Mary is often depicted as the “Nursing Madonna,” symbolizing nurturing and care, particularly in the context of breastfeeding and providing comfort and healing.

CRITERIA FOR HONOR STUDENTS/DEAN'S LIST

1. A general average of at least 2.0 or 85% and a grade of not lower than 2.2 or 83% in all subjects.
2. A full load allocated to the level, whether a regular or an irregular student.
3. One-year residency in the College.

ELIGIBILITY TO PARTICIPATE IN THE NURSING CEREMONIES

1. All professional and major subjects in level I should be completed to be eligible to participate in the Capping, Pinning, and Candle Lighting Ceremony (CPCL). No student will be allowed to attend this solemn affair unless he/she has passed the major and professional courses.
2. All clinical area and academic requirements should be completed before the Ring and Pinning Ceremony, Baccalaureate, and Graduation Ceremony. No student will be allowed to attend the ceremonies unless he/she has complied with all the requirements. Clinical area requirements include, but not limited to, OR/DR scores, final research book, cleared clinical experience record, completed extension duties, make-up duties, and community service. Academic requirements specified by CHED memoranda.

MEMORANDUM NO. 13 S.O. 2005: “CLEAN RECORD POLICY”

Graduating students are advised to settle their accounts and academic deficiencies to avoid encumbrance in their participation in the commencement exercises.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





MEMORANDUM NO. 2 S.O. 2015: "CLEANLINESS AND ORDERLY CAMPUS"

Classrooms

1. Observe silence, especially when classes are going on.
2. Switch off all mobile phones or put them on silent mode.
3. Do not sit on the top of armchairs and tables.
4. Always maintain cleanliness.
5. Segregate your garbage properly at the designated areas outside the classroom.
6. Switch off lights, electric fans/air-conditioning units and other electronic devices.
7. Charging of mobile phones inside the classroom is prohibited during class hours. Keep watch over your belongings. The University of San Agustin will not be responsible for loss or damage to personal belongings.
8. Do not bring food and drinks.
9. Eating and drinking are strictly prohibited.

Hallways

1. Smoking is prohibited.
2. Walk quietly when going out of the classroom.
3. Keep your voice down when walking along the hallway as a sign of respect for teachers and students who are still holding their classes.
4. Avoid vandalism in any form, such as writing or putting markings on the walls/floors, or destroying property.
5. Do not post anything on the walls.
6. Keep the surroundings clean. Segregate your garbage properly in the designated areas.
7. Throw your garbage at designated areas for proper waste disposal.

Restrooms/Comfort Rooms

1. Do not step on the toilet bowl.
2. Throw tissue papers, dry and wet wipes, personal effects, and the like in the waste can.
3. Flush the toilet bowl properly.
4. Clean the surroundings before you leave the cubicle as a sign of courtesy for the next user.
5. Do not write anything on the walls.
6. Smoking is prohibited.

Cafeteria

1. Our cafeteria is a self-service area.
2. Fall in line courteously.
3. Throw used wrappers, plastic cups, dry and wet tissue papers, and the like into the waste bins.
4. Place used trays and utensils in designated areas.
5. Clean your area, especially tables and chairs, after eating as a courtesy for the next user.



University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

Chapel

1. The chapel is a place for prayer and meditation.
2. Observe silence when inside the chapel and along the corridors.
3. Switch off all mobile phones or put them on silent mode.

Inside the Campus

1. Always wear your ID.
2. Smoking is prohibited.
3. Do not litter.
4. Found item(s) must be surrendered at the Administrative and General Services Office.
5. Found item(s) will be claimed at the same office.

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph





NURSING ARTS LABORATORY POLICIES AND GUIDELINES

1. Perform good handwashing.
2. Wear your face masks properly.
3. Log in to designated logbooks for attendance.
4. Attend the orientation about the physical set-up, policy, and guidelines.
5. Eating and drinking inside the premises of the Nursing Arts Laboratory are strictly prohibited.
6. Refrain from making unnecessary noise.
7. Students are NOT allowed to use their mobile phones during skills laboratory sessions.
8. Mannequins and equipment used for skills enhancement should be handled with care.
9. Students are NOT allowed to manipulate any equipment/machine without the supervision of their clinical instructor.
10. Mannequins and equipment should not be taken out of the Nursing Arts Laboratory without the approval of the NAL Custodian, Clinical Coordinator, and Dean.
11. Equipment/machines/fixtures should not be moved from one area to another without prior permission.
12. All borrowed equipment and items must be returned, and aftercare must be done.
13. The Nursing Arts Laboratory should be kept clean and hazard-free at all times.
14. Dispose of sharp materials, e.g., broken ampules, needles, and blades, in the sharps bin provided.
15. Switch off the lights and air-conditioning units when you leave the room.
16. Properly wear your smock gown over your scrub suit when going out of the Nursing Arts Laboratory.
17. Neither wear your indoor slippers outside the Nursing Arts Laboratory nor wear your outdoor footwear inside the Nursing Arts Laboratory.

For strict compliance and guidance.



POLICIES AND GUIDELINES FOR STUDENTS IN HANDLING ADVANCED PATIENT CARE SIMULATORS

1. Perform good handwashing.
2. Wear your masks at all times.
3. Log in to the designated logbook for the Virtual Simulation Room.
4. Wear gloves at all times, especially when entering the simulation room and when touching the patient simulators. Students must provide their own gloves for their use.
5. When inside the Simulation Rooms, only a pencil is allowed to be used. Any type of pen is PROHIBITED.
6. Students are NOT allowed to operate or manipulate the patient simulators without the supervision of a TRAINED and CERTIFIED clinical instructor.
7. Refrain from changing the position of the patient simulator. It should be maintained only at 45-degree angle.
8. Do NOT use wipes with alcohol content on any part of the patient simulator. Only a white damp cloth with dishwashing soap and plain water should be used.
9. NO food and drinks are allowed inside the Virtual Simulation Room and near the patient simulators.
10. In case there are some technical difficulties in the performance of the simulated case scenario, it must be brought to the attention of the Virtual Simulator In-Charge at once to avoid further problems.

For strict compliance and guidance.



University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS
NURSING PROGRAM

AGREEMENT

Date _____

To Whom It May Concern:

I, _____, a resident of _____, in consideration of my enrollment at the University of San Agustin College of Nursing, Nutrition and Dietetics–Nursing Program, hereby agree to comply with the following terms, that I shall:

1. abide by the rules and regulations which the competent authorities of this University have issued, particularly those embodied in the University of San Agustin–Nursing Program Student Nurses’ Handbook, or those which they may henceforth issue;
2. be of good moral character and shall conduct myself in a proper and irreproachable manner in my relations with the school authorities and fellow students;
3. impose upon myself the conditions set forth, and should I fail to observe any one of them, the school authorities have the right to suspend or expel, or otherwise, refuse to admit me to the University of San Agustin – College of Nursing, Nutrition and Dietetics–Nursing Program.

Signature of Student

Signature over Printed Name of Parent/s

Witnessed by:

Class Adviser

Level Chairperson



University of San Agustin

General Luna St., 5000 Iloilo City, Philippines
www.usa.edu.ph



COLLEGE OF NURSING, NUTRITION AND DIETETICS NURSING PROGRAM

Reviewed and checked by (June 30, 2025):

(Sgd.) **FR. JOHN LOUIS S. RICAMORA, OSA, MAT, MN, RN**, *Faculty Member*
(Sgd.) **SUSANA SALINAS, RN**, *Faculty Member*
(Sgd.) **LUZVIMINDA G. VILLANUEVA, RN**, *Chairperson, Level I*
(Sgd.) **MHEDEN SUPREMO, RN**, *Chairperson, Level I*
(Sgd.) **CYRA ANGELA D. GUSTILO, RN**, *Chairperson, Level II*
(Sgd.) **SHARON D. MAQUIRAN, RN**, *Chairperson, Level II*
(Sgd.) **SWEET LYN N. BALLEZA, RN**, *Chairperson, Level III*
(Sgd.) **MA. JANE P. VILLANUEVA, MILE, MPH, LPT, RN**, *Coordinator, PHN*
(Sgd.) **MA. VIOLETA C. CALOPEZ, MAN, RN**, *Coordinator, Campus Ministry*
(Sgd.) **MS. STEPHANIE ANNE IBAÑEZ**, *Representative, Guidance Services and Testing Center*
(Sgd.) **ATTY. EMMANUEL T. BARCELONA, JD, RN**, *Chairperson, College Committee on Discipline*
(Sgd.) **MR. RODOLFO BETITO JR.**, *Chairperson, University Committee on Discipline*
(Sgd.) **MARY LENORE H. AMAMANGLON, RN**, *Assistant Academic Supervisor*
(Sgd.) **CARLANE P. TORRES, PhD, RN**, *Clinical Coordinator*
(Sgd.) **BERNADETTE A. GAMOSA, MAN, RN**, *Academic Supervisor*

Approved by:

(Sgd.) **LOUIE P. HIJALDA, PhD, RN**
Dean

A Legacy of Excellent Education in Virtus et Scientia

Contact No.: 0939-278-9080 | Fax No.: (033) 337-4403
Email: cnnd@usa.edu.ph | Website: www.usa.edu.ph

