



# University of the Visayas

## 4.3.1 Access to Educational Resources



The University of the Visayas (UV), through its Academic Resource Center (ARC), has broadened access to knowledge resources by formalizing open-access protocols for alumni, the general public, and external researchers. This initiative reflects UV's commitment to ensuring that learning opportunities extend beyond enrolled students and reach the wider community.

Under the ARC's guidelines, alumni may use the center's resources by presenting their alumni ID, while external researchers are admitted through referrals from their home institutions. All users are expected to observe ethical standards in their work, with access aligned to UV's "FREEducation" Program, which promotes inclusive and equitable learning.

UV's admissions and outreach policies also mandate compliance with Department of Education (DepEd) standards. In 2024, UV received formal communication from DepEd authorizing and endorsing the extension of its academic resources and facilities to learners from public schools and partner institutions. This communication validates UV's policy of inclusivity and non-discrimination, guaranteeing that access is open regardless of ethnicity, religion, economic status, disability, immigration status, or gender.

The ARC serves as a dynamic knowledge hub, equipped with modern facilities, digital databases, and research services. It has welcomed visiting researchers from partner universities and public institutions, offering access to books, journals, and online platforms. The center is open daily from 8:00 a.m. to 6:00 p.m., underscoring UV's dedication to inclusivity, partnerships and lifelong learning.

Through DepEd's endorsement, UV formalized partnerships with local schools such as Mabolo National High School, enabling learners to access its facilities through Work Immersion programs. A total of 16 Grade 12 learners from the Academic/Humanities & Social Sciences and STEM strands were formally endorsed for immersion activities, gaining exposure to higher education environments and academic support.


Referrals from Bohol Island State University and the University of Eastern Philippines enabled at least eight graduate students to complete dissertations and theses using UV's resources. DepEd-endorsed Work Immersion brought 16 Grade 12 learners into UV's facilities, representing diverse socio-economic and cultural backgrounds.

By opening its doors more widely, UV strengthened academic collaboration across Regions VII and VIII, contributing to measurable gains in research productivity, professional development, and preparedness for higher education.

### Evidence:

- Guidelines - Alumna/Alumni and Other Researchers
- Referral Communication to UV ARC
- Communication from Department of Education

*"An internationally recognized private non-sectarian university committed to academic excellence, transformational, and innovative education."*

<b>Issue Date:</b> <b>October 1, 2021</b>	<b>Manual Title :</b> <b>ARC STAFF AND PROCEDURAL MANUAL</b>	  University of the Visayas
<b>Revision No:</b> 0	<b>Document Name:</b>	
<b>Effectivity Date:</b> <b>October 1, 2021</b>	<b>Guidelines on Alumna/Alumni and other Researchers</b>	
<b>Page No.</b> PAGE 1 of 2		

## 1.0 Objectives


To provide the Alumna/Alumni, the public and other researchers a clear guidelines on the process of using and accessing any resources in the Academic Resource Center of the University of the Visayas.

## 2.0 Scope

This is applicable to all Alumna/Alumni, the public and other researchers of the University of the Visayas and other Researchers outside of the University.

## 3.0 Guidelines

- 3.1 Alumna/Alumni should present her/his Alumni ID, while other researchers should present their Referral Letter from the head of their respective institution at the Circulation Counter.
- 3.2 Any Alumna/Alumna will not be allowed to use the ARC resources without the Alumni ID, while other researchers will not be allowed to use the same without the required Referral Letter.
- 3.3 The public is encouraged to visit the Academic Resource Center to access academic resources.
- 3.4 Researchers can do research between 8am to 5pm only.
- 3.5 Researchers can use any ARC resources inside the ARC only.
- 3.6 Researchers are not allowed to loan-out books from the ARC.
- 3.7 Researchers should follow the guidelines while inside the ARC premises.

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<b>Page No.</b> PAGE 1 of 2		

#### 4.0 Narrative Procedures

<b>Persons Responsible</b>	<b>Activities</b>
Librarians; Student Assistant; Alumna/Alumni and Other Researchers	a. Upon entering the ARC, the alumna/alumni should present the alumni ID, while other Researchers will present their Referral Letter at the Circulation Counter.
Librarians; Student Assistant; Alumna/Alumni and Other Researchers	b. The Researchers will secure a payment slip at the Circulation Counter.
Accounting Office; Alumna/Alumni and Other Researchers	c. The Researchers will pay the specified amount at the Cashier.
Librarians; Student Assistant; Alumna/Alumni and Other Researchers	d. After payment, the Researchers will submit the official receipt at the Circulation Counter.
Alumna/Alumni and Other Researchers	e. The Researchers can start doing research or study in the ARC premises.

#### 5.0 List of Forms

<b>Code</b>	<b>Title</b>
F-ARC-023	Payment Slip





# BOHOL ISLAND STATE UNIVERSITY

Main Campus  
Learning Resource Center



**BOHOL ISLAND STATE UNIVERSITY**

*Vision: A premier Science and Technology university for the formation of world class and virtuous human resource for sustainable development in Bohol and the country*

*Mission: BISU is committed to provide quality higher education in the arts and sciences, as well as in the professional and technological fields; undertake research and development and extension services for the sustainable development of Bohol and the country.*

## LIBRARY REFERRAL LETTER

June 27, 2024

**DR. AILEEN B. CATACUTAN**  
Director-Academic Resource Center  
University of the Visayas  
Cebu City

Sir,

Greetings!

I am writing to refer **Ms. Grace Amor Sarona** to your esteemed library. She is currently working on her dissertation entitled **"Emotional Intelligence, Work Engagement & Self Efficacy of Generalist & Specialist Teachers"**


Ms. Sarona has expressed her desire to explore new avenues for professional growth and expand her knowledge of the different resources offered by your prestigious University.

I believe that your library's extensive collection of educational materials, including books, journals and other resources would be invaluable to Ms. Sarona as she seeks to enhance her research activity.


In line with this, the undersigned humbly request your good office to allow her to access your library resources for this purpose.

Thank you and God speed!

Truly yours,

  
**MISELISA S. OFAMEN**  
College Librarian III

RECEIVED & APPROVED BY :

  
DR. AILEEN B. CATACUTAN (6/27/24)  
DIRECTOR - ARC



# BOHOL ISLAND STATE UNIVERSITY

Main Campus  
Learning Resource Center



**BAGONG PILIPINAS**

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## LIBRARY REFERRAL LETTER

June 27, 2024

**DR. AILEEN B. CATAAUTAN**  
Director-Academic Resource Center  
University of the Visayas  
Cebu City

Sir,

Greetings!

I am writing to refer Ms. Janine Curimatmat to your esteemed library. She is currently working on her Master's thesis "Influence of Support System in Teachers' Effectiveness and Retention in Public Schools".


Ms. Curimatmat has expressed her desire to explore new avenues for professional growth and expand her knowledge of the different resources offered by your prestigious University.

I believe that your library's extensive collection of educational materials, including books, journals and other resources would be invaluable to Ms. Curimatmat as she seeks to enhance her research activity.


In line with this, the undersigned humbly request your good office to allow her to access your library resources for this purpose.

Thank you and God speed!

Truly yours,

  
**MISELISA S. OFAMEN**  
College Librarian III

RECEIVED & APPROVED BY :

  
Dr. Aileen Pangar-Cataautan (6/27/24)  
Director- AAC



# BOHOL ISLAND STATE UNIVERSITY

Main Campus  
Learning Resource Center



SAGONG PILIPINAS

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## LIBRARY REFERRAL LETTER

June 27, 2024

**DR. AILEEN B. CATA CUTAN**  
Director-Academic Resource Center  
University of the Visayas  
Cebu City

Sir,

Greetings!

I am writing to refer **Ms. Janilyn Montoya** to your esteemed library. She is currently working on her Master's thesis **"The Impact of Gadget Usage, Screen Time and Parental Monitoring to Pupils' Behavior"**.


Ms. Montoya has expressed her desire to explore new avenues for professional growth and expand her knowledge of the different resources offered by your prestigious University.

I believe that your library's extensive collection of educational materials, including books, journals and other resources would be invaluable to Ms. Montoya as she seeks to enhance her research activity.


In line with this, the undersigned humbly request your good office to allow her to access your library resources for this purpose.

Thank you and God speed!

Truly yours,

  
**MISELISA S. OFAMEN**  
College Librarian III

RECEIVED & APPROVED BY :

  
Dr. Aileen Basiga-Catacutan (6/27/24)  
Director-ARC





# BOHOL ISLAND STATE UNIVERSITY

Main Campus  
Learning Resource Center



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## LIBRARY REFERRAL LETTER

June 27, 2024

**DR. AILEEN B. CATA CUTAN**  
Director-Academic Resource Center  
University of the Visayas  
Cebu City

Sir,

Greetings!

I am writing to refer **Ms. Sheryl C. Genita** to your esteemed library. She is currently working on her Master's thesis entitled "**Strategies for Managing Teacher Workload and its Impact on Job Satisfaction & Retention**".


Ms. Genita has expressed her desire to explore new avenues for professional growth and expand her knowledge of the different resources offered by your prestigious University.

I believe that your library's extensive collection of educational materials, including books, journals and other resources would be invaluable to Ms. Genita as she seeks to enhance her research activity.


In line with this, the undersigned humbly request your good office to allow her to access your library resources for this purpose.

Thank you and God speed!

Truly yours,

  
**MISELISA S. OFAMEN**  
College Librarian II

RECEIVED & APPROVED BY :

  
**DR. AILEEN BASILA- CATA CUTAN** (6/27/24)  
DIRECTOR - ARC



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Main Campus  
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## LIBRARY REFERRAL LETTER

June 27, 2024

**DR. AILEEN B. CATAUTAN**  
Director-Academic Resource Center  
University of the Visayas  
Cebu City

Sir,

Greetings!


I am writing to refer Mr. Loule Johnson P. Bastasa to your esteemed library. He is currently working on his Master's thesis entitled "The Role of Professional Development, Curriculum Quality, and Technological Integration in Enhancing Teacher Effectiveness".

Mr. Bastasa has expressed his desire to explore new avenues for professional growth and expand his knowledge of the different resources offered by your prestigious University.


I believe that your library's extensive collection of educational materials, including books, journals and other resources would be invaluable to Mr. Bastasa as she seeks to enhance her research activity.

In line with this, the undersigned humbly request your good office to allow him to access your library resources for this purpose.

Truly yours,

  
MISELISA S. OFAMEN  
College Librarian III

RECEIVED & APPROVED :

  
DR. AILEEN BASTASA-CATAUTAN (6/27/24)  
DIRECTOR - ARC





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## LIBRARY REFERRAL LETTER

June 27, 2024

**DR. AILEEN B. CATA CUTAN**  
Director-Academic Resource Center  
University of the Visayas  
Cebu City

Sir,

Greetings!

I am writing to refer Ms. Jovita Alboroto to your esteemed library. She is currently working on her dissertation entitled "Inclusive Education: School Readiness, School Heads Capability & School Performance".


Ms. Alboroto has expressed her desire to explore new avenues for professional growth and expand her knowledge of the different resources offered by your prestigious University.

I believe that your library's extensive collection of educational materials, including books, journals and other resources would be invaluable to Ms. Alboroto as she seeks to enhance her research activity.


In line with this, the undersigned humbly request your good office to allow her to access your library resources for this purpose.

Thank you and God speed!

Truly yours,

  
**MISAE LISA S. OFAMEN**  
College Librarian II

Received & Approved :

  
Dr. Aileen Basiga - Catacutan / 6/27/24  
ARC - Director

## **Informed Consent Letter**

Dear Respondents:

Greetings!

The undersigned, a graduate student of the Cebu Normal University, Cebu City is currently working on her thesis titled **"Integrated Library Systems in Academic Libraries in Region 7 and Region 8: A Comparative Analysis"** as a requirement for the degree Master in Library and Information Science.

The purpose of the study is mainly to assess and compare the level of functionality and sustainability of the various types of Integrated Library Systems (ILS) utilized by the selected academic libraries in Region 7 and Region 8, and to investigate the advantages and challenges of each library system.

Your participation will significantly contribute to the success of this endeavor.

**Risks and Discomforts:** Answering the questionnaire will take approximately one hour and may cause minor inconveniences such as stress or fatigue, particularly when recalling institutional challenges related to the library systems. Your participation involves no physical risks.

All librarians and library staff with hands-on experience or with daily involvement in the operations of the ILS are considered respondents. Moreover, you are expected to answer all questions completely and honestly.

Responsive participants who have sent/submitted the completed questionnaire will be given due recognition in the form of a GCash transfer amounting to ₱150.00. Participants without a GCash account can receive the amount via bank transfer or regular load directly to their registered mobile number.

Rest assured that before the admission of the research instrument, it has been evaluated and approved by the Ethics Review Committee Panel of Cebu Normal University.

**Foreseeable Termination Conditions.** Participation in this study may be discontinued under the following circumstances: if you choose to withdraw your consent at any time, in the event of technical difficulties that prevent completion of the questionnaire, or if the institution withdraws approval for participation. If such circumstances occur which results to the withdrawal of participation, you may formally notify the researcher through contact details provided.

If questions arise concerning your rights as participants, you may reach out to the CNU-ERC office via [cnuerc@cnu.edu.ph](mailto:cnuerc@cnu.edu.ph) or contact the CNU ERC Panel Chair, Mr. Rhoniel Ryan J. Ymbong, Biology Department, College of Computing, Artificial Intelligence and Sciences via [ymbongrr@cnu.edu.ph](mailto:ymbongrr@cnu.edu.ph).

For further questions or clarifications, you may contact the researcher at 09263680284 or via email at [pamelapagalan@gmail.com](mailto:pamelapagalan@gmail.com).

Your decision to participate in this study is entirely voluntary.

**Data Storage and Security:** All collected data will be stored securely on the researcher's laptop hard disk and in an external hard disk for backup purposes, which will be encrypted with a designated password. Only the researcher will have access to this data. Responses that contain information about the library system of the institution, including its unique functionalities, advantages, and challenges, will be kept confidential. Numbers or codes will be used instead of your name and your institution's name during data tallying and presentation.

Gathered data will be retained for three (3) years, after which it will be permanently deleted from the database.

Your favorable response will be greatly appreciated.

Respectfully,

  
**PAMELA PAGALAN**

Researcher

Received and Approved by :

Dr. Aileen  - Catacutan (9/18/25)  
Director - ARC





Republic of the Philippines  
**UNIVERSITY OF EASTERN PHILIPPINES**  
University Town, Northern Samar

Web: <http://uep.edu.ph> Email: [uepnsofficial@gmail.com](mailto:uepnsofficial@gmail.com)



June 28, 2024

**The Chief Librarian**  
University of the Visayas  
Cebu City


Sir/Madam:

This is to introduce **Mr. RUDY TUBINO IRINCO**, presently enrolled at the School of Graduate Studies, University of Eastern Philippines, University Town, Northern Samar, is now on the process of his dissertation writing, gathering relevant information and materials for his proposed study from your library resources

That for this purpose, he is given favorable recommendation to gain access and to avail your library resources subject to your rules.

We would like to express our sincere thanks and appreciation for the invaluable assistance you are extending to our university and its students.

RECEIVED & APPROVED :

  
DR. AILEEN BASIGA-CATAONTAN / (6/26/24)  
DIRECTOR - ARC

  
EVA C. REBADULLA, RL  
OIC, Head Librarian



# University of the Visayas ACADEMIC RESOURCE CENTER



*"An internationally recognized private non-sectarian university committed to academic excellence, transformational, and innovative education."*

Corner D. Jakosalem, Colon St., Cebu City 6000 • [uv.edu.ph](http://uv.edu.ph)





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Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF CEBU CITY  
MABOLO NATIONAL HIGH SCHOOL

Office of the Principal

November 7, 2024

**DR. CONRADO E. IÑIGO**  
University President  
UNIVERSITY OF THE VISAYAS  
Colon St., Cebu City

Sir:

Greetings of Peace!

The Senior High School students of Mabolo National High School will undergo Work Immersion in the different industries with the aim of providing learners opportunities:

- a) To become familiar with the work place;
- b) To simulate employment; and
- c) To apply their competencies in areas of specialization in authentic work environments.

In this connection, may we request to accommodate our \_\_\_\_ Grade 12 students for work Immersion in your edifice which will start on December 2024 and upon approval of the Memorandum of Agreement.

With your support to the work Immersion program, it will enable our students to be job-ready (if college education is not possible) and eventually become better citizens of our country. You may contact our Work Immersion Focal Person – Mrs. Shella Noreen B. Macan at mobile number 09367845905.

Thank you and more power.

Very truly yours,

  
**MARILOU M. PALAG, Ed.D JD**  
Principal III



Address: Pope John Paul Avenue, Mabolo, Cebu City  
Telephone No. : (032) 328-3729





Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Cebu City  
Mabolo National High School

**Endorsement**

This is to certify that the students listed hereunder are bonafide Grade 12 students of Mabolo National High School for SY 2024-2025 under the Senior High School **ACAD/ HUMANITIES & SOCIAL SCIENCES & STEM**.

This certifies further that the following are qualified to be deployed at University of Visayas as part of the Student Work Immersion Program as specified below.

**ACAD/ HUMANITIES & SOCIAL SCIENCES 12-SCHOPENHAUER AND STEM**

**MALES**

- |                            |                      |
|----------------------------|----------------------|
| 1. BARRIENTOS, BENEDICT    | (CRIMINOLOGY)        |
| 2. FARIOLEN, CLARENCE HART | (PSYCHOLOGY)         |
| 3. GOMEZ, JOHN FREITCH     | (CRIMINOLOGY/MARINE) |
| 4. JAYME, IORI             | (PSYCHOLOGY)         |
| 5. RABANES, MARION ZACHARY | (PSYCHOLOGY)         |
| 6. REYES, VINCE JOWELL     | (PSYCHOLOGY)         |
| 7. RICAFRANCA, JULIUS      | (CRIMINOLOGY/MARINE) |
| 8. ROLDAN, BOB CYRUS       | (CRIMINOLOGY/MARINE) |

**FEMALES**

- |                                |               |
|--------------------------------|---------------|
| 1. AÑOS, APHRODITE DAWN        | (PSYCHOLOGY)  |
| 2. BALO, NIZZA                 | (PSYCHOLOGY)  |
| 3. GARCIANO, NIKA              | (PSYCHOLOGY)  |
| 4. LOBETAÑA, JENALYN           | (PSYCHOLOGY)  |
| 5. QUERUBIN, EMMALYN           | (PSYCHOLOGY)  |
| 6. SUMAGINGSING, PAULINE GRACE | (PSYCHOLOGY)  |
| 7. VELASQUEZ, JOANNA MARIE     | (CRIMINOLOGY) |
| 8. SEVILLA, JOAN G.            | (PSYCHOLOGY)  |

Prepared By:

JESSA MAE C. GUMERA  
Adviser

Noted By:

MARIFE D. TEMPLADO  
SHS Grade Leader

Approved By:

JONE RAY F. MELUO  
PR# NO.: 0922351  
MARILOU V. PALAG EdD JD  
School Principal III