High School
Student Handbook
Dear Perpetualites,

Welcome to the University of Perpetual Help System DALTA. As you read through the pages of our Student Handbook, you are walking through the pathways that led to the building of the community of UPHS DALTA. Each page, each policy and each document is a step towards the achievement of our guiding principle that Character Building is Nation Building.

This document is a product of the combined efforts of Perpetualites whose only objective is to help YOU as you pass through the corridors, the steps, the stairways, the buildings and the facilities of the University and as you interact with the teachers, the Administrators and all our support personnel to achieve the goal of your university life.

This handbook will be your guide and support in your needs in facing the challenges of academic life.

I pray that the good Lord bless you in all your undertakings at the University of Perpetual Help System DALTA.

DR./BGEN ANTONIO L. TAMAYO
Chairman of the Board and CEO
Founder, University of Perpetual Help System DALTA
VICE-CHAIRMAN OF THE BOARD AND TREASURER’S MESSAGE

My dear Perpetualites,

The publication of this student handbook marks a milestone in our quest for academic excellence. It embodies all that we have hoped for and those that we have achieved in our 35 years of excellence. This is also a testimony to the founding father of our University, Dr. Antonio L. Tamayo, his thoughts, his values and his efforts in making us what we are now.

I fervently hope that this student handbook will guide you as a student of the University together with your teachers and administrators in pursuing the goals and objectives of our University of Perpetual Help System DALTA.

Our Chairman of the Board, Dr. Antonio L. Tamayo, is confident in the competence and capability of all the members of the academic community. He knows that we shall be able to carry the University of Perpetual Help System DALTA to new horizons and greater heights.

God bless us all.

DR. DAISY M. TAMAYO
Vice Chairman of the Board and Treasurer
Co-Founder, University of Perpetual Help System DALTA
My dear students of UPHSD,

Welcome to the University of Perpetual Help System DALTA and to the rewarding school life that it offers. Feel at home and have patrimonial regard and involvement in its activities and its facilities which are all designed to make your studies pleasant and fruitful.

I encourage you to be involved constructively in the growth of UPHSD which is your school and second home, and invite you to be a partner in its steady rise to leadership in education and manpower development. Obtain optimum benefits from your studies to develop your keen cognitive powers. Widen your outlook and be highly competitive after graduation. This means: be Hardworking and resourceful students.

Your teachers are your second parents. They are only too glad and willing to help you succeed in your studies. Do not hesitate to consult them regarding your problems.

Understand very well your purpose in life in relation to the institutional philosophy and goals of UPHSD. Know how to integrate these with your goals, spurring you towards the same course and direction.

This Student Handbook and Diary will help you in your life as a student. Read the rules embodied and understand the information given therein very well. Live the life of a good Perpetualite by being God-fearing, honest and hardworking.

Congratulations and thank you for entrusting your schooling to UPHSD.

Sincerely yours,

MR. ANTHONY JOSE M. TAMAYO
President
# TABLE OF CONTENTS

## LEGACY OF THE UNIVERSITY OF PERPETUAL HELP SYSTEMDALTA

1.1 History of UPHSD ................................................................. 1  
1.2 University Name and Seal .................................................... 12  
1.3 Fundamental Principles ...................................................... 13  
1.4 The University Goal ......................................................... 15  
1.5 The Eight Perpetualite Core Values ...................................... 17  
1.6 Perpetual Help Hymn .......................................................... 17  
1.7 Perpetualite Pledge ............................................................. 17  
1.7 The Founders and Board of Directors .................................... 18  
1.8 Academic Officials ............................................................ 21  
1.9 UPHSD Campuses ............................................................... 22  

### Section I: Objectives of the High School Department .................. 23
### Section II: UPHSD Staff and Personnel .................................... 23
### Section III: Student Services and School Facilities .................... 25
### Section IV: Policies and Procedures ........................................ 28
  A. Institutional Policies ......................................................... 28  
  B. Admission and Enrolment Procedures ................................... 29  
  C. Sectioning ................................................................. 31  
  D. Payment of Fees and Refunds ............................................ 31  
  E. Student Scholarships and Benefits ...................................... 34  
  F. Records ................................................................. 35  

### Section V: General Information .............................................. 35
### Section VI: The Academic Program ......................................... 40
### Section VII: The Co-curricular Program .................................... 45
### Section VIII: Student Organizations ......................................... 45
### Section IX: Order and Discipline ............................................ 48
### Section X: Disaster Preparedness ............................................ 65
### Section XI: Amendments ....................................................... 65

## APPENDICES ................................................................. 66

### Appendix A ................................................................. 66
### Appendix B ................................................................. 71
### Appendix C ................................................................. 75
### Appendix D ................................................................. 79
### Appendix E ................................................................. 82
### Appendix F ................................................................. 94
### Appendix G ................................................................. 101
### Appendix H ................................................................. 102
### Appendix I ................................................................. 111
### Appendix J ......................................................... 112
1.1 History of UPHSD

Dr./BGEN Antonio Laperal Tamayo, AFP, FPCHA, Ph.D., Founder and Grand Patriarch, and his wife, Dr. Daisy Moran Tamayo, Co-Founder and Grand Matriarch, together with their friend Ernesto Palanca Crisostomo, established on February 5, 1975 in Las Piñas City, the PERPETUAL HELP COLLEGE OF RIZAL (PHCR), now the UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA (UPHSD).

Driven by the intense desire of promoting a better quality of life for his fellowmen, Dr./BGEN Antonio L. Tamayo, anchored the University on the creed “Character Building is Nation Building”. Stressing this belief, he said that “our young can only be assured of a better tomorrow by building the right kind of character today: respectful, hardworking and committed to the formation of a prosperous and a wealthy nation. This development, however, will need a requisite Christian character, that will build a nation.”

The first school building consisting of four floors (the present hospital) was constructed in a remarkable record-breaking period of only four months. Perpetual Help College of Rizal (PHCR) was indeed on its way to becoming a premier university south of Metro Manila.

Having taken post-graduate courses in Hospital Administration at the George Washington University in Washington, D.C., supplemented with Special Studies on Hospital Management from
Ateneo de Manila and a Ph.D. in Organization Development from the Southeast Asian Interdisciplinary Development Institute, Sir Tony and his partner established the Perpetual Help College of Rizal (PHCR) and the Perpetual Help Medical Center (PHMC) simultaneously, an unusual and extraordinary venture, in the rustic town of Las Piñas, offering the banner course of Bachelor of Science in Nursing.

The organizational structure of then Perpetual Help College of Rizal has interwoven within its fabric a closely-knit group of administrators and educators. The administrative expertise of Mr. Ernesto Palanca Crisostomo, the best friend of Dr./BGEN Antonio Tamayo; the educational and supervisory proficiency of Benjamin L. Intal, former Director of Perpetual Help Manila, the First Chancellor of the Perpetual Help Biñan, and former Acting President of Pamantasan ng Lungsod ng Maynila, and Mr. Teofilo Gallardo, formerly a Regional Director of the Bureau of Private Schools, were the forefront keys in the formulation of the Institution. The other members of the founding group were: Dr. Grace R. De Leon, the University’s First Chancellor, who loyally stood by and supported the founders in hurdling the challenges of organizational growth; Dr. Perla R. Sope, the University Registrar; and consultants Mr. Emiliano Armas of the Ateneo De Manila University and Mr. Oscar Bautista of the De La Salle University. Col. Jose C. Moran, father of Dr. Daisy Tamayo, and a Certified Public Accountant and former President of the Continental Bank facilitated the needed funds of the project through his friends in the Development Bank of the Philippines, where he served as its First Manager of Branches and Agencies.
The Institution is steeped in community service and community leadership projects. The community service component of the University reached its peak with the election of Dr./ BGEN Antonio L. Tamayo as Vice-Mayor of Las Piñas. He fostered community leadership program based on people empowerment through education. Guided by the program of “Rehabilitation Through Education” which was originally conceptualized by Dr. Cecilio Penzon who pioneered the first adult education and informal teaching within the prison walls, Dr./ BGEN Antonio L. Tamayo conceptualized a comprehensive program of rehabilitating the medium-risk prisoners of the National Bilibid Prison thru education and livelihood skills training and development.

In November 1984, the Bilibid Extension Program (BEP) was officially launched through the efforts of Dr. Grace R. De Leon, the Chairman of the Executive Committee, Mr. Eriberto Misa of the Bureau of Corrections, Atty. Danny Mendez of the Rotary Club of Las Piñas and other Rotarians and School Officers. Dr. Jose G. Tamayo headed the signing of MOA and Tripartite Agreement dubbed as BEP in the Bureau of Corrections in Muntinlupa City. Under the educational scheme, a degree course in Bachelor of Science in Commerce major in Small Entrepreneurship was sponsored by Perpetual Help College of Rizal (PHCR) for free. It envisions to train the selected inmate-students to become small entrepreneurs who would be ready to tread new paths towards productive and responsible citizens of our country after they will have served their terms. Since then, the BEP has become the advocacy Community Outreach Program of PHCR now the University of Perpetual Help System DALTA (UPHSD).
colleges of the university extend their community services to BEP. To date, the degree program has already graduated 448 students since its inception in 1984.

In 1995, another notable project in the form of educational assistance to the poor but deserving students in Las Piñas was pioneered by Dr./ BGEN Antonio L. Tamayo. He offered one hundred percent (100%) free tuition and miscellaneous scholarship to grantees endorsed by Barangay Councils, Parish Priests, Lions Club International and the Associations of Market Vendors and Tricycle Drivers in Las Piñas City. A total of 350 scholars had enrolled and graduated through the educational scholarship program offered by PHCR.

The Kalinga sa Mahihirap (KASAMA) was another COP project that dealt with Community Outreach Adult Education and aimed to support the mission of the University’s commitment to the ideals of teaching, community service and research. It paved the way for community learning and training opportunities for its clientele, especially the urban poor families with whom livelihood projects were undertaken.

In the sports arena, the University formally joined the battle of supremacy in the game of sports via National Collegiate Athletic Association in 1984. In its 28 years as a member of the league, it has won a total of 14 championships in volleyball played by juniors, seniors and women divisions. In the cheerleading sports, the University of Perpetual Help System Delta Perpsquad capped the distinction of being the first grand slam champion in NCAA Cheerleading Competition after it hauled a third three-peat championship win in the
NCAA Season 87. It showed ALTAS Perpsquad’s Domination in sports after its introduction in the oldest collegiate league eight seasons ago. Other sports played in the Institution marked their presence by winning bronze and silver medals which contribute to the enthusiasm felt by the Perpetualites whenever the school competes in any sports event. The community of Perpetualites brims with joy and hope that it will always bag the championship for basketball.

In 1991, PHCR pursued accreditation of the courses in Liberal Arts, Education and Business with the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) to attain significant improvements and higher level of competence for its students. In meeting compliance with quality specifications and objective standards, it stimulates the pursuit of excellence among its faculty, non-teaching personnel and students. To date, the University enjoys the trust and confidence of parents and students who enroll in the accredited programs while it continues to seek accreditation for other courses.

In keeping with its commitment to serve the educational needs of more communities, the University of Perpetual Help System DALTA - Molino Campus, was established and inaugurated in May 1995 with an initial enrolment of 700 students. Shortly, after a year, the University of Perpetual Help System DALTA – Calamba Campus, was established and inaugurated in 1996 with an initial enrolment of 360 enrollees.

In 1997, the Commission on Higher Education granted University Status to the Perpetual Help College of Rizal, thereby
changing its name to University of Perpetual Help System (UPHS). The University of Perpetual Help System DALTA is one of the subsystems complementing the University of Perpetual Help System. The other subsystem is the University of Perpetual Help System JONELTA. This subsystem was founded and established by Dr. Jose G. Tamayo, who was its first President and Chairman of the Board, his co-founder, Dr. Josefina Laperal Tamayo, was its Vice-Chairman and Treasurer. With both of them deceased, the University of Perpetual Help System JONELTA is now being led by the first born of the founders, Dr./ BGEN Antonio L. Tamayo, as Chairman of the Board and Chief Executive Officer of UPH System JONELTA. Concurrently, he is the Chairman of the Board and Chief Executive Officer of the UPH System DALTA.

The University of Perpetual Help System DALTA (UPHSD) has three of the eight (8) academic institutions complementing the University of Perpetual Help System (UPHS). The University of Perpetual Help System DALTA is a subsidiary of the DALTA Group of Companies, in consortium with the JONELTA Group of Companies forming the University of Perpetual Help System (UPHS). Each unit under the system comprising of a College/University and a Hospital/Medical Center, is dedicated and committed to the delivery of quality education and healthcare services to the Filipino people, most especially to the Las Piñeros and the nearby communities.

The University of Perpetual Help System DALTA (UPHSD) is co-educational and is non-sectarian. It offers courses in pre-school, elementary, secondary, tertiary and graduate levels; as well as short-term vocational, technical and special courses. To date, it has a
workforce complement of about 1,200 faculty and non-teaching personnel and more than 18,000 students.

In 2003, the helm of leadership of the University of Perpetual Help System DALTA was transferred to his equally able wife, Dr. Daisy Moran Tamayo as Second President of the University. Dr. Daisy Moran Tamayo is a registered nurse from Silliman University and a Master’s Degree holder in Nursing from New York University, U.S.A. She is also a holder of a doctorate in Organization Development from the Southeast Asian Interdisciplinary Development Institute. Complementing the leadership and management functions of BGEN/Dr. Antonio L. Tamayo and Dr. Daisy M. Tamayo are their two sons, Anthony Jose (Ph.D. Candidate) and Major Richard Antonio who are both outstanding cum laude graduates of the University of the Philippines.

Anthony Jose M. Tamayo assumed presidency of the UPHSD campuses in January 2010. He is also the Senior Executive Vice-President of the DALTA Group of Companies. He is a Certified Public Accountant, an MBA degree holder from Kellogg School of Management, Northwestern University and Ed.M. in holder degree from Harvard University. He is currently pursuing his doctoral degree in Organization Development.

Major Richard Antonio M. Tamayo was appointed as President of the University of Perpetual Help DALTA Medical Center and the Executive Vice-President for Administration of the DALTA Group of Companies. He is a holder of BS In Economics degree and a Master of Business Administration in Health (MBA-H) from Ateneo de Manila University.
UPHSD now enjoys memberships, recognition and accreditation in various prestigious academic, professional and sports association of the country, among them:

- Founding Member, Consortium of the South
- Member, Philippine Association of Colleges and Universities (PACU)
- Member, Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA)
- Member, National Collegiate Athletic Association (NCAA)
- Member, Philippine Association of Graduate Education (PAGE)
- Member, Catholic Educational Association of the Philippines (CEAP)
- Member, Coordinating Council of Private Educational Associates (COCOPEA)
- Member, University Mobility in Asia and the Pacific (UMAP)
- Member, Philippine Council of Business Educators (PCBE)
- ISO 9001: 2008 , All Programs, Bureau Veritas

This academic excellence has been proven through the years with the laurels that the University has garnered in government licensure examinations. In 2000, the UPHR College of Law was declared the third best school, out of the 10 Best Law Schools in the Bar Examinations. Leading many other alumni achievers in the professional licensure examinations are:
<table>
<thead>
<tr>
<th>COURSE</th>
<th>PLACE</th>
<th>NAME OF STUDENT</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Laws</td>
<td>6th Placer</td>
<td>Atty. Gladys Gervacio</td>
<td>2005</td>
</tr>
<tr>
<td>BS Criminology</td>
<td>10th Placer</td>
<td>Archimedes Lara Baking</td>
<td>2006</td>
</tr>
<tr>
<td></td>
<td>2nd Placer</td>
<td>Jerry Flores</td>
<td>2003</td>
</tr>
<tr>
<td></td>
<td>10th Placer</td>
<td>Richard Fermil</td>
<td>2001</td>
</tr>
<tr>
<td>BS Occupational Therapy</td>
<td>3rd Placer</td>
<td>Mercie Marie Mendoza</td>
<td>2001</td>
</tr>
<tr>
<td></td>
<td>5th Placer</td>
<td>Rigel O. Lagumbay</td>
<td>2001</td>
</tr>
<tr>
<td>BS Physical Therapy</td>
<td>1st Placer</td>
<td>Karen P. Martinez</td>
<td>2009</td>
</tr>
<tr>
<td></td>
<td>9th Placer</td>
<td>Jon Timothy M. Rivero</td>
<td>2008</td>
</tr>
<tr>
<td></td>
<td>8th Placer</td>
<td>John Nico Hebron Saniel</td>
<td>2012</td>
</tr>
<tr>
<td>BS Mechanical Engineering</td>
<td>2nd Placer</td>
<td>Melquiades M. Garcia</td>
<td>1996</td>
</tr>
<tr>
<td></td>
<td>17th Placer</td>
<td>Ramon Aldana</td>
<td>1987</td>
</tr>
<tr>
<td></td>
<td>5th Placer</td>
<td>Noel S. De Castro</td>
<td>1984</td>
</tr>
<tr>
<td>BS Electrical Engineering</td>
<td>9th Placer</td>
<td>Gareth Angeles</td>
<td>2003</td>
</tr>
<tr>
<td>BS Civil Engineering</td>
<td>4th Placer</td>
<td>Sherwin Gabest</td>
<td>2003</td>
</tr>
<tr>
<td>BS Dental Medicine</td>
<td>8th Placer</td>
<td>Connie Boots San Luis</td>
<td>2005</td>
</tr>
<tr>
<td>BS Pharmacy</td>
<td>5th Placer</td>
<td>Annalyn Poon</td>
<td>2001</td>
</tr>
<tr>
<td></td>
<td>7th Placer</td>
<td>Dianne D. Aronzado</td>
<td>2001</td>
</tr>
<tr>
<td></td>
<td>7th Placer</td>
<td>Gazelle Anne P. Maralit</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>8th Placer</td>
<td>Darlena Ann S. Go</td>
<td>2009</td>
</tr>
<tr>
<td></td>
<td>4th Placer</td>
<td>Jaime Lauren Martinez</td>
<td>2006</td>
</tr>
<tr>
<td>Naval Architecture</td>
<td>16th Placer</td>
<td>Sancho Angue</td>
<td>2001</td>
</tr>
<tr>
<td></td>
<td>19th Placer</td>
<td>Michael Nicolas</td>
<td>2004</td>
</tr>
<tr>
<td></td>
<td>1st Placer</td>
<td>Erwin Diwa</td>
<td>1996</td>
</tr>
<tr>
<td></td>
<td>5th Placer</td>
<td>Erwin Lagahit</td>
<td>1996</td>
</tr>
<tr>
<td>BS Marine Engineering OIC of an Engineer Watch Licensure Examination (Written Phase)</td>
<td>6th Placer</td>
<td>Gerardo Sorrosa Roxas</td>
<td>2011</td>
</tr>
<tr>
<td>Second Engineer Licensure Examination</td>
<td>9th Placer</td>
<td>Odilone Iporac Reveche</td>
<td>2011</td>
</tr>
<tr>
<td>BS Marine Transportation</td>
<td>9th Placer</td>
<td>Bobby Ravana Punzalan II</td>
<td>2013</td>
</tr>
<tr>
<td>Nursing</td>
<td>9th Placer</td>
<td>Jinky M. Cerbo</td>
<td>2011</td>
</tr>
<tr>
<td></td>
<td>9th Placer</td>
<td>Riah Leah O. Esparlas</td>
<td>2010</td>
</tr>
<tr>
<td>COURSE</td>
<td>PLACE</td>
<td>NAME OF STUDENT</td>
<td>YEAR</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------</td>
<td>----------------------------</td>
<td>------</td>
</tr>
<tr>
<td>6th Placer</td>
<td></td>
<td>Anne Lorraine Lorenzo</td>
<td>2008</td>
</tr>
<tr>
<td>6th Placer</td>
<td></td>
<td>Kristine Picadizo</td>
<td>2008</td>
</tr>
<tr>
<td>2nd Placer</td>
<td></td>
<td>Adan Jerome Mella</td>
<td>2006</td>
</tr>
<tr>
<td>10th Placer</td>
<td></td>
<td>Maria Josefina Robles</td>
<td>2006</td>
</tr>
<tr>
<td>16th Placer</td>
<td></td>
<td>Barbara Bobis</td>
<td>1996</td>
</tr>
<tr>
<td>18th Placer</td>
<td></td>
<td>Olive Odulio</td>
<td>1996</td>
</tr>
<tr>
<td>13th Placer</td>
<td></td>
<td>Blossom Bemel</td>
<td>1994</td>
</tr>
<tr>
<td>BS Radiologic Technology</td>
<td>4th Placer</td>
<td>Marie Joan Ablat</td>
<td>2009</td>
</tr>
<tr>
<td></td>
<td>1st Placer</td>
<td>Mark Anthony Torio</td>
<td>2004</td>
</tr>
<tr>
<td></td>
<td>5th Placer</td>
<td>Rowie Vidal</td>
<td>2002</td>
</tr>
<tr>
<td></td>
<td>7th Placer</td>
<td>Jimiao Jhun Ubaldo</td>
<td>2002</td>
</tr>
<tr>
<td></td>
<td>9th Placer</td>
<td>Arnold San Diego</td>
<td>2001</td>
</tr>
<tr>
<td></td>
<td>2nd Placer</td>
<td>Felix Cenal</td>
<td>1998</td>
</tr>
<tr>
<td>BS Respiratory Therapy</td>
<td>8th Placer</td>
<td>Davie Cañeda Regalario</td>
<td>2013</td>
</tr>
<tr>
<td></td>
<td>9th Placer</td>
<td>Nona Marie Dolom Baclig</td>
<td>2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rafael Jabonete Leanda Jr.</td>
<td>2013</td>
</tr>
</tbody>
</table>

The University of Perpetual Help System DALTA has since subscribed to the institutional philosophy that national development and transformation is predicated upon the quality of education of its people. It is committed to the ideals of teaching, community service and research, with “Character Building is Nation Building” as its guiding principle. It has continued with success, in its
objective to maintain and sustain excellence in education. It has established extensive network of national and international linkages in Higher Education and Business. It has established its indelible Perpetualite identity as it steadfastly enshrines its Perpetualite values and aspirations.

The growth and development of the University in its 37 years of existence, is not without pains, but it has successfully hurdled all the challenges along its way. With the help and guidance of the Lord and the loving care of the UPHSD Patroness, Our Mother of Perpetual Help, the University of Perpetual Help System DALTA will continue to serve the Filipino people with distinction and excellence.

In addition to the above achievements, the University of Perpetual Help System DALTA has also received the following recognition:

December 2012 - 2nd Place in the 2011 Case Study sponsored entitled “A University’s Journey towards Excellence Through Accreditation: A Case Study

December 2012 - 1st Place in the 2012 Case Study Contest sponsored by PACUCOA entitled “From Idiot Board to Teleprompter: A Case Study on the Transformation Through of Bachelor of Arts in Communication Program of UPHSD”

December 6, 2013 - 2nd Place in the 2013 Case Study Contest sponsored by PACUCOA entitled “From Traditional Pedagogy to Interactive Teaching and E-Learning for the Global Educator: A Case Study of the
Transformation through Accreditation of the Education Program of UPHSD Las Piñas Campus”

December 6, 2013 - “Institution with the Highest Number of Programs on Candidate Status in the Philippines” 24th Annual General Assembly at the Century Park Hotel, Manila, Philippines.

December 6, 2013 - “Institution with the Third Highest Number of Accredited Programs in the Philippines”

1.2 The University Name and Seal

![University Name and Seal]

The official name of the school is University of Perpetual Help System DALTA (UPHSD).

The university seal was inspired by the special devotion of Dr. Josefina L. Tamayo, UPHS Co-founder and Tamayo’s Grand Matriarch, to the Blessed Mother, especially to Our Mother of Perpetual Help, the University’s patroness. This well-known icon from the Byzantine era depicts the figure of Mama Mary offering love and comfort to her son Jesus, and the angelic beings above bearing the instruments of His inevitable suffering and passion. Mama Mary looks straight at the viewer, as if to say that her perpetual help and comfort are also available to anyone in need who comes to her protection and intercession. The Infant Jesus is symbolic of the
youth who is nurtured by a devoted and loving mother which symbol speaks of Mama Mary’s motherly care and love.

The two laurel leaves represent the two sons of the CEO and Chairman of the Board who are actively continuing the mission that was started by their parents in the community. The laurel leaves also signify excellence which the university pursues not only in academics but also in leadership and in human relations for the fulfillment of the aspirations of the university as it carries on propagating its mission - to mold and educate the youth as Helpers of God.

The cameo is bordered by oval lines of maroon in white background. Maroon symbolizes courage, vigor, and determination and white for purity. The blue and gold colors of the Mother of Perpetual Help icon symbolize generosity, abundance, hope, and vision.

The University of Perpetual Help System DALTA was established in 1975 with the tagline “Character Building is Nation Building”. UPHSD’s institutional motto expresses the encompassing commitment of Perpetual Help education to national development and progress.

1.3 **Fundamental Principles**

**Philosophy**

The University of Perpetual Help System DALTA believes and invokes Divine Guidance in the betterment of the quality of life through national development and transformation, which are predicated upon the quality of education of its people. Towards this end, the institution is
committed to the ideals of teaching, community service, and research, as it nurtures the value of “Helpers of God”, with “Character Building is Nation Building”, as its guiding principle.

Vision

The University of Perpetual Help System DALTA shall emerge as a premier University in the Philippines. It shall provide a venue for the pursuit of excellence in academics, technology and research through community partnership.

The University takes the role of a catalyst for human development. It shall inculcate Christian values – Catholic in doctrine, as a way of strengthening the moral fiber of the Filipino – a people who are Helpers of God”, proud of their race and prepared for exemplary global participation in the arts, sciences, humanities, and business.

It foresees the Filipino people enjoying a quality of life in abundance, living in peace, and building a nation that the next generation will nourish, cherish and value.

Mission

The University of Perpetual Help System DALTA is dedicated to the development of the Filipino as a leader. It aims to graduate dynamic students who are physically, intellectually, socially, and spiritually committed to the achievement of the highest quality of life.

As a system of service in health and in education, it is dedicated to the formation of Christian service and research –
oriented professionals, leaders and citizens with great social concern and commitment to the delivery of quality education and health care.

It shall produce Perpetualites as “Helpers of God” – a vital ingredient to nation building.

1.4 The University Goal

General Objectives

The main goal of the university is to participate in the production and the delivery of the total spectrum of education and health care so that as private sector, it could share in the nation’s education and health planning program implementation, thereby, help accelerate national development by improving education and national health.

Specific Objectives

Specifically, the university shall seek to:

- Integrate health and education through its educational and health care programs and its facilities;
- Develop the total human person;
- Subscribe to the Ladder Type Education in the belief that the product of each step in the ladder has a definite function to carry out in the delivery of the total spectrum of education and health care;
- Promote progressive development of education and health workers from the lowest to the highest levels of skills and training; and
• Adapt and implement the “Satellite” concept of extending education and health care to cover a wide area of the country as a unit of the University of Perpetual Help System (UPHS) in order to help solve the problems of lack of health care facilities, manpower, and education in remote areas of the country.

• Establish and operate an alternative system of educational delivery which will provide opportunities to deserving Filipinos equipped with rudimentary knowledge, skills, and attitudes to validate prior learning obtained from formal or non-formal, or informal training and experience through an expanded equivalency and accreditation program.

**General Instructional Objectives**

In line with the mission, the University, aims to develop leadership qualities among its studentry by equipping them with higher-level thinking competencies and instilling in them life-promoting values.

Thereby, the students shall:

• develop critical and creative thinking to be able to reflect on, analyze, evaluate, and synthesize data and actively and intelligently participate in decision making and creative problem solving.

• develop freedom of choice or self-direction and responsibility so that they can direct their own future.

• be imbued with imagination, curiosity, spontaneity, flexibility, and foresight to enable them to initiate change or be receptive to innovations.

• strive for personal growth and development to be of better service to their fellow beings in the spirit of human equality, loving relatedness, and interdependence.
1.5 **The Eight (8) Perpetualite Core Values**

Core Value 1: Love of God, Love of Self, Family, Neighbor
Core Value 2: Love of Country and Good Governance
Core Value 3: Academic and Professional Excellence
Core Value 4: Health and Ecological Consciousness
Core Value 5: Peace and Global Solidarity
Core Value 6: Filipino Christian Leadership
Core Value 7: Value of Catholic Doctrines
Core Value 8: UPHSD and the Perpetualite

1.6. **Perpetual Help Hymn**

Perpetual Help – thy fount of truth  
Where knowledge emanates  
Where we have learned life will bear fruit  
For us success awaits.  
Thy children here we’ll sing for thee,  
We raise our voices clear  
We’ll shout and cheer in unity  
For Alma Mater dear,  
Training the mind and the heart and the hand,  
Ready to serve as best as we can,  
Perpetual Help by thy banner we stand,  
Loyal and true spread thy fame  
O’er the land.

1.7 **THE PERPETUALITE PLEDGE**

I am a Perpetualite,
I love God above all things
I love my neighbor as myself,
I love my country with my whole heart, my whole mind and my whole soul.
I respect my school administrators, teachers, parents and classmates
I am honest and truthful, I am punctual,
I am studious, innovative and resourceful.
I am kind, humble and helpful to others.
I obey the rules and regulations of my school.
I will be a true Perpetualite in thought, in word and in deed.
1.8 The Founders and Board of Directors

*DR. / BGEN ANTONIO L. TAMAYO, AFP, FPCHA, Ph. D*
Chairman of the Board, CEO
Founder

*DAISY M. TAMAYO, RN, MAN, Ph. D.*
Vice Chairman of the Board and Treasurer
Co-Founder
ANTHONY JOSE M. TAMAYO
CPA, MBA, Ed.M., Ph.D (Cand.)
Member

MAJOR RICHARD ANTONIO M. TAMAYO
PAFR, BSBE, MBA-H
Member
MA. CONSORCIA L. TAMAYO, BSBA
Member

EDWIN A. MORAN, BBA
Member
1.9 Academic Officials

Mr. Anthony Jose M. Tamayo, CPA, MBA, Ed.M., Ph.D. (Cand.)
President

Alfonso H. Loreto, Ed.D.
School Director
Las Pinas Campus

Arnaldo S. De Guzman, Sth.D.
School Director
Calamba Campus

Reno R. Rayel, DBA
School Director
Molino Campus
1.10 UPHSD Campuses

Las Piñas Campus

Molino Campus

Calamba Campus
I. OBJECTIVES OF THE HIGH SCHOOL DEPARTMENT

To develop the adolescent into a responsible and well-rounded individual who is conscious and mindful of his duties and obligations towards God, family, community, and nation;

To provide the adolescent with opportunities to develop entrepreneurial and leadership skills so that he may grow to be an economically mature and independent citizen who is helpful, God-fearing, and caring for the welfare of others;

To train the adolescent in the skills, knowledge, and processes that are necessary for him to attain a higher level of learning and/or find gainful occupation;

To assist the adolescent live his life meaningfully and significantly in harmonious relationship and inter-action with others.

To keep aflame in the heart of the adolescent, devotion, love and gratitude to Our Mother of Perpetual Help for her maternal loving care and protection for every Perpetualite.

II. UPHSD STAFF AND PERSONNEL

The University of Perpetual Help System DALTA is owned and managed by Dr./BGen. Antonio L. Tamayo, CEO and Chairman of the Board; Mr. Anthony Jose M. Tamayo, President; and Dr. Daisy M. Tamayo, Chairman of the CEB. The School Director assists them in the management of the school.

The High School Department is headed by the Principal/Basic Education Director who sees to it that the institutional and departmental goals are achieved and the programs of the department are effectively carried out. He ensures the successful implementation of the curricular program.

The Vice Principal helps the Principal/Basic Education Director in the operations of the department on academic and administrative matters and assists the Principal/Basic Education Director in the performance of administrative functions.
The Records Officer is in charge of generating, safekeeping, and releasing of students’ records, certifications, and recommendations. The Records Officer keeps the confidentiality of the records and the integrity of the office and acts as liaison officer of the Department with the Department of Education.

The Chairman/Coordinator of Co-Curricular Activities supervises the club moderators and the chairs of different committees in the performance of their tasks. The Chairman ensures the successful implementation of the Co-Curricular Program.

The Coordinator of the Learning Area (CLA) or the Subject Area Coordinator (SAC) is responsible for the sequence and continuity of subject content, enrichment of the syllabi, and the curricular program of their respective learning areas. The learning areas are: Business High; English; Filipino; Mathematics; Science; Technology and Livelihood Education (TLE); Social Studies; Filipino Christian Living and Values Education; Music, Arts, Physical Education, and Health (MAPEH; and Computer Education.

The Grade Level Coordinator or Chairperson (GLC) is responsible for the discipline, order, and student welfare of the different year levels.

The Guidance Counselors implement the guidance program of the school, act on referrals of student difficulties in coordination with the Class Advisers, and are always available for student consultations. There is one Guidance Counselor for boys and one for girls.

The Class Adviser manages the class. He sees to it that every student is comfortable, productive, safe and happy inside the campus. He is responsible for the over-all formation of the students entrusted to his care.

The teachers are persons in authority in the school. They are responsible for instruction and student formation. They also serve as role models in the development of the student’s character and personality.

Club Moderators are teachers who organize and manage the clubs and student organizations in the school. They guide officers and members so that the objectives and programs are achieved as these contribute to the total development of the students.
The Clinic personnel are the School Physicians, the Nurses, and the Dentists. They look after the health needs of the staff and the students while in school.

The University Chaplain offers the Eucharistic celebration of the official opening of every major important, significant and meaningful occasions/celebrations in UPHSD. He also manages retreats and recollections for the students and employees.

The Chief Finance Officer heads the Business Office. Together with his Staff at the Cashier’s Office, he manages the financial operations of the University.

The Librarian manages the operation of the Library. He sees to it that the library is a conducive place for reading and study and that silence is observed at all times.

The Security Officers manage the security and safety of the students and staff while in the campus.

III. STUDENT SERVICES AND SCHOOL FACILITIES

Since UPHSD is the second home of the Perpetualites, all students may use and avail its facilities and student services. Proper care and use of these facilities are encouraged and expected from all students at all times. These include:

A. Library

The Library serves the information needs of the students, faculty, staff and alumni of the school. It has books, films, journals, periodicals and other print media to support the instructional, research and extension service programs of the High School Department.

B. Guidance Office

The Guidance Office provides helping, supportive, facilitative and therapeutic roles in the achievement of the university mission and goals. It aims to give assistance to every student so that he may achieve optimum potential according to his abilities, interests and goals. A student is always welcome for counseling.
C. School Clinic

The Well-being of the students, faculty, staff and administrators are one of the major concerns of the University. The clinic exists to help the students and members of the staff build and maintain good health. The school doctors, dentists and nurses are available to attend to the medical and dental needs of all students especially during emergency cases. It also does the yearly physical check-up of students and is always ready for emergency cases.

D. Canteen

The canteen serves food for lunch as well as snacks. A student is required to observe the rules and regulations set by the management of the canteen. A student who has packed lunch/snacks must bring his own utensils. Cleanliness and proper table manners are encouraged to be observed inside the canteen.

E. Security Office

The University puts premium on the security and safety of its academic community. The Security Office is in charge of these concerns. The Security personnel are trained to respond to any emergency situation to make the academic community safe.

F. School Chapel

The Mother of Perpetual Help Chapel is a place for spiritual development. It serves as a venue for Eucharistic celebrations and other religious activities. It is also a place where students can pray, reflect, and feel the closer presence of God and our Mother of Perpetual Help.

G. Classroom

Generally, the classroom is a venue where the teaching and learning process take place. The University provides air-conditioned classrooms to enhance the learning environment of the students.
H. Computer Laboratory

The Computer Laboratory is for hands-on application of computer theories and lessons. It has a ratio of one computer unit for every student.

I. Technology and Livelihood Education (TLE) Center

The TLE Center is a simulation room for basic know-how of housekeeping, food preparation, cooking, table setting and other related technology, home management and livelihood programs.

J. The Science Laboratory

The Science Laboratory is designed for conducting experiments and investigatory study. It supports the classroom instruction in Science to enhance learning.

K. Educational Media Center

The Educational Media Center reinforces the school’s instructional program. It enhances and enriches the quality of learning by providing learners with various experiences with the use of audio and visual equipment.

L. Music Room

The Music Room provides a venue where students can develop their musical talents and play different musical instruments.

M. CAT Office

The CAT Office is the place where the Commandant and his officers hold office for Citizen Advancement Training (CAT).

N. Swimming Pool

This is where swimming lessons and trainings are held.

O. Gymnasium

The Gymnasium is the venue for the PE classes and for student development in the various sports/physical activities.
P. Football Field

The Football Field includes the track oval where athletic events are played. This is primarily used for football and soccer training.

Q. Academic Consultation Room

For academic consultation or individual counseling, a student may see his teacher in the Faculty Room. Should there be any need for the student to talk to the Vice Principal or to the Principal/Basic Education Director for consultation or clarification, the student or his parents or a visitor is welcome to see them in the Office of the High School Department.

IV. POLICIES AND PROCEDURES

A. Institutional Policies

A student enrolled in UPHSD is a Perpetualite. As such, he is expected to adhere to the institutional philosophy, goals, thrusts, and to follow the rules and regulations of the institution and the High School Department in particular.

The institution’s motto is “Character Building is Nation Building”. A Perpetualite is expected to embody in character the very ideals of the institution so that as a citizen, he is able to responsibly contribute to nation building.

A Perpetualite is a helper of God. He is one who is always willing to extend a helping hand to anyone who is in need. A Perpetualite is molded to become eventually a “helper of God.”

The school uniform identifies the Perpetualite. It should be worn with dignity and pride at all times.

The Perpetualite Hymn is the anthem of all Perpetualites. It should always be sung with respect.

The Perpetualite Pledge embodies the ideals and the expectations of a true Perpetualite. A Perpetualite is encouraged to practice these ideals in everyday life.
B. Admission and Enrolment Procedures

1. Admission

1.1 A student applying for admission in the High School Department should present the following:

Form 138 (Report Card);

Certification of good moral character issued by the Principal or Guidance Counselor of the previous school attended;

Four copies of 2 x 2 pictures;

Birth Certificate (NSO ISSUED) or certified true copy.

1.2 For foreign students, the Admission Committee evaluates the credentials based on the guidelines given by the Department of Education. The foreign student should present the following documents:

Certificate/proof of compliance with the Bureau of Immigration requirements and the Department of Foreign Affairs;

Certificate of eligibility for admission from the Department of Education (DepEd);

Photocopy of Alien Certificate of Registration (ACR) to be compared against the original and signed by the officer from the Foreign Division, DepEd;

Approved study permit from the Foreign Student Division, DepEd including evaluation papers;

Authenticated Birth and baptismal certificates;

Report Card;

NCAE results

Entrance test results;

Interview with the Vice Principal/Basic Education Director;

Health certificate for AIDS and Drug Test.

1.3 When all credentials are accepted, the student fills out the
application form.

1.4 He pays the required testing fee to the Cashier who issues an official receipt.

1.5 He presents the Official Receipt to the Staff for Admissions who schedules him for entrance examination.

1.6 When the entrance examination result is satisfactory, the student is given a designated date and time for interview.

1.7 The student together with his parent is interviewed by duly designated school authorities.

1.8 If the student passes the interview, he is issued an Enrolment Slip which he presents to the Enrolment Staff upon enrollment.

1.9 The University reserves the right to refuse admission to any student or whose parent files a case or a complaint against the University, its owners, officials, faculty and employees, in court or any administrative agency of the government. As a result hereof, scholarship, discount given to a student shall be forfeited.

2. Enrolment Procedure

The student:

2.1 presents the original report card to the Enrolment Staff.

2.2 secures and fills out the Enrolment Contract (2 copies) and the Registration Form.

2.3 gets the Student Control Number (SCN) and approval of enrollment. An old student must write his SCN when he was first admitted to the High School Department.

2.4 proceeds to the assessment center then pays at the cashier's window.

2.5 presents the official receipt of payment to the Enrolment Staff for recording purposes.

A student shall not be considered officially enrolled and a
bona fide student of the University unless he has submitted his complete credentials and fully paid for his tuition fees, miscellaneous fees and other fees.

C. Sectioning

1. A student is notified of his section on a designated date.

2. He is ranked based on his general average grade.

3. The top 45 students based on the ranking are considered for the Pilot Section for the next school year. The rest of the students are grouped heterogeneously.

4. A transferee who is ranked first, second, and third honors in his previous school may be considered for the PILOT Section provided he obtained:

   4.1 A general average of at least 88% with no grade lower than 85% in any subject;

   4.2 A grade of at least 86% in the entrance examination.

D. Payment of Fees, Refunds and Unpaid Balances

1. Payment of Fees

   1.1 Payment of fees may be made in two schemes:

      1.1.1 in cash and full payment upon enrolment; or

      1.1.2 by installment either on monthly or quarterly basis.

   1.2 Tuition and Miscellaneous fees should be paid to authorized personnel only at the Cashier’s Office.

   1.3 The University shall not be responsible for payments made to other university personnel NOT authorized to receive the same from a student and/or his parents. Any payment made to persons NOT duly authorized to receive the same shall not be binding on the school.

   1.4 The University shall not be liable for any and all amounts paid by the student/parent to unauthorized personnel.

   1.5 Official Receipts should be attached to the blue form and
kept by the student or his parent for record and reference purposes.

1.6 A student shall not be considered officially enrolled and a *bona fide* student of the University unless he has submitted his complete credentials and fully paid for his tuition fees, miscellaneous fees and other fees.

2. **Dropping Period and Procedure**

2.1 Enrolment of students is for an entire school year. However, should a student decide to drop or discontinue his studies within a school year for valid reasons like illness, change of residence or personal reasons, he has to comply with the following procedure:

2.1.1 He submits a letter to the Principal/Basic Education Director indicating his intention to drop together with the reason.

2.1.2 Upon approval, the student is given a clearance form to be accomplished.

2.1.3 An exit interview is conducted by the Principal/Basic Education Director and the Guidance Counselor.

2.2 A student who drops or withdraws after two weeks of classes whether or not he has actually attended classes is charged the full amount of the total fees for that school year.

3. **Refunds**

As provided by the 1982 Manual of Regulations for Private Schools (DECS Order No. 92, s. 1992) of the Department of Education on Tuition and Other Fees (Section 66, On Tuition Charges), refunds could only be given to a student who officially drops or withdraws when written withdrawal is approved by the Principal/Basic Education Director within two weeks after the start of classes and school fees have been paid fully or partially. The student is charged ten percent (10%) of the total amount due for the school year if he withdraws within the first week of classes. A twenty percent (20%) refund is given if the student withdraws within the second week of classes, whether or not he has actually entered and attended classes.
4. **Pull Outs**

A twenty percent (20%) service fee is charged to a student who pulls out a day or two after the registration period for a valid reason.

5. **Manner of Paying Refunds**

All refunds are paid in check to the parent/guardian.

6. **Special Discount Benefits**

Special discounts are granted by the school for the following:

- A five percent (5%) discount on tuition fee is given for all cash payments;

- A student is allowed to avail of only one special discount.

<table>
<thead>
<tr>
<th>Number of Brother / Sister Enrolled</th>
<th>Discount Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two (2)</td>
<td>2.5% discount on tuition fee applied to the account of the student with the lower tuition fee.</td>
</tr>
<tr>
<td>Three (3)</td>
<td>2.5% discount on tuition fee for each student.</td>
</tr>
<tr>
<td>Four (4)</td>
<td>5% discount on tuition fee for each student.</td>
</tr>
<tr>
<td>Five (5) or more</td>
<td>50% discount on tuition fee applied to the account of the student with the lowest tuition fee.</td>
</tr>
</tbody>
</table>

(*Subject to change)

To apply for this particular discount, the student must fill out the discount form and attach a photocopy of the birth certificate of all the brother(s) or sister(s) listed in the form and submits this to the Principal/Basic Education Director for processing and approval.

Only an approved Sibling Discount Form is honored at the Cashier’s Office.
7. Unpaid Balance/s

7.1 The University reserves the right to deny the student to take the periodic examinations if the concerned student has an outstanding unpaid balance/s the previous year.

7.2 Likewise, the University reserves the right to refuse admission or re-admission to any student who has unpaid balance/s the previous year.

E. Student Scholarship and Benefits

Scholarship is not a right but a privilege given to deserving and qualified students. It is based on the beneficence of the university and upon the scholastic and economic conditions of the beneficiary. It is given annually and may be discontinued and/or modified depending on the discretion and capability of the university to sustain such scholarship grants.

To encourage students to excel in the field of academic and sports and to help needy but deserving students, the university grants the following scholarships:

1. Full Entrance Scholarship

Full Entrance Scholarship with a 100% discount on Tuition Fee only is granted to a first year student who graduated First Honors/Valedictorian from a class of not less than forty (40) students upon presentation of a certificate with the school seal indicating the total number of graduates and duly signed by the Principal. The validity period is for one year only.

2. Academic Scholarship

In recognition of excellence in academics achieved by a student, the University grants a 100% discount on tuition fee only to the top 1 student for the three levels, 50% discount on tuition fee only to the top 2 student for the three levels, 25% discount on tuition fee only to the top 3 student for the three levels (8th, 9th, and 10th).

3. Athletic Scholarship

A student who qualifies for the Junior Varsity Teams may be granted a Full or Half, or Partial Scholarship. This scholarship
grant considers behavior, tenure, grades, and game performance of the athlete.

4. Presidential Scholarship Grant

This is granted by the President of the University to a socially marginalized but deserving student.

5. A scholar in whatever category who posts a comment/complaint in media, whether print media, mass media, social media against the University or administration shall be subjected to proper proceedings.

F. Records

Requests for any school record (Form 137, 138, Certificate of Good Moral Character) should be made in writing and submitted to the Principal/Basic Education Director for approval.

Once approved, a ten day working period for processing of records is required.

V. GENERAL INFORMATION

A. Textbooks, School Supplies and Uniform Material

To ensure that only school-prescribed textbooks and uniform material are used by the students, all textbooks and uniform material shall be purchased from the University bookstore. The student may purchase school supplies at any time when the need arises within the school year. No student is allowed to procure the uniform materials for the skirt from any other source except the Bookstore.

B. Lost and Found Articles

1. A student is held responsible for his personal belongings. In case of loss, he should inform his teacher immediately.

2. The teacher acts on the matter which may include but not limited to a physical search of any or all other students who may be responsible for the loss based on a reasonable belief on the part of the teacher or any legitimate authorized school personnel.
3. In case a big amount of money or a valuable article is involved and there is a need for a search, the Principal/Basic Education Director is immediately informed for endorsement to the Security Office.

4. In all cases where there is the need to effect a search of the personal belongings of the student and his body, the following shall be strictly observed:

   4.1 Under ordinary circumstances, the search of the student at its inception requires reasonable grounds for suspecting the search will turn up evidence that the student has violated either the law or the rules of the school;

   4.2 The scope of the search must be reasonably related to the objective of the search, the age and gender of the student and the nature of the infraction.

5. Lost or found articles are referred to the Year Level Chairperson/Coordinator who in turn posts the notice of loss or found articles on the bulletin board.

C. Contributions

   The sale of tickets or collections or soliciting contributions in any form by any person for any project or purpose is not allowed unless approved in writing by school authorities.

   A request for such is done in writing and its approval is announced through a letter to parents.

   Financial transactions on voluntary contributions for a given school or class activity should follow the accounting and auditing procedures and documents are kept as part of the records of the organization or club undertaking the activity.

D. Use of the Name of the School

   The approval of the university President is obtained first or asked when the name of the school will be used in any publications or activity outside of the school.
E. Suspension of Classes

Classes are automatically suspended during public holidays. Classes may also be suspended during school-related activities and celebrations which the school may announce from time to time. On such events, the parents/guardians are informed if and when classes will be suspended.

Suspension/cancellation of classes when typhoon and other calamities occur shall be in accordance with the rules as provided for in the DepEd Order No. 28 s. 2005.

1. Automatic Suspension of Classes

Signal No. 1 - Kinder Level
Signal No. 2 - Kinder, Grade School, High School
Signal No. 3 - All Levels

2. Localized Suspension of Classes

In the absence of a typhoon signal warning from PAG-ASA, the localized suspension or cancellation of classes may be declared by the DepEd through the Regional Director, the Superintendent of Schools, the local authorities or the University President.

3. Parents’ Responsibility

Parents have the ultimate responsibility of determining whether their children should go to school or not even if no order of suspension of classes has been issued. They may not send their child to school if they feel that travelling to and from school will place their child at risk.

F. Guidelines for Parents, Guardians

Parents are the primary educators of the child and are members of the school community as defined by Section 6 of the Education Act of 1982 (BP 232) which stipulates that the –
“Educational Community – refers to those persons or group of persons as such or associated with institutions INVOLVED in organized teaching and learning systems.

The members and elements of the education community are:

PARENTS or GUARDIANS:

As legal members of the school community of UPHSD, parents and guardians are expected to follow school rules and regulations and may therefore be sanctioned accordingly for violations thereof.

The right to establish and enforce reasonable rules and regulations in the school EXTENDS to parents and guardians as parents and guardians, they have a social and moral, if not legal obligation individually and collectively to assist and cooperate with the school.

Parents and visitors who come to school for official business or any other important purposes should not go directly to the classroom or the faculty room. They should make necessary arrangements with the Personnel at the Principal’s/Basic Education Director’s office and transact their business at the reception area.

Parents and guardians are encouraged to visit the school and discuss with the Class Adviser, the Grade Level Chairperson, the Coordinator of the Learning Area, the Guidance Counselor, the Vice Principal, or the Principal/Basic Education Director as to what would be the best means to assist students in their studies and other concerns.

G. Parent-Teacher Conference (PTC)

1. Parents/Guardians are encouraged to confer with the Class Adviser and/or Subject Teachers regarding their child’s academic and behavioral performance regularly or at least once in every grading period.

2. Parents/Guardians are expected to come for a conference when letters of invitation are sent to them regarding their child/ward. This is to ensure that concerns are addressed immediately.
3. After a second letter has been duly received or sent through mail and there is no response from the parent or guardian or they do not come for the scheduled conferences, the parents/guardians shall be considered to have waived their right to be notified/informed of the programs/actions/solutions. The University shall take/adopt necessary actions regarding the education, discipline and welfare of their child and thereby shall adopt and implement the same including but not necessarily limited to the imposition of appropriate sanctions on their child for school infractions of disciplinary rules committed.

H. Parent-Teacher Advisory Board (PTAB)

The PTAB may be convened and constituted by the School Director. The PTAB will coordinate with Administration, Faculty and parents on programs and activities for the betterment of students that may be implemented. Parents may nominate two(2) representatives per year level. The PTAB is only recommendatory and all its proposed projects or activities are subject to the prior approval of University Administration. Teacher representatives shall be appointed by the School Director from nominees of the Basic Education Director.

I. Alumni Association

All graduates of the Department are members of the Alumni Association. A membership fee is due upon graduation. All members are enjoined to attend all Alumni activities.

J. The Health Care Development Program

This is a healthcare and accident plan made available to the pupil at a minimal fee. It covers injuries suffered by the student in school and during school-sanctioned activities, physical and dental check-ups and a personal accident insurance which provides pupil protection in and out of the school premises during the school year subject to the terms and conditions of the Insurance Company.
VI. THE ACADEMIC PROGRAM

A. Curriculum

The UPHSD High School Curriculum offers the Business Curriculum.

The Business High School Curriculum is designed to develop the entrepreneurial attitude and skills of the Perpetualite. The students are taught how to be economically self-reliant and independent to source out funds and to set up and manage a small scale business.

The Business High Curriculum includes:

- Basic Entrepreneurship
- Personality Development
- Management
- Bookkeeping
- Marketing
- Basic Finance
- Foreign Language
- Micro Business Venture
- Social Entrepreneurship

B. Grade and Grading System

1. The grading system is in accordance with the guidelines of the school and the Department of Education (DepEd).

2. There are four grading periods and student performance is graded every grading period.

3. The average grading system is used as prescribed by the Department of Education.

4. The passing grade for every subject is 75%. A student who gets a mark of 74% and below fails the subject and is required
to take summer class. However, a student who fails in 3 or more subjects is retained in the grade level.

5. A failing grade in conduct sanctioned by the Grade Level Chairperson/Coordinator overrules the conduct grade given by the subject teachers. In such case, a failing mark in conduct for the grading period will be indicated on the report card regardless of the individual grade of the subject teachers.

6. As a requirement for graduation, fourth year students must complete the required number of hours for the Citizenship Advancement Training (CAT).

C. **Promotion and Retention**

1. Promotion shall be by subject. A student who fails in three (3) or more subjects is retained in the grade level. However, a student who fails in less than three (3) subjects may be promoted to the next level provided he enrolls and passes summer classes in the subjects that he failed during the regular school year.

2. Students must maintain an eight percent (80%) Academic and Conduct average at the end of the school year. Failure to maintain the required Academic and Conduct Average will place a student on probationary status, but may be allowed to re-enroll the following school year upon the approval of the Principal/Basic Education Director.

3. A student who is on Academic and Conduct Probation List in two (2) consecutive years will no longer be eligible for admission in the next curriculum year.

D. **Honors and Awards**

The Committee on Honors and Awards is composed of the Principal/Basic Education Director as over-all Chairman, the Vice Principal, the Chairman for Co-Curricular Activities, the Chairman for Honors and Awards, Coordinators for the Learning Areas, the Class Advisers, the Year Level Chairperson and the Subject Teachers as members.

1. A candidate for honors and awards must not have violated any
existing rules and regulations with a minimum penalty of suspension.

2. An honor student in all levels is awarded a merit card at the end of every grading period. A student who qualifies for honors in any of the Grades 7 to 9 levels at the end of the school year, he is awarded a medal during the Recognition Day Program. A Grade 10 student receives an award during the moving up exercises/completion rites.

3. For a student to be considered as a candidate for honors, the average grade must be at least 90% per grading period and he must not have a grade lower than 88% in all learning areas every grading period of the school year.

4. Academic Excellence Award is given to the students with final average grade of at least 90% and no grade lower than 88% in all learning areas every grading period of the school year.

<table>
<thead>
<tr>
<th>Academic Excellence Award</th>
<th>General Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. With Highest Honors</td>
<td>98—100</td>
</tr>
<tr>
<td>2. With High Honors</td>
<td>95—97</td>
</tr>
<tr>
<td>3. With Honors</td>
<td>90—94</td>
</tr>
</tbody>
</table>

5. A Junior High School Completer who has studied in the University of Perpetual Help System DALTA from Grade 1 to Grade 10 is eligible for the Loyalty Award provided a student has no record of any suspension during the entire stay at UPHSD.

6. A Subject Excellence Award is given to a student with the highest grade in:
7. Other Special Awards given to a student includes:

**Co-Curricular Award**
This is given to a student in each grade level with the highest grade in Co-Curricular Activities based on his performance and active involvement in activities inside and outside of the school campus.

**Deportment Award**
This is given to a student in each grade level with the highest grade in Conduct.

8. The Department reserves the right to give special awards other than the ones listed subject to approval of the President.

9. In recognition of excellence and merit in other fields of endeavor, such as leadership and sports, a special citation or medal is awarded to a student in any grade level.

10. A student who excels in the regional and/or national level in academics, leadership and any of the co-curricular areas is awarded the Dr. Josefina Laperal Tamayo Award (JLT).

11. Any list of awardees is considered tentative and is subject to review and revision. The school reserves the right to withhold...
awards. In case of any discrepancy between school records and the list of awards, school records will prevail.

E. **Periodic Examinations**

1. Periodic examinations are given every quarter.

2. For a student to take a quarterly examination, he must present an examination permit issued by the Business Office.

3. Any student caught cheating in any form gets an automatic zero (0) in the test in that subject, and an automatic 72% Conduct grade for that grading period. He shall likewise be subjected to other disciplinary sanctions/ penalties.

4. No special examination is given to any student except for a very valid cause as recommended by the Principal/Basic Education Director and approved by the School Director.

F. **Remedial and Enrichment Classes**

1. Remedial classes are offered during the second, third, and fourth grading periods to students who have difficulties in coping with classroom work.

2. Enrichment classes are offered to students who desire to have either advance or reinforced learning in different learning areas during the summer period.

G. **Report Card/Copy of Grades**

1. The report card (Form 138)/Copy of Grades is an index of the student’s progress in school every grading period. This is released to parents/guardians during scheduled teacher-parent conferences.

2. Parents must sign the report cards and have these returned within three days after issuance. Lost report card must be reported with a written explanation and an affidavit of loss. The replacement fee must be paid at the Accounting Office.

3. Tampering of the report card or forging of school officials’, parent’s or guardian’s signature is considered a serious offense and will be meted the appropriate disciplinary sanction.
4. At the end of the school year, report cards are issued upon presentation of a duly accomplished clearance form.

VII. THE CO-CURRICULAR PROGRAM

The Co-curricular program includes activities that are recognized as a way for students to discover and widen interest, try a new skill, learn and develop leadership, social and organizational skills and provide service to the community. These activities aim to:

1. supplement formal lessons inside the classroom;
2. recognize the importance of developing creative, critical, and responsible student leaders
3. contribute in realizing the Philosophy, Vision, and Mission of the University; and
4. provide an environment that fosters and encourages the development of each student’s unique potentials.

To ensure the safety and security of students, only University-accredited service and venue providers shall be utilized by the students for co-curricular and extra-curricular programs and activities.

VIII. STUDENT ORGANIZATIONS

A student is encouraged to join the various clubs of their interest and recognized student organizations of the Department. He chooses the club of his/her interest where he would like to become a member. To help a student develop and improve his leadership skills, trainings and seminars are held every school year.

1. The Junior-Supreme Student Council (JR SSC)

This is the highest governing student body of the Department. The Junior Student Council is tasked with the responsibility of ensuring teamwork between students and the administration and faculty.
2. **The Junior Perpetualite**

This is an organization of campus writers and enthusiasts who are responsible for writing news and literary articles in the Junior Perpetualite Tabloid. It aims to develop the student’s creative writing abilities and trains him to manage and publish a paper.

3. **The Year Level Council**

This is an organization of all class officers in a year level. The elected president of the year level council is automatically appointed as the representative of the year level to the Junior Supreme Student Council.

4. **Homeroom Class Organization**

This is an organization of the members of a particular section or class in a year level.

5. **Artists Guild**

This is an organization of students who desire to develop their artistic talents and to explore the different forms of expressions.

6. **High School Choir**

This is an organization of young Perpetualites who have the desire to discover, develop and share their God-given talents in singing and music.

7. **Business High Society**

This is an organization of students who desire to develop and translate entrepreneurial theories and knowledge in the actual management and operation of a small business enterprise.

8. **Book Lovers Club**

This is a club that promotes love for books and reading.
9. Computer Society

This is an organization of computer enthusiasts. It aims to encourage exploration and application of computer knowledge and skills.

10. Drum and Lyre Corps

This is a select group of young musicians who are talented and skilled in the use of the drum and the lyre. Membership is open to students in the lower levels.

11. English Club

This is a club of interest that aims to promote the use of the English language as a medium of communication and develop talents in oral and written forms of expression.

12. Filipino Club

This is an organization that promotes the use of the Filipino language, culture, and tradition in developing talents in oral and written activities.

13. Future Homemakers Club

This is a club for students with interest and love for the homemaking arts like cooking, sewing, horticulture, carpentry, and the like.

14. Math Club

This is a club of interest that aims to develop love and enjoyment of numbers and promote mathematical activities and competitions.

15. Science Club

This is an organization that pursues goals in promoting scientific activities, knowledge, and skills for better understanding of science and technology.
16. Scouting

This is an organization that aims to develop and inculcate among the members the spirit of service and brotherhood. It helps the members acquire and manifest the values and skills in preserving human dignity.

17. Social Studies Club

This club aims to develop interest and awareness in history and current events and a desire to participate in cause-oriented activities of the community.

18. Young Perpetualites for Christ

The members of the Ladies and Knights of the Altar and the Legion of Mary belong to this club organized to awaken and develop a feeling of Christian belongingness and of giving service to God and the community.

19. Performing Arts Group

This group’s mission is to enhance awareness and appreciation of Philippine culture and arts by showcasing the native costumes, music, songs and the exotic and graceful movements of traditional folk dances.

20. The Junior Varsity Teams

Junior varsity are organized sports teams in basketball, volleyball, track and field, chess, tennis, badminton and soccer representing the school in regional and national competitions/tournaments. Any student who is interested to try out for any of these events applies directly to the coaches concerned for endorsement to the Sports Director.

IX. ORDER AND DISCIPLINE

A Perpetualite strives to gain self-discipline. He is expected to do the right thing not because he is forced to but because he knows what is right and wants to do it. Thus, a teacher does his best to make a student understand the importance of proper conduct. He talks to the student about the reasons why there are desirable and undesirable actions.
UPHSD promotes the use of the preventive approach and applies disciplinary actions only when necessary. When positive discipline is present, sanctions are not needed. It is important that the home and school agree on the expectations so that students will learn to behave responsibly. The school desires to correct, teach and restore relationships and not to embarrass or get even. This handbook serves the purpose of making these expectations and conditions clear and understandable.

1. **Identification Card**

1.1 Each student is issued an identification card which he must wear at all times while inside the campus.

1.2 If the ID is lost or stolen, the student reports the matter to the Year Level Chairperson/Coordinator for necessary action. He submits an incident report and affidavit of loss as requirements for application of a new ID Card and shall be charged a reasonable amount for the replacement.

1.3 The Identification Card is non-transferable and must be worn properly together with the prescribed school ID lace while inside the school campus.

1.4 For security reasons, the NO ID-NO ENTRY Policy shall be strictly enforced. Entry of visitors to the campus is limited to parents of currently enrolled students and visitors with legitimate business. All visitors are required to register and leave a valid ID with the guard.

2. **Uniform**

A student is required to wear the prescribed uniform.

2.1 The uniform of the female students consists of: white short sleeved blouse with prescribed name strip, UPHSD patch, plaid necktie, prescribed plaid skirt (observing the specified cut and material). It must be worn with white socks and black shoes.
2.2 The uniform of the male students consists of: a polo barong, with embroidered UPHSD patch and prescribed name strip and navy blue pants. It must be worn with white socks and black leather shoes.

3. **General Appearance**

A Perpetualite is pleasant to look at. He carries himself with simplicity and modesty. In keeping with the desired appearance of a Perpetualite, the following, among others are considered inappropriate and not allowed: distracting haircuts or hair style/coloring; wearing make-up or lipstick; tattoo; over-bearing accessories/multiple earrings; wearing caps, bandanas, scarves, anklets; using gel/spray net; long nails/painted nails; wearing skirt/pants on the hips; ankle-length skirts/socks; wearing of slippers; body hugging/tight fitting/transparent clothes; mini-skirts/skirts with high slits/hanging shirts/blouses; shorts/baggy pants; using another shirt/blouse with the official skirt; and unbuttoned polo shirt/tucked-out shirt under the polo/polo jacket.

4. **Prescribed Haircut for Boys**

The prescribed haircut is the semi-clean cut. The hair at the back should be two inches above the collar bone. The bangs must not cover the eyebrows and the side area of the hair must not touch the earlobe. Haircut inspection is held every month.

5. **Attendance and Punctuality**

5.1 A student is expected to attend class regularly and punctually. An absence due to a valid reason like sickness or death in the family may be excused by the Principal/Basic Education Director. The student should present an excuse letter from the parents/guardian and secure an admission slip from the Year Level Chairperson/Coordinator/Prefect of Discipline.

5.2 A student who has been absent for three or more days due to illness is required to present an excuse letter and a medical certificate.
5.3 A student may be dropped from the rolls when he incurs ten (10) consecutive absences. He may be readmitted for valid cause upon approval by the Principal/Basic Education Director.

5.4 The school may adopt an attendance policy to govern absences of its students who belong to the upper half of their respective classes. The Principal/Basic Education Director may at his discretion and in the individual case exempt a student who exceeds the twenty percent (20%) limit for reasons considered valid and acceptable to the school. Such discretion shall not excuse the student concerned from responsibility in keeping up with lessons, assignments and taking examinations where indicated.

5.5 A student is considered tardy when he is not in the line formation in the morning or during flag ceremony.

5.6 A student is considered tardy when he is not in class after the second or final bell and is considered absent in the subject even if he comes after 15 minutes. He should secure an admission slip from the Year Level Chairperson/Coordinator/Prefect of Discipline before he is admitted in class.

6. **Code of Discipline**

Conflict at school is inevitable and unpredictable. Offenses that may be committed by the student will be given sanctions, which are guided by Article XIV Section 77 of the Manual of Regulations for Private Schools, “Categories of Administrative Penalties”. The three (3) categories of disciplinary administrative sanctions are:

**Suspension**: Suspension calls for the temporary denial or deprivation of a student from school/activities for a period not exceeding twenty percent (20%) of the prescribed class days of the school year.

**Exclusion**: Exclusion involves the dropping or removal of a student from the rolls for undesirable behavior. No prior approval by the Department of Education is required in the imposition of this penalty.
Expulsion: Expulsion is an extreme penalty which bars a student from all public or private schools in the Philippines and requires the prior approval of the Secretary of Education.

The University Rules and Regulations on Conduct provide the basic framework of disciplinary rules to enable the University to effect the total formation of the students. It contains the enumeration of the desired conduct and standard of morality necessary to form the student into a person committed to the fundamental values of honesty, fairness, integrity, and justice.

In addition to the acts and/or omissions considered by law as illegal and those which are contrary to morals, good customs, public order, and public policies, the following are considered offenses and are classified as MINOR and MAJOR offenses.

The following lists of offenses and sanctions are not exclusive. There may be other acts not expressly included hereunder, but such acts if considered by the school as a violation of school standard of morality and/or good or appropriate conduct shall likewise remain an infraction subject to disciplinary sanctions by the Administration. Furthermore, the school administration reserves its right to impose a different (whether heavier or lighter) sanction(s) it may deem proper depending on the gravity of the offense and the circumstances of each case.

6.1. Classification of Offenses and Corresponding Sanctions

6.1.1 Minor Offenses

6.1.1.1 Unexcused Absences

6.1.1.2 Habitual Tardiness

Sanctions for Tardiness:

1\textsuperscript{st} offense (1\textsuperscript{st} – 5\textsuperscript{th}) - Verbal/Written Warning

2\textsuperscript{nd} offense (6\textsuperscript{th}–10\textsuperscript{th}) - Conference with the parents, a three (3) point deduction from the Conduct grade for the
quarter, one (1) day suspension and a counseling session with the Guidance Counselor.

3rd offense (11th – 15th) - Conference with the parents, a five (5) point deduction from the Conduct grade for the quarter, two (2) days suspension and a counseling session with the Guidance Counselor.

4th offense (16th-20th) - Conference with the parents, a seven (7) point deduction from the Conduct grade for the quarter, two (2) days suspension and a counseling session with the Guidance Counselor.

5th offense (21x and up) - Conference with the parents, 70% Conduct grade for the quarter, three (3) days suspension and a counseling session with the Guidance Counselor and to be placed under Very Strict Probation in the succeeding school year.

A student who reports to school after the morning break is considered half-day absent and must secure an admission slip from the GLC/Prefect of Discipline.

6.1.1.3 Incomplete/Improper/No Uniform /Non-observance of dress Code:

- Improper Haircut/Hair Style
- Inappropriate General Appearance
- Diary/ID offenses
- Loitering during/after class hours and violating the rule on “PM curfew”
• Littering within the school campus
• Roughhousing/fighting/provoking a fight
• Harassment
• Bringing/Using of electronic gadgets and non-school related materials

Unbecoming behavior inside and/or outside of the campus such as:

• Habitual talkativeness and stubbornness;
• Transferring from assigned seat to another without permission from the teacher or other school authorities;
• Failure and/or tardiness in submitting assignments, school projects, other academic requirements, and return slips of official communications;
• Failure and/or refusal to bring prescribed notebooks, textbooks, manuals, other reading materials, student’s diary, pad paper, and other essential school supplies to school;
• Failure to show results of quizzes, tests, quarterly examinations, circulars/notices and letter of conference to parents/guardians. Parents/guardians must report to the class adviser if they have not been receiving any of the above notices from their child;
• Rowdy behavior, misbehavior, boisterous laughter, shouting, howling, stomping, running along restricted areas (corridors, chapel, library, classroom, gym, offices, and school grounds), or chasing one another;
• Rowdy behavior or misbehavior, recklessness, causing injury to another person, whether intentional or not, behavior endangering one’s safety;
• Eating in the classroom during class hours without permission from the teacher in-charge;
• Improper use of facilities, fixtures, tools, laboratories, equipment, and other properties of the school;

• Unauthorized use of electrical outlets;

• Chewing gum during class hours and/or sticking chewed gums anywhere;

• Spitting on the floors, corridors, stairways, tables, chairs, kitchen/ dinner wares, elsewhere except in the lavatory or any act that may result in unsanitary, dirty, or disorderly condition of the campus;

• Misuse of comfort rooms (urinating on the floor, wasting water or any act, which may result in unsanitary, dirty, or disorderly condition of the school comfort rooms), including urinating outside the comfort room;

• Allowing and entertaining outsiders during activities exclusive only for UPHSD students.

• Improper behavior, uncooperative, or absences during rehearsals of year-end events (ex. graduation mass, recognition, and graduation ceremonies);

• Bringing toys, playing cards, cassettes, radios, disc players, audio players, cameras, other electronic devices and/or gadgets, and other items not related to academic work without the necessary school permit; and

(The school will not be held liable in case of damage or loss of personal items indicated such as, but not limited to the above mentioned items, including cell phones. In case of losses, the school’s liability shall be limited to investigation and sanction of the offender in accordance with the provisions provided for in this Manual. All valuable items, including money should be properly secured by their owner(s) and should NEVER be left unattended).

• Commission of any act analogous to any of the above.
### 6.1.2 Sanctions for Minor Offenses

<table>
<thead>
<tr>
<th>Offense</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Warning by the Class Adviser and GLC and deduction of three (3) points from the Conduct grade for the quarter. Will be referred for professional counseling.</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Conference with the parent, the GLC and the CA and five (5) point deduction from the Conduct grade or a 73% conduct grade for the quarter with one (1) day suspension. Will be referred for professional counseling.</td>
</tr>
<tr>
<td>Third Offense</td>
<td>Conference with the parent, the GLC, the CA and the Prefect of Discipline with a 72% Conduct grade for the quarter and two (2) days suspension. Will be referred for professional counseling.</td>
</tr>
<tr>
<td>Fourth Offense</td>
<td>Conference with the parent, the GLC, the Prefect of Discipline, the Principal/Basic Education Director and three (3) days suspension and 73% conduct grade for the quarter. Will be referred for professional counseling.</td>
</tr>
<tr>
<td>Fifth Offense</td>
<td>Advised to transfer or drop from the enrolment list with a 70% final conduct grade and non-issuance of a certificate of good moral character.</td>
</tr>
</tbody>
</table>

### 6.1.3 Major Offenses

6.1.3.1 Academic dishonesty and/or all forms of cheating and dishonesty

6.1.3.2 Using lewd or foul language

6.1.3.3 Cutting Classes/Truancy

6.1.3.4 Turning on/using the cell phone while inside the classroom, during class hours, and in the library, chapel, or offices.
6.1.3.5 Insubordination, flagrant disobedience, disrespect, and defiance of a school officials, teacher's authority, or personnel

6.1.3.6 Discourtesy to parents or visitors of the school

6.1.3.7 Forging, tampering, altering or fabricating of school documents

6.1.3.8 Gambling in any form with or without wager. Possession of any gambling paraphernalia.

6.1.3.9 Smoking inside or outside of the school campus.

6.1.3.10 Damaging, destroying, deforming, breaking or losing school property. Damaged school property must be repaired, replaced or paid for in addition to the sanction imposed.

6.1.3.11 Hacking/tampering with the school website and/or information system

6.1.3.12 Desecration of the chapel and other holy articles.

6.1.3.13 Misrepresentation/withholding information

6.1.3.14 Releasing information pertaining to the school, personnel, parents and students without authorization

6.1.3.15 Unauthorized use of the name or seal of the school

6.1.3.16 Public display of affection (PDA) or intimacy with the opposite sex

6.1.3.17 Illegal intrusion in classroom, laboratories, and/or offices

6.1.3.18 Vandalism which results in substantial loss or damage

6.1.3.19 Fighting within/outside the school. Inflicting body injuries upon those involved in the fight.

6.1.3.20 Attempt to bribe a person in authority

6.1.3.21 Stealing/ theft or being an accomplice to such activities.
6.1.3.24 Extortion of any kind
6.1.3.25 Possession, use, being under the influence of alcohol
6.1.3.26 Molestation, sexual advances, sexual harassment
6.1.3.27 Immorality or lewd conduct
6.1.3.28 Possession, use or trafficking prohibited drugs including drug paraphernalia or abuse of prescription drugs/chemicals or coming to school under the influence of drugs
6.1.3.29 Possession or distribution of pornographic materials whether in print or electronic form or other pornographic media
6.1.3.30 Possession of deadly weapon, explosives, improvised weapon, pill box bomb, firecrackers or other pyrotechnic devices and the like, and incendiaries inside or outside the campus.
6.1.3.31 Membership in or participation in the activities of a fraternity/sorority or unauthorized organization (DECS ORDER NO. 20 S. 1991).
6.1.3.32 Act of insurgency
6.1.3.33 Commission of a crime punishable by law
6.1.3.34 Use of the internet, social media or social networking to commit a crime or in a manner which would tend to put the university or any other person in an embarrassing position.
6.1.3.35 Bullying/Cyber Bullying
6.1.3.36 Other analogous cases not included in the list.

6.1.4 Sanctions for Major Offenses

For all major offenses, a conference with the parents/guardians, the Prefect of Discipline, the Grade Level Coordinator
(GLC) or the or the Class Adviser must be held and the Parent Teacher Conference Form must be signed by the Principal/Basic Education Director and parents/guardian before the sanction is implemented.

6.1.4.1 For Offenses No. 6.1.3.1 -6.1.3.7:

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>SANCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offense</td>
<td>73% in conduct grade in the periodic grading when the offense was committed, three (3) class days suspension, referred for professional counseling.</td>
</tr>
<tr>
<td>Second offense</td>
<td>72% in conduct grade in the periodic grading when the offense was committed, ten (10) class days suspension, and advised for professional counseling.</td>
</tr>
<tr>
<td>Third offense</td>
<td>Exclusion from the enrolment list, 70% in conduct grade in the periodic grading when the offense was committed, and non-issuance of certificate of good moral character.</td>
</tr>
</tbody>
</table>

6.1.4.2 For offenses No. 6.1.3.8—6.1.3.17

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>SANCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offense</td>
<td>73% in conduct grade in the periodic grading when the offense was committed, five (5) class days suspension, and referred for professional counseling.</td>
</tr>
<tr>
<td>Second offense</td>
<td>72% in conduct grade in the periodic grading when the offense was committed, ten (10) class days suspension, and referred for professional counseling.</td>
</tr>
<tr>
<td>Third offense</td>
<td>Exclusion from the enrolment list, 70% in conduct grade in the periodic grading when the offense was committed, and non-issuance of certificate of good moral character.</td>
</tr>
</tbody>
</table>
6.1.4.2 For offenses No. 6.1.3.18—6.1.3.25

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>SANCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offense</td>
<td>Exclusion, 70% in conduct grade in the period grading when the offense was committed, and non-issuance of certificate of good moral character.</td>
</tr>
</tbody>
</table>

6.1.4.4 For offenses No. 6.1.3.26—6.1.3.36

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>SANCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Expulsion, 70% in conduct grade in the periodic grading when the offense was committed, and non-issuance of certificate of good moral character.</td>
</tr>
</tbody>
</table>

6.2. Other Discipline-Related Guidelines

6.2.1 A student is strictly prohibited from entering movie/video gambling houses and other places of entertainment during school hours (especially in their school uniform) without being accompanied by the parents/guardians.

6.2.2 A student is allowed to entertain visitors only after school hours in the lobby or waiting area.

6.3. Important Discipline Guidelines

6.3.1 A student who commits a minor offense for the third time or a major offense is automatically placed on Strict Conduct Probation Status and will not be issued a certificate of good moral character. Only a certification of eligibility to transfer to another school will be issued.

6.3.2 The management of the University reserves the right to implement sanctions for offenses not listed above to ensure the safety and over-all well being of the entire academic community and to protect the individual good and the common good of all its stakeholders.

6.3.3 The school reserves the right to sanction and
discipline students for acts committed outside the school and beyond school hours in the following instances:

6.3.4 In cases of violations of school policies or regulations occurring in connection with a school-sponsored activity off-campus; or

6.3.5 In cases where the misconduct of the student involves his status as a student or affects the good name or reputation of the school.

6.4. Minimum Requirements of Procedural Due Process

In all instances where the student is sanctioned by suspension, exclusion, non-readmission or expulsion for cause as defined in the student’s manual, and in the Manual of Regulations for Private Schools, the following minimum requirements of procedural due process must be observed as follows:

6.4.1 The student and his parent/s must be informed in writing of the nature and cause of any accusation against them;

6.4.2 The student shall have the right to answer the charges against him, with the assistance of his parent/s and counsel of his own choice, if so desired;

6.4.3 The student and his parent/s shall be informed of the evidence presented against him;

6.4.4 The student and his parents shall have the right to adduce evidence in his own behalf;

6.4.5 The evidence presented and submitted by all concerned parties must be considered by the investigating committee or official designated by the University to hear and decide the case. In all the hearings of disciplinary or adhoc committees, there must be the presence of the legal counsel from the administration.

6.4.6 The student and his parents must be informed in
writing of the disciplinary sanction that shall be taken against the student, if any.

6.4.7 The student will be referred for professional counseling.

6.5. Grievance Procedure

Any student or his parent or guardian who has complaints or disagreements which affects his studies or school activities follows the following steps for redress of grievances:

6.5.1 Discuss the matter with the teacher concerned or with his Class Adviser.

6.5.2 If the matter is not settled or if the student is not satisfied, he may refer it to the Guidance Counselor, the Year Level Chairperson/Coordinator, the Vice Principal, or the Principal/Basic Education Director.

6.6. Probationary Status

6.6.1 A student who is new in the Department is automatically placed on probationary status.

6.6.2 A student who is on probation sees to it that the conditions stipulated pertinent to his status are strictly carried out.

6.6.3 A student who gets a Conduct grade lower than 80% at the end of the school year may be re-admitted under Strict Conduct Probation Status for the next school year. Should there be no improvement in his behavioral performance that school year when he is on Strict Conduct Probation, he will be recommended for VSP or possible Non-Readmission in the succeeding school year with no issuance of Good Moral Certificate.

6.6.4 A student who fails to maintain an Academic Average of at least 80% at the end of school year, may be re-admitted on Strict Academic Probation Status for the next school year. Should there be no improvement in
his academic performance during the school year when he is on Strict Academic Probation, he will likewise be recommended for VSP or possible Non-Readmission in the succeeding school year.

6.6.5 A student who fails in Academics and in Conduct is placed under “Very Strict Academic or Conduct Probation Status” at the start of a school year. He is evaluated at the end of every grading period. Should he fail to meet the conditions set forth by his VSP Status, he is advised to transfer to another school within the school year after a conference with his parents.

6.7. Non-Readmission (NRA) Policies and Procedures

6.7.1 A student who is placed on the Non-Readmission List (NRA) will no longer be eligible for admission to the Department in any school year.

6.7.2 A student who is on Very Strict Academic and/or Conduct Probationary Status is placed on the NRA List if he fails to follow the conditions stipulated in his status.

6.7.3 A student who commits a major offense and who is advised to transfer to another school is likewise placed on the NRA List.

6.7.4 When a student’s name is included in the NRA List, he and his parents are called for a conference by the Principal/Basic Education Director or his duly authorized representative and are informed of the student’s status.

6.8. Other Requirements

A candidate for graduation must have settled all financial obligations and participated in institutional required activities such as but not limited to:

1. field trips
2. recollections and retreats
3. community outreach activities

No student is allowed to join the commencement exercises or participate in any graduation related activity unless all financial obligations are fully settled regardless of whether a student has:

- A photo taken for graduation
- Rented toga
- Been informed as recipient of academic and co-curricular awards
- Attended graduation mass
- Attended other graduation related activities.

A student will only be allowed to march in commencement exercises or to participate in graduation related activities such as, but not limited to practice, rehearsals, or graduation masses when all academic and other requirements are satisfactorily met.

The Commencement Exercises Program which contains the list of candidates for graduation is not an official Department of Education document. Due to time constraints, this Program is printed before the final list of graduates can be determined. The inadvertent exclusion of the name of a student is not indicative of his/her official status as non-graduate. Likewise, the inclusion of the name of a student does not serve as certification of his/her official status as graduate of this University. Completion of requirements for graduation is the main criterion for graduation.

The University has the right to withdraw, withhold, or revoke any grant of diploma, certificate, or award if and when the diploma, certificate, or award is found or discovered to have been based on misrepresentation of facts, fraudulence or error.
X. DISASTER PREPAREDNESS

A Perpetualite has to be prepared for any emergency at all times. The following are guidelines to ensure the student’s safety:

1. **In Case of Earthquakes**

   If there is a teacher inside the room, the student should listen to instructions. If there is no teacher, the student should:

   1. go under the desk and protect his head with his arm;
   2. wait for some minutes after the first shock as there might be aftershocks;
   3. go to the nearest exit and stay out of the building.

2. **In Case of Fire**

   If there is a teacher inside the room, the student should listen to instructions. If there is no teacher, the student should:

   1. keep calm. Try to switch off the electrical equipment and pull electric plugs from sockets;
   2. leave the room and everything behind;
   3. walk away from the fire but should not run;
   4. stay out of the building

XI. AMENDMENTS

The University reserves the right to amend, supplement or revise the provisions of this Student Handbook as well as the policies contained herein, as may be needed from time to time.
APPENDICES

APPENDIX A

ANTI-BULLYING ACT OF 2013
REPUBLIC ACT NO. 10627

AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS

SECTION 1. Short Title. – This Act shall be known as the “Anti-Bullying Act of 2013”.

SECTION 2. Acts of Bullying. – For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

A. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;

B. Any act that causes damage to a victim’s psyche and/or emotional well-being;

C. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and

D. Cyber-bullying or any bullying done through the use of technology or any electronic means.

SECTION 3. Adoption of Anti-Bullying Policies. – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall
include provisions which:

A. Prohibit the following acts:

(1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;

(2) Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and

(3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;

B. Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: Provided, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;

C. Establish clear procedures and strategies for:

(1) Reporting acts of bullying or retaliation;

(2) Responding promptly to and investigating reports of bullying or retaliation;

(3) Restoring a sense of safety for a victim and assessing the student’s need for protection;

(4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and
Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;

D. Enable students to anonymously report bullying or retaliation: Provided, however, That no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;

E. Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;

F. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;

G. Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and

H. Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: Provided, That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.

All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school’s student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.

The Department of Education (DepED) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

SECTION 4. Mechanisms to Address Bullying. – The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act
of retaliation witnessed, or that has come to one’s attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

A. Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;

B. Take appropriate disciplinary administrative action;

C. Notify the parents or guardians of the perpetrator; and

D. Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

SECTION 5. Reporting Requirement. – All schools shall inform their respective schools division superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectivity of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools.

Beginning with the school year after the effectivity of this Act, and every first week of the start of the school year thereafter, schools shall submit a report to their respective schools division superintendents all relevant information and statistics on acts of bullying or retaliation. The schools division superintendents shall compile these data and report the same to the Secretary of the DepED who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of both the House of Representatives and the Senate.

SECTION 6. Sanction for Noncompliance. – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.
SECTION 7. **Implementing Rules and Regulations.** – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

SECTION 8. **Separability Clause.** – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

SECTION 9. **Repealing Clause.** – All laws, decrees, orders, rules and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended or modified accordingly.

SECTION 10. **Effectivity.** – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.
APPENDIX B

THE ANTI-HAZING LAW OF THE REPUBLIC OF THE PHILIPPINES
REPUBLIC ACT No. 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION
RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS
AND PROVIDING PENALTIES THEREFOR

SECTION 1. Hazing, as used in this Act, is an initiation rite or practice as a
prerequisite for admission into membership in a fraternity, sorority or
organization by placing the recruit, neophyte or applicant in some
embarrassing or humiliating situations such as forcing him to do
menial, silly, foolish and other similar tasks or activities or otherwise
subjecting him to physical or psychological suffering or injury.

The term "organization" shall include any club or the Armed Forces
of the Philippines, Philippine National Police, Philippine Military
Academy, or officer and cadet corp of the Citizen's Military Training
and Citizen's Army Training. The physical, mental and psychological
testing and training procedure and practices to determine and
enhance the physical, mental and psychological fitness of
prospective regular members of the Armed Forces of the Philippines
and the Philippine National Police as approved ny the Secretary of
National Defense and the National Police Commission duly
recommended by the Chief of Staff, Armed Forces of the Philippines
and the Director General of the Philippine National Police shall not be
considered as hazing for the purposes of this Act.

SECTION 2. No hazing or initiation rites in any form or manner by a fraternity,
sorority or organization shall be allowed without prior written notice to
the school authorities or head of organization seven (7) days before
the conduct of such initiation. The written notice shall indicate the
period of the initiation activities which shall not exceed three (3) days,
shall include the names of those to be subjected to such activities,
and shall further contain an undertaking that no physical violence be
employed by anybody during such initiation rites.

SECTION 3. The head of the school or organization or their representatives
must assign at least two (2) representatives of the school or
organization, as the case may be, to be present during the initiation.
It is the duty of such representative to see to it that no physical harm
of any kind shall be inflicted upon a recruit, neophyte or applicant.

SECTION 4. If the person subjected to hazing or other forms of initiation rites
suffers any physical injury or dies as a result thereof, the officers and
members of the fraternity, sorority or organization who actually
participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.

2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.

3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.

4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall be deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.

5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.

6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.

7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.
8. The penalty of prison correccional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

(a) when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

(b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;

(c) when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;

(d) when the hazing is committed outside of the school or institution; or

(e) when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be
liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

SECTION 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

SECTION 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

SECTION 7. This Act shall take effect fifteen (15) calendar days after its publication in at least two (2) national newspapers of general circulation.
APPENDIX C
SEXUAL HARRASSMENT
REPUBLIC ACT NO. 7877

AN ACT DECLARING SEXUAL HARRASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION, OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.

SECTION 1. Title – This Act shall be known as the “Anti –Sexual Harassment Act of 1995”

SECTION 2. Declaration of Policy – The state shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training or education environment, demands, request or otherwise requires sexual favor from the other regardless of whether the demand, request, require, for submission is accepted by the object of said Act.

1. In a work–related environment or employment, sexual harassment is committed when:

2. The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual or favorable compensation, terms, conditions, promotions, or privileges; refusal to grant the sexual favor results in the limiting, segregating, or classifying the employee which in any way would discriminate, deprive, or diminish employment opportunities or otherwise adversely effect said employee;

3. The above acts would impair the employee’s right or privilege under existing labor laws; The above acts would result in an intimidating, hostile, or offensive environment for the employee.

4. In an education or training environment, sexual harassment is committed:

   1.) against one who is under the care, custody or supervision of the offender.

   2.) against one whose education, training, apprenticeship or
tutorship is entrusted to the offender;

When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors or scholarship or a payment of a stipend, allowance or other benefits, privileges, or considerations; When the sexual advances result in intimidating, hostile, or offensive environment for the student, trainee or apprentice.

SECTION 3. Work, Education or training-related Sexual Harassment Defined.-Work, education or training-related sexual harassment is committed by an employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of the said Act.

SECTION 4. Duty of the employer or head of office in a work-related education or training environment-It shall be the duty of the employer or the head of the work-related, educational or training environment or institution to prevent or defer the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment towards this end, the employer or head of office shall:

a. Promulgate appropriate rules and regulations in consultation with the jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation or sexual harassment cases and the administrative sanctions therefore.

b. Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment. The said rules and regulations issued pursuant to this section (a) shall include, among others, guidelines on proper decorum in the work place and educational or training institutions.

c. Create a committee on the decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with the officers and employees, teachers, instructors, professors, coaches, trainors, students or trainees to in-
crease understanding and prevent incidents of sexual harassment. It shall conduct the investigation of the alleged cases constituting sexual harassment.

In the case of work-related environment, the committee shall be composed of one (1) representative each from the management, the union if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of educational or training institutions, the committee shall be composed of at least one (1) representative from the administration, the trainors, teachers, instructors, professors, or coaches and students or trainees, as the case may be.

The employer or head of office, educational, training institutions shall disseminate or post a copy of this Act for the information of all concerned.

SECTION 5. Liability of the Employer, Head of Office, Educational or Training Institution-The employer or head of office, educational training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

SECTION 6. Independent Action for Damages. Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. Penalties. Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of no less than one (1) month nor more than six (6) months or a fine of not less than Ten Thousand Pesos (P10,000) or more than Twenty Thousand Pesos (20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. Separability Clause. If any portion or provision of his Act is declared void or unconditional, the remaining portion or provisions here-
of shall not be affected by such declaration.

SECTION 9. Repealing Clause. All laws, decrees, orders, rules and regulation, other issuances, or parts thereof inconsistent with the provisions of his Act are hereby repealed or modified accordingly.

SECTION 10. Effectivity Clause. This Act shall take effect Fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.
APPENDIX D

TOBACCO REGULATION ACT OF 2003
REPUBLIC ACT NO. 9211

AN ACT REGULATING THE PACKAGING, USE, SALE, DISTRIBUTION AND ADVERTISEMENTS OF TOBACCO PRODUCTS AND OTHER PURPOSES.

SECTION 1. Short Title – This Act shall be known as the Tobacco Regulation Act of 2003.

SECTION 2. Policy – It is the policy of the State to protect the populace from hazardous products and promote the right to health and instill health consciousness among them. It is also the policy of the State, consistent with the Constitutional ideal to promote the general welfare, to safeguard the interests of the workers and other stakeholders in the tobacco industry. For these purposes, the government shall institute a balanced policy whereby the use, sale and advertisements of tobacco products shall be regulated in order to promote a healthful environment and protect the citizens from the hazards of tobacco smoke, and at the same time ensure that the interests of tobacco farmers, growers, workers, and stakeholders are not adversely compromised.

SECTION 3. Purposes – It is the main thrust of this Act to:

1. Promote a healthful environment;
2. Inform the public of the health risks associated with cigarette smoking and tobacco use;
3. Regulate and subsequently ban all tobacco advertisements and sponsorships;
4. Regulate the labeling of tobacco products;
5. Protect the youth from being initiated to cigarette smoking and tobacco use by prohibiting the sale of tobacco products of minors.
6. Assists and encourage Filipino tobacco farmers to cultivate alternative agricultural crops to prevent economic dislocation;
7. Create an Inter-Agency Committee on Tobacco (IAC Tobacco) to
oversee the implementation of the provisions of his Act.

SECTION 4. Definition of Terms – As used in this Act:

a. Person – refers to an individual, partnership, cooperation or any kind in which any tobacco product is offered for sale to consumers;

b. Public Conveyances – refer to modes of transportation servicing the general population, such as, but not limited to, elevators, airplanes, buses, tax-cabs, ships, jeepneys, light rail transits, tricycles, and similar vehicles;

c. Public Places – refer to enclosed or confined areas of all hospitals, medical clinics, schools, public transportation terminals and offices, and buildings such as private and public offices, recreational places, shopping malls, movie houses, hotels, restaurants, and the like.

d. Retailer – refers to any person who or entity that sells tobacco products to individuals for personal consumption; smoking – refers to the act of carrying to lighted cigarette or other tobacco products, whether or it is being inhaled or smoked;

e. Smoking - refers to the act of carrying a lighted cigarette or other tobacco products, whether or not it is being inhaled or smoked;

HEALTHFUL ENVIRONMENT

SECTION 5. Smoking Ban in Public Places – Smoking shall be absolutely prohibited in the following public places:

1. Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hotels and recreational facilities for persons under eighteen (18) years old.

2. Elevators and Stairway

3. Locations in which fires hazards are present, including gas stations in which fire hazards are present, including gas stations and storage areas for flammable liquids, gas, explosives, combustible materials.
4. Within Buildings and premises of public and private hospitals, medical, dental and optical clinics, health centers, nursing, homes, dispensaries and laboratories;

5. Public conveyances and public facilities including airport and ship terminals and train and bus stations, restaurants and conference halls, except for separate smoking areas; and

6. Food preparation areas.

PENAL PROVISIONS

SECTION 6. Penalties: The following penalties shall apply:

Violation of Sections 5 and 6 – On the first offense, a fine of not less than five hundred pesos (P500.00) but not more than one thousand pesos (1,000.00) shall be imposed.

On the second offense, a fine of not less than one thousand pesos (P1,000.00) but not more than five thousand pesos (P5,000.00) shall be imposed.

On the third offense, in addition to a fine of not less than five thousand pesos (P5,000.00) but not more than ten thousand pesos (P10,000.00), the business permits and license to operate shall be cancelled or revoked.
APPENDIX E

REPUBLIC ACT 7610

AN ACT PROVIDING FOR STRONGER DETERRENCE AND SPECIAL PROTECTION AGAINST CHILD ABUSE EXPLOITATION AND DISCRIMINATION, AND FOR OTHER PURPOSES

ARTICLE I
Title, Policy, Principles and Definitions of Terms

Section 1. Title. – This Act shall be known as the "Special Protection of Children Against Abuse, Exploitation and Discrimination Act."

Section 2. Declaration of State Policy and Principles. – It is hereby declared to be the policy of the State to provide special protection to children from all forms of abuse, neglect, cruelty exploitation and discrimination and other conditions, prejudicial their development; provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation and discrimination. The State shall intervene on behalf of the child when the parent, guardian, teacher or person having care or custody of the child fails or is unable to protect the child against abuse, exploitation and discrimination or when such acts against the child are committed by the said parent, guardian, teacher or person having care and custody of the same.

It shall be the policy of the State to protect and rehabilitate children gravely threatened or endangered by circumstances which affect or will affect their survival and normal development and over which they have no control. The best interests of children shall be the paramount consideration in all actions concerning them, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principle of First Call for Children as enunciated in the United Nations Convention of the Rights of the Child. Every effort shall be exerted to promote the welfare of children and enhance their opportunities for a useful and happy life.

Section 3. Definition of Terms. –

(a) "Children" refers to person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition;
(b) "Child abuse" refers to the maltreatment, whether habitual or not, of the child which includes any of the following:
(1) Psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
(2) Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
(3) Unreasonable deprivation of his basic needs for survival, such as food and shelter; or
(4) Failure to immediately give medical treatment to an injured child resulting in serious impairment of his growth and development or in his permanent incapacity or death.

(c) "Circumstances which gravely threaten or endanger the survival and normal development of children" include, but are not limited to, the following;

(1) Being in a community where there is armed conflict or being affected by armed conflict-related activities;
(2) Working under conditions hazardous to life, safety and normal which unduly interfere with their normal development;
(3) Living in or fending for themselves in the streets of urban or rural areas without the care of parents or a guardian or basic services needed for a good quality of life;
(4) Being a member of a indigenous cultural community and/or living under conditions of extreme poverty or in an area which is underdeveloped and/or lacks or has inadequate access to basic services needed for a good quality of life;
(5) Being a victim of a man-made or natural disaster or calamity; or
(6) Circumstances analogous to those above stated which endanger the life, safety or normal development of children.

(d) "Comprehensive program against child abuse, exploitation and discrimination" refers to the coordinated program of services and facilities to protected children against:

(1) Child Prostitution and other sexual abuse;
(2) Child trafficking;
(3) Obscene publications and indecent shows;
(4) Other acts of abuses; and
(5) Circumstances which threaten or endanger the survival and normal development of children.

ARTICLE II
Program on Child Abuse, Exploitation and Discrimination

Section 4. **Formulation of the Program.** – There shall be a comprehensive program to be formulated, by the Department of Justice and the Department of Social Welfare and Development in coordination with other government agencies and private sector concerned, within one (1) year from the effectivity of this Act, to protect children against child prostitution and other sexual abuse; child trafficking, obscene publications and indecent shows; other acts
of abuse; and circumstances which endanger child survival and normal development.

ARTICLE III
Child Prostitution and Other Sexual Abuse

Section 5. Child Prostitution and Other Sexual Abuse. – Children, whether male or female, who for money, profit, or any other consideration or due to the coercion or influence of any adult, syndicate or group, indulge in sexual intercourse or lascivious conduct, are deemed to be children exploited in prostitution and other sexual abuse. The penalty of reclusion temporal in its medium period to reclusion perpetua shall be imposed upon the following:

(a) Those who engage in or promote, facilitate or induce child prostitution which include, but are not limited to, the following:
   (1) Acting as a procurer of a child prostitute;
   (2) Inducing a person to be a client of a child prostitute by means of written or oral advertisements or other similar means;
   (3) Taking advantage of influence or relationship to procure a child as prostitute;
   (4) Threatening or using violence towards a child to engage him as a prostitute; or
   (5) Giving monetary consideration goods or other pecuniary benefit to a child with intent to engage such child in prostitution.

(b) Those who commit the act of sexual intercourse of lascivious conduct with a child exploited in prostitution or subject to other sexual abuse; Provided, That when the victims is under twelve (12) years of age, the perpetrators shall be prosecuted under Article 335, paragraph 3, for rape and Article 336 of Act No. 3815, as amended, the Revised Penal Code, for rape or lascivious conduct, as the case may be: Provided, That the penalty for lascivious conduct when the victim is under twelve (12) years of age shall be reclusion temporal in its medium period; and

(c) Those who derive profit or advantage therefrom, whether as manager or owner of the establishment where the prostitution takes place, or of the sauna, disco, bar, resort, place of entertainment or establishment serving as a cover or which engages in prostitution in addition to the activity for which the license has been issued to said establishment.

Section 6. Attempt To Commit Child Prostitution. – There is an attempt to commit child prostitution under Section 5, paragraph (a) hereof when any person who, not being a relative of a child, is found alone with the said child inside the room or cubicle of a house, an inn, hotel, motel, pension house, apartelle or other similar establishments, vessel, vehicle or any other hidden or secluded area under circumstances which would lead a reasonable person
to believe that the child is about to be exploited in prostitution and other sexual abuse.

There is also an attempt to commit child prostitution, under paragraph (b) of Section 5 hereof when any person is receiving services from a child in a sauna parlor or bath, massage clinic, health club and other similar establishments. A penalty lower by two (2) degrees than that prescribed for the consummated felony under Section 5 hereof shall be imposed upon the principals of the attempt to commit the crime of child prostitution under this Act, or, in the proper case, under the Revised Penal Code.

ARTICLE IV
Child Trafficking

Section 7. Child Trafficking. – Any person who shall engage in trading and dealing with children including, but not limited to, the act of buying and selling of a child for money, or for any other consideration, or barter, shall suffer the penalty of reclusion temporal to reclusion perpetua. The penalty shall be imposed in its maximum period when the victim is under twelve (12) years of age.

Section 8. Attempt to Commit Child Trafficking. – There is an attempt to commit child trafficking under Section 7 of this Act: 1awphi1@alf

(a) When a child travels alone to a foreign country without valid reason therefor and without clearance issued by the Department of Social Welfare and Development or written permit or justification from the child’s parents or legal guardian;

(c) When a person, agency, establishment or child-caring institution recruits women or couples to bear children for the purpose of child trafficking; or

(d) When a doctor, hospital or clinic official or employee, nurse, midwife, local civil registrar or any other person simulates birth for the purpose of child trafficking; or

(e) When a person engages in the act of finding children among low-income families, hospitals, clinics, nurseries, day-care centers, or other child-during institutions who can be offered for the purpose of child trafficking.

A penalty lower two (2) degrees than that prescribed for the consummated felony under Section 7 hereof shall be imposed upon the principals of the attempt to commit child trafficking under this Act.

ARTICLE V
Obscene Publications and Indecent Shows

Section 9. Obscene Publications and Indecent Shows. – Any person who shall hire, employ, use, persuade, induce or coerce a child to perform in obscene exhibitions and indecent shows, whether live or in video, or model in obscene publications or pornographic materials or to sell or distribute the said
materials shall suffer the penalty of prision mayor in its medium period. If the child used as a performer, subject or seller/distributor is below twelve (12) years of age, the penalty shall be imposed in its maximum period. Any ascendant, guardian, or person entrusted in any capacity with the care of a child who shall cause and/or allow such child to be employed or to participate in an obscene play, scene, act, movie or show or in any other acts covered by this section shall suffer the penalty of prision mayor in its medium period.

ARTICLE VI
Other Acts of Abuse

Section 10. Other Acts of Neglect, Abuse, Cruelty or Exploitation and Other Conditions Prejudicial to the Child’s Development. –

(a) Any person who shall commit any other acts of child abuse, cruelty or exploitation or to be responsible for other conditions prejudicial to the child’s development including those covered by Article 59 of Presidential Decree No. 603, as amended, but not covered by the Revised Penal Code, as amended, shall suffer the penalty of prision mayor in its minimum period.

(b) Any person who shall keep or have in his company a minor, twelve (12) years or under or who in ten (10) years or more his junior in any public or private place, hotel, motel, beer joint, discotheque, cabaret, pension house, sauna or massage parlor, beach and/or other tourist resort or similar places shall suffer the penalty of prision mayor in its maximum period and a fine of not less than Fifty thousand pesos (P50,000): Provided, That this provision shall not apply to any person who is related within the fourth degree of consanguinity or affinity or any bond recognized by law, local custom and tradition or acts in the performance of a social, moral or legal duty.

(c) Any person who shall induce, deliver or offer a minor to any one prohibited by this Act to keep or have in his company a minor as provided in the preceding paragraph shall suffer the penalty of prision mayor in its medium period and a fine of not less than Forty thousand pesos (P40,000); Provided, however, That should the perpetrator be an ascendant, stepparent or guardian of the minor, the penalty to be imposed shall be prision mayor in its maximum period, a fine of not less than Fifty thousand pesos (P50,000), and the loss of parental authority over the minor.

(d) Any person, owner, manager or one entrusted with the operation of any public or private place of accommodation, whether for occupancy, food, drink or otherwise, including residential places, who allows any person to take along with him to such place or places any minor herein described shall be imposed a penalty of prision mayor in its medium period and a fine of not less than Fifty thousand pesos (P50,000), and the loss of the license to operate such a place or establishment.
(e) Any person who shall use, coerce, force or intimidate a street child or any other child to;

(1) Beg or use begging as a means of living;
(2) Act as conduit or middlemen in drug trafficking or pushing; or
(3) Conduct any illegal activities, shall suffer the penalty of prision correccional in its medium period to reclusion perpetua.

For purposes of this Act, the penalty for the commission of acts punishable under Articles 248, 249, 262, paragraph 2, and 263, paragraph 1 of Act No. 3815, as amended, the Revised Penal Code, for the crimes of murder, homicide, other intentional mutilation, and serious physical injuries, respectively, shall be reclusion perpetua when the victim is under twelve (12) years of age. The penalty for the commission of acts punishable under Article 337, 339, 340 and 341 of Act No. 3815, as amended, the Revised Penal Code, for the crimes of qualified seduction, acts of lasciviousness with the consent of the offended party, corruption of minors, and white slave trade, respectively, shall be one (1) degree higher than that imposed by law when the victim is under twelve (12) years age.

The victim of the acts committed under this section shall be entrusted to the care of the Department of Social Welfare and Development.

ARTICLE VII
Sanctions for Establishments or Enterprises

Section 11. Sanctions of Establishments or Enterprises which Promote, Facilitate, or Conduct Activities Constituting Child Prostitution and Other Sexual Abuse, Child Trafficking, Obscene Publications and Indecent Shows, and Other Acts of Abuse. – All establishments and enterprises which promote or facilitate child prostitution and other sexual abuse, child trafficking, obscene publications and indecent shows, and other acts of abuse shall be immediately closed and their authority or license to operate cancelled, without prejudice to the owner or manager thereof being prosecuted under this Act and/or the Revised Penal Code, as amended, or special laws. A sign with the words "off limits" shall be conspicuously displayed outside the establishments or enterprises by the Department of Social Welfare and Development for such period which shall not be less than one (1) year, as the Department may determine. The unauthorized removal of such sign shall be punishable by prision correccional.

An establishment shall be deemed to promote or facilitate child prostitution and other sexual abuse, child trafficking, obscene publications and indecent shows, and other acts of abuse if the acts constituting the same occur in the premises of said establishment under this Act or in violation of the Revised Penal Code, as amended. An enterprise such as a sauna, travel agency, or recruitment agency which: promotes the aforementioned acts as part of a tour for foreign tourists; exhibits children in a lewd or indecent show; provides child masseurs for adults of the same or opposite sex and said services include any lascivious conduct with the customers; or solicits children or activities...
constituting the aforementioned acts shall be deemed to have committed the acts penalized herein.

ARTICLE VIII
Working Children

Section 12. Employment of Children. – Children below fifteen (15) years of age may be employed except:

(1) When a child works directly under the sole responsibility of his parents or legal guardian and where only members of the employer's family are employed: Provided, however, That his employment neither endangers his life, safety and health and morals, nor impairs his normal development: Provided, further, That the parent or legal guardian shall provide the said minor child with the prescribed primary and/or secondary education; or

(2) When a child’s employment or participation in public & entertainment or information through cinema, theater, radio or television is essential: Provided, The employment contract concluded by the child's parent or guardian, with the express agreement of the child concerned, if possible, and the approval of the Department of Labor and Employment: Provided, That the following requirements in all instances are strictly complied with:

(a) The employer shall ensure the protection, health, safety and morals of the child;

(b) the employer shall institute measures to prevent the child's exploitation or discrimination taking into account the system and level of remuneration, and the duration and arrangement of working time; and;

(c) The employer shall formulate and implement, subject to the approval and supervision of competent authorities, a continuing program for training and skill acquisition of the child.

In the above exceptional cases where any such child may be employed, the employer shall first secure, before engaging such child, a work permit from the Department of Labor and Employment which shall ensure observance of the above requirement.

The Department of Labor Employment shall promulgate rules and regulations necessary for the effective implementation of this Section.

Section 13. Non-formal Education for Working Children. – The Department of Education, Culture and Sports shall promulgate a course design under its non-formal education program aimed at promoting the intellectual, moral and vocational efficiency of working children who have not undergone or finished elementary or secondary education. Such course design shall integrate the learning process deemed most effective under given circumstances.

Section 14. Prohibition on the Employment of Children in Certain
Advertisements. – No person shall employ child models in all commercials or advertisements promoting alcoholic beverages, intoxicating drinks, tobacco and its byproducts and violence.

Section 15. Duty of Employer. – Every employer shall comply with the duties provided for in Articles 108 and 109 of Presidential Decree No. 603.

Section 16. Penalties. – Any person who shall violate any provision of this Article shall suffer the penalty of a fine of not less than One thousand pesos (P1,000) but not more than Ten thousand pesos (P10,000) or imprisonment of not less than three (3) months but not more than three (3) years, or both at the discretion of the court; Provided, That, in case of repeated violations of the provisions of this Article, the offender's license to operate shall be revoked.

ARTICLE IX
Children of Indigenous Cultural Communities

Section 17. Survival, Protection and Development. – In addition to the rights guaranteed to children under this Act and other existing laws, children of indigenous cultural communities shall be entitled to protection, survival and development consistent with the customs and traditions of their respective communities.

Section 18. System of and Access to Education. – The Department of Education, Culture and Sports shall develop and institute an alternative system of education for children of indigenous cultural communities which culture-specific and relevant to the needs of and the existing situation in their communities. The Department of Education, Culture and Sports shall also accredit and support non-formal but functional indigenous educational programs conducted by non-government organizations in said communities.

Section 19. Health and Nutrition. – The delivery of basic social services in health and nutrition to children of indigenous cultural communities shall be given priority by all government agencies concerned. Hospitals and other health institution shall ensure that children of indigenous cultural communities are given equal attention. In the provision of health and nutrition services to children of indigenous cultural communities, indigenous health practices shall be respected and recognized.

Section 20. Discrimination. – Children of indigenous cultural communities shall not be subjected to any and all forms of discrimination. Any person who discriminate against children of indigenous cultural communities shall suffer a penalty of arresto mayor in its maximum period and a fine of not less than Five thousand pesos (P5,000) more than Ten thousand pesos (P10,000).

Section 21. Participation. – Indigenous cultural communities, through their
duly-designated or appointed representatives shall be involved in planning, decision-making implementation, and evaluation of all government programs affecting children of indigenous cultural communities. Indigenous institution shall also be recognized and respected.

ARTICLE X
Children in Situations of Armed Conflict

Section 22. Children as Zones of Peace. – Children are hereby declared as Zones of Peace. It shall be the responsibility of the State and all other sectors concerned to resolve armed conflicts in order to promote the goal of children as zones of peace. To attain this objective, the following policies shall be observed.

(a) Children shall not be the object of attack and shall be entitled to special respect. They shall be protected from any form of threat, assault, torture or other cruel, inhumane or degrading treatment;
(b) Children shall not be recruited to become members of the Armed Forces of the Philippines of its civilian units or other armed groups, nor be allowed to take part in the fighting, or used as guides, couriers, or spies;
(c) Delivery of basic social services such as education, primary health and emergency relief services shall be kept unhampered;
(d) The safety and protection of those who provide services including those involved in fact-finding missions from both government and non-government institutions shall be ensured. They shall not be subjected to undue harassment in the performance of their work;
(e) Public infrastructure such as schools, hospitals and rural health units shall not be utilized for military purposes such as command posts, barracks, detachments, and supply depots; and
(f) All appropriate steps shall be taken to facilitate the reunion of families temporarily separated due to armed conflict.

Section 23. Evacuation of Children During Armed Conflict. – Children shall be given priority during evacuation as a result of armed conflict. Existing community organizations shall be tapped to look after the safety and well-being of children during evacuation operations. Measures shall be taken to ensure that children evacuated are accompanied by persons responsible for their safety and well-being.

Section 24. Family Life and Temporary Shelter. – Whenever possible, members of the same family shall be housed in the same premises and given separate accommodation from other evacuees and provided with facilities to lead a normal family life. In places of temporary shelter, expectant and nursing mothers and children shall be given additional food in proportion to their physiological needs. Whenever feasible, children shall be given opportunities for physical exercise, sports and outdoor games.
Section 25. Rights of Children Arrested for Reasons Related to Armed Conflict. – Any child who has been arrested for reasons related to armed conflict, either as combatant, courier, guide or spy is entitled to the following rights;

(a) Separate detention from adults except where families are accommodated as family units;
(b) Immediate free legal assistance;
(c) Immediate notice of such arrest to the parents or guardians of the child; and
(d) Release of the child on recognizance within twenty-four (24) hours to the custody of the Department of Social Welfare and Development or any responsible member of the community as determined by the court.

If after hearing the evidence in the proper proceedings the court should find that the aforesaid child committed the acts charged against him, the court shall determine the imposable penalty, including any civil liability chargeable against him. However, instead of pronouncing judgment of conviction, the court shall suspend all further proceedings and shall commit such child to the custody or care of the Department of Social Welfare and Development or to any training institution operated by the Government, or duly-licensed agencies or any other responsible person, until he has had reached eighteen (18) years of age or, for a shorter period as the court may deem proper, after considering the reports and recommendations of the Department of Social Welfare and Development or the agency or responsible individual under whose care he has been committed.

The aforesaid child shall subject to visitation and supervision by a representative of the Department of Social Welfare and Development or any duly-licensed agency or such other officer as the court may designate subject to such conditions as it may prescribe.

The aforesaid child whose sentence is suspended can appeal from the order of the court in the same manner as appeals in criminal cases.

Section 26. Monitoring and Reporting of Children in Situations of Armed Conflict. – The chairman of the barangay affected by the armed conflict shall submit the names of children residing in said barangay to the municipal social welfare and development officer within twenty-four (24) hours from the occurrence of the armed conflict.

ARTICLE XI
Remedial Procedures

Section 27. Who May File a Complaint. – Complaints on cases of unlawful acts committed against the children as enumerated herein may be filed by the following:

(a) Offended party;
(b) Parents or guardians;
(c) Ascendant or collateral relative within the third degree of
consanguinity; Lawphi1@ITC
(d) Officer, social worker or representative of a licensed child-caring institution;
(e) Officer or social worker of the Department of Social Welfare and Development;
(f) Barangay chairman; or
(g) At least three (3) concerned responsible citizens where the violation occurred.

Section 28. **Protective Custody of the Child.** – The offended party shall be immediately placed under the protective custody of the Department of Social Welfare and Development pursuant to Executive Order No. 56, series of 1986. In the regular performance of this function, the officer of the Department of Social Welfare and Development shall be free from any administrative, civil or criminal liability. Custody proceedings shall be in accordance with the provisions of Presidential Decree No. 603.

Section 29. **Confidentiality.** – At the instance of the offended party, his name may be withheld from the public until the court acquires jurisdiction over the case.
It shall be unlawful for any editor, publisher, and reporter or columnist in case of printed materials, announcer or producer in case of television and radio broadcasting, producer and director of the film in case of the movie industry, to cause undue and sensationalized publicity of any case of violation of this Act which results in the moral degradation and suffering of the offended party. Lawphi1@alf

Section 30. **Special Court Proceedings.** – Cases involving violations of this Act shall be heard in the chambers of the judge of the Regional Trial Court duly designated as Juvenile and Domestic Court.
Any provision of existing law to the contrary notwithstanding and with the exception of habeas corpus, election cases, and cases involving detention prisoners and persons covered by Republic Act No. 4908, all courts shall give preference to the hearing or disposition of cases involving violations of this Act.

ARTICLE XII
Common Penal Provisions

Section 31. **Common Penal Provisions.** –
(a) The penalty provided under this Act shall be imposed in its maximum period if the offender has been previously convicted under this Act;
(b) When the offender is a corporation, partnership or association, the officer or employee thereof who is responsible for the violation of this Act shall suffer the penalty imposed in its maximum period;
(c) The penalty provided herein shall be imposed in its maximum period when the perpetrator is an ascendant, parent guardian, stepparent or
collateral relative within the second degree of consanguinity or affinity, or a manager or owner of an establishment which has no license to operate or its license has expired or has been revoked;
(d) When the offender is a foreigner, he shall be deported immediately after service of sentence and forever barred from entry to the country;
(e) The penalty provided for in this Act shall be imposed in its maximum period if the offender is a public officer or employee: Provided, however, That if the penalty imposed is reclusion perpetua or reclusion temporal, then the penalty of perpetual or temporary absolute disqualification shall also be imposed: Provided, finally, That if the penalty imposed is prision correccional or arresto mayor, the penalty of suspension shall also be imposed; and
(f) A fine to be determined by the court shall be imposed and administered as a cash fund by the Department of Social Welfare and Development and disbursed for the rehabilitation of each child victim, or any immediate member of his family if the latter is the perpetrator of the offense.

ARTICLE XIII
Final Provisions

Section 32. Rules and Regulations. – Unless otherwise provided in this Act, the Department of Justice, in coordination with the Department of Social Welfare and Development, shall promulgate rules and regulations of the effective implementation of this Act.
Such rules and regulations shall take effect upon their publication in two (2) national newspapers of general circulation.

Section 33. Appropriations. – The amount necessary to carry out the provisions of this Act is hereby authorized to be appropriated in the General Appropriations Act of the year following its enactment into law and thereafter.

Section 34. Separability Clause. – If any provision of this Act is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue in full force and effect.

Section 35. Repealing Clause. – All laws, decrees, or rules inconsistent with the provisions of this Acts are hereby repealed or modified accordingly.

Section 36. Effectivity Clause. – This Act shall take effect upon completion of its publication in at least two (2) national newspapers of general circulation. Approved: June 17, 1992.
APPENDIX F

Republic of the Philippines
Office of the President
Dangerous Drugs Board

BOARD REGULATION No. 6
Series of 2003

General Guidelines for the Conduct of Random Drug Testing
For Secondary and Tertiary Students

Pursuant to Section 36(c) Article III of Republic Act No. 9165, the following guidelines are hereby promulgated.

The guidelines shall be applicable to the random drug testing of students in public and private secondary, tertiary/higher education institutions and post-secondary technical vocational schools. These guidelines outline the purposes of the random drug-testing program, as well as procedures and necessary consequences of a positive drug test result after confirmation. All procedures undertaken shall take into account the ideals of fairness and rehabilitation and not isolation of the drug dependent. The school must not violate the constitutional rights to due process, equal protection and self-incrimination.

A. GUIDING PRINCIPLES IN THE IMPLEMENTATION OF RANDOM DRUG TESTING IN SCHOOLS AND MANAGEMENT OF DRUG TEST RESULTS.

Government recognizes the primary responsibility of the family, particularly the parents for the education and awareness of its members of the ill effects of dangerous drugs.

Parental involvement shall be maximized in the implementation of drug education, random drug testing, treatment and rehabilitation of drug users and dependents.

The school, with the assistance of Local Government Unit (LGUs) and other agencies where the school is located, has the obligation to employ every reasonable means to provide a healthy and drug-free environment to its populace.

Cognizant of the right of the students to continue and complete their studies, the government and the schools shall give emphasis to the implementation of measures aimed and guidance and counseling together
with the treatment and rehabilitation of any student found to have used or to be dependent on dangerous drugs.

Academic freedom of institutions of higher learning shall be respected in the implementation of random drug testing and all other pertinent provisions of RA 9164.

The implementation of drug abuse prevention and education programs shall be intensified as an integral part of the over-all demand reduction efforts of the government.

The random drug testing shall be implemented as a collaborative undertaking of the government, the schools, the students and their parents. The whole process shall not in any manner be utilized to harass the students.

Random drug testing shall be implemented primarily for prevention and rehabilitation.

The drug testing program shall guarantee and respect the personal privacy and dignity of the student.

The drug test results shall be treated with utmost confidentiality.

The test results shall not be used in any criminal proceedings.

B. PURPOSES OF RANDOM DRUG TESTING

To determine the prevalence of drug users among the students.

To assess the effectivity of school-based and community-based prevention programs.

To deter the use of illegal drugs.

To facilitate the rehabilitation of drug users and dependents.

To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and dependents.

C. DEFINITION OF TERMS

Drug Counselor shall mean a person trained in the techniques of guidance counseling particularly dealing with cases of drug dependency. The Drug Testing Center Coordinator shall designate such person.

Drug Testing Coordinator shall be the point person in the school tasked with handling random testing which shall be the principal of a secondary school, the administrator of a technical vocational education and training institution or the administrator appointed by the president/chief executive officer in tertiary institutions.

Parents shall, for the purposes of these guidelines, include court appointed guardians.

Random selection refers to the unbiased process of selecting students who are to undergo drug testing.

Rehabilitation is the dynamic process, including after-care and follow-up
treatment, directed towards the physical, emotional/psychological, vocational, social and spiritual change/enhancement of a drug dependent to enable him/her to live without dangerous drugs, enjoy the fullest life compatible with his/her capabilities and potentials and render him/her to become a law abiding and protective member of the community.

Schools shall mean an institution that has its primary purpose the education of students including secondary, tertiary, and technical vocational education and training institutions.

Selection Board shall be the board constituted at the level of the school composed of the Drug Testing Coordinator as chairperson, one representative each from students, faculty and parents as members. The authorized governing body duly recognized by their respective constituents shall choose the representatives from these stakeholders based on a set of selection criteria formulated for this purpose. In the absence of a parent’s association, the School Head may appoint any parent who shall be a member of the Selection Board.

Supervising Agency shall refer to the government agency that exercises supervision over the school such as the Department of Education (DepEd), Commission on Higher Education (CHED) or the Technical Education and Skills Development Authority (TESDA).

D. PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING

1. Notification
   The Supervising Agency through an appropriate order that includes these guidelines on random drug testing, shall inform all schools under its supervision about the government’s action against illegal drugs.
   The school administration shall be required to explain these provisions and their procedures to the school community and when applicable, include these in the school’s handbook or listing of procedures.
   (The Supervising Agencies’ Memorandum Circulars should include a list of DOH-accredited Testing Centers/Laboratories.)
   All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgement receipts shall not be a bar to the conduct of their drug testing.

2. Samples
   The Supervising Agency shall inform randomly selected schools on their inclusion in the random drug-testing program.
The whole student population of the school selected shall be included in the random sampling. The number of samples should yield a statistical 95% confidence level for the whole student population.

3. Selection of Samples
The Drug Testing Coordinator shall convene the Selection Board within five days from the receipt of notice from the Supervising Agency stating that the school is included in the program.
On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
The Selection Board shall ensure the confidentiality and integrity of the random selection process.
The selection process shall be random through a lottery, which may be computerized, or in any other manner that shall be agreed upon by the Board.
The random selection of students and the drug testing shall be done on the same day.
Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed guidelines shall be posted in strategic places/visible areas of the school.
The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.
The drug testing shall be done and conducted by a duly accredited drug-testing laboratory. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.
The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and personnel of the school. It is strongly recommended that the drug testing for students, teachers, administration and personnel be done simultaneously.

4. Treatment of Random Drug Test Results
The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.
Any person who violates the rules of confidentiality of the results and selection...
shall be liable under Section 72 of RA 9165 and such other appropriate laws.

The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator. The Drug Testing Coordinator shall then inform all students tested individually of the test results.

In case the results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons. During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the confirmatory test.

In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test.

The confirmatory drug test shall be conducted in the same manner as the initial drug test.

The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.

The Drug Testing Coordinator shall inform both parents and the students of the results of the test.

The Drug Testing Coordinator shall not delegate such task of informing the student and parent to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.

First time positive confirmatory drug test result shall not be a ground for expulsion or any disciplinary action against the student.

k. The Drug Test Coordinator shall refer the student and his/her parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student’s dependency level.

l. The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his/her own expense.

m. In the event that it is determined that the student is a drug dependent, the school may impose the appropriate sanctions against the student as provided for in the school’s Student Handbook and the Manual of Regulations for Private Schools, provided that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.

n. The student shall undergo a three (3) month observation and counseling period under the supervision of the DOH-accredited facility or physician in
consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.

o. At the end of the three months, it is hoped that with the counseling done, the student will be properly rehabilitated.

If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician, may make a recommendation to the student, parent and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student’s level of dependency. If another drug testing is conducted for another period on the same student population, and the student is positive the second time, the school shall proceed in accordance with Section 61 of RA 9165.

The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility.

If parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165.

E. REPORTIAL REQUIREMENTS OF RESULTS OF THE RANDOM DRUG TESTING

The Drug Testing Coordinator, Drug Counselor and employees of DOH-accredited facilities, testing laboratories, shall not reveal the names of the students or test results to any other persons except to the student concerned or his/her parents.

The aggregated test results from each school which shall not include the identities of the students tested, shall be submitted by the School head to the Division Superintendent of DepEd for secondary schools, the regional Director of CHED for tertiary schools and Training Institution Administrator for TESDA for consolidation for the purpose of evaluating the efficacy and effectiveness of drug abuse prevention programs.

F. TRAINING OF GUIDANCE COUNSELORS

The Department of Education, Commission on Higher Education, Technical Education and Skills Authority, The Philippine Drug Enforcement Agency and Dangerous Drugs Board in coordination with each other, shall formulate and conduct the training program for guidance counselors for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.
G. EXPENSES OF THE PROGRAM
The Department of Health, in coordination with the Supervising Agencies shall designate the drug testing laboratories that shall be utilized for purposes of the program.

Payment of testing fees shall be done by the government thru the Department of Health to the Drug Testing Laboratories.

H. ENFORCEMENT OF COMPLIANCE
Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the schools, provided that at no time shall refusal to undergo testing give rise to a presumption of drug use or dependency; provided further that the school may impose sanctions on such refusal other than the offense of drug use or dependency.

Schools that refuse to implement the random drug testing program shall be liable under Section 32 of RA 9165 without prejudice to other administrative sanctions imposed by the Supervising Agencies. The Supervising Agency shall report the same to the Philippine Drug Enforcement Agency (PDEA) and the Dangerous Drugs Board (DDB).

Miscellaneous Provisions

Separability Clause. If any provision of these Guidelines or the application thereof to any person or circumstance is held to be invalid, the other provisions of these Guidelines and the application of such provisions to other persons or circumstances shall not be affected thereby.

Effectivity. The Guidelines shall take effect immediately after its approval by the Dangerous Drugs Board.

ADOPTED and APPROVED this 1st day of August, 2003 at Camp Crame, Quezon City.
Sec. 36. Authorized Drug Testing. – Authorized drug testing shall be done by the government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug test. The drug testing shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for one-year period from the date of issue which may be used for other purposes. The following shall be courseed to undergo drug testing.

…c) Students of secondary and tertiary schools. – Student of secondary and tertiary schools shall, pursuant to the related rules and regulations as contained in the school’s student handbook and with notice to the parents, undergo a random drug testing: Provided, that all drug testing expenses whether in public or private schools under this Section will be borne by the government.

This Act, which is a consolidation of Senate Bill No. 1858 and House Bill No. 4433 was finally passed by the Senate and the House of Representatives on May 30, 2004, respectively.
APPENDIX H

MALACAÑANG
Manila
BY THE PRESIDENT OF THE PHILIPPINES
EXECUTIVE ORDER NO. 285
AMENDING THE GUIDELINES GOVERNING THE ENTRY AND STAY OF FOREIGN STUDENTS IN THE PHILIPPINES AND THE ESTABLISHMENT OF AN INTER-AGENCY COMMITTEE ON FOREIGN STUDENTS FOR THE PURPOSE

WHEREAS, it is the policy of the government to continuously promote the Philippines as a center for education in the Asia Pacific Region by (i) encouraging foreign students to study in the country, (ii) developing awareness of the Philippine educational system among neighboring countries, and (iii) allowing duly accepted foreign students to avail of the facilities of the Philippine educational system;

WHEREAS, an increasing number of foreign students has expressed the desire to enter and study in the Philippines, and graduate from Philippine schools, colleges and universities;

WHEREAS, the Philippine government recognizes the importance of openness and vigilance in determining bona-fide foreign students who wish to avail themselves of education and training in the Philippine educational institutions and benefit from an enriched exchange of culture, ideas and goodwill among nations in the region;

WHEREAS, studying in the Philippines will afford foreign students of Filipino descent excellent means and opportunity to appreciate and understand their roots and rich cultural heritage;

WHEREAS, the government policy of attraction for foreign students to come to the country will help boost the nation’s prospects to improve its economic environment;

WHEREAS, there is a need to liberalize the procedures and requirements in the entry of foreign students without compromising national security by providing a systematic method in the processing and approval of their documents.
NOW, THEREFORE, I, JOSEPH EJERCITO ESTRADA, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. Basic Policies and Procedures. The following policies and procedures shall be observed by all entities concerned:

A. Coverage
Only aliens who seek temporary stay in the Philippines solely for the purpose of taking up a course higher than high school at a university, seminary, college, academy, or school duly authorized to admit foreign students who are at least 18 years of age at the time of enrollment and have the means sufficient for their education and support of study are covered under this order.

B. Acceptance
Only schools with programs accredited by the Federation of Accrediting Agencies of the Philippines (FAAP) or with the equivalent accreditation by the Commission on Higher Education (CHED) and the Bureau of Immigration (BI) shall be authorized by the Commission to admit foreign students. The CHED shall prepare, at regular intervals, an updated list of such schools, in consultation with the BI, taking into account their respective mandates under existing laws and regulations. Copies of the list shall be furnished the BI, the Department of Foreign Affairs (DFA), the National Bureau of Investigation (NBI), the National Intelligence Coordinating Agency (NICA) and the schools authorized to admit foreign students. All schools so authorized shall establish a foreign student unit within their organization. To maintain their authority, the schools, through their foreign students unit, shall submit the following reports to the BI, copy furnished the CHED and NICA:

a) an enrollment report on foreign students 45 days after commencement of classes every semester. The names of those who have been accepted but failed to enroll, either for the first time or subsequent terms, should be included in the said report.

b) a monthly status report, as may be deemed necessary, with emphasis on whoever is missing, has transferred, dropped from the rolls or with derogatory records.

c) a report on promotions with inclusions of those who failed to take the final examinations and those with deficiencies.

Failure to comply with the above-required reports shall be a ground for cancellation by the CHED of the authority to admit foreign students.
The Certificate of Eligibility for Admission (CEA) addressed to the accepting school shall be cleared by the CHED only in cases where restrictions exist on enrollment of foreign students due to shortage of facilities, such as enrollment in medicine and dentistry.

The CHED and the Department of Education, Culture and Sports (DECS) shall provide assistance to schools in regard to issues on comparative equivalences between foreign educational systems and those of the Philippines.

Accreditation of advanced credits earned in college or earned credits in Science, English and Mathematics in the 11th and 12th year levels of secondary education in foreign countries shall be limited only to the authorized number fixed by the CHED. Grant of credits in excess of the authorized number of advanced credits for degree course shall be subjected to validating examinations to be administered by the accepting educational institutions subject to information of the CHED.

Enrollment in any level shall require completion of the lower particular level, e.g., an applicant for the tertiary or collegiate level must be a graduate of high school or its equivalent.

The individual school may launch information campaigns to solicit and receive applications directly from prospective foreign students. The schools, for these purposes, may seek the assistance of the DFA and the Department of Tourism.

The processing of documents shall be between the school and the government agency concerned.

The foreign students shall communicate directly with the school and comply with the school’s institutional requirements, which shall include the submission of the following documents:

a) Five (5) copies of the Student’s Personal History Statement (PHS) duly signed by him, both in English and in his national alphabet accompanied by his personal seal, if any, and containing, among others, his left and right thumbprints and a 2 x 2 inch photograph on plain white background taken not more than six months prior to submission.

b) A notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the
students accommodation and subsistence, as well as school dues and other incidental expenses.

c) Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student applicant’s country of origin or legal residence.

d) Photocopy of data page of the student’s passport showing date and place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post.

The school, satisfied with the student’s compliance with its requirements, shall issue a Notice of Acceptance (NOA) to the student and submit a duplicate copy thereof of the DFA, together with a certified true copy of the CHED’s CEA, when necessary, and the above-cited document-requirements of Section 1-B-7 a to d. These documents shall be handcarried to the DFA by the school’s designated liaison officer under a cover letter on the school’s official stationery signed by the school registrar and stamped with the school’s dry seal requesting that a student visa be issued to the person named therein.

The DFA shall indorse the documents to the Philippine Foreign Service Post located in the student’s country of origin or legal residence for the issuance of the student visa after ascertaining the student’s identity and admissibility under existing DFA regulations.

C. Issuance of Visas

Foreign students whose applications for student visa are approved are required to secure their visa from the Philippine Foreign Service Post in their country of origin or legal residence, regardless of where they are at the time of application.

The Philippine Foreign Service Post shall notify in writing the student of the receipt of the documents and require him to appear in person before a Consular Officer for interview and compliance with consular requirements. In addition to the documents transmitted to the post of the DFA, the following requirements shall be submitted by the student to the Consular Office:

a) Original copy of the school’s NOA containing a clear impression of the school’s dry seal;

b) Police clearance issued by the national police authorities in the student’s country of origin or legal residence, authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place; and

c) Medical health certificate issued by an authorized physician including but
not limited to standard-size chest x-ray, HIV, Hepatitis B clearance. The consular office shall not assume the task of determining the student’s scholastic fitness for the program applied for and shall issue the student visa as soon as all the requirements are accomplished. A notice of visa issuance shall be furnished by the DFA to the school, the CHED, BI and NBI and the NICA as soon as it receives a report to this effect from the issuing post.

D. Arrival and Stay in the Philippines

Upon arrival in the Philippines, the student, as part of the requirements for processing his entry, shall report immediately to the BI Students Desk for registration and to the accepting school and shall enroll in the school which issued this NOA. The school shall reassess the student’s competency level and establish his scholastic comparative equivalence, when necessary.

The school, through its foreign student unit, shall assist the student in obtaining the necessary Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Students (CRTS) from the BI. The student’s authorized period of stay shall be consistent with the length of the course of study to which he has been accepted by a Philippine school. The initial period is one year, then, is renewed by the BI Student Desk every semester and for cause, maybe approved for one year.

A foreign student who wishes to pursue another degree program higher than the original course completed shall submit all appropriate clearances/indorsements to include Personal History Statement form duly accomplished, notarized affidavit of support, official transcript of record, NBI clearance and NOA from his admitting school and other concerned agencies to the BI for approval and subsequent processing of student visa extensions.

Shifting of course or change of school shall require prior CHED/DECS clearances.

Authorization for conversion from tourist’s visa category to that of a student visa or issuance of Special Study Permit is hereby restored.

The concerned school and the Inter-Agency members shall provide assistance to the foreigners who are already in the country under any valid visa arrangement and who apply/petition for the conversion of their status to 9f student visa or for the issuance of a Special Study Permit provided all relevant prerequisites are complied with, and provided further, that safeguards
to national security concerns/interests are adequately and appropriately undertaken by all concerned agencies.

The BI shall establish a Foreign Student Desk which shall have the following functions:

a) To handle and screen all applications/petitions of foreigners for conversion from any valid category admission to student visa or for the issuance of Special Study Permit and recommend appropriate course of action to the BI Commissioner.
b) To process and act on 9f student visa extension application and to approve the same per semester or for cause, per year;
c) To accredit Higher Educational Institution (HEIs) to accept foreign students in coordination with CHED;
d) To implement approved 9f conversion and downgrading from 9f to 9a;
e) To issue BI clearance to student visa applicants;
f) To monitor the activities of foreign students.

E. Monitoring

Within a month and a half after the start of classes, the school, through its foreign students unit, shall submit to the BI, copy furnished CHED, NICA and NBI, an enrollment report on all foreign students with inclusion of names of foreign students who have been accepted but failed to enroll, either for the first time or for subsequent terms. Further, it shall submit a monthly status report to the BI, as may be deemed necessary, on whoever are missing, have transferred, dropped from the rolls and with derogatory record. Finally, at the end of each term, the school shall also report to the BI those foreign students who failed to take the final examinations for the term and those who have completed their courses. The report on promotions shall be submitted to the BI for appropriate action on requests for student visa extension. Non-compliance by schools to submit the reports shall be a ground for the cancellation by the CHED of their authority to accept foreign students.

The NICA and the NBI shall check, whenever necessary, the activities of foreign students brought to their attention which appear to be inimical to the security of the State. Criminal complaints filed against foreign students shall be referred to the NBI for investigation and appropriate action. These agencies shall undertake steps necessary to safeguard the due process of valid application, visa issuance and entry authorization of foreign students in the country.

The BI shall investigate, apprehend and prosecute, if necessary, foreign
students who are not complying with Philippine immigration laws and regulations. Violation of immigration laws and regulations shall be a ground for the cancellation of a student visa and deportation of the student concerned.

F. Exemption
The following shall be exempt from the coverage of this Executive Order:

1) Tertiary enrollment in Philippine schools of the spouses and unmarried dependent children below 21 years old of the following categories of aliens shall not be required to secure a student visa and the BI special study permit:
   a) A permanent foreign resident;
   b) Aliens with valid working permits under Section 9(d), 9(g) and 47(a)(2) of the Philippine Immigration Act of 1940, as amended;
   c) Personnel of foreign diplomatic and consular missions residing in the Philippines;
   d) Personnel of duly accredited international organizations residing in the Philippines;
   e) Holders of Special Investor’s Resident Visa (SIRV) and Special Retirees Resident Visa (SRRV); and
   f) Foreign students coming in the Philippines with 47(a)(2) visas issued pursuant to existing laws, e.g. P.D. 2021.
   This privilege is also extended to the principals who may wish to take advantage of the educational facilities on the country.

2) Children of the above-mentioned admission categories who are already enrolled before their marriage and/or before reaching the age of 21 years shall be allowed to finish their studies and convert their admission category to that of student visa under Section 9(f) of the Philippine Immigration Act of 1940, as amended, for as long as their principals remain in the country.

3) Spouses and children of personnel of foreign diplomatic and consular missions and duly accredited international organizations located in the Philippines who desire to remain in the Philippines to enroll for the first time or finish their studies higher than high school and qualify under prescribed regulations, shall be allowed to convert their admission category to that of a student visa under Section 9(f) of the Philippine Immigration Act of 1940, as amended, in accordance with the applicable procedure, in the event their principals lose their admission category as Foreign Government Official under Section 9(e) of the Philippine Immigration Act of 1940, as amended. The privilege is also extended to the principals who may wish to take
advantage of the educational facilities of the country.

SEC. 2. *Establishment and Composition of the Committee on Foreign Students.* There is hereby created an Inter-Agency Committee of Foreign Students herein referred to as the Committee, which shall have the following membership:

| a) | Commission on Higher Education | Chairman |
| b) | Department of Foreign Affairs | Co-Chairman |
| c) | Department of Education Culture and Sports | Member |
| d) | Bureau of Immigration | Member |
| e) | National Bureau of Investigation | Member |
| f) | National Intelligence Coordinating Agency | Member |
| a) | Commission on Higher Education | Chairman |

SEC. 3. *Duties and Responsibilities of the Committee.* The Committee shall have the following duties and responsibilities:

a) Promulgate simplified procedures and implementing guidelines governing the entry and stay of foreign students in the Philippines, as well as rules and regulations limiting school transfer and course shifting of foreign students in accordance with the provisions of the Executive Order within sixty (60) days from the effectivity hereof;

b) Monitor and coordinate the implementation of this Executive Order with the department and agencies concerned;

c) Meet regularly to assess the progress of the whole program to ensure that the promotion of the Philippines as a center for education in the region is effectively encouraged and undertaken;

d) Request representatives from other agencies and/or the private sector to attend its meetings, when it deems necessary and proper; and

e) Submit a semi-annual report to the Office of the President, through the Office of the Executive Secretary, on the status of the foreign students in the country. The report shall be submitted before the end of September and February of the first and second semester, respectively, of each school year.

The CHED shall provide the secretariat to support the Committee.
SEC. 4. **Penalty Clause.** Any school found, after due investigation, by the CHED and/or the BI to have violated any provision on compliance shall suffer cancellation of the authority to admit foreign students.

SEC. 5. **Repealing Provision.** All executive issuances, regulations, or any part thereof, which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

SEC. 6. **Separability Clause.** If, for any reason, any part or provision of the Executive Order shall be held unconstitutional or declared contrary to law, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SEC. 7. **Effectivity.** This Executive Order shall take effect immediately.

DONE in the City of Manila, this 4\textsuperscript{Th} day of September, in the year of our Lord, two thousand.

(Sgd.) JOSEPH EJERCITO ESTRADA

By the President:
RONALDO B. ZAMORA
Executive Secretary
APPENDIX I

PROVISIONS FOR STUDENTS WITH SPECIAL NEEDS

1. The student-applicant undergoes the usual process of admission procedures including admission test and preliminary interview.

2. Should the student-applicant manifest or declare to have special needs such as but not limited to Neurodevelopmental Disorders, Schizophrenia Spectrum and Other Psychotic disorders, Bipolar and Related Disorders, Trauma-and Stressor-Related Disorders, Dissociative Disorders, Somatic Symptom and Related Disorders, Feeding and Eating Disorders, Sleep-Wake Disorders, Sexual Dysfunctions, Gender Dysphoria, Disruptive Impulse-Control, and Conduct Disorders, Substance-Related and Addictive Disorders, Neurocognitive Disorders and Paraphilic Disorders (based on Diagnostic and Statistical Manual of Mental Disorders or DSM 5), he/she must be referred to outside specialist such Developmental Pediatrician, Child/Clinical Psychologist, Psychiatrist and the likes for formal diagnosis.

3. Once a special need has been formally declared, a copy of diagnosis and certification with “fit to study as a remark” from his/her doctor must be presented to the Guidance and Counselling Office prior to his/her enrolment.

4. The certification must bear the recommendations and limitations of the student-applicant.

5. Upon submission of the documents for Basic Education, a body composed of Principal, GC Head, Grade Level Coordinator (who handles the level applied by the student-applicant), and Basic Education Director will deliberate for such case.

   For College level, a body composed of SPS Head, College Dean (who handles the course applied by the student-applicant), GCO Head will deliberate for such case.

6. The Principal shall relay to the student-applicant with his/her parent/guardian the results of the deliberation (for Basic Education).

7. For college level, the College Dean shall relay to the student-applicant with his/her parent/guardian the results of the deliberation.

8. An appeal may be made by the student-applicant or his/her parents/guardians through writing which will be handled again by the same body.

9. The Principal shall inform the student-applicant and his/her parents on the final decision of the body (for Basic Education)

   For College level, the Dean shall inform the student-applicant and his/her parents on the final decision of the body.
APPENDIX J

DepEd ORDER
No. 36, s. 2016

POLICY GUIDELINES ON AWARDS AND RECOGNITION
FOR THE K TO 12 BASIC EDUCATION PROGRAM

To: Undersecretaries
Assistant Secretaries
Regional Secretary, ARMM
Regional Directors
Bureau and Service Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. In line with the implementation of Republic Act No. 10533, otherwise known as

2. Enhanced Basic Education Act of 2013 (K to 12 Law), the Department of Education (DepEd) is adopting the enclosed Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.

3. These awards have been designed to formally recognize the outstanding performance and achievement of learners in academics, leadership, and social responsibility, among other aspects of student progress and development. These awards are given to encourage learners to strive for excellence and to become proactive members of the school and community.

4. All learners, including transferees, who have met the standards, criteria, and guidelines set by this policy shall be recognized.

5. There can be two or more recipients of any award. However, should there be no qualified learner, the awards shall not be given.

6. For learners in the Special Education (SpEd) program who follow the K to 12 Curriculum, the same policy guidelines shall apply. Learners using a modified curriculum may receive recognition in the class based on their performance in meeting the standards of their curriculum.
7. Effective School Year 2016-2017, the Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program shall be implemented in public elementary and secondary schools, including Grade 6 classes under the old Basic Education Curriculum (BEC).

8. Private schools, higher education institutions (HEIs), technical-vocational institutions (TVIs), state universities and colleges (SUCs), and local universities and colleges (LUCs) offering basic education or any grade levels thereof, shall be responsible for promulgating their policy guidelines on awards and recognition for the K to 12 Basic Education Program, consistent with these policies and guidelines. Any modifications in the guidelines should be subject to the approval of the DepEd Regional Office.

9. These guidelines will remain in force and in effect for the duration of the program, unless sooner repealed, amended, or rescinded. All provisions in existing Orders and Memoranda which are inconsistent with this Order are rescinded.

10. Immediate dissemination of and strict compliance with this Order is directed.

POLICY GUIDELINES ON AWARDS AND RECOGNITION FOR THE K TO 12 BASIC EDUCATION PROGRAM

I. Rationale

The Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program articulates the recognition given to learners who have shown exemplary performance in specific areas of their school life. These guidelines are anchored in the Classroom Assessment for the K to 12 Basic Education Program (DepED Order No. 8 s. 2015), which supports learners' holistic development in order for them to become effective lifelong learners with 21st-century skills. This policy aims to give all learners equal opportunity to excel in relation to the standard set by the curriculum and focus on their own performance rather than to compete with one another. It recognizes that all students have their unique strengths that need to be identified, strengthened, and publicly acknowledged.

In support of the holistic development of Filipino learners, it is important to veer away from valuing only academic achievement based on high grades and move toward valuing and celebrating a wide range of student achievements. The awards aim to acknowledge and promote student excellence in various areas and to provide formal recognition of student achievements that can motivate learners to strive for excellence in academic, leadership, and social responsibility. In effect, the policy encourages all learners to remarkably and skillfully perform specific kinds of tasks critical to
their success in school and at work. Consequently, the policy will include all learners and encourage them to be proactive members of their school and community.

In addition to acknowledging and promoting the development of the learners’ unique cognitive and other skills that underpin success in school and at work, the awards also aim to nurture the formation of the learners’ values and attitudes anchored on the core values of the Department of Education. Awards and recognition bestowed on learners who have successfully attained standards set by the school support the efforts and accomplishments of these learners and affirm their latent potential, abilities, and dispositions. Learners who feel good about their abilities and contributions to the school and society are more likely to be happy, content, and motivated. When these learners are recognized for their efforts, they will also persist in their desire to excel.

The giving of awards and recognition is but one of the many ways by which teachers and schools provide students with positive feedback and affirmation, which can improve the learner’s confidence, self-awareness, and enthusiasm for learning. Other ways by which teachers can provide learners with information about their competence or the value of their accomplishments can be explored. A motivating environment that promotes respect for student diversity and dedication to learning contributes to the creation of a positive school climate that supports the well-being and achievement of all students.

II. What awards do we give?

**Classroom Awards** are recognition given to learners in each class or section. A simple recognition may be given per quarter, semester, or at the end of the school year. Awardees are given merit by the adviser and/or other subject teachers in recognition of the learners’ outstanding performance in class.

**Grade-level Awards** are given to qualified learners for every grade level at the end of the school year. Candidates for the awards are deliberated by the Awards Committee (AC) if they have met the given criteria.

**Special Recognition** is given by the school to the learners who have represented and/or won in competitions at the district, division, regional, national, or international levels. This is to publicly affirm learners who have brought honor to the school.

A. Classroom Awards

1. **Performance Awards for Kindergarten**

Learners in Kindergarten should be recognized for their most evident and most prominent abilities. They can also be recognized for
showing significant improvement in a specific area (e.g., from having poor fine-motor skills to being able to draw or write well). Since kindergarten learners have no numerical grades, teachers are advised to recognize outstanding achievement of learners based on the different domains and/or learning competencies of the kindergarten curriculum at the end of every quarter. Since all learners must be given equal opportunity to excel and demonstrate their strengths, an award may be given to more than one learner. Teachers can choose from the domains and skills listed in Appendix 1. They have the option to provide creative or unique titles for each award appropriate to their context and community (e.g., in mother tongue).

2. Conduct Awards
These awards are given to learners who have been observed to consistently demonstrate the DepEd core values *(Maka-Diyos, Makatao, Makakalikasan, Makabansa).*

2.1. Character Traits for Kindergarten to Grade 3
These awards are given to younger learners to affirm their positive traits and attitudes or to recognize significant improvement in their behavior. Teachers can choose from, but are not limited to, the character traits listed in Appendix 2. They also have the option to provide creative or unique titles for each award appropriate to their context and community.

2.2. Conduct Awards for Grades 4 to 12
Conduct Awards for grades 4 to 12 in each class will be given at the end of the school year. This will be based on the evaluation of the adviser and subject teachers, using the guidelines stipulated in Section VI of DepEd Order No. 8, s. 2015. Awardees must have consistently and dutifully carried out the core values of the Department as indicated in the report card. They must have obtained a rating of at least 75% "Always Observed" (AO) at the end of the school year (with at least 21 out of 28 AO rating in the report card). They also must have not been sanctioned with offenses punishable by suspension or higher sanction within the school year according to the Department's service manual and child protection policies.

3. Academic Excellence Award
The Award for Academic Excellence within the quarter is given to learners from grades 1 to 12 who have attained an average of at least 90 and passed all learning areas.
The Average Grade per Quarter is reported as a whole number following DepEd Order No. 8, s. 2015.

Table 1 shows the specific Academic Excellence Award given to learners who meet the following cut-off grades.

### Table 1. Academic Excellence Award

<table>
<thead>
<tr>
<th>Academic Excellence Award</th>
<th>Average Grade per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Highest Honors/May <em>Pinakamataas na Karangalan</em></td>
<td>98-100</td>
</tr>
<tr>
<td>With High Honors/May <em>Mataas na Karangalan</em></td>
<td>95-97</td>
</tr>
<tr>
<td>With Honors/May <em>Karangalan</em></td>
<td>90-94</td>
</tr>
</tbody>
</table>

### 4. Recognition for Perfect Attendance

This award is given at the end of every quarter to encourage learners to attend and actively participate in class. Perfect attendance means that a learner must be present in all of his/her classes, and must have no absences for the entire quarter. Learners who are representing the school for various purposes (e.g., in-school or off-campus activities) may also qualify for this award.

### B. Grade-level Awards

#### 1. Academic Excellence Award

At the end of the school year, the Academic Excellence Award is given to learners from grades 1 to 12 who have attained a General Average of at least 90 and a passing Final Grade in all learning areas.

The General Average is reported as a whole number following DepEd Order No. 8, s. 2015.

The class advisers will give to the AC the list of qualified learners to be awarded during a school ceremony. Refer to Table 2 for the Academic Excellence Award at the end of the school year.
Table 2. Academic Excellence Award

<table>
<thead>
<tr>
<th>Academic Excellence Award</th>
<th>Average Grade per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Highest Honors/May <em>Pinakamataas na Karangalan</em></td>
<td>98-100</td>
</tr>
<tr>
<td>With High Honors/May <em>Mataas na Karangalan</em></td>
<td>95-97</td>
</tr>
<tr>
<td>With Honors/May <em>Karangalan</em></td>
<td>90-94</td>
</tr>
</tbody>
</table>

2. Leadership Award

The leadership award is given to learners in grades 6, 10, and 12 who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community. This award is given during the completion or graduation ceremony.

To qualify for this award, a learner must:
1. Have no failing grades in any of the learning areas.
2. Have not committed any offense punishable by suspension or higher sanction according to the Department’s service manual and child protection policies in the current school year.
3. Be a class officer or an active member/officer of any recognized school club, team, or organization.

Table 3 shows the set of criteria and weights that will be used by advisers and peers in the evaluation and deliberation process. Schools may opt to add more indicators based on the decision of the AC. Candidates will be evaluated by at least 30% of their peers (group, team, class, or club mates) as well as their class or club advisers. Only those learners who have met at least 90% of the criteria on the next page shall be awarded.
Table 3. Criteria for Leadership Award

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Advisers</th>
<th>Peers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Motivational Skills (40%)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Communicates effectively</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Shows initiative and responsibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Engages group and/or club mates to participate actively</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Establishes collaborative relationships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Resolves conflicts</td>
<td>24%</td>
<td>16%</td>
</tr>
<tr>
<td><strong>2. Planning and Organizational Skills (40%)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Plans and designs relevant activities for the class, club and/or school</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Implements planned activities effectively and efficiently</td>
<td>24%</td>
<td>16%</td>
</tr>
<tr>
<td>c. Monitors implementation of plans and tasks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Manages and/or uses resources wisely</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. Contribution to the School and/or Community (20%)</strong></td>
<td>12%</td>
<td>8%</td>
</tr>
<tr>
<td>Renders service and/or implements activities relevant to the school</td>
<td></td>
<td></td>
</tr>
<tr>
<td>population and/or community</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>60%</td>
<td>40%</td>
</tr>
</tbody>
</table>

Table 3. Criteria for Leadership Award

3. Award for Outstanding Performance in Specific Disciplines
These awards are given to recognize learners in grades 6, 10, and 12 who have exhibited exemplary skills and achievement in specific disciplines. These disciplines are Athletics, Arts, Communication Arts, Mathematics and Science, Social Sciences, and Technical-Vocational Education (Tech-Voc). These awards also value the learner's achievement in a specific discipline that has contributed to the school and/or community. Table 4 on page 7 specifies the criteria and weights for these awards.
There may be more than one category of awards under the following disciplines: Athletics, Arts, Communication Arts, and Tech-Voc. There will be no separate awards for special programs.

3.1 Athletics
This award is given to learners who have shown outstanding skills in athletics (particularly in games and sports) through participation and victories in competitions, as well as discipline in training and sportsman like conduct and character. The academic rating that will be considered for this award would be the student's final grade in Physical Education.

3.2 Arts (e.g., visual, media, music, or performing arts)
This award is given to learners who have consistently demonstrated outstanding skills in the arts and above average creativity and craftsmanship exemplified through contribution to school's various functions and events.

The academic rating that will be considered for this award is the final grade in Music, Arts, or Contemporary Philippine Arts from the Regions for Senior High School (SHS).

3.3 Communication Arts
This award is given to learners who have demonstrated proficiency in any language (Filipino, English, or other foreign languages), in written or in oral communication, shown creativity in expressing ideas in written or oral activities in various subjects, and contributed to the school community.

The academic rating that will be considered for this award is the student's final grade in Filipino, English, or other foreign-language subjects and related learning areas in Senior High School specific to the award.

3.4 Science
This award is given to learners who have high academic standing in Science, demonstrated passion for science expressed through an excellent attitude toward science work, shown enthusiasm for science which positively influences other students in class and the wider school community, and displayed inquisitiveness about the environment, how things work, and how natural processes occur.

The academic rating that will be considered for this award is the student's final grade in Science for grades 6 and 10, or the average rating for the two core Science subjects in SHS.
3.5 Mathematics
This award is given to learners who have high academic standing in Mathematics, demonstrated passion for math expressed through an excellent attitude toward math work, and shown enthusiasm for math, which positively impacts other students in class.

The academic rating that will be considered for this award is the student's final grade in Mathematics for grades 6 and 10, or the average rating for the core Mathematics subjects in SHS.

3.6 Social Sciences
This award is given to learners who have high academic standing in social sciences. They have consistently demonstrated the willingness and ability to contribute to and participate in activities that serve the common good. They have used their knowledge, skills, and disposition in history, geography, economics, and other areas of the social sciences to promote the common good and to achieve shared ends for others in the school and/or community above and beyond their personal good.

The academic rating that will be considered for this award is the student's final grade in Araling Panlipunan for grades 6 and 10, or the average rating for the core Social Science subjects Personal Development/Pansariling Kaunlaran and Understanding Culture, Society, and Politics) in SHS.

3.7 Technical-Vocational Education
This award is given to learners who have consistently exhibited exemplary skills and achievement in their area of specialization in technical-vocational (Tech-Voc) education. They have applied their knowledge and skills in Tech-Voc to projects and activities that have contributed to the school and/or community.

The academic rating that will be considered for this award is the student's final grade in Technology and Livelihood Education (TLE) for grades 6 and 10, or the average rating for the specialized Tech-Voc subjects in SHS specific to the award.

Table 4 specifies the criteria and weights that will be used in the evaluation and deliberation process for the award for outstanding performance in specific disciplines. This award shall be given to learners who have met at least 90% (outstanding rating) of the criteria.
Table 4. Criteria for awards for outstanding performance in specific disciplines

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Academic Rating</strong></td>
<td></td>
</tr>
<tr>
<td>Final grade in the learning area or average of the final grades in subjects specifically related to the award</td>
<td>20%</td>
</tr>
<tr>
<td><strong>2. Skill in the Discipline</strong></td>
<td></td>
</tr>
<tr>
<td>As shown through:</td>
<td>40%</td>
</tr>
<tr>
<td>a. Output (oral or written work, projects, etc., if applicable)</td>
<td></td>
</tr>
<tr>
<td>b. Membership in a club/team (if applicable)</td>
<td></td>
</tr>
<tr>
<td>c. Class or school representation</td>
<td></td>
</tr>
<tr>
<td>d. Winnings and awards</td>
<td></td>
</tr>
<tr>
<td><strong>3. Attitude toward the Discipline</strong></td>
<td>20%</td>
</tr>
<tr>
<td>a. Peer evaluation (if applicable)</td>
<td></td>
</tr>
<tr>
<td>b. Commendation from coach/adviser</td>
<td></td>
</tr>
<tr>
<td><strong>4. Contribution to the School related to the Discipline</strong></td>
<td>20%</td>
</tr>
<tr>
<td>In any of the following:</td>
<td></td>
</tr>
<tr>
<td>a. Tutorials/Coaching</td>
<td></td>
</tr>
<tr>
<td>b. Performance in school's various functions and events</td>
<td></td>
</tr>
<tr>
<td>c. Products</td>
<td></td>
</tr>
<tr>
<td>d. Projects</td>
<td></td>
</tr>
<tr>
<td>e. Volunteer work</td>
<td></td>
</tr>
</tbody>
</table>

Note: Peer evaluation is only applicable to disciplines that involve collaborative work. Candidates will be evaluated by at least 30% of their peers (group, team, class, or club mates) as well as their class or club advisers.

4. Award for Work Immersion

Award for Work Immersion is specific to Senior High School (SHS) tracks. This award may be given to grade 12 graduating students who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher. The awardee(s) must have received high efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program.
Only those learners who have received an outstanding academic rating in the Work Immersion subject (at least 90%) shall be awarded. This rating in the report card consists of the learner's performance and/or output during the Work Immersion.

**Award for Research or Innovation**

Award for Research or Innovation is specific to the SHS tracks. Grade 12 graduating students—individuals, pairs, or groups of not more than four members—must have led the planning and execution of a research or innovation to advance the potential applications of technology, or research whose findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.

Tables 5 and 6 show the set of criteria and weights that will be used in the evaluation and deliberation process for Award for Research or Innovation, respectively. Only those learners who have received at least 90% of the criteria below shall be awarded.

**Table 5. Research criteria and weights**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Research Grade</td>
<td>20%</td>
</tr>
<tr>
<td>2. Output</td>
<td></td>
</tr>
<tr>
<td>a. Usefulness / Significance of Research</td>
<td>35%</td>
</tr>
<tr>
<td>Usefulness to the school and/or community or</td>
<td></td>
</tr>
<tr>
<td>contribution of the research to the existing</td>
<td></td>
</tr>
<tr>
<td>body of information related to the study</td>
<td>30%</td>
</tr>
<tr>
<td>b. Rigor</td>
<td></td>
</tr>
<tr>
<td>Soundness of methodology (research design,</td>
<td></td>
</tr>
<tr>
<td>data collection, and data analysis)</td>
<td>15%</td>
</tr>
<tr>
<td>3. Research Presentation</td>
<td></td>
</tr>
<tr>
<td>Presentation and defense of research output</td>
<td>15%</td>
</tr>
</tbody>
</table>
Table 6. Innovation criteria and weights

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Output</strong></td>
<td></td>
</tr>
<tr>
<td>a. Originality or novelty of the product or service</td>
<td>15%</td>
</tr>
<tr>
<td>b. Relevance, applicability, replicability, sustainability and/or usefulness to the school and/or larger community</td>
<td>25%</td>
</tr>
<tr>
<td>Cost-effectiveness, efficiency, and/or practicality</td>
<td>20%</td>
</tr>
<tr>
<td>Environmentally safe</td>
<td>10%</td>
</tr>
<tr>
<td><strong>2. Delivery or Presentation</strong></td>
<td></td>
</tr>
<tr>
<td>a. Clarity of the product development process and the innovative features shown during presentation</td>
<td>10%</td>
</tr>
<tr>
<td>b. Acceptability of the innovation to the target beneficiaries</td>
<td>5%</td>
</tr>
<tr>
<td><strong>3. Study or Research</strong></td>
<td></td>
</tr>
<tr>
<td>Research basis of the service or product</td>
<td>15%</td>
</tr>
</tbody>
</table>

6. Award for Club or Organization Achievement

This award is given to a duly recognized club or organization that has created positive impact on the school and/or community it serves through the implementation of all its planned projects and activities, provided strong support to the implementation of the school's activities and attainment of the school's objectives, and taken great strides to help its members develop their potentials.

Table 7 shows the set of criteria and weights that will be used in the evaluation and deliberation process for this award. Only those clubs or organizations that have received at least 90% of the criteria below shall be awarded.
Table 7. Criteria and weights for awards for Club or Organization Achievement

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Club/Organization Performance</strong>&lt;br&gt;a. Plans and develops club/organization's objectives, projects, and activities&lt;br&gt;b. Implements projects and activities, and delivers services based on the club/organization's objectives and plans&lt;br&gt;c. Manages and/or uses resources wisely&lt;br&gt;d. Shows teamwork and collaboration among its members</td>
<td>50%</td>
</tr>
<tr>
<td><strong>2. Exemplary Output</strong>&lt;br&gt;Delivers a concrete output related to the objectives and purpose of the organization and the school</td>
<td>30%</td>
</tr>
<tr>
<td><strong>3. Contribution to the School or Community</strong>&lt;br&gt;Benefits the members of the club/organization and the greater majority of the school population and/or community</td>
<td>20%</td>
</tr>
</tbody>
</table>

**C. Special Recognition**

Learners who have represented and/or won in competitions at the district, division, regional, national, or international levels will be recognized. These awardees have demonstrated their exemplary performance in academics, athletics, and the arts, and/or represented the school in DepEd-recognized activities.

In addition to the above awards, the schools may give due recognition to learners who have brought honor to the school.

The actual certificates, medals, trophies and/or plaques received by the learners from the various activities or competitions shall be used to publicly affirm and acknowledge the contribution of the awardees in giving honor to the school. This will be done during a flag ceremony or in a school-awarding ceremony.

In case external sponsors, partners, and donors opt to give awards, they shall be regulated by the school, subject to compliance with the policy guidelines. These awards should be consistent with the DepEd's Vision, Mission, and Core Values, and must be named after the trait, value, or achievement recognized, or an esteemed person who is deceased.
III. What do awardees receive?

The grade-level awardees shall receive certificates, medals, and/or plaques from the school, bearing the official seal of the Department (DepEd Order No. 63, s.2011). Schools are required to follow the specifications to ensure the quality of awards, certificates, and medals and uphold the prestige of the awards.

Certificates indicating the specific awards shall be given to all awardees. It is important to note that in the preparation of certificates, attention to proportion and detail is important. The date and venue of the school ceremony should also be complete and accurate.

Table 8 shows the medal specifications for each of the awards.

Table 8. Medal and plaque specifications

<table>
<thead>
<tr>
<th>Award</th>
<th>Technical Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic Excellence Award</td>
<td></td>
</tr>
<tr>
<td>a. With highest honors</td>
<td>Gold</td>
</tr>
<tr>
<td></td>
<td>Medal with DepEd seal</td>
</tr>
<tr>
<td></td>
<td>Diameter Size: 6cm</td>
</tr>
<tr>
<td></td>
<td>Weight: 30g</td>
</tr>
<tr>
<td></td>
<td>Ribbon width: 1 inch</td>
</tr>
<tr>
<td>b. With high honors</td>
<td>Silver</td>
</tr>
<tr>
<td></td>
<td>Medal with DepEd seal</td>
</tr>
<tr>
<td></td>
<td>Diameter Size: 6cm</td>
</tr>
<tr>
<td></td>
<td>Weight: 30g</td>
</tr>
<tr>
<td></td>
<td>Ribbon width: 1 inch</td>
</tr>
<tr>
<td>c. With honors</td>
<td>Bronze</td>
</tr>
<tr>
<td></td>
<td>Medal with DepEd seal</td>
</tr>
<tr>
<td></td>
<td>Diameter Size: 6cm</td>
</tr>
<tr>
<td></td>
<td>Weight: 30g</td>
</tr>
<tr>
<td>2. Award for Leadership</td>
<td>Gold</td>
</tr>
<tr>
<td></td>
<td>Medal with DepEd seal</td>
</tr>
<tr>
<td></td>
<td>Diameter Size: 6cm</td>
</tr>
<tr>
<td></td>
<td>Weight: 30g</td>
</tr>
<tr>
<td></td>
<td>Ribbon width: 1 inch</td>
</tr>
<tr>
<td></td>
<td>Ribbon color: gold</td>
</tr>
<tr>
<td>3. Award for Work Immersion</td>
<td>Gold</td>
</tr>
<tr>
<td></td>
<td>Medal with DepEd seal</td>
</tr>
<tr>
<td></td>
<td>Diameter Size: 5cm</td>
</tr>
<tr>
<td>4. Award for Research/Innovation</td>
<td>Gold</td>
</tr>
<tr>
<td></td>
<td>Diameter Size: 5cm</td>
</tr>
<tr>
<td></td>
<td>Weight: 25g</td>
</tr>
<tr>
<td>5. Award for Outstanding Performance in the specific learning areas</td>
<td>Gold</td>
</tr>
<tr>
<td></td>
<td>Ribbon color: depending on region</td>
</tr>
</tbody>
</table>
To facilitate compliance with these guidelines, schools must coordinate with external sponsors, donors, and partners regarding the awards they wish to give the school.

Awards must have specific rubrics prepared or adapted by the AC at the school level, based on the given qualifications and indicators.

IV. How do schools determine awardees?

An Awards Committee (AC) shall be organized by the school head or principal in every school for each grade level at the beginning of the school year. For small schools, only one (1) AC shall be organized. The committee must be composed of at least three (3) members from the teaching staff, guidance counselor or designated teacher. The total count of committee members should be an odd number. The chairperson of the AC could be any of the teachers, department head, grade-level chairperson, or curriculum head. No member of the AC must be related within the second degree of consanguinity or affinity to any of the candidates for awards.

The AC shall:

1. Establish the processes of and timelines in accepting nominations and determining qualifiers for grade level awards.
2. Formulate rubrics specific to the grade level awards.
3. Communicate to the school community, parents, and other stakeholders the processes involved in giving awards.
4. Verify the authenticity of documents submitted.
5. Deliberate on the qualifications of the candidates for the awards based on the rubrics and the documents submitted.
6. Recommend to the school head or principal the result of evaluation for approval.
7. Communicate to the school community, parents, and other stakeholders involved in the results of the evaluation.
8. Recommend to the school head or principal the resolution on any related issue that may arise from the results of the awards.
9. Ensure that guidelines stipulated in this policy are followed.

Table 9 shows the activities for determining the awardees with indicative timelines that need to be conducted by the AC.

| 6. Award for Club or Organization Achievement (members from different grade levels) | Plaque for the club/organization | Certificate for each member with school logo |

Table 9 shows the activities for determining the awardees with indicative timelines that need to be conducted by the AC.
<table>
<thead>
<tr>
<th>STEP</th>
<th>PROCESS</th>
<th>MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Establish the processes of and timelines in accepting nominations and in determining qualifiers for specific awards consistent with the policy guidelines</td>
<td>May to June</td>
</tr>
<tr>
<td>Step 2</td>
<td>Formulate rubrics specific to the grade-level awards</td>
<td>July to August</td>
</tr>
<tr>
<td>Step 3</td>
<td>Seek approval from the school head or principal on processes, timelines, and rubrics</td>
<td>August</td>
</tr>
<tr>
<td>Step 4</td>
<td>Communicate the approved processes, timelines, and rubrics to the school community</td>
<td>August</td>
</tr>
<tr>
<td>Step 5</td>
<td>Accept nominees for each award from the class/club advisers based on the minimum requirements set by these guidelines. Those that meet the requirements are endorsed to the AC by the class/club adviser.</td>
<td>February</td>
</tr>
<tr>
<td>Step 6</td>
<td>Evaluate and deliberate candidates for each award based on the portfolio (report card, certificates, documentation) submitted by the learner against the rubrics set by the AC</td>
<td>March</td>
</tr>
<tr>
<td>Step 7</td>
<td>Submit results of the evaluation and deliberation to the school head or principal for approval</td>
<td></td>
</tr>
<tr>
<td>Step 8</td>
<td>Ensure that the results of the evaluation and deliberation are communicated to the class advisers, parents, nominees, and school community; (in case of protest/s, the AC will facilitate its timely resolution)</td>
<td>March</td>
</tr>
<tr>
<td>Step 9</td>
<td>Announce or post the final list of awardees</td>
<td></td>
</tr>
</tbody>
</table>
The AC shall use the report cards and permanent records as the main reference for Academic Excellence Awards. For other awards, a portfolio of copies of all documents such as DepEd Advisories, written authorization from the school head or principal, certificates, medals, trophies, plaques, accomplishment reports (verified through certifications by proper authorities), and others shall be presented.

The report on the results of the AC shall be signed by all members of the committee and certified by the principal. The school head or principal shall approve the final list of awardees upon the recommendation of the committee. If the school head or principal is related within the second degree of consanguinity or affinity to any of the candidates for awards, the school head or principal must inhibit him/herself from participating in the process. The approval shall come from the person next in rank.

The documents shall be kept in the office of the principal for ready reference. Copies of the results shall be submitted to the Schools District and Division Offices. The AC, through the Office of the School Head/Principal, shall release the final list of awardees upon the request of stakeholders for scholarship purposes.

The AC, together with the school head, shall determine roles and assign tasks to the awardees (e.g., delivery of graduation speech, batch history) for the graduation or school-awarding ceremony.

V. When to file and settle protests?

Cases of protest shall be filed by the candidate with his/her parent or guardian to the School Head within three (3) working days from the announcement and shall be decided on by the school head or principal, considering the recommendations of the AC within three (3) working days from filing.

VI. References

Policy Guidelines on Classroom Assessment of the K to 12 Basic Education Program, DepEd Order No. 8, s. 2015

DepEd Child Protection Policy, DepEd Order No. 40, s. 2012
Guidelines on the Selection of Honor Pupils and Students of Grades 1 to 10 of the K to 12 Basic Education Curriculum, DepEd Order 74, s.2012

Lehr, Camilla A. "Positive School Climate: Information for Educators." In Helping Children at Home and School II: Handout for Families and
Educators, S4-75-4-78. 2nd ed. National Association of School Psychologists, 2004.


I have carefully read and understood the UPHSD Student Handbook and I accept full responsibility for the knowledge and observance of all school policies and regulations contained herein.

If found guilty to have violated any of the provisions of this Student Handbook after due process, I shall be liable to disciplinary action as so prescribed.

_________________________________
STUDENT’S NAME IN PRINT

_________________________________
STUDENT’S SIGNATURE

Grade/Section: _____________________________

Date: _________________________________

ATTESTED BY:

_________________________________
Signature of Parent/Guardian
Over Printed Name

Date: _________________________________

[Student’s Copy]
## PERSONAL INFORMATION

This Student Handbook belongs to:

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Phone No.:</td>
</tr>
<tr>
<td>Mobile No.:</td>
</tr>
<tr>
<td>Birthday:</td>
</tr>
<tr>
<td>Father’s Name:</td>
</tr>
<tr>
<td>Mother’s Name:</td>
</tr>
<tr>
<td>Grade Level / Section:</td>
</tr>
<tr>
<td>Class Adviser:</td>
</tr>
</tbody>
</table>

In case of emergency, please inform:

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Phone No.:</td>
</tr>
<tr>
<td>Mobile No.:</td>
</tr>
<tr>
<td>Relationship:</td>
</tr>
</tbody>
</table>
STUDENT HANDBOOK

Undertaking

I have carefully read and understood the UPHSD Student Handbook and I accept full responsibility for the knowledge and observance of all school policies and regulations contained herein.

If found guilty to have violated any of the provisions of this Student Handbook after due process, I shall be liable to disciplinary action as so prescribed.

_________________________________
STUDENT’S NAME IN PRINT

_________________________________
STUDENT’S SIGNATURE

Grade Level/Section: ___________________

Date: ________________________________

ATTESTED BY:

_______________________________
Signature of Parent/Guardian
Over Printed Name

Date: ________________________________

[UPHSD’s Copy]
STUDENT HANDBOOK

Undertaking

I have carefully read and understood the UPHSD Student Handbook and I accept full responsibility for the knowledge and observance of all school policies and regulations contained herein.

If found guilty to have violated any of the provisions of this Student Handbook after due process, I shall be liable to disciplinary action as so prescribed.

_________________________________
STUDENT’S NAME IN PRINT

_________________________________
STUDENT’S SIGNATURE

Grade Level/Section: ____________________

Date: ________________________________

ATTESTED BY:

_______________________________
Signature of Parent/Guardian
Over Printed Name

Date: ________________________________